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June 28, 2018

Mr. Tom Gerard  
Excise Board  
Tulsa County Court House  
500 S. Denver  
Tulsa, OK 74103

Dear Mr. Gerard:

The Tulsa City-County Library Commission adopted the attached budget for 2018-19 at its meeting on June 21, 2018.

We would request your approval of this total, and appropriations as follows:

Personnel Services	\$ 21,376,816
Maintenance & Operations	\$ 6,601,012
Capital Outlay	\$ 3,406,006
Capital Reserve ( <i>adjusted</i> )	\$ 17,634,405
Materials	\$ 4,767,449
Revaluation/Misc. .	\$ 128,811
	<hr/>
TOTAL	\$ 53,914,499

Thank you for your assistance. If you have questions, please call me at (918) 549-7373.

Sincerely,

Gail Morris  
Chief Financial Officer

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State Auditor  
and Inspector



**STATEMENT OF REVENUES AND EXPENDITURES**  
Budget Request 2018-2019

REVENUE		2017-2018	2017-2018	2018-2019	Increase(Decrease)	Increase(Decrease)
		Budget	Estimated Final	Requested Budget	from Est. Final 17-18	from 17-18 Budget
<b>Levy</b>	5.2 Mill Levy	80,353,798	81,023,182	81,900,956	877,774	1,547,158
	Interest	44,340	147,642	199,074	51,432	154,734
	State Aid	205,000	20,367	205,000	184,633	0
<b>Depository</b>	Property Rental	98,429	31,138	61,748	80,610	(81,681)
	Reimbursement-Flashdrives, Earbuds, etc.	12,819	13,814	18,095	4,282	5,282
	Printing/Copy/Fax Revenue	193,028	240,904	259,881	18,977	68,853
	Fines & Fees	90,144	139,566	75,905	(63,661)	(14,239)
	Parking	15,982	89,692	82,669	(66,923)	16,687
	Events	-	18,014	27,021	9,007	27,021
	Sales - Booksale	35,223	31,228	81,260	82	(3,963)
	Research Wizard	14,847	11,662	11,617	55	(3,230)
	EDIC	80,900	80,900	81,503	603	603
	E-Rate Subsidies	677,524	338,223	469,813	133,090	(208,211)
	Gifts	769	3,883	4,500	617	3,731
	Miscellaneous	178,375	55,848	44,393	(11,450)	(134,982)
	Trust Reimbursements	180,787	160,767	99,140	(61,627)	(61,627)
<b>TOTAL REVENUE</b>		<b>33,107,938</b>	<b>32,354,627</b>	<b>33,472,076</b>	<b>1,117,450</b>	<b>1,864,137</b>
<b>EXPENDITURES</b>		<b>2017-2018</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>Increase(Decrease)</b>	<b>Increase(Decrease)</b>
		<b>Budget</b>	<b>Estimated Final</b>	<b>Requested Budget</b>	<b>from Est. Final 17-18</b>	<b>from 17-18 Budget</b>
<b>PERSONNEL</b>	Payroll	15,916,369	14,748,840	16,674,989	1,826,149	658,620
	FICA	1,214,629	1,089,078	1,267,987	178,909	53,358
	Retirement Plan	1,466,438	1,850,339	1,997,541	147,202	531,103
	Life and Disability Insurance	38,483	25,539	42,630	17,091	-1,147
	Health and Dental Insurance	1,408,955	1,297,418	1,364,598	67,185	(44,357)
	Unemployment Compensation	24,126	7,566	30,000	22,444	5,864
	Workers Compensation	95,000	85,257	99,071	13,814	4,071
<b>Total</b>		<b>20,184,010</b>	<b>19,104,022</b>	<b>21,376,816</b>	<b>2,272,794</b>	<b>1,212,806</b>
<b>MAINTENANCE &amp; OPERATIONS</b>	Communications-Postage & Telephone	104,896	107,890	108,297	(1,893)	1,402
	Advertising & Printing	266,567	242,567	312,907	70,340	56,340
	Network & Access Fees	337,376	373,004	513,088	140,084	175,712
	Office Supplies	161,823	157,424	152,852	(4,572)	(8,971)
	Software & Licensing	1,291,346	997,194	1,386,372	389,178	95,026
	Office Equipment <1000	151,899	215,972	196,367	(19,605)	44,468
	IT Supplies and Equipment	727,030	425,208	352,545	(72,664)	(374,485)
	Photocopy	103,673	154,931	119,553	(35,378)	15,880
	Programming & Miscellaneous Expense	111,223	124,222	132,096	7,874	20,873
	Service Contracts	263,606	307,769	127,972	(178,797)	(136,634)
	Professional Services	451,511	433,578	678,662	245,084	227,151
	Training & Travel	198,003	177,105	233,692	56,587	35,689
	Mileage & Parking	99,269	97,888	92,450	(5,438)	(6,819)
	Vehicle Maintenance	139,350	75,469	94,050	18,581	(35,300)
	Insurance	248,175	209,649	176,371	(33,278)	(71,804)
	Utilities	839,897	755,947	831,551	75,604	(6,346)
	Janitor & Lawn Services	861,560	898,116	798,855	(87,261)	(62,705)
	Building Supplies & Repairs	214,235	377,638	260,269	(97,369)	66,034
	Building Rent & Assessments	15,311	16,443	15,063	(1,890)	(248)
<b>Total</b>		<b>6,666,749</b>	<b>6,145,815</b>	<b>6,601,012</b>	<b>455,197</b>	<b>34,263</b>
<b>MISCELLANEOUS</b>	Revaluation	114,002	114,030	116,811	2,281	2,309
	Sales Tax	-	10,247	12,500	2,253	12,500
<b>Total</b>		<b>114,002</b>	<b>124,277</b>	<b>129,311</b>	<b>4,534</b>	<b>14,809</b>
<b>MATERIALS</b>	Materials & Audio Visual	2,323,827	2,308,097	2,330,305	30,208	15,478
	Materials Processing Supplies	499,018	442,060	518,532	76,472	19,514
	Subscriptions - Print & Online	1,728,445	1,714,640	1,863,228	148,588	134,783
	Trust	80,000	39,427	46,384	6,958	16,384
<b>Total</b>		<b>4,631,290</b>	<b>4,504,224</b>	<b>4,758,449</b>	<b>252,226</b>	<b>186,159</b>
<b>Subtotal Operating</b>		<b>31,426,051</b>	<b>29,679,337</b>	<b>32,874,088</b>	<b>2,994,751</b>	<b>1,448,037</b>
<b>Net Revenue over Expenditures</b>		<b>681,888</b>	<b>2,475,289</b>	<b>597,988</b>	<b>(1,877,301)</b>	<b>(83,900)</b>
<b>CAPITAL OUTLAY</b>						
	Land and Land Improvements	-	-	-	0	0
	Building & Improvements	1,021,840	974,579	1,074,616	100,037	52,778
	Capital Contingency	1,000,000	-	1,000,000	1,000,000	0
	Furniture/Equipment	152,651	252,724	631,110	378,388	478,459
	Automotive	80,000	34,347	70,000	35,653	40,000
	Computer Services Equipment	1,140,451	640,451	680,280	(10,171)	(610,171)
<b>Total</b>		<b>3,344,942</b>	<b>1,902,101</b>	<b>3,408,006</b>	<b>1,503,905</b>	<b>61,064</b>
<b>Net Revenue over Expenditures after Capital Outlay</b>		<b>(2,663,054)</b>	<b>573,188</b>	<b>(2,808,018)</b>	<b>(3,381,206)</b>	<b>(144,964)</b>
<b>Beginning Fund Balance</b>		<b>19,869,285</b>	<b>19,869,235</b>	<b>20,442,423</b>		
<b>ENDING FUND BALANCE</b>		<b>17,206,181</b>	<b>20,442,423</b>	<b>17,634,405</b>		

**COUNTY OF TULSA  
FUNDS AVAILABLE FOR APPROPRIATION**

**FY 2018 Valuation  
6,074,154,760**

	<b>CITY COUNTY LIBRARY FUND</b>
<b>AD VALOREM LEVY</b>	<b>5.32</b>
<b>GROSS PROCEEDS OF LEVY</b>	<b>32,314,503</b>
<b>DEDUCT RESERVE:</b>	<b>1,615,725</b>
<b>NET PROCEEDS OF LEVY</b>	<b>30,698,778</b>
<b>ADD:</b>	
<b>SURPLUS ON HAND</b>	<b>20,313,015</b>
<b>MISCELLANEOUS REVENUE</b>	<b>1,571,120</b>
<b>TOTAL AVAILABLE FOR APPROPRIATION</b>	<b>52,582,913</b>

**COUNTY EXCISE BOARD APPROPRIATION OF INCOME AND REVENUE**

	<b>CITY COUNTY LIBRARY FUND</b>
<b>TO FINANCE APPROVED BUDGETS</b>	<b>53,914,499</b>
<b>DEDUCT:</b>	
<b>FY 2018 ENDING CASH BALANCE</b>	<b>20,313,015</b>
<b>OTHER PROBABLE REVENUE</b>	<b>1,571,120</b>
<b>BUDGETED ENDING FUND BALANCE</b>	<b>17,634,405</b>
<b>BALANCE REQUIRED</b>	<b>14,395,959</b>
<b>RESERVE FOR DELINQUENCY</b>	<b>1,615,725</b>
<b>TO BE RAISED</b>	<b>16,011,684</b>

NOTE: THE FY 2018-2019 BUDGET INCLUDES \$17,634,405 CAPITAL RESERVES

<b>VISUAL INSPECTION AMOUNT TO BE APPROPRIATED</b>	<b>112,892.05</b>
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