

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**WORK SESSION
Wednesday, October 9, 2013
5:45 p.m.
Meeting Room 1B**

AGENDA

1. Call to Order –Valerie Merriam, President
2. Update on Nonprofit Central and Request to Submit Proposal to Community Foundation to Continue Funding in 2014 (page 1-2) – Christine Friesel
3. 2014 Budget (page 3-22) – Gary Lettelleir
4. Resolution to Declare Certain Property Surplus (page 23-24) – Gary Lettellier
5. 2014 Employee Insurance Benefits and Associated Changes to Personnel Policy 4.05 and 4.06 (page 25-30) – Kyle Wickemeyer-Hardy
6. Public Comment
7. Adjournment

View the Board Packet on the Library's website:

<http://mcpl.info/library-trustees/meetings>.

September 20, 2013

Renee Chambers, Program Director
Community Foundation of Bloomington and Monroe County
101 W. Kirkwood, Suite 321
Bloomington, IN 47404

Dear Renee:

Monroe County Public Library is seeking the Community Foundation's continued support for **Nonprofit Central** through the Community Impact Funding Initiative. We believe another year of support will help us move this new and popular community service towards sustainability.

The library's mission is "to enrich individual lives and strengthen our community by providing equitable access to information and opportunities to read, learn, discover, and create." In 2012, the library received a Community Impact Funding grant to create **Nonprofit Central**, a single source for information, support, education, and networking for our community's 700+ nonprofit organizations, to help them increase capacity in order to more effectively achieve their missions.

In March, the library hired Marc Tschida to serve as project coordinator, and he began introducing himself to partners, supporters, and nonprofit representatives. Tschida has met with more than 120 groups, and, in May, he began offering regular hours (Monday through Friday, 1-5 p.m.) in an easily accessible location on the second floor of the library.

In the first five months of operation, we believe we've made good progress toward our three goals:

1. Increase the management and governance capacity of local nonprofits.

An open house in June welcomed 38 nonprofit leaders, board members, volunteers, and partners to the space, where they saw the collections and website. The easel on which they shared their needs and ideas became the focal point for conversations and helped us learn about priority needs; it also offered the first demonstration of the power of networking among a group of nonprofit representatives.

The survey of nonprofit organizations completed in August provides a baseline against which **Nonprofit Central** can measure its impact. Respondents were most familiar with the library's meeting spaces, books, and staff, and less familiar with online lists of community meeting spaces and organizations and Foundation Center tools. Help with fund raising, outreach, and use of social media were most frequently requested.

By mid-September, 138 individuals had visited **Nonprofit Central** at the library and 48 outreach events introduced 611 to the new services. Following a meeting, one visitor wrote: *"I really enjoyed our conversation yesterday. I appreciate the leads, both for my own career development and for Roundabout Opera for Kids."*

2. Improve capacity of nonprofits to develop resources for long-term sustainability.

Since May, 83 people have attended four professional learning events at the library:

- "Overview of Tech Soup/Open Source Software" provided 3 attendees with low-cost software options.
- "Grantseeking Basics" provided an introduction to foundation research and identification of potential funders; 7 people attended.
- "Introduction to Finding Funders through the Foundation Center" introduced 8 participants to the Foundation Center's comprehensive funding research tools.

- “Meet the Grantmakers,” co-sponsored with the Nonprofit Alliance of Monroe County, attracted 65 participants. Dr. Kirsten Grønberg, Efroymsen Chair in Philanthropy at IU School of Public and Environmental Affairs (SPEA), provided information about types of funding; six panelists represented funding organizations of each type. Participants commented that it was valuable to meet and hear from different types of funding organizations and learn directly from them. After this session, one attendee wrote: *“The information you gave me was immensely helpful! I just finished the first draft of my letter of intent. Can I come over this afternoon and ask for your further advice? I checked around for help with grant writing, and everyone recommended you!”*

Feedback from our programs, outreach, and one-on-one exchanges has been consistently positive. Our customers are traditional nonprofits (as volunteers, staff members, or board members), grassroots groups who are considering incorporation as nonprofits, and individuals new to the sector or new to Monroe County interested in launching a nonprofit. Regardless of their stage of development, they all seek credible information, unbiased advice, and practical skills in operating a nonprofit. They need to know where to go next as they—as individuals or as nonprofits—progress along the continuum of nonprofit development.

3. Strengthen the collaborative environment among nonprofits to support learning and innovation.

Awareness of **Nonprofit Central** is growing and reception has been positive. After a consultation, one user wrote: *“... You’re offering a fantastic resource for the nonprofit community here and I’m looking forward to seeing it develop through the year.”*

Collaboration is proving exciting—and sometimes challenging. We have scheduled our first advisory committee meeting in October to share survey results and activities from the first six months and seek advice on next steps and confirm appropriate roles for **Nonprofit Central** that support and strengthen the work of other nonprofit support groups. **Nonprofit Central** is working with five groups to expand the knowledge and people resources available to local nonprofits, including IU SPEA’s Serve IT, Service Corps, and Arts Administration programs, the IU Maurer School of Law Nonprofit Clinic, and Seed Corps.

As we anticipate the second year, we believe **Nonprofit Central** is meeting a need and has the support of the community. We request \$27,500 to continue funding for the part-time project coordinator. The library will continue to contribute space, funding for collections and programming, and administrative support.

During the second year, **Nonprofit Central** will continue pursuit of the three goals, with particular emphasis on sustainability:

1. Continuing to reach out to nonprofits, understand their needs, and coordinate learning opportunities, individual consultation, connection to information resources, and networking opportunities.
2. Broadening knowledge of nonprofit resources and best practices among library staff. We hope to merge the permanent service point of the Indiana Room with **Nonprofit Central** to improve visibility for both and create an environment more conducive to collaboration. We have realized the **Nonprofit Central** model exemplifies the emerging service model of “embedded librarianship” that shifts emphasis from reacting to queries to engaging in ongoing partnerships to address unique—and changing—information needs.
3. Continuing partnerships for programming, networking, and individual consultations. We want to deepen and strengthen our initial partnerships, clarify roles and working relationships, and respond to the exciting partnership opportunities outlined above, including accepting interns to work alongside library staff as a way of insuring we infuse nonprofit best practices into our work, while adding real-world experiences for students who will one day work in the nonprofit sector.

We look forward to hearing from you about submitting a full proposal.

Sincerely,

Sara Laughlin
Director

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATE

Ordinance Number:

Be it ordained by the **MCPL Board of Trustees** that for the expenses of **MONROE COUNTY PUBLIC LIBRARY** for the year ending December 31, **2014** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expense of **MONROE COUNTY PUBLIC LIBRARY**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance shall be in full force and effect from and after its passage and approval by the **MCPL Board of Trustees**.

Name of Adopting Entity	Select Type of Fiscal Body	Date of Adoption
MCPL Board of Trustees	Library Board	10/16/2013

DLGF-Reviewed Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$400,000	\$0	0.0000
0101	GENERAL	\$8,001,684	\$5,350,596	0.0840
0180	DEBT SERVICE	\$607,768	\$600,000	0.0094
2011	LIBRARY IMPROVEMENT RESERVE	\$350,000	\$0	0.0000

		Signature
Valerie Merriam	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Stephen C. Moberly	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Fred Risinger	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
David Ferguson	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Kari Hartig	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
John A. Walsh	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Melissa Pogue	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	

ATTEST

Name	Title	Signature

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 \$7,873,464, an increase of about 1.1% compared to 2013 revenue projections. The 2014 Operating Fund property tax levy (\$5,350,596) 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 reduction from 2013 of about \$107,000. This should be the last year we see the negative impact of the end of the debt service levy from the bond issue of the 1990s.

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 and benefits account for 69.3% 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	2013 Budget after 1782	2014 Estimates
Operating Fund		
Asses. Val.	6,319,658,549	6,370,172,329
INCOME		
<i>Property Tax 2014 - growth quotient = 2.6%</i>		
Property Tax	\$ 5,163,161	5,350,596
County Option Income Tax	\$ 2,075,631	\$ 1,968,168
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	\$ 7,873,464
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)	\$ (128,220)
Ending balance	\$ 1,148,534	\$ 1,020,314

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
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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

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. 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		1,233,753	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			-	-
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
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
TOTAL OPERATING EXPENDITURES	8,001,684	7,798,983	7,242,365	7,130,064

		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. RECURSES-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 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 16th DAY OF OCTOBER, 2013

AYE

NAY

Local Tag	Description	Year
400920	COPIER W/COIN OPS & PEDESTAL	1999
400016	Computer /no monitor	2004
400289	Computer w/ 16 Flat CRT	2003
400277	Computer w/ 16 Flat CRT	2003
400032	Computer w/ 16" monitor	2004
400038	Computer w/ 16" monitor	2004
400794	COMPUTER/OPTIPLEX GX240	2001
400611	COMPUTER W/16" MONITOR	2002
400624	COMPUTER W/16" MONITOR	2002
400531	Computer w/ 17" Flat Screenh Monitor	2007
401145	COMPUTER-NOTEBOOK	2009
401148	COMPUTER-NOTEBOOK	2009
401147	COMPUTER-NOTEBOOK	2009

Proposal for 2014 Insurance Plan Year

For many years, the library has been fortunate enough to be able to offer health insurance coverage for part-time employees. In recent years there have been changes on the healthcare front including substantial rises in healthcare costs and the availability of subsidized plans such as the Healthy Indiana Plan (HIP) that have caused us to consider if we may have been putting part-time staff at a disadvantage in purchasing affordable healthcare coverage.

With the implementation of the Affordable Care Act (ACA), we are now operating within a new structure on a national level. In due consideration of this changing reality, we wanted to be sure we were not diminishing options for our part-time staff. As information about the national healthcare exchanges and regulations unfolded, it became clear to us that we needed to make a decision, and that decision needed to be in the best interest of our staff and the library.

Our proposal for the plan year of 2014 is to discontinue group health care coverage under the library's plan for employees who work less than 30 hours/week.

The Law

As of January 1, 2014, it is a national law that everyone in the United States, with limited exceptions, must demonstrate they are actively enrolled in a health insurance plan.

- This includes all MCPL employees, even those who are working less than 20 hours a week.
- If a person chooses not to be covered, they will be responsible for paying a tax penalty to the federal government.

For more information about coverage requirements, please

see: <https://www.healthcare.gov/what-if-someone-doesnt-have-health-coverage-in-2014/>

Our Part-Time Staff

The result of the library continuing to offer health insurance to part-time staff would mean that:

- Part-time staff would not be eligible for federal subsidies, even if they decline MCPL coverage and elected to enroll in an exchange plan.
- This loss of access to federal subsidies applies to ALL part-time staff of the library.
- The cost of the library's insurance premiums is already too high for many of our part-time staff.
- The ACA marketplace and the federal subsidies will, in many cases, provide a much more affordable premium and the ability to choose from several levels of coverage that best match an individual's needs. The library is unable to offer this many options and levels of coverage.
- You can no longer be denied coverage due to a pre-existing health condition. This is true for the exchange health care plans and employer-sponsored plans.

The Library

The library has been unable to seek competitive quotes from other health care providers for several years.

- Health care carriers have communicated to us directly they will not provide a quote as long as we carry part-time staff on our plans.
- Grandfathering part-time staff already enrolled in the library's was determined not to be an option from any carrier.

Considerations and Options

Currently, 11 of the library's 33 part-time employees are enrolled in the library's insurance plans. As mentioned above, continuing to offer coverage for part-time staff would result in 22 part-time staff being prevented from receiving any tax subsidies in order to purchase the required coverage through the ACA exchange.

- Those under the age of 26 are eligible to enroll in their parents' health care plan. Sharing this cost with the family may be a more economical choice.
- A spouse's employer may have a "spousal carve-out" rule. Once again, by offering our part-time staff health insurance, they may not be permitted to be covered by their spouses plan.

The Plans

In our region of Indiana, there will be two exchange offerings. Both are separate plans/networks from what an employer offers.

- Anthem will offer a network called the Pathway.
- The IU Health network will be known as MDWise.

Our understanding is that it is the facilities (i.e. hospital, equipment, etc.) that will guide the participation of practitioner's in a network. So, if your doctor is has

At this time, we do not have details of either plan, but requirements for each of the plan levels must be met by the providers. There is a strong wellness component for all exchange plans.

Activate Clinic

The library will offer access to the MCPL clinic at the same subsidy level for full-time employees and their dependents. This would be an option for those enrolled in a high deductible plan who would like to use the clinic for "everyday needs" and only use their exchange insurance for more extensive medical services.

Other Options

Part-time staff will continue to be eligible for voluntary dental, vision, and short term disability. Voluntary Life, Accidental Death and Dismemberment, and Colonial insurance products are also available for purchase.

Assistance

Julia Thomas, who is a certified Exchange "navigator", will be available to help explain coverage choices and levels of coverage that may best meet individual needs. Julia will conduct individual appointments for part-time staff who are interested in having assistance in enrolling in an Exchange product.

For more information, be sure to visit www.healthcare.gov. Due to heavy traffic, you may want to wait a few days before attempting to access the site.



\$500 Deductible PPO, H.S.A core & buy-up, + Clinic

Monroe County Public Library

Health Care Premium Contributions for Year 2014

Full-time and 30-hour Employees: Insurance + Clinic	PPO \$500 deductible				HSA - Buy-up (\$3,000 deduct) (Embedded Deductible)				HSA - Core (\$5,000 deduct) (Non-Embedded Deductible)						
					Library					Library					Library
	CONTRIBUTIONS				Contrib	CONTRIBUTIONS				Contrib	CONTRIBUTIONS				Contrib
	Employee		Library	Bi-weekly	Employee		Library	Bi-Weekly	Employee		Library	Bi-weekly			
Employee Only	Annual	Biweekly	Annual	Bi-weekly	Annual	Biweekly	Annual	Bi-Weekly	Annual	Biweekly	Annual	Bi-weekly			
37.5 Hr/Week FT	\$1,995	\$76.75	\$8,168	\$314.16	-\$306	-\$11.77	\$8,168	\$314.16	-\$1,910	-\$73.46	\$8,168	\$314.16			
30 Hr/Week/PT	\$3,629	\$139.58	\$6,535	\$251.33	\$1,328	\$51.06	\$6,535	\$251.33	-\$276	-\$10.63	\$6,535	\$251.33			
EE/Child(ren)															
37.5 Hr/Week FT	\$8,673	\$333.58	\$9,911	\$381.21	\$4,484	\$172.47	\$9,911	\$381.21	\$1,565	\$60.21	\$9,911	\$381.21			
30 Hr/Week/PT	\$10,655	\$409.82	\$7,929	\$304.97	\$6,466	\$248.71	\$7,929	\$304.97	\$3,548	\$136.45	\$7,929	\$304.97			
EE/Spouse															
37.5 Hr/Week FT	\$11,142	\$428.55	\$10,347	\$397.97	\$6,263	\$240.89	\$10,347	\$397.97	\$2,863	\$110.11	\$10,347	\$397.97			
30 Hr/Week/PT	\$13,212	\$508.14	\$8,278	\$318.37	\$8,332	\$320.48	\$8,278	\$318.37	\$4,932	\$189.71	\$8,278	\$318.37			
Family															
37.5 Hr/Week FT	\$14,771	\$568.10	\$11,552	\$444.31	\$9,193	\$353.59	\$11,552	\$444.31	\$5,103	\$196.26	\$11,552	\$444.31			
30 Hr/Week/PT	\$17,081	\$656.97	\$9,242	\$355.45	\$11,504	\$442.45	\$9,242	\$355.45	\$7,413	\$285.12	\$9,242	\$355.45			

Employees & Dependents <u>not</u> covered by MCPL Health Insurance	Voluntary Activate Clinic Coverage			
	CONTRIBUTIONS			Library
	Employee		Library	Contrib
	Annual	Biweekly	Annual	Bi-weekly
Employee Only	\$240	\$9.23	\$240	\$9.23
Child (per child)	\$480	\$18.46	\$480	\$18.46
Spouse	\$480	\$18.46	\$480	\$18.46
Family	\$960	\$36.92	\$960	\$36.92

Note: Employee must participate in clinic order to enroll dependent

The Library contributes an equal amount to each 37.5 employee. \$8,168
 Contributions to 30-hour employees are calculated at 80% of the 37.5-hour employee rate.

*The Library contributes 15% of Family/Spouse/Children premiums for full-time employees.

*Negative contributions represent funds **deposited** by the Library to the employee's HSA account. The employee may also contribute additional funds (pre-tax) up to the annual cap. The maximum in 2014 is \$3,300 for employee only and \$6,550 for those with dependant/family coverage.

*Non-Embedded means the entire family deductible must be met by one, or combination of, family members before plan coverage takes effect at 100%.

4.05 INSURANCE (Part-Time)

Amended by the Library Board of Trustees July 19, 2006, and February 6, 2013.

MCPL ~~may~~ offers group insurance options such as dental and vision plans ~~group health insurance coverage~~ for eligible regular part-time employees who work at least 20 hours per week but less than 37.5 hours per week ~~full time~~. These ~~health insurance coverages are the same as for full-time employees. The package includes medical and dental benefits without other parts of the package shown for full-time employees.~~ Specific terms and coverages will vary over a period of time and employees may contact the Human Resources Department with any questions about current information.

Enrollment in ~~the~~ Group Health-Benefits Plan: The terms, conditions, individual eligibility and specific coverages, are determined by, subject to and controlled by the insurance companies and the policies, not by MCPL. ~~A Part-time employee is eligible for coverage on the first day of the calendar month after completing one year of work at the minimum level of 20 hours per week in a regular position. Employees must complete an enrollment form obtained from the Human Resources Department within thirty-one (31) days of eligibility.~~

In the event that an employee is eligible for ~~the~~ a ~~group health insurance benefits plan~~ and does not elect to participate, then the employee will be considered a late applicant if the employee subsequently wishes to apply for coverage. There are restrictions as to when and under what circumstances the employee will be able to participate in the ~~group health benefits~~ insurance plan. This is a requirement of the Health Insurance Portability and Accountability Act (HIPAA). Employees or dependents who were eligible for insurance, but waived the coverage, will only be allowed to enroll in the plan during an open enrollment or by meeting one of the following qualifying events: marriage, birth, death of a spouse, divorce, adoption, loss of insurance coverage due to job termination or layoff. As with any change in circumstance, the employee is responsible for notifying the Human Resources Department.

Dependent ~~health and dental care~~, including Domestic Partner coverage, is available for the employee at the group rate. Similar enrollment restrictions apply. Dependent coverage does not include life, accidental death and dismemberment, short or long-term disability.

Employees who are eligible for ~~the~~ a ~~group health insurance plan~~ can pay for their premiums on a pre-tax basis. Other voluntary insurance programs are available to an eligible employee. More information can be obtained through the Human Resources Department.

The library participates in the cost of the part-time employee's dental insurance coverage, and MCPL's contribution toward the cost of the employee's dental insurance is determined every year by the MCPL Board of Trustees. The library's contribution is pro-rated, according to the number of hours the employee works:

30 hours/week: 80%

25 hours/week: 66.7%
20 hours/week: 53.3%

The specifics of the employee's insurance benefit will change as the library works with renewal periods, changes in insurance carriers, changes in the area of health services and the cost of the coverage. Any questions about the changes in coverage or benefits should be directed to the Human Resources Manager.

Upon termination of employment, whether voluntary or involuntary, group benefits will continue until the end of the calendar month in which the termination occurs.

4.06 Section 4.06 Other Group Insurance

As amended by the Library Board of Trustees July 19, 2006, and February 6, 2013.

Employer-Paid

MCPL provides group insurance coverage for ~~full-time~~ 37.5 hour per week employees which includes term life, accidental death and dismemberment, and long term disability.

Coverage benefits are determined by the terms of the library's contract with the insurance provider. The benefits, eligibility terms, and conditions of the insurance will change from time to time as the library works with contract renewals, changes in insurance carriers, changes in the area of services and the cost of the coverage.

The provision of specific coverage benefits are determined by, subject to, and controlled by, the insurance companies and the policies, not by MCPL.

Any questions about the changes in coverage, eligibility, or benefits should be directed to the Human Resources Department.

Voluntary

Shared Cost

Regular employees working 25 hours or more per week are eligible for voluntary short-term disability (STD) insurance. The library may participate in the cost of the employee's coverage. MCPL's contribution, if any, toward the cost of the employee's insurance is determined every year by the MCPL Board of Trustees.

Employee-Paid

~~Full-Time~~ Employees working 37.5 hours per week and ~~P~~part-time employees may be eligible for certain other types of employee-paid insurance coverage.

Voluntary insurance programs for ~~full-time~~ 37.5 hours per week employees may include options to purchase additional term life and accidental death and dismemberment coverage.

~~Both 37.5 hours per week Full~~ and ~~P~~part-time employees may be eligible for voluntary coverage such as vision, ~~dependant~~ dependent life, and other insurance offerings.

Eligibility requirements will vary for ~~full-time~~ 37.5 hours per week and part-time staff. Details are available through the Human Resources Department.