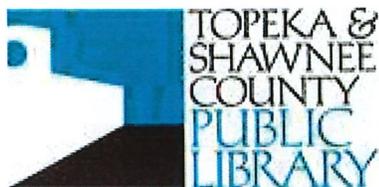


July 12, 2023

Board of Trustees 2024 Budget Work Session #2

Legend of Documents:

1. Budget Work Session Agenda for July 12th Session
2. Select Pages from Funding Matrices for the Facilities Master Plan Initiatives
3. Graph of Budgeted Expenditures – 10-year Retrospective with 2024 Proposed Budget
4. Graph of Mill Rate Values - 10-Year Retrospective with 2024 Proposed Budget
5. Assessed Value and Tax Revenue Information and Mill Levy Impact on Residential and Commercial Properties
6. Summary of Proposed 2024 Budget
7. High-Level 2024 Budget Summary
8. Narrative
9. Draft “Notice of Budget Hearing” & Comparison Key
10. TSCPL Special District Budget Required Format
11. Minutes – Board Budget Work Session #1, June 6, 2023



Topeka and Shawnee County Public Library Agenda
Board of Trustees
2024 Budget Work Session #2

July 12, 2023: Budget Work Session #2 (Menninger Room 206, 1:00 pm to 3:00 pm)

<https://tscpl.zoom.us/j/89140041985?pwd=bi9PNS9JVHF0M0lxeE9SNVVoZFZoQT09>

Meeting ID: 891 4004 1985

Meeting Purpose: Review proposed FY 2024 budget, including county property valuations

Expected Product: Reach consensus on the FY 2024 budget proposal to allow action at the July 20th Board meeting for publication requirements

Agenda

- Review additional information requests from Budget Work Session #1:
 - Positions by department, summary of current staff ages and TSCPL compensation plan percentage – Jesse Maddox, Chief Human Resources Officer
 - Review proposed 10 – 20 year Facilities Master Plan – Thad Hartman, Chief of Staff
 - Review revenue neutral rate when residential property tax maintained at 2023 level – Kim Strube, Chief Financial Officer

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

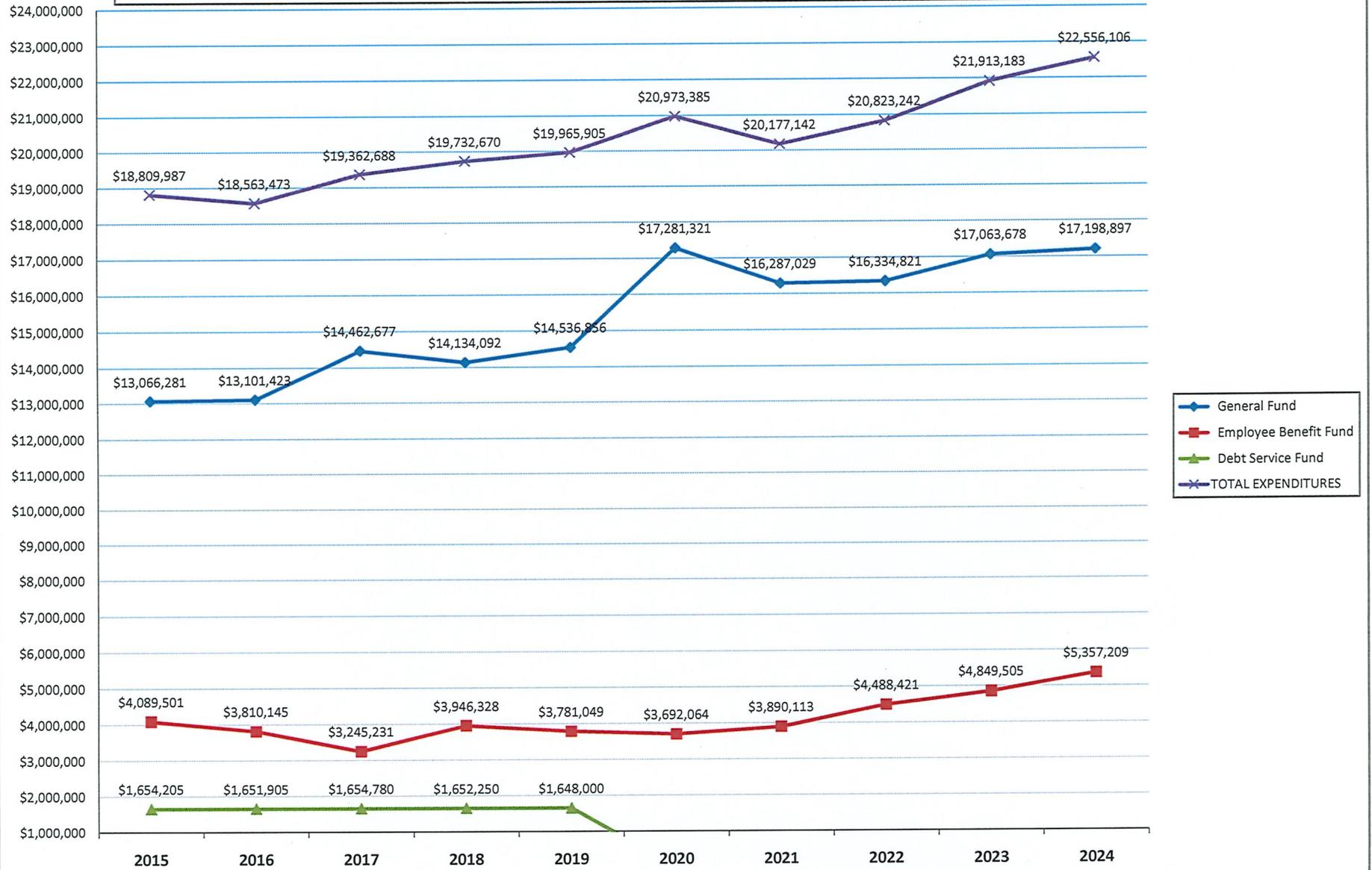
- Review proposed documents to be published: Revenue Neutral Rate, Notice of Hearing and Budget Summary, Notice of Budget Hearing – Kim Strube, Chief Financial Officer

Facilities Master Plan

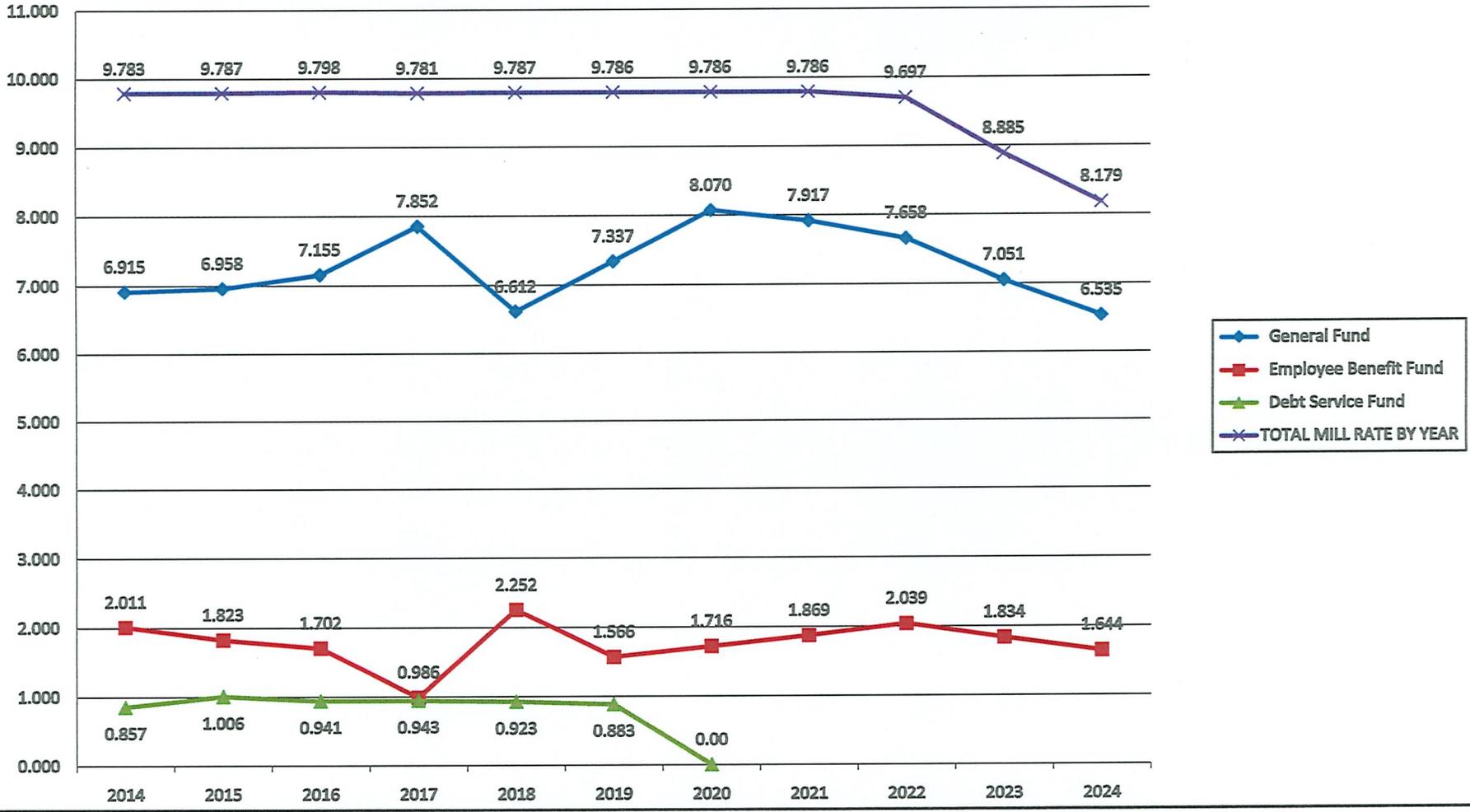
PROJECT TASKS	EST COST	FUNDING SOURCES				TOTAL FUNDING
		GENERAL	FRIENDS	FOUNDATION	STATE AID	
Kids Library (part 1)	\$750,000.00	\$750,000.00				
Replace AMH System	\$710,000.00	\$710,000.00				
Arch Fees	\$95,000.00	\$95,000.00				
Staff Spaces (including 1020)	\$100,000.00	\$100,000.00				
Sunroom updates	\$5,000.00	\$5,000.00				
Landscaping	\$15,000.00	\$15,000.00				
Other	\$25,000.00	\$25,000.00				
Subtotal	\$1,700,000.00	\$1,700,000.00	\$0.00	\$0.00	\$0.00	\$1,700,000.00
Budget		\$1,700,000.00				\$1,700,000.00
Remaining		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2024

TSCPL 10-Yr Retrospective - Budgeted Expenditures with Proposed 2024 Budget - Document 3



TSCPL 10-Yr Retrospective - Actual Mill Rate Values with Proposed 2024 Budget - Document 4



**Topeka and Shawnee County Public Library
FY 2024 - All Budgeted Funds - Proposed Budget
Board Budget Work Session #2 - July 12, 2023**

Document 6

	2022 Actuals Cash Basis	% of Total	2023 Budget Adopted	% of Total	2023 Budget Adjusted	% of Total	2024 Budget Proposed	% of Total	(Over)/Under 2023 (-) 2024 Budgets
Beginning Cash Balance January 1	\$ 5,435,153		\$ 6,378,630		\$ 6,378,630		\$ 4,636,713		
Revenues:									
Ad Valorem Property Tax	\$ 17,060,701		\$ 17,565,783		\$ 17,565,783		\$ 17,710,807		\$ (145,024)
Delinquent Tax	\$ 271,249		\$ 25,000		\$ 2,000		\$ 10,000		\$ 15,000
Motor Vehicle Tax	\$ 1,921,981		\$ 1,972,419		\$ 1,972,419		\$ 1,706,941		\$ 265,478
Excise Tax	\$ -		\$ -		\$ -		\$ 18,279		
Recreational Vehicle Tax	\$ 22,105		\$ 21,902		\$ 21,902		\$ 19,651		\$ 2,251
16/20 M Vehicle Tax	\$ 8,120		\$ 7,547		\$ 7,555		\$ 8,249		\$ (702)
In Lieu of Tax	\$ 54,193		\$ 47,581		\$ 47,581		\$ 50,887		\$ (3,306)
Watercraft Special Tax	\$ -		\$ 11,053		\$ 11,053		\$ 14,502		\$ (3,449)
Commercial Vehicle Fees	\$ 67,336		\$ 67,796		\$ 67,796		\$ 59,993		\$ 7,803
Estimated Uncollectible Tax	\$ -		\$ -		\$ (390,879)		\$ -		\$ -
Revitalization Rebates	\$ (182,769)		\$ (150,101)		\$ (150,080)		\$ (157,959)		\$ 7,858
Sub-total Tax Revenues	\$ 19,222,916	97.5%	\$ 19,568,980	98.1%	\$ 19,155,130	96.7%	\$ 19,441,350	97.1%	\$ 145,909
E-Rate Reimbursement	\$ 19,462		\$ 19,329		\$ 19,329		\$ 14,209		\$ 5,120
Reimbursements-Friends, Foundation, Retirees, County	\$ 226,772		\$ 232,044		\$ 244,275		\$ 252,774		\$ (20,730)
Refund - Blue Cross/Blue Shield	\$ -		\$ -		\$ -		\$ -		\$ -
Refund - Workers Compensation	\$ 22,455		\$ -		\$ -		\$ -		\$ -
Fees and Fines	\$ 64,398		\$ 22,590		\$ 35,950		\$ 26,050		\$ (3,460)
Sub-total Reimbursements & Fees	\$ 333,087	1.7%	\$ 273,963	1.4%	\$ 299,554	1.5%	\$ 293,033	1.5%	\$ (19,070)
State Aid	\$ 49,293	0.2%	\$ 52,000	0.26%	\$ 49,187	0.25%	\$ 52,000	0.26%	\$ -
Investment Income	\$ 115,682	0.59%	\$ 25,050	0.13%	\$ 305,010	1.54%	\$ 235,010	1.17%	\$ (209,960)
Cash Transfer to Close Debt Service Fund	\$ 4,463		\$ 25,050		\$ 2,039		\$ 10,010		
Total Revenues	\$ 19,720,978	100.0%	\$ 19,945,043	99.9%	\$ 19,810,920	100.0%	\$ 20,031,403	100.0%	\$ (83,121)
	-		-		-		(0)		

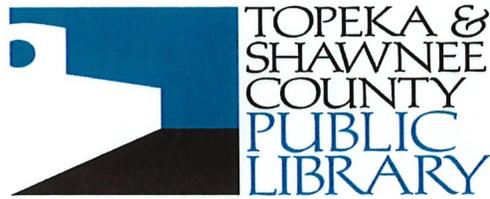
**Topeka and Shawnee County Public Library
 FY 2024 - All Budgeted Funds - Proposed Budget
 Board Budget Work Session #2 - July 12, 2023**

	2022		2023		2023		2024		(Over)/Under
	Actuals	% of	Budget	% of	Budget	% of	Budget	% of	2023 (-) 2024
	Cash Basis	Total	Adopted	Total	Adjusted	Total	Proposed	Total	Budgets
Expenditures:									
Gross Salaries	\$ 8,306,362	45.4%	\$ 8,806,703	42.0%	\$ 8,806,703	42.8%	\$ 9,377,450	41.5%	\$ (570,747)
Employer-Paid Fringe Benefits	\$ 1,643,352	9.0%	\$ 1,635,979	7.8%	\$ 1,536,979	7.5%	\$ 1,738,439	7.7%	\$ (102,460)
Health/Dental Insurance @ Bdgt Yr Increase: 20%/5%	\$ 1,924,989	10.5%	\$ 3,213,526	15.3%	\$ 2,908,526	14.1%	\$ 3,618,770	16.0%	\$ (405,244)
Sub-total Salaries and Benefits	\$ 11,874,703	64.9%	\$ 13,656,208	65.1%	\$ 13,252,208	64.4%	\$ 14,734,659	65.2%	\$ (1,078,451)
Library Materials & Collections	\$ 1,859,605	10.2%	\$ 1,978,080	9.4%	\$ 1,978,080	9.6%	\$ 2,074,000	9.2%	\$ (95,920)
Facilities & Utilities	\$ 881,756	4.8%	\$ 901,281	4.3%	\$ 901,281	4.4%	\$ 979,017	4.3%	\$ (77,736)
Furniture & Equipment	\$ 60,507	0.3%	\$ 53,000	0.3%	\$ 53,000	0.3%	\$ 53,500	0.2%	\$ (500)
Payments to Other Libraries	\$ 122,345	0.7%	\$ 127,238	0.6%	\$ 137,534	0.7%	\$ 144,411	0.6%	\$ (17,173)
Postage/Printing/Marketing	\$ 93,383	0.5%	\$ 232,018	1.1%	\$ 222,018	1.1%	\$ 240,886	1.1%	\$ (8,868)
Programming	\$ 50,545	0.3%	\$ 103,480	0.5%	\$ 103,480	0.5%	\$ 113,227	0.5%	\$ (9,747)
Technology & Telecommunications	\$ 914,147	5.0%	\$ 1,167,468	5.6%	\$ 1,167,468	5.7%	\$ 1,456,167	6.4%	\$ (288,699)
Vehicle Operations	\$ 96,884	0.5%	\$ 103,870	0.5%	\$ 103,870	0.5%	\$ 105,405	0.5%	\$ (1,535)
Special Projects	\$ 1,613,370	8.8%	\$ 1,754,500	8.4%	\$ 1,751,687	8.5%	\$ 1,752,000	7.7%	\$ 2,500
Other Operating Expenditures	\$ 729,058	4.0%	\$ 888,041	4.2%	\$ 908,041	4.4%	\$ 954,834	4.2%	\$ (66,793)
Sub-total Other Operating Expenditures	\$ 6,421,600	35.1%	\$ 7,308,976	34.9%	\$ 7,326,459	35.6%	\$ 7,873,447	34.8%	\$ (564,471)
Debt Service	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
Total Expenditures	\$ 18,296,303	100.0%	\$ 20,965,184	100.0%	\$ 20,578,667	100.0%	\$ 22,608,106	100.0%	\$ (1,642,923)
Cash Carry Forward Balance & Cash Basis Reserve							\$ 2,050,000		
Cash Transfer to General Fund and Cap Impr Fund	\$ 554,463		\$ 1,025,050		\$ 1,002,039		\$ 10,010		
	-		-		-		(0)		
Plus Prior Year Cancelled Purchase Orders	68,802				27,869				
Ending Cash Balance December 31	\$ 6,378,630		\$ 4,333,439		\$ 4,636,713		\$ (0)		
Total Mill Levy	8.89		8.89				8.179		
	-		-		-		0		

Topeka and Shawnee County Public Library
FY 2024 - All Budgeted Funds - Budget High-Level Summary
Board Budget Work Session #2 - July 12, 2023

Document 7

	2022 Actuals Cash Basis	2023 Budget Adopted	2023 Budget Adjusted	2024 Budget Proposed
Beginning Cash Balance January 1	\$ 5,435,153	\$ 6,378,630	\$ 6,378,630	\$ 4,636,713
Revenues:				
Sub-total Tax Revenues	\$ 19,222,916	\$ 19,568,980	\$ 19,155,130	\$ 19,441,350
Sub-total Reimbursements & Fees	\$ 333,087	\$ 273,963	\$ 299,554	\$ 293,033
State Aid	\$ 49,293	\$ 52,000	\$ 49,187	\$ 52,000
Investment Income	\$ 115,682	\$ 25,050	\$ 305,010	\$ 235,010
Cash Transfer to Close Debt Service Fund	\$ 4,463	\$ 25,050	\$ 2,039	\$ 10,010
Total Revenues	\$ 19,725,441	\$ 19,945,043	\$ 19,810,920	\$ 20,031,403
	-	-	-	-
Expenditures:				
Sub-total Salaries and Benefits	\$ 11,874,703	\$ 13,656,208	\$ 13,252,208	\$ 14,734,659
Sub-total Other Operating Expenditures	\$ 6,421,600	\$ 7,308,976	\$ 7,326,459	\$ 7,873,447
Debt Service	\$ -	\$ -	\$ -	
Cash Carry Forward Balance & Cash Basis Reserve				\$ 2,050,000
Cash Transfers to General Fund and Cap Impr Fund	\$ 554,463	\$ 1,025,050	\$ 1,002,039	\$ 10,010
Total Expenditures	\$ 18,296,303	\$ 20,965,184	\$ 20,578,667	\$ 24,668,116
	-	-	-	(0)
Expenditures Net of Cash Carry forward and Transfers				\$ 22,608,106
Plus Prior Year Cancelled Purchase Orders	68,802		27,869	
Ending Cash Balance December 31	\$ 6,378,630	\$ 4,333,439	\$ 4,636,713	\$ (1)
Total Mill Levy	8.89	8.89		8.179
	-	-	-	0



**Budget Narrative/Staff Recommendation
Board of Trustees 2024 Budget Work Session #2 - July 12, 2023**

Staff Budget Recommendation

- Fund the 2024 budget year operations and projects within the resources provided at a total mill levy of 8.179 which is below the 2023 mill levy rate of 8.890.

In March 2019, the Board of Trustees resolved to increase the budget levy for 2020 and following years not to exceed 9.786 mills. Adoption of a mill levy less of 8.890 still allows an increase in ad valorem tax revenues of \$145,024 due to increased property valuations.

The 2021 Kansas Legislature enacted Senate Bill 13 (SB 13) and House Bill (HB 2104) which repeals the tax lid and establishes a base levy limit. This legislation establishes new notice and public hearing requirements if the proposed budget will exceed the property tax levy's revenue neutral rate (RNR). The RNR is defined as the tax rate in mills that would generate the same property tax revenue in dollars as levied the previous tax year using the current tax year's total assessed valuation. The RNR as calculated the Shawnee County Clerk is 8.105 for the 2024 budget.

The budgeted 2024 mill levy of 8.179 is slightly higher than the RNR of 8.105 and will require the Library to notify the County Clerk in writing of the Board's intent to exceed the RNR by .0711 mills. A public tax rate hearing will be scheduled on the same day as the public budget hearing which is planned for August 24, 2023.

- Maintain prudent and sufficient cash balances to: (1) fund next year operations before tax revenues are received; (2) allow for unforeseen situations, such as the medical plan increases; and (3) maintain the Library's exceptional financial rating.
- Continue the design concept projects on the Facilities Master Plan in phases in accordance with the specific funding matrix and timeline. Infrastructure projects are expected to be funded by the Capital Improvement Fund (not a budgeted fund) and any available operating funds. The available fund balance as of May 31, 2023 is \$5,367,019.
- Use existing resources with a focus on supporting strategies and tactics for implementation of the Community Impact Goals:
 1. Every child will be ready for kindergarten.
 2. Everyone will discover their passion for learning.
 3. Everyone will continue learning new ways to live their best life.

4. Topeka & Shawnee County will be an engaged community of readers.
 5. The library will be a learning organization committed to excellence in: leadership, planning, customer focus, process management and partner focus.
- Lead and fund technological advancements, including electronic materials, to support the expectations and requirements of customers and the community, and to demonstrate how technology can enhance learning and living.

Challenges/Issues for the 2024 Budget

Employee Benefits

- As a result of actions from the TSCPL executive management team, the health plan is stabilized, while still providing employees with exceptional, accessible benefits at a reasonable cost. However, the latest review of health plan usage with Blue Cross Blue Shield resulted in instructions to expect a premium increase of approximately 20% for the 2024 plan year. Because there are two more months remaining in this review period, and more significant claims could be processed which would increase the loss ratio beyond the current rate of 94%, potential plan adjustments are being explored to offset the higher premium costs. The dental plan has a rate increase cap of 5% for the 2024 plan year.

At this point, the budget has been conservatively projected to account for the potential worst case. Funding to offset these costs is sourced from: (1) additional funding dollars from the increased valuations; (2) salary savings through not funding thirteen part-time vacant positions; and (3) maintaining the shrinkage rate for expected employee turnover and the length of time positions are held open.

Revenues

- Property valuations have increased and provide an additional \$145,024 in revenues at a *reduced* mill levy rate from the prior year.
- Motor/commercial/watercraft vehicle tax and fee estimates provided by Shawnee County are \$256,551 less than 2023.
- Reimbursements and fees increased \$19,070 which is net of some offsets: (1) the renewal of the 2 year contract with Shawnee County Parks and Recreation in January 2022 which reimburses 50% of a computer technician's salary/fringe costs for support of the computers in the community centers; revenues are budgeted in 2024; and (2) an additional increase in health insurance premium payments by retirees based on projected enrollments.
- E-rate revenues for reimbursement decreased for select internet and telecommunication costs by \$5,120. In 2019, E-rate discounts were discontinued for local and long distance telephone service by the Federal Communications Commission, which administers the program.
- State Aid remains flat in 2024 per the recent trend and has been adjusted to preserve spending authority.

Special Projects/Facilities Master Plan

- The Facilities Master Plan encompasses the priority needs and upcoming special projects. A document is included in the budget work session packet that lists the initiatives of the Facilities Master Plan.

- All items for 2024 on the Facilities Master Plan are funded in the proposed operating budget. Funding from The Library Foundation, the Friends of the Library and the Capital Improvement Fund may also be necessary for the proposed projects.
- The Special Projects line item is primarily for select design concept phases on the Facilities Master Plan, including architectural design fees. The Special Project line item includes \$1,700,000 for these projects. This funding is available from savings from the operating budget and a revenue increase from assessed valuations.

The projects currently underway are: (1) re-working and improving the Wings; (2) resurfacing the parking lot; (3) resurfacing the dock drive; and (4) phase 2 of the wayfinding project (library signage).

These design projects are planned for 2024:

- Renovate the Kids Library (part 1), \$750,000
- Replace Automated Material Handling (AMH) system, \$710,000
- Staff space redesign, \$100,000
- Sunroom updates, \$5,000
- Landscaping, \$15,000
- Architectural fees and other, \$120,000

These projects total \$1,700,000. These projected costs are estimates only and will change.

Some of the project costs will be funded with State Aid funds. If the full funding in the operating budget is not needed, the cash can be carried forward to 2025 to be reappropriated for that year's budget.

Staff Resources

- When salary savings occur, the Board has several choices: (1) allow the savings to increase the balance carried forward to the next year to fund cost increases or new projects at a stable mill levy; (2) allow the savings to increase the balance carried forward to reduce new year revenues, if in excess of costs; or (3) decide late in the budget year to redirect the savings elsewhere.
- In 2015, a gross salary reduction of 1.5% was enacted (on regular staff salaries only – not maintenance, shelvers or security). This allows for a modest reduction in budgeted maximum salaries and anticipates salary savings from retirements and normal turnover so that the funds can be directed by the Board for other purposes during budget preparation. This is referred to in other governmental organizations as shrinkage or vacancy credits. Reallocating expected savings during budget preparation avoids either last-minute decisions/projects to use savings or waiting until the next budget when the savings are available in cash carried forward.
- For the 2024 budget, a 1.85% reduction from gross maximum salaries for regular staff allows savings of \$156,482 in gross salary and \$28,276 in related percentage-based fringe benefits to be budgeted elsewhere (total \$184,758).
- Care must be used when implementing this type of strategy. Performance pay is budgeted at an average rate of 4.8% on a maximum 5%. Savings from turnover provides for funding any pay increases in excess of 4.8%. Some salary savings is needed to fund leave payouts upon termination or retirement which aren't budgeted.

- At the end of 2022, at least 45 employees were eligible to accept KPERS full or reduced retirement. During 2022, nine employees retired and three have retired or submitted notice thus far in 2023. If that trend continues, salary savings can be expected as higher paid employees leave and positions are reviewed, possibly reallocated, and filled with lower paid employees.

Revisions of the Current Year Estimates (2023)

It is recommended that the current year be reviewed and revised as necessary when preparing the budget. This ensures sufficient funds are available, assists with budget year projections and calculates more accurate cash carry forward balances for use in the budget year. Changes in the 2023 estimates (for budget preparation purposes only) include:

- A 2% uncollectible tax revenue reduction of \$390,879 for the three tax funds has been projected. Recent years' tax revenue collections have been high, but this is not within the Library's control. Including a possible uncollectible amount helps prevent overspending in the budget year.
- General Fund reimbursements and fee revenues, including overdue fines and salary reimbursements from Shawnee County, have been increased based on 2022 actuals and 2023 year-to-date revenues. The General Fund overdue fees budget has been increased \$5,000 and interest earnings have also been increased \$200,000 since rates continue to rise. Although the Library suspended all overdue fines in March 2020 due to COVID, all revenues from the kiosks are recorded as overdue fees due to limited reporting capabilities. Total fee and interest income are increased by \$213,360.
- General Fund expenditures have been adjusted for: (1) an increase in insurance of \$20,000 for the additional cyber security and umbrella coverage added in 2023; (2) payments to other libraries increased \$10,296; and (3) printing expense has been decreased \$10,000. Total expenditures are increased \$20,296.
- Employee Benefit Fund revenues have been increased for the retiree insurance reimbursements by \$12,231. The contract with Shawnee County is expected to be renewed for the period January 2024 to December 2025 so revenue was budgeted. Interest earning have been increased by \$80,000 since interest rates continue to rise. Total revenues are increased \$92,231.
- Employee Benefit Fund expenditures have been adjusted for: (1) decreases in projected costs for health and dental insurance premiums and employer contributions to the health savings accounts (\$305,000-); (2) a decrease in KPERS and workers' compensation (\$29,000-); and (3) a decrease in Kansas unemployment tax of \$40,000. The unemployment rate decreased to .16% in 2023 from 1.01%. Total expenditures are decreased \$404,000.
- The Debt Service Fund delinquent tax has been decreased \$23,000.
- State Aid revenues and expenditures are decreased by \$2,813 to the actual amount received of \$49,189; 2022 revenues were \$49,293.
- All of these adjustments impact the amount of cash available to help fund the 2024 budget.

2024 Schedule of Transfers Projection

The debt incurred with the bond issue was paid in full in September 2019. A one-time cash transfer was budgeted in 2021 from the Debt Service Fund to the General Fund in the amount of \$41,797 to close the fund. However, residual back taxes continue to be deposited to the Debt Service Fund. A transfer of \$10,010 is budgeted in 2024 and includes the estimated delinquent taxes which may be received. This amount also includes estimated interest earnings. This transfer will be from the Debt Service Fund to the General Fund.

There is no cash transfer planned from the General Fund to the Capital Improvement Fund (non-budgeted) in 2024. K.S.A. 12-1268 does allow the Board of Trustees to direct a transfer annually from the General Fund not to exceed 20% of the money credited to the fund.

2024 Revenue Projections

Assessed valuations as of July 1, 2023 will produce \$189,241 more per mill. At a flat, combined levy of 8.89, revenue would increase by \$1,547,802 for the three taxed funds. The change from the budgeted to actual valuations for the 2023 budget would produce \$1,402,778 more in annual ad valorem tax revenue. Thus, the total increase in ad valorem tax revenue from the 2023 budget could be \$145,024 at a reduced levy of 8.179. The debt service mill levy was eliminated in 2019 with the retirement of the bond.

Please refer to the Document 5 for a summary comparison of assessed valuations, the value of one mill and the annual impact of the Library's levy on residential and commercial property at various values.

Motor (all categories)/commercial/water vehicle tax/fee revenues and revitalization rebates decreases by a net \$256,551 per estimates provided by Shawnee County.

Reimbursements and fees increased based on 2022 actuals and 2023 year-to-date figures. Investment income is increased due to favorable interest rates for a net increase of \$229,030.

For the four budgeted funds, net revenues are expected to increase from the 2023 budget by \$83,121.

2024 Expenditure Projections

Overall, expenditures for the four budgeted funds increase from the approved 2023 budget by \$1,642,923. The net increase detail is: (1) a net increase in health insurance of \$405,244; (2) an increase in gross salaries of \$570,747; (3) an increase in library materials of \$95,920; (4) an increase in technology and telecommunication of \$288,699; (5) an increase in employer paid fringe benefits of \$102,460; and (6) a net increase in other operating expenditures of \$179,853.

Salaries and Fringe Benefits:

- The Library has 222 full-time and part-time positions *but is not funding thirteen part-time positions*. There were 210 positions funded in 2023. At any given time, approximately 185 positions are usually filled due to turnover and seasonal staffing.
- Human resources are the most important expenditure in providing exceptional library services to the community. Salaries and fringe benefits comprise 65.2% of the total budgeted expenditures.

- Overall, gross salaries increase by \$570,747 from the 2023 budget. This is due to an increase in merit pay ranges from 1% - 3% to 3% - 5% effective with the 2024 budget (\$200,000). Additionally, there are several higher paid vacant positions funded in 2024 (\$300,000). These numbers are before any shrinkage factor is applied.
- The shrinkage concept, in which 98.15% of the gross salaries and related percentage-based fringe benefits are funded for regular staff, is being continued in 2024. This provides a better plan to fund library operations and the funding matrix initiatives to fulfill the strategic plan. It will also assist with avoiding last minute, end-of-year spending decisions and projects or the one-year delay or budget amendment required to use the savings in a future year.
- An up to 5% merit pay increase is included for employees. This is granted strictly based on performance and no increase is guaranteed. This is budgeted at 4.8% overall since turnover has historically offset any costs above this rate. The annualized cost of the gross pay increase is estimated just above \$445,000, to begin in 2024 and finish in 2025. The portion estimated to be paid in 2025 is about \$196,000.
- Budgeted employee benefit costs increase by about \$507,700, primarily due to the previously explained significant increases in the cost of the medical insurance plans. A 20% increase in health insurance and a 5% increase in dental insurance are budgeted. To retain employees in the health savings accounts, the employer contributions will remain the same for at least 2024. The retiree health premium subsidy by TSCPL will also remain at \$300 monthly, regardless of coverage.
- Unemployment decreased in 2024 to .16% from 1.01% of gross wages. No increase is anticipated in future workers compensation ratings and cost.

Information Technology (Digital Branch) Plan and Expenditures

- In accordance with the previously approved strategic and information technology plans, the 2024 budget can fund the prioritized initiatives. Information technology is vital to keep pace with the ever-changing world, the use of the Digital Branch, the community impact goals and the relevancy of the Library to its constituency.
- Contracted Digital Services' budget increases but will fund: (1) co-managed IT services (\$76,000+), (2) Niche Academy training software (\$6,500+), and (3) Hootsuite business marketing software (\$9,000+). This line item consists mostly of support/subscription/access agreements for existing software and systems, so the budget is only impacted by the cost differential of support costs for old and new equipment, as well as the completion of one-time projects replaced by new projects. The total increase for 2024 is \$119,739.
- Digital Services Support budget increases by \$158,960 and will fund: (1) 80 replacement personal computers on the regular 4-year cycle; (2) two high lumen projectors; (3) additional equipment for the new Level 2 Tech Center; (4) network closet upgrade; and (5) replacement self-check kiosks. This budget line item fluctuates from year to year as equipment is purchased and new purchases are planned.

Strategic, Community and Facilities Plans

The 2024 budget continues the incorporation of an emphasis on strategic planning based on the Community Impact Goals. This is a logical and responsible progression for funding the approved initiatives in the strategic, information technology and facilities plans, as well as fulfilling the Library's mission and goals.

- In July 2016, the Board approved the Facilities Master Plan. This approval was contingent upon it being a multi-year plan, to be done in phases likely over 10 years, and subject to available public and private funding, with each project specifically approved by the Board.

The Plan encompasses both infrastructure needs and building remodeling and renovation to ensure relevancy and to support the way in which customers need to use the Library now, as well as support the Community Impact goals.

- As previously mentioned in the Challenges/Issues section of this document, the Special Projects line item includes funding for design and construction including:
 - Renovate the Kids Library (part 1), \$750,000
 - Replace Automated Material Handling (AMH) system, \$710,000
 - Staff space redesign, \$100,000
 - Sunroom updates, \$5,000
 - Landscaping, \$15,000
 - Architectural fees and other, \$120,000

This funding is from expenditure savings in the operating budget and a revenue increase from assessed valuations.

Other portions of these projects may be funded from the Library Foundation and the Friends of the Library. Infrastructure projects can be funded by the non-budgeted Capital Improvement Fund.

- The Furniture and Equipment budget increases by \$500 and is comprised of: (1) public chair replacement (\$20,000); (2) activity table for Youth Services (\$5,000); (3) Community Services breakroom equipment (\$5,500); and (4) base for overall Library needs (\$15,000). Most furnishings will be part of the Facilities Master Plan.
- A line item for the purchase of art for the Gallery was restored in 2015 and continues in the base 2024 budget (\$8,000).
- The Contracted Facilities budget increases by \$46,900 (based on projections starting with 2022 actual expenditures). The Facilities Master Plan encompasses most of the infrastructure costs and can be paid by the Capital Improvement Fund. This line item includes all the support contracts for the major building systems and allows for cost increases for renewals, as well as any type of professional repair and service, such as snow removal, pest control, trash disposal, fire alarm testing, etc.
- The Contracted Office Equipment budget decreases by \$300 (based on projections starting with 2022 actual expenditures). This line item is primarily for public and staff copiers and related maintenance and fees, and postage and mailing equipment leases. Service professionals will be called when needed for one-time needs.

- The Contracted Professional Services budget decreases by \$12,700 (based on projections starting with 2022 actual expenditures). The Library is using more professional consulting services for specialized issues in order to become fully educated before spending resources on major projects. This ultimately saves money. However, some changes have occurred that have resulted in savings.
 - Bidding of the annual audit services.
 - Re-categorizing future architectural services fees from Contracted Professional Services to be included in the total project cost and budgeted in the Special Projects line item.
 - Elimination of the contract to administer COBRA.
- Possible professional service needs in 2024 include: (1) compensation study; (2) continuation of digitation and preservation of special collections; (3) additional expenses anticipated for job postings and drug testing; (4) contracted CDL training; and (5) a \$25,000 placeholder for unexpected consulting needs.

Other expenditures paid in this line item are credit card processing and bank fees, new hire and employee testing, courier service between libraries, and notary fees

Library Materials

- The 2024 budget allows for \$95,920 additional funding for library materials. The materials' budget represents 12.1% of the total General Fund budget (and 13.4% without Special Projects).
- The library materials budget for 2024 reflects the library's response in providing high-quality, diverse physical and digital library collections to the community. The 2024 budget includes higher estimated budget amounts for physical collections compared with 2023 due to the renovation of several collection spaces in the library.
- If the State Library's funding to public libraries continues to decline, TSCPL needs to plan for continuation of databases that are currently paid and made accessible by the State Library. They can provide access statewide at a substantial discount. State Library staff have confirmed that database funding is intact for this year. It appears that the State Library can continue to provide this service for another year. However, for forthcoming budget years sufficient budget should be maintained to continue to fund databases without the State Library subsidy.

Other Expenditures

Expenditures are increased for basic operating costs and for conferences, including attendance by Trustees.

- Cataloging and interlibrary loan service database costs increase by \$2,260 based on communications from the vendor (OCLC) and 2023 year-to-date actuals.
- Conferences – Training needs exist for many staff, both those in the librarian profession and in other professions needed to support the Library. Managers submitted specific proposals for conferences for 2024 and the CEO requested funds for Trustees to attend national conferences. Several staff serve on national councils and boards and must attend the conferences. The Public Library Association conference is held every other year and 2024 is a conference year. Thus, the budget for this line item is increased by \$29,800. The estimated cost for the Public Library Association conference is \$45,000 but the conference budget actually decreases by \$11,670 from the prior year.

- Insurance is increased by \$23,000 based on 2023 actual expenditures to-date. Additional cyber security insurance and an umbrella policy were added in 2023. No addition in the vehicle fleet is anticipated in 2024.
- Membership/Dues and marketing budgets remain flat in 2024.
- By Kansas statute, TSCPL is required to support 50% of the budget requests for the libraries in Rossville and Silver Lake. These costs continue to increase. An additional 7.5% increase from 2023 actual now known (\$10,296) is budgeted at a total of \$144,411 for both libraries.
- A 7.5% market adjustment (\$4,484+) is budgeted for postage/shipping, per the state budget indices.
- Printing increases \$5,432. The publication and mailing of *Library News* was discontinued in 2020 and may be replaced with a new targeted direct publication in 2024, and two delivery vans are scheduled to be rebranded.
- Programming budget line increases \$9,747 in 2024 for additional events including L2TC and core tech programs, and expanded genealogy and community services programs.
- Staff training budgets increased \$20,000 for additional training resources in 2024.
- Supplies increase by \$21,628 based on 2022 actual expenditures and 2023 expenditure to-date. A base for the replacement of staff office chairs and gallery/office supplies continues.
- Electric costs have been increased by 3% or \$11,686, per the state budget indices. However, the utility market can become volatile and is subject to weather.
- Vehicle repair budget line item is based on 2023 actual expenditures to-date and remains flat. The base budget for vehicle fuel is based on 2023 actual expenditures to-date and has been increased 3.5% or \$1,535, per the state budget indices. No fleet additions are projected.

How Was the 2024 Budget Accomplished and Will this Continue Every Year?

- The continued use of data-driven, process improvement techniques, and the objective review of each vacant position have stabilized the amount of the budget spent on salaries, without a sacrifice in the quality or quantity of customer services. This is now a standard and proven practice at TSCPL with tangible benefits and should provide budget flexibility in the future as retirements and opportunities occur.
- Process improvement will be even more important as technology drives the use of the Library and the needs of its customers.
- The entire budget is crafted to use one-time funding sources for one-time expenditures so the mill levy remains stable. The increase in property valuations and other expenditure savings allows the budget to fund nearly all requested purchases and projects, including projects in the Facilities Master Plan and the non-Facilities Master Plan funding matrix. The General Fund unencumbered cash balance carried forward to 2024 is estimated to be about \$2,980,000. The 2024 budgeted Employee Benefit Fund ending cash carry forward is \$400,000 to preserve cash and have it available in the event of unforeseen situations and for the 2025 budget since some

revenue reductions may be permanent. However, the health plan costs have been conservatively estimated to avoid such situations and costs may eventually be reduced based on data at the time of renewal and/or plan changes.

- The General Fund 2024 budgeted ending cash carry forward is \$1,650,000 in the event of further unforeseen situations and cost increases.
- A standard budget process must be done every year. The formula of beginning cash balance plus budgeted revenues minus budgeted expenditures and budgeted cash carry forward balance must total zero. Thus, any amount of starting cash over the budgeted cash carry forward to the next year represents cash to be “spent” in the budget year. The budget process and required format make some assumptions that are not likely to happen, including that almost the whole expenditure authority in 2023 will be spent and that expenditures will be significantly more than revenues, and that revenue collections will be 2% short. Historically, that is not what has occurred, but the budget needs to be conservative in its presentation.
- There is no base budget for projects in the Facilities Master Plan. The funding available in 2024 is solely from 2023 savings carried forward to 2024 and from the State Aid Fund. Future movement along the Facilities Master Plan timeline for project completion may be possible with additional funding from a mill levy increase. The other option is to fund more of these projects from non-operating sources. The Library Foundation and Friends of the Library have already contributed to many projects in the Plan. Further, resolutions requesting fund raising by the Library Foundation for additional projects have been approved and efforts are underway. It should also be noted that The Library Foundation in particular has done much of the heavy lifting financially during the first years of the Facilities Plan implementation. Given the downturn in the economy and investments, it would be prudent to allow the Foundation time to grow assets under management in the near future.
- The 2024 budget includes some atypical issues, but much of these can be controlled and anticipated through careful and prudent financial management planning, use of the Facilities Master Plan, and the benefit of stable property valuations. As the Board of Trustees and staff work to be more strategic, the development of budget forecasts continues to improve and issues are better anticipated.

NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING

The governing body of
Topeka and Shawnee County Public Library
Shawnee County

will meet on August 24, 2023 at 5:00 PM at 1515 SW 10th Avenue, Topeka, KS for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds, the amount of tax to be levied and the revenue neutral rate. Detailed budget information is available at <http://www.tscpl.org> or hardcopies from TSCPL and will be available at this hearing.

SUPPORTING COUNTIES
Shawnee County (home county)

BUDGET SUMMARY

Proposed Budget 2024 Expenditures and Amount of Current Year Estimate for 2023 Ad Valorem Tax establish the maximum limits of the 2024 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2022		Current Year Estimate for 2023		Proposed Budget Year for 2024		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for	Amount of 2023 Ad Valorem	Proposed Estimated Tax
General	15,228,669	7.665	17,083,975	7.054	18,848,897	14,151,388	6.535
Debt Service	4,463		2,039		10,010		
Employee Benefits	3,568,341	2.041	4,445,505	1.836	5,757,209	3,559,419	1.644
State Aid	49,293		49,187		52,000		
Non-Budgeted Funds	163,110						
Totals	19,013,876	9.706	21,580,706	8.890	24,668,116	17,710,807	8.179
<i>Revenue Neutral Rate **</i>				1		3	8.105
Less: Transfers	554,463		1,002,039		10,010		
Net Expenditures	18,459,413		20,578,667	5	24,658,106	6	
Total Tax Levied	17,421,034		17,565,783	4	xxxxxxxxxxxxx		
Assessed Valuation	1,800,830,703		1,976,304,148		2,165,544,676		
			8		7		

Outstanding Indebtedness,	2021	2022	2023
Jan 1,			
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	0	0	0

*Tax rates are expressed in mills.
**Revenue Neutral Rate as defined by KSA 79-2988

Joan Hicks
Secretary

**Topeka and Shawnee County Public Library
Key to 2023 and 2024 Budget Comparison
Board Budget Work Session #2 - July 12, 2023**

Has the amount of tax requested increased or decreased? *Increased;*

1 - Actual Tax Rate 2023	8.890	
2 - Estimated Tax Rate 2024	8.179	<i>RNR is 8.105</i>
Net Change	-0.711	

Ad valorem tax dollars by year.

3 - Total Amount of 2023 (2024) Budget Ad Valorem Tax	\$	17,710,807
4 - Total Tax Levied 2023	\$	17,565,783
Total Increase in Annual Ad Valorem Tax Revenues	\$	145,024

Did the Library ask for this additional revenue? *Yes*

7 - Assessed Valuation - 2024	\$	2,165,544,676
8 - Assessed Valuation - 2022 (final)	\$	1,976,304,148
Total Increase in Assessed Valuation	\$	189,240,528
Increased Value of One Mill	\$	189,241
Increased Revenues based on Budgeted Valuation	\$	1,547,802
Reduction in Revenues due to Statutory Computation of Maximum Tax*	\$	-
Decrease due to Final Valuation & Setting of 2023 Mill Levy by Cty Clerk	\$	(1,402,778)
Increased Revenues When RNR is Increased	\$	145,024

Why does the Library need an over \$20 million budget and why did it increase over 2023?

5 - Net Expenditures 2023	\$	20,578,667
Add Back Revisions to 2023 Estimates for 2024 Budget:		
General Fund - Facilities Master Plan projects carryforward	\$	-
General Fund estimated cost increases - net	\$	(20,296)
Employee Benefit Fund - 2023 health plan cost decrease	\$	305,000
Employee Benefit Fund - 2023 SUTA decrease	\$	40,000
Employee Benefit Fund - 2023 KPERs and W/C decrease	\$	29,000
Employee Benefit Fund - 2023 SS/Medicare decrease	\$	30,000
State Aid Reduction to Actual	\$	2,813
Original 2023 Expenditure Authority - excluding cash carry forward and transfers	\$	20,965,184
6 - Net Expenditures 2024	\$	24,658,106
Less Cash Carry Forward/Reserves classified as "Expenditures":		
General Fund	\$	(1,650,000)
Employee Benefit Fund	\$	(400,000)
2024 Actual Authority for Expenditures	\$	22,608,106
Actual Increased Expenditure Authority in 2024	\$	1,642,922
% Increase in Expenditure Authority in 2024*		7.84%
Actual Increased Taxes due to Increased RNR	\$	145,024
% Increase in Ad Valorem Tax Revenues in 2024*		0.83%

CERTIFICATE

To the Clerk of Shawnee County, State of Kansas

We, the undersigned, officers of

Topeka and Shawnee County Public Library

certify that: (1) the hearing mentioned in the attached publication was held;

(2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditures for the various funds for the year ; and

(3) the Amount(s) of 2023 Ad Valorem Tax are within statutory limitations for the Budget.

		Adopted Budget		
		Budget Authority for Expenditures	Amount of 2023 Ad Valorem Tax	Final Tax Rate (County Clerk's Use Only)
Table of Contents:	Page No.			
	Allocation of MVT, RVT, 16/20M Veh	2		
	Schedule of Transfers	3		
	Statement of Indebt. & Lease/Purchase	4		
	Computation to Determine State Library G	5		
Fund	K.S.A.			
General	75-2551	6	18,848,897	14,151,388
Debt Service	10-113	7	10,010	
Employee Benefits	12-16,102	7	5,757,209	3,559,419
State Aid		8	52,000	
		8		
Non-Budgeted Funds		9		
Totals		xxxx	24,668,116	17,710,807
Budget Hearing Notice		10		County Clerk's Use Only
Combined Rate and Budget Hearing Notice		10		Nov 1, 2023 Total Assessed Valuation
RNR Hearing Notice		10		
Neighborhood Revitalization Rebate		11		

Revenue Neutral Rate 8.105

County Clerk's Use Only - November 1, 2023 - Final Assessed Valuation			
County	Final Valuation	County	Final Valuation
Shawnee County		0	
0		0	
0		0	
0		0	
0		0	
0		0	
0		0	
0		0	
0		0	
		Total of all counties:	-

Assisted by:

Address:

Email:

Attest: _____, 2023

County Clerk

Governing Body

Topeka and Shawnee County Public Library
Shawnee County

2024

Allocation of MV, RV, 16/20M, Commercial Vehicle, and Watercraft Tax Estimates

2023 Budgeted Funds	Tax Levy Amount in 2023 Budget	Allocation for Year 2024				
		MVT	RVT	16/20M Veh	Comm Veh	Watercraft
General	13,939,037	1,369,020	15,594	6,546	47,606	11,508
Debt Service	0	0	0	0	0	0
Employee Benefits	3,626,746	356,200	4,057	1,703	12,387	2,994
	0	0	0	0	0	0
	0	0	0	0	0	0
Total	17,565,783	1,725,220	19,651	8,249	59,993	14,502

County Treas Motor Vehicle Estimate 1,725,220

County Treas Recreational Vehicle Estimate 19,651

County Treas 16/20M Vehicle Estimate 8,249

County Treas Commercial Vehicle Tax Estimate 59,993

County Treas Watercraft Tax Estimate 14,502

MVT Factor 0.09821

RVT Factor 0.00112

16/20M Factor 0.00047

Comm Veh Factor 0.00342

Watercraft Factor 0.00083

**WORKSHEET FOR STATE GRANT-IN-AID TO PUBLIC LIBRARIES AND
REGIONAL LIBRARY SYSTEMS**

Budgeted Year: 2024

Library found in: Topeka and Shawnee County Public Library
Shawnee County

As provided in KSA 75-2553 *et seq.*, two tests are used to determine eligibility for State Library Grant. If the grant is approved, then the municipality's library will be paid the grant on February 15 of each year.

First test:

	Current Year <u>2023</u>	Proposed Year <u>2024</u>
Ad Valorem Tax	\$13,939,037	\$14,151,388
Delinquent Tax	\$0	\$0
Motor Vehicle Tax	\$1,557,671	\$1,369,020
16/20M Vehicle Tax	\$5,960	\$6,546
LAVTR	\$0	\$0
	<u>\$0</u>	<u>\$0</u>
TOTAL TAXES	\$15,502,668	\$15,526,954
Difference in Total Taxes:	\$24,286	
Qualify for grant:	Qualify	

Second test:

Assessed Valuation	\$1,976,304,148	\$2,165,544,676
Did Assessed Valuation Decrease?	No	
Levy Rate	7.054	6.535
Difference in Levy Rate:	(0.519)	
Qualify for grant:	Not Qualify	

Overall does the municipality qualify for a grant? **Qualify**

If the municipality would not have qualified for a grant, please see the below narrative for assistance from the State Library.

General Fund - Expenditures

	FY 2022 Actuals	FY 2023 Approved Budget	FY 2023 Adjusted Budget (for 2024 Estimates only)	FY 2024 Proposed Budget	Budgeted Expenditure Difference FY 2024 Proposed (-) FY 2023 Adopted
Cataloging & ILL Services	\$ 96,933	\$ 102,700	\$ 102,700	\$ 104,959	\$ 2,259
Contracted-Digital Services	563,955	548,252	548,252	667,991	119,739
Contracted - Erate Services	1,681	1,740	1,740	1,279	(461)
Contracted-Facilities	295,897	301,700	301,700	348,600	46,900
Contracted-Office Equipment	67,343	67,200	67,200	66,900	(300)
Contracted-Professional	281,388	294,700	294,700	282,000	(12,700)
Digital Services Support	229,639	464,152	464,152	623,112	158,960
Furniture/Equipment	52,457	45,000	45,000	45,500	500
Gallery Art Purchases	8,050	8,000	8,000	8,000	-
Insurance	59,313	64,000	84,000	87,000	23,000
Marketing	38,095	61,256	61,256	60,208	(1,048)
Materials	1,859,605	1,978,080	1,978,080	2,074,000	95,920
Memberships/Dues	20,529	30,900	30,900	30,900	-
Mileage	2,109	7,600	7,600	7,800	200
Miscellaneous	1,895	5,000	5,000	5,000	-
Payments to other Libraries	122,345	127,238	137,534	144,411	17,173
Postage/Shipping	29,956	59,786	59,786	64,270	4,484
Printing	25,332	110,976	100,976	116,408	5,432
Programming	50,545	103,480	103,480	113,227	9,747
Salaries and Wages	8,306,362	8,806,703	8,806,703	9,377,450	570,747
Special Projects	1,613,370	1,702,500	1,702,500	1,700,000	(2,500)
Staff Conferences	83,962	144,217	144,217	174,000	29,783
Staff Training	11,609	30,000	30,000	50,000	20,000
Supplies	190,503	241,904	241,904	263,532	21,628
Telecommunications	71,260	155,064	155,064	165,064	10,000
Utilities	497,652	497,661	497,661	511,881	14,220
Vehicle Fuel and Maintenance	96,884	103,870	103,870	105,405	1,535
Fund Balance Carry Forward				1,650,000	1,650,000
TOTAL	\$ 14,678,669	\$ 16,063,679	\$ 16,083,975	\$ 18,848,897	\$ 2,785,218
Less Fund Balance Carryover Considered an "Expenditure" Only in the Budget Year					(1,650,000)
Net Budgeted Expenditure Difference					\$ 1,135,218

Topeka and Shawnee County Public Library

2024

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget Debt Service	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Uncumbered Cash Balance Jan 1	0	0	0
Receipts:			
Ad Valorem Tax		0	XXXXXXXXXXXXXXXXXX
Delinquent Tax	4,438	2,000	10,000
Motor Vehicle Tax			0
Recreational Vehicle Tax			0
16/20M Vehicle Tax	15	8	0
Commercial Vehicle Tax			0
Watercraft Tax			0
Interest on Idle Funds	10	10	10
Neighborhood Revitalization Rebate		21	0
Miscellaneous			
Docs misc. exceed 10% of Total Receipts			
Total Receipts	4,463	2,039	10,010
Resources Available:	4,463	2,039	10,010
Expenditures:			
Transfer to General Fund	4,463	2,039	10,010
Cash Basis Reserve (2024 column)			
Miscellaneous			
Docs misc. exceed 10% of Total Expenditures			
Total Expenditures	4,463	2,039	10,010
Uncumbered Cash Balance Dec 31	0	0	XXXXXXXXXXXXXXXXXX
2022/2023/2024 Budget Authority Amount:	25,050	25,050	10,010
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	10,010
		Tax Required	0
Delinquent Comp Rate:		0.0%	0
		Amount of 2023 Ad Valorem Tax	0

Adopted Budget Employee Benefits	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Uncumbered Cash Balance Jan 1	1,403,458	1,962,697	1,656,543
Receipts:			
Ad Valorem Tax	3,588,673	3,626,746	XXXXXXXXXXXXXXXXXX
Delinquent Tax	49,707		
Motor Vehicle Tax	366,541	414,748	356,200
Recreational Vehicle Tax	4,219	4,605	4,057
16/20M Vehicle Tax	1,422	1,587	1,703
Commercial Vehicle Tax	12,770	14,256	12,387
Watercraft Tax		2,324	2,994
Estimated Uncollectible Tax Revenue		-80,899	
In Lieu of Tax	11,396	11,684	11,540
Reimbursements and Refunds	102,834	90,291	99,112
Prior Year Canceled Encumbrances	1,536		
Interest on Idle Funds	26,912	85,000	85,000
Neighborhood Revitalization Rebate	-38,430	-30,991	-31,746
Miscellaneous			
Docs misc. exceed 10% of Total Receipts			
Total Receipts	4,127,580	4,139,351	541,247
Resources Available:	5,531,038	6,102,048	2,197,790
Expenditures:			
Social Security & Medicare	593,088	643,713	717,375
KPERS	765,466	784,090	943,675
Workers' Compensation	54,089	50,000	53,000
Unemployment Tax	57,242	48,948	15,004
Health/Dental Insurance	2,089,174	2,908,526	3,618,770
Employee Assistance Program	6,985	7,503	7,080
Cafeteria Plan Admin Fees	2,297	2,725	2,305
Cash Forward (2024 column)			
Miscellaneous			400,000
Docs misc. exceed 10% of Total Expenditures			
Total Expenditures	3,568,341	4,445,505	5,757,209
Uncumbered Cash Balance Dec 31	1,962,697	1,656,543	XXXXXXXXXXXXXXXXXX
2022/2023/2024 Budget Authority Amount:	4,888,421	5,249,505	5,757,209
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	5,757,209
		Tax Required	3,559,419
Delinquent Comp Rate:		0.0%	0
		Amount of 2023 Ad Valorem Tax	3,559,419

CPA Summary

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget State Aid	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Unencumbered Cash Balance Jan 1	0	0	0
Receipts:			
State Aid	49,293	49,187	52,000
Interest on Idle Funds			
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	49,293	49,187	52,000
Resources Available:	49,293	49,187	52,000
Expenditures:			
Special Projects	49,293	49,187	52,000
Cash Forward (2024 column)			
Miscellaneous			
Does misc. exceed 10% Total Expenditures			
Total Expenditures	49,293	49,187	52,000
Unencumbered Cash Balance Dec 31	0	0	0
2022/2023/2024 Budget Authority Amount	52,000	52,000	52,000

Adopted Budget	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
0			
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
Interest on Idle Funds			
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	0	0	0
Resources Available:	0	0	0
Expenditures:			
Cash Forward (2024 column)			
Miscellaneous			
Does misc. exceed 10% Total Expenditures			
Total Expenditures	0	0	0
Unencumbered Cash Balance Dec 31	0	0	0
2022/2023/2024 Budget Authority Amount	0	0	0

CPA Summary

Topeka and Shawnee County Public Library

NON-BUDGETED FUNDS

2024

(Only the actual budget year for 2022 is reported)

Non-Budgeted Funds

(1) Fund Name: (2) Fund Name: (3) Fund Name: (4) Fund Name: (5) Fund Name:

Capital Improvement		Special Revenue		Permanent Funds		0		0	
Unencumbered		Unencumbered		Unencumbered		Unencumbered		Unencumbered	Total
Cash Balance Jan 1	4,677,506	Cash Balance Jan 1	482,748	Cash Balance Jan 1	273,837	Cash Balance Jan 1		Cash Balance Jan 1	5,434,091

Receipts:		Receipts:		Receipts:		Receipts:		Receipts:	
Interest	47,574	Intergovt Revenue	3,917	Investment Growth	25,972				
Transfer In	550,000	Investment Income	13,833						
		Contributions	100,000						
		Component (Fdn)	136,142						
		Miscellaneous	1,332						
		Prior Yr Cancel Enc	2,905						
Total Receipts	597,574	Total Receipts	258,129	Total Receipts	25,972	Total Receipts	0	Total Receipts	0
Resources Available:	5,275,080	Resources Available:	740,877	Resources Available:	299,809	Resources Available:	0	Resources Available:	0
									881,675
									6,315,766

Expenditures:		Expenditures:		Expenditures:		Expenditures:		Expenditures:	
Capital Outlay	0	Library Materials	7,765						
		Library Services	153,353						
		Miscellaneous	1,992						
		Capital Outlay	0						
Total Expenditures	0	Total Expenditures	163,110	Total Expenditures	0	Total Expenditures	0	Total Expenditures	0
Cash Balance Dec 31	5,275,080	Cash Balance Dec 31	577,767	Cash Balance Dec 31	299,809	Cash Balance Dec 31	0	Cash Balance Dec 31	0
									6,152,656
									6,152,656

** Note: These two block figures should agree.

CPA Summary

NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING

The governing body of

Topeka and Shawnee County Public Library

Shawnee County

will meet on August 24, 2023 at 5:00 PM at 1515 SW 10th Avenue, Topeka, KS for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds, the amount of tax to be levied and the revenue neutral rate.

Detailed budget information is available at <http://www.tscpl.org> or hardcopies from TSCPL and will be available at this hearing.

SUPPORTING COUNTIES
 Shawnee County (home county)

BUDGET SUMMARY

Proposed Budget 2024 Expenditures and Amount of Current Year Estimate for 2023 Ad Valorem Tax establish the maximum limits of the 2024 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2022		Current Year Estimate for 2023		Proposed Budget Year for 2024			
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2023 Ad Valorem Tax	Proposed Estimated Tax Rate*	
General	15,228,669	7.665	17,083,975	7.054	18,848,897	14,151,388	6.535	
Debt Service	4,463		2,039		10,010			
Employee Benefits	3,568,341	2.041	4,445,505	1.836	5,757,209	3,559,419	1.644	
State Aid	49,293		49,187		52,000			
Non-Budgeted Funds	163,110							
Totals	19,013,876	9.706	21,580,706	8.890	24,668,116	17,710,807	8.179	
<i>Revenue Neutral Rate **</i>							8.105	
Less: Transfers	554,463		1,002,039		10,010			
Net Expenditures	18,459,413		20,578,667		24,658,106			
Total Tax Levied	17,421,034		17,565,783		XXXXXXXXXXXXXX			
Assessed Valuation	1,800,830,703		1,976,304,148		2,165,544,676			

Outstanding Indebtedness,

Jan 1,	2021	2022	2023
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	0	0	0

*Tax rates are expressed in mills.

**Revenue Neutral Rate as defined by KSA 79-2988

Joan Hicks
 Secretary

2024 Neighborhood Revitalization Rebate

Budgeted Funds for 2024	2023 Ad Valorem before Rebate**	2023 Mil Rate before Rebate	Estimate 2024 NR Rebate
General	14,151,388	6.535	126,213
Debt Service			0
Employee Benefits	3,559,419	1.644	31,746
			0
			0
			0
TOTAL	17,710,807	8.178	157,959

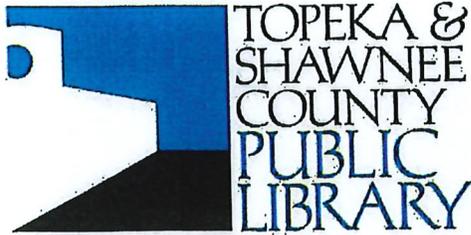
2023 July 1 Valuation: 2,165,544,676

Valuation Factor: 2,165,544.676

Neighborhood Revitalization Subj to Rebate: 19,313,990

Neighborhood Revitalization factor: 19313.99

**This information comes from the 2024 Budget Summary page. See instructions tab step #12 for completing the Neighborhood Revitalization Rebate table.



Board of Trustees Budget Work Session #1
June 6, 2023, 9:00 am – 11:00 am
Menninger Room 205 and via Zoom

BOARD MEMBERS PRESENT

Shawn Leisinger – Chair, Peg Dunlap – Vice Chair, Joan Hicks – Secretary, Hannah Uhlrig – Treasurer, Beth Dobler, Liz Post, Jim Edwards

BOARD MEMBERS ABSENT

Jim Ramos, Jennifer Miller

OTHERS PRESENT

Chief Executive Officer Marie Pyko, Chief of Staff Thad Hartman, Chief Financial Officer Kim Strube, Chief Human Resources Officer Jesse Maddox, Accounting Supervisor Efrain Ruvalcaba, and Executive Assistant Aubrey Conner.

CALL TO ORDER

The meeting was called to order at 9:04 am for the first of two planned Board Budget Work Sessions. Chief Financial Officer Kim Strube welcomed the Board to the Budget Work Session 1.

Strube introduced the purpose of today's meeting. Strube went through the agenda.

Fiscal Year 2023 and 2024 Budget Overview

Chief Financial Officer Kim Strube reviewed the documents in the meeting packet. Strube spoke about the 2023 budget moving along as expected. There are still a few Facilities Master Plan projects starting in 2023.

Strube spoke about the assessed valuations on property, she anticipates those will be higher. She reported 91% of properties in Shawnee County saw a rise in their assessed values. Strube expects this will drive the Revenue Neutral Rate (RNR) lower. Strube shared she has received motor vehicle tax assessments from Shawnee County. The County is expecting \$250,000 less revenue from motor vehicles in 2024.

Strube facilitated a discussion about the Capital Improvement Fund. A transfer of \$1 million from the general fund to the capital improvement fund is budgeted at the end of FY 2023.

Strube spoke about FY 2024 budget planning. Strube discussed the annual line items and the one time fund needs including the 2024 Facilities Master Plan projects.

Questions included the cost of health insurance and 2024 KPERS increases, the budgetary needs resulting from the 2023 strategic plan, the general fund, assessed valuations on property, and the capital improvement fund.

Discussion followed with no further questions.

Revenue Neutral Rate (RNR) Discussion

Strube stated that prior to the July Trustee Budget Work Session she will have the assessed valuations from the county which will set the RNR. Strube anticipates that the library will wish to exceed the RNR set by the county. The board agreed a hearing will be held to exceed the RNR this year.

Discussion followed with no further questions.

Facilities Master Plan update and funding

Chief of Staff Thad Hartman provided a detailed overview of projects slated for 2024.

Discussion followed with no further questions.

Review anticipated employee benefit expenses

Chief Human Resources Officer Jesse Maddox stated that he is preparing for a moderate increase in the cost of health insurance that will not be as steep of an increase as was experienced in 2023. Maddox and Strube will be meeting with a Blue Cross Blue Shield representative to look at numbers and will provide more information at the July Trustee Budget Work Session. Maddox explained that the health insurance the library offers is competitive and is a reason a lot of individuals apply to work at the library.

Discussion followed with no further questions.

Adjournment

On a motion by Jim Edwards, seconded by Peg Dunlap, the meeting was adjourned at 10:41 am.

Motion passed unanimously.

Next meeting:

July 12, 2023

1:00-3:00 pm

Menninger Room 206 and via Zoom

<https://tscpl.zoom.us/j/89140041985?pwd=bj9PNS9JVHFOd0lxeEgSNVVoZFZoQT09>

Meeting ID: 891 4004 1985

Passcode: 961878