

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**WORK SESSION  
Wednesday, July 11, 2012  
5:45 p.m.  
Meeting Room 1B**

**AGENDA**

1. Call to Order – Kari Isaacson, President
2. 2013 Budget (revised) (page 1-20) – Gary Lettelleir and Sara Laughlin
3. Circulation Policy (page 21-27) – Bara Swinson
4. Fee Schedule Update to Reflect Circulation Policy Changes (page 28) – Bara Swinson
5. Personnel Policy Section 5.01 (page 29) – Kyle Wickemeyer-Hardy
6. Public Comment
7. Adjournment

## Monroe County Public Library 2013 Budget

The second draft of the 2013 budget reflects the following updates:

- Increase to Wages and Benefits – \$43,530
- Increase Ellettsville Supplies – Duplicating - \$500
- Increase Utilities – Water - \$8,000
- Community Relations Equipment – printer - \$7,000
- Reclassify scanning equipment maintenance agreement from Adult Services to Information Service - \$5,500
- Increase Human Resources Administration/Accounting fees for application management system and increase in payroll processing service fee - \$3,000
- Increase Human Resources Consulting Fees – interpreter services - \$2,000
- Decrease Transfer to Rainy Day - \$50,000
- Decrease Transfer to LIRF - \$1,000

The AVGQ is 2.8%. The property tax revenue in the previous version was based on 2.6%. The change resulted in an increase of about \$10,000 in property tax revenue

The operating fund spending increased by \$15,700 as a result of the changes listed above.

### **Accompanying Documents**

**Worksheet A** shows estimated revenue, expense, and cash balances, by fund. **Worksheet B** includes 2013 line item expenditures for all five funds. **Worksheet C** shows line item expenditures in the Operating Fund, compared with 2011 actual expenditures and the 2012 budget. **Worksheet D** provides narrative explanations for lines that changed significantly in 2013. **Worksheet E** includes the capital spending plan for 2013 to 2015.

## 2013 Budget - estimated revenue, expense, and cash balances

Worksheet A		2012 Budget after		2013 Estimates	
		1782			
<b>Operating Fund</b>					
Asses. Val.	2013 @ 80% 2012	6,262,434,138		5,009,947,310	
<b>INCOME</b>					
<i>Property Tax 2013 using growth quotient estimate 2.8%</i>					
	Property Tax	\$	4,534,002		5,163,373
	County Option Income Tax	\$	1,980,075	\$	1,954,656
	Commercial Vehicle Excise Tax	\$	42,483	\$	37,000
	Financial Institutions Tax	\$	12,443	\$	10,500
	License Excise	\$	232,699	\$	330,000
	Fines/Fees	\$	175,000	\$	175,000
	Other - misc per dlgr				
	Other - meeting rooms/interest	\$	15,000	\$	12,000
	Other - copiers/PLAC	\$	16,000	\$	20,000
	<b>TOTAL</b>	<b>\$</b>	<b>7,007,702</b>	<b>\$</b>	<b>7,702,529</b>
<b>EXPENSES</b>					
	Personnel Services	\$	5,151,056	\$	5,290,953
	Supplies	\$	176,260	\$	186,450
	Other Services/Charges	\$	1,112,730	\$	1,300,499
	Capital	\$	1,147,200	\$	1,021,081
	<b>TOTAL before encumbrance</b>		<b>\$7,587,246</b>		<b>\$7,798,983</b>
	Encumbrance	\$	54,098		
		<b>\$</b>	<b>7,641,344</b>		
<b>FUND BALANCE</b>					
	Beginning	\$	1,380,902	\$	747,260
	Encumbrance	\$	(54,098)		
	Income less exp.	\$	(579,544)	\$	(96,454)
	Ending balance	<b>\$</b>	<b>747,260</b>	<b>\$</b>	<b>650,806</b>

2012 Budget after

Worksheet A

1782

2013 Estimates

**Library Capital Projects Fund**

INCOME

Property Tax	\$	488,470	combined 2013
0.0074 Commercial Vehicle Excise Tax		4,579	
0.003 Financial Institutions Tax		1,341	
0.0874 License Excise		24,552	

**TOTAL \$ 518,942**

EXPENSES

Capital  
Construction, Repair, Remodel  
Computer Hardware-Software

**TOTAL before encumbrance \$ 543,411**

FUND BALANCE

Beginning	\$	27,227
Encumbrance		
Income less exp.	\$	(24,469)
Ending balance	\$	<b>2,758</b>

**Debt Service Fund**

INCOME

Property Tax	\$	150,298	\$	600,000
Appeal 1782 - corrected levy \$150,298				
0.0074 Commercial Vehicle Excise Tax		2,176		2,000
0.003 Financial Institutions Tax		637		500
0.0874 License Excise		11,666		10,000

**TOTAL \$ 164,777 \$ 612,500**

EXPENSES

Bond Payment	\$	<b>322,088</b>	\$	<b>600,000</b>
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FUND BALANCE

Beginning	\$	140,611	\$	-
Income less exp.	\$	(157,311)	\$	12,500
Ending balance	\$	(16,700)	\$	12,500

2012 Budget after

Worksheet A

1782

2013 Estimates

**Library Improvement Reserve Fund**

INCOME			
Transfer		\$	219,000
	<b>TOTAL</b>	\$	-
EXPENSES			
Personal Services			
Supplies			
Other Services/Charges	\$	100,000	\$ 100,000
Capital	\$	250,000	\$ 250,000
	<b>TOTAL</b>	<b>\$350,000</b>	<b>\$ 350,000</b>
FUND BALANCE			
Beginning	\$	1,130,287	
Income less exp.			
Ending balance - contingency reserve	\$	1,130,287	\$ 1,130,287
Future Projects Balance			\$ 219,000

**Rainy Day Fund**

INCOME			
Transfer	\$	200,000	\$ -
EXPENSES			
Personal Services	\$	10,000	
Supplies			
Other Services/Charges	\$	126,359	\$ 200,000
Capital	\$	200,000	\$ 200,000
	<b>TOTAL</b>	<b>\$ 336,359</b>	<b>\$400,000</b>
FUND BALANCE			
Beginning	\$	804,672	\$ 944,672
Income less exp.	\$	140,000	
Ending balance	\$	944,672	\$944,672

2013 BUDGET COMPARISON

Worksheet C	2013 BUDGET	2012 BUDGET	2011 ACTUAL	2010 ACTUAL
PERSONNEL SERVICES (1000'S)				
SALARIES				
1120 ADMINISTRATION	177,208	164,792	94,376	135,206
1130 PROFESSIONAL/SUPERVISORS	505,886	495,967	480,565	453,964
1140 PROFESSIONAL ASSISTANTS	1,271,320	1,291,405	1,344,562	1,320,105
1150 SPECIALISTS & TECHNICIANS	845,151	824,582	762,827	764,114
1160 CLERICAL ASSISTANTS	434,725	455,807	428,505	478,551
1170 PAGES	240,720	268,545	235,085	226,989
1180 -see "Other Wages" below				
1190 BUILDING MAINTENANCE	368,746	348,460	343,525	335,649
TOTAL SALARIES	3,843,756	3,849,558	3,689,445	3,714,578
EMPLOYEE BENEFITS				
1210 EMPLOYER CONTRIBUTION/FICA	237,765	239,861	217,866	222,333
1220 UNEMPLOYMENT COMPENSATION	10,000		-	-
1230 EMPLOYER CONTRIBUTION/PERF	404,941	386,771	359,295	353,612
1240 EMPLOYER CONT/INSURANCE	725,756	608,875	591,871	514,096
1250 EMPLOYER CONT/MEDICARE	55,636	56,691	50,941	51,997
TOTAL EMPLOYEE BENEFITS	1,434,098	1,292,198	1,219,972	1,142,038
OTHER WAGES				
1310 WORKSTUDY	3,100	4,300	2,961	103
1180 TEMPORARY STAFF	10,000	5,000	8,868	52,914
1350 STIPEND/RECLASSIFICATION			-	-
TOTAL OTHER WAGES	13,100	9,300	11,829	53,017
TOTAL PERSONNEL SERVICES	5,290,953 67.84%	5,151,056 67.89%	4,921,246	4,909,632
SUPPLIES (2000'S)				
OFFICE SUPPLIES				

## Worksheet C

	2013 BUDGET	2012 BUDGET	2011 ACTUAL	2010 ACTUAL
2110 OFFICIAL RECORDS	1,300	1,000	1,613	148
2120 STATIONERY & PRINTING	950	2,760	302	2,388
2130 OFFICE SUPPLIES	14,550	21,300	10,758	14,794
2140 DUPLICATING	33,150	24,100	27,874	19,173
2150 PROMOTIONAL MATERIALS			-	-
<b>TOTAL OFFICE SUPPLIES</b>	<b>49,950</b>	<b>49,160</b>	<b>40,546</b>	<b>36,504</b>
<b>OPERATING SUPPLIES</b>				
2210 CLEANING SUPPLIES	37,200	30,650	34,906	28,578
2220 FUEL, OIL, & LUBRICANTS	10,000	11,000	7,818	7,532
2230 CATALOGING SUPPLIES-BOOKS	5,500	5,500	3,652	4,842
2240 A/V SUPPLIES-CATALOGING	10,150	10,950	7,730	9,439
2250 CIRCULATION SUPPLIES	37,750	33,000	22,609	190,890
2260 LIGHT BULBS	4,500	3,000	3,763	4,566
2270 VIDEOTAPE - CATS			-	-
2280 UNIFORMS	1,700	1,900	1,261	-
2290 DISPLAY/EXHIBIT SUPPLIES	5,900	5,400	459	1,226
<b>TOTAL OPERATING SUPPLIES</b>	<b>112,700</b>	<b>101,400</b>	<b>82,197</b>	<b>247,074</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>				
2300 IS SUPPLIES	6,600	6,600	4,725	6,313
2310 BUILDING MATERIALS & SUPPLIES	16,800	15,800	14,093	12,814
2315 ENERGY AUDIT MATERIALS		2,000	1,490	
2320 PAINT & PAINTING SUPPLIES	400	300	127	234
2340 OTHER REPAIR & BINDING		1,000	-	38
2350 VIDEO MATERIALS - CATS			-	-
<b>TOTAL REPAIR &amp; MAINTENANCE SUPPLIES</b>	<b>23,800</b>	<b>25,700</b>	<b>20,436</b>	<b>19,399</b>
<b>TOTAL SUPPLIES</b>	<b>186,450</b>	<b>176,260</b>	<b>143,179</b>	<b>302,976</b>
<b>OTHER SERVICES/CHARGES (3000'S)</b>				
<b>PROFESSIONAL SERVICES</b>				
3110 CONSULTING SERVICES	7,000	3,000	250	8,360

## Worksheet C

	2013 BUDGET	2012 BUDGET	2011 ACTUAL	2010 ACTUAL
3120 ENGINEERING/ARCHITECTURAL	10,000	40,000	2,863	19,007
3130 LEGAL SERVICES	28,500	15,500	14,674	11,333
3140 BUILDING SERVICES	32,000	40,000	21,786	32,618
3150 MAINTENANCE CONTRACTS	134,100	139,840	94,571	80,244
3160 COMPUTER SERVICES (OCLC)	66,500	51,300	49,343	44,579
3170 ADMIN/ACCOUNTING SERVICES	44,100	36,500	43,488	61,194
3175 COLLECTION AGENCY SERVICES	24,000	24,000	44,204	
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>346,200</b>	<b>350,140</b>	<b>271,179</b>	<b>257,336</b>
<b>COMMUNICATION &amp; TRANSPORTATION</b>				
3210 TELEPHONE	30,900	30,600	27,523	29,963
3220 POSTAGE	30,000	30,000	23,045	27,049
3230 TRAVEL EXPENSE	10,000	10,000	3,809	1,226
3240 PROFESSIONAL MTG. (OFF-SITE)	10,000	10,000	779	862
3250 CONTINUING ED. (ON-SITE)	10,000	10,000	9,390	1,193
3260 FREIGHT & DELIVERY	1,450	1,000	1,235	708
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>92,350</b>	<b>91,600</b>	<b>65,781</b>	<b>61,001</b>
<b>PRINTING &amp; ADVERTISING</b>				
3310 ADVERTISING & PUBLICATION	2,750	2,900	1,064	2,567
3320 PRINTING	5,500	5,900	3,018	1,817
<b>TOTAL PRINTING &amp; ADVERTISING</b>	<b>8,250</b>	<b>8,800</b>	<b>4,082</b>	<b>4,384</b>
<b>INSURANCE</b>				
3410 OFFICIAL BOND	700	700	450	660
3420 OTHER INSURANCE	60,400	55,400	52,797	47,405
<b>TOTAL INSURANCE</b>	<b>61,100</b>	<b>56,100</b>	<b>53,247</b>	<b>48,065</b>
<b>UTILITIES</b>				
3510 GAS	3,100	3,800	2,227	2,465
3520 ELECTRICITY	292,000	290,500	270,576	275,462
3530 WATER	25,900	17,900	15,685	16,521



Worksheet C	2013 BUDGET	2012 BUDGET	2011 ACTUAL	2010 ACTUAL
TOTAL UTILITIES	321,000	312,200	288,488	294,448
REPAIR & MAINTENANCE				
3610 BUILDING REPAIR	19,000	22,000	3,937	16,277
3630 OTHER EQUIP/FURNITURE REPAIRS	10,200	13,800	21,393	28,448
3640 VEHICLE REPAIR & MAINTENANCE	8,300	6,000	6,055	10,575
3650 MATERIAL BINDING/REPAIR SERV.	3,000	3,000	1,788	2,065
TOTAL REPAIR & MAINTENANCE	40,500	44,800	33,173	57,365
RENTALS				
3710 REAL ESTATE RENTAL/BOND PMT.	33,600	33,600	31,262	31,405
3720 EQUIPMENT RENTAL	100	100	-	7,062
TOTAL RENTALS	33,700	33,700	31,262	38,467
OTHER CHARGES				
3845 ELEC. RECOURCES-DATABASES	91,701			
3846 E-BOOKS	73,418			
3910 DUES/INSTITUTIONAL	7,380	7,590	7,326	1,303
1004 MISCELLANEOUS			1,651	
3920 INTEREST/TEMPORARY LOAN	2,500	2,500	-	-
3930 TAXES & ASSESSMENTS			-	-
3940 TRANSFER TO LIRF	219,000		200,000	150,000
3945 TRANSFER TO RAINY DAY		200,000		
3950 EDUCATIONAL SERV/LICENSING	3,400	5,300	2,404	4,620
TOTAL OTHER CHARGES	397,399	215,390	211,381	155,923
TOTAL OTHER SERVICES/CHARGES	1,300,499	1,112,730	958,593	916,989
CAPITAL OUTLAY (4000'S)				
FURNITURE & EQUIPMENT				
4410 FURNITURE		1,000	1,400	59,331
44105 ENCUMBERED FURNITURE			1,388	
4420 AUDIO VISUAL EQUIPMENT		-	-	-
4430 OTHER EQUIPMENT	16,000	8,300	9,434	2,956

## Worksheet C

	2013 BUDGET	2012 BUDGET	2011 ACTUAL	2010 ACTUAL
4440 LAND & BUILDINGS			-	-
4450 BUILDING RENOVATIONS			5,830	155,474
4460 IS EQUIPMENT			-	-
4465 IS SOFTWARE			-	3,307
4470 EQUIPMENT - CATS			-	-
4475 SOFTWARE - CATS			-	-
	<hr/>			
TOTAL FURNITURE & EQUIPMENT	16,000	9,300	18,051	221,067
OTHER CAPITAL OUTLAY				
4510 BOOKS	594,454	595,008	585,377	586,780
4520 PERIODICALS & NEWSPAPERS	41,042	45,971	38,779	42,489
4530 NONPRINT MATERIALS	369,585	368,338	385,644	376,471
to get to 15%	-	-		
4540 ELECTRONIC RESOURCES	-	128,583	79,194	54,862
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TOTAL OTHER CAPITAL OUTLAY	1,005,081	1,137,900	1,088,994	1,060,602
	15.00%	15.00%		
TOTAL CAPITAL OUTLAY	1,021,081	1,147,200	1,107,045	1,281,669
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TOTAL OPERATING EXPENDITURES	7,798,984	7,587,246	7,130,064	7,411,266
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2013 BUDGET		2013	2013	2013		2013	2013
Worksheet B		OPERATING	LIRF	RAINY DAY	LCPF	DEBT SERVICE	TOTAL FUNDS
<b>PERSONNEL SERVICES</b>							
SALARIES							
	1120 ADMINISTRATION	177,208					
	1130 PROFESSIONAL/SUPERVISORS	505,886					
	1140 PROFESSIONAL ASSISTANTS	1,271,320					
	1150 SPECIALISTS & TECHNICIANS	845,151					
	1160 CLERICAL ASSISTANTS	434,725					
	1170 PAGES/MASTERCONTROLLERS	240,720					
	1180 -see "Other Wages" below						
	1190 BUILDING MAINTENANCE	368,746					
<b>TOTAL SALARIES</b>		<b>3,843,756</b>		-		-	<b>3,843,756</b>
EMPLOYEE BENEFITS							
	1210 EMPLOYER CONTRIBUTION/FICA	237,765					
	1220 UNEMPLOYMENT COMPENSATION	10,000					
	1230 EMPLOYER CONTRIBUTION/PERF	404,941					
	1240 EMPLOYER CONT/INSURANCE	725,756					
	1250 EMPLOYER CONT/MEDICARE	55,636					
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>1,434,098</b>		-			<b>1,434,098</b>
OTHER WAGES							
	1310 WORKSTUDY	3,100					
	1180 TEMPORARY STAFF	10,000					
	1350 STIPEND	-					
<b>TOTAL OTHER WAGES</b>		<b>13,100</b>					<b>13,100</b>
<b>TOTAL PERSONNEL SERVICES (1000s)</b>		<b>5,290,953</b>		-			<b>5,290,953</b>
<b>SUPPLIES (2000s)</b>							
OFFICE SUPPLIES							
	2110 OFFICIAL RECORDS	1,300					
	2120 STATIONERY & PRINTING	950					
	2130 OFFICE SUPPLIES	14,550					
	2140 DUPLICATING	33,150					
	2150 PROMOTIONAL MATERIALS	-					
<b>TOTAL OFFICE SUPPLIES</b>		<b>49,950</b>		-			<b>49,950</b>

2013 BUDGET		2013	2013	2013		2013	2013
Worksheet B		OPERATING	LIRF	RAINY DAY	LCPF	DEBT SERVICE	TOTAL FUNDS
<b>OPERATING SUPPLIES</b>							
	2210 CLEANING SUPPLIES	37,200					
	2220 FUEL, OIL, & LUBRICANTS	10,000					
	2230 CATALOGING SUPPLIES	5,500					
	2240 AUDIO VISUAL SUPPLIES	10,150					
	2250 CIRCULATION SUPPLIES	37,750					
	2260 LIGHT BULBS	4,500					
	2270 RECORDING MATERIALS - CATS	-					
	2280 UNIFORMS	1,700					
	2290 DISPLAY/EXHIBIT SUPPLIES	5,900					
<b>TOTAL OPERATING SUPPLIES</b>		<b>112,700</b>		-			<b>112,700</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>							
	2300 IS SUPPLIES	6,600					
	2310 BUILDING MATERIALS & SUPPLIES	16,800					
	2315 ENERGY AUDIT SUPPLIES	-					
	2320 PAINT & PAINTING SUPPLIES	400					
	2340 OTHER REPAIR & BINDING	-					
	2350 RECORDING EQUIP SUPPLIES - CATS	-					
<b>TOTAL REPAIR &amp; MAINTENANCE SUPPLIES</b>		<b>23,800</b>					<b>23,800</b>
<b>TOTAL SUPPLIES (2000s)</b>		<b>186,450</b>		-			<b>186,450</b>
<b>OTHER SERVICES/CHARGES (3000s)</b>							
<b>PROFESSIONAL SERVICES</b>							
	3110 CONSULTING SERVICES	7,000		50,000			
	3120 ENGINEERING/ARCHITECTURAL	10,000					
	3130 LEGAL SERVICES	28,500		50,000			
	3140 BUILDING SERVICES	32,000					
	3150 MAINTENANCE CONTRACTS	134,100					
	3160 OCLC & COMPUTER SERVICES	66,500					
	3170 ADMIN/ACCOUNTING SERVICES	44,100					
	3175 COLLECTION AGENCY SERVICE	24,000					
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>346,200</b>	-	<b>100,000</b>			<b>446,200</b>

2013 BUDGET		2013	2013	2013		2013	2013
Worksheet B		OPERATING	LIRF	RAINY DAY	LCPF	DEBT SERVICE	TOTAL FUNDS
<b>OTHER SERVICES/CHARGES (3000s) CONTINUED</b>							
COMMUNICATION & TRANSPORTATION							
	3210 TELEPHONE	30,900					
	3220 POSTAGE	30,000					
	3230 TRAVEL EXPENSE	10,000					
	3240 PROFESSIONAL MEETINGS	10,000					
	3250 CONTINUING EDUCATION	10,000					
	3260 FREIGHT & DELIVERY	1,450					
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>		<b>92,350</b>					<b>92,350</b>
PRINTING & ADVERTISING							
	3310 ADVERTISING & PUBLICATION	2,750					
	3320 PRINTING	5,500					
<b>TOTAL PRINTING &amp; ADVERTISING</b>		<b>8,250</b>					<b>8,250</b>
INSURANCE							
	3410 OFFICIAL BOND	700					
	3420 OTHER INSURANCE	60,400					
<b>TOTAL INSURANCE</b>		<b>61,100</b>					<b>61,100</b>
UTILITIES							
	3510 GAS	3,100					
	3520 ELECTRICITY	292,000					
	3530 WATER	25,900					
<b>TOTAL UTILITIES</b>		<b>321,000</b>					<b>321,000</b>
REPAIR & MAINTENANCE							
	3610 BUILDING REPAIR	19,000	100,000	100,000			
	3630 OTHER REPAIR	10,200					
	3640 VEHICLE REPAIR & MAINTENANCE	8,300					
	3650 MATERIALS BINDING/REPAIR	3,000					
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>40,500</b>	<b>100,000</b>	<b>100,000</b>			<b>240,500</b>
RENTALS							
	3710 REAL ESTATE RENTAL/BOND PMT.	33,600				600,000	
	3720 EQUIPMENT RENTAL	100					

2013 BUDGET		2013	2013	2013		2013	2013
Worksheet B		OPERATING	LIRF	RAINY DAY	LCPF	DEBT SERVICE	TOTAL FUNDS
<b>TOTAL RENTALS</b>		33,700				600,000	633,700
<b>OTHER SERVICES/CHARGES (3000s) CONTINUED</b>							
OTHER CHARGES							
	3845 ELEC. RECOURCES-DATABASES	91,701					
	3846 E-BOOKS	73,418					
	3910 DUES/INSTITUTIONAL	7,380					
	3920 INTEREST/TEMPORARY LOAN	2,500					
	3930 TAXES & ASSESSMENTS	-					
	3940 TRANSFER TO LIRF	219,000					
	3945 TRANSFER TO RAINY DAY	-					
	3950 EDUCATIONAL LICENSING/SERVICES	3,400					
<b>TOTAL OTHER CHARGES</b>		397,399					397,399
<b>TOTAL OTHER SERVICES/CHARGES (3000s)</b>		1,300,499	100,000	200,000		600,000	2,200,499
<b>CAPITAL OUTLAY (4000s)</b>							
FURNITURE & EQUIPMENT							
	4410 FURNITURE	-		50,000			
	4420 AUDIO VISUAL EQUIPMENT	-					
	4430 OTHER EQUIPMENT	16,000	175,000	100,000			
	4440 LAND & BUILDINGS	-					
	4450 BUILDING RENOVATION -	-	75,000	50,000			
	4460 IS EQUIPMENT	-					
	4465 IS SOFTWARE	-					
	4470 EQUIPMENT - CATS	-					
	4475 SOFTWARE - CATS	-					
<b>TOTAL FURNITURE &amp; EQUIPMENT</b>		16,000	250,000	200,000			466,000
OTHER CAPITAL OUTLAY							
	4510 BOOKS	594,454					
	4520 PERIODICALS & NEWSPAPERS	41,042					
	4530 NONPRINT MATERIALS	369,585					
	to get to 15%						
	4540 ELECTRONIC RESOURCES	-					
<b>TOTAL OTHER CAPITAL OUTLAY</b>		1,005,081					1,005,081
		12.89%					

		2013	2013	2013		2013	2013
	2013 BUDGET	OPERATING	LIRF	RAINY DAY	LCPF	DEBT SERVICE	TOTAL FUNDS
	Worksheet B						
	<b>TOTAL CAPITAL OUTLAY</b>	<b>1,021,081</b>	<b>250,000</b>	<b>200,000</b>			<b>1,471,081</b>
	<b>TOTAL EXPENDITURES 2013</b>	<b>7,798,984</b>	<b>350,000</b>	<b>400,000</b>		<b>600,000</b>	<b>9,148,984</b>
	<b>TOTAL BUDGET 2012</b>	7,587,246	350,000	410,000	543,411	322,088	<b>9,212,745</b>
	Increase from 2012	2.79%	0.00%	-2.44%		86.28%	-0.69%

**Monroe County Public Library**  
**2013 Budget: Line Item Detail Narrative**  
**Updated July 5, 2012**

**OPERATING FUND**

*(Income for this fund comes from a property tax levy, County Option Income Tax (COIT), Financial Institutions Tax, License Excise Tax, Commercial Vehicle Excise Tax, and non-tax revenue from copiers, fines, fees, Public Library Access Card reimbursements.)*

<b><u>Line</u></b>	<b><u>Comment</u></b>
1120-1190	<p>Changes from the 2012 budget resulting in <u>decreased</u> wage cost include:            Two 25-hour professional assistants and one reference assistant who retired or resigned after the 2012 budget was completed in mid-2011 were not replaced. Circulation Clerk expenditure is reduced by about \$16,000 in 2013 and Page expenditure is reduced by about \$28,000, based on the actual wage costs for 2011 and efficiencies resulting from automated materials handling.</p> <p>Changes from the 2012 budget resulting in <u>increased</u> wage cost include:            Annual 2% wage increase for employees. This could change depending on health insurance cost (1240). A reference assistant position has been added (about \$41,000). An additional 20-hour security position was added in response to increased efforts to promote positive behavior and a welcoming environment.</p>
1180	Small reserve fund set aside in order to address temporary staffing shortages.
1210	FICA = 6.2% of total wages
1220	The library is self-insuring for unemployment insurance. This amount is appropriated to cover any claims during 2013. Previously budgeted in the Rainy Day Fund, this amount is moved to the Operating Fund budget at the direction of the State Board of Accounts.
1230	The library contributes 13% of wages for full-time employees to the Indiana Public Employees Retirement System.
1240	Employer contribution to health insurance estimated at 10% increase. We have also budgeted \$30,000 to allow for new employees to be added to the plan as a result of employee turnover during the year. Once we know how the group's claims experience impacts the 2013 premium rates we will be able to finalize this estimate along with the annual wage increase estimate.
1310-1350	Wages for temporary staff, including work-study students.
2210	Cleaning supplies increase reflects increased cost of maintenance for second floor tile areas.



WORKSHEET D: 2013 LINE ITEM DETAIL NARRATIVE: ALL FUNDS

- 2250 Anticipated costs of RFID tags, after lower-than-expected cost in 2011 due to use of remaining tags from initial purchase in 2010.
- 3110-3120 Consulting fees are in the budget as a placeholder. The main roof addition is planned for 2013 and could possibly involve consulting or engineering services.
- 3160 Additional \$15,000 estimated for cost related to increase internet band-width to allow for increase in wireless access to internet service outside the Main and Ellettsville branch.
- 3845-3846 Electronic Resources – Databases and E-books: The State Board of Accounts changed the classification from “Capital Outlay” to “Other Services and Charges,” so we have moved expenditures here. In addition, allocation for e-resources reflects \$36,155 increase. Expenditures in these two lines continue to count toward 15% of budget required to meet State Standards at enhanced level.
- 3940 Transfer \$218,000 to LIRF Fund for emergency needs and future projects.
- 4510-4540 Collection materials expenditures equal 15% of Operating Fund budget (including 3845 and 3846) to continue to meet State Standards for materials expenditures at the enhanced level.

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**LIBRARY IMPROVEMENT RESERVE FUND (LIRF)**

*(This fund derives income from end-of-year transfers from the Operating Fund and can only be used for capital expenditures.)*

- 3610 Appropriated in case of emergency building repairs exceeding amount appropriated in Operating Fund.
- 4430 Appropriated in case equipment replacement expenditures or new equipment related to the renovation exceed the amount appropriated in Operating Fund.
- 4450 Appropriated in case emergency building renovations are needed.

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**RAINY DAY FUND**

*(This fund derives income from unanticipated revenue from COIT and can be spent on any category allowed by the Operating Fund.)*

- 3110 Appropriated to cover unexpected need for consultant services.
- 3130 Appropriated in case Operating Funds are insufficient to cover legal costs.

- 3610 Appropriated to cover emergency building repairs exceeding amount appropriated in Operating Fund.
- 4410 - 4430 Appropriated in case of unanticipated need for furniture or equipment.
- 4450 Appropriated for unanticipated need for building renovation.
- 

**LIBRARY CAPITAL PROJECTS FUND**

*(This fund was used in the 2012 budget. In 2013 the levy amount for this fund was combined with the general fund levy to make up for the loss of COIT revenue when pre-2005 debt was paid off.)*

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**DEBT SERVICE FUND**

*(This fund derives its income from a separate property tax levy and can only be spent to pay off bond indebtedness.)*

- 3710 First payment on 2013-2015 general obligation bond.

<b>MCPL CAPITAL SPENDING PLAN SUMMARY</b>				
Worksheet E				
	<b>LCPF</b>	<b>General Obligation Bond 2013-2015</b>		
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Expenditures</b>				
Main Renovation Phase III and IV	\$418,411	\$0	\$0	
Roof - Main Addition	\$0	\$400,000	\$0	
Chillers - Main HVAC	\$0	\$0	\$300,000	
Ellettsville Circ. And reference desk area renov.	\$0	\$25,000	\$0	
Ellettsville Yellow House Demolished in 2011 - cost \$18,096 (LIRF)				
Ellettsville Garden / Courtyard	\$0	\$0	\$50,000	
I.S. Equipment	\$50,000	\$58,000	\$50,000	\$50,000
I.S. Software	\$25,000	\$25,000	\$25,000	\$25,000
CATS Equipment	\$45,000	\$45,000	\$45,000	\$45,000
CATS Software	\$5,000	\$5,000	\$5,000	\$5,000
New Phone System			\$25,000	\$25,000
Landscaping Main Library - Landscaping Main Library - to be done in 2012		\$17,000		
Replace Cobbled Sidewalks at Kirkwood and Parking Lot				\$25,000
Replace 1993 Van		\$25,000		
Replace Elevator Controls - Main			\$100,000	
Auditorium Renovation				\$150,000
Renovate Third Floor - I.S. dept., security, graphics, floor covering				\$225,000
Frequency Drives - Air Handler replacement - HVAC system				\$50,000
<b>Sub Total of Expenditures</b>	<b>\$543,411</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$600,000</b>
rev 6-4-12				

MONROE COUNTY PUBLIC LIBRARY  
GENERAL OBLIGATION BONDS  
PROPOSED TIMETABLE  
(Revised June 20, 2012)

Jul 20, 2011	Board of Trustees meeting to authorize proceeding with bond issue and hiring professionals
Aug – Sep 2011	Meet individually with County officials
Sep 21, 2011	Board of Trustees meeting to:  <input type="checkbox"/> adopt reimbursement resolution; and <input type="checkbox"/> adopt preliminary bond resolution
<b>Oct – Dec 2011</b>	<b>County Council meeting to approve borrowing*</b>
Sep 23, 2011	Deliver Notice of Hearing on Additional Appropriation to the newspapers
Sep 28, 2011	Publish Notice of Hearing on Additional Appropriation ( <i>first publication</i> )
Oct 5, 2011	Publish Notice of Hearing on Additional Appropriation ( <i>second publication</i> )
Oct 26, 2011	Board of Trustees meeting to:  <input type="checkbox"/> hold hearing on additional appropriation; and <input type="checkbox"/> adopt Additional Appropriation Resolution
xxxxxxxxxxxxxxxxxxx	Note: Approvals are completed. Proceeds are not needed until 1/2013; however if market moves Financial Advisor may suggest selling earlier than assumed here.
Oct 24, 2012	Board of Trustees meeting to:  <input type="checkbox"/> adopt final Bond Resolution; and <input type="checkbox"/> approve form of Continuing Disclosure Undertaking
Nov 7, 2012	Post and publish Notice of Intent to Sell Bonds** ( <i>first publication</i> )
Nov 14, 2012	Publish Notice of Intent to Sell Bonds** ( <i>second publication</i> )
Dec 6, 2012	Bond sale**
Dec 19, 2012	Board of Trustees meeting to award general obligation bonds

Dec 26, 2012	Closing -- deliver bonds and receive money
Dec 31, 2012	File Post Bond Sale Information Sheet
Jan 2, 2013	Submit new debt worksheet to DLGF (30 days after sale)

\* See I.C. 6-1.1-17-20.5. Before appointed Board can issue bonds, it must receive approval from elected County Council. If (a) the assessed value of the library district is entirely within Town or (b) the Library was originally formed by Town (contact State Library to verify) then Town Council approves; otherwise County Council is correct approving body

***Assumptions:***

All bodies comply with Indiana Open Door Law

Board of Trustees meets regularly on the third Wednesday of each month (except in October when it is 4<sup>th</sup> Wednesday)

Board of Trustees meets for a work session on the second Wednesday of each month

*The Herald Times* publishes daily (5 day lead time); *Ellettsville Journal* publishes on Wednesday (Friday lead time)

All actions taken during regularly scheduled meetings, unless otherwise noted

County Council meets the second and fourth Tuesday of each month

\*\* Bond sale can occur anytime after final approval of Library Board and County Council

**Bond Counsel Contacts:**

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## **Overview: Circulation Policy Committee Recommendations**

In November 2010, the Circulation Policy Committee convened to review the policy that was last updated in 2006. The attached document is the outcome of the Committee's work and has been reviewed by managers.

### **Highlights of the recommended changes:**

- Adding a new "Purpose" section emphasizing "responsible lifelong library use."
- Explicitly adding provision for sharing basic account information for delinquent accounts to the collection agency.
- Omitting specific fee amounts and instead referring to the Fines and Fee Schedule.
- Adding and approving circulation fee amounts to the 2012 Fines and Fee Schedule.
- Adding two sections addressing "front end" solutions to abuse of kids cards:
  - Explicitly stating one patron may NOT use someone else's account to avoid responsibility for outstanding charges on their own account.
  - Adding requirements for children to verify name and address to receive a card.

Please note the committee has not reviewed the last two sections "Exceptions to Financial Penalties" and "Structure and Maintenance." They are presented "as is" pending potential recommendations at some future date.

For the "Issuing Library Cards" section, we request an effective date of September 1, 2012, the beginning of National Library Card Sign Up Month. All other sections we request that, if accepted, the changes take effect following the vote.

# Draft of Circulation Policy Revisions 2012

July 5, 2012

~~strike outs~~= sections to remove from existing policy

underlined = proposed new language

## **Purpose**

Monroe County Public Library promotes responsible lifelong library use with minimal barriers to facilitate fair and equitable sharing of the community's collections. This policy is designed to encourage users to keep their accounts in good standing so they may continue to borrow and return materials. Abuse of circulation privileges will result in the suspension of library privileges.

## **Intellectual Freedom**

Individual patrons determine for themselves what library materials are appropriate for personal checkout or viewing. Parents or guardians are responsible for determining what their children borrow, view, or use in the library. Library staff will not monitor or restrict any patron's borrowing or use of the library, its materials, or its resources based on a patron's age, background or views. The Monroe County Public Library endorses and defends the concepts of intellectual freedom, as protected by the United States Constitution and as described in the Library Bill of Rights.

The library adheres to and supports the American Library Association's "Library Bill of Rights" (Appendix A), "Freedom to Read" (Appendix B), "Freedom to View" (Appendix C), and "Interpretations of the Library Bill of Rights" (Appendix D).

<http://www.ala.org/advocacy/intfreedom/librarybill>

<http://www.ala.org/offices/oif/statementspols/ftstatement/freedomreadstatement>

<http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview>

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

## **Confidentiality**

~~The policy of the Monroe County Public Library is not to reveal borrowing, reserve, or fine records to any person other than the owner of the library card.~~

~~All circulation records, records identifying names of users with specific materials and all library registration files identifying names, addresses, and telephone numbers are confidential. No records can be made available to any inquiries, government or otherwise, unless a warrant or subpoena has been served by a court of competent jurisdiction. Library staff will immediately contact library administration concerning court requests.~~

~~This prohibition applies to the release of information to the parents or guardians of minors who have their own cards. However, MCPL recognizes that instances may arise when it may be necessary for a parent or legal guardian to be provided with information about his or her child's library records (for example, when a child's library materials have incurred fines, or the materials have been misplaced). In this case, there are procedures that will enable parents or other parties who are financially responsible for the child's library materials to obtain information about the records of a minor child under 18 years of age.~~

Library users' account information, including names, addresses, telephone numbers, email addresses, items borrowed, items requested, activity dates, and all other data particular to an account, is confidential. The library does not provide such information to anyone other than the account's owner, with the following exceptions:

- When issued with a valid subpoena or warrant;
- When requested by the parent or legal guardian of a minor for the purpose of paying fines or recovering lost items;
- When an account with lost materials or unpaid fines is turned over to a collection agency.

Within these exceptions, only limited and precise information is disclosed to satisfy the specific need of the request.

## **Eligibility for Library Cards**

### ***Resident Library Card***

Individuals of all ages are eligible for a Monroe County Public Library card if they meet the following criteria:

1. ~~They are members of the Monroe County community as evidenced by:~~
  - a. ~~Living at a Monroe County address OR~~
  - b. ~~Owning Real Property in Monroe County~~

~~AND~~
2. ~~They can demonstrate an ability to receive notices.~~

1. Live at a Monroe County address  
OR
2. Own real property in Monroe County  
AND
3. Can demonstrate an ability to receive notices.

Indiana University students who meet the above criteria are eligible for a library card.

~~All staff~~ Employees of Monroe County Public Library will receive a library card for the duration of their employment.

As circumstances change any of the above criteria, card eligibility will also change.

Individuals who are not eligible for a resident card under these criteria may apply under the policy for non-resident cards.

### ***Non-resident Library Card***



Individuals living outside of Monroe County who hold a valid Indiana public library card may purchase a PLAC Public Library Access Card (PLAC). A PLAC provides access to all public libraries in the state of Indiana. PLAC holders must provide a valid Indiana public Library card and proper identification in order to obtain a non-resident Monroe County Public Library Card.

Individuals living outside of Monroe County in an area that does not receive library service may purchase an annual subscription card ~~for \$60;~~ cost of the card is included in the fee schedule adopted by the Board of Trustees. (See <http://www.monroe.lib.in.us/geninfo/board-policies> ) This subscription card provides access to the Monroe County Public Library only. Individuals eligible for this subscription card include:

- those who do not live in a library taxing district
- those whose home library service is received under annual contract
- those who are out-of-state residents.

### **Institutional Cards**

Only Institutions receiving deposit collection service from MCPL's Community Outreach department are eligible for an institutional card. The card can only be used for items delivered to the institution by Community Outreach.

### **Issuing Cards**

Patrons may apply online or in person. ~~Proper~~ Acceptable identification and address verification must be provided in person before initial checkout ~~for those 18 years of age and older.~~

Homebound patrons and eligible institutions register separately through the library's Community Outreach Department.

### **Institutional cards**

~~Only Institutions receiving deposit collection service from MCPL's Community Outreach department are eligible for an institutional card. The card can only be used for items delivered to the institution by Community Outreach.~~

### **Use of Library Card**

#### ***Patron Obligations***

Use of the library card implies acceptance of and adherence to all regulations of the Monroe County Public Library.

The library assumes no liability for any damage caused by the use or misuse of any library materials.

Patrons are financially responsible for all materials checked out on their library card.

Patrons must inform the library of ~~address changes~~ any change in contact information for account notifications.

Patrons are required to report lost or stolen cards to the library immediately The charge for a replacement card is included in the fee schedule adopted by the Board of Trustees.(See <http://www.monroe.lib.in.us/geninfo/board-policies> )

~~The library assumes no liability for any damage caused by the use or misuse of any library materials.~~

### ***Patrons Who Do Not Have Cards With Them Present Card at Checkout***

Patrons may borrow materials without a library card, if they can verify identity.

### ***Patrons Using Other Patrons' Library Cards***

Patrons who have a library card in their possession are assumed to have the authority to use that library card. Patrons may not check out items on another patron's account as a means of avoiding payment of fines and fees on their own account.

### ***Picking Up Holds for Another Patron***

Due to confidentiality concerns, patrons must have permission to pick up holds for other patrons.

Following confidentiality guidelines, holds for patrons under 18 will be given to parents without prior permission.

### ***Suspension of Borrowing Privileges***

The library may suspend borrowing privileges when patrons abuse circulation policies.

## **Financial Penalties**

### ***Fines***

Due date information is provided at checkout and materials are expected to be returned on time. Overdue fines are charged on most materials and are assessed on a per item/per day basis. ~~Fines are charged at twentyfive (25) cents per day, per item. Maximum overdue fine is \$10.00 per item.~~ Daily fines and maximum overdue amounts are charged at a daily rate established in the fee schedule adopted by the Board of Trustees. (See <http://www.monroe.lib.in.us/geninfo/board-policies> ) ~~Due date information is provided at checkout and materials are expected to be returned on time. Patrons will be charged for replacement of an item if it is unreturned or damaged.~~

Fines are not charged for children's materials housed in juvenile shelving areas. (Parent/Teacher Resource Room Collection materials intended for an adult audience do incur fines.)

Fines are not charged for items ~~with~~ checked out from Community Outreach locations. Homebound patrons and institutional cards registered with Community Outreach Services do not incur fines.

~~All staff~~Employees of Monroe County Public Library ~~does~~ not incur fines.

### ***Replacement and Processing Fees***

Patrons (including Monroe County Public Library employees) are charged replacement charges for items that are lost, damaged or unreturned.

~~Patrons are charged an additional non-refundable processing fee when charges are issued for lost, damaged or unreturned items. Processing fee is \$10.00 per item.~~

#### **Legal Action**

~~After the third notice is sent, if the value of the unreturned materials exceeds \$50 for an individual or \$100 for an institutional card, legal action may be taken.~~

~~The library may use the service of a collection agency.~~

~~The library may file in Small Claims Court on specific problem cases.~~

### ***Collection Agency and Legal Action***

The library may use the service of a collection agency. When an account is submitted, the library will add a fee as established in the fee schedule adopted by the Board of Trustees.

The library reserves the right to take legal action to recover fines or fees owed.

### **Exceptions to Financial Penalties**

#### ***Patron Claims Not Responsible***

Patrons may request removal of responsibility in the cases of "Claims Not Checked Out," "Claims Not Damaged," and "Claims Returned." The library imposes limits for the number of each type of claim.

#### **Credits and Refunds for Found Lost/Paid items**

Patrons may be issued credit or refunded the replacement cost if the complete item is found and returned in good condition within 90 days of payment. Refunds will not be given for single parts of a set. Refunds will not be issued for less than \$10.

### ***Fine Option Programs***

***Fine Option Program: Volunteer Work for Credit***

In cases of financial hardship, patrons age 14 and over may make arrangements with a circulation supervisor to do volunteer work in lieu of payment of fines and fees. Five dollars (\$5) credit may be earned for each hour of designated work. Credit may only be applied against fines/fees and is not applicable against replacement costs.

***Fine Option Program for Children: Literacy and Learning for Credit***

The library is committed to developing children's reading skills and library habits so that they become responsible lifelong library users. Patrons under the age of 18 may choose to enroll in a reading/literacy program in lieu of payment of all types of charges. Five dollars (\$5) credit may be earned through each use and return of designated library material. Limited borrowing privileges apply to participants enrolled in this program.

***Removal of Patron Obligations***

Patrons may request removal of financial obligations in part or whole in the case of catastrophic loss or extraordinary hardship situations.

**Structure and Maintenance**

***Borrowing limits***

The library may impose borrowing limits when necessary.

***Loan periods***

Loan periods for materials are established for fair and equitable periods of time.

***Inactive library cards***

The library will conduct periodic purges of inactive library cards.

Adopted by Board of Trustees: December 20, 2006

Revised \_\_\_\_\_

## Monroe County Public Library 2012 Fee Schedule

Overdue fines	\$0.25/day (Maximum \$10/item) (No charge for children's materials)
<u>Collection Agency Fee</u>	<u>\$10.00</u>
<u>Replacement Library Card</u>	<u>\$1.00</u>
<u>Annual Subscription Card – Non-resident</u>	<u>\$60.00</u>
Lost items	Varies
Photocopies	\$0.10/page (No charge for first 3 pages/day)
Printing	\$0.10/page (No charge for first 3 pages/day)
Obituaries for those who live out-of-county	\$3/name
Genealogy research for those who live out-of-county	\$10/request
Test proctoring	\$30/test
CATS dubs	\$10/dub (No charge for dubs of public meetings for elected officials from units with contracts with CATS)
Supplies	
Reusable bags	\$1/bag
Floppy discs	\$0.50
Blank CDs	\$1/disc
Meeting Room Clean-up Fee	Maintenance (reset room, clean carpet, repair furniture, etc.): \$25/hour. Equipment damage or replacement: Cost + \$10 service fee

Adopted by the Board of Trustees December 15, 2010  
Revised October 26, 2011  
Revised \_\_\_\_\_

## **PROPOSED CHANGE TO PERSONNEL POLICY**

### **5.01 SAFETY**

#### **Clothing, Tools, Vehicles, and Equipment**

The Library will provide five (5) Library shirts for each staff employee in Facilities ~~and Security~~ and any other employee required, by management, to wear them. A combination of shirts and/or jackets may be substituted without exceeding the customary budgeted amount for each staff member per year.

The Library shall furnish and maintain in good condition tools and equipment as determined by the Library as necessary to perform the job. Each Employee is responsible for the return of such equipment or tools as per the directions of the supervisor. The Library shall train employees whom it designates in the safe use of equipment.

If an Employee believes that a vehicle or other equipment is unsafe and does not meet the requirements of any federal, state, or local law, the employee shall report that fact to the employee's immediate supervisor who shall then determine the status of the vehicle or equipment, and confirm such status in writing to the employee. If the supervisor determines the vehicle or equipment meets the requirements of federal, state or local law, the employee shall operate the vehicle or equipment. An employee may grieve the supervisor's determination.

Draft 07/03/2012