



Call to Order

Introductions

Public Comment

Approval of July 19, 2018 Trustee Meeting Minutes – Action Item

Chief Financial Officer’s Report – Kim Torrey

Financial Reports

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

Board Chair Report – Kerry Onstott Storey

CEO Report – Gina Millsap

New Business

- Change Order for the addition of a climate control system to the pavilion building in Claire’s Courtyard – **Action Item**
- Change Order to remove existing dirt and replace with new soil in Claire’s Courtyard – **Action Item**

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

Adoption of FY2019 Operating Budgets – Action Item

Executive Session

Trustee Comments

Adjournment

Next Meeting:

September 20, 2018 4:00 pm
Menninger Room 206

Subject to change without notice



Minutes
Board of Trustees Meeting
July 19, 2018
Menninger Room 206

Board Members Present

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

Board Members Absent

Julie Swift

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, July 19, 2018 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:04PM by the Chair, Kerry Onstott Storey.

Public Comment

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

Approval of Minutes

On a motion by David Monical, seconded by Liz Post, the June 14, 2018 Board of Trustees meeting minutes were approved as presented. Motion carried.

Neighborhood Revitalization Plan (NRP)

Dan Warner, Planning Manager for the City of Topeka, presented the current draft of the city's neighborhood revitalization plans, reviewed their history and the investment made by commercial investors and property owners. He highlighted components of the plan and discussed next steps.

Dan answered questions during the presentation relating to:

- significant changes in the plan (neighborhood boundaries have been expanded)
- buy in from other taxing entities
- the library's presence in at risk neighborhoods.

Action on the new plan will take place at the December board meeting.

Chief Financial Officer

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

Approval of the Treasurer's Report

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

Friends of the Library Report

Friends of the Library President Sherryl Longhofer gave the Friend's report. There were no questions for Sherryl.

The Library Foundation Report

Foundation Board Vice-Chair Marilyn Ward gave The Library Foundation report. There were no questions for Marilyn.

Board Chair Report

Kerry Onstott Storey reported that the Trustee Executive Committee met on July 9 to review last month's meeting minutes and review agenda items for the July 19 Board of Trustees meeting. There were no questions for Kerry.

Chief Executive Officer

Chief Executive Officer Gina Millsap reported that she has met with Eric Norris, the new State Librarian for the State of Kansas. There was discussion about activities and events at the American Library Association Annual Conference.

Thad Hartman, Community Services Manager, provided updates for the 2018 Facility Master Plan projects. Construction has begun on Claire's Courtyard and a change order request will be coming to the trustees regarding climate control in the pavilion room. Thad also discussed a handout regarding terrazzo flooring that had been included with the board packet. Thad reported that details were being finalized for the circulation plaza.

Thad Hartman reviewed in detail the statistical picture report that was included with the board packet. Discussion during the presentation included developing ideas for encouraging customers to use library cards once they have them.

Trustee Education

Library attorney Chuck Engle presented an overview of Kansas Library Law. Handouts were distributed and used as guides during the presentation. Chuck answered questions during the presentation. He provided a historic overview of the creation of the Topeka and Shawnee County Public Library and how it became the entity that it is today.

Other questions and discussion included:

- Ways that set apart the Topeka and Shawnee County Public Library from other public libraries in the state of Kansas
- Reasons why Rossville and Silver Lake public libraries are part of TSCPL funding
- Statutes that created TSCPL
- Open Meetings Act
- Executive Sessions
- Open Records
- Cash basis law
- The 1st and 14th amendments

New Business

On a motion by Jim Edwards, seconded by Liz Post, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve the FY2019 budget for publication. There was no discussion. Motion passed unanimously.

Trustee Comments

Kerry Storey reported on a discussion she had with a friend who was impressed with how helpful library staff is.

Gina Millsap reported that Public Services Director Marie Pyko became a US citizen today.

Jennifer Miller reported that she and her twins attended toddler time this week and enjoyed it. Jennifer also reported that several National Honor Society students have agreed to assist with setting up and taking down items for this weekend's Book Sale.

Adjournment

On a motion by David Monical, seconded by Liz Post, the meeting was adjourned at 6:06 PM. The motion passed unanimously.

Beth Dobler, Secretary

Chief Financial Officer's Report
August 2018
Kim Torrey

Investments and Debt as of July 31, 2018; Bank Account Summary – Page 1

The certificate of deposit investment with the local financial institution Denison State Bank (as a result of a competitive bid in February) matured on July 31st. The full distribution was requested upon maturity for the Bond and Interest Fund for the forthcoming debt service payment due September 1st.

A debt service payment of \$1,601,125 is due September 1. Instructions have been sent to move funding for the payment from the Municipal Investment Pool to the State Treasurer. This must be accomplished at least 20 days in advance of the payment due date. This is the standard, advance process required by the State Treasurer as assurance that the funds are available to pay the bond debt service payment. This is now all done online which makes the process much easier for all involved. Bond and Interest Fund investments matured July 31st and are being deposited to the overnight MIP account for the electronic transfer of this payment. Tax revenues also will be received in September.

Revenue/Expense/Balance by Fund Report – Page 2

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

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

General Fund – Pages 3 through 5

With 57.8% of the budget year completed, 88% of the budgeted revenue has been received and 54% of the approved budget has been expended/encumbered. This compares to 2017 in which 90% of the budgeted revenue had been received and 58% of the approved budget had been expended/encumbered.

The Cataloging and ILL Services 2018 budget line was budgeted at \$75,500 which is the 2016 actual spend level plus a 4% increase. However the cost for cataloging and ILL services is now estimated to be \$85,000 based on correspondence from the vendor causing this line item to be over-budget.

The Insurance budget line is projected to be over budget by about \$1,500 due to a higher than expected workers compensation rate adjustment. Additionally, the Supplies-Processing line is expected to be slightly over budget due to the RFID project. Technical Services continues to closely track this expenditure and is proposing a different tagging process with the vendors to manage these costs.

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

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

Employee Benefit Fund – Page 6

With 57.8% of the budget year completed, 93% of the budgeted revenue has been received and 50% of the approved budget has been expended/encumbered. This compares to 2017 in which 87% of the budgeted revenue had been received and 58% 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 \$1,829,066.

Debt Service Fund-Bond & Interest – Page 7

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

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	Annual elevator service contract	\$16,779.49	Thyssenkrupp Elevator Corp.
Approved operating budget	Library News printing and mailing (Aug/Sept edition)	\$11,874.31	Cypress Media LLC
Approved operating budget	K-9 Pest Inspection Services (July – Dec)	\$8,100.00	Bug Hounds LLC
Approved operating budget	Annual software and hardware renewal (credit card processing, cash drawers, reporting, custom computer and print management, SAM custom balances on account)	\$19,511.80	Comprise Technologies, Inc.
Approved operating budget	Architectural services to replace the roof - this project is included in the Facilities Master Plan (work to begin in 2018)	\$17,500.00	Tevis Architectural Group
Library Materials	Adult blu-rays and DVD's	\$7,190.00	Midwest Tape LLC
Library Materials	Hoopla online	\$20,813.57	Midwest Tape LLC
Library Materials	"Automatically Yours" materials subscription – select quantities and genres	\$5,500.00	Baker & Taylor Books

Other Items:

- The "Notice of Hearing/Budget Summary" document was published in the July 25th 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 9th in room 101C of the Library's Marvin Auditorium. State law requires a minimum 10-day notice period.
- This month's packet includes the documents (required budget forms, narrative and selected workpapers) for the public budget hearing. They also have a separate link on TSCPL's website under About Us, Budgets & Audit Reports, so that the public may view only this portion of the August packet, if desired. Similar documents from budget work session #2 are also available on TSCPL's website. The published hearing notice references the website address. Additionally, paper copies have been available in my office. To date, no one has requested a copy or contacted me with questions. I will have paper copies at the public budget hearing.
- Historically, all Board members present for the budget vote sign the approved budget Certificate page. Please plan on doing so before leaving the Board meeting.

- Next steps in the budget process, if the Board approves the budget after the public hearing at the August 9th 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 24th. I will take care of both of these tasks.
- There are two resolutions in this month's packet with the potential to create expenditures, if the Board elects to approve the change orders related to the Claire's Courtyard construction project. Please see the specific resolutions for the complete background information.

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

7/31/18

	<u>Balance 01/01/18</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 7/31/2018</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,661,865.06	\$ 10,908,181.54	\$ 7,046,898.80	\$ 8,523,147.80
Employee Benefits	751,843.68	3,567,508.49	1,942,679.17	\$ 2,376,673.00
Capital Improvement	1,959,190.83	13,469.26	58,586.40	\$ 1,914,073.69
Bond & Interest	808,663.92	1,498,818.07	51,125.00	\$ 2,256,356.99
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	0.00	50,002.19	0.77	\$ 50,001.42
Federal, State & Local Grants	19.03	1,200.00	1,200.00	\$ 19.03
Other Special Revenue	622,425.67	12,806.79	268,554.39	\$ 366,678.07
Permanent Funds	206,531.96	24,250.98	-	\$ 230,782.94
Totals	<u>\$ 9,010,540.15</u>	<u>\$ 16,076,237.32</u>	<u>\$ 9,369,044.53</u>	<u>\$ 15,717,732.94</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 734,804.16
Restricted Funds-CoreFirst Bank-Checking	367,122.10
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,972,960.09
Cash on Hand	2,652.00
Petty Cash	299.27
Endowment Securities	230,782.94
Municipal Investment Pool - Overnight	3,201,213.09
Municipal Investment Pool - 30-day Fixed	4,250,000.00
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	5,000,000.00
Denison State Bank - Certificate of Deposit	-
	<u>\$ 15,759,833.65</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	3,583.51
Less Payroll Deduction and Employer Benefit Liabilities	12,748.08
Less Outstanding Checks	25,769.12
	<u>\$ 15,717,732.94</u>

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

7/31/18

	01/01/18 Cash Balance	Revenues	Prev. Year PO Expenditures	Expenditures	7/31/2018 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,661,865.06	\$ 10,908,181.54	\$ 212,673.67	\$ 6,834,225.13	\$ 8,523,147.80	\$ 993,480.86	\$ 7,529,666.94
Employee Benefit Fund	751,843.68	3,567,508.49	1,076.78	1,941,602.39	2,376,673.00	20,820.45	2,355,852.55
Capital Improvement Fund	1,959,190.83	13,469.26	5,940.00	52,646.40	1,914,073.69	85,007.60	1,829,066.09
Bond & Interest Fund	808,663.92	1,498,818.07	-	51,125.00	2,256,356.99	-	2,256,356.99
Non Major Governmental Funds							
State Aid Fund	0.00	50,002.19		0.77	50,001.42	-	50,001.42
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	1,200.00	-	1,200.00	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs		1.49		-	1.49	-	1.49
Art Collection	10,532.67	3.18		-	10,535.85	-	10,535.85
Bookmobile Fund	-				-		-
Career Neighborhood	-				-		-
Computer training	-				-		-
Children's Art Show	-	-		1,670.28	(1,670.28)	140.84	(1,811.12)
Cooking Neighborhood	-				-		-
French Gift - Library Materials	3,136.31	0.71	30.21	1,384.90	1,721.91	261.98	1,459.93
Friends	177,808.90	38.28	2,148.60	74,414.39	101,284.19	14,930.48	86,353.71
Fun Committee	1,568.90	593.81	-	-	2,162.71	-	2,162.71
Gallery Competitions/Exhibits	36,921.44	3,229.30	-	900.00	39,250.74	-	39,250.74
Gifts/Memorials (Undesignated)	258,320.84	7,560.40	151,398.08	19,491.82	94,991.34	1,191,325.51	(1,096,334.17)
Hathaway Trust - Library Materials	12,009.44	1,307.05	352.43	4,389.37	8,574.69	826.14	7,748.55
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-				-		-
Hughes Business Collection	-				-		-
Library Materials	92,236.64	62.64	-	8,789.88	83,509.40	2,752.72	80,756.68
Lingo	-				-		-
NEH Expendable	1,408.42	0.42	-	-	1,408.84	-	1,408.84
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-			457.20	-	457.20
Red Carpet	6,488.48	1.92	75.27	250.98	6,164.15	99.02	6,065.13
Special Collections	5,666.81	3.73	-	-	5,670.54	-	5,670.54
Talking Books	-				-		-
Torluecke Landscaping	35.94	-			35.94	-	35.94
Wedding Neighborhood	-				-		-
Workshops	2,164.06	0.65			2,164.71		2,164.71
Youth Services	13,034.49	3.21	133.30	3,124.88	9,779.52	78.53	9,700.99
<i>Permanent Funds</i>							
Mertz Trust	206,531.96	24,250.98	-	-	230,782.94	-	230,782.94
TOTALS	\$ 9,010,540.15	\$ 16,076,237.32	\$ 373,828.34	\$ 8,995,216.19	\$ 15,717,732.94	\$ 2,309,724.13	\$ 13,408,008.81

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

7/31/18

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 7/31/2018</u>
				57.8%
Ad Valorem Property Tax	\$ 10,513,795.00	\$ 10,121,105.66	\$ (392,689.34)	96%
Revitalization Rebates	(139,664.00)	(126,808.83)	\$ 12,855.17	91%
Back Tax	-	107,402.28	\$ 107,402.28	N/A
Motor Vehicle Tax	1,484,403.00	535,533.81	\$ (948,869.19)	36%
Recreational Vehicle Tax	12,739.00	5,012.86	\$ (7,726.14)	39%
16/20 M Vehicle Tax	5,837.00	5,218.17	\$ (618.83)	89%
In Lieu of Tax	10,122.00	544.24	\$ (9,577.76)	5%
Watercraft Special Tax**	7,672.00	-	\$ (7,672.00)	0%
Commercial Vehicle Fees	46,629.00	44,217.10	\$ (2,411.90)	95%
E-Rate Reimbursement	70,235.00	-	\$ (70,235.00)	0%
Miscellaneous Revenue	3,000.00	14,454.32	\$ 11,454.32	482%
Miscellaneous Revenue - Recyclg	-	177.40	\$ 177.40	N/A
Salary Refunds-Foundation	94,125.00	47,715.10	\$ (46,409.90)	51%
Salary Refunds-Friends	43,630.00	26,117.71	\$ (17,512.29)	60%
Salary Refunds-Shawnee Cty	-	13,212.43	\$ 13,212.43	N/A
Vending Machines	4,000.00	2,539.80	\$ (1,460.20)	63%
Pay to Sam	-	473.11	\$ 473.11	N/A
Overdue Fees*	157,000.00	75,680.21	\$ (81,319.79)	48%
Debt Collect	-	2,788.99	\$ 2,788.99	N/A
ILL Fees	600.00	112.03	\$ (487.97)	19%
Mailing Fees	60.00	219.90	\$ 159.90	367%
Non Resident Card Fee	510.00	850.00	\$ 340.00	167%
Obituary Fees	500.00	555.00	\$ 55.00	111%
Meeting Room Charges	5,500.00	2,595.00	\$ (2,905.00)	47%
Monday Market Fees	500.00	420.00	\$ (80.00)	84%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	13,200.00	28,045.25	\$ 14,845.25	212%
Library Treasurer's Balance	3,349,699.00	-	-	N/A
TOTALS	<u>\$ 15,684,092.00</u>	<u>\$ 10,908,181.54</u>	<u>\$ (1,426,211.46)</u>	88%

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

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

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

7/31/18

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					57.8%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 3,692.25		\$ 2,707.75	58%
Salaries-Facilities	644,257.00	327,765.86		316,491.14	51%
Salaries-Overtime	10,000.00	5,531.30		4,468.70	55%
Salaries-Security	308,808.00	166,877.08		141,930.92	54%
Salaries-Shelvers	196,203.00	69,813.60		126,389.40	36%
Salaries-Staff	7,255,554.00	3,947,634.59		3,307,919.41	54%
Conferences	132,800.00	63,585.41	15,861.31	53,353.28	60%
Staff Development & Training	34,000.00	10,054.05	60.00	23,885.95	30%
Mileage	9,990.00	4,708.63	4,323.48	957.89	90%
COLLECTION:					
Materials-Binding/Replacements	2,000.00	758.84	203.55	1,037.61	48%
Materials-Periodicals	38,000.00	3,691.69	-	34,308.31	10%
Materials-Print/Non-Print <1 YR	479,400.00	222,535.69	4,391.69	252,472.62	47%
Materials-Print/Non-Print	1,267,530.00	671,474.94	106,246.43	489,808.63	61%
OPERATIONS:					
Art Purchases	5,000.00	800.00	-	4,200.00	16%
Cataloging and ILL Services	75,500.00	42,114.72	42,876.60	(9,491.32)	113%
Contracted-Digital Services	351,560.00	213,885.24	79,416.79	58,257.97	83%
Contracted-Facilities	255,000.00	191,114.46	37,857.00	26,028.54	90%
Contracted-Equipment	51,500.00	28,045.46	21,718.98	1,735.56	97%
Contracted-Professional	279,800.00	107,034.78	118,352.59	54,412.63	81%
Contracted-E-Rate Services	6,325.00	-	-	6,325.00	0%
Digital Services Support	244,900.00	161,177.89	18,121.36	65,600.75	73%
Furniture/Equipment	117,000.00	5,097.75	-	111,902.25	4%
Insurance	53,300.00	50,027.00	4,758.00	(1,485.00)	103%
Marketing & Communication	40,000.00	15,764.07	1,867.25	22,368.68	44%
Memberships/Dues	23,625.00	4,801.20	3,442.00	15,381.80	35%
Miscellaneous	5,000.00	1,228.72	140.00	3,631.28	27%
Payments to Other Libraries	100,123.00	-	-	100,123.00	0%
Postage/Shipping	108,000.00	55,560.58	1,203.82	51,235.60	53%
Printing	106,600.00	54,833.97	4,493.60	47,272.43	56%
Programming	30,000.00	12,153.22	2,204.70	15,642.08	48%
Special Events	-	-	-	-	0%
Special Projects	1,100,000.00	-	67,500.00	1,032,500.00	6%
Supplies-Facilities	76,200.00	41,844.11	22,633.84	11,722.05	85%
Supplies-Office/Library	75,600.00	40,866.00	4,085.09	30,648.91	59%
Supplies-Processing	40,000.00	41,132.91	15.03	(1,147.94)	103%
Telecommunications	85,617.00	35,444.31	44,211.69	5,961.00	93%
Utilities-Electric	350,000.00	158,716.18	194,190.65	(2,906.83)	101%
Utilities-Gas	65,000.00	26,910.43	13,987.21	24,102.36	63%
Utilities-Water/Sewage	35,000.00	10,400.80	16,779.20	7,820.00	78%
Vehicle-Gas	36,000.00	16,470.27	-	19,529.73	46%
Vehicle-Repair	32,500.00	20,809.79	19,414.29	(7,724.08)	124%
Contingency/Fund Balance	1,550,000.00	-	-	-	0%
Cash Long/Short	-	(132.66)	-	132.66	N/A
TOTALS	\$ 15,684,092.00	\$ 6,834,225.13	\$ 850,356.15	\$ 6,449,510.72	54%

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

7/31/18

	<u>2018 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/18	\$ 3,349,699.00	\$ 4,289,983.53	
<u>Revenue:</u>			
Ad Valorem Property Tax	10,513,795.00	10,121,105.66	96%
Revitalization Rebates	(139,664.00)	(126,808.83)	91%
Back Tax	-	107,402.28	N/A
Motor Vehicle Tax	1,484,403.00	535,533.81	36%
Recreational Vehicle Tax	12,739.00	5,012.86	39%
16/20M Vehicle Tax	5,837.00	5,218.17	89%
In Lieu of Tax	10,122.00	544.24	5%
Watercraft Special Tax	7,672.00	-	0%
Commercial Vehicle Fees	46,629.00	44,217.10	95%
E-Rate Reimbursement	70,235.00	-	0%
Fees and Charges	171,670.00	100,688.36	59%
Reimbursements	137,755.00	87,222.64	63%
Interest on Idle Funds	13,200.00	28,045.25	212%
	<u>\$ 12,334,393.00</u>	<u>\$ 10,908,181.54</u>	88%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,421,222.00	4,521,314.68	54%
Other Staff Support Costs	176,790.00	98,592.88	56%
Library Collections	1,786,930.00	1,009,302.83	56%
Contracted Services	1,019,685.00	882,416.62	87%
Digital Services Support	244,900.00	179,299.25	73%
Furniture/Equipment/Art	122,000.00	5,897.75	5%
Payments to Other Libraries	100,123.00	-	0%
Special Projects	1,100,000.00	67,500.00	6%
Utilities & Telecommunications	535,617.00	500,640.47	93%
Vehicles	68,500.00	56,694.35	83%
Other Operating Expenditures	558,325.00	362,922.45	65%
Cash Basis Reserve	1,550,000.00	-	0%
	<u>\$ 15,684,092.00</u>	<u>\$ 7,684,581.28</u>	54%
Prior Year Canceled Purchase Orders		<u>\$ 16,083.15</u>	
Unencumbered Balance 7/31/18	\$ -	<u><u>\$ 7,529,666.94</u></u>	

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

7/31/18

EMPLOYEE BENEFITS

	<u>2018 Budget</u>	<u>Year To Date</u>	<u>%</u>
Balance 01/01/18	\$ 505,653.00	\$ 750,732.34	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 3,580,993.00	\$ 3,447,617.87	96%
Revitalization Rebates	(47,569.00)	(42,765.31)	90%
Back Tax	-	19,396.98	0%
Motor Vehicle Tax	186,260.00	71,476.27	38%
Recreational Vehicle Tax	1,598.00	649.62	41%
16/20M Vehicle Tax	732.00	1,238.81	169%
In Lieu of Tax	2,800.00	185.36	7%
Watercraft Special Tax*	963.00	-	0%
Commercial Vehicle Fees	5,851.00	6,186.11	106%
Refund-Fringe Benefits-Foundation	35,999.00	15,078.59	42%
Refund-Fringe Benefits-Friends	27,701.00	14,199.90	51%
Refund-Fringe Benefits-Shawnee Cty	-	9,583.59	0%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	772.24	0%
Retiree Payments BC/BS	43,347.00	16,197.13	37%
Interest on Idle Funds	2,000.00	7,691.33	385%
	<u>\$ 3,840,675.00</u>	<u>\$ 3,567,508.49</u>	93%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,886.00	\$ 6,460.68	94%
Cafeteria Plan Administration Fees	3,865.00	4,817.00	125%
Social Security/Medicare	644,212.00	321,883.08	50%
Ks Public Employees Retirement Sys	758,224.00	413,076.84	54%
Worker's Compensation	73,200.00	67,741.00	93%
Unemployment Tax	8,421.00	5,314.90	63%
Health/Dental Insurance	2,451,520.00	1,143,129.34	47%
Contingency/Fund Balance	400,000.00	-	0%
	<u>\$ 4,346,328.00</u>	<u>\$ 1,962,422.84</u>	50%
Prior Year Canceled Purchase Orders		\$ 34.56	
Unencumbered Balance 7/31/18	\$ -	\$ 2,355,852.55	

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

CAPITAL IMPROVEMENT

Balance 01/01/18	\$ 1,951,990.83
<u>Revenue:</u>	
Interest received	13,469.26
	<u>\$ 13,469.26</u>
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	-
Capital Outlay	136,394.00
	<u>136,394.00</u>
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 7/31/18	\$ 1,829,066.09

STATE AID

Balance 01/01/18	\$ -	\$ -
<u>Revenue:</u>		
State Aid	55,000.00	50,002.19
	<u>\$ 55,000.00</u>	<u>\$ 50,002.19</u>
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		-
Materials-Print/Non-Print <1 YR		-
Special Projects	55,000.00	0.77
	<u>\$ 55,000.00</u>	<u>\$ 0.77</u>
Unencumbered Balance 7/31/18		\$ 50,001.42

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

7/31/18

	<u>2018 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/18	\$ 763,691.00	\$ 808,663.92	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,467,546.00	1,412,893.71	96%
Revitalization Rebates	(19,495.00)	(17,663.37)	91%
Back Tax	-	13,628.20	
Motor Vehicle Tax	178,209.00	64,745.87	36%
Recreational Vehicle Tax	1,529.00	604.11	40%
16/20M Vehicle Tax	701.00	686.16	98%
In Lieu of Tax	1,350.00	75.97	6%
Watercraft Special Tax*	921.00	-	0%
Commercial Vehicle Fees	5,598.00	5,374.81	96%
Interest on Idle Funds	2,200.00	18,472.61	840%
	<u>\$ 1,638,559.00</u>	<u>\$ 1,498,818.07</u>	91%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,550,000.00	\$ -	0%
Interest	102,250.00	51,125.00	50%
Wire Transfer Fees	-	-	0%
Cash Basis Reserve	750,000.00		0%
	<u>\$ 2,402,250.00</u>	<u>\$ 51,125.00</u>	3%
 Unencumbered Balance 7/31/18	 <u>\$ -</u>	 <u>\$ 2,256,356.99</u>	

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of July 31, 2018

Capital Improvement Funds-VisionBank

\$ 1,972,960.09 at 1.19% (money market account)

Municipal Investment Pool

\$ 3,201,213.09 Operating funds in "overnight pool"*; available for transfer whenever needed

4,200,000.00 General funds in 30-day, fixed rate pool; opened 7/25/18 @ 1.76%; maturity 8/24/18

\$ 7,401,213.09

* rates vary by day - average July 1-31, 2018 was 1.5%

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

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

Principal Balance of Outstanding Bonds

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

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended July 31, 2018

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	7/5/18	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,875.03	-98775
10	21502	0	7/5/18	PAYCOM PAYROLL LLC	State W/H	\$ 10,041.94	-98775
15	21521	0	7/5/18	PAYCOM PAYROLL LLC	State Unemployment	\$ 56.24	-98775
10	21503	0	7/5/18	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,674.30	-98775
15	21504	0	7/5/18	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,674.30	-98775
10	21503	0	7/5/18	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,133.44	-98775
15	21504	0	7/5/18	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,133.44	-98775
10	21514	0	7/5/18	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98775
10	21518	0	7/5/18	PAYCOM PAYROLL LLC	Garnishments	\$ 1,425.79	-98775
10	41000	313	7/5/18	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,883.16	-98775
10	41000	313	7/5/18	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 372.36	-98775
				<i>Remittance of payroll taxes</i>		\$ 79,395.00	-98775 Total
10	21505	0	7/9/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,299.02	-98774
15	21516	0	7/9/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 24,189.75	-98774
15	21517	0	7/9/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,883.18	-98774
10	21524	0	7/9/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 180.43	-98774
10	21513	0	7/9/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 802.43	-98774
				<i>Remittance of pension benefit contributions</i>		\$ 45,354.81	-98774 Total
10	21509	0	7/6/18	EMPOWER RETIREMENT	<i>Deferred Comp EE Portion</i>	\$ 5,309.73	-98771
						\$ 5,309.73	-98771 Total
10	21501	0	7/19/18	PAYCOM PAYROLL LLC	Federal W/H	\$ 20,951.63	-98768
10	21502	0	7/19/18	PAYCOM PAYROLL LLC	State W/H	\$ 9,672.24	-98768
15	21521	0	7/19/18	PAYCOM PAYROLL LLC	State Unemployment	\$ 47.92	-98768
10	21503	0	7/19/18	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,177.48	-98768
15	21504	0	7/19/18	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,177.48	-98768
10	21503	0	7/19/18	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,017.21	-98768
15	21504	0	7/19/18	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,017.21	-98768
10	21514	0	7/19/18	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98768
10	21518	0	7/19/18	PAYCOM PAYROLL LLC	Garnishments	\$ 1,050.79	-98768
10	41000	313	7/19/18	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,835.31	-98768
10	41000	313	7/19/18	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 365.40	-98768
				<i>Remittance of payroll taxes</i>		\$ 76,437.67	-98768 Total
10	21509	0	7/20/18	EMPOWER RETIREMENT	<i>Deferred Comp EE Portion</i>	\$ 5,309.73	-98767
						\$ 5,309.73	-98767 Total
10	21505	0	7/23/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 16,973.61	-98765
15	21516	0	7/23/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 23,734.76	-98765
15	21517	0	7/23/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,828.93	-98765

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, 2018

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21524	0	7/23/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 180.43	-98765
					<i>Remittance of pension benefit contributions</i>	\$ 43,717.73	-98765 Total
10	21515	0	7/26/18	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 28,939.76	-98763
15	21515	0	7/26/18	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 132,032.20	-98763
15	21515	0	7/26/18	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 4,082.74	-98763
						\$ 165,054.70	-98763 Total
10	41000	310	7/5/18	BLACK DIAMOND SOLUTIONS, INC.	VMware vSphere Enterpirse	\$ 5,148.00	92348
					<i>2018 approved operating budget - software support/subscription</i>	\$ 5,148.00	92348 Total
10	41000	320	7/5/18	DELL MARKETING L.P.	Dell 5591 Laptop	\$ 18,765.67	92352
					<i>2018 approved operating budget - digital services support</i>	\$ 18,765.67	92352 Total
10	41000	311	7/5/18	THYSSENKRUPP ELEVATOR CORP.	Elevator Service Contract	\$ 16,779.49	92364
					<i>2018 approved operating budget - contracted facilities</i>	\$ 16,779.49	92364 Total
10	41000	326	7/13/18	CYPRESS MEDIA LLC	AugSept Library News	\$ 11,874.31	92378
						\$ 11,874.31	92378 Total
15	21512	0	7/13/18	DELTA DENTAL OF KANSAS, INC	Cobra July Prem	\$ 38.93	92379
10	21512	0	7/13/18	DELTA DENTAL OF KANSAS, INC	EE July Prem	\$ 2,391.36	92379
15	21512	0	7/13/18	DELTA DENTAL OF KANSAS, INC	Retirees July Prem	\$ 310.64	92379
15	21512	0	7/13/18	DELTA DENTAL OF KANSAS, INC	ER July Prem	\$ 9,238.60	92379
						\$ 11,979.53	92379 Total
20	41000	900	7/13/18	MCELROY'S INC.	Humidifier/Water Softener	\$ 52,646.40	92395
					<i>RFP was posted and Board approved low bid on March 15, 2018; paid from Capital Improvement Funds</i>	\$ 52,646.40	92395 Total
10	41000	351	7/13/18	WESTAR ENERGY	43252	\$ 34,800.54	92406
					<i>2018 Electric Service</i>	\$ 34,800.54	92406 Total
10	41000	310	7/20/18	BIBLIOTHECA LLC	Bibliotheca annual renewa	\$ 19,739.50	92412
					<i>2018 approved operating budget - annual software maintenance/support</i>	\$ 19,739.50	92412 Total
10	41000	320	7/20/18	COREFIRST BANK & TRUST	asus wireless wi fi card	\$ 119.96	92416
10	41000	330	7/20/18	COREFIRST BANK & TRUST	craft beads 5lbs	\$ 21.68	92416
10	41000	330	7/20/18	COREFIRST BANK & TRUST	pony beads magic color	\$ 6.75	92416
10	41000	330	7/20/18	COREFIRST BANK & TRUST	4 wood embroidery hoops"	\$ 43.56	92416
10	41000	330	7/20/18	COREFIRST BANK & TRUST	large eye yarn need	\$ 6.98	92416
10	41000	310	7/20/18	COREFIRST BANK & TRUST	Messaging service	\$ 10.00	92416
10	41000	341	7/20/18	COREFIRST BANK & TRUST	Webnair training	\$ 295.00	92416
10	41000	326	7/20/18	COREFIRST BANK & TRUST	business cards	\$ 41.26	92416
10	41000	325	7/20/18	COREFIRST BANK & TRUST	shipping & handling estim	\$ 11.22	92416
10	41000	330	7/20/18	COREFIRST BANK & TRUST	Roach Jelly 6-pack	\$ 15.00	92416
10	41000	330	7/20/18	COREFIRST BANK & TRUST	Shipping	\$ 13.00	92416

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, 2018

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	7/20/18	COREFIRST BANK & TRUST	12 Dance Scarves	\$ 29.97	92416
10	41000	310	7/20/18	COREFIRST BANK & TRUST	Server Management	\$ 29.00	92416
10	41000	320	7/20/18	COREFIRST BANK & TRUST	Ram upgrades for iMac	\$ 989.90	92416
10	41000	320	7/20/18	COREFIRST BANK & TRUST	macro express	\$ 44.95	92416
10	41000	320	7/20/18	COREFIRST BANK & TRUST	ac adapter for e7450	\$ 14.98	92416
10	41000	326	7/20/18	COREFIRST BANK & TRUST	no smoking on premises	\$ 85.80	92416
10	41000	326	7/20/18	COREFIRST BANK & TRUST	Notice this is a smoke-fr	\$ 48.60	92416
10	41000	326	7/20/18	COREFIRST BANK & TRUST	Video Surveillance	\$ 28.20	92416
10	41000	322	7/20/18	COREFIRST BANK & TRUST	Credit Jakprints Inc	\$ (108.00)	92416
10	41000	320	7/20/18	COREFIRST BANK & TRUST	Dell Latitude 7490	\$ 1,610.77	92416
10	41000	320	7/20/18	COREFIRST BANK & TRUST	Anker USB 3.0 4-Port Port	\$ 135.92	92416
10	41000	320	7/20/18	COREFIRST BANK & TRUST	Pocket Organ C3B3	\$ 13.08	92416
10	41000	361	7/20/18	COREFIRST BANK & TRUST	Portabe Carbon Monoxide	\$ 417.00	92416
10	41000	420	7/20/18	COREFIRST BANK & TRUST	Flashdrives 8GB	\$ 808.50	92416
10	41000	420	7/20/18	COREFIRST BANK & TRUST	Shipping estimate	\$ 25.00	92416
10	41000	320	7/20/18	COREFIRST BANK & TRUST	Ultimaker 3	\$ 3,495.00	92416
10	41000	341	7/20/18	COREFIRST BANK & TRUST	beyond the mansion webina	\$ 65.00	92416
10	41000	320	7/20/18	COREFIRST BANK & TRUST	dragon naturally speaking	\$ 198.00	92416
10	41000	420	7/20/18	COREFIRST BANK & TRUST	Misc.	\$ 27.80	92416
10	41000	310	7/20/18	COREFIRST BANK & TRUST	Canva annual renewal	\$ 238.80	92416
10	41000	420	7/20/18	COREFIRST BANK & TRUST	Batteries - AAA	\$ 180.00	92416
10	41000	420	7/20/18	COREFIRST BANK & TRUST	Batteries - D	\$ 33.12	92416
10	41000	320	7/20/18	COREFIRST BANK & TRUST	Frosted Halogen Lamp	\$ 31.80	92416
10	41000	320	7/20/18	COREFIRST BANK & TRUST	Steel Spring Clamp	\$ 34.20	92416
10	41000	320	7/20/18	COREFIRST BANK & TRUST	BackdropSupport Kit	\$ 224.95	92416
10	41000	320	7/20/18	COREFIRST BANK & TRUST	Dracast Softbox	\$ 295.90	92416
10	41000	320	7/20/18	COREFIRST BANK & TRUST	Dracast LED Light Kit	\$ 1,099.00	92416
10	41000	320	7/20/18	COREFIRST BANK & TRUST	Note on Invoice	\$ (98.07)	92416
10	41000	322	7/20/18	COREFIRST BANK & TRUST	facebook ads	\$ 137.80	92416
10	41000	330	7/20/18	COREFIRST BANK & TRUST	Quartet Dry Erase/Magnet	\$ 12.39	92416
10	41000	326	7/20/18	COREFIRST BANK & TRUST	business cards	\$ 56.73	92416
10	41000	325	7/20/18	COREFIRST BANK & TRUST	shipping & handling estim	\$ 11.53	92416
					<i>Miscellaneous online orders paid by credit card</i>	\$ 10,802.03	92416 Total
10	41000	340	7/20/18	COREFIRST BANK & TRUST	Registration	\$ 1,500.00	92420
10	41000	340	7/20/18	COREFIRST BANK & TRUST	Hotel	\$ 1,219.60	92420
10	41000	340	7/20/18	COREFIRST BANK & TRUST	Hotel	\$ 1,219.60	92420
10	41000	340	7/20/18	COREFIRST BANK & TRUST	Hotel	\$ 219.77	92420

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, 2018

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	340	7/20/18	COREFIRST BANK & TRUST	Registration	\$ 185.00	92420
10	41000	340	7/20/18	COREFIRST BANK & TRUST	Registration	\$ 375.00	92420
10	41000	340	7/20/18	COREFIRST BANK & TRUST	Flight	\$ 973.22	92420
					<i>2018 Travel for Approved Conferences</i>	\$ 5,692.19	92420 Total
10	41000	301	7/20/18	OCLC, INC.	oclc cataloging & ill	\$ 6,258.71	92430
					<i>2018 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 6,258.71	92430 Total
10	41000	310	7/26/18	COMPRISE TECHNOLOGIES, INC.	Comprise annual renewal	\$ 19,511.80	92442
					<i>2018 approved operating budget - annual software maintenance/support</i>	\$ 19,511.80	92442 Total
						\$ 634,577.54	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT August 2018

The meeting starts at 5:00 p.m. and the public hearing for FY2019 budgets begins at 5:30 p.m.!!!

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

Library News

Trustee Education

Included with this report is an article that appeared in the August 2018 issue of *University Business* that discusses the importance of training in financial matters for boards of trustees. Trustee David Monical brought this article to my attention. Please review the article and we will take a few minutes for comments at the meeting on August 9. A link to the article can be found at:

<https://www.universitybusiness.com/article/how-colleges-provide-finance-training-trustees>

TSCPL in the news!

The Learn and Play Bus was featured in the August 1, 2018 CJ Extra. A copy of the article is included with this report and a link to it may be found here:

<http://digital.olivesoftware.com/olive/ODN/TopekaCapitalJournal/default.aspx>

Agenda Items

Change Order Requests

Addition of a climate control system to the pavilion building in Claire's Courtyard

Last month during the Facility Master Plan update Thad Hartman reported that the planning team for the Claire's Courtyard project has been reassessing the climate control needs for the new pavilion building.

Remove existing dirt and replace with new soil in Claire's Courtyard

Recently we learned from our contractors following soil testing that the dirt fill in the construction site is inadequate to support the structures that will be built. The unstable material needs to be removed and replaced with soil that will be stable over time.

Below I have included the email message I sent to you on July 31 regarding these two change orders. Also please refer to the resolution sheets in the board packet for additional information and fiscal note.

I'm contacting you before you receive the August board meeting packet on Friday to let you know you will see two change order requests for the Claire's Courtyard project. One we knew about; the other we've just learned about in the past few days.

Thad reported at the July board meeting that we would be submitting a change order request for \$25,000 to add heating and air-conditioning to the pavilion building.

The pavilion in Claire's Courtyard was originally designed with the ability to add an HVAC unit to provide temperature control in the building during the hot and cold months of the year. In an effort to contain costs we initially decided against having an HVAC system. However, upon further discussion and high demand already for this space for meetings and events, we felt that it was important to make the pavilion comfortable and available year-round.

That's one of the requests you will see.

The second change order is for to put it simply, dirt. After doing soil testing, our contractor Senne, has determined that the dirt fill in the construction site is inadequate to support the structures that will be built.

Once construction crews began excavation in preparation for setting the footings for the north wall and pavilion they discovered large deposits of sand and "garbage fill" that are unstable for the foundations. In order to ensure that the ground can support the foundation of the elements of Claire's Courtyard and won't deteriorate over time, construction crews will need to remove the unstable materials and replace them with soil that will be stable over time. The project cannot move forward until the situation is rectified. The cost of this is approximately \$50,000.

This brings the total cost of the two change orders to approximately \$75,000. We will be able to cover this cost through the contingency fund for this project as well as State Aid funding. However, this will deplete our contingency fund for this project.

As you might imagine, Thad and I were unpleasantly surprised when we got the dollar amount today. I spoke to Kerry and we agreed that I would contact you and let you know this is coming. The project can't proceed without the expenditure and as noted above, it does deplete our contingency funds.

I intend to consult with CFO Kim Torrey and Library Foundation ED Nancy Lindberg this week to identify other funds that may be used if we need additional contingency funds.

If you have questions, please send them to Thad (thartman@tscpl.org) and me so that we can make sure we have the answers covered in the background statement that will be part of the resolution sheet in your board packet.

FYI, I will be in Boston from August 1 – 3 for a LyraSIS board meeting, but am always available by email or phone. Gina

(Please note that the final confirmed cost for this is \$62,198. Please see the resolution sheet for the fiscal note.)

Adoption of FY2019 Operating Budget

This is the official board action that approves the budget for FY2019. We will break from the normal order of business at 5:30 PM to hold the Public Hearing on the proposed Budget. The notice for the hearing appeared in the Topeka Capital-Journal Wednesday, July 25, 2018. Following the hearing you will vote on the proposed budget.

Executive Session

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

Professional Activities/Community Contacts

July 20, 2018	Attended 712 Innovations monthly Management Committee meeting
July 20, 2018	Participated in Dolly Parton's Imagination Library strategic planning with United Way of Greater Topeka leadership
July 24, 2018	Conference call with Amy Garmer from the Aspen Institute
July 24, 2018	Attended Momentum 2022 Talent Development Work Group meeting
July 24, 2018	Meeting with Jessica Lehnherr and Becky Holmquist regarding Dolly Parton's Imagination Library program funding
July 26, 2018	Attended marketing strategy, plan and tactics webinar
July 26, 2018	Appeared on Ralph Hipp's Red Couch segment on WIBW news with Jessica Lehnherr, CEO of United Way of Greater Topeka and Dené Mosier, Executive Director of the Kansas Children's Discovery Center to talk about kindergarten readiness
August 1-3, 2018	Attended LYRASIS board of trustee's summer retreat

**Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library**

8/4/18



How colleges can provide finance training to trustees

Answers to three big questions about providing boards with finance-oriented professional development

Sandra Beckwith

July 5, 2018

University Business, August 2018

When Susan Stuebner became president of Colby-Sawyer College in New Hampshire in 2016, she faced a \$4 million operating loss and a projected \$2.6 million deficit for the following year. Stuebner made significant changes: She cut five majors, laid off employees and, in one of her first moves, initiated financial training for the board of trustees.

“Many of the trustees weren’t aware of what was going on because the finance committee reports were cursory,” she says.

Now each of their three board meetings per year include at least one hour of instruction covering topics such as operating budget assumptions, cash flow, endowment approaches the college takes (and why), and capital improvement financing.

“We quickly realized that not only did the finance committee need to understand these and other issues, but the entire board did too, because they would be voting on decisions involving them,” she adds.

Colby-Sawyer is just one of many academic institutions working to boost their trustees’ financial acumen.

“When the largest association of accountants develops a training program that includes a unit on governance, it shows you that it’s more and more important,” says Lynch, partner in charge of not-for-profit services at the firm, citing nonprofit certification training introduced by the American Institute of CPAs in recent years.

Following are three key questions campus leaders must consider when offering financial training to the board of trustees.

1. When should we do the training?

An institution's needs and the board's knowledge level determine the best timing. Illinois state law requires that new trustees at public colleges and universities receive financial instruction from a certified trainer.

At Harper College, a public community college in suburban Chicago, that training takes the shape of a day-long financial workshop offered by the Illinois Board of Higher Education. It doesn't stop there, though.

Every December, the board participates in a two-hour financial workshop that delves into the college's five-year plan and reviews what happens if assumptions change.

"Making sure our trustees understand the flow of money is extremely important," says Maria Coons, Harper's chief of staff and vice president of institutional planning and strategic alliances.

Lycoming College in Pennsylvania started providing financial training as part of its board orientation several years ago as new trustees replaced well-informed, seasoned members. This was influenced in part by a financial aid error and other financial irregularities at Birmingham-Southern College in Alabama that cost the institution millions of dollars in 2010.

"Birmingham-Southern's financial exigency, when trustees said they didn't know there was a problem, confirmed the need for this," says Chip Edmonds, executive vice president of advancement at Lycoming.

Meredith College in Raleigh, North Carolina, is providing up to three hours of training at its summer 2018 retreat, while Ohio's Baldwin-Wallace University did a 45-minute workshop at its April meeting this year.

"This was the first time we've done this very high-level finance tutorial because it's ever more important today that board members understand the finances of higher education and the financial picture of their own institution," says Baldwin-Wallace's president, Bob Helmer.

In October, the CFO and other officials plan to follow up with a detailed presentation on the finances, during which they will drill down on various key spreadsheets.

2. What should we cover in the training?

Even the most financially sophisticated trustees can benefit from instruction that is specific to higher education finances.

"We have very bright, financially astute trustees running billion-dollar businesses, but that doesn't mean they understand how we operate," says Edmonds of Lycoming. "The education piece is absolutely important in helping them become partners with us."

The biannual retreat for University of St. Francis trustees includes four hours of financial education and stewardship training. The trustees review the Illinois institution's financial statements, and they spend a significant amount of time studying the requirements of the 990 form that tax-exempt organizations must file with the IRS.

"We pay a lot of attention to this because it tells our story," says President Arvid Johnson. "When you look at the numbers, it gives a sense of how efficiently an organization is deploying its assets toward the mission versus just taking care of expenses."

The idea is also to go beyond “yes” answers to provide narrative detail and background in the Schedule O. Schedule O provides a space for the narrative information required for responses to specific questions on Form 990. Trustees, he says, need to fully understand what goes on the form and why. Financial topics can also be introduced remotely.

This fall, Iowa’s Grinnell College will begin running one-hour financial webinars in addition to its regular board meetings.

The first session, a deep-dive into Grinnell’s cost structure and financial controls, is designed to support the board’s decision-making process and allow trustees to ask the right questions throughout their tenure. A second webinar will address the broader higher education cost landscape and the implications for trustees as the institution’s fiduciaries.

At Stetson University in Florida, President Wendy Libby often lets trustees’ questions drive the training provided at every board meeting. “We will take what the board asked about in one meeting to guide what we teach about in the next one,” she says.

Or, they might educate the board on a specific strategic decision being made so trustees have the necessary background in advance.

3. Who would be the best trainer?

For the first Grinnell webinar, Patricia Finkelman, chair of the board of trustees, is developing the content with college staff and board leadership. “This has to be Grinnell-specific,” Finkelman says. “No two colleges have the same financial situation. We all have our own unique opportunities and challenges.”

For the second webinar, a national expert will address the big picture.

Some colleges bring in consultants. The auditing firm Sikich will present the four-hour financial session at the University of St. Francis’ biannual retreat.

Meredith College officials decided to have an enrollment consultant lead the financial session at its 2018 summer retreat to help trustees better understand the correlation between tuition increases and discount rates.

“Boards are understandably concerned about keeping tuition as low as possible and they may also have a specific discount rate in mind, but there’s a tension between those two numbers,” says Matthew Poslusny, senior vice president and provost. “This is an important concept to keep in mind when setting tuition each year.”

However the training may be structured, the intense competition in higher ed makes it vital, says Armand Alacbay, vice president for trustee and government affairs at the American Council of Trustees and Alumni.

“The public is looking at alternatives to the current model, and as institutions look at alternative delivery options such as online learning, the onus is on boards to anticipate future trends,” Alacbay says. “Other industries do that, but with higher education the question is, ‘How do you plan for the future if you don’t have the framework for how it’s financed?’ ”

This kind of thinking has made a difference at Colby-Sawyer. The \$2.6 million deficit it faced in 2016 is no longer a thorn in its side. Stuebner says, “For fiscal year 2018, the college will be within \$50,000 or less of meeting its \$34 million budget.”

Sandra Beckwith is a western New York-based writer.



LIFELONG LEARNING—Colgate Hall at Colby-Sawyer College is one place on campus where trustees congregate. At least one hour of each meeting involves learning more about finance topics such as cash flow and budgeting.



BONUS TRAINING—Grinnell College trustees meet at the Joe Rosenfield '25 Center, the campus hub, but new one-hour finance-focused webinars are helping to support the board in its in-person decision-making. (Justin Hayworth at Grinnell College).

Wednesday, August 1, 2018

By Jessica Cole

jcole@cjonline.com

CJ EXTRA

Learn & Play Bus brings community together

Repetition helps build trust among children, participating families

By Jessica Cole
jcole@cjonline.com

The Learn & Play Bus stops at eight different locations in Topeka and Auburn each week, bringing learning opportunities for young children and information for their parents and caregivers.

Many of the families and children who take advantage of the program have become friends and a support system for each another, said Marie Pyko, Topeka and Shawnee County Public Library director of public services, and Sherry Hess, Topeka and Shawnee County Public Library early childhood learning coordinator.



The Topeka and Shawnee County Public Library's Learn & Play Bus visits eight locations each week in Topeka and Auburn to provide educational resources to children ages birth to 5 years. [2017 FILE PHOTO/THE CAPITAL-JOURNAL]



Sherry Hess, early childhood learning coordinator at Topeka and Shawnee County Public Library, spends a lot of time with the children and families who take advantage of the learning experiences offered on the Learn & Play Bus. Each week, the mobile classroom travels to eight different locations in Topeka and Auburn. [JESSICA COLE/THE CAPITAL-JOURNAL]

The Learn & Play Bus, a mobile classroom, provides an interactive, play-based environment in which children ages birth to 5 years learn the most essential skills for school readiness.

"Our goal is to be where our families are, which is in their neighborhoods," Pyko said.

Q: How long have you been involved with the early education mobile classroom?

Pyko: I pulled together seven or eight community partners to be part of the new service initiative and began by painting a picture of what it would look like if all children entered kindergarten ready to be successful in school.

We worked through (the) process of what that would look like and how we would deploy that level of service and how we would do that in partnership, as opposed to separate units.

We have community partners. The Learn & Play Bus is a joint effort between the library and USD 501 Parents As Teachers, USD 501 Sheldon Head Start, Shawnee County Health

Agency, TARC, Washburn Institute of Technology, USD 437 Parents as Teachers, Child Care Aware of Northeast Kansas and the Topeka Rescue Mission. Funding (is) provided by the Friends of the Library and through many generous donors to The Library Foundation.

Q: How many people are involved with the project?

Pyko: We have seven to eight regular staff that rotate on the vehicle. Our goal is to have the same couple of people on the bus on the same day. So again simulating kind of an early learning experience, so you can count on Tuesdays you're going to have these two professionals. That was very important to us, as well as our partners right from the very beginning. Sherry is the lead, so

she's on the bus more often than others. She creates the curriculum and sets the lesson plan and decides what we're going to do for the week.

Hess: There's a real sense of trust for families to see the same person. ... It's very common for a new person whose not been on the bus before to walk on, and we

See BUS, A5

LEARN & PLAY BUS SCHEDULE

Mondays: 9 to 11:30 a.m., Velma Paris Community Center, 6715 S.W. Westview Road; 5 to 7 p.m., Countryside United Methodist Church, 3221 S.W. Burlingame Road

Tuesdays: 9 to 11:30 a.m., Hillcrest Community Center, 1800 S.E. 21st St.; 1 to 3 p.m., Auburn Community Center, 121 W. 11th St. in Auburn

Wednesdays: 9 to 11:30 a.m., Mother Teresa Catholic Church, 2014 N.W. 46th St.; 1 to 3 p.m., Tecumseh South Elementary School,

3346 S.E. Tecumseh Road

Thursdays: 9 to 11:30 a.m., Oakland Community Center, 801 N.E. Poplar St.; 1 to 3:30 p.m., Walmart, 2630 S.E. California Ave.

Information and schedule updates: (785) 580-4400 or tsclpl.org

BUS

From Page A1

introduce ourselves, we ask their name, their child's name and we ask about who they are, so we build that relationship. We build that sense of trust.

Q: When did the project begin?

Pyko: In February 2017. So, we're an 18-month-old now.

Q: How many kids have you seen since its first stop at Hillcrest Community Center?

Pyko: We see little ones with parents or grandparents and average about 350 kids and adults per month. There are eight stops per week, and they are the same stops every week. We stay at each place two to 2 ½ hours at each place.

Q: Where do you take the mobile classroom?

Pyko: Velma Paris Community Center, Countryside United

Methodist Church, Hillcrest Community Center, Auburn Community Center in Auburn, Mother Teresa Catholic Church, Tecumseh South Elementary School, Oakland Community Center, and Walmart, located at 2630 S.E. California Ave. It adds some predictability, and another thing that's nice is we have a texting service that we send out to all the families if there's a change in the schedule.

Q: What types of learning tools are available to the kids?

Pyko: We focus on school readiness indicators — early intervention screenings, fine motor skills, language development, social/emotional and behavioral.

Hess: Because we're a library, we have awesome books — board books and picture books — the best of the best, like "Brown Bear, Brown Bear, What Do You See?" We also have books that are in Spanish (and) age-appropriate learning toys. We also have resource books for

parents that are changed every week. We have a story time where kids circle up together, and we have songs, books and different ideas and concepts, the colors, the shapes, the numbers and the alphabet. We teach the kids to ask "Can I have a turn?" or "Can I play with you"? There's always an art project.

Q: Can people or organizations request the mobile classroom for special events?

Hess: Special requests can be made with Marie or myself. We do parades and special invites for agencies that incorporate learning, as long as it's not on days or times when the Learn & Play Bus is out in the neighborhoods.

Q: Is there a cost to come to the mobile classroom?

Hess: It's free, with no requirement to come every week. It's a drop and go, whenever they can come.

Contact features writer Jessica Cole at (785) 295-5628.



Resolution – Change order for the addition of a climate control system to the pavilion building in Claire’s Courtyard

**BOARD OF TRUSTEES
August 9, 2018**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, authorizes the limit for approval of a change order by the Chief Executive Officer to be exceeded for an order issued to Senne & Company, Inc. in the month of August 2018. The change order is for the addition of a heating and air-conditioning system to the pavilion building in Claire’s Courtyard. This exception to the limits within the Board’s Purchasing Policy dated January 19, 2017 shall not exceed \$25,000.

Policy and Background Information:

On April 26, 2018, the Board of Trustees approved the award of the bid for the Facilities Master Plan, Claire’s Courtyard project. The bid was awarded to Senne & Company, Inc. of Topeka, Kansas in the amount of \$1,019,972. The project includes the construction of an exterior patio space, a three season pavilion space for small group meetings and an amphitheater for outdoor education.

Bids were received at a public meeting at 2:00 pm, March 7th. Two bidders were present and submitted bids. The Bid Form required bidders to separately price alternates: (1) provide insulated glass instead of single pane glass in the pavilion; (2) provide trellis steel framing and sun control devices; and (3) provide HVAC mini-split system for pavilion. Both bids included the alternate pricing.

Tevis reviewed both bids and asked the apparent low bidder to value engineer the scope and cost of the project since the bid was over budget. The low bidder was able to find savings of \$252,445 through its value engineering efforts and without sacrificing any of the essential functions or design elements of the project’s original program; Alternative No. 2 has also been included in the total recommended bid price but Alternate No.’s 1 and 3 were omitted due to budget constraints.

The pavilion in Claire’s Courtyard had originally been designed with the ability to add an HVAC unit to provide temperature control in the building during the hot and cold months of the year. In an effort to contain costs it was decided against installing the heating/cooling system until possibly a later date and not as part of the original construction bid.

Upon further discussion and high demand already for this space for meetings and events, management has determined the addition of an HVAC system to the pavilion is important to keep the building comfortable and available year-round.

Board of Trustees

Resolution - Change order for the addition of a climate control system to the pavilion building in Claire's Courtyard

Page 2 of 2

The Board of Trustees' Purchasing Policy was amended January 19, 2017 to add new language to address change orders:

- Any change order subject to an agreed contract in an amount up to \$20,000, or multiple change orders to the same vendor dated within the same calendar month in the aggregate amount of up to \$20,000 shall be approved by the Chief Executive Officer and reported to the Board of Trustees in the Chief Financial Officer's monthly report.
- Any change order that exceeds the limitations set forth above in this section of the Purchasing Policy requires the prior approval of the Board of Trustees.

The change order is expected to exceed \$20,000 and require the Board's prior approval.

The work for this project would be under the direction of Senne & Company, Inc. and is not to exceed \$25,000. Funding for this change order will be from the State Aid Fund.

Staff Recommendation:

Staff recommends that this change order be approved so the pavilion can be utilized year-round. The budget is firm and should not exceed \$25,000, paid from the State Aid Fund.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Change order to remove existing dirt and replace with new soil in Claire’s Courtyard

BOARD OF TRUSTEES

August 9, 2018

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, authorizes a change order in accordance with the Library’s Purchasing Policy, dated January 19, 2017. The change order is for the removal of the inadequate dirt fill from the Claire’s Courtyard construction site and replacing it with soil that supports the planned construction elements. This change order will not exceed \$62,198.

Policy and Background Information:

On April 26, 2018, the Board of Trustees approved the award of the bid for the Facilities Master Plan, Claire’s Courtyard project. The bid was awarded to Senne & Company, Inc. of Topeka, Kansas in the amount of \$1,019,972. The project includes the construction of an exterior patio space, a three season pavilion space for small group meetings and an amphitheater for outdoor education.

Bids were received at a public meeting at 2:00 pm, March 7th. Two bidders were present and submitted bids. The Bid Form required bidders to separately price alternates: (1) provide insulated glass instead of single pane glass in the pavilion; (2) provide trellis steel framing and sun control devices; and (3) provide HVAC mini-split system for pavilion. Both bids included the alternate pricing.

Soil testing was recently conducted by Senne & Company at the construction site prior to setting the footings for the north wall and pavilion. Large deposits of sand and “garbage fill” have been discovered at the site and consequently it has been determined the dirt fill is inadequate to support the structures that will be built.

In order to ensure that the ground can support the foundation of the elements of Claire’s Courtyard and won’t deteriorate over time, construction crews will need to remove the unstable materials and replace them with soil that will be stable over time. The project cannot move forward until the situation is rectified.

Board of Trustees

Resolution - Change order to remove existing dirt and replace with new soil in Claire's Courtyard

Page 2 of 2

The Board of Trustees' Purchasing Policy was amended January 19, 2017 to add new language to address change orders:

- Any change order subject to an agreed contract in an amount up to \$20,000, or multiple change orders to the same vendor dated within the same calendar month in the aggregate amount of up to \$20,000 shall be approved by the Chief Executive Officer and reported to the Board of Trustees in the Chief Financial Officer's monthly report.
- Any change order that exceeds the limitations set forth above in this section of the Purchasing Policy requires the prior approval of the Board of Trustees.

This change order will exceed \$20,000 and does require the Board's prior approval.

The work for this project would be under the direction of Senne & Company, Inc. and is not to exceed \$62,198. The budget for Claire's Courtyard includes a contingency line item of \$50,000 from the Foundation. Funding for this change order would be \$50,000 from the contingency budget line item and \$12,198 from the State Aid Fund.

Staff Recommendation:

Staff recommends that this change order be approved so the project can continue within the established guidelines. The budget is firm and should not exceed \$62,198, paid from the State Aid Fund and Foundation funds.

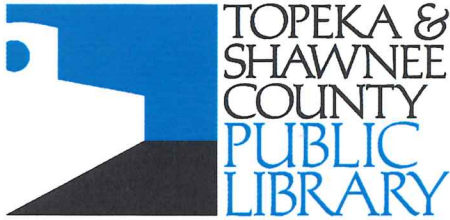
The approval of this change order will deplete the contingency fund for this project. Efforts are underway to identify other funding sources in the event additional contingency funds are needed to complete the project.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Adoption of FY2019 Operating Budgets

**BOARD OF TRUSTEES
August 9, 2018**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopts the FY2019 operating budgets as presented/published in the *Topeka Capital Journal* on July 25, 2018.

B6 Wednesday, July 25, 2018 The Topeka Capital Journal

State of Kansas
Special District
2019

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

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

SUPPORTING COUNTIES
Shawnee County (home county)

BUDGET SUMMARY

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

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

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

*Tax rates are expressed in mills.

Elizabeth Dobler
Elizabeth Dobler
Secretary

TP-00016926

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

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

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

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

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

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

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

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



Recovery through July 2018

Cumulative Recovery:

Topeka & Shawnee County Public Library

	<u>Regular Balance</u>	<u>Small Balance</u>	<u>Total</u>
Accounts Submitted:	35,597	25,090	60,687
Dollars Submitted:	\$1,775,411.74	\$467,798.08	\$2,243,209.82
Cash Recovery:	\$590,856.27	\$259,017.44	\$849,873.71
Material Recovery:	\$506,798.58	\$63,659.18	\$570,457.76
Waives:	<u>\$179,594.94</u>	<u>\$27,635.21</u>	<u>\$207,230.15</u>
Recovery Total:	\$1,277,249.79	\$350,311.83	\$1,627,561.62
Total Invoice Amount:	\$305,305.53	\$81,431.55	\$386,737.08
Total ROI:	4:1	4:1	4:1
Asset ROI:	4:1	4:1	4:1

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



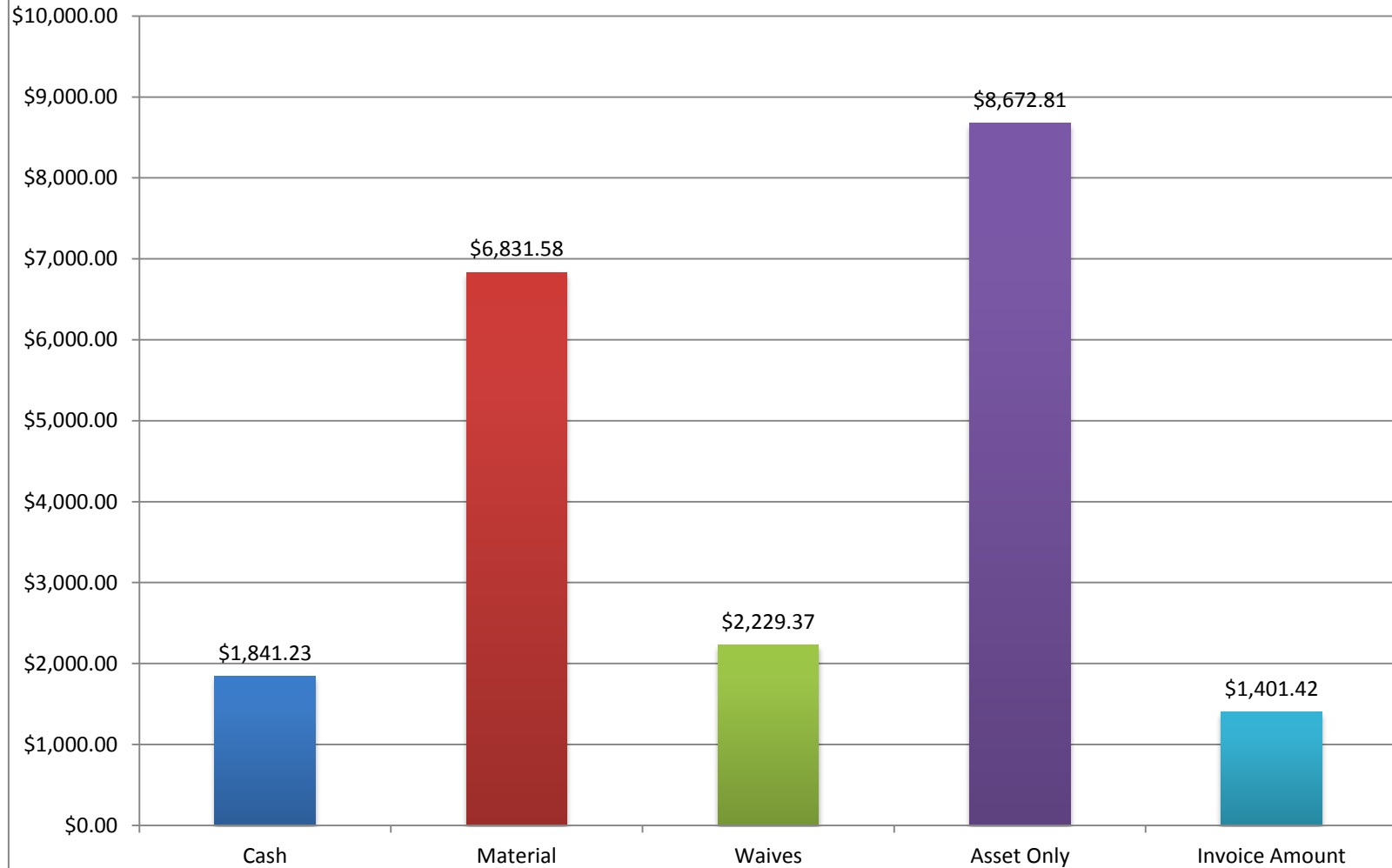
Monthly Recovery Statistics:

8/2017 through 7/2018

Regular Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
July-18	\$1,551.60	\$6,370.68	\$1,837.37	\$9,759.65	\$7,922.28	\$1,091.90
June-18	\$1,506.36	\$5,836.06	\$1,508.24	\$8,850.66	\$7,342.42	\$1,181.40
May-18	\$2,065.19	\$7,770.11	\$2,435.86	\$12,271.16	\$9,835.30	\$1,530.45
April-18	\$2,310.23	\$4,164.81	\$1,247.81	\$7,722.85	\$6,475.04	\$1,333.55
March-18	\$2,744.70	\$8,283.96	\$2,029.53	\$13,058.19	\$11,028.66	\$1,369.35
February-18	\$2,180.73	\$4,801.63	\$1,895.66	\$8,878.02	\$6,982.36	\$984.50
January-18	\$1,568.83	\$13,851.22	\$4,388.37	\$19,808.42	\$15,420.05	\$1,969.00
December-17	\$1,945.19	\$16,291.02	\$5,530.01	\$23,766.22	\$18,236.21	\$1,423.05
November-17	\$1,393.85	\$5,478.08	\$1,873.00	\$8,744.93	\$6,871.93	\$1,754.20
October-17	\$1,559.44	\$3,327.88	\$1,317.27	\$6,204.59	\$4,887.32	\$1,369.35
September-17	\$1,790.82	\$2,293.36	\$1,341.39	\$5,425.57	\$4,084.18	\$1,217.20
August-17	\$1,477.84	\$3,510.15	\$1,347.97	\$6,335.96	\$4,987.99	\$1,593.10
Total	\$22,094.78	\$81,978.96	\$26,752.48	\$130,826.22	\$104,073.74	\$16,817.05
Average	\$1,841.23	\$6,831.58	\$2,229.37	\$10,902.19	\$8,672.81	\$1,401.42
					Asset ROI: \$6:\$1	

Average Monthly Regular Balance Recovery and Cost





Monthly Recovery Statistics:

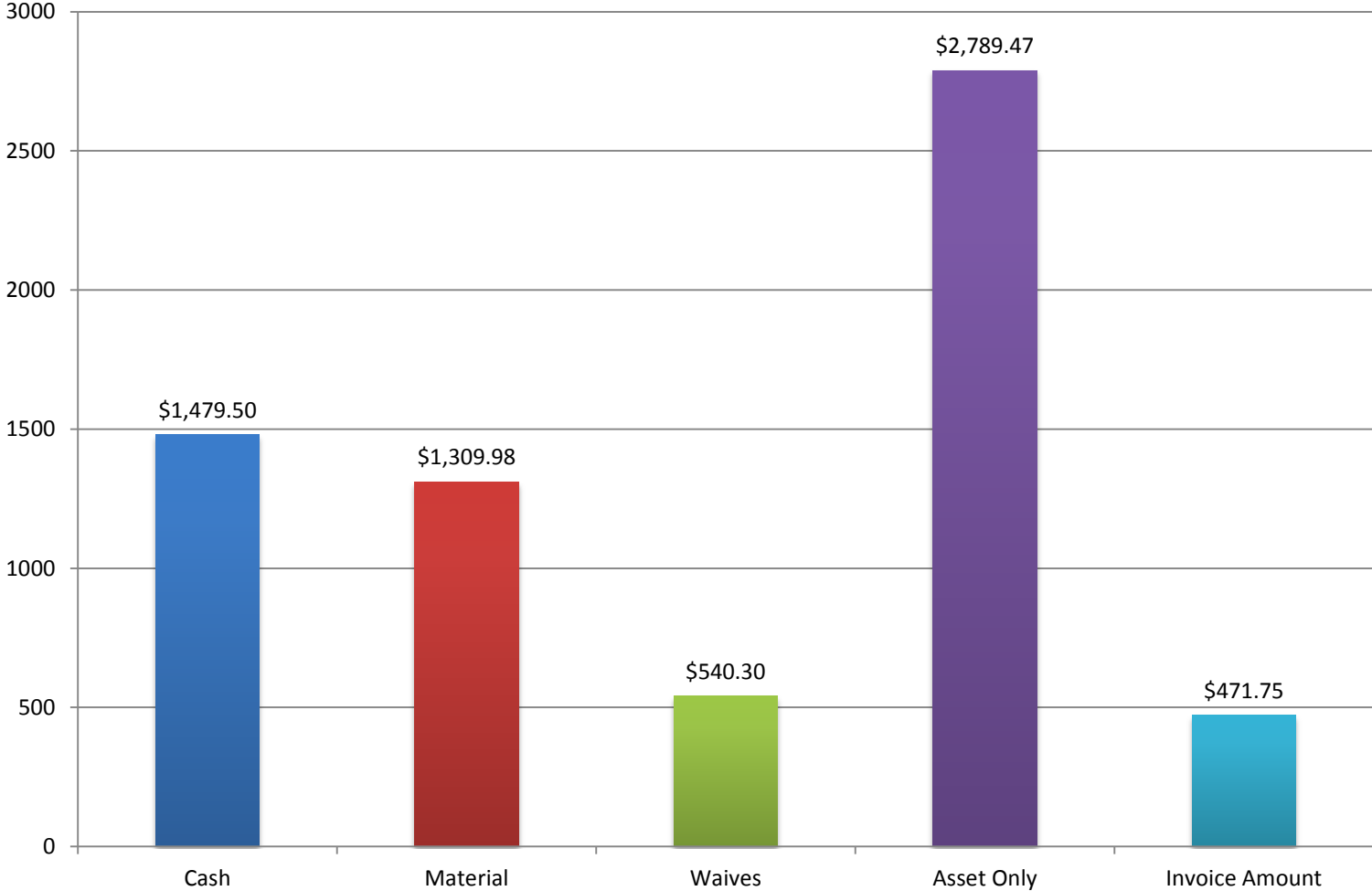
8/2017 through 7/2018

Small Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only Invoice Amount	
July-18	\$1,841.85	\$1,803.36	\$407.86	\$4,053.07	\$3,645.21	\$374.65
June-18	\$1,645.88	\$805.20	\$488.39	\$2,939.47	\$2,451.08	\$395.30
May-18	\$1,020.87	\$1,400.39	\$879.26	\$3,300.52	\$2,421.26	\$525.10
April-18	\$1,433.67	\$1,152.57	\$398.98	\$2,985.22	\$2,586.24	\$424.80
March-18	\$2,368.18	\$1,707.83	\$478.58	\$4,554.59	\$4,076.01	\$433.65
February-18	\$1,730.03	\$1,377.75	\$702.47	\$3,810.25	\$3,107.78	\$359.90
January-18	\$1,734.73	\$2,117.08	\$1,121.59	\$4,973.40	\$3,851.81	\$705.05
December-17	\$1,322.30	\$1,353.56	\$982.43	\$3,658.29	\$2,675.86	\$480.85
November-17	\$1,242.07	\$769.66	\$190.48	\$2,202.21	\$2,011.73	\$640.15
October-17	\$1,175.65	\$762.81	\$300.37	\$2,238.83	\$1,938.46	\$395.30
September-17	\$1,205.70	\$518.03	\$288.53	\$2,012.26	\$1,723.73	\$448.40
August-17	\$1,033.02	\$1,951.49	\$244.69	\$3,229.20	\$2,984.51	\$477.90

Total	\$17,753.95	\$15,719.73	\$6,483.63	\$39,957.31	\$33,473.68	\$5,661.05
Average	\$1,479.50	\$1,309.98	\$540.30	\$3,329.78	\$2,789.47	\$471.75
					Asset ROI: \$6 to \$1	

Average Monthly Small Balance Recovery and Cost





Agenda
Public Budget Hearing
Thursday, August 9, 2018 – 5:30 p.m.
Marvin Auditorium 101C

Call to Order

Presentation of the proposed budget

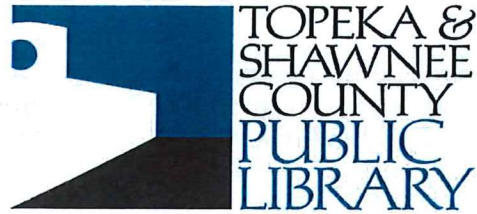
- FY2019 Budgets
 - 1) General Fund
 - 2) Employee Benefit Fund
 - 3) Bond & Interest Fund
 - 4) State Aid Fund

Public Hearing on the proposed budget

Close the public hearing

***Adjournment**

*Please note that a motion is required to adopt the FY2019 Operating Budgets on a regular agenda.



2019 Budget Summary
Public Hearing – August 9, 2018, 5:30 pm, Marvin Auditorium 101C

Overview

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

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

TSCPL Trustees and management have practiced very good stewardship in use of tax resources with a fluctuation of only .674 mills in the past eleven years (high to low) and a fluctuation of only .002 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 2012-2018. 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 2019 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 2019 proposed budget. *Budgeted expenditure authority increases, primarily due to increases in property valuations and other taxes, but is not the result of a request for additional tax revenues.*

TSCPL has crafted a 2019 budget that decreases the total mill levy slightly 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 2019 "Budget Summary", published in the July 25, 2018 edition of the *Topeka Capital Journal*, is proposed with these goals:

- Fund the 2019 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 mill levy of 9.673 which is slightly below the 2018 mill levy rate of 9.787.
- Modify the split of the total mill levy between the General, Employee Benefit and Debt Service funds.
 - *Debt Service Fund* - The reserve cash balance is set at \$750,000. Actual and projected tax revenues resulted in the fund balance exceeding this amount. Thus, the mill levy allocated to this fund can be reduced and \$4,079 redirected to the General Fund.
 - *Employee Benefit Fund* – In recent years, a greater proportion of the total mill levy had to be allocated from the General Fund to the Employee Benefit Fund due to increasing employee benefit costs, including KPERS rate increases required by Kansas law. However, favorable claims experience have resulted in the Employee Benefit Fund having some cash available to fund the current year’s expenditures and the mill levy to partially return to the General Fund.
- Maintain prudent and sufficient cash balances to: (1) fund next year operations before tax revenues are received; (2) allow for unforeseen situations; and (3) maintain the Library’s exceptional financial rating of Aa2.
- 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, 2018 is \$1,827,091.
- 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 \$16,221,862 to fund expenditures in the General (operating), Employee Benefit, and Debt Service funds. Assessed valuations as of July 1, 2018 will produce \$86,753 more per mill above the 2018 final valuations. At a combined levy of 9.673, revenue increases by \$659,528 for the three taxed funds and is entirely due to increased property valuations at a slightly reduced total mill levy from the prior year. This meets the statutory

computation which allows ad valorem tax revenues to increase from the prior year, after adjusting for certain types of valuation increases and the *Consumer Price Index for All Urban Consumers* (2.1% this year). Please refer to page 2 of the Library's budget form entitled "Computation to Determine Limit for 2019".

Motor/commercial/watercraft vehicle tax and fees, in lieu of taxes and revitalization rebate estimates provided by Shawnee County are nearly \$36,000 more than 2018.

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

When comparing 2019 and 2018 total budgeted expenditures, the increase appears to be about \$3.36 million. However, municipal governments are allowed to include a fund balance carry forward, categorized as a "miscellaneous expenditure" or "cash basis reserve" (for debt service) in the proposed budget. This balance is necessary to fund payroll, debt service and other operating expenditures in the new year, before tax revenues are distributed in mid to late January or any delay in receipt of revenues, as well as any significant post-budget increased costs like the medical plan premiums. The fund balance carry forward for all three taxed funds represents \$2,700,000 of the expenditure increase.

Expenditure authority increase – Budget Summary	\$3,356,000
Less portion in 2019 expenditures for cash carry forward	<u>(2,700,000)</u>
Adjusted increase from 2018 to 2019	<u>\$ 656,000</u>

Expected 2018 expenditure savings or increases from budgeted:

Medical insurance cost decrease	435,000
Workers compensation insurance cost increase	(3,000)
State Aid reduction to actual	5,000
Other expenditure increases	<u>(13,000)</u>
Total 2018 Adjustments	<u>\$ 424,000</u>

2019 changes in expenditure authority from 2018:

Decrease Facilities Master Plan projects using <i>one-time</i> funding	(220,000)
Net increase for salaries due to compensation study	352,000
Net decrease employee benefits	(165,000)
Net increase operating expenditures from 2018*	<u>265,000</u>
Total Change from 2018 Estimate to 2019 per Budget Summary	<u>\$ 232,000</u>

Total Change from Approved 2018 Budget to 2019 Proposed	<u>\$ 656,000</u>
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Please refer to the enclosed Schedule C "Key to 2018 and 2019 Comparison-Notice of Budget Hearing" to assist with understanding TSCPL's budget year-to-year.

Additionally, the reported 2018 revenues represent the latest estimates (since the approved budget), including: (1) other fee and reimbursement revenue adjustments and interest income increases based on 2017 actual and to-date in 2018 (\$90,310+); (2) a 2% uncollectible tax revenue allowance (\$349,119-); and (3) reduction in State Aid revenues to actual (\$4,998-).

These revisions are important to the 2019 budget to recognize 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 2018 and 2019 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 \$111 in 2019.

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 2019 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 four budgeted funds increase from the 2018 *approved* budget by \$231,235, yet provides funding for: (1) \$880,000 in projects on the Facilities Master Plan, if needed; (2) a staff salary increase as recommended by the Springsted classification study (\$325,000); (3) an increase of \$99,600 in digital services support which includes the building security camera upgrade costs; and (4) an increase of \$50,000 for the purchase of library materials. This increase is mostly funded by: (1) expenditure savings in other areas, such as increasing shrinkage and not funding five vacant positions; (2) an increase in vehicular taxes and fees of nearly \$36,000 from County estimates; and (3) an increase in ad valorem property tax of \$659,528 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. An 8% price increase is projected for health insurance and a 9% increase is expected with dental insurance. If a lower than projected health plan increase occurs for plan year 2019, it is proposed that the deductible for the traditional plan be increased for both individual and dependent plans. This would be a step in the direction of continuing to plan for the future and avoid large employee cost increases in a single year. These decisions cannot be made until closer to renewal and the conclusion of the review period in August. 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.
- 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 2019 gross salaries, allowing about \$136,581 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 2019 budget includes some atypical issues, but much of these can be controlled and anticipated through careful and prudent financial management planning, use of the Facilities Master Plan and other initiatives funding matrices, and the benefit of stable property valuations. As the Board of Trustees and staff work to be more strategic, the development of budget forecasts continues to improve and issues are better anticipated.

What does the Community Receive for its Funding Dollars?

- The Library's beautiful and spacious facility is open 78 hours per week to provide a multitude of services to customers of all ages with varying expectations and needs.
- The front entryway renovation was completed providing additional, attractive public space and important enhancements to public safety including zero-entry curbs, improved lighting, an under-sidewalk, ice melt system for winter weather conditions and beautiful planters that also serve as building and pedestrian safety barriers from all forms of wheeled traffic.
- The 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 1 of the Facilities Master Plan for interior renovation/remodel projects was recently completed. These projects include: (1) the creation of eight

collaborative work rooms with technology equipment in each, designed for groups of 4-6 people; (2) the opening of a new entryway between the Millennium Café and the New Books/Media area; and (3) the move of periodicals to the quiet North Reading Room and the addition of noise-eliminating doors on this room.

- 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.
- About 81,000 members of the community are also library members by owning a library card. This is down 3.8% from the end of 2016, likely as a result of database cleanup.
- All households in the library district received the bi-monthly publication *Library News*, informing everyone about library services and programs, local people and learning opportunities.
- With the help of The Library Foundation and the United Way, Dolly Parton's Imagination Library is available in our community to distribute one book per month to the homes of all children ages 0-5. There are already over 4,175 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 2017, nearly 729,000 visitors came to the building, including nearly 149,000 using the meeting rooms, almost 92,000 attending programs and over 24,500 attending The Sabatini Art Gallery.
- Countless visitors use the 178 public computers to search and apply for jobs, research, learn and correspond.
- Over 2.53 million print and digital books, periodicals, music CDs, movies and games were borrowed by Library customers in 2017. This is the second highest number of checked out items since 2009.

- Last year, nearly 220,000 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 633,000 visitors, of which about 351,000 were unique visits in 2017, with over 481,000 visits to the catalog of which nearly 221,000 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 366,000 digital downloads of movies, ebooks and audiobooks occurred in 2017; an increase of 18.1% over 2016. Digital downloads accounted for 14.5% of all checkouts.
- Social media continues to expand with nearly 16,000 people who like us on Facebook and over 6,900 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 23 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 266,000 items checked-out on Bookmobiles. Red Carpet serves 43 facilities, as well as 130 individuals, to provide library services to elderly and homebound customers.
- SummerFest 2017 set a new goal for the community to read a combined total of 3 million minutes. The goal was surpassed by reading 3,626,821 minutes. Although all ages may participate, this program is designed to help prevent the "summer slide" that stalls or decreases reading levels attained during the school year. A summer lunch program in conjunction with Harvesters also was implemented and served 3,814 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 24 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 2017, the Library provided an estimated \$30 million value to the community representing a nearly \$2 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 debt payments conclude in 2019.

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

General Fund Budget (pages 6, 6a)

Page 11 shows the estimated tax rate for the 2019 General Fund budget is 7.252 mills; an increase of .644 mills from the 2018 General Fund tax rate of 6.608 mills. The net total mill levy decreases slightly between 2018 and 2019 for the three taxing funds.

Revenues

- Ad valorem property tax (net of revitalization rebates) is 86.9% of the total projected revenue for 2019; 84.1% in 2018.
- Vehicle taxes are 9.7% of the total projected revenue for 2019 compared to 12.6% in 2018. (Estimates are provided by Shawnee County.)
- In lieu of taxes are .04% of total revenues in 2019.
- 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 3.4% of the total projected revenue for 2019. 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 increase by \$3,015 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 2019 are \$16,136,856 (including an allowable fund balance carry forward of \$1.605 million classified as “miscellaneous expense”.) This is a 2.8% increase (\$452,764 including \$50,000 more in carry forward cash for a net operating expenditure increase of \$402,764) from the 2018 adopted budget of \$15,684,092 (including fund balance carry forward). The 2018 budget had one-time expenditures of about \$1,100,000 included in the total expenditures, but the additional allowable revenues from increased property valuations allow some one-time expenditures in 2019 as well.

The “miscellaneous expense” of \$1.6 million for fund balance carry forward represents the amount needed to carry over into the beginning of 2020, to pay expenses prior to tax revenues being received the third week of January or for unexpected cost increases or emergencies. The 2019 budgeted General Fund ending cash carry forward is increased by \$50,000 from \$1.55 million in accordance with allowable ending cash. The fund balance carry forward and miscellaneous lines in the budget cannot be more than 15% of the total General Fund expenditure budget. TSCPL’s combined percentage is 9.9%.

Gross Salaries (Employer-paid benefits are budgeted in the Employee Benefit Fund.) The budget includes a maximum of 234 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 2018 budget also included 234 full-time and part-time positions. At any given time, approximately 225 positions are usually filled due to turnover and seasonal staffing.

- Salary expenditures comprise 52.4% of the expenditure budget in 2019; 53.7% of the expenditure budget in 2018; (or 58.1% and 59.6% respectively, when fund balance carry forward is subtracted from total expenditures.)
- The proposed 2019 salary schedule has been adjusted to a recommended minimum pay per position plus a 2% increase, per the Springsted classification and compensation study.
- The careful consideration and review of every vacant position, as well as five retirements in 2017 and at least four in 2018, have kept gross salaries starting only about \$26,789 above those budgeted for 2018 (with the annualization of 2018 merit pay, but before any 2019 merit raise). Because five positions are not funded in 2019, the comparison of starting gross wages is below 2018 by about \$275,000. These savings help fund a modest merit increase for staff in 2019. Staffing levels remain constant with no increase.
- Merit pay increases are included in a range of 0-3% based on performance. The budget is created using a 2.48% 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 2019 is estimated at about \$107,300.

- 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 2019 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 2019 budget, a 1.85% shrinkage reduction from gross salaries allows savings of \$136,581 in gross salary to be budgeted elsewhere.
- At the end of 2017, 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 increases by \$22,040 for the cost of upgrading the Gallery’s MuseumPlus software and for the purchase of BiblioEvents management software. The Support line item increases by \$99,600 but will fund: (1) 80 replacement personal computers on the regular 4-year cycle; (2) Bibliotheca self-check upgrade kit; (3) Nutanix storage node increase for data center; (4) building security camera upgrade; (5) security camera systems for Learn & Play bus and Adventuremobile; and (6) wireless wall clock system. 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 \$7,083 due to the bid process for services eligible for e-rate reimbursement and the addition of public Wi-Fi for bookmobiles. As previously mentioned, this also will increase e-rate revenues accordingly, but not one-for-one since reimbursement is at 50% to 90%.

Strategic, Community and Facilities Plans

The 2019 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 and non-facilities initiatives for 2019. These documents report all funding sources, including funds from The Library Foundation and the Friends of the Library which are critically important to completion of these projects.

- In July 2016, the Board approved the Facilities Master Plan. This approval was contingent upon it being a multi-year plan, to be done in phases likely over 10 years, and subject to available public and private funding, with each project specifically approved by the Board. The Plan encompasses both infrastructure needs and building remodeling and renovation to ensure relevancy and to support the way in which customers need to use the Library now, as well as support the Community Impact Goals.
- The Special Projects line item is almost solely for the design concept phases on the Facilities Master Plan and includes \$880,000 for these projects. This funding is from expenditure savings in the operating budget and a revenue increase from assessed valuations.
 - Relocation of public services and technical services staff office space \$611,850
 - Miscellaneous exterior and interior repairs, including masonry mortar and sealant \$93,150
 - Architectural design fees for the 2020 projects \$175,000

The Special Projects line item also includes funding for a book bike with trailer and cargo box (\$5,000) and the replacement carpeting in the youth services area (\$50,000). Total Special Projects line item for all funds is \$935,000. Other portions of these projects may be funded from the Library Foundation and the Friends of the Library. Infrastructure projects can be funded by the non-budgeted Capital Improvement Fund.

- The Furniture and Equipment budget decreases by \$22,000 and is comprised of: (1) public chair replacement cycle (\$50,000); (2) replacement café equipment (as needed - \$10,000); (3) one-half the cost of two Smartlockers for placement within the community (\$30,000 – remainder paid by the Library Foundation); (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 2019 budget (\$8,000).
- The Contracted Facilities budget increases by \$39,100 (based on projections starting with 2017 actual expenditures). The increase is mainly comprised of the painting of the rotunda and signage for new circulation plaza, Claire's Courtyard and other areas inside the Library. 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 \$6,150 (based on projections starting with 2017 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 copier lease was renewed in 2018 for 3 public copiers rather than the previous lease of 5 copiers.

- The Contracted Professional Services budget decreases by \$31,570 (based on projections starting with 2017 actual expenditures). The Library is using more professional consulting services for specialized issues in order to become fully educated before spending resources on major projects. This ultimately saves money. However, some changes have occurred that have resulted in savings.
 - The decision to move from ADP to Paycom for human resources/payroll/timekeeping/leave management software services. The 2017 budget anticipated staying with ADP, but an upgrade was needed and service pricing would have increased. Thus, the 2018 budget is a reduction from those projected increases and an even further reduction since Paycom's base services are less expensive.
 - Bidding of the annual audit services.
 - Re-categorizing future architectural services fees from Contracted Professional Services to instead be part of the project cost and budgeted in the Special Projects line item.
 - Elimination of the contract to administer COBRA.
- Possible professional service needs in 2019 include: (1) testing for those holding commercial driver's licenses; (2) continuation of digitation and preservation of special collections; (3) art appraisals for a few select pieces; (4) staff ergonomic study; (5) services to rekey building lock system; and (6) a \$10,000 placeholder for unexpected consulting needs.

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

Library Materials

- The 2019 budget allows for a 2.7% increase in the funding for library materials. This is in a large part due to the increasing demand for digital materials and the associated costs. The materials' budget represents 12.6% of the total General Fund budget (and 13.5% without Special Projects), but drops to 9.2% of the four budgeted funds.
- The budget reflects changes in customer demand for digital materials. Digital downloads by customers, particularly for Overdrive ebooks/eaudio and Hoopla content, continues to increase. From January to April 2018, customer usage of Hoopla increased by 34% over the same time period in 2017. For that same comparative time period, Overdrive checkouts increased by 24%. Additional, purchase requests submitted by customers continue to accelerate in Overdrive. From January – April 2018, TSCPL responded to 6,284 ebook and eaudio purchase requests in Overdrive compared to 5,833 in that same time period in 2017. It is imperative that wait times for digital content be reduced and resources be allocated accordingly. However, the same shift from print to digital is not occurring in the juvenile collection. (Juvenile print circulation has experienced a modest increase.)
- If the State Library's funding continues to deplete, TSCPL needs to plan for continuation of databases that are currently paid and access made available by the State Library. They can provide access statewide at a substantial discount. State Library staff have confirmed that database funding is intact for this year. It appears that the State Library can continue to provide this service for another

year. However, for forthcoming budget years sufficient budget should be maintained to continue databases as an individual library if necessary.

Other Expenditures

- Cataloging and interlibrary loan service database costs increase by \$9,500 based on communications from the vendor (OCLC) and 2018 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 2019 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 2019 is not a conference year. The budget for this line item is increased by \$3,770.
- Insurance is decreased by \$246 based on 2018 actual expenditures to-date. The pricing is locked for all but vehicles through 2020, but the Library receives the benefit of any rate decreases. No addition in the vehicle fleet is anticipated.
- Marketing is increased by \$8,000 for a new mascot.
- Membership/Dues have been increased by \$1,181 for potential new executive team staff needs.
- 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 11.5% increase from 2018 actual now known (\$13,066) is budgeted at a total of \$113,189 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. Soffit banners will become a new method of marketing and are an increase in the base Printing budget. Total increase from 2018 for these line items is \$2,160.
- Programming and staff training budgets remain flat from 2018.
- Supplies increase by \$9,938 based on 2017 actual expenditures and an increase of \$8,000 increase in the technical services budget for the additional quantity/cost of RFID tags. A base for the replacement of staff office chairs continues.
- Utility budgets remain flat from 2018. However, the utility market can become volatile and is subject to weather.
- Vehicle repair costs have stabilized and the base budget is retained. Actual fuel costs were projected to increase by 20% in 2018 and a budget adjustment was made. The base budget for vehicle fuel should suffice in 2019. No fleet additions are projected.

The Lingo bookmobile is currently being used for Adventuremobile services until the replacement vehicle is received in the fall of 2018. Since the Lingo is older, the base for vehicle repairs will remain intact. Additionally, there have been continued mechanical issues with the new Bookmobiles and staff are working with the manufacturer to resolve them if possible. Large vehicle repairs can be expensive and the Library will have three Bookmobiles (Lingo used for Adventuremobile), the Learn and Play bus, the Red Carpet vehicle and the box truck.

Debt Service Fund Budget (page 7)

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 total budget for 2019 is \$2,398,000 and includes \$750,000 as a cash basis reserve for debt service payments (similar to a fund carry forward balance that is considered an "expenditure" in the budget year).

Page 11 shows the estimated tax rate for the 2019 Debt Service Fund budget is .873 mills; a decrease of .049 mills from 2018. The net total mill levy decreases slightly between 2018 and 2019 for the three taxing funds.

Revenue

- Ad Valorem property tax (net of revitalization rebates) is 88.4% of the total projected revenue in 2019; in 2018 it was also 88.4%.
- Motor/commercial/watercraft vehicle taxes and fees are 11.4% of the total projected revenue in 2019; in 2018 they were also 11.4%. (Estimates are from Shawnee County)

Expenditures

The principal payment for 2019 is \$1,600,000, due September 1, and is the final payment. Interest payments of \$24,000 are due March 1 and September 1. These amounts are from the State Treasurer's amortization schedule for General Obligation Refunding Bond. (See Statement of Indebtedness on page 5.)

The cash basis reserve (\$750,000) cannot be more than the principal and interest payments due in 2019 which are \$1,648,000. It must be sufficient to ensure cash is available when the principal and interest payments are due if uncollectible taxes increased or there was a delay in the receipt of tax revenues.

Employee Benefit Fund (page 8)

Page 11 shows the estimated tax rate for the 2019 Employee Benefit Fund budget is 1.548 mills; a decrease of .703 mills from the 2018 rate of 2.251. The net total mill levy decreases slightly between 2018 and 2019 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. An 8% price increase is projected for health insurance and a 9% increase is expected with dental insurance.

If a lower than projected health plan increase occurs for plan year 2019, it is proposed that the deductible for the traditional plan be increased for both individual and dependent plans. This would be a step in the direction of continuing to plan for the future and avoid large employee cost increases in a single year. These decisions

cannot be made until closer to renewal and the conclusion of the review period in August. 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 82.4% of the total projected revenue in 2019; in 2018 it was 92.0%.
- Motor/commercial/watercraft vehicle taxes and fees are 14.7% of the total projected revenue in 2019; in 2018 they were 5.1% 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 2019 are 2.6% of the total projected revenue; in 2018 they were 2.8%.
- 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 2019 is \$4,131,049 (including fund balance carry forward "Miscellaneous Expense" of \$350,000). This is a decrease of \$215,279 (of which \$50,000 is a decrease in ending cash balance) or 5.2% from the 2018 adopted budget of \$4,346,328 (including fund balance carry forward).

The "miscellaneous expense" of \$350,000 for fund balance carry forward represents the amount needed to carry over into the beginning of 2020, to pay expenses prior to tax revenues being received the third week of January or for unexpected cost increases or emergencies. The 2019 budgeted Employee Benefits Fund ending cash carry forward is decreased by \$50,000 from \$400,000 in accordance with allowable ending cash. The fund balance carry forward and miscellaneous lines in the budget cannot be more than 15% of the total Employee Benefit Fund expenditure budget. TSCPL's combined percentage is 8.5%.

- FICA and Medicare - Rates (6.2% and 1.45%, respectively) will remain the same in 2019 as in 2018.
- Kansas Public Employees Retirement System (KPERS) - The 2019 employer rate will be 8.89% compared to 8.39% in 2018. This is a .50% statutorily set increase based on actuarial valuations for local, non-school employers. The rate for death and disability insurance benefits will continue at 1.0%. The net increase in KPERS rates for 2019 is .50%.
- 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 8.89% 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 2019 at a cost of \$41,094. About \$11,700 will be offset by revenues from reimbursement of salaries and fringe benefits by the Library Foundation.

- Workers Compensation Insurance – Ratings continue to be low, but recent experience anticipates an increase in future ratings and cost. A 4% increase over 2019 actual to-date is projected or \$2,900 more than the 2018 budget.
- Unemployment Compensation Insurance – The rate is set by the State of Kansas and will remain at .1% of gross wages in 2019.
- Health/Dental Insurance – Rates are projected to remain flat due to the most recent claims experience review by the current insurance provider. The actual rates will not be known until September or October. Both plans were offered for competitive bid for the 2016 plan year. This resulted in staying with the current medical provider at nearly flat rates and a 25% decrease in dental rates. This line item also includes another year of employer contributions to Health Savings Accounts, based on about 50% of eligible employees enrolling in the qualified high-deductible health plan. The goal remains to contain the cost of health care benefits, yet retain a quality, accessible health plan for employees.
- Shrinkage - A 1.85% reduction from gross salaries allows savings of \$24,093 in related percentage-based fringe benefits to be budgeted to fund other cost increases.

State Aid Fund (Page 9)

Grants-in-aid to libraries, K.S.A. 75-2556, is revenue received from the Kansas State Library. The State Librarian determines the amount of the grant-in-aid for which each eligible local public library is to receive based on the latest population census figures. This amount continues to decrease. However, the budget is estimated at a maximum amount to set sufficient budget authority (\$53,000) without the need for a later budget amendment. Actual 2019 revenues are expected to be lower than those received in 2018 based on recent trends of about a 5% decrease per year. Due to the uncertainty of these funds, they are not used for continuing operating expenditures and instead are only used for one-time projects. In 2019, this will be a Digital Services Support project.

Non-Budgeted Funds (Page 10)

Only the actual revenues and expenditures for 2017 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. No new money can be transferred to this fund until the Library is free of bonded indebtedness in 2020. (Last bond payment due in 2019.) The infrastructure projects on the Facilities Master Plan are expected to be paid from this fund. They are projected over 10 years at which time additional monies may be placed into the fund. Thus, cash flow is projected to be sufficient and sustainable.

(2) Other Special Revenue: Funds received that are restricted for a specific purpose. These funds originate primarily from the Friends of the Library and The Library Foundation and a couple of small federal and state grants.

(3) Permanent Funds: Endowment funds under which TSCPL can spend the interest received on the funds, but cannot spend the principal. Enacting documents establishing the endowments specify the restrictions on the use of these funds and that they be retained by the Library instead of the Library Foundation. One permanent fund that had been previously reported on the Library's financials for many years was legally determined to actually belong to The Library Foundation and has been removed from the Library's reporting.

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

These documents establish the maximum expenditure authority for the budgeted funds for 2019. 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 **2019 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 2019 budget proposal mean to a residential taxpayer in Shawnee County?

The following table displays the annual cost of the TSCPL total mill levy of 9.673 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 2019 Budget Purposes per the Shawnee County Clerk:
\$1,677,050,096 (value of one mill = \$1,677,051)**

Impact of Mill Levy on Residential Properties**

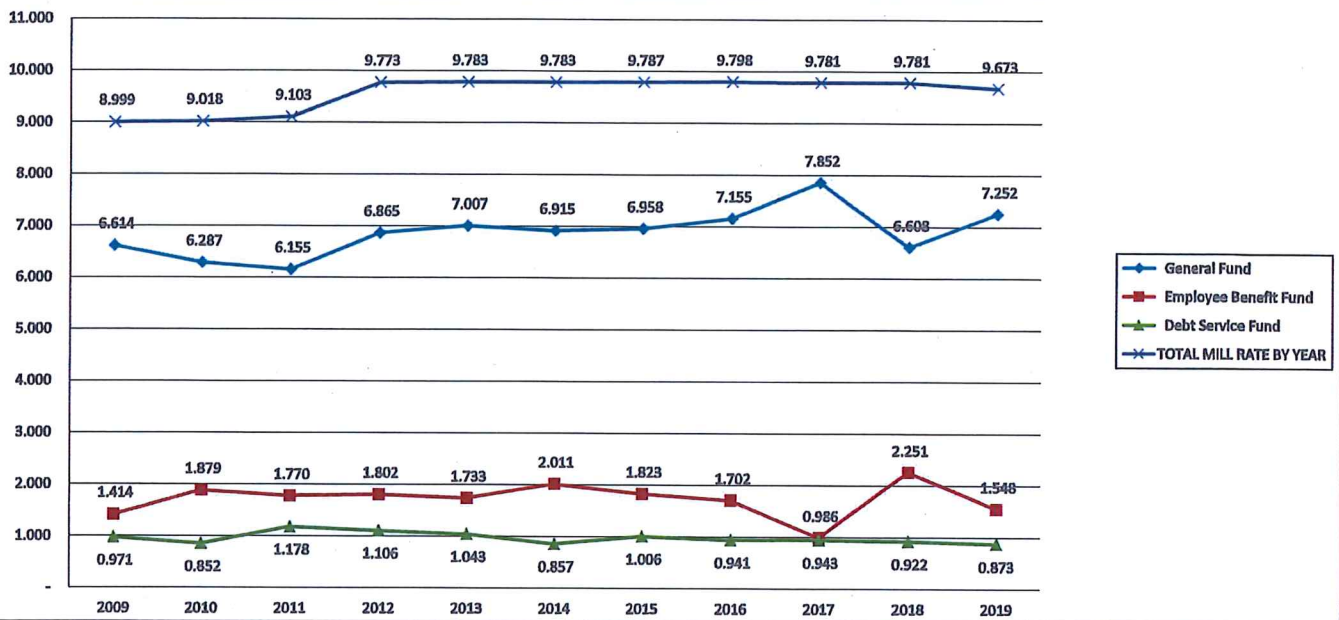
		\$50,000	\$100,000	\$200,000	\$300,000
9.673	Total Proposed Mill	\$55.62	\$111.24	\$222.48	\$333.72
Formulas:					
Amount of Property Tax / Value of one mill = Mill Rate					
Value of Home X .115 = Assessed Value; Assessed Value X Mill Rate / 1,000 = Total Tax					

** 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).

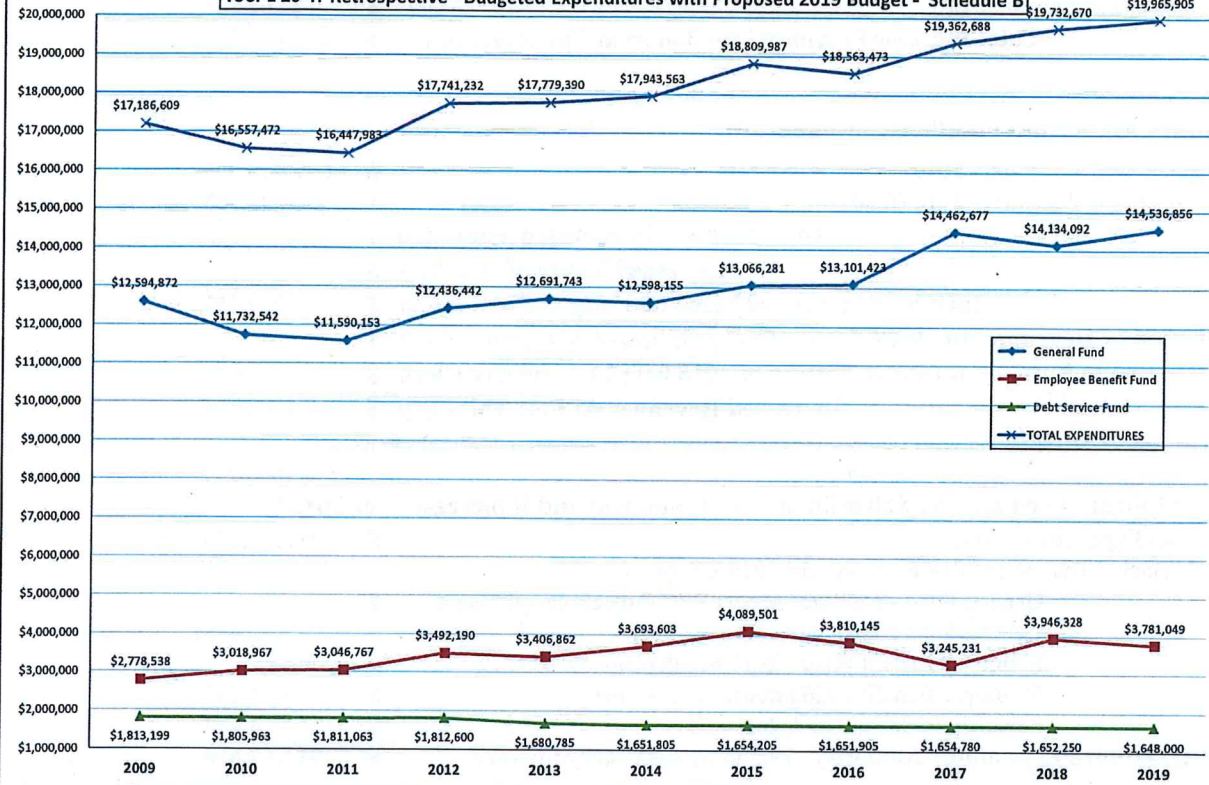
Enclosures:

- Schedule A - Graph of TSCPL Levy Rates – 10-year Retrospective and 2019 Proposed Budget
- Schedule B – Graph of TSCPL Expenditures – 10-year Retrospective and 2019 Proposed Budget
- Schedule C - Key to Understanding the “Notice of Budget Hearing”/”Budget Summary”
- Schedule D - Revenue Source Definitions
- Schedule E – Funding Matrices for 2019 for Facilities Master Plan projects and non-facilities initiatives

TSCPL 10-Yr Retrospective - Actual Mill Rate Values with Proposed 2019 Budget - Schedule A



TSCPL 10-Yr Retrospective - Budgeted Expenditures with Proposed 2019 Budget - Schedule B



**Topeka and Shawnee County Public Library
Key to 2018 and 2019 Budget Comparison
2019 Budget - Public Hearing - August 9, 2018**

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

1 - Actual Tax Rate 2018	9.787
2 - Estimated Tax Rate 2019	9.673
Net Change	-0.114

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 2018 (2019) Budget Ad Valorem Tax	\$ 16,221,862
4 - Total Tax Levied 2018	\$ 15,562,334
Total Increase in Annual Ad Valorem Tax Revenues	\$ 659,528

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

7 - Assessed Valuation - 2019	\$ 1,677,050,096
8 - Assessed Valuation - 2018 (final)	\$ 1,590,296,753
Total Increase in Assessed Valuation	\$ 86,753,343
Increased Value of One Mill	\$ 86,753
Increased Revenues based on Budgeted Valuation	\$ 849,052
Reduction in Revenues due to Statutory Computation of Maximum Tax*	\$ -
Decrease due to Final Valuation & Setting of 2018 Mill Levy by Cty Clerk	\$ 1,902
Increased Revenues At Flat Mill Levy	\$ 850,954

* statutory limit is \$659,528 causing the mill levy to decrease to increase to 9.673; no resolution/publication of vote required

Why does the Library need an over \$20 million budget and why did it increase over 2018?

5 - Net Expenditures 2018	\$ 19,363,240
Add Back Revisions to 2018 Estimates for 2019 Budget:	
General Fund - Facilities Master Plan projects carryforward	\$ --
General Fund known cost increases - net	\$ (12,426)
Employee Benefit Fund - 2017 health plan cost increase	\$ -
Employee Benefit Fund known savings - net	\$ 431,858
State Aid Reduction to Actual	\$ 4,998
Original 2018 Expenditure Authority - excluding cash carry forward	\$ 19,787,670
6 - Net Expenditures 2019	\$ 22,718,905
Less Cash Carry Forward/Reserves classified as "Expenditures":	
General Fund	\$ (1,600,000)
Employee Benefit Fund	\$ (350,000)
Debt Service Fund	\$ (750,000)
2019 Actual Authority for Expenditures	\$ 20,018,905
Actual Increased Expenditure Authority in 2019	\$ 231,235
% Increase in Expenditure Authority in 2019*	1.17%
Actual Increased Taxes due to Increased Property Valuations	\$ 659,528
% Increase in Ad Valorem Tax Revenues in 2019*	4.24%

*most of the spending authority increase is due to increased valuations at a flat mill levy

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

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

SUPPORTING COUNTIES
 Shawnee County (home county)

BUDGET SUMMARY

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

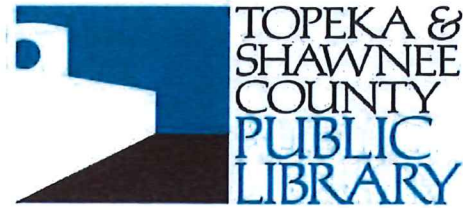
FUND	Prior Year Actual for 2017		Current Year Estimate for 2018		Proposed Budget Year for 2019		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2018 Ad Valorem Tax	Estimate Tax Rate*
General	12,734,245	7.852	14,146,518	6.612	16,136,856	12,162,389	7.252
Debt Service	1,654,750	0.943	1,652,250	0.923	2,398,000	1,463,467	0.873
Employee Benefits	3,130,560	0.986	3,514,470	2.252	4,131,049	2,596,006	1.548
State Aid	52,708		50,002		53,000		
Non-Budgeted Funds	564,429						
Totals	18,136,692	9.781	19,363,240	9.787	22,718,905	16,221,862	9.673
Less: Transfers	0		0	1	0	3	2
Net Expenditures	18,136,692		19,363,240	5	22,718,905	6	
Total Tax Levied	15,293,734		15,562,334	4	XXXXXXXXXXXXXX		
Assessed Valuation	1,563,794,695		1,590,296,753		1,677,050,096		
			8		7		

Outstanding Indebtedness,

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

*Tax rates are expressed in mills.

Elizabeth Dobler
 Secretary



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 IMPROVMNT	FRIENDS	FOUNDATION	STATE AID		
Gallery	Design	\$475,000.00			\$475,000.00		\$475,000.00	
Architectural Fees for 2020	Design	\$175,000.00	\$175,000.00				\$175,000.00	
Exterior masonry (A9)	Maint	\$4,025.00	\$4,025.00				\$4,025.00	
Exterior masonry mortar and sealant (A10)	Maint	\$11,500.00	\$11,500.00				\$11,500.00	
Interior finishes (A13)	Maint	\$51,750.00	\$51,750.00				\$51,750.00	
Pedestrian paving (A11)	Maint	\$8,625.00	\$8,625.00				\$8,625.00	
Railings (A12)	Maint	\$17,250.00	\$17,250.00				\$17,250.00	
1001 Garfield							\$0.00	
Parking Lot	Garfield	\$25,000.00			\$25,000.00		\$25,000.00	
Landscaping	Garfield	\$25,000.00			\$25,000.00		\$25,000.00	
Pub Serv and Tech Serv staff space relocated	Design	\$611,850.00	\$611,850.00				\$611,850.00	
Subtotal		\$1,405,000.00	\$880,000.00	\$0.00	\$0.00	\$525,000.00	\$0.00	\$1,405,000.00
Budget			\$880,000.00	\$979,022.00		\$525,000.00		\$2,384,022.00
Remaining			\$0.00	\$979,022.00	\$0.00	\$0.00	\$0.00	\$979,022.00

Foundation - \$75,000 designated for Gallery + \$75,000 = \$150,000

Foundation - NEH matching fund for remained of Gallery

Foundation - NEH matching fund for arch fees???



DRAFT

Schedule E

**Major Initiatives Funding Matrix for Non-Facilities-Master-Plan Initiatives
As of August 9, 2018 - 2019 Budget Public Hearing**

Proposed Funding Source:

Initiative	Priority	Estimated Cost	Operating Budget	Bdgt Line Item	Existing Non-Budgeted Fund	Friends of TSCPL	The Library Foundation	Capital Improvement Fund
2019								
Carpeting-Youth Services		\$ 50,000	\$ 50,000	OP				
Replacement of kiosk hardware (computers, money handlers only)		55,000	55,000	DS/SA				
Furniture Replacement - Chairs in meeting rooms & public spaces - likely will require a multi-year approach		50,000	50,000	FE				
Security system upgrade		66,500	66,500	OP				
Salary adjustments per Springsted compensation study		325,000	325,000	OP				
Sub-total		\$ 546,500	\$ 546,500		\$ -	\$ -	\$ -	\$ -

Budget Line Item: DS - Digital Services Support (Genl Fd); FE - Furniture & Equipment (Genl Fd); OP - operating budget (Genl Fd); SA - State Aid Fund; SP - Special Projects (Genl Fd)

CERTIFICATE

To the Clerk of Shawnee County, State of Kansas

We, the undersigned, officers of

Topeka & Shawnee County Public Library

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

(2) after the Budget Hearing this budget was duly approved and adopted

as the maximum expenditures for the various funds for the year 2019; and

(3) the Amount(s) of 2018 Ad Valorem Tax are within statutory limitations for the 2019 Budget.

Table of Contents:		Page No.	2019 Adopted Budget		
			Budget Authority for Expenditures	Amount of 2018 Ad Valorem Tax	County Clerk's Use Only
Computation to Determine Limit for 2019		2			
Allocation of MVT, RVT, 16/20M Veh		3			
Schedule of Transfers		4			
Statement of Indebt. & Lease/Purchase		5			
Computation to Determine State Library Grant		6			
Fund	K.S.A.				
General	75-2551	7	16,136,856	12,162,389	
Debt Service	10-113	7	2,398,000	1,463,467	
Employee Benefits	12-16,102	7	4,131,049	2,596,006	
State Aid		9	53,000		
		9			
Non-Budgeted Funds		10			
Totals		xxxxxxx	22,718,905	16,221,862	
Budget Summary		11			
Neighborhood Revitalization Rebate		12	Resolution required? Vote publication required?	No	

County Clerk's use only for November 1, 2018 - Final Assessed Valuation:			
County Name	Valuation	County Name	Valuation
Shawnee County	0		
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		
Total Assessed Valuation	0		

Assisted by:

Address:

Email:

Attest: _____, 2018

 County Clerk

 Governing Body

Computation to Determine Limit for 2019

	Amount of Levy
Total tax levy amount in 2018 budget	+ \$ <u>15,562,334</u>
Debt service levy in 2018 budget	- \$ <u>1,467,546</u>
Tax levy excluding debt service	\$ <u>14,094,788</u>

2018 Valuation Information for Valuation Adjustments

4. New improvements for 2018:	+ <u>24,195,036</u>	
5. Increase in personal property for 2018:		
5a. Personal property 2018	+ <u>41,330,844</u>	
5b. Personal property 2017	- <u>42,274,555</u>	
5c. Increase in personal property (5a minus 5b)	+ <u>0</u>	
		(Use Only if > 0)
6. Valuation of property that has changed in use during 2018:		<u>18,433,451</u>
7. Total valuation adjustment (sum of 4, 5c, 6)		<u>42,628,487</u>
8. Total estimated valuation July, 1,2018	<u>1,677,050,096</u>	
9. Total valuation less valuation adjustment (8 minus 7)		<u>1,634,421,609</u>
10. Factor for increase (7 divided by 9)		<u>0.02608</u>
11. Amount of increase (10 times 3)		+ \$ <u>367,616</u>
12. 2019 budget tax levy, excluding debt service, prior to CPI adjustment (3 plus 11)		\$ <u><u>14,462,404</u></u>
13. Debt service levy in this 2019 budget		<u>1,463,467</u>
14. 2019 budget tax levy, including debt service, prior to CPI adjustment (12 plus 13)		<u><u>15,925,871</u></u>
15. Consumer Price Index for all urban consumers for calendar year 2017		<u>0.021</u>
16. Consumer Price Index adjustment (3 times 15)		\$ <u>295,991</u>
17. Maximum levy for budget year 2019, including debt service, not requiring 'notice of vote publication' or adoption of a resolution prior to adoption of the budget (14 plus 16)		\$ <u><u>16,221,862</u></u>

If the 2019 adopted budget includes a total property tax levy exceeding the dollar amount in line 17 you must, prior to adoption of such budget, adopt a resolution authorizing such levy and, subsequent to adoption of such budget, publish notice of vote by the governing body to adopt such budget in the official county newspaper and attach a copy of the published notice to this budget.

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

Topeka & Shawnee County Public Library
Shawnee County

2019

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

2018 Budgeted Funds	Tax Levy Amount in 2018 Budget	Allocation for Year 2019				
		MVT	RVT	16/20M Veh	Comm Veh	Watercraft
General	10,513,795	1,272,889	11,669	4,924	43,162	6,633
Debt Service	1,467,546	177,674	1,629	687	6,025	926
Employee Benefits	3,580,993	433,545	3,975	1,677	14,701	2,259
	0	0	0	0	0	0
	0	0	0	0	0	0
Total	15,562,334	1,884,108	17,273	7,288	63,888	9,818

County Treas Motor Vehicle Estimate 1,884,108

County Treas Recreational Vehicle Estimate 17,273

County Treas 16/20M Vehicle Estimate 7,288

County Treas Commercial Vehicle Tax Estimate 63,888

County Treas Watercraft Tax Estimate 9,818

MVT Factor 0.12107

RVT Factor 0.00111

16/20M Factor 0.00047

Comm Veh Factor 0.00411

Watercraft Factor 0.00063

2019

Topeka & Shawnee County Public Library
Shawnee County

Schedule of Transfers

Expenditure Fund Transferred From:	Receipt Fund Transferred To:	Actual Amount for 2017	Current Amount for 2018	Proposed Amount for 2019	Transfers Authorized by Statute
None					
Totals		0	0	0	
Adjustments*					
Adjusted Totals		0	0	0	

*Note: Adjustments are required only if the transfer is being made in 2018 and/or 2019 from a non-budgeted fund.

Topeka & Shawnee County Public Library
Shawnee County

STATEMENT OF INDEBTEDNESS

Type of Debt	Date of Issue	Interest Rate %	Amount Issued	Amount Outstanding Jan 1,2018	Date Due		Amount Due 2018		Amount Due 2019	
					Interest	Principal	Interest	Principal	Interest	Principal
General Obligation:										
Bldg Expansion-Refdg	6/28/2012	2.0-3.5	10,000,000	3,150,000	3/1		51,125		24,000	
Bldg Expansion-Refdg	6/28/2012				9/1	9/1	51,125	1,550,000	24,000	1,600,000
Total G.O.				3,150,000			102,250	1,550,000	48,000	1,600,000
Revenue Bonds:										
Total Revenue				0			0	0	0	0
Other:										
Total Other				0			0	0	0	0
Total				3,150,000			102,250	1,550,000	48,000	1,600,000

STATEMENT OF CONDITIONAL LEASE-PURCHASE AND CERTIFICATE OF PARTICIPATION*

Items Purchased	Contract Date	Term of Contract (Months)	Interest Rate %	Total Amount Financed (Beginning Principal)	Principal Balance On Jan 1,2018	Payments Due 2018	Payments Due 2019
None							
Total				0	0	0	0

***If you are merely leasing/renting with no intent to purchase, do not list--such transactions are not lease-purchases.

Adopted Budget General	Prior Year Actual for 2017	Current Year Estimate for 2018	Proposed Budget Year for 2019
Unencumbered Cash Balance Jan 1	3,105,758	4,289,983	2,317,867
Receipts:			
Ad Valorem Tax	12,025,679	10,513,795	xxxxxxxxxxxxxxxxxxx
Delinquent Tax	176,918		
Motor Vehicle Tax	1,384,395	1,484,403	1,272,889
Recreational Vehicle Tax	12,701	12,739	11,669
16/20M Vehicle Tax	5,493	5,837	4,924
Commercial Vehicle Tax	43,600	46,629	43,162
Watercraft Tax		7,672	6,633
LAVTR			0
In Lieu of Tax	646	10,122	5,384
Reimbursements-Fdtn/Friends/Cty	156,728	159,117	163,246
Fees	169,764	171,730	172,155
E-Rate Reimbursement	32,699	70,235	73,250
Prior Year Canceled Encumbrances	16,593	12,418	
Estimated Uncollectible Tax Revenue		-238,831	
Interest on Idle Funds	51,698	58,200	58,200
Neighborhood Revitalization Rebate	-158,444	-139,664	-154,912
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	13,918,470	12,174,402	1,656,600
Resources Available:	17,024,228	16,464,385	3,974,467
Expenditures:			
Salaries	8,165,409	8,421,222	8,448,039
Library Materials	1,729,705	1,786,930	1,828,600
Furniture, Equip & Digital Services Suppo	174,253	361,900	439,500
Operating Expenditures	2,074,869	2,363,417	2,434,611
Special Projects	490,000	1,100,000	230,000
Payments to Other Libraries	96,271	108,049	113,189
Special Projects - Board			1,037,917
Cash Forward (2019 column)			
Miscellaneous	3,738	5,000	1,605,000
Does misc. exceed 10% Total Expenditure			
Total Expenditures	12,734,245	14,146,518	16,136,856
Unencumbered Cash Balance Dec 31	4,289,983	2,317,867	xxxxxxxxxxxxxxxxxxx
2017/2018/2019 Budget Authority Amount	16,062,677	15,684,092	16,136,856
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	16,136,856
		Tax Required	12,162,389
		Delinquent Comp Rate:	0.0%
		Amount of 2018 Ad Valorem Tax	12,162,389

CPA Summary

General Fund - Expenditures

	FY 2017 Actuals	FY 2018 Approved Budget	FY 2018 Adjusted Budget (for 2019 Estimates only)	FY 2019 Proposed Budget	Budgeted Expenditure Difference FY 2019 Proposed (-) FY 2018 Adopted
Cataloging & ILL Services	\$ 84,428	\$ 75,500	\$ 85,000	\$ 89,921	\$ 14,421
Contracted-Digital Services	303,182	351,560	351,560	373,600	22,040
Contracted - Erate Services	4,168	6,325	6,325	6,600	275
Contracted-Facilities	244,452	255,000	255,000	294,100	39,100
Contracted-Office Equipment	54,802	51,500	51,500	45,350	(6,150)
Contracted-Professional	221,330	279,800	279,800	248,230	(31,570)
Digital Services Support	147,753	244,900	244,900	344,500	99,600
Furniture/Equipment	26,500	117,000	117,000	95,000	(22,000)
Gallery Art Purchases	-	5,000	-	8,000	3,000
Insurance	47,868	53,300	53,300	53,054	(246)
Marketing	29,650	40,000	40,000	48,000	8,000
Materials	1,729,705	1,786,930	1,786,930	1,836,600	49,670
Memberships/Dues	19,331	23,625	23,625	24,806	1,181
Mileage	8,653	9,990	9,990	9,400	(590)
Miscellaneous	3,738	5,000	5,000	5,000	-
Payments to other Libraries	96,271	100,123	108,049	113,189	13,066
Postage/Shipping	79,165	108,000	108,000	110,160	2,160
Printing	97,148	106,600	106,600	113,800	7,200
Programming	29,996	30,000	30,000	30,000	-
Salaries and Wages	8,165,409	8,421,222	8,421,222	8,773,039	351,817
Special Projects	490,000	1,100,000	1,100,000	935,000	(165,000)
Staff Conferences	79,572	132,800	132,800	136,570	3,770
Staff Training	14,515	34,000	34,000	30,000	(4,000)
Supplies	164,551	191,800	191,800	201,737	9,937
Telecommunications	75,470	85,617	85,617	92,700	7,083
Utilities	456,093	450,000	450,000	450,000	-
Vehicle Fuel and Maintenance	60,495	68,500	68,500	68,500	-
Fund Balance Carry Forward				1,600,000	1,600,000
TOTAL	\$ 12,734,245	\$ 14,134,092	\$ 14,146,518	\$ 16,136,856	\$ 2,002,764
Less Fund Balance Carryover Considered an "Expenditure" Only in the Budget Year					(1,600,000)
Net Budgeted Expenditure Difference					\$ 402,764

Topeka & Shawnee County Public Library

2019

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget Debt Service	Prior Year Actual for 2017	Current Year Estimate for 2018	Proposed Budget Year for 2019
Unencumbered Cash Balance Jan 1	811,866	808,664	763,318
Receipts:			
Ad Valorem Tax	1,444,334	1,467,546	xxxxxxxxxxxxxxxxxxxxxx
Delinquent Tax	23,867	0	
Motor Vehicle Tax	182,553	178,209	177,674
Recreational Vehicle Tax	1,673	1,529	1,629
16/20M Vehicle Tax	796	701	687
Commercial Vehicle Tax	5,767	5,598	6,025
Watercraft Tax	0	921	926
Estimated Uncollectible Tax Revenue		-35,655	
In Lieu of Tax	77	1,350	714
Interest on Idle Funds	11,537	6,200	2,200
Neighborhood Revitalization Rebate	(19,056)	-19,495	-18,640
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	1,651,548	1,606,904	171,215
Resources Available:	2,463,414	2,415,568	934,533
Expenditures:			
Bond Principal Payment	1,500,000	1,550,000	1,600,000
Bond Interest Payments	154,750	102,250	48,000
Bank Fees	0		
Cash Basis Reserve (2019 column)			750,000
Miscellaneous			
Does misc. exceed 10% of Total Expenditures			
Total Expenditures	1,654,750	1,652,250	2,398,000
Unencumbered Cash Balance Dec 31	808,664	763,318	xxxxxxxxxxxxxxxxxxxxxx
2017/2018/2019 Budget Authority Amount:	2,404,780	2,402,250	2,398,000
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	2,398,000
		Tax Required	1,463,467
Delinquent Comp Rate:	0.0%		0
Amount of 2018 Ad Valorem Tax			1,463,467

Topeka & Shawnee County Public Library

2019

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget	Prior Year	Current Year	Proposed Budget
Adopted Budget	Prior Year	Current Year	Proposed Budget
Employee Benefits	Actual for 2017	Estimate for 2018	Year for 2019
Unencumbered Cash Balance Jan 1	1,895,762	750,732	1,022,227
Receipts:			
Ad Valorem Tax	1,510,966	3,580,993	xxxxxxxxxxxxxxxxxxxxxx
Delinquent Tax	42,349	0	
Motor Vehicle Tax	330,205	186,260	433,545
Recreational Vehicle Tax	3,027	1,598	3,975
16/20M Vehicle Tax	1,436	732	1,677
Commercial Vehicle Tax	10,432	5,851	14,701
Watercraft Tax	0	963	2,259
Estimated Uncollectible Tax Revenue	0	-74,633	
In Lieu of Tax	81	2,800	1440
Reimbursements and Refunds	96,437	122,935	82,284
Prior Year Canceled Encumbrances	331	35	
Interest on Idle Funds	10,426	6,000	6,000
Neighborhood Revitalization Rebate	-20,160	-47,569	-33,065
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	1,985,530	3,785,965	512,816
Resources Available:	3,881,292	4,536,697	1,535,043
Expenditures:			
Social Security & Medicare	581,671	644,212	646,275
KPERS	685,524	758,224	803,259
Workers' Compensation	65,065	76,312	76,100
Unemployment Tax	6,041	8,421	8,448
Health/Dental Insurance	1,782,288	2,016,550	2,236,385
Employee Assistance Program	6,564	6,886	6,777
Cafeteria Plan Admin Fees	3,407	3,865	3,805
Cash Forward (2019 column)			
Miscellaneous			350,000
Does misc. exceed 10% of Total Expenditures			
Total Expenditures	3,130,560	3,514,470	4,131,049
Unencumbered Cash Balance Dec 31	750,732	1,022,227	xxxxxxxxxxxxxxxxxxxxxx
2017/2018/2019 Budget Authority Amount:	3,595,231	4,346,328	4,131,049
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	4,131,049
		Tax Required	2,596,006
Delinquent Comp Rate:	0.0%		0
Amount of 2018 Ad Valorem Tax			2,596,006

CPA Summary

Adopted Budget State Aid	Prior Year Actual for 2017	Current Year Estimate for 2018	Proposed Budget Year for 2019
Unencumbered Cash Balance Jan 1	0	0	0
Receipts:			
State Aid	52,708	50,002	53,000
Interest on Idle Funds			
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	52,708	50,002	53,000
Resources Available:	52,708	50,002	53,000
Expenditures:			
Special Projects	37,097	50,002	
Digital Services Support	15,611		53,000
Cash Forward (2019 column)			
Miscellaneous			
Does misc. exceed 10% Total Expenditures			
Total Expenditures	52,708	50,002	53,000
Unencumbered Cash Balance Dec 31	0	0	0
2017/2018/2019 Budget Authority Amount	60,000	55,000	53,000

Adopted Budget 0	Prior Year Actual for 2017	Current Year Estimate for 2018	Proposed Budget Year for 2019
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
Interest on Idle Funds			
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	0	0	0
Resources Available:	0	0	0
Expenditures:			
Cash Forward (2019 column)			
Miscellaneous			
Does misc. exceed 10% Total Expenditures			
Total Expenditures	0	0	0
Unencumbered Cash Balance Dec 31	0	0	0
2017/2018/2019 Budget Authority Amount	0	0	0

CPA Summary

Topeka & Shawnee County Public Library

NON-BUDGETED FUNDS

2019

(Only the actual budget year for 2017 is to be shown)

Non-Budgeted Funds

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

Capital Improvement		Special Revenue		Permanent Funds		0		0	
Unencumbered		Unencumbered		Unencumbered		Unencumbered		Unencumbered	Total
Cash Balance Jan 1	1,955,532	Cash Balance Jan 1	580,969	Cash Balance Jan 1	200,631	Cash Balance Jan 1		Cash Balance Jan 1	2,737,132
Receipts:		Receipts:		Receipts:		Receipts:		Receipts:	
Interest	13,613	Intergovt Revenue	1,800	Investment Growth	5,901				
Prior Yr Cancel Enc	5,967	Investment Income	9,844						
		Contributions	86,804						
		Component (Fdn)	297,217						
		Miscellaneous	1,933						
		Prior Yr Cancel Enc	8,592						
Total Receipts	19,580	Total Receipts	406,190	Total Receipts	5,901	Total Receipts	0	Total Receipts	431,671
Resources Available:	1,975,112	Resources Available:	987,159	Resources Available:	206,532	Resources Available:	0	Resources Available:	3,168,803
Expenditures:		Expenditures:		Expenditures:		Expenditures:		Expenditures:	
Capital Outlay	10,823	Library Services	425,224						
Contracted-Professional	12,298	Capital/Art Outlay	60,350						
		Miscellaneous	2,484						
		Library Materials	53,250						
Total Expenditures	23,121	Total Expenditures	541,308	Total Expenditures	0	Total Expenditures	0	Total Expenditures	564,429
Cash Balance Dec 31	1,951,991	Cash Balance Dec 31	445,851	Cash Balance Dec 31	206,532	Cash Balance Dec 31	0	Cash Balance Dec 31	2,604,374 **
									2,604,374 **

** Note: These two block figures should agree.

CPA Summary

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

State of Kansas
 Special District
 2019

will meet on August 9, 2018 at 5:30 PM at Topeka & Shawnee County Public Library 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 Topeka & Shawnee County Public Library - Finance Office and will be available at this hearing.

SUPPORTING COUNTIES
 Shawnee County (home county)

BUDGET SUMMARY

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

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

Outstanding Indebtedness,

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

*Tax rates are expressed in mills.

Elizabeth Dobler
 Secretary

2019 Neighborhood Revitalization Rebate

Budgeted Funds for 2019	2018 Ad Valorem before Rebate**	2018 Mil Rate before Rebate	Estimate 2019 NR Rebate
General	12,162,389	7.252	154,912
Debt Service	1,463,467	0.873	18,640
Employee Benefits	2,596,006	1.548	33,065
			0
			0
			0
TOTAL	16,221,862	9.673	206,617

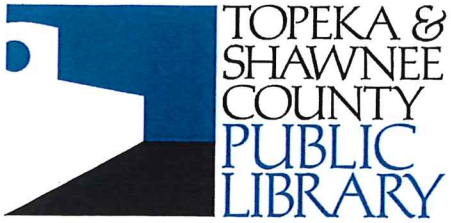
2018 July 1 Valuation: 1,677,050,096

Valuation Factor: 1,677,050.096

Neighborhood Revitalization Subj to Rebate: 21,360,601

Neighborhood Revitalization factor: 21360.601

**This information comes from the 2019 Budget Summary page. See instructions tab #13 for completing the Neighborhood Revitalization Rebate table.



Resolution – FY2019 Budget-approval for publication

BOARD OF TRUSTEES

July 19, 2018

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

Resolution by Jim Edwards

Seconded by Elizabeth a Post

Resolution passed/failed by a vote of UNANIMOUS

Date 7-19-18

NOTICE OF BUDGET HEARING
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Topoka & Shawnee County Public Library
Shawnee County

State of Kansas
 Special District

2019

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

SUPPORTING COUNTIES
 Shawnee County (home county)

BUDGET SUMMARY

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

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State Aid	52,708		50,002		53,000		
Non-Budgeted Funds	564,429						
Totals	18,136,692	9.781	19,363,240	9.787	22,718,905	16,221,862	9.673
Less: Transfers	0		0		0		
Net Expenditures	18,136,692		19,363,240		22,718,905		
Total Tax Levied	15,293,734		15,562,334		xxxxxxxxxxxxxx		
Assessed Valuation	1,563,794,695		1,590,296,753		1,677,050,096		

Outstanding Indebtedness,

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

*Tax rates are expressed in mills.

Elizabeth Dobler

Elizabeth Dobler
 Secretary