

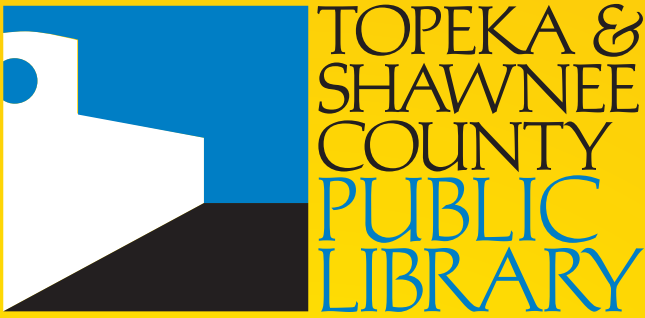


**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

August 13, 2020





Core Values

Excellence

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

Accountability

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

Literacy

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

Freedom

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

Teamwork

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

Curiosity

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

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals





Agenda
Board of Trustees meeting
Thursday, August 13, 2020 – 5:00 p.m.
Zoom Meeting
<https://tscpl.zoom.us/j/93198110813>
Meeting ID: 93198110813

The regular board meeting will be recessed at 5:30 p.m. to convene the Public FY2021 Budget Hearing and will resume after that hearing is closed.

Call to Order

Introductions

Public Comment

Advocacy Stories

Approval of July 8, 2020 Trustee Budget Work Session II Minutes – [Action Item](#) Pg. 5
Approval of July 16, 2020 Trustee Meeting Minutes – [Action Item](#) Pg. 7

Chief Financial Officer’s Report – Kim Strube Pg. 12

Financial Reports

- Treasurer’s Report – Kacy Simonsen
- Financial Reports – [Action Item](#)

Board Chair Report –Liz Post

- CEO Selection Committee Report – Jim Edwards, Chair

Chief Executive Officer Report – Gina Millsap Pg. 26

Chief of Staff – Thad Hartman Pg. 30

New Business

- Bid for Millennium Café Remodel Project– [Action Item](#) Pg. 36
- Bid for Millennium Café Furniture – [Action Item](#) Pg. 40

Adoption of FY2021 Operating Budgets – [Action Item](#) Pg. 43

Adjournment

Next Meetings:

August 20, 2020 *Special Board Meeting* 4:00 p.m. Zoom Meeting
September 17, 2020 4:00 p.m. Zoom Meeting

Subject to change without notice

Special Order of Business
5:30 p.m. – Public FY2021 Budget Hearing

Agenda

Call to Order

Presentation of the Proposed FY2021 Budget – Kim Strube, Chief Financial Officer Pg. 44

Public Hearing on the Proposed FY2021 Budget

Close the Public Budget Hearing

Adjournment



Minutes
Board of Trustees Budget Work
Session #2
July 8, 2020
12:00 – 3:00 PM
Zoom Meeting
<https://tscpl.zoom.us/j/91192919075>
Meeting ID: 911 9291 9075

BOARD MEMBERS PRESENT:

Liz Post, Board Chair, Jim Edwards, Vice Chair, Kacy Simonsen, Treasurer, Beth Dobler, Secretary, Joan Hicks, Shawn Leisinger, Jennifer Miller, and Kerry Storey

BOARD MEMBERS ABSENT:

Kristen O'Shea
David Monical

OTHERS PRESENT:

Chief Executive Officer Gina Millsap, Chief Financial Officer Kim Strube, Chief of Staff Thad Hartman, Chief of Human Resources Jesse Maddox, Library Counsel Chuck Engel, and Executive Assistant Margo Rangel.

CALL TO ORDER:

Chair Liz Post welcomed everyone at 12:04 pm to the second Board Budget Work Session.

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

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

Discussion followed. No additional questions for Hartman.

Review updated information for property valuations and other key expenditures for the budgeted funds: General, Employee Benefit and State Aid.

Chief Financial Officer Kim Strube reviewed the budget as presented.

Discussion followed. No additional questions for Strube.

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

Chief Financial Officer Kim Strube provided an overview of budget summary and notice of budget hearing for board approval.

Discussion followed. There were no additional questions for Strube.

Discuss the possible impact of COVID-19 and economic recession.

Chief Executive Officer Gina Millsap stated the budget was prepared with a flat mill rate of 9.786, as decided by the Board of Trustees in 2019. She also emphasized that while it is possible that revenues for FY2021 may be reduced, it is essential for the board to maintain its budget expenditure authority. Expenses can be adjusted as necessary and with that in mind, CFO Strube has identified and presented cost expenditure scenarios.

In addition, the library will be reviewing data provided by OrangeBoy and conducting a community management process that will provide essential information to the library staff and Board. This will include consideration of different service models and other changes the library will need to contemplate in the post-pandemic environment. This information will assist the new CEO, library management, and the Board in understanding changing library customer behaviors, new service models, new organizational models, and how resources are allocated.

Discussion followed. No additional questions for Millsap.

Adjournment

On a motion by Jim Edwards, seconded by Shawn Leisinger meeting adjourned at 12:54 pm

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

August Meetings

Board of Trustee Meeting

August 13, 2020 5:00 pm
Marvin Auditorium 101ABC/Zoom Meeting

Annual Budget Hearing

August 13, 2019 5:30PM
Marvin Auditorium 101ABC/Zoom Meeting



Minutes
Board of Trustees meeting
Thursday, July 16, 2020 – 4:00 pm
Zoom Meeting
<https://tscpl.zoom.us/j/91557739887>
Meeting ID: 915 5773 9887

Board Members Present

Liz Post (chair), Jim Edwards (vice-chair), Beth Dobler (secretary) Kacy Simonsen (treasurer), Kerry Onstott Storey, Kristen O'Shea, Jennifer Miller, and Joan Hicks.

Absent

David Monical
Shawn Leisinger

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, July 16, 2020 via Zoom Meeting, was called to order at 4:04 pm by Chair Liz Post.

Public Comment

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

Trustee Advocacy Stories

No trustee advocacy stories were shared.

Approval of Minutes

On a motion by Jim Edwards, seconded by Kristen O'Shea, the June 18, 2020 Board of Trustees minutes were approved. Motion carried.

On a motion by Kristen O'Shea, seconded by Jim Edwards, the June 29, 2020 Minutes of the Special Meeting of the Board of Trustees were approved. Motion carried.

Chief Financial Officer's Report

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

Discussion followed with no further questions.

Approval of the Treasurer's Report

Board Treasurer Kacy Simonsen reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for June 2020. On a motion by Kacy Simonsen, seconded by Joan Hicks, the Treasurer's Financial Report for June 2020 was accepted.

There was no discussion. Motion passed unanimously.

The Library Foundation

Foundation Chair Marilyn Ward wished Nancy Lindberg Executive Director of The Foundation all the best on her retirement. Ward thanked Lindberg for her commitment, professionalism, and valued expertise.

Ward welcomed and introduced the new Executive Director Erin Aldridge of The Library Foundation. As the former Development Director for the Boy Scouts of America Jayhawk Area Council, Aldridge was responsible for raising the funds necessary to support the growth and development of more than 6,000 youth in 11 counties. She has worked with several local non-profit organizations including serving as marketing and sales manager at the Topeka Performing Arts Center and the Junior League of Topeka. Aldridge expressed her appreciation for the warm welcome she has received and stated she is looking forward to learning all aspects of the Foundation's and library's operations and working with new colleagues.

Ward shared with the trustees that The Library Foundation nominating committee is currently working on replacing board members and has two openings. For questions and/or referrals please contact Marilyn Ward at mjsward@att.net or Erin Aldridge at ealdrige@tscpl.org.

Lastly, Ward shared that the Donor Recognition Wall has been updated and to take a look online at: <https://donor.tscpl.org/>

There were no further questions for Ward.

Friends of Topeka and Shawnee County Public Library

Friends of the Library Executive Mary Campbell reported for the month of June, Web sales netted over \$7,200.

TSCPL Friends president Sherryl Longhofer and treasurer Nancy Carpenter have been working on a safe reopening of the Booktique. The Friends Executive Committee met last week to review a draft of the mid and post pandemic plans for the Friends. This includes looking at what processes can be streamlined or changed to make the operation of their three lines of business manageable, safe, and profitable.

When the Booktique reopens, it will be by appointment only and will be staffed by an assistant manager and volunteers.

Campbell reported the Book Sale has been canceled and are the Friends are currently looking at alternative ways of selling donated books.

The Friends art auction committee has identified 70 pieces of artwork that will be saved for a future event to celebrate the library's 150th anniversary. Several other pieces of art will be sent to Solis Auction in Kansas City for an online auction. Soulis Auction specializes in art and has a significant loyal customer base. Contracting with an auction house will provide an opportunity to get some de-accessioned art items sold this year.

There were no further questions for Campbell.

Board Chair Report

Chair Liz Post reported the Executive Committee met via Zoom Meeting on July 6, 2020 at 4:00 pm. The minutes for the June 18, 2020 Board of Trustees and June 29, 2020 special meeting were reviewed. Additional items reviewed included: CEO recruitment committee process, Budget Work Session 2, library reopening plan, future plans for the library and the items under new business on the July 16, 2020 agenda.

Jim Edwards provided an update on the CEO recruitment process. He stressed that flexibility is needed since due to the COVID-19 crisis, part or all of the process will be conducted online. The recruitment process will take up to three months.

Discussion followed with no further questions.

Chief Executive Officer

There were no additions to Chief Executive Officer Gina Millsap's report.

Discussion followed with no further questions.

Chief of Staff

Chief of Staff Thad Hartman reported the library's reopening has progressed well over the few weeks. The library is seeing an increase in visits despite limited hours and services. Hartman indicated that phase 4 will begin the week of July 27th.

Phase 4 will allow the use of the four meeting rooms on the second floor as well as the Marvin Auditorium rooms B and C. Hartman stated that with the increase in COVID-19 cases, the library continues to balance taking precautions that are in line with recommended safe practices for public spaces while providing services that are important to our customers.

Hartman also reported that the Café has temporarily closed due to low foot traffic and little business. Bookmobiles will be temporarily closed due to the inability to enforce social distancing. In its place a home delivery service will be piloted during this time to ensure continued service to customers who rely on the bookmobile or other outreach services.

For further information regarding current library services please visit <https://tscpl.org/what-you-can-do-now>.

Discussion followed with no further questions.

New Business

FY2021 Budget – approval for publication

On a motion by Kacy Simonsen, seconded by Joan Hicks, the Board passed this resolution: Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the FY2021 budget for publication.

Bid for Restroom Remodel

On a motion by Kerry Onstott Storey, seconded by Kacy Simonsen, the Board passed this resolution: Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Senne Company, Topeka KS, in the amount of \$678,250 for the renovation of library restrooms, including alternates 1, 2, and 3. This expenditure shall be paid from the General Fund, Special Projects line item.

Charge to the Chief Executive Officer (CEO) Selection Committee

On a motion by Kristen O'Shea, seconded by Jim Edwards, the Board passed this resolution: Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Charge to the Chief Executive Officer (CEO) Selection Committee.

Appreciation of Nancy Lindberg’s Service as The Library Foundation’s Executive Director

On a motion by Beth Dobler, seconded by Joan Hicks, the Board passed this resolution: Be it resolved that the Topeka and Shawnee County Public Library Boards of Trustees recognizes and honors Nancy Lindberg for her service as The Library Foundation’s Executive Director. The Board wishes to express its appreciation for her leadership, loyalty, and devotion to the library and best wishes on her retirement.

Chief Executive Officer Evaluation

Chief Human Resources Office Jesse Maddox provided a timeline of the CEO evaluation process. In addition, a resolution to extend Millsap’s contract and set compensation will be added to the September 17, 2020 Board of Trustees meeting.

Discussion followed with no further questions.

Adjournment

On a motion by Kristen O’Shea, seconded by Jim Edwards, the meeting was adjourned at 5:06 pm.

Motion passed unanimously.

Beth Dobler, Secretary _____

Date _____

Chief Financial Officer's Report
August 2020
Kim Strube

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 receipt of the final billing for Claire's Courtyard and the Circulation Plaza. Typically, The Library Foundation is billed quarterly for reimbursement of expenditures.

General Fund – Pages 3 through 5

With 58% of the budget year completed, 83% of the budgeted revenue has been received and 50% of the approved budget has been expended/encumbered. This compares to 2019 in which 89% of the budgeted revenue had been received and 55% of the approved budget had been expended/encumbered.

The Cataloging-Professional 2020 budget line is projected to be over budget by about \$152,000 due to the following expenditures: (1) \$124,500 for TSCPL website re-design. \$65,000 was applied to this project from salary savings from the vacant Web Developer position; (2) \$32,500 for Orangeboy consulting services to develop a Community Management Model to address the short-term and long-term challenges due to the COVID-19 pandemic. The total Orangeboy contract is \$65,000 – half paid from the general fund and the remaining amount paid from non-tax funds; and (3) \$20,000 for CEO recruitment services due to Gina Millsap's upcoming retirement.

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 58% of the budget year completed, 91% of the budgeted revenue has been received and 55% of the approved budget has been expended/encumbered. This compares to 2019 in which 87% of the budgeted revenue had been received and 53% 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 \$1,207,442.

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	\$17,854.00	Cam-Dex Security Corp.
Approved operating budget	Service partitions in Marvin Auditorium	\$5,238.02	Burns Boys Co., Inc.
Approved operating budget	Lib Answers and Lib Cal maintenance and support agreement	\$5,265.00	Springshare LLC
Professional contracted service exempt from the purchasing policy; 50% paid from general fund, 50% paid from non-tax funds.	Consulting service to develop Community Service Model due to the COVID-19 pandemic	\$65,000.00	Orangeboy Inc.
Request for Proposal; Board resolution approved bid aware on 6/18/2020	Upgrade Library's wireless system	\$111,440.00	CBTS Technology Solutions LLC
Library Materials	Hoopla online	\$24,769.22	Midwest Tape LLC
Library Materials	Adult nonfiction	\$7,000.00	Baker & Taylor Books

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 13th via Zoom Meeting. 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.
- Historically, all Board members present for the budget vote sign the approved budget Certificate page. I will make arrangements with Board members to obtain signatures after the Board meeting.
- Next steps in the budget process, if the Board approves the budget after the public hearing at the August 13th 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**

7/31/2020

	<u>Balance 1/1/2020</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 7/31/2020</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,523,224.80	\$ 13,714,950.73	\$ 8,301,137.41	\$ 9,937,038.12
Employee Benefits	1,101,162.54	2,947,164.31	2,026,396.18	2,021,930.67
Capital Improvement	1,292,745.67	8,855.14	94,158.62	1,207,442.19
Bond & Interest	804,581.51	81,752.86	-	886,334.37
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	33,292.67	49,945.81	17,292.67	\$ 65,945.81
Federal, State & Local Grants	19.03	900.00	900.00	\$ 19.03
Other Special Revenue	553,586.39	243,585.55	390,894.90	\$ 406,277.04
Permanent Funds	214,074.65	-	-	\$ 214,074.65
Totals	<u>\$ 8,522,687.26</u>	<u>\$ 17,047,154.40</u>	<u>\$ 10,830,779.78</u>	<u>\$ 14,739,061.88</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 903,443.69
Restricted Funds-CoreFirst Bank-Checking	420,301.52
Capital Improvement Fund-VisionBank-Money Market Account	1,207,442.19
Cash on Hand	2,296.20
Petty Cash	220.00
Endowment Securities	214,074.65
Municipal Investment Pool - Overnight	12,127,150.03
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 14,874,928.28</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(1,223.52)
Less Payroll Deduction and Employer Benefit Liabilities	39,312.55
Less Outstanding Checks	97,777.37
	<u>\$ 14,739,061.88</u>

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

7/31/2020

	1/1/2020 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	7/31/2020 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,523,224.80	\$ 13,714,950.73	\$ 761,998.67	\$ 7,539,138.74	\$ 9,937,038.12	\$ 1,323,910.53	\$ 8,613,127.59
Employee Benefit Fund	1,101,162.54	2,947,164.31	-	2,026,396.18	2,021,930.67	15,483.00	2,006,447.67
Capital Improvement Fund	1,292,745.67	8,855.14	-	94,158.62	1,207,442.19	-	1,207,442.19
Bond & Interest Fund	804,581.51	81,752.86	-	-	886,334.37	-	886,334.37
Non Major Governmental Funds							
<i>State Aid Fund</i>	33,292.67	49,945.81	17,292.67	-	65,945.81	16,000.00	49,945.81
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	900.00	-	900.00	-	300.00	(300.00)
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,578.62	19.89	-	-	10,598.51	-	10,598.51
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.05	0.07	-	-	31.12	-	31.12
Friends	106,029.02	141.04	1,950.98	34,856.75	69,362.33	4,439.46	64,922.87
Fun Committee	2,659.59	480.13	117.49	-	3,022.23	-	3,022.23
Gallery Competitions/Exhibits	36,147.18	68.01	-	-	36,215.19	-	36,215.19
Gifts/Memorials (Undesignated)	341,344.59	239,251.51	45,356.33	300,213.48	235,026.29	299,818.13	(64,791.84)
Hathaway Trust - Library Materials	2,677.90	1,292.43	-	959.59	3,010.74	1,082.30	1,928.44
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	29,297.40	1,766.01	84.48	3,767.41	27,211.52	-	27,211.52
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,264.19	2.37	-	-	1,266.56	-	1,266.56
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,313.20	8.05	-	59.74	4,261.51	290.26	3,971.25
Special Collections	5,693.56	10.71	-	-	5,704.27	-	5,704.27
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.09	0.07	-	-	36.16	-	36.16
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,173.48	4.10	-	-	2,177.58	-	2,177.58
Youth Services	10,246.70	541.16	-	3,528.65	7,259.21	4,200.15	3,059.06
<i>Permanent Funds</i>							
Mertz Trust	214,074.65	-	-	-	214,074.65	-	214,074.65
TOTALS	\$ 8,522,687.26	\$ 17,047,154.40	\$ 826,800.62	\$ 10,003,979.16	\$ 14,739,061.88	\$ 1,665,523.83	\$ 13,073,538.05

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

7/31/2020

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 7/31/2020</u>
				58.0%
Ad Valorem Property Tax	\$ 13,799,614.00	\$ 13,067,791.19	\$ (731,822.81)	95%
Revitalization Rebates	(197,477.00)	(185,172.69)	\$ 12,304.31	94%
Back Tax	-	109,925.76	\$ 109,925.76	N/A
Motor Vehicle Tax	1,399,719.00	485,787.52	\$ (913,931.48)	35%
Recreational Vehicle Tax	13,465.00	4,406.39	\$ (9,058.61)	33%
16/20 M Vehicle Tax	5,331.00	5,348.74	\$ 17.74	100%
In Lieu of Tax	2,964.00	37,411.84	\$ 34,447.84	1262%
Watercraft Special Tax**	7,320.00	-	\$ (7,320.00)	0%
Commercial Vehicle Fees	47,501.00	39,357.71	\$ (8,143.29)	83%
E-Rate Reimbursement	25,193.00	-	\$ (25,193.00)	0%
Miscellaneous Revenue	3,000.00	11,855.52	\$ 8,855.52	395%
Miscellaneous Revenue - Recyclg	-	322.91	\$ 322.91	N/A
Salary Refunds-Foundation	98,289.00	49,064.87	\$ (49,224.13)	50%
Salary Refunds-Friends	29,370.00	14,712.41	\$ (14,657.59)	50%
Salary Refunds-Shawnee Cty	22,755.00	11,299.61	\$ (11,455.39)	50%
Vending Machines	4,000.00	799.00	\$ (3,201.00)	20%
Overdue Fees*	127,000.00	24,754.69	\$ (102,245.31)	19%
Debt Collect	-	1,266.28	\$ 1,266.28	N/A
ILL Fees	350.00	564.37	\$ 214.37	161%
Mailing Fees	120.00	16.92	\$ (103.08)	14%
Non Resident Card Fee	595.00	170.00	\$ (425.00)	29%
Obituary Fees	750.00	180.00	\$ (570.00)	24%
Meeting Room Charges	5,500.00	105.00	\$ (5,395.00)	2%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	65,000.00	34,982.69	\$ (30,017.31)	54%
Transfer In	994,167.00	-	\$ (994,167.00)	0%
Library Treasurer's Balance	2,476,295.00	-	\$ -	N/A
TOTALS	<u>\$ 18,931,321.00</u>	<u>\$ 13,714,950.73</u>	<u>\$ (2,740,075.27)</u>	83%

* 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**

7/31/2020

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					58.0%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 3,938.40	\$ -	\$ 2,461.60	62%
Salaries-Facilities	687,188.00	397,203.18	-	289,984.82	58%
Salaries-Overtime	10,000.00	2,899.78	-	7,100.22	29%
Salaries-Security	332,061.00	175,412.13		156,648.87	53%
Salaries-Shelvers	175,216.00	64,766.25		110,449.75	37%
Salaries-Staff	7,643,102.00	4,624,151.27		3,018,950.73	61%
Conferences	166,580.00	44,336.89	1,042.40	121,200.71	27%
Staff Internal Dev/Trng - Web Based	15,000.00	523.50	-	14,476.50	3%
Staff Development & Training	15,000.00	305.01		14,694.99	2%
Mileage	9,500.00	2,625.46	4,626.03	2,248.51	76%
COLLECTION:					
Materials-Binding/Replacements	3,000.00	245.92	370.02	2,384.06	21%
Materials-Periodicals	38,000.00	4,067.72	-	33,932.28	11%
Materials-Print/Non-Print <1 YR	567,300.00	203,454.61	6,247.47	357,597.92	37%
Materials-Print/Non-Print	1,294,200.00	564,064.34	140,449.23	589,686.43	54%
OPERATIONS:					
Art Purchases	8,000.00	1,583.14	129.00	6,287.86	21%
Cataloging and ILL Services	105,795.00	47,158.44	39,841.56	18,795.00	82%
Contracted-Digital Services	555,401.00	302,744.40	141,232.53	111,424.07	80%
Contracted-Facilities	353,400.00	187,099.28	52,805.35	113,495.37	68%
Contracted-Equipment	50,940.00	26,242.36	21,770.38	2,927.26	94%
Contracted-Professional	213,550.00	170,403.05	195,225.00	(152,078.05)	171%
Contracted-E-Rate Services	2,267.00	-	-	2,267.00	0%
Digital Services Support	181,100.00	122,500.06	40,496.82	18,103.12	90%
Furniture/Equipment	96,200.00	1,802.01	1,305.00	93,092.99	3%
Insurance	54,806.00	53,942.00	240.00	624.00	99%
Marketing & Communication	47,500.00	23,037.72	6,138.23	18,324.05	61%
Memberships/Dues	30,900.00	13,537.00	-	17,363.00	44%
Miscellaneous	5,000.00	298.12	-	4,701.88	6%
Payments to Other Libraries	115,060.00	-	-	115,060.00	0%
Postage/Shipping	104,363.00	26,888.81	1,099.68	76,374.51	27%
Printing	96,800.00	18,274.21	35,939.49	42,586.30	56%
Programming	32,000.00	11,075.81	210.41	20,713.78	35%
Special Events	-	-	-	-	0%
Special Projects	1,704,750.00	126,203.80	147,520.15	1,431,026.05	16%
Supplies-Facilities	77,417.00	40,962.96	36,187.41	266.63	100%
Supplies-Office/Library	98,720.00	21,572.04	3,617.18	73,530.78	26%
Supplies-Processing	48,000.00	6,400.64	8,495.00	33,104.36	31%
Telecommunications	90,500.00	39,650.40	28,389.60	22,460.00	75%
Transfer Out	1,709,805.00	-	-	1,709,805.00	0%
Utilities-Electric	360,000.00	155,871.04	195,455.29	8,673.67	98%
Utilities-Gas	65,000.00	20,940.72	29,559.28	14,500.00	78%
Utilities-Water/Sewage	35,000.00	11,677.27	17,095.71	6,227.02	82%
Vehicle-Gas	36,000.00	6,579.56	-	29,420.44	18%
Vehicle-Repair	40,500.00	14,704.87	29,472.09	(3,676.96)	109%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(5.43)	-	5.43	N/A
TOTALS	\$ 18,931,321.00	\$ 7,539,138.74	\$ 1,184,960.31	\$ 8,557,221.95	50%

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

7/31/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2020	\$ 2,476,295.00	\$ 3,596,303.17	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,799,614.00	13,067,791.19	95%
Revitalization Rebates	(197,477.00)	(185,172.69)	94%
Back Tax	-	109,925.76	N/A
Motor Vehicle Tax	1,399,719.00	485,787.52	35%
Recreational Vehicle Tax	13,465.00	4,406.39	33%
16/20M Vehicle Tax	5,331.00	5,348.74	100%
In Lieu of Tax	2,964.00	37,411.84	1262%
Watercraft Special Tax	7,320.00	-	0%
Commercial Vehicle Fees	47,501.00	39,357.71	83%
E-Rate Reimbursement	25,193.00	-	0%
Fees and Charges	141,815.00	39,711.78	28%
Reimbursements	150,414.00	75,399.80	50%
Transfer In	994,167.00		
Interest on Idle Funds	65,000.00	34,982.69	54%
	<u>\$ 16,455,026.00</u>	<u>\$ 13,714,950.73</u>	83%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,853,967.00	5,268,371.01	60%
Other Staff Support Costs	206,080.00	53,459.29	26%
Library Collections	1,902,500.00	918,899.31	48%
Contracted Services	1,281,353.00	1,184,522.35	92%
Digital Services Support	181,100.00	162,996.88	90%
Furniture/Equipment/Art	104,200.00	4,819.15	5%
Payments to Other Libraries	115,060.00	-	0%
Special Projects	1,704,750.00	273,723.95	16%
Utilities & Telecommunications	550,500.00	498,639.31	91%
Vehicles	76,500.00	50,756.52	66%
Other Operating Expenditures	595,506.00	307,911.28	52%
Transfer Out	1,709,805.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,931,321.00</u>	<u>\$ 8,724,099.05</u>	50%
Prior Year Canceled Purchase Orders		<u>\$ 25,972.74</u>	
Unencumbered Balance 7/31/2020	\$ -	<u><u>\$ 8,613,127.59</u></u>	

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

7/31/2020

EMPLOYEE BENEFITS

	2020 Budget	Year To Date	%
Balance 01/01/2020	\$ 792,034.00	\$ 1,101,162.54	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 2,900,904.00	\$ 2,778,763.00	96%
Revitalization Rebates	(41,513.00)	(39,375.09)	95%
Back Tax	-	26,045.68	N/A
Motor Vehicle Tax	298,763.00	109,200.67	37%
Recreational Vehicle Tax	2,874.00	966.41	34%
16/20M Vehicle Tax	1,138.00	1,804.96	159%
In Lieu of Tax	812.00	7,955.23	980%
Watercraft Special Tax*	1,562.00	-	0%
Commercial Vehicle Fees	10,139.00	9,069.25	89%
Refund-Fringe Benefits-Foundation	49,776.00	22,493.86	45%
Refund-Fringe Benefits-Friends	11,667.00	7,654.65	66%
Refund-Fringe Benefits-Shawnee Cty	-	7,069.57	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	3,908.00	8,310.30	213%
Interest on Idle Funds	10,000.00	7,205.82	72%
	\$ 3,250,030.00	\$ 2,947,164.31	91%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,478.00	\$ 6,655.20	103%
Cafeteria Plan Administration Fees	3,805.00	3,413.00	90%
Social Security/Medicare	677,328.00	359,458.23	53%
Ks Public Employees Retirement Sys	820,944.00	500,685.95	61%
Worker's Compensation	63,279.00	46,020.09	73%
Unemployment Tax	8,854.00	5,824.24	66%
Health/Dental Insurance	2,111,376.00	1,119,822.47	53%
Contingency/Fund Balance	350,000.00	-	0%
	\$ 4,042,064.00	\$ 2,041,879.18	55%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 7/31/2020	\$ -	\$ 2,006,447.67	

* 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 01/01/2020	\$ 1,292,745.67
<u>Revenue:</u>	
Interest received	8,855.14
	\$ 8,855.14
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	158.62
Capital Outlay	94,000.00
	94,158.62
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 7/31/2020	\$ 1,207,442.19

STATE AID

Balance 01/01/2020	\$ -	\$ 33,292.67
<u>Revenue:</u>		
State Aid	49,945.81	-
	\$ 49,945.81	\$ 49,945.81
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		17,292.67
Staff Internal Development/Trng		16,000.00
Special Projects	53,000.00	-
	\$ 53,000.00	\$ 33,292.67
Unencumbered Balance 7/31/2020		\$ 49,945.81

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

7/31/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2020	\$ 786,885.00	\$ 804,581.51	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	156.02	N/A
Revitalization Rebates	-	-	N/A
Back Tax	25,000.00	13,962.56	56%
Motor Vehicle Tax	168,424.00	59,298.66	35%
Recreational Vehicle Tax	1,620.00	534.16	33%
16/20M Vehicle Tax	641.00	745.15	116%
In Lieu of Tax	-	-	N/A
Watercraft Special Tax*	881.00	-	0%
Commercial Vehicle Fees	5,716.00	4,837.87	85%
Interest on Idle Funds	5,000.00	2,218.44	44%
	<u>\$ 207,282.00</u>	<u>\$ 81,752.86</u>	39%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	994,167.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 994,167.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 7/31/2020	\$ -	\$ 886,334.37	

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of July 31, 2020

Capital Improvement Funds-VisionBank

\$ 1,207,442.19 at 1.19% (money market account)

Municipal Investment Pool

\$12,127,150.03 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average July 1 - 31, 2020 was .0027%

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, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	7/6/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,875.00	-98252
15	21516	0	7/6/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,085.76	-98252
15	21517	0	7/6/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,145.79	-98252
10	21513	0	7/6/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,005.66	-98252
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 50,112.21	-98252 Total
10	21505	0	7/17/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,692.57	-98238
15	21516	0	7/17/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,824.01	-98238
15	21517	0	7/17/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,115.41	-98238
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 48,631.99	-98238 Total
10	21501	0	7/2/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,854.56	-98236
10	21502	0	7/2/2020	PAYCOM PAYROLL LLC	State W/H	\$ 11,063.66	-98236
15	21521	0	7/2/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 37.82	-98236
10	21503	0	7/2/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,823.63	-98236
15	21504	0	7/2/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 11,884.21	-98236
10	21503	0	7/2/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,402.34	-98236
15	21504	0	7/2/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,402.34	-98236
10	21514	0	7/2/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 893.69	-98236
10	21518	0	7/2/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 326.72	-98236
10	41000	313	7/2/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,876.90	-98236
10	41000	313	7/2/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 339.30	-98236
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 77,905.17	-98236 Total
10	21501	0	7/16/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,541.52	-98235
10	21502	0	7/16/2020	PAYCOM PAYROLL LLC	State W/H	\$ 10,922.35	-98235
15	21521	0	7/16/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 1,508.47	-98235
10	21503	0	7/16/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,587.13	-98235
15	21504	0	7/16/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 11,659.71	-98235
10	21503	0	7/16/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,347.03	-98235
15	21504	0	7/16/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,347.03	-98235
10	21514	0	7/16/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 893.69	-98235
10	21518	0	7/16/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 335.25	-98235
10	41000	313	7/16/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,868.83	-98235
10	41000	313	7/16/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 337.56	-98235
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 78,348.57	-98235 Total
10	21515	0	7/31/2020	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 26,216.78	-98234
15	21515	0	7/31/2020	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 123,757.72	-98234
15	21515	0	7/31/2020	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,121.16	-98234
						\$ 151,095.66	-98234 Total
10	21501	0	7/30/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 27,536.86	-98233

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, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21502	0	7/30/2020	PAYCOM PAYROLL LLC	State W/H	\$ 12,452.49	-98233
15	21521	0	7/30/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 26.09	-98233
10	21503	0	7/30/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 21,028.73	-98233
15	21504	0	7/30/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 15,222.40	-98233
10	21503	0	7/30/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,917.91	-98233
15	21504	0	7/30/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,917.91	-98233
10	21514	0	7/30/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 768.69	-98233
10	21518	0	7/30/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 321.46	-98233
10	41000	313	7/30/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,828.85	-98233
10	41000	313	7/30/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 337.56	-98233
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 89,358.95	-98233 Total
10	21505	0	7/31/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,881.44	-98232
15	21516	0	7/31/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,094.99	-98232
15	21517	0	7/31/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,146.89	-98232
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 49,123.32	-98232 Total
35	41000	736	7/30/2020	THE MORAN COMPANY LLC	Recruitment fees	\$ 11,599.84	11810
				<i>Recruitment fees for The Library Foundation Executive Director position - paid from non-tax funds</i>		\$ 11,599.84	11810 Total
10	41000	310	7/2/2020	BLACK DIAMOND SOLUTIONS, INC.	Adobe Govt. VIP Creative	\$ 9,279.40	95485
10	41000	310	7/2/2020	BLACK DIAMOND SOLUTIONS, INC.	Adobe Acrobat Pro DC for	\$ 958.15	95485
				<i>2020 approved operating budget - software support/subscription</i>		\$ 10,237.55	95485 Total
10	21512	0	7/2/2020	DELTA DENTAL OF KANSAS, INC	EE July Premiums	\$ 2,864.22	95493
15	21512	0	7/2/2020	DELTA DENTAL OF KANSAS, INC	ER July Premiums	\$ 11,045.86	95493
15	21512	0	7/2/2020	DELTA DENTAL OF KANSAS, INC	Retiree July Premiums	\$ 88.32	95493
						\$ 13,998.40	95493 Total
10	41000	736	7/2/2020	HTK ARCHITECTS INC.	Restroom Renovations	\$ 1,960.00	95500
10	41000	736	7/2/2020	HTK ARCHITECTS INC.	FMP	\$ 18,676.25	95500
10	41000	736	7/2/2020	HTK ARCHITECTS INC.	BUILDING DEMO ARCH SERVIC	\$ 5,990.63	95500
						\$ 26,626.88	95500 Total
10	41000	351	7/9/2020	EVERGY	Electric Service	\$ 29,475.27	95523
						\$ 29,475.27	95523 Total
10	41000	313	7/9/2020	IMAGEMAKERS INC.	TSCPL website design	\$ 6,500.00	95527
				<i>2020 approved operating budget - web development and design; professional contracted service exempt from the purchasing policy</i>		\$ 6,500.00	95527 Total
10	23800	0	7/9/2020	KELLEY CONSTRUCTION CO., INC.	CONSTRUCTION OF TS WORKRO	\$ 12,676.16	95528
						\$ 12,676.16	95528 Total
10	41000	311	7/9/2020	THYSSENKRUPP ELEVATOR CORP.	Elevator Service Contract	\$ 17,898.36	95537
				<i>2020 approved operating budget - contracted facilities</i>		\$ 17,898.36	95537 Total

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended July 31, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	7/16/2020	BIBLIOTHECA LLC	Bibliotheca annual renewa	\$ 32,478.00	95540
					<i>2020 approved operating budget - annual software maintenance/support</i>	\$ 32,478.00	95540 Total
10	41000	313	7/16/2020	ORANGEBOY INC	Consulting Fee	\$ 5,000.00	95554
					<i>Consulting service to develop a Community Management Model to address challenges of the COVID-19 pandemic; professional contracted service exempt from the purchasing policy</i>	\$ 5,000.00	95554 Total
10	41000	310	7/23/2020	BLACK DIAMOND SOLUTIONS, INC.	OVS-ES Desktop EDU	\$ 11,508.90	95558
					<i>2020 approved operating budget - software support/subscription</i>	\$ 11,508.90	95558 Total
10	41000	311	7/23/2020	BURNS BOYS CO INC	Service labor	\$ 2,880.00	95560
10	41000	311	7/23/2020	BURNS BOYS CO INC	38 carrier assembly	\$ 1,461.60	95560
10	41000	311	7/23/2020	BURNS BOYS CO INC	Hinge 632 style	\$ 241.50	95560
10	41000	311	7/23/2020	BURNS BOYS CO INC	Top sweeps	\$ 576.00	95560
10	41000	311	7/23/2020	BURNS BOYS CO INC	Shipping	\$ 78.92	95560
					<i>2020 approved operating budget - service partitions in Marvin Auditorium</i>	\$ 5,238.02	95560 Total
10	41000	313	7/23/2020	IMAGEMAKERS INC.	TSCPL website design	\$ 6,500.00	95569
					<i>2020 approved operating budget - web development and design; professional contracted service exempt from the purchasing policy</i>	\$ 6,500.00	95569 Total
10	41000	310	7/30/2020	COMMUNICO LLC	communico renewal	\$ 20,000.00	95584
					<i>2020 approved operating budget - annual software maintenance/support</i>	\$ 20,000.00	95584 Total
10	41000	736	7/30/2020	MCPHERSON WRECKING, INC.	Demo/grade 1719 SW 10th	\$ 20,430.00	95592
					<i>RFP posted and Board approved on May 21, 2020</i>	\$ 20,430.00	95592 Total
10	41000	301	7/30/2020	OCLC, INC.	OCLC cataloging & ILL	\$ 6,736.92	95594
10	41000	310	7/30/2020	OCLC, INC.	EZProxy Server license ke	\$ 608.00	95594
					<i>2020 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 7,344.92	95594 Total
						\$ 782,088.17	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

August 2020

The regular meeting begins at 5:00 p.m. and the public hearing for FY2021 budgets begins at 5:30 p.m.

Note: Since the August board meeting is a week early and our focus is on the budget hearing and approval, your board packet does not include all the usual reports. Look for a more comprehensive operations update as well as Friends and Foundation reports in September.

News and Updates

Dolly Parton's Imagination Library (DPIL) Awaiting Report

At the end of July, there were 5691 children registered; at the end of July 2019, there were 4,924 children registered. DPIL participation has increased by 15.6% in a year! *Note that children are aging out as others are added, so that figure isn't a straightforward increase.*

Agenda Items

Adoption of FY2021 Operating Budgets

This is the official board action that approves the budget for FY2021. 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.

Bid for Millennium Café Remodel Project

Bid for Millennium Café Furniture

Please see the resolution sheets for background information, bid summaries, and fiscal notes for both bids.

Professional Activities/Community Contacts

July 10	Attended Urban Libraries Council (ULC) Director's Zoom Meeting
July 13	Attended The Foundation Board Meeting
July 14	Met with Clark Swanson of OrangeBoy to discuss Community Management Project
	Attended Friends Board Meeting
July 16	Attended Kaw Valley check presentation for DPIL
	Met with Clark Swanson of OrangeBoy to discuss community management project
	Attended MO-KAN Library Directors Zoom Meeting
	Attended Board of Trustees June Meeting
July 20	Met via Zoom with KS Dept. of Commerce Director of Broadband Initiatives Stanley Adams
	Met with Imagemakers to discuss website design

July 23 Attended MO-KAN Library Directors Call
 Attended Urban Libraries Council (ULC) Director’s meeting

July 28 Met via Zoom with KS Dept. of Commerce Director of Broadband Initiatives
 Stanley Adams
 Met with Imagemakers to discuss website design

July 30 Attended MO-KAN Library Directors Call
 Attended Urban Libraries Council (ULC) Director’s meeting

July 31 Met with Clark Swanson of OrangeBoy – Community Management Project
 Status Meeting

August 3 Convened Zoom meeting with YWCA, United Way, Kansas Children’s
 Discovery Center to discuss working together to serve families with school
 age children
 Attended Trustees Executive Committee Meeting

August 4 Met with Imagemakers to discuss website design

August 6 Attended Urban Libraries Council (ULC) Digital Inclusion Action Team
 meeting
 Attended MO-KAN Library Directors Call
 Attended Urban Libraries Council (ULC) Director’s meeting

In Process

Supporting Families with School Age Children

I have convened a group of partners including the YWCA, the Boys and Girls Club, the United Way, and the Kansas Children’s Discovery Center to work together on supporting families with school age children. At this point, the YWCA has a “shovel-ready” project that will be submitted under the CARES (Coronavirus Aid, Relief, and Economic Security) Act that Shawnee County is administering. Each of the partners has resources that they will contribute to the project. I will provide more information as it becomes available.

Community Management Project with OrangeBoy

We began work on this project in the last two weeks. This week we completed work on an online user survey that will be distributed to all library card holders 13 years and older. That survey goes out this week and I would ask that all of you participate.

We identified 12 community influencers for interviews and I sent a personal request asking them to participate. CEO Clark Swanson will be conducting interviews in the next two weeks. The results of the user surveys and interviews will be reviewed at the first meetings of the TSCPL Community Management Working Group that will meet with Clark on August 18 – 19.

Gina Millsap

Chief Executive Officer

Topeka and Shawnee County Public Library

08/05/2020

August Board Report

August 6, 2020

Communications & Marketing Team

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

What's New

- We have been doing very well with our new services to keep our customers and staff safe during the COVID-19 pandemic. **Curbside Pickup**, **Grab-n-Go** book bundles and **Browsing Just for You** personal service campaigns are doing very well. But we did hear “*Oh--I didn't know the library was open*” from several people in the community. So, the C&M staff immediately went to work to let people know we are open with a multi-channel campaign that will run from August 5-September 30, that includes:



- YouTube paid ads - a 15-second video starring David King -- The ads (started July 28-August 5) and are targeted for the Shawnee County area and keywords that are related to library use. So far it has had 3,217 views with a 42% view rate. [See it here](#)
- 10 print billboards that will be up August 10-September 10, and 1 digital marquee at 17th & Wanamaker will be up from August 5-23. The print billboards are located at: East 29th & Iowa | Topeka Blvd & 49th St | 6th & Carnahan | 21st & California | Hwy 24 @ Goodyear | 21st & Gage Blvd | 10th & Wanamaker | 21st & Western | 6th & MacVicar | 12th & Kansas Ave.
- Social media messages with branded format with a variety of different personas.
- Yard signs with the message “We’re Open” and our current hours, placed on 10th Avenue on the Garfield and Washburn corners plus one in front of the building.



TSCPL@HOME

We developed the marketing campaign for the trial to deliver library items to homes of bookmobile customers while that service is temporarily suspended. This targeted group of customers were notified in print, by email and phone calls to explain the suspension of bookmobile services and the opportunity to participate in the pilot program that begins August 17. They are also given the opportunity to opt-out of the pilot and pick their items up using the library Curbside Pickup service.

Top Page Views

tscpl.org | July 8 - August 5, 2020 | 56,351 Pageviews

- Voting information
- What You Can Do Now Phase 3.5 of the reopening plan
- Browsing Just for You
- Summer reading
- Database research
- Curbside Pickup
- Bookmobile Schedule
- Library Services page
- Get a Library card
- Foodie Finds blog: Zucchini humble oh so versatile
- Meeting Rooms

Chief of Staff Report

Thad Hartman

August 13, 2020

Reopening

July 27 marked the official beginning of Phase 4 of our reopen plan. In our current phase, customers can use the four meeting rooms on the second floor and Marvin 101BC at reduced capacities. We have also added test proctoring, notary, and interlibrary loan to our list of available services. The notary service has been especially popular since its reintroduction. In addition to these changes, we have eliminated time limits for using WIFI and the North Reading Room and customers can now move more freely throughout the building.

We will continue to require masks and have made several changes to the building to encourage social distancing. Tables have only one chair and group seating has been removed. Customers seem to have gotten used to the safety precautions we have in place and we often hear how appreciative they are that we are open and being responsible.

We are currently planning to move to Phase 5 of the reopen plan on August 24. When we move to this phase, we will resume the old library hours and once again be open 78 hours a week. Services will function much as they have in Phase 4 with a couple of notable additions. We plan to open to the Gallery on August 17 and will soon allow customers into the Booktique by appointment. There will be limitations on the number of people allowed in each space, and the Booktique will initially operate with reduced hours. This will be the first chance to showcase the new Gallery space as a Gallery. While the circumstances are not what we originally envisioned, we are extremely excited to showcase the new space.

Department Highlights

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Nearly all Youth Services staff will be working their full hours onsite at the library starting August 17.

Success Stories

This summer has been like no other I have witnessed in my tenure at the library. Not surprisingly, foot traffic is lower as are check outs of physical materials and I did not once have to redirect any visiting groups for playing hide-and-seek in the building. It is usually our busiest time, and I think we have all missed the rush of high energy.

Good things are still happening as evidenced by feedback staff are receiving.

Carrie Podlena shared that while working LibChat she received this:

"I can't say thank you enough for all the hard work y'all are doing with the curb side service. Maybe you think it's just a book or a movie and those things aren't important, but they are vital to some of us keeping our sanity in these times. You are the heroes transporting us to other worlds to escape or to gather knowledge on how to help our world. May you always have a warm sun and cool breeze."

Dawn Buttery mentioned that via Facebook Messenger a preschool teacher said this of story time videos:

"Thank you, we love these! My four-year olds love them, and they are a great incentive for getting them down for nap time!"

While at Ross Elementary School handing out activity bags during meal pick up, Kathy Ellison ran into a family of three kids that prior to COVID-19 regularly utilized library services like Toddler Time 1, story time and the Learn and Play Bus. They were all so tickled to have a brief reunion.

Joyce Hedlund shared a similar story of a preschooler who was wearing a princess dress at Pine Ridge's food site. She commented to the girl that she was a beautiful princess and handed her a library activity bag. The little girl smiled at the bag, but also noted Joyce's badge and noted that the "library lady" used to come to her school. Joyce asked if she brought Boomer Bear and the girl's eyes lit up. They had a good talk about Boomer.

Angie Reed said a father with multiple children came in to pick out books while mom was having some me-time. One of the younger kids, maybe age 3, became her instant friend. He showed her every book in his pile and even "read" a few to her. It was super cute. Dad was a little stressed having a stroller with a baby and four kids on the loose and headed in different directions. She helped them locate the movies they were looking for and, after witnessing their sibling showing her books, all of the kids decided they needed share their selections too. The father told her he was grateful to be out of the house, to have help finding materials, to have support managing his slightly rowdy kiddos and to have positive reinforcement for reading. They also ooh-ed and awww-ed over the fish and were generally a very happy bunch. In the moment it felt like the Kids' Library, even with masks.

Kyler Carpenter noted that when he was greeter the other day a lady walked in, sighed heavily and said, "I've missed you, dear friend" to the library.

While we are not working with as many customers directly, we are still building relationships with those who are tentatively stepping out into the world. We are ready for folks as they come back our way, and we continue to explore new ways going directly to them.

Collections

Paul Brennan, Collections Director

As you'll see in each of the supervisor's individual unit reports, a lot of things are happening. Curbside delivery continues to be popular and an important tool in getting materials into the hands of customers. Given the obvious popularity of curbside pickup and the positive feedback we've received about the service so far, planning is underway to make this service a permanent feature of material delivery for customers even after the needs of the pandemic have passed. We'll let you know as the plans develop.

Scarlett's team is working to move forward on several important collection projects. Those include preservation work as well as developing plans that allow us to react appropriately to so many changing circumstances and the disruption of long-standing material delivery options including Bookmobile services.

Finally, we are working with our school partners to launch another year of our [TSCPL@School](#) program. This is a library-wide initiative managed jointly by Marie Pyko and her Public Services team and by me and the Collections staff. These are uncertain times for schools and we're ready to help in whatever way we're able.

Circulation

Ruth Rodden, Circulation Supervisor

Curbside Delivery

We continue to see an increased number of customers using curbside delivery to pick up their holds.

- In June we had a weekly average of 4600 checkouts by 1888 customers.
- In July we had a weekly average of 3735 checkouts by 2227 customers.

Plaza

It's been a pleasure to work in the Plaza during the past few months as customers are so happy

to return to the library to do both business-related tasks and to be able to get the materials they have missed.

We have many customers returning to use computers, print documents, make copies and faxing and scanning documents.

For several days we were finding books and DVDs for customers, but we quickly saw that customers really wanted to browse. We made browsing available with staff oversight. Staff were able to recommend materials customers might like and made sure we were sanitizing areas and kiosks that had been used.

In a snapshot of an hour working in the Plaza I saw customers getting new library cards, selecting large print materials, families selecting children's materials, groups using the Team Rooms, a wife selecting books that she and her husband could read aloud to each other, and other customers using our WIFI areas.

Circulation

Kelli Smith, Circulation Supervisor

The circulation public service specialists began offering interlibrary loan (ILL) and notary services again on Monday, July 27 as the library moved into phase 4 of its reopening plan.

Interlibrary loan service allows TSCPL patrons to borrow titles our library doesn't own from other libraries across the country. The circulation public service specialists processed 150 ILL requests the first week this service was restored. The ILL process shouldn't be too different for the customer, but it is possible patrons might notice a delay in getting loaned materials since some libraries are still closed or not offering ILL service at this time.

Library staff also quarantine the titles from other libraries for 4 days when they receive them. TSCPL also lends out titles in its collections to other libraries. In the first week, staff processed 239 lending requests in the ILLiad database to determine availability, then searched the library stacks for 144 items that showed they were available in our catalog, packaged them up and shipped them to the requesting libraries.

The circulation public service specialists also provide notary service to TSCPL patrons. In the first week of service, staff completed 27 notary transactions for customers. Since the library offers this service for free, it has been missed.

In addition to helping customers with interlibrary loan and notary services, the Circulation Public Service Specialists continue to work the public floor helping patrons find library materials, assisting with computer questions, and help patrons troubleshoot issues they may be experiencing with their laptops, tablets and phones. They also spend a lot of time helping customers copy, fax and scan in the Business Center. Arely, Carrie, Jacob and Stephen have done a fabulous job juggling assisting customers on the service floor and restarting interlibrary loan and notary services.

Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

The Tech Services team has been working on getting new items to customers and in determining the path forward with collection management for the rest of this year. Selectors have been working through their collections and weeding copies of books that are in poor physical condition. This allows us to have more room on the shelves for recently returned titles and new books. It is an ongoing effort and is going well.

We are also working on a special project that we've had in development for months and finally have the time to complete it. We have a large collection of popular magazines and periodicals that is stored on compact shelving the basement of the library. The oldest titles date to the early 1880s and we have nearly complete runs of some of the oldest and most well-known magazines on U.S. newsstands. It's a unique collection and one that's needed some improvement in how it's preserved.

We are placing all loose issue magazines into archival quality, acid-free magazine holders that have clamshell lid closures. For extremely fragile and/or large items, we will be placing them into archival boxes. In our work, we're cleaning each shelf and updating the records in Polaris, the library's catalog system. The product will be a collection that is protected from the elements of light, dust, and moisture and is ready to be enjoyed and showcased either in a physical format or scanned for digital use. It is interesting to look back at periodicals from 1918-1920 and see articles and advertisements promoting handwashing and wearing masks.

Periodicals offer that timely perspective of current events described in the moment they are unfolding. Even with current periodicals, there is a rapid evolution of topics highlighted on the covers with a proliferation of articles on cleaning, personal health and safety popping up on magazines by early April 2020. Just as we look back to magazines from a hundred years ago to see the commonalities between that pandemic and this present time, people who come after us may look to the periodicals we're currently collecting to see how we managed this crisis through the lens of magazines articles and ads. It's our plan to maintain a collection that

supports our current work and the ongoing preservation of this unique collection we have at this library.

Digital Services

David Lee King, Digital Services Director

Digital Services highlights over the last month include:

- We received the laptops we are deploying to managers and have started setting them up. This will help our staff be more productive and will free up other laptops for staff to check out as needed.
- Digital Services helped Marketing set up the library's first YouTube ad. As of today, it's been viewed over 3,000 times!
- Contracts have been signed for the WIFI upgrade project and we had a kickoff meeting. This project will improve the quality of WIFI inside and outside of the building and keep our equipment up to date. We are currently waiting for some outdoor WIFI equipment that is on backorder. Apparently, lots of organizations are trying to order the same equipment because of the current pandemic.
- We plan to finish the final installation of the Gallery Audio Visual equipment in mid-August. This will provide upgraded speakers for the gallery, for sound-related content for exhibits.
- We have started installing new computers at the Community Centers computer labs.



Resolution – Bid for Café Remodel

BOARD OF TRUSTEES

August 13, 2020

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Kelley Construction Company, Inc, Topeka KS, in the amount of \$229,000 for the renovation of the Millennium Café, including alternates 1 and 2 which includes new flooring for the Chandler Booktique. This expenditure shall be paid from the General Fund, Special Projects line item.

Policy and Background Information:

Renovating the Millennium Café was identified as a priority in the Library's Facilities Master Plan and was originally scheduled for 2019. However, with the retirement of the longtime café operator it was decided to wait until a new operator was selected so that the library could consult with them and utilize their expertise to create an optimal café experience. Engroff Catering was selected as the new operator in late 2019. HTK Architects, Engroff, and the library staff have collaborated on a remodel plan for the café.

The Café has had the same design and furniture since it opened in 2001. The objectives for this project are to increase foot traffic and sales. The concept for the renovation is to update the Café by eliminating the cafeteria look and feel and replacing it with a café or coffee shop experience. The design was inspired popular eateries like The Classic Bean and Panera Bread. Engroff will make workflow changes that will be reflected in the new design. Food preparation will move to the kitchen and the counter will feature more pre-made items. Orders will be brought out to tables which will help move customers through the line more quickly.

The ambience of the café will change considerably. The tile floor will be replaced with hardwood. The look of the front counter and the lighting will also change significantly. Video monitors will replace the old menu board which will allow Engroff to easily update the menu and highlight daily specials.

To complete the renovation, the twenty year old furniture will be replaced and is covered in the second bid resolution.



While this project was planned for 2020, it has been fast-tracked due to the impact of COVID-19. Low foot traffic and sales made it too costly for the Café to remain open and Engroff decided to temporarily close.

In addition to the Café renovation, it was decided to include reflooring the Booktique with the same flooring as the café as an alternate bid. The carpet in the Booktique is the original carpet from the 2001 building project. The carpet is extremely worn, is difficult to keep clean, and in need of replacement. Moving from carpet to a hard surface floor will improve the look, lifespan, and cleanability of the flooring in this room.

Bid Process

In preparation for the bid process library staff worked with HTK Architects and Engroff to create a design for the renovation of the café. HTK developed an approved design and specs and wrote the Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued July 6, 2020.

The RFP and related documents were posted on the Library's website and email notification was sent to several companies regionally who have worked on similar projects. An optional site visit was held on July 21, 2020. Bids were received at a public meeting over Zoom on August 5, 2020. Five bids were received before the bid deadline; all were submitted electronically.

Staff Recommendation:

The low bid is from Kelley Construction Company, Inc. This bid meets all the necessary criteria and the vendor has provided satisfactory work in the past for the library and HTK Architects. With the alternates and the additional cost of furniture and audio-visual equipment, the cost for this project will be under the original estimate.

TSCPL staff recommends that the bid of \$229,000 submitted by Kelley Construction Company, Inc, Topeka, KS, be approved for the café renovation and Booktique flooring including alternates 1 and 2.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Bid Tabulation
 Wednesday, August 6, 2020

HTK Project No. 2001.01-005

CONTRACTOR	2Point Construction	Kelley Construction	Mohan Construction	Prosser Wilbert Construction	Senne Company
Bid Bond	yes	yes	yes	yes	yes
Insurance Certificate	yes	yes	yes	yes	yes
AIA A-305 Qualification Statement					
Addenda No. 1 & 2	yes	yes	yes	yes	yes
BASE BID	\$228,300	\$184,100	\$208,800	\$315,000	\$231,750
Alt. No. 1: Serve Flooring	\$1,450	\$1,500	\$1,510	\$500	\$0
Alt. No. 2: Bookique Flooring	\$42,400	\$43,400	\$47,900	\$40,000	\$45,165
BASE BID w/ ALTERNATES 1 & 2	\$272,150	\$229,000	\$258,210	\$355,500	\$276,915
Attended Option Site Visit	no	yes	yes	yes	yes
Number of Days (11/30/20 latest)		90	100	90	98
MAJOR SUBS					
Plumbing	Cooper's Inc	McElroy's Inc.	Cooper's Inc	Cooper's Inc	Cooper's Inc
Mechanical HVAC	Cooper's Inc	McElroy's Inc.	Cooper's Inc	Cooper's Inc	Cooper's Inc
Electrical	Guardian Electric	Allen Electric	Allen Electric	Guardian Electric	Allen Electric



Resolution – Bid for Café Furniture

BOARD OF TRUSTEES

August 13, 2020

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from encompass, Wichita, KS in the amount of \$19,591.94 for café furniture package 1 and BA Designs, Topeka KS, in the amount of \$29,945.99 for café furniture package 2. The total cost will be \$49,537.93. This expenditure shall be paid from the State Aid fund.

Policy and Background Information:

In the process of developing a plan for the café renovation it was determined that the café furniture needed to be replaced to fit within the vision for the fully renovated café. The old furniture has been in use since the café opened in 2001 and is showing its age. Furniture was selected that will provide more seating options for customers including a few varying heights, booths, and tables that can be moved to create larger seating areas.

Specific chairs were identified, and standard tables and booths selected that fit within the new design and will be comfortable, cleanable, and long lasting.

Please refer to the Bid for Café Renovation Resolution for more details on this project.

Bid Process

In preparation for the bid process Library staff worked with HTK Architects and Engroff to select furniture that fit within the design and layout of the café renovation. HTK developed approved specs and wrote a Request for Proposal. It was decided to break the RFP into two packages in order to allow vendors to bid on a part of the project. This was because it would have been unlikely that one vendor would be able to supply all of the different types of furniture in the RFP.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued July 23, 2020.

The RFP and related documents were posted on the Library's website and email notification was sent to several companies regionally who have worked on similar projects. Bids were received on August 6, 2020. One bid was received for package 1 and two bids were received for package 2 before the bid deadline; all were submitted electronically.

Staff Recommendation:

The bid from encompass was the only bid received for package 1. This was for a specific chair which has a limited number of vendors. encompass is a preferred contractor with the State of Kansas and the cost is in line with similar products, so this price is within market and reasonable. The low bid for package 2 is from BA Designs, Topeka, KS. The library has worked with BA Designs and HTK has worked with BA Designs and encompass on several projects, and both vendors have provided high quality, competitively priced products.

TSCPL staff recommends that the bids from encompass, Wichita, KS in the amount of \$19,591.94 for package 1 and BA Designs, Topeka KS, in the amount of \$29,945.99 for package 2 be approved. The total cost of both bids is \$49,537.93.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Bid Tabulation

HTK Project No. 2001.01-005

Thursday, August 6, 2020

CONTRACTOR	BA Design	Palmer	Encompass
Addenda No. 1	yes	<i>not indicated</i>	yes
Package 1 : Chairs	no bid	no bid	\$19,591.94
Package 2: Tables and Booths	\$29,945.99	\$48,991.13	no bid



Resolution – Adoption of FY2021 Operating Budgets

**BOARD OF TRUSTEES
August 13, 2020**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopts the FY2021 operating budgets as presented/published in the Topeka Capital Journal on July 24, 2020.

Friday, July 24, 2020 The Topeka Capital Journal

NOTICE OF BUDGET HEARING

The governing body of Topeka & Shawnee County Public Library, Shawnee County

State of Kansas
Special District
2021

will meet on August 13, 2020 at 5:30 PM at <https://tscpl.zoom.us/j/97492271627>, Zoom Meeting ID: 974 9227 1627, for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to be levied. Detailed budget information is available at <http://www.tscpl.org>, or hard copies from TSCPL and will be available at this hearing.

SUPPORTING COUNTIES
Shawnee County (home county)

BUDGET SUMMARY

Proposed Budget 2021 Expenditures and Amount of 2020 Ad Valorem Tax establish the maximum limits of the 2021 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUNDS	Prior Year Actual for 2019		Current Year Estimate for 2020		Proposed Budget Year for 2021		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2020 Ad Valorem Tax	Estimated Tax Rate*
General	13,626,074	7.337	17,197,087	0.070	17,937,020	13,722,650	7.917
Debt Service	1,640,000	0.043	994,167		41,797		
Employee Benefits	3,335,625	1.566	3,645,054	1.716	4,290,113	3,230,907	1.869
State Aid	49,629		49,946		53,000		
Non-Budgeted Funds	1,662,495						
Totals	20,322,623	9.706	21,806,264	9.785	22,321,939	16,951,565	9.786
Less: Transfers	0		2,703,972		1,791,797		
Total Expenditures	20,322,623		19,102,292		20,530,142		
Total Tax Levied	16,221,662		16,700,518		xxxxx		
Assessed Valuation	1,657,801,289		1,691,499,327		1,733,247,602		

Outstanding Indebtedness

	2018	2019	2020
Jan. 1			
G.O. Bonds	1,600,000	0	0
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pmt. Princ.	0	0	0
Total	1,600,000	0	0

*Tax rates are expressed in mills.

Elizabeth Dobler
Elizabeth Dobler
Secretary

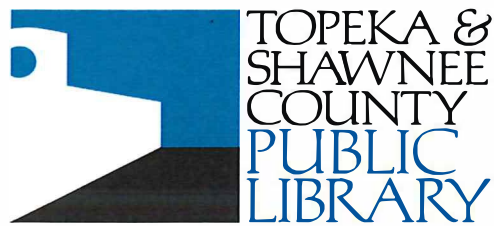
TP 00063519

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



2021 Budget Summary

Public Hearing – August 13, 2020, 5:30 pm

Zoom Meeting: <https://tscpl.zoom.us/j/93198110813> Meeting ID: 931 9811 0813

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 .683 mills in the past eleven years (high to low) and a fluctuation of only .012 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 2012-2020. 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 2021 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 2021 proposed budget. *Budgeted expenditure authority increases, primarily due to increases in property valuations and other taxes.*

TSCPL has crafted a 2021 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 2021 "Budget Summary", published in the July 24, 2020 edition of the *Topeka Capital Journal*, is proposed with these goals:

- Fund the 2021 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 2020 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.

Unfortunately, the latest review of health plan usage with Blue Cross Blue Shield resulted in instructions to expect a rate increase for the 2021 plan year of about 10%. Because there are a number of months remaining in this review period, a conservative estimate of a 20% increase is budgeted. The dental plan has an increase cap of 6% for the 2021 plan year.

Thus, the mill levy change between the General Fund and Employee Benefit Fund will be broader than originally expected.

- 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 Employee Benefits 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, 2020 is \$1,206,212.
- 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 \$16,961,565 to fund expenditures in the General (operating) and Employee Benefit funds. Assessed valuations as of July 1, 2020 will produce \$42,049 more per mill above the 2020 final valuations. At a combined levy of 9.786, revenue increases by \$261,047 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 \$26,046 more than 2020.

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

When comparing 2021 and 2020 total budgeted expenditures, the increase appears to be about \$436,000. 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 includes \$2,050,000.

Expenditure authority increase – Budget Summary	\$ 436,000
Add difference in cash transfer amount from General Fund to Capital Improvement Fund in 2021	912,000
Less portion in 2021 expenditures for cash carry forward	<u>(2,050,000)</u>
Adjusted decrease from 2020 to 2021	<u>\$(702,000)</u>

Expected 2020 expenditure savings or increases from budgeted:	
Medical insurance cost decrease	44,000
Workers compensation insurance cost decrease	3,000
State Aid reduction to actual	3,000
Other expenditure decreases	<u>84,000</u>
Total 2020 Adjustments	\$ 134,000

2021 changes in expenditure authority from 2020:	
Decrease Facilities Master Plan projects using <i>one-time</i> funding	(971,000)
Net increase employee benefits	188,000
Net decrease operating expenditures from 2020	<u>(53,000)</u>
Total Change from 2020 Estimate to 2021 per Budget Summary	<u>\$(836,000)</u>
 Total Change from Approved 2020 Budget to 2021 Proposed	 <u>\$(702,000)</u>

Please refer to the enclosed Schedule C "Key to 2020 and 2021 Comparison-Notice of Budget Hearing" to assist with understanding TSCPL's budget year-to-year.

Additionally, the reported 2020 revenues represent the latest estimates (since the approved budget), including: (1) other fee and reimbursement revenue adjustments and interest income increases based on 2019 actual and to-date in 2020 (\$84,962-); (2) reduction in interest earnings (\$36,000-); (3) a 2% uncollectible tax revenue allowance (\$365,063-); and (4) reduction in State Aid revenues to actual (\$3,054-).

Due to the COVID-19 pandemic, the Library closed on March 16, 2020. A curbside service plan was implemented on May 26, but the Library remained closed to the public until June 15, 2020. The closure was in accordance with the Stay at Home order from the Shawnee County Health Department. Beginning June 15, 2020, phase three of seven of the Library's reopening timeline began, which allowed the Library to open to the public with limited services and limited hours. The Library's management team continues to confer and rely on guidance from the Shawnee County Health Department on when each phase of the re-opening plan should occur. The Library's closure is a factor in the 2020 reduction of other fee and reimbursement revenues.

These revisions are important to the 2021 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 2020 and 2021 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 decrease (increase total revenue) by about \$45,800 in 2021.

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 2021 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 2020 *approved* budget by \$702,150, yet provides funding for \$733,150 in projects on the Facilities Master Plan, if needed. This net decrease is mostly attributable to: (1) the decrease in funding of \$971,600 for Facilities Master Plan projects from 2020; and (2) an increase in ad valorem property tax of \$261,047 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. However, the 2021 plan year is expected to have a significant increase. This is based solely on usage, as well as the way in which the current providers project costs and necessary reserves. A 20% premium 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 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 2021 gross salaries, allowing about \$143,891 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 2021 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 normally 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 was completed in 2020. 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 was also completed and includes an exterior patio space, a three season pavilion space for small group meetings and an amphitheater for outdoor education.
- The Technical Services Department has been relocated from the second level to a renovated space in the lower level of the Library. The vacated space on the second level will be reconfigured and used for public space in 2021.
- The Board of Trustees approved the purchase of the Hearing Aid Building at 1719 SW 10th Street at the end of 2019. This building sits on a small portion of land that connects to a larger lot that the library owns. The acquisition and demolition of this building will give the library the opportunity to make the library's parcel of land at 10th and Garfield into one unified whole, from Garfield to Mulvane. The removal of the building and the addition of parking and greenspace will improve access to the library and the appearance of the neighborhood. This project is expected to be completed in 2020.
- 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 44% of all households in Shawnee County have an active library cardholder.
- All households in the library district received the 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 5,400 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 2019, nearly 716,000 visitors came to the building, including nearly 163,000 using the meeting rooms, 49,000 attending programs and over 18,000 attending The Sabatini Art Gallery.
- Countless visitors use the 182 public computers to search and apply for jobs, research, learn and correspond.
- Almost 2.3 million print and digital books, periodicals, music CDs, movies and games were borrowed by Library customers in 2019. This is down slightly (5.5%) from 2018.
- Last year, about 199,000 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 648,000 visitors, of which about 367,000 were unique visits in 2019, with over 548,000 visits to the catalog of which nearly 239,000 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 475,000 digital downloads of movies, ebooks and audiobooks occurred in 2019; an increase of 8.9% over 2018. Digital downloads accounted for 21.5% of all checkouts.
- Social media continues to expand with over 17,000 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 223,000 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 29th students and parents have read 1,832,481 minutes; this is an increase of 250,000 minutes from 2018. 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 2,412 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 27 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 2019, the Library provided an estimated \$25.5 million value to the community representing about a \$1.58 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 2021 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 7, 7a)

Page 11 shows the estimated tax rate for the 2021 General Fund budget is 7.917 mills; a decrease of .153 mills from the 2020 General Fund tax rate of 8.070 mills. The net total mill levy remains flat between 2020 and 2021 for the three taxing funds.

Revenues

- Ad valorem property tax (net of revitalization rebates) is 87.9% of the total projected revenue for 2021; 87.9% in 2020.
- Vehicle taxes are 10.6% of the total projected revenue for 2021 compared to 9.5% in 2020. (Estimates are provided by Shawnee County.)
- In lieu of taxes are .018% of total revenues in 2021.

- 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 1.2% of the total projected revenue for 2021. 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 \$5,735 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 2021 are \$16,187,030 (including an allowable fund balance carry forward of \$1.655 million classified as “miscellaneous expense”). This is a 6% decrease (\$1,034,486) from the adopted budget of \$17,221,516 (including fund balance carry forward). The 2020 budget had one-time expenditures of about \$972,000 included in the total expenditures, but the additional allowable revenues from increased property valuations allow some one-time expenditures in 2021 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 2022, 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 General Fund expenditure budget. TSCPL’s combined percentage is 9.2%.

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

The budget includes 226 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 2020 budget included 233 full-time and part-time positions, but 7 positions were considered inactive and were eliminated in the 2021 budget. At any given time, approximately 210 positions are usually filled due to turnover and seasonal staffing.

- Salary expenditures comprise 49.3% of the expenditure budget in 2021; 46.8% of the expenditure budget in 2020; (or 54.3% and 51.2% 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 2019 and at least two in 2020, have kept gross salaries starting only about \$9,100 below those budgeted for 2020 (with the annualization of 2020 merit pay, but before any 2021 merit raise).
- Merit pay increases are included in a range of 0-3% based on performance. The budget is created using a 2.64% 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 2021 is estimated at about \$120,705.
- 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 2021 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 2021 budget, a 1.85% shrinkage reduction from gross salaries allows savings of \$143,891 in gross salary to be budgeted elsewhere.
- At the end of 2019, at least 41 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 decreases by \$75,279, but will fund: (1) Windows licenses for Office 365, and (2) a digital asset management system for the Communications & Marketing team. The Support line item increases by only \$6,400 but will fund: (1) 80 replacement personal computers on the regular 4-year cycle; (2) 3 iPads - 1 for the Kids Library and 2 for Gallery exhibits; (3) 3D camera for Gallery virtual tours; and (4) an inventory wand for Circulation and Collections departments. 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 increased by \$8,600 due to the bid process for services eligible for e-rate reimbursement and the addition of public Wi-Fi for bookmobiles.

Strategic, Community and Facilities Plans

The 2021 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 2021. This document reports 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 the following projects. This funding is from expenditure savings in the operating budget and a revenue increase from assessed valuations
 - Create public spaces on the second level and Topeka Room \$547,000
 - Miscellaneous exterior and interior repairs, including wood paneling \$111,150
 - Architectural design fees for the 2022 projects \$75,000

Total Special Projects line item for all funds is \$786,150. Other portions of these projects may be funded from The Library Foundation, Friends of the Library or State Aid funds. Infrastructure projects can be funded by the non-budgeted Capital Improvement Fund.

- The Furniture and Equipment budget decreases by \$4,200 and is comprised of: (1) public chair replacement cycle (\$50,000); (2) one-half the cost of two Smartlockers for placement within the community (\$30,000 – remainder paid by The Library Foundation); (3) Canon camera body replacement (\$2,000); and (4) 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 2021 budget (\$8,000).
- The Contracted Facilities budget decreases by \$24,300 (based on projections starting with 2019 actual expenditures). The Facilities Master Plan encompasses most of the infrastructure costs and can be paid by the Capital Improvement Fund. This line item includes all the support contracts for the major building systems and allows for cost increases for renewals, as well as any type of professional repair and service, such as snow removal, pest control, trash disposal, fire alarm testing, etc.
- The Contracted Office Equipment budget decreases by only \$40 (based on projections starting with 2019 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 increases by \$64,150 (based on projections starting with 2019 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.
 - 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.
 - Bidding of the annual audit services.
- Possible professional service needs in 2021 include: (1) consulting and website development for Communication and Marketing; (2) continuation of digitation and preservation of special collections; (3) projected increase in courier services; and (4) a \$20,000 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 2021 budget allows for the same funding level as 2020 for library materials. The materials' budget represents 13.1% of the total General Fund budget (and 13.8% without Special Projects) but drops to 10.3% of the four budgeted funds.
- The library materials budget for 2021 reflects the library's response in providing digital collections during the extended closure due to the COVID-19 pandemic. Given the continued uncertainty with COVID, the library materials budget plans for robust digital content in 2021.
- If the State Library's funding to public libraries continues to decline, TSCPL needs to plan for continuation of databases that are currently paid and made accessible by the State Library. They can provide access statewide at a substantial discount. State Library staff have confirmed that database funding is intact for this year. It appears that the State Library can continue to provide this service for another year. However, for forthcoming budget years, sufficient budget should be maintained to continue to fund databases without the State Library subsidy.

Other Expenditures

- Cataloging and interlibrary loan service database costs decrease by \$430 based on communications from the vendor (OCLC) and 2020 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 2021 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 2021 is not a conference year. Thus, the budget for this line item is decreased by \$46,580. The estimated cost for the Public Library Association conference is \$47,500 so the conference budget increases by \$926 from the prior year.
- Note: It is likely the moratorium on travel, which was instituted in March 2020, will continue through 2021. As such, the conference line item will act as a placeholder and preserve the Library's budget authority in the event travel to conferences is allowed at some point in the year.
- Insurance is increased by \$194 based on 2020 actual expenditures to-date. The pricing is locked for all but vehicles through 2022, but the Library receives the benefit of any rate decreases. No addition in the vehicle fleet is anticipated in 2021.
- 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 1.3% increase from 2020 *actual* now known (\$1,550) is budgeted at a total of \$116,672 for both libraries.
- Market increases are budgeted for postage/shipping and printing, as well as continued distribution by mail of *Library News* to all district households. However, the publication and mailing of *Library News* will be reduced to 4 mailings from 6 beginning in 2020 which will result in estimated savings of \$25,000. Soffit banners will become a new method of marketing are an increase in the base printing budget. Total increase from 2020 for these line items is \$3,131.
- Marketing, membership/dues, programming and staff training budgets remain flat from 2020.

- Supplies decrease by \$4,620 based on 2019 actual expenditures and an increase of \$4,500 for additional gallery/office supplies. A base for the replacement of staff office chairs and gallery/office supplies continues.
- Electric costs have been increased by 2% or \$7,200, per the state budget indices. However, the utility market can become volatile and is subject to weather.
- Vehicle repair is increased by \$10,000 based on 2020 expenditures to date. Mechanical issues with the bookmobiles continue to occur and are expensive to repair. The base budget for vehicle fuel should suffice in 2021. No fleet additions are projected.

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 was paid in full in September 2019. A one-time cash transfer has been budgeted in 2020 from the Debt Service Fund to the General Fund in the amount of \$994,167 to close the fund. This amount includes the 2020 projected cash forward, motor/commercial/watercraft vehicle tax and an estimate for delinquent taxes which may be received. This amount also includes estimated interest earnings. Because residual back taxes continue to be deposited to the Debt Service Fund, another transfer of \$41,797 is budgeted in 2021. This transfer will be from the Debt Service Fund to the General Fund.

A cash transfer is planned from the General Fund to the Capital Improvement Fund (non-budgeted) in 2021 for \$1,750,000. K.S.A. 12-1268 allows the Board of Trustees to direct a transfer annually from the General Fund not to exceed 20% of the money credited to the fund. These funds will be utilized for infrastructure needs and building improvements.

Employee Benefit Fund (page 8)

Page 11 shows the estimated tax rate for the 2021 Employee Benefit Fund budget is 1.869 mills; an increase of .153 mills from the 2020 rate of 1.716. The net total mill levy remains flat between 2020 and 2021 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. However, a 10% increase in health insurance premiums is projected by Blue Cross Blue Shield for the 2021 plan year. Because there are two more months remaining in this review period, and more significant claims could be processed, a 20% increase is budgeted in 2021. 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 88.1% of the total projected revenue in 2021; in 2020 it was 87.9%.
- Motor/commercial/watercraft vehicle taxes and fees are 9.4% of the total projected revenue in 2021; in 2020 they were 9.5% 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 2021 are 2.4% of the total projected revenue; in 2020 they were 2.0%.
- 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 2021 is \$4,290,113 (including fund balance carry forward "Miscellaneous Expense" of \$400,000). This is an increase of \$248,049 or 6.1% from the 2020 adopted budget of \$4,042,064 (including fund balance carry forward).

The "miscellaneous expense" of \$400,000 for fund balance carry forward represents the amount needed to carry over into the beginning of 2022, 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 9.3%.

- FICA and Medicare - Rates (6.2% and 1.45%, respectively) will remain the same in 2021 as in 2020.
- Kansas Public Employees Retirement System (KPERs) – The 2021 employer rate will be 8.87% compared to 8.61% in 2020. The rate for death and disability insurance benefits will continue at 1.0%. The net increase in KPERs rates for 2021 is .26%.
- 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 8.87% 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 2021 at a cost of \$25,732. About \$12,800 will be offset by revenues from reimbursement of salaries and fringe benefits by the Library Foundation.
- Workers Compensation Insurance – Ratings continue to be low, and recent experience anticipates a slight decrease in future ratings and cost. A 14.7% decrease over 2020 actual to-date is projected or \$9,279 less than the 2020 budget.
- Unemployment Compensation Insurance – The rate is set by the State of Kansas and will remain at .1% of gross wages in 2021.
- Health/Dental Insurance – Rates are projected to increase 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 54% 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 \$25,354 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 has been flat since 2019. 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 2021 revenues are expected to be about the same as those received in 2020 based on recent trends. 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 2021, this will be a Special Projects line item.

Non-Budgeted Funds (Page 10)

Only the actual revenues and expenditures for 2019 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 2021 from the General Fund to the Capital Improvement Fund. Some infrastructure projects on the Facilities Master Plan may 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 2021. 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 2021 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 2021 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 2021 Budget Purposes per the Shawnee County Clerk:
\$1,733,247,692 (value of one mill = \$1,733,248)**

Impact of Mill Levy on Residential Properties**

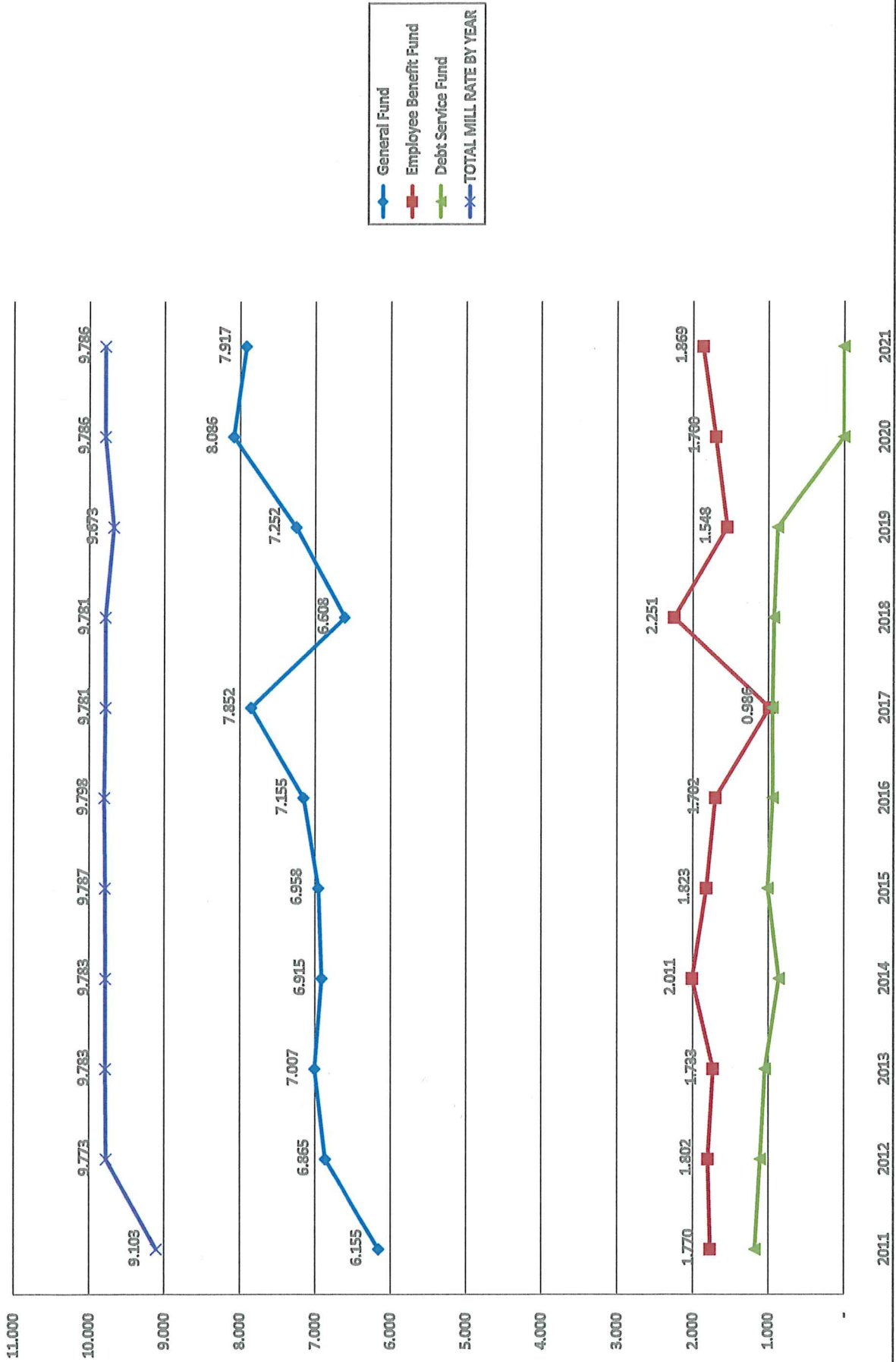
		\$50,000	\$100,000	\$200,000	\$300,000
9.786	Total Proposed Mill	\$56.27	\$112.54	\$225.08	\$337.62
Formulas:					
Amount of Property Tax / Value of one mill = Mill Rate					
Value of Home X .115 = Assessed Value; Assessed Value X Mill Rate / 1,000 = Total Tax					

** 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).

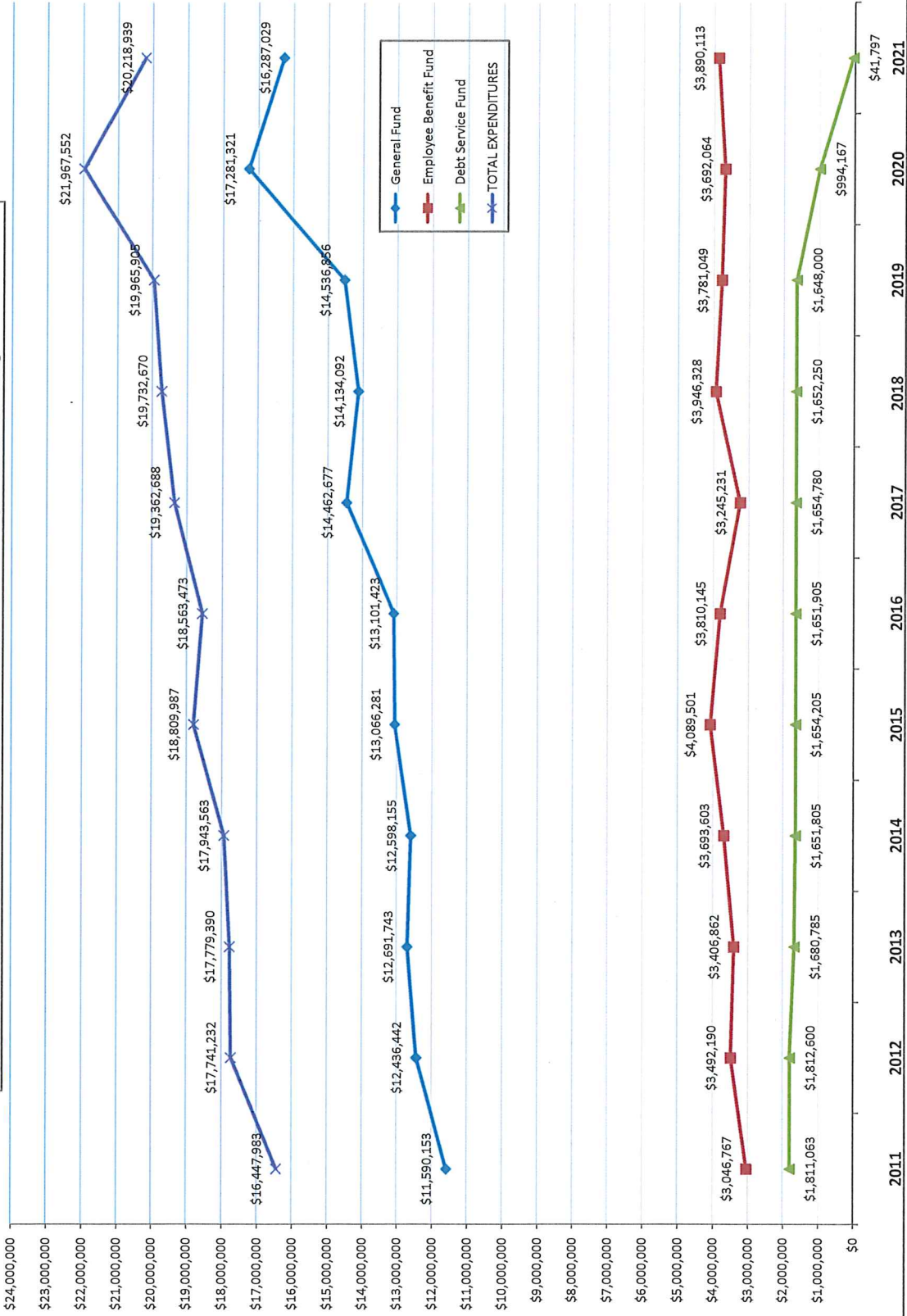
Enclosures:

- Schedule A - Graph of TSCPL Levy Rates – 10-year Retrospective and 2021 Proposed Budget
- Schedule B – Graph of TSCPL Expenditures – 10-year Retrospective and 2021 Proposed Budget
- Schedule C - Key to Understanding the “Notice of Budget Hearing”/”Budget Summary”
- Schedule D - Revenue Source Definitions
- Schedule E – Funding Matrices for 2021 for Facilities Master Plan projects

TSCPL 10-Yr Retrospective - Actual Mill Rate Values with Proposed 2021 Budget - Schedule A



TSCPL 10-Yr Retrospective - Budgeted Expenditures with Proposed 2021 Budget - Schedule B



**Topeka and Shawnee County Public Library
Key to 2019 and 2020 Budget Comparison
2021 Budget - Public Hearing - August 13, 2020**

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

1 - Actual Tax Rate 2020	9.786
2 - Estimated Tax Rate 2021	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 2020 (2021) Budget Ad Valorem Tax	\$ 16,961,565
4 - Total Tax Levied 2020	\$ 16,700,518
Total Increase in Annual Ad Valorem Tax Revenues	\$ 261,047

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

7 - Assessed Valuation - 2021	\$ 1,733,247,692
8 - Assessed Valuation - 2020 (final)	\$ 1,691,199,327
Total Increase in Assessed Valuation	\$ 42,048,365
Increased Value of One Mill	\$ 42,049
Increased Revenues based on Budgeted Valuation	\$ 411,492
Reduction in Revenues due to Statutory Computation of Maximum Tax*	\$ -
Decrease due to Final Valuation & Setting of 2020 Mill Levy by Cty Clerk	\$ (150,445)
Increased Revenues At Flat Mill Levy	\$ 261,047

Why does the Library need an over \$20 million budget and why did it increase over 2020?

5 - Net Expenditures 2020	\$ 19,181,975
Add Back Revisions to 2020 Estimates for 2021 Budget:	
General Fund - Facilities Master Plan projects carryforward	\$ -
General Fund estimated cost decreases due to COVID and library closure - net	\$ 84,234
Employee Benefit Fund - 2020 health plan cost decrease	\$ -
Employee Benefit Fund known savings - net	\$ 47,000
State Aid Reduction to Actual	\$ 3,371
Original 2020 Expenditure Authority - excluding cash carry forward and transfers	\$ 19,316,580
6 - Net Expenditures 2021	\$ 20,530,142
Less Cash Carry Forward/Reserves classified as "Expenditures":	
General Fund	\$ (1,650,000)
Employee Benefit Fund	\$ (400,000)
2021 Actual Authority for Expenditures	\$ 18,480,142
Actual Decreased Expenditure Authority in 2021	\$ (836,438)
% Decrease in Expenditure Authority in 2021*	-4.33%
Actual Increased Taxes due to Increased Property Valuations	\$ 261,047
% Increase in Ad Valorem Tax Revenues in 2021*	1.56%

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

Schedule C
State of Kansas
Special District
2021

will meet on August 13, 2020 at <https://tscpl.zoom.us/j/97492271627> Meeting ID: 974 9227 1627, for the purpose of hearing
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.

SUPPORTING COUNTIES
Shawnee County (home county)

BUDGET SUMMARY

Proposed Budget 2021 Expenditures and Amount of 2020 Ad Valorem Tax establish the maximum limits
of the 2021 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

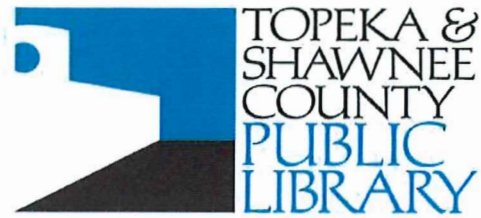
FUND	Prior Year Actual for 2019		Current Year Estimate 2020		Proposed Budget Year for 2021		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of -1 Ad Valorem Tax	Estimate Tax Rate*
General	13,626,874	7.337	17,197,087	8.070	17,937,029	13,722,658	7.917
Debt Service	1,648,000	0.883	994,167		41,797		
Employee Benefits	3,335,625	1.566	3,645,064	1.716	4,290,113	3,238,907	1.869
State Aid	49,629		49,946		53,000		
Non-Budgeted Funds	1,662,495						
Totals	20,322,623	9.786	21,886,264	9.786	22,321,939	16,961,565	9.786
Less: Transfers	0		2,703,972	1	1,791,797	3	2
Net Expenditures	20,322,623		19,182,292	5	20,530,142	6	
Total Tax Levied	16,221,862		16,700,518	4	xxxxxxxxxxxxxxxx		
Assessed Valuation	1,657,901,299		1,691,199,327		1,733,247,692		
			8		7		

Outstanding Indebtedness,

	2018	2019	2020
Jan 1,			
G.O. Bonds	1,600,000	0	0
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	1,600,000	0	0

*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

PROJECT TASKS	EST COST	FUNDING SOURCES					TOTAL FUNDING
		GENERAL	CAP IMPROVMENT	FRIENDS	FOUNDATION	STATE AID	
Public spaces on second level and Topeka Room	\$600,000.00	\$547,000.00				\$53,000.00	\$547,000.00
Architectural Fees	\$75,000.00	\$75,000.00					\$75,000.00
Wood paneling (A14)	\$18,000.00	\$18,000.00					\$18,000.00
Interior finishes (A13) (Painting in other areas)	\$51,750.00	\$51,750.00					\$51,750.00
Exterior masonry (A9)	\$4,025.00	\$4,025.00					\$4,025.00
Exterior masonry mortar and sealant (A10)	\$11,500.00	\$11,500.00					\$11,500.00
Pedestrian paving (A11)	\$8,625.00	\$8,625.00					\$8,625.00
Railings (A12)	\$17,250.00	\$17,250.00					\$17,250.00
Subtotal	\$786,150.00	\$733,150.00	\$0.00	\$0.00	\$0.00	\$53,000.00	\$786,150.00
Budget		\$0.00					\$0.00
Remaining		-\$733,150.00	\$0.00	\$0.00	\$0.00	-\$53,000.00	-\$786,150.00

2021

	2020												2020 Total	2019 YTD	Change 19 TO 20%
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
CIRCULATION															
Main Library															
TSCPL Curbside	0	0	0	0	4,434	24,610	26,480							55,524	
Circulation Desk & Renewals	49,054	39,071	59,747	64,378	60,160	34,798	36,482							343,690	346,347 -0.8%
Interlibrary Loan	1,810	1,591		0	0	0	148							3,549	10,965 -67.6%
Self-Check	62,366	64,910	31,498	99	10	4,144	14,075							177,102	514,536 -65.6%
Bookmobile	20,178	18,089	12,884	9,447	7,381	3,971	5,969							77,919	128,511 -39.4%
Red Carpet	7,696	6,587	5,516	3,540	3,324	5,313	5,174							37,150	50,212 -26.0%
Digital Downloads	43,780	40,039	45,098	51,917	50,942	48,189	47,555							327,520	276,036 18.7%
Library @ Work / Smartlocker	2,600	2,274	2,045	1,219	952	1,215	1,614							11,919	16,900 -29.5%
TOTAL CIRCULATION	187,484	172,561	156,788	130,600	127,203	122,240	137,497							1,034,373	1,343,507 -23.0%
CIRCULATION DETAILS															
Print Material	85,593	79,197	70,608	52,705	50,694	48,291	58,296							445,384	636,785 -30.1%
Audio/Visual Material	52,127	48,494	37,936	23,012	23,382	24,238	29,542							238,731	398,789 -40.1%
Adult Materials	82,458	77,081	62,642	41,133	40,967	41,269	50,372							395,922	601,099 -34.1%
Children's Materials	42,688	38,982	35,816	27,628	26,140	23,517	28,008							222,779	342,231 -34.9%
Young Adult Materials	3,844	3,592	3,549	2,612	2,651	2,648	3,246							22,142	31,755 -30.3%
Red Carpet Materials	8,730	8,036	6,584	4,344	4,318	5,095	6,212							43,319	60,489 -28.4%
NEW Patrons															
Topeka / Shawnee County															
Adults	648	621	498	266	244	321	314							2,912	4,476 -34.9%
Children (ages 17 and under)	112	126	116	32	8	20	33							447	1,408 -68.3%
Red Carpet Outreach	11	13	9	0	0	1	8							42	79 -46.8%
NEKL	64	70	110	73	18	45	67							447	468 -4.5%
Non-Resident	0	1	3	17	0	0	0							21	4 425.0%
Total New Registrations	835	831	736	388	270	387	422							3,869	6,435 -39.9%
PATRONS DELETED	2,511	2,913	435	1,066	288	47	1,180							8,440	15,872 -46.8%
BORROWERS															
Topeka / Shawnee County															
Adults	51,951	51,430	51,338	51,676	52,029	52,243	52,274							52,274	54,136 -3.4%
Children (age 0 - 17)	16,566	15,650	15,462	15,613	15,501	15,421	15,331							15,331	19,153 -20.0%
TSCPL @ School	16,102	16,124	16,124	16,124	16,124	16,123	16,123							16,123	* *
Red Carpet Outreach	1,161	1,157	1,151	1,149	1,145	1,141	1,142							1,142	1,191 -4.1%
NEKL	7,031	6,964	7,011	6,908	6,931	7,000	7,185							7,185	7,275 -1.2%
Non-Resident	43	42	45	100	81	80	80							80	46 73.9%
Delinquent	107	116	93	99	99	89	87							87	122 -28.7%
TOTAL BORROWERS	92,961	91,483	91,224	91,669	91,910	92,097	92,222							92,222	81,923 12.6%
Holds Satisfied	19,196	16,770	8,921	2	9,530	21,504	20,819							96,742	134,727 -28.2%
CHECK-IN															
TOTAL CHECK-IN	93,912	92,730	48,932	14	22,262	31,267	36,655							325,772	706,085 -53.9%

	2020												2020 Total	2019 YTD	Change 19 TO 20%		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
COLLECTION																	
Materials Added	5,362	4,329	2,377	0	1,810	3,540	4,390								21,808	33,146	-34.2%
Materials Discarded	8,237	7,955	3,866	4,435	4,035	5,612	6,372								40,512	44,820	-9.6%
TOTAL COLLECTION	400,318	396,692	395,203	390,768	388,543	386,471	384,489								384,489	412,327	-6.8%
WEBSITE																	
tscpl.org Unique Visitors	39,663	33,321	36,580	25,636	33,229	32,897	29,476								230,802	213,383	8.2%
tscpl.org Total Visits	66,201	56,255	58,118	40,730	56,627	56,599	51,853								386,383	383,006	0.9%
catalog.tscpl Unique Visitors	21,190	19,294	13,546	8,092	10,520	13,426	13,760								99,828	140,103	-28.7%
catalog.tscpl Total Visits	49,784	44,997	32,337	19,024	28,001	39,292	39,736								253,171	320,040	-20.9%
NOTARY SERVICE	154	243	142	0	0	0	27								566	1,135	-50.1%
REFERENCE QUESTIONS																	
Public Services	9,900	10,787	*	554	2,217	4,349	4,436								32,243	88,214	-63.4%
Topeka Room	701	275	*	0	0	0	0								976	4,972	-80.4%
Plaza**	1,272	1,443	*	0	0	0	0								2,715	3,696	
Youth Services	2,397	2,432	1,482	0	0	0	0								6,311	26,178	-75.9%
Gallery	0	0	0	0	0	0	0								0	236	-100.0%
TOTAL REFERENCE QUESTIONS	14,270	14,937	1,482	554	2,217	4,349	4,436								42,245	123,296	-65.7%
GATE COUNT	46,507	42,387	20,990	0	137	4,695	9,560								124,276	436,092	-71.5%
MEETING ROOMS																	
Meeting Room Bookings	471	738	280	0	14	0	23								1,526	5,061	-69.8%
Team Room Bookings	1,639	870	590	0	7	5	7								3,118	11,420	-72.7%
Total Meeting Room Hours Booked	3,005	3,049	2,073	0	87	5	62								8,281	41,871	-80.2%
TOTAL ATTENDANCE	11,037	6,119	3,044	0	7	5	92								20,304	101,190	-79.9%
LEARN & PLAY BUS VISITS	228	247	*	0	0	0	0								475	1,644	-71.1%
PROGRAM ATTENDANCE																	
Adult - General	520	124	118	110	39	325	528								1,764	3,832	-54.0%
Computer Training	0	95	0	0	0	10	0								105	446	-76.5%
Outreach	2,696	2,257	627	0	0	5,057	815								11,452	17,187	-33.4%
Kids	809	848	815	0	0	0	0								2,472	7,184	-65.6%
Movies	13	18	0	0	0	0	0								31	454	-93.2%
Books	12	80	17	17	24	28	25								203	617	-67.1%
Art	0	19	26	0	0	0	0								45	778	-94.2%
Teens	0	97	21	0	0	0	0								118	276	-57.2%
Music	30	382	107	0	0	0	0								519	100	419.0%
TOTAL ATTENDANCE	4,080	3,920	1,731	127	63	5,420	1,368								16,709	30,874	-45.9%
GALLERY ATTENDANCE	0	0	0	0	0	0	0								0	16,243	-100.0%
COMPUTER USE																	
Public Computer Sessions	12,738	12,953	*	0	0	2,064	3,827								31,582	110,238	-71.4%
Avg Public Computer Session Length	0:55:02	0:56:28	*	0:00:00	0:00:00	0:43:08	0:45:19								0:53:40	0:56:25	-4.9%
Total Computer Hours	11,684	12,190	*	0	0	1,484	2,890								28,248	103,657	-72.7%
Wireless Sessions	18,107	16,309	*	1,319	1,713	4,296	4,864								46,608	123,403	-62.2%
Avg Wireless Session Length	0:28:00	0:29:00	*	0:34:00	0:28:00	0:27:00	0:27:00								0:28:19	0:28:20	-0.1%
Total Wireless Hours	8,450	7,883	*	747	799	1,933	2,189								22,001	58,289	-62.3%
TOTAL HOURS	20,134	20,073	*	747	799	3,417	5,079								50,249	161,946	-69.0%
DOLLY PARTON ENROLLMENT	5,481	5,597	5,610	5,627	5,672	5,672	5,691								5,691	4,924	15.6%

	2020												2020 Total	2019 YTD	Change 19 TO 20%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
CIRCULATION DETAILS																
Print Material																
Adult Fiction	17,086	15,740	14,295	9,960	9,212	9,626	12,072							87,991	121,304	-27.5%
Adult Nonfiction	20,593	19,254	17,068	13,066	12,435	11,560	13,523							107,499	144,978	-25.9%
Juvenile Fiction	25,224	23,251	21,693	17,000	16,299	15,013	18,197							136,677	206,494	-33.8%
Juvenile Nonfiction	8,407	7,695	6,379	5,486	4,974	3,738	4,401							41,080	57,733	-28.8%
Magazines	1,793	1,690	1,335	270	842	663	709							7,302	14,645	-50.1%
RC Print Materials	8,495	7,787	6,405	4,217	4,198	4,970	6,066							42,138	58,929	-28.5%
RC Realia	235	249	179	127	120	125	146							1,181	1,560	-24.3%
YA Print Materials	3,760	3,531	3,490	2,579	2,614	2,596	3,182							21,752	31,142	-30.2%
PRINT CIRCULATION	85,593	79,197	70,844	52,705	50,694	48,291	58,296							445,620	636,785	-30.0%
Audio / Visual Material																
Adult Audiobooks	3,154	3,131	2,599	1,798	1,646	1,527	2,152							16,007	27,540	-41.9%
Adult Music	3,507	3,164	2,500	1,529	1,512	1,426	1,910							15,548	26,776	-41.9%
Adult Videos / DVDs	36,325	34,102	25,046	14,510	15,320	16,467	20,006							161,776	265,856	-39.1%
Juvenile Audiobooks	370	403	422	321	296	223	367							2,402	3,368	-28.7%
Juvenile Music	352	300	286	180	189	144	163							1,614	2,799	-42.3%
Juvenile Videos / DVDs	8,335	7,333	6,767	4,641	4,382	4,399	4,880							40,737	71,837	-43.3%
YA A/V	84	61	59	33	37	52	64							390	613	-36.4%
A/V CIRCULATION	52,127	48,494	37,679	23,012	23,382	24,238	29,542							238,474	398,789	-40.2%
Adult Material																
Adult Fiction	17,086	15,740	14,295	9,960	9,212	9,626	12,072							87,991	121,304	-27.5%
Adult Nonfiction	20,593	19,254	17,068	13,066	12,435	11,560	13,523							107,499	144,978	-25.9%
Magazines	1,793	1,690	1,335	270	842	663	709							7,302	14,645	-50.1%
Adult Audiobooks	3,154	3,131	2,599	1,798	1,646	1,527	2,152							16,007	27,540	-41.9%
Adult Music	3,507	3,164	2,500	1,529	1,512	1,426	1,910							15,548	26,776	-41.9%
Adult Videos / DVDs	36,325	34,102	25,046	14,510	15,320	16,467	20,006							161,776	265,856	-39.1%
ADULT CIRCULATION	82,458	77,081	62,843	41,133	40,967	41,269	50,372							396,123	601,099	-34.1%
Juvenile Material																
Juvenile Fiction	25,224	23,251	21,693	17,000	16,299	15,013	18,197							136,677	206,494	-33.8%
Juvenile Nonfiction	8,407	7,695	6,379	5,486	4,974	3,738	4,401							41,080	57,733	-28.8%
Juvenile Audiobooks	370	403	422	321	296	223	367							2,402	3,368	-28.7%
Juvenile Music	352	300	286	180	189	144	163							1,614	2,799	-42.3%
Juvenile Videos / DVDs	8,335	7,333	6,767	4,641	4,382	4,399	4,880							40,737	71,837	-43.3%
JUVENILE CIRCULATION	42,688	38,982	35,547	27,628	26,140	23,517	28,008							222,510	342,231	-35.0%
Red Carpet Material																
RC Print Materials	8,495	7,787	6,405	4,217	4,198	4,970	6,066							42,138	58,929	-28.5%
RC Realia	235	249	179	127	120	125	146							1,181	1,560	-24.3%
RED CARPET CIRCULATION	8,730	8,036	6,584	4,344	4,318	5,095	6,212							43,319	60,489	-28.4%
Young Adult Material																
YA Print Materials	3,760	3,531	3,490	2,579	2,614	2,596	3,182							21,752	31,142	-30.2%
YA A/V	84	61	59	33	37	52	64							390	613	-36.4%
YOUNG ADULT CIRCULATION	3,844	3,592	3,549	2,612	2,651	2,648	3,246							22,142	31,755	-30.3%
Overdrive	31,990	29,566	31,188	35,656	36,807	34,859	35,033							235,099	201,707	16.6%
Hoopla	11,108	9,840	13,214	15,519	13,425	12,671	12,522							88,299	64,933	36.0%
Flipster	682	633	696	742	710	659								4,122	9,396	-56.1%
DIGITAL DOWNLOADS	43,780	40,039	45,098	51,917	50,942	48,189	47,555							327,520	276,036	18.7%

	2020												2020
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Value Calculator													
Circulation													
Books (\$17)	\$1,424,600	\$1,317,619	\$1,181,653	\$891,395	\$847,484	\$809,676	\$978,979	\$0	\$0	\$0	\$0	\$0	\$7,451,406
Magazines (\$5)	\$8,965	\$8,450	\$6,675	\$1,350	\$4,210	\$3,315	\$3,545	\$0	\$0	\$0	\$0	\$0	\$36,510
Audiobooks (\$10)	\$35,240	\$35,340	\$30,210	\$21,190	\$19,420	\$17,500	\$25,190	\$0	\$0	\$0	\$0	\$0	\$184,090
DVD, Games, Music (\$4)	\$194,412	\$179,840	\$138,632	\$83,572	\$85,760	\$89,952	\$108,092	\$0	\$0	\$0	\$0	\$0	\$880,260
Notary Service (\$10)	\$1,540	\$2,430		\$0	\$0	\$0	\$270	\$0	\$0	\$0	\$0	\$0	\$4,240
Reference Questions (\$7)	\$99,890	\$104,559		\$3,878	\$15,519	\$30,443	\$31,052	\$0	\$0	\$0	\$0	\$0	\$285,341
Programming (\$10)	\$40,800	\$39,200	\$17,310	\$1,270	\$630	\$54,200	\$13,680	\$0	\$0	\$0	\$0	\$0	\$167,090
Meeting Room Use	\$37,035	*		\$0	\$0	\$0							
Gallery Attendance (\$10)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Computer Use (\$12 /hr)	\$241,602	\$240,875		\$8,969	\$9,593	\$41,004	\$34,685	\$0	\$0	\$0	\$0	\$0	\$576,728
ILL Borrowed (\$25)	\$10,225	\$9,650		\$0	\$0								\$19,875
TOTAL VALUE	\$2,094,309	\$1,937,963	\$1,374,480	\$1,011,624	\$982,616	\$1,046,090	\$1,195,493	\$0	\$0	\$0	\$0	\$0	\$9,642,575

* - Data not available