



December 21, 2020

# 2021 BUDGET

**St. Louis County Library**

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St. Louis County **Library**



**TABLE OF CONTENTS:**

**PAGE NO.**

**1. INTRODUCTION**

- a. Executive Summary 2
- b. Governance and Budgeting Process 3

**2. Maintenance and Operating Fund**

- a. Revenue and Expense Highlights 4-7
- b. Revenue Breakdown—Maintenance and Operation 8
- c. Expense Breakdown—Maintenance and Operation 9
- d. Fund Balance Overview 10
- e. Property Assessment Valuations for 2020 11
- f. Property Tax Rate Certification 12
- g. Library District Organizational Chart 13

**3. Capital Projects Fund**

- a. Fund Description and Revenue and Expense Highlights 14
- b. 2021 Budgeted Revenue and Expense 15

**4. Debt Service**

- a. Description 16
- b. 2021 Budgeted Revenue and Expense 17
- c. Debt Service Schedule 18



# ST. LOUIS COUNTY LIBRARY DISTRICT 2021 MAINTENANCE & OPERATION BUDGET

## EXECUTIVE SUMMARY

Reimagine is the word that comes to mind when we think back on the work of the St. Louis County Library in 2020. We started the year like everyone with promises, plans and opportunities but quickly had to shift. Our focus became centered on supporting the community during a pandemic by providing internet access, basic necessities, and access to library materials.

In July, St. Louis County Executive Dr. Sam Page announced the designation of \$4 million in federal CARES Act funding to the Library to establish a Digital Equity Initiative to help young people continue their education virtually. The funds are being used to provide 6,000 Chromebooks, 10,000 Wi-Fi hotspots, and tutoring services to students and school districts throughout St. Louis County.

The Library also expanded its Digital Equity Initiative by:

- Immediately extending Wi-Fi signals throughout branch parking lots in March.
- Offering Chromebook/hotspot bundles to adults in the region with limited or no internet access.
- Planning to take internet Wi-Fi service into the community by extending the reach from our branches and using our mobile services to take connections into neighborhoods.

St. Louis County Library continues to offer programs and services that benefit the entire community, while emphasizing the needs of the most vulnerable and under-resourced. Support services and materials are provided by the Library for justice-involved individuals. For small businesses, the Library invests in resources that can save entrepreneurs an estimated \$13,800 annually. To support the health and hygiene needs of the community's most vulnerable, the Library has formed valuable partnerships with St. Louis County, Eye Thrive, Operation Food Search, Helping Hand Me Downs, Little Bit Foundation, and St. Louis Area Diaper Bank. In 2020, we leveraged these partnerships to support the community by distributing over a million meals and many other necessities such as masks, diapers, period supply kits, and hygiene kits through our drive-thru service.

Next year will be challenging, but with the Strategic Plan as our guide, St. Louis County Library will continue to support the community by enriching minds, enhancing lives, and expanding perspectives. Some of the initiatives and programs, in the 2021 Library Budget include launching a new summer reading club by mail service, adding social workers to assist individuals and families in the region, engaging in community conversations centered around diversity, equity and inclusion, and a continued growth of eMedia collections. In addition, the Library will complete construction on the new Eureka Hills Branch and will continue construction on the new Administrative Library Building.

The Library Budget also addresses several internal efforts in 2021. Particular attention will be focused on the acknowledgement of the amazing efforts put forth by Library employees every day, but especially during this challenging time. The St. Louis County Library stepped forward as a true leader to assist the region, and our employees were the most vital part of that effort.

We look forward to the continued support of our patrons and the region in 2021 through the values of customer service excellence, lifelong learning, advocating for youth, community engagement and integrity.



Kristen L. Sorth  
Director and CEO

## GOVERNANCE & BUDGETING PROCESS

The St. Louis County Library District was established as a political subdivision of the State of Missouri with taxing authority by an election held in April of 1946. The first book was circulated in March of 1947.

The five member Board is appointed by the County Executive. The Library operates on a calendar year. An annual audit report is sent to the Missouri State Auditor by April 30.

The St. Louis County Library District follows these procedures in preparing the budget document following legal approval process:

- St. Louis County Collector of Revenue's office will distribute property assessed valuations during the middle of September. The Chief Financial Officer obtains the assessed values for the Library District and calculates tax rates that determine the cash received for the upcoming calendar year. The proposed tax rates are presented to the public for comment at a tax hearing. The Library Board of Trustees approves the recommended tax rates at the September Board meeting. Tax rates are certified by the Missouri State Auditor's office no later than October 1st.
- The Budget Committee is responsible for approving the budget prior to its presentation to the Library Board of Trustees. The committee is comprised of key administrative personnel who actively share in putting forward the plan for the upcoming budget year. With the input of the committee, the Chief Financial Officer is responsible for preparation of the budget.
- The proposal is submitted to the Library Board in November as an informational item and is submitted for formal approval at the December meeting.
- The budget document includes the statutory requirements as stated in the Revised Statutes, State of Missouri. The budget is prepared and presented to the Library Board on a cash basis for all funds. Some historical comparatives in the budget document are represented as audited and are from the Governmental Fund section of the Library District's audited Financial Statements. These Financial Statements are based on the modified accrual basis of accounting.
- The document includes proposed revenue and expenditures. By law, expenditures may not exceed the total of current revenues and assigned/unassigned fund balances.
- According to Missouri State Statutes, the Library District can revise the budget once during the year. Revisions to the budget are reviewed by the Budget Committee and must be approved by the Library Board of Trustees. Revisions to the budget are approved in September.

The St. Louis County Library District operates on a fiscal year of January 1 through December 31. This is in accordance with Missouri Revised Statutes governing the operation of County Libraries in Missouri.



*2021 BUDGET PROPOSAL*

# **MAINTENANCE and OPERATING FUNDS**

## REVENUE HIGHLIGHTS

- **DISTRICT TAXES**—Library District tax revenue in 2021 is budgeted at \$59.7 million, a 9% increase over the revised 2020 budget of \$55 million. Tax revenue is projected to generate over 98% of the Library District's total revenue. In September 2020, the Board of Trustees of the St. Louis County Library District voted to eliminate the voluntary reduction of the tax rate ceiling (see page 11). The largest impact of the elimination is the personal property tax rate, which increased from .225 in 2019 to .275 in 2020. The overall change in tax rates results in additional revenue to fund the financial needs of the District. The Missouri State Auditor certified tax rates on October 2, 2020 (see page 12).
- **CARES Act Grant**—In 2020, the Library District received \$4,000,000 of unbudgeted CARES Act money from St. Louis County to purchase and distribute chromebooks, wi-fi hotspots, and offer virtual and one-on-one in person tutoring services to school districts in St. Louis County. This Digital Equity Initiative is meant to help students continue their education virtually during COVID-19. This is a one-time grant, and the Library is not expecting to receive additional funding in 2021.
- **INTEREST EARNED**—The budget for interest received from investments in 2021 will be approximately \$239,000 less than 2020. The 32% budget decrease is largely due to the lower interest rates that the Library will receive as certificates of deposits and US treasuries mature, as well as the market uncertainty due to COVID-19.
- **COPY INCOME**—The copy income budget will be reduced to zero in 2021. When the branches shifted to curbside service only in 2020 due to COVID-19, the collection of these fees was suspended. Due to the uncertainty of when the branches will resume regular operations, reducing the copy budget to zero is the most conservative option.

## EXPENSE HIGHLIGHTS

- **SALARIES**–In 2020, the Library worked with Lockton, the Library’s HR consultant, on changes to the Library’s performance management process, changes to the Library’s pay grade structure, and a review of market salaries. As a result of this review, the proposed across the board increases of 2.5% is effective on January 1 for all employees. The structure will collapse from 17 grades to 11 grades, and grades 1–5 will receive a structure adjustment bringing them to market levels. In addition, the Library will mirror St. Louis County with an increase to the new minimum wage of \$15 an hour. Structure and minimum wage increases go into effect on July 1. Also, there was an overlap in the job descriptions for circulation and library assistants. This category will be consolidated in July.

The Library has reviewed current vacancies and plans to fill positions in 2021 as COVID-19 restrictions are lifted. Staffing levels were determined based on an actual analysis of “busyness” before, during, and after COVID-19. In addition, seven employees will be added to the Eureka Hills Branch. The much larger new branch will open in the spring of 2021. Six positions, three full-time and three part-time, will be added to the Safety and Security Department. These safety-focused positions will replace the off duty officers that were previously provided by Hudson Security at six out of 20 branches. The safety personnel will be located at five branches (full-time at Lewis & Clark, Natural Bridge, Rock Road, and part-time at Florissant Valley and Weber Road). The final part-time position will float.

- **PENSION**–The Library District’s Pension Plan is 87% funded according to the actuarial report issued by the Library’s actuary, Milliman, in January of 2020. The Library District is committed to a fully funded pension plan at 100%. In 2020, Milliman recommended, and the District contributed \$2,390,389 to the District’s Pension Plan. In 2021, the Library District will budget a contribution of \$2,500,000, an increase of 4.5%, based on Milliman’s estimate of the contribution requirement.
- **MEDICAL INSURANCE**–The Library budgeted an increase of 15% for 2021. The increase is related to general market conditions, the Library’s claim history, and additional costs associated with COVID-19.
- **PERSONNEL SERVICES**–Personnel Services will increase in 2021 by approximately \$81,000 or 18.5%. In 2020, the Library District had 23 employees enrolled in the Library District’s tuition reimbursement program. The Library’s Strategic Plan addresses the support of Library employees and in 2021, there will be 28 employees utilizing tuition reimbursement. In order to be eligible for this benefit, an employee must be employed full-time for a minimum of two years and achieve a grade of “B” or greater in the class. All of the employees requesting tuition reimbursement are taking classes toward a Masters of Library and Information Science degree. The Library has also budgeted \$40,000 for de-escalation training for staff. This training will teach people how to slow down, create space, and use communication techniques to defuse challenging situations.

## EXPENSE HIGHLIGHTS (continued)

- **LIBRARY COLLECTIONS**–Continuing with the commitment to allocate 15% of the overall budget to Library Collections, the Library will allocate \$8,445,000 to collections in 2021. This represents an increase of \$90,000 over the 2020 budget. In total, an additional \$90,000 will be allocated to databases to cover the cost of Tutor.com, which began as part of the Digital Equity Initiative. Also, spending on nearly every category of physical items will be reduced slightly to shift additional funds over to the increasingly popular eMedia formats. The collection of bestseller eBooks will continue to be expanded in an effort to better meet the high level of patron demand. Investments in print reference books and periodicals will decrease as usage and access to this information shifts more to electronic resources.
- **PROGRAMMING AND READING CLUBS**–The Programming and Reading Clubs budget will increase by approximately \$91,000 in 2021 from the 2020 revised budget. Virtual programming will continue in 2021, as well as some in-person programming scheduled later in 2021 that will depend on COVID-19 numbers at that time. The Library is piloting a Summer Reading Club by Mail program and working in conjunction with two school districts, Jennings and Hancock Place, to launch this program. The most significant factor in the increase in this budget area is funding meant to support the Library’s plan to contract with professional social workers to help patrons and families. This work includes providing advice and connections to health, housing, educational resources, and other areas to help patrons improve the quality of their lives. Social workers will serve patrons throughout the District but will focus on areas with the greatest need. This model is increasingly common in urban and suburban libraries throughout the country. Support for this service will also be included in the Foundation’s budget.
- **PROFESSIONAL SERVICES**–The budget for professional services will increase by approximately 39% or \$107,000 in 2021. The 2021 plan includes engaging a consultant to conduct community conversations regarding diversity, equity, and inclusion in library programs and services. These conversations were part of the Library’s strategic planning process and were discussed in employee and public forums conducted by Vector Communications in the second half of 2018. However, the Library strongly believes that it is both timely and important to discuss this topic in more detail with the community now.
- **CUSTODIAL SUPPLIES & SERVICES**–The custodial supplies and services budget will increase by approximately \$97,000 in 2021. The increase is primarily due to purchasing extra cleaning supplies related to COVID-19, as well as paying for professional cleaning of branches affected by COVID-19.
- **BUILDING REPAIR**–Building Repair is projected to increase by approximately 86% or \$352,000 in the 2021 budget. Major projects scheduled for 2020 were not completed due to COVID-19. They include partial carpet replacement at five branch locations (Lewis & Clark, Indian Trails, Weber Road, Rock Road, and Natural Bridge). The carpet will be replaced in the high traffic areas such as the public computer areas and the meeting rooms. These five branches, along with Cliff Cave, Daniel Boone, and Prairie Commons, will receive carpet in 2021. In addition, the District will have the parking lots at five branch locations sealed and striped (Cliff Cave, Daniel Boone, Grand Glaize, Oak Bend, and Rock Road). Lastly, a new boiler to replace an aging unit at Florissant Valley is included in the 2021 budget.



## EXPENSE HIGHLIGHTS (continued)

- **BUILDING OPERATIONS**– Building Operations is expected to decrease by 28%, or approximately \$262,000, in the 2021 budget. The 2020 budget included a partial year of Hudson Security, but the Library does not anticipate needing their services in 2021. The Library committed to reimagining public safety with input gathered from 10 town hall meetings and an employee survey. The off duty officers provided by Hudson Security will be replaced with internal Library safety-focused employees at five branches.
- **CARES Act Grant**– The Library District did not anticipate, or budget for the \$4,000,000 Cares Act grant from St. Louis County. The District does not expect to receive additional funding in 2021.
- **EQUIPMENT**– Equipment is budgeted to decrease by \$61,000 in the 2021 budget as the Library has completed the upgrade on Simple Scans in 2020. In addition, the money that was budgeted for power washers and carpet cleaners in 2020 is not needed in 2021.
- **FURNITURE-OTHER**– The 2021 furniture budget will increase by approximately \$86,000. The Library District budgeted approximately \$50,000 for furniture replacement or reupholstery of furniture at five Library branches (Jamestown Bluffs, Weber Road, Rock Road, Natural Bridge, and Samuel C. Sachs) in 2020 that was not completed due to COVID-19. These five branches, along with Bridgeton Trails and Prairie Commons, will receive furniture in 2021..
- **TECHNOLOGY**– Technology costs are projected to increase by approximately 39.5% or \$302,000 in 2021. The increase is due to the upgrade of the content management software (CMS) for the Library’s website. The CMS the District currently uses is Drupal version 7. This version will reach its end-of-life and will be unsupported soon. The Library District will upgrade to version 8. This CMS allows the District to create, manage, or modify content on the website without the need for specialized technical knowledge from outside consultants. This upgrade was originally planned to be completed in 2020, but due to COVID-19, it was postponed until 2021. The budgeted cost for this upgrade is \$250,000. In addition, the Library budgeted \$50,000 for new curbside software. This software lets staff communicate with patrons about when materials are ready and how they can pick them up, just like grocery and restaurant pickup solutions.
- **CAPITAL PROJECTS**– The Capital Projects budget of \$4,700,000 will be used for expenses related to the remaining construction of the new Eureka Hills Branch and the demolition of the current HQ building. Also included in the budget for 2021 will be \$500,000 for replacing canopies and end panels on the shelving at five branches (Bridgeton Trails, Cliff Cave, Natural Bridge, Oak Bend, and Prairie Commons). Additionally, the Library included \$150,000 in the 2021 budget to investigate installing a drive-through window at one branch location.

**ST. LOUIS COUNTY LIBRARY  
REVENUE  
MAINTENANCE AND OPERATION  
2018-2021**

<b>ITEM</b>	<b>2018 AUDIT</b>	<b>2019 AUDIT</b>	<b>2020 REVISED BUDGET</b>	<b>2021 BUDGET</b>
District Taxes	53,205,876	54,206,338	53,968,483	58,824,000
District Taxes - Prior Years	310,689	858,708	701,075	525,000
District Taxes - TIF	58,089	76,537	10,760	20,000
Financial Institution Tax	528,011	543,433	280,252	280,000
Athletes & Entertainers Tax	47,000	47,000	47,000	20,000
State Aid	326,226	378,025	429,574	430,000
State Grant	63,031	45,453	33,434	35,000
Other Grants	114,300	115,810	4,375	10,000
CARES Act Grant	-	-	4,000,000	-
E-rate discounts	114,694	83,015	74,806	45,000
Fines and Fees	345,898	303,547	58,564	45,000
Sale of Surplus Materials	39,439	66,323	41,098	40,000
Interest Earned	753,765	1,503,742	738,522	500,000
Copy Income	266,589	274,394	60,342	-
Miscellaneous	132,277	103,349	35,672	10,000
<b>Total Revenue</b>	<b>\$56,305,884</b>	<b>\$58,605,674</b>	<b>\$60,483,957</b>	<b>\$60,784,000</b>

**ST. LOUIS COUNTY LIBRARY  
EXPENSE  
MAINTENANCE AND OPERATION  
2018–2021**

<b>ITEM</b>	<b>2018 AUDIT</b>	<b>2019 AUDIT</b>	<b>2020 REVISED BUDGET</b>	<b>2021 BUDGET</b>
Salaries	20,378,710	21,390,176	21,648,362	23,550,000
FICA	1,596,816	1,656,635	1,673,147	1,837,000
Pension	1,937,758	2,363,903	2,413,685	2,524,000
Group Life Insurance	95,390	99,787	102,079	107,000
Medical and Dental Insurance	3,479,209	3,679,278	3,695,854	3,670,000
Workers' Compensation	105,448	110,507	106,475	120,000
Unemployment Compensation	3,439	3,177	88,654	55,000
Personnel Services	350,533	408,622	437,483	518,500
<b>Subtotal</b>	<b>27,947,303</b>	<b>29,712,084</b>	<b>30,165,739</b>	<b>32,381,500</b>
Library Collections	7,999,797	8,200,913	8,355,000	8,445,000
Collection Maintenance & Supplies	571,145	627,074	622,883	658,500
Equipment Agreements and Office Supplies	333,161	338,730	344,153	348,500
Public Relations and Printing	254,963	279,591	238,801	271,000
Programming and Reading Clubs	567,608	568,578	338,500	429,000
Conferences and Library Memberships	119,527	124,490	100,514	92,000
Professional Services	220,946	182,064	271,285	378,000
Miscellaneous	8,384	7,458	16,035	10,000
Utilities	1,375,302	1,401,890	1,457,092	1,480,000
Custodial Supplies & Services	384,161	494,852	410,000	506,500
Insurance	316,081	300,661	301,195	332,250
Building Repair	272,940	445,212	409,769	761,500
Building Operation	1,108,573	1,365,233	930,397	669,000
Mobile Services and Operation	122,237	119,860	252,000	200,000
<b>Subtotal</b>	<b>13,654,823</b>	<b>14,456,606</b>	<b>14,047,624</b>	<b>14,581,250</b>
CARES Act Grant	0	0	4,000,000	0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>4,000,000</b>	<b>0</b>
Automotive	73,011	475,794	-	-
Equipment	32,155	87,537	67,000	6,000
Furniture	81,647	74,188	121,811	207,500
Technology	662,502	619,899	763,832	1,065,750
Capital Projects	23,345	480,853	6,347,500	4,700,000
Debt Service	6,425,698	6,459,518	6,486,360	6,503,000
<b>Subtotal</b>	<b>7,298,357</b>	<b>8,197,789</b>	<b>13,786,503</b>	<b>12,482,250</b>
<b>Total Cash Expenditures</b>	<b>\$48,900,484</b>	<b>\$52,366,479</b>	<b>\$61,999,866</b>	<b>\$59,445,000</b>

**ST. LOUIS COUNTY LIBRARY  
CASH FUND BALANCES  
2020–2021**

	Unassigned	Restricted	Assigned for Capital Improvements	Total
2020 Beginning Balance	\$9,270,931	\$20,000	\$32,627,377	\$41,918,308
<b>ADD:</b> 2020 Projected Surplus/(Deficit)				(1,515,909)
<b>TOTAL:</b> 2020 Projected Ending Balance	8,822,673	20,000	31,559,726	40,402,399
<b>ADD:</b> 2021 Projected Surplus/(Deficit)			1,339,000	1,339,000
<b>TOTAL:</b> 2021 Projected Ending Balance	9,372,550	20,000	32,348,849	41,741,399

**FUND BALANCE**

In 2011, the Library Board of Trustees established an Unassigned Fund Balance Policy that was revised in 2013 and again in 2014. The unassigned fund balance is held in reserve for situations such as unanticipated emergencies, cash flow interruptions, decreases in local, state and federal funding, to avoid the need for short term borrowing and to maintain an investment grade bond rating. This Policy defines classifications for the unassigned fund balance and outlines steps to be taken if the fund balance falls above or below the recommended levels.

The Policy requires that the unassigned fund balance must be between 15% and 20%, with a target of 17.5%, of the following year’s budgeted operational expenses. This range is in line with the recommendations of the Government Finance Officers Association (GFOA). The Policy also provides that when the unassigned fund balance exceeds 20% of the budgeted operational expenses, all of the balance above 20% will be assigned to the Capital Improvements Fund. At the end of 2020, the projected balance of the unassigned fund that exceeds 20% of the budgeted operational expenses and will be assigned to the Capital Improvements Fund is \$31,559,726.

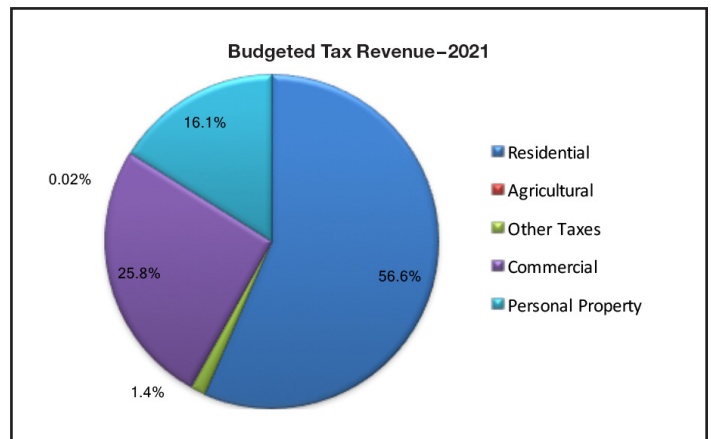
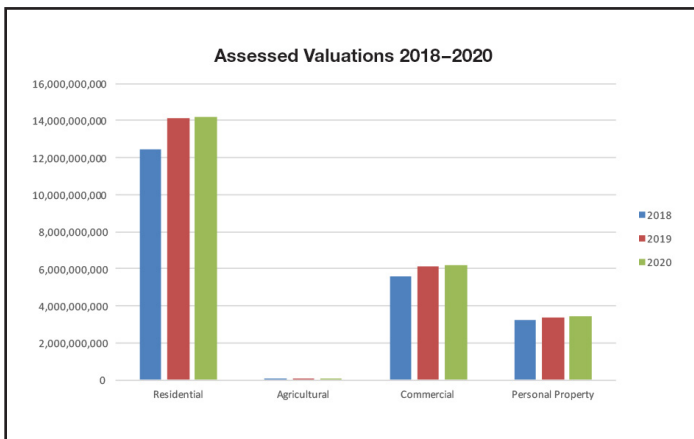
Since 2012, the Library District has been using surplus funds to build the balance in the Capital Improvements Fund for the purpose of constructing new buildings and to limit the amount of debt the District would have to incur to finance such construction projects. This Fund will also be used to partially fund the new Headquarters location when construction begins in a few years. Using the Capital Improvements Fund is consistent with the Unassigned Fund Balance Policy and Section 67.010, RSMo., which governs the annual budgeting procedure for political subdivisions of the State of Missouri, including the Library District. After absorbing this deficit, the balance in the Capital Improvements Fund in the 2021 budget is projected to be \$32,348,849.

Total tax revenue is projected to provide \$59.7 million in cash for the fiscal year 2021. Tax revenues are 98% of the Library District’s total revenue. The District’s tax revenue projections are based on tax rates the Library Board approves each September. The Library sets a rate for each subclass of real estate (residential, agricultural, and commercial). Rates are also set for personal property. Tax rates are then certified by the Missouri State Auditor. The rates that were certified on October 2 of this year will provide the budgeted cash for 2021. Below are the rates for the past three years:

	<b>Residential</b>	<b>Agricultural</b>	<b>Commercial</b>	<b>Personal Property</b>
<b>2018</b>	12,439,942,010	6,315,970	5,567,773,213	3,223,105,991
<b>2019</b>	14,115,195,600	6,285,400	6,125,279,313	3,338,040,934
<b>2020</b>	14,180,073,850	6,316,480	6,185,302,240	3,452,632,970

	<b>Residential</b>	<b>Agricultural</b>	<b>Commercial</b>	<b>Personal Property</b>
<b>2018</b>	0.234	0.217	0.259	0.225
<b>2019</b>	0.212	0.219	0.243	0.225
<b>2020</b>	0.235	0.225	0.246	0.275

The above tax rates are levied against assessed property valuations issued through the Collector of Revenue’s Office and adjusted by the Board of Equalization each September. Historically, the Library has not charged the full voter approved tax ceiling. In a non-reassessment year (even numbered years), the Library Board may vote to eliminate the voluntary rollback. In September 2020, the Board of Trustees of the St. Louis County Library District voted to eliminate the voluntary reduction of the tax rate ceiling which will provide additional funding to cover the financial needs of the District.



The assumed collection rate is 96%. St. Louis County receives 1% for collecting taxes and .5% for the costs of general reassessment which is conducted in odd years. Property reassessment occurs every odd year, thus, 2021 will be a reassessment year. Tax Increment Financing (TIF) project assessments are a reduction of the property assessed valuations and is included in the values in the chart shown. The Library budgets a small amount of tax revenue from these projects and does not actually receive revenue until a surplus is determined and distributed. The other sources of income account for approximately 2% of the total budgeted revenue in 2021. This revenue mainly consists of fines, sale of surplus materials, state aid to Libraries issued by the State of Missouri, interest income, and E-rate rebates on technology expenses.



**NICOLE GALLOWAY, CPA**  
**Missouri State Auditor**

**CERTIFICATION LETTER**

October 02, 2020

County Clerk  
 St. Louis County  
 41 S Central Ave.  
 Clayton, MO 63105-0000

RE: 10-096-0007 St. Louis County Library District

Dear Collector of Revenue:

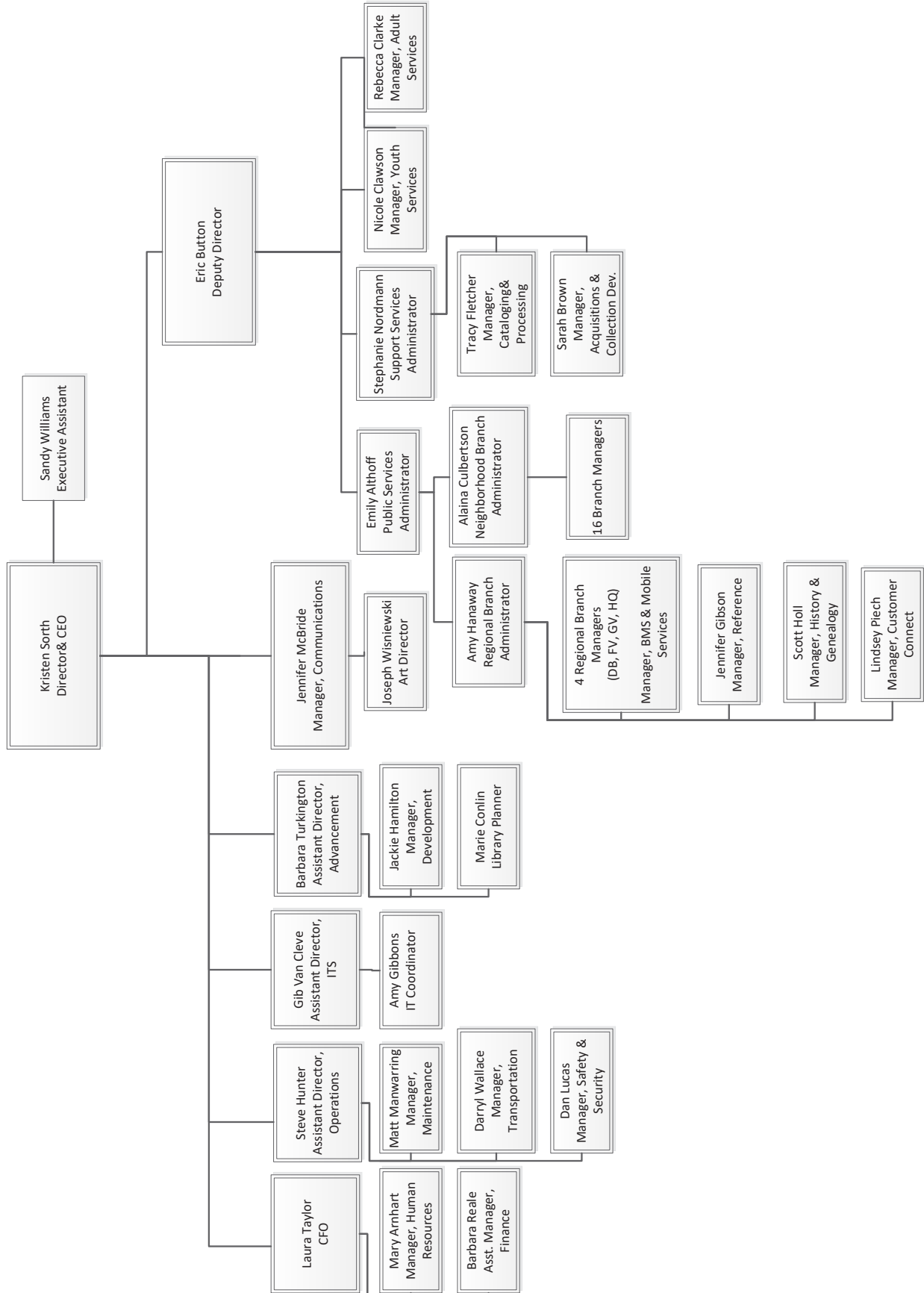
We have received information to substantiate compliance with Missouri law for the 2020 property tax rates for the above-captioned taxing authority. Section 137.073.6, RSMo, requires the State Auditor to examine such information and return to the county clerk our findings regarding the property tax rate ceilings and the debt service levy, if applicable. The State Auditor's Office has relied on information presented and representations made by the taxing authority for our review of the tax rate ceiling (s) and actual property tax rate(s) levied. Our findings are based upon existing constitutional provisions, statutes, rulings, and court decisions.

We understand that the taxing authority's property tax rate ceiling(s) and actual property tax rate(s) levied for 2020 to be as follows:

Purpose	Tax Rate Ceiling or Maximum Allowable Debt Service	Sales Tax Reduction	20% Required Reduction 1st Class Charter County Political Subdivision Not Submitting Estimate Non-Binding Tax Rate	Voluntary Reduction	Recoupment Rate	<b>CERTIFIED RATE</b>	Taxing Authority's Proposed Rate	Complies with MO Laws Yes/No
General Revenue								
Residential	0.2350	0.0000	0.0000	0.0000	0.0000	<b>0.2350</b>	0.2350	Yes
Agricultural	0.2250	0.0000	0.0000	0.0000	0.0000	<b>0.2250</b>	0.2250	Yes
Commercial	0.2460	0.0000	0.0000	0.0000	0.0000	<b>0.2460</b>	0.2460	Yes
Personal Property	0.2750	0.0000	0.0000	0.0000	0.0000	<b>0.2750</b>	0.2750	Yes

Based on the information submitted by the taxing authority we find the CERTIFIED RATE(S) for the taxing authority as listed above, complies or does not comply with the provisions Section 137.073, RSMo, as indicated above. Any taxing authority levying a rate(s) higher than the certified rate(s) is/are not in compliance with Missouri laws. All tax levies not in compliance will receive a Notification of Non-Compliance Letter sent certified mail, will be referred to the Missouri Attorney General's Office pursuant to Section 137.073.6(2), RSMo, and will also be noted in our Review of 2020 Property Tax Rates report. A copy of this letter must be sent by your office to the above captioned political subdivision to comply with Section 137.073.6, RSMo.

# LIBRARY DISTRICT ORGANIZATIONAL CHART





2021 BUDGET PROPOSAL

# CAPITAL PROJECTS FUND



## **CAPITAL PROJECTS FUND 2021 BUDGET**

On September 30, 2016, the St. Louis County Library received \$79 million from the second issuance of Certificates of Participation. The funds received are being used in the second and third phases of the Library District's multi-year construction plan and the projected balance of those funds is shown on page 15. The \$58 million in funds received from the 2013 issuance of Certificates of Participation, used for Phase 1 construction were depleted early in 2017 with the completion of Phase 1 construction.

In 2014, Phase 1 began with the construction of two new facilities, the Grant's View Branch, replacing Tesson Ferry, and the Lewis & Clark Branch. The Lewis & Clark facility was completed and opened in November 2015 and the Grant's View Branch opened in December 2015. Phase 1 also included nine branches for renovation. The Jamestown Bluffs and Indian Trails branches opened in November 2015. The Weber Road Branch opened in December 2015 and the Rock Road Branch opened in January 2016. Construction began in early 2016 on the five remaining branches in Phase 1. The Samuel C. Sachs Branch was the first to open in July 2016. It was closely followed by the Oak Bend Branch in August 2016. The Natural Bridge, Prairie Commons and Cliff Cave branches opened in September 2016.

Phase 2 construction began in the fall of 2016 with the closures of the Daniel Boone, Florissant Valley, and Bridgeton Trails Branches. All three branch renovations were complete in 2017 with the Bridgeton Trails Branch opening in June 2017, Florissant Valley in August 2017, and the Daniel Boone Branch in October 2017. Phase 2 continued in 2018 with the renovation of the Grand Glaize Branch which opened in September 2018. Phase 2 finished with the construction of three new buildings completed in 2019. A new 20,000 square foot Thornhill Branch opened on the same location in February 2019. The Meramec Valley Branch moved to a new location in 2019. The branch moved from a small, leased facility to a full service 21,000 square foot library. Lastly, the new 18,860 square foot Mid-County Branch opened in September of 2019.

Phase 3 began in 2019 with the design for the new Administrative Library Building. Construction on the Administrative Library Building began in late 2020 and is expected to be completed in spring 2022. The Library anticipates that all the money from the 2016 Certificates of Participation will be spent by the end of 2021. The remaining cost of the Eureka Hills Branch and the Ladue Branch will be paid for from the Assigned for Capital Improvements fund. Demolition and construction of the new Ladue Branch and Event Center will begin later in 2022.

**ST. LOUIS COUNTY LIBRARY  
REVENUE AND EXPENSE BREAKDOWN  
2016 CERTIFICATES OF PARTICIPATION  
CAPITAL PROJECTS FUND  
2018–2021**

	2018 ACTUALS	2019 ACTUALS	2020 REVISED BUDGET	2021 BUDGET
Interest Earned	1,151,150	509,777	88,692	6,000
<b>Total Income</b>	<b>1,151,150</b>	<b>509,777</b>	<b>88,692</b>	
Professional Services				
Facilities Master Plan Administrator	457,034	439,905	115,916	273,000
Construction Manager	3,838,735	539,100	637,709	0
Legal	47,938	146,980	134,342	50,000
Architects	976,201	1,517,822	520,872	1,500,000
Bond Issuance Expense				
Other	776,833	654,922	94,379	62,000
Land Acquisition				
Land	6,400,000	98,500	0	0
Earnest Deposits				
Building Construction	8,846,689	10,474,889	1,902,759	10,584,908
Building Renovation	5,379,937	182,888	23,011	0
Furniture, Fixtures, and Equipment	695,702	1,171,850	115,263	0
Technology	206,220	136,176	11,650	0
Other Construction Expense				
<b>Total Operational Cash Expenditures</b>	<b>27,625,289</b>	<b>15,363,033</b>	<b>\$3,555,902</b>	<b>\$12,469,908</b>
<b>Cash Balance End of Year (Projected)</b>	<b>30,790,374</b>	<b>15,937,119</b>	<b>12,469,908</b>	<b>0</b>



2021 BUDGET PROPOSAL

# DEBT SERVICE

## **DEBT SERVICE 2021 BUDGET**

With the issuance of the Certificates of Participation on April 30, 2013, the St. Louis County Library established a Debt Service Fund from which all principal and interest payments related to the debt will be paid. A second Debt Service Fund was established with the Library District's second issuance of Certificates of Participation on September 30, 2016.

The debt service for the 2013 issuance of Certificates is for 25 years and the debt service for the 2016 issuance of Certificates is for 30 years. Both require semi-annual interest payments in April and October and an annual principal payment in April (the debt service schedule can be found on page 17). Payments will be made with transfers from the Library's Maintenance and Operating Fund. Both issuances of the Certificates were issued with favorable ratings from Standard and Poor's (AA) and Moody's (Aa2).

**ST. LOUIS COUNTY LIBRARY  
DEBT SERVICE  
2018–2021**

	<b>2018 AUDIT</b>	<b>2019 AUDIT</b>	<b>2020 REVISED BUDGET</b>	<b>2021 BUDGET</b>
Transfer from Maintenance and Operating Fund	6,425,698	6,459,518	6,486,360	6,503,000
Interest Payments	4,025,698	3,959,518	3,866,360	3,773,000
Principal Payments	2,400,000	2,500,000	2,620,000	2,730,000
<b>Total Debt Service</b>	<b>6,425,698</b>	<b>6,459,518</b>	<b>6,486,360</b>	<b>6,503,000</b>

## AGGREGATE DEBT SERVICE

**St. Louis County Library District, Missouri  
Certificates of Participation  
PROPOSED FINAL - 'Aa2' Moody's / 'AA' S&P**

Period Ending	SERIES 2016	SERIES 2013	AGGREGATE DEBT SERVICE
10/01/2016		5,468,366.26	5,468,366.26
10/01/2017	2,506,265.53	4,472,066.26	6,978,331.79
10/01/2018	3,457,668.76	2,968,691.26	6,426,360.02
10/01/2019	3,487,668.76	2,967,816.26	6,455,485.02
10/01/2020	3,516,668.76	2,969,691.26	6,486,360.02
10/01/2021	3,532,668.76	2,970,066.26	6,502,735.02
10/01/2022	3,534,668.76	2,966,166.26	6,500,835.02
10/01/2023	3,538,543.76	2,965,266.26	6,503,810.02
10/01/2024	3,534,293.76	2,965,416.26	6,499,710.02
10/01/2025	3,536,793.76	2,966,466.26	6,503,260.02
10/01/2026	3,535,793.76	2,965,766.26	6,501,560.02
10/01/2027	3,543,818.76	2,966,966.26	6,510,785.02
10/01/2028	3,561,018.76	2,965,566.26	6,526,585.02
10/01/2029	3,579,918.76	2,965,850.63	6,545,769.39
10/01/2030	3,579,518.76	2,966,341.25	6,545,860.01
10/01/2031	3,576,018.76	2,968,135.00	6,544,153.76
10/01/2032	3,575,328.13	2,967,491.25	6,542,819.38
10/01/2033	3,576,131.25	2,967,800.63	6,543,931.88
10/01/2034	3,579,362.50	2,967,898.76	6,547,261.26
10/01/2035	3,578,625.00	2,968,406.26	6,547,031.26
10/01/2036	3,573,850.00	2,970,043.76	6,543,893.76
10/01/2037	3,577,275.00	2,966,600.01	6,543,875.01
10/01/2038	3,578,750.00	2,967,834.38	6,546,584.38
10/01/2039	6,543,125.00		6,543,125.00
10/01/2040	6,543,975.00		6,543,975.00
10/01/2041	6,544,950.00		6,544,950.00
10/01/2042	6,545,900.00		6,545,900.00
10/01/2043	6,546,675.00		6,546,675.00
10/01/2044	6,542,200.00		6,542,200.00
10/01/2045	6,542,325.00		6,542,325.00
10/01/2046	6,546,750.00		6,546,750.00
	<b>129,416,550.05</b>	<b>72,254,713.31</b>	<b>201,671,263.36</b>