



**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

August 8, 2019





Call to Order

Introductions

Public Comment

Presentation by AmeriCorps Volunteers

- Approval of July 10, 2019 Trustee Budget Work Session II Minutes – Action Item**
- Approval of July 18, 2019 Trustee Meeting Minutes – Action Item**

Chief Financial Officer’s Report – Kim Torrey

Financial Reports

- Treasurer’s Report – Kacy Simonsen
- Financial Reports – **Action Item**

Board Chair Report –Liz Post

CEO Report – Gina Millsap

Chief of Staff – Thad Hartman

New Business

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

**Special Order of Business
5:30 p.m. – Public Budget Hearing**

Agenda

Call to Order

Presentation of the Proposed Public Budget – Kim Torrey, Chief Financial Officer

Public Hearing on the Proposed FY2020 Budget

Close the Public Budget Hearing

Adjournment

Adoption of FY2020 Operating Budgets – [Action Item](#)

Executive Session

Advocacy Stories

Adjournment

Next Meeting:

September 19, 2019 4:00 pm
Menninger Room 206

Subject to change without notice



Minutes
Board of Trustees Budget Work Session
July 10, 2019
12:00 – 3:00 PM
Anton Room 202

BOARD MEMBERS PRESENT:

Liz Post, Board Chair, Jim Edwards, Vice Chair, Kacy Simonsen, Treasurer, Beth Dobler, Secretary, David Monical, Shawn Leisinger, Jennifer Miller, Kristen O’Shea, and Kerry Storey

BOARD MEMBERS ABSENT:

Joan Hicks

OTHERS PRESENT:

Chief Executive Officer Gina Millsap, Chief Financial Officer Kim Torrey, Human Resources Director Jesse Maddox, Library Counsel Chuck Engel, and Executive Assistant Margo Rangel.

CALL TO ORDER:

Chief Financial Officer Kim Torrey, welcomed everyone at Noon PM to the second Board Budget Work Sessions. She asked everyone to introduce themselves and she provided a brief overview of the meeting agenda.

FISCAL YEAR 2020 BUDGET OVERVIEW:

Kim Torrey, Chief Financial Officer reviewed the documents in the meeting packet.

Future Infrastructure and other Facilities Projects with Estimated Costs:

Thad Hartman, Chief of Staff distributed a handout that provided a comprehensive major infrastructure project listing and timelines for years 2016 – 2025.

Discussion followed and The Board of Trustees directed the CEO to:

- Contract with Civium Architecture and Planning, PA to plan and design the Technical Services relocation project.
- Develop an RFQ (Request for Qualifications) for architectural services and conduct a selection process to be completed before the end of the fourth quarter of 2019.
- Send the draft RFQ to all trustees for review and comments.

By consensus it was decided that Shawn Leisinger would serve on the architectural services selection committee.

Reviewed updated information property valuations and other key expenditures for budgeted Funds: General, Employee Benefit and State Aide

Kim Torrey, Chief Financial Officer reviewed budget as presented.

Discussion followed. No additional questions for Torrey.

Reviewed proposed documents to be published: Budget Summary, Notice of Budget Hearing

Kim Torrey, Chief Financial Officer provided an overview of budget summary and notice of budget hearing for board approval. There were questions for Kim.

Meeting adjourned at 1:35 pm

Minutes submitted by Margo Rangel, Executive Assistant

August Meetings

Board of Trustee Meeting

August 8, 2019 5:00 pm

Marvin Auditorium 101C

Annual Budget Hearing

August 8, 2019 5:30PM

Marvin Auditorium 101C



**Minutes
Board of Trustees Meeting
July 18, 2019
Menninger Room 206**

Board Members Present

Liz Post (chair), Jim Edward (vice-chair), Beth Dobler (secretary), Kacy Simonsen (treasurer), Kerry Onstott Storey, Shawn Leisinger, David Monical, Joan Hicks, and by phone Jennifer Miller and Kirsten O'Shea

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, July 18, 2019 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:01 PM by Chair Liz Post.

Public Comment

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

Oath of Office

New trustee Joan Hicks took the oath of office, notarized by executive assistant Margo Rangel.

Introduction of New Trustee and Library Team members

Chair Liz Post invited Ms. Hicks to share some information about herself. All trustees introduced themselves as did the managers who were in attendance.

Approval of Minutes

On a motion by Jim Edwards, seconded by Kacy Simonsen, the June 20, 2019 Board of Trustees meeting minutes were approved. Motion passed unanimously.

On a motion by Kerry Storey, seconded by Shawn Leisinger, the June 27, 2019 Board of Trustees meeting minutes were approved. Motion passed unanimously.

Chief Financial Officer

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

Approval of the Treasurer's Report

Board Treasurer Kacy Simonsen reported that she reviewed the financial reports and reviewed and approved the bank reconciliations. On a motion by Kacy Simonsen, seconded by David Monical, the Treasurer's Financial Report was accepted. Motion passed unanimously.

The Library Foundation Report

Foundation Chair Marilyn Ward reported The Library Foundation's donor recognition monitor will be installed in the rotunda the week of July 22, 2019.

Ward announced that Foundation board members Mark Baker and Judi Stork are serving their second term and are not eligible for re-election. She asked trustees to contact Nancy Lindberg at 785-580-4498 and/or via email at nlindberg@tscpl.org if they know of someone who would be interested in serving on the Foundation board.

There were no questions for Ward.

Friends of the Library Report

Vice President John Conlee reminded the board that July Book & Media Sale is this weekend. Friday night is for Friends member's from 5-8pm; Saturday is from 9am-3pm and open to the public; Sunday is from 12-3pm and is bag day. The Friends provide the bags and attendees pay \$10 and may select enough books to fill a bag.

Conlee reported that in June 2019, the Booktique grossed \$12,280 and Web Sales grossed \$4,769.

Conlee reported special guest, Shanta Dickerson, Operations Manager from the Friends of Johnson County, attended the July board. She shared information on how the Johnson County Friends organization has conducted its strategic planning process.

There were no questions for Conlee.

Board Chair Report

Vice Chair Liz Post reported the Executive Committee met on Wednesday, July 10, 2019 at 3:00 pm. The committee reviewed the minutes for July, no corrections were made. Officers reviewed and discussed new business items on the agenda, all of which are detailed in Gina Millsap's CEO report and fully set out in each resolution.

The Executive Committee discussed the possibility of date and time changes of the Board of Trustees meetings. Staff recommended that trustee meetings continue to be scheduled the third week of month so that financial reports may be prepared in a timely manner.

There were no questions for the Chair.

Chief Executive Officer

Chief Executive Officer Gina Millsap expressed appreciation for the press coverage received on the joint news conference held with United Way of Greater Topeka and the Kansas Health Foundation (KFH). The KHF donated \$228,000 to the Topeka and Shawnee County Dolly Parton's Imagination Library program.

Discussion followed with no further questions.

Chief of Staff

Chief of Staff Thad Hartman briefly discussed progress on current facilities projects and reported that four bids were received for the Alice C. Sabatini Gallery Remodel Bid. Hartman reported that Claire's Courtyard will not be finished by Saturday, July 20, but all of the major components (with the exception of the water feature) should be complete in time for the event.

There were no questions for Hartman.

New Business

FY2020 Budget-approval for publication

On a motion by Jim Edwards, seconded by Kerry Storey, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the FY2020 budget for publication.

There was no discussion. Motion passed unanimously.

Request to Deaccession Items from Permanent Art Collection

On a motion by Kacy Simonsen, seconded by David Monical, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the disposal of Gallery items listed in Exhibit A. Per the terms of the Memorandum of Understanding, the Friends of the Library serves as agent for the purposes of promoting and selling other materials. The Friends will be offered the opportunity to sell the items or offer to transfer to another museum for trade.

Discussion included a presentation by public services director Marie Pyko and public services supervisor Debbie Stanton which included an overview of the library's permanent art collection, the digital gallery project, and the de-accessioning process. A complete list of all items to be deaccessioned was included in the board packet. Motion passed unanimously.

Bid for Alice C. Sabatini Gallery Remodel

On a motion by Shawn Leisinger, seconded by David Monical, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Kelley Construction, Topeka, Kansas, in the amount of \$445,600 for the interior renovation of the Alice C. Sabatini Gallery. This cost includes the base bid and alternate number two for the addition of a movable glass partition. This expenditure is included in the approved 2019 Facilities Master Plan budget. Funding for this shall be from The Library Foundation. Motion passed unanimously.

Board Meeting Dates and Times

Trustees reviewed the current day and time of board meetings. All trustees indicated that the current schedule is acceptable. It was decided by consensus that board meetings will continue to be scheduled on the third Thursday of the month at 4 p.m. with the exception of the August meeting.

Executive Session

On a motion by Jim Edwards, seconded by Shawn Leisinger, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees will recess the regular meeting to enter into Executive Session at 5:06 PM for a time not-to-exceed 10 minutes to discuss legal matters with the Library's attorney. No action will be taken.

Public board meeting reconvened at 5:16 p.m.

Trustee Advocacy Stories

Leisinger shared his conversation with residents of Ellis, Kansas who told him they visit the Library a couple of times a year for meetings and what wonderful experiences they've had.

Post encouraged the viewing of "The Public." This movie was brought to her attention at previous Public Library Association (PLA) conference.

Adjournment

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

Beth Dobler, Secretary _____

Date _____

**Chief Financial Officer's Report
August 2019
Kim Torrey**

Investments and Debt as of July 31, 2019; Bank Account Summary – Page 1

The certificate of deposit investment with the local financial institution Denison State Bank (as a result of a competitive bid in February) will mature on August 1st. The full distribution was requested upon maturity for the Bond and Interest Fund for the forthcoming debt service payment due September 1st.

A debt service payment of \$1,624,000 is due September 1. Instructions have been sent to move funding for the payment from the Municipal Investment Pool to the State Treasurer. This must be accomplished at least 20 days in advance of the payment due date. This is the standard, advance process required by the State Treasurer as assurance that the funds are available to pay the bond debt service payment. This is now all done online which makes the process much easier for all involved. Bond and Interest Fund investments will mature on August 1st and are being deposited to the overnight MIP account for the electronic transfer of this payment. Tax revenues also will be received in September.

Revenue/Expense/Balance by Fund Report – Page 2

The Gifts/Memorials (Undesignated) Fund is temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement, pending the completion of Claire's Courtyard and the Circulation Plaza. The Children's Art Show Fund is also temporarily negative due to pending billings and reimbursements by The Library Foundation. Typically, The Library Foundation is billed quarterly for reimbursement of expenditures.

General Fund – Pages 3 through 5

With 57.8% of the budget year completed, 89% of the budgeted revenue has been received and 55% of the approved budget has been expended/encumbered. This compares to 2018 in which 88% of the budgeted revenue had been received and 54% of the approved budget had been expended/encumbered.

The Cataloging and ILL Services 2019 budget line was budgeted at \$89,921 which is the actual spend level in 2018 plus a 3.3% increase. However the cost for cataloging and ILL services is now estimated to be \$92,000 based on correspondence from the vendor causing this line item to be over-budget.

The Contracted-Equipment and Vehicle-Repair budget line items include a significant amount reserved in open purchase orders for potential costs. Open purchase orders are easier to work with when emergencies occur. It is likely the full amount will not be needed and these lines may not be over-budget at the end of the year.

It is my preference to allow budget line items to go over-budget when necessary to clearly identify the actual expenditures and allow a sufficient budget in future years, when possible. Other options would be to code expenditures in another related but not optimal line item or request the Board to reallocate the budget among the line items (which can be done without amending the budget provided the total spending authority remains the same). However, a budget is a plan and some over/under situations should be expected.

Employee Benefit Fund – Page 6

With 57.8% of the budget year completed, 87% of the budgeted revenue has been received and 53% of the approved budget has been expended/encumbered. This compares to 2018 in which 93% of the budgeted revenue had been received and 50% 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 \$1,286,342.

Debt Service Fund-Bond & Interest – Page 7

Revenues collected to-date are 90% compared to 91% in 2018.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Security system maintenance and support agreement	\$17,334.00	Cam-Dex Security Corp.
Approved operating budget	Promotional TSCPL wristlets for schools	\$12,000.00	Janway Company USA, Inc.
Approved operating budget	(6) replacement staff computers	\$7,901.82	Dell Marketing L.P.

Approved operating budget	Annual software renewal and support for Comprise	\$13,286.00	Comprise Technologies, Inc.
Request for Proposal; Board resolution approved bid aware on 5/16/19	Communico web-based calendar and event management system	\$26,990.00	Communico LLC
Approved operating budget (3 quotes were sought and the lowest price was chosen)	Vehicle wrap for the Lingo bookmobile	\$7,000.00	Knox Signs and Graphics
Library Materials	"Automatically Yours" materials subscription	\$6,500.00	Baker & Taylor Books
Library Materials	Hoopla online	\$20,010.82	Midwest Tape LLC
Library Materials	Adult nonfiction – July 2019	\$7,000.00	Baker & Taylor Books
Request for Proposal; Board resolution approved bid award on 6/20/19	Nutanix System Upgrade	\$33,978.74	CDW Government, Inc.
Library Materials	Adult blu-rays & DVD's	\$5,640.00	Midwest Tape LLC
Library Materials	Adult blu-rays & DVD's	\$7,300.00	Midwest Tape LLC

Other Items:

- The "Notice of Hearing/Budget Summary" document was published in the July 24th edition of the *Topeka Capital Journal*. No billing has yet been received, but the required, one-day publication price is expected to be about \$459. This is a 14-day notice period before the public budget hearing, scheduled for 5:30 pm on August 8th in room 101C of the Library's Marvin Auditorium. State law requires a minimum 10-day notice period.
- This month's packet includes the documents (required budget forms, narrative and selected workpapers) for the public budget hearing. They also have a separate link on TSCPL's website under About Us, Budgets & Audit Reports, so that the public may view only this portion of the August packet, if desired. Similar documents from budget work session #2 are also available on TSCPL's website. The published hearing notice references the website address. Additionally, paper copies have been available in my office. To date, no one has requested a copy or contacted me with questions. I will have paper copies at the public budget hearing.
- Historically, all Board members present for the budget vote sign the approved budget Certificate page. Please plan on doing so before leaving the Board meeting.

- Next steps in the budget process, if the Board approves the budget after the public hearing at the August 8th meeting, are: (1) deliver (courtesy) copies of the budget to the Mayor and City Council and County Commissioners as required by K.S.A. 12-1267(a) at least 10 days prior to filing the adopted budget with the County Clerk; and (2) file the adopted budget with the County Clerk no later than August 25th. I will take care of both of these tasks.

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

7/31/19

	<u>Balance 1/1/2019</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 7/31/2019</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,754,482.68	\$ 12,309,796.74	\$ 8,195,082.07	\$ 8,869,197.35
Employee Benefits	1,308,606.73	2,706,365.45	1,982,868.11	\$ 2,032,104.07
Capital Improvement	1,833,380.82	11,811.41	449,508.95	\$ 1,395,683.28
Bond & Interest	806,781.00	1,477,256.23	24,000.00	\$ 2,260,037.23
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	35,331.31	49,628.67	35,331.31	\$ 49,628.67
Federal, State & Local Grants	19.03	1,200.00	1,200.00	\$ 19.03
Other Special Revenue	577,947.99	621,613.93	844,052.71	\$ 355,509.21
Permanent Funds	230,782.94	(16,708.29)	-	\$ 214,074.65
Totals	<u>\$ 9,547,332.50</u>	<u>\$ 17,160,964.14</u>	<u>\$ 11,532,043.15</u>	<u>\$ 15,176,253.49</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,011,081.14
Restricted Funds-CoreFirst Bank-Checking	469,943.46
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,500,828.74
Cash on Hand	2,355.40
Petty Cash	220.00
Endowment Securities	214,074.65
Municipal Investment Pool - Overnight	6,223,658.21
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	5,000,000.00
Denison State Bank - Certificate of Deposit	1,000,000.00
	<u>\$ 15,422,161.60</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(658.26)
Less Payroll Deduction and Employer Benefit Liabilities	28,471.73
Less Outstanding Checks	218,094.64
	<u>\$ 15,176,253.49</u>

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

7/31/19

	1/1/2019 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	7/31/2019 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,754,482.68	\$ 12,309,796.74	\$ 1,171,391.16	\$ 7,023,690.91	\$ 8,869,197.35	\$ 974,408.10	\$ 7,894,789.25
Employee Benefit Fund	1,308,606.73	2,706,365.45	-	1,982,868.11	2,032,104.07	17,249.25	2,014,854.82
Capital Improvement Fund	1,833,380.82	11,811.41	449,508.95	-	1,395,683.28	109,341.05	1,286,342.23
Bond & Interest Fund	806,781.00	1,477,256.23	-	24,000.00	2,260,037.23	-	2,260,037.23
Non Major Governmental Funds							
<i>State Aid Fund</i>	35,331.31	49,628.67	35,331.31	-	49,628.67	336.00	49,292.67
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	1,200.00	-	1,200.00	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,542.72	22.85	-	-	10,565.57	-	10,565.57
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	2,112.20	(2,112.20)	6.27	(2,118.47)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	63.25	0.08	15.29	17.03	31.01	-	31.01
Friends	134,352.56	200.26	1,127.39	82,754.75	50,670.68	42,043.52	8,627.16
Fun Committee	2,125.97	745.57	66.70	239.00	2,565.84	69.00	2,496.84
Gallery Competitions/Exhibits	36,024.48	78.06	-	-	36,102.54	-	36,102.54
Gifts/Memorials (Undesignated)	308,498.77	609,358.73	40,256.04	688,733.20	188,868.26	523,554.99	(334,686.73)
Hathaway Trust - Library Materials	5,131.59	1,162.16	159.11	3,879.58	2,255.06	1,732.10	522.96
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	57,282.26	966.78	7,432.61	7,186.20	43,630.23	3,541.53	40,088.70
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,409.76	2.87	-	150.00	1,262.63	-	1,262.63
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,455.06	9.52	25.07	74.74	4,364.77	281.96	4,082.81
Special Collections	5,674.24	12.29	-	-	5,686.53	-	5,686.53
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	35.96	0.08	-	-	36.04	-	36.04
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,166.12	4.69	-	-	2,170.81	-	2,170.81
Youth Services	9,091.43	9,049.99	203.25	9,620.55	8,317.62	2,441.89	5,875.73
<i>Permanent Funds</i>							
Mertz Trust	230,782.94	(16,708.29)	-	-	214,074.65	-	214,074.65
TOTALS	\$ 9,547,332.50	\$ 17,160,964.14	\$ 1,705,516.88	\$ 9,826,526.27	\$ 15,176,253.49	\$ 1,675,005.66	\$ 13,501,247.83

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

7/31/19

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 7/31/2019</u>
				57.8%
Ad Valorem Property Tax	\$ 12,162,389.00	\$ 11,580,105.87	\$ (582,283.13)	95%
Revitalization Rebates	(154,912.00)	(155,190.73)	\$ (278.73)	100%
Back Tax	-	135,207.69	\$ 135,207.69	N/A
Motor Vehicle Tax	1,272,889.00	466,856.76	\$ (806,032.24)	37%
Recreational Vehicle Tax	11,669.00	4,472.80	\$ (7,196.20)	38%
16/20 M Vehicle Tax	4,924.00	5,970.15	\$ 1,046.15	121%
In Lieu of Tax	5,384.00	2,669.48	\$ (2,714.52)	50%
Watercraft Special Tax**	6,633.00	-	\$ (6,633.00)	0%
Commercial Vehicle Fees	43,162.00	37,525.05	\$ (5,636.95)	87%
E-Rate Reimbursement	73,250.00	-	\$ (73,250.00)	0%
Miscellaneous Revenue	3,000.00	23,817.41	\$ 20,817.41	794%
Miscellaneous Revenue - Recyclg	-	80.20	\$ 80.20	N/A
Salary Refunds-Foundation	95,451.00	47,558.48	\$ (47,892.52)	50%
Salary Refunds-Friends	45,993.00	26,181.17	\$ (19,811.83)	57%
Salary Refunds-Shawnee Cty	21,802.00	10,860.25	\$ (10,941.75)	50%
Vending Machines	4,000.00	2,129.74	\$ (1,870.26)	53%
Pay to Sam	-	-	\$ -	N/A
Overdue Fees*	157,000.00	56,137.54	\$ (100,862.46)	36%
Debt Collect	-	2,982.87	\$ 2,982.87	N/A
ILL Fees	350.00	1,271.57	\$ 921.57	363%
Mailing Fees	120.00	75.59	\$ (44.41)	63%
Non Resident Card Fee	935.00	85.00	\$ (850.00)	9%
Obituary Fees	750.00	410.00	\$ (340.00)	55%
Meeting Room Charges	5,500.00	2,170.00	\$ (3,330.00)	39%
Monday Market Fees	500.00	422.00	\$ (78.00)	84%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	58,200.00	57,997.85	\$ (202.15)	100%
Library Treasurer's Balance	2,317,867.00	-	-	N/A
TOTALS	<u>\$ 16,136,856.00</u>	<u>\$ 12,309,796.74</u>	<u>\$ (1,509,192.26)</u>	89%

* 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**

7/31/19

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					57.8%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 3,692.25	\$ -	\$ 2,707.75	58%
Salaries-Facilities	629,003.00	370,324.48	-	258,678.52	59%
Salaries-Overtime	10,000.00	4,691.62	-	5,308.38	47%
Salaries-Security	375,321.00	153,012.96	-	222,308.04	41%
Salaries-Shelvers	181,115.00	69,682.05	-	111,432.95	38%
Salaries-Staff	7,571,200.00	4,182,101.59	-	3,389,098.41	55%
Conferences	136,570.00	62,601.39	10,815.50	63,153.11	54%
Staff Development & Training	30,000.00	4,948.82	-	25,051.18	16%
Mileage	9,400.00	4,019.09	4,262.17	1,118.74	88%
COLLECTION:					
Materials-Binding/Replacements	2,000.00	1,059.30	584.02	356.68	82%
Materials-Periodicals	39,500.00	1,463.81	49.99	37,986.20	4%
Materials-Print/Non-Print <1 YR	526,600.00	230,364.27	3,876.71	292,359.02	44%
Materials-Print/Non-Print	1,268,500.00	588,454.42	128,017.38	552,028.20	56%
OPERATIONS:					
Art Purchases	8,000.00	-	-	8,000.00	0%
Cataloging and ILL Services	89,921.00	38,928.74	53,055.11	(2,062.85)	102%
Contracted-Digital Services	373,600.00	268,848.96	48,264.04	56,487.00	85%
Contracted-Facilities	294,100.00	190,600.02	83,278.86	20,221.12	93%
Contracted-Equipment	45,350.00	25,054.26	23,448.64	(3,152.90)	107%
Contracted-Professional	248,230.00	124,049.16	57,291.45	66,889.39	73%
Contracted-E-Rate Services	6,600.00	-	-	6,600.00	0%
Digital Services Support	344,500.00	83,534.08	31,696.24	229,269.68	33%
Furniture/Equipment	95,000.00	4,784.66	-	90,215.34	5%
Insurance	53,054.00	52,881.00	-	173.00	100%
Marketing & Communication	48,000.00	4,848.94	20,334.09	22,816.97	52%
Memberships/Dues	24,806.00	14,192.20	10,426.00	187.80	99%
Miscellaneous	5,000.00	2,963.37	130.69	1,905.94	62%
Payments to Other Libraries	113,189.00	-	-	113,189.00	0%
Postage/Shipping	110,160.00	51,988.59	945.91	57,225.50	48%
Printing	113,800.00	44,145.52	23,046.75	46,607.73	59%
Programming	30,000.00	11,288.50	761.25	17,950.25	40%
Special Events	-	-	-	-	0%
Special Projects	935,000.00	68,906.44	90,767.85	775,325.71	17%
Supplies-Facilities	77,417.00	28,772.04	37,001.21	11,643.75	85%
Supplies-Office/Library	76,320.00	41,937.61	5,829.54	28,552.85	63%
Supplies-Processing	48,000.00	24,463.90	4,134.81	19,401.29	60%
Telecommunications	92,700.00	31,278.61	27,341.39	34,080.00	63%
Utilities-Electric	350,000.00	152,989.46	194,109.68	2,900.86	99%
Utilities-Gas	65,000.00	32,434.46	17,505.12	15,060.42	77%
Utilities-Water/Sewage	35,000.00	11,403.76	17,136.24	6,460.00	82%
Vehicle-Gas	36,000.00	12,829.51	-	23,170.49	36%
Vehicle-Repair	32,500.00	24,158.65	21,148.13	(12,806.78)	139%
Contingency/Fund Balance	1,600,000.00	-	-	-	0%
Cash Long/Short	-	(7.58)	-	7.58	N/A
TOTALS	\$ 16,136,856.00	\$ 7,023,690.91	\$ 915,258.77	\$ 6,597,906.32	55%

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

7/31/19

	<u>2019 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/19	\$ 2,317,867.00	\$ 3,504,014.27	
<u>Revenue:</u>			
Ad Valorem Property Tax	12,162,389.00	11,580,105.87	95%
Revitalization Rebates	(154,912.00)	(155,190.73)	100%
Back Tax	-	135,207.69	N/A
Motor Vehicle Tax	1,272,889.00	466,856.76	37%
Recreational Vehicle Tax	11,669.00	4,472.80	38%
16/20M Vehicle Tax	4,924.00	5,970.15	121%
In Lieu of Tax	5,384.00	2,669.48	50%
Watercraft Special Tax	6,633.00	-	0%
Commercial Vehicle Fees	43,162.00	37,525.05	87%
E-Rate Reimbursement	73,250.00	-	0%
Fees and Charges	172,155.00	89,501.72	52%
Reimbursements	163,246.00	84,680.10	52%
Interest on Idle Funds	58,200.00	57,997.85	100%
	<u>\$ 13,818,989.00</u>	<u>\$ 12,309,796.74</u>	89%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,773,039.00	4,783,504.95	55%
Other Staff Support Costs	175,970.00	86,646.97	49%
Library Collections	1,836,600.00	953,869.90	52%
Contracted Services	1,057,801.00	912,819.24	86%
Digital Services Support	344,500.00	115,230.32	33%
Furniture/Equipment/Art	103,000.00	4,784.66	5%
Payments to Other Libraries	113,189.00	-	0%
Special Projects	935,000.00	159,674.29	17%
Utilities & Telecommunications	542,700.00	484,198.72	89%
Vehicles	68,500.00	58,136.29	85%
Other Operating Expenditures	586,557.00	380,084.34	65%
Cash Basis Reserve	1,600,000.00	-	0%
	<u>\$ 16,136,856.00</u>	<u>\$ 7,938,949.68</u>	55%
Prior Year Canceled Purchase Orders		<u>\$ 19,927.92</u>	
Unencumbered Balance 7/31/19	\$ -	\$ 7,894,789.25	

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

7/31/19

EMPLOYEE BENEFITS

	2019 Budget	Year To Date	%
Balance 01/01/19	\$ 1,022,227.00	\$ 1,308,606.73	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 2,596,006.00	\$ 2,471,984.43	95%
Revitalization Rebates	(33,065.00)	(33,124.82)	100%
Back Tax	-	34,512.43	0%
Motor Vehicle Tax	433,545.00	150,307.56	35%
Recreational Vehicle Tax	3,975.00	1,478.57	37%
16/20M Vehicle Tax	1,677.00	761.47	45%
In Lieu of Tax	1,440.00	569.77	40%
Watercraft Special Tax*	2,259.00	-	0%
Commercial Vehicle Fees	14,701.00	11,411.87	78%
Refund-Fringe Benefits-Foundation	35,092.00	20,534.49	59%
Refund-Fringe Benefits-Friends	19,246.00	14,695.31	76%
Refund-Fringe Benefits-Shawnee Cty	15,723.00	7,570.60	48%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	83.32	0%
Retiree Payments BC/BS	12,223.00	12,911.76	106%
Interest on Idle Funds	6,000.00	12,668.69	211%
	\$ 3,108,822.00	\$ 2,706,365.45	87%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,777.00	\$ 6,478.20	96%
Cafeteria Plan Administration Fees	3,805.00	3,413.00	90%
Social Security/Medicare	646,275.00	342,718.42	53%
Ks Public Employees Retirement Sys	803,259.00	463,389.48	58%
Worker's Compensation	76,100.00	55,471.70	73%
Unemployment Tax	8,448.00	7,082.31	84%
Health/Dental Insurance	2,236,385.00	1,121,564.25	50%
Contingency/Fund Balance	350,000.00	-	0%
	\$ 4,131,049.00	\$ 2,000,117.36	53%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 7/31/19	\$ -	\$ 2,014,854.82	

* 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 01/01/19	\$ 1,833,380.82
<u>Revenue:</u>	
Interest received	11,811.41
	\$ 11,811.41
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	-
Capital Outlay	558,850.00
	558,850.00
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 7/31/19	\$ 1,286,342.23

STATE AID

Balance 01/01/19	\$ -	\$ 35,331.31
<u>Revenue:</u>		
State Aid	49,628.67	-
	\$ 49,628.67	\$ 49,628.67
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		-
Materials-Print/Non-Print <1 YR		-
Special Projects	53,000.00	35,667.31
	\$ 53,000.00	\$ 35,667.31
Unencumbered Balance 7/31/19		\$ 49,292.67

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

7/31/19

	<u>2019 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/19	\$ 763,318.00	\$ 806,781.00	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,463,467.00	1,393,709.04	95%
Revitalization Rebates	(18,640.00)	(18,677.19)	100%
Back Tax	-	18,136.18	
Motor Vehicle Tax	177,674.00	64,381.63	36%
Recreational Vehicle Tax	1,629.00	620.24	38%
16/20M Vehicle Tax	687.00	718.29	105%
In Lieu of Tax	714.00	321.27	45%
Watercraft Special Tax*	926.00	-	0%
Commercial Vehicle Fees	6,025.00	5,114.14	85%
Interest on Idle Funds	2,200.00	12,932.63	588%
	<u>\$ 1,634,682.00</u>	<u>\$ 1,477,256.23</u>	90%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,600,000.00	\$ -	0%
Interest	48,000.00	24,000.00	50%
Wire Transfer Fees	-	-	0%
Cash Basis Reserve	750,000.00		0%
	<u>\$ 2,398,000.00</u>	<u>\$ 24,000.00</u>	1%
Unencumbered Balance 7/31/19	\$ -	\$ 2,260,037.23	

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of July 31, 2019

Capital Improvement Funds-VisionBank

\$ 1,500,828.74 at 1.19% (money market account)

Municipal Investment Pool

\$ 6,223,658.21 Operating funds in "overnight pool"*; available for transfer whenever needed

* rates vary by day - average July 1-31, 2019 was 2.0%

Intrust Bank (per investment bid approved 2/21/19)

\$ 5,000,000.00 Certificate of Deposit for Employee Benefit Fund (\$1M) and General Fund (\$4M); 6/21/19 @ 2.225%; 9/19/19 maturity

Denison State Bank (per investment bid approved 2/21/19)

\$ 1,000,000.00 Certificate of Deposit for Bond & Interest Fd; 2/22/19 @ 2.49%; 8/1/19 maturity

Principal Balance of Outstanding Bonds

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

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended July 31, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	7/19/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,230.61	-98582
15	21516	0	7/19/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,011.62	-98582
15	21517	0	7/19/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,038.48	-98582
10	21524	0	7/19/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 189.56	-98582
				<i>Remittance of pension benefit contributions</i>		\$ 48,470.27	-98582 Total
10	21501	0	7/19/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,197.55	-98576
10	21502	0	7/19/2019	PAYCOM PAYROLL LLC	State W/H	\$ 10,537.34	-98576
15	21521	0	7/19/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 37.77	-98576
10	21503	0	7/19/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,345.84	-98576
15	21504	0	7/19/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,345.84	-98576
10	21503	0	7/19/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,290.59	-98576
15	21504	0	7/19/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,290.59	-98576
10	21514	0	7/19/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98576
10	21518	0	7/19/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 824.81	-98576
10	41000	313	7/19/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,915.13	-98576
10	41000	313	7/19/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 365.40	-98576
15	21521	0	7/19/2019	PAYCOM PAYROLL LLC	SUTA 2nd Qtr. Payment	\$ 1,362.81	-98576
				<i>Remittance of payroll taxes</i>		\$ 83,744.85	-98576 Total
10	21505	0	7/9/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,248.98	-98574
15	21516	0	7/9/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,038.88	-98574
15	21517	0	7/9/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,041.53	-98574
10	21524	0	7/9/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 189.56	-98574
				<i>Remittance of pension benefit contributions</i>		\$ 48,518.95	-98574 Total
10	21501	0	7/5/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,538.98	-98571
10	21502	0	7/5/2019	PAYCOM PAYROLL LLC	State W/H	\$ 10,668.71	-98571
15	21521	0	7/5/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 54.09	-98571
10	21503	0	7/5/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,593.95	-98571
15	21504	0	7/5/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,593.95	-98571
10	21503	0	7/5/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,348.66	-98571
15	21504	0	7/5/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,348.66	-98571
10	21514	0	7/5/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98571
10	21518	0	7/5/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 1,199.81	-98571
10	41000	313	7/5/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,013.78	-98571
10	41000	313	7/5/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 370.62	-98571
				<i>Remittance of payroll taxes</i>		\$ 83,962.39	-98571 Total
10	21515	0	7/31/2019	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 26,372.74	-98570
15	21515	0	7/31/2019	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 124,565.73	-98570
15	21515	0	7/31/2019	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 3,281.23	-98570

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended July 31, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
						\$ 154,219.70	-98570 Total
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	11 latex alien balloons"	\$ 29.03	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	Nintendo Switch	\$ 652.72	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	nintendo switch console	\$ 598.00	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	dragonball fighterz game	\$ 154.56	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	Dragonball fighterz ps4	\$ 99.84	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	Sky Boys: How they Built	\$ 8.72	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	Elmer's Clear Glue Pen	\$ 21.78	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	Raspberri Pi	\$ 80.97	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	AA batteries/24 count	\$ 14.87	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	Ball Bead Chain	\$ 31.96	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	Celestron@ Kids Impulse 4	\$ 35.22	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	Shipping	\$ -	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	Swpeet buttons White	\$ 6.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	Playscene stickers Planet	\$ 8.95	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	12mm Orange Stripe Agate	\$ 27.98	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	10mm Yellow Agate beads	\$ 10.55	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	8mm Blue Agate Beads	\$ 19.98	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	8mm Matte Blue Stripe Aga	\$ 15.98	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	6mm Tea Dragon Vein Agate	\$ 13.98	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	6mm Picture Jasper	\$ 9.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	6mm Black Lava	\$ 15.00	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	8mm Chrysocalla beads	\$ 23.98	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	8mm Red Jasper Beads	\$ 21.98	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	6mm Picasso Jasper Beads	\$ 8.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	500 piece wiggle eyes	\$ 3.88	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	10mm Yellow Agate beads	\$ 8.99	11608
53	41000	330	7/18/2019	COREFIRST BANK & TRUST	Stunt Flip Cars 3 pack	\$ 35.98	11608
53	41000	330	7/18/2019	COREFIRST BANK & TRUST	Stund Flip Cars 2pack	\$ 29.94	11608
53	41000	330	7/18/2019	COREFIRST BANK & TRUST	Paper Cups 3 oz	\$ 30.75	11608
53	41000	330	7/18/2019	COREFIRST BANK & TRUST	Gold Star Stickers	\$ 8.99	11608
53	41000	330	7/18/2019	COREFIRST BANK & TRUST	Dish Sponges 24 pack	\$ 33.98	11608
53	41000	330	7/18/2019	COREFIRST BANK & TRUST	CD-r 50 pack	\$ 10.99	11608
53	41000	330	7/18/2019	COREFIRST BANK & TRUST	Bulk Paper Straws	\$ 18.99	11608
53	41000	330	7/18/2019	COREFIRST BANK & TRUST	tinfoil	\$ 15.97	11608
53	41000	330	7/18/2019	COREFIRST BANK & TRUST	Clear Plastic Cups 25 set	\$ 9.88	11608
53	41000	330	7/18/2019	COREFIRST BANK & TRUST	Model Magic clay 5 lbs	\$ 17.98	11608
36	41000	400	7/18/2019	COREFIRST BANK & TRUST	LR Jumbo Jungle Animals	\$ 27.99	11608

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended July 31, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
36	41000	400	7/18/2019	COREFIRST BANK & TRUST	LR Jumbo Zoo Animals	\$ 19.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	dot stickers	\$ 5.95	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	temporary kid tattoos	\$ 49.50	11608
36	41000	330	7/18/2019	COREFIRST BANK & TRUST	SuperSmash Bros Ulti	\$ 390.70	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	sulphite drawing papers9x	\$ 8.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	polyester felt 36 yellow"	\$ 15.40	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	poly felt 72 turquoise"	\$ 12.58	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	poly felt 36 tangerine"	\$ 7.70	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	poly felt 36 sky blue"	\$ 7.70	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	pack of 10 speedball plat	\$ 139.46	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	Jade 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	Violet 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	turquoise 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	taupe 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	silver anniversary 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	rose 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	plum 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	gold 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	pewter 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	peridot 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	pearl white 2 oz	\$ 3.98	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	solid bronze 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	silver sterling 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	sequin black 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	sahara gold 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	regal red 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	inca gold 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	gunmetal grey 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	garnet red 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	blue pearl 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	emerald green 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	copper 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	Christmas green 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	Chocolate brown 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	Champagne 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	Bright Red 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	blue topaz 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	blue sapphire 2 oz	\$ 1.99	11608

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended July 31, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	blue ice 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	aquamarine 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	antique gold 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	antique copper 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	amethyst 2 oz	\$ 1.99	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	brayer soft rubber	\$ 49.95	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	#57 Paper Grocery Sack	\$ 28.25	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	Shipping	\$ 22.45	11608
36	41000	400	7/18/2019	COREFIRST BANK & TRUST	10.5 zoo animals"	\$ 32.50	11608
36	41000	400	7/18/2019	COREFIRST BANK & TRUST	11 safari animal mix"	\$ 45.00	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	21.5 LCD monitor	\$ 579.00	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	22 LCD Monitor	\$ 495.00	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	LCD Monitors	\$ 560.00	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	gamcube control adapt	\$ -	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	ultimate fighterz pass	\$ 272.77	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	dragonball fighterz	\$ 39.82	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	dragonball fighterz ps4	\$ 66.56	11608
49	41000	330	7/18/2019	COREFIRST BANK & TRUST	Bestek Power Brick	\$ 199.95	11608
				<i>Miscellaneous online orders paid by credit card</i>		\$ 5,283.21	11608 Total
35	41000	736	7/26/2019	SENNE & CO INC	Circ Plz/Lrning Ctr Reno	\$ 16,777.39	11617
						\$ 16,777.39	11617 Total
35	23800	0	7/29/2019	SENNE & CO INC	Change Order #1	\$ 31,775.49	11618
35	41000	743	7/29/2019	SENNE & CO INC	Claire's Courtyard Constr	\$ 63,341.92	11618
						\$ 95,117.41	11618 Total
10	41000	310	7/12/2019	GOVCONNECTION, INC.	OVS-ES Desktop EDU	\$ 9,603.00	93958
				<i>2019 approved operating budget - Microsoft Office 365 licensing</i>		\$ 9,603.00	93958 Total
10	41000	311	7/12/2019	GREENTOUCH LAWN & TREE	Irrigation PM	\$ 330.00	93959
10	41000	311	7/12/2019	GREENTOUCH LAWN & TREE	Irrigation PM	\$ 21.50	93959
10	41000	311	7/12/2019	GREENTOUCH LAWN & TREE	Irrigation PM	\$ 57.00	93959
10	41000	311	7/12/2019	GREENTOUCH LAWN & TREE	Irrigation PM	\$ 226.00	93959
10	41000	311	7/12/2019	GREENTOUCH LAWN & TREE	tree removal	\$ 1,300.00	93959
10	41000	311	7/12/2019	GREENTOUCH LAWN & TREE	Stump grinding	\$ 750.00	93959
10	41000	311	7/12/2019	GREENTOUCH LAWN & TREE	Landscape install East be	\$ 3,550.00	93959
				<i>2019 approved operating budget - contracted facilities line item</i>		\$ 6,234.50	93959 Total
10	41000	311	7/12/2019	TECH ELECTRONICS OF KS, LLC	fire alarm inspection	\$ 492.00	93992
10	41000	311	7/12/2019	TECH ELECTRONICS OF KS, LLC	fire alarm inspection	\$ 3,888.00	93992
10	41000	311	7/12/2019	TECH ELECTRONICS OF KS, LLC	labor	\$ 1,200.00	93992
10	41000	311	7/12/2019	TECH ELECTRONICS OF KS, LLC	smoke detect and base	\$ 643.55	93992

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended July 31, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	311	7/12/2019	TECH ELECTRONICS OF KS, LLC	mileage	\$ 90.00	93992
					<i>2019 approved operating budget - contracted facilities line item</i>	\$ 6,313.55	93992 Total
10	41000	351	7/12/2019	WESTAR ENERGY	Electric Service	\$ 29,340.32	93994
						\$ 29,340.32	93994 Total
10	23800	0	7/18/2019	CAM-DEX SECURITY CORP.	Upgrade Access Control	\$ 12,252.00	93997
10	41000	320	7/18/2019	CAM-DEX SECURITY CORP.	ExacqVision Professional	\$ 4,890.93	93997
					<i>RFP was posted and Board approved on September 20, 2018</i>	\$ 17,142.93	93997 Total
10	41000	320	7/18/2019	COREFIRST BANK & TRUST	Lightning USB cable 2m	\$ 105.00	93998
10	41000	330	7/18/2019	COREFIRST BANK & TRUST	Decor Rack of 16 Cereal b	\$ 25.98	93998
10	41000	330	7/18/2019	COREFIRST BANK & TRUST	Dab-o-ink 4oz multicolor	\$ 53.85	93998
10	41000	330	7/18/2019	COREFIRST BANK & TRUST	Popsicle Sticks, 1000 ct.	\$ 9.99	93998
10	41000	330	7/18/2019	COREFIRST BANK & TRUST	Chenille Kraft Natural Wo	\$ 8.48	93998
10	41000	330	7/18/2019	COREFIRST BANK & TRUST	Crayola Colored Pencils 5	\$ 34.40	93998
10	41000	330	7/18/2019	COREFIRST BANK & TRUST	Carl & Kay 250 pcs pom-po	\$ 11.98	93998
10	41000	330	7/18/2019	COREFIRST BANK & TRUST	Fiskars 5 assorted blunt"	\$ 175.84	93998
10	41000	330	7/18/2019	COREFIRST BANK & TRUST	Pre-sharpened pencils 150	\$ 12.49	93998
10	41000	330	7/18/2019	COREFIRST BANK & TRUST	Ziploc Gallon Storage 2x7	\$ 14.40	93998
10	41000	420	7/18/2019	COREFIRST BANK & TRUST	Post-it Easel Pads-6PK	\$ 308.79	93998
10	41000	330	7/18/2019	COREFIRST BANK & TRUST	paint marker set of 21	\$ 34.50	93998
10	41000	420	7/18/2019	COREFIRST BANK & TRUST	IDP Color Ribbon	\$ 123.58	93998
10	41000	420	7/18/2019	COREFIRST BANK & TRUST	Thonsen MiFare RFID cards	\$ 71.76	93998
10	41000	330	7/18/2019	COREFIRST BANK & TRUST	color glass gems bag	\$ 16.53	93998
10	41000	330	7/18/2019	COREFIRST BANK & TRUST	clear glue 1 quart	\$ 7.48	93998
10	41000	420	7/18/2019	COREFIRST BANK & TRUST	Self Adhesive Magnet Tape	\$ 121.02	93998
10	41000	420	7/18/2019	COREFIRST BANK & TRUST	white board & fli chart s	\$ 90.99	93998
10	41000	420	7/18/2019	COREFIRST BANK & TRUST	Drives Red-100 Pk	\$ 247.98	93998
10	41000	320	7/18/2019	COREFIRST BANK & TRUST	bestek usb cube	\$ 199.96	93998
10	41000	420	7/18/2019	COREFIRST BANK & TRUST	SVINZ 8 Digital Date/Tim"	\$ 39.95	93998
10	41000	330	7/18/2019	COREFIRST BANK & TRUST	Space Adventure Roarin'	\$ 104.97	93998
10	41000	420	7/18/2019	COREFIRST BANK & TRUST	Cassida C200 Coin Counter	\$ 159.00	93998
10	41000	310	7/18/2019	COREFIRST BANK & TRUST	admincolumnspro	\$ 121.79	93998
10	41000	320	7/18/2019	COREFIRST BANK & TRUST	spider camera holster	\$ 150.00	93998
10	41000	320	7/18/2019	COREFIRST BANK & TRUST	spider camera strap	\$ 65.00	93998
10	41000	320	7/18/2019	COREFIRST BANK & TRUST	manfrotto backpack	\$ 159.95	93998
10	41000	320	7/18/2019	COREFIRST BANK & TRUST	IDP Clear patch Type 1-Mi	\$ 225.00	93998
10	41000	320	7/18/2019	COREFIRST BANK & TRUST	samsung 43 inch tv	\$ 535.98	93998
10	41000	320	7/18/2019	COREFIRST BANK & TRUST	smk link remote	\$ 457.26	93998
10	41000	310	7/18/2019	COREFIRST BANK & TRUST	honewell ms9540	\$ 679.45	93998

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended July 31, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	7/18/2019	COREFIRST BANK & TRUST	USB CAC reader	\$ 34.99	93998
10	41000	310	7/18/2019	COREFIRST BANK & TRUST	canva renewal	\$ 238.80	93998
10	41000	310	7/18/2019	COREFIRST BANK & TRUST	phone svc provider lookup	\$ 200.00	93998
10	41000	420	7/18/2019	COREFIRST BANK & TRUST	brush set	\$ 10.85	93998
10	41000	420	7/18/2019	COREFIRST BANK & TRUST	acrylic set	\$ 78.00	93998
10	41000	420	7/18/2019	COREFIRST BANK & TRUST	airbrush set	\$ 354.00	93998
10	41000	322	7/18/2019	COREFIRST BANK & TRUST	24x36 snap poster frame	\$ 45.39	93998
10	41000	322	7/18/2019	COREFIRST BANK & TRUST	36x48 snap poster frame	\$ 173.20	93998
10	41000	322	7/18/2019	COREFIRST BANK & TRUST	shipping	\$ 74.17	93998
10	41000	320	7/18/2019	COREFIRST BANK & TRUST	Dell Latitude 5591	\$ 3,025.28	93998
10	41000	320	7/18/2019	COREFIRST BANK & TRUST	Dell Monitor E2216H	\$ 531.95	93998
10	41000	320	7/18/2019	COREFIRST BANK & TRUST	Dell Disk Drive DVDRW	\$ 48.82	93998
10	41000	320	7/18/2019	COREFIRST BANK & TRUST	Dell Latitude 5591	\$ 3,303.84	93998
10	41000	320	7/18/2019	COREFIRST BANK & TRUST	dell lattitude 5591	\$ 3,025.28	93998
10	41000	326	7/18/2019	COREFIRST BANK & TRUST	business cards	\$ 47.19	93998
10	41000	325	7/18/2019	COREFIRST BANK & TRUST	shipping & handling estim	\$ 11.84	93998
10	41000	330	7/18/2019	COREFIRST BANK & TRUST	Dockum sit in poster	\$ 11.05	93998
10	41000	700	7/18/2019	COREFIRST BANK & TRUST	Interest Charge Purchase	\$ 176.09	93998
10	41000	420	7/18/2019	COREFIRST BANK & TRUST	Desktop File Organizer	\$ 31.93	93998
10	41000	420	7/18/2019	COREFIRST BANK & TRUST	Member'sMarkHandSanitizer	\$ 83.76	93998
10	41000	320	7/18/2019	COREFIRST BANK & TRUST	olloclip lenses	\$ 189.99	93998
10	41000	910	7/18/2019	COREFIRST BANK & TRUST	IR Air Dryer 10hp 42cfm	\$ 1,709.99	93998
<i>Miscellaneous online orders paid by credit card including the purchase of (6) replacement laptop computers in approved operating budget</i>						\$ 17,779.76	93998 Total
10	41000	301	7/18/2019	OCLC, INC.	oclc cataloging & ill	\$ 6,488.22	94006
<i>2019 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>						\$ 6,488.22	94006 Total
10	41000	736	7/18/2019	TEVIS ARCHITECTURAL GROUP	Gallery Remodel	\$ 8,967.50	94011
10	23800	0	7/18/2019	TEVIS ARCHITECTURAL GROUP	Roof Replacement	\$ 700.00	94011
10	23800	0	7/18/2019	TEVIS ARCHITECTURAL GROUP	FMP Phase 2	\$ 2,455.69	94011
10	23800	0	7/18/2019	TEVIS ARCHITECTURAL GROUP	Terrazzo Flooring	\$ 600.00	94011
						\$ 12,723.19	94011 Total
10	41000	310	7/23/2019	BIBLIOTHECA LLC	Bibliotheca annual renewa	\$ 30,938.00	94017
<i>2019 approved operating budget - annual software maintenance/support</i>						\$ 30,938.00	94017 Total
10	41000	320	7/26/2019	CDW GOVERNMENT, INC.	Nutanix upgrade	\$ 16,125.07	94043
<i>RFP posted and Board approved on June 20, 2019</i>						\$ 16,125.07	94043 Total
10	41000	310	7/26/2019	COMPRISE TECHNOLOGIES, INC.	Web Filter	\$ 16,868.30	94045
10	41000	310	7/26/2019	COMPRISE TECHNOLOGIES, INC.	SmartAlec Wirless Printin	\$ 5,285.00	94045

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended July 31, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	7/26/2019	COMPRISE TECHNOLOGIES, INC.	Comprise annual renewal	\$ 13,286.00	94045
					<i>2019 approved operating budget - annual software maintenance/support</i>	\$ 35,439.30	94045 Total
10	41000	313	7/26/2019	ENGEL LAW, PA	<i>2019 Legal Services</i>	\$ 6,886.00	94049
10	41000	313	7/26/2019	ENGEL LAW, PA	<i>2019 Legal Services</i>	\$ 1,250.00	94049
						\$ 8,136.00	94049 Total
10	23800	0	7/26/2019	SENNE & CO INC	<i>Circ Plz/Lrning Ctr Reno</i>	\$ 11,075.93	94059
10	23800	0	7/26/2019	SENNE & CO INC	<i>Circ Plz/Lrning Ctr Reno</i>	\$ 62,600.00	94059
						\$ 73,675.93	94059 Total
						\$ 806,033.94	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

August, 2019

The meeting begins at 5:00 p.m. and the public hearing for FY2020 budgets begins at 5:30 p.m.

Note: Since the August board meeting is a week early, your board packet does not include all the usual reports. Look for the operations updates in September.

Agenda Items

Presentation of AmeriCorps Volunteers

We are one of several community organizations that are benefiting from the presence of AmeriCorps volunteers. We worked with the City of Topeka's Neighborhood Relations Department to apply for a grant for the months of July through September. These young people are helping the library increase our community engagement, learning about the library, and doing everything from preschool story times and helping with registration for Dolly Parton's Imagination Library to representing the Library at the Shawnee County Fair. They will be sharing their experiences and why they are participating in this program.

Name Recognition Recommendation

In accordance with the Named Recognition Policy, I am submitting a name recognition for your review. Nancy Lindberg has secured a donation for one of the new benches that will be located at the library's entrance. Note this is the first reading. We will ask for your approval at the September meeting. Please see the resolution sheet for details.

Here is the process as outlined in the Named Recognition Policy. The complete policy is included in your packet and may be found [online](#).

Procedure for Named Recognition

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

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

The Trustees shall bear the expense of and determine the propriety of the named recognition display, which shall conform to the architectural standards approved by the Trustees.

Public Hearing on the Proposed FY2020 Budget/Adoption of FY2019 Operating Budget

This is the official board action that approves the budget for FY2020. We will break from the normal order of business at 5:30 PM to hold the Public Hearing on the proposed Budget. Following the hearing the Board will vote on the proposed budget.

Executive Session

The Board will meet in Executive Session at 6:00 p.m. (or as soon as the budget hearing is finished) to discuss legal issues with the Board's attorney.

Professional Activities/Community Contacts

July 11	Attended Topeka Rotary Club Meeting
	Attended The Foundation Finance Committee Meeting
July 12	Met by conference call with <u>Duncan Smith</u> , founder of Novelist (a resource for readers to which TSCPL subscribes) and Chief Strategist, Public Libraries for <u>EBSCO</u> , a company that provides services to libraries. This was in regard to development of our reader's advisory services.
	Met with new Trustee Joan Hicks
July 15	Met with Dené Mosier, President/CEO of Kansas Children's Discovery Center to discuss future projects.
July 18	Met with staff members Anna Foote and Mike McDonald, Northeast Kansas Library System to discuss strategic plan for NEKLS
July 19	Attended 712 Innovations Executive Committee Meeting
July 20	Attended TSCPL event Cocktails in the Courtyard: Fly Me to the Moon, Claire's Courtyard
July 24	Attended The Library Foundation board meeting
July 25	Met with Diana Doetzel Strategic Account Director with Cengage
July 29	Met with Alison Pollock, Allison Marker, Kathleen Marker with the YWCA. I will be facilitating their strategic planning retreat.
July 30	Attended the US Census 2020 Topeka Complete Count Committee meeting. Appointed by Madam Mayor De La Isla.
July 31	Participated in the TSCPL Orientation Tour with new Trustee Joan Hicks

Gina Millsap

Chief Executive Officer

Topeka and Shawnee County Public Library 7/31/19



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

**BOARD OF TRUSTEES
August 8, 2019**

In recognition of a financial gift from the Montgomery family in memory of Alan Montgomery, The Library Foundation, Board of Trustees and the Chief Executive Officer Gina Millsap, recommend that:

A bench to be located at the Library’s entrance be named in memory of Dennis Alan Montgomery with an engraved plate until it is no longer used for this purpose.

Background

Four new outside benches for the front (south) side of the Library have been purchased by The Library Foundation from Landscape Forms, Inc. of Kalamazoo, Michigan for a total of \$13,245. The Strata Beam Benches (pictured) are 80 inches in length with slatted wood and arm rests. They match the benches that are currently part of the new entry into the library.

The Foundation is seeking donors who wish to have a naming opportunity for each of the benches.

Dennis Montgomery’s passion was reading and writing. He loved the Library and visited almost daily. His family felt this was the most meaningful way to honor his memory and contribute to a place that meant so much to him. An engraved plate will be attached to one of the benches in his honor that reads: *In loving memory of*

Dennis Alan Montgomery

1984 – 2018

You belong somewhere you feel free.



Pursuant to the "Procedure for Named Recognition" in the "Named Recognition Policy" of the Topeka and Shawnee County Public Library Board of Trustees, this recommendation will appear on the agenda of the August 8, 2019 and September 19, 2019 Board of Trustees meetings with action on a resolution taking place at the September 19, 2019 meeting.

The **Named Recognition Policy** is attached to this document.

Named Recognition Policy

Overview

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

Definitions

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

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

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

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

Eligibility for Named Recognition

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

Procedure for Named Recognition

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

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

The Trustees shall bear the expense of and determine the propriety of the named recognition display, which shall conform to the architectural standards approved by the Trustees. No product logos or commercial signatures shall be included in the design of the named recognition display. Should the name of the recognized individual or entity change during the duration of the recognition, the Library shall not bear the expense of altering the recognition display to reflect the name change. In conjunction with the construction and renovation of

TSCPL facilities or the purchase of major assets, the Trustees may approve a private fundraising plan designating the portion(s) of the facilities or asset suitable for named recognition and the amount of financial contribution required for naming, provided however, that the Trustees may reserve some portion of the facilities for recognition without the necessity of a financial contribution.

Effect of Recognition

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

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

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

Applicable Law

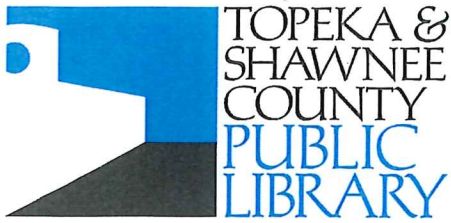
This policy is subject to applicable Kansas and federal statutes and as they may be amended from time-to-time.

Approval

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

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

Board of Trustees
Topeka and Shawnee County Public Library



Resolution – Adoption of FY2020 Operating Budgets

**BOARD OF TRUSTEES
August 8, 2019**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopts the FY2020 operating budgets as presented/published in the *Topeka Capital Journal* on July 24, 2019.

The Topeka Capital-Journal Wednesday, July 24, 2019

NOTICE OF BUDGET HEARING

State of Kansas
Special District
2020

The governing body of Topeka & Shawnee County Public Library, Shawnee County will meet on August 8, 2019 at 5:30 PM at 1515 SW 10th Avenue, Topeka, Kansas for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to levied. Detailed budget information is available at <http://www.tscpl.org>, or hard copies from TSCPL and will be available at this hearing.

SUPPORTING COUNTIES
Shawnee County (home county)

BUDGET SUMMARY

Proposed Budget 2020 Expenditures and Amount of 2019 Ad Valorem Tax establish the maximum limits of the 2020 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUNDS	Prior Year Actual for 2018		Current Year Estimate for 2019		Proposed Budget Year for 2020		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2019 Ad Valorem Tax	Estimate Tax Rate*
General	13,163,910	6.612	14,551,232	7.337	18,931,321	13,799,614	8.086
Debt Service	1,652,250	0.923	1,648,000	0.883	994,167		
Employee Benefits	3,264,731	2.252	3,563,709	1.566	4,042,064	2,900,904	1.700
State Aid	50,002		49,629		53,000		
Non-Budgeted Funds	1,336,436						
Totals	19,467,329	9.787	19,812,570	9.786	24,020,552	16,700,518	9.786
Less: Transfers	0		0		2,703,972		
Net Expenditures	19,467,329		19,812,570		21,316,580		
Total Tax Levied	15,562,334		16,221,862				xxxxx
Assessed Valuation	1,590,296,753		1,657,901,299		1,706,572,536		

Outstanding Indebtedness

Jan, 1	2017	2018	2019
G.O. Bonds	4,650,000	3,150,000	1,600,000
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	4,650,000	3,150,000	1,600,000

*Tax rates are expressed in mills.

Elizabeth Dobler
Elizabeth Dobler
Secretary

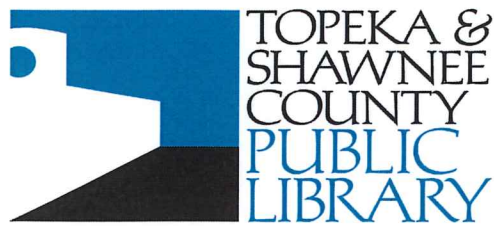
TP.0004296

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



2020 Budget Summary

Public Hearing – August 8, 2019, 5:30 pm, Marvin Auditorium 101C

Overview

The Board of Trustees and Library management have developed a budget review and preparation process that is based on a comprehensive assessment of operational and strategic needs. This is a logical and responsible progression for funding, and more importantly accomplishing, the initiatives within strategic, community and facilities plans, as well as fulfilling Topeka and Shawnee County Public Library's (TSCPL's) mission and goals. This methodology will be particularly important as the Library implements a strategic plan for the next decade based on five Community Impact Goals and makes decisions regarding prioritization of projects in the multi-year Facilities Master Plan. Further, the Library's past success has been accomplished by wisely using its resources and maintaining a stable mill levy rate.

As a result, the Library has progressed in the implementation of its strategic plan for the benefit and betterment of the community, including being chosen as the 2016 *Library of the Year* in the United States and Canada.

TSCPL Trustees and management have practiced very good stewardship in use of tax resources with a fluctuation of only .768 mills in the past eleven years (high to low) and a fluctuation of only .114 mills for the past five years' actual rates. Further, the decline in the local economy, coupled with an increase in the portion of resources needed for the rising costs of employment benefits, was recognized and managed with a decrease in the mill levy rate (2008) and with an approved nearly flat mill levy in 2012-2019. The use of additional strategic and financial tools to anticipate and plan for needs will enhance this pattern of excellent stewardship.

Please refer to Schedule A which provides a graphical depiction of mill levy rates for the three funds with taxing authority for the past 10 years, as well as the 2020 proposed budget. Schedule B provides a graphical depiction of expenditures for the three funds with taxing authority for the past 10 years, as well as the 2020 proposed budget. *Budgeted expenditure authority increases, primarily due to increases in property valuations and other taxes.*

TSCPL has crafted a 2020 budget that maintains the total mill levy and actually expands services including a reconfiguration and expansion of library spaces to better accommodate the needs of 21st century customers and their usage of the building. The TSCPL 2020 "Budget Summary", published in the July 24, 2019 edition of the *Topeka Capital Journal*, is proposed with these goals:

- Fund the 2020 budget year operations, including several of the design projects on the Facilities Master Plan in accordance with the strategic plan, within the resources provided at a flat total mill levy from 2019 of 9.786.

Due to the retirement of the debt service in 2019, a resolution to increase the 2020 mill levy rate was passed by the Board of Trustees prior to the publication of the budget. The Board resolved to increase the budget levy for 2020 and following years to not exceed 9.786 mills, which equals the 2019 budget and bond levies. This requirement applies to local taxing authorities in which a majority of governing body members vote to set a budget which increases ad valorem property taxes beyond the prior year, adjusted by certain types of valuation increases and the *Consumer Price Index for All Urban Consumers*. There was no opposition to the mill levy increase. The proposed budget is at exactly the amount of ad valorem property tax allowed by a total budget levy of 9.786 mills.

- Modify the split of the total mill levy between the General and Employee Benefit funds.
 - *Debt Service Fund* - The elimination of the debt service in 2019 will result in the bond levy rate to be allocated to the General Fund.
 - *Employee Benefit Fund* – In recent years, a greater proportion of the total mill levy had to be allocated from the General Fund to the Employee Benefit Fund due to increasing employee benefit costs, including KPERS rate increases required by Kansas law. However, favorable claims experience have resulted in the Employee Benefit Fund having some cash available to fund the current year’s expenditures and the mill levy to partially return to the General Fund.
- Maintain prudent and sufficient cash balances to: (1) fund next year operations before tax revenues are received; (2) allow for unforeseen situations; and (3) maintain the Library’s exceptional financial rating of Aa2. The ending cash balance has been increased by \$50,000 in the General Fund.
- 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 June 30, 2019 is \$1,284,840.
- 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.

The total ad valorem tax to be levied is proposed to be \$16,700,518 to fund expenditures in the General (operating) and Employee Benefit funds. Assessed valuations as of July 1, 2019 will produce \$48,672 more per mill above the 2019 final valuations. At a combined levy of 9.786, revenue increases by \$478,656 for the two taxed funds and is entirely due to increased property valuations at a flat total mill levy from the prior year.

Motor/commercial/watercraft vehicle tax and fees, in lieu of taxes and revitalization rebate estimates provided by Shawnee County are \$28,416 less than 2019.

The published budget also includes the State Aid Fund whose source is from the State of Kansas.

When comparing 2020 and 2019 total budgeted expenditures, the increase appears to be about \$4.2 million. However, municipal governments are allowed to include a fund balance carry forward, categorized as a "miscellaneous expenditure" or "cash basis reserve" (for debt service) in the proposed budget. This balance is necessary to fund payroll, debt service and other operating expenditures in the new year, before tax revenues are distributed in mid to late January or any delay in receipt of revenues, as well as any significant post-budget increased costs like the medical plan premiums. The fund balance carry forward for the two taxed funds represents \$2,000,000 of the expenditure increase.

Expenditure authority increase – Budget Summary	\$4,208,000
Less cash transfer from General Fund to Capital Improvement Fund	(1,710,000)
Less <i>one-time</i> cash transfer from Debt Service Fund to General Fund to close the fund	(994,000)
Less portion in 2020 expenditures for cash carry forward	<u>(2,000,000)</u>
Adjusted decrease from 2019 to 2020	<u><u>\$ (496,000)</u></u>

Expected 2019 expenditure savings or increases from budgeted:	
Medical insurance cost decrease	195,000
Workers compensation insurance cost decrease	22,000
State Aid reduction to actual	3,000
Other expenditure increases	<u>(14,000)</u>
Total 2019 Adjustments	\$ 206,000

2020 changes in expenditure authority from 2019:	
Increase Facilities Master Plan projects using <i>one-time</i> funding	770,000
Net decrease employee benefits	(89,000)
Net increase operating expenditures from 2019	<u>21,000</u>
Total Change from 2019 Estimate to 2020 per Budget Summary	<u><u>\$ (702,000)</u></u>
Total Change from Approved 2019 Budget to 2020 Proposed	<u><u>\$ (496,000)</u></u>

Please refer to the enclosed Schedule C "Key to 2019 and 2020 Comparison-Notice of Budget Hearing" to assist with understanding TSCPL's budget year-to-year.

Additionally, the reported 2019 revenues represent the latest estimates (since the approved budget), including: (1) other fee and reimbursement revenue adjustments and interest income increases based on 2018 actual and to-date in 2019 (\$24,408-); (2) a 2% uncollectible tax revenue allowance (\$363,032-); and (3) reduction in State Aid revenues to actual (\$3,371-).

These revisions are important to the 2020 budget to recognize cash transfers to other funds and carry forward cash available to apply to budget year expenditures, instead of finding new-year revenue, but gives the appearance of a larger change between 2019 and 2020 budgets.

Schedule D provides revenue source definitions to help with understanding that portion of the budget. Neighborhood revitalization rebates are a reduction of expected tax revenues and are projected to increase (decrease total revenue) by about \$32,000 in 2020.

TSCPL is a library district and was established under Kansas law (K.S.A. 12-1261) as a municipal corporation. Unlike most libraries in Kansas and other states, it is a stand-alone municipality. It is not under the umbrella of another government. TSCPL must have its own staff for services that in many other libraries are provided free-of-charge and whose costs are not allocated for accounting or operational purposes. Examples of these services include, but are not limited to, accounting, procurement, payroll, human resources, events management, security, motor pool, information technology, clerical support, marketing and communications, janitorial, building and grounds maintenance and support, capital improvements, mailroom, utilities, telephone and internet services. Thus, this difference in governmental structure and accounting for all costs must be taken into consideration when comparing the TSCPL budget to other Kansas and out-of-state libraries. Support costs not paid or allocated to a library can be very significant.

How Was the 2020 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 proposed to carefully use one-time funding sources for one-time expenditures so the mill levy remains stable. When a budget includes one-time expenditures, it can be difficult to compare the current and prior years' base budgets.
- Overall, expenditures for the three budgeted funds decrease from the 2019 *approved* budget by \$702,325, yet provides funding for: (1) \$1,705,000 in projects on the Facilities Master Plan, if needed; and (2) an increase of \$65,900 for the purchase of library materials. This net decrease is mostly attributable to: (1) the elimination of the debt service payment of \$1.65m in 2020; and (2) an increase in ad valorem property tax of \$478,656 solely from increased valuations and not at the Library's request.
- 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. A 5% price increase is projected for health insurance and a 6% increase is expected with dental insurance. The deductible for the traditional plan was increased for both individual and dependent plans for plan year 2019 due to a lower than projected health plan increase. 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 several vacant positions; and (3) increasing the shrinkage rate for expected employee turnover and the length of time positions are held open.

- The shrinkage concept, to anticipate expected salary savings in advance for budget reallocation, was piloted in 2014 with no adverse effects (actual turnover seems to be in alignment with expected turnover). A shrinkage factor of 1.85% was applied to 2020 gross salaries, allowing about \$144,063 to be directed elsewhere in the budget. This is possible due to several retirements of executive and professional level staff who will likely be replaced with lower paid staff.
- The 2020 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 other initiatives funding matrices, 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.

What does the Community Receive for its Funding Dollars?

- The Library's beautiful and spacious facility is open 78 hours per week to provide a multitude of services to customers of all ages with varying expectations and needs.
- The front entryway renovation was completed providing additional, attractive public space and important enhancements to public safety including zero-entry curbs, improved lighting, an under-sidewalk, ice melt system for winter weather conditions and beautiful planters that also serve as building and pedestrian safety barriers from all forms of wheeled traffic.
- The first phase of the interior renovation/remodel projects was completed providing eight collaborative work rooms with technology equipment in each and a new entryway between the Millennium Café and New Books/Media area.
- The Board of Trustees approved the 10-year, multi-phase Facilities Master Plan as a responsible approach to prioritization and funding of building and infrastructure projects. These projects are expected to optimize people space, customer experience and service, enhance wayfinding and the amenities within the building, meet the expectations and requirements of 21st century library users, and optimally maintain the facilities.
- Phase II of the Facilities Master Plan for interior renovation/remodel projects is nearly complete. These projects include the renovation of the Circulation Plaza and Learning Center and the installation of new flooring in the rotunda, the main library corridor and in the east and west hallways. Claire's Courtyard will also be completed soon which will include an exterior patio space, a three season pavilion space for small group meetings and an amphitheater for outdoor education.
- The Board of Trustees approved five Community Impact Goals designed to have a real, lasting impact on making the community a better place to live, work, learn and play. These goals articulate the Library's priorities for the Next Decade: literacy, learning, reading and organizational excellence.
- An extraordinary Kids' Library has transformed into an engaging space just for kids, with more exciting changes forthcoming. Bin shelving allows kids to browse picture books by their front

covers, enticing more interest and check-out of this collection. Families also were given the opportunity to check out passports to the Kansas Children's Discovery Center to enhance learning with an emphasis on science, technology, engineering, art and math.

- The Learn and Play bus is in service, currently providing two-hour stops at six locations throughout the County, with more stops planned. This is thanks to a joint funding effort between the Library and The Library Foundation. The bus serves pre-school aged children and their families by allowing a remote physical location in which programming and learning can occur within customers' neighborhoods.
- The new AdventureMobile was placed in service in March 2019. This vehicle is a library on wheels delivering some of the library's most popular books, audio-books, movies, magazines, and other materials to children and their caregivers in the community. The AdventureMobile visits all places where children can be found, including schools, day care centers, community centers, parades, festivals, and other community events.
- About 81,900 members of the community are also library members by owning a library card. This is a slight increase of 1.2% from the end of 2017.
- All households in the library district received the bi-monthly publication *Library News*, informing everyone about library services and programs, local people and learning opportunities.
- With the help of The Library Foundation and the United Way, Dolly Parton's Imagination Library is available in our community to distribute one book per month to the homes of all children ages 0-5. There are already over 4,900 children enrolled. This program provides the opportunity for an economical way to scale services community-wide in support of the goal that every child is ready for kindergarten.
- During 2018, nearly 762,000 visitors came to the building, including nearly 133,000 using the meeting rooms, almost 79,000 attending programs and over 25,000 attending The Sabatini Art Gallery.
- Countless visitors use the 182 public computers to search and apply for jobs, research, learn and correspond.
- Almost 2.4 million print and digital books, periodicals, music CDs, movies and games were borrowed by Library customers in 2018. This is down slightly (5.2%) from 2017.
- Last year, about 205,000 reference questions were answered by Library staff through various formats including in person or by telephone, text, email and online chat.
- The Digital Branch welcomed almost 623,000 visitors, of which about 349,000 were unique visits in 2018, with over 496,000 visits to the catalog of which nearly 220,000 were unique visits. A new catalog was implemented which has many new features including one-click hold requests, the ability to create lists, a summary of items checked out and on hold, and the ability to view borrowing history.
- Over 436,000 digital downloads of movies, ebooks and audiobooks occurred in 2018; an increase of 19.3% over 2017. Digital downloads accounted for 18.6% of all checkouts.

- Social media continues to expand with over 16,000 people who like us on Facebook and over 7,000 people who follow us on Twitter. The new catalog also provides a social media feature that allows users to connect with others regarding all types of materials in all types of formats.
- Bookmobiles stop about 25 times per week during the day and evening in 17 locations throughout the city and county, with the Adventuremobile visiting many schools, day cares and community centers throughout the year to provide services and programs to children. Over 247,000 items checked-out on Bookmobiles. Red Carpet serves 43 facilities, as well as 130 individuals, to provide library services to elderly and homebound customers.
- Summer Learning continues to be an essential time for students and even parents to do some recreational reading. As of July 25th students and parents have read 1,597,211 minutes. A new summer reading app called Beanstack was recently introduced and the numbers are projected to exceed the 2018 reading numbers. Although all ages may participate, this program is designated to help prevent “summer slide” which means that for every week a student isn’t reading during the summer they are that number of weeks behind compared to peers when coming back to school. A summer lunch program in conjunction with Harvesters also was implemented and served 2,517 lunches to kids. Hungry kids have a more difficult time learning so these programs work well in tandem.
- The Library at Work service, in which materials are brought to and picked up from the workplace, continues to expand and there are now 26 participating work sites.
- Existing services continued their success: (1) library programs, including computer services, at the city community centers; and (2) checkout of materials via the Smartlockers located inside the Oakland Community Center and the HyVee grocery store. Another partnership was formed with the Topeka Housing Authority to open a training center and improve access to digital learning at the Deer Creek Community Center.
- The Library’s campus expanded by the generous gift from St. Francis Health of the property at 1001 SW Garfield Avenue to The Library Foundation. Immediate plans are to convert this property into a much needed customer parking lot.
- The community can share in, and be proud of, the honor of its Library being chosen the 2016 *Library of the Year* in the United States and Canada. Although the designation is only for one year, the community will always have the distinction of having a Library that received this prestigious award.
- In 2018, the Library provided an estimated \$28 million value to the community representing about a \$1.80 return for every operational tax dollar spent (excluding debt service).

Understanding the Budget Document

There are four funds that are required by Kansas law to be budgeted; General, Employee Benefit, Debt Service and State Aid funds. All except the State Aid Fund have ad valorem property tax as their main source of revenue.

The General Fund is the source for the majority of operational expenditures (gross salaries, information technology equipment and maintenance, utilities, internet and telecommunications, vehicle costs,

supplies, insurance, professional service contracts, special projects, marketing, printing, postage, library materials purchased for customer checkout, etc).

The Employee Benefit Fund is used to pay the employer-paid portion of benefits for employees, most of which are mandatory (social security, Medicare, state retirement (KPERS), medical and dental insurance, workers compensation insurance, unemployment insurance, the administration of the cafeteria benefit plan and the employee assistance program.)

The Debt Service Fund is used to pay the principal and interest on the bond issue for the building expansion project (opened in January 2002). The 2020 budget includes a cash transfer from the Debt Service Fund to the General Fund to close out the fund; the debt payment concludes in 2019.

State Aid is provided from the Kansas State Library, but is a declining revenue source.

General Fund Budget (pages 6, 6a)

Page 11 shows the estimated tax rate for the 2020 General Fund budget is 8.086 mills; an increase of .749 mills from the 2019 General Fund tax rate of 7.337 mills. The net total mill levy remains flat between 2019 and 2020 for the three taxing funds.

Revenues

- Ad valorem property tax (net of revitalization rebates) is 87.9% of the total projected revenue for 2020; 86.9% in 2019.
- Vehicle taxes are 9.5% of the total projected revenue for 2020 compared to 9.7% in 2019. (Estimates are provided by Shawnee County.)
- In lieu of taxes are .02% of total revenues in 2020.
- Tax revenues represent the amount if 100% is collected, but historically there is an uncollectible amount of less than 5%. However, this can range from a few thousand dollars to a few hundred thousand dollars so careful review occurs during the year.
- Other revenue sources from fines, fees, reimbursements and interest are 2.5% of the total projected revenue for 2020. The decision to no longer charge overdue fines on children and young adult materials reduces projected fee/fine revenue, but will benefit customers.
- Revenues from e-rate reimbursement decrease by \$48,057 due to more certainty about the cost of qualifying services. Qualifying expenditures are budgeted at 100% of the cost since e-rate reimburses from 50% to 90% of the cost. Revenues are not netted against expenditures.

Expenditures

The total General Fund budgeted expenditures for 2020 are \$17,221,516 (including an allowable fund balance carry forward of \$1.655 million classified as "miscellaneous expense"). This is a 2.8% increase (\$1,084,660 including \$50,000 more in carry forward cash for a net operating expenditure increase of \$1,034,660) from the 2019 adopted budget of \$16,136,856 (including fund balance carry forward). The 2019 budget had one-time expenditures of about \$935,000 included in the total expenditures, but the additional allowable revenues from increased property valuations and the one-time cash transfer from the close out of the Debt Service Fund allow some one-time expenditures in 2020 as well.

The "miscellaneous expense" of \$1.65 million for fund balance carry forward represents the amount needed to carry over into the beginning of 2021, to pay expenses prior to tax revenues being received the third week of January or for unexpected cost increases or emergencies. The 2020 budgeted General Fund ending cash carry forward is increased by \$50,000 from \$1.6 million in accordance with allowable ending cash. The fund balance carry forward and miscellaneous lines in the budget cannot be more than 15% of the total General Fund expenditure budget. TSCPL's combined percentage is 8.7%.

Gross Salaries (Employer-paid benefits are budgeted in the Employee Benefit Fund.)

The budget includes a maximum of 233 full-time and part-time employees (this does not represent an actual FTE position count, but rather a count of positions in which each represents one, regardless of the percentage of time assigned). The 2019 budget included 234 full-time and part-time positions. At any given time, approximately 205 positions are usually filled due to turnover and seasonal staffing.

- Salary expenditures comprise 46.8% of the expenditure budget in 2020; 52.4% of the expenditure budget in 2019; (or 51.2% and 58.1% respectively, when fund balance carry forward is subtracted from total expenditures.)
- The careful consideration and review of every vacant position, as well as four retirements in 2018 and at least four in 2019, have kept gross salaries starting only about \$88,410 above those budgeted for 2019 (with the annualization of 2019 merit pay, but before any 2020 merit raise).
- Merit pay increases are included in a range of 0-3% based on performance. The budget is created using a 2.51% increase on each employee's job anniversary date. Increases are granted strictly based on performance and no increase is guaranteed. The cost of the pay increases to be paid in 2020 is estimated at about \$124,400.
- The shrinkage concept, which in previous years funded 98.5% of the gross salaries and related percentage-based fringe benefits for regular staff, has been continued for 2020 as a way to anticipate savings and better plan/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 obtain authority to spend the savings.
- For the 2020 budget, a 1.85% shrinkage reduction from gross salaries allows savings of \$144,063 in gross salary to be budgeted elsewhere.
- At the end of 2018, at least 40 employees were eligible to accept KPERS full or reduced retirement so salary savings should be expected.

Information Technology (Digital Branch) Plan and Expenditures

Information technology is vital to keep pace with the ever-changing world and the expectations of a 21st century library, the use of the Digital Branch, content and materials, and the relevancy of the Library to its constituency.

- The Contracted – Digital Services and Digital Services Support line items contain funding for projects, annual support and maintenance costs and hardware and software that change from year-to-year, but for which the base budget generally funds. The Contracted line item increases by \$181,000 for the cost of upgrading Aruba Wireless and for the purchase of Beanstack, Communico, OrangeBoy and board document management software. The Support line item decreases by \$163,400 and will fund: (1) 80 replacement personal computers on the regular 4-year cycle; (2) four laptop computers for public services; (3) iPads for meeting rooms and DPIL sign up; and (4) gaming equipment maintenance and replacement. This budget line item fluctuates from year to year as equipment is purchased and new purchases are planned.

- The 80 computer replacements allow staff and public computers to offer current technology, including larger screens.
- The telecommunications budget has decreased by \$2,200 due to the bid process for services eligible for e-rate reimbursement and the addition of public Wi-Fi for bookmobiles. As previously mentioned, this also will decrease e-rate revenues accordingly, but not one-for-one since reimbursement is at 50% to 90%.

Strategic, Community and Facilities Plans

The 2020 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.

Please refer to Schedule E for funding matrices for Facilities Master Plan projects for 2020. These documents report all funding sources, including funds from The Library Foundation and the Friends of the Library which are critically important to completion of these projects.

- 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.
- The Special Projects line item is almost solely for the design concept phases on the Facilities Master Plan and includes \$1,704,750 for these projects. This funding is from expenditure savings in the operating budget, a revenue increase from assessed valuations and a one-time cash transfer from the closing of the Debt Service Fund.
 - Create public spaces on the second level \$800,000
 - Café flooring and equipment \$150,000
 - Living room redesign \$100,000
 - Staff spaces \$100,000
 - Bathroom renovation \$100,000
 - Miscellaneous interior repairs and maintenance \$94,750
 - Architectural design fees for the 2021 projects \$200,000

The Special Projects line item also includes funding for an audio/visual upgrade for the meeting rooms (\$75,000) and the replacement carpeting in the youth services area (\$85,000). Total Special Projects line item for all funds is \$1,704,750. 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 \$1,200 and is comprised of: (1) public chair replacement cycle (\$50,000); (2) drone for marketing use (\$10,000); (3) one-half the cost of two Smartlockers for placement within the community (\$30,000 – remainder paid by the Library Foundation); (4) furnishing for new staff training and development space (\$5,000); (5) downtown plaza furniture (\$5,000); and (6) base for overall Library needs (\$5,000). 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 2020 budget (\$8,000).
- The Contracted Facilities budget increases by \$59,300 (based on projections starting with 2018 actual expenditures). The increase is mainly comprised of the cost to re-key the building, an increase to the landscaping budget, and an upgrade to the controls on the storage system. 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 increases by \$5,590 (based on projections starting with 2018 actual expenditures). This line item is primarily for public and staff copies and related maintenance and fees, and postage and mailing equipment leases. Service professionals will be called when needed for one-off needs.
- The Contracted Professional Services budget decreases by \$34,680 (based on projections starting with 2018 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.
 - The decision to move from ADP to Paycom for human resources/payroll/timekeeping/leave management software services. The 2017 budget anticipated staying with ADP, but an upgrade was needed and service pricing would have increased. Thus, the 2018 budget is a reduction from those projected increases and an even further reduction since Paycom's base services are less expensive.
 - Bidding of the annual audit services.
 - Re-categorizing future architectural services fees from Contracted Professional Services to instead be part of the project cost and budgeted in the Special Projects line item.
 - Elimination of the contract to administer COBRA.
- Possible professional service needs in 2020 include: (1) testing for those holding commercial driver's licenses; (2) continuation of digitation and preservation of special collections; (3) art appraisals for a few select pieces; (4) translation service for Spanish language publication; and (5) a \$10,000 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 2020 budget allows for a 4% increase in the funding for library materials. This is in a large part due to the increasing demand for digital materials and the associated costs. The materials' budget represents 10% of the total General Fund budget (and 11% without Special Projects), but drops to 8.3% of the three budgeted funds.
- The budget reflects changes in customer demand for digital materials. Digital downloads by customers, particularly for Overdrive ebooks/eaudio and Hoopla content, continues to increase. From January to December 2018, customer usage of Hoopla increased by 19% over the same time period in 2017. For that same comparative time period, Overdrive checkouts increased by 20%. Purchase requests submitted by customers continue to accelerate in Overdrive. In 2018,

TSCPL received 18,606 Overdrive purchase requests compared with 2,472 requests for physical and audiobooks. It is imperative to meet customer demands for ebook/eaudio materials by continuing to generously allocate resources for digital content from Overdrive and Hoopla.

- If the State Library's funding continues to deplete, TSCPL needs to plan for continuation of databases that are currently paid and access made available 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 databases as an individual library if necessary.

Other Expenditures

- Cataloging and interlibrary loan service database costs increase by \$15,874 based on communications from the vendor (OCLC) and 2019 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 2020 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 2020 is a conference year. Thus, the budget for this line item is increased by \$30,010. The estimated cost for the Public Library Association conference is \$47,500 so the conference budget actually decreases by \$17,490 from the prior year.
- Insurance is increased by \$1,752 based on 2019 actual expenditures to-date and the addition of the new AdventureMobile to the policy. The pricing is locked for all but vehicles through 2020, but the Library receives the benefit of any rate decreases. No addition in the vehicle fleet is anticipated in 2020.
- Membership/Dues have been increased by \$6,094 to potentially pay up to \$100 toward a professional membership for each member of the leadership team.
- 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 2% increase from 2019 actual now known (\$2,256) is budgeted at a total of \$115,060 for both libraries.
- Market increases are budgeted for postage/shipping and printing, however *Library News* will be reduced from 6 to 4 annual mailings to all district households. Total decrease from 2019 for these line items is \$22,797.
- Marketing, programming and staff training budgets remain flat from 2019.
- Supplies increase by \$22,400 based on 2018 actual expenditures and an increase of \$9,100 in the public services budget for gallery supplies. Replacement tables for Marvin Auditorium and (9) additional staff chairs for circulation staff have been added at a cost of \$12,140. A base for the replacement of staff office chairs continues.
- Electric costs have increased so an additional \$10,000 has been budgeted. Other utility budgets remain flat from 2019. However, the utility market can become volatile and is subject to weather.

- Vehicle repair costs increase \$8,000 based on 2019 expenditures to date, although vehicle fuel costs remains flat. The base budget for vehicle fuel should suffice in 2020. No fleet additions are projected.

There have been continued mechanical issues with the new Bookmobiles and staff are working with the manufacturer to resolve them if possible. Large vehicle repairs can be expensive and the Library has three Bookmobiles – the AdventureMobile, the Learn and Play bus, the Red Carpet vehicle and the box truck.

Debt Service Fund Budget (page 8)

Reserve Fund

The reserve fund was \$1 million since 2010 and was around \$1.5 million before that. In December 2012, upon completion of the 10th year bond reporting, the consultant reported that the Bond and Interest Fund was overfunded. There was no finding or penalty as a result, but there was no need to retain this level of cash reserve.

Beginning with the 2014 budget, the reserve fund balance was lowered by \$250,000, from \$1 million to \$750,000.

The debt incurred with the bond issue will be paid in full in September 2019. A one-time cash transfer has been budgeted from the Debt Service Fund to the General Fund. The total budget for 2020 is \$994,167 and includes \$750,000 as a cash basis reserve for debt service payments (similar to a fund carry forward balance that is considered an “expenditure” in the budget year). This amount includes the 2020 projected cash forward, motor/commercial/watercraft vehicle tax and an estimate for delinquent taxes which may be received. The transfer also includes estimated interest earnings.

Employee Benefit Fund (page 8)

Page 11 shows the estimated tax rate for the 2020 Employee Benefit Fund budget is 1.700 mills; an increase of .152 mills from the 2019 rate of 1.548. The net total mill levy remains flat between 2019 and 2020 for the three taxing funds.

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. A 5% price increase is projected for health insurance and a 6% increase is expected with dental insurance.

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 five vacant positions; and (3) increasing the shrinkage rate for expected employee turnover and the length of time positions are held open.

Revenue

- Ad valorem property tax (net of revitalization rebates) is 87.9% of the total projected revenue in 2020; in 2019 it was 82.4%.

- Motor/commercial/watercraft vehicle taxes and fees are 9.7% of the total projected revenue in 2020; in 2019 they were 14.7% of the total projected revenue. (Estimates are from Shawnee County.)
- Reimbursements from the Friends of the Library, the Library Foundation, Shawnee County and retiree premium payments in 2020 are 2.0% of the total projected revenue; in 2019 they were 2.6%.
- The changes in the *Group Health Care Benefits for Qualified Retirees* policy approved by the Board in April 2015 allow for a medical premium subsidy by the Library that will continue at \$300 per month. However, the policy also requires all Medicare-eligible retirees leave the plan effective 1/1/2017 and enroll in Medicare supplemental insurance. Thus, the number of participants has significantly declined.

Expenditures

The total budget for 2020 is \$4,042,064 (including fund balance carry forward “Miscellaneous Expense” of \$350,000). This is a decrease of \$88,985 or 2.2% from the 2019 adopted budget of \$4,131,049 (including fund balance carry forward).

The “miscellaneous expense” of \$350,000 for fund balance carry forward represents the amount needed to carry over into the beginning of 2021, to pay expenses prior to tax revenues being received the third week of January or for unexpected cost increases or emergencies. The fund balance carry forward and miscellaneous lines in the budget cannot be more than 15% of the total Employee Benefit Fund expenditure budget. TSCPL’s combined percentage is 8.7%.

- FICA and Medicare - Rates (6.2% and 1.45%, respectively) will remain the same in 2020 as in 2019.
- Kansas Public Employees Retirement System (KPERs) – The 2020 employer rate will be 8.61% compared to 8.89% in 2019. The rate for death and disability insurance benefits will continue at 1.0%. The net decrease in KPERs rates for 2020 is .28%.
- KPERs Working After Retirement - The 2018 Kansas Legislature passed a bill that impacts those employees working after retirement (WAR). The Library currently has four WAR employees. The intent of the legislative changes is to simplify the rate and earnings limit structures for KPERs retirees who return to work for the same or a different KPERs employer, but retain some punitive costs for employers. Employees will no longer be subject to the \$25,000 earnings limit cap and will continue to not pay into the plan. Instead, employers will now pay rates of 8.61% on all wages up to \$25,000 and 30% on all wages over \$25,000. The impact of the WAR rule and rate changes has been projected for 2020 at a cost of \$43,520. About \$12,400 will be offset by revenues from reimbursement of salaries and fringe benefits by the Library Foundation.
- Workers Compensation Insurance – Ratings continue to be low, but recent experience anticipates an increase in future ratings and cost. However, costs did not increase as much or as quickly as expected. A 16.8% decrease over 2020 actual to-date is projected or \$12,800 less than the 2019 budget.
- Unemployment Compensation Insurance – The rate is set by the State of Kansas and will remain at .1% of gross wages in 2020.
- Health/Dental Insurance – Rates are projected to remain flat due to the most recent claims experience review by the current insurance provider. The actual rates will not be known until September or October. Both plans were offered for competitive bid for the 2016 plan year. This resulted in staying with the current medical provider at nearly flat rates and a 25% decrease in dental rates. This line item also includes another year of employer contributions to Health Savings Accounts, based on about 50% of eligible employees enrolling in the qualified high-

deductible health plan. The goal remains to contain the cost of health care benefits, yet retain a quality, accessible health plan for employees.

- Shrinkage - A 1.85% reduction from gross salaries allows savings of \$25,009 in related percentage-based fringe benefits to be budgeted to fund other cost increases.

State Aid Fund (Page 9)

Grants-in-aid to libraries, K.S.A. 75-2556, is revenue received from the Kansas State Library. The State Librarian determines the amount of the grant-in-aid for which each eligible local public library is to receive based on the latest population census figures. This amount continues to decrease. However, the budget is estimated at a maximum amount to set sufficient budget authority (\$53,000) without the need for a later budget amendment. Actual 2020 revenues are expected to be lower than those received in 2019 based on recent trends of about a 5% decrease per year. Due to the uncertainty of these funds, they are not used for continuing operating expenditures and instead are only used for one-time projects. In 2020, this will be a Special Projects line item.

Non-Budgeted Funds (Page 10)

Only the actual revenues and expenditures for 2018 are required to be reported.

- (1) Capital Improvement Fund:** A special accruing fund established under K.S.A. 12-1268 which provides for an amount, not to exceed 20% of any annual General Fund budget prepared, published and approved by the Board of Trustees, to be set aside in a special fund for major capital improvements or major equipment purchases. A cash transfer is budgeted in 2020 from the General Fund to the Capital Improvement Fund. The infrastructure projects on the Facilities Master Plan are expected to be paid from this fund. They are projected over 10 years at which time additional monies may be placed into the fund. Thus, cash flow is projected to be sufficient and sustainable.
- (2) Other Special Revenue:** Funds received that are restricted for a specific purpose. These funds originate primarily from the Friends of the Library and The Library Foundation and a couple of small federal and state grants.
- (3) Permanent Funds:** Endowment funds under which TSCPL can spend the interest received on the funds, but cannot spend the principal. Enacting documents establishing the endowments specify the restrictions on the use of these funds and that they be retained by the Library instead of the Library Foundation. One permanent fund that had been previously reported on the Library's financials for many years was legally determined to actually belong to The Library Foundation and has been removed from the Library's reporting.

Budget Summary (Page 11) and Certificate (Page 1)

These documents establish the maximum expenditure authority for the budgeted funds for 2020. Only estimated mill levy rates are presented. The TSCPL Board of Trustees sets the budgeted expenditures but does not establish the actual mill levy rates. The actual tax rates will be determined by the County Clerk based on the total assessed valuation as of November 1 for the TSCPL District.

**Allocation of MV, RV, 16/20M, Commercial Vehicle and Watercraft Tax Estimates (page 3) and
2020 Neighborhood Revitalization Rebate (page 12)**

These pages simply provide an allocation between the three taxing funds of revenue estimates and revenue reduction estimates (rebates) provided by Shawnee County.

What does the TSCPL 2020 budget proposal mean to a residential taxpayer in Shawnee County?

The following table displays the annual cost of the TSCPL total mill levy of 9.786 for property at various values. The formula is provided so that property taxes in support of TSCPL can be calculated based on specific property values.

**Total Assessed Valuation for 2020 Budget Purposes per the Shawnee County Clerk:
\$1,706,572,536 (value of one mill = \$1,706,573)**

Impact of Mill Levy on Residential Properties**

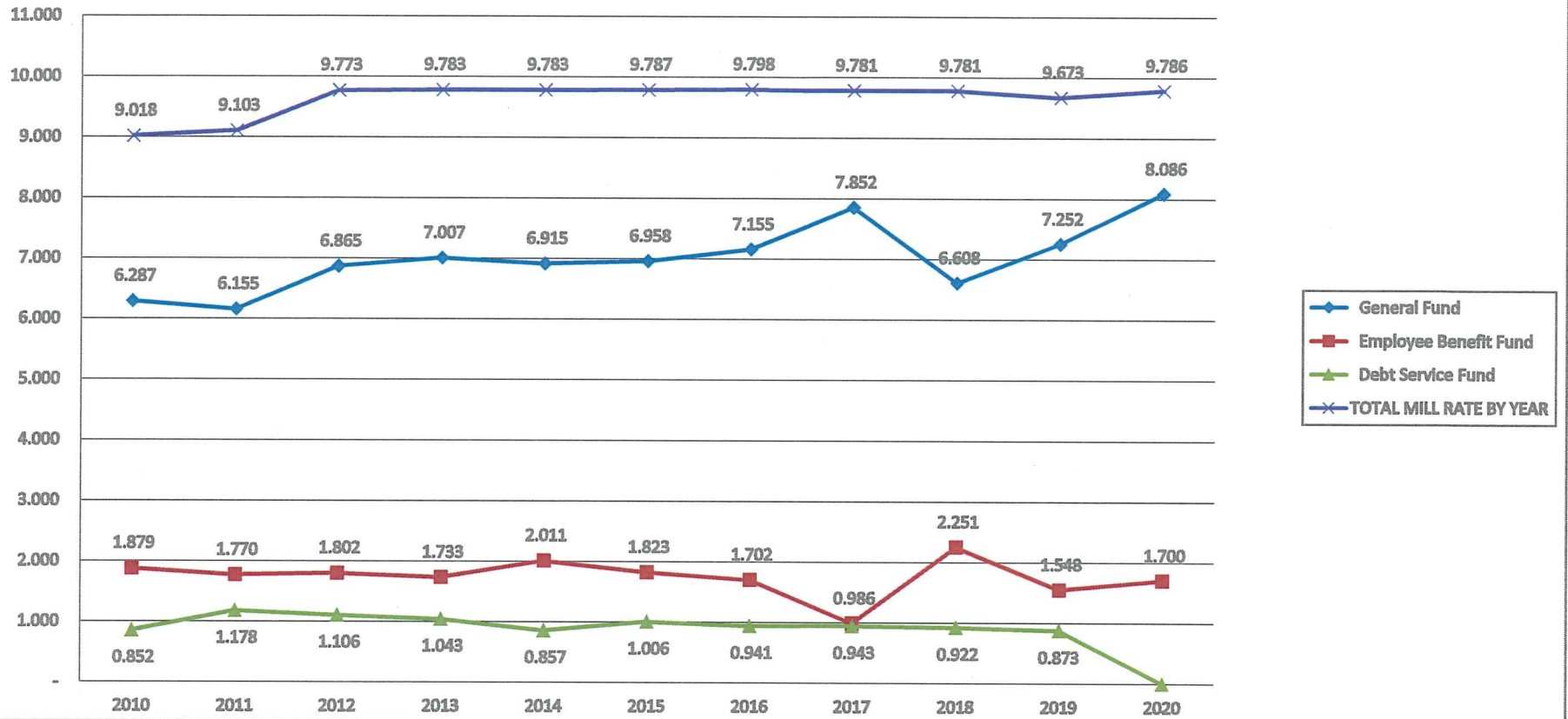
		\$50,000	\$100,000	\$200,000	\$300,000
9.786	Total Proposed Mill	\$56.27	\$112.54	\$225.08	\$337.62
Formulas:					
Amount of Property Tax / Value of one mill = Mill Rate					
Value of Home X .115 = Assessed Value; Assessed Value X Mill Rate / 1,000 = Total Tax					

** Residential properties are assessed at 11.5% of value pursuant to K.S.A. 79-1439(b)(1)(A). Commercial, industrial, railroad and improved ag land properties are assessed at 25% of value pursuant to K.S.A. 79-1439(b)(1)(F).

Enclosures:

- Schedule A - Graph of TSCPL Levy Rates – 10-year Retrospective and 2020 Proposed Budget
- Schedule B – Graph of TSCPL Expenditures – 10-year Retrospective and 2020 Proposed Budget
- Schedule C - Key to Understanding the “Notice of Budget Hearing”/”Budget Summary”
- Schedule D - Revenue Source Definitions
- Schedule E – Funding Matrices for 2020 for Facilities Master Plan projects

TSCPL 10-Yr Retrospective - Actual Mill Rate Values with Proposed 2020 Budget - Schedule A



TSCPL 10-Yr Retrospective - Budgeted Expenditures with Proposed 2020 Budget - Schedule B



**Topeka and Shawnee County Public Library
Key to 2019 and 2020 Budget Comparison
2020 Budget - Public Hearing - August 8, 2019**

Has the amount of tax requested increased or decreased? *Remained flat*

1 - Actual Tax Rate 2019	9.786
2 - Estimated Tax Rate 2020	9.786
Net Change	0

The mix of the levy between General Fund, Employee Benefit Fund and Debt Service Fund has changed, but the total remains the same.

Even though the levy is less is the Library receiving more ad valorem tax dollars? *Yes*

3 - Total Amount of 2019 (2020) Budget Ad Valorem Tax	\$ 16,700,518
4 - Total Tax Levied 2019	\$ 16,221,862
Total Increase in Annual Ad Valorem Tax Revenues	\$ 478,656

Did the Library ask for this additional revenue? *No*

7 - Assessed Valuation - 2020	\$ 1,706,572,536
8 - Assessed Valuation - 2019 (final)	\$ 1,657,901,299
Total Increase in Assessed Valuation	\$ 48,671,237
Increased Value of One Mill	\$ 48,672
Increased Revenues based on Budgeted Valuation	\$ 476,304
Reduction in Revenues due to Statutory Computation of Maximum Tax*	\$ -
Decrease due to Final Valuation & Setting of 2019 Mill Levy by Cty Clerk	\$ 2,352
Increased Revenues At Flat Mill Levy	\$ 478,656

Why does the Library need an over \$20 million budget and why did it increase over 2019?

5 - Net Expenditures 2019	\$ 19,812,570
Add Back Revisions to 2019 Estimates for 2020 Budget:	
General Fund - Facilities Master Plan projects carryforward	\$ -
General Fund known cost increases - net	\$ (14,376)
Employee Benefit Fund - 2018 health plan cost increase	\$ -
Employee Benefit Fund known savings - net	\$ 217,340
State Aid Reduction to Actual	\$ 3,371
Original 2019 Expenditure Authority - excluding cash carry forward	\$ 20,018,905
6 - Net Expenditures 2020	\$ 21,316,580
Less Cash Carry Forward/Reserves classified as "Expenditures":	
General Fund	\$ (1,650,000)
Employee Benefit Fund	\$ (350,000)
2020 Actual Authority for Expenditures	\$ 19,316,580
Actual Decreased Expenditure Authority in 2020	\$ (702,325)
% Decrease in Expenditure Authority in 2020*	-3.51%
Actual Increased Taxes due to Increased Property Valuations	\$ 478,656
% Increase in Ad Valorem Tax Revenues in 2020*	2.95%

*most of the spending authority decrease is due to the elimination of debt service

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

will meet on August 8, 2019 at 5:30 PM at 1515 SW 10th Avenue, Topeka, Kansas for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to levied. Detailed budget information is available at <http://www.tscpl.org>, or hard copies from TSCPL and will be available at this hearing.

SUPPORTING COUNTIES
 Shawnee County (home county)

BUDGET SUMMARY

Proposed Budget 2020 Expenditures and Amount of 2019 Ad Valorem Tax establish the maximum limits of the 2020 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

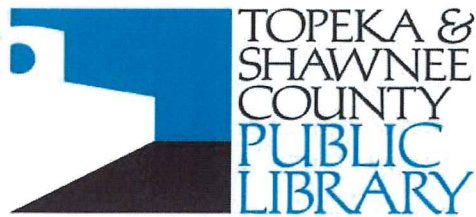
FUND	Prior Year Actual for 2018		Current Year Estimate for 2019		Proposed Budget Year for 2020		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2019 Ad Valorem Tax	Estimate Tax Rate*
General	13,163,910	6.612	14,551,232	7.337	18,931,321	13,799,614	8.086
Debt Service	1,652,250	0.923	1,648,000	0.883	994,167		
Employee Benefits	3,264,731	2.252	3,563,709	1.566	4,042,064	2,900,904	1.700
State Aid	50,002		49,629		53,000		
Non-Budgeted Funds	1,336,436						
Totals	19,467,329	9.787	19,812,570	9.786	24,020,552	16,700,518	9.786
Less: Transfers	0		0	1	2,703,972	3	2
Net Expenditures	19,467,329		19,812,570	5	21,316,580	6	
Total Tax Levied	15,562,334		16,221,862	4	xxxxxxxxxxxxxxx		
Assessed Valuation	1,590,296,753		1,657,901,299		1,706,572,536		
			8		7		

Outstanding Indebtedness,

	2017	2018	2019
Jan 1,			
G.O. Bonds	4,650,000	3,150,000	1,600,000
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	4,650,000	3,150,000	1,600,000

*Tax rates are expressed in mills.

Elizabeth Dobler
 Secretary



Revenue Source Definitions

Ad Valorem Property Tax – Tax on all taxable tangible property in Shawnee County, excluding the Townships of Rossville and Silver Lake. The amount approved by the Library's Board of Trustees to fund the budget is converted to mills by the County Clerk when final property valuations are known (end of October).

Delinquent Tax – Taxes unpaid after the date when the penalty for non-payment begins. These are not budgeted because collection is uncertain.

Motor Vehicle Tax – Tax is based on the value of the vehicle and the previous year's county-wide average levy. It is paid when the vehicle is registered.

Recreational Vehicle (RV) Tax – Tax is assessed by weight of the RV, rather than the value of the RV, and is paid when the RV is registered. It is based on the levies in the previous year's budget.

16/20 Vehicle Tax – Tax is assessed like the motor vehicle tax when light trucks with a weight of 16,000 to 20,000 pounds are registered. The tax is collected like an ad valorem tax, in December and June.

In Lieu of Tax – Tax received from businesses that have issued industrial revenue bonds. These businesses do not pay taxes, but may be assessed an in lieu of tax amount to help pay for services.

Watercraft Assessments – K.S.A 79-5501 was amended by 2014 House Bill 2422, effective January 1, 2014, to change the calculation on watercraft to be based on the county average tax rate rather than being assessed like other personal property in the taxpayer's taxing unit. Because these are not specifically based on the Library's mill levy, they are budgeted based on estimates provided by the County. However, when collected and distributed to the taxing authorities, they are not separately identified and are paid with the ad valorem tax. Thus, it appears that this line item is always 100% under-budget.

Commercial Vehicle Fees – Collection of these fees began on January 1, 2014.

Slider – This has been phased out by the State of Kansas and is no longer a revenue source. Previously, it represented reimbursement from the State due to the loss of tax revenue caused by machinery and tax exemptions passed in the 2006 legislative session.

Reimbursement Foundation, Friends and Shawnee County – The Topeka & Shawnee County Public Library (TSCPL) initially pays the salaries and fringe benefits for employees on loan to The Library Foundation and the Friends of the Library. Occasionally, other small amounts are paid on behalf of these organizations.

New in 2013 was the reimbursement for a technical position as a result of a partnership agreement with Shawnee County Parks and Recreation. This partnership provides computer training and access, as well as programming, in the community centers to best utilize computer facilities, equipment and instructors. This cost-effectively boosts service equity to TSCPL customers without the need to invest in “bricks and mortar.” This agreement ends November 2017, subject to a two year renewal by Shawnee County. However, no revenues after November 2017 have been budgeted since the future of this agreement is uncertain at budget time.

The revenues represent the reimbursement of the expected agreed-upon share for which these organizations are responsible.

Fees – TSCPL charges fees for a number of services or for non-compliance with library policies. These fees include: (1) overdue fees for materials not returned by the due date (auto-renewal was implemented in July 2016 which should significantly reduce overdue fees incurred; no-fees on materials for children and young adults was implemented in December 2016); (2) debt collection (recovery of cost to TSCPL for using an outside debt collection service for unpaid debts); (3) interlibrary loan mailing fees; (4) mailing fees for customer-requested items; (5) non-resident library card fees; (6) copies/printing and telephone usage fees (staff and customers); (7) obituary lookup fees; (8) meeting room and/or equipment usage fees; (9) vending machine income and from the purchase of supplies such as headphones and flash drives by customers; (10) charges for lost and damaged materials; and (11) fees for tax forms.

E-rate Reimbursement – A federal program in which 50% to 90% of approved, actual costs paid by TSCPL for internet, wireless and telephone services, as well as some types of communications equipment, are reimbursed.

Miscellaneous – Up to \$5,000 of annual revenues not categorized elsewhere. Due to the infrequency of receipt or small dollar amount per transaction, it is more efficient to lump them in one miscellaneous category.

Investment Income – Interest on invested idle funds not immediately needed for cash flow to pay operating expenditures.

Neighborhood Revitalization Rebates – Neighborhood revitalization districts may qualify for property tax rebates based only on the valuation of new improvements to the property. In past budgets, the rebates were budgeted as expenditures and increased the expenditure authority. However, since the rebates represent the ad valorem property tax that TSCPL will not receive, the reporting was changed to the acceptable alternative reporting method as a revenue reduction, beginning with the 2013 budget.

Facilities Master Plan

Schedule E

PROJECT TASKS	Est Purch	EST COST	FUNDING SOURCES					TOTAL FUNDING
			GENERAL	CAP IMPROVMNT	FRIENDS	FOUNDATION	STATE AID	
Public spaces on second level and Topeka Room	Design	\$800,000.00	\$800,000.00					\$800,000.00
Architectural Fees for 2021	Design	\$200,000.00	\$200,000.00					\$200,000.00
Living Room redesign	Design	\$100,000.00	\$100,000.00					\$100,000.00
Floor in YS (A15) + new YS carpet (need cost for carpet)	Maint	\$85,000.00	\$85,000.00					\$85,000.00
Staff spaces	Design	\$100,000.00	\$100,000.00					\$100,000.00
Bathrooms	Design	\$100,000.00	\$100,000.00					\$100,000.00
Create Pedestrian Plaza	Design	\$25,000.00	\$25,000.00					\$25,000.00
Meeting Room AV Upgrade	Digital Services	\$75,000.00	\$75,000.00					\$75,000.00
Wood paneling (A14)	Maint	\$18,000.00	\$18,000.00					\$18,000.00
Interior finishes (A13) (Painting in other areas)	Maint	\$51,750.00	\$51,750.00					\$51,750.00
Move Gallery Storage	Design					\$450,000.00		\$450,000.00
Café Flooring		\$75,000.00	\$75,000.00					\$75,000.00
Café Furniture		\$50,000.00	\$50,000.00					\$50,000.00
Café Equipment		\$25,000.00	\$25,000.00					\$25,000.00
Subtotal		\$1,704,750.00	\$1,704,750.00	\$0.00	\$0.00	\$450,000.00	\$0.00	\$2,154,750.00
Budget				\$1,112,933.00				\$1,112,933.00
Remaining			-\$1,704,750.00	\$1,112,933.00	\$0.00	-\$450,000.00	\$0.00	-\$1,041,817.00

2020

CERTIFICATE

To the Clerk of Shawnee County, State of Kansas

We, the undersigned, officers of

Topeka & 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 2020; and
 (3) the Amount(s) of 2019 Ad Valorem Tax are within statutory limitations for the 2020 Budget.

Table of Contents:		Page No.	2020 Adopted Budget		
			Budget Authority for Expenditures	Amount of 2019 Ad Valorem Tax	County Clerk's Use Only
Computation to Determine Limit for 2020		2			
Allocation of MVT, RVT, 16/20M Veh		3			
Schedule of Transfers		4			
Statement of Indebt. & Lease/Purchase		5			
Computation to Determine State Library Grant		6			
Fund	K.S.A.				
General	75-2551	7	18,931,321	13,799,614	
Debt Service	10-113	8	994,167		
Employee Benefits	12-16,102	8	4,042,064	2,900,904	
State Aid		9	53,000		
		9			
Non-Budgeted Funds		10			
Totals		xxxxxxx	24,020,552	16,700,518	
Budget Summary		11			
Neighborhood Revitalization Rebate		12	Resolution required? Vote publication required?		Yes

County Clerk's use only for November 1,2019 - Final Assessed Valuation:			
County Name	Valuation	County Name	Valuation
Shawnee County	0		
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		
Total Assessed Valuation	0		

Assisted by:

Address:

Email:

Attest: _____, 2019

County Clerk

Governing Body

Topeka & Shawnee County Public Library
Shawnee County

Computation to Determine Limit for 2020

	Amount of Levy
1. Total tax levy amount in 2019 budget	+ \$ <u>16,221,862</u>
2. Debt service levy in 2019 budget	- \$ <u>1,463,467</u>
3. Tax levy excluding debt service	\$ <u>14,758,395</u>

2019 Valuation Information for Valuation Adjustments

4. New improvements for 2019:	+ <u>14,037,209</u>	
5. Increase in personal property for 2019:		
5a. Personal property 2019	+ <u>44,954,823</u>	
5b. Personal property 2018	- <u>41,447,522</u>	
5c. Increase in personal property (5a minus 5b)	+ <u>3,507,301</u>	
		(Use Only if > 0)
6. Valuation of property that has changed in use during 2019:		<u>6,525,866</u>
7. Total valuation adjustment (sum of 4, 5c, 6)		<u>24,070,376</u>
8. Total estimated valuation July, 1,2019	<u>1,706,572,536</u>	
9. Total valuation less valuation adjustment (8 minus 7)		<u>1,682,502,160</u>
10. Factor for increase (7 divided by 9)		<u>0.01431</u>
11. Amount of increase (10 times 3)		+ \$ <u>211,138</u>
12. 2020 budget tax levy, excluding debt service, prior to CPI adjustment (3 plus 11)		\$ <u><u>14,969,533</u></u>
13. Debt service levy in this 2020 budget		<u>0</u>
14. 2020 budget tax levy, including debt service, prior to CPI adjustment (12 plus 13)		<u><u>14,969,533</u></u>
15. Consumer Price Index for all urban consumers for calendar year 2018		<u>0.025</u>
16. Consumer Price Index adjustment (3 times 15)		\$ <u>368,960</u>
17. Maximum levy for budget year 2020, including debt service, not requiring 'notice of vote publication' or adoption of a resolution prior to adoption of the budget (14 plus 16)		\$ <u><u>15,338,493</u></u>

If the 2020 adopted budget includes a total property tax levy exceeding the dollar amount in line 17 you must, prior to adoption of such budget, adopt a resolution authorizing such levy and, subsequent to adoption of such budget, publish notice of vote by the governing body to adopt such budget in the official county newspaper and attach a copy of the published notice to this budget.

In no event will published notice of the vote be required if the total budget year tax levy is \$1,000 or less.

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

2019 Budgeted Funds	Tax Levy Amount in 2019 Budget	Allocation for Year 2020				
		MVT	RVT	16/20M Veh	Comm Veh	Watercraft
General	12,162,389	1,399,719	13,465	5,331	47,501	7,320
Debt Service	1,463,467	168,424	1,620	641	5,716	881
Employee Benefits	2,596,006	298,763	2,874	1,138	10,139	1,562
	0	0	0	0	0	0
	0	0	0	0	0	0
Total	16,221,862	1,866,906	17,959	7,110	63,356	9,763

County Treas Motor Vehicle Estimate 1,866,906

County Treas Recreational Vehicle Estimate 17,959

County Treas 16/20M Vehicle Estimate 7,110

County Treas Commercial Vehicle Tax Estimate 63,356

County Treas Watercraft Tax Estimate 9,763

MVT Factor 0.11509

RVT Factor 0.00111

16/20M Factor 0.00044

Comm Veh Factor 0.00391

Watercraft Factor 0.00060

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

Budgeted Year: 2020

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

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>2019</u>	Proposed Year <u>2020</u>
Unencumbered Cash Balance Jan 1	\$12,162,389	\$13,799,614
Receipts:	\$0	\$0
Ad Valorem Tax	\$1,272,889	\$1,399,719
Delinquent Tax	\$11,669	\$13,465
Motor Vehicle Tax	\$4,924	\$5,331
LAVTR	\$0	\$0
	<u>\$0</u>	<u>\$0</u>
TOTAL TAXES	\$13,451,871	\$15,218,129
Difference in Total Taxes:	\$1,766,258	
Qualify for grant:	Qualify	

Second test:

Assessed Valuation	\$1,657,901,299	\$1,706,572,536
Did Assessed Valuation Decrease?	No	
Levy Rate	7.337	8.086
Difference in Levy Rate:	0.749	
Qualify for grant:	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.

Adopted Budget General	Prior Year Actual for 2018	Current Year Estimate for 2019	Proposed Budget Year for 2020
Unencumbered Cash Balance Jan 1	4,289,983	3,504,014	2,476,295
Receipts:			
Ad Valorem Tax	10,290,148	12,162,389	XXXXXXXXXXXXXXXXXXXX
Delinquent Tax	159,647		
Motor Vehicle Tax	1,503,483	1,272,889	1,399,719
Recreational Vehicle Tax	14,362	11,669	13,465
16/20M Vehicle Tax	5,542	4,924	5,331
Commercial Vehicle Tax	50,151	43,162	47,501
Watercraft Tax		6,633	7,320
LAVTR			0
Reimbursements-Fdn/Friends/Cty	156,879	163,246	150,414
Fees	167,135	153,155	141,815
E-Rate Reimbursement	38,519	23,993	25,193
Prior Year Canceled Encumbrances	19,103	19,824	
Estimated Uncollectible Tax Revenue		-267,043	
Transfer from Debt Service			994,167
In Lieu of Taxes (IRB)	544	5,384	2,964
Interest on Idle Funds	110,494	78,200	65,000
Neighborhood Revitalization Rebate	-138,066	-154,912	-197,477
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	12,377,941	13,523,513	2,655,412
Resources Available:	16,667,924	17,027,527	5,131,707
Expenditures:			
Salaries	7,911,535	8,773,039	8,853,967
Library Materials	1,764,798	1,836,600	1,902,500
Furniture, Equip & Digital Services Suppo	345,100	439,500	277,300
Operating Expenditures	2,095,575	2,448,904	2,712,939
Special Projects	936,090	935,000	1,704,750
Payments to Other Libraries	108,836	113,189	115,060
Transfer to Capital Improvement			1,709,805
Cash Forward (2020 column)			
Miscellaneous	1,976	5,000	1,655,000
Does misc. exceed 10% Total Expenditure			
Total Expenditures	13,163,910	14,551,232	18,931,321
Unencumbered Cash Balance Dec 31	3,504,014	2,476,295	XXXXXXXXXXXXXXXXXXXX
2018/2019/2020 Budget Authority Amoun	15,684,092	16,136,856	18,931,321
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	18,931,321
		Tax Required	13,799,614
Delinquent Comp Rate:	0.0%		0
Amount of 2019 Ad Valorem Tax			13,799,614

Qualifies for

CPA Summary

General Fund - Expenditures

	FY 2018 Actuals	FY 2019 Approved Budget	FY 2019 Adjusted Budget (for 2020 Estimates only)	FY 2020 Proposed Budget	Budgeted Expenditure Difference FY 2020 Proposed (-) FY 2019 Adopted
Cataloging & ILL Services	\$ 92,118	\$ 89,921	\$ 92,921	\$ 105,795	\$ 15,874
Contracted-Digital Services	354,075	373,600	373,600	555,401	181,801
Contracted - Erate Services	2,650	6,600	4,100	2,267	(4,333)
Contracted-Facilities	240,564	294,100	294,100	353,400	59,300
Contracted-Office Equipment	52,578	45,350	45,350	50,940	5,590
Contracted-Professional	226,848	248,230	248,230	213,550	(34,680)
Digital Services Support	229,361	344,500	344,500	181,100	(163,400)
Furniture/Equipment	115,740	95,000	95,000	96,200	1,200
Gallery Art Purchases	4,681	8,000	8,000	8,000	-
Insurance	50,027	53,054	53,930	54,806	1,752
Marketing	27,689	48,000	48,000	47,500	(500)
Materials	1,764,798	1,836,600	1,836,600	1,902,500	65,900
Memberships/Dues	10,968	24,806	24,806	30,900	6,094
Mileage	9,540	9,400	9,400	9,500	100
Miscellaneous	2,091	5,000	5,000	5,000	-
Payments to other Libraries	108,836	113,189	113,189	115,060	1,871
Postage/Shipping	80,826	110,160	110,160	104,363	(5,797)
Printing	81,200	113,800	113,800	96,800	(17,000)
Programming	23,069	30,000	30,000	32,000	2,000
Salaries and Wages	7,911,535	8,773,039	8,773,039	8,853,967	80,928
Special Projects	936,090	935,000	935,000	1,704,750	769,750
Staff Conferences	100,175	136,570	136,570	166,580	30,010
Staff Training	12,039	30,000	30,000	30,000	-
Supplies	183,841	201,737	201,737	224,137	22,400
Telecommunications	63,301	92,700	92,700	90,500	(2,200)
Utilities	412,930	450,000	455,000	460,000	10,000
Vehicle Fuel and Maintenance	66,340	68,500	76,500	76,500	8,000
Fund Balance Carry Forward				1,650,000	1,650,000
TOTAL	\$ 13,163,910	\$ 14,536,856	\$ 14,551,232	\$ 17,221,516	\$ 2,684,660
Less Fund Balance Carryover Considered an "Expenditure" Only in the Budget Year					(1,650,000)
Net Budgeted Expenditure Difference					\$ 1,034,660

Topeka & Shawnee County Public Library

2020

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget Debt Service	Prior Year Actual for 2018	Current Year Estimate for 2019	Proposed Budget Year for 2020
Unencumbered Cash Balance Jan 1	808,664	806,781	786,885
Receipts:			
Ad Valorem Tax	1,436,533	1,463,467	XXXXXXXXXXXXXXXXXX
Delinquent Tax	20,340	25,000	25,000
Motor Vehicle Tax	180,993	177,674	168,424
Recreational Vehicle Tax	1,727	1,629	1,620
16/20M Vehicle Tax	729	687	641
Commercial Vehicle Tax	6,087	6,025	5,716
Watercraft Tax		926	881
Estimated Uncollectible Tax Revenue		-35,578	
In Lieu of Tax	76	714	
Interest on Idle Funds	23,113	6,200	5,000
Neighborhood Revitalization Rebate	(19,231)	-18,640	0
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	1,650,367	1,628,104	207,282
Resources Available:	2,459,031	2,434,885	994,167
Expenditures:			
Bond Principal Payment	1,550,000	1,600,000	
Bond Interest Payments	102,250	48,000	
Transfer to General Fund			994,167
Cash Basis Reserve (2020 column)			
Miscellaneous			
Does misc. exceed 10% of Total Expenditure			
Total Expenditures	1,652,250	1,648,000	994,167
Unencumbered Cash Balance Dec 31	806,781	786,885	XXXXXXXXXXXXXXXXXX
2018/2019/2020 Budget Authority Amount:	2,402,250	2,398,000	994,167
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	994,167
		Tax Required	0
Delinquent Comp Rate:	0.0%		0
Amount of 2019 Ad Valorem Tax:			0

Adopted Budget Employee Benefits	Prior Year Actual for 2018	Current Year Estimate for 2019	Proposed Budget Year for 2020
Unencumbered Cash Balance Jan 1	750,732	1,308,607	792,034
Receipts:			
Ad Valorem Tax	3,505,626	2,596,006	XXXXXXXXXXXXXXXXXX
Delinquent Tax	29,545		
Motor Vehicle Tax	193,025	433,545	298,763
Recreational Vehicle Tax	1,824	3,975	2,874
16/20M Vehicle Tax	1,317	1,677	1,138
Commercial Vehicle Tax	6,931	14,701	10,139
Watercraft Tax		2,259	1,562
Estimated Uncollectible Tax Revenue		-60,411	
In Lieu of Tax	185	1,440	812
Reimbursements and Refunds	102,626	80,974	65,351
Prior Year Canceled Encumbrances	35	35	
Interest on Idle Funds	28,132	6,000	10,000
Neighborhood Revitalization Rebate	-46,640	-33,065	-41,513
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	3,822,606	3,047,136	349,126
Resources Available:	4,573,338	4,355,743	1,141,160
Expenditures:			
Social Security & Medicare	562,053	646,275	677,328
KPERS	732,179	803,259	820,944
Workers' Compensation	68,155	54,000	63,279
Unemployment Tax	7,378	8,448	8,854
Health/Dental Insurance	1,885,508	2,041,145	2,111,376
Employee Assistance Program	6,465	6,777	6,478
Cafeteria Plan Admin Fees	2,993	3,805	3,805
Cash Forward (2020 column)			
Miscellaneous			350,000
Does misc. exceed 10% of Total Expenditure			
Total Expenditures	3,264,731	3,563,709	4,042,064
Unencumbered Cash Balance Dec 31	1,308,607	792,034	XXXXXXXXXXXXXXXXXX
2018/2019/2020 Budget Authority Amount:	4,346,328	4,131,049	4,042,064
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	4,042,064
		Tax Required	2,900,904
Delinquent Comp Rate:	0.0%		0
Amount of 2019 Ad Valorem Tax:			2,900,904

CPA Summary

Adopted Budget State Aid	Prior Year Actual for 2018	Current Year Estimate for 2019	Proposed Budget Year for 2020
Unencumbered Cash Balance Jan 1	0	0	0
Receipts:			
State Aid	50,002	49,629	53,000
Interest on Idle Funds			
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	50,002	49,629	53,000
Resources Available:	50,002	49,629	53,000
Expenditures:			
Special Projects	50,002		53,000
Digital Services Support		49,629	
Cash Forward (2020 column)			
Miscellaneous			
Does misc. exceed 10% Total Expenditure:			
Total Expenditures	50,002	49,629	53,000
Unencumbered Cash Balance Dec 31	0	0	0
2018/2019/2020 Budget Authority Amount	55,000	53,000	53,000

Adopted Budget	Prior Year Actual for 2018	Current Year Estimate for 2019	Proposed Budget Year for 2020
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 (2020 column)			
Miscellaneous			
Does misc. exceed 10% Total Expenditures:			
Total Expenditures	0	0	0
Unencumbered Cash Balance Dec 31	0	0	0
2018/2019/2020 Budget Authority Amount	0	0	0

CPA Summary

Topeka & Shawnee County Public Library

NON-BUDGETED FUNDS

2020

(Only the actual budget year for 2018 is to be shown)

Non-Budgeted Funds

(1) Fund Name:		(2) Fund Name:		(3) Fund Name:		(4) Fund Name:		(5) Fund Name:	
		Special Revenue		Permanent Funds				0	
Unencumbered	1,951,991	Unencumbered	445,851	Unencumbered	206,532	Unencumbered		Unencumbered	
Cash Balance Jan 1		Cash Balance Jan 1		Cash Balance Jan 1		Cash Balance Jan 1		Cash Balance Jan 1	2,604,374

Receipts:		Receipts:		Receipts:	
Interest	22,734	Intergovt Revenue	2,100	Investment Growth	24,251
Prior Yr Cancel Enc	0	Investment Income	10,585		
		Contributions	88,220		
		Component (Fdm)	575,990		
		Miscellaneous	796		
		Prior Yr Cancel Enc	1,529		
Total Receipts	22,734	Total Receipts	679,220	Total Receipts	0
Resources Available:	1,974,725	Resources Available:	1,125,071	Resources Available:	0
				Total Receipts	0
				Resources Available:	0
				Total Receipts	726,205
				Resources Available:	3,330,579

Expenditures:		Expenditures:		Expenditures:	
Capital Outlay	695,244	Library Services	585,761		
Contracted-Professional	4,950	Capital/Art Outlay	2,175		
		Miscellaneous	306		
		Library Materials	48,000		
Total Expenditures	700,194	Total Expenditures	636,242	Total Expenditures	0
Cash Balance Dec 31	1,274,531	Cash Balance Dec 31	488,829	Cash Balance Dec 31	0
				Total Expenditures	1,336,436
				Cash Balance Dec 31	1,994,143
					1,994,143

** Note: These two block figures should agree.

CPA Summary	
--------------------	--

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

State of Kansas
Special District
2020

will meet on August 8, 2019 at 5:30 PM at 1515 SW 10th Avenue, Topeka, Kansas for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to levied. Detailed budget information is available at <http://www.tscpl.org>, or hard copies from TSCPL and will be available at this hearing.

SUPPORTING COUNTIES
Shawnee County (home county)

BUDGET SUMMARY

Proposed Budget 2020 Expenditures and Amount of 2019 Ad Valorem Tax establish the maximum limits of the 2020 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2018		Current Year Estimate for 2019		Proposed Budget Year for 2020		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2019 Ad Valorem Tax	Estimate Tax Rate*
General	13,163,910	6.612	14,551,232	7.337	18,931,321	13,799,614	8.086
Debt Service	1,652,250	0.923	1,648,000	0.883	994,167		
Employee Benefits	3,264,731	2.252	3,563,709	1.566	4,042,064	2,900,904	1.700
State Aid	50,002		49,629		53,000		
Non-Budgeted Funds	1,336,436						
Totals	19,467,329	9.787	19,812,570	9.786	24,020,552	16,700,518	9.786
Less: Transfers	0		0		2,703,972		
Net Expenditures	19,467,329		19,812,570		21,316,580		
Total Tax Levied	15,562,334		16,221,862		xxxxxxxxxxxxxx		
Assessed Valuation	1,590,296,753		1,657,901,299		1,706,572,536		

Outstanding Indebtedness,

Jan 1,	2017	2018	2019
G.O. Bonds	4,650,000	3,150,000	1,600,000
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	4,650,000	3,150,000	1,600,000

*Tax rates are expressed in mills.

Elizabeth Dobler
Secretary

2020 Neighborhood Revitalization Rebate

Budgeted Funds for 2020	2019 Ad Valorem before Rebate**	2019 Mil Rate before Rebate	Estimate 2020 NR Rebate
General	13,799,614	8.086	197,477
Debt Service			0
Employee Benefits	2,900,905	1.700	41,513
			0
			0
			0
TOTAL	16,700,519	9.786	238,990

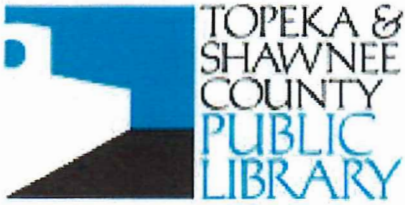
2019 July 1 Valuation: 1,706,572,536

Valuation Factor: 1,706,572.536

Neighborhood Revitalization Subj to Rebate: 24,421,655

Neighborhood Revitalization factor: 24421.655


**This information comes from the 2020 Budget Summary page. See instructions tab #13 for completing the Neighborhood Revitalization Rebate table.

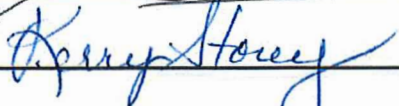


Resolution – FY2020 Budget-approval for publication

**BOARD OF TRUSTEES
July 18, 2019**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the FY2020 budget for publication.

Resolution by Jim Edwards 

Seconded by Kerry Storey 

Resolution passed/failed by a vote of unanimous

Date July 18, 2019

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

State of Kansas
Special District

Shawnee County

2020

will meet on August 8, 2019 at 5:30 PM at 1515 SW 10th Avenue, Topeka, Kansas for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to levied. Detailed budget information is available at <http://www.tscpl.org>, or hard copies from TSCPL and will be available at this hearing.

SUPPORTING COUNTIES
Shawnee County (home county)

BUDGET SUMMARY

Proposed Budget 2020 Expenditures and Amount of 2019 Ad Valorem Tax establish the maximum limits of the 2020 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2018		Current Year Estimate for 2019		Proposed Budget Year for 2020		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2019 Ad Valorem Tax	Estimate Tax Rate*
General	13,163,910	6.612	14,551,232	7.337	18,931,321	13,799,614	8.086
Debt Service	1,652,250	0.923	1,648,000	0.883	994,167		
Employee Benefits	3,264,731	2.252	3,563,709	1.566	4,042,064	2,900,904	1.700
State Aid	50,002		49,629		53,000		
Non-Budgeted Funds	1,336,436						
Totals	19,467,329	9.787	19,812,570	9.786	24,020,552	16,700,518	9.786
Less: Transfers	0		0		2,703,972		
Net Expenditures	19,467,329		19,812,570		21,316,580		
Total Tax Levied	15,562,334		16,221,862		xxxxxxxxxxxxxx		
Assessed Valuation	1,590,296,753		1,657,901,299		1,706,572,536		

Outstanding Indebtedness,

Jan 1,	2017	2018	2019
G.O. Bonds	4,650,000	3,150,000	1,600,000
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	4,650,000	3,150,000	1,600,000

*Tax rates are expressed in mills.

Elizabeth Dobler

Elizabeth Dobler
Secretary

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2019												2018 YTD	Change 18 TO 19%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION															
Main Library															
Circulation Desk & Renewals	47,242	42,607	50,967	50,215	46,042	51,152	58,122						346,347	359,702	-3.7%
Interlibrary Loan	1,988	1,568	1,353	1,755	1,631	1,409	1,261						10,965	11,820	-7.2%
Self-Check	74,055	67,188	75,589	60,958	76,115	78,996	81,635						514,536	590,749	-12.9%
Bookmobile	19,004	14,162	17,589	20,938	16,279	19,628	20,911						128,511	142,155	-9.6%
Red Carpet	8,267	6,215	7,141	7,021	7,101	7,041	7,426						50,212	50,035	0.4%
Digital Downloads	41,009	36,566	40,191	37,477	39,621	40,108	40,160						275,132	252,813	8.8%
Library @ Work / Smartlocker	2,522	2,258	2,526	2,409	2,522	2,256	2,407						16,900	15,362	10.0%
TOTAL CIRCULATION	194,087	170,564	195,356	180,773	189,311	200,590	211,922						1,342,603	1,422,636	-5.6%
CIRCULATION DETAILS															
Print Material	87,307	77,386	92,027	85,159	89,776	99,507	105,342						636,504	686,873	-7.3%
Audio/Visual Material	60,847	53,081	59,178	51,969	55,337	56,402	62,301						399,115	456,966	-12.7%
Adult Materials	91,557	80,069	89,301	79,750	84,084	84,660	91,129						600,550	667,821	-10.1%
Children's Materials	43,792	39,393	48,713	45,137	47,740	56,953	61,196						342,924	376,435	-8.9%
Young Adult Materials	3,862	3,334	4,373	4,013	4,671	5,579	5,923						31,755	33,965	-6.5%
Red Carpet Materials	8,943	7,671	8,818	8,228	8,618	8,717	9,494						60,489	65,618	-7.8%
NEW Patrons															
Topeka / Shawnee County															
Adults	643	536	677	464	625	702	829						4,476	4,587	-2.4%
Children (ages 17 and under)	120	145	174	109	233	314	313						1,408	1,624	-13.3%
Red Carpet Outreach	13	7	11	14	17	8	9						79	87	-9.2%
NEKL	64	76	69	49	54	80	76						468	436	7.3%
Non-Resident	0	1	1	0	0	1	1						4	5	-20.0%
Total New Registrations	840	765	932	636	929	1,105	1,228						6,435	6,739	-4.5%
PATRONS DELETED	916	2,108	1,752	1,567	1,028	1,340	5,643						14,354	8,322	72.5%
BORROWERS															
Topeka / Shawnee County															
Adults	54,323	53,646	53,560	53,344	53,578	53,583	53,942						53,942	53,584	0.7%
Children (age 0 - 17)	19,025	18,974	18,893	18,819	18,785	18,793	18,807						18,807	19,247	-2.3%
Red Carpet Outreach	1,093	1,178	1,180	1,166	1,173	1,178	1,178						1,178	1,227	-4.0%
NEKL	7,344	7,385	7,370	7,347	7,335	7,306	7,292						7,292	7,392	-1.4%
Non-Resident	45	42	42	42	42	42	43						43	48	-10.4%
Delinquent	118	110	110	112	110	114	107						107	118	-9.3%
TOTAL BORROWERS	81,948	81,335	81,155	80,830	81,023	81,016	81,369						81,369	81,616	-0.3%
Holds Satisfied	20,311	17,713	19,383	19,108	18,975	18,389	20,848						134,727	134,308	0.3%
CHECK-IN															
TOTAL CHECK-IN	101,712	87,079	100,382	95,974	100,959	100,951	115,733						702,790	782,695	-10.2%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2019												2018 YTD	Change 18 TO 19%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
COLLECTION															
Materials Added	6,663	4,219	4,170	4,289	4,389	4,550	4,903						33,183	38,202	-13.1%
Materials Discarded	8,012	5,503	5,113	6,032	6,529	6,608	7,023						44,820	40,424	10.9%
TOTAL COLLECTION	422,652	421,368	420,425	418,682	416,542	414,484	412,364						412,364	440,380	-6.4%
WEBSITE															
tsopl.org Unique Visitors	31,108	29,860	32,154	30,192	31,848	29,378	28,843						213,383	209,403	1.9%
tsopl.org Total Visits	57,442	52,300	56,131	52,841	56,515	53,897	53,880						383,006	372,967	2.7%
catalog.tsopl Unique Visitors	20,841	18,726	20,190	18,403	20,345	21,429	20,169						140,103	129,891	7.9%
catalog.tsopl Total Visits	48,363	41,882	45,972	42,336	46,053	48,030	47,404						320,040	291,136	9.9%
NOTARY SERVICE	154	116	153	199	162	137	214						1135		
REFERENCE QUESTIONS															
Public Services	12,921	13,417	14,281	12,948	11,420	11,064	4,783						80,834	95,942	-15.7%
Topeka Room	682	576	807	684	669	708	*						4,126	4,555	-9.4%
Plaza**	0	0	0	0	683	1,407	*						2,090	0	
Youth Services	2,616	2,682	3,484	2,840	3,885	5,119	*						20,626	22,823	-9.6%
Gallery	51	44	34	38	44	11	*						222	286	-22.4%
TOTAL REFERENCE QUESTIONS	16,270	16,719	18,606	16,510	16,701	18,309	4,783						107,898	123,320	-12.5%
GATE COUNT	57,863	54,706	65,138	57,968	60,257	67,220	72,940						436,092	455,231	-4.2%
MEETING ROOMS															
Meeting Room Bookings	688	706	732	830	712	657	736						5,061	4,659	8.6%
Team Room Bookings	1,522	1,427	1,737	1,661	1,609	1,624	1,840						11,420	9,490	20.3%
Total Meeting Room Hours Booked	5,725	5,829	6,327	7,003	6,008	4,840	4,299						40,031	24,850	61.1%
TOTAL ATTENDANCE	13,033	14,106	13,257	15,454	13,806	14,663	16,871						101,190	79,652	27.0%
LEARN & PLAY BUS VISITS	219	182	243	247	253	168	*						1,312	2,275	-42.3%
PROGRAM ATTENDANCE															
Adult - General	321	161	624	257	330	208	*						1,901	9,410	-79.8%
Computer Training	139	95	8	2	44	92	*						380	908	-58.1%
Outreach	3,531	2,861	2,630	3,872	2,440	999	*						16,333	24,999	-34.7%
Kids	870	634	481	628	496	1,345	*						4,454	13,980	-68.1%
Movies	0	8	8	0	14	67	*						97	492	-80.3%
Books	15	202	0	10	364	4	*						595	931	-36.1%
Art	127	124	11	34	31	148	*						475	1,729	-72.5%
Teens	0	12	0	0	0	264	*						276	403	-31.5%
Music	0	0	0	100	0	0	*						100	745	-86.6%
TOTAL ATTENDANCE	5,003	4,097	3,762	4,903	3,719	3,127	*						24,611	53,597	-54.1%
GALLERY ATTENDANCE	1,438	1,715	1,871	1,446	1,786	3,877	*						12,133	16,504	-26.5%
COMPUTER USE															
Public Computer Sessions	14,860	13,839	16,368	14,771	15,118	17,393	17,889						110,238	119,651	-7.9%
Avg Public Computer Session Length	0:56:37	0:58:09	0:57:30	0:53:55	0:55:52	0:55:37	0:57:14						0:56:25	0:55:55	0.9%
Total Computer Hours	14,022	13,412	15,686	13,273	14,077	16,122	17,064						103,657	111,630	-7.1%
Wireless Sessions	15,712	16,001	15,714	16,077	16,877	20,763	22,259						123,403	140,236	-12.0%
Avg Wireless Session Length	0:29:00	0:29:00	0:29:00	0:28:00	0:29:00	0:28:00	0:27:00						0:28:26	0:33:00	-13.9%
Total Wireless Hours	7,594	7,734	7,595	7,503	8,157	9,689	10,017						58,289	77,029	-24.3%
TOTAL HOURS	21,616	21,146	23,281	20,776	22,234	25,812	27,081						161,946	188,660	-14.2%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2019												2018 YTD	Change 18 TO 19%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION DETAILS															
Print Material															
Adult Fiction	18,316	15,937	17,734	15,721	16,841	17,473	19,282						121,304	132,363	-8.4%
Adult Nonfiction	21,499	19,192	21,812	19,650	20,505	20,601	21,719						144,978	155,892	-7.0%
Juvenile Fiction	25,068	23,238	28,960	26,853	29,292	35,455	37,628						206,494	217,577	-5.1%
Juvenile Nonfiction	7,798	6,535	8,333	8,606	7,795	9,351	9,315						57,733	67,584	-14.6%
Magazines	1,902	1,550	2,073	2,179	2,166	2,431	2,344						14,645	15,406	-4.9%
RC Print Materials	8,696	7,463	8,601	8,016	8,386	8,502	9,265						58,929	63,083	-6.6%
RC Realia	247	208	217	212	232	215	229						1,560	2,492	-37.4%
YA Print Materials	3,781	3,263	4,297	3,922	4,559	5,479	5,841						31,142	33,176	-6.1%
PRINT CIRCULATION	87,307	77,386	92,027	85,159	89,776	99,507	105,623						636,785	687,573	-7.4%
Audio / Visual Material															
Adult Audiobooks	4,126	3,642	4,147	3,757	3,941	3,871	4,056						27,540	33,096	-16.8%
Adult Music	3,854	3,485	4,208	3,630	3,785	3,715	4,099						26,776	30,003	-10.8%
Adult Videos / DVDs	41,860	36,263	39,327	34,813	36,846	36,569	40,178						265,856	303,176	-12.3%
Juvenile Audiobooks	441	375	495	458	447	518	634						3,368	4,045	-16.7%
Juvenile Music	441	364	417	346	337	408	486						2,799	4,472	-37.4%
Juvenile Videos / DVDs	10,044	8,881	10,508	8,874	9,869	11,221	12,440						71,837	79,268	-9.4%
YA AV	81	71	76	91	112	100	82						613	789	-22.3%
AV CIRCULATION	60,847	53,081	59,178	51,969	55,337	56,402	61,975						398,789	454,849	-12.3%
Adult Material															
Adult Fiction	18,316	15,937	17,734	15,721	16,841	17,473	19,282						121,304	132,363	-8.4%
Adult Nonfiction	21,499	19,192	21,812	19,650	20,505	20,601	21,719						144,978	155,892	-7.0%
Magazines	1,902	1,550	2,073	2,179	2,166	2,431	2,344						14,645	15,406	-4.9%
Adult Audiobooks	4,126	3,642	4,147	3,757	3,941	3,871	4,056						27,540	33,096	-16.8%
Adult Music	3,854	3,485	4,208	3,630	3,785	3,715	4,099						26,776	30,003	-10.8%
Adult Videos / DVDs	41,860	36,263	39,327	34,813	36,846	36,569	40,178						265,856	303,176	-12.3%
ADULT CIRCULATION	91,557	80,069	89,301	79,750	84,084	84,660	91,678						601,099	669,936	-10.3%
Juvenile Material															
Juvenile Fiction	25,068	23,238	28,960	26,853	29,292	35,455	37,628						206,494	217,577	-5.1%
Juvenile Nonfiction	7,798	6,535	8,333	8,606	7,795	9,351	9,315						57,733	67,584	-14.6%
Juvenile Audiobooks	441	375	495	458	447	518	634						3,368	4,045	-16.7%
Juvenile Music	441	364	417	346	337	408	486						2,799	4,472	-37.4%
Juvenile Videos / DVDs	10,044	8,881	10,508	8,874	9,869	11,221	12,440						71,837	79,268	-9.4%
JUVENILE CIRCULATION	43,792	39,393	48,713	45,137	47,740	56,953	60,503						342,231	372,946	-8.2%
Red Carpet Material															
RC Print Materials	8,696	7,463	8,601	8,016	8,386	8,502	9,265						58,929	63,083	-6.6%
RC Realia	247	208	217	212	232	215	229						1,560	2,492	-37.4%
RED CARPET CIRCULATION	8,943	7,671	8,818	8,228	8,618	8,717	9,494						60,489	65,575	-7.8%
Young Adult Material															
YA Print Materials	3,781	3,263	4,297	3,922	4,559	5,479	5,841						31,142	33,176	-6.1%
YA AV	81	71	76	91	112	100	82						613	789	-22.3%
YOUNG ADULT CIRCULATION	3,862	3,334	4,373	4,013	4,671	5,579	5,923						31,755	33,965	-6.5%
Overdrive	30,012	26,607	28,995	27,241	28,737	29,556	30,559						201,707	173,472	16.3%
Hoopla	9,468	8,452	9,565	8,998	9,548	9,301	9,601						64,933	68,584	-5.3%
Flipster	1,529	1,507	1,631	1,238	1,336	1,251	*						8,492	10,757	-21.1%
DIGITAL DOWNLOADS	41,009	36,566	40,191	37,477	39,621	40,108	40,160						275,132	252,813	8.8%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2018											2019	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Value Calculator													
Circulation													
Books (\$17)	\$1,451,885	\$1,289,212	\$1,529,218	\$1,410,660	\$1,489,370	\$1,650,292	\$1,755,743						\$10,576,380
Magazines (\$5)	\$9,510	\$7,750	\$10,365	\$10,895	\$10,830	\$12,155	\$11,720						\$73,225
Audiobooks (\$10)	\$45,670	\$40,170	\$46,420	\$42,150	\$43,880	\$43,890	\$46,900						\$309,080
DVD, Games, Music (\$4)	\$225,120	\$196,256	\$218,144	\$191,016	\$203,796	\$208,052	\$229,140						\$1,471,524
Notary Service (\$10)	\$1,540	\$1,160	\$1,530	\$1,990	\$1,620	\$1,370	\$2,140						\$11,350
Reference Questions (\$7)	\$113,890	\$117,033	\$130,242	\$115,570	\$116,907	\$128,163	\$33,481						\$755,286
Programming (\$10)	\$50,030	\$40,970	\$37,620	\$49,030	\$37,190	\$31,270	*						\$246,110
Meeting Room Use	\$36,979	\$37,235	\$44,910	\$34,809	\$34,370	\$26,010	\$21,205						\$235,518
Gallery Attendance (\$10)	\$14,380	\$17,150	\$18,710	\$14,460	\$17,860	\$38,770	*						\$121,330
Computer Use (\$12 /hr)	\$168,265	\$160,948	\$188,232	\$159,281	\$168,918	\$193,468	\$204,769						\$1,243,881
ILL Borrowed (\$25)	\$10,775	\$9,000	\$9,050	\$10,100	\$8,550	\$8,450	\$10,350						\$66,275
TOTAL VALUE	\$2,128,044	\$1,916,884	\$2,234,441	\$2,039,961	\$2,133,291	\$2,341,890	\$2,315,448						\$15,109,959

* - Data not available