

**THE HUTCHINSON PUBLIC LIBRARY  
HUTCHINSON, KANSAS**

**FINANCIAL STATEMENT**

**FOR THE YEAR ENDED DECEMBER 31, 2019**

**THE HUTCHINSON PUBLIC LIBRARY  
HUTCHINSON, KANSAS**

**For the Year Ended December 31, 2019**

**BOARD OF DIRECTORS**

Martha Fee  
Chairman

Jocelyn Woodson  
Treasurer

Joe Keck  
Vice Chairman

Jeff Roberson  
Director

Mary Hester  
Director

Steve Timken  
Director

Mary Evans  
Director

**LIBRARY OFFICIALS**

Gregg Wamsley  
Library Director

Tina Stropes  
Business Manager

John B. Swearer  
Attorney

**THE HUTCHINSON PUBLIC LIBRARY  
HUTCHINSON, KANSAS**

**For the Year Ended December 31, 2019**

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## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Hutchinson Public Library  
Hutchinson, Kansas

We have audited the accompanying fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances of the Hutchinson Public Library, Kansas, as of and for the year ended December 31, 2019 and the related notes to the financial statement.

### *Management's Responsibility for the Financial Statement*

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the *Kansas Municipal Audit and Accounting Guide* as described in Note 1; this includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the *Kansas Municipal Audit and Accounting Guide*. Those standards require we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles*

As described in Note 1 of the financial statement, the financial statement is prepared by the Hutchinson Public Library on the basis of the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide*, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

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### *Adverse Opinion on U.S. Generally Accepted Accounting Principles*

In our opinion, because of the significance of the matter discussed in the “Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles” paragraph, the financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Hutchinson Public Library as of December 31, 2019, or changes in financial position and cash flows thereof for the year then ended.

### *Unmodified Opinion on Regulatory Basis of Accounting*

In our opinion, the financial statement referred to above presents fairly, in all material respects, the aggregate cash and unencumbered cash balance of the Hutchinson Public Library as of December 31, 2019, and the aggregate receipts and expenditures for the year then ended in accordance with the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide* described in Note 1.

### *Other Matters*

#### *Supplementary Information*

Our audit was conducted for the purpose of forming an opinion on the fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances (basic financial statement) as a whole. The summary of regulatory basis expenditures – actual and budget, and individual fund schedules of regulatory basis receipts and expenditures – actual and budget (Schedules 1 and 2 as listed in the table of contents) are presented for analysis and are not a required part of the basic financial statement, however, are required to be presented under the provisions of the *Kansas Municipal Audit and Accounting Guide*. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statement. The information has been subjected to the auditing procedures applied in the audit of the basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statement or to the basic financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statement as a whole, on the basis of accounting described in Note 1.

We also previously audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statement of the Hutchinson Public Library as of and for the year ended December 31, 2018 (not presented herein), and have issued our report thereon dated March 12, 2019, which contained an unmodified opinion on the basic financial statement. The 2018 basic financial statement and our accompanying report are not presented herein, but are available in electronic form from the web site of the Kansas Department of Administration at the following link <http://admin.ks.gov/offices/chief-financial-officer/municipal-services>. The 2018 actual column (2018 comparative information) presented in the individual fund schedules of regulatory basis receipts and expenditures – actual and budget for the year ended December 31, 2019, (Schedule 2 as listed in the table of contents) is presented for purposes of additional analysis and is not a required part of the basic financial statement. Such 2018 comparative information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the 2018 basic financial statement. The 2018 comparative information was subjected to the auditing procedures applied in the audit of the 2018 basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the 2018 basic financial statement or to the 2018 basic financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the 2018 comparative information is fairly stated in all material respects in relation to the basic financial statement as a whole for the year ended December 31, 2018 on the basis of accounting described in Note 1.

  
Swindoll, Janzen, Hawk & Loyd, LLC  
Hutchinson, KS

March 13, 2020

**THE HUTCHINSON PUBLIC LIBRARY  
HUTCHINSON, KANSAS**

**SUMMARY STATEMENT OF RECEIPTS, EXPENDITURES AND UNENCUMBERED CASH**

**Regulatory Basis**

**For the Year Ended December 31, 2019**

<u>Funds</u>	<u>Beginning Unencumbered Cash Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Ending Unencumbered Cash Balance</u>	<u>Add Encumbrances and Accounts Payable</u>	<u>Ending Cash Balance</u>
GENERAL FUND:						
General Fund	\$ 202,110	\$ 1,744,989	\$ 1,844,422	\$ 102,677	\$ 6,984	\$ 109,661
SPECIAL PURPOSE FUNDS:						
Employee Benefits Fund	50,142	375,141	364,454	60,829	-	60,829
Billing Fines and Fees Fund	43,319	47,333	57,284	33,368	-	33,368
SCKLS Allocation Fund	75,866	145,672	140,146	81,392	-	81,392
Capital Improvement Fund	224,063	100,000	31,167	292,896	-	292,896
State Grants in Aid Fund	-	11,612	11,612	-	-	-
Expendable Gift Fund	2,414,839	273,593	114,655	2,573,777	-	2,573,777
Total Special Purpose Funds	2,808,229	953,351	719,318	3,042,262	-	3,042,262
TRUST FUND:						
Nonexpendable Gift Fund	954,124	-	-	954,124	-	954,124
Total Reporting Entity	\$ 3,964,463	\$ 2,698,340	\$ 2,563,740	\$ 4,099,063	\$ 6,984	\$ 4,106,047

COMPOSITION OF CASH

Petty Cash	\$ 200
Checking and savings accounts	822,648
CD	50,000
U.S. Agency bonds	75,482
Federated money market funds	875,489
	<u>1,823,819</u>

PRIVATE GIFT MONIES INVESTED BY AUTHORITY OF K.S.A. 12-1225

Equity pool at community foundation	279,076
Stocks and bonds at local financial institution	2,003,152
	<u>2,282,228</u>

Total Reporting Entity	<u>\$ 4,106,047</u>
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**THE HUTCHINSON PUBLIC LIBRARY  
HUTCHINSON, KANSAS**

**NOTES TO THE FINANCIAL STATEMENT**

**For the Year Ended December 31, 2019**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

***(a) Municipal Financial Reporting Entity***

The Hutchinson Public Library is a municipal corporation governed by a seven-member board. This financial statement presents the Hutchinson Public Library (the municipality) and does not include any related municipal entities.

***(b) Regulatory Basis Fund Types***

**General Fund** – the chief operating fund. Used to account for all resources except those required to be accounted for in another fund.

**Special Purpose Fund** – used to account for the proceeds of specific tax levies and other specific regulatory receipt sources (other than Capital Project and tax levies for long-term debt) that are intended for specified purposes.

**Bond and Interest Fund** – used to account for the accumulation of resources, including tax levies, transfers from other funds and payment of general long-term debt.

**Capital Project Fund** – used to account for the debt proceeds and other financial resources to be used for acquisition or construction of major capital facilities or equipment.

**Business Fund** – funds financed in whole or in part by fees charged to users of the goods or services (i.e. enterprise and internal service fund, etc.).

**Trust Fund** - funds used to report assets held in trust for the benefit of the municipal financial reporting entity (i.e. pension funds, investment trust funds, private purpose trust funds which benefit the municipal reporting entity, scholarship funds, etc.).

**Agency Fund** – funds used to report assets held by the municipal reporting entity in a purely custodial capacity (i.e. payroll clearing fund, county treasurer tax collection accounts, etc.).

***(c) Basis of Accounting***

*Regulatory Basis of Accounting and Departure from Accounting Principles Generally Accepted in the United States of America.* The *Kansas Municipal Audit and Accounting Guide* (KMAAG) regulatory basis of accounting involves the recognition of cash, cash equivalents, marketable investments, and certain accounts payable and encumbrance obligations to arrive at a net unencumbered cash and investments balance on a regulatory basis for each fund, and the reporting of changes in unencumbered cash and investments of a fund resulting from the difference in regulatory basis receipts and regulatory basis expenditures for the fiscal year. All recognized assets and liabilities are measured and reported at cost, unless they have been permanently impaired and have no future cash value or represent no future obligation against cash. The KMAAG regulatory basis does not recognize capital assets, long-term debt, accrued receivables and payables, or any other assets, liabilities or deferred inflows or outflows, other than those mentioned above.

The Library has approved a resolution that is in compliance with K.S.A. 75-1120a(c), waiving the requirement for application of generally accepted accounting principles and allowing the Library to use the regulatory basis of accounting.

## **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.)**

### ***(d) Budgetary Information***

Kansas statutes require that an annual operating budget be legally adopted for the General Fund, Special Purpose Funds (unless specifically exempted by statute), Bond and Interest Funds, and Business Funds. Although directory rather than mandatory, the statutes provide for the following sequence and timetable in the adoption of the legal annual operating budget:

1. Preparation of the budget for the succeeding calendar year on or before August 1st.
2. Publication in local newspaper on or before August 5th of the proposed budget and notice of public hearing on the budget.
3. Public hearing on or before August 15th, but at least ten days after publication of notice of hearing.
4. Adoption of the final budget on or before August 25th.

The statutes allow for the governing body to increase the originally adopted budget for previously unbudgeted increases in regulatory receipts other than ad valorem property taxes. To do this, a notice of public hearing to amend the budget must be published in the local newspaper. At least ten days after publication, the hearing may be held and the governing body may amend the budget at that time. There were no such budget amendments for this year.

The statutes permit transferring budgeted amounts between line items within an individual fund. However, such statutes prohibit expenditures in excess of the total amount of the adopted budget of expenditures of individual funds. Budget comparison statements are presented for each fund showing actual receipts and expenditures compared to legally budgeted receipts and expenditures.

All legal annual operating budgets are prepared using the regulatory basis of accounting, in which regulatory receipts are recognized when cash is received and expenditures include disbursements, accounts payable and encumbrances, with disbursements being adjusted for prior year's accounts payable and encumbrances. Encumbrances are commitments by the municipality for future payments and are supported by a document evidencing the commitment, such as a purchase order or contract. Any unused budgeted expenditure authority lapses at year end.

A legal operating budget is not required for Capital Project Funds, Agency Funds, Trust Funds and certain Special Purpose Funds as noted in the presentation of the appropriate Schedule 2.

Spending in funds which are not subject to the legal annual operating budget requirement is controlled by federal regulations, other statutes, or by the use of internal spending limits established by the governing body.

### ***(e) Cash and Investments***

Cash includes amounts in demand and time deposits at financial institutions. Investments are governed by Kansas Statutes (K.S.A.). K.S.A. 12-1675 governs the investing of public funds. K.S.A. 12-1225 governs the investing of private gift money given to the Library. K.S.A. 12-1675 authorizes the Library to invest public funds in U.S. Treasury bills and notes, repurchase agreements, the State Municipal Investment Pool, and others. K.S.A. 12-1225 authorizes the Library Board to invest private gift monies in the manner to best serve the interests of the Library. Investments relating to private gift money consist of U.S. Treasury obligations, federal agency obligations, common stocks, various other bond instruments, and others.

Investments are reported at cost on the books of the Library. The fair value of these investments are reflected in footnote 3. Fair value of U.S. Treasury obligations, federal agency obligations, stocks, and bonds are determined by published market quotes. The fair value of funds at the community foundation is based on the value of the pooled investments as determined by the Hutchinson Community Foundation manager. The Hutchinson Community Foundation is a nonprofit organization that pools money for investment purposes.



## 2. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

### Compliance with Kansas Statutes

No statutory violations were noted in 2019.

## 3. DEPOSITS AND INVESTMENTS

As of December 31, 2019, the Library had the following investments and maturities under K.S.A. 12-1225.

Investment Type	Fair Value	Investment Maturities (in Yrs)		Rating U.S.
		Less than 1	1-5	
Investments managed by outside financial institution:				
Federated money market fund	\$ 875,489	\$ 875,489	\$ -	N/A
Federal agencies	75,694	25,057	50,637	S&P AAA
Common stock	1,794,367	1,794,367	-	N/A
Mutual fund	828,196	828,196	-	N/A
Certificate of Deposit	50,772	50,772	-	N/A
Investments managed by outside community foundation:				
Balanced pool	505,114	505,114	-	N/A
Total Fair Value	\$ 4,129,632	\$ 4,078,995	\$ 50,637	

K.S.A. 9-1401 establishes the depositories which may be used by the Library. The statute requires banks eligible to hold the Library's funds have a main or branch bank in the county in which the Library is located, or in an adjoining county if such institution has been designated as an official depository, and the banks provide an acceptable rate of return on funds. In addition, K.S.A. 9-1402 requires the banks to pledge securities for deposits in excess of FDIC coverage. The Library has no other policies that would further limit interest rate risk.

K.S.A. 12-1675 limits the Library's investment of idle funds to time deposits, open accounts, and certificates of deposit with allowable financial institutions; U.S. government securities; temporary notes; no-fund warrants; repurchase agreements; and the Kansas Municipal Investment Pool. The Library has no investment policy that would further limit its investment choices. The rating of the Library's investments is noted above.

*Concentration of credit risk.* State statutes place no limit on the amount the Library may invest in any one issuer as long as the investments are adequately secured under K.S.A. 9-1402 and 9-1405. However, as discussed in the Investment Policy for Private Funds, not all investments using private funds are required to be secured. The Library's allocation of investments of private funds, as of December 31, 2019, is as follows:

Investment Type	Percentage of Investments
Federated money market fund	26.67%
Federal agencies	2.30%
Common stock	30.63%
Mutual fund	3.35%
Corporate bonds	21.93%
Exchange trade - fixed	5.10%
Certificate of deposit	1.52%
HCF Balance pool	8.50%

*Custodial credit risk – deposits.* Custodial credit risk is the risk that in the event of a bank failure, the Library's deposits may not be returned to it. State statutes require the Library's deposits in financial institutions to be entirely covered by federal depository insurance or by collateral held under a joint custody receipt issued by a bank within the State of Kansas, the Federal Reserve Bank of Kansas City, or the Federal Home Loan Bank of Topeka. All deposits were legally secured at December 31, 2019.

### 3. DEPOSITS AND INVESTMENTS (CONT.)

At December 31, 2019, the Library's carrying amount of deposits was \$822,848 and the bank balance was \$891,068. The bank balance was held by three banks with the majority of the funds located in one bank, resulting in a concentration of credit risk. Of the bank balance, \$266,684 was covered by federal depository insurance and the remaining \$624,384 was collateralized with securities held by the pledging financial institutions' agents in the Library's name.

*Custodial credit risk – investments.* For an investment, this is the risk that, in the event of the failure of the issuer or counterparty, the Library will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State statutes require investments to be adequately secured. There are exceptions related to investments of private funds as discussed below.

#### Investment Policy for Private Funds

*Interest rate risk* - Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Investments held for longer periods are subject to increased risk of adverse interest rate changes. Investments are diversified to minimize the risk of loss resulting from over-concentration of assets in a specific maturity period, a single issuer, or an individual class of securities.

*Credit risk* - Credit risk is the risk that an issuer to an investment will not fulfill its obligations. Through the investment policies of the outside financial institution, the Library limits its investments in commercial paper and corporate bonds. The rating of the Library's investments is noted above.

*Concentration of credit risk* - This is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The Library's investments are diversified among various issuers and industry types. The percentage attributable to any one single issuer within the investment types, averages less than 5%.

*Custodial credit risk - investments* - Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty, the Library will not be able to recover the value of investments that are in the possession of an outside party. The Library's investments held at the community foundation and in trust may be subject to this risk as the underlying investments are held by the community foundation and outside financial institution. The amount at risk is approximately \$3,283,199.

### 4. CAPITAL ASSETS

The presentation of the financial statement in accordance with the regulatory basis of accounting does not include the capital assets of the Library. The Library continues to maintain records on capital assets. The balances and activity stated at cost with no depreciation, are as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Dispositions</u>	<u>Ending Balance</u>
Land	\$ 305,942	\$ -	\$ -	\$ 305,942
Building	3,365,671	-	-	3,365,671
Mobile equipment	50,772	-	-	50,772
Furniture	1,022,023	15,669	-	1,037,692
Electronic equipment	<u>436,344</u>	<u>-</u>	<u>-</u>	<u>436,344</u>
	<u>\$ 5,180,752</u>	<u>\$ 15,669</u>	<u>\$ -</u>	<u>\$ 5,196,421</u>

### 5. LONG-TERM LIABILITIES

There were no long-term liabilities as of the year ended December 31, 2019.

## 6. DEFINED BENEFIT PENSION PLAN

**Plan Description.** The Library participates in the Kansas Public Employees Retirement System (KPERS), a cost-sharing multiple-employer defined benefit pension plan as provided by K.S.A. 74-4901, et. seq. Kansas law establishes and amends benefit provisions. KPERS issues a publicly available financial report that includes financial statements and required supplementary information. KPERS' financial statements are included in its Comprehensive Annual Financial Report which can be found on the KPERS website at [www.kpers.org](http://www.kpers.org) or by writing to KPERS (611 South Kansas, Suite 100, Topeka, KS 66603) or by calling 1-888-275-5737.

**Contributions.** K.S.A. 74-4919 and K.S.A. 74-49,210 establish the KPERS member-employee contribution rates. KPERS has multiple benefit structures and contribution rates depending on whether the employee is a KPERS 1, KPERS 2 or KPERS 3 member. KPERS 1 members are active and contributing members hired before July 1, 2009. KPERS 2 members were first employed in a covered position on or after July 1, 2009, and KPERS 3 members were first employed in a covered position on or after January 1, 2015. Effective January 1, 2015, Kansas law established the KPERS member-employee contribution rate of 6% of covered salary for KPERS 1, KPERS 2 and KPERS 3 members. Member contributions are withheld by their employer and paid to KPERS according to the provisions of Section 414(h) of the Internal Revenue Code.

State law provides that the employer contribution rates for KPERS 1 and KPERS 2 and KPERS 3 be determined based on the results of each annual actuarial valuation. Kansas law sets a limitation on annual increases in the employer contribution rates. The actuarially determined employer contribution rate (not including the 1% for the Death and Disability Program) and the statutory contribution rate was 8.89% for the fiscal year ended December 31, 2019. Contributions to the pension plan from the Library were \$107,346 for the year ended December 31, 2019.

**Net Pension Liability.** At December 31, 2019, the Library's proportionate share of the collective net pension liability reported by KPERS was \$932,369. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2018, which was rolled forward to June 30, 2019. The Library's proportion of the net pension liability was based on the ratio of the Library's contributions to KPERS, relative to the total employer and non-employer contributions of the Local subgroup within KPERS. Since the KMAAG regulatory basis of accounting does not recognize long-term debt, this liability is not reported in these financial statements.

The complete actuarial valuation report including all actuarial assumptions and methods, and the report on the allocation of the KPERS collective net pension liability to all participating employers are publicly available on the website at [www.kpers.org](http://www.kpers.org) or can be obtained as described above.

## 7. OTHER LONG-TERM OBLIGATIONS FROM OPERATIONS

### ***(a) Other Post Employment Benefits***

As provided by K.S.A. 12-5040, the Library allows retirees to participate in the group health insurance plan. While each retiree pays the full amount of the applicable premium, conceptually, the Library is subsidizing the retirees because each participant is charged a level of premium regardless of age. However, the cost of this subsidy has not been quantified in this financial statement.

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), the Library makes health care benefits available to eligible former employees and eligible dependents. Certain requirements are outlined by the federal government for this coverage. The premium is paid in full by the insured.

### ***(b) Other Post Employment Benefits - KPERS Death and Disabilities***

Death and Disability Other Post Employment Benefits. As provided by K.S.A. 74-4927, disabled members in the Kansas Public Employees Retirement System (KPERS) receive long-term disability benefits and life insurance benefits. The plan is administered through a trust held by KPERS that is funded to pay annual benefit payments. The employer contribution rate is set at 1% for the year ended December 31, 2019.

## 7. OTHER LONG-TERM OBLIGATIONS FROM OPERATIONS (CONT.)

### **(c) *Other Employee Benefits***

**Vacation:** The Library provides all regular full-time employees and eligible regular part-time employees with pay as follows:

1. Director or Professional Grade Employees with ten or more years of service will earn 160 hours annually with pay, accumulating at the monthly rate of 13 hours and 20 minutes. (Maximum accumulation will be 240 hours;  $\frac{3}{4}$  time and  $\frac{1}{2}$  time employees will accumulate 180 hours and 120 hours respectively).
2. Professional Grade Employees with less than ten years of service or full-time employees with ten years or more of service will earn 120 hours annually with pay, accumulating at the monthly rate of ten hours. (Maximum accumulation will be 240 hours;  $\frac{3}{4}$  times and  $\frac{1}{2}$  time will accumulate to 180 hours and 120 hours respectively).
3. Other full-time employees will earn 80 hours annually with pay, accumulating at the monthly rate of six hours and 40 minutes. (Maximum accumulation will be 160 hours;  $\frac{3}{4}$  times and  $\frac{1}{2}$  time will accumulate to 120 hours and 80 hours respectively).

Vacation leave in excess of accumulated maximum limits shall be forfeited as of December 25 of each year. No employee shall take more than two weeks vacation at one time, except when approved by the supervisor and the Library Director. Unearned vacation cannot be taken in advance. Vacation is to be recorded in 15 minute intervals. When reported, any fraction of a quarter hour will be rounded to the next quarter hour. Vacation is to be scheduled in order not to disrupt the continuity of library service. No employee may take earned vacation without prior approval from his/her supervisor. Forms for requesting or recording annual leave are available from the employee's supervisor or the Business Office. The Business Office keeps a record of all absences, and employee leave balances are noted monthly on paycheck stub.

**Sick Leave:** Full-time employees earn sick leave beginning with the month of employment at the rate of 6.67 hours per month or 80 hours per year. Full-time employees may accrue up to 320 hours. Part-time employees earn sick leave beginning with the month of employment at the rate of 5 hours per month for  $\frac{3}{4}$  time employees and 3.33 hours per month for  $\frac{1}{2}$  time employees.  $\frac{3}{4}$  time employees may accrue up to 240 hours and  $\frac{1}{2}$  time employees may accrue up to 160 hours. Sick leave with pay is granted only after it has been earned and for the following reasons:

1. For the absence of the employee due to his/her own illness, injury, medical confinement or quarantine or as a result of childbirth, and recovery or related complications.
2. For the absence of the employee due to illness or injury of someone in the employee's immediate family, for which the employee's presence is needed. Immediate family is defined to mean a spouse, parent, child, grandparent or person for whom you have legal responsibility.
3. Medical or dental appointments. Part-time employees are encouraged to make appointments on their own time, if possible.

Once an employee has been absent for a period of five consecutive working days, the employee must obtain a doctor's certification to return to work. Vacation must be used for sick leave purposes after accrued sick leave is exhausted. Sick leave is to be recorded in 15 minute intervals. Forms for reporting sick leave are available from and must be approved by the employee's supervisor. Upon approval, the form should be forwarded to the Business Office. Scheduled appointments should be requested before appointment time on the Sick/Vacation form available from the employee's supervisor or the business office. Any employee who uses less than 25% of their sick leave earned annually will receive an extra day of vacation in January of the following year.

## 7. OTHER LONG-TERM OBLIGATIONS FROM OPERATIONS (CONT.)

### *(c) Other Employee Benefits (Cont.)*

**Sick Leave Pool:** All employees working 20 hours or more are eligible to participate in the Library sick leave pool program. The purpose of the program is to contribute sick leave hours to a pool for use when members of the pool have exhausted their accumulated vacation and sick leave, and a physician states that they are unable to work.

Normal maternity delivery and illness of other family members are not covered by the program. New employees may join in their first month of employment. There will be open enrollment each year between December 1 and December 15. Employees who wish to discontinue participation in the sick leave pool program may do so at any time by notifying the Library Director in writing. Employees who withdraw are not eligible to re-enroll and the hours they have contributed will remain in the pool. At the time an employee retires or leaves employment, they may contribute up to 40 hours of accrued sick leave to the pool. A form for that purpose is available in the business office.

## 8. INTERFUND TRANSFERS

Operating transfers were as follows:

<u>From</u>	<u>To</u>	<u>Regulatory Authority</u>	<u>Amount</u>
General Fund	Capital Improvement Fund	KSA 12-1,118	\$ 100,000

## 9. CLAIMS AND JUDGMENTS

The Library participates in federal, state and county programs that are fully or partially funded by grants received from other governmental units. Expenditures financed by grants are subject to audit by the appropriate grantor government. If expenditures are disallowed due to noncompliance with grant program regulations, the Library may be required to reimburse the grantor government. As of the date of this report, grant expenditures have not been audited, but the Library believes that disallowed expenditures, if any, based on subsequent audits will not have a material effect on any of the individual governmental funds or the overall financial position of the Library.

The Library is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Library has purchased commercial insurance for these potential risks. There have been no significant reductions in insurance coverage from 2018 to 2019 and there were no settlements that exceeded insurance coverage in the past three years.

During the ordinary course of its operations, the Library is a party to various claims, legal actions and complaints. It is the opinion of the Library's management and legal counsel that these matters are not anticipated to have a material impact on the Library.

## 10. SUBSEQUENT EVENTS

Management has evaluated the effects of the financial statement of subsequent events occurring through the date of this report, which is the date at which the financial statement was available to be issued.

**THE HUTCHINSON PUBLIC LIBRARY  
HUTCHINSON, KANSAS**

**REGULATORY – REQUIRED**

**SUPPLEMENTARY INFORMATION**

**FOR THE YEAR ENDED DECEMBER 31, 2019**

THE HUTCHINSON PUBLIC LIBRARY  
HUTCHINSON, KANSAS

**SUMMARY OF EXPENDITURES - ACTUAL AND BUDGET**

**Regulatory Basis**

(Budgeted Funds Only)

For the Year Ended December 31, 2019

<u>Funds</u>	<u>Certified Budget</u>	<u>Expenditures Chargeable to Current Year</u>	<u>Variance Over (Under)</u>
GENERAL FUND:			
General Fund	\$ 2,028,528	\$ 1,844,422	\$ (184,106)
SPECIAL PURPOSE FUNDS:			
Employee Benefits Fund	419,015	364,454	(54,561)
Billing Fines & Fees Fund	81,199	57,284	(23,915)
SCKLS Allocation Fund	160,198	140,146	(20,052)
Capital Improvement Fund	254,063	31,167	(222,896)

**THE HUTCHINSON PUBLIC LIBRARY  
HUTCHINSON, KANSAS**

**GENERAL FUND**

**SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET**

**Regulatory Basis**

**For the Year Ended December 31, 2019**

**(With Comparative Actual Totals for the Prior Year Ended December 31, 2018)**

		<b>2019</b>		
	<b>2018 Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance Over (Under)</b>
Receipts				
Taxes-local	\$ 1,762,555	\$ 1,744,307	\$ 1,869,779	\$ (125,472)
Earnings on investments	916	682	-	682
<b>Total Receipts</b>	<b>1,763,471</b>	<b>1,744,989</b>	<b>\$ 1,869,779</b>	<b>\$ (124,790)</b>
Expenditures				
Audit and budget	12,625	12,050	\$ 13,400	\$ (1,350)
Library materials	35,630	50,923	91,000	(40,077)
Online services	53,801	52,803	49,000	3,803
OCLC	21,099	21,314	35,000	(13,686)
Equipment and maintenance	21,857	21,976	50,000	(28,024)
Insurance	24,904	24,851	29,500	(4,649)
Periodicals	24,493	25,443	35,500	(10,057)
Postage	14,346	13,729	15,000	(1,271)
Public relations	9,134	12,910	20,000	(7,090)
Contractual services	38,237	44,350	40,000	4,350
Building maintenance	33,304	44,632	40,000	4,632
Salaries	1,227,884	1,223,691	1,253,608	(29,917)
Supplies	24,879	21,834	30,000	(8,166)
Travel	785	615	3,000	(2,385)
Utilities	95,579	97,344	93,000	4,344
Computer services	56,308	75,957	75,000	957
Cash carry forward	-	-	65,520	(65,520)
Transfer to Capital Improvement Fund	100,000	100,000	90,000	10,000
<b>Total Expenditures</b>	<b>1,794,865</b>	<b>1,844,422</b>	<b>\$ 2,028,528</b>	<b>\$ (184,106)</b>
Receipts over (under) Expenditures	(31,394)	(99,433)		
Unencumbered Cash, Beginning	233,504	202,110		
Unencumbered Cash, Ending	<u>\$ 202,110</u>	<u>\$ 102,677</u>		



**THE HUTCHINSON PUBLIC LIBRARY  
HUTCHINSON, KANSAS**

**SPECIAL PURPOSE FUND**

**EMPLOYEE BENEFITS FUND**

**SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET**

**Regulatory Basis**

**For the Year Ended December 31, 2019**

**(With Comparative Actual Totals for the Prior Year Ended December 31, 2018)**

		<b>2019</b>		
	<b>2018 Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance Over (Under)</b>
Receipts				
Taxes - local	\$ 351,367	\$ 375,141	\$ 385,626	\$ (10,485)
Miscellaneous	25	-	-	-
Total Receipts	<u>351,392</u>	<u>375,141</u>	<u>\$ 385,626</u>	<u>\$ (10,485)</u>
Expenditures				
Workers' compensation	5,830	5,577	\$ 6,000	\$ (423)
Social security and medicare	91,380	90,930	95,901	(4,971)
KPERs	115,365	120,948	120,472	476
Health insurance	146,634	138,729	182,000	(43,271)
Unemployment insurance	(915)	839	6,393	(5,554)
Life insurance	5,880	5,647	6,358	(711)
Cafeteria plan management	1,784	1,784	1,891	(107)
Total Expenditures	<u>365,958</u>	<u>364,454</u>	<u>\$ 419,015</u>	<u>\$ (54,561)</u>
Receipts Over (Under) Expenditures	(14,566)	10,687		
Unencumbered Cash, Beginning	<u>64,708</u>	<u>50,142</u>		
Unencumbered Cash, Ending	<u>\$ 50,142</u>	<u>\$ 60,829</u>		

**THE HUTCHINSON PUBLIC LIBRARY  
HUTCHINSON, KANSAS**

**SPECIAL PURPOSE FUND**

**BILLING FINES AND FEES FUND**

**SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET**

**Regulatory Basis**

**For the Year Ended December 31, 2019**

**(With Comparative Actual Totals for the Prior Year Ended December 31, 2018)**

		<b>2019</b>		
	<b>2018</b>			<b>Variance</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Over</b>
				<b>(Under)</b>
Receipts				
Fines and fees	\$ 40,542	\$ 42,827	\$ 50,400	\$ (7,573)
Investment income	2,554	4,506	-	4,506
Total Receipts	43,096	47,333	\$ 50,400	\$ (3,067)
Expenditures				
Operating	28,622	40,827	\$ 5,000	\$ 35,827
Equipment and maintenance	-	-	30,000	(30,000)
Copier	8,365	7,597	15,000	(7,403)
Microfilm	4,775	7,281	-	7,281
Supply	3,989	1,579	21,500	(19,921)
Travel/Training	-	-	1,000	(1,000)
Cash carry forward	-	-	8,699	(8,699)
Total Expenditures	45,751	57,284	\$ 81,199	\$ (23,915)
Receipts Over (Under) Expenditures	(2,655)	(9,951)		
Unencumbered Cash, Beginning	45,974	43,319		
Unencumbered Cash, Ending	\$ 43,319	\$ 33,368		

**THE HUTCHINSON PUBLIC LIBRARY  
HUTCHINSON, KANSAS**

**SPECIAL PURPOSE FUND**

**SCKLS ALLOCATION FUND**

**SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET**

**Regulatory Basis**

**For the Year Ended December 31, 2019**

**(With Comparative Actual Totals for the Prior Year Ended December 31, 2018)**

	<b>2018 Actual</b>	<b>2019</b>		<b>Variance Over (Under)</b>
		<b>Actual</b>	<b>Budget</b>	
Receipts				
Allocation from SCKLS	\$ 109,280	\$ 145,672	\$ 110,000	\$ 35,672
Expenditures				
Library materials	101,028	105,554	\$ 100,668	\$ 4,886
Equipment and maintenance	1,913	1,929	10,000	(8,071)
Postage	-	38	4,530	(4,492)
Salaries	9,675	12,200	-	12,200
Travel	3,850	9,617	10,000	(383)
Contractual services	15,697	10,808	20,000	(9,192)
Operating	450	-	15,000	(15,000)
Total Expenditures	132,613	140,146	\$ 160,198	\$ (20,052)
Receipts over (under) Expenditures	(23,333)	5,526		
Unencumbered Cash, Beginning	99,199	75,866		
Unencumbered Cash, Ending	\$ 75,866	\$ 81,392		

**THE HUTCHINSON PUBLIC LIBRARY  
HUTCHINSON, KANSAS**

**SPECIAL PURPOSE FUND**

**CAPITAL IMPROVEMENT FUND**

**SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET**

**Regulatory Basis**

**For the Year Ended December 31, 2019**

**(With Comparative Actual Totals for the Prior Year Ended December 31, 2018)**

		<b>2019</b>		
	<b>2018 Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance Over (Under)</b>
Receipts				
Transfer from General Fund	\$ 100,000	\$ 100,000	\$ 90,000	\$ 10,000
Expenditures				
Equipment and maintenance	131,702	31,167	\$ 254,063	\$ (222,896)
Receipts over (under) Expenditures	(31,702)	68,833		
Unencumbered Cash, Beginning	255,765	224,063		
Unencumbered Cash, Ending	\$ 224,063	\$ 292,896		

**THE HUTCHINSON PUBLIC LIBRARY  
HUTCHINSON, KANSAS**

**SPECIAL PURPOSE FUND**

**STATE GRANTS IN AID FUND**

**SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL**

**Regulatory Basis**

**For the Year Ended December 31, 2019**

**(With Comparative Actual Totals for the Prior Year Ended December 31, 2018)**

	<b><u>2018 Actual</u></b>	<b><u>2019 Actual</u></b>
Receipts		
State aid	\$ 6,856	\$ 11,612
Expenditures		
Library materials	<u>6,856</u>	<u>11,612</u>
Receipts over (under) Expenditures	-	-
Unencumbered Cash, Beginning	<u>-</u>	<u>-</u>
Unencumbered Cash, Ending	<u>\$ -</u>	<u>\$ -</u>

**THE HUTCHINSON PUBLIC LIBRARY  
HUTCHINSON, KANSAS**

**SPECIAL PURPOSE FUND**

**EXPENDABLE GIFT FUND**

**SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL**

**Regulatory Basis**

**For the Year Ended December 31, 2019**

**(With Comparative Actual Totals for the Prior Year Ended December 31, 2018)**

	<b><u>2018 Actual</u></b>	<b><u>2019 Actual</u></b>
Receipts		
Contributions	\$ 129,692	\$ 180,989
Earnings on investments	<u>70,805</u>	<u>92,604</u>
Total Receipts	<u>200,497</u>	<u>273,593</u>
Expenditures		
Library materials	115,211	111,785
Online services	5,000	201
Remodeling expense	12,509	749
Contractual services	1,081	-
Operating	<u>1,288</u>	<u>1,434</u>
Total Expenditures	<u>135,089</u>	<u>114,655</u>
Receipts over (under) Expenditures	65,408	158,938
Unencumbered Cash, Beginning	<u>2,349,431</u>	<u>2,414,839</u>
Unencumbered Cash, Ending	<u>\$ 2,414,839</u>	<u>\$ 2,573,777</u>

**THE HUTCHINSON PUBLIC LIBRARY  
HUTCHINSON, KANSAS**

**TRUST FUND**

**NONEXPENDABLE GIFT FUND**

**SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL**

**Regulatory Basis**

**For the Year Ended December 31, 2019**

**(With Comparative Actual Totals for the Prior Year Ended December 31, 2018)**

	<b><u>2018</u></b>	<b><u>2019</u></b>
	<b>Actual</b>	<b>Actual</b>
Receipts		
Contributions	\$ -	\$ -
Expenditures		
Operating	-	-
Receipts over (under) Expenditures	-	-
Unencumbered Cash, Beginning	954,124	954,124
Unencumbered Cash, Ending	<u>\$ 954,124</u>	<u>\$ 954,124</u>