Agenda
Board of Trustees Meeting
August 14, 2014 – 5:00 p.m.
Marvin Auditorium 101C

Call to Order

Public Comment

Approval of July Board Minutes – **Action Item**

Chief Financial Officer's Report – Sheryl Weller

Financial Reports
- Treasurer's Report – David Monical
- Financial Reports – **Action Item**

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

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Adoption of FY2015 Operating Budgets – **Action Item**

Friends of TSCPL –Sherryl Longhofer, Board Chair

The Library Foundation – Jeanne Slusher, Board Chair

Chief Executive Officer's Report – Gina Millsap

Chief Operating Officer's Report – Rob Banks

Old Business
- Strategic Plan Update – Gina Millsap

New Business
- Bid approval for Gallery Lighting – **Action Item**
- Sole Source Purchase for Security System Equipment – **Action Item**

Executive Session

Advocacy Stories

Adjournment

Next Meeting:
September 18, 2014 4:00 pm
Menninger Room 206

Subject to change without notice

Minutes
Board of Trustees Meeting
July 17, 2014
Menninger Room

BOARD MEMBERS PRESENT:
Duane Johnson (chair), Jennifer Fells (vice-chair), David Monical (treasurer), Dan Guenther, Kerry Onstott Storey, Ryan Freed and Betty Greiner

BOARD MEMBERS ABSENT: Quentin Martin, Melissa Masoner and Elizabeth Ross (secretary)

CALL TO ORDER:
The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, July 17, 2014 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:00PM by the Chair, Duane Johnson.

PUBLIC COMMENT
Duane Johnson asked for public comment. There were no individuals present for public comment and the public comment period was closed.

APPROVAL OF MINUTES
On motion by Ryan Freed seconded by Jennifer Fells, the June 19th board minutes were accepted. Motion carried.

APPOINTMENT OF INTERIM SECRETARY
Kerry Onstott Storey was appointed Interim Secretary

APPROVAL OF TREASURER'S REPORT
Sheryl Weller presented her Chief Financial Officer's report. David Monical reported that he reviewed and approved the bank reconciliations. He made a motion to approve the financials. The motion was seconded by Kerry Onstott Storey. Motion carried.

Nancy Lindberg presented the Foundation Report in the absence of Board Chair, Jeanne Slusher.

The Friends Report was presented by Sherryl Longhofer, Board Chair.

Gina Millsap provided a summary of her Chief Executive Officer's Report. In addition, she provided background for the 2014 Civic and Community Engagement Top Innovator Award. This award was presented to the Topeka and Shawnee County Public Library by the Urban Libraries Council at the American Library Association at its annual conference in June.

The Chief Operating Officer's Report was presented by Rob Banks.

OLD BUSINESS
Stephen Lusk led discussion regarding the CEO Evaluation Timeline. Duane Johnson confirmed that there were no conflicts with the timeline among Board members.

NEW BUSINESS

- **Fiscal Year 2015 Budgets – Approval for publication**
  On a motion by David Monical, seconded by Jennifer Fells, the Board of Trustees, Topeka and Shawnee County Public Library approves the FY2015 budgets for publication. Motion carried.

- ***InCiteful Clay* Gallery Exhibit**
  On a motion by Jennifer Fells, seconded by Kerry Onstott Storey, the Board of Trustees, Topeka and Shawnee County Public Library approves an exception to the "Purchasing Policy" dated August 21, 1996 requiring the submission of written, sealed bids by interested vendors for expenditures over $5,000. A sole source purchase shall be made to the Mid-America Arts Alliance, through its national division, Exhibits USA. Further, the Board of Trustees approves the quotation not to exceed $5,400 to borrow the art pieces, including shipping, and participate in the traveling *InCiteful Clay* exhibition. This purchase shall be paid from existing funds in the Gallery Competition/Exhibits Fund which are available and will be designated for this purpose. Motion carried.

- ***Documerica: Searching for the 70's* Gallery Exhibit**
  On a motion by David Monical, seconded by Ryan Freed, the Board of Trustees, Topeka and Shawnee County Public Library approves an exception to the "Purchasing Policy" dated August 21, 1996 requiring the submission of written, sealed bids by interested vendors for expenditures over $5,000. A sole source purchase shall be made to the Smithsonian Institution Traveling Exhibition Service, Washington, D.C. Further, the Board of Trustees approves the quotation of $7,000 to borrow the art pieces and participate in the traveling *Documerica: Searching for the 70's* exhibition. This purchase shall be paid from existing Friends of the Library funds in the Art Collection Fund which are available and designated for this purpose. Motion carried.

- **Permission to Bid Gallery Lighting Project**
  On a motion by Jennifer Fells, seconded by Betty Greiner, the Board of Trustees, Topeka and Shawnee County Public Library approves authorization of the solicitation for bids for the Alice C. Sabatini Gallery lighting. Motion carried.

- **Permission to Bid Asphalt for Library Parking Lots Project**
  On a motion by Kerry Onstott Storey, seconded by Jennifer Fells, the Board of Trustees, Topeka and Shawnee County Public Library approves authorization of the solicitation for bids for asphalt replacement in the Library's main parking lots. Motion carried.

- **Permission to Bid Network Upgrade Project**
  On a motion by David Monical, seconded by Ryan Freed, the Board of Trustees, Topeka and Shawnee County Public Library approves authorization of the solicitation for bids or direct purchase for items below the bidding threshold, for network upgrades. The amount is estimated to be $120,000. Motion carried.

- **Kansas Library Association Contract Renewal**
  On a motion by Betty Greiner, seconded by Dan Guenther, the Board of Trustees, Topeka and Shawnee County Public Library approves the Kansas Library Association contract renewal as presented. Motion carried.

ADVOCACY STORIES
Sherryl Longhofer related two positive experiences supporting the mission of the Library. The first was a satisfied on-line book purchase customer. The second was from a satisfied youth who would move in to the library if there was a third story hotel added on.

ADJOURNMENT
On motion by David Monical, seconded by Dan Guenther, the board adjourned at 4:59 PM. Motion carried.

Kerry Onstott Storey, Interim Secretary

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Chief Financial Officer's Report
August 2014
Sheryl Weller

Revenue/Expense/Balance by Fund Report – Page 2

The Kansas Humanities Council Grant, the Bookmobile Fund, the Children's Art Show Fund and the Wedding Neighborhood Fund are temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement or grant funds not yet received.

General Fund – Pages 3 through 5

With 58.1% of the budget year completed, 88% of the budgeted revenue has been received and 59% of the approved budget has been expended/encumbered. This compares to 2013 in which 86% of the budgeted revenue had been received and 57% of the approved budget had been expended/encumbered.

The encumbrance for payment of 50% of the operating budget for Silver Lake Public Library, as required by K.S.A. 12-1266 (k), was increased by $4,660 based on their library receiving an increased budget allocation. The "Payments to Other Libraries" line item is now over-budget.

E-rate professional service fees are separately reported this year to provide a clearer understanding of the costs associated with securing the revenues. This year fees were paid to the consultant for two years' applications. The federal government in 2012 and 2013 was very late in issuing their approvals; in January of both of those years. On-time issuance would be in the July timeframe. This year the 2014 decision was made on time so fees were paid accordingly and the Library also paid fees in January for the prior plan year. Since approval, and even continuation of the program, are unknown prior to the federal decision, e-rate fees were not encumbered in the prior year.

Miscellaneous Revenue will be over-budget this year because of the one-time sale of used DVD security cases due to the move to RFID inventory control. Generally, Miscellaneous Revenues are to remain no more than $5,000 since it is best to properly classify revenues so financial statement users have better information.

Employee Benefit Fund – Page 6

With 58.1% of the year completed, 96% of the budgeted revenue has been received (including the non-budgeted claims experience refund from Blue Cross Blue Shield), with 51% of the approved budget expended. This compares to 2013 with 87% of the budgeted revenue received and 55% of the budget expended.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is $2,334,840.

Debt Service Fund-Bond & Interest – Page 7

The percentage of the budgeted revenue collected year-to-date is 90% compared to 89% at this same time in 2013.

Other Items:

- The "Notice of Hearing/Budget Summary" document was published in the July 28th edition of the *Topeka Capital Journal*. We have not yet been billed, but the required, one-day publication price is expected to be about $700. This is a 16-day notice period before the public budget hearing, scheduled for 5:30 pm on August 14th 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 Budget, Audit & Annual Reports, so that the public may view only this portion of the August packet, if desired. Similar documents from budget work session #2 have been available on TSCPL's website since the afternoon of July 3rd. 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 (except for the article about the proposed budget in the *Topeka Capital Journal*). 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 14th meeting, are: (1) deliver (courtesy) copies of the budget to the Mayor and City Council and County Commissioners as required by K.S.A. 12-1267(a) at least 10 days prior to filing the adopted budget with the County Clerk; and (2) file the adopted budget with the County Clerk no later than August 25th. I will take care of both of these tasks.

- Debt service payments for principal and interest are due September 1st. Instructions have been sent to move funding for the payment from the Municipal Investment Pool to the State Treasurer. This must be accomplished 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. The fund will earn interest, though minimal, during this period.

- The interim arbitrage rebate calculation for the outstanding bond issue was prepared by the consultant. The calculation did not result in a positive liability so nothing is owed to the IRS. An annual filing on the Electronic Municipal Market Access (EMMA) website, the official repository for information on virtually all municipal bonds, is in process. During the bond refunding, I was advised that this filing was something I could possibly do on my own, with a link to some information posted by Shawnee County. After discussing this with our former EMMA consultant, I believe this is better managed by them. So, if their proposal is reasonable, the 2012 and 2013 audits will be posted, along with updated information on the outstanding obligation. They told me they may need to say that the 2012 audit information was posted late on EMMA, which does not impose penalties or sanctions. The audit has been available on the TSCPL public website since its adoption for any interested parties to review.

- Blue Cross Blue Shield has agreed to provide plan renewal data and rate information by September 1 to help with planning, making any modifications necessary to stay within the budget, and educating employees. This will assist with the expected proposal to offer a Qualified High-Deductible Health Plan with Health Savings Accounts in 2015. It also will allow employee open enrollment to begin in October.

- KPERS has scheduled an educational forum to discuss their plan for municipalities to implement Governmental Accounting Standards Board (GASB) #68 regarding Accounting and Financial Reporting for Pensions. This was briefly explained during the presentation of the 2013 audit and imposes a proportionate share of the pension fund's unfunded liability on the financial statements of participating governments. I will be attending the session, as well as the Library's auditors from Berberich, Trahan & Co., P.A.

- This month's Board agenda includes a bid approval recommendation for the Gallery lighting replacement project. This is in accordance with the Major Initiatives Funding Matrix, which recommends the project be funded from the Capital Improvement Fund. Background information is provided within the resolution document.

Topeka and Shawnee County Public Library
Financial Summary

07/31/14

	Balance 01/01/14	Revenue Y-T-D	Expenditures Y-T-D	Balance 07/31/2014
GOVERNMENTAL FUNDS				
General Operating	$ 3,178,541.00	$ 10,527,001.80	$ 7,111,463.02	$ 6,594,079.78
Employee Benefits	853,595.39	3,315,085.71	1,853,661.57	$ 2,315,019.53
Capital Improvement	2,470,118.17	4,651.46	139,929.23	$ 2,334,840.40
Bond & Interest	1,017,984.44	1,278,128.59	135,917.50	$ 2,160,195.53
NON MAJOR GOVERNMENTAL FUNDS				
State Aid	-	62,819.74	-	$ 62,819.74
Federal, State & Local Grants	10.39	1,200.00	1,200.00	$ 10.39
Other Special Revenue	816,110.93	19,259.39	494,507.88	$ 340,862.44
Permanent Funds	500,662.07	22,898.69	887.57	$ 522,673.19
Totals	$ 8,837,022.39	$ 15,231,045.38	$ 9,737,566.77	**$ 14,330,501.00**

Bank Account Summary

General Fund-CoreFirst Bank-Checking	$ 921,192.01
Capital Improvement Fund-CoreFirst Bank-Investments	-
Capital Improvement Fund-VisionBank-Money Market Account	2,334,840.40
Restricted Funds-CoreFirst Bank-Checking	342,777.33
Restricted Funds-CoreFirst Bank-Investments	-
Restricted Funds-CoreFirst Bank-Investments-Foundation	320,787.46
Bond & Interest Fund-CoreFirst Bank-Checking	216,093.21
Bond & Interest Fund-CoreFirst Bank-Investments	-
Cash on Hand	3,226.50
Petty Cash	220.00
Endowment Securities	201,885.73
Municipal Investment Pool	10,092,264.21
	$ 14,433,286.85
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Payroll Deduction and Employer Benefit Liabilities	1,171.70
Less Outstanding Checks	101,614.15
	$ 14,330,501.00

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

	01/01/14 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	07/31/2014 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	$ 3,178,541.00	$ 10,527,001.80	$ 481,455.19	$ 6,630,007.83	$ 6,594,079.78	$ 796,166.39	$ 5,797,913.39
Employee Benefit Fund	853,595.39	3,315,085.71	1,240.10	1,852,421.47	2,315,019.53	23,422.57	2,291,596.96
Capital Improvement Fund	2,470,118.17	4,651.46	105,734.00	34,195.23	2,334,840.40	-	2,334,840.40
Bond & Interest Fund	1,017,984.44	1,278,128.59		135,917.50	2,160,195.53	-	2,160,195.53
Non Major Governmental Funds							
State Aid Fund	-	62,819.74			62,819.74	-	62,819.74
Federal & State Grants							
Gallery Grant	10.32				10.32	-	10.32
11-LSTA-3(Talking Books)	0.07				0.07	-	0.07
12-LSTA(Talking Books)	-				-	-	-
Big Read Grant	-				-	-	-
Kansas Humanities Council Grant	-	1,200.00		1,200.00	-	1,200.00	(1,200.00)
Other Special Revenue Funds							
Adult Programs	596.50	1.98			598.48	-	598.48
Art Collection	21,847.47	5.79	55.15	4,031.22	17,766.89	7,501.38	10,265.51
Book Cook Program	192.94				192.94	-	192.94
Bookmobile Fund	39,752.82			192,490.80	(152,737.98)	190,656.75	(343,394.73)
Career Neighborhood	-				-	-	-
Computer training	-				-	-	-
Children's Art Show	4.01			3,852.25	(3,848.24)	3,518.19	(7,366.43)
Cooking Neighborhood	-				-	-	-
Friends	212,981.56	33.78	98,812.02	48,225.51	65,977.81	6,105.86	59,871.95
Fun Committee	1,623.01	753.95	29.99	1,011.99	1,334.98	80.00	1,254.98
Gallery Competitions/Exhibits	24,025.88	3,789.24	(150.00)	5,617.87	22,347.25	5,274.00	17,073.25
Gifts/Memorials (Undesignated)	241,271.70	8,254.97	7,800.00	29,436.11	212,290.56	1,532.70	210,757.86
Great Stories Club	47.00				47.00	-	47.00
Health Neighborhood	601.55				601.55	-	601.55
Hirschberg Lecture	6,590.52	2.00			6,592.52	-	6,592.52
Hughes Business Collection	6,614.44	2.00			6,616.44	-	6,616.44
Library Materials	214,750.63	1,403.66		93,981.50	122,172.79	3,937.78	118,235.01
Lingo	-				-	-	-
NEH Expendable	6,298.24	1.51		1,844.12	4,455.63	-	4,455.63
Pets Neighborhood	33.58				33.58	-	33.58
PodCamp Topeka	326.79				326.79	-	326.79
Programming Fund	250.00			46.95	203.05	-	203.05
Red Carpet	4,508.02	0.90		2,113.51	2,395.41	230.89	2,164.52
Rotary Grant	4.29				4.29	-	4.29
Special Collections	91.16				91.16	-	91.16
Talking Books	8,380.06	2.53			8,382.59	-	8,382.59
Torluemke Landscaping	2,286.51	0.63		734.46	1,552.68	-	1,552.68
Wedding Neighborhood	-		125.98	532.78	(658.76)	227.22	(885.98)
Workshops	2,224.42	0.67			2,225.09	-	2,225.09
Youth Services	20,807.83	5,005.78	1,870.20	2,045.47	21,897.94	2,624.24	19,273.70
Permanent Funds							
Mertz Trust	190,364.90	11,520.83			201,885.73	-	201,885.73
NEH Endowment	310,297.17	11,377.86		887.57	320,787.46	-	320,787.46
TOTALS	$ 8,837,022.39	$ 15,231,045.38	$ 696,972.63	$ 9,040,594.14	**$ 14,330,501.00**	$ 1,042,477.97	$ 13,288,023.03

Topeka and Shawnee County Public Library 07/31/14

General Fund - Revenue

	Approved Budget	Received Year-To-Date	Over/(Under) Budget	% Received
				58.1% of year
Ad Valorem Property Tax	$ 10,375,781.00	$ 9,751,039.05	$ (624,741.95)	94%
Revitalization Rebates	(126,583.00)	-	$ 126,583.00	0%
Back Tax	-	-	$ -	0%
Motor Vehicle Tax	980,846.00	430,794.09	$ (550,051.91)	44%
Recreational Vehicle Tax	8,656.00	3,762.08	$ (4,893.92)	43%
16/20 M Vehicle Tax	11,954.00	11,131.80	$ (822.20)	93%
In Lieu of Tax	21,307.00	19,918.49	$ (1,388.51)	93%
E-Rate Reimbursement	75,000.00	382.18	$ (74,617.82)	1%
Sundry Revenue	5,000.00	4,166.44	$ (833.56)	83%
Sundry Revenue - Recycling	900.00	341.30	$ (558.70)	38%
Salary Refunds-Foundation	82,117.00	40,762.74	$ (41,354.26)	50%
Salary Refunds-Friends	109,296.00	56,149.21	$ (53,146.79)	51%
Salary Refunds-Shawnee Cty	17,665.00	9,647.36	$ (8,017.64)	55%
Vend Machines	4,500.00	2,698.75	$ (1,801.25)	60%
Pay to Sam	42,000.00	18,247.35	$ (23,752.65)	43%
Overdue fees	308,000.00	164,922.88	$ (143,077.12)	54%
Debt Collect*	-	80.92	$ 80.92	0%
ILL Fees*	-	240.50	$ 240.50	0%
Mailing Fees*	-	-	$ -	0%
Non Resident Card Fee*	85.00	340.00	$ 255.00	400%
Telephone/Fax	4,000.00	2,587.38	$ (1,412.62)	65%
Obituary Fees	1,400.00	705.00	$ (695.00)	50%
Meeting Room Charges	15,000.00	8,018.33	$ (6,981.67)	53%
Monday Market Fees	500.00	400.00	$ (100.00)	80%
Sale of Inventoried Equipment	-	-	$ -	0%
Interest Received-Investments	3,500.00	665.95	$ (2,834.05)	19%
Library Treasurer's Balance	1,857,231.00	-	$ -	0%
TOTALS	**$ 13,798,155.00**	**$ 10,527,001.80**	**$ (1,413,922.20)**	**88%**

* a system update in early 2013 changed these revenues to all post as Overdue Fees; a solution is being investigated

Topeka and Shawnee County Public Library 07/31/14

General Fund-Expenditures + Encumbrances

	Approved Budget	Expended Year-To-Date	Encumbrances	(Over)/Under Budget	% Expended
					58.1% of year
STAFF:					
Salaries-Auto Allowance	$ 6,400.00	$ 3,692.25	$ -	$ 2,707.75	58%
Salaries-Facilities	604,357.00	331,892.23	-	272,464.77	55%
Salaries-Overtime	10,000.00	2,730.91	-	7,269.09	27%
Salaries-Security	274,855.00	160,047.33	-	114,807.67	58%
Salaries-Shelvers	191,962.00	74,894.17	-	117,067.83	39%
Salaries-Staff	6,988,865.00	4,009,794.74	-	2,979,070.26	57%
Conferences	60,000.00	38,400.08	5,484.56	16,115.36	73%
Staff Training	17,000.00	8,765.04	1,274.04	6,960.92	59%
Mileage	8,765.00	4,785.72	3,251.34	727.94	92%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	1,022.21	117.33	1,360.46	46%
Materials-Periodicals	40,500.00	2,101.57	266.60	38,131.83	6%
Materials-Print/Non-Print <1 YR	335,900.00	91,089.31	6,298.37	238,512.32	29%
Materials-Print/Non-Print	1,249,640.00	658,341.87	154,103.78	437,194.35	65%
OPERATIONS:					
Cataloging and ILL Services	72,000.00	32,042.55	37,952.33	2,005.12	97%
Contracted-Digital Services	263,853.00	122,232.71	34,743.94	106,876.35	59%
Contracted-Facilities	214,000.00	174,291.95	34,758.65	4,949.40	98%
Contracted-Office Equipment	123,690.00	32,560.71	23,025.83	68,103.46	45%
Contracted-Professional	265,000.00	171,892.88	52,759.17	40,347.95	85%
Contracted-E-Rate Services	-	19,838.61	-	(19,838.61)	0%
Digital Services Support	253,100.00	46,371.05	7,683.08	199,045.87	21%
Furniture/Equipment	62,000.00	15,553.88	1,975.00	44,471.12	28%
Insurance	44,400.00	39,274.00	-	5,126.00	88%
Marketing	20,000.00	9,185.87	9,316.00	1,498.13	93%
Memberships/Dues	21,000.00	3,448.93	-	17,551.07	16%
Miscellaneous	5,000.00	3,996.40	12.00	991.60	80%
Payments to Other Libraries	81,668.00	-	85,112.00	(3,444.00)	104%
Postage/Shipping	82,370.00	53,435.00	883.09	28,051.91	66%
Printing	60,500.00	32,323.30	6,560.14	21,616.56	64%
Programming	30,000.00	12,208.78	3,697.09	14,094.13	53%
Special Projects	394,730.00	63,183.71	900.00	330,646.29	16%
Supplies-Facilities	71,000.00	35,170.32	22,318.65	13,511.03	81%
Supplies-Office/Library	65,000.00	39,173.21	6,440.25	19,386.54	70%
Supplies-Processing	35,000.00	14,978.71	4.84	20,016.45	43%
Telecommunications	134,100.00	75,110.79	55,370.53	3,618.68	97%
Utilities-Electric	335,000.00	174,201.21	151,115.29	9,683.50	97%
Utilities-Gas	75,000.00	35,681.64	14,322.93	24,995.43	67%
Utilities-Water/Sewage	35,000.00	10,147.05	13,922.40	10,930.55	69%
Vehicle-Gas	29,000.00	15,989.66	2,014.60	10,995.74	62%
Vehicle-Repair	35,000.00	10,058.93	15,260.18	9,680.89	72%
Contingency/Fund Balance	1,200,000.00			-	0%
Cash Long/Short	-	98.55	-	(98.55)	0%
TOTALS	**$ 13,798,155.00**	**$ 6,630,007.83**	**$ 750,944.01**	**$ 5,217,203.16**	59%

Topeka and Shawnee County Public Library
General Fund

07/31/14

	2014 Budget	Year to Date	%
Balance 01/01/14	**$ 1,857,231.00**	**$ 2,619,879.50**	
Revenue:			
Ad Valorem Property Tax	10,375,781.00	9,751,039.05	94%
Revitalization Rebates	(126,583.00)	-	0%
Back Tax	-	-	
Motor Vehicle Tax	980,846.00	430,794.09	44%
Recreational Vehicle Tax	8,656.00	3,762.08	43%
16/20M Vehicle Tax	11,954.00	11,131.80	93%
In Lieu of Tax	21,307.00	19,918.49	93%
E-Rate Reimbursement	75,000.00	382.18	1%
Fees and Charges	380,485.00	202,407.55	53%
Reimbursements	209,978.00	106,900.61	51%
Interest on Idle Funds	3,500.00	665.95	19%
	$ 11,940,924.00	$ 10,527,001.80	88%
Expenditures/Encumbrances:			
Salaries	8,076,439.00	4,583,051.63	57%
Other Staff Support Costs	85,765.00	61,960.78	72%
Library Collections	1,628,540.00	913,341.04	56%
Contracted Services	938,543.00	666,104.45	71%
Digital Services Support	253,100.00	54,054.13	21%
Furniture/Equipment	62,000.00	17,528.88	28%
Payments to Other Libraries	81,668.00	85,112.00	104%
Special Projects	394,730.00	64,083.71	16%
Utilities & Telecommunications	579,100.00	529,871.84	91%
Vehicles	64,000.00	43,323.37	68%
Other Operating Expenditures	434,270.00	362,520.01	83%
Cash Basis Reserve	1,200,000.00	-	0%
	$ 13,798,155.00	$ 7,380,951.84	59%
Prior Year Canceled Purchase Orders		$ 31,983.93	
Unencumbered Balance 07/31/14	**$ -**	**$ 5,797,913.39**	

Topeka and Shawnee County Public Library
Special Revenue Funds

07/31/14

EMPLOYEE BENEFITS

	2014 Budget	Year To Date	%
Balance 01/01/14	**$ 614,653.00**	**$ 852,355.29**	
Revenue:			
Ad Valorem Property Tax	$ 3,016,383.00	$ 2,835,768.58	94%
Revitalization Rebates	(31,307.00)	-	0%
Back Tax	-	-	
Motor Vehicle Tax	242,552.00	107,036.96	44%
Recreational Vehicle Tax	2,140.00	933.70	44%
16/20M Vehicle Tax	2,956.00	2,921.99	99%
In Lieu of Tax	5,270.00	5,792.64	110%
Refund-Fringe Benefits-Foundation	33,705.00	10,937.36	32%
Refund-Fringe Benefits-Friends	16,222.00	6,072.22	37%
Refund-Fringe Benefits-Shawnee Cty	3,116.00	2,340.00	75%
Refund BC/BS	-	270,503.43	0%
Refund-Workers Compensation	-	-	0%
Employee Payments BC/BS	-	-	0%
Retiree Payments BC/BS	162,913.00	72,728.16	45%
Interest on Idle Funds	-	50.67	0%
	$ 3,453,950.00	$ 3,315,085.71	96%
Expenditures/Encumbrances:			
Employee Assistance Program	$ 6,800.00	$ 6,668.04	
FICA	617,848.00	334,301.96	54%
KPERS	743,879.00	420,122.99	56%
Worker's Compensation	83,000.00	65,479.12	79%
Unemployment Tax	8,076.00	4,143.13	51%
Health/Dental Insurance	2,234,000.00	1,045,128.80	47%
Contingency/Fund Balance	375,000.00	-	0%
	$ 4,068,603.00	$ 1,875,844.04	51%
Prior Year Canceled Purchase Orders		$ -	
Unencumbered Balance 07/31/14	**$ -**	**$ 2,291,596.96**	

CAPITAL IMPROVEMENT

Balance 01/01/14	**$ 2,364,384.17**
Revenue:	
Interest received	4,651.46
	$ 4,651.46
Expenditures/Encumbrances:	
Capital Outlay	34,195.23
	34,195.23
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 07/31/14	**$ 2,334,840.40**

STATE AID

Balance 01/01/14	**$ -**	**$ -**
Revenue:		
State Aid	75,000.00	62,819.74
	$ 75,000.00	$ 62,819.74
Expenditures/Encumbrances:		
Library Materials	75,000.00	
	$ 75,000.00	$ -
Unencumbered Balance 07/31/14		**$ 62,819.74**

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

07/31/14

	2014 Budget	Year to Date	%
Balance 01/01/14	**$ 981,169.00**	**$ 1,017,984.44**	
Revenue:			
Ad Valorem Property Tax	1,285,760.00	1,208,480.26	94%
Revitalization Rebates	(18,842.00)	-	0%
Back Tax	-	-	
Motor Vehicle Tax	145,979.00	64,520.84	44%
Recreational Vehicle Tax	1,288.00	562.67	44%
16/20M Vehicle Tax	1,779.00	1,793.43	101%
In Lieu of Tax	3,172.00	2,468.57	78%
Interest on Idle Funds	1,500.00	302.82	20%
	$ 1,420,636.00	$ 1,278,128.59	90%
Expenditures/Encumbrances:			
Principal	$ 1,380,000.00	$ -	0%
Interest	271,775.00	135,887.50	50%
Wire Transfer Fees	30.00	30.00	0%
Cash Basis Reserve	750,000.00	-	0%
	$ 2,401,805.00	$ 135,917.50	8%
Unencumbered Balance 07/31/14	**$ -**	**$ 2,160,195.53**	

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of July 31, 2014

Capital Improvement Funds-VisionBank

$2,334,840.40 at 0.33% (money market account)

Municipal Investment Pool

$ 8,592,264.21 operating funds in "overnite pool"*; available for transfer whenever needed
$ 1,500,000.00 operating funds in 90-day, fixed rate pool; at .030% dated 6/3/14, maturing 9/2/14
$10,092,264.21

* rates vary by day; average July 1-31, 2014 was .0098%

Principal Balance of Outstanding Bonds

$8,890,000 (as of 9/1/13)

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, 2014

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	7/10/2014	ADP	Federal W/H	27,749.56	-99735
10	21502	0	7/10/2014	ADP	State W/H	9,186.35	-99735
15	21521	0	7/10/2014	ADP	State Unemployment	274.75	-99735
10	21503	0	7/10/2014	ADP	Social Security EE	17,989.17	-99735
15	21504	0	7/10/2014	ADP	Social Security ER	17,989.28	-99735
10	21503	0	7/10/2014	ADP	Medicare EE	4,207.10	-99735
15	21504	0	7/10/2014	ADP	Medicare ER	4,207.17	-99735
				Remittance of payroll taxes		**81,603.38**	**-99735 Total**
10	21505	0	7/11/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	14,636.96	-99731
15	21516	0	7/11/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	25,074.07	-99731
15	21517	0	7/11/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	2,411.00	-99731
10	21524	0	7/11/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	209.36	-99731
10	21513	0	7/11/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	808.65	-99731
				Remittance of pension benefit contributions		**43,140.04**	**-99731 Total**
10	41000	310	7/11/2014	S.P.IN. SRL	tech support	5,886.00	-99730
10	41000	310	7/11/2014	S.P.IN. SRL	international wire fee	40.00	-99730
				Annual support costs for DVD dispenser maintenance (international)		**5,926.00**	**-99730 Total**
10	21515	0	7/23/2014	BLUE CROSS BLUE SHIELD OF KS	*EE - BCBS Actives Premiums*	20,194.40	-99725
15	21515	0	7/23/2014	BLUE CROSS BLUE SHIELD OF KS	*ER - BCBS Actives Premiums*	128,411.10	-99725
						148,605.50	**-99725 Total**
15	21515	0	7/23/2014	BLUE CROSS BLUE SHIELD OF KS	*Retiree BCBS Premiums*	20,982.50	-99724
						20,982.50	**-99724 Total**
10	21505	0	7/25/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	14,651.11	-99722
15	21516	0	7/25/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	25,100.65	-99722
15	21517	0	7/25/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	2,413.56	-99722
10	21524	0	7/25/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	209.36	-99722
				Remittance of pension benefit contributions		**42,374.68**	**-99722 Total**
10	21501	0	7/24/2014	ADP	Federal W/H	27,896.97	-99720
10	21502	0	7/24/2014	ADP	State W/H	9,222.09	-99720
15	21521	0	7/24/2014	ADP	State Unemployment	275.73	-99720
10	21503	0	7/24/2014	ADP	Social Security EE	18,051.63	-99720
15	21504	0	7/24/2014	ADP	Social Security ER	18,051.61	-99720
10	21503	0	7/24/2014	ADP	Medicare EE	4,221.74	-99720
15	21504	0	7/24/2014	ADP	Medicare ER	4,221.75	-99720
				Remittance of payroll taxes		**81,941.52**	**-99720 Total**

Topeka and Shawnee County Public Library
Non-Payroll Checks $5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended July 31, 2014

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	350	7/3/2014	AT&T	*Internet Services*	9,079.62	85167
						9,079.62	**85167 Total**
10	41000	310	7/3/2014	ICE SYSTEMS, LLC	Kaspersky Endpoint Securi	4,927.50	85182
10	41000	310	7/3/2014	ICE SYSTEMS, LLC	Kaspersky Security for Ma	601.20	85182
				Network protection software support - annual renewal		**5,528.70**	**85182 Total**
10	41000	313	7/14/2014	ENGEL LAW, PA	*2014 Legal Services*	8,287.50	85215
						8,287.50	**85215 Total**
10	41000	314	7/14/2014	ERATE SOLUTIONS, L.L.C.	*2014 Erate consulting*	10,174.40	85216
						10,174.40	**85216 Total**
10	41000	311	7/14/2014	THYSSENKRUPP ELEVATOR CORP.	*Elevator Service Contract*	15,181.06	85237
						15,181.06	**85237 Total**
10	41000	351	7/14/2014	WESTAR ENERGY	*2014 Utility Services*	28,773.48	85238
						28,773.48	**85238 Total**
10	41000	301	7/17/2014	OCLC, INC.	oclc cataloging & ill	5,666.75	85256
10	41000	301	7/17/2014	OCLC, INC.	Discount for early payment	(5.12)	85256
				Monthly fees for cataloging and interlibrary loan database		**5,661.63**	**85256 Total**
15	41000	260	7/17/2014	PEOPLES/COMMERCIAL INSURANCE	*2nd qtr workers comp ins*	6,177.00	85258
15	41000	260	7/17/2014	PEOPLES/COMMERCIAL INSURANCE	*3rd qtr workers comp ins*	17,710.00	85258
10	41000	321	7/17/2014	PEOPLES/COMMERCIAL INSURANCE	*Add BKM#1 to policy*	327.00	85258
10	41000	321	7/17/2014	PEOPLES/COMMERCIAL INSURANCE	*Boiler & Machinery*	831.00	85258
10	41000	321	7/17/2014	PEOPLES/COMMERCIAL INSURANCE	*Semi-Annual Prop/Liab Ins*	14,676.00	85258
10	41000	321	7/17/2014	PEOPLES/COMMERCIAL INSURANCE	*Semi-Annual Vehicle Ins*	1,789.00	85258
						41,510.00	**85258 Total**
10	41000	310	7/25/2014	COREFIRST BANK & TRUST	2014 podcasting Srvcs	20.00	85270
10	41000	310	7/25/2014	COREFIRST BANK & TRUST	3 licensed users	234.00	85270
10	41000	310	7/25/2014	COREFIRST BANK & TRUST	PicMonkey Online	4.99	85270
10	41000	310	7/25/2014	COREFIRST BANK & TRUST	Annual Subscription	300.00	85270
10	41000	310	7/25/2014	COREFIRST BANK & TRUST	Basecamp - monthly	149.00	85270
10	41000	320	7/25/2014	COREFIRST BANK & TRUST	Mic and stand bag	179.96	85270
10	41000	320	7/25/2014	COREFIRST BANK & TRUST	stand with fixed boom	71.96	85270
10	41000	320	7/25/2014	COREFIRST BANK & TRUST	Shure SM58 Mic	396.00	85270
10	41000	320	7/25/2014	COREFIRST BANK & TRUST	25 feet	46.00	85270
10	41000	320	7/25/2014	COREFIRST BANK & TRUST	25' 1/4 cable"	159.80	85270
10	41000	320	7/25/2014	COREFIRST BANK & TRUST	Dell P2214H 21.5 LED LCD"	1,833.50	85270
10	41000	320	7/25/2014	COREFIRST BANK & TRUST	Shipping	77.55	85270

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, 2014

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	7/25/2014	COREFIRST BANK & TRUST	AC Pwer Adaptor for Asus	49.00	85270
10	41000	320	7/25/2014	COREFIRST BANK & TRUST	Canon LP-E8 Battery	89.90	85270
10	41000	320	7/25/2014	COREFIRST BANK & TRUST	Canon BG-E8 Grip	119.00	85270
10	41000	320	7/25/2014	COREFIRST BANK & TRUST	Go Pro Jaws Clamp Mount	49.99	85270
10	41000	320	7/25/2014	COREFIRST BANK & TRUST	Go Pro BacPac	49.99	85270
10	41000	320	7/25/2014	COREFIRST BANK & TRUST	Go Pro Tripod Mounts	9.99	85270
10	41000	320	7/25/2014	COREFIRST BANK & TRUST	Laptop Attache	37.14	85270
10	41000	320	7/25/2014	COREFIRST BANK & TRUST	Tablet Attache	20.26	85270
10	41000	320	7/25/2014	COREFIRST BANK & TRUST	Portable sound system for auditorium	2,878.00	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	Tealight candle making ki	49.99	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	Shipping	17.36	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	500 sheets origami paper	16.98	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	Shipping	6.24	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	Model 100 Button Making K	299.95	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	1-inch button sets	44.95	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	Shipping	17.17	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	Shaving cream	5.61	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	10 pound bag of potatoes	4.37	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	2 quart vinegar	1.99	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	envelopes of plain unflav	12.00	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	20 count gallon size zipl	9.59	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	Wilton Food Writer	16.98	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	Shipping	5.95	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	Pack of 80 LED lights	4.37	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	LED Lights	17.96	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	Bag of large marshmallows	3.68	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	Bag of small marshmallows	5.96	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	Box of toothpicks	2.68	85270
48	41000	330	7/25/2014	COREFIRST BANK & TRUST	Tax -- to be credited	-	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	Film, rights etc.	360.00	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	Aspenwood Chartreuse exce	8.68	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	9 blue plate (20)"	3.10	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	flexible straws (50)	2.15	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	white tissue paper	1.08	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	kids craft magnets (50)	6.50	85270

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, 2014

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	Magnet Lab Kit	27.98	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	Shipping	4.98	85270
10	41000	330	7/25/2014	COREFIRST BANK & TRUST	Tax -- to be credited	-	85270
10	41000	341	7/25/2014	COREFIRST BANK & TRUST	Group Registration-Webina	129.00	85270
10	41000	410	7/25/2014	COREFIRST BANK & TRUST	Fly - 12/pk	9.99	85270
10	41000	410	7/25/2014	COREFIRST BANK & TRUST	Shipping	3.95	85270
10	41000	420	7/25/2014	COREFIRST BANK & TRUST	Markers/pens/c-stock	51.86	85270
10	41000	420	7/25/2014	COREFIRST BANK & TRUST	C-Paper Storage	23.95	85270
10	41000	420	7/25/2014	COREFIRST BANK & TRUST	C-Paper Storage	13.88	85270
10	41000	420	7/25/2014	COREFIRST BANK & TRUST	Shipping	14.07	85270
10	41000	420	7/25/2014	COREFIRST BANK & TRUST	4GB Flashdrive	1,072.50	85270
10	41000	700	7/25/2014	COREFIRST BANK & TRUST	Wm Supercenter	22.50	85270
				Miscellaneous purchases on credit card (online)		**9,075.98**	**85270 Total**
10	41000	322	7/25/2014	MORRIS PUBLISHING GROUP	*Summerfest/Ramp ads*	525.00	85279
10	41000	326	7/25/2014	MORRIS PUBLISHING GROUP	*Library News production*	5,403.26	85279
						5,928.26	**85279 Total**
10	41000	350	7/31/2014	AT&T	*Internet Services*	9,079.62	85312
						9,079.62	**85312 Total**
10	23800	0	7/31/2014	BIBLIOTHECA	*Security Gates*	27,080.00	85315
				RFID/Self-check project - Bd approved 12/19/13		**27,080.00**	**85315 Total**
10	41000	310	7/31/2014	KNOWLEDGENET	All-Access Package	6,980.00	85327
				Subscription for IT training - in 2014 approved budget - prof serv no bid required		**6,980.00**	**85327 Total**
						606,913.87	**Grand Total**

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Resolution

Motion required for Special Order of Business/Public Hearing at 5:30 p.m.

August 14, 2014

On motion by _____,
seconded by _____
the board recesses the regular monthly meeting and enters into open Public Hearing.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Agenda
Public Budget Hearing
August 14, 2014 – 5:30 p.m.
Marvin Auditorium 101C

Call to Order

Presentation of the proposed public budget

- FY 2015 Budgets
  1) General Fund
  2) Employee Benefit Fund
  3) Bond & Interest Fund
  4) State Aid Fund

Public Hearing on the proposed public budget

Close the public hearing

***Adjournment**

**Please note that a motion is required to adopt the TY2015 Operating Budgets on a regular agenda.*

CERTIFICATE

2015

To the Clerk of Shawnee County, State of Kansas
We, the undersigned, officers of
Topeka & Shawnee County Public Library (TSCPL)

certify that: (1) the hearing mentioned in the attached publication was held;
(2) after the Budget Hearing this budget was duly approved and adopted
maximum expenditures for the various funds for the year 2015; and (3) the
Amount(s) of 2014 Ad Valorem Tax are within statutory limitations for the 2015 Budget.

Table of Contents:		Page No.	2015 Adopted Budget: Budget Authority for Expenditures	2015 Adopted Budget: Amount of 2014 Ad Valorem Tax	2015 Adopted Budget: County Clerk's Use Only
Computation to Determine Limit for 2015		2			
Allocation MVT, RVT,16/20M Vehicle Ta		3			
Schedule of Transfers		4			
Statement of Indebt. & Lease/Purchase		5			
Fund	**K.S.A.**				
General	12-1267	6	14,266,281	10,444,222	
Debt Service	10-113	7	2,404,205	1,509,009	
Employee Benefit	12-16,102	8	4,464,501	2,735,758	
		8			
State Aid		9	70,000		
		9			
Non-Budgeted Funds		10			
Totals		xxxxxxxxx	21,204,987	14,688,989	
Budget Summary		11	Vote publication required?	No	County Clerk's Use Only
Neighborhood Revitalization Rebate					
					Nov. 1, 2014 Total Assessed Valuation

Assisted by:

Address:

Email:

Attest: _____, 2014

County Clerk

Governing Body

State of Kansas
Special District
2015

Topeka & Shawnee County Public Library (TSCPL)
Shawnee County

Computation to Determine Limit for 2015

			Amount of Levy
1.	Total tax levy amount in 2014 budget	+ $	14,677,924
2.	Debt service levy in 2014 budget	- $	1,285,760
3.	Tax levy excluding debt service	$	13,392,164

2014 Valuation Information for Valuation Adjustments

4.	New improvements for 2014:			+	18,269,757
5.	Increase in personal property for 2014:				
	5a. Personal property 2014	+	48,134,147		
	5b. Personal property 2013	-	63,495,383		
	5c. Increase in personal property (5a minus 5b)			+	0
					(Use Only if > 0)
6.	Valuation of property that has changed in use during 2014:				46,398,999
7.	Total valuation adjustment (sum of 4, 5c, 6)				64,668,756
8.	Total estimated valuation July, 1,2014		1,501,481,100		
9.	Total valuation less valuation adjustment (8 minus 7)				1,436,812,344
10.	Factor for increase (7 divided by 9)				0.04501

11.	Amount of increase (10 times 3)	+ $	602,761
12.	2015 budget tax levy, excluding debt service, prior to CPI adjustment (3 plus 11)	$	13,994,925
13.	Debt service levy in this 2015 budget		1509009
14.	2015 budget tax levy, including debt service, prior to CPI adjustment (12 plus 13)		15,503,934
15.	Consumer Price Index for all urban consumers for calendar year 2013		1.50%
16.	Consumer Price Index adjustment (3 times 15)	$	200,882
17.	Maximum levy for budget year 2015, including debt service, not requiring 'notice of vote publication.' (14 plus 16)	$	15,704,816

If the 2015 adopted budget includes a total property tax levy exceeding the dollar amount in line 17 you must 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 (TSCPL)
Shawnee County

2015

ALLOCATION OF MOTOR, RECREATIONAL ,16/20M VEHICLE TAXES

2014 Budgeted Funds	Tax Levy Amount in 2013 Budget	Allocation for Year 2015		
		MVT	RVT	16/20M Veh
General	10,375,781	1,140,856	9,585	11,024
Debt Service	1,285,760	141,374	1,188	1,366
Employee Benefit	3,016,383	331,663	2,786	3,205
	0	0	0	0
Total	14,677,924	1,613,893	13,559	15,595

County Treas MVT Estimate 1,613,893

County Treas RVT Estimate 13,559

County Treas 16/20 M Vehicle Tax Estimate 15,595

MVT Factor 0.10995

RVT Factor 0.00092

16/20M Factor 0.00106

2015

Topeka & Shawnee County Public Library (TSCPL)
Shawnee County

Schedule of Transfers

Expenditure Fund Transferred From:	Receipt Fund Transferred To:	Actual Amount for 2013	Current Amount for 2014	Proposed Amount for 2015	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 2014 and/or 2015 from a non-budgeted fund.

Topeka & Shawnee County Public Library (TSCPL)
Shawnee County

2015

STATEMENT OF INDEBTEDNESS

Type of Debt	Date of Issue	Interest Rate %	Amount Issued	Amount Outstanding Jan 1,2014	Date Due		Amount Due 2014		Amount Due 2015	
					Interest	Principal	Interest	Principal	Interest	Principal
General Obligation:										
Bldg Expansion-Refdg	6/28/2012	2.0 - 3.5	10000000	8,890,000	3/1		135,888	0	122,088	
Bldg Expansion-Refdg	6/28/2012				9/1	9/1	135,887	1,380,000	122,087	1,410,000
Total G.O.				8,890,000			271,775	1,380,000	244,175	1,410,000
Revenue Bonds:										
Total Revenue				0			0	0	0	0
Other:										
Total Other				0			0	0	0	0
Total				**8,890,000**			**271,775**	**1,380,000**	**244,175**	**1,410,000**

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 1,2014	Payments Due 2014	Payments Due 2015
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.

Topeka & Shawnee County Public Library (TSCPL) 2015

Shawnee County

FUND PAGE FOR FUNDS WITH A TAX LEVY

State of Kansas
Special District

Adopted Budget **General**	Prior Year Actual for 2013	Current Year Estimate for 2014	Proposed Budget Year for 2015
Unencumbered Cash Balance Jan 1	2,532,937	2,619,879	2,023,538
Receipts:			
Ad Valorem Tax	9,846,721	10,375,781	xxxxxxxxxxxxxxxx
Delinquent Tax	225,413		
Motor Vehicle Tax	1,166,788	980,846	1,140,856
Recreational Vehicle Tax	10,196	8,656	9,585
16/20M Vehicle Tax	10,886	11,954	11,024
LAVTR			0
In Lieu of Taxes	44,858	21,307	19,918
Watercraft			14,165
Commerical Vehicle Fees			32,523
Reimbursements-Fdtn/Friends/Cty	184,541	209,078	199,277
Fees	350,067	373,385	372,370
E-rate Reimbursement	221,261	107,378	113,000
Prior Year Canceled Encumbrances	52,171	19,435	
Estimated Uncollectible Tax Revenue		-225,439	
Neighborhood Revitalization Rebates		-126,583	(121,997)
Interest on Idle Funds	2,808	2,800	2,800
Miscellaneous	4,537	5,000	5,000
Does misc. exceed 10% of Total Receipts			
Total Receipts	**12,120,247**	**11,763,598**	**1,798,521**
Resources Available:	**14,653,184**	**14,383,477**	**3,822,059**
Expenditures:			
Salaries	7,931,802	8,076,439	8,213,300
Library Materials	1,568,374	1,628,540	1,628,540
Furniture and Equipment	78,610	62,000	82,200
Operating Expenditures	2,148,547	2,393,230	2,562,241
Special Projects	302,200	194,730	575,000
Neighborhood Revitalization Rebate			
Miscellaneous	3,772	5,000	1,205,000
Does misc. exceed 10% Total Expenditures			
Total Expenditures	**12,033,305**	**12,359,939**	**14,266,281**
Unencumbered Cash Balance Dec 31	2,619,879	2,023,538	xxxxxxxxxxxxxxxx
2013/2014/2015 Budget Authority Amount	13,891,743	13,798,155	14,266,281
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	14,266,281
		Tax Required	10,444,222
	Delinquent Comp Rate:	0.0%	0
		Amount of 2014 Ad Valorem Tax	10,444,222

General Fund - Expenditures

	FY 2013 Actuals	FY 2014 Approved Budget	FY 2015 Proposed Budget	Budgeted Expenditure Difference FY 2015 Proposed (-) FY 2014 Adopted
Contracted-Digital Services	$ 213,849	$ 263,853	$ 288,603	$ 24,750
Contracted - Erate Services			10,170	10,170
Contracted-Facilities	244,759	214,000	245,000	31,000
Contracted-Office Equipment	70,300	123,690	74,000	(49,690)
Contracted-Professional	297,637	265,000	292,800	27,800
Cataloging & ILL Services	69,985	72,000	69,000	(3,000)
Digital Services Support	187,691	253,100	228,000	(25,100)
Furniture/Equipment	78,610	62,000	77,200	15,200
Gallery Art Purchases			5,000	5,000
Insurance	40,485	44,400	46,000	1,600
Marketing	14,558	20,000	20,000	-
Materials	1,568,374	1,628,540	1,628,540	-
Memberships/Dues	21,560	21,000	22,500	1,500
Mileage	8,732	8,765	9,274	509
Miscellaneous	3,772	5,000	5,000	-
Payments to other Libraries	76,828	81,668	84,694	3,026
Postage/Shipping	72,144	82,370	114,500	32,130
Printing	36,515	60,500	92,500	32,000
Programming	25,808	30,000	30,000	-
Salaries and Wages	7,931,802	8,076,439	8,213,300	136,861
Special Projects	302,200	394,730	575,000	180,270
Staff Conferences	54,381	60,000	79,100	19,100
Staff Training	17,047	17,000	34,000	17,000
Supplies	156,427	171,000	175,500	4,500
Telecommunications	116,127	134,100	142,600	8,500
Utilities	376,793	445,000	445,000	-
Vehicle Fuel and Maintenance	46,117	64,000	59,000	(5,000)
Fund Balance Carry Forward	804		1,200,000	1,200,000
TOTAL	**$ 12,033,305**	**$ 12,598,155**	**$ 14,266,281**	**$ 1,668,126**
Less Fund Balance Carryover Considered an "Expenditure" Only in the Budget Year				(1,200,000)
Net Budgeted Expenditure Difference				**$ 468,126**

Topeka & Shawnee County Public Library (TSCPL) 2015
Shawnee County

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget **Debt Service**	Prior Year Actual for 2013	Current Year Estimate for 2014	Proposed Budget Year for 2015
Unencumbered Cash Balance Jan 1	994,896	1,017,984	757,532
Receipts:			
Ad Valorem Tax	1,465,696	1,285,760	xxxxxxxxxxxxxxxx
Delinquent Tax	37,524		
Motor Vehicle Tax	188,847	145,979	141,374
Recreational Vehicle Tax	1,648	1,288	1,188
16/20M Vehicle Tax	2,083	1,779	1,366
Estimated Uncollectible Tax Revenue		-28,383	
Neighborhood Revitalization Rebates		-18,842	-15,119
Watercraft			1,755
Commercial Vehicle Fees			4,031
In Lieu of Tax (IRB)	6,677	3,172	2,469
Interest on Idle Funds	2,025	600	600
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	**1,704,500**	**1,391,353**	**137,664**
Resources Available:	**2,699,396**	**2,409,337**	**895,196**
Expenditures:			
Bond Principal Payment	1,375,000	1,380,000	1,410,000
Bond Interest Payments	305,755	271,775	244,175
Bank Fees	30	30	30
Cash Basis Reserve	627		750,000
Neighborhood Revitalization Rebate			
Miscellaneous			
Does misc. exceed 10% Total Expenditure			
Total Expenditures	**1,681,412**	**1,651,805**	**2,404,205**
Unencumbered Cash Balance Dec 31	1,017,984	757,532	xxxxxxxxxxxxxxxx
2013/2014/2015 Budget Authority Amoun	2,680,785	2,401,805	2,404,205
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	2,404,205
		Tax Required	1,509,009
	Delinquent Comp Rate:	0.0%	0
		Amount of 2014 Ad Valorem Tax	1,509,009

Adopted Budget **Employee Benefit**	Prior Year Actual for 2013	Current Year Estimate for 2014	Proposed Budget Year for 2015
Unencumbered Cash Balance Jan 1	1,072,681	852,355	1,223,744
Receipts:			
Ad Valorem Tax	2,435,331	3,016,383	xxxxxxxxxxxxxxxx
Delinquent Tax	61,107		
Motor Vehicle Tax	306,991	242,552	331,663
Recreational Vehicle Tax	2,681	2,140	2,786
16/20M Vehicle Tax	3,131	2,956	3,205
Watercraft			4,119
Commercial Vehicle Fees			9,458
Estimated Uncollectible Tax Revenue		-64,760	
Neighborhood Revitalization Rebates		-31,307	(35,479)
In Lieu of Tax	11,094	5,270	5,793
Reimbursements and Refunds	169,118	448,459	183,354
Interest on Idle Funds		80	100
Prior Year Canceled Encumbrances	1,839		
Does misc. exceed 10% of Total Receipts			
Total Receipts	**2,991,292**	**3,621,773**	**504,999**
Resources Available:	**4,063,973**	**4,474,128**	**1,728,743**
Expenditures:			
Social Security & Medicare	576,466	617,848	628,317
KPERS	646,426	743,879	811,921
Workers' Compensation	65,249	63,781	68,000
Unemployment Tax	17,466	8,076	8,213
Health/Dental Insurance	1,899,343	1,810,000	2,560,000
Employee Assistance Program	6,668	6,800	7,000
Cafeteria Plan Admin Fees			6,050
Neighborhood Revitalization Rebate			
Miscellaneous			375,000
Does misc. exceed 10% Total Expenditures			
Total Expenditures	**3,211,618**	**3,250,384**	**4,464,501**
Unencumbered Cash Balance Dec 31	852,355	1,223,744	xxxxxxxxxxxxxxxx
2013/2014/2015 Budget Authority Amount	3,781,862	4,068,603	4,464,501
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	4,464,501
		Tax Required	2,735,758
	Delinquent Comp Rate:	0.0%	0
		Amount of -1 Ad Valorem Tax	2,735,758

Adopted Budget

0	Prior Year Actual for 2013	Current Year Estimate for 2014	Proposed Budget Year for 2015
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
Ad Valorem Tax		0	xxxxxxxxxxxxxxxx
Delinquent Tax			
Motor Vehicle Tax			0
Recreational Vehicle Tax			0
16/20M Vehicle Tax			0
Interest on Idle Funds			
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	**0**	**0**	**0**
Resources Available:	**0**	**0**	**0**
Expenditures:			
Neighborhood Revitalization Rebate			
Miscellaneous			
Does misc. exceed 10% Total Expenditures			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	0	0	xxxxxxxxxxxxxxxx
2013/2014/2015 Budget Authority Amount	0	0	0
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	0
		Tax Required	0
	Delinquent Comp Rate:	0.0%	0
		Amount of -1 Ad Valorem Tax	0

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **State Aid**	Prior Year Actual for 2013	Current Year Estimate for 2014	Proposed Budget Year for 2015
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
State Aid	70,405	62,820	70,000
Interest on Idle Funds			
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	**70,405**	**62,820**	**70,000**
Resources Available:	**70,405**	**62,820**	**70,000**
Expenditures:			
Library Materials	70,405	62,820	
Other Operating Expenditures			70,000
Miscellaneous			
Does misc. exceed 10% Total Expenditure			
Total Expenditures	**70,405**	**62,820**	**70,000**
Unencumbered Cash Balance Dec 31	0	0	0
2013/2014/2015 Budget Authority Amount	75,000	75,000	70,000

Adopted Budget **0**	Prior Year Actual for 2013	Current Year Estimate for 2014	Proposed Budget Year for 2015
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:			
Miscellaneous			
Does misc. exceed 10% Total Expenditure			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	0	0	0
2013/2014/2015 Budget Authority Amount	0	0	0

Topeka & Shawnee County Public Library (TSCPL) **NON-BUDGETED FUNDS** 2015

(Only the actual budget year for 2013 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	2,461,699	Cash Balance Jan 1	682,026	Cash Balance Jan 1	445,590	Cash Balance Jan 1		Cash Balance Jan 1		3,589,315
Receipts:		Receipts:		Receipts:		Receipts:		Receipts:		
Interest	8,419	Intergovt Revenue	14,350	Investment Growth	54,700					
		Investment Income	13,446							
		Contributions	111,554							
		Component (Fdtn)	329,007							
		Miscellaneous	4,015							
		Pr Yr Cancel Enc	673							
Total Receipts	8,419	Total Receipts	473,045	Total Receipts	54,700	Total Receipts	0	Total Receipts	0	536,164
Resources Available:	2,470,118	Resources Available:	1,155,071	Resources Available:	500,290	Resources Available:	0	Resources Available:	0	4,125,479
Expenditures:		Expenditures:		Expenditures:		Expenditures:		Expenditures:		
Capital Outlay	105,734	Library Services	150,301	Investment Exp	-372					
		Capital/Art Outlay	310,215							
		Miscellaneous	4,826							
Total Expenditures	105,734	Total Expenditures	465,342	Total Expenditures	-372	Total Expenditures	0	Total Expenditures	0	570,704
Cash Balance Dec 31	2,364,384	Cash Balance Dec 31	689,729	Cash Balance Dec 31	500,662	Cash Balance Dec 31	0	Cash Balance Dec 31	0	3,554,775 **
										3,554,775 **

** Note: These two block figures should agree.

State of Kansas
Special District

2015

NOTICE OF BUDGET HEARING

The governing body of

Topeka & Shawnee County Public Library (TSCPL)

Shawnee County

will meet on August 14, 2014 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.

BUDGET SUMMARY

Proposed Budget 2015 Expenditures and Amount of 2014 Ad Valorem Tax establish the maximum limits of the 2015 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

	Prior Year Actual 2013		Current Year Estimate for 2014		Proposed Budget Year for 2015		
FUND	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2014 Ad Valorem Tax	Estimate Tax Rate*
General	12,033,305	7.007	12,359,939	6.915	14,266,281	10,444,222	6.956
Debt Service	1,681,412	1.043	1,651,805	0.857	2,404,205	1,509,009	1.005
Employee Benefi	3,211,618	1.733	3,250,384	2.011	4,464,501	2,735,758	1.822
State Aid	70,405		62,820		70,000		
Non-Budgeted Fu	570,704						
Totals	17,567,444	9.783	17,324,948	9.783	21,204,987	14,688,989	9.783
Less: Transfers	0		0		0		
Net Expenditures	17,567,444		17,324,948		21,204,987		
Total Tax Levied	14,280,835		14,677,924		xxxxxxxxxxxxxxxx		
Assessed Valuati	1,459,965,492		1,500,587,291		1,501,481,100		

Outstanding Indebtedness,

Jan 1,	2012	2013	2014
G.O. Bonds	12,060,000	10,265,000	8,890,000
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	12,060,000	10,265,000	8,890,000

*Tax rates are expressed in mills.

Kerry Onstott Storey
Secretary

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

2015 Budget Summary
Public Hearing – August 14, 2014, 5:30 pm, Marvin Auditorium 101C

Overview

For the past few budget years, the Board of Trustees and Library management have worked to develop 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 approved initiatives in the strategic, information technology, community and facilities plans, as well as fulfilling Topeka and Shawnee County Public Library's (TSCPL) mission and goals.

Tools such as the multi-year, Major Initiatives Funding Matrix (please see Schedule A) are now in place for review and planning by all three Boards - Library, Friends of the Library and the Library Foundation - to work together toward a common mission and set of goals.

As a result, the Library has progressed in the implementation of its strategic plan for the benefit and betterment of the community, while wisely using its limited resources and maintaining a stable mill levy rate.

TSCPL Trustees and management have practiced very good stewardship in use of tax resources with a fluctuation of only 1.19 mills in the past eleven years (high to low) and a fluctuation of only .68 mills for the past five years. Since 2005, the mill levy has actually *decreased* by .36 mills. 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 flat mill levy in 2012-2015. The use of additional strategic and financial planning tools to anticipate and plan for needs will enhance this pattern of excellent stewardship. Please refer to Schedule B 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 2015 proposed budget. Schedule C provides a graphical depiction of expenditures for the three funds with taxing authority for the past 10 years, as well as the 2015 proposed budget. *Budgeted expenditure authority increases, due to one-time funding for one-time projects, but is not the result of additional tax revenues.*

TSCPL has crafted a 2015 budget that does not increase the total mill levy and actually expands services, including locating materials dispensers and lockboxes within the community and designing a program vehicle to support the strategic initiative and community partnerships for kindergarten readiness for children in Topeka and Shawnee County. The TSCPL 2015 "Budget Summary", published in the July 28, 2014 edition of the *Topeka Capital Journal*, is proposed with these goals:

- Fund the 2015 budget year operations within the resources provided at the 2014 total mill levy rate (9.783), including the items planned on the Major Initiatives Funding Matrix in accordance with the strategic plan.

- Slightly modify the split of the total mill levy between the General, Employee Benefit and Debt Service funds.
    - *Debt Service Fund* - Last year, the reserve cash balance was reduced by $250,000 to $750,000, based on consultant information that the Debt Service Fund does not need to maintain this level of reserve, unless for financial hardship. This allowed the mill levy specified for debt service to be reduced since a portion of expenditures was paid from existing cash balance. This was an expected *temporary measure* to reduce the fund balance to an adequate reserve, after which the mill levy for debt service must return to the full level since debt service expenditures will remain generally the same.
    - *Employee Benefit Fund* – The 2014 mill levy split was increased for the Employee Benefit Fund due to an increase in the KPERS rate and Blue Cross Blue Shield's projected medical insurance cost increase of 10%. Premium costs actually resulted in rates about 10% lower (about a 20% swing) and 2013 favorable claims experience resulted in a refund from the insurance company.

- 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 cost containment strategies during 2015 to stabilize health insurance costs, provide high quality health benefits to employees and comply with federal health care reform, with modifications in effect for the 2016 budget and benefit plan year. Introduce a qualified high-deductible health plan in the 2015 plan year with pre-loaded Health Savings Accounts provided by the Library as a likely one-time incentive to move to this plan. Allow for start-up costs/reserve if self-insurance is the best decision for the Library.

The total ad valorem tax to be levied is proposed to be $14,688,989 to fund expenditures in the General (operating), Employee Benefit, and Debt Service funds. Assessed valuations as of July 1, 2014 will produce $894 more per mill above 2014. At a flat, combined levy of 9.783, revenue increases by $8,746 for the three taxed funds and is entirely due to increased property valuations at a flat total mill levy. The change from the budgeted to actual valuations for the 2014 budget produced an additional $2,319 in annual ad valorem tax revenue. Thus, the total increase in ad valorem tax revenue from the 2014 budget is $11,065. Motor vehicle taxes experienced an unexpected (and unexplained) decrease in 2014 of about $283,000, but have returned to more usual levels by increasing about $245,000 in 2015.

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

When comparing 2015 and 2014 total budgeted expenditures, the increase appears to be almost $3.88 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. The fund balance carry forward for all three taxed funds represents $2,325,000 of the expenditure increase. Further, several *one-time savings* adjustments were made to the 2014 estimate and corresponding *one-time spending* is proposed for 2015 as follows:

Expenditure authority increase – Budget Summary	$3,880,000
Less portion in 2015 expenditures for cash carry forward	(2,325,000)
Adjusted increase from 2014 to 2015	$1,555,000
Expected 2014 expenditure savings from budgeted:	
Health insurance 10% decrease instead of vendor-projected 10% increase	$ 424,000
Workers compensation savings	19,200
Postponement of telephone system update to 2015	200,000
Postponement of radio upgrade to 2015	35,000
State Aid reduction to actual	12,200
Other expenditure decreases	3,200
Total 2014 Adjustments	$ 693,600
2015 increase in expenditure authority for *one-time* purchases/projects using *one-time* funding:	
Changes in health plan (health savings accounts and possible self-insurance startup)	$ 600,000
Partial funding of Bookmobile #3	100,000
Dispensers for community/replace DVD dispenser	250,000
Expenditure authority decrease elsewhere	(88,600)
Total 2015 Net Increase in Expenditure Authority	$ 861,400
Total Change from 2014 Estimate to 2015 per Budget Summary	$1,555,000

Additionally, the reported 2014 revenues represent the latest estimates (since the approved budget), including: (1) health insurance refund for actual 2013 claims experience ($270,503); (2) erate reimbursement increase for approved internet cost increase ($32,378); and (3) a 2% uncollectible tax revenue allowance ($318,582) and decrease in fee revenues and interest income ($42,520). These revisions are important to the 2015 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 2014 and 2015 expenditure budgets.

Please refer to the enclosed Schedule D "Key to 2014 and 2015 Comparison-Notice of Budget Hearing" to assist with understanding TSCPL's budget year-to-year.

Schedule E is also enclosed and provides revenue source definitions to help with understanding that portion of the budget.

TSCPL is a library district and was established under Kansas law (K.S.A. 12-1263) 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 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 2015 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 patron 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 patrons.

- The voice over internet protocol telephone system upgrade has been postponed pending the network consultant's analysis in 2014 and the planned submission of the project for erate funding and related deadlines (project could not start until July 1, 2015 or later). The 2014 budget, Special Projects line item, was adjusted (for 2015 budget preparation purposes only) to show $200,000 in savings from the telephone system project in 2014 that will carry forward as cash available to complete this project in 2015, rather than new year revenues. This also frees $200,000 in the Special Projects line item base budget for other projects, like the partial financing of Bookmobile #3 and library materials dispensers for placement in the community to enhance service equity.

- Overall, expenditures for the four budgeted funds increased from the 2014 budget by $861,424. However, this is not being funded from increased tax revenues and represents an increase in budgeted spending authority to use some *one-time* revenues and cash carry forward. These one-time situations include the Blue Cross claims experience refund ($270,500), the 2014 health insurance premium change of 20% from the vendor-projected budget estimate ($424,000) and the delay of the telephone system update project with equivalent cash forwarded to 2015 (frees up $200,000 in the base budget that is already funded by existing tax revenues). The total of these one-time resources is $894,500 and spending authority is requested to increase by about $861,500.

- 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 1.5% was applied to 2015 gross salaries, allowing about $127,630 to be directed elsewhere in the budget.

- Two new categories of revenues have been set by state law and are separately identified with amounts provided by Shawnee County. Watercraft must now be segregated and the tax shall be based on the county's average tax rate. Commercial vehicle fees began on January 1, 2014. These two sources total $66,051 for the three taxing funds. It appears that at least the watercraft is not a new revenue source.

- The split of the total mill levy between the General, Employee Benefit and Debt Service funds was slightly modified, as explained on page 2.

- The 2015 budget includes somewhat atypical issues, but much of these can be controlled and anticipated through careful and prudent financial management planning, use of the funding matrix and the benefit of stable property valuations. As the Board of Trustees and staff work to be more strategic, the development of budget forecasts should improve and issues 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 patrons of all ages with varying expectations and needs.
- An extraordinary Kids' Library has transformed into an engaging space just for kids, with more exciting changes forthcoming.
- About 85,700 members of the community are also library members by owning a library card.
- During 2013, nearly 800,000 visitors came to the building, including nearly 153,000 using its meeting rooms and nearly 85,000 attending programs.
- Countless visitors use the 178 public computers to search and apply for jobs, research, learn and correspond.
- Nearly 2.3 million books, periodicals, music CDs, movies and games were borrowed by Library customers in 2013.
- Last year, over 277,000 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 over 593,000 unique visitors in 2013, with over 1.1 million total visits.
- Nearly 141,000 digital downloads occurred in 2013.
- Bookmobiles stop during the day and evening in 25 locations throughout the city and county, with the Adventuremobile visiting many schools and day cares throughout the year to provide services and programs to children. Over 100,000 patrons visited the Bookmobiles. Red Carpet serves 40 facilities to provide library services to elderly and homebound patrons.
- Summer reading 2013 had 7,481 children reading over 53,500 hours; helping to prevent the "summer slide" that stalls or decreases reading levels attained during the school year.
- In 2013, the Library provided an estimated $30 million value to the community representing a $2 return for every tax dollar spent.

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 and telecommunications, vehicle costs, supplies, insurance, professional service contracts,

special projects, marketing, printing, postage, library materials purchased for patron 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 2015 General Fund budget is 6.956 mills; an increase of .041 mills from the 2014 General Fund tax rate of 6.915 mills. The net total mill levy change is zero between 2014 and 2015 for the three taxing funds.

Revenues

- Ad valorem property tax (net of revitalization rebates) is 84.3% of the total projected revenue for 2015; 85.8% in 2014.
- Vehicle taxes are 9.4% of the total projected revenue for 2015 compared to 8.4% in 2014. In 2014, total vehicle taxes unexpectedly decreased, with very little explanation, by nearly $283,000 across the budgeted funds, but have returned to more usual numbers. (Estimates are provided by Shawnee County.)
- In-lieu-of-tax revenues, although a small portion of total revenues, decreased by about $24,000 in 2014, but appear to have stabilized, with a decrease of only about $1,400 in 2015.
- 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 5.6% of the total projected revenue for 2015.

Expenditures

The total General Fund budgeted expenditures for 2015 are $14,266,281 (including an allowable fund balance carry forward of $1.2 million classified as "miscellaneous expense".) This is a 3.4% increase ($468,126) from the 2014 adopted budget of $13,798,155 (including fund balance carry forward). About $255,500 of this represents one-time spending due to the receipt of one-time resources.

The "miscellaneous expense" of $1.2 million for fund balance carry forward represents the amount needed to carry over into the beginning of 2016, to pay expenses prior to tax revenues being received the third week of January. The fund balance carry forward and miscellaneous lines in the budget cannot be more than 15% of the total General Fund expenditure budget. TSCPL's combined percentage is 8.4%.

Gross Salaries (Benefits are budgeted in the Employee Benefit Fund.)
The budget includes funding for a maximum of 235 full-time and part-time employees. At any given time, approximately 225 positions are usually filled due to turnover and seasonal staffing.

- Salary expenditures comprise 57.6% of the expenditure budget in 2015; 58.5% of the expenditure budget in 2014; (or 62.9% and 64.1% respectively, when fund balance carry forward is subtracted from total expenditures.)
- The proposed 2015 salary schedule for new employees is the same as the 2014 salary schedule, i.e. no adjustment for a cost-of-living or inflationary increase.
- The careful consideration and review of every vacant position, as well as eight retirements in 2014, have kept gross salaries only $1,285 above those budgeted for 2014 (with the annualization of 2014 merit pay, but before any 2015 merit raise). These savings help fund a modest merit increase for staff in 2015.
- Staffing levels remain constant, except about 880 security hours (off-duty law enforcement officers) were added related to the compliance with the State's concealed weapon law. This represents an annual cost increase of about $22,600 including employer taxes.
- Merit pay increases are included in a range of 0-3% based on performance. The budget is created using a 2.2% 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 2015 is estimated at about $101,000.
- The shrinkage concept, in which 98.5% of the gross salaries and related percentage-based fringe benefits are funded for regular staff, has been continued for 2015 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 savings in a future year.
- For the 2015 budget, a 1.5% reduction from gross maximum salaries for regular staff (not maintenance, facilities, shelvers, or security) allows savings of $108,020 in gross salary and $19,610 in related percentage-based fringe benefits to be budgeted elsewhere (total $127,630).

Information Technology (Digital Branch) Plan and Expenditures
Information technology is vital to keep pace with the ever-changing world, the use of the Digital Branch, and the relevancy of the Library to its constituency.

- In accordance with the previously approved strategic and information technology plans, the 2015 budget can fund the prioritized initiatives.
- Contracted Digital Services' budget includes increases for the annual support costs of the new security gates and checkouts ($18,000) which is offset by the cost of support for the previous equipment, the move of the wireless system maintenance from Telecommunications to Contracted ($14,000), and the elimination of the annual support for the old financial system ($6,000). Total cost increase is about $25,000.
- Digital Services Support budget decreases by $25,000 as projects are completed. The network consultant analysis and probable purchase of new equipment and software to upgrade the network in 2014 will minimize these purchases in 2015. The conversion of radios from analog to digital has been delayed from 2014 to 2015, with cash subsequently carried forward ($35,000).

The telephone system upgrade is expected to minimize the radio upgrade cost. Computer replacements have recovered from the years in which the budget was insufficient and have stabilized at 70 units.

- Telecommunications' budget includes the annualized fees now that the library-wide wireless project, new AT&T contract and expansion of the internet "pipe" into the Library (to accommodate the many wireless devices) are complete ($8,500 increase from the 2014 budget, which is net of the move of the wifi equipment/software support to Contracted). As previously mentioned, erate reimbursement also will increase now that the increased internet expenditures have been approved.

Strategic, Community and Facilities Plans

The 2015 budget continues the progression to fund initiatives to fulfill these plans and best meet the needs of the Library's community.

The Library building is still the main source of library services. It is now over 12 years old and carpeting, furniture, café equipment and overall maintenance of the facility must be planned and acted upon to avoid the excessive cost caused when maintenance issues are deferred. Additionally, new technologies and requirements, such as the move to LED lighting and more environmentally safe alternatives, must be implemented. Plans for expanding library services outside the physical building will improve service equity for all patrons, regardless of the location of their homes.

- The 2015 budget includes a Special Project budget of $575,000 with funding for: (1) the replacement of the DVD dispenser and the purchase of new dispensers to be placed in the community to allow planned or unplanned choices by customers to select materials within a dispenser upon entry of a library card number ($250,000); (2) the voice over internet protocol telephone implementation ($200,000); (3) one-half the cost of a lockbox ($25,000) for the third location in the community; (4) possible contribution for Bookmobile #3 (for community-wide kindergarten readiness) if Foundation and Friends contributions are insufficient ($100,000). The other half of the lockbox project is anticipated to originate from private sources. The total Special Projects line item increases by $180,270 over 2014.
- The Furniture and Equipment budget increases by $15,200. This is primarily due to the addition of replacement loading and unloading bins for the automated materials handling system ($13,200) and furnishings to increase work space and functionality in the Genealogy and Local History area ($10,000). A base budget remains for replacement of public furniture, café equipment, security equipment and $5,000 for any unexpected general library needs. Standard vehicles will all have been replaced by the end of 2014.
- A line item for the purchase of art for the Gallery has been restored. Past budgets eliminated this funding, but a modest budget of $5,000 is proposed.
- The Contracted Facilities budget increases by $31,000 based on 2013 actual due to fluctuations in services due to weather, such as snow removal. This also takes into consideration aging equipment such as chillers and air handlers that require expert service.
- The Contracted Office Equipment budget decreases by almost $50,000, based on 2013 actual. Leased copiers have now all been replaced at lower cost and maintenance agreements for lesser used equipment, like microfiche readers, have been eliminated. Service professionals will be called when needed for one-off needs. Funding is included for the possible lease of a fax self-service kiosk and vending machine for the sale of items like headphones and flash drives that

are currently sold by Circulation. Vendors to provide and service these machines without cost to the Library will be sought first.

- The Contracted Professional Services' budget is increased by $27,800 based on 2013 actual. The erate fees have been added as a separate budget line for full disclosure of the cost to obtain erate revenues and the impact if this program were to cease. The Library is using more professional consulting services for specialized issues in order to become fully educated before spending limited resources on major projects. This ultimately saves money. Possible consulting service needs in 2015 include continuation of the special collection digitation project, health insurance plan design, funding methodology development and employee education, roof replacement, telephone system request for proposal assistance, and security system analysis.

Library Materials

Funding reductions in recent years caused a deep cut in the amount available for library materials; the stuff patrons check out. Accordingly, a reduction in circulation occurred because there was just not enough new stuff to check out. At this point, the collections are recovering from the multi-year reductions.

- The 2015 budget retains library materials at a level identical to 2014, with the exception that State Aid will no longer be used for the purchase of materials since it is a diminishing resource that may eventually be eliminated. In fact, 2014 State Aid funds will likely be used for one-time purposes, such as network equipment and software upgrades. The materials' budget represents 12.5% of the total General Fund budget (and 13.0% without Special Projects), but drops to 8.6% of the four budgeted funds.
- As e-content for e-readers evolves, more of the Library Materials budget will need to be allocated for purchase of materials in this format. This market is currently very volatile and changes are occurring quickly as libraries and publishers strive to resolve their differences and work together. Pricing for this form of material will evolve as well and will likely cause future changes in the needs of the Library Materials budget. This is one reason for maintaining a flat materials budget.

Other Expenditures

- Cataloging/ILL services to assist with cataloging materials are decreased by $3,000 based on a new pricing model.
- Conferences/Staff Training –Training needs exist for many staff, both those in the librarian profession and in other professions needed to support the Library. The budget for these two line items is increased by $36,100, including on-site training for meeting leadership and facilitation which was piloted from Friends of the Library money in 2014. The Library recently won a national innovator award for work within the community using this training. Thus, the return on investment has been proven.
- Additional cost to insure art loaned and borrowed on a "wall-to-wall" basis, meaning when the art leaves the wall hook of the owner to when it is returned to that location, as well as insuring new vehicles, has been added at an estimated cost of $1,600.
- With the plan to deploy more staff within the community to improve service equity county-wide, an additional 1,000 miles in personal vehicles are budgeted at a cost of $509.

- By Kansas Statute, the 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 5.3% increase from 2014 actual ($4,242) is budgeted.
- Market increases of $4,130 are budgeted for postage/shipping and printing, but an additional $28,000 in postage and $32,000 in printing are budgeted for a pilot project to mail *Library News* to non-library-cardholder households in Shawnee County.

Utilities and vehicle fuel costs are budgeted at the same amount as 2014 due to the recent weather extremes, rate increases sought by the utility providers and unpredictable fuel prices. Vehicle repair has been decreased by an additional $5,000 due to the purchase of another van and one Bookmobile (summer 2015). This line item has been reduced as the Library has been able to replace old vehicles, many of which are 20 years old.

Facilities supplies increase ($1,500) and Library/Office supplies increase ($3,000) both based on 2013 actual expenditures.

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.

In the 2014 budget, the reserve fund balance was lowered by $250,000, from $1 million to $750,000. This was a temporary measure that allowed a portion of the debt service expenditures to be paid from the cash balance and not tax revenues. Keeping a flat mill levy, this allowed more revenues to be applied to fund the employee benefit cost increases and bridge the gap from the unexpected decline in the motor vehicle taxes. This allowed a one-year decrease in the portion of the mill levy allocated to debt service, after which the mill levy would need to return to regular levels. The 2015 budget shows this restoration of the portion of the mill levy for debt service.

The total budget for 2015 is $2,404,205 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 2015 Debt Service Fund budget is 1.005 mills; an increase of .148 mills from the 2014 Debt Service Fund tax rate of .857 mills. The net total mill levy change is zero between 2014 and 2015 for the three taxing funds.

Revenue
- Ad Valorem Property tax is 90.7% of the total projected revenue in 2015; in 2014 it was 89.2%.
- Vehicle taxes are 8.7% of the total projected revenue in 2015; in 2014 they were 10.5%. Total vehicle taxes unexpectedly decreased by nearly $283,000 across the budgeted funds in 2014. They have returned to usual levels. However, the

decrease in the mill levy for debt service in 2014 reduces the amount of vehicle taxes allocated to the fund in 2015. (Estimates are from Shawnee County)

Expenditures
The principal payment for 2015 is $1,410,000, due September 1. Interest payments of $122,087.50 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 2015 which are $1,654,175. It must be sufficient to ensure cash is available when the principal and interest payments are due.

Employee Benefit Fund (page 8)

The total budget for 2015 is $4,464,501 (including fund balance carry forward "Miscellaneous Expense" of $375,000). This is an increase of $395,898 or 9.7% from the 2014 adopted budget of $4,068,603 (including fund balance carry forward).

Page 11 shows the estimated tax rate for the 2015 Employee Benefit Fund budget is 1.822 mills; a decrease of .189 mills from the 2014 rate of 2.011 mills. The net total mill levy change is zero between 2014 and 2015 for the three taxing funds.

The TSCPL executive management team has been working with a consultant concerning health plan design and funding options to achieve the tandem goals of providing high quality health benefits to employees and containing costs. This was the planned approach after a 13%-14% increase in premiums for 2013 and a vendor-projected additional 10% increase in 2014.

- However, actual 2014 premiums *decreased* by 10% instead. Had that been known during 2014's budget preparation, the medical insurance line item would have decreased by $406,000. Based on this and actual participation, it appears medical insurance will be under-budget by $424,000 in 2014.
- Additionally, 2013 actual claims experience resulted in a refund check from Blue Cross Blue Shield of $270,503.
- These *one-time* funding sources allow some *one-time* expenditures to be paid from other than tax resources. Budgeting to use this savings to modify the health plan and/or its funding methodology also avoids a potential future mill levy increase to enact this type of change and reduces tax revenues currently allocated to the Employee Benefit Fund.
- The savings is budgeted to pre-load Health Savings Accounts ($200,000 total) to incent employees to adopt the new qualified high-deductible health plan to be offered in the 2015 plan year. Also, the possibility of self-insuring the health plan in 2016 requires budgeting one-time funding ($400,000) to pay start-up costs and establish a reserve account with a third party administrator.

For budget purposes, health insurance premium costs are anticipated to increase by another 5.5% if the existing plans are continued. This is based on the latest estimate from the insurance provider and represents a cost increase of $150,000 above the expected 2014 expenditures, but is still $274,000 below the 2014 budgeted expenditures.

The net, combined KPERS employer rates increase by a statutorily mandated .72% of gross salaries.

The administrative cost for the cafeteria benefit plan is moved from the General Fund to the Employee Benefit Fund in 2015 since this is a benefits cost. This is budgeted at $6,050.

Revenue

- Ad valorem property tax is 83.3% of the total projected revenue in 2015; in 2014 it was 86.4%.
- Vehicle taxes are 10.4% of the total projected revenue in 2015; in 2014 they were 7.2% of the total projected revenue. Total vehicle taxes unexpectedly decreased, with little explanation, by nearly $283,000 in 2014 across the budgeted funds. The 2015 estimates project these revenues at more usual levels. (Estimates are from Shawnee County.)
- Reimbursements from the Friends of the Library, the Library Foundation, Shawnee County and retiree premium payments in 2015 are 5.7% of the total projected revenue; in 2014 they were 6.3%.

Expenditures

- FICA and Medicare rates (6.2% and 1.45%, respectively) will remain the same in 2015 as in 2014.
- Kansas Public Employees Retirement System (KPERS) – The 2015 employer rate will be 9.48% compared to 8.84% in 2014. This is a .64% statutorily required increase for the employer's retirement contribution. The death and disability insurance rate also increases from .85% to 1.0% on 7/1/15. This rate is for all employers.
- Workers Compensation Insurance – This policy was rebid in 2012 and resulted in cost savings. TSCPL continues to do very well in management of workers' compensation claims and another $15,000 in savings is anticipated.
- Unemployment Compensation Insurance – The rate is set by the State of Kansas and will remain at .1% in 2015.
- Health/Dental Insurance – Rates are projected to increase by 5.5% for 2015, based on preliminary claims and benefit information from Blue Cross and Blue Shield. The actual rates will not be known until October. This line item also includes the previously explained costs for one-time pre-loading of Health Savings Accounts and start-up costs if the Library elects to become self-insured. These are a portion of the possible actions under consideration to permanently reduce the cost of health care benefits, yet retain a quality health plan for employees.
- The shrinkage concept, i.e. a 1.5% reduction from gross maximum salaries for regular staff (not maintenance, facilities, shelvers, or security) allows savings of $19,610 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 ($70,000) without the need for a later budget amendment. Actual 2015 revenues are expected to be much the same as those received in 2014.

Non-Budgeted Funds (Page 10)

Only the actual revenues and expenditures for 2013 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 Major Initiatives Funding Matrix (Schedule A) includes a plan for strategic spending of these limited funds through 2018 for qualifying projects.

(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.

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

These documents establish the maximum expenditure authority for the budgeted funds for 2015. 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.

What does the TSCPL 2015 budget proposal mean to a residential taxpayer in Shawnee County?

The following table displays the annual cost of the TSCPL total mill levy of 9.783 for property at various values. The formula is provided so that property taxes in support of the TSCPL can be calculated based on specific property values.

Total Assessed Valuation for 2015 Budget Purposes per the Shawnee County Clerk:
$1,501,481,100 (value of one mill = $1,501,481)

Impact of Mill Levy on Residential Properties*

		$50,000	$100,000	$200,000	$300,000
9.783	Total Proposed Mill	$56.25	$112.50	$225.01	$337.51
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 – Major Initiatives Funding Matrix
Schedule B - Graph of TSCPL Levy Rates – 10-year Retrospective and 2015 Proposed Budget
Schedule C – Graph of TSCPL Expenditures – 10-year Retrospective and 2015 Proposed Budget
Schedule D - Key to Understanding the "Notice of Budget Hearing"/"Budget Summary"
Schedule E - Revenue Source Definitions

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

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Funding Plan for Strategic, Information Technology, Community and Facilities Initiatives - 2013-2018
As of August 14, 2014 - Public Budget Hearing

Legend:
completed
in process
moved to an earlier year
moved to a later year
new to the funding matrix

Initiative	Plan Type	Priority	Estimated Cost	Proposed Funding Source: Operating Budget		Existing Non-Budgeted Fund	Friends of TSCPL	The Library Foundation	Capital Improvement Fund
2013									
Van Replacement	Community								
Pickup Replacement	Community								
Partnership with Cty Parks & Rec - support	Community								
Lockboxes (2) - Pilot Project (dispensers on hold)	Community								
Community Survey	Community								
Gallery storage shelves (custom)	Facilities								
Gallery rolling racks for paintings (custom)	Facilities								
Furniture Replacement	Facilities								
Café Equipment Repair/Replace	Facilities								
Upgrade Parking Lot Lights to LED	Facilities								
Carpeting-Media, Auditorium, Stairs	Facilities								
Furniture Replacement - The Edge - partial	Facilities								
Internet "Pipe" Expansion (monthly rate change)	IT								
Off-site Backup - move to new vendor	IT								
Video Camera Upgrade	IT								
Office Professional 2010 Licenses (150)	IT								
Podcasting Upgrade	IT								
Replace Large-Format Printer	IT								
Radio Frequency Identification (RFID) (2014)	IT								

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				Proposed Funding Source:					
Initiative	**Plan Type**	**Priority**	**Estimated Cost**	**Operating Budget**		**Existing Non-Budgeted Fund**	**Friends of TSCPL**	**The Library Foundation**	**Capital Improvement Fund**
Polaris Support (additional for customization)	IT								
Digitization Project - Special Collections	Prof Serv								
Kids Library - Phase III (shelving picture books)	Strategic								
Kids Library - Phase III (reading seating/tables)	Strategic								
Kids Library - Phase III (learning centers)	Strategic								
Professional Services for eMuseum	Prof Serv								
Bookmobile #1 Replacement	Community								
Replace Radios for Support (digital) (2015)	IT								
Furniture Replacement - The Edge (2014)	Facilities								
Upgrade Interior Lighting to LED - on hold	Facilities								
Sub-total			$ -	$ -		$ -	$ -	$ -	
Balance of Capital Improvement Fund									
Unencumbered Balance of Capital Improvement Fund 5/31/14:									$ 2,333,584
2014									
Self-Check Machines & Remaining RFID	Community	move $83,000 to network upgrade	$ 64,800	$ 64,800	SP				
Partnership with Cty Parks & Rec - support	Community		5,000	5,000	OP				
Bookmobile #2 Replacement	Community		254,209	-			$ 50,000	$ 204,209	
Art Exhibits - Rental, Shipping & Signage (3 main)	Community	commit 2014	27,500					27,500	
Lockboxes & Dispensers - Loc #2	Community		50,000	25,000	SP			25,000	
Mini Van Replacement #2	Community		35,000	35,000	FE				
Concrete Work Front Walks/Curbs (2015)	Facilities		-						-

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Initiative	Plan Type	Priority	Estimated Cost	Proposed Funding Source: Operating Budget		Existing Non-Budgeted Fund	Friends of TSCPL	The Library Foundation	Capital Improvement Fund
Furniture Replacement - The Edge (2013)	Facilities		9,078					9,078	
Gallery Lighting Replacement	Facilities		150,000						$ 150,000
Café Equipment Repair/Replace	Facilities		10,000	10,000	OP				
Upgrade Parking Lot Lights to LED	Facilities		5,000	5,000	OP				
Furniture Replacement	Facilities		16,667						16,667
Upgrade Interior Lighting to LED on hold	Facilities		26,667						26,667
Security System Software for Controlled Access	Facilities		22,000	22,000	FE				
Replace Radios for Support (digital) (2015)	IT			-					
VOIP Telephone System** (2015)	IT			-					
Network upgrade	IT		120,000	120,000	SP/SA				
Community Center Equipment (Paris & SN No)	IT		16,930	16,930	SP				
HP Storage Upgrade	IT		40,000	40,000	OP				
Digital Media Lab	IT		12,000				12,000		
Sub-total			**$ 864,851**	**$ 343,730**		**$ -**	**$ 62,000**	**$ 265,787**	**$ 193,334**
Balance of Capital Improvement Fund									**$ 2,140,250**

SP - Special Projects (originally included $200K VOIP telephone moved to 2015 and $5K for possible Bookmobile unfunded cost) & using $83,000 of unneeded RFID for network upgrade + $37,000 State Aid;
FE - Furniture & Equipment (plus $5K base budget not included on matrix); OP - operating budget

2015

Lockbox - Loc #3	Community		$ 50,000	$ 25,000	SP			$ 25,000	
Dispensers - various including DVD	Community		250,000	250,000	SP				
Library News Communitywide - Pilot Project	Community		60,000	60,000	OP				
Lobby Reconfig related to Self-Check	Community	amt updated	200,000	30,000	SA				$ 170,000
Partnership with Cty Parks & Rec - support	Community	amt updated	6,000	6,000	DS				
Bookmobile #3 Replacement	Community		400,000	100,000	SP			300,000	
Mini Van Replacement	Community	prev purchase	-	-					
Art Exhibits - Rental, Shipping & Signage (3 main)	Community	commit 2014	-					-	
Library Collection for Bookmobile #2	Community		100,000			100,000			
Concrete Work Front Walks/Curbs (2014)	Facilities		56,000						56,000
Carpeting-Youth Services	Facilities		45,000						45,000

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Initiative	Plan Type	Priority	Estimated Cost	Proposed Funding Source: Operating Budget		Existing Non-Budgeted Fund	Friends of TSCPL	The Library Foundation	Capital Improvement Fund
Furniture Replacement	Facilities	move fr CI	17,000	17,000	FE				-
Upgrade Interior Lighting to LED on hold	Facilities		26,667						26,667
Automated Materials Machine Load/Unload Bins	Facilities		13,200	13,200	FE				
Furnishings for Genealogy/Local History Space	Facilities		10,000	10,000	FE				
Café Equipment Repair/Replace	Facilities	move fr CI	10,000	10,000	FE				-
Asphalt for Parking Lot	Facilities		145,000						145,000
Upgrade Parking Lot Lights to LED	Facilities	move fr CI	5,000	5,000	OP				-
Replace Radios for Support (digital) (2013) *	IT		35,000	35,000	DS				
VOIP Telephone System** (2014)	IT		200,000	200,000	SP				
Collection Mgmt Software (digitization local hstry)	IT		10,000	10,000	DS				
Kids Library - Phase IV-outdoor sculpture (2016)	Prof Serv								
Sub-total			**$ 1,638,867**	**$ 771,200**		**$ 100,000**	**$ -**	**$ 325,000**	**$ 442,667**
Balance of Capital Improvement Fund									**$ 1,697,583**

* may be resolved by the VOIP telephone system without additional cost; ** moved to 2015 to qualify for e-rate submission for up to 90% reimbursement - project could not start until 7/1/15 or after

DS - Digital Services Support; FE - Furniture & Equipment; OP - operating budget; SA - State Aid; SP - Special Projects

2016

Lockboxes & Dispensers - Loc #4 (2015)	Community		$ 50,000	$ 25,000				$ 25,000	
Partnership with Cty Parks & Rec - support	Community		5,000	5,000					
Kids Library - Phase IV-outdoor sculpture (2015)	Community		75,000					75,000	
Automated Materials Machine Load/Unload Bins	Facilities		13,200	13,200					
Furniture Replacement	Facilities		16,666						$ 16,666
Upgrade Interior Lighting to LED	Facilities		26,666						26,666
Café Equipment Repair/Replace	Facilities		10,000						10,000
Upgrade Parking Lot Lights to LED	Facilities		5,000						5,000
Replace Roof	Facilities		1,000,000						1,000,000
Bricks on the Dock	Facilities		30,000						30,000
Sub-total			**$ 1,231,532**	**$ 43,200**		**$ -**	**$ -**	**$ 100,000**	**$ 1,088,332**
Balance of Capital Improvement Fund									**$ 609,251**

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

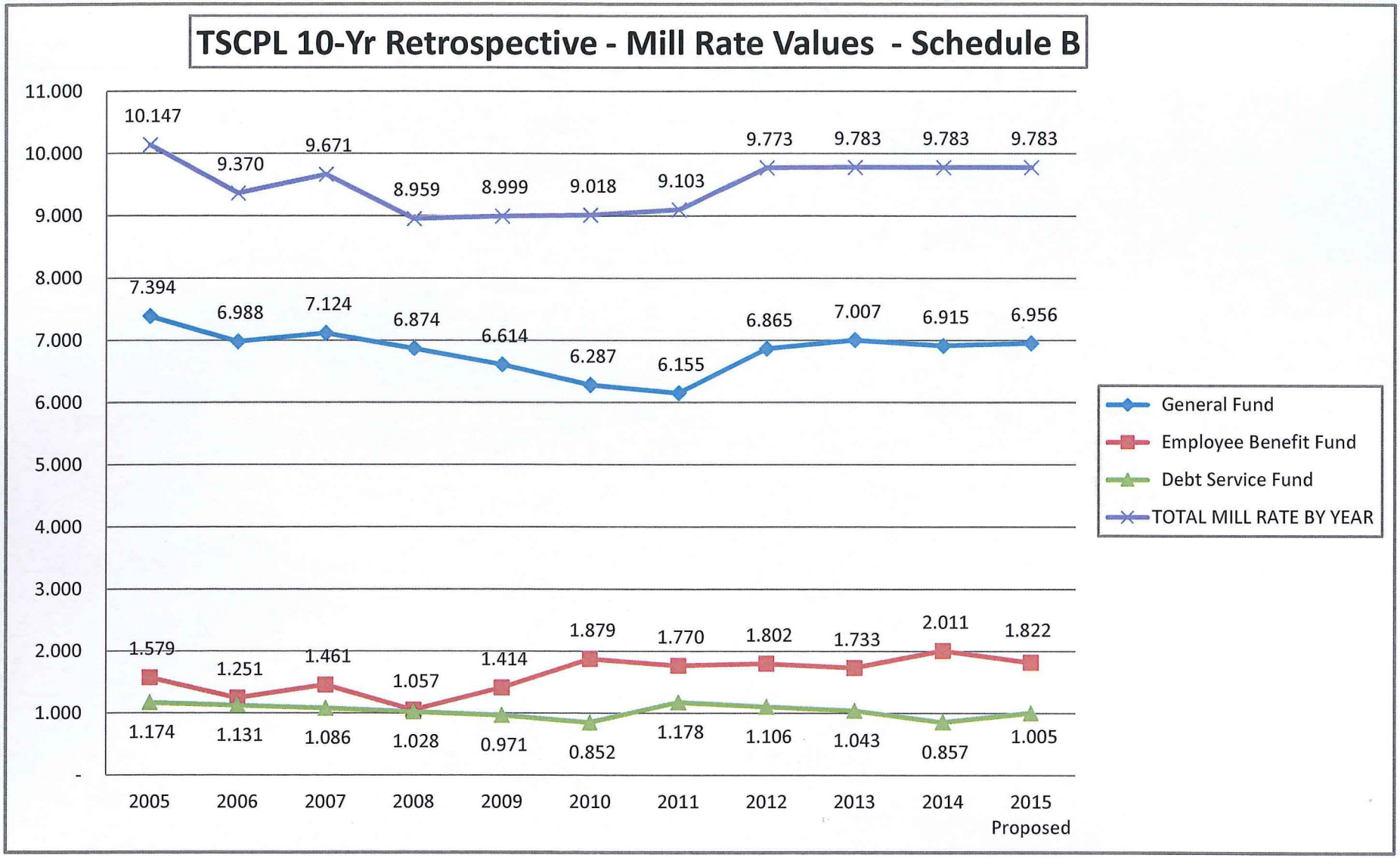
DRAFT

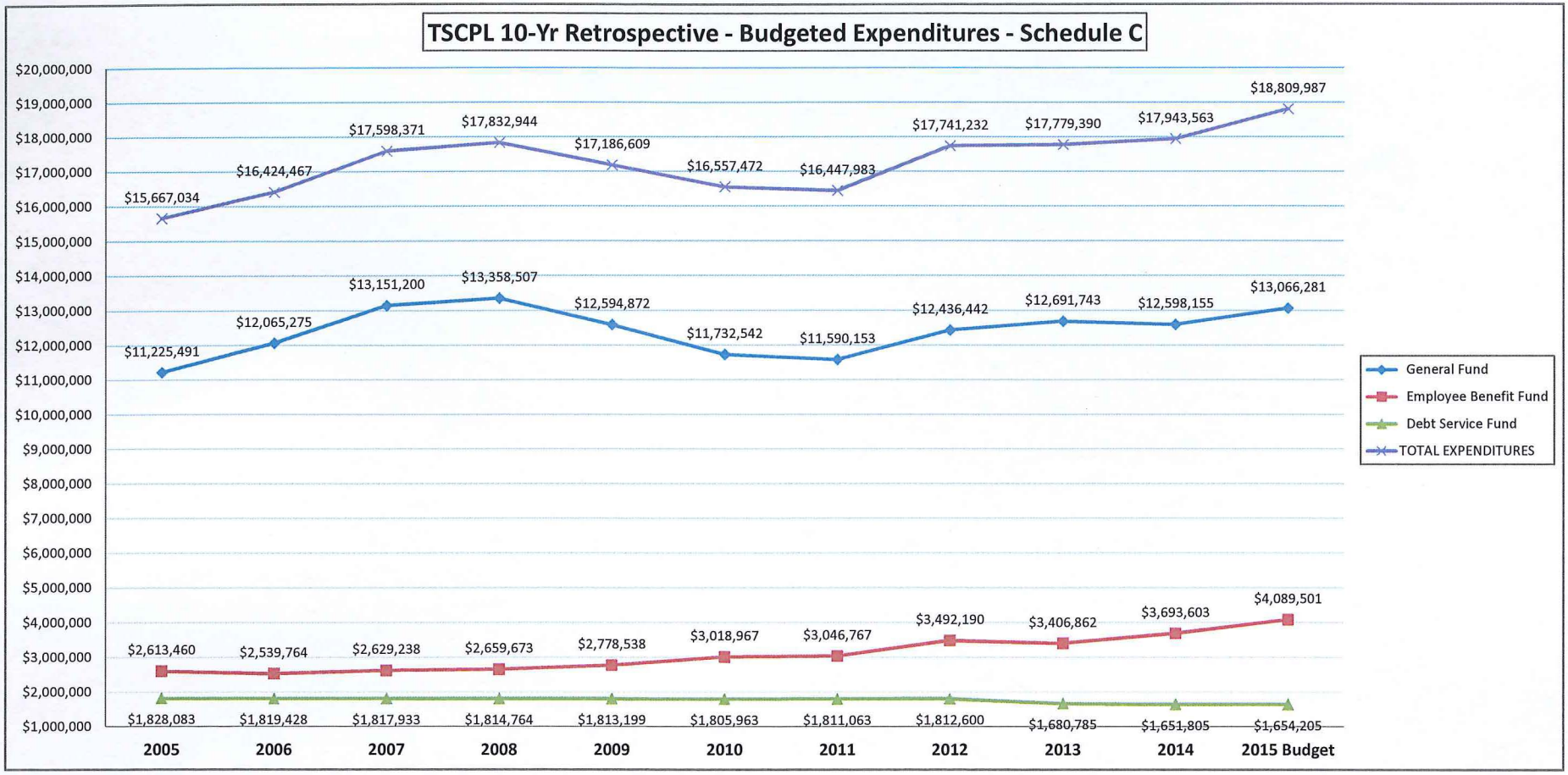
Funding Plan for Strategic, Information Technology, Community and Facilities Initiatives - 2013-2018
As of August 14, 2014 - Public Budget Hearing

Legend:

- completed
- in process
- moved to an earlier year
- moved to a later year
- new to the funding matrix

Initiative	Plan Type	Priority	Estimated Cost	Proposed Funding Source: Operating Budget		Existing Non-Budgeted Fund	Friends of TSCPL	The Library Foundation	Capital Improvement Fund
2017									
Lockboxes & Dispensers - Loc #5 (2016)	Community		$ 50,000	$ 25,000				$ 25,000	
Partnership with Cty Parks & Rec - support	Community		5,000	5,000					
Furniture Replacement	Facilities		16,666						$ 16,666
Upgrade Interior Lighting to LED	Facilities		26,666						26,666
Café Equipment Repair/Replace	Facilities		10,000						10,000
Upgrade Parking Lot Lights to LED	Facilities		5,000						5,000
Replace Cracked Bricks North	Facilities		40,000						40,000
Replace/Repair Main Rain Water Runoff	Facilities		50,000						50,000
Sub-total			**$ 203,332**	**$ 30,000**		**$ -**	**$ -**	**$ 25,000**	**$ 148,332**
Balance of Capital Improvement Fund									**$ 460,919**
2018 & Future									
Lockboxes & Dispensers - Loc #6 (2017)	Community		$ 50,000	$ 25,000				$ 25,000	
Partnership with Cty Parks & Rec - support	Community		5,000	5,000					
Repair Maple Paneling	Facilities		120,000						$ 120,000
Solar Panels	Facilities	no timeline	800,000						after 2019?
Rainwater Storage	Facilities	no timeline	60,000						after 2019?
Sub-total			**$ 1,035,000**	**$ 30,000**		**$ -**	**$ -**	**$ 25,000**	**$ 120,000**
Balance of Capital Improvement Fund									**$ 340,919**
Total All Initiatives			**$ 4,973,582**	**$ 1,218,130**		**$ 100,000**	**$ 62,000**	**$ 740,787**	**$ 1,992,665**
Less items with no timeline or funding plan:			(860,000)						
Proposed Total of Initiatives to Fund			**$ 4,113,582**						


TSCPL 10-Yr Retrospective - Mill Rate Values - Schedule B
11.000
10.000
9.000
8.000
7.000
6.000
5.000
4.000
3.000
2.000
1.000
-
10.147
9.370
9.671
8.959
8.999
9.018
9.103
9.773
9.783
9.783
9.783
7.394
6.988
7.124
6.874
6.614
6.287
6.155
6.865
7.007
6.915
6.956
1.579
1.251
1.461
1.057
1.414
1.879
1.770
1.802
1.733
2.011
1.822
1.174
1.131
1.086
1.028
0.971
0.852
1.178
1.106
1.043
0.857
1.005
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015 Proposed
General Fund
Employee Benefit Fund
Debt Service Fund
TOTAL MILL RATE BY YEAR


TSCPL 10-Yr Retrospective - Budgeted Expenditures - Schedule C
$20,000,000
$19,000,000
$18,000,000
$17,000,000
$16,000,000
$15,000,000
$14,000,000
$13,000,000
$12,000,000
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$10,000,000
$9,000,000
$8,000,000
$7,000,000
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$15,667,034
$16,424,467
$17,598,371
$17,832,944
$17,186,609
$16,557,472
$16,447,983
$17,741,232
$17,779,390
$17,943,563
$18,809,987
$11,225,491
$12,065,275
$13,151,200
$13,358,507
$12,594,872
$11,732,542
$11,590,153
$12,436,442
$12,691,743
$12,598,155
$13,066,281
$2,613,460
$2,539,764
$2,629,238
$2,659,673
$2,778,538
$3,018,967
$3,046,767
$3,492,190
$3,406,862
$3,693,603
$4,089,501
$1,828,083
$1,819,428
$1,817,933
$1,814,764
$1,813,199
$1,805,963
$1,811,063
$1,812,600
$1,680,785
$1,651,805
$1,654,205
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015 Budget
General Fund
Employee Benefit Fund
Debt Service Fund
TOTAL EXPENDITURES

Schedule D

Topeka and Shawnee County Public Library
Key to 2014 and 2015 Budget Comparison
Public Budget Hearing - August 14, 2014

Has the amount of tax requested increased or decreased? ***Neither; stayed the same.***

1 - Actual Tax Rate 2014	9.783
2 - Estimated Tax Rate 2015	9.783
Net Change	**0**

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

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

3 - Total Amount of 2014 (2015) Budget Ad Valorem Tax	$	14,688,989
4 - Total Tax Levied 2014	$	14,677,924
Total Increase in Annual Ad Valorem Tax Revenues	**$**	**11,065**

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

7 - Assessed Valuation - 2015	$	1,501,481,100
8 - Assessed Valuation - 2014 (final)	$	1,500,587,291
Total Increase in Assessed Valuation	$	893,809
Increased Value of One Mill	$	894
Increased Revenues based on Budgeted Valuation	$	8,746
Increase due to Final Valuation & Setting of 2014 Mill Levy by Cty Clerk	$	2,319
Increased Revenues At Flat Mill Levy	**$**	**11,065**

Why does the Library need an over $20 million budget and why did it increase over 2014?

5 - Net Expenditures 2014	$	17,324,948
Add Back Revisions to 2014 Estimates for 2015 Budget:		
Employee Benefit Fund - Pr Yr Refund	$	19,219
Employee Benefit Fund - 2014 Health Prm	$	424,000
General Fund known savings	$	38,216
General Fund - deferal of telephone system	$	200,000
State Aid Reduction to Actual	$	12,180
Original 2014 Expenditure Authority - excluding cash carry forward	**$**	**18,018,563**
6 - Net Expenditures 2015	$	21,204,987
Less Cash Carry Forward/Reserves classified as "Expenditures":		
General Fund	$	(1,200,000)
Employee Benefit Fund	$	(375,000)
Debt Service Fund	$	(750,000)
2015 Actual Authority for Expenditures	**$**	**18,879,987**
Actual Increased Expenditure Authority in 2015*	**$**	**861,424**
% Increase in Expenditure Authority in 2015		**4.78%**

** increased spending authority is primarily for one-time expenditures with one-time resources*

Health Savings Accounts	$	200,000
Possible health care self-insurance startup	$	400,000
Bookmobile #3	$	100,000
Materials dispensers	$	250,000
	$	950,000
Actual Increased Expenditure Authority in 2015	$	861,424
Decrease in Expenditure Authority for other than One-time Costs	$	(88,576)

Schedule D
State of Kansas
Special District

2015

NOTICE OF BUDGET HEARING

The governing body of

Topeka & Shawnee County Public Library (TSCPL)

Shawnee County

will meet on August 14, 2014 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.

BUDGET SUMMARY

Proposed Budget 2015 Expenditures and Amount of 2014 Ad Valorem Tax establish the maximum limits of the 2015 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

	Prior Year Actual 2013		Current Year Estimate for 2014		Proposed Budget Year for 2015		
FUND	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2014 Ad Valorem Tax	Estimate Tax Rate*
General	12,033,305	7.007	12,359,939	6.915	14,266,281	10,444,222	6.956
Debt Service	1,681,412	1.043	1,651,805	0.857	2,404,205	1,509,009	1.005
Employee Benefi	3,211,618	1.733	3,250,384	2.011	4,464,501	2,735,758	1.822
State Aid	70,405		62,820		70,000		
Non-Budgeted Fu	570,704						
Totals	17,567,444	9.783	17,324,948	9.783	21,204,987	14,688,989	9.783
Less: Transfers	0		0	1	0	3	2
Net Expenditures	17,567,444		17,324,948	5	21,204,987	6	
Total Tax Levied	14,280,835		14,677,924	4	xxxxxxxxxxxxxxxx		
Assessed Valuati	1,459,965,492		1,500,587,291		1,501,481,100		
			8		7		

Outstanding Indebtedness, Jan 1,	2012	2013	2014
G.O. Bonds	12,060,000	10,265,000	8,890,000
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	12,060,000	10,265,000	8,890,000

*Tax rates are expressed in mills.

Kerry Onstott Storey
Secretary

Page No.

Kerry Onstott Storey, Secretary Pro Tem

Schedule E

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

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 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. (Estimate is based on information from the County Clerk.)

Commercial Vehicle Fees – Collection of these fees began on January 1, 2014. (Estimate is based on information from the County Clerk.)

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 all employees of 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." 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; (2) debt collection (recovery of cost to TSCPL for using an outside debt collection service); (3) interlibrary loan mailing fees; (4) mailing fees for patron-requested items; (5) non-resident library card fees; (6) copies, telephone and fax usage fees (staff and patrons); (7) obituary lookup fees; (8) meeting room and/or equipment usage fees; (9) vending machine income from the purchase of supplies; (10) charges for lost and damaged materials; and (11) fees for tax forms.

E-rate Reimbursement – A federal program in which approved, actual costs paid by TSCPL for internet, wireless, telephone and pager 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 idle funds.

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. (Estimate is based on information from the County Clerk.)

Resolution – Adoption of FY2015 Operating Budgets
BOARD OF TRUSTEES
August 14, 2014

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopts the FY2015 operating budgets as presented / published in the *Topeka Capital Journal* on July 28, 2014.

(Published in *The Topeka Capital-Journal* Monday, July 28, 2014) No. 852

NOTICE OF BUDGET HEARING

The governing body of Topeka and Shawnee County Public Library (TSCPL), Shawnee County, will meet on August 14, 2014 at 5:30 p.m. 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.

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State Aid	70,405		62,820		70,000		
Non-Budgeted Funds	570,704						
Totals	17,567,444	9.783	17,324,948	9.783	21,204,987	14,688,989	9.783
Less: Transfers	0		0		0		
Net Expenditures	17,567,444		17,324,948		21,204,987		
Total Tax Levied	14,280,835		14,677,924		xxxxxxxxxxxx		
Assessed Valuation	1,459,965,492		1,500,587,291		1,501,481,100		

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Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	12,060,000	10,265,000	8,890,000

* Tax rates are expressed in mills.

/s/ Kerry Onstott Storey
Secretary Pro Tem

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

CHIEF EXECUTIVE OFFICER'S REPORT
August 2014

Please remember that our meeting starts at 5 p.m. and the public hearing for FY2015 budgets begins at 5:30 p.m.!!

Note that there are two agendas, per the Kansas Open Meetings law. One is for the regular monthly board meeting; the other for the special public hearing for budget. We will begin the regular board meeting and then recess to enter a public hearing for FY2015 budget at 5:30 p.m. Once that hearing is completed, we will close the hearing and return to the regular session. Approval of the budget occurs in the regular board meeting.

Library Trends and News

Ebooks Update – You might recall that the Big 6 (now the Big 5) publishers have not all been willing to release their ebooks titles to libraries. (A little background -- The major trade book publishing companies in the United States are often referred to as "the Big Five" (formerly "The Big Six," until Random House and Penguin officially merged in June 2013). They are: Hachette Book Group, HarperCollins Publishers, Macmillan Publishers, Penguin Random House, and Simon and Schuster.)

We just received word that Macmillan has finally decided to allow libraries to lend its titles.

Here is how our collections supervisor Scarlett Fisher-Herreman sums up the ebook situation:

"And with this news, all the Big 5 Publishers are back in the game selling ebooks to libraries.

To recap:

***Random House/Penguin**: full catalog available, 2.5 to 3X price of retail for RH, comparable w retail print pricing with Penguin. No circ restrictions*
***HarperCollins:** comparable w retail print pricing, titles must be repurchased after 26 circs*
***Simon & Schuster:** comparable w retail print pricing, customer has option to purchase book from 5 vendors, one year circ limit on titles*
***MacMillan:** comparable w retail print pricing, 52 checkouts or 24 months, whichever comes first*
***Hachette:** 3X price of retail print for new releases, 1.5X price of retail print for titles over 18 months, no circ restrictions*

So, it's not perfect but at least we have access to everyone again. Thus far, the restrictions on circs haven't negatively impacted us. We get a report of titles that are coming up on their checkout limits and manage the decision to repurchase. Sometimes we do repurchase; many times we do not. I wish RH and Hachette would have gone with the same model as Harper and kept the prices down. All in all, we've been very pleased to have a wider selection of content to choose from and now we really will be able to purchase most popular fiction and nonfiction titles both in print and in ebook form for our customers."

Next Decade Strategic Plan

Three Board Retreat
The Community Survey Data/Planning Work Group is working on a draft agenda for the Three-Board Retreat on September 29. A rough first draft is below for your review and comments.

Date: Monday, September 29, 2014
Time: 4 – 7 p.m.
Place: Marvin Auditorium

Purpose: The Board of Trustees, Library Foundation Board and Friends of TSCPL Board will review the results of the community survey and other information and discuss priority action areas for the library for the next decade.

Outcomes: 1. An understanding of and consensus on what difference the library makes and will make in the community over the next ten years. 2. A list of possible community impact goals that will be shared at community planning workshops and used by library staff to develop measurable objectives and workplans.

1. Welcome and Networking
2. Introductions
3. Overview of Purpose and Expected Outcomes
4. What We've Learned (presentation of data from community survey and other sources)
5. What's Going on in the Larger Community that Will Affect the Library's Future
6. Issues Impacting Public Libraries in the U.S. and Globally
7. Community Impact Goals Discussion (break out sessions)
8. Reporting Out/Next Steps
9. Adjourn

Agenda Items

Old Business - None

New Business

Adoption of FY2015 Operating Budgets: This is the official board action that approves the budget for FY2015.

Bid Approval for Gallery Lighting: We have discussed the need for this new lighting on several occasions. Please see the resolution sheet for background and fiscal note.

Sole Source Purchase for Security Item: This is replacement equipment for our security system. Please see the resolution sheet for background and fiscal note.

Chief Executive Officer Contract Renewal: My contract with the Library Board is reviewed and renewed every three years. No changes are suggested. Attorney Chuck Engel is updating the agreement with current dates.

Professional Activities/Community Contacts

Heartland Visioning Activities: I am currently serving as chair of the Heartland Visioning process and Management Committee. I facilitate the monthly HV management and steering committees meetings. We continue the work of addressing four priority areas coming out of our community meetings in 2013. The teams that have formed to address those areas are meeting for the second time on Friday, August 8. Those areas are: Community Pride and Services (which includes social services), Dynamic Core (downtown and riverfront development), Parks and Recreation, and Transportation.

I would like to invite Heartland Visioning executive director John Hunter to give a brief presentation to the Board at either the September or October board meetings. I will work with the Executive Committee to get that on our agenda.

As HV chair, I also attended a new conference to announce a new mentoring initiative with Big Brothers, Big Sisters and the Topeka School District. The goal is to get 100 new mentors by Labor Day. You can read more about it here.
https://www.unitedwaytopeka.org/2014/07/groups-join-effort-to-recruit-100-mentors-by-labor-day/

Community Broadband Planning Initiative: I'm currently serving as co-chair of this initiative. This month we have received reports from the KS Dept. of Commerce consultants on a business model for an advanced broadband network and an economic impact study for the community. We are in the process of reviewing that information and determining how we will share it with stakeholders and members of the community.

Other activities: Participated in interviews for the Marketing Team's communications editor position; provided trustees orientation sessions for Betty Greiner and Ryan Freed; met with Joanne Morrell of the Children's Discovery Center to talk about possible partnership opportunities.

Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library, 08/01/2014

July 7, 2014

Federal Communications Commission
445 12th Street, SW
Washington, DC 20554

Dear Chairman Wheeler, Commissioner Clyburn, Commissioner O'Reilly, Commissioner Pai, and Commissioner Rosenworcel:

The undersigned library organizations have come together at this critical juncture in the ongoing E-rate modernization proceeding to speak with a united voice on behalf of state and public libraries serving communities of all sizes in all 50 states. Our nation's public libraries depend on affordable, scalable, high-capacity broadband in order to complete Education, jumpstart Employment and Entrepreneurship, and foster individual Empowerment and Engagement, or the *E's of Libraries*™. The services today's libraries provide are not "nice to have." They are critical for communities across the country. Libraries serve everyone from birth through Medicare Part D, and librarians provide the expert assistance integral to successfully navigating the digital world.

For these reasons, we stand together to support the Commission in its efforts to ensure libraries and schools have affordable access to scalable 21st century broadband that supports digital learning; maximize cost-effectiveness and streamline administration of the program. We stand ready to work with the Commission and other stakeholders in advancing President Obama's goal of connecting our students and their communities to the 1 gigabit speeds we know are necessary for many libraries today and for the remaining libraries tomorrow.

We appreciate the Commission's attempt to address the long-standing shortfall for libraries in receiving *virtually any* funding for internal connections—including Wi-Fi services—over the course of the program. We support the focus of this first order to address this lack of robust Wi-Fi throughout library and school buildings, so long as the Commission recognizes that further steps are critical to ensure these vital community institutions have high-capacity broadband "**to**" the building, and not just "within" the building, and that such further steps must be taken before the end of this calendar year. Both high capacity broadband to the building, and within the building, are needed to enable libraries to provide the nearly endless array of vital services that they offer including, by way of example only, providing online digital learning and distance education opportunities; offering videoconferencing for small businesses and entrepreneurs as well as for job interviews; providing access to real-time healthcare information with medical professionals; and providing opportunities to connect with family, experts, across states, across countries, and across continents. As noted above, these examples are only a small handful of the services that libraries offer today.

We also take this opportunity to provide further input on the specific Wi-Fi needs of our libraries. Virtually all public libraries now provide free public access to Wi-Fi, and use of these networks in (and around) our libraries is exploding. Libraries host more than 1.5 billion in-person visits each year, and Wi-Fi is now considered a foundational and essential library service that enables access to the public internet, as well as a growing range of digital content. Accordingly, it is vital that the Commission adequately fund internal connections and Wi-Fi, as well as allow for the flexibility, local planning and decision making needed to develop robust Wi-Fi networks for all libraries and the people they serve.

As the Commission finalizes its decision on the proposed library formula for the new "Category 2" services, we urge the Commission to fully implement its proposed plan to allow for local needs of libraries. The Commission should not adopt a measure that is based on outdated costs when we know that the majority of libraries need to dramatically upgrade their internal networks to scale for the gigabit goals we all support. To that end, collectively we have sampled libraries to determine a rational and reasonable formula for libraries that seek Category 2 services. As a result, we strongly recommend the Commission reconsider the current proposed formula of $1.00 per square foot, as well as the proposed "floor" because each is significantly inadequate for libraries' needs. The Commission must adopt a dollar amount that accommodates the broad range of library needs and does not inadvertently disadvantage libraries because of their size or location.

We believe that the time to act is now so that changes made today in Washington, D.C., can take hold immediately in communities across the country. We urge the Commission to avoid delay and move forward on July 11. We look forward to ongoing engagement with the Commission as it continues the E-rate modernization process after this July Order in order to ensure that the critical further steps alluded to above are addressed later this year. While our diverse organizations may differ on some of the details on the best path forward for program

improvements, we are in agreement that to delay this important first step will shortchange our nation's public libraries and the communities they serve.

Respectfully submitted by the:

Association for Rural & Small Libraries
American Library Association
Chief Officers of State Library Agencies
Public Library Association
Urban Libraries Council

cc: Gigi Sohn
Rebekah Goodheart
Amy Bender
Nick Degani
Priscilla Argeris

Major Projects Update
August 14, 2014

Neighborhoods:

Timeline: December 2014

- Divorce Neighborhood
- Business (650s)
- Entertainment (780s)
- History

- Completed: Travel, Health, Jobs & Careers, College & Testing, Lawn & Garden, Cooking, Crime, Home, Pets, Collectibles, Weddings, Money, Arts & Crafts, Sports

Disaster Plan:

Timeline: December 2013

- Phase I presented to Board February 2012
- Phase II underway – Presented to Board in January 2013
- Phase III completed

RFID: Completed.

VOIP (new phone system): on funding matrix for 2013; will be delayed to 2014 due to shift in RFID and self-check project.

- Network study underway for support of VOIP – this needs to be completed prior to the bid for the phone system.
- Working with e-rate consultant for timing. May occur in 2015.

Book Dispenser:

- 2nd Book Dispenser installed at HyVee

Chief Operations Officer Report
Robert Banks
August 14, 2014

The new bus shelter on the north side of the building is installed and looks nice. We were able to select colors and design to go with the building. It also has the library logo on each end. Our staff will design and plant the landscaping around the shelter.

Our Monarch Waystation is becoming popular with all kinds of butterflies and bees and Monarchs have been spotted enjoying themselves in the garden. This has been a fun project for the staff and has drawn a lot of positive comments from the public.

The FCC is changing e-rate procedures and project eligibility regulations. The American Library Association and the Urban Libraries Council have both commented during the process. Because of our position in both groups we have played a role in those comments. To date, we have summaries of the changes. More detailed information will be available in the next few weeks. I have already arranged a visit with our e-rate consultant in September to determine how these changes might affect our e-rate options. As we learn more I will keep you posted.

My community contacts:

Sertoma Club
OCLC
Federal Communications Commission

Departmental Highlights:

Community and Strategic Services: Thad Hartman, Manager; Sandy Hestand, Supervisor

July has proven to be one of the most eventful months of the year in bookmobile.

- On July 16th, we celebrated the grand opening of our new bookmobile to the delight of staff and customers alike. Bright, shiny, and stocked with brand new materials, it was a must stop for customers.
- Also this month the Topeka Police Department was added as a new Library @ Work site. They are eager to use the service, which will be especially convenient for those officers working overnight shifts.
- Speaking of overnight hours, the library has recently installed a new Smartlocker in the Hy-Vee at 29th and Wanamaker. The locker is available for use 24 hours a day 7 days a week. It has been live for a week and is proving to be a very popular choice for customers.

Along with adding new services, the bookmobile department has continued to attend community events, and provide outstanding programming.

- The AdventureMobile, decorated with colorful sombreros, once again participated in the Fiesta Mexicana Parade.
- The AdventureMobile was also featured at Central Park Community Center's Fun Day by the Pond, where it was open for check-outs, new cards, and summerfest reading prizes.
- Throughout the summer bookmobile staff have provided fun educational programs for the kids at the Hi-Crest Avondale East NetReach center, Asbury Mount Olive summer camp and Capitol City summer school.

We have had such an exciting summer; we cannot wait to see what the upcoming school year brings.

Digital Branch and Services: David King, Director; Michael Perkins, Supervisor

HyVee Smartlocker

The HyVee Smartlocker was installed in July and has proven to be

a very popular service on the Southwest side of Topeka. We continue to work through some minor software and hardware issues with both lockers. With the help of Digital Services staff, Bibliotecha personnel are working to fix these issues. The majority of this is happening behind the scenes and service to these two locations has not been affected.

Check-Out Kiosks
Similar to the Smartlockers we continue to have lingering issues with the check-out kiosks and more specifically the cash payment part of the machine. Again customers have had limited exposure to the issues and probably have not realized that we are dealing with some technical issues on our end. We are continuing to work with all of our vendors to fix these issues as they come up. Regardless of this the check-out kiosks have been well received by customers for ease and speed of use.

Makerspace/Make It Lab
What is a Makerspace? Simply put it is a place where community members can design, prototype and create works using the tools provided. Each Makerspace is unique and could be based around woodworking, metalworking, electronics, textiles, computers, and 3D printing. Ours will be a creative space where customers can use a 3D printer, iMac computer, camera, video camera, and sound equipment. Items have been arriving or beginning to get ordered for the lab. One of the items that arrived recently is a 3D printer. Digital Services staff has been testing it out to gauge its reliability, ease of use, and how to support it. Look for the Make It Lab later this year.

Kids Library: Marie Pyko, Director; LeAnn Petrie, Supervisor

Programs in July included:
Ages birth-5
Baby Bookworms, Sneak Peak and Read, Tot Time, Stories and Crafts, PJ Storytime, Musical Storytime for Everybody, Sing, Dance & Read, Sing, Move & Learn, Math & Science Exploration and Stories and Art

Elementary school aged
Guys Read, Young and Little Women Book Club, READ Dogs, tWiin X-gaming, and Gathering STEAM, Read-a-palooza, Writ-a-palooza

Middle and high school aged

Double Dueling, Shockingly Good Books, Everything Anime, Slow Ya Roll Concert, Pasta Cook Off, Chess Club, Open Mic Night, and Teen Writing Group

All Ages
Blockbuster Wednesdays
Zoo Animals Live
Friday Flicks

Tours:
Heights of Learning
Peace Camp
Topeka Collegiate History Day Group

Outreach:

• Pre-K Storytime	Storytellers
• School Readiness- Oakland	Kathy Ellison
• PJ Storytime- Shawnee North	Luanne Webb

Training:

NEKLS Project Management	Luanne Webb

Community Meetings:

Extension Council Executive Board	Luanne Webb
Early Education Impact Counsel	LeAnn Petrie
Topeka After School Coalition	LeAnn Petrie & Jason Lamb

New:

The remaining bin shelving has been installed in the Kids Library. They contain the majority of the picture book collection. Having the collection presented in such a way, we anticipate higher circulation of materials due to the face out nature and browsability. In fact, we are hedging bets on it. We are experience an overflow of materials right now. That situation should be a short term based upon what we heard from other libraries that have opted for bins. We should have a modest picture of the impact by October's end. As a side note, it also makes the space seem more open and brighter. Staff has appreciated the improved sightlines as well.

Highlights:

Given the quick turnaround for board reports this month, I thought I'd share a few of the advocacy stories that I have come through my department as of late:

- A grandmother dropped into the Edge to check up on her grandson (He has been here most days this summer.). In doing so, she shared with me that she was so happy that we have the Edge available. It has been important to her family as it provides a place for her grandson to practice social skills. Her grandson is an only child and has some minor special needs. It was her grandson's teacher and the school counselor who recommended the library as a place in which they might let him test his wings a bit. We know that area agencies use us in similar fashion. The Edge is a great place to meet up with or make friends, negotiate turns, share, practice conversation, gauge when you've said the right/wrong thing, act independently, master your emotions, etc.
- A man driving a scooter came into my office (on the service floor) and asked where the Edge was. While walking him to that space, he conveyed that the Edge is important to his grandson. As the grandfather who didn't want to cramp his grandson's style, he wanted to take a look at this special place while his grandson wasn't around. The grandfather drove away with a way in which to connect to his grandson through further communication and the feeling that he was hanging out in a good, safe place.
- Jeri Eckhardt has been our lead for Baby Bookworms for several years. This summer she experimented with an afternoon session. Although attendance numbers were low (something we expected since that is prime nap time), Jeri made some strong connections like always. The experiment in time was done to challenge that assumption and to see if we could potentially work with people who do not have an 8-5 sort of job. One mother who attended regularly presented a slight language barrier and was new to our community. She called Jeri and her class a "blessing" in a recent thank you note and presented Jeri with a small pin of gratitude.
- Along those same line, Susan Alley, one of our Outreach Storytellers will retire at the end of the month. One of her centers made her a quilted, keepsake book. Each page was done by a different class and includes many finger and hand print designs. It is a beautiful tribute to a fantastic storyteller and a tremendous reminder that each of them as storytellers touches many lives.

Public Services: Marie Pyko, Director; Stephanie Hall, Manager

Lissa Staley and Miranda Ericsson presented a webinar on the library's community novel project for NCompass Live. NCompass Live is the Nebraska Library Commission's weekly online event, covering a variety of library activities and topics. A description of their webinar is below…

NCompass Live: Engaging Writers with a Community Novel Project

Libraries are well positioned to encourage customers and community in fiction writing and content creation. The Topeka and Shawnee County Public Library's Community Novel Project is an opportunity for the Topeka community to work together to conceptualize, write, edit, narrate, and publish a complete novel. Each successive year we experiment and expand our annual project to model the evolving skill set necessary for writers wishing to self-publish their own work in digital, print on demand or audiobook formats. Engage with your community of writers and readers and establish the library as a trusted resource for 21st century writers!

Presenters: Lissa Staley and Miranda Ericsson, Topeka and Shawnee County Public Library.

The recording of this webinar is now available at http://nlc.nebraska.gov/scripts/calendar/eventshow.asp?ProgID=13363

The library is creating two community novels this year, one geared to adults and one geared toward a younger audience. **Superimposed** gives a new twist to historical fiction. The first chapter begins in present day Topeka, and alternating chapters are written as flashbacks revealing the mysterious truth about one of the characters. **Spirits of Oz** gives our community an opportunity to write for a younger audience by creating a story about kids that takes place in Topeka. This ten chapter pilot project encourages kids and adults to write together and contribute illustrations.

If you would like to read either of the library's community novels just go to http://tscpl.org/community-novel and start reading!

We have another Monarch Waystation update!! There has been a monarch siting in our garden. To see a picture of this beautiful butterfly as well as other pictures of the waystation please go to

the library's Flickr account at https://www.flickr.com/photos/topekalibrary/sets/72157644745871818/with/14641385770/.

Finally, a group of public services staff, Jeff Imparato, Deb Bryan, Zan Popp, Lisa Brien, Valerie Reif and Terry Miller attended a Project Management workshop sponsored by the Northeast Kansas Library System. Robin Hastings took participants through the basics of how to manage projects. Together, they defined what exactly a project is, what the 5 phases of Project Management are and how to use them in a real library project. Staff was given templates for each of the phases of a project. By the end of the day, they became familiar with the process of project management and how - and when - to implement it.

Technical Services: Paul Brennan, Director; Scarlett Fisher-Herreman, Supervisor

I'm pleased to report that construction of the new Sports & Leisure Neighborhood is progressing on schedule with a completion date targeted for the end of August. This neighborhood is home to a diverse range of subjects including games, sports, and outdoor life. Located at the end of the west wing, the Sports & Leisure Neighborhood has a little something for everyone and is vibrant collection of materials for athletes and spectators alike.

Also, I'd like to provide a quick update on digital products. We've had Hoopla, our digital media platform, for a year now. In that year, monthly checkouts continue to grow with the most significant growth occurring this summer. In July, we had our highest monthly checkout to date with 1430 checkouts from Hoopla. With Overdrive, we have nearly doubled in monthly checkouts from 2013. In July 2013, we had 7,292 checkouts of ebooks and digital audiobooks. In July 2014, we had 13,040 checkouts. We are on track to double or nearly double Overdrive checkouts by the end of this year. With greatly improved access to content from all Big 5 publishing companies, we can accelerate growth of our ebook collection and finally will be able to obtain most popular new fiction and nonfiction in ebook form for our customers.

Resolution – Bid Approval for Gallery Lighting Project

BOARD OF TRUSTEES
August 14, 2014

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Kriz-Davis Co., Topeka, Kansas, in the amount of $108,873.66 for the purchase of all fixtures and related equipment for lighting in the Alice C. Sabatini Gallery. The purchase shall be paid from the Capital Improvement Fund, which has a current unencumbered balance of $2,334,840.

Policy and Background Information:

The Board of Trustees' Purchasing Policy requires a minimum of three written bids be sought, as well as Board approval of the bid, since the proposed expenditure exceeds $5,000.

Lighting of art pieces sets the tone, helps tell stories and creates environments within exhibitions. A new lighting system will allow the Alice C. Sabatini Gallery to most effectively portray the stories created within each exhibition.

The current Gallery lighting system is failing. The tracks have inconsistent wattage, the fixtures are falling apart and the dimming system is deteriorating. This system is over 12 years old. When installed, the existing lighting system was not the quality needed to withstand constant usage. The number of exhibits has increased and, with that, the need to routinely change the lighting configuration has increased as well. These fixtures were not intended to be manipulated in this manner, or with this frequency, to manage the current exhibit schedule. The plastic tracks have become splayed and the plastic housings on the fixtures have deteriorated.

The Gallery staff worked with outside lighting consultant, Clint Paugh, Principal of Helios Lighting Design, LLC. Clint is the Manager of Lighting and Fabrication at the Nelson-Atkins Museum of Art in Kansas City. After meeting with the Gallery staff, touring the exhibition spaces and reviewing the current lighting system, Clint helped choose the system that would best fit the Gallery's exhibition needs. Clint was personally involved in the design and documentation phases of this project. He provided several options for new tracks and fixtures, including specifications and estimated costs. After examining the portions of new LED tracks and fixtures, it was decided that the LSI fixtures with internal dimmers best met the Gallery's needs.

The new system will streamline the lighting process. The track layout encompasses the entire Gallery in concentric circles, running from the perimeter of the Gallery to the center. These are double-circuit tracks that allow more lighting fixtures to be used, with a more even concentration of the light.

The new fixtures have internal dimmers. This feature allows each object in the Gallery to be lit with the proper amount of light. For example, oil paintings can be hung next to pastel drawings with each piece properly lit to avoid damage. This internal dimmer system also eliminates the need for a central dimmer control panel.

In addition to new tracks, new layout, and new fixtures, this system has Xicato XSM LED modules, which provide excellent color consistency and are visually correct and true to color. This feature enhances the pieces on display in the Gallery. This system is also Energy Star qualified, as well as having a 5-year color consistency warranty.

TSCPL has staff with expertise sufficient to secure the proper permits and install the lighting fixtures. Thus, no portion of this proposed purchase is for installation, which reduces the cost from the original estimate of $150,000 included on the Major Initiatives Funding Matrix.

Staff Recommendation:

TSCPL staff recommends the lowest bid, submitted by Kriz-Davis Co., Topeka, Kansas, be approved for the immediate purchase and delivery of the lighting system fixtures and related equipment by a maximum of 42 calendar days from the order date. Further, this purchase is recommended to be funded from the Capital Improvement Fund.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

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August 14, 2014

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Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Resolution – Sole Source Purchase for Security System Equipment

BOARD OF TRUSTEES
August 14, 2014

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the purchase of a replacement DVR unit for the security system that exceeds the purchasing authority granted to the Chief Executive Officer in its "Purchasing Policy" dated August 21, 1996. For the procurement of one replacement DVR unit, controller keypad/joystick and installation at a cost of $9,776.00, a purchase shall be made from the existing security system service contract with Cam-Dex Security Corp., Kansas City, Kansas. Funding for this equipment shall be from the "Furniture and Equipment" budget line item.

Budget Line Item:
The "Furniture and Equipment" line item budget includes $22,000 for replacement of aging security system equipment.

Policy and Background Information:
The Board of Trustees' Purchasing Policy authorizes the Chief Executive Officer purchasing authority of up to $5,000. This purchase exceeds the authorized amount.

In February 2012, the security system services contract was re-bid, resulting in substantial savings to be re-directed starting with the 2013 budget. This allows for the regular servicing of the system and repair calls, as well as the ability to segregate funds for equipment replacement.

Within the terms of the contract with Cam-Dex Security Corp., when equipment (on a scheduled list) fails, repair and replacement is to be performed by or purchased from Cam-Dex. Their pricing is to be based on the federal GSA (General Services Administration) pricing available to governmental organizations. In independently verifying against the GSA website, the quoted price for DVR unit and controller keypad/joystick of $9,776 is actually $2,262 less than the GSA price and includes installation.

Staff Recommendation:
TSCPL staff recommends the purchase of the DVR, controller keypad/joystick and installation as a sole source purchase from the Cam-Dex Security Corp. at the quoted price of $9,776.00. Funding is recommended from the "Furniture and Equipment" General Fund budgeted line item.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Resolution – Sole Source Purchase for Security System Equipment

BOARD OF TRUSTEES
August 14, 2014

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Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2014

	2014 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2014 Total	2013 YTD	Change 13 TO 14%
CIRCULATION															
Main Library															
Circulation Desk	82,309	70,008	78,369	71,520	13,255	2,008	1,393						318,862	610,430	-47.8%
Interlibrary Loan	2,052	1,762	1,963	1,607	1,518	1,834	1,799						12,535	12,842	-2.4%
Self-Check	21,865	18,440	21,148	20,116	82,070	117,027	120,801						401,467	170,522	135.4%
DVD/Video Game Dispenser	5,468	4,968	5,478	4,293	4,040	5,496	5,494						35,237	46,623	-24.4%
Renewals	32,592	31,268	34,770	31,823	33,065	37,942	41,574						243,034	224,234	8.4%
Bookmobile	25,812	19,675	24,301	23,275	23,060	25,363	28,646						170,132	178,906	-4.9%
Red Carpet	7,357	6,335	6,821	6,977	6,330	6,902	7,030						47,752	48,768	-2.1%
Digital Downloads	16,884	14,360	16,446	14,936	15,956	17,288	19,202						115,072	72,604	58.5%
TOTAL CIRCULATION	**194,339**	**166,816**	**189,296**	**174,547**	**179,294**	**213,860**	**225,939**						**1,344,091**	**1,364,929**	**-1.5%**
CIRCULATION DETAILS															
Print Material	98,953	83,953	96,332	92,327	92,408	112,962	116,953						693,888	728,616	-4.8%
Audio/Visual Material	75,386	65,964	73,892	64,554	68,622	81,557	87,289						517,264	549,740	-5.9%
Adult Materials	108,914	94,072	104,506	95,603	95,638	109,941	117,742						726,416	780,015	-6.9%
Children's Materials	50,276	43,156	51,510	46,696	50,794	67,204	69,120						378,756	384,637	-1.5%
Young Adult Materials	5,198	4,271	5,100	5,206	6,070	7,986	7,729						41,560	41,399	0.4%
Red Carpet Materials	9,951	8,418	9,108	9,376	8,528	9,388	9,651						64,420	72,305	-10.9%
NEW Patron Registrations															
Topeka / Shawnee County															
Adults	706	576	704	601	699	818	766						4,870	5,428	-10.3%
Children (ages 17 and under)	220	205	266	172	378	506	378						2,125	2,142	-0.8%
Red Carpet Outreach	29	14	12	14	8	19	17						113	110	2.7%
NEKL	75	57	60	41	51	55	86						425	580	-26.7%
Non-Resident	0	0	1	1	1	0	1						4	3	33.3%
Total New Registrations	**1,030**	**852**	**1,043**	**829**	**1,137**	**1,398**	**1,248**						**7,537**	**8,263**	**-8.8%**
PATRONS DELETED	**880**	**893**	**980**	**964**	**1,361**	**1,188**	**903**						**7,169**	**9,395**	**-23.7%**
BORROWERS															
Topeka / Shawnee County															
Adults	48,884	48,922	49,202	49,319	67,349	67,655	67,585						67,585	48,002	40.8%
Children (age 4 - 17)	16,562	16,625	16,403	16,295	21,856	22,071	22,086						22,086	18,133	21.8%
Red Carpet Outreach	1,424	1,423	1,431	1,431	1,422	1,427	1,435						1,435	1,435	0.0%
NEKL	7,206	7,188	7,140	7,097	8,122	8,009	8,054						8,054	7,620	5.7%
Non-Resident	47	47	48	49	49	48	49						49	49	0.0%
Delinquent	11,499	11,385	11,259	11,023	1,293	1,208	1,158						1,158	11,100	-89.6%
TOTAL BORROWERS	**85,622**	**85,590**	**85,483**	**85,214**	**100,091**	**100,418**	**100,367**						**100,367**	**86,339**	**16.2%**
Holds Satisfied	**20,204**	**17,280**	**18,736**	**17,841**	**17,157**	**19,837**	**21,685**						**132,740**	**132,929**	**-0.1%**
TOTAL CHECK-IN	**147,495**	**128,324**	**147,315**	**140,556**	**131,229**	**159,250**	**176,792**						**1,030,961**	**1,048,708**	**-1.7%**

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	2014 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2014 Total	2013 YTD	Change 13 TO 14%
COLLECTION															
Materials Added	6,377	5,312	7,031	7,862	8,790	6,019	7,356						48,747	44,224	10.2%
Materials Discarded	7,841	4,747	6,722	7,001	3,602	8,584	5,619						44,116	33,529	31.6%
TOTAL COLLECTION	**453,976**	**454,541**	**454,850**	**455,711**	**460,899**	**458,334**	**460,071**						**460,071**	**465,033**	**-1.1%**
WEBSITE															
UNIQUE VISITORS	52,299	47,081	49,501	46,282	48,409	48,265	48,212						340,049	347,982	-2.3%
Total Visits	**96,729**	**87,231**	**93,692**	**88,320**	**94,735**	**99,623**	**100,597**						**660,927**	**643,897**	**2.6%**
REFERENCE QUESTIONS															
Adult Services	18,585	16,048	19,220	17,624	17,521	19,694	19,403						128,095	126,602	1.2%
Red Carpet	1,263	1,316	1,599	1,407	1,123	1,244	1,390						9,342	9,432	-1.0%
Topeka Room	821	749	795	699	*	*	*						3,064	7,862	-61.0%
Youth Services	2,840	2,544	3,053	2,663	4,662	5,635	5,366						26,763	23,243	15.1%
TOTAL REFERENCE QUES	**23,509**	**20,657**	**24,667**	**22,393**	**23,306**	**26,573**	**26,159**						**167,264**	**167,139**	**0.1%**
GATE COUNT	**61,136**	**55,948**	**65,180**	**59,017**	*****	*****	**85,620**						**326,901**	**476,910**	**-31.5%**
MEETING ROOMS															
Bookings	514	554	642	701	600	644	597						4,252	4,726	-10.0%
Hours Booked	2,391	2,544	3,063	3,550	3,428	3,129	3,021						21,126	24,090	-12.3%
ATTENDANCE	**9,333**	**11,340**	**11,871**	**13,041**	**9,779**	**16,044**	**18,003**						**89,411**	**97,778**	**-8.6%**
PROGRAM ATTENDANCE															
Onsite Program Attendance															
Kids [birth - 11 yrs]	1,410	1,233	1,635	1,826	1,678	5,364	6,247						19,393	21,103	-8.1%
Teens [12 - 18 yrs]	152	177	284	192	51	183	250						1,289	1,071	20.4%
Adult	506	309	734	1,170	290	486	422						3,917	4,218	-7.1%
Books	23	22	27	33	12	16	9						142	364	-61.0%
Business	0	0	23	62	28	14	12						139	125	11.2%
Movies	26	62	33	31	35	481	340						1,008	1,202	-16.1%
Music	0	192	0	29	58	93	91						463	1,162	-60.2%
Art	10	186	31	286	12	235	11						771	525	46.9%
Computer	295	267	243	242	177	188	480						1,892	2,066	-8.4%
ONSITE ATTENDANCE	**2,422**	**2,448**	**3,010**	**3,871**	**2,341**	**7,060**	**7,862**						**29,014**	**31,836**	**-8.9%**
Offsite Program Attendance															
Youth Outreach	4,409	3,018	3,032	5,494	2,531	1,482	943						20,909	22,149	-5.6%
Adult Outreach	55	169	32	39	37	65	16						413	403	2.5%
Speakers Bureau	0	44	31	76	25	115	27						318	480	-33.8%
OFFSITE ATTENDANCE	**4,464**	**3,231**	**3,095**	**5,609**	**2,593**	**1,662**	**986**						**21,640**	**23,032**	**-6.0%**
TOTAL ATTENDANCE	**6,886**	**5,679**	**6,105**	**9,480**	**4,934**	**8,722**	**8,848**						**50,654**	**54,868**	**-7.7%**
TOURS & FAIRS															
Fairs & Events	608	1,424	332	84	950	456	153						4,007	2,455	*
Library Tours	40	0	66	0	180	0	98						384	767	*
TOURS & FAIRS	**648**	**1,424**	**398**	**84**	**1,130**	**456**	**251**						**4,391**	**3,222**	*****
GALLERY ATTENDANCE	**1,894**	**2,188**	**2,297**	**2,570**	**2,146**	**2,122**	**3,030**						**16,247**	*****	*****

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2014

	2014 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2014 Total	2013 YTD	Change 13 TO 14%
CIRCULATION DETAILS															
Print Material															
Adult Fiction	23,629	19,785	21,618	20,689	20,560	23,785	25,527						155,593	179,113	-13.1%
Adult Nonfiction	23,502	19,984	22,891	21,851	20,594	22,296	23,879						154,997	160,934	-3.7%
Juvenile Fiction	24,885	21,865	26,778	24,257	27,461	37,202	37,846						200,294	191,275	4.7%
Juvenile Nonfiction	9,794	7,922	8,955	9,189	7,569	10,410	10,576						64,415	69,884	-7.8%
Magazines	2,495	2,094	2,332	2,234	2,105	2,576	2,396						16,232	17,443	-6.9%
RC Print Materials	9,444	8,027	8,671	9,015	8,160	8,867	9,192						61,376	69,273	-11.4%
RC Realia	480	376	423	352	360	492	448						2,931	2,846	3.0%
YA Print Materials	4,951	4,075	4,844	4,972	5,858	7,657	7,431						39,788	39,556	0.6%
PRINT CIRCULATION	**99,180**	**84,128**	**96,512**	**92,559**	**92,667**	**113,285**	**117,295**						**695,626**	**730,324**	**-4.8%**
Audio / Visual Material															
Adult Audiobooks	6,427	5,335	6,048	6,120	5,949	6,542	6,821						43,242	47,294	-8.6%
Adult Music	4,903	4,288	4,843	4,183	4,747	5,370	5,868						34,202	37,907	-9.8%
Adult Videos / DVDs	46,819	41,606	45,656	39,690	40,858	48,252	52,007						314,888	326,291	-3.5%
Adult Video Games	1,342	1,203	1,355	1,014	1,055	1,559	1,595						9,123	12,559	-27.4%
Juvenile Audiobooks	690	549	662	630	722	914	951						5,118	5,868	-12.8%
Juvenile Music	708	605	789	688	801	979	1,162						5,732	6,085	-5.8%
Juvenile Videos / DVDs	13,864	11,867	13,922	11,584	13,828	17,049	18,053						100,167	109,251	-8.3%
YA A/V	247	196	256	234	212	329	298						1,772	1,843	-3.9%
A/V CIRCULATION	**75,000**	**65,649**	**73,531**	**64,143**	**68,172**	**80,994**	**86,755**						**514,244**	**547,098**	**-6.0%**
Adult Material															
Adult Fiction	23,629	19,785	21,618	20,689	20,560	23,785	25,527						155,593	179,113	-13.1%
Adult Nonfiction	23,502	19,984	22,891	21,851	20,594	22,296	23,879						154,997	160,934	-3.7%
Magazines	2,495	2,094	2,332	2,234	2,105	2,576	2,396						16,232	17,443	-6.9%
Adult Audiobooks	6,427	5,335	6,048	6,120	5,949	6,542	6,821						43,242	47,294	-8.6%
Adult Music	4,903	4,288	4,843	4,183	4,747	5,370	5,868						34,202	37,907	-9.8%
Adult Videos / DVDs	46,819	41,606	45,656	39,690	40,858	48,252	52,007						314,888	326,291	-3.5%
Adult Video Games	1,342	1,203	1,355	1,014	1,055	1,559	1,595						9,123	12,559	-27.4%
ADULT CIRCULATION	**107,775**	**93,092**	**103,388**	**94,767**	**94,813**	**108,821**	**116,498**						**719,154**	**781,541**	**-8.0%**
Juvenile Material															
Juvenile Fiction	24,885	21,865	26,778	24,257	27,461	37,202	37,846						200,294	191,275	4.7%
Juvenile Nonfiction	9,794	7,922	8,955	9,189	7,569	10,410	10,576						64,415	69,884	-7.8%
Juvenile Audiobooks	690	549	662	630	722	914	951						5,118	5,868	-12.8%
Juvenile Music	708	605	789	688	801	979	1,162						5,732	6,085	-5.8%
Juvenile Videos / DVDs	13,864	11,867	13,922	11,584	13,828	17,049	18,053						100,167	109,251	-8.3%
JUVENILE CIRCULATION	**49,941**	**42,808**	**51,106**	**46,348**	**50,381**	**66,554**	**68,588**						**375,726**	**382,363**	**-1.7%**
Red Carpet Material															
RC Print Materials	9,444	8,027	8,671	9,015	8,160	8,867	9,192						61,376	69,273	-11.4%
RC Realia	480	376	423	352	360	492	448						2,931	2,846	3.0%
RED CARPET CIRCULATIOI	**9,924**	**8,403**	**9,094**	**9,367**	**8,520**	**9,359**	**9,640**						**64,307**	**72,119**	**-10.8%**
Young Adult Material															
YA Print Materials	4,951	4,075	4,844	4,972	5,858	7,657	7,431						39,788	39,556	0.6%
YA A/V	247	196	256	234	212	329	298						1,772	1,843	-3.9%
YOUNG ADULT CIRCULATI	**5,198**	**4,271**	**5,100**	**5,206**	**6,070**	**7,986**	**7,729**						**41,560**	**41,399**	**0.4%**

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2014

	2014 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2014 Total		
Value Calculator															
Circulation															
Books ($17)	$1,643,645	$1,394,578	$1,601,060	$1,535,525	$1,539,554	$1,882,053	$1,953,283						$11,549,698		
Magazines ($5)	$12,475	$10,470	$11,660	$11,170	$10,525	$12,880	$11,980						$81,160		
Audiobooks ($10)	$71,170	$58,840	$67,100	$67,500	$66,710	$74,560	$77,720						$483,600		
DVD, Games, Music ($4)	$271,532	$239,060	$267,284	$229,572	$246,004	$294,152	$315,932						$1,863,536		
Reference Questions ($7)	$164,563	$144,599	$172,669	$156,751	$163,142	$186,011	$183,113						$1,170,848		
Programming															
Children ($7)	$41,797	$30,996	$34,657	$52,584	$29,820	$49,203	$52,080						$291,137		
Adults ($15)	$13,725	$18,765	$17,310	$29,520	$10,110	$25,395	$21,120						$135,945		
Meeting Room Use	$43,642	$46,907	$56,972	$52,291	$38,187	$35,025	$24,020						$297,044		
Gallery Attendance ($10)	$18,940	$21,880	$22,970	$25,700	$21,460	$21,220	$30,300						$162,470		
Computer Use ($12 /hr)	$209,514	$178,202	$207,281	$203,362	$186,688	*	*						$985,046		
ILL Borrowed ($25)	$12,425	$12,275	$11,625	$11,800	$10,525	$12,000	$11,575						$82,225		
TOTAL VALUE	**$2,503,428**	**$2,156,572**	**$2,470,588**	**$2,375,775**	**$2,322,725**	**$2,592,499**	**$2,681,123**						**$17,102,709**		
Adult Nonfiction															
Neighborhoods															
General NF	7,339	6,601	7,528	6,902	6,328	7,032	7,800						49,530	65,407	-24.3%
Adult Learner	88	27	20	36	36	51	48						306	220	39.1%
Biographies	766	712	722	670	535	676	658						4,739	5,444	-13.0%
Jobs & Careers	288	235	201	181	146	156	164						1,371	1,484	-7.6%
Cooking	1,280	947	1,066	1,030	1,208	1,181	1,275						7,987	8,845	-9.7%
Collectibles	168	171	196	239	254	220	243						1,491	1,630	-8.5%
College & Testing	302	232	247	217	230	172	242						1,642	1,789	-8.2%
Arts & Crafts	1,611	1,501	1,750	1,550	1,581	1,739	1,892						11,624	1,285	804.6%
Crime	287	234	315	452	269	271	329						2,157	2,072	4.1%
Gardening	299	398	472	536	492	574	347						3,118	3,643	-14.4%
Health	2,387	1,902	2,114	1,866	1,968	2,104	2,158						14,499	15,046	-3.6%
Home	626	579	523	710	544	625	632						4,239	4,933	-14.1%
Pets	488	318	279	342	345	430	379						2,581	2,979	-13.4%
Travel	1,277	1,056	1,384	1,269	1,185	1,202	1,304						8,677	9,011	-3.7%
Sports & Leisure	0	0	0	0	0	32	196						228		
Money	328	199	247	307	206	279	309						1,875		
Entertainment	0	0	0	0	0	0	0						0		
Divorce	0	0	0	0	0	0	0						0		
Weddings	131	111	147	135	114	106	134						878	1,068	-17.8%
NF CIRCULATION	**17,665**	**15,223**	**17,211**	**16,442**	**15,441**	**16,850**	**18,110**	**0**	**0**	**0**	**0**	**0**	**116,942**	**124,856**	**-6.3%**

UNIQUE Management Services, Inc.
Library Division

Cumulative Recovery:

Topeka & Shawnee County Public Library

	Regular	Small Balance	Total
Accounts Submitted:	**26,910**	**14,699**	**41,609**
Dollars Submitted:	**$2,796,429.20**	**$324,675.08**	**$3,121,104.28**
Cash Recovery:	$406,176.18	$133,586.33	$539,762.51
Material Recovery:	$252,557.49	$22,827.66	$275,385.15
Waives:	$90,133.24	$7,260.99	$97,394.23
Recovery Total:	**$748,866.91**	**$163,674.98**	**$912,541.89**
Total Invoice Amount:	**$227,306.28**	**$50,745.65**	**$278,051.93**
Total ROI:	**3:1**	**3:1**	**3:1**
Asset ROI:	**3:1**	**3:1**	**3:1**

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

UNIQUE Management Services, Inc.
Library Division

Monthly Recovery Statistics: Topeka & Shawnee County Public Library

8/2013 Through 7/2014

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
July-14	$4,267.85	$4,149.53	$1,086.15	$9,503.53	**$8,417.38**	$2,094.30
June-14	$5,669.94	$4,210.81	$902.66	$10,783.41	**$9,880.75**	$1,476.75
May-14	$5,671.67	$4,325.21	$797.11	$10,793.99	**$9,996.88**	$1,628.90
April-14	$6,991.76	$3,399.56	$597.88	$10,989.20	**$10,391.32**	$1,969.00
March-14	$8,584.04	$6,893.22	$1,014.06	$16,491.32	**$15,477.26**	$1,745.25
February-14	$6,946.81	$3,258.09	$399.70	$10,604.60	**$10,204.90**	$2,022.70
January-14	$5,830.54	$5,608.06	$864.00	$12,302.60	**$11,438.60**	$2,649.20
December-13	$5,223.89	$4,748.72	$907.58	$10,880.19	**$9,972.61**	$2,335.95
November-13	$4,346.23	$3,914.13	$792.61	$9,052.97	**$8,260.36**	$2,720.80
October-13	$4,204.79	$2,248.23	$753.74	$7,206.76	**$6,453.02**	$2,774.50
September-13	$4,055.69	$2,140.13	$195.70	$6,391.52	**$6,195.82**	$1,655.75
August-13	$5,136.61	$4,988.48	$3,349.19	$13,474.28	**$10,125.09**	$1,235.10

Total	$66,929.82	$49,884.17	$11,660.38	$128,474.37	**$116,813.99**	$24,308.20
Average	$5,577.49	$4,157.01	$971.70	$10,706.20	**$9,734.50**	$2,025.68

UNIQUE Management Services, Inc.
Library Division

Monthly Recovery Statistics: Topeka & Shawnee County Public Library
Small Balance

8/2013 Through 7/2014

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
July-14	$2,899.06	$810.33	$229.59	$3,938.98	**$3,709.39**	$716.85
June-14	$3,065.41	$473.23	$91.74	$3,630.38	**$3,538.64**	$486.75
May-14	$2,911.39	$315.12	$144.83	$3,371.34	**$3,226.51**	$743.40
April-14	$3,192.43	$374.13	$125.41	$3,691.97	**$3,566.56**	$873.20
March-14	$3,936.77	$519.35	$81.45	$4,537.57	**$4,456.12**	$604.75
February-14	$3,896.90	$706.51	$206.51	$4,809.92	**$4,603.41**	$699.15
January-14	$3,789.27	$2,420.26	$285.75	$6,495.28	**$6,209.53**	$1,047.25
December-13	$3,115.41	$714.83	$222.17	$4,052.41	**$3,830.24**	$820.10
November-13	$2,817.50	$618.92	$177.43	$3,613.85	**$3,436.42**	$817.15
October-13	$4,069.44	$638.52	$180.84	$4,888.80	**$4,707.96**	$1,203.60
September-13	$3,424.62	$800.61	$168.24	$4,393.47	**$4,225.23**	$861.40
August-13	$3,589.57	$546.98	$356.28	$4,492.83	**$4,136.55**	$852.55

Total	$40,707.77	$8,938.79	$2,270.24	$51,916.80	**$49,646.56**	$9,726.15
Average	$3,392.31	$744.90	$189.19	$4,326.40	**$4,137.21**	$810.51