

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**WORK SESSION
Wednesday, August 14, 2013
5:45 p.m.
Meeting Room 1B**

AGENDA

1. Call to Order – Steve Moberly, Vice-President
2. 2014 Budget (page 1-19) – Gary Lettelleir
3. Proposal to Drop Test Proctoring Service (page 20-22) – Christine Friesel/Steve Backs
4. Resolution declaring Certain Property Surplus (page 23-24) – Gary Lettelleir
5. Public Comment
6. Adjournment

PRESCRIBED BY DEPT OF LOCAL GOVERNMENT
FINANCE

FORM APPROVED BY STATE BOARD OF ACCOUNTS

Budget Form No. 3

NOTICE TO TAXPAYERS



Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at 303 East Kirkwood, Bloomington. The political subdivision or appropriate fiscal body shall publish this notice twice in accordance with IC 5-3-1 with the first publication at least ten days before the date fixed for the public hearing and the second publication at least three days before the date fixed for the public hearing.

Notice is hereby given to taxpayers of Monroe County Public Library, Monroe County, Indiana that the proper officers of Monroe County Public Library will conduct a public hearing on the year 2014 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of Monroe County Public Library not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, Monroe County Public Library shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of Monroe County Public Library will meet to adopt the following budget:

Date of Public Hearing Wednesday, September 18 2013
Time of Public Hearing 5:45 PM
Public Hearing Place 303 East Kirkwood, Bloomington

Date of Adoption Meeting Wednesday, October 16 2013
Time of Adoption Meeting 5:45 PM
Adoption Meeting Place 303 East Kirkwood, Bloomington

Estimated Civil Max Levy \$ 5,341,700

1 Fund Name	2 Budget Estimate Click Here to Insert Form 4b published amounts 	3 Maximum Estimated Funds to be Raised (Including appeals and levies exempt from maximum levy limitations) Click Here to Insert Form 4b published amounts 	4 Excessive Levy Appeals (Included in Column 3)	5 Current Tax Levy
0061-RAINY DAY	\$ 400,000	\$ 0	\$ 0	0
0101-GENERAL	\$ 8,001,684	\$ 5,341,700	\$ 0	5,163,161
0180-DEBT SERVICE	\$ 607,768	\$ 600,000	\$ 0	594,048
2011-LIBRARY IMPROVEMENT RESERVE	\$ 350,000	\$ 0	\$ 0	0
<i>Totals:</i>	<i>Total: \$ 9,359,452</i>	<i>Total: \$ 5,941,700</i>	<i>Total: \$ 0</i>	<i>Total: \$ 5,757,209</i>

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 \$46,000 for equipment in the new digital creativity center. We also plan to fund about \$54,000 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	<i>2013 Budget after 1782</i>	<i>2014 Estimates</i>
Operating Fund		
Asses. Val.	6,319,658,549	5,687,692,694
INCOME		
<i>Property Tax 2014 - growth quotient = 2.6%</i>		
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 dlgr		
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	\$ 1,233,753
Capital	\$ 1,021,081	\$ 1,019,147
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

2013 Budget after

Worksheet A

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)	\$ (75,000)
Ending balance - contingency reserve	\$	910,724	\$ 1,041,504
Future Projects Balance	\$	214,000	\$ 214,000
Total	\$	1,124,724	\$ 1,255,504

2013 Budget after

Worksheet A

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	
	Income less exp.	\$ (10,975)	
	Ending balance	\$ 415,780	\$ -
			transfer 2014 balance in 2015 to lirf-rainy day

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	46,900	44,100	36,083	43,488
3175 COLLECTION AGENCY SERVICES	20,000	24,000	16,719	44,204
TOTAL PROFESSIONAL SERVICES	372,800	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 CONTINUING ED. (ON-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	2013	2012	2011
		BUDGET	BUDGET	ACTUAL	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. REOURCES-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		1,233,753	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	68,000	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			-	-
	<hr/>			
TOTAL FURNITURE & EQUIPMENT	83,000	16,000	21,485	18,051
OTHER CAPITAL OUTLAY				
4510 BOOKS	548,250	594,454	579,970	585,377
4520 PERIODICALS & 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
	<hr/>			
TOTAL OTHER CAPITAL OUTLAY	936,147	1,005,081	981,167	1,088,994
	15.00%	15.00%		
TOTAL CAPITAL OUTLAY	1,019,147	1,021,081	1,002,652	1,107,045
	<hr/>			
TOTAL OPERATING EXPENDITURES	8,001,684	7,798,983	7,242,365	7,130,064
	<hr/> <hr/>			

		2014	2014	2014	2014	2014
2014 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
Worksheet B						
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	2014	2014	2014	2014
2014 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
Worksheet B						
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	46,900				
	3175 COLLECTION AGENCY SERVICE	20,000				

		2014	2014	2014	2014	2014
2014 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
Worksheet B						
TOTAL PROFESSIONAL SERVICES		372,800	-	100,000		472,800
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	2014	2014	2014	2014
2014 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
Worksheet B						
	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. REOURCES-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)		1,233,753	100,000	200,000	607,768	2,141,521
CAPITAL OUTLAY (4000s)						
FURNITURE & EQUIPMENT						
	4410 FURNITURE	10,000		50,000		
	4420 AUDIO VISUAL EQUIPMENT	-				
	4430 OTHER EQUIPMENT	68,000	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		83,000	250,000	200,000		533,000
OTHER CAPITAL OUTLAY						
	4510 BOOKS	548,250				
	4520 PERIODICALS & 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 SERVICE	TOTAL FUNDS
	Worksheet B					
	TOTAL OTHER CAPITAL OUTLAY	936,147				936,147
		15.00%				
	TOTAL CAPITAL OUTLAY	1,019,147	250,000	200,000		1,469,147
	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 22, 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.)

<u>Line</u>	<u>Comment</u>
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 \$75,000. Indiana Room scanning equipment (\$21,000) and digital creativity area equipment (\$54,000).
- 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					\$46,000			
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				\$54,000				
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	\$75,000	\$83,000	\$725,000	\$525,000	\$550,000



Monroe County
Public Library

Main Library
303 E Kirkwood Ave
Bloomington, IN 47408
812.349.3050

Ellettsville Branch
600 W Temperance St
Ellettsville, IN 47429
812.876.1272

Proposal to Drop Test Proctoring Services at MCPL

An increase in demand and complexity has prompted the Indiana Room to review the test proctoring services currently offered.

We request the Board discontinue the test proctoring policy and eliminate the test proctoring fee from the 2013 fee schedule, effective September 30, 2013 for the following reasons:

1. **The library is not an appropriate location for test proctoring:** Some test takers are potential employees completing job skills assessments for a company. Some are middle or high school students taking alternative classes to suit their schedule preferences and academic needs outside the regular MCCSC program. Some are college students trying to test out of a course or trying to make up a test missed due to illness or other event.

The library cannot offer a place that is consistently conducive to taking exams, which is not in the best interest for the student. There is no way to ensure quiet. Some schools require the proctor be a professional librarian. Problems also occur when the proctor must address other patrons' needs. The library does not have the capacity to meet these active proctoring requirements in every instance.

Other local organizations offer test proctoring services; all provide a more controlled environment and charge a similar or higher rate:

- a. Ivy Tech Distance Learning
 - b. IU Best Testing Services
 - c. Sylvan Learning Center
 - d. MCCSC
2. **Test proctoring is not a library priority:** The service requires attention, compromising our ability to work on tasks outlined in the strategic plan (e.g. attending to patrons at the desk, collection development and digitization, creating local content, and collaborating with nonprofits).
 3. **Increase in demand for test proctoring strains staffing:** Requests for test proctoring have grown substantially: 10 in 2010, 21 in 2011, 29 in 2012, and 43 through the first 7 months of 2013. Responding to requests and corresponding with all parties (students, parents, instructors, school administrators, and proctors/librarians) is time consuming. Generally, all tests require attention to very specific instructions, are time sensitive, and require diligence when administering and processing.

We charge \$30 per test, but administrative overhead has grown to approximately \$55 per test, due to increase in demand and complexity. Anticipated income for 2013 will be approximately \$1,800, so loss of the service will not have significant negative budgetary impact.

Test Proctoring Policy

Adopted by MCPL Board of Trustees, September 16, 2009

The Monroe County Public Library (MCPL) offers test-proctoring for distance learning students taking online and written tests.

Students requesting test proctoring are responsible for meeting the educational institution's as well as the Library's requirements.

Librarians are available for proctoring during library public service hours. The Library will only proctor tests received from the educational institution via mail or e-mail or website.

The Library provides staff to oversee the test and a location in which to take the test, but does not provide equipment, tools, or supplies for tests, e.g., computers or calculators, or technical support for student's equipment, e.g., laptop computers.

The Library charges a fee for proctoring tests. The fee is set annually by the Board of Trustees.

Monroe County Public Library 2013 Fee Schedule

Overdue fines	\$0.25/day (Maximum \$10/item) (No charge for children's materials)
Collection Agency Fee	\$10.00
Replacement Library Card	\$1.00
Annual Subscription Card – Non-resident	\$60.00
Lost items	Varies
Photocopies	\$0.10/page non-color, \$0.30/page color (Patrons granted \$0.30/day free reference material copies)
Printing	\$0.10/page non-color, \$0.30/page color (Patrons granted \$0.30/day free printing)
Obituaries supplied to those who live out-of-county	\$3/name
Genealogy research supplied to those who live out-of-county	\$10/request
Meeting room and auditorium rental for businesses operating in Monroe County	\$150/hour for Auditorium and 1B/1C combined \$75/hour for 1A, 1B, 1C
Meeting room clean-up fee	Maintenance (reset room, clean carpet, repair furniture, etc.): \$25/hour. Equipment damage or replacement: Cost + \$10 service fee
Test proctoring	\$30/test
CATS dubs	\$10/dub (No charge for dubs of public meetings for elected officials from units with contracts with CATS)
Supplies	
Reusable bags	\$1/bag
Blank CDs	\$1/disc

Revised October 26, 2011
Revised July 18, 2012
Revised December 19, 2012
Revised January, 2013

**MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS**

WHEREAS, the equipment listed below is no longer needed by the library, and

WHEREAS, the estimated value of the item(s) listed below is less than \$1,000 and the library has the authority to sell, transfer, demolish, or junk the items under IC 5-22-22-6 Public or private sale or transfer without advertising or IC 5-22-22-8 Worthless property,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Monroe County Public Library declares the following item(s) surplus and authorizes disposition of the items.

Asset #	Description	Purchase Date
	See attached	

ADOPTED THIS 21st DAY OF AUGUST, 2013

AYE

NAY

Local Tag	Description	Year
400554	Express Check Workstation w/ 15" monitor	2007
400555	Express Check Workstation w/ 15" monitor	2007
400556	Express Check Workstation w/ 15" monitor	2007
400557	Express Check Workstation w/ 15" monitor	2007
400558	Express Check Workstation w/ 15" monitor	2007
401211	EXPRESS CHECK WORKSTATION W/17" MONITOR	2009
401466	EXPRESS CHECK MACHINE W/17" MONITOR	2010
401467	EXPRESS CHECK MACHINE W/17" MONITOR	2010
400823	COMPUTER/OPTIPLEX	2001
401135	COIN CHANGER	2004
400541	Computer w/ 17" Flat Panel Monitor	2007
400594	COMPUTER W/19" LCD DISPLAY	2007
400571	COMPUTER W/19" LCD DISPLAY	2007
400569	COMPUTER W/19" LCD DISPLAY	2007
400127	Computer 8/2.93	2005
400159	Computer 8/2.93	2005
400608	COMPUTER	2007
400148	Computer 8/2.93	2005
400160	Computer 8/2.93	2005
400153	Computer 8/2.93	2005
400143	Computer 8/2.93	2005
400150	Computer 8/2.93	2005

August 21, 2013 surplus equipment resolution attachment