



Call to Order

Public Comment

Approval of July Board Meeting Minutes – [Action Item](#)

Chief Financial Officer’s Report – Sheryl Weller

FY 2014 Property Taxation Policy – [Action Item](#)

Financial Reports

- Treasurer’s Report – Stacey Woolington
- Financial Reports - [Action Item](#)

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

Adoption of FY2014 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

Advocacy Stories

Adjournment

Next Meeting:

September 19, 2013 @ 4:00 pm
Menninger Room

Subject to change without notice



TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING

July 18, 2013
Menninger Room

BOARD MEMBERS PRESENT:

Duane Johnson, (chair), David Monical, (vice-chair), Jennifer Turner (secretary), Dan Guenther, Bob Harder, Quentin Martin, & Melissa Masoner

BOARD MEMBERS ABSENT: Stacey Woolington, (treasurer), Elizabeth Ross, & Kerry Storey

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library was held on Thursday, July 18, 2013 in the Menninger Room of the Main Building, 1515 SW 10th Avenue, at 4:00 PM, the Chair & Secretary were present.

PUBLIC COMMENT

Duane Johnson (chair), asked for public comment.

Gabriel Robles made a public comment in regard to his experiences at the library.

APPROVAL OF MINUTES

On motion by Bob Harder, seconded by Quentin Martin, the June board minutes were accepted as presented. Motion carried.

CHIEF FINANCIAL OFFICER'S REPORT–Sheryl Weller

Treasurer's Report-Stacey Woolington

On motion by Bob Harder, seconded by David Monical, the June financial reports were accepted. Motion carried.

FRIENDS REPORT– Sherryl Longhofer, Board Chair

FOUNDATION REPORT– Kathy Groesbeck, Director

EXECUTIVE DIRECTOR'S REPORT- Gina Millsap

The board discussed the impact of applying the state's concealed-carry law. A decision will be made at the August 8 board meeting on whether to convene a special work session to discuss options. The first reading on any new policy would occur at the October board meeting, a second reading with discussion at the November board meeting and a vote at the December board meeting. Board members requested a recommendation from

staff as a starting point to making a decision. They also expressed concerns about the costs associated with or without applying for an exemption, and liability issues.

CHIEF OPERATING OFFICER'S REPORT – Rob Banks

POLICY

Customer Conduct Policy (Tobacco Free) - **Action Item**

On motion by Bob Harder, seconded by Melissa Masoner, the Board of Trustees, Topeka and Shawnee County Public Library, approved the revised Customer Conduct Policy as presented. Motion carried.

OLD BUSINESS

Strategic Plan Update – Gina Millsap

NEW BUSINESS

- FY2014 Budgets-approval for publication – **Action Item**
 - 1) General Fund
 - 2) Employee Benefits Fund
 - 3) Bond & Interest Fund
 - 4) State Aid Fund

On motion by David Monical, seconded by Bob Harder, the Board of Trustees, Topeka and Shawnee County Public Library, approved the FY2014 budgets for publication. Motion carried.

Funding Request for FY2013 & 2014 to the Library Foundation for Bookmobile #3-**Action Item**

On motion by Quentin Martin, seconded by David Monical, the Board of Trustees, Topeka and Shawnee County Public Library, approved the purchase of a bookmobile (to be designated as Bookmobile #3) to be purchased in 2015. Further, the Board of Trustees requests that The Library Foundation provide funding in the amount of \$400,000. Pursuant to K.S.A. 10-1102, no obligations will be incurred for the project until sufficient funds have been raised or made available and designated for the purpose of purchasing a bookmobile. Motion carried.

Kansas Library Association Contract Renewal – **Action Item**

On motion by Bob Harder, seconded by Jennifer Turner, the Board of Trustees, Topeka and Shawnee County Public Library, approved the Kansas Library Association contract renewal as presented. Motion carried.

CEO Evaluation – Discussion

ADVOCACY STORIES

Dan Guenther has consented to chair the Advocacy Committee.

Adjournment

On motion by Bob Harder, seconded by Melissa Masoner, the board adjourned at 5:22 PM.
Motion carried.

Jennifer Turner
Secretary

The meeting adjourned at 5:22 PM.

**Chief Financial Officer's Report
August 2013
Sheryl Weller**

Revenue/Expense/Balance by Fund Report – Page 2

The Children's Art Show Fund, the Health Neighborhood Fund, the Wedding Neighborhood Fund, the Programming Fund, the Bookmobile Fund and the Kansas Humanities Council Grant are temporarily negative due to either current expenditures not yet reimbursed or for purchase orders enacted for the whole year and for upcoming performances. Expenditures will be reimbursed by various sources.

General Fund – Pages 3 & 4

With 58.1% of the budget year completed, 86% of the budgeted revenue has been received and 57% of the approved budget has been expended/encumbered. This compares to 2012 in which 85% of the budgeted revenue had been received and 56% of the approved budget had been expended/encumbered.

The media recently reported that another local unit of government has experienced decreases in its ad valorem tax revenues and will likely have to reduce expenditures. TSCPL has historically had up to about a 4% shortfall from budgeted overall tax revenues. Thus, this is expected and, accordingly, the expenditure budget is never fully expended. The monthly financial report compares budget-to-actual ad valorem and motor vehicle tax revenues to-date this year and last year for each tax distribution date. For 2013, we are at or above the levels received to-date at the same time last year. Thus, I believe we are doing fine in regard to our revenues and cash balances. I also estimate an uncollectible revenue percentage for the current year when preparing the budget year so cash is not overspent or unavailable in the following year.

Mileage is over-budget by \$395. FY 2012 ended the year over-budget by about \$1,700, so the 2013 budget-to-actual will likely be similar since this wasn't known at budget preparation time. Adjustments have been made to increase the 2014 mileage budget. With the strategic emphasis to deploy more staff outside the main library, together with the agreement with Shawnee County for the community center support, increased mileage costs are understandable and expected.

Postage costs will likely be \$4,000 to \$5,000 over-budget by year end as well. This is largely caused by positive circumstances. There are more library households, i.e. more cardholders, this year so more editions of *Library News* are being mailed.

Employee Benefit Fund – Page 6

With 58.1% of the year completed, 87% of the budgeted revenue has been received, with 55% of the approved budget expended. This compares to 2012 with 87% of the budgeted revenue received and 49% 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 \$2,465,412.

Debt Service Fund-Bond & Interest – Page 7

The percentage of the budgeted revenue collected year-to-date is 89%, compared with 87% at this same time in 2012.

Checks Greater than \$5,000

Projects obligated in the last quarter of 2012 are completed or are nearing completion. Thus, large payments have been made this month including the library-wide wireless project, the auditorium audio/visual project and an installment for the Kids' Library Phase II.

Other Items:

- The "Notice of Hearing/Budget Summary" document was published in the July 24th edition of the *Topeka Capital Journal*. We have not yet been billed, but the one-day publication price is expected to be between \$650 and \$700. This is a 14-day notice period before the public budget hearing, scheduled for 5:30 pm on August 8th in room 101C of the Library's Marvin Auditorium. State law requires a minimum 10-day notice period.
- This month's packet includes the documents (required budget forms, narrative and selected workpapers) for the public budget hearing. They are shown as a separate link on TSCPL's website 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 5th and 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 recent articles in the *Topeka Capital Journal*). I will have paper copies at the public budget hearing.
- As discussed at Board budget work session #2, a resolution regarding TSCPL's property taxation policy is required for the 2014 budget and is included in the packet. State law requires that certain situations regarding property taxation be formally adopted by resolution at a public meeting of the governing body. A calculation also is set by state law and is included on page 2 of the State's budget document, with a suggested resolution format on page 12. The amounts that populate the calculation are mostly provided by the Shawnee County Clerk. Usually this resolution is required when mill levy rates are proposed to increase. Although no increase in mill levy is proposed for the 2014 budget, the calculation still produces a result that requires the adoption of a property taxation policy resolution. The categories in which property valuations have increased, as well as the change in the mill levy for debt service, cause the statutory threshold to be exceeded. The increase in revenues is strictly due to property valuation increases and does not include the decrease in motor vehicle taxes (which are not part of the calculation). *This resolution must be acted upon prior to the public budget hearing.*

- Next steps in the budget process, if the Board approves the budget after the public hearing at the August 8th meeting, are: (1) send (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. Payments are due on both the 2002 and 2012 bond series through 2013, due to the way in which the refunding occurred. The funding for the September payment was wire transferred to the State's Municipal Investment Pool on August 2nd. 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 due on September 1st. The advantage to this process, although currently minimal, is that these idle funds earn interest while in the Municipal Investment Pool.
- Implementation of the new financial management software is progressing well. In talking with the provider, this is going to go much more smoothly than the conversion of time and attendance/human resources/payroll data and processes. The final data conversion cutoff is August 30th so Finance will be busy making final changes for a clean data cutoff. Training will begin Sept. 6th and the following week. The new system should provide many advantages for efficiency that are not currently available in the existing system. These include: (1) due dating of invoices in the system instead of the manual folders/filing/review; (2) submitting requisitions online with approval done via electronic workflow for creation of purchase orders; (3) travel expense approval online via electronic workflow; (4) the ability to keep open more than one month and year at a time; and (5) the ability to scan and associate related documents (contracts, emails, resolutions, etc.) to purchase orders and payments. No doubt there will be many more examples as training progresses.
- In accordance with the 2013 project plan for completion of projects and purchases in the approved budget, Requests for Proposals are planned to be publicized in early August for carpet replacement in the New Books/Media area and shelving for the Kids' Library Phase III. The recommended bid awards will be brought to the Board at its September meeting. A request to use capital improvement funds for the replacement carpeting also will be brought to the Board in September for consideration. The seating and tables for Kids' Library Phase III will likely be delayed a month. Furniture for The Edge (teen room) is expected to be under \$5,000 and will require three quotes, but no Board action.



Resolution – FY2014 Property Taxation Policy

**BOARD OF TRUSTEES
Topeka & Shawnee County Public Library
August 8, 2013**

A resolution expressing the property taxation policy of the Board of Topeka & Shawnee County Public Library District with respect to financing the 2014 annual budget for Topeka & Shawnee County Public Library, Shawnee County, Kansas.

Whereas K.S.A. 79-2925b provides that a resolution be adopted if property taxes levied to finance the 2014 Topeka & Shawnee County Public Library district budget exceed the amount levied to finance the 2013 Topeka & Shawnee County Public Library except with regard to revenue produced and attributable to the taxation of 1) new improvements to real property; 2) increased personal property valuation, other than increased valuation of oil and gas leaseholds and mobile homes; and 3) property which has changed in use during the past year, or with regard to revenue produced for the purpose of repaying the principal of and interest upon bonded indebtedness, temporary notes, or no-fund warrants; and

Whereas, budgeting, taxing and service level decisions for all district services are the responsibility of the district board; and

Whereas, the Topeka & Shawnee County Public Library provides essential services to district residents; and

Whereas, the cost of provision of these services continues to increase.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Topeka and Shawnee County Public Library that is our desire to notify the public of the possibility of increased property taxes to finance the 2014 Topeka & Shawnee County Public Library budget as defined above.

Adopted this 8th day of August, 2013 by the Topeka & Shawnee County Public Library District Board, Shawnee County, Kansas

Duane Johnson, Chairman

David Monical, Vice-Chairman

Jennifer Turner, Secretary

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of July 31, 2013

Capital Improvement Funds-VisionBank

\$2,465,412.59 at 0.40% (money market account)

August statement not received as of report preparation
(June interest erroneously did not get recorded in July \$810.28)

Bond and Interest Funds-Denison State Bank

\$1,500,000.00 at .25%, dated 3/11/13, maturing 8/1/13

Municipal Investment Pool

\$2,800,510.46 operating funds in "overnite pool"*; available
for transfer whenever needed (July & future)

\$4,500,000.00 operating funds in 90-day, fixed rate pool; at
.02% dated 6/6/13, maturing 9/4/13

\$7,300,510.46 July 31st interest not recorded by TSCPL until Aug. \$20.27

* rates vary by day; average July 1-31, 2013 was .005%

Principal Balance of Outstanding Bonds

\$10,265,000

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

07/31/13

	<u>Balance 01/01/13</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 07/31/13</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 3,301,521.87	\$ 10,387,118.95	\$ 7,106,868.75	\$ 6,581,772.07
Employee Benefits	1,074,519.64	2,589,276.57	1,850,066.08	\$ 1,813,730.13
Capital Improvement	2,461,698.91	2,903.40	-	\$ 2,464,602.31
Bond & Interest	994,895.65	1,506,739.37	152,892.50	\$ 2,348,742.52
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	-	70,405.00	5,000.00	\$ 65,405.00
Federal, State & Local Grants	7,859.67	13,150.00	20,999.28	\$ 10.39
Other Special Revenue	739,321.34	87,967.63	136,287.39	\$ 691,001.58
Permanent Funds	445,590.47	25,671.55	904.41	\$ 470,357.61
Totals	<u>\$ 9,025,407.55</u>	<u>\$ 14,683,232.47</u>	<u>\$ 9,273,018.41</u>	<u>\$ 14,435,621.61</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,160,406.41
Capital Improvement Fund-CoreFirst Bank-Investments	-
Capital Improvement Fund-VisionBank-Money Market Account	2,464,602.31
Restricted Funds-CoreFirst Bank-Checking	690,446.40
Restricted Funds-CoreFirst Bank-Investments	-
Restricted Funds-CoreFirst Bank-Investments-Foundation	281,958.00
Bond & Interest Fund-CoreFirst Bank-Checking	848,115.44
Bond & Interest Fund-CoreFirst Bank-Investments	-
Bond & Interest Fund-Denison State Bank-Investments	1,500,000.00
Cash on Hand	2,674.00
Petty Cash	200.00
Endowment Securities	190,364.90
Municipal Investment Pool	<u>7,300,490.19</u>
	\$ 14,439,257.65
Payroll Liabilities	<u>3,636.04</u>
	<u>\$ 14,435,621.61</u>

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

07/31/13

	01/01/13 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	07/31/13 Cash Balance	Current Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 3,301,521.87	\$ 10,387,118.95	\$ 682,674.71	\$ 6,424,194.04	\$ 6,581,772.07	\$ 888,426.52	\$ 5,693,345.55
Employee Benefit Fund	1,074,519.64	2,589,276.57	-	1,850,066.08	1,813,730.13	42,010.95	1,771,719.18
Capital Improvement Fund	2,461,698.91	2,903.40	-	-	2,464,602.31	-	2,464,602.31
Bond & Interest Fund	994,895.65	1,506,739.37	-	152,892.50	2,348,742.52	-	2,348,742.52
Non Major Governmental Funds							
<i>State Aid Fund</i>	-	70,405.00	-	5,000.00	65,405.00	-	65,405.00
<i>Federal & State Grants</i>							
Gallery Grant	10.32	-	-	-	10.32	-	10.32
11-LSTA-3(Talking Books)	8,239.87	-	8,239.80	-	0.07	-	0.07
12-LSTA(Talking Books)	-	-	-	-	-	-	-
Big Read Grant	(1,590.52)	12,800.00	1,250.00	9,959.48	-	-	-
Kansas Humanities Council Grant	1,200.00	350.00	-	1,550.00	-	1,200.00	(1,200.00)
<i>Other Special Revenue Funds</i>							
Adult Programs	236.00	-	-	42.50	193.50	47.50	146.00
Art Collection	40,434.68	3,512.79	-	1,833.74	42,113.73	14,884.44	27,229.29
Book Cook Program	192.94	-	-	-	192.94	-	192.94
Bookmobile Fund	1,050.19	63,360.00	-	63,622.08	788.11	136,669.90	(135,881.79)
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	4.01	-	-	4,858.78	(4,854.77)	80.00	(4,934.77)
Cooking Neighborhood	-	-	-	-	-	-	-
Friends	248,792.56	76.02	20,570.51	26,874.79	201,423.28	85,413.80	116,009.48
Fun Committee	2,404.32	753.11	-	1,288.80	1,868.63	29.25	1,839.38
Gallery Competitions/Exhibits	21,976.52	2,083.23	-	3,267.41	20,792.34	751.61	20,040.73
Gifts/Memorials (Undesignated)	217,573.52	15,433.77	2,716.16	6,133.99	224,157.14	1,550.75	222,606.39
Great Stories Club	47.00	-	-	-	47.00	-	47.00
Health Neighborhood	601.55	-	-	-	601.55	2,700.00	(2,098.45)
Hirschberg Lecture	6,586.82	2.08	-	-	6,588.90	-	6,588.90
Hughes Business Collection	6,610.72	2.09	-	-	6,612.81	-	6,612.81
Library Materials	135,717.38	2,478.76	-	695.88	137,500.26	-	137,500.26
Lingo	-	-	-	-	-	-	-
NEH Expendable	9,942.85	3.13	-	113.00	9,832.98	1,821.49	8,011.49
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
PodCamp Topeka	326.79	-	-	-	326.79	-	326.79
Programming Fund	-	250.00	-	576.55	(326.55)	-	(326.55)
Red Carpet	371.26	-	-	64.75	306.51	236.24	70.27
Rotary Grant	4.29	-	-	-	4.29	-	4.29
Special Collections	1,841.16	-	-	-	1,841.16	-	1,841.16
Talking Books	8,375.38	2.63	-	-	8,378.01	-	8,378.01
Torluemke Landscaping	1,179.51	-	-	-	1,179.51	-	1,179.51
Wedding Neighborhood	-	-	-	200.00	(200.00)	-	(200.00)
Workshops	2,516.15	-	-	-	2,516.15	-	2,516.15
Youth Services	32,502.16	10.02	-	3,428.45	29,083.73	14,839.97	14,243.76
<i>Permanent Funds</i>							
Mertz Trust	175,869.90	14,526.18	-	-	190,396.08	-	190,396.08
NEH Endowment	269,720.57	11,145.37	-	904.41	279,961.53	-	279,961.53
TOTALS	\$ 9,025,407.55	\$ 14,683,232.47	\$ 715,451.18	\$ 8,557,567.23	\$ 14,435,621.61	\$ 1,190,662.42	\$ 13,244,959.19

Topeka and Shawnee County Public Library

07/31/13

General Fund - Revenue

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u>
				58.1% of year
Ad Valorem Property Tax	\$ 10,228,960.00	\$ 9,615,119.75	\$ (613,840.25)	94%
Back Tax	-	-	\$ -	0%
Motor Vehicle Tax	1,157,984.00	403,768.78	\$ (754,215.22)	35%
Recreational Vehicle Tax	11,587.00	3,703.09	\$ (7,883.91)	32%
16/20 M Vehicle Tax	11,299.00	10,732.55	\$ (566.45)	95%
In Lieu of Tax	45,216.00	44,857.44	\$ (358.56)	99%
E-Rate Reimbursement	75,000.00	-	\$ (75,000.00)	0%
Sundry Revenue	5,000.00	3,329.99	\$ (1,670.01)	67%
Sundry Revenue - Recycling	2,500.00	552.92	\$ (1,947.08)	22%
Salary Refunds-Foundation	69,600.00	34,603.48	\$ (34,996.52)	50%
Salary Refunds-Friends	109,800.00	58,162.08	\$ (51,637.92)	53%
Salary Refunds-Shawnee Cty	16,032.00	-	\$ (16,032.00)	0%
Support Refunds-Shawnee Cty	2,500.00	-	\$ (2,500.00)	0%
Vend Machines	5,000.00	2,343.80	\$ (2,656.20)	47%
Pay to Sam	42,000.00	26,504.81	\$ (15,495.19)	63%
Overdue fees	317,000.00	170,296.81	\$ (146,703.19)	54%
Debt Collect	21,000.00	373.46	\$ (20,626.54)	2%
ILL Fees	5,000.00	321.69	\$ (4,678.31)	6%
Mailing Fees	-	-	\$ -	0%
Non Resident Card Fee	800.00	425.00	\$ (375.00)	53%
Telephone/Fax	3,700.00	2,541.71	\$ (1,158.29)	69%
Obituary Fees	1,500.00	495.00	\$ (1,005.00)	33%
Meeting Room Charges	13,000.00	6,598.01	\$ (6,401.99)	51%
Monday Market Fees	500.00	306.00	\$ (194.00)	61%
Sale of Inventoried Equipment	-	-	\$ -	0%
Interest Received-Investments	5,000.00	2,082.58	\$ (2,917.42)	42%
Revitalization Rebates	(123,861.00)	-	\$ -	0%
Library Treasurer's Balance	1,865,626.00	-	\$ -	0%
TOTALS	<u>\$ 13,891,743.00</u>	<u>\$ 10,387,118.95</u>	<u>\$ (1,762,859.05)</u>	86%

Topeka and Shawnee County Public Library

07/31/13

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	607,089.00	341,324.01	-	265,764.99	56%
Salaries-Overtime	10,200.00	3,027.32	-	7,172.68	30%
Salaries-Shelvers	191,603.00	73,819.67	-	117,783.33	39%
Salaries-Staff	7,064,670.00	3,977,985.06	-	3,086,684.94	56%
Salaries-Security	267,894.00	141,678.41	-	126,215.59	53%
Conferences	50,000.00	40,900.75	7,673.08	1,426.17	97%
Staff Training	14,000.00	11,116.46	304.00	2,579.54	82%
Mileage	7,055.00	4,466.65	2,982.95	(394.60)	106%
COLLECTION:					
Materials-Binding/Replacements	3,000.00	1,059.64	90.90	1,849.46	38%
Materials-Print/Non-Print <1 YR	390,300.00	101,554.13	6,978.11	281,767.76	28%
Materials-Print/Non-Print	1,233,000.00	557,377.22	105,747.28	569,875.50	54%
Materials-Periodicals	43,000.00	1,497.21	494.01	41,008.78	5%
OPERATIONS:					
Cataloging and ILL Services	74,000.00	30,974.24	39,016.24	4,009.52	95%
Contracted-Digital Services	225,920.00	97,615.09	57,078.10	71,226.81	68%
Contracted-Facilities	258,500.00	175,424.59	43,100.97	39,974.44	85%
Contracted-Office Equipment	121,100.00	36,551.65	32,204.52	52,343.83	57%
Contracted-Professional	287,000.00	142,501.51	93,446.48	51,052.01	82%
Digital Services Support	256,012.00	146,095.93	13,744.23	96,171.84	62%
Furniture/Equipment	99,000.00	44,954.01	14,758.00	39,287.99	60%
Insurance	37,000.00	34,724.00	-	2,276.00	94%
Marketing	20,000.00	5,857.75	5,070.00	9,072.25	55%
Memberships/Dues	21,000.00	9,343.10	10,840.00	816.90	96%
Miscellaneous	5,000.00	2,131.27	114.94	2,753.79	45%
Payments to Other Libraries	77,800.00	-	76,828.00	972.00	99%
Postage/Shipping	75,000.00	64,843.14	158.24	9,998.62	87%
Printing	65,000.00	24,374.35	9,157.55	31,468.10	52%
Programming	30,000.00	12,069.53	4,182.37	13,748.10	54%
Special Projects	302,200.00	-	-	302,200.00	0%
Supplies-Facilities	70,000.00	27,737.14	22,981.97	19,280.89	72%
Supplies-Office/Library	77,000.00	21,261.87	9,396.93	46,341.20	40%
Supplies-Processing	35,000.00	8,490.08	3,722.53	22,787.39	35%
Telecommunications	143,000.00	52,508.61	64,323.51	26,167.88	82%
Utilities-Electric	335,000.00	165,431.95	144,968.05	24,600.00	93%
Utilities-Gas	75,000.00	26,873.07	15,126.93	33,000.00	56%
Utilities-Water/Sewage	35,000.00	9,223.76	22,776.24	3,000.00	91%
Vehicle-Gas	29,000.00	15,230.41	1,021.04	12,748.55	56%
Vehicle-Repair	50,000.00	10,513.53	13,202.69	26,283.78	47%
Contingency/Fund Balance	1,200,000.00	-	-	-	0%
Cash Long/Short	-	(35.32)	-	35.32	0%
TOTALS	\$ 13,891,743.00	\$ 6,424,194.04	\$ 821,489.86	\$ 5,446,059.10	57%

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

07/31/13

	<u>2013 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/13	\$ 1,865,626.00	\$ 2,532,937.16	
Revenue:			
Ad Valorem Property Tax	10,228,960.00	9,615,119.75	94%
Back Tax	-	-	
Motor Vehicle Tax	1,157,984.00	403,768.78	35%
Recreational Vehicle Tax	11,587.00	3,703.09	32%
16/20M Vehicle Tax	11,299.00	10,732.55	95%
In Lieu of Tax	45,216.00	44,857.44	99%
E-Rate Reimbursement	75,000.00	-	0%
Fees and Charges	417,000.00	213,536.28	51%
Reimbursements	197,932.00	93,318.48	47%
Revitalization Rebates	(123,861.00)	-	0%
Interest on Idle Funds	5,000.00	2,082.58	42%
	<u>\$ 12,026,117.00</u>	<u>\$ 10,387,118.95</u>	86%
Expenditures/Encumbrances:			
Salaries	8,147,856.00	4,541,526.72	56%
Other Staff Support Costs	71,055.00	67,443.89	95%
Library Collections	1,669,300.00	774,798.50	46%
Contracted Services	892,520.00	677,922.91	76%
Digital Services Support	256,012.00	159,840.16	62%
Furniture/Equipment	99,000.00	59,712.01	
Payments to Other Libraries	77,800.00	76,828.00	99%
Special Projects	302,200.00	-	0%
Utilities & Telecommunications	588,000.00	501,232.12	85%
Vehicles	79,000.00	39,967.67	51%
Other Operating Expenditures	509,000.00	346,411.92	68%
Cash Basis Reserve	1,200,000.00	-	0%
	<u>\$ 13,891,743.00</u>	<u>\$ 7,245,683.90</u>	57%
Prior Year Canceled Purchase Orders		<u>\$ 18,973.34</u>	
Unencumbered Balance 07/31/13	\$ -	<u><u>\$ 5,693,345.55</u></u>	

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

07/31/13

EMPLOYEE BENEFITS

	2013 Budget	Year To Date	%
Balance 01/01/13	\$ 789,263.00	\$ 1,072,680.60	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 2,529,505.00	\$ 2,378,050.83	94%
Back Tax	-	-	
Motor Vehicle Tax	303,821.00	106,705.74	35%
Recreational Vehicle Tax	3,040.00	976.47	32%
16/20M Vehicle Tax	2,965.00	3,086.39	104%
In Lieu of Tax	11,869.00	11,094.33	93%
Refund-Fringe Benefits-Foundation	29,200.00	13,286.79	46%
Refund-Fringe Benefits-Friends	23,400.00	8,449.49	36%
Refund-Fringe Benefits-Shawnee Cty	11,297.00	-	0%
Refund BC/BS	-	-	0%
Refund-Workers Compensation	-	-	0%
Employee Payments BC/BS	-	-	0%
Retiree Payments BC/BS	110,000.00	67,626.53	61%
Revitalization Rebates	(32,498.00)	-	0%
	\$ 2,992,599.00	\$ 2,589,276.57	87%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 7,000.00	\$ 6,668.04	
FICA	623,314.00	330,527.56	53%
KPERS	692,248.00	362,377.61	52%
Worker's Compensation	87,000.00	80,440.00	92%
Unemployment Tax	16,300.00	6,667.88	41%
Health/Dental Insurance	1,981,000.00	1,103,556.90	56%
Contingency/Fund Balance	375,000.00	-	0%
	\$ 3,781,862.00	\$ 1,890,237.99	55%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 07/31/13	\$ -	\$ 1,771,719.18	

CAPITAL IMPROVEMENT

Balance 01/01/13		\$ 2,461,698.91
<u>Revenue:</u>		
Interest received		2,903.40
		\$ 2,903.40
<u>Expenditures/Encumbrances:</u>		
Capital Outlay		-
		-
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 07/31/13		\$ 2,464,602.31

STATE AID

Balance 01/01/13		\$ -
<u>Revenue:</u>		
State	75,000.00	70,405.00
	\$ 75,000.00	\$ 70,405.00
<u>Expenditures/Encumbrances:</u>		
Library Materials	75,000.00	5,000.00
	\$ 75,000.00	\$ 5,000.00
Unencumbered Balance 07/31/13		\$ 65,405.00

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

07/31/13

	<u>2013 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/13	\$ 979,329.00	\$ 994,895.65	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,522,370.00	1,431,221.68	94%
Back Tax	-	-	
In Lieu of Tax	7,285.00	6,677.09	92%
Motor Vehicle Tax	186,569.00	65,919.54	35%
Recreational Vehicle Tax	1,867.00	601.98	32%
16/20M Vehicle Tax	1,821.00	2,054.08	113%
Revitalization Rebates	(19,956.00)	-	0%
Interest on Idle Funds	1,500.00	265.00	18%
	<u>\$ 1,701,456.00</u>	<u>\$ 1,506,739.37</u>	89%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,375,000.00	\$ -	0%
Interest	305,755.00	152,877.50	50%
Wire Transfer Fees	30.00	15.00	0%
Cash Basis Reserve	1,000,000.00	-	0%
	<u>\$ 2,680,785.00</u>	<u>\$ 152,892.50</u>	9%
Unencumbered Balance 07/31/13	<u>\$ -</u>	<u>\$ 2,348,742.52</u>	

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts; Includes Void and Cancelled Checks
For the Month Ended July 31, 2013

FUND	SACCT	Date	Name	Description	Paid	Sts	Check#
010	15700	7/2/2013	AT&T	#831-000-1412694 INTERNET 2013	10,945.26	O	82700
					10,945.26		82700 Total
010	15000	7/2/2013	GOVCONNECTION, INC.	ACAD. MOB WINDOWS SERVER DATA	3,637.60	O	82705
010	15000	7/2/2013	GOVCONNECTION, INC.	EDU OPEN LICENSING WINDOWS	2,210.00	O	82705
010	15000	7/2/2013	GOVCONNECTION, INC.	EXCHANGE SERVER STANDARD/	526.48	O	82705
010	15000	7/2/2013	GOVCONNECTION, INC.	EXCHANGE SERVER STANDARD DEVIC	1,008.00	O	82705
					7,382.08		82705 Total
010	15150	7/2/2013	PEOPLES/COMMERCIAL INSURANCE	COMMERCIAL PACKAGE-SEMI ANNUAL	13,957.00	O	82711
010	15150	7/2/2013	PEOPLES/COMMERCIAL INSURANCE	BUSINESS AUTO-SEMI ANNUAL	1,725.00	O	82711
015	19200	7/2/2013	PEOPLES/COMMERCIAL INSURANCE	WORKER'S COMPENSATION PKG	4,169.00	O	82711
					19,851.00		82711 Total
049	04049	7/2/2013	STUDIO DISPLAYS, INC.	KIDS LIBRARY PHASE II PROJECT	19,631.75	O	82721
					19,631.75		82721 Total
010	15030	7/11/2013	POLARIS INTEGRATED LIBRARY	SYNDETTICS SOLUTIONS SUBSCRIPT	12,845.13	O	82759
					12,845.13		82759 Total
010	15040	7/11/2013	THYSSENKRUPP ELEVATOR CORP.	ADA MONITORING & MAINTENANCE	16,911.56	O	82766
					16,911.56		82766 Total
010	15800	7/11/2013	WESTAR ENERGY	UTILITIES 2013	26,627.89	O	82768
					26,627.89		82768 Total
010	15340	7/11/2013	RESERVE ACCOUNT	RESERVE ACCOUNT NO 29667334	20,000.00	O	82772
					20,000.00		82772 Total
010	04010	7/19/2013	CYTEK MEDIA SYSTEMS, INC.	AUDIO/VISUAL EQUIPMENT	127,929.38	O	82804
					127,929.38		82804 Total
010	04010	7/26/2013	AT&T	ARUBA WIRELESS	185,540.10	O	82844
010	04010	7/26/2013	AT&T	LABOR/MATERIALS CORE DRILLING	4,836.94	O	82844
					190,377.04		82844 Total
010	15100	7/26/2013	OCLC, INC.	SUBSCRIPTIONS 2013	5,304.72	O	82861
010	15100	7/26/2013	OCLC, INC.	DISCOUNT	(4.99)	O	82861
					5,299.73		82861 Total
					457,800.82		Grand Total



Resolution

Motion required for Special Order of Business / Public Hearing at 5:30 PM

August 8, 2013

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 _____



Agenda
Topeka and Shawnee County Public Library
Public Budget Hearing
August 8, 2013 – 5:30 p.m.
Marvin Auditorium 101C

Call to Order

Presentation of the proposed public budget

- FY 2014 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 FY2014 Operating Budgets on regular agenda*



Resolution – Budget FY2014-Operating Budgets

**BOARD OF TRUSTEES
Topeka & Shawnee County Public Library
August 8, 2013**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopts the FY2014 operating budgets as presented / published in the Topeka Capital Journal on July 24, 2013.

(Published in *The Topeka Capital-Journal* July 24, 2013) No. 249

NOTICE OF BUDGET HEARING

The governing body of Topeka and Shawnee County Public Library (TSCPL), Shawnee County, will meet on August 8, 2013 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.

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 2014 Expenditures and Amount of 2013 Ad Valorem Tax establish the maximum limits of the 2014 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual 2012		Current Year Estimate for 2013		Proposed Budget Year for 2014		
	Expenditures	Actual Tax rate*	Expenditures	Actual Tax rate*	Budget Authority for Expenditures	Amount of 2013 Ad Valorem Tax	Estimate Tax Rate*
General	11,766,582	6.865	12,613,514	7.007	13,798,155	10,375,781	6.916
Debt Service	1,781,227	1.106	1,680,785	1.043	2,401,805	1,285,760	0.857
Employee Benefit	2,903,609	1.802	3,393,603	1.733	4,068,603	3,016,383	2.010
State Aid	74,105		70,405		75,000		
Non-Budgeted Funds	281,141						
Totals	16,806,664	9.773	17,758,307	9.783	20,343,563	14,677,924	9.783
Less: Transfers	0		0		0		
Net Expenditures	16,806,664		17,758,307		20,343,563		
Total Tax Levied	14,292,852		14,280,835		xxxxxxxxxxxxxx		
Assessed Valuation	1,462,680,363		1,459,965,492		1,500,349,720		

Outstanding Indebtedness,			
Jan. 1,	2011	2012	2013
G.O. Bonds	13,335,000	12,060,000	10,265,000
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	13,335,000	12,060,000	10,265,000

* Tax rates are expressed in mills.
/s/ Jennifer L. Turner
Secretary

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

CHIEF EXECUTIVE OFFICER'S REPORT

August, 2013

Library News

This editorial appeared in the Kansas City Star recently. There is more and more discussion of collaboration among libraries in the Kansas City area. I have had some discussion with directors of Midcontinent and Kansas City public libraries about opportunities to collaborate on programs and other services. While we already have reciprocal borrowing agreements with all members of the Northeast Kansas Library System (NEKLS), this may be a way of expanding service opportunities for our residents, as well as sharing resources with neighboring communities, in the future. Given the number of people who live in one area and work in another, it's worth exploring.

It's too soon to tell and I'm sure a big part of these conversations will be how to deal with ebooks and digital content, which frequently have contractual restrictions based on a library's legal service area. I'm sharing this to give you an idea of how our neighbors are working together and thinking about library services.

EDITORIAL

One card, many libraries bodes well

July 28

Thousands of library patrons across the metropolitan area share the same dream.

They would like to carry one card that allows them to easily check out books and DVDs from almost all local libraries, no matter which city or side of the state line they call home. And they would like materials to be quickly delivered to whatever library they want.

In a praiseworthy spirit of collaboration, library officials are working on making this possible, which should help attract more users to some of this area's most important public resources.

The upgrade also could lead to more efficient spending of taxpayer funds. Library branches could concentrate on buying materials their patrons use most often, while also providing an easy way to find things from libraries across the metro.

The big hangup now is software, which hampers seamless searches and transactions.

While library cards are now honored at other area systems, the process can be clunky, library officials say, mostly because computers in different systems don't all "talk" to each other.

Software should be in place to improve the experience for library users sometime in 2014. That will be a big step forward for the Kansas City and Mid-Continent libraries, as well as for Johnson County Library and Kansas City, Kan., Public Library, fulfilling a dream of many patrons.

Read more here: <http://www.kansascity.com/2013/07/28/4370020/one-card-many-libraries-bodes.html#storylink=cpy>

Strategic Plan

Project Updates – Please see Rob Banks’ operations report for updates on our big projects.

Internal and External Work Plans – The current work plans are available online for review at: <http://www.tscpl.org/nextdecade/staffindex>

RFID (Radio Frequency Identification) Project Update – We met with our consultant Lori Bowen Ayre to review and finalize the RFP, which will be available to vendors on August 16. Based on our discussion on the timeline for review of vendor responses and vendor demonstrations on site at the library, we will be bringing the bid recommendation to the Board at its December 19th meeting. Originally, we had intended to bring the recommendation to the November board meeting. We have determined that will not give us adequate time for the vendor review process.

Agenda Items

FY14 Property Taxation Policy: Please see the resolution sheet for detailed background. The Board of Trustees is required by K.S.A. 79-2925b to adopt a resolution if property taxes levied to finance the 2014 Topeka & Shawnee County Public Library district budget exceed the amount levied to finance the 2013 Topeka & Shawnee County Public Library. Note that the intent of the Board for FY14 is to approve a budget that maintains the mil rate at its FY13 level. This resolution acknowledges the possibility that dollars collected per the Board’s approval of its budget may exceed those for FY13.

Adoption of FY2014 Operating Budgets: This is the official board action that approves the operating budgets for FY2014.

Professional Activities/Community Contacts

Meetings/Activities:

Facilitated: Heartland Visioning Presentation Meeting, Heartland Visioning Administration Committee Meeting; Heartland Visioning Community Meeting Planning.

Participated in: Vendor Presentation, EnvisionWare; Kansas Research Nexus planning meeting; Think Tank for School Libraries conference call

Conducted interviews for the Executive Assistant position.

Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library, 8/1/2013

Major Projects Update

August 8, 2013

Neighborhoods:

Timeline: December 2013

- Completed: Travel, Health, Jobs & Careers, College & Testing, Lawn & Garden, Cooking, Crime, Home, Pets, Collectibles, & Weddings
- In Development: Personal Finance (we changed the name from Business & Investment), Arts & Crafts Collections have been shifted making room for the next several neighborhoods

Disaster Plan:

Timeline: December 2013

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

RFID: Pursuing additional information.

- Meetings have begun with RFID consultant
- RFP is drafted

Self-Checks: Pursuing additional information

- One potential vendor was purchased and the new company is revising the equipment. Information should be available in early 2013.

WIFI: System is installed and fully functional.

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

Book Dispenser:

Timeline: Decision by May 2013

- Community Services Manager is conducting process improvement sessions.
- Access to Community Connect will allow this decision to be finalized.
- Data and vendors are being studied. Research into placement is underway.
- Demo of Bibliotheca lock box underway

A/V Upgrade: Funding approved December 2012.

- Project started January 2013.
- Many rooms are completed.

- Est. completion June 2013.
- Project complete

Chief Operating Officer Report
Robert Banks
August 8, 2013

Progress on implementing the tobacco free campus is made every day. Staff was notified after the July board meeting. Signs were ordered the next day and are posted as they arrive. We are in an educational mode with the public at this point. It will take two to three months before most of our regular users cycle through the building. So far, I've not had any complaints.

On Monday, July 29th, we did a trial run on a new program with TMTA called Busmobile. Topeka Metro brought a bus to the library and spent two hours showing it to the public, explaining how the transit system works. This was next to the Monday market with the hope that people visiting one would stop by the other. Unfortunately, it was a very rainy day, so attendance was sparse.

TMTA will evaluate their day to determine if they want to continue this program.

Given the short time-frame between board meetings, reports are slimmer than usual.

My community contacts:
ALA Executive Board
Net Reach HiCrest
Susan Duffy-Topeka Metro

Departmental Highlights:

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

July was a month of community outreach for the bookmobile department. The first Saturday of the month marked the beginning of the 80th anniversary year for the Fiesta Mexicana with the annual fiesta parade. Brian Adams and Arion Beals had a great time waving to the crowds as they rode in the AdventureMobile. July was also a busy programming month for staff who brought their programs on slithering snakes, urban legends, and Kansas living symbols, to name a few, to the children of the Hi-Crest neighborhood and the campers at Asbury Mount Olive Church. The AdventureMobile was also full of critters again for the month of July. Staff members featured visits from puppies, chicks, kittens, and even worms!

We have also begun to pilot a new remote reserves pick-up system called the Smartlocker. Presently it is located in the lobby area of the main library, eventually units like these may be deployed into the community. We hope that these remote service points will help us reach our goal of making it easier for people to access library materials. We are also beginning to work with Matthews Specialty Vehicles to plan the details for the new bookmobile. It is very exciting. The chassis has been ordered, so we're on our way.

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

Programs in July included:

Ages birth-5

Baby Bookworms, Stories and Crafts, Sing, Move and Learn, Musical Storytime for Everybody, PJ Storytime, Tot Time, Sing, Dance and Read , and Stories and Art

Elementary school aged

Readapalooza, Writapalooza, Board Games Galore, Guys Read, READ Dogs, tWiin Xgaming,

Middle and high school aged

Double Dueling, Murder Mystery Challenge, Cover Girls Concert, Anime, Digging Beneath the Surface, Potato Cook Off, Teen Writing Group, Open Mic Night, and Piano Painting

All Ages

Blockbuster Wednesdays, Storytime with Kyler, Zoo Animals Live, Friday Flicks

Outreach:

- The Road Show- Shawnee North, Lake Shawnee and Back to Nature
- Preschool Storytime
- Hi-Crest

Tours:

- Freedom School K-2
- Freedom School 3-5
- Freedom School 6-8

New:

- New Picture Books have been pulled to a more prominent display area
- Audio Books have been given a smaller footprint
- Read Alongs have been placed near Early Readers
- Shelving has been set for a variety of changing displays and current holiday display
- End Caps in Early Readers have been re-done so that one side is ready for magnetic activities and one side can be used for display of Early Reader collection items

Other business:

TB testing for all staff that do outreach to licensed daycares
Receiving and organizing manipulatives for Kids Library

Highlights:

One of the programs that we piloted this summer was Writapalooza. In our efforts to help kids be successful in school, we decided to branch into another component of literacy development in school-aged kids—writing. Our goals included: 1) offering school age kids a 6-8 week program that allowed them to practice their writing skills 2) providing a venue for kids and parents to utilize our Homework Center space and work with our Homework Center coaches during the summer months 3) motivating kids to write by providing them with a real, keepsake, end product of their very own. We asked kids ages 8-12 to participate in at least 6 of 8 weekly writing sessions. During those times Leah Anderson and Tracie Hundley, our coaches, guided kids through their own creative stories. It was a fast

paced writing process since time was limited and illustrations were included in addition to the writing. Final drafts were placed in kits that came from Student Treasures (<http://www.studenttreasures.com>), a Topeka based company that produces hard cover, color books for student writing keepsakes. Final copies will be sent to the printer by the July 31. We will host a Book Presentation Party for our young writers on August 29. In addition to cookies and lemonade, they will receive their original in hard bound form and a printed copy of their book.

The coaches report that they feel this was a successful venture at this point. As with most piloted offerings, they are thinking through how to improve the experience next year. They are considering how to better approach the writing experience. Options include having a collected body of kids work vs. individual works, having kids do a different writing at each session (like poetry for example), or having the coaches take on the final drafts themselves (typing) in order to save time. They are also deciding how best to increase the offering to more kids.

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

Donna Pearson, our new local history librarian, started July 30. We are very excited for her to help us implement the service plan created through the special collections process improvement that was completed the beginning of this summer.

The "traveling with your pet" photos are trickling in and we're getting some good ones. If you would like to see them, go to <http://tscpl.org/blog/travel/> or <http://tscpl.org/blog/pets> and look on the right side of the page. Click on one of the photos to scroll thru the set. These are uploaded to a set in Flickr and they're part of the library's collection of photos. We are accepting submissions thru September.