MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES

WORK SESSION
Wednesday, July 10, 2013
5:45 p.m.
Meeting Room 1B

AGENDA

1. Call to Order – Valerie Merriam, President
2. 2014 Budget (page 1-21) – Gary Lettelleir
3. Air Quality Update (page 22-35) – Sara Laughlin
4. Public Comment
5. Adjournment

2014 Budget

2014 Operating Fund Revenue Estimate

Expected 2014 Revenue				
Revenue Source	*2013*	*2014*	*% Change*	*$ Change*
Property Tax	$5,163,161	$5,341,700	3.46%	$178,539
COIT	$2,075,631	$1,985,000	(4.37%)	($90,631)
Commercial Vehicle Excise Tax	$45,678	$45,700	.05%	$22
Financial Institutions Tax	$18,011	$18,000	(.06%)	($11)
License Excise Tax	$278,565	$279,000	.16%	$435
Fines and Fees	$175,000	$175,000	0.0%	$0
Other Fees (Copier/PLAC)	$20,000	$25,000	25.0%	$5,000
Interest / Meeting Rooms Income	$12,000	$12,000	0%	$0)
TOTAL REVENUE CHANGE 2012-2013	**$7,788,046**	**$7,881,400**	1.20%	$93,354

	2013 Budget	2014 Budget	% Change	$ Change
Operating Fund				
Personnel Services	5,290,953	5,548,234		
Supplies	186,450	200,550		
Other Services/Charges	1,300,499	1,229,753		
Capital	1,021,081	1,023,147		
TOTAL	**7,798,983**	**8,001,684**	2.6%	202,701
Debt Service Fund				
Debt Service - G.O. Bond Payment	596,508	607,768	1.9%	11,260
Library Improvement Reserve Fund				
Contingency Appropriations	350,000	350,000	0.0%	-
Rainy Day Fund				
Contingency Appropriations	400,000	400,000	0.0%	-
Total Budget	**9,145,491**	**9,359,452**	**2.3%**	**213,961**

Monroe County Public Library
2014 Budget

The focus of the 2014 budget is the implementation of the strategic plan approved by the Board in December 2012. The pace of change in technology and changes in the local community present many challenges. The library is striving to position itself to meet the needs of residents of Monroe County, ranging from the new ways to address 21st century literacy and access information to the impact of I-69 and changes to downtown parking.

2014 Revenue and Expense Summary

The total Operating Fund revenue projection for 2014 is $7,881,400, an increase of about 1.2% compared to 2013 revenue projections. The 2014 Operating Fund property tax levy ($5,341,700) is based on an Assessed Value Growth Quotient (AVGQ, the six-year average of Indiana non-farm personal income reported by the U.S. Bureau of Labor Statistics) of 2.6% and last year's maximum levy of $5,206,348, which includes the 2012 excess levy appeal ($42,975). The County Option Income Tax (COIT) projection is a conservative estimate that is a reduction from 2013 of about $90,000; final COIT distribution figures should be announced before the August work session.

The 2014 general fund expenditure budget is $8,001,684, an increase of 2.6% compared to the 2013 expenditure budget. The 2014 budget allows the library to maintain its current level of service and make technology and facility updates to meet changes to delivery of library services outlined in the new strategic plan and position the library to address future needs of a growing community.

Wage and Benefit Assumptions

Wages account for 49.2% of the 2014 budget and include a 2% salary increase for staff and the second and final manager increases recommended in the 2009 compensation study; the Board will approve wage increases at the December 2013 meeting. Efforts to control wage costs continue, with every open position being reviewed before posting. In 2013, Collection Services eliminated one position, Ellettsville Branch reduced 12.5 hours in circulation, and Circulation reviewed and broadened job descriptions to increase flexibility to handle resignations and planned and unplanned absences. A new position for coordinator for the digital creativity center is included in the 2014 budget.

The budget includes the final phase of salary adjustments to implement the 2009 Singer Group recommendations from the compensation and classification study. Staff increases were implemented in 2010 (first half of increases to new pay grade minimums, historical compression increases, and 1% for those above mid-points) and 2011 (second half of increases to new pay grade minimums and 1% increases for all). The first half of manager increases occurred in 2011; we have allocated funds to address the remaining half in 2014. Because it has been five years since the study, we are in the process of completing an updated salary survey and will have detailed recommendations to discuss in the fall.

We have estimated a 10% increase for the employer contribution to health insurance. Health insurance costs will be better known after mid-year reports on usage become available and Affordable Healthcare Act provisions are implemented in October.

The rate for the employer-paid portion of PERF will increase from 10% to 11.2% for full time employees. The additional 1.2% which is a 12% cost increase will cost the library approximately $37,400. The library will continue to pay the 3% employee contribution to PERF.

Capital Spending

Phase 3 renovation work will carry over to 2014. The total amount projected for architects and construction is $835,000. The Bond fund will cover about $375,000 and most of the balance will come from the Library Improvement Reserve Fund (LIRF) and the Rainy Day Fund. LIRF and Rainy Day will be repaid in 2014 from the balance that remains in the inactive Library Capital Projects Fund.

We are planning to replace the chillers in 2014, using approximately $300,000 from the Bond Fund.

The Operating Fund includes an allocation of $50,000 for equipment in the new digital creativity center. We also plan to fund about $50,000 for DCC equipment out of the LIRF fund. The LIRF fund will also be used to purchase equipment for scanning in the Indiana Room ($21,000). More detail can be seen in the attached worksheet **E**.

Accompanying Documents

Worksheet A shows estimated revenue, expense, and cash balances, by fund. **Worksheet B** includes line item expenditures for all five funds. **Worksheet C** shows line item expenditures in the Operating Fund budget, compared to previous years. **Worksheet D** provides narrative information about major items and items that changed significantly. **Worksheet E** includes the capital spending plan for 2014 to 2015.

2014 Budget - estimated revenue, expense, and cash balances

	Worksheet A		*2013 Budget after 1782*		*2014 Estimates*
	Operating Fund				
Asses. Val.			6,319,658,549		5,687,692,694
INCOME					
	Property Tax 2014 - growth quotient = 2.6%				
	Property Tax	$	5,163,161		5,341,700
	County Option Income Tax	$	2,075,631	$	1,985,000
	Commercial Vehicle Excise Tax	$	45,678	$	45,700
	Financial Institutions Tax	$	18,011	$	18,000
	License Excise	$	278,565	$	279,000
	Fines/Fees	$	175,000	$	175,000
	Other - misc per dlgf				
	Other - meeting rooms/interest	$	12,000	$	12,000
	Other - copiers/PLAC	$	20,000	$	25,000
	TOTAL	**$**	**7,788,046**	**$**	**7,881,400**
EXPENSES					
	Personnel Services	$	5,290,953	$	5,548,234
	Supplies	$	186,450	$	200,550
	Other Services/Charges	$	1,300,499	$	1,229,753
	Capital	$	1,021,081	$	1,023,147
	TOTAL before encumbrance		**$7,798,983**		**$8,001,684**
	Encumbrance		$18,836		
			$7,817,819		
FUND BALANCE					
	Beginning	$	1,178,307	$	1,148,534
	Encumbrance				
	Income less exp.	$	(29,773)	$	(120,284)
	Ending balance	**$**	**1,148,534**	**$**	**1,028,250**

	Worksheet A		***2013 Budget after 1782***		***2014 Estimates***
	Debt Service Fund				
INCOME					
	Property Tax		$ 594,048		$ 600,000
	Appeal 1782 - corrected levy $150,298				
	Commercial Vehicle Excise Tax		5,256		5,000
	Financial Institutions Tax		2,072		2,000
	License Excise		32,050		32,000
		TOTAL	**$ 633,426**		**$ 639,000**
EXPENSES					
	Bond Payment		**$ 596,508**		**$ 607,768**
FUND BALANCE					
	Beginning		$ 32,748		$ 69,666
	Income less exp.		$ 36,918		$ 31,232
	Ending balance		$ 69,666		$ 100,898
	Library Improvement Reserve Fund				
INCOME					
	Transfer - repay				$ 205,780
	Transfer		$ 214,000		$ -
EXPENSES					
	Personal Services				
	Supplies				
	Other Services/Charges		$ 20,000		$ 100,000
	Capital		$ 330,000		$ 250,000
		TOTAL	**$350,000**		**$350,000**
FUND BALANCE					
	Beginning		$ 1,120,724		$ 910,724
	renovation/equipment		$ (210,000)		$ (71,000)
	Ending balance - contingency reserve		$ 910,724		$ 1,045,504
	Future Projects Balance		$ 214,000		$ 214,000
	Total		$ 1,124,724		$ 1,259,504

	Worksheet A		*2013 Budget after 1782*	*2014 Estimates*
	Rainy Day Fund			
INCOME	Transfer - repay			210,000
EXPENSES				
	Personal Services			
	Supplies			
	Other Services/Charges		$ 70,000	$ 200,000
	Capital		$ 330,000	$ 200,000
		TOTAL	**$400,000**	**$400,000**
FUND BALANCE				
	Beginning		$ 1,621,156	$ 790,000
	renovation		$ (210,000)	
	repay 210,000			
	Ending balance		$ 790,000	$ 1,000,000
	Future Projects Balance		$ 621,156	$ 621,156
	Total		$ 1,411,156	$ 1,621,156
	Library Capital Projects Fund			
INCOME				$ -
	Property Tax			
		TOTAL		
EXPENSES				
	xfer balance LIRF - rainy day			$ 415,780
		TOTAL before encumbrance		
		Encumbrance	$ 10,975	
FUND BALANCE				
	Beginning		$ 426,755	
			transfer 2014 balance in 2015 to lirf-rainy day	
	Income less exp.		$ (10,975)	
	Ending balance		**$ 415,780**	**$ -**

2014 BUDGET COMPARISON

Worksheet C		2014 BUDGET	2013 BUDGET	2012 ACTUAL	2011 ACTUAL
PERSONNEL SERVICES (1000'S)					
SALARIES					
	1120 ADMINISTRATION	222,871	177,208	131,492	94,376
	1130 PROFESSIONAL/SUPERVISORS	546,004	505,886	496,695	480,565
	1140 PROFESSIONAL ASSISTANTS	1,289,610	1,271,320	1,238,117	1,344,562
	1150 SPECIALISTS & TECHNICIANS	868,268	845,151	805,597	762,827
	1160 CLERICAL ASSISTANTS	430,085	434,725	411,551	428,505
	1170 PAGES	247,000	240,720	238,618	235,085
	1180 -see "Other Wages" below				
	1190 BUILDING MAINTENANCE	375,255	368,746	355,469	343,525
TOTAL SALARIES		3,979,093	3,843,756	3,677,539	3,689,445
EMPLOYEE BENEFITS					
	1210 EMPLOYER CONTRIBUTION/FICA	245,485	237,765	216,465	217,866
	1220 UNEMPLOYMENT COMPENSATION	10,000	10,000	-	-
	1230 EMPLOYER CONTRIBUTION/PERF	364,667	311,493	287,855	359,295
462,345	1235 EMPLOYEE CONTRIBUTION/PERF	97,679	93,448	86,356	
	1240 EMPLOYER CONT/INSURANCE	778,899	725,756	604,618	591,871
	1250 EMPLOYER CONT/MEDICARE	57,412	55,636	50,625	50,941
TOTAL EMPLOYEE BENEFITS		1,554,141	1,434,098	1,245,919	1,219,972
OTHER WAGES					
	1310 WORKSTUDY	5,000	3,100	4,735	2,961
	1180 TEMPORARY STAFF	10,000	10,000	333	8,868
	1350 STIPEND/RECLASSIFICATION			-	-
TOTAL OTHER WAGES		15,000	13,100	5,068	11,829
TOTAL PERSONNEL SERVICES		5,548,234	5,290,953	4,928,526	4,921,246
		69.34%	67.84%		

Worksheet C	2014 BUDGET	2013 BUDGET	2012 ACTUAL	2011 ACTUAL
SUPPLIES (2000'S)				
OFFICE SUPPLIES				
2110 OFFICIAL RECORDS	1,100	1,300	-	1,613
2120 STATIONERY & PRINTING	1,100	950	972	302
2130 OFFICE SUPPLIES	13,650	14,550	8,637	10,758
2140 DUPLICATING	42,400	33,150	28,037	27,874
2150 PROMOTIONAL MATERIALS			-	-
TOTAL OFFICE SUPPLIES	58,250	49,950	37,646	40,546
OPERATING SUPPLIES				
2210 CLEANING SUPPLIES	38,200	37,200	35,502	34,906
2220 FUEL, OIL, & LUBRICANTS	10,000	10,000	7,348	7,818
2230 CATALOGING SUPPLIES-BOOKS	7,000	5,500	6,098	3,652
2240 A/V SUPPLIES-CATALOGING	9,500	10,150	6,863	7,730
2250 CIRCULATION SUPPLIES	33,900	37,750	31,614	22,609
2260 LIGHT BULBS	7,200	4,500	5,982	3,763
2270 VIDEOTAPE - CATS			-	-
2280 UNIFORMS	1,900	1,700	1,829	1,261
2290 DISPLAY/EXHIBIT SUPPLIES	6,700	5,900	1,839	459
TOTAL OPERATING SUPPLIES	114,400	112,700	97,076	82,197
REPAIR & MAINTENANCE SUPPLIES				
2300 IS SUPPLIES	6,500	6,600	3,387	4,725
2310 BUILDING MATERIALS & SUPPLIES	21,000	16,800	19,370	14,093
2315 ENERGY AUDIT MATERIALS			-	1,490
2320 PAINT & PAINTING SUPPLIES	400	400	290	127
2340 OTHER REPAIR & BINDING			-	-
2350 VIDEO MATERIALS - CATS			-	-
TOTAL REPAIR & MAINTENANCE SUPPLIES	27,900	23,800	23,047	20,436
TOTAL SUPPLIES	200,550	186,450	157,768	143,179

Worksheet C	2014 BUDGET	2013 BUDGET	2012 ACTUAL	2011 ACTUAL
OTHER SERVICES/CHARGES (3000'S)				
PROFESSIONAL SERVICES				
3110 CONSULTING SERVICES	13,500	12,000	-	250
3120 ENGINEERING/ARCHITECTURAL	30,000	10,000	-	2,863
3130 LEGAL SERVICES	17,300	28,500	8,784	14,674
3140 BUILDING SERVICES	30,000	32,000	19,687	21,786
3150 MAINTENANCE CONTRACTS	144,600	134,100	134,824	94,571
3160 COMPUTER SERVICES (OCLC)	70,500	66,500	36,008	49,343
3170 ADMIN/ACCOUNTING SERVICES	42,900	44,100	36,083	43,488
3175 COLLECTION AGENCY SERVICES	20,000	24,000	16,719	44,204
TOTAL PROFESSIONAL SERVICES	368,800	351,200	252,104	271,179
COMMUNICATION & TRANSPORTATION				
3210 TELEPHONE	32,700	30,900	28,922	27,523
3220 POSTAGE	25,000	30,000	18,808	23,045
3230 TRAVEL EXPENSE	10,000	10,000	2,829	3,809
3240 PROFESSIONAL MTG. (OFF-SITE)	10,000	10,000	483	779
3250 CONTINUTING ED. (0N-SITE)	10,000	10,000	21,779	9,390
3260 FREIGHT & DELIVERY	1,600	1,450	999	1,235
TOTAL COMMUNICATION & TRANSPORTATION	89,300	92,350	73,820	65,781
PRINTING & ADVERTISING				
3310 ADVERTISING & PUBLICATION	2,700	2,750	1,065	1,064
3320 PRINTING	5,000	5,500	967	3,018
TOTAL PRINTING & ADVERTISING	7,700	8,250	2,032	4,082
INSURANCE				
3410 OFFICIAL BOND	600	700	450	450
3420 OTHER INSURANCE	63,400	60,400	58,343	52,797
TOTAL INSURANCE	64,000	61,100	58,793	53,247
UTILITIES				
3510 GAS	2,750	3,100	1,853	2,227
3520 ELECTRICITY	296,400	292,000	278,072	270,576

Worksheet C	2014 BUDGET	2013 BUDGET	2012 ACTUAL	2011 ACTUAL
3530 WATER	27,300	25,900	27,386	15,685
TOTAL UTILITIES	326,450	321,000	307,311	288,488
REPAIR & MAINTENANCE				
3610 BUILDING REPAIR	22,000	19,000	11,680	3,937
3630 OTHER EQUIP/FURNITURE REPAIRS	21,200	10,200	43,002	21,393
3640 VEHICLE REPAIR & MAINTENANCE	11,000	8,300	5,889	6,055
3650 MATERIAL BINDING/REPAIR SERV.	3,000	3,000	2,083	1,788
TOTAL REPAIR & MAINTENANCE	57,200	40,500	62,655	33,173
RENTALS				
3710 REAL ESTATE RENTAL/BOND PMT.	38,200	33,600	31,270	31,262
3720 EQUIPMENT RENTAL		100	-	-
TOTAL RENTALS	38,200	33,700	31,270	31,262
OTHER CHARGES				
3845 ELEC. RECOURCES-DATABASES	161,917	91,701	90,606	
3846 E-BOOKS	102,136	73,418	64,150	
3910 DUES/INSTITUTIONAL	7,550	7,380	7,226	7,326
1004 MISCELLANEOUS			-	1,651
3920 INTEREST/TEMPORARY LOAN	2,500	2,500	-	-
3930 TAXES & ASSESSMENTS			-	-
3940 TRANSFER TO LIRF	-	214,000	-	200,000
3945 TRANSFER TO RAINY DAY			200,000	
3950 EDUCATIONAL SERV/LICENSING	4,000	3,400	3,454	2,404
TOTAL OTHER CHARGES	278,103	392,399	365,436	211,381
TOTAL OTHER SERVICES/CHARGES	1,229,753	1,300,499	1,153,419	958,593
CAPITAL OUTLAY (4000'S)				
FURNITURE & EQUIPMENT				
4410 FURNITURE	10,000		8,288	1,400
44105 ENCUMBERED FURNITURE			-	1,388

Worksheet C	2014 BUDGET	2013 BUDGET	2012 ACTUAL	2011 ACTUAL
4420 AUDIO VISUAL EQUIPMENT			-	-
4430 OTHER EQUIPMENT	72,000	16,000	7,610	9,434
4440 LAND & BUILDINGS			-	-
4450 BUILDING RENOVATIONS	5,000		4,075	5,830
4460 IS EQUIPMENT			1,512	-
4465 IS SOFTWARE			-	-
4470 EQUIPMENT - CATS			-	-
4475 SOFTWARE - CATS			-	-
TOTAL FURNITURE & EQUIPMENT	87,000	16,000	21,485	18,051
OTHER CAPITAL OUTLAY				
4510 BOOKS	548,250	594,454	579,970	585,377
4520 PERIODICIALS & NEWSPAPERS	41,936	41,042	35,291	38,779
4530 NONPRINT MATERIALS	345,961	369,585	365,907	385,644
to get to 15%	-	-		
4540 ELECTRONIC RESOURCES	-	-	-	79,194
TOTAL OTHER CAPITAL OUTLAY	936,147	1,005,081	981,167	1,088,994
	15.00%	15.00%		
TOTAL CAPITAL OUTLAY	1,023,147	1,021,081	1,002,652	1,107,045
TOTAL OPERATING EXPENDITURES	8,001,684	7,798,983	7,242,365	7,130,064

2014 BUDGET Worksheet B	2014 OPERATING	2014 LIRF	2014 RAINY DAY	2014 DEBT SERVICE	2014 TOTAL FUNDS
PERSONNEL SERVICES					
SALARIES					
1120 ADMINISTRATION	222,871				
1130 PROFESSIONAL/SUPERVISORS	546,004				
1140 PROFESSIONAL ASSISTANTS	1,289,610				
1150 SPECIALISTS & TECHNICIANS	868,268				
1160 CLERICAL ASSISTANTS	430,085				
1170 PAGES/MASTERCONTROLLERS	247,000				
1180 -see "Other Wages" below					
1190 BUILDING MAINTENANCE	375,255				
TOTAL SALARIES	**3,979,093**		-	-	**3,979,093**
EMPLOYEE BENEFITS					
1210 EMPLOYER CONTRIBUTION/FICA	245,485				
1220 UNEMPLOYMENT COMPENSATION	10,000				
1230 EMPLOYER CONTRIBUTION/PERF	364,667				
1235 EMPLOYEE CONTRIBUTION/PERF	97,679				
1240 EMPLOYER CONT/INSURANCE	778,899				
1250 EMPLOYER CONT/MEDICARE	57,412				
TOTAL EMPLOYEE BENEFITS	**1,554,141**		-		**1,554,141**
OTHER WAGES					
1310 WORKSTUDY	5,000				
1180 TEMPORARY STAFF	10,000				
1350 STIPEND	-				
TOTAL OTHER WAGES	**15,000**				**15,000**
TOTAL PERSONNEL SERVICES (1000s)	**5,548,234**		-		**5,548,234**
SUPPLIES (2000s)					
OFFICE SUPPLIES					
2110 OFFICIAL RECORDS	1,100				
2120 STATIONERY & PRINTING	1,100				
2130 OFFICE SUPPLIES	13,650				
2140 DUPLICATING	42,400				
2150 PROMOTIONAL MATERIALS	-				

2014 BUDGET Worksheet B	2014 OPERATING	2014 LIRF	2014 RAINY DAY	2014 DEBT SERVICE	2014 TOTAL FUNDS
TOTAL OFFICE SUPPLIES	**58,250**		-		**58,250**
OPERATING SUPPLIES					
2210 CLEANING SUPPLIES	38,200				
2220 FUEL, OIL, & LUBRICANTS	10,000				
2230 CATALOGING SUPPLIES	7,000				
2240 AUDIO VISUAL SUPPLIES	9,500				
2250 CIRCULATION SUPPLIES	33,900				
2260 LIGHT BULBS	7,200				
2270 RECORDING MATERIALS - CATS	-				
2280 UNIFORMS	1,900				
2290 DISPLAY/EXHIBIT SUPPLIES	6,700				
TOTAL OPERATING SUPPLIES	***114,400***		-		**114,400**
REPAIR & MAINTENANCE SUPPLIES					
2300 IS SUPPLIES	6,500				
2310 BUILDING MATERIALS & SUPPLIES	21,000				
2315 ENERGY AUDIT SUPPLIES	-				
2320 PAINT & PAINTING SUPPLIES	400				
2340 OTHER REPAIR & BINDING	-				
2350 RECORDING EQUIP SUPPLIES - CATS	-				
TOTAL REPAIR & MAINTENANCE SUPPLIES	***27,900***				**27,900**
TOTAL SUPPLIES (2000s)	**200,550**		-		**200,550**
OTHER SERVICES/CHARGES (3000s)					
PROFESSIONAL SERVICES					
3110 CONSULTING SERVICES	13,500		**50,000**		
3120 ENGINEERING/ARCHITECTURAL	30,000				
3130 LEGAL SERVICES	17,300		**50,000**		
3140 BUILDING SERVICES	30,000				
3150 MAINTENANCE CONTRACTS	144,600				
3160 OCLC & COMPUTER SERVICES	70,500				
3170 ADMIN/ACCOUNTING SERVICES	42,900				
3175 COLLECTION AGENCY SERVICE	20,000				

2014 BUDGET Worksheet B	2014 OPERATING	2014 LIRF	2014 RAINY DAY	2014 DEBT SERVICE	2014 TOTAL FUNDS
TOTAL PROFESSIONAL SERVICES	**368,800**	**-**	**100,000**		**468,800**
OTHER SERVICES/CHARGES (3000s) CONTINUED					
COMMUNICATION & TRANSPORTATION					
3210 TELEPHONE	32,700				
3220 POSTAGE	25,000				
3230 TRAVEL EXPENSE	10,000				
3240 PROFESSIONAL MEETINGS	10,000				
3250 CONTINUING EDUCATION	10,000				
3260 FREIGHT & DELIVERY	1,600				
TOTAL COMMUNICATION & TRANSPORTATION	**89,300**				**89,300**
PRINTING & ADVERTISING					
3310 ADVERTISING & PUBLICATION	2,700				
3320 PRINTING	5,000				
TOTAL PRINTING & ADVERTISING	**7,700**				**7,700**
INSURANCE					
3410 OFFICIAL BOND	600				
3420 OTHER INSURANCE	63,400				
TOTAL INSURANCE	**64,000**				**64,000**
UTILITIES					
3510 GAS	2,750				
3520 ELECTRICITY	296,400				
3530 WATER	27,300				
TOTAL UTILITIES	**326,450**				**326,450**
REPAIR & MAINTENANCE					
3610 BUILDING REPAIR	22,000	**100,000**	**100,000**		
3630 OTHER REPAIR	21,200				
3640 VEHICLE REPAIR & MAINTENANCE	11,000				
3650 MATERIALS BINDING/REPAIR	3,000				
TOTAL REPAIR & MAINTENANCE	**57,200**	**100,000**	**100,000**		**257,200**
RENTALS					

2014 BUDGET Worksheet B	2014 OPERATING	2014 LIRF	2014 RAINY DAY	2014 DEBT SERVICE	2014 TOTAL FUNDS
3710 REAL ESTATE RENTAL/BOND PMT.	38,200			607,768	
3720 EQUIPMENT RENTAL	-				
TOTAL RENTALS	**38,200**			**607,768**	**645,968**
OTHER SERVICES/CHARGES (3000s) CONTINUED					
OTHER CHARGES					
3845 ELEC. RECOURCES-DATABASES	161,917				
3846 E-BOOKS	102,136				
3910 DUES/INSTITUTIONAL	7,550				
3920 INTEREST/TEMPORARY LOAN	2,500				
3930 TAXES & ASSESSMENTS	-				
3940 TRANSFER TO LIRF	-				
3945 TRANSFER TO RAINY DAY	-				
3950 EDUCATIONAL LICENSING/SERVICES	4,000				
TOTAL OTHER CHARGES	**278,103**				**278,103**
TOTAL OTHER SERVICES/CHARGES (3000s)	**1,229,753**	**100,000**	**200,000**	**607,768**	**2,137,521**
CAPITAL OUTLAY (4000s)					
FURNITURE & EQUIPMENT					
4410 FURNITURE	10,000		**50,000**		
4420 AUDIO VISUAL EQUIPMENT	-				
4430 OTHER EQUIPMENT	72,000	**100,000**	**50,000**		
4440 LAND & BUILDINGS	-				
4450 BUILDING RENOVATION -	5,000	**150,000**	**100,000**		
4460 IS EQUIPMENT	-				
4465 IS SOFTWARE	-				
4470 EQUIPMENT - CATS	-				
4475 SOFTWARE - CATS	-				
TOTAL FURNITURE & EQUIPMENT	**87,000**	**250,000**	**200,000**		**537,000**
OTHER CAPITAL OUTLAY					
4510 BOOKS	548,250				
4520 PERIODICIALS & NEWSPAPERS	41,936				
4530 NONPRINT MATERIALS	345,961				
to get to 15%					
4540 ELECTRONIC RESOURCES	-				

	2014	2014	2014	2014	2014
2014 BUDGET	**OPERATING**	**LIRF**	**RAINY DAY**	**DEBT**	**TOTAL**
Worksheet B				**SERVICE**	**FUNDS**
TOTAL OTHER CAPITAL OUTLAY	**936,147**				**936,147**
	15.00%				
TOTAL CAPITAL OUTLAY	**1,023,147**	**250,000**	**200,000**		**1,473,147**
TOTAL EXPENDITURES 2014	**8,001,684**	**350,000**	**400,000**	**607,768**	**9,359,452**
TOTAL BUDGET 2013	7,798,983	350,000	400,000	600,000	**9,148,983**
Increase from 2013	2.60%	0.00%	0.00%	1.29%	2.30%

Monroe County Public Library
2014 Budget: Line Item Detail Narrative
Updated July 3, 2013

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	The 2014 wage projection is based on a 2% wage increase for employees. This could change depending on health insurance cost (1240). A coordinator for the digital creativity center is a new staff position in the 2014 budget. Funds have been allocated to complete the recommendations of the 2009 Singer compensation and classification study.
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 2014.
1230	The rate that the library contributes for full-time employees to the Indiana Public Employees Retirement System for the employer contribution went from 10% in 2013 to 11.2% in 2014. The associated cost due to the rate increase was about $37,400
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 is estimated at a 10% increase. The 10% is based on our actual 2013 premiums which turned out to be lower than the 2013 budget. 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. The impact of the Affordable Healthcare Act on 2014 premiums is difficult to predict but we feel a 10% allowance is reasonable.
1310-1350	Wages for temporary staff, including work-study students.
2140	Anticipated costs of replacing copiers that are getting old
3110-3120	Consulting fees are in the budget as a placeholder. $7,500 is allocated to the I.S. department and it is related to expected assistance with network configuration and increased capacity for data storage. The main roof addition is planned for 2014 or 2015 and could possibly involve consulting or engineering services.

3630	Additional funds allocated for equipment in the digital creativity center and for repair and replacement of chairs for patrons and staff.
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 for unexpected equipment replacement expenditures. Actual spending for 2014 is expected to be $71,000. Indiana Room scanning equipment ($21,000) and digital creativity area equipment ($50,000).
4450	Appropriated for unexpected building needs.

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 unexpected building needs.

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	Second payment on 2013-2015 general obligation bond.

MCPL CAPITAL SPENDING PLAN SUMMARY	Gen. Fund	Rainy Day	LIRF	LIRF	Gen. Fund	General Obligation Bond 2013-2015		
	2013	2013	2013	2014	2014	2013	2014	2015
General Fund Expenditures								
Architect	$10,000							
Furniture					$10,000			
Digital Creativity Center Equipment					$50,000			
Other Equipment	$16,000				$22,000			
Building Renovation					$5,000			
Rainy Day & LIRF Fund Expenditures								
Main Renovation Phase III		$210,000	$210,000					
Architect		$30,000						
Digital Creativity Center Equipment				$50,000				
Indiana Room Scanning Equipment				$21,000				
Bond Fund Expenditures								
Auditorium Renovation						$150,000	$0	
Renovate Third Floor - I.S. dept., security, graphics, floor covering						$225,000		
Roof - Main Addition	$0							$400,000
Chillers - Main HVAC	$0						$300,000	
Ellettsville Circ. And reference desk area renov.	$0						$25,000	
Ellettsville Yellow House Demolished in 2011 - cost $18,096 (LIRF)								
Ellettsville Garden / Courtyard	$0					$0	$50,000	
May need these funds for Phone system								
I.S. Equipment						$58,000	$50,000	$50,000
I.S. Software						$25,000	$25,000	$25,000
CATS Equipment						$45,000	$45,000	$45,000
CATS Software						$5,000	$5,000	$5,000
New Phone System (actual estimate around $100,000) see Ell. Courtyard							$25,000	$25,000
Landscaping Main Library -						$17,000		
Replace Cobbled Sidewalks at Kirkwood and Parking Lot						$25,000		
Replace 1993 Van						$25,000		
Originally budgeted - Replace Elevator Controls - Main						$100,000		
replace elevator project with computer network upgrade 2013								
Originally budgeted - Frequency Drives - Air Handler replacement - HVAC system - $50,000								
Bond issuance cost - legal and misc.						$50,000		
Sub Total of Expenditures	$26,000	$240,000	$210,000	$71,000	$87,000	$725,000	$525,000	$550,000

June 24, 2013

Monroe County Public Library
Ms. Sarah Laughlin, Director
303 E. Kirkwood Ave.
Bloomington, IN 47408

RE: Microbiological Sampling
Monroe County Library

Dear Ms. Laughlin:

Indoor Environment Management, Inc. received authorization to conduct microbiological and volatile organic compound sampling of the Monroe County Public Library located at 303 E. Kirkwood Ave., Bloomington, Indiana. The inspection was requested to determine the amount of fungal contamination and possible elevated volatile organic compounds present within the concerned areas of the building.

Rachel Adams, Industrial Hygienist, conducted the inspection on June 6, 2013.

SCOPE OF SERVICES

The proposal accepted by the client for this project consisted of a moisture survey, indoor air quality samples for fungal contamination, volatile organic compounds (VOC) and a final written report explaining the analytical results. This report provides specific recommendations for remedial actions to correct the indoor air quality issues identified within this building. It is not the responsibility of Indoor Environmental Management, Inc. to identify, control, or repair any moisture problems.

Our professional consulting services have been performed using customary principles and practices in the fields of industrial hygiene and indoor air quality. This report is in lieu of other statements either expressed or implied. Indoor Environmental Management, Inc. is not responsible for the independent conclusions, opinions or recommendations made by others based on the observations and laboratory data presented in this report. The results, conclusions and recommendations expressed in this report are based only on the conditions that were observed by Indoor Environmental Management, Inc. during this inspection.

This report is intended for the sole use of the Monroe County Public Library. The scope of recommendations in this report may not be appropriate to satisfy the needs of other

users, and use or re-use of this document or the findings, conclusions or recommendations is at the risk of said user.

BACKGROUND

Sampling for fungal and VOC sampling was requested following concerns expressed during a public meeting within two meeting rooms that are located partially below grade at the west side of the building.

SAMPLING PROCEDURES

The information and results collected during this study have been divided into the following categories: Visual Inspection, Microbiology and Chemical Analysis.

Visual Inspection: A limited visual inspection was conducted in the building during the investigation. Information collected during the inspection included specific odors, mold growth and signs of water damage.

Chemical Analysis: Canisters were pre-calibrated to collect 250ml of air for a 15 minute sampling time are analyzed by gas chromatography/mass spectroscopy (GC/MS) to report volatile organic compounds that are detected from areas of concern within the building. The method used for collection and analysis is EPA/625/R-96/010b

Microbiology: Microbiological sampling to measure airborne and surface mold levels was conducted inside the building. All samples were collected prior to destructive inspections. The types of testing performed are listed below:

Air-O-Cell™ Air Sampling Cassettes were used in conjunction with a high volume air sampler for collecting viable and non-viable airborne mold spore samples. Air samples were collected over a 5 minute period at an airflow rate of 15 liters per minute. Results of the viable/non-viable *Air-O-Cell*™ cassette samples have been reported in Spores per Cubic Meter of air (Spores/M^3).

Tape-lift Surface Sampling was used for fungal surface testing. The samples were collected by applying clear cellophane tape onto a surface to directly transfer surface contamination onto the adhesive. The sample was then placed on a glass slide to be examined microscopically. The tape-lift surface samples report the genus of spores identified and the degree of surface coverage on the slides.

VOC samples were analyzed by EMSL Analytical, Inc., a laboratory that participates in the Environmental Microbiology Laboratory Accredited Program (EMLAP) and a laboratory that participates in Environmental Microbiology Proficiency Analytical Testing (EMPAT), both administered by the American Industrial Hygiene Association (AIHA). This laboratory also participates in the National Voluntary Laboratory Accreditation

Program (NVLAP), administered through the National Institute of Standards and Technology (NIST) Standards Services Division.

Fungal samples were analyzed by CIE Laboratories, Inc., a laboratory that participates in the Environmental Microbiology Laboratory Accredited Program (EMLAP Accreditation number 103025) and a laboratory that participates in Environmental Microbiology Proficiency Analytical Testing (EMPAT), both administered by the American Industrial Hygiene Association (AIHA). This laboratory also participates in the National Voluntary Laboratory Accreditation Program (NVLAP), administered through the National Institute of Standards and Technology (NIST) Standards Services Division.

RESULTS

Visual Inspection: A visual inspection of the areas tested was conducted during the initial walk through. The meeting rooms had been closed all day prior to the inspection. There were no odors detected and no visible signs of mold growth or water staining.

Moisture: The purpose of a moisture inspection is to locate sites that may have elevated moisture concentrations and can potentially support mold growth. The onsite moisture readings were collected utilizing Delmhorst BD-10 penetrating and Tramex non-penetrating moisture meters. There are many building materials that have known ranges for normal moisture content. Wood, for example, has a normal moisture range of 8 – 12%. When the moisture content is above 16%, the cellulose-based surface can support mold growth. When the moisture content exceeds 20%, wood can rot leading to mold growth and infrastructure deterioration.[6] Plaster, sheetrock, brick, and cement are evaluated on a quantitative reference scale to determine moisture content. Materials considered within the normal moisture content are between 0-80 on the reference scale. Building materials with elevated moisture content are above 90 on the reference scale. The moisture readings collected from this project are listed in Table 1.

Table 1. Moisture Content

Building Material Tested	% Moisture Content	Normal or Elevated Moisture Content
All Dry Wall	20	Normal

Psychrometry: Relative humidity and temperature readings were collected using a Vasaila thermo-hygrometer. Moisture readings vary from one location to another therefore the moisture readings included in this report are only for the locations tested and cannot be inferred for areas not tested. ASHRAE states the comfort level in a building should have a relative humidity at or below 60% at a temperature 68 – 75 degrees ^{o}F.[1,6] Psychrometry measurements have been recorded in Table 2.

Table 2. Psychrometric Measurements

Location	Temperature °F	%Relative Humidity	GPP (Grains per pound)	Normal or Elevated
Outside	72	99 (Raining)	117	N/A
Meeting 1B	74	45	56	Normal
Meeting 1C	74	46	58	Normal

Microbiological Testing: Indoor Air Quality and bulk sample collection may be necessary if the presence of mold is suspected but cannot be identified by a visual assessment. The rule of thumb for evaluating air sample data is to compare the species and total concentration of the indoor samples to the outdoor reference sample. What is identified in the indoor environment should be very similar to what is found in the outdoor environment, but in significantly less concentrations than what is identified outside. This is due to mold spores entering the indoor environment through HVAC systems, doors and windows, and being carried into the indoors by occupants. By comparing these results, it can be determined if there are potential problems within the building in which professional remediation should be considered.[2]

When evaluating air samples, it is important to remember that this only represents the environmental conditions that are present at the time of sampling. It is a snapshot of the current conditions, which change with the time of day, amount of indoor activity and the weather seasons.

Air-O-Cell™ *Cassette Sampling – Viable/Non-Viable Mold Spore Sampling*

There were 5 *Air-O-Cell*™ cassette samples collected and are identified as samples 1 through 5, with the outside reference sample identified as sample 1. The outside reference sample exhibited 26,000 Spores/M^3. Predominant mold types identified were Ascospores (80%), Basidiospores (18%), *Helicomyces / Helicosporium* (1%), *Aspergillus/Penicillium*-like spores (<1%), *Cladosporium* (1%) and Unspecified spores (<1%).

Air-O-Cell™ cassette sampling revealed low levels of airborne mold concentrations throughout both meeting rooms. The average airborne spore concentration in meeting room 1B was 175 Spores/M^3. Predominant mold types identified in these samples were Ascospores (59%) and Basidiospores (41%). The average airborne spore concentration in meeting room 1C was 13 Spores/M^3. Predominant mold types identified in these samples were Basidiospores (100%).

All air sample data collected from the meeting rooms is consistent with common types of molds found in outside air and non-problematic buildings and lower in concentration compared to outside air.

Tape-lift Surface Sampling

There were 4 tape-lift surface samples collected and identified as samples 6 through 9. Sample 6 was collected from the window ledge in meeting room 1B and reported common molds consistent with outside mold types. There was an elevated amount likely due to the amount of dust that was present on this surface. Sample 7 was collected from the top of the exit door frame in Meeting room 1B and reported low amounts of common outside molds. Sample 8 was collected from the window ledge of Meeting room 1C and reported low amounts of common outside molds. Sample 9 was collected from the top of the coat rack located in Meeting room 1C and reported low amounts of common outside molds. The results of the surface samples are supportive of the air sample data. The surface samples had a higher amount of molds present due to the amount of dust and debris present.

Individual sampling sites and corresponding results have been detailed in the Laboratory Report included at the end of this report.

Volatile Organic Compounds Analysis

The laboratory report attached for the VOC analysis shows rows that are highlighted in yellow indicating that compound was found in the sample. Results are reported in both parts per billion volume (ppbv) and is also expressed in micrograms per cubic meter (ug/M^3) which is the concentration in weight of the substance per volume of air.

The compounds that were present in both meetings rooms are common indoor contaminants and are within typical concentrations and below OSHA PELs (Permissible Exposure Limits).

Freons are common refrigerants and often seen in air samples. Elevated levels can indicate leaks from refrigerators and air conditioners. There were no Freons identified in these samples. Aerosol sprays and foam products also contribute freons and / or propanes and butanes to indoor air. There were low levels of 2-Butane identified in both samples at similar concentrations.

Benzene, toluene, ethylbenzene and xylenes are components of gasoline. Toluene and xylenes can be found in solvent based products such as oil based paints. There were low concentrations of toluene identified in both samples at similar concentrations.

Table 3 provides common indoor contmainants and their uses within built environments.

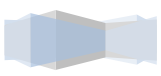

Table 3: Common Indoor Contaminants

Chemical	Common Indoor Uses	Typical Concentrations	OSHA PELs
Ethanol	Cleaners, disinfectants, paints and lacquers	25 to 400 ppb	1,000,000 ppb
Isopropanol	Cleaners, disinfectants, quick drying inks, alcohol swabs	50 to 200 ppb	400,000 ppb
Acetone	Cleaners, inks, nail polish removers	2 to 20 ppb	1,000,000 ppb
2-Butanone (MEK)	Cleaners, disinfectants	2 to 20 ppb	200,000 ppb
Ethyl acetate	Cleaners, disinfectants	2 to 20 ppb	400,000 ppb
Freons, various	Refrigerants, propellants, foam blowing agents	1 to 10 ppb	1,000,000 ppb
Toluene	Paints, inks, solvents, gasoline	2 to 10 ppb	200,000 ppb
Xylenes	Paints, inks, solvents, gasoline	2 to 10 ppb	100,000 ppb

CONCLUSIONS / RECOMMENDATIONS

Condition of Building: Based on the results of the sampling conducted and visual inspection, **the meeting rooms are considered to be Condition 1 (normal fungal ecology)**. Condition 2 (settled fungal spores dispersed directly or indirectly from a Condition 3 area), and Condition 3 (indoor environment contaminated with the presence of actual growth). Table 4 identifies the appropriate condition assigned to each area within the building.

Table 4. Room Classification

Fungal Classification	Rooms Sampled
Condition 1	Meeting Room 1B, Meeting Room 1C
Condition 2	
Condition 3	

Indoor Environmental Management, Inc. recommends the following actions that may help to improve conditions discussed in this report.

- There is a moderate amount of dust on many horizontal surfaces within both meeting rooms. Consistent housekeeping activities such as cleaning / dusting will reduce the amount of dust that is settled on these surfaces. Changing filters on the air handling systems that service these rooms would also reduce dust and allergens. There were no other significant findings identified in these 2 areas of the library. All moisture readings were normal for the materials tested and the

indoor conditions were within acceptable ranges for temperature and relative humidity for comfort and health of occupants.

- The VOCs identified are common indoor contaminants and can be originating from many chemicals used in cleaning and disinfecting building surfaces as well as being used in carpet cleaning. There are many products available that are identified as low VOC emission products that may reduce the concentration of the chemicals identified. The concentration of the products, including the highest in concentration, ethanol, are all well below typical concentrations identified in buildings and below what OSHA has defined as permissible exposure limits.

Additional Information

There are no federal or governmental agencies that provide limits or "safe levels" for mold exposure. This is due to the fact that all individuals have different immune systems that can tolerate exposure to molds and other allergens differently depending on age, genetics and pre-existing health problems. People are continuously exposed to fungi through both inhalation and ingestion with no apparent ill effects. However, certain fungi and fungal products are important agents of human disease. Populations that are listed as high risk are infants/children, elderly, individuals that have immune compromised health problems such as asthma, AIDS, Hepatitis, Cancer therapy or who take immune-suppressive medications. It has been documented that chronic exposure to molds can weaken the immune system of otherwise healthy individuals allowing for opportunistic disease.[1]

Individuals that have chemical sensitivities may experience symptoms at low levels of common products used in buildings. Low VOC emission products are recommended to be used in instances where individuals are experiencing these symptoms.

Indoor Air Management, Inc. is not a medical authority. Occupants of the building are encouraged to seek the advice of a qualified physician to address potential health effects.

Thank you for allowing Indoor Air Management, Inc. the opportunity to provide our services. If you have any questions or require additional information, please do not hesitate to give me a call.

Sincerely,

Rachel Adams

Rachel Adams, I.H., M.T. (ASCP)
President
Indoor Environmental Management, Inc.

References

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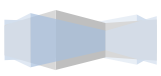

Indoor Environmental Management, Inc.

1285 Touchstone Dr. * Indianapolis, IN 46239 * (317) 339-1291

Client:	Monroe Library	Date Sampled:	June 6, 2013
Address:	303 E. Kirkwood Ave	Samples Collected By:	Rachel Adams
Address:	Bloomington, IN	Date Analyzed:	June 12, 2013
Project Name:	Monroe Library	Report Date:	June 23, 2013

Air-O-Cell Spore Count Sample Results

ID	Type	Sample	Description	Identification	Concentration		%	Rating	Comments
					Count	Spores/M^3			
1	A	75	Outside	Ascospores	108	20, 571	80		
				Basidispores	111	4,625	18		
				Helicomyces/Helicosporium	13	173	1		
				Cladosporium	10	133	1		
				Unspeicifed Spores	4	53	<1		
				Aspergillus/Penicillium	2	27	<1		
						Total = 26,000		Low	None
2	A	75	Meeting Room 1B #1	Ascospores	10	133	59		
				Basidiospores	7	93	41		
						Total = 230		Low	None
3	A	75	Meeting Room 1B #2	Ascospores	5	67	56		
				Basidiospores	4	53	44		
						Total = 120		Low	None
4	A	75	Meeting Room 1C #1	Basidiospores	1	13	100		
						Total = 13		Low	None
5	A	75	Meeting Room 1C #2	ND	ND	ND	NA		
						Total = < 13		Low	None

Samples were analyzed by Carolina Environmental, Inc.

AIHA EMPAT Direct # 103025

Indoor Environmental Management, Inc.

1285 Touchstone Dr. * Indianapolis, IN 46239 * (317) 339-1291

Client:	Monroe Public Library	Date Sampled:	June 6, 2013
Address:	303 E. Kirkwood Ave.	Samples Collected By:	Rachel Adams
Address:	Bloomington, IN	Date Analyzed:	June 12, 2013
Project Name:	Monroe Public Library	Report Date:	June 24, 2013

Surface Spore Count Results

Sample ID	Sample Type	Sample Description	Identification	Concentration Category	Comments
6	T	Meeting Room 1B Window Ledge	*Alternaria* Ascospores *Cladosporium* *Epicoccum* *Periconia* /Smuts/Myxomycetes Basidiospores *Curvularia* Fungal Mycelial Fragments	Few Few Few Few Few Trace Trace Many	None
7	T	Meeting Room 1B Exit Door Ledge	*Alternaria* *Epicoccum* *Nigrospora* *Perconia* /Smuts/Myxomycetes *Curvularia*	Many Many Few Few Trace	None
8	T	Meeting Room 1C Window Ledge	*Alternaria* *Cladosporium* *Nigrospora* *Periconia* /Smuts/Myxomycetes Acospores *Curvularia* *Epicoccum* *Pithomyces*	Few Few Few Few Trace Trace Trace Trace	None
9	T	Meeting Room 1C Top of Coat Rack	*Alternaria* *Epicoccum* *Periconia* /Smuts/Myxomycetes *Cladosporium* *Curvualria* *Pithomyces*	Few Few Few Trace Trace Trace	None

Massive = > 50% of the surface covered with fungal matter and indicates active growth at some point in time.
Numerous = Between 10% and 50% of the surface covered with fungal matter and indicates active growth at some point in time.
Many = Being 1% and 10% of the surface covered with fungal matter and indicated active growth at some point in time.
Few = < 1% or a trace only spores found on the surface. It does not indicate active growth.
No Mold Detected = No fungal spores were found.

T = Tape Sample
Samples analyzed by Carolina Environmental, Inc.

AIHA EMPAT Direct # 103025

Indoor Environmental Management, Inc.

1285 Touchstone Drive * Indianapolis, IN 46239 * (317) 339-1291

Client:	Monroe Public Library	Date Sampled:	June 6, 2013
Address:	303 E. Kirkwood Ave.	Samples Collected By:	Rachel Adams
Address:	Bloomington, IN	Date Analyzed:	June 17, 2013
Project Name:	Monroe Public Library	Report Date:	June 23, 2013

Volatile Organic Compounds - Method: EPA T015

Sample ID	Sample Type	Total Sample Volume (mililiters)	Sample Description	Identification	Result (ppbv)	Reporting Limit (ppbv)	Result ug/M^3	Reporting Limit ug/M^3	Notes
1	A	250	Meeting Room 1B	**Acetone**	**7**	**0.50**	**17**	**1.2**	
				Acetonitrile	ND	0.50	ND	0.84	
				Acrylonitrile	ND	0.50	ND	1.1	
				Benzene	ND	0.50	ND	1.6	
				Benzyl chloride	ND	0.50	ND	2.6	
				Bromodichloromethane	ND	0.50	ND	3.3	
				Vinyl bromide	ND	0.50	ND	2.2	
				Bromoform	ND	0.50	ND	5.2	
				Bromomethane	ND	0.50	ND	1.9	
				Bromoethane (Ethyl bromide)	ND	0.50	ND	2.2	
				Bromoethene (Vinyl Bromide)	ND	0.50	ND	2.2	
				1,3-Butadiene	ND	0.50	ND	1.1	
				n-Butane	**6.9**	**0.50**	**16**	**1.2**	
				2-Butanone (MEK)	ND	0.50	ND	1.5	
				Carbon disulfide	ND	0.50	ND	1.6	
				Carbon tetrachloride	ND	0.50	ND	3.1	
				Chlorobenzene	ND	0.50	ND	2.3	
				Dibromochloromethane	ND	0.50	ND	4.3	
				Chloroethane	ND	0.50	ND	1.3	
				Chloroform	ND	0.50	ND	2.4	
				Chloromethane	**0.54**	**0.50**	**1.1**	**1.0**	
				2-Chlorotoluene	ND	0.50	ND	2.6	
				3-Chloropropene (Allyl chloride)	ND	0.50	ND	1.6	
				Cyclohexane	ND	0.50	ND	1.7	
				1,2-Dibromoethane (EDB)	ND	0.50	ND	3.8	
				1,2-Dichlorobenzene	ND	0.50	ND	3.0	
				1,3-Dichlorobenzene	ND	0.50	ND	3.0	
				1,4-Dichlorobenzene	ND	0.50	ND	3.0	
				Dichlorodifluoromethane (Freon 12)	ND	0.50	ND	2.5	
				1,1-Dichloroethane	ND	0.50	ND	2.0	
				1,2-Dichloroethane	ND	0.50	ND	2.0	
				cis-1,2-Dichloroethene	ND	0.50	ND	2.0	
				trans-1,2-Dichloroethene	ND	0.50	ND	2.0	
				1,1-Dichloroethene	ND	0.50	ND	2.0	
				1,2-Dichloropropane	ND	0.50	ND	2.3	
				cis-1,3-Dichloropropene	ND	0.50	ND	2.3	
				trans-1,3-Dichloropropene	ND	0.50	ND	2.3	
				1,2-Dichlorotetrafluoroethane (Freon 114)	ND	0.50	ND	3.5	
				1,4-Dioxane	ND	0.50	ND	1.8	
				Ethanol	**120**	**0.50**	**220**	**0.94**	**E**
				Ethyl acetate	ND	0.50	ND	1.8	
				Ethyl benzene	ND	0.50	ND	2.2	
				4-Ethyltoluene	ND	0.50	ND	2.5	
				n-Heptane	ND	0.50	ND	2.0	
				Hexachloro-1,3-butadiene	ND	0.50	ND	5.3	
				n-Hexane	ND	0.50	ND	1.8	
				2-Hexanone (MBK)	ND	0.50	ND	2.0	
				Methylene chloride	ND	0.50	ND	1.7	
				Methyl methacrylate	ND	0.50	ND	2.0	
				4-Methyl-2-pentanone (MIBK)	ND	0.50	ND	2.0	

Indoor Environmental Management, Inc.

1285 Touchstone Drive* Indianapolis, IN 46239 * (317) 339-1291

Client:	Monroe Public Library	Date Sampled:	June 6, 2013
Address:	303 E. Kirkwood Ave.	Samples Collected By:	Rachel Adams
Address:	Bloomington, IN	Date Analyzed:	June 17, 2013
Project Name:	Monroe Public Library	Report Date:	June 23, 2013

Volatile Organic Compounds - Method: EPA T015

Sample ID	Sample Type	Total Sample Volume (mililiters)	Sample Description	Identification	Result (ppbv)	Reporting Limit (ppbv)	Result ug/M^3	Reporting Limit ug/M^3	Notes
1	A	250	Meeting Room 1B	Methyl-tert-butyl ether (MTBE)	ND	0.50	ND	1.8	
				Napthalene	ND	0.50	ND	2.6	
				Isopropyl alcohol (2-Proanol)	**14**	**0.50**	**35**	**1.2**	
				Isopropylbenzene (Cumene)	ND	0.50	ND	2.5	
				Propylene	ND	1.0	ND	2.4	
				Styrene	ND	0.50	ND	2.1	
				1,1,2,2-Tetrachloroethane	ND	0.50	ND	3.4	
				Tertiary butyl alcohol (TBA)	ND	0.5	ND	1.5	
				Tetrachloroethene	ND	0.50	ND	3.4	
				Tetrahydrofuran	ND	0.50	ND	1.5	
				Toluene	**0.76**	**0.50**	**2.9**	**1.9**	
				1,2,4-Trichlorobenzene	ND	0.50	ND	3.7	
				1,1,1-Trichloroethane	ND	0.50	ND	2.7	
				1,1,2-Trichloroethane	ND	0.50	ND	2.7	
				1,1,2-Trichlorotrifluoroethane (Freon 113)	ND	0.50	ND	3.8	
				Trichloroethene	ND	0.50	ND	2.7	
				Trichlorofluoromethane (Freon 11)	ND	0.50	ND	2.8	
				1,3,5-Trimethylbenzene	ND	0.50	ND	2.5	
				1,2,4-Trimethylbenzene	ND	0.50	ND	2.5	
				2,2,4-Trimethylpentane (Isooctane)	ND	0.50	ND	2.3	
				Vinyl acetate	ND	0.50	ND	1.8	
				Vinyl chloride	ND	0.50	ND	1.3	
				m,p-Xylene	ND	1.00	ND	1.3	
				o-Xylene	ND	0.50	ND	2.2	
				Surr: 4-Bromofluorobenzene	**91%**				
			E = Estimated concentration exceeding upper calibration range						

E = Eestimated concentration exceeding upper calibration range
B = Analyte was also detected in the Blank
ND = Not detected at the reporting limit

Indoor Environmental Management, Inc.

1285 Touchstone Drive * Indianapolis, IN 46239 * (317) 339-1291

Client:	Monroe Public Library	Date Sampled:	June 6, 2013
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Address:	Bloomington, IN	Date Analyzed:	June 17, 2013
Project Name:	Monroe Public Library	Report Date:	June 23, 2013

Volatile Organic Compounds - Method: EPA T015

Sample ID	Sample Type	Total Sample Volume (mililiters)	Sample Description	Identification	Result (ppbv)	Reporting Limit (ppbv)	Result ug/M^3	Reporting Limit ug/M^3	Notes
2	A	250	Meeting Room 1C	**Acetone**	**8.2**	**0.50**	**19**	**1.2**	
				Acetonitrile	ND	0.50	ND	0.84	
				Acrylonitrile	ND	0.50	ND	1.1	
				Benzene	ND	0.50	ND	1.6	
				Benzyl chloride	ND	0.50	ND	2.6	
				Bromodichloromethane	ND	0.50	ND	3.3	
				Vinyl bromide	ND	0.50	ND	2.2	
				Bromoform	ND	0.50	ND	5.2	
				Bromomethane	ND	0.50	ND	1.9	
				Bromoethane (Ethyl bromide)	ND	0.50	ND	2.2	
				Bromoethene (Vinyl Bromide)	ND	0.50	ND	2.2	
				1,3-Butadiene	ND	0.50	ND	1.1	
				n-Butane	**7.2**	**0.50**	**17**	**1.2**	
				2-Butanone (MEK)	ND	0.50	ND	1.5	
				Carbon disulfide	ND	0.50	ND	1.6	
				Carbon tetrachloride	ND	0.50	ND	3.1	
				Chlorobenzene	ND	0.50	ND	2.3	
				Dibromochloromethane	ND	0.50	ND	4.3	
				Chloroethane	ND	0.50	ND	1.3	
				Chloroform	ND	0.50	ND	2.4	
				Chloromethane	**0.51**	**0.50**	**1.1**	**1.0**	
				2-Chlorotoluene	ND	0.50	ND	2.6	
				3-Chloropropene (Allyl chloride)	ND	0.50	ND	1.6	
				Cyclohexane	ND	0.50	ND	1.7	
				1,2-Dibromoethane (EDB)	ND	0.50	ND	3.8	
				1,2-Dichlorobenzene	ND	0.50	ND	3.0	
				1,3-Dichlorobenzene	ND	0.50	ND	3.0	
				1,4-Dichlorobenzene	ND	0.50	ND	3.0	
				Dichlorodifluoromethane (Freon 12)	ND	0.50	ND	2.5	
				1,1-Dichloroethane	ND	0.50	ND	2.0	
				1,2-Dichloroethane	ND	0.50	ND	2.0	
				cis-1,2-Dichloroethene	ND	0.50	ND	2.0	
				trans-1,2-Dichloroethene	ND	0.50	ND	2.0	
				1,1-Dichloroethene	ND	0.50	ND	2.0	
				1,2-Dichloropropane	ND	0.50	ND	2.3	
				cis-1,3-Dichloropropene	ND	0.50	ND	2.3	
				trans-1,3-Dichloropropene	ND	0.50	ND	2.3	
				1,2-Dichlorotetrafluoroethane (Freon 114)	ND	0.50	ND	3.5	
				1,4-Dioxane	ND	0.50	ND	1.8	
				Ethanol	**120**	**0.50**	**230**	**0.94**	**E**
				Ethyl acetate	ND	0.50	ND	1.8	
				Ethyl benzene	ND	0.50	ND	2.2	
				4-Ethyltoluene	ND	0.50	ND	2.5	
				n-Heptane	ND	0.50	ND	2.0	
				Hexachloro-1,3-butadiene	ND	0.50	ND	5.3	
				n-Hexane	ND	0.50	ND	1.8	
				2-Hexanone (MBK)	ND	0.50	ND	2.0	
				Methylene chloride	ND	0.50	ND	1.7	
				Methyl methacrylate	ND	0.50	ND	2.0	
				4-Methyl-2-pentanone (MIBK)	ND	0.50	ND	2.0	

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Client:	Monroe Public Library	Date Sampled:	June 6, 2013
Address:	303 E. Kirkwood Ave.	Samples Collected By:	Rachel Adams
Address:	Bloomington, IN	Date Analyzed:	June 17, 2013
Project Name:	Monroe Public Library	Report Date:	June 23, 2013

Volatile Organic Compounds - Method: EPA T015

Sample ID	Sample Type	Total Sample Volume (mililiters)	Sample Description	Identification	Result (ppbv)	Reporting Limit (ppbv)	Result ug/M^3	Reporting Limit ug/M^3	Notes
2	A	250	Meeting Room 1C	Methyl-tert-butyl ether (MTBE)	ND	0.50	ND	1.8	
				Napthalene	ND	0.50	ND	2.6	
				Isopropyl alcohol (2-Proanol)	**13**	**0.50**	**32**	**1.2**	
				Isopropylbenzene (Cumene)	ND	0.50	ND	2.5	
				Propylene	ND	1.0	ND	2.4	
				Styrene	ND	0.50	ND	2.1	
				1,1,2,2-Tetrachloroethane	ND	0.50	ND	3.4	
				Tertiary butyl alcohol (TBA)	ND	0.5	ND	1.5	
				Tetrachloroethene	ND	0.50	ND	3.4	
				Tetrahydrofuran	ND	0.50	ND	1.5	
				Toluene	**0.66**	**0.50**	**2.5**	**1.9**	
				1,2,4-Trichlorobenzene	ND	0.50	ND	3.7	
				1,1,1-Trichloroethane	ND	0.50	ND	2.7	
				1,1,2-Trichloroethane	ND	0.50	ND	2.7	
				1,1,2-Trichlorotrifluoroethane (Freon 113)	ND	0.50	ND	3.8	
				Trichloroethene	ND	0.50	ND	2.7	
				Trichlorofluoromethane (Freon 11)	ND	0.50	ND	2.8	
				1,3,5-Trimethylbenzene	ND	0.50	ND	2.5	
				1,2,4-Trimethylbenzene	ND	0.50	ND	2.5	
				2,2,4-Trimethylpentane (Isooctane)	ND	0.50	ND	2.3	
				Vinyl acetate	ND	0.50	ND	1.8	
				Vinyl chloride	ND	0.50	ND	1.3	
				m,p-Xylene	ND	1.00	ND	1.3	
				o-Xylene	ND	0.50	ND	2.2	
				Surr: 4-Bromofluorobenzene	**86%**				
			E = Estimated concentration exceeding upper calibration range						

E = Eestimated concentration exceeding upper calibration range
B = Analyte was also detected in the Blank
ND = Not detected at the reporting limit