MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES

WORK SESSION
Wednesday, September 12, 2012
5:45 p.m.
Meeting Room 1B

AGENDA

1. Call to Order –Kari Isaacson, President

2. 2013 Budget (page 1-18)– Gary Lettelleir

3. Internet and Computer Use Policy (page 19-28) – Josh Wolf , Steve Backs and Ned Baugh

4. By-Laws Revision to Add Conflict of Interest Language (page 29-31) – Sara Laughlin

5. Public Comment

6. Adjournment

Monroe County Public Library
2013 Budget

The fourth draft of the 2013 budget reflects the following updates from the previous draft:

➢ PERF – employer and employee contribution budgeted on separate lines
➢ LIRF and Rainy Day – re-allocated funds to building renovation

The operating fund spending total ($7,798,983) did not change.

For 2012 we had about $418,000 budgeted in the capital projects fund for the main renovation phase III and IV. We have held off on making decisions about the next phase of the building renovation because we needed the community input from the strategic plan process. The strategic plan will determine the future direction of library programs which will in turn impact space usage in the building. By December of this year we should be making final decisions about the RFP for the architects which means we will not have any contracts in place. This prevents us from encumbering the LCPF funds for the renovation. The unexpended appropriations related to the renovation will lapse at the end of 2012.

Fortunately we have about $750,000 budgeted for contingencies in the LIRF and rainy day funds. We have reallocated funds to the renovation line in the LIRF and rainy day funds to provide for renovation work to be done in 2013. The unused 2012 appropriation in the capital projects fund for the renovation ($418,411) can be transferred by board resolution to LIRF or rainy day after they have remained dormant for 1 year.

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

				2012 Budget after		
Worksheet A				*1782*		*2013 Estimates*
Operating Fund						
Asses. Val.	2013 estimate plus 500 million			6,262,434,138		6,319,658,549
INCOME						
	Property Tax 2013 using growth quotient estimate 2.8%					
	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 dlgf					
	Other - meeting rooms/interest	$		15,000	$	12,000
	Other - copiers/PLAC	$		16,000	$	20,000
	TOTAL	$		7,007,702	$	7,702,529
EXPENSES						
	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
	TOTAL before encumbrance			$7,587,246		$7,798,983
	Encumbrance	$		54,098		
		$		7,641,344		
FUND BALANCE						
	Beginning	$		1,380,902	$	747,260
	Encumbrance	$		(54,098)		
	Income less exp.	$		(579,544)	$	(96,454)
	Ending balance	$		747,260	$	650,806

	Worksheet A		2012 Budget after 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	$	2,758	
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	$	322,088	$ 600,000
FUND BALANCE				
	Beginning	$	140,611	$ -
	Income less exp.	$	(157,311)	$ 12,500
	Ending balance	$	(16,700)	$ 12,500

Worksheet A			2012 Budget after 1782		2013 Estimates
Library Improvement Reserve Fund					
INCOME					
	Transfer			$	214,000
		TOTAL	$	-	
EXPENSES					
	Personal Services				
	Supplies				
	Other Services/Charges		$	100,000 $	20,000
	Capital		$	250,000 $	330,000
		TOTAL		$350,000	$350,000
FUND BALANCE					
	Beginning		$	1,130,287	
	Income less exp.				
	Ending balance - contingency reserve		$	1,130,287 $	1,130,287
	Future Projects Balance			$	214,000
Rainy Day Fund					
INCOME					
	Transfer		$	200,000 $	-
EXPENSES					
	Personal Services		$	10,000	
	Supplies				
	Other Services/Charges		$	126,359 $	70,000
	Capital		$	200,000 $	330,000
		TOTAL	$	336,359	$400,000
FUND BALANCE					
	Beginning		$	804,672 $	944,672
	Income less exp.		$	140,000	
	Ending balance		$	944,672	$944,672

2013 BUDGET Worksheet B	2013 OPERATING	2013 LIRF	2013 RAINY DAY	LCPF	2013 DEBT SERVICE	2013 TOTAL FUNDS
PERSONNEL SERVICES						
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					
TOTAL SALARIES	**3,843,756**		-		-	**3,843,756**
EMPLOYEE BENEFITS						
1210 EMPLOYER CONTRIBUTION/FICA	237,765					
1220 UNEMPLOYMENT COMPENSATION	10,000					
1230 EMPLOYER CONTRIBUTION/PERF	311,493					
1235 EMPLOYEE CONTRIBUTION/PERF	93,448					
1240 EMPLOYER CONT/INSURANCE	725,756					
1250 EMPLOYER CONT/MEDICARE	55,636					
TOTAL EMPLOYEE BENEFITS	**1,434,098**		-			**1,434,098**
OTHER WAGES						
1310 WORKSTUDY	3,100					
1180 TEMPORARY STAFF	10,000					
1350 STIPEND	-					
TOTAL OTHER WAGES	**13,100**					**13,100**
TOTAL PERSONNEL SERVICES (1000s)	**5,290,953**		-			**5,290,953**
SUPPLIES (2000s)						
OFFICE SUPPLIES						
2110 OFFICIAL RECORDS	1,300					
2120 STATIONERY & PRINTING	950					
2130 OFFICE SUPPLIES	14,550					
2140 DUPLICATING	33,150					
2150 PROMOTIONAL MATERIALS	-					
TOTAL OFFICE SUPPLIES	**49,950**		-			**49,950**

2013 BUDGET Worksheet B	2013 OPERATING	2013 LIRF	2013 RAINY DAY	LCPF	2013 DEBT SERVICE	2013 TOTAL FUNDS
OPERATING SUPPLIES						
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					
TOTAL OPERATING SUPPLIES	*112,700*		*-*			*112,700*
REPAIR & MAINTENANCE SUPPLIES						
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	-					
TOTAL REPAIR & MAINTENANCE SUPPLIES	*23,800*					*23,800*
TOTAL SUPPLIES (2000s)	*186,450*		*-*			*186,450*
OTHER SERVICES/CHARGES (3000s)						
PROFESSIONAL SERVICES						
3110 CONSULTING SERVICES	12,000		10,000			
3120 ENGINEERING/ARCHITECTURAL	10,000		30,000			
3130 LEGAL SERVICES	28,500		10,000			
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					
TOTAL PROFESSIONAL SERVICES	*351,200*	*-*	*50,000*			*401,200*

2013 BUDGET Worksheet B	2013 OPERATING	2013 LIRF	2013 RAINY DAY	LCPF	2013 DEBT SERVICE	2013 TOTAL FUNDS
OTHER SERVICES/CHARGES (3000s) CONTINUED						
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					
TOTAL COMMUNICATION & TRANSPORTATION	92,350					92,350
PRINTING & ADVERTISING						
3310 ADVERTISING & PUBLICATION	2,750					
3320 PRINTING	5,500					
TOTAL PRINTING & ADVERTISING	8,250					8,250
INSURANCE						
3410 OFFICIAL BOND	700					
3420 OTHER INSURANCE	60,400					
TOTAL INSURANCE	61,100					61,100
UTILITIES						
3510 GAS	3,100					
3520 ELECTRICITY	292,000					
3530 WATER	25,900					
TOTAL UTILITIES	321,000					321,000
REPAIR & MAINTENANCE						
3610 BUILDING REPAIR	19,000	20,000	20,000			
3630 OTHER REPAIR	10,200					
3640 VEHICLE REPAIR & MAINTENANCE	8,300					
3650 MATERIALS BINDING/REPAIR	3,000					
TOTAL REPAIR & MAINTENANCE	40,500	20,000	20,000			80,500
RENTALS						
3710 REAL ESTATE RENTAL/BOND PMT.	33,600				600,000	
3720 EQUIPMENT RENTAL	100					

	2013 BUDGET	2013 OPERATING	2013 LIRF	2013 RAINY DAY	LCPF	2013 DEBT SERVICE	2013 TOTAL FUNDS
	Worksheet B						
TOTAL RENTALS		33,700				600,000	633,700
OTHER SERVICES/CHARGES (3000s) CONTINUED							
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		214,000					
3945 TRANSFER TO RAINY DAY		-					
3950 EDUCATIONAL LICENSING/SERVICES		3,400					
TOTAL OTHER CHARGES		392,399					392,399
TOTAL OTHER SERVICES/CHARGES (3000s)		1,300,499	20,000	70,000		600,000	1,990,499
CAPITAL OUTLAY (4000s)							
FURNITURE & EQUIPMENT							
4410 FURNITURE		-		25,000			
4420 AUDIO VISUAL EQUIPMENT		-					
4430 OTHER EQUIPMENT		16,000	50,000	25,000			
4440 LAND & BUILDINGS		-					
4450 BUILDING RENOVATION -		-	280,000	280,000			
4460 IS EQUIPMENT		-					
4465 IS SOFTWARE		-					
4470 EQUIPMENT - CATS		-					
4475 SOFTWARE - CATS		-					
TOTAL FURNITURE & EQUIPMENT		16,000	330,000	330,000			676,000
OTHER CAPITAL OUTLAY							
4510 BOOKS		594,454					
4520 PERIODICIALS & NEWSPAPERS		41,042					
4530 NONPRINT MATERIALS		369,585					
to get to 15%							
4540 ELECTRONIC RESOURCES		-					
TOTAL OTHER CAPITAL OUTLAY		1,005,081					1,005,081
		15.00%					

2013 BUDGET			2013 OPERATING	2013 LIRF	2013 RAINY DAY	LCPF	2013 DEBT SERVICE	2013 TOTAL FUNDS
Worksheet B								
TOTAL CAPITAL OUTLAY			1,021,081	330,000	330,000			1,681,081
TOTAL EXPENDITURES 2013			7,798,983	350,000	400,000		600,000	9,148,983
TOTAL BUDGET 2012			7,587,246	350,000	410,000	543,411	322,088	9,212,745
Increase from 2012			2.79%	0.00%	-2.44%		86.28%	-0.69%

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 CONPENSATION	10,000		-	-
1230 EMPLOYER CONTRIBUTION/PERF	311,493	386,771	359,295	353,612
1235 EMPLOYEE CONTRIBUTION/PERF	93,448			
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	5,151,056	4,921,246	4,909,632
	67.84%	67.89%		

Worksheet C	2013 BUDGET	2012 BUDGET	2011 ACTUAL	2010 ACTUAL
SUPPLIES (2000'S)				
OFFICE SUPPLIES				
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			-	-
TOTAL OFFICE SUPPLIES	49,950	49,160	40,546	36,504
OPERATING SUPPLIES				
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
TOTAL OPERATING SUPPLIES	112,700	101,400	82,197	247,074
REPAIR & MAINTENANCE SUPPLIES				
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			-	-
TOTAL REPAIR & MAINTENANCE SUPPLIES	23,800	25,700	20,436	19,399
TOTAL SUPPLIES	186,450	176,260	143,179	302,976

Worksheet C	2013 BUDGET	2012 BUDGET	2011 ACTUAL	2010 ACTUAL
OTHER SERVICES/CHARGES (3000'S)				
PROFESSIONAL SERVICES				
3110 CONSULTING SERVICES	12,000	3,000	250	8,360
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	
TOTAL PROFESSIONAL SERVICES	351,200	350,140	271,179	257,336
COMMUNICATION & TRANSPORTATION				
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 CONTINUTING ED. (0N-SITE)	10,000	10,000	9,390	1,193
3260 FREIGHT & DELIVERY	1,450	1,000	1,235	708
TOTAL COMMUNICATION & TRANSPORTATION	92,350	91,600	65,781	61,001
PRINTING & ADVERTISING				
3310 ADVERTISING & PUBLICATION	2,750	2,900	1,064	2,567
3320 PRINTING	5,500	5,900	3,018	1,817
TOTAL PRINTING & ADVERTISING	8,250	8,800	4,082	4,384
INSURANCE				
3410 OFFICIAL BOND	700	700	450	660
3420 OTHER INSURANCE	60,400	55,400	52,797	47,405
TOTAL INSURANCE	61,100	56,100	53,247	48,065
UTILITIES				
3510 GAS	3,100	3,800	2,227	2,465
3520 ELECTRICITY	292,000	290,500	270,576	275,462

Worksheet C	2013 BUDGET	2012 BUDGET	2011 ACTUAL	2010 ACTUAL
3530 WATER	25,900	17,900	15,685	16,521
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	214,000		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	392,399	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	

Worksheet C	2013 BUDGET	2012 BUDGET	2011 ACTUAL	2010 ACTUAL
4420 AUDIO VISUAL EQUIPMENT	-	-	-	-
4430 OTHER EQUIPMENT	16,000	8,300	9,434	2,956
4440 LAND & BUILDINGS			-	-
4450 BUILDING RENOVATIONS			5,830	155,474
4460 IS EQUIPMENT			-	-
4465 IS SOFTWARE			-	3,307
4470 EQUIPMENT - CATS			-	-
4475 SOFTWARE - CATS			-	-
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 PERIODICIALS & 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
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
TOTAL OPERATING EXPENDITURES	7,798,983	7,587,246	7,130,064	7,411,266

Monroe County Public Library
2013 Budget: Line Item Detail Narrative
Updated July 26, 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.)

Line	*Comment*
1120-1190	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.
	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.
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 10% of wages for full-time employees to the Indiana Public Employees Retirement System for the employer contribution.
1235	The library contributes 3% of wages for full-time employees to the Indiana Public Employees Retirement System for the employee contribution.
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.

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 I.S. department allocation of $5,000 is new for 2013 and it is related to expected assistance with network configuration and increased capacity for data storage. 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 $214,000 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.

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   Renovation phase 3 and 4. Originally budget for 2012 in LCPF.

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   Renovation phase 3 and 4. Originally budget for 2012 in LCPF.

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.)

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.

MCPL CAPITAL SPENDING PLAN SUMMARY	LCPF	General Obligation Bond 2013-2015		
Worksheet E				
	LCPF	**General Obligation Bond 2013-2015**		
	2012	**2013**	**2014**	**2015**
Expenditures				
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 -		$17,000		
Landscaping Main Library - to be done in 2012				
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
Sub Total of Expenditures	$543,411	$600,000	$600,000	$600,000

Internet and Computer Use Policy

INTRODUCTION

This is a library-wide policy for the management of computer data networks and the resources they make available, as well as stand-alone computers that are owned and administered by the Monroe County Public Library (MCPL). The policy reflects the principles of MCPL. It specifies the Library's objectives in providing computing resources for public use, and the responsibilities assumed by the users of such resources.

In accord with the Indiana Code (IC 36-12-1-12), MCPL performs a public review of this Internet and Computer Use Policy annually.

OBJECTIVES

MCPL provides computers which allow public access to a variety of electronic resources, including in-house databases (the library catalog, magazine indexes, and business directories), productivity software (word processors, spreadsheets, etc.), and the Internet (primarily through Web browsers). While MCPL does not provide email accounts, patrons may send and receive email if they have an account accessible through the World Wide Web.

In keeping with our general policies, MCPL protects patrons' rights to privacy and confidentiality. MCPL keeps any communications that reside on its computer network confidential. However, in general, electronic communication is not secure and networks are sometimes susceptible to outside intervention. As part of normal system maintenance, network administrators do monitor system activity, but the library does not reveal information about an individual's use of computer resources unless compelled to do so by a court order.

To promote equitable access to computer resources, MCPL utilizes time management software. To access the Internet, an individual must use his or her own library card number or guest pass number. Staff may also take other measures to manage Iinternet time including (but not restricted to) reserving terminals for individuals or groups with specific needs.

USER RESPONSIBILITIES

To ensure fair and proper use of library computing resources, users must follow the legal and cooperative rules listed below.

Legal Responsibilities:

Computing resources may only be used for legal purposes. Examples of illegal use include, but are not limited to, the following:

- Attempting to alter or damage computer equipment, software configurations, or files belonging to MCPL, other users, or external networks
- Attempting unauthorized entry to MCPL's network or external networks
- Intentional propagation of computer viruses, trojans, etc.
- Violation of copyright or communications laws
- Violation of software license agreements
- Transmission of speech not protected by the First Amendment, such as libel and obscenity

Cooperative Responsibilities:

MCPL strives to balance the rights of users to access different information resources with the rights of users to work in a public environment free from harassing sounds and visuals. We ask all our library users to remain sensitive to the fact that they are working in a public environment shared by people of all ages, with a variety of information interests and needs. In order to ensure an efficient, productive computing environment, the Library insists on the practice of cooperative computing. This includes:

- Respecting the privacy of other users
- Not using computer accounts, access codes, or network identification codes assigned to others
- Refraining from overuse of connect time, information storage space, printing facilities, processing capacities, or bandwidth capacities
- Refraining from the use of sounds and visuals which might disrupt the ability of other library patrons to use the library and its resources

SANCTIONS

MCPL relies on the cooperation of its users in order to efficiently and effectively provide shared resources and ensure community access to a wide range of information. If individuals break these acceptable use rules in any way, their right to use networked resources may be suspended for a specified time, depending on the damage caused by their actions. They will be notified of the length of and reason for the suspension. Individuals using library computing resources for illegal purposes may also be subject to prosecution.

COMPUTER USE AT MCPL INCLUDES PUBLIC ACCESS TO THE INTERNET

MCPL aims to develop collections, resources, and services that meet the cultural, educational, informational and recreational needs of its diverse community, and which respond to advances in technology. With this goal in mind, and as part of its mission to meet the changing needs of the community, MCPL offers access to the Internet.

A global network of computers, the Internet provides access to a wide variety of educational, recreational and reference resources, many of which are not available in print, but there is no central control over its content or users. The Internet contains a diverse range of information, some of which may be objectionable or offensive.

MCPL cannot protect users from offensive Internet content, but librarians can offer advice and suggestions to help ensure effective Internet searching.

MCPL has investigated filters designed to restrict access to various online content, but has found them to be both overly broad (restricting access to materials that no one would find objectionable) and not fully effective (allowing access to a considerable number of sites of the sort they purport to block). Given these limitations, MCPL has not installed such software. In order to provide alternatives for minors, MCPL does provide links through the Children's site to search engines with filters.

DISCLAIMERS

Except for the Web pages produced by the Library, MCPL does not control Internet content and makes no general effort to limit Internet access. However, when informed of a violation of MCPL's Internet and Computer Use Policy, library staff will enforce the legal and cooperative responsibilities outlined above.

As with other materials, parents and guardians of minor children – not the library nor its staff – are responsible for supervising their children's use of Internet resources at the library.

MCPL cannot ensure the availability nor the accuracy of external electronic resources. Like print materials, not all electronic sources provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of information.

LIMITATION OF LIABILITY

MCPL assumes no liability for any loss or damage to users' data or devices, nor for any personal damage or injury incurred as a result of using MCPL's computing resources. This includes damage or injury sustained from invasions of the user's privacy.

Adopted by the Board of Trustees of the Monroe County Public Library on March 5, 1997, amended June 21,2001; June 20, 2002; and July 17, 2003; reaffirmed June 16, 2004; revised June 15, 2005; reaffirmed June 20, 2007, June 17, 2009, and September 15, 2010.

Internet Filtering Recommendation

from the Encouraging Positive Patron Behavior Committee

The Indiana Public Library Standards require that the Board of Trustees adopt an Internet and Computer Use Policy and review it annually. The following report details the Library's 2012 review of the principles of open access, effectiveness of filters, and behavioral issues related to unfiltered access to the Internet and the Library's processes for reducing them.

The committee recommends that the Board make no changes in the current Internet and Computer Use Policy.

_____

1. **Intellectual Freedom and Open Access Are Core Principles of the Library.**

   Certain core principles underscore the policies and practices at Monroe County Public Library. One of the most deeply held is intellectual freedom. We reference it in many key policy documents:

   Our Circulation Policy states: *Individual patrons determine for themselves what library materials are appropriate for personal checkout or viewing. [...] 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.*

   Our Collection Development Policy, most recently approved in March, 2012, includes the following: *The library recognizes some materials may be considered controversial and may offend some users. [....]*
   *The Board of Trustees of Monroe County Public Library adopts and declares that the American Library Association's Intellectual Freedom Statements will guide the development of the Library's collections. **Specifically the library will adhere to and support 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](#)).***

   Our Internet and Computer Use Policy states: *The Internet contains a diverse range of information, some of which may be objectionable or offensive. MCPL cannot protect users from offensive Internet content, but librarians can offer advice and suggestions to help ensure effective Internet searching.*

   The Library Bill of Rights states, among other relevant passages: *Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.*

Filtering in the Children's Services Department

Unlike the schools, we do not act *in loco parentis* (in place of the parents). Knowing this, we would rather continue to expect civil behavior from our patrons and allow them to choose for themselves what is appropriate for their children.

Because of smart phones, tablets, and a host of other mobile devices, the Internet is now ubiquitous. Not only information gathering, but basic communication is evolving at a phenomenal rate. The ability to find, use, evaluate, and create information is critical in education, in the workplace, and in individual's personal lives. Increasingly, children, teens, and adults use personal devices such as cell phones and tablets for Internet connectivity that would be completely unaffected by our filters. When the library provides free and unfettered Internet access, we are helping patrons, including young people, gain crucial information literacy skills necessary to function in our society. Having been asked to review this issue, the committee believes that the matter of civil behavior and use of the Internet in a public place go hand in hand and therefore the library plays an important role in educating patrons about the need for responsible behavior in public places.

Filtering computers in the children's department could be perceived as "promising safety" when in fact, we should be educating children about how to be more savvy Internet users.

Employing filters in the Children's Department would directly violate our policy of providing free and equal access to information, regardless of age. According to the American Library Association's Intellectual Freedom brochure:

- Over-blocking legal content affects minors' First Amendment right to access constitutionally protected material in the library.
- Under-blocking may cause students to view inappropriate images and text.
- Filtering de-emphasizes education as the best means of teaching children to be smart and safe while using the Internet, and it gives adults a false sense of security.

2. **Filtering Technology Is Not Reliable**

In 2008, San Jose Public Library conducted its own tests of Internet filters in order to answer questions from their Board. Filter testing conducted by professional librarians from San José city libraries and SJSU library staff, aided by City IT staff, concluded that filters over-block and under-block keyword searches by 15-20%.

For example, using filters, test searchers were able to access pornography 15-20% of the time. On the other hand, they were blocked access to medical information, or even literary sites, that contain keywords that were on blocked lists.

The San Jose library also gathered feedback from city and county agencies and the general public.

The San Jose Library Commission reported that:

> "Filtering remains a challenge as it can create embarrassing situations for those who search for answers to specific medical conditions or other personal information requests. Legitimate history and art sites and photographs useful for research can also be blocked. Many library users won't ask for help now and would certainly find it impossible to ask for a site to be unblocked.

> "Filters are no substitute for parental supervision and a conscious awareness by both patrons and library staff of events that go on in the library. Current staff is trained to appropriately handle situations as they arise.

> "With so few incidences or complaints system-wide, library patrons should enjoy the freedom to gather information without City intervention."

We at MCPL have searched for research articles that might detail the effectiveness of filters since the 2008 study and have not found anything indicating improvement. *(In fact, it seems researchers have largely moved away from analyzing the effectiveness of filtering, possibly because the state of the art has not changed recently.)* We used several research and citation databases from the information science disciplines, and we found no recent research. Opinion pieces continue to be written. We did learn that some researchers are working on filtering based on other technologies, such as image filtering, but none of these are beyond initial stages and are far from the marketplace as of this report.

We also interviewed a sample of peer Indiana libraries and found a range of filter policies in place, from open access (no Internet filter) to very aggressive filters (no chat, social media, etc).

Filtering technology available to libraries for purchase has not changed significantly in the last five years; it still works by blocking words and/or sites. The overall effectiveness of filtering software depends on the settings which will block more or less content, and those settings, in turn, relate directly to the "false hits" problem identified in research on filtering: the more effective a filter is, the more likely it is to block information that would otherwise be deemed appropriate in a public library setting. This committee was asked to look at the effectiveness of filtering and we have concluded that the issues surrounding Internet filters have not changed significantly since the library first adopted its Internet and Computer Use Policy in 1997.

3. **The Library's Processes Minimize The Behavioral Issues Related to Computer Use and are Being Improved**

The Encouraging Positive Behavior Committee has been charged to:

"Develop a comprehensive strategy involving staff, patrons, and community stakeholders to address negative patron behavior and its impact in and around the library buildings and Outreach sites."

The issue of objectionable information on library computers is not new. Obviously, information available on the Internet is sometimes objectionable. Complaints of improper Internet use are few when compared to the number of complaints about noise from headphones and loud conversations at the computers or violations of other library behavioral rules.

The committee believes this is an opportunity to address the perception issue that corresponds with not implementing Internet filtering. The library is an important cultural and civic resource in the community and occupies the unique place of being able to speak with authority on the topic of information use in a time of what we believe to be nearly total access to all types of content, regardless of attempts to filter. There is responsible and civil behavior with respect to the Internet, and there can sometimes be inappropriate behavior that should not be tolerated in an atmosphere of research, learning and knowledge. Behavior that is obviously uncivil and that may result in the disruption of other patrons' use of the library should not be tolerated. We believe library values, as expressed in MCPL policies *(Internet and Computer Use Policy* and *Behavioral Rules)* grant the library the ability and the powers necessary to ensure a high degree of acceptable and civil Internet viewing.

To ensure the best possible behavior, we employ three strategies:

a) Zero tolerance for inappropriate behavior: Patrons are expected to monitor their own viewing in our shared computer environment. No viewing of inappropriate material should be visible to other patrons. This rule is outlined in the computer use policy that patrons have to accept in order to access public computers.

b) Recessed monitors for public computing: The library already has recessed monitors available on approximately one-third of public computers. Patrons using these computers have a reasonable expectation of privacy and may use them for viewing potentially sensitive content, e.g., online banking, medical information, etc.

c) Staff monitoring and enforcement: Occasionally, patrons complain about content they've viewed on another public computer. Staff members report that it is often difficult to monitor inappropriate Internet content because offending patrons often "click away" from the content, or they click to another open window to hide it. Nevertheless, if the effect is that patrons will self-monitor as a result of staff members being out among the computers, we recommend that public service staff implement more frequent roving in the computer areas.

Children's Services staff vigilantly watches for a variety of threats to the comfort and safety of children in the library. On a daily basis, we provide better and more nuanced protection than any filter. (In general, we view unaccompanied adults as a much greater threat than inappropriate use of the Internet.)

We continue to provide links to a variety of child-friendly web sites including filtered search engines, and children and adults are instructed by staff, through our web site, and in our handouts, on how to use the Internet safely.

Improvements

a) More frequent roving in computer areas: We believe that a higher staffing presence will help to improve the overall behavioral environment in the public computing areas, while simultaneously improving overall customer service.

Behavioral policy enforcement should be sufficiently strict to deter infractions. **The committee recommends a six-month ban for patrons who, after one warning, continue to disrupt others use of the library while using public computers.**

b) New signage and branding to reinforce cooperative computing and civil behavior: Both patrons and staff expressed surprise and gratitude at the effect of making library property 100% tobacco free. Behaviors changed in and outside of the library, and the atmosphere improved dramatically. The actual policy change made by the Board in January, 2012 was minor, but it benefited us by drawing community-wide attention to our efforts. We followed that with enforcement by all levels of staff and newly designed signage and branding.

The committee recommends changing the current lengthy computer use acceptance required by patrons logging on with the attached reminder that they are in a shared computing environment and there will be consequences if they disrupt others use of the library. Patrons will be required to acknowledge this simple reminder before being granted access to computers.

Additionally, Internet browsers at public computers will reinforce our message of civil responsibility before directing patrons to the library home page.

We believe that all of these changes will replicate the success of our work to make the library property 100% tobacco-free, and address negative perceptions of the library while also honoring MCPL's historic commitment to intellectual freedom.

LIBRARY'S USER AGREEMENT

STOP **READ. ACCEPT.**

People of all ages use these computers.
Your behavior must not disrupt others' use of the library.

- No loud music
- No loud talking
- No obscene images

If you continue to violate the library's rules after being warned, you may be asked to leave or be banned from the library for a specific period of time.

BY-LAWS OF
MONROE COUNTY PUBLIC LIBRARY BOARD

ARTICLE I
AUTHORITY

The activities of the Monroe County Public Library Board shall be governed by the 1947 Indiana Library Law as amended (IC 36-12) and these By-Laws. In the event of conflict between the provisions of any Indiana Laws and these By-Laws, the former shall apply and be followed by the Board.

ARTICLE II
MEMBERSHIP

The Monroe County Public Library Board shall consist of seven (7) members chosen in accordance with the provisions of 1947 Library Law as amended for their fitness for public library trusteeships.

ARTICLE III
OFFICERS

SECTION 1. The officers shall consist of a president, vice-president, secretary and a treasurer.

SECTION 2. The officers shall be elected at a February meeting for a term of one year. Vacancies in office shall be filled at the next regular meeting of the board after the vacancy occurs.

SECTION 3. The duties of the officers shall be such as by custom and law and the rules of this board usually devolve upon such officers in accordance with their titles.

ARTICLE IV
MEETINGS

SECTION 1. The library board shall meet at least once a month at a regularly scheduled meeting at the Monroe County Public Library.

SECTION 2. Special meetings may be called by the President, or upon written request of two (2) members, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given to the public, the media, and each member of the board at least forty-eight (48) hours in advance of such meeting.

SECTION 3. A quorum for transaction of business shall consist of a simple majority.

SECTION 4. Order of business shall be:

       Call to order
       Approval of minutes
       Approval of bills
       Personnel report
       Report of the director
       Old business
       New business
       Public comment
       Adjournment

SECTION 5. *Sturgis Standard Code of Parliamentary Procedure*, last revised edition, shall govern the parliamentary procedure of the board.

ARTICLE V
COMMITTEES

Special committees for carrying out projects passed by the board, and for study and investigation of proposed projects, may be appointed by the president as occasion demands, such committees to serve until completion of the work for which they were appointed.

ARTICLE VI
LIBRARIAN

SECTION 1. The Director shall be appointed by the Board in accordance with the Certification Law of Indiana.

SECTION 2. The Director shall be considered the chief executive officer of the Board and shall have responsibility for the administration of the Library under the direction and review of the Board. The Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings, except those at which his/her appointment, salary, or performance is to be discussed and decided.

SECTION 3. Appointments on the staff shall be recommended by the Director and approved by the Board. All appointments shall conform to the Indiana Library Certification Board Rules and existing personnel policies which have been approved by this Board.

ARTICLE VII
NEPOTISM

It shall be the policy of the Board not to employ any close relative of any member of the Board or the Director.

ARTICLE VIII
CONFLICT OF INTEREST

Section 1. Board members, in the capacity of trust imposed upon them, shall observe high ethical standards and abide by the library's Values as adopted by the Board.
Section 3. Board members shall avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
Section 5. Board members shall complete the Uniform Conflict of Interest Disclosure Form annually and declare any conflict of interest between their personal or business interests and their position on the Board. Board members will recuse themselves from voting immediately whenever the appearance of a conflict of interest exists.

ARTICLE ~~VIII~~IX
AMENDMENTS

These By-Laws may be amended at any regular meeting of the Library Board with a quorum present, by a majority vote of the members present, providing the Amendment was either read at the last previous regular meeting or was stated in the call for the meeting.

Revised February 22, 1980
Reviewed and amended January 20, 2010