



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

September 19, 2024





TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Strategic Plan 2024 - 2029

Mission Sparking curiosity and connecting our community through literacy and learning.

CONNECTION

The library will support the diverse needs and interests of the community with services and resources that foster a sense of belonging and collaboration.

SPACE

The library will provide welcoming and inviting physical and digital spaces in which people have easy access to learning, connections and joy.

LEARNING

The library is committed to offering equitable learning and development opportunities to meet the goals and needs of diverse learners.

JOY

The library is committed to providing a variety of programs and services that enrich our community and spark wonder in residents across the county.

PEOPLE

The library will create a work environment where our staff and volunteers are valued, respected and empowered to contribute their best.



Values Excellence
Curiosity
Literacy
Freedom
Teamwork
Accountability



Thursday, September 19, 2024 – 4:00 pm
Menninger Room and Zoom Meeting

<https://tscpl.zoom.us/j/88978607818>

Meeting ID: 889 7860 7818

Passcode: 168998

Call to Order

Public Comment

Trustee Advocacy Stories

**Approval of August 22, 2024, Meeting Minutes of the Board of Trustees –
Action Item pg. 5**

Neighborhood Revitalization Plan (NRP) – Presentation pg. 9

- Dan Warner, Planning Division Director for the City of Topeka
- Amanda Tituana-Feijoo, Administrative Officer for the City of Topeka

Chief Financial Officer’s Report – Kim Strube pg. 43

Financial Reports

- Treasurer’s Report – Hannah Uhlig
 - Budget Process Planning Discussion
- Financial Report – **Action Item**

The Library Foundation – Kim Patton, Board Chair

Friends of Topeka and Shawnee County Public Library – Ruth Nelson, Board President

Board Chair Report – Peg Dunlap - Vice Chair

- Meeting Minutes Board of Trustees Executive Committee –**pg. 59**

Chief Executive Officer Report – Marie Pyko pg. 61

Chief of Staff Report – Thad Hartman pg. 65

- **Material Workflow Process Improvement & Automated Material Handling (AMH) Replacement** –Access Services Manager Kelli Smith

New Business

- **Resolution for Kids Library Construction pg. 84**
- **Resolution for Kids Library Shelving pg. 88**

Adjournment

Public Comment

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

Next Meeting

October 17, 2024

4:00 pm

Menninger Room and Zoom meeting

<https://tscpl.zoom.us/j/88978607818?>

Meeting ID: 889 7860 7818

Passcode: 168998

*Subject to change without notice



Board Members Present

Shawn Leisinger – Chair, Peg Dunlap - Vice Chair, Hannah Uhlrig – Treasurer, Liz Post, Jim Edwards, Jim Ramos, Beth Dobler, Mark Zillinger, Fred Patton

Board Members Absent

Joan Hicks – Secretary

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, August 22, 2024, in the Marvin Auditorium 101C of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 5:00 pm by Chair Shawn Leisinger.

Public Comment

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

Trustee Advocacy Stories

Trustee Liz Post shared that she was excited to hear about the effort between the Topeka Genealogical Society and the Topeka and Shawnee County Public Library to bring some of their information and materials to the library.

Approval of Minutes

On a motion by Mark Zillinger, seconded by Jim Edwards, the July 18, 2024, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer Report

Chief Financial Officer Kim Strube noted no additions to her report.

Financial Reports

Board Treasurer Hannah Uhlrig reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for July 2024.

On a motion by Hannah Uhlrig and seconded by Peg Dunlap, the Treasurer’s Financial Report for July 2024 was accepted.

Motion passed unanimously.

The Library Foundation

Library Foundation Executive Ashley Charest shared that the Library Foundation is planning a week of fun activities in September to engage library employees.

Charest shared that the Library Foundation is continuing to raise funds for the Kids Library. They are working with community organizations and individuals. The Library Foundation is planning a brunch donor cultivation event in early 2025. Charest hopes people attending this event could get a sneak peek of the construction in the Kids Library at that time.

Friends of Topeka and Shawnee County Public Library

Friends Board President Ruth Nelson shared the Friends July book sale made a total of \$8,658.85. This includes \$360.00 in memberships sold at the door. The Friends had a lot of coverage on television each day and both the Friends and the library posted regularly on social media.

On Friday, July 26, the Highway Patrol inspected the Lingo bookmobile and put a new VIN sticker on it. It is for sale at Purple Wave Auctions. It will be sold on Tuesday, August 27, and, as of this report, the current bid is \$2,450.

The Friends reception for author Lisa Scottoline on September 30 is filling up. Friends members will enjoy a reception at 5:30 pm in Claire's Courtyard, premiere seating at the talk, and a free copy of her latest book, *The Truth about the Devlins*. Registration for the talk opened August 15 and those interested can register on the library's website.

Board Chair Reports

Chair Shawn Leisinger reported the Executive Committee met via Zoom on August 5, 2024.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko highlighted the success of the Summer Reading program that just wrapped up. Participation was up 17% and the gallery had 20,800 visitors. Those that attended The Floor is Lava gallery exhibit learned a lot about volcanology.

Starting September 3 there will be some changes made to the bookmobile schedule. The bookmobiles will be out Monday-Friday at sites until 7:30 pm.

Trustee Beth Dobler shared that she wanted to thank the library for hosting the new teacher event for Topeka Public Schools. She said there was a huge turnout and the scavenger hunt through the whole library was a good idea.

Chief of Staff Report

Chief of Staff Thad Hartman shared that the gallery is being awarded the Art Enhancer Award through the Kansas Art Education Association. They will receive the award in October.

New Business

Recess into Revenue Neutral Rate (RNR) Hearing

On a motion by Jim Ramos, seconded by Jim Edwards, the board recessed at 5:09 pm.

Motion passed unanimously.

Call to Order

Board Chair Shawn Leisinger opened the Revenue Neutral Rate (RNR) Hearing and called the meeting to order at 5:10 pm.

Chair Shawn Leisinger called on Chief Financial Officer Kim Strube to present a review of the FY2025 RNR. Strube spoke to legislation in regard to the RNR and mill levy rates. There were no questions for Strube.

Public Comment – RNR

There were six people signed in for public comment. Lanell Griffith, Toni Stewart, Kristi Symonds, Robert Williams, Kathy Brown, and Justin Gilbert spoke then the public comment session was closed.

On a motion by Peg Dunlap, seconded by Mark Zillinger, the RNR Hearing was adjourned at 5:37 pm

Motion passed unanimously.

Reconvene to Board of Trustees Meeting

On a motion by Liz Post, seconded by Jim Edwards, the board reconvened to the regular Board of Trustees Meeting at 5:38 pm.

Motion passed unanimously.

New Business

Approval of the FY2025 Revenue Neutral Rate Increase (ROLL CALL VOTE)

On a motion by Jim Edwards, seconded by Mark Zillinger, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the levy of property tax rate exceeding the RNR for the FY2025 operating budgets. A roll call vote was taken.

Motion passed unanimously.

Recess to Public Budget Hearing

On a motion by Peg Dunlap, seconded by Beth Dobler, the board recessed at 5:40 pm.

Call to Order

Board Chair Shawn Leisinger opened the Public Budget Hearing and called the meeting to order at 5:40 pm.

Public Comment – Public Budget Hearing

There was one person signed in for public comment. Kathy Brown spoke then the public comment session was closed.

Chair Shawn Leisinger called on Chief Financial Officer Kim Strube to present a review of the FY2025 Budget. Strube explained that there were three budget work sessions involving the entire board that totaled six hours in preparation for the budget. There were no questions for Strube.

On a motion by Jim Ramos, seconded by Beth Dobler, the Public Budget Hearing was adjourned at 5:58 pm

Motion passed unanimously.

Reconvene to Board of Trustees Meeting

On a motion by Mark Zillinger, seconded by Hannah Uhrig, the board reconvened to the regular Board of Trustees Meeting at 5:59 pm.

Motion passed unanimously.

New Business

Adoption of FY2025 Operating Budget

On a motion by Hannah Uhrig, seconded by Peg Dunlap, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopts the FY2025 operating budget as presented/published in the Topeka Capital Journal on August 8, 2024.

Motion passed unanimously.

Adjournment

On a motion by Liz Post, seconded by Jim Edwards, the meeting was adjourned at 6:00 pm.

Next Meeting

September 19, 2024

4:00 pm

Topeka & Shawnee County Public Library

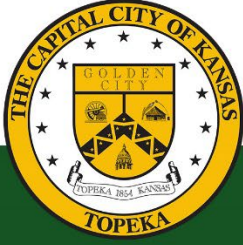
Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/88978607818?pwd=7FtGKGLtvNasHkOeMtLhQQXUM0ivlp.1>

Meeting ID: 889 7860 7818

Passcode: 168998

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CITY OF TOPEKA

Rhiannon Friedman Director of Planning & Development
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Topeka, KS 66607

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Tel: 785-368-3728
www.topeka.org

August 27, 2024

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 expires on December 31, 2024 but the City is proposing to extend through the end of 2027. The NRP boundary primarily aligns with At Risk/Intensive Care neighborhoods. It is based on the City's Neighborhood Health map, which was updated earlier this year. The most recent health map resulted in a smaller NRP area due to improving conditions.

Because of this, you will again be asked to consider participation in the program's extension through an inter-local agreement with the City in order to maximize impact of the rebate. All taxing entities within the current NRP boundary participate including USD 345, USD 437, USD 450, USD 501, Shawnee County, Topeka Metropolitan Transit Authority, Metropolitan Topeka Airport Authority, Topeka and Shawnee County Public Library, and Washburn University.

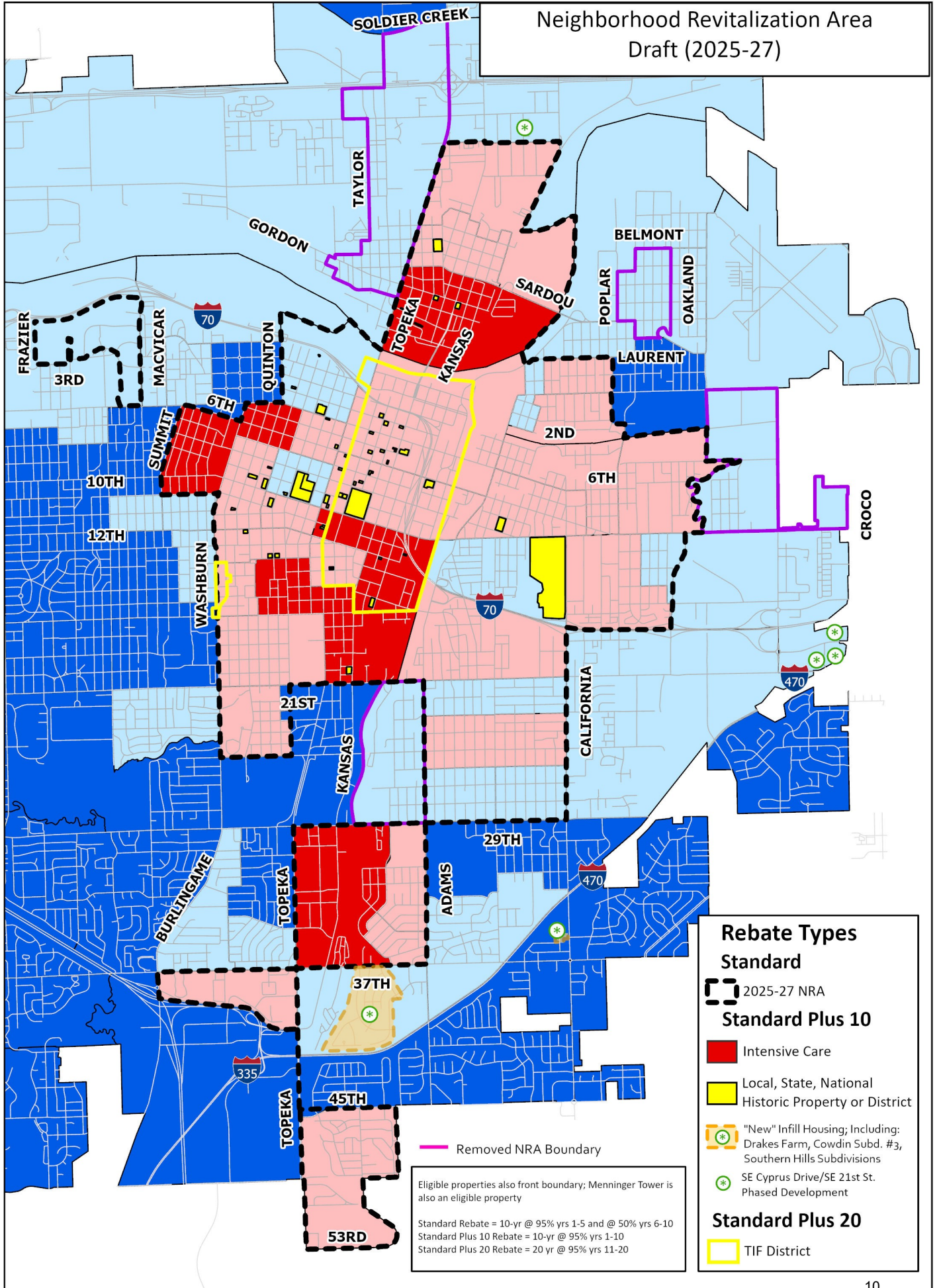
The success of the NRP is proven. It has accounted for over \$515 million of property investment covering 647 separate projects. For every dollar rebated, \$8 is leveraged in property investment.

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

Sincerely,

Rhiannon Friedman
Planning & Development Director, City of Topeka

Neighborhood Revitalization Area Draft (2025-27)



Rebate Types

Standard

Standard Plus 10

Standard Plus 20

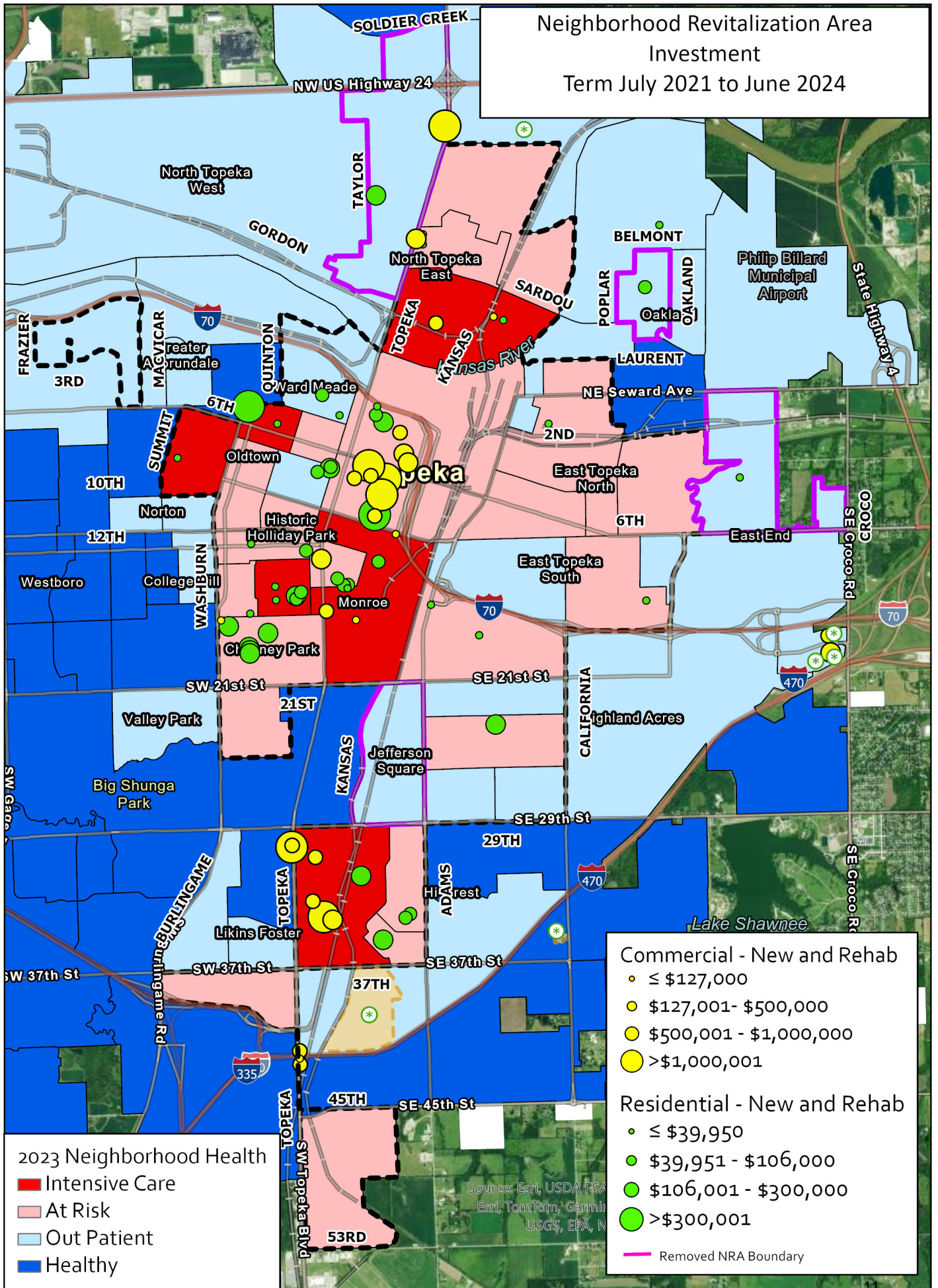
- 2025-27 NRA
- Intensive Care
- Local, State, National Historic Property or District
- "New" Infill Housing; Including: Drakes Farm, Cowdin Subd. #3, Southern Hills Subdivisions
- SE Cyprus Drive/SE 21st St. Phased Development
- TIF District

Removed NRA Boundary

Eligible properties also front boundary; Menninger Tower is also an eligible property

Standard Rebate = 10-yr @ 95% yrs 1-5 and @ 50% yrs 6-10
 Standard Plus 10 Rebate = 10-yr @ 95% yrs 1-10
 Standard Plus 20 Rebate = 20 yr @ 95% yrs 11-20

Neighborhood Revitalization Area
Investment
Term July 2021 to June 2024



2023 Neighborhood Health

- Intensive Care
- At Risk
- Out Patient
- Healthy

Commercial - New and Rehab

- ≤ \$127,000
- \$127,001 - \$500,000
- \$500,001 - \$1,000,000
- >\$1,000,001

Residential - New and Rehab

- ≤ \$39,950
- \$39,951 - \$106,000
- \$106,001 - \$300,000
- >\$300,001

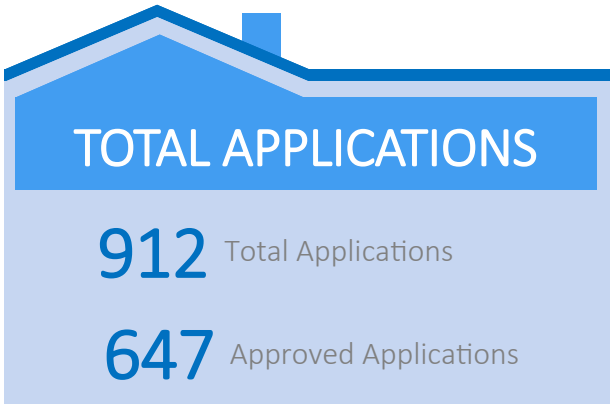
— Removed NRA Boundary

Source: Esri, USDA FSA
Esri, TomTom, Garmin
USGS, EPA, N

Applicant/Owner	Property Address	Type of Improvement	NIA	Estimate	Approved	2022 value	2023 Value	2024 Value
2022								
Mercury Real Estate Holdings LLC	1100 Walnut St, Ste 2050	Commercial		\$3,060,823	APPROVAL	\$1,979,910	\$2,000,800	
Abraham Properties	1700 SW Washburn	Commercial	Chesney Park	\$42,700	INCOMPLETE	\$359,000		
Edward Whitlock	4021 SW 10th	Single Family Rehab	Old Town	\$80,000	APPROVAL	\$18,590	\$19,890	29,500
Van Buren St Lofts LLC/ Mark Burenheide	306 SW Van Buren	New Multi Family	Downtown	\$150,000	APPROVAL	\$118,400	\$1,224,900	
SW Holdings LLC (Anthony Singer)	1908 SW Buchanan	New single Family	Chesney Park	\$160,000	APPROVAL	\$1,290	\$15,070	134,920
SW Holdings LLC (Anthony Singer)	1523 SW Polk	Single Family New	Central Park	\$160,000	APPROVAL	\$1,150	\$2,290	126,490
SW Holdings LLC (Anthony Singer)	1813 SW Central Park	Single Family New	Central Park	\$160,000	APPROVED	\$2,570	\$15,070	134,920
Performance Tire and Auto	1634 SW Topeka Blvd	Commercial Rehab	Monroe	\$402,009	APPROVAL	\$240,500	\$407,300	
SW Holdings LLC (Anthony Singer)	1914 SW Buchanan	New single Family	Chesney Park	\$160,000	APPROVAL	\$700	\$15,070	136,830
SW Holdings LLC (Anthony Singer)	1920 SW Buchanan	New single Family	Chesney Park	\$160,000	APPROVAL	\$1,410	\$15,320	137,080
Holiday Square Partners- Interior Site	3001 SW Topeka Blvd	Commercial Rehab		\$350,000	APPROVAL	\$1,254,300	\$2,390,000	2,608,100
Hicks Block LLC	825 N Kansas Avenue	Commercial rehab	N Topeka E	\$150,000	APPROVAL	\$156,100	\$292,300	
SENT Holdings	508 SE 34th	Single Family New	Hi Crest	\$105,093	INCOMPLETE	\$23,150	\$63,000	
1508 SW Polk	1508 SW Polk	Single Family Rehab	Central Park	\$50,000	INCOMPLETE	\$70,500	\$75,440	99,200
WRG Investments LLC	3401 S Kansas Ave	Commercial Rehab	Hi Crest	\$550,000	APPROVAL	\$532,300	\$1,159,200	
CMB Projects LLC	318 SW Polk	Multifamily Rehab	Ward Meade	\$25,000	APPROVAL	\$24,640	\$52,400	
Zulu Warriors LLC	1640 SW Buchanan	Single Family Rehab	Central Park	\$13,000	APPROVAL	\$36,100	\$75,900	
CMB Projects LLC	1323 NE Michigan	Single Family Rehab	Oakland	\$30,000	APPROVAL	\$41,910	\$72,000	
CMB Projects LLC	512 SW Buchanan	Single Family Rehab	Ward Meade	\$31,000	APPROVAL	\$17,230	\$62,900	
American Services, Inc.	1303 NE Atchison	Single Family Rehab	Oakland	\$28,500	APPROVAL	\$26,600	\$51,100	
American Services, Inc.	921 SW Jewel	Single Family Rehab	Old Town	\$37,500	APPROVAL	\$45,870	\$69,700	
American Services, Inc.	508 Sardou	Commercial Rehab	N Topeka E	\$22,000	APPROVAL	\$22,700	\$66,800	
East Bound and Down LLC	1801 NE Chandler	Single Family Rehab	Central Highland Park	\$27,500	INCOMPLETE	\$13,060	\$14,890	15,780
East Bound and Down LLC	218 SW Western	Single Family Rehab	Ward Meade	\$50,000	INCOMPLETE	\$11,220	\$39,200	48,900
East Bound and Down LLC	545 NE Sardou	Single Family Rehab	N Topeka E	\$32,000	INCOMPLETE	\$11,290	\$20,780	20,920
Erik and Laura Knox	4026 S Topeka Blvd	Commercial Rehab		\$270,000	APPROVED	\$245,500	\$455,980	521,900
Fairvan Land Investments	1410 NW Topeka Blvd	New Commercial	North Topeka West	\$586,758	APPROVED	\$77,780	\$275,190	326,110
Osborne Construction & Development	316 SW 33rd St	Commercial Rehab	Hi Crest	\$190,000	INCOMPLETE	\$146,600	\$167,100	165,600
Clinton Self Storage Bldg E	3528 SE Cyprus Dr.	Commercial		\$226,000	APPROVAL	\$0	\$33,560	355,600
TRM Communications Inc	323 S Kansas Ave	Commercial	Downtown	\$251,256	APPROVAL	\$488,900	\$687,900	
Applicant/Owner Property Address Type of Improvement NIA Estimate Approved 2022 value 2023 Value								
2023								
AIM Strategies LLC	735 S Kansas Ave	New Commercial	Downtown	\$2,879,229	Incomplete	\$18,750	\$601,750	
Van Buren St Development LLC	306-308 SW Van Buren	Multi Family Rehab	Downtown	\$300,000	Incomplete			
Midwest Housing Solutions LLC	1255 SW Tyler	Multi Family Rehab	Historic Holiday Park	\$51,361	APPROVED	\$107,260	\$242,500	
SENT Holding Inc	304 SE Pinecrest	Single Family Rehab	Hi-Crest	\$121,497	APPROVED	\$30,680	\$93,600	
Midwest Housing Solutions	948 NE Wabash Ave	Multi Family Rehab	Oakland	\$100,000	Incomplete	\$55,740	\$61,800	
Potwin Lofts LLC	400 SW Washburn Ave	Multi Family Rehab	Ward Meade	\$900,000	Incomplete	\$183,210	(C)\$151330(R)\$208670	
Watson Real Estate Development LLC	1311 SE Lott St	New Single Family	Central Highland Park	\$125,000	Incomplete	\$2,910	\$2,910	
Kronos Construction LLC	1705 NW Polk St	New Single Family	North Topeka West	\$125,000	Incomplete	\$5,950	\$5,950	
Kronos Construction LLC	1734 SW Lane St	New Single Family	Chesney Park	\$125,000	Incomplete	\$2,820	\$2,820	

Neighborhood Revitalization Program

Term Years 1995-2024



TOTAL INVESTED

515 MILLION DOLLARS

IN BOTH COMMERCIAL AND RESIDENTIAL PROPERTIES

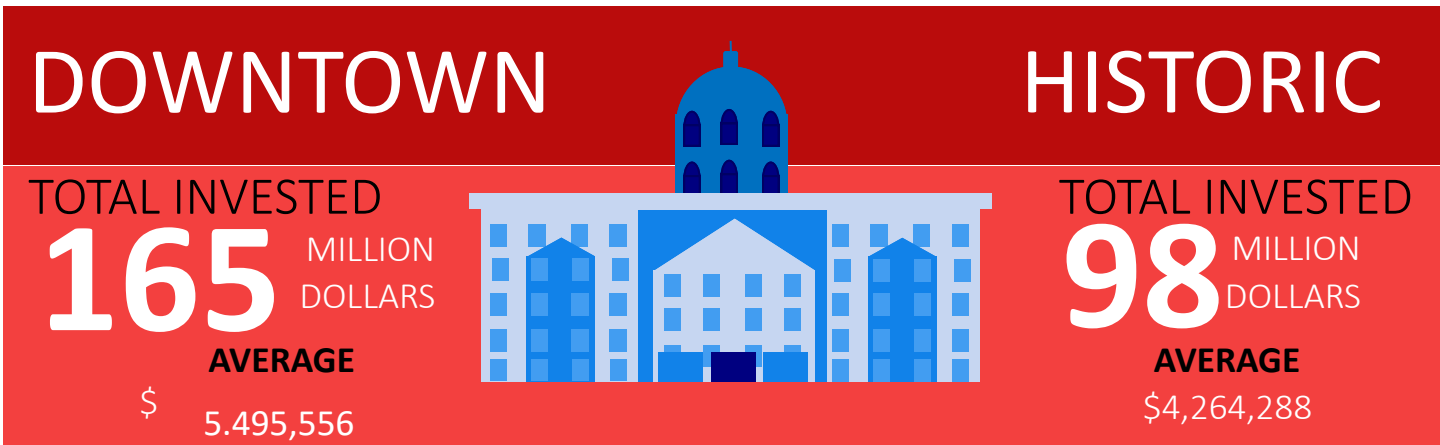
\$389 million
COMMERCIAL

\$126 million
RESIDENTIAL

1995-2023 **TAX REBATE AMOUNT PAID** **\$63,215,296**

\$34,038,676 **NEW TAX GENERATED** ²⁰⁰⁶⁻²⁰²³

FOR EVERY DOLLAR REBATED **\$8** ARE INVESTED

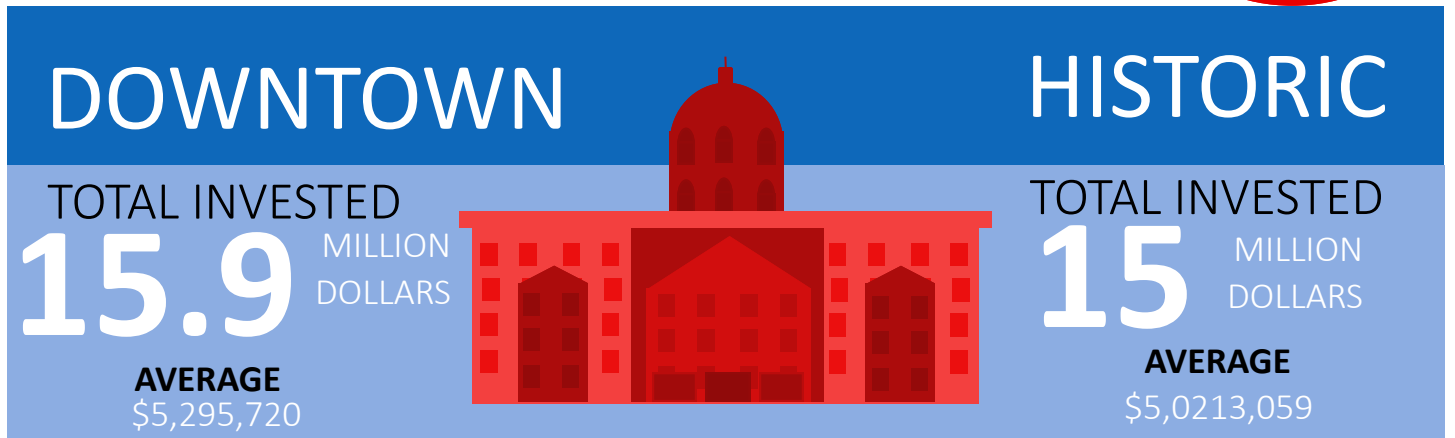
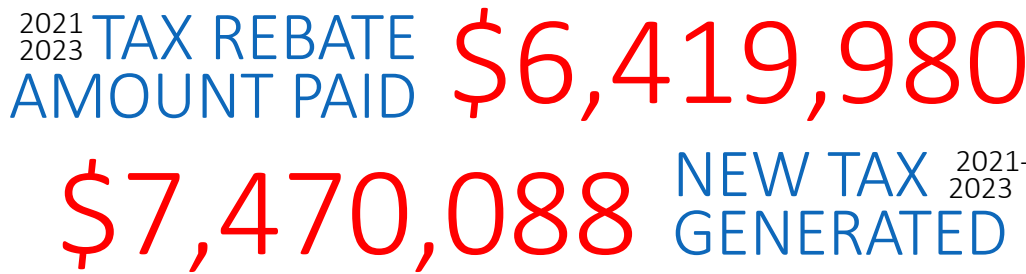
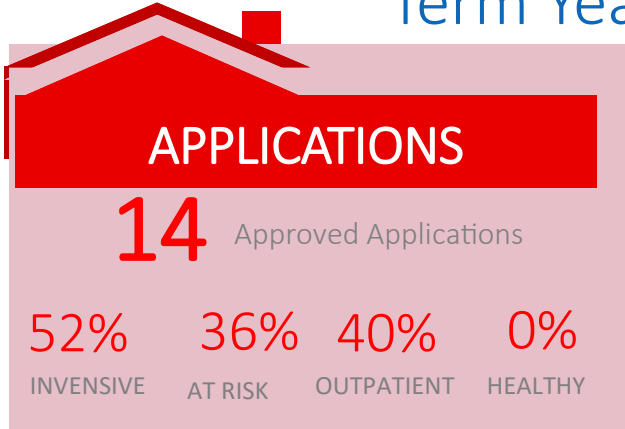


Neighborhood Health 2004-2024

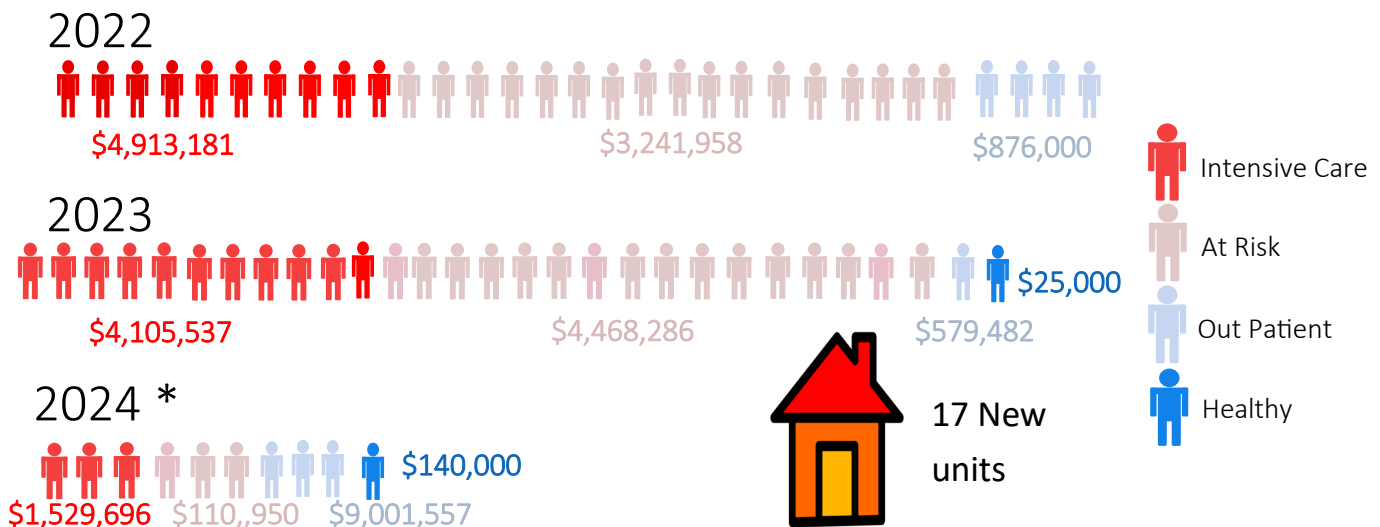
INTENSIVE CARE	\$52,412,754	14%
AT RISK	\$212,369,359	56%
OUTPATIENT	\$80,586,612	21%
HEALTHY	\$30,636,867	8%

Neighborhood Revitalization Program

Term Years 2022-2024



Neighborhood Health Applications and Investments





DRAFT

2025-2027

Prepared by : City of Topeka Planning Department
Dan Warner, AICP, Planning Director
Ann-Marie Driver, AICP, Planner II
Bryson M. Risley, Planner II

City of Topeka, Kansas

Effective January 1, 2025
ADOPTED BY THE CITY OF TOPEKA GOVERNING BODY:

xx/xx/2024

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Introduction

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

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

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

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*2025 - 27 Neighborhood Revitalization Plan
Adopted by the Governing Body: xx/xx/2024*

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

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

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

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

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

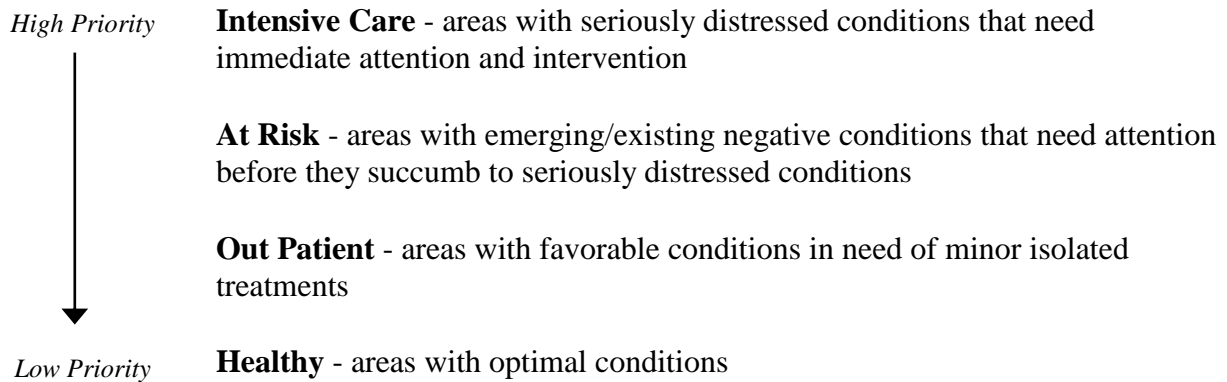
area is necessary to protect the welfare of the municipalities' residents, and that the area should not include the entire municipality.

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

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

PART 1
DESCRIPTION OF NEIGHBORHOOD REVITALIZATION AREA

The Neighborhood Revitalization Area (Map #1) in general follows the boundaries of *Intensive Care* and *At Risk* neighborhoods as identified in the City of Topeka Neighborhood Health Map. This map most recently updated in 2023, 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 (2018-2022 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 2022 – December 2023, 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 (July 2023, 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 (July 2023 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 (2023 City of Topeka Special Structures Unit) - A secured house is one of the most evident physical displays that will undermine confidence in an area for investment and precipitates a downward spiral for the block and/or neighborhood.

Vital Sign Ranges (2023)

Neighborhood Health Composite (avg. score)	% of Persons Below Poverty Level (score)	Part 1 Crimes per 100 Persons (score)	Average Residential Property Values (score)	% Owner Occupied Housing Units (score)	Number of Secured and Unsafe Structures Per 100 Properties (score)
Healthy (3.3 - 4.0)	2023: 0 - 9% (4)	0 - 12 (4)	2023: \$134,451 and ↑ (4)	70 - 100% (4)	2023: 0 (4)
Out Patient (2.7 - 3.2)	2023: 10 - 18% (3)	13 - 18 (3)	2023: \$87,447 - \$134,450 (3)	50 - 69% (3)	2023: 0.01 - 0.75 (3)
At Risk (1.9 - 2.6)	2023: 19 - 30% (2)	19 - 28 (2)	2023: \$51,960 - \$87,446 (2)	34 - 49% (2)	2023: 0.76 - 1.75 (2)
Intensive Care (1.0 - 1.8)	2023: 31 - 100% (1)	29 + (1)	2023: \$51,959 and ↓ (1)	0 - 33% (1)	2023: 1.76 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 2023					
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	35	38.5%	43.4%	2.024	\$67,448
At Risk	18	29.1%	47.3%	1.050	\$74,156
Out Patient	10	11.1%	57.5%	0.878	\$90,930
Total Primary NR Area	19	25.9%	49.5%	1.160	\$77,316

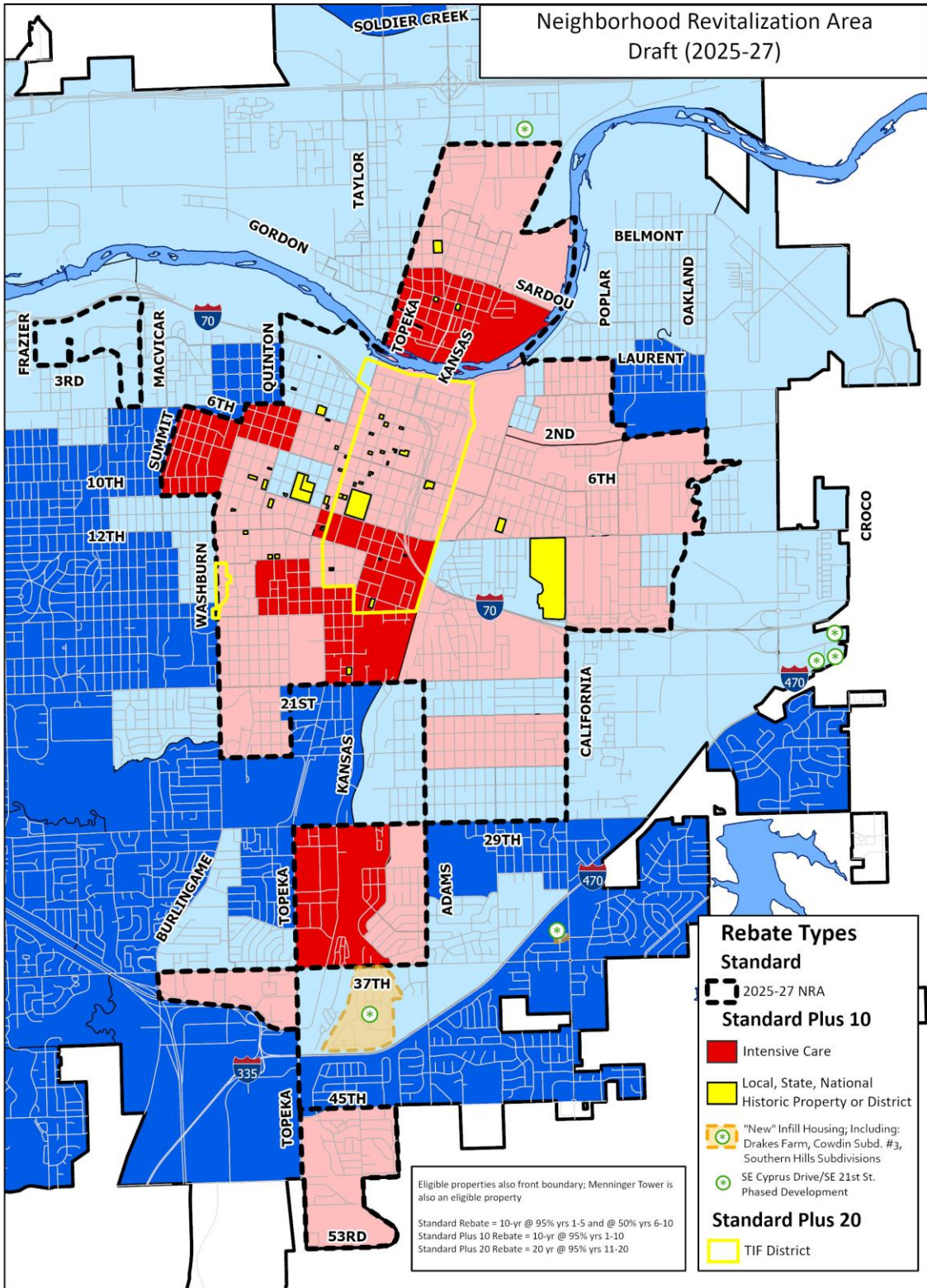
Total Non Neighborhood Revitalization Area 2023					
Health Rating	Part 1 Crimes per 100 persons	% of Persons Below Poverty Level	% Owner Occupied Single Family Housing units	Secured & Unsafe Structures	Average Residential Property Values
Out Patient	11	17.7%	61.8%	0.56	\$115,743
Healthy	5	8.7%	79.7%	0.13	\$212,709
Total Non NR Area	7	10.6%	75.3	0.25	\$189,507

General Characteristics 2023							
Area	Square Miles	% of Total	#of Parcels	% Total	Vacant Parcels	% Total	
Intensive Care	2.46	3.9%	2,587	5.1%	417	10.2%	
At Risk	7.59	12.0%	8,438	16.5%	1,186	29.1%	
Out Patient	1.85	2.9%	2,510	4.9%	370	9.1%	
Kanza/ USD 501	0.3	0.5%	29	0.06%	3	0.07%	
Total NR AREA	12.15	19.3%	13,535	26.5%	1,973	48.4%	
Non-NR Area	50.95	80.7%	37,612	73.5%	2,107	51.6%	
Total (All Topeka)	63.1	100%	51,147	100%	4,080	100%	

General Characteristics 2023						
Area	2022 Population	% of Total	Total Housing Units (2018 - 2022 ACS)	% of Total	Real Property Valuation (2023)	% of Total
Intensive Care (Primary)	4,595	3.6%	2,221	3.7%	\$588,646,970	6.4%
At Risk (Primary)	20,732	16.4%	10,349	17.3%	\$1,317,793,490	14.2%
Out Patient (Primary)	8,370	6.6%	3,906	6.5%	\$261,039,450	2.8%
Total NR Area	33,697	26.7%	16,476	27.5%	\$2,167,479,910	23.4%
Non NR Area	92,734	73.3%	43,511	72.5%	\$9,268,928,010	100.0%
Total (All Topeka)	126,431	100.0%	59,987	100.0%	11,436,407,920	100.0%

Summary

- The primary NR Area comprises only 19.3% of the land area of Topeka, but contains approximately 48.4% 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 145% greater outside of the NR Area than within its boundaries.
- The homeownership rate is substantially greater outside of the primary NR Area boundary (75.3% versus 49.5%).
- 63% of all secured and unsafe structures in the City are located within the NR Area boundary yet only constitute 27.5% of all housing units in the city



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2025 - 27 Neighborhood Revitalization Plan
Adopted by the Governing Body: xx/xx/2024

**LEGAL DESCRIPTION OF
Neighborhood Revitalization Area
MAY 2024**

PRIMARY AREA

Beginning at the intersection of the NW Topeka Boulevard and NW Independence Avenue; thence easterly along NW Independence Avenue to its intersection with N Kansas Avenue; thence continuing easterly along NE Independence Avenue to its intersection with NE Meriden Road; thence Southerly along Meriden Road to its intersection with NE Grantville Road; thence southerly along said NE Grantville Road to its intersection with Old Soldier Creek channel; thence easterly along Old Soldier Creek channel to its intersection with the Kansas River; thence southerly along the Kansas River to its intersection with northerly extension of NE Chandler Street; thence southerly along said extension of NE Chandler Street to its intersection with NE River Road; thence northeasterly along NE River Road to its intersection with NE Division Street; thence easterly along NE Division Street to its intersection with NE Sumner Street; thence southerly along NE Sumner Street to its intersection with NE Seward Avenue; thence westerly along NE Seward Avenue to its intersection with Sumner Street; thence Southerly along Sumner Street to its intersection of NE Florence Avenue; thence easterly along NE Florence Avenue to its intersection with NE Golden Avenue; thence southerly along NE Golden Avenue to its intersection with the Mainline Track of the Burlington Northern - Santa Fe Railway; thence easterly along said Mainline Track to its 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 along said East Line to its intersection with SE 2nd Street; thence easterly along SE 2nd Street to its intersection with Deer Creek; thence southerly along Deer Creek to its intersection with SE 6th Avenue; thence westerly along SE 6th Avenue to its intersection with SE Deer Creek Parkway; thence southerly along SE Deer Creek Parkway to its intersection with Interstate Highway 70; thence westerly along Interstate Highway 70 to its intersection with SE California Avenue; thence southerly along SE California Avenue to its intersection with the Centerline of SE 29th Street; thence westerly along SE 29th Street to its intersection with SE Adams Street; thence southerly along SE Adams Street to its intersection with SE 37th Street; thence westerly along SE 37th and SW 37th Street to its intersection with SW Topeka Boulevard; thence southerly along SW Topeka Boulevard to the Northwest corner of the Northwest Quarter of Section 30 Township 12 South Range 16 East of the 6th P.M.; thence easterly along the North Line of said Section 30 to the Northeast corner of the West Half of the Northeast Quarter of said Section 30; thence southerly along the East line of said West Half to the Southeast corner of said West Half; thence westerly along the South line of said West Half to the Southwest corner of said Northeast Quarter; thence southerly along the East line of the Southwest Quarter of said Section 30 to its intersection with the southwesterly right of way line of the Missouri Pacific Railroad, as recorded in Book 4251, page 621; thence South 54 degrees 38 minutes 32 seconds East, 1304.94 feet along said right of way line; thence southeasterly and southwesterly along said right of way line, 1020.98 feet along the arc of a curve to the right, having a radius of 419.28 feet with a chord which bears South 21 degrees 57 minutes 15 seconds West, 786.78 feet; thence South 89 degrees 35 minutes 28 seconds West, 132.83 feet along said right of way line; thence westerly along said right of way line, 249.10 feet along the arc of a curve to the left, having a radius of 613.69 feet with a chord which bears South 77 degrees 55 minutes 31 seconds West, 247.40 feet to the North right of way

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line of SE 53rd Street; thence South 89 degrees 35 minutes 28 seconds West, 368.63 feet along the North right of way of SE 53rd Street; thence southerly to the South line of Section 30; thence westerly along the South line of Section 30 to SW Topeka Boulevard; thence northerly along Topeka Boulevard to its intersection of Interstate Highway 470; thence westerly along Interstate Highway 470 to its intersection with Burlingame Road; thence northerly along Burlingame Road to its intersection with SW 37th Street; thence Easterly along SW 37th Street to its intersection with Topeka Boulevard; thence northerly along Topeka Boulevard to its intersection with SW 29th Street; thence Easterly along SW 29th Street and SE 29th Street to its intersection with SE Adams Street; thence northerly along SE Adams Street to its intersection with SE 21st Street; thence westerly along SE 21st Street and SW 21st Street to the Northwest Corner of the Northwest Quarter of Section 7 Township 12 South Range 15 East of the 6th P.M.; thence southerly along the West line of said Quarter Section to its intersection with SW 27th Street; thence westerly along SW 27th Street to its intersection with SW Washburn Avenue; thence northerly along SW Washburn Avenue to its intersection with SW 11th Street; thence westerly along SW 11th Street to its intersection with SW Woodward Avenue; thence northerly along SW Woodward Avenue to its intersection with SW 10th Avenue; thence westerly along SW 10th Avenue to its intersection with SW Summit Avenue; thence northerly along SW Summit Avenue to its intersection with SW Sixth Avenue; thence easterly SW Sixth Avenue to its SW Washburn Avenue; thence northerly along SW Washburn Avenue to its intersection with SW Willow Avenue; thence easterly along SW Willow Avenue to its intersection with Quinton Avenue; thence northerly along Quinton Avenue to its intersection with the Centerline of SW 1st Street; thence easterly along SW 1st Street to the West line of Section 30, Township 11 South, Range 16 East of the 6th P.M.; thence northerly along the said West line to its intersection with the south line of a tract of land described in a deed recorded in Book 3384 Page 896, Register of Deeds Office, Shawnee County, Kansas; thence easterly and northeasterly along the south line and east line of said tract of land to the South Bank of the Kansas River; thence northeasterly along the extension of said east line to its intersection with the Kansas River; thence easterly down the Kansas River to its intersection with SW Topeka Boulevard; thence northerly along Topeka Boulevard to the Point of Beginning.

(AND IN ADDITION)

KANZA BUSINESS AND TECHNOLOGY PARK (OVERALL PUD BOUNDARY)

A TRACT OF LAND IN THE SOUTHEAST QUARTER, THE EAST HALF OF THE SOUTHWEST QUARTER, LOT 3 OF THE NORTHWEST QUARTER, AND THE NORTHEAST QUARTER, ALL IN SECTION 26, TOWNSHIP 11 SOUTH, RANGE 15 EAST OF THE SIXTH PRINCIPAL MERIDIAN, SHAWNEE COUNTY, KANSAS, MORE PARTICULARLY DESCRIBED AS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SOUTHEAST QUARTER; THENCE ON AN ASSUMED BEARING OF NORTH 00°00'22" EAST, 30.00 FEET, ALONG THE EAST LINE OF SAID SOUTHEAST QUARTER; THENCE SOUTH 89°36'04" WEST, 23.50 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 89°36'04" WEST, 2611.74 FEET TO A POINT ON THE WEST LINE OF SAID SOUTHEAST QUARTER, 30.00 FEET NORTH OF THE SOUTHWEST CORNER OF SAID SOUTHEAST QUARTER; THENCE NORTH 00°06'23" WEST, 1118.90 FEET ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER; THENCE SOUTH 86°16'38" EAST, 130.48 FEET; THENCE NORTH 42°55'39" EAST, 233.28 FEET; THENCE NORTH 01°25'17" WEST, 497.95 FEET; THENCE SOUTH 88°46'41" WEST, 278.01 FEET TO THE WEST LINE OF SAID SOUTHEAST QUARTER; THENCE SOUTH 00°06'23" EAST, 120.24 FEET ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER TO THE NORTH LINE OF ARLINGTON HEIGHTS SUBDIVISION; THENCE SOUTH 89°54'32" WEST, 1309.28 FEET ALONG THE NORTH LINE OF SAID SUBDIVISION TO THE WEST

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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"

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

(AND IN ADDITION)

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

(AND IN ADDITION)

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

(AND IN ADDITION)

Drakes Farm Subdivision, according to the recorded plat thereof.

(AND IN ADDITION)

3528 SE Cyprus Drive - Lot 1, Block A, Croco Park Subdivision

(AND IN ADDITION)

3521 SE 21st Street – Lots 1, 2, 4, and 4, Block A, Altair Heights Subdivision No. 6.

(AND IN ADDITION)

Lot 1, Block A, Altair Heights Subdivision No. 3, less street right-of-way.

OUTSIDE REVITALIZATION AREA; 'DILAPIDATED STRUCTURE':

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(Menninger Clock Tower Building)

A portion of Lot 1, Block A, Menninger Foundation Subdivision, being situated in the Southwest Quarter of Section 28, Township 11 South, Range 15 East of the 6th P.M., in the City of Topeka, Shawnee County, Kansas, more particularly described as follows: Commencing at the Northwest corner of said Southwest Quarter, being a point on the West line of Menninger Foundation Subdivision; thence on an assumed Azimuth of 179 degrees 17 minutes 46 seconds coincident with the West line of said Menninger Foundation Subdivision, a distance of 638.96 feet; then on Azimuth 89 degrees 17 minutes 46 seconds, perpendicular to the West line of Menninger Foundation Subdivision, a distance of 898.87 feet to the Point of Beginning; thence on Azimuth 88 degrees 07 minutes 19 seconds, a distance of 329.86 feet; thence on Azimuth 177 degrees 11 minutes 06 seconds, a distance of 250.36 feet; thence on Azimuth 183 degrees 05 minutes 12 seconds, a distance of 141.29 feet; thence on Azimuth 194 degrees 58 minutes 13 seconds, a distance of 66.17 feet; thence on Azimuth 177 degrees 47 minutes 10 seconds, a distance of 178.14 feet; thence on Azimuth 267 degrees 50 minutes 09 seconds, a distance of 275.83 feet; thence on Azimuth 357 degrees 50 minutes 17 seconds, coincident with centerline of an existing access road recorded in Book 4314, Page 099 in the Register of Deeds Office for Shawnee County, a distance of 431.62 feet; thence on Azimuth 317 degrees 14 minutes 41 seconds, a distance of 39.39 feet; thence on Azimuth 358 degrees 10 minutes 19 seconds, a distance of 172.54 feet to the Point of Beginning.

PART 2
APPRAISED VALUATION OF REAL PROPERTY

The appraised valuation of the Menninger Clock Tower and the real estate contained in the Neighborhood Revitalization Area as of July, 2023 for each parcel by land and building values is on file in the office of the Shawnee County Appraiser. The January 1, 2024 appraised valuation for the 13,548 parcels contained in the area is:

Land	\$ 266,766.250
<u>Improvements</u>	<u>\$ 1,961,021.080</u>
Total Appraised Valuation	\$ 2,227, 787. 330

Updated values from Shawnee County Appraiser, May 2024

PART 3
LISTING OF OWNERS OF RECORD IN AREA

Each owner of record of the Menninger Clock Tower and 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

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 (1998/2008/2019)
- Hi-Crest Neighborhood Plan (2015)
- North Topeka West (2016)
- Historic North Topeka East (2013)
- Holliday Park Neighborhood Plan (1998/2008/2023)
- Oakland Neighborhood Plan (2004/2014)
- Hi-Crest Neighborhood Plan (2003)
- Old Town Neighborhood Plan (2003)
- East Topeka Neighborhood Revitalization Plan (2002)
- Downtown Topeka Redevelopment Plan (2001)
- Elmhurst Neighborhood Plan (2001)
- Tennessee Town (2001/2017)
- Washburn-Lane Parkway Plan (2001)
- Quinton Heights Neighborhood Plan (2018)
- East Topeka North Neighborhood Plan (2020)
- Downtown Master Plan (2021)
- Valley Park Neighborhood Plan (2021)

Proposed housing, infrastructure, and public facility improvements within these plans are intended to guide the City’s future resource allocation as targeted within the Neighborhood Revitalization Area. Actual approved resource allocations are 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, 2025. Such improvement project shall remain eligible in the event the neighborhood revitalization plan is extended beyond 2027 by a subsequent ordinance. An improvement project constructed pursuant to a building permit and an application for tax rebate filed before January 1, 2025, may be eligible for a rebate under the Neighborhood Revitalization Program created by City Ordinance No. xxxxx.
- (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 Conservation Districts in effect at the time the improvements are made.
- (d) New and existing improvements on the property must conform with all other applicable codes, rules, and regulations in effect at the time the improvements are made, and for the length of the rebate or the rebate may be terminated.
- (e) Any property that is delinquent in any real property tax payment or special assessment shall not be eligible for any rebate or future rebate until such time as all real property taxes and special assessments have been paid. Additionally, taxes on all real property owned by the applicant must be current.
- (f) Commercial or industrial property eligible for tax incentives under any adopted Neighborhood Revitalization Plan and Topeka's existing tax abatement program pursuant

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

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

PART 8

CONTENTS OF APPLICATION FOR TAX REBATE

Part 1 - General Information (Completed by applicant)

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

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*2025 - 27 Neighborhood Revitalization Plan
Adopted by the Governing Body: xx/xx/2024*

PART 9
APPLICATION PROCEDURE

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

The tax rebate amount will be based on the appraised property value increment between the application year and the completion year directly 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 100% complete within two years of beginning construction on the listed improvements (if permits are not required.).
- (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, 2024.

Rebate Period:

All Eligible Uses – Administrative Approval	10 years
All Eligible Uses – Governing Body Approval	11-20 years

Rebate Amount*:

Standard Rebate:

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

Standard Plus 10 Rebate:

- “Intensive Care” areas (2020 Neighborhood Health Map)	95%
- National/State Register/Properties and Districts and Local Historic Properties/Districts	95%
- “New” Infill Housing (Single and Multi-Family); including: new Single-family houses only in Cowdin Subd. #3 and Southern Hills Subd. A, B, and C, Drakes Farm Subdivision	95%

Standard Plus 20 Rebate:

- TIF District	
- Minimum \$10,000,000 investment	
- Primary use is residential	
- “But-For” Test/Study	
- Governing Body Approval	95%

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

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2025 - 27 Neighborhood Revitalization Plan
Adopted by the Governing Body: xx/xx/2024

Part 12

OTHER MATTERS

1. The governing body may declare a building outside of a neighborhood revitalization area to be a “dilapidated structure” if it satisfies the conditions set forth in subsection (a) of KSA 12-17, 115. A “dilapidated structure” is defined as a residence or other building which is in deteriorating condition by reason of obsolescence, inadequate provision of ventilation, light, air or structural integrity or is otherwise in a condition detrimental to the health, safety or welfare of its inhabitants or a residence or other building which is in deteriorating condition and because of age, architecture, history or significance is worth of preservation. Pursuant to K.S.A. 12-17,117(b), the governing body may determine a structure outside the boundary is a ‘dilapidated structure’ and, as such, is eligible for consideration of a property tax rebate for the following reasons:

- The building is a dilapidated structure due to its long vacancy and current boarded condition,
- The building is historic and is listed on the National Register of Historic Places and is worthy of preservation.

Prior to acceptance of a tax rebate application for projects involving a ‘dilapidated structure’, the applicant must submit a “but-for” test/study to be approved by the City Manager that demonstrates the need for a rebate.

- The Menninger Clock Tower was approved as a delapidated structure with the approval of the 2022-2024 NRP plan and remains in effect.

2. The governing body may designate certain projects to have up to a 20-year rebate period, provided all of the following criteria are satisfied:

- The project is located within an existing Tax Increment Financing District (TIF) within the NRP Area

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Adopted by the Governing Body: xx/xx/2024*

- The primary use is residential
- The project has a minimum investment of \$10,000,000
- The project submits a but-for analysis that demonstrates the need for the longer rebate period.

Should the governing body determine that the project meets the criteria, the property will be removed from the TIF district in accordance with Ordinance No. 20228. Prior to acceptance of a tax rebate application, projects must submit a “but-for” test/study to be approved by the City Manager that demonstrates the need for a rebate.

SHAWNEE COUNTY TAX LEVY SCHEDULE 2023

Tax Levies per \$1,000 Assessed Valuation

	2023 Levy	% of Total Levy
Shawnee County	48.653	34.41%
City of Topeka	36.952	26.13%
USD 501 (Topeka)	37.791	26.73%
Washburn University	3.45	2.44%
Topeka-Shawnee County Public Library	8.192	5.79%
TMTA (Transit)	4.2	2.97%
MTAA (Airport)	2.157	1.53%
Total	141.395	100%
Shawnee County	48.653	33.09%
City of Topeka	36.952	25.13%
USD 345 (Seaman)	43.422	29.53%
Washburn University	3.45	2.35%
Topeka-Shawnee County Public Library	8.192	5.57%
TMTA (Transit)	4.2	2.86%
MTAA (Airport)	2.157	1.47%
Total	147.026	100%
Shawnee County	48.653	33.07%
City of Topeka	36.952	25.12%
USD 450 (Shawnee Heights)	43.501	29.57%
Washburn University	3.45	2.35%
Topeka-Shawnee County Public Library	8.192	5.57%
TMTA (Transit)	4.2	2.86%
MTAA (Airport)	2.157	1.47%
Total	147.105	100%
Shawnee County	48.653	32.29%
City of Topeka	36.952	24.52%
USD 437 (Auburn Washburn Rural)	47.092	31.25%
Washburn University	3.45	2.29%

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*2025 - 27 Neighborhood Revitalization Plan
Adopted by the Governing Body: xx/xx/2024*

Topeka-Shawnee County Public Library	8.192	5.44%
TMTA (Transit)	4.2	2.79%
MTAA (Airport)	2.157	1.43%
Total	150.696	100%

Source: Shawnee County Clerk's Office, 2024

Revenue/Expense/Balance by Fund Report – Page 2

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

General Fund – Pages 3 through 5

With 66.7% of the budget year completed, 91% of the budgeted revenue has been received and 58% of the approved budget has been expended/encumbered. This compares to 2023 in which 88% of the budgeted revenue had been received and 55% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 66.7% of the budget year completed, 90% of the budgeted revenue has been received and 50% of the approved budget has been expended/encumbered. This compares to 2023 in which 89% of the budgeted revenue had been received and 54% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$6,770,027.

Purchase Order Notification

In accordance with the Board of Trustees purchasing policy, approved January 19, 2017, 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	Baffling for L2TC and the Sunroom	\$5,874.00	Golterman & Sabo Inc.
Approved operating budget	Lib Answers and Lib Cal maintenance and support agreement	\$8,343.00	Springshare LLC
Approved operating budget	Annual subscription for co-managed IT services	\$75,810.00	Premier One Data Systems, Inc.
Approved operating budget	Annual platform fee for Interlibrary loan database	\$5,594.22	OCLC, Inc.
Approved operating budget	Annual platform fee for Worldshare database	\$7,655.36	OCLC, Inc.
Approved operating budget	Annual elevator service agreement	\$11,760.00	TK Elevator Corporation
Approved operating budget	Copier/printer leases for last 2 quarters in 2024	\$17,000.00	Century Business Technologies
Approved operating budget	Learn and Play Bus leased garage space – annual costs for lease, water/sewer/trash services and property tax increase for last 2 quarters of 2024	\$8,372.50	Starwood PH Properties, LLC
Library Materials	Books for Juvenile Detention Center (Grant Funded)	\$9,000.00	Baker & Taylor Books
Library Materials	Adult non-fiction	\$5,500.00	Ingram Library Services
Library Materials	Adult fiction	\$8,000.00	Ingram Library Services
Library Materials	Hoopla usage	\$36,022.29	Midwest Tape LLC
Library Materials	Adult fiction and non-fiction ebooks	\$5,120.00	Overdrive, Inc.
Library Materials	Adult non-fiction	\$5,500.00	Ingram Library Services

Other Items:

- I completed the final steps in the budget process: (1) delivered (courtesy) copies of the budget to the Mayor and City Council and County Commissioners as required by K.S.A. 12-1267(a) and (2) electronically filed the adopted budget with the County Clerk by the statutorily set due date of October 1st. The adopted budget and narrative documents are permanently on the TSCPL website. I have received no public inquiries regarding the budget nor requests for the materials.

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

8/31/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2024	\$ -	\$ 1,095.41	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	1,897.30	19%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	5.14	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	249.15	2492%
	<u>\$ 10,010.00</u>	<u>\$ 2,151.59</u>	21%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	10,010.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 10,010.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 8/31/2024	<u><u>\$ -</u></u>	<u><u>\$ 3,247.00</u></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 and Shawnee County Public Library
Financial Summary**

8/31/2024

	<u>Balance 1/1/2024</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 8/31/2024</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,047,685.04	\$ 14,519,775.92	\$ 10,468,651.20	\$ 10,098,809.76
Employee Benefits	2,314,022.82	3,705,229.35	2,670,766.10	\$ 3,348,486.07
Capital Improvement	6,533,723.06	236,303.52	-	\$ 6,770,026.58
Bond & Interest	1,095.41	2,151.59	-	\$ 3,247.00
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	49,186.93	48,743.64	49,186.93	\$ 48,743.64
Federal, State & Local Grants	44.03	1,300.00	200.00	\$ 1,144.03
Other Special Revenue	691,309.66	38,544.49	90,593.76	\$ 639,260.39
Permanent Funds	251,285.09	28,429.86	-	\$ 279,714.95
Totals	<u>\$ 15,888,352.04</u>	<u>\$ 18,580,478.37</u>	<u>\$ 13,279,397.99</u>	<u>\$ 21,189,432.42</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 266,182.85
Restricted Funds-CoreFirst Bank-Checking	639,447.72
Capital Improvement Fund-Community National Bank-Money Market Account	6,770,026.58
Cash on Hand	2,552.11
Petty Cash	220.00
Endowment Securities	279,714.95
Municipal Investment Pool - Overnight	6,136,480.94
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	7,120,662.97
	<u>\$ 21,215,288.12</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	2,240.98
Less Payroll Deduction and Employer Benefit Liabilities	3,175.72
Less Outstanding Checks	20,439.00
	<u><u>\$ 21,189,432.42</u></u>

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

8/31/2024

	1/1/2024 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	8/31/2024 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 6,047,685.04	# \$ 14,519,775.92	\$ 1,349,143.64	\$ 9,119,507.56	\$ 10,098,809.76	\$ 938,269.71	\$ 9,160,540.05
Employee Benefit Fund	2,314,022.82	3,705,229.35	25.00	2,670,741.10	3,348,486.07	18,458.90	3,330,027.17
Capital Improvement Fund	6,533,723.06	236,303.52	-	-	6,770,026.58	-	6,770,026.58
Bond & Interest Fund	1,095.41	2,151.59	-	-	3,247.00	-	3,247.00
Non Major Governmental Funds							
<i>State Aid Fund</i>	49,186.93	48,743.64	49,186.93	-	48,743.64	-	48,743.64
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	1,300.00	-	200.00	1,125.00	-	1,125.00
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,712.58	42.56	-	-	10,755.14	-	10,755.14
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	1,645.94	(1,645.94)	426.71	(2,072.65)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.53	0.08	-	-	31.61	-	31.61
Friends	187,616.53	327.06	-	37,293.79	150,649.80	14,184.46	136,465.34
Fun Committee	6,845.90	1,135.64	-	34.00	7,947.54	66.00	7,881.54
Gallery Competitions/Exhibits	36,604.82	73.76	-	-	36,678.58	-	36,678.58
Gifts/Memorials (Undesignated)	409,610.19	11,140.84	-	41,268.05	379,482.98	60,529.95	318,953.03
Hathaway Trust - Library Materials	3,082.85	1,218.04	330.10	1,464.52	2,506.27	925.91	1,580.36
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	6,364.97	22,931.04	172.71	-	29,123.30	9,000.00	20,123.30
NEH Expendable	12,776.46	18.50	-	6,851.36	5,943.60	2,000.00	3,943.60
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,765.64	11.62	-	-	5,777.26	-	5,777.26
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.58	0.08	-	-	36.66	-	36.66
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,201.02	4.42	-	-	2,205.44	-	2,205.44
Youth Services	9,201.90	1,640.85	1,151.92	381.37	9,309.46	304.78	9,004.68
<i>Permanent Funds</i>							
Mertz Trust	251,285.09	28,429.86	-	-	279,714.95	-	279,714.95
TOTALS	\$ 15,888,352.04	\$ 18,580,478.37	\$ 1,400,010.30	\$ 11,879,387.69	\$ 21,189,432.42	\$ 1,044,166.42	\$ 20,145,266.00

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

8/31/2024

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 8/31/2024</u>
				66.7%
Ad Valorem Property Tax	\$ 14,151,388.00	\$ 13,470,023.04	\$ (681,364.96)	95%
Revitalization Rebates	(126,213.00)	(117,043.74)	\$ 9,169.26	93%
Back Tax	-	133,695.74	\$ 133,695.74	N/A
Motor Vehicle Tax	1,369,020.00	519,264.02	\$ (849,755.98)	38%
Recreational Vehicle Tax	15,594.00	5,533.17	\$ (10,060.83)	35%
16/20 M Vehicle Tax	6,546.00	6,364.31	\$ (181.69)	97%
In Lieu of Tax	39,347.00	58,634.24	\$ 19,287.24	149%
Watercraft Special Tax**	11,508.00	-	\$ (11,508.00)	0%
Commercial Vehicle Fees	47,606.00	43,788.91	\$ (3,817.09)	92%
E-Rate Reimbursement	14,209.00	-	\$ (14,209.00)	0%
Miscellaneous Revenue	3,000.00	24,335.19	\$ 21,335.19	811%
Miscellaneous Revenue - Recyclg	-	50.00	\$ 50.00	N/A
Salary Refunds-Foundation	103,204.00	62,814.98	\$ (40,389.02)	61%
Salary Refunds-Friends	29,115.00	17,858.50	\$ (11,256.50)	61%
Salary Refunds-Shawnee Cty	21,343.00	12,768.03	\$ (8,574.97)	60%
Vending Machines	1,500.00	1,133.96	\$ (366.04)	76%
Overdue Fees*	20,000.00	22,385.44	\$ 2,385.44	112%
Debt Collect	-	-	\$ -	N/A
ILL Fees	100.00	-	\$ (100.00)	0%
Mailing Fees	100.00	26.99	\$ (73.01)	27%
Non Resident Card Fee	400.00	1,445.00	\$ 1,045.00	361%
Obituary Fees	200.00	230.00	\$ 30.00	115%
Meeting Room Charges	750.00	2,025.00	\$ 1,275.00	270%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	254,443.14	\$ 104,443.14	170%
Transfer In	10,010.00	-	\$ (10,010.00)	0%
Library Treasurer's Balance	2,980,170.00	-	\$ -	N/A
TOTALS	<u>\$ 18,848,897.00</u>	<u>\$ 14,519,775.92</u>	<u>\$ (1,348,951.08)</u>	91%

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

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

**Topeka and Shawnee County Public Library
General Fund - Expenditures and Encumbrances**

8/31/2024

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					66.7%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 3,138.37	\$ -	\$ 1,661.63	65%
Salaries-Facilities	688,284.00	397,069.79	-	291,214.21	58%
Salaries-Overtime	10,000.00	7,889.95	-	2,110.05	79%
Salaries-Security	309,259.00	182,248.44	-	127,010.56	59%
Salaries-Shelvers	63,125.00	24,531.74	-	38,593.26	39%
Salaries-Staff	8,301,982.00	4,934,246.23	-	3,367,735.77	59%
Conferences	174,000.00	107,243.35	17,920.33	48,836.32	72%
Staff Internal Dev/Trng - Web Based	15,000.00	8,172.71	1,282.43	5,544.86	63%
Staff Development & Training	35,000.00	11,832.86	60.00	23,107.14	34%
Mileage	7,800.00	3,476.52	8,815.40	(4,491.92)	158%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	383.78	13.00	1,103.22	26%
Materials-Periodicals	26,000.00	2,595.89	261.09	23,143.02	11%
Materials-Print/Non-Print <1 YR	839,000.00	464,310.29	-	374,689.71	55%
Materials-Print/Non-Print	1,207,500.00	698,376.70	116,968.62	392,154.68	68%
OPERATIONS:					
Art Purchases	8,000.00	3,106.70	-	4,893.30	39%
Cataloging and ILL Services	104,959.00	90,014.59	7,655.36	7,289.05	93%
Contracted-Digital Services	667,991.00	589,542.32	80,214.44	(1,765.76)	100%
Contracted-Facilities	348,600.00	194,743.96	80,663.54	73,192.50	79%
Contracted-Equipment	66,900.00	50,139.30	27,396.51	(10,635.81)	116%
Contracted-Professional	282,000.00	188,315.66	57,776.08	35,908.26	87%
Contracted-E-Rate Services	1,279.00	1,793.34	-	(514.34)	140%
Digital Services Support	623,112.00	354,698.02	100,410.21	168,003.77	73%
Furniture/Equipment	45,500.00	33,559.59	1,864.08	10,076.33	78%
Insurance	87,000.00	64,967.00	-	22,033.00	75%
Marketing & Communication	60,208.00	52,841.99	5,730.40	1,635.61	97%
Memberships/Dues	30,900.00	24,466.00	3,050.00	3,384.00	89%
Miscellaneous	5,000.00	3,221.86	68.97	1,709.17	66%
Payments to Other Libraries	144,411.00	-	-	144,411.00	0%
Postage/Shipping	64,270.00	22,872.18	1,047.02	40,350.80	37%
Printing	116,408.00	16,077.07	1,549.30	98,781.63	15%
Programming	113,227.00	49,780.00	4,756.77	58,690.23	48%
Special Events	-	-	-	-	0%
Special Projects	1,700,000.00	85,616.64	42,108.75	1,572,274.61	8%
Supplies-Facilities	118,536.00	54,361.94	40,022.95	24,151.11	80%
Supplies-Office/Library	95,700.00	36,121.17	4,097.41	55,481.42	42%
Supplies-Processing	49,296.00	19,749.52	1,860.05	27,686.43	44%
Telecommunications	165,064.00	58,491.48	45,381.83	61,190.69	63%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	401,212.00	174,316.83	131,312.26	95,582.91	76%
Utilities-Gas	72,427.00	33,392.12	20,277.88	18,757.00	74%
Utilities-Water/Sewage	38,242.00	24,230.83	13,969.17	42.00	100%
Vehicle-Gas	45,405.00	15,258.58	-	30,146.42	34%
Vehicle-Repair	60,000.00	32,347.52	31,213.98	(3,561.50)	106%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(35.27)	-	35.27	N/A
TOTALS	\$ 18,848,897.00	\$ 9,119,507.56	\$ 847,747.83	\$ 7,231,641.61	58%

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

8/31/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2024	\$ 2,980,170.00	\$ 4,442,133.06	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,151,388.00	13,470,023.04	95%
Revitalization Rebates	(126,213.00)	(117,043.74)	93%
Back Tax	-	133,695.74	N/A
Motor Vehicle Tax	1,369,020.00	519,264.02	38%
Recreational Vehicle Tax	15,594.00	5,533.17	35%
16/20M Vehicle Tax	6,546.00	6,364.31	97%
In Lieu of Tax	39,347.00	58,634.24	149%
Watercraft Special Tax	11,508.00	-	0%
Commercial Vehicle Fees	47,606.00	43,788.91	92%
E-Rate Reimbursement	14,209.00	-	0%
Fees and Charges	26,050.00	51,581.58	198%
Reimbursements	153,662.00	93,491.51	61%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	254,443.14	170%
	<u>\$ 15,868,727.00</u>	<u>\$ 14,519,775.92</u>	91%
<u>Expenditures/Encumbrances:</u>			
Salaries	9,377,450.00	5,549,124.52	59%
Other Staff Support Costs	231,800.00	158,803.60	69%
Library Collections	2,074,000.00	1,282,909.37	62%
Contracted Services	1,471,729.00	1,368,255.10	93%
Digital Services Support	623,112.00	455,108.23	73%
Furniture/Equipment/Art	53,500.00	38,530.37	72%
Payments to Other Libraries	144,411.00	-	0%
Special Projects	1,700,000.00	127,725.39	8%
Utilities & Telecommunications	676,945.00	501,372.40	74%
Vehicles	105,405.00	78,820.08	75%
Other Operating Expenditures	740,545.00	406,606.33	55%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,848,897.00</u>	<u>\$ 9,967,255.39</u>	58%
Prior Year Canceled Purchase Orders		<u>\$ 165,886.46</u>	
Unencumbered Balance 8/31/2024	\$ -	<u>\$ 9,160,540.05</u>	

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

8/31/2024

EMPLOYEE BENEFITS

	2024 Budget	Year To Date	%
Balance 01/01/2024	\$ 1,656,543.00	\$ 2,313,751.82	
Revenue:			
Ad Valorem Property Tax	\$ 3,559,419.00	\$ 3,389,537.97	95%
Revitalization Rebates	(31,746.00)	(29,468.13)	93%
Back Tax	-	33,932.43	N/A
Motor Vehicle Tax	356,200.00	135,437.07	38%
Recreational Vehicle Tax	4,057.00	1,442.02	36%
16/20M Vehicle Tax	1,703.00	1,690.75	99%
In Lieu of Tax	11,540.00	14,754.86	128%
Watercraft Special Tax*	2,994.00	-	0%
Commercial Vehicle Fees	12,387.00	11,422.52	92%
Refund-Fringe Benefits-Foundation	52,069.00	27,997.60	54%
Refund-Fringe Benefits-Friends	23,578.00	12,519.39	53%
Refund-Fringe Benefits-Shawnee Cty	9,997.00	5,268.05	53%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	13,468.00	13,366.08	N/A
Interest on Idle Funds	85,000.00	87,328.74	103%
	\$ 4,100,666.00	\$ 3,705,229.35	90%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,080.00	\$ 6,726.00	95%
Cafeteria Plan Administration Fees	2,305.00	714.00	31%
Social Security/Medicare	717,375.00	392,951.92	55%
Ks Public Employees Retirement Sys	943,675.00	556,041.32	59%
Worker's Compensation	53,000.00	59,893.16	113%
Unemployment Tax	15,004.00	7,175.63	48%
Health/Dental Insurance	3,618,770.00	1,665,697.97	46%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,757,209.00	\$ 2,689,200.00	50%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 8/31/2024	\$ -	\$ 3,329,781.17	

* 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 01/01/2024	\$ 6,533,723.06
Revenue:	
Transfer In	\$ -
Interest received	236,303.52
	\$ 236,303.52
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 8/31/2024	\$ 6,770,026.58

STATE AID

Balance 01/01/2024	\$ -	\$ -
Revenue:		
State Aid	52,000.00	48,743.64
	\$ 52,000.00	\$ 48,743.64
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	-
	\$ 52,000.00	\$ -
Unencumbered Balance 8/31/2024		\$ 48,743.64

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of August 31, 2024

Capital Improvement Funds - Community National Bank

\$ 6,770,026.58 at 5.35% (money market account)

Municipal Investment Pool

\$ 6,136,480.94 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average August 1 - 31, 2024 was 4.02%

Equity Bank (per investment bid approved 2/15/2024)

\$ 7,120,662.97 Certificate of Deposit for Employee Benefit
Fund (\$1,525,856.35) and General Fund (\$5,594,806.62);
6/17/2024 @ 4.82%; 9/15/2024 maturity

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended August 31, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	8/1/24	BLACK DIAMOND SOLUTIONS, INC.	MS 365 renewal	\$ 16,077.25	-96657
				<i>2024 approved operating budget - software support/subscription</i>		\$ 16,077.25	-96657 Total
10	41000	350	8/1/24	VERIZON WIRELESS	Mobile/MI-FI 2024	\$ 6,805.22	-96647
						\$ 6,805.22	-96647 Total
10	41000	351	8/2/24	EVERGY	Electric Service	\$ 55.11	-96645
10	41000	351	8/2/24	EVERGY	Electric Service	\$ 2,379.24	-96645
10	41000	351	8/2/24	EVERGY	Electric Service	\$ 26.81	-96645
10	41000	351	8/2/24	EVERGY	Electric Service	\$ 26.81	-96645
10	41000	351	8/2/24	EVERGY	Electric Service	\$ 25.29	-96645
10	41000	351	8/2/24	EVERGY	Electric Service	\$ 25.29	-96645
10	41000	351	8/2/24	EVERGY	Electric Service	\$ 25.29	-96645
10	41000	351	8/2/24	EVERGY	Electric Service	\$ 26.81	-96645
10	41000	351	8/2/24	EVERGY	Electric Service	\$ 25.29	-96645
10	41000	351	8/2/24	EVERGY	Electric Service	\$ 26.81	-96645
10	41000	351	8/2/24	EVERGY	Electric Service	\$ 242.41	-96645
10	41000	351	8/2/24	EVERGY	Electric Service	\$ 25.29	-96645
10	41000	351	8/2/24	EVERGY	Electric Service	\$ 56.31	-96645
10	41000	351	8/2/24	EVERGY	Electric Service	\$ 28,481.39	-96645
						\$ 31,448.15	-96645 Total
10	23800	0	8/8/24	LIBRARY FURNITURE INTERNATIONAL LLC	READERS LOUNGE SHELIVING	\$ 107,070.90	-96633
10	41000	736	8/8/24	LIBRARY FURNITURE INTERNATIONAL LLC	installation work	\$ 3,600.00	-96633
				<i>RFP was issued and approved by the Board on October 19, 2023</i>		\$ 110,670.90	-96633 Total
10	21505	0	8/9/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,263.30	-96630
15	21516	0	8/9/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 29,729.76	-96630
15	21517	0	8/9/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,210.49	-96630
10	21513	0	8/9/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,487.59	-96630
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 53,691.14	-96630 Total
10	21509	0	8/9/24	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,629.94	-96627
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,629.94	-96627 Total
10	21501	0	8/8/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,131.94	-96626
10	21502	0	8/8/24	PAYCOM PAYROLL LLC	State W/H	\$ 11,999.76	-96626
15	21521	0	8/8/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 30.60	-96626
10	21503	0	8/8/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,846.69	-96626
15	21504	0	8/8/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,846.69	-96626
10	21503	0	8/8/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,407.69	-96626
15	21504	0	8/8/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,407.69	-96626
10	21514	0	8/8/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96626
10	41000	313	8/8/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,226.14	-96626
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 85,077.07	-96626 Total

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended August 31, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	353	8/8/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 18.64	-96623
10	41000	353	8/8/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 384.22	-96623
10	41000	353	8/8/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 18.64	-96623
10	41000	353	8/8/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 4,148.70	-96623
10	41000	353	8/8/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 16.52	-96623
10	41000	353	8/8/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 472.16	-96623
10	41000	353	8/8/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 31.33	-96623
10	41000	353	8/8/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 58.96	-96623
10	41000	353	8/8/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 14.01	-96623
10	41000	353	8/8/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 68.82	-96623
10	41000	353	8/8/24	CITY OF TOPEKA	2024 Hearing Aid Building	\$ 99.34	-96623
						\$ 5,331.34	-96623 Total
10	41000	320	8/16/24	CENTURY BUSINESS TECHNOLOGIES	OptiPlex All-In-One 35W	\$ 52,173.00	-96619
10	41000	320	8/16/24	CENTURY BUSINESS TECHNOLOGIES	Latitude 5540 laptops	\$ 5,630.00	-96619
10	41000	320	8/16/24	CENTURY BUSINESS TECHNOLOGIES	OptiPlex small form facto	\$ 21,936.00	-96619
10	41000	320	8/16/24	CENTURY BUSINESS TECHNOLOGIES	3 year warranty	\$ 7,712.00	-96619
					<i>RFP was issued and approved by the Board on May 16, 2024</i>	\$ 87,451.00	-96619 Total
10	41000	310	8/13/24	COREFIRST BANK & TRUST	N-able annual subscriptio	\$ 128.40	-96616
10	41000	310	8/13/24	COREFIRST BANK & TRUST	2024 LibSyn renewal	\$ 20.00	-96616
10	41000	313	8/13/24	COREFIRST BANK & TRUST	Job postings -PSS ILL	\$ 136.00	-96616
10	41000	310	8/13/24	COREFIRST BANK & TRUST	ISSUU monthly newsletter	\$ 64.00	-96616
10	41000	311	8/13/24	COREFIRST BANK & TRUST	Monthly Rental Fee	\$ 183.86	-96616
10	41000	341	8/13/24	COREFIRST BANK & TRUST	Webinar seats	\$ 94.80	-96616
10	41000	310	8/13/24	COREFIRST BANK & TRUST	Maintenance and support f	\$ 49.00	-96616
10	41000	310	8/13/24	COREFIRST BANK & TRUST	domain name renewal	\$ 220.94	-96616
10	41000	310	8/13/24	COREFIRST BANK & TRUST	domain name renewal	\$ 11.99	-96616
10	41000	310	8/13/24	COREFIRST BANK & TRUST	Vimeo renewal	\$ 84.00	-96616
10	41000	310	8/13/24	COREFIRST BANK & TRUST	MailChimp 2024	\$ 605.00	-96616
10	41000	310	8/13/24	COREFIRST BANK & TRUST	MONTHLY SUBSCRIPTION	\$ 98.00	-96616
10	41000	310	8/13/24	COREFIRST BANK & TRUST	Testedly annual subscript	\$ 77.00	-96616
10	41000	342	8/13/24	COREFIRST BANK & TRUST	summit	\$ 100.00	-96616
10	41000	320	8/13/24	COREFIRST BANK & TRUST	BADGE PRINTER	\$ 3,845.00	-96616
15	41000	260	8/13/24	COREFIRST BANK & TRUST	TB Test 631311	\$ 50.00	-96616
15	41000	260	8/13/24	COREFIRST BANK & TRUST	TB Test 603626	\$ 50.00	-96616
10	41000	323	8/13/24	COREFIRST BANK & TRUST	SHRM Member	\$ 264.00	-96616
10	41000	323	8/13/24	COREFIRST BANK & TRUST	SHRM Member	\$ 264.00	-96616
10	41000	310	8/13/24	COREFIRST BANK & TRUST	SoundTrack your brand	\$ 162.00	-96616
10	41000	310	8/13/24	COREFIRST BANK & TRUST	N-able annual subscriptio	\$ 135.40	-96616
10	41000	341	8/13/24	COREFIRST BANK & TRUST	webinar seats	\$ 359.45	-96616

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended August 31, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	8/13/24	COREFIRST BANK & TRUST	Wordpress plugin	\$ 159.00	-96616
10	41000	310	8/13/24	COREFIRST BANK & TRUST	cPanel Solo MT Cloud	\$ 17.49	-96616
					<i>Miscellaneous on-line orders paid by credit card</i>	\$ 7,179.33	-96616 Total
10	41000	340	8/13/24	COREFIRST BANK & TRUST	Hotel	\$ 977.07	-96615
10	41000	340	8/13/24	COREFIRST BANK & TRUST	Hotel	\$ 1,954.14	-96615
10	41000	340	8/13/24	COREFIRST BANK & TRUST	Hotel	\$ 1,628.45	-96615
10	41000	340	8/13/24	COREFIRST BANK & TRUST	Hotel	\$ 1,628.45	-96615
10	41000	340	8/13/24	COREFIRST BANK & TRUST	Hotel	\$ 1,628.45	-96615
10	41000	323	8/13/24	COREFIRST BANK & TRUST	Liz Post	\$ 218.00	-96615
10	41000	323	8/13/24	COREFIRST BANK & TRUST	Peg Dunlap	\$ 218.00	-96615
10	41000	323	8/13/24	COREFIRST BANK & TRUST	Jim Ramos	\$ 218.00	-96615
10	41000	323	8/13/24	COREFIRST BANK & TRUST	Hannah Uhlrig	\$ 218.00	-96615
10	41000	323	8/13/24	COREFIRST BANK & TRUST	Joan Hicks	\$ 218.00	-96615
10	41000	340	8/13/24	COREFIRST BANK & TRUST	Hotel reimbursed	\$ 58.24	-96615
					<i>Travel costs and membership fees paid by credit card</i>	\$ 8,964.80	-96615 Total
10	41000	320	8/13/24	COREFIRST BANK & TRUST	Macbook Pro	\$ 2,499.00	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	parade entry fee	\$ 20.00	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	USB-C Wall Block 2-pack	\$ 149.85	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	WD 4TB HDD	\$ 227.68	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	mini stress balls	\$ 35.99	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	mini pop fidget toy	\$ 32.99	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	pop bracelet fidget toy	\$ 32.99	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	Domino Blocks	\$ 29.10	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	Mini magnifiers	\$ 13.49	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	Black Cardstock paper	\$ 16.99	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	Plastic Bugs	\$ 11.99	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	Paper Clips	\$ 3.95	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	Pipe Cleaners	\$ 6.99	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	Balloons	\$ 8.99	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	Bubble Wrap	\$ 18.89	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	Sponges	\$ 18.98	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	Coffee Filters	\$ 13.98	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	Cardboard Tubes	\$ 13.29	-96610
10	41000	420	8/13/24	COREFIRST BANK & TRUST	Epson T48L Black	\$ 226.80	-96610
10	41000	420	8/13/24	COREFIRST BANK & TRUST	Epson T48L Cyan	\$ 226.80	-96610
10	41000	420	8/13/24	COREFIRST BANK & TRUST	Epson T48L Magenta	\$ 226.80	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	10x8 canvas pouch	\$ 5.99	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	12v1a barrel connectors	\$ 8.99	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	C Cell Batteries	\$ 12.62	-96610

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended August 31, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	8/13/24	COREFIRST BANK & TRUST	acrylic paint	\$ 50.94	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	UpBright 18V AC/DC Adapte	\$ 8.99	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	shipping	\$ 7.89	-96610
10	41000	420	8/13/24	COREFIRST BANK & TRUST	foot rest	\$ 108.64	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	squeeze bottles	\$ 9.94	-96610
10	41000	910	8/13/24	COREFIRST BANK & TRUST	MUZO KITE TABLE RECTANGLE	\$ 5,860.38	-96610
10	41000	910	8/13/24	COREFIRST BANK & TRUST	SHIPPING	\$ 905.20	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	PS5 Analog Stick Replacem	\$ 11.55	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	Xerox C310	\$ 412.00	-96610
10	41000	420	8/13/24	COREFIRST BANK & TRUST	Kitchen timer	\$ 4.50	-96610
10	41000	420	8/13/24	COREFIRST BANK & TRUST	Shipping	\$ 9.90	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	CL-1 Cloud Lifter	\$ 111.75	-96610
10	41000	410	8/13/24	COREFIRST BANK & TRUST	rubbermaid cart bag	\$ 57.88	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	cyanotype paper	\$ 18.99	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	UV flashlight	\$ 12.34	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	8x10 glass	\$ 17.79	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	APC Battery Backup BE550G	\$ 425.55	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	Cable Management Velcro	\$ 13.68	-96610
10	41000	341	8/13/24	COREFIRST BANK & TRUST	Notary Essentials Trainin	\$ 65.00	-96610
10	41000	410	8/13/24	COREFIRST BANK & TRUST	1.2 mil liners	\$ 699.80	-96610
10	41000	410	8/13/24	COREFIRST BANK & TRUST	plastic table cover roll	\$ 291.00	-96610
10	41000	410	8/13/24	COREFIRST BANK & TRUST	x larger nitrile 1000	\$ 155.84	-96610
10	41000	410	8/13/24	COREFIRST BANK & TRUST	medium nitrile 1000	\$ 110.94	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	iFixit Essentials	\$ 29.95	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	Dell eQuote for security.	\$ 1,672.29	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	Logitech Mouse	\$ 90.80	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	SAMSUNG 43-Inch DU720	\$ 287.99	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	Dell 24 S2421HS"	\$ 597.00	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	Samsung 43 TV"	\$ 575.98	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	Tape	\$ 15.40	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	Screw Driver	\$ 3.92	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	embroidery hoops	\$ 13.99	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	paper bobbins	\$ 16.99	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	needles size 24	\$ 4.85	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	USB TO ETHERNET	\$ 77.96	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	iPhone cases	\$ 275.40	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	iPhone Cases	\$ 114.60	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	rocks 50 pk.	\$ 114.94	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	KwikBoost charger for YS	\$ 454.41	-96610

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended August 31, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	8/13/24	COREFIRST BANK & TRUST	SAMSUNG 43-Inch DU720	\$ (287.99)	-96610
10	41000	361	8/13/24	COREFIRST BANK & TRUST	wf-9865 converter	\$ 127.99	-96610
10	41000	361	8/13/24	COREFIRST BANK & TRUST	55 count 40 amp fuse	\$ 5.59	-96610
10	41000	420	8/13/24	COREFIRST BANK & TRUST	Magnetic Tape 1/2x25ft	\$ 88.50	-96610
10	41000	420	8/13/24	COREFIRST BANK & TRUST	scissors 3 pack	\$ 17.74	-96610
10	41000	420	8/13/24	COREFIRST BANK & TRUST	scotch 2 book tape"	\$ 48.30	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	Casette converter for Mem	\$ 39.99	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	Mod Podge 16 oz	\$ 13.99	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	15 ink pads various color	\$ 11.03	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	26 pack paint brushes	\$ 6.98	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	Allen Wrench for older Er	\$ 3.50	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	estimated shipping cost	\$ 8.00	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	iPad stands	\$ 41.94	-96610
10	41000	320	8/13/24	COREFIRST BANK & TRUST	Power strips	\$ 107.97	-96610
10	41000	330	8/13/24	COREFIRST BANK & TRUST	minecraft digital game	\$ 165.45	-96610
					<i>Miscellaneous on-line orders paid by credit card</i>	\$ 17,979.08	-96610 Total
10	41000	310	8/20/24	PREMIER ONE DATA SYSTEMS INC.	Annual contract	\$ 75,810.00	-96608
					<i>2024 approved operating budget - co-managed IT services</i>	\$ 75,810.00	-96608 Total
10	21505	0	8/23/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,620.25	-96602
15	21516	0	8/23/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 30,280.67	-96602
15	21517	0	8/23/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,270.01	-96602
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 53,170.93	-96602 Total
10	21501	0	8/22/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,299.57	-96600
10	21502	0	8/22/24	PAYCOM PAYROLL LLC	State W/H	\$ 14,756.95	-96600
15	21521	0	8/22/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 28.75	-96600
10	21503	0	8/22/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,332.19	-96600
15	21504	0	8/22/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,332.19	-96600
10	21503	0	8/22/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,521.25	-96600
15	21504	0	8/22/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,521.25	-96600
10	21514	0	8/22/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96600
10	41000	313	8/22/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,215.75	-96600
					<i>Remittance of payroll taxes, garnishments and Paycom fees</i>	\$ 90,187.77	-96600 Total
10	21515	0	8/25/24	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 34,691.48	-96593
15	21515	0	8/25/24	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 173,428.39	-96593
15	21515	0	8/25/24	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,827.40	-96593
						\$ 209,947.27	-96593 Total
10	21512	0	8/1/24	DELTA DENTAL OF KANSAS, INC	EE Aug Premiums	\$ 2,423.30	101211
15	21512	0	8/1/24	DELTA DENTAL OF KANSAS, INC	ER Aug Premiums	\$ 9,804.94	101211
15	21512	0	8/1/24	DELTA DENTAL OF KANSAS, INC	Retiree Aug Premiums	\$ 131.56	101211

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended August 31, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
						\$ 12,359.80	101211 Total
10	41000	340	8/1/24	GREATER TOPEKA PARTNERSHIP	DEI Summit	\$ 7,500.00	101214
					<i>2024 approved operating budget - staff conferences/training</i>	\$ 7,500.00	101214 Total
10	23800	0	8/15/24	KELLEY CONSTRUCTION CO., INC.	<i>READERS LOUNGE CONSTRUCTION</i>	\$ 13,547.12	101244
						\$ 13,547.12	101244 Total
10	21512	0	8/29/24	DELTA DENTAL OF KANSAS, INC	<i>EE September Premium</i>	\$ 2,395.32	101266
15	21512	0	8/29/24	DELTA DENTAL OF KANSAS, INC	<i>ER September Premium</i>	\$ 9,684.18	101266
15	21512	0	8/29/24	DELTA DENTAL OF KANSAS, INC	<i>Retiree Sept Prem</i>	\$ 131.56	101266
						\$ 12,211.06	101266 Total
						\$ 911,039.17	Grand Total



Board of Trustees Executive Committee Meeting
September 9, 2024 – 4:00pm
Zoom Meeting

Executive Committee Members Present

Shawn Leisinger – Chair, Peg Dunlap – Vice Chair, Joan Hicks – Secretary, Hannah Uhrig – Treasurer

Staff Members Present

Marie Pyko – Chief Executive Officer, Thad Hartman – Chief of Staff, Kim Strube – Chief Financial Officer, Aubrey Conner – Executive Assistant

Call to order

The meeting of the Board of Trustees Executive Committee was held on September 9, 2024, via Zoom, and was called to order at 4:00 pm by Chair Shawn Leisinger.

Review Minutes and Agenda

The minutes from the August 5, 2024, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Joan Hicks, seconded by Peg Dunlap, the minutes from the August 5, 2024, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the August 22, 2024, Board of Trustees Meeting and the agenda for the Board of Trustees September 19, 2024, meeting were reviewed.

A couple of representatives from the City of Topeka will present the updated Neighborhood Revitalization Plan. They will bring a resolution before the board in October or November.

Chief Financial Officer Kim Strube noted she will have nothing out of the ordinary in her report.

Chair Shawn Leisinger stated he will not be present, but Vice Chair Peg Dunlap will be able to fill in.

Chief Executive Officer Marie Pyko noted she will speak about starting outreach exploration in October. She will also speak about her performance goals in October.

Chief of Staff Thad Hartman will ask Access Services Manager Kelli Smith to speak about the material workflow process improvement and AMH replacement. This presentation will cover the work that they have done with consultant John Huber. Thad will also present two resolutions for the Kids Library remodel – one for shelving and one for the remodel.

Other Items

The board briefly discussed the budget process. The Trustee Executive Committee agreed to speak about it at the September board meeting with the full board. Trustee Hannah Uhlrig will lead the discussion.

No other items were discussed.

Executive Session

On a motion by Peg Dunlap, seconded by Joan Hicks, it was resolved that the Board of Trustees Executive Committee, Topeka and Shawnee County Public Library, will recess the regular monthly meeting to enter into Executive Session at 4:38 pm for a time not to exceed 15 minutes to discuss personnel matters. No action will be taken following adjournment of the Executive Session.

Motion passed.

A motion as made by Peg Dunlap, seconded by Hannah Uhlrig, at 4:51 pm to end the Executive Session and return to the Board of Trustees Executive Committee meeting.

Motion passed.

Adjournment

On a motion by Peg Dunlap, seconded by Hannah Uhlrig, the meeting was adjourned at 4:51 pm.

Next Meeting

October 7, 2024

4:00 pm

<https://tscpl.zoom.us/j/88257791498?pwd=UTdBUmFkTXlrb3U4eGtSZHJ0azkwUT09>

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report September 2024

News and Updates

Dolly Parton's Imagination Library (DPIL) with the United Way of Kaw Valley

At the end of August there were 5,796 children enrolled in the program and 9,021 children have graduated through the life of the program. Based on the 2020 census data for children 0-5 years of age we have 54% of children currently enrolled to date.

Strategic Plan 2024 Projects

We are continuing our work plans and projects for 2024 and are currently beginning the Q3-Q4 projects. As part of the Joy focus area/Celebrate Local Stories, Expand library presence at community events focused on culture, we were active partners on the inaugural **Founder's Fest celebration** of Guilford Gage who gifted the land that is Gage Park to the City of Topeka. On August 31st, Shawnee County Parks and Recreation, Kansas Children's Discovery Center, Topeka Zoo and Conservation Center and the library celebrated and hosted thousands of citizens for a daylong event. We will have the final numbers soon, but I can tell you every activity and venue were busy and bustling with families playing, socializing, learning about Guilford Gage and riding the train and carousel all day long.

We hosted the **TSC Get Digital Coalition** for planning sessions to take the next steps for improving Shawnee Countians access with digital literacy tools and skills. As part of the Connection/Digital Equity/Expand digital skills training strategic projects, we continue to look for ways to leverage community resources and collaboration for future grant opportunities. The group that continues to plan in this focus area currently includes the City of Topeka, Jayhawk Area Agency on Aging, ISBA, Inc., local school districts and the library. As the host we hope to be able to fully assess the current digital equity needs, the current digital equity partners and determine the gap that the community has, and that the library can support. This expansion of the DOCK grant project ensures that the library is at the table and providing the services that support and complement our partners and reduces significant redundancy if it occurs.

Trustee Education- Material Workflow Process Improvement & Automated Material Handling Replacement presentation

Kelli Smith, Access Services Manager, will present the results of the process improvement project that we engaged in with John Huber, Lean Management Consultant. John has 20+ years of experience working on productivity and process efficiencies for public libraries. Kelli will discuss what the cross-departmental team worked on and what improvements have been deployed to increase speed in filling holds for customers, shelving of materials and overall reduction on the number of times an item needs to be handled. Turnover rates and time to

customer are two criteria that impact customer service satisfaction with physical material borrowing.

City Presentation

Neighborhood Revitalization Plan/Program (NRP)

Dan Warner, Planning Division Director, City of Topeka will speak with the board regarding the NRP. It is a three-year plan that is set to expire on December 31, 2024. Included in the packet is the presentation and cover letter. Dan will share the presentation and be available for any questions regarding the program. A resolution regarding the plan will appear at an upcoming board meeting.

New Business

Resolution- Bid for Kids Library Construction

Please see the resolution sheet for background information, bid summary and recommendation and fiscal note.

Resolution- Bid for the Kids Library Shelving

Please see the resolution sheet for background information, bid summary and recommendation and fiscal note.

Professional Activities/Community Contacts

- | | |
|------------------|--|
| August 18, 2024 | Spoke at the Wilder Society with the Library Foundation |
| August 19, 2024 | Attended the Kansas Directors' meeting regarding summer wrap up |
| August 22, 2024 | Attended the Board of Trustees Budget Hearing |
| August 24, 2024 | Participated in the Topeka United Mosaic Pairs training |
| August 26, 2024, | Participated in a partnership panel with Topeka Housing Authority and Topeka Rescue Mission for the United Way of Kaw Valley |
| August 26, 2024 | Coordinated the Digital Inclusion and Topeka/Shawnee County Coalition meeting regarding next steps of digital equity work |
| August 28, 2024 | Led the ALA Public and Cultural Programs Advisory Committee meeting over Zoom |
| August 28, 2024 | Attended the Topeka Collegiate Board meeting |
| August 31, 2024 | Worked the Founders Fest of Gage Park celebration as part of the library participation in the community wide event. |

September 13, 2024 Robert Soria, Thad Hartman and I attended a demo for a data gathering tool.

September 13, 2024 Participated in the Digital Inclusion and Topeka/Shawnee County Coalition.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 09/13/24

Dolly Parton's Imagination Library

August 2024



Total Enrolled
5,796

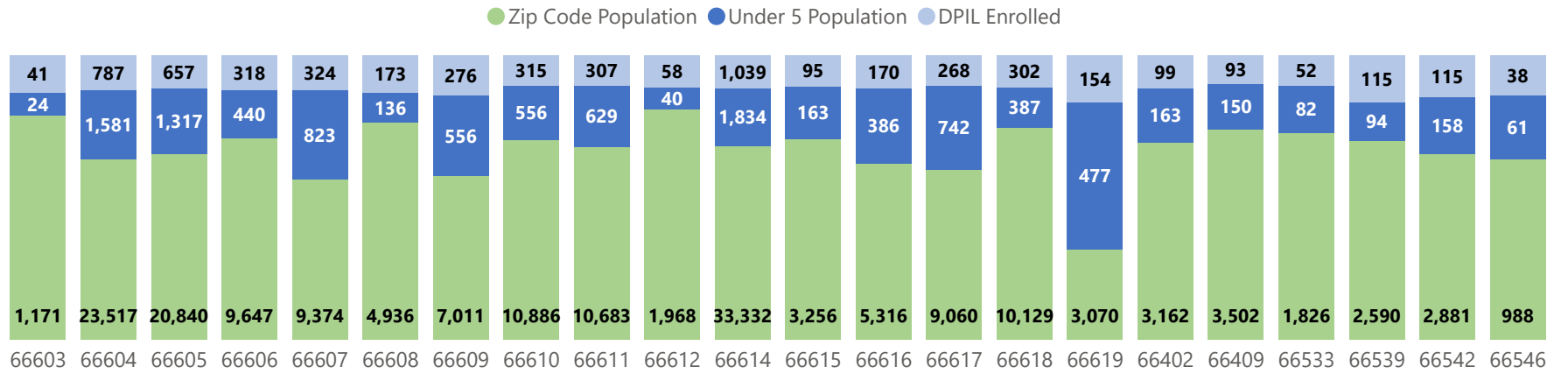


Total Graduated
9,021

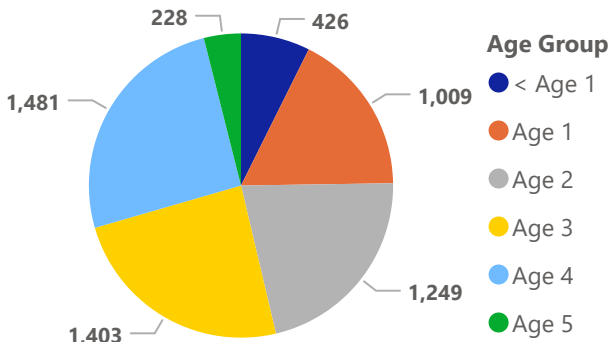
Year, Month

2024 (Year) + August (Month)

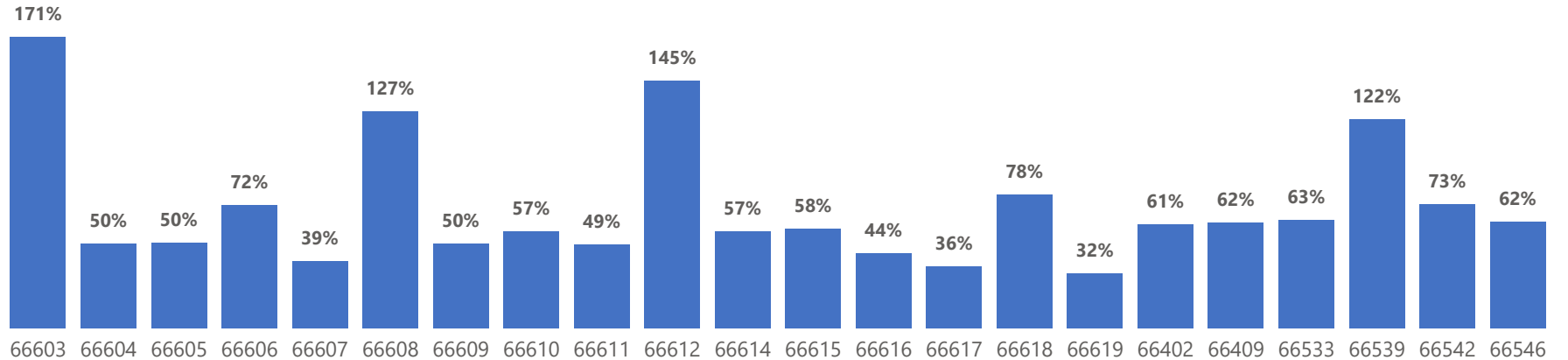
Enrollment by Zip Code



Age of Children



Percent Enrolled by Zip Code



Chief of Staff Report

Thad Hartman

September 12, 2024

Kids Library

This month we are bringing bid recommendations for the Kids Library construction and Kids Library shelving. This is the culmination of more than a year's worth of research, planning, and design. We had a great team of library staff who worked with HTK architects to develop the new design. This team included: LeAnn Brungardt, Kyler Carpenter, Katie Escher, Greg Gaul, Judy Espinosa-Gonzalez, Scarlett Fisher-Herremann, Jacee Gleason, Sherry Hess, Joe Hobbs, Brenda Hough, David King, Deanna Niles, Michael Perkins, Marie Pyko, Andrew Ross, Rachael Schmidlein, Debbie Stanton, and Luanne Webb.

In many ways this was the most challenging redesign we have done, primarily because there were so many ideas and so much that we wanted to do, but we have a finite amount of space. We also realize the importance of this space in the library and the impact it has, so we wanted to make sure we created a design that reflected this. Of course, while we are excited about the space and know its importance, the staff and families that use the space are the ones who make it truly come alive. We feel we've created a space that will allow us to evolve and grow and provide a destination for kids, caregivers, and families for years to come.



While this has been a long process, this is just the first step. There is still a great deal of planning behind the scenes to prepare for the different phases of construction. Youth Services and Technical Services staff are planning collection moves and clearing space so that everything is

ready to go once construction begins. Just like during the Readers Lounge renovation, we plan to keep collections available to the public during construction, but they will be temporarily relocated until construction is complete. Many programs will also be located in alternate areas, with a majority taking place in the Learning Center during construction.

We'll have more details on the timeline and temporary shelving locations within the coming weeks, but we expect to have everything completed before summer 2025.

Department Highlights

Public Services

Debbie Stanton, Manager

Strategic Plan Updates for Public Services

We continue to make progress toward the library’s strategic plan goals! Here are a few broad updates from Public Services:

- **Expand Digital Skills Classes:** As you know, we received a DOCK grant from the KS Office of Broadband Development to help kickstart this initiative. This Fall will see our first group of paid interns training at the library and then bringing digital skills training out into the community on our behalf. We have been working hard to get things lined up for our first group of interns.
- **Offer “Next Level” Technology Classes:** With our new Memory Lab up and running in the Level 2 Tech Center, demonstration classes on using the equipment have been filling up. Our community is clearly eager to learn about how to transfer videos, audio and photos from analog media to digital files to preserve and share their priceless memories.
- **Lower Level Remodel:** As part of our focus on how the library can create a work environment where staff and volunteers are valued, respected and empowered to contribute their best, we are working to refresh areas in the lower level of the main library building. Paint is going up on the walls in our north hallway and our breakroom, with updated flooring coming later this Fall. Staff members have already mentioned how much cozier the breakroom looks just with the fresh coat of paint!

Collaboration Spotlight

The Topeka and Shawnee County Get Digital initiative aims to bridge the digital divide in our community by providing digital literacy training and access to devices to low-income residents. By addressing the digital divide, TSCPL and all the partners in the TSC Get Digital initiative are working to boost economic opportunities and increase digital inclusion for residents in Topeka and Shawnee County. So, what is “digital inclusion”? It’s the concept of ensuring that everyone has access to technology and the skills to use it effectively. It means that people have the ability to participate fully in the digital world, benefiting from the opportunities and resources it offers. We’re eager to work with the TSC Get Digital group to plan for the future and determine our next priorities in closing the digital divide in our community.

Public Services

Zan Popp, Supervisor – Learning Experiences

Alice C. Sabatini Gallery

We wrapped up our summer exhibit, *The Floor is Lava!*, with a record-breaking 23,007 visitors, making it our most popular exhibit to date.

On September 5th, we opened our new exhibit, *Through the Lens*, which explores the history of photography and showcases six core photographic processes. Early feedback has been positive, with younger visitors especially enjoying the interactive elements.



Core Technology Team

In August, the Core Technology team took our computer classes into the community, teaching two

sessions on Microsoft Word and Excel at the Rescue Mission. This was a valuable opportunity, and we look forward to collaborating with the Rescue Mission on future classes.

We're also preparing to welcome four interns from the DOCK grant program at the end of the month. Over the next 8 weeks, these interns will train with our computer instructors before teaching their own classes in the community.

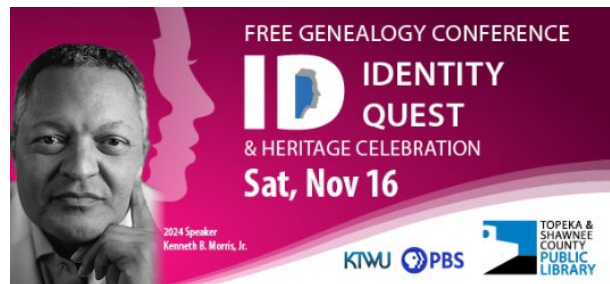
Level 2 Tech Center

Throughout August, we offered a series of Memory Lab introduction classes, which will continue through the rest of the year. Along with the in-person classes, we've seen a steady stream of participants using Niche Academy for training. We're eager to see if interest grows as we launch a social media campaign this month to promote the Memory Lab.

We've also had some exciting uses of the Tech Center this month. One of our regular young adult visitors has been using the audio studio to record voice work for his web cartoons, which he publishes on his YouTube channel. In another instance, a doctor used our video recording studio to film physical therapy movements for children. These videos will be shared with her colleagues at an upcoming conference.

Topeka Room: Genealogy

We're pleased to announce that registration is open for the free Identity Quest Genealogy Conference on Saturday, November 16, at the library and online. The event will feature keynote speaker Kenneth B. Morris, Jr., co-founder of the Frederick Douglass Family Initiatives and a direct descendant of both Douglass and Booker T. Washington.



During lunch, attendees will enjoy a performance by the African Americans Renewing Interest in Spirituals Ensemble (ARISE), a group dedicated to sharing the history and significance of spirituals through song and storytelling. Conference sessions will cover topics such as genealogical research, DNA, and building family trees, providing attendees with valuable tools for their own identity quests.

Public Services

Cadie Maas, Supervisor – Readers & Resources

Libraries Transform Minds

The Topeka & Shawnee County Public Library has partnered with the Northeast Kansas Library System (NEKLS) to co-host the first ever Libraries Transform Minds Conference. On September 12th, 2024, this conference will bring more than 75 library professionals from all over the state of Kansas who work to provide engaging and meaningful library services to older adults and people experiencing memory loss.

Together, we will learn about the aging brain and discover how libraries can meet the needs of this population which makes up a growing percentage of nearly every community. The idea for this conference came about when one of our Red Carpet Specialists, Megan, reported about an excellent presentation she attended at The Public Library Association conference last April. Megan shared with the Management Team that she was able to attend a conference session hosted by librarians from Johnson County Public Library who are offering “Memory Café” programs for customers experiencing memory loss. Megan was excited to learn about these programs and to see how other libraries are working to create unique and meaningful programs for these customers. After Megan’s report, Brenda Hough, our Training Coordinator, and I discussed training opportunities for our Red Carpet Team at TSCPL to take advantage of our close proximity to Johnson County to learn from their experience.

That idea snowballed into this full day conference event. Brenda, her training team, and I have been working with Dan Alexander, from NEKLS to confirm four expert speakers and plan activities that will allow attendees to network and learn from each other. I am so pleased that every member of the Red Carpet Team is able to attend this conference and have the opportunity to share about our unique Red Carpet Services while learning how other regional libraries strive to meet the needs of this community. The Marvin Auditorium and TSCPL will be the perfect backdrop for this event which promises to be a memorable experience. For more information, go to <https://www.nekls.org/event/libraries-transform-minds/>.

Staff Changes

Lastly, I have good news and bittersweet news to about our staff. I am pleased to share that we have had a new part-time Public Services Specialist, Daphne Tibbetts, join the Readers & Resources Team.



Daphne brings her curious spirit and zest for learning to TSCPL. She is a KU graduate student studying Korean language and literature and her career goal is to be a Korean Studies Librarian. Daphne has proven to be a quick study and has jumped in with both feet, helping our customers with their technology needs in the Level 2 Tech Center and sharing some of her favorite books and movies with our customers at both the New & Novel and Movies & Music desks.

On the flip side, it is bittersweet for me to share that a beloved part-time staff member, Lizz Phelps is moving on. She has accepted a new position that will allow her to have more time with her family. Lizz



has been a friendly face on the TSCPL night and weekend crew for the last 5 years. She takes great pride in her work at TSCPL and there hasn’t been a week that goes by without an email from Lizz in my morning inbox, sharing a delightful story from her evening shift explaining how customers are using our new spaces or sharing the good work of her fellow team members. Lizz has been a positive force and a bright light, and her presence will be missed by both her coworkers and our customers.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Staffing Update

We just got the paperwork rolling so that we can fill our last remaining position, a part time Specialist with a focus on early childhood. This position will help us to round out the outreach storyteller schedule and give us some needed flexibility within it. It will also aid coverage for the service floor especially for Friday evenings.

Remodel Preparations

Preparations are underway for the upcoming remodel of the Kids Library. We have several areas that need to be cleared out as construction gets underway. Several workgroup teams have been developed so that we can address things like getting the most from our storage spaces post-remodel, creating and documenting procedures for working in the updated spaces, and developing play plan for each age group.

Librarian Updates

Early Childhood Outreach Librarian

The Learn & Play Bus has been in service for over seven years. In that time, the service has impacted many families with young children. Staff aboard the Learn & Play Bus empower parents and caregivers to be their child's first teacher. A strong correlation is made that play is the "work" of young children. Relationships and community are built. Over the summer, I have been reminded of the value of the service and its impact within our community. A family made a special trip to the library to check in with a couple of staff from the Learn & Play Bus. The visit was rewarding and humbling to see the transformation of this family. Where two timid toddlers had stood previously was now two cheerful school aged children. Both were full of smiles, laughter, and stories of past experiences. But the transformation also included two caregivers who were at ease in their role; in fact, each caregiver acknowledged the value of and their appreciation for the Learn & Play Bus. Another family from the Learn & Play Bus was in the library with their expanded family. The oldest child was quick to recommend a book to staff and readily shared why it was such a good book to read. The family has grown to where additional siblings have visited the Learn & Play Bus. This is certainly a testament to the Learn & Play Bus and its incredible staff.

Early Childhood Librarian

Dramatic play for this month in the Family Zone is Zoo. We have a commissary where meals can be made from the Zoo Diet book for the animals. Children can care for the baby animals in the Zoo Nursery. They can also use the different blocks to create exhibits for the animals. Binoculars are available to see the animals that are far away. It is a treat to see and hear all the pretend play going on in this space.

One event completely not related to the Zoo caught my attention. A mom and a son had created a tunnel using the large waffle blocks. The young child crawled through the tunnel several times while I was watching and laughing. Both were having so much fun, even when the tunnel started to collapse. They just rebuilt it and started over. This is the kind of play we hope for – parent/child engagement.





School Age Librarian

August proved to be a vibrant month in Youth Services. Staff for kindergarten through fifth grade worked hard to incorporate STEM into their fall programming. One of the programs offered included an egg drop challenge where staff partnered with the Topeka Fire Department who used their apparatus on their firetruck for the 50-foot egg drop! Some eggs survived and some did not. Delicious DNA, Coding, Bilingual Games, Edible Destruction and Family Gaming were programs offered to spark curiosity. Kids built and decorated planes and tested them by throwing them through hula hoops in the Soar with Me program. During the program Mr. Ferris and his Monster Wheel, youth heard a captivating story about an eccentric engineer, Mr. Ferris and his incredible Ferris Wheel that debuted at the 1893 Chicago's World Fair. Young patrons built and decorated their own small Ferris Wheel to take home, and they tried a special snack called "Cracker Jill."

Of special note, there were a lot of people coming through the Kids Library asking to reconnect with staff they knew from years ago who brought them joy. It is amazing to hear them reminisce about their experiences at TSCPL.



Teen Librarian

Our Teen Team sent representatives to Washburn University's annual Market Daze vendor fair to spread awareness of the library's services and resources to new and returning college students this past month. We noticed that most new, out of town students we spoke with mentioned their intent to get library cards or that they already had them. Many longer-term residents mentioned that they are avid library

users. The Level 2 Tech Center was of interest to many students, including one who was ecstatic they wouldn't have to spend money on a Cricut machine or find space for one at home.

Another student who is a longtime library user shared their experiences of the library's positive impact on their life. They stated that though partially deaf, they used Read-Along books to improve their speech by understanding how to pronounce words, and that the library had been an invaluable resource in their online schooling. This student said the library was instrumental in their current functioning as part of the community.

We also saw a few of our regular teen customers as they began their college journeys. All in all, it was a successful outing, and a reminder of the unique place public libraries occupy in their communities.

Program Services

Autumn Friedli, Program Services Coordinator

Fall Programming

We've put summer behind us and moved into Fall Programming. In August we debuted a new format for School Age Programming. Every Monday and Wednesday afternoon from 3:45-4:45pm in the Learning Center our School Age Team is presenting programming geared at this age group called After School Fun! On Friday Evenings from 6-7pm, we are showcasing some evening programming for this same age group. The idea is to hit those kids that can't get here on Monday & Wednesday for programming. And then on Sunday afternoons from 2-3pm we are featuring some activities for this age group as well. This updated format started on August 12th.

Beyond school-age kids, we still have great programming going on for everyone – from our youngest to our oldest. For our littles, we have Baby Bookworms, Wonderful Ones, Terrific Twos, and the very popular Preschool Storytimes taking place throughout the week. For Teenagers, our teen staff have plenty going on for them as well! Lo-Tech days, D&D games, and Anime club are just a few of the things happening! Adults have all sorts of things they can lean into – Wednesday evening exercise classes, computer classes, Book Clubs, Books Chats, and SO much more. Everyone should take some time to check out the new Gallery Exhibit – Through the Lens. There are also PLENTY of other events and programs to attend!! Be sure to check out everything happening at the library this fall.... <https://events.tscpl.org/events>

Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

New Digital Streaming Product: Welcome to Kanopy

We've added a new product to the library digital library suite. Kanopy is an on-demand film streaming

service with more than 30,000 films, including award-winning documentaries, rare and hard-to-find titles, film festival favorites, indie and classic films, and world cinema with collections from Kino Lorber, Music Box Films, Samuel Goldwyn, The Orchard, The Great Courses, PBS and thousands of independent filmmakers. Library cardholders 18 years old and older can stream films at no cost from any computer, television, mobile device or platform by downloading the Kanopy app for [iOS](#), [Android](#), [AppleTV](#), [Chromecast](#) or [Roku](#). We've had a very positive response to Kanopy with 275 new accounts just in the first week. Kanopy offers a cost-model that allows us to manage expenditures efficiently while providing customers with 15 tickets (approx. 7 checkouts) each month.

Changes to hoopla checkouts

Beginning September 1, we transitioned from 10 monthly checkouts to 5 for hoopla. We have been working with customers inquiring about this change and seeking more information about how it all works on the library side of managing digital content. The majority of customers do not check out more than 3 hoopla checkouts per month. For those who used it more, we are working with them and offering training and support on making the most of hoopla along with our outstanding digital collection on Libby.

New Team Members in Tech Services

We have two new staff members in Tech Services. Heide, our new Acquisitions Associate, hails from Anchorage, AK and has lived in several regions of the United States. She is an enthusiastic library user and NaNoWriMo participant. Heide works to unpack and prepare materials for cataloging as well as handle the daily magazine and newspaper processing.

Connie joins our team as a Processing Assistant. She brings years of office and computer experience into her new role at the library. She works to prepare library materials for circulation after cataloging so these new items look sharp and are ready for customers. We are excited to have these new team members in our department.

Access Services

Kelli Smith, Access Services Manager

AMH Replacement & Circulation Workroom Redesign Consultation

We wrapped up our consultation project with Lean Project Manager, John Huber, in August. John expressed how wonderful it was to work with the cross departmental team and that he would brag about TSCPL as he works with other libraries across the nation. Team members were actively engaged in every weekly meeting. They asked lots of questions, discussed current work procedures, and offered lots of suggestions on how to create more efficient ways to deliver holds and restock returns. I wanted to thank the entire team since their active participation was vital in helping streamline those workflows. Any decreases in lead time for restocking titles or delivering holds to customers can have major impact on library patrons; especially as many customers rely on the library's self-service business models.



In addition to updating certain work procedures, the team members (and Circulation staff) contributed great ideas on potential new room designs for the circulation workroom when the new AMH machine is installed. The majority of the tasks the circulation staff perform in the workroom are tied to the AMH machine. Therefore, it was important that the cross departmental team examined the process behind each procedure to find opportunities for improvement. We will have great ideas and layouts to share with the architects when the time comes to work more closely with them with the AMH installation.

And finally, because of this project we have a strong sense of what functionalities we need the AMH machine to have in order to support the new workflows. This ensures the library purchases only what is needed during the AMH replacement project and not invest in any additional functions that are not necessary.

Thank you to the members of the Cross Departmental Team.

Team members: Pat Berry, Shannon Eddings, LaVoyce Ewing, Michelle Griffith, Angie Hardy-Foltz, Joe Hobbs, Nessa Johnson, Allie Lockwood, Sandy Patterson, Abigail Siemers, Robert Soria, Abigail Thomas, Jacob Ziegler.

You did an excellent job!

Circulation Department

Angie Hardy-Foltz & Jacob Ziegler, Circulation Supervisors

Retirement

After a dedicated 27-year career with the library, Donna Casey will be leaving the Circulation Department on September 27th to enjoy a well-deserved retirement.

Donna joined our team in 1997 as a part-time shelving assistant. Her hard work and dedication quickly led to promotions, and she became a Library Senior Associate in 2000. Over the years, Donna has mentored countless new circulation staff, ensuring that our department continues to provide exceptional service to our patrons.

In addition to her primary duties, Donna has always been willing to lend a helping hand. She has filled in as the mailroom clerk and courier on numerous occasions, demonstrating her versatility and commitment to the library.



We wish Donna all the best in her retirement. We are grateful for her many years of service and dedication to the library. We know she will enjoy spending time with her family and her beloved cat, Linus.

Please join us in celebrating Donna's retirement.

Community Services

Patrick Berry, Community Services Supervisor

New Team Member

We are pleased to announce that Jacee Gleason has joined the Community Services department. In addition to her current duties, she will work with the School Outreach team to provide classroom and summer programs to elementary students in the area.

Librarian Reports

Community Services Outreach Librarian

At the beginning of this month, the library proudly hosted a welcoming event for the new teachers joining Topeka Public Schools. This event was designed to introduce these educators to the diverse array of resources and services we offer. Given that many of the new teachers are from different countries, we included a self-guided tour of the library to help them familiarize themselves with our facilities.

The event featured a comprehensive overview of our extensive print and digital collections, as well as an introduction to valuable tools available to educators, such as the Educator Cards, Teachables, and our standout program, Classroom Connections. We aimed to provide a clear understanding of how these resources can be leveraged to enhance their teaching and support their curriculum.

New teachers were encouraged to ask questions and explore how the library can serve as a supportive partner in their educational journey. The goal of the event was to ensure that the new staff are well-equipped to make the most of the library's offerings and to foster a collaborative relationship. We are committed to demonstrating that we are here to support them, rather than compete with their efforts.

In a heartwarming community initiative, the Topeka Housing Authority recently hosted a special event called "Read N Ride," designed to bring joy and educational enrichment to children from low-income households. This event provided the young participants with free bicycles and helmets, thanks to a generous partnership with the local prison program. This program refurbishes and donates bikes to nonprofit organizations, ensuring that these essential items reach those who need them most.



The excitement didn't stop at receiving their new bikes. The event featured a delightful bike ride around the neighborhood, with three planned stops where I had the pleasure of reading the enchanting book *Memory Jars*. This book, with its engaging storyline about creating and cherishing memories, beautifully resonates with the summer experiences of the children. It offers rich discussion opportunities, promotes vocabulary building, and encourages reflection on their summer adventures.



Reading to the campers throughout the summer was an absolute joy. For many low-income children, access to educational materials can be limited, making my role as the Community Outreach School Age Librarian crucial. My mission is to bridge this educational gap and ensure that every child feels valued, heard, and understood. By providing these enriching experiences and fostering a sense of belonging within our community, we are not just giving them bikes—we are giving them the tools to thrive and the opportunity to create lasting memories.

This event highlights the power of community collaboration and the impact of thoughtful outreach. By combining the gift of a bicycle with the joy of reading, we are supporting both the physical and educational needs of these children, making their summer not only fun but also meaningful and enriching.

We also partnered with Impact Topeka Foundation this month at Ross Elementary School to host a community event dedicated to empowering the youth of Topeka. The mission is to invest in the well-being and development of our community and children, aiming to build healthy environments that nurture their growth and enable them to effect lasting change in their communities. This low-income school received a lot of support from many vendors as they were provided with a free backpack, unlimited school supplies, personal hygiene supplies and free meals from local restaurants.



During this event, we provided parents with valuable information about the resources available to their incoming students. Our goal was to ensure that families are aware of and can fully utilize the support and opportunities at their disposal. By showcasing these resources, we aimed to foster a supportive network between the school and library. The collaboration with Impact Topeka Foundation underscores

our commitment to creating a thriving educational environment where every child has the tools and resources they need to succeed throughout the school year.

And finally, the last event in August was aimed at supporting the educators of Seaman School District. At this event I was able to showcase the valuable resources available to our new educators. As one of the primary contacts for the districts we serve, I took great pride in presenting the array of tools and support services designed to enhance their teaching experience and facilitate their integration into our educational community.

During this event, much like the one with the new 501 educators, I provided an in-depth overview of our Library offerings, including the L2TC, our exclusive educator cards, which offer numerous benefits and access to a wide range of library materials and services. A key highlight of this event was promoting our newly revamped Classroom Connections program, which has been improved to provide more comprehensive support for lesson planning and classroom engagement. By promoting these resources, I aimed to ensure that all the new educators are well-equipped to leverage our library offerings. This event not only demonstrated our commitment to supporting our educators but also underscored my role as a contact for all their library-related needs.



Community Services Librarian

The Community Services Vehicle Team has been hard at work preparing the Adventuremobile (ADMO) for service starting in September. We have given the ADMO a thorough cleaning, created a new layout to incorporate both adult and children's materials, and prepared the vehicle to start going out regularly. Each Vehicle Team member was given additional training to adjust to the different vehicle. Each Circulation staff member that works with the Community Services staff was given an orientation to the ADMO to help them familiarize themselves with the new vehicle as well as a sneak peek for what the new layout would look like. Dawn Buttery, Jaclyn Shannon, and Rain Schultz-Pruner debuted the Adventuremobile to the community at the Gage Park Founders Fest on August 31. They were busy checking out materials, creating new library cards, and sharing the library with the community!



The TSCPL@Home Delivery Team

The team had its second straight awesome month, with over 3600 checkouts. The team recently met to discuss streamlining processes and how the service might be improved in the near future. Plans are to meet soon to discuss options.

Digital Services

David King, Digital Services Director

DOCK Grant project Update

The DOCK grant project is moving along! Digital Services has purchased the equipment (laptops and carrying cases) and is waiting for the items to come in so we can set them up. Public Services has been planning the details of classes, and Kari has started the process of interviewing potential interns.

Gaming PCs

Digital Services recently worked with Youth Services to set up some gaming computers for teens. Since we are moving along quickly on the Kids Library remodel, we're waiting to deploy those until the remodeled space is ready. But until then – we have set up seven computers with a gaming center version of Steam (an online gaming platform) and are ready to launch those once the new space is ready.

AMH Project Update

We just posted the RFP for replacing our Automated Materials Handler (AMH) system. We expect our recommendations to go to the board at the November board meeting. More on this as the project progresses.

Top Web Pages for August 2024

1. Tools & Services Page: 3083 Pageviews
2. Get a Library Card: 2048 Pageviews
3. Election and Voting Information: 1930 Pageviews
4. Work at the Library: 1698 Pageviews
5. Hours & Locations Page: 1554 Pageviews
6. Careers Detail: 1422 Pageviews
7. Ebooks: 1288 Pageviews
8. Friends of the Library: 999 Pageviews
9. Research Tools: 950 Pageviews
10. Topeka Zoo Passes: 904 Pageviews

Social Media Highlights for August 2024

Facebook

- Fiction and Non-Fiction book wings – reached 10,681 people
- National Dog Day – reached 4157 people
- Read and Ride program – reached 3827 people

Instagram

- Very “Demure” meme video – reached 6717 people
- Zoo animals live – reached 751 people
- New Gallery graphics being installed – reached 504 people



Communications & Marketing

August-September 2024

C&M staff:

Diana Friend, Jayna McFarland, Ginger Park, Michael Perkins and Karen Watson



7 days in 60 seconds

With the summer events ending, our major marketing campaign for 2024 came to a close. Facebook stories, Instagram reels and YouTube shorts provide the perfect venue to share the key library events, services and resources every Monday. Look for the *Monday Minute* with Jayna as she reports weekly happenings. On August 12, the report shared timely “back-to-school” information about library tools, apps, databases and classes. As of today (8/16/24) it’s been viewed more than 745 times and is our most popular post of the week! Be sure and hit the “like” on your favorite platform!

Here is the [link](#) to the Monday Minute YouTube playlist.

Wayfinding Signage

The Facilities Master Plan’s comprehensive wayfinding signage plan is almost complete! This project was planned in two phases beginning in 2023, with Phase 1 designing and installing digital directory kiosks in the Rotunda, Atrium and second level hall. Phase 2 installation includes library department signs, hallways and directory kiosk that provide a consistent design, color and icons with both English and in Spanish language. Where shadows reduced visibility, the signs are backlit. There are a few signs left to be installed, but customer feedback has been positive and it has made it easier for staff to give directions. Madeline Safford, HTK, was the lead on this project with Karen, Michael, Diana and Thad.





Capturing Kids Library Memories

Remodeling the Kids Library is exciting and bittersweet for the generations of kids who grew up with the murals that were created by Michael Perkins (the artist) more than a decade ago. He worked in Digital Services back then and spent months coming in early in the mornings and returning late at night to paint “stories” that were unique to our community. He worked closely with Marie and LeAnn to connect kids who have a wide range of interests and stages of learning. The design of the murals helped readers find books and other resources as the images transitioned for the child progressing from pre-reading, learning to read, and reading to learn. Families who loved the murals have asked for assurance that we would take photos before construction on the new space began so they might remember what the Kids Library looked like when their children were here. Michael’s artistry has come full circle this time by taking photos of his original artwork and creating a poster to preserve the history of this department.

Promoting Nonfiction & Fiction Readers Lounges

Karen creates a lot of advertising every month and wanted to share a recent ad we created to encourage the use of the new Readers Lounge spaces. We have been advertising in TK Magazine this year and for its September and October edition, the library’s ad promotes the new Readers Lounge spaces for those who need a place to work that offers a different atmosphere than the office. We have also been conducting observational surveys with Public Services staff to record what the area is being used for by library customers. This is also the location for the new Book Chats that started this month.

NEED A CHANGE IN SPACE?

Take your work to the library and let your creative juices flow! Head down the hall to the new Nonfiction and Fiction wings.



TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY



1515 10th Ave | Topeka, KS | 785-580-4400 | tscpl.org

Social Media Report – Aug 15-Sep 11, 2024





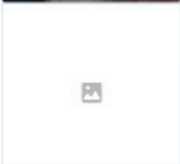

The beginning of the school year and the fall season brought a new schedule of school age activities, a new exhibit in the gallery and a new streaming service (Kanopy). School age activities are posted on Facebook, and we often post a video or photo carousel after the event so customers can see the fun, hands-on learning we offer. Librarians have shared how the social posts are helping to generate excitement, show all the amazing things that happen at the library and bring in customers to these events. They also show the diverse range of experiences you can have at the library.

We published 15 videos and 68 posts during this period on Facebook. The Monday Minute is gaining speed as customers get into the habit of watching for it each week. The Through the Lens exhibit is providing engaging visuals, like a timelapse and zoetrope, that also allow us to cross-promote other photography-related books and materials available at the library. We also launched a new video series on September 11, Historic Tales from the Topeka Room. We believe this will showcase the local history resources available at the library and will be met with enthusiasm by the community. Though the first episode has only been published for about 24 hours at the time of this report, it is already the fourth most played video during this period and promises to reach more viewers as it circulates.

Top 3 Facebook Videos & Reels by Plays

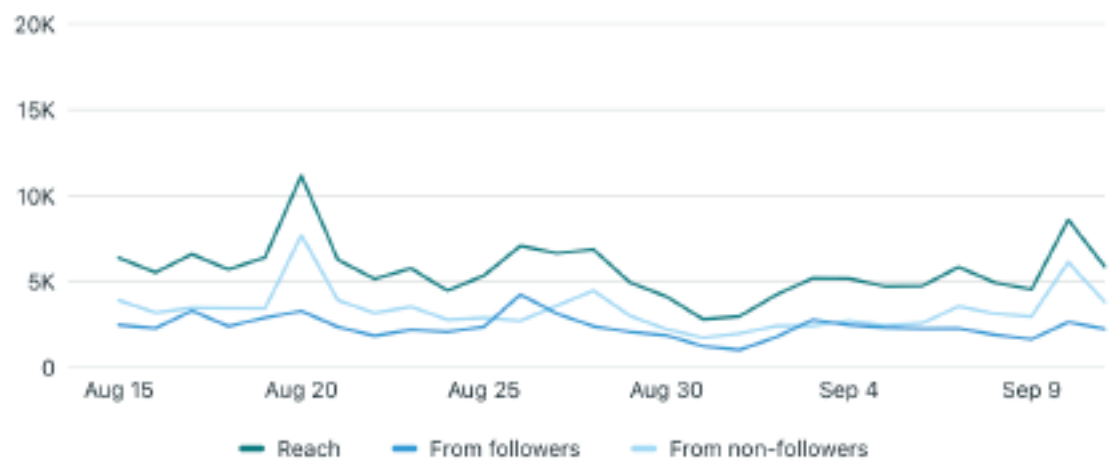
Kanopy promo		New service alert – Kanopy is now available to o... Topeka & Shawnee County Public Library	Tue Sep 3, 9:01am	1.6K Plays
Zoetrope-Through the Lens		This zoetrope is one of the interactive displays y.. Topeka & Shawnee County Public Library, 1 Pendi..	Thu Sep 5, 8:15pm	1.4K Plays
Through the Lens timelapse		Through the Lens - coming soon to the Alice C. ... Topeka & Shawnee County Public Library	Thu Aug 29, 2:59pm	1.3K Plays

Top 3 Facebook Posts by Engagement Rate and Reach

	<p>August 20, 2024 12:30am What are you reading?</p> <table border="1"> <thead> <tr> <th>Post Clicks</th> <th>Reactions</th> <th>Impressions</th> <th>Reach</th> <th>Eng. Rate</th> </tr> </thead> <tbody> <tr> <td>399</td> <td>22</td> <td>2,567</td> <td>2,525</td> <td>21.27%</td> </tr> </tbody> </table>	Post Clicks	Reactions	Impressions	Reach	Eng. Rate	399	22	2,567	2,525	21.27%		<p>September 10, 2024 08:00pm Watch interviews captured during the 75th Newton, Kansas, Mexican American Fastpitch Softball Tournament with players from across the state. This collection of oral histories from Hall of Farmers celebrates...</p> <table border="1"> <thead> <tr> <th>Post Clicks</th> <th>Reactions</th> <th>Impressions</th> <th>Reach</th> <th>Eng. Rate</th> </tr> </thead> <tbody> <tr> <td>102</td> <td>15</td> <td>5,879</td> <td>5,794</td> <td>2.33%</td> </tr> </tbody> </table>	Post Clicks	Reactions	Impressions	Reach	Eng. Rate	102	15	5,879	5,794	2.33%
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	<p>August 28, 2024 12:30am What are you reading?</p> <table border="1"> <thead> <tr> <th>Post Clicks</th> <th>Reactions</th> <th>Impressions</th> <th>Reach</th> <th>Eng. Rate</th> </tr> </thead> <tbody> <tr> <td>273</td> <td>14</td> <td>2,166</td> <td>2,166</td> <td>16.62%</td> </tr> </tbody> </table>	Post Clicks	Reactions	Impressions	Reach	Eng. Rate	273	14	2,166	2,166	16.62%		<p>September 3, 2024 11:00pm On Sunday afternoon, a talented local cast performed a staged reading of Sale! Here! Today! a Musical by Topeka's own Doug Goheen and Nathan Goheen. Marvin Auditorium was packed with fans and supporters.</p> <table border="1"> <thead> <tr> <th>Post Clicks</th> <th>Reactions</th> <th>Impressions</th> <th>Reach</th> <th>Eng. Rate</th> </tr> </thead> <tbody> <tr> <td>490</td> <td>63</td> <td>3,423</td> <td>3,304</td> <td>16.30%</td> </tr> </tbody> </table>	Post Clicks	Reactions	Impressions	Reach	Eng. Rate	490	63	3,423	3,304	16.30%
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Content **Facebook reach continues to rise as we transition from summer to fall.** Daily Cumulative See mo

Reach **58.1K** ↑ 25%



Reach breakdown
Aug 15 – Sep 11

Total
58,121 ↑ 25%

From followers
10,381 ↑ 4.7%

From non-followers
47,833 ↑ 24.9%



Top 4 Instagram Reels by Play

Very DEMURE! On Instagram, we published a video to participate in the “demure” trend. Our video is up to 8400 plays and 6700 accounts reached, far exceeding most of our content of any kind on that platform.

“Demure” trend at the library

Our librarians are very demure, very mindfu. Mon Aug 19, 3:06pm **8.4K** Plays

Rock Paper Scissors Challenge

Don't believe their placid demeanors and d.. Fri Aug 30, 7:01pm **832** Plays

Through the Lens timelapse

This timelapse video of our creative team in. Thu Aug 29, 3:01pm **764** Plays

Monday Minute Aug 26

As always, we have a lot to look forward to .. Mon Aug 26, 9:59... **528** Plays



Resolution – Bid for Kids Library Construction

BOARD OF TRUSTEES September 19, 2024

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Shirley Construction, Topeka, Kansas, in the amount of \$914,294 for the remodel of the of the Kids Library, including alternates #1 and #2 for lighting and diffusers. \$514,294 of this expenditure shall be paid from the General Fund and \$400,000 shall be paid by the Library Foundation.

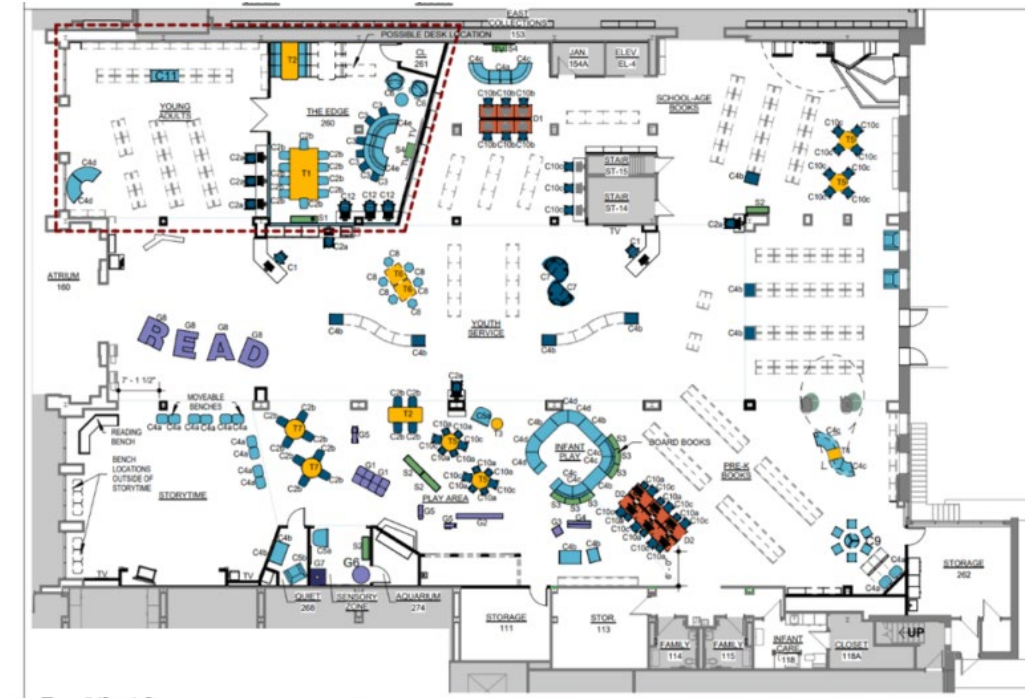
Policy and Background Information:

In September 2023, a team of library staff members began working to develop a design for a renovated Kids Library. This included visiting other libraries and children’s museums and developing a list of desired functions, goals, and services. Once ideas for how the space needed to be updated were developed, library staff worked with HTK Architects to create a plan to refresh the design and meet the needs of customers and goals of the new space.

The result was a concept for an inclusive space focused on literacy, imaginative play, and play-based learning. Highlights of the new space include:

- Storytime space with AV built in for larger crowds and to help with accessibility.
- Additional functionality to the storytime space that will feature other activities and purposes when storytime is not going on, including an interactive wall projector.
- A sensory space for a soothing atmosphere designed with equipment that is visually stimulating, tactile and interactive.
- An imaginative play space and new aquarium.
- An enclosed infant play area.
- Pre-K reading “campground”.
- School-age reading area, including “crows nest”, “cave”, and window seat.
- A small rock climbing wall.
- School-age hang out area with computers and video games.
- Teen activity space with gaming computers, video games, activity table, and casual seating.
- Teen activity space within the Kids Library that will allow the library to staff the space more efficiently, keep it open all hours the library is open, and locate it adjacent to the YA collections.

This portion of the project is the construction, which will focus on reconfiguring the space which includes adding new spaces, eliminating a staff office and storage room, and relocating the aquarium. This project will also update finishes including replacing flooring, new paint, vinyl graphics, lighting, and AV. In addition, there is some floor leveling that will need to occur near the dinosaur.



Bid Process

In preparation for the bid process Library staff worked with HTK Architects to create plans for the Kids Library. Furniture and shelving for the Kids Library is not included in this bid. HTK provided specifications for the work and created a Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued August 13, 2024.

The RFP and related documents were posted on the Library's website and email notification was sent to several companies regionally who have worked on similar projects. The project was also published on Topeka BluePrints' online plan room. Once posted there, all contractors who chose to receive updates on projects bidding were notified. An optional site visit was held on August 27, 2024, and submissions of questions were due September 5. There were two addendums to the original RFP that were sent to the interested bidders and posted on the library's website.

Bids were received at a public meeting over Zoom at 2:00 PM, September 10, 2024. Four bids were received before the bid deadline, and each was submitted electronically.

Staff Recommendation:

The low bid for the entire project including the first and second alternates, was from Shirley Construction, Topeka, KS. This bid met all the necessary criteria and was in line with the other bids that were received. Shirley has worked on past projects with the library and HTK and performed quality work.

TSCPL staff recommends the bid of \$914,294, including the first and second alternates, submitted by Shirley Construction, Topeka KS, be approved for renovation of the Kids Library.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



ARCHITECTS

TSCPL - Youth Services Renovation

Bid Tabulation
Tuesday, September 10, 2024

Project No. 2001.01-015

BIDDER	Kendall Construction	Senne & Company	Shirley Construction	Kelley Construction		
BID BOND	Yes	Yes	Yes	Yes		
1	Yes	Yes	Yes	Yes		
2	Yes	Yes	Yes	Yes		
ADDENDA						
BASE BID (including allowances)	\$ 871,760.00	\$ 931,000.00	\$ 842,743.00	no bid		
1	\$ 33,320.00	\$ 34,000.00	\$ 34,278.00	no bid		
2	\$ 48,185.00	\$ 54,812.00	\$ 37,273.00	no bid		
3	\$ 2,450.00	\$ 3,300.00	\$ 1,695.00	\$ 4,100.00		
VOI	N/A	N/A	N/A	N/A		
BASE BID + ALTERNATES	\$ 955,715.00	\$ 1,023,112.00	\$ 914,294.00			
Anticipated Substantial Completion	May 9, 2025	May 16, 2025	May 16, 2025	May 16, 2025		
Electrical	DL Smith Electric	DL Smith Electric	DL Smith	not listed		
Mechanical	McElroy's Inc.	McElroy's or Alternative Air	McElroy's/Alternative Air	McElroy's Inc		
Superintendent	Justin Maxwell	Blake Pfeifer	Joshua Layne	Chuck Streater		

Notes:



Resolution – Bid for Kids Library Shelving

**BOARD OF TRUSTEES
September 19, 2024**

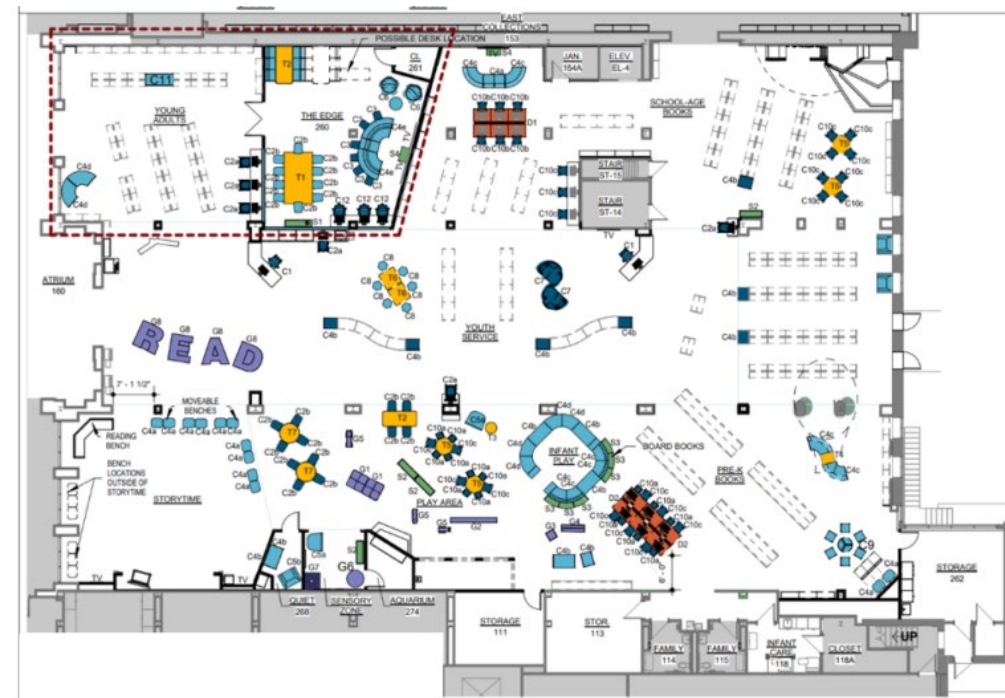
Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Library Furniture International, Inc, Wheeling, Illinois, in the amount of \$114,897 for the purchase and installation of new shelving and the reconfiguration of existing shelving in the Kids Library. This expenditure shall be paid from the General Fund.

Policy and Background Information:

In September 2023, a team of library staff members began working to develop a design for a renovated Kids Library. This included visiting other libraries and children’s museums and developing a list of desired functions, goals, and services. Once ideas for how the space needed to be updated were developed, library staff worked with HTK Architects to create a plan to refresh the design and meet the needs of customers and goals of the new space.

The new Kids Library design included a new collection layout. While the collection size didn’t change as drastically as in some previous projects, the layout of collections needed a major adjustment because of changes to other service spaces. Library staff worked with HTK to redesign how the collections were arranged in the space.

In the design there is a large amount of existing shelving that will be able to be reused. A major component of the work involved in the project will be moving shelving multiple times during construction and updating components of the shelving to work with the new design. While this adds to the labor cost, it reduces the amount of new shelving and results in a great deal of savings overall. There is some new shelving being added in areas in which the current shelving could not be altered to make it work.



Bid Process

In preparation for the bid process Library staff worked with HTK Architects to create a plan for the space, including furniture and shelving layout. Furniture and construction are not included in this bid. HTK provided specifications for the work and created a Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued August 13, 2024.

The RFP and related documents were posted on the Library's website and email notification was sent to several companies regionally who have worked on similar projects. The project was also published on Topeka BluePrints' online plan room. Once posted there, all contractors who chose to receive updates on projects bidding were notified. Submissions of voluntary alternates and questions were due August 28. There was one addendum to the original RFP that was sent to the interested bidders and posted on the library's website.

Bids were received at a public meeting over Zoom at 3:00 PM, September 10, 2024. One bid was received before the bid deadline and was submitted electronically.

Staff Recommendation:

The only bid for this project was from Library Furniture International (LFI), Wheeling, IL. This bid met all the necessary criteria. While only receiving one bid for this shelving was disappointing, it was not surprising. This is third time in a row in which the library received only one bid for shelving. Part of this is likely because of the technical work that is required

in this project, beyond just providing shelving. The RFP was sent to other vendors and HTK reached out to encourage them to bid. One vendor informed us that they would not be bidding because their bid in the past was too high and they did not feel it would be a strategic fit for them to bid at this time. Another vendor stated that they did not have the services to meet the needs of this project.

The LFI shelving came in at a price that is in line with what is budgeted for this project. LFI has provided shelving in the past for the library, including the recent Readers Lounge project. These experiences have been very positive, and the shelving has been of high quality. Because of the unique nature of the work, positive history with LFI, LFI's history of low bids, and because the price quoted falls in line with what was budgeted for shelving, we feel comfortable recommending this bid.

TSCPL staff recommends the bid of \$114,897, submitted by Library Furniture International (LFI), Wheeling, IL, be approved for the Reader's Lounge Shelving.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



TSCPL - Youth Services Renovation Shelving Package

Bid Tabulation
 Tuesday, September 10, 2024

Project No. 2001.01-015

BIDDER	LFI					
ADDE NDA 1	Yes					
SALVAGE & REINSTALL	\$	24,640.00				
NEW SHELVING	\$	51,349.00				
Delivery & Installation	\$	38,908.00				
PACKAGE TOTAL	\$	114,897.00				

Notes: LFI confirming calculation of Delivery & Installation. Pricing may change for delivery and installation.



Key Metrics

Net Promoter Score

86.4

End of LY: **86.4**

Difference: **0.0** --

% Change: **0.0%** --

Active Cardholders

65,886

End of LY: **61,419**

Difference: **4,467** ▲

% Change: **7.3%** ▲

Unique Borrowers YTD

34,562

Previous YTD: **32,605**

Difference: **1,957** ▲

% Change: **6.0%** ▲

Door Count YTD

313,436

Previous YTD: **306,371**

Difference YoY: **7,065** ▲

% Change YoY: **2.3%** ▲

First Time Checkouts YTD

467,981

Previous YTD: **496,283**

Difference YoY: **-28,302** ▼

% Change YoY: **-5.7%** ▼

Digital Checkouts YTD

475,429

Previous YTD: **433,790**

Difference YoY: **41,639** ▲

% Change YoY: **9.6%** ▲

Computers and WiFi

Computer Sessions YTD

60,612

Previous YTD: **66,817**

Difference YoY: **-6,205** ▼

% Change YoY: **-9.3%** ▼

Avg Session Time YTD

01:04:28

Previous YTD: **00:55:09**

Difference YoY: **00:09:18** ▲

% Change YoY: **16.9%** ▲

WiFi Sessions YTD

260,137

Previous YTD: **265,154**

Difference YoY: **-5,017** ▼

% Change YoY: **-1.9%** ▼

Avg Session Time YTD

00:13:35

Previous YTD: **00:13:29**

Difference YoY: **00:00:06** ▲

% Change YoY: **0.7%** ▲

Other Metrics

Program Attendance YTD

54,171

Previous YTD: **53,782**

Difference YoY: **389** ▲

% Change YoY: **0.7%** ▲

Mtg Room Attendance YTD

44,132

Previous YTD: **43,999**

Difference YoY: **133** ▲

% Change YoY: **0.3%** ▲

Reference Questions YTD

191,301

Previous YTD: **172,981**

Difference YoY: **18,320** ▲

% Change YoY: **10.6%** ▲

	2024												2023 YTD	% Change YTD	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			2024 YTD
Net Promoter Score (NPS)															
Monthly NPS	84.1	82.2	84.4	91.4	82.4	86	89.9	83.3					86.1	86.7	-0.7%
Monthly # of Responses	64	45	45	35	17	107	158	126					597	881	-32.2%
Current NPS	86.4	86.4	86.3	86.4	86.4	86.3	86.5	86.4					86.4	86.4	0.0%
GATE COUNT	35,534	37,478	39,161	39,034	36,797	43,364	42,746	39,322					313,436	306,371	2.3%
CIRCULATION*															
Main Library															
TSCPL Curbside	1,219	907	476	398	353	421	214	229					4,217	12,683	-66.8%
Circulation Desk & Renewals	33,412	33,238	37,620	36,197	33,820	38,398	43,579	42,411					298,675	327,005	-8.7%
Interlibrary Loan	1,240	1,106	1,281	1,282	1,244	1,155	1,283	1,291					9,882	9,603	2.9%
Self-Check	41,085	39,420	41,412	38,166	43,608	52,326	52,014	45,613					353,644	354,005	-0.1%
Bookmobile	7,455	7,269	7,596	7,865	4,378	7,262	6,823	4,701					53,349	52,168	2.3%
TSCPL@Home	3,198	3,163	3,309	3,207	3,544	3,401	3,680	3,622					27,124	26,699	1.6%
Red Carpet	4,484	4,168	4,732	4,775	4,469	4,838	5,028	5,274					37,768	38,738	-2.5%
Digital Downloads	61,030	56,066	60,254	58,534	59,941	59,227	60,636	59,741					475,429	433,790	9.6%
Library @ Work / Smartlocker	1,508	1,347	1,446	1,371	1,404	1,286	1,409	1,291					11,062	12,048	-8.2%
TOTAL CIRCULATION	154,631	146,684	158,126	151,795	152,761	168,314	174,666	164,173	-	-	-	-	1,271,150	1,266,739	0.3%
* Includes first-time checkouts and renewals															
FIRST-TIME CHECKOUTS	55,269	53,657	56,135	53,577	56,107	67,414	66,791	59,031					467,981	496,283	-5.7%
CIRCULATION DETAILS															
Print Material	59,296	58,395	63,951	61,013	60,903	74,797	76,497	68,266	-	-	-	-	523,118	537,868	-2.7%
Audio/Visual Material	27,096	25,429	27,002	24,946	25,589	27,656	30,297	29,629	-	-	-	-	217,644	237,534	-8.4%
Adult Materials	48,843	46,201	48,302	46,491	46,630	49,765	54,168	53,349	-	-	-	-	393,749	434,771	-9.4%
Children's Materials	28,831	29,446	33,553	30,520	30,713	42,320	42,083	34,715	-	-	-	-	272,181	266,669	2.1%
Young Adult Materials	2,484	2,385	2,939	2,756	2,899	4,248	3,767	3,173	-	-	-	-	24,651	24,129	2.2%
Red Carpet Materials	6,168	5,745	6,112	6,147	6,193	6,076	6,728	6,613	-	-	-	-	49,782	49,573	0.4%
NEW Patrons															
Topeka / Shawnee County															
Adults	848	866	856	731	871	971	828	899					6,870	5,340	28.7%
Children (ages 17 and under)	145	150	160	127	246	420	212	183					1,643	1,503	9.3%
Red Carpet Outreach	8	18	6	6	9	7	8	10					72	100	-28.0%
NEKL	42	38	61	43	40	75	61	45					405	369	9.8%
Non-Resident	1	0	2	3	1	0	0	3					10	8	25.0%
Total New Registrations	1,044	1,072	1,085	910	1,167	1,473	1,109	1,140	-	-	-	-	9,000	7,320	23.0%
PATRONS DELETED	478	348	718	755	427	282	369	451					3,828	3,821	0.2%
Cardholders															
Topeka / Shawnee County															
Adults	66,121	66,929	67,294	67,664	68,478	69,334	69,957	70,866					70,866	65,285	8.5%
Children (age 0 - 17)	15,485	15,518	15,466	15,451	15,581	15,845	15,915	15,985					15,985	15,486	3.2%
TSCPL @ School	32,898	32,898	32,894	32,958	32,952	32,952	32,949	32,948					32,948	28,808	14.4%
Red Carpet Outreach	1,382	1,403	1,408	1,414	1,421	1,424	1,425	1,359					1,359	1,355	0.3%
NEKL	9,568	9,640	9,775	10,106	10,139	10,265	10,455	10,530					10,530	9,501	10.8%
Non-Resident	98	82	38	48	48	50	53	57					57	105	-45.7%

Delinquent	119	127	128	92	101	108	113	105					105	119	-11.8%
TOTAL CARDHOLDERS	125,671	126,597	127,003	127,733	128,720	129,978	130,867	131,850	-	-	-	-	131,850	120,659	9.3%
Active Cardholders (Savannah)															
Non-Student Cardholders	53,799	54,785	55,187	55,107	56,533	57,623	58,186	58,471					58,471	53,392	9.5%
Student Cardholders	8,177	8,106	8,094	8,130	8,069	8,071	8,114	7,415					7,415	8,027	-7.6%
TOTAL ACTIVE CARDHOLDERS	61,976	62,891	63,281	63,237	64,602	65,694	66,300	65,886					65,886	61,419	7.3%
Unique Borrowers															
Physical	7,920	7,926	8,320	5,336	7,316	7,460	8,479	6,595					21,094	25,019	-15.7%
Digital	10,652	10,454	11,114	9,605	11,038	10,930	10,993	11,344					19,243	19,127	0.6%
Both	1,547	1,412	1,560	849	1,506	1,433	1,646	1,367					5,775	6,700	-13.8%
TOTAL UNIQUE BORROWERS	17,025	16,968	17,874	14,092	16,848	16,957	17,826	16,572	-	-	-	-	34,562	37,446	-7.7%
Holds Satisfied	14,925	12,801	13,068	13,041	13,909	13,202	14,915	14,112					109,973	115,863	-5.1%
TOTAL CHECK-IN	53,663	52,439	55,969	55,488	55,714	60,899	68,254	61,640					464,066	492,437	-5.8%
COLLECTION															
Materials Added	3,066	2,593	2,990	2,769	3,653	2,734	3,077	2,615					23,497	25,124	-6.5%
Materials Discarded	12,114	9,688	2,705	1,471	4,227	3,051	2,483	3,540					39,279	27,234	44.2%
TOTAL COLLECTION	340,577	333,482	333,767	335,065	334,491	334,174	334,768	333,843	333,843	333,843	333,843	333,843	338,831	349,625	-3.1%
WEBSITE															
tscpl.org Unique Visitors	36,092	28,310	26,184	27,231	29,454	30,158	29,156	26,439					233,024	301,566	-22.7%
tscpl.org Total Visits	57,834	47,144	44,362	46,599	47,938	50,863	49,418	43,808					387,966	476,888	-18.6%
catalog.tscpl Unique Visitors	25,006	24,220	29,376	29,838	31,636	36,317	33,349	34,076					243,818	150,152	62.4%
catalog.tscpl Total Visits	65,414	56,268	64,313	61,529	68,537	58,441	68,421	71,193					514,116	336,057	53.0%
COMPUTER USE															
Public Computer Sessions	6,220	6,873	7,390	7,563	7,475	8,296	8,544	8,251					60,612	66,817	-9.3%
Avg Public Computer Session Length (Minutes)	1:04:40	1:02:03	1:02:50	1:01:57	1:03:18	1:03:47	1:09:04	1:06:59					1:04:28	0:55:09	16.9%
Total Computer Hours	6,705	7,109	7,740	7,809	7,888	8,820	9,837	9,211					65,119	61,421	6.0%
Wireless Sessions	29,289	26,647	25,896	34,916	35,846	40,498	35,536	31,509					260,137	265,154	-1.9%
Avg Wireless Session Length (Minutes)	0:13:00	0:16:00	0:15:00	0:13:00	0:13:00	0:12:00	0:12:00	0:12:00					0:13:35	0:13:29	0.7%
Total Wireless Hours	6,585	7,183	6,558	7,998	7,804	8,580	7,675	6,489					58,872	59,582	-1.2%
TOTAL HOURS	13,290	14,292	14,298	15,807	15,692	17,400	17,512	15,700	-	-	-	-	123,991	121,003	2.5%
NOTARY SERVICE	167	242	222	274	207	98	186	153					1,549	1,171	32.3%
REFERENCE QUESTIONS															
Public Services	15,654	18,104	18,632	18,420	16,665	16,899	16,656	16,650	-	-	-	-	137,680	131,773	4.5%
Media	1,886	1,686	1,741	1,810	2,023	1,920	2,024	1,840					14,930	15,239	-2.0%
Call Center	4,069	4,069	3,831	4,123	3,931	4,218	3,939	4,136					32,316	34,504	-6.3%
Stacks/Team RM (New and Novel)	1,708	1,863	3,059	2,333	2,370	2,193	2,246	2,032					17,804	14,185	25.5%
Topeka Room	694	657	703	615	557	592	625	514					4,957	5,214	-4.9%
Gallery	283	99	197	325	169	417	461	176					2,127	1,894	12.3%
L2TC	6,435	9,152	8,662	8,792	7,244	7,062	6,931	7,510					61,788	57,228	8.0%
LibAnswers	579	578	439	422	371	497	430	442					3,758	3,509	7.1%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	5,557	5,639	6,257	6,127	6,883	8,944	7,155	7,059					53,621	41,208	30.1%
TOTAL REFERENCE QUESTIONS	21,211	23,743	24,889	24,547	23,548	25,843	23,811	23,709	0	0	0	0	191,301	172,981	10.6%
MEETING ROOMS															
Meeting Room Bookings	448	539	528	562	471	453	438	432					3,871	3,584	8.0%

Team Room Bookings	747	914	970	954	831	882	881	893					7,072	6,259	13.0%
L2TC Bookings	599	715	741	737	689	727	632	682					5,522	5,383	2.6%
Total Meeting Room Hours Booked	4,129	5,174	5,665	5,127	4,451	4,681	4,485	4,555					38,267	36,252	5.6%
TOTAL MEETING ROOM ATTENDANCE	4,659	5,549	6,190	5,660	6,171	5,298	4,599	6,006					44,132	43,999	0.3%
LEARN & PLAY BUS VISITS	46	92	104	98	116	79	46	62					643	1,039	-38.1%
PROGRAM ATTENDANCE															
Adult - General	1,729	2,030	1,485	1,974	965	2,516	1,313	1,179					13,191	12,223	7.9%
Kids - Early Learners	424	544	369	708	599	1,604	647	659					5,554	4,226	31.4%
Kids - Elementary	227	393	418	240	112	3,242	490	134					5,256	4,889	7.5%
Teens	156	115	213	202	103	207	119	165					1,280	1,199	6.8%
Unknown	383	333	52	7	522	4,223	5,944	1,207					12,671	14,572	-13.0%
Outreach	3,138	3,139	2,471	3,587	2,040	298	1,546						16,219	16,673	-2.7%
TOTAL PROGRAM ATTENDANCE	6,057	6,554	5,008	6,718	4,341	12,090	10,059	3,344					54,171	53,782	0.7%
GALLERY ATTENDANCE	1,829	1,386	1,979	1,915	930	11,441	8,302	3,624					31,406	23,435	34.0%
DOLLY PARTON ENROLLMENT	5,992	5,947	5,918	5,987	5,850	5,771	5,771	5,796					5,796	5,969	-2.9%

CIRCULATION DETAILS															
Print Material															
Adult Fiction	12,587	11,753	11,985	11,626	11,716	12,747	14,442	13,698					100,554	105,010	-4.2%
Adult Nonfiction	12,779	12,507	13,093	12,876	12,717	13,662	14,258	13,930					105,822	121,844	-13.1%
Juvenile Fiction	19,018	19,353	22,162	20,650	21,525	28,928	28,533	23,645					183,814	187,880	-2.2%
Juvenile Nonfiction	5,575	5,992	6,889	6,171	5,195	8,190	7,773	6,165					51,950	51,570	0.7%
Magazines	696	665	788	801	670	959	1,016	1,057					6,652	7,380	-9.9%
RC Print Materials	6,069	5,636	5,996	6,010	6,080	5,959	6,602	6,454					48,806	51,319	-4.9%
RC Realia	99	109	116	137	113	117	126	159					976	738	32.2%
YA Print Materials	2,473	2,380	2,922	2,742	2,887	4,235	3,747	3,158					24,544	26,060	-5.8%
PRINT CIRCULATION	59,296	58,395	63,951	61,013	60,903	74,797	76,497	68,266	-	-	-	-	523,118	551,801	-5.2%
Audio / Visual Material															
MiFi Hotspots	66	47	47	45	57	44	48	45					399	363	9.9%
Adult Audiobooks	1,380	1,249	1,421	1,359	1,313	1,404	1,542	1,404					11,072	13,030	-15.0%
Adult Music	2,097	2,080	2,169	1,973	1,911	1,979	1,989	2,103					16,301	16,396	-0.6%
Adult Videos / DVDs	19,304	17,947	18,846	17,856	18,303	19,014	20,921	21,157					153,348	160,683	-4.6%
Juvenile Audiobooks	252	220	235	230	229	277	266	222					1,931	2,424	-20.3%
Juvenile Music	121	154	127	104	112	204	185	159					1,166	1,804	-35.4%
Juvenile Videos / DVDs	3,865	3,727	4,140	3,365	3,652	4,721	5,326	4,524					33,320	36,734	-9.3%
YA A/V	11	5	17	14	12	13	20	15					107	154	-30.5%
A/V CIRCULATION	27,096	25,429	27,002	24,946	25,589	27,656	30,297	29,629	-	-	-	-	217,245	231,225	-6.0%
Adult Material															
Adult Fiction	12,587	11,753	11,985	11,626	11,716	12,747	14,442	13,698	-	-	-	-	100,554	105,010	-4.2%
Magazines	696	665	788	801	670	959	1,016	1,057	-	-	-	-	6,652	7,380	-9.9%
Adult Audiobooks	1,380	1,249	1,421	1,359	1,313	1,404	1,542	1,404	-	-	-	-	11,072	13,030	-15.0%
Adult Music	2,097	2,080	2,169	1,973	1,911	1,979	1,989	2,103	-	-	-	-	16,301	16,396	-0.6%
Adult Videos / DVDs	19,304	17,947	18,846	17,856	18,303	19,014	20,921	21,157	-	-	-	-	153,348	160,683	-4.6%
ADULT CIRCULATION	48,843	46,201	48,302	46,491	46,630	49,765	54,168	53,349	-	-	-	-	393,749	424,343	-7.2%
Juvenile Material															
Juvenile Fiction	19,018	19,353	22,162	20,650	21,525	28,928	28,533	23,645	-	-	-	-	183,814	187,880	-2.2%
Juvenile Nonfiction	5,575	5,992	6,889	6,171	5,195	8,190	7,773	6,165	-	-	-	-	51,950	51,570	0.7%
Juvenile Audiobooks	252	220	235	230	229	277	266	222	-	-	-	-	1,931	2,424	-20.3%
Juvenile Music	121	154	127	104	112	204	185	159	-	-	-	-	1,166	1,804	-35.4%
Juvenile Videos / DVDs	3,865	3,727	4,140	3,365	3,652	4,721	5,326	4,524	-	-	-	-	33,320	36,734	-9.3%
JUVENILE CIRCULATION	28,831	29,446	33,553	30,520	30,713	42,320	42,083	34,715	-	-	-	-	272,181	280,412	-2.9%
Red Carpet Material															
RC Print Materials	6,069	5,636	5,996	6,010	6,080	5,959	6,602	6,454	-	-	-	-	48,806	51,319	-4.9%
RC Realia	99	109	116	137	113	117	126	159	-	-	-	-	976	738	32.2%
RED CARPET CIRCULATION	6,168	5,745	6,112	6,147	6,193	6,076	6,728	6,613	-	-	-	-	49,782	52,057	-4.4%
Young Adult Material															
YA Print Materials	2,473	2,380	2,922	2,742	2,887	4,235	3,747	3,158	-	-	-	-	24,544	26,060	-5.8%
YA A/V	11	5	17	14	12	13	20	15	-	-	-	-	107	154	-30.5%
YOUNG ADULT CIRCULATION	2,484	2,385	2,939	2,756	2,899	4,248	3,767	3,173	-	-	-	-	24,651	26,214	-6.0%
Digital Downloads															
Overdrive	43,322	38,894	42,142	40,433	42,133	41,745	44,001	42,862					335,532	295,894	13.4%
Hoopla	16,900	16,237	17,210	17,334	17,024	16,801	15,849	16,101					133,456	130,421	2.3%
Flipster	808	935	902	767	784	681	786	778					6,441	7,475	-13.8%
DIGITAL DOWNLOADS	61,030	56,066	60,254	58,534	59,941	59,227	60,636	59,741	-	-	-	-	475,429	433,790	9.6%
Adult ebook Fiction	20,083	17,582	18,705	17,952	18,614	18,612	19,387	19,095					150,030	141,757	5.8%
Adult ebook Nonfiction	4,156	3,565	3,950	3,773	3,716	3,603	3,860	3,569					30,192	29,065	3.9%
Adult digital audiobooks	24,364	23,040	24,943	24,592	25,416	25,423	26,021	25,802					199,601	173,271	15.2%
Juvenile ebook Fiction	2,114	1,819	1,965	1,757	1,994	1,720	1,764	1,595					14,728	12,849	14.6%
Juvenile ebook Nonfiction	269	287	310	265	303	237	208	215					2,094	1,942	7.8%

Juvenile digital audiobooks	2,438	2,313	2,341	2,363	2,281	2,222	2,272	2,197					18,427	17,338	6.3%
Young Adult ebook Fiction	1,676	1,476	1,786	1,544	1,506	1,526	1,573	1,465					12,552	10,403	20.7%
Young Adult ebook Nonfiction	41	35	41	38	34	30	27	33					279	227	22.9%
Young Adult digital audiobooks	1,866	1,707	1,916	1,933	1,814	1,944	1,965	1,967					15,112	12,701	19.0%
DIGITAL CIRCULATION DETAILS	57,007	51,824	55,957	54,217	55,678	55,317	57,077	55,938	-	-	-	-	443,015	399,553	10.9%