

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**WORK SESSION
Wednesday, July 9, 2014
5:45 p.m.
Meeting Room 1B**

AGENDA

1. Call to Order –Valerie Merriam, President
2. 2014 Budget (page 1-21) – Gary Lettelleir
3. Proposal to Change Board Calendar (page 22) – David Ferguson
4. Public Comment
5. Adjournment

View the Board Packet on the Library's website:

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



2015 Budget



2015 Operating Fund Revenue Estimate

Expected 2015 Revenue				
<i>Revenue Source</i>	<i>2014</i>	<i>2015</i>	<i>% Change</i>	<i>\$ Change</i>
Property Tax	\$5,299,983	\$5,453,683	2.90%	\$153,700
COIT	\$1,968,167	\$1,968,000	(.01%)	(\$167)
Commercial Vehicle Excise Tax	\$45,764	\$45,000	(1.67%)	(\$764)
Financial Institutions Tax	\$17,137	\$17,000	(.80%)	(\$137)
License Excise Tax	\$265,129	\$265,000	(.05%)	(\$129)
Fines and Fees	\$175,000	\$175,000	0.0%	\$0
Other Fees (Copier/PLAC)	\$25,000	\$25,000	0.0%	\$0
Interest / Meeting Rooms Income	\$12,000	\$12,000	0.0%	\$0
TOTAL REVENUE CHANGE 2012-2013	\$7,808,180	\$7,960,683	1.95%	\$152,503

2015 Expenditures



	<i>2014 Budget</i>	<i>2015 Budget</i>	<i>% Change</i>	<i>\$ Change</i>
Operating Fund				
Personnel Services	5,548,234	5,564,240		
Supplies	200,550	203,000		
Other Services/Charges	1,233,753	1,490,140		
Capital	1,019,147	975,966		
TOTAL	8,001,684	8,233,346	2.9%	231,662
Debt Service Fund				
Debt Service - G.O. Bond Payment	607,768	618,623	1.8%	10,855
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	9,359,452	9,601,969	2.6%	242,517

Monroe County Public Library 2015 Budget

As we prepare the financial plan for 2015, we are also considering the community's needs for library services for the long term. We are looking at the "big picture" for a growing community and the 2013-2017 strategic plan as we allocate limited funds for priority initiatives.

2015 plans include:

- Opening of the new teen space digital creativity center and second floor meeting rooms, along with renovated auditorium, children's program room, and staff office spaces
- Improved wireless access at Main Library and Ellettsville Branch
- Professional learning to support implementation of the embedded librarian model, program evaluation, and digital creativity
- Expanding Sunday hours to 12 noon to 6 p.m. Possible changes to allow after-hours access to the auditorium for community groups

Long-term plans include:

- A feasibility study to determine the best location and design of a new branch in the next five to 10 years, based on population growth
- Approval of general obligation bonds to cover capital improvements for the 2016-2018 period

2015 Revenue and Expense Summary

The total Operating Fund revenue projection for 2015 is \$7,960,683, an increase of about \$152,000 (2%) compared to 2014 revenue projections. The property tax revenue projection is based on an estimated AVGQ of 2.9%. The COIT estimate is based on actual 2014 COIT. We should receive the final 2015 COIT number by August 1. The other revenue lines which include fines, fees, and miscellaneous state tax revenue make up about 7% of the annual total operating fund revenue and they are based on what we actually received in 2013. (See Worksheet A.)

The total operating spending allocation for 2015 is \$8,233,346, which includes \$8,028,346 for operations and \$205,000 transfer to LIRF. (See Worksheet B for line-item expenditures in all funds, Worksheet C for line-item expenditures in the Operating Fund compared with previous years, and Worksheet D for narrative about areas of particular interest.) Our strategy for expenditures is:

- Maintain current staffing levels and competitive salaries and benefits and invest in professional learning.
- Continue to maintain current facilities.
- Invest in technology infrastructure, bandwidth, and equipment to keep pace with changing needs.
- Allocate revenue increases based on AVGQ limits and COIT revenue increases to LIRF for future costs associated with a new branch. The 2015 spending budget includes a \$205,000 transfer to LIRF.

Wage and Benefit Assumptions

Wages and benefits account for 68% of the 2015 budget and include a 2% salary increase for staff. We have estimated a 10% increase for the employer contribution to health insurance. We will be asking for quotes from several health insurance providers this year in efforts to slow the rise in benefits costs. The final decision about the wage increase will be made in December 2014, after we confirm insurance costs for 2015.

Capital Spending

The 2013-2015 general obligation bond has allowed us to complete several major projects to update and maintain our facilities and technology. We have compiled a list of capital improvements for the next G.O. bond period. We will be bringing the proposal to the Board later this year. Worksheet E provides an update on current G.O. bond expenditures and 2015 operating fund capital spending.

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 2015.

2015 Budget - estimated revenue, expense, and cash balances

Worksheet A	2014 Budget after 1782	2015 Estimates
Operating Fund		
Asses. Val.	6,370,172,329	5,733,155,096
INCOME		
<i>Property Tax 2015 - growth quotient = estimate 1.029</i>		
Property Tax	\$ 5,299,983	5,453,683
County Option Income Tax	\$ 1,968,167	\$ 1,968,000
Commercial Vehicle Excise Tax	\$ 45,764	\$ 45,000
Financial Institutions Tax	\$ 17,137	\$ 17,000
License Excise	\$ 265,129	\$ 265,000
Fines/Fees	\$ 175,000	\$ 175,000
Other - meeting rooms/interest	\$ 12,000	\$ 12,000
Other - copiers/PLAC	\$ 25,000	\$ 25,000
	TOTAL \$ 7,808,180	\$ 7,960,683
EXPENSES		
Personnel Services	\$ 5,548,234	\$ 5,564,240
Supplies	\$ 200,550	\$ 203,000
Other Services/Charges	\$ 1,233,753	\$ 1,490,140
Capital	\$ 1,019,147	\$ 975,966
	TOTAL before encumbrance \$8,001,684	\$8,233,346
Encumbrance	\$10,000	
	\$8,011,684	
FUND BALANCE		
Beginning	\$ 1,560,997	\$ 1,357,493
Income less exp.	\$ (203,504)	\$ (272,663)
Ending balance	\$ 1,357,493	\$ 1,084,830

2014 Budget after**1782****2015 Estimates****Debt Service Fund**

INCOME

Property Tax	\$	598,796	\$	580,000
Commercial Vehicle Excise Tax		5,170		5,000
Financial Institutions Tax		1,936		2,000
License Excise		29,955		30,000
TOTAL	\$	635,857	\$	617,000

EXPENSES

Bond Payment	\$	607,768	\$	618,623
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FUND BALANCE

Beginning	\$	73,551	\$	101,640
Income less exp.	\$	28,089	\$	(1,623)
Ending balance	\$	101,640	\$	100,017

Library Improvement Reserve Fund

INCOME

Transfer			\$	205,000
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EXPENSES

Other Services/Charges	\$	100,000	\$	100,000
Capital	\$	250,000	\$	250,000
TOTAL		\$350,000		\$350,000

FUND BALANCE

Beginning	\$	1,334,724	\$	1,184,724
Renov/eq	\$	(150,000)	\$	(56,000)
Total	\$	1,184,724	\$	1,333,724

Rainy Day Fund			
INCOME	Transfer - repay		
EXPENSES			
	Other Services/Charges	\$ 70,000	\$ 160,000
	Additional Appropriation	\$ 500,000	
	Capital	\$ 330,000	\$ 240,000
	TOTAL	\$900,000	\$400,000
FUND BALANCE			
	Beginning	\$ 1,576,509	\$ 1,095,366
	LCPF xfer	\$ 418,857	
	Renov	\$ (900,000)	
	Total	\$ 1,095,366	\$ 1,095,366

		2015	2015	2015	2015	2015
2015 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
PERSONNEL SERVICES						
SALARIES						
	1120 ADMINISTRATION	191,013				
	1130 PROFESSIONAL/SUPERVISORS	647,755				
	1140 PROFESSIONAL ASSISTANTS	1,268,307				
	1150 SPECIALISTS & TECHNICIANS	806,354				
	1160 CLERICAL ASSISTANTS	454,909				
	1170 PAGES/MASTERCONTROLLERS	249,535				
	1180 -see "Other Wages" below					
	1190 BUILDING MAINTENANCE	391,482				
	TOTAL SALARIES	4,009,356		-	-	4,009,356
EMPLOYEE BENEFITS						
	1210 EMPLOYER CONTRIBUTION/FICA	248,477				
	1220 UNEMPLOYMENT COMPENSATION	10,000				
	1230 EMPLOYER CONTRIBUTION/PERF	367,239				
	1235 EMPLOYEE CONTRIBUTION/PERF	98,368				
	1240 EMPLOYER CONT/INSURANCE	758,392				
	1250 EMPLOYER CONT/MEDICARE	57,409				
	TOTAL EMPLOYEE BENEFITS	1,539,884		-		1,539,884
OTHER WAGES						
	1310 WORKSTUDY	5,000				
	1180 TEMPORARY STAFF	10,000				
	1350 STIPEND	-				
	TOTAL OTHER WAGES	15,000				15,000
TOTAL PERSONNEL SERVICES (1000s)		5,564,240		-		5,564,240
SUPPLIES (2000s)						
OFFICE SUPPLIES						
	2110 OFFICIAL RECORDS	1,100				
	2120 STATIONERY & PRINTING	1,100				
	2130 OFFICE SUPPLIES	13,650				
	2140 DUPLICATING	43,250				
	2150 PROMOTIONAL MATERIALS	-				

		2015	2015	2015	2015	2015
	2015 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
	TOTAL OFFICE SUPPLIES	59,100		-		59,100
	OPERATING SUPPLIES					
	2210 CLEANING SUPPLIES	38,200				
	2220 FUEL, OIL, & LUBRICANTS	10,500				
	2230 CATALOGING SUPPLIES	7,000				
	2240 AUDIO VISUAL SUPPLIES	9,700				
	2250 CIRCULATION SUPPLIES	35,000				
	2260 LIGHT BULBS	7,000				
	2270 RECORDING MATERIALS - CATS	-				
	2280 UNIFORMS	1,900				
	2290 DISPLAY/EXHIBIT SUPPLIES	6,700				
	TOTAL OPERATING SUPPLIES	116,000		-		116,000
	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)	203,000		-		203,000
	OTHER SERVICES/CHARGES (3000s)					
	PROFESSIONAL SERVICES					
	3110 CONSULTING SERVICES	11,000		20,000		
	3120 ENGINEERING/ARCHITECTURAL	10,000		20,000		
	3130 LEGAL SERVICES	15,000		20,000		
	3140 BUILDING SERVICES	34,000				
	3150 MAINTENANCE CONTRACTS	156,100				
	3160 OCLC & COMPUTER SERVICES	73,000				
	3170 ADMIN/ACCOUNTING SERVICES	46,000				
	3175 COLLECTION AGENCY SERVICE	21,000				

		2015	2015	2015	2015	2015
2015 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
TOTAL PROFESSIONAL SERVICES		366,100	-	60,000		426,100
COMMUNICATION & TRANSPORTATION						
	3210 TELEPHONE	35,800				
	3220 POSTAGE	24,000				
	3230 TRAVEL EXPENSE	10,000				
	3240 PROFESSIONAL MEETINGS	10,000				
	3250 CONTINUING EDUCATION	10,000				
	3260 FREIGHT & DELIVERY	1,800				
TOTAL COMMUNICATION & TRANSPORTATION		91,600				91,600
PRINTING & ADVERTISING						
	3310 ADVERTISING & PUBLICATION	2,600				
	3320 PRINTING	5,000				
TOTAL PRINTING & ADVERTISING		7,600				7,600
INSURANCE						
	3410 OFFICIAL BOND	600				
	3420 OTHER INSURANCE	69,400				
TOTAL INSURANCE		70,000				70,000
UTILITIES						
	3510 GAS	3,350				
	3520 ELECTRICITY	318,400				
	3530 WATER	28,300				
TOTAL UTILITIES		350,050				350,050
REPAIR & MAINTENANCE						
	3610 BUILDING REPAIR	25,000	100,000	100,000		
	3630 OTHER REPAIR	18,500				
	3640 VEHICLE REPAIR & MAINTENANCE	11,500				
	3650 MATERIALS BINDING/REPAIR	2,500				
TOTAL REPAIR & MAINTENANCE		57,500	100,000	100,000		257,500
RENTALS						
	3710 REAL ESTATE RENTAL/BOND PMT.	38,850			618,623	

		2015	2015	2015	2015	2015
2015 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
	3720 EQUIPMENT RENTAL	-				
	TOTAL RENTALS	38,850			618,623	657,473
	OTHER CHARGES					
	3845 ELEC. RECOURCES-DATABASES	173,210				
	3846 E-BOOKS	116,030				
	3910 DUES/INSTITUTIONAL	8,200				
	3920 INTEREST/TEMPORARY LOAN	2,000				
	3930 TAXES & ASSESSMENTS	-				
	3940 TRANSFER TO LIRF	205,000				
	3945 TRANSFER TO RAINY DAY	-				
	3950 EDUCATIONAL LICENSING/SERVICES	4,000				
	TOTAL OTHER CHARGES	508,440				508,440
	TOTAL OTHER SERVICES/CHARGES (3000s)	1,490,140	100,000	160,000	618,623	2,368,763
	CAPITAL OUTLAY (4000s)					
	FURNITURE & EQUIPMENT					
	4410 FURNITURE	10,000		50,000		
	4420 AUDIO VISUAL EQUIPMENT	-				
	4430 OTHER EQUIPMENT	15,000	100,000	50,000		
	4440 LAND & BUILDINGS	-				
	4450 BUILDING RENOVATION -	4,000	150,000	140,000		
	4460 IS EQUIPMENT	-				
	4465 IS SOFTWARE	-				
	4470 EQUIPMENT - CATS	-				
	4475 SOFTWARE - CATS	-				
	TOTAL FURNITURE & EQUIPMENT	29,000	250,000	240,000		519,000
	OTHER CAPITAL OUTLAY					
	4510 BOOKS	551,699				
	4520 PERIODICALS & NEWSPAPERS	42,678				
	4530 NONPRINT MATERIALS	352,589				
	to get to 15%					
	4540 ELECTRONIC RESOURCES	-				
	TOTAL OTHER CAPITAL OUTLAY	946,966				946,966
		15.01%				

		2015	2015	2015	2015	2015
	2015 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
	TOTAL CAPITAL OUTLAY	975,966	250,000	240,000		1,465,966
	TOTAL EXPENDITURES 2015	8,233,346	350,000	400,000	618,623	9,601,969
	TOTAL BUDGET 2014	8,001,684	350,000	400,000	607,768	9,359,452
	Increase from 2014	2.90%	0.00%	0.00%	1.79%	2.59%

2015 BUDGET COMPARISON

Worksheet C		2015 BUDGET	2014 BUDGET	2013 ACTUAL	2012 ACTUAL
PERSONNEL SERVICES (1000'S)					
SALARIES					
	1120 ADMINISTRATION	191,013	187,266	177,268	131,492
	1130 PROFESSIONAL/SUPERVISORS	647,755	628,112	525,051	496,695
	1140 PROFESSIONAL ASSISTANTS	1,268,307	1,243,967	1,238,489	1,238,117
	1150 SPECIALISTS & TECHNICIANS	806,354	868,268	803,590	805,597
	1160 CLERICAL ASSISTANTS	454,909	430,085	427,862	411,551
	1170 PAGES	249,535	247,000	240,787	238,618
	1180 -see "Other Wages" below				
	1190 BUILDING MAINTENANCE	391,482	375,255	365,563	355,469
TOTAL SALARIES		4,009,356	3,979,954	3,778,610	3,677,539
EMPLOYEE BENEFITS					
	1210 EMPLOYER CONTRIBUTION/FICA	248,477	245,485	222,541	216,465
	1220 UNEMPLOYMENT COMPENSATION	10,000	10,000	-	-
	1230 EMPLOYER CONTRIBUTION/PERF	367,239	364,667	325,398	287,855
465,607	1235 EMPLOYEE CONTRIBUTION/PERF	98,368	97,679	93,018	86,356
	1240 EMPLOYER CONT/INSURANCE	758,392	778,899	624,968	604,618
	1250 EMPLOYER CONT/MEDICARE	57,409	57,412	52,046	50,625
TOTAL EMPLOYEE BENEFITS		1,539,884	1,554,141	1,317,972	1,245,919
OTHER WAGES					
	1310 WORKSTUDY	5,000	5,000	1,782	4,735
	1180 TEMPORARY STAFF	10,000	10,000	4,137	333
	1350 STIPEND/RECLASSIFICATION			-	-
TOTAL OTHER WAGES		15,000	15,000	5,919	5,068
TOTAL PERSONNEL SERVICES		5,564,240 67.58%	5,549,094 69.35%	5,102,501	4,928,526

Worksheet C	2015 BUDGET	2014 BUDGET	2013 ACTUAL	2012 ACTUAL
SUPPLIES (2000'S)				
OFFICE SUPPLIES				
2110 OFFICIAL RECORDS	1,100	1,100	1,208	-
2120 STATIONERY & PRINTING	1,100	1,100	131	972
2130 OFFICE SUPPLIES	13,650	13,650	6,898	8,637
2140 DUPLICATING	43,250	42,400	32,507	28,037
2150 PROMOTIONAL MATERIALS			-	-
TOTAL OFFICE SUPPLIES	59,100	58,250	40,744	37,646
OPERATING SUPPLIES				
2210 CLEANING SUPPLIES	38,200	38,200	33,826	35,502
2220 FUEL, OIL, & LUBRICANTS	10,500	10,000	7,941	7,348
2230 CATALOGING SUPPLIES-BOOKS	7,000	7,000	5,723	6,098
2240 A/V SUPPLIES-CATALOGING	9,700	9,500	6,055	6,863
2250 CIRCULATION SUPPLIES	35,000	33,900	28,026	31,614
2260 LIGHT BULBS	7,000	7,200	5,824	5,982
2270 VIDEOTAPE - CATS			-	-
2280 UNIFORMS	1,900	1,900	1,282	1,829
2290 DISPLAY/EXHIBIT SUPPLIES	6,700	6,700	1,415	1,839
TOTAL OPERATING SUPPLIES	116,000	114,400	90,090	97,076
REPAIR & MAINTENANCE SUPPLIES				
2300 IS SUPPLIES	6,500	6,500	4,993	3,387
2310 BUILDING MATERIALS & SUPPLIES	21,000	21,000	16,795	19,370
2315 ENERGY AUDIT MATERIALS			-	-
2320 PAINT & PAINTING SUPPLIES	400	400	194	290
2340 OTHER REPAIR & BINDING			-	-
2350 VIDEO MATERIALS - CATS			-	-
TOTAL REPAIR & MAINTENANCE SUPPLIES	27,900	27,900	21,983	23,047
TOTAL SUPPLIES	203,000	200,550	152,817	157,768

Worksheet C	2015 BUDGET	2014 BUDGET	2013 ACTUAL	2012 ACTUAL
OTHER SERVICES/CHARGES (3000'S)				
PROFESSIONAL SERVICES				
3110 CONSULTING SERVICES	11,000	13,500	11,071	-
3120 ENGINEERING/ARCHITECTURAL	10,000	30,000	-	-
3130 LEGAL SERVICES	15,000	17,300	28,971	8,784
3140 BUILDING SERVICES	34,000	30,000	31,438	19,687
3150 MAINTENANCE CONTRACTS	156,100	144,600	120,720	134,824
3160 COMPUTER SERVICES (OCLC)	73,000	69,637	56,154	36,008
3170 ADMIN/ACCOUNTING SERVICES	46,000	46,900	38,720	36,083
3175 COLLECTION AGENCY SERVICES	21,000	20,000	17,743	16,719
TOTAL PROFESSIONAL SERVICES	366,100	371,937	304,817	252,104
COMMUNICATION & TRANSPORTATION				
3210 TELEPHONE	35,800	32,700	31,723	28,922
3220 POSTAGE	24,000	25,000	16,691	18,808
3230 TRAVEL EXPENSE	10,000	10,000	508	2,829
3240 PROFESSIONAL MTG. (OFF-SITE)	10,000	10,000	272	483
3250 CONTINUING ED. (ON-SITE)	10,000	10,000	6,410	21,779
3260 FREIGHT & DELIVERY	1,800	1,600	1,269	999
TOTAL COMMUNICATION & TRANSPORTATION	91,600	89,300	56,873	73,820
PRINTING & ADVERTISING				
3310 ADVERTISING & PUBLICATION	2,600	2,700	1,535	1,065
3320 PRINTING	5,000	5,000	1,653	967
TOTAL PRINTING & ADVERTISING	7,600	7,700	3,187	2,032
INSURANCE				
3410 OFFICIAL BOND	600	600	450	450
3420 OTHER INSURANCE	69,400	63,400	63,303	58,343
TOTAL INSURANCE	70,000	64,000	63,753	58,793
UTILITIES				
3510 GAS	3,350	2,750	2,631	1,853
3520 ELECTRICITY	318,400	296,400	298,628	278,072

Worksheet C		2015	2014	2013	2012
		BUDGET	BUDGET	ACTUAL	ACTUAL
	3530 WATER	28,300	27,300	24,209	27,386
TOTAL UTILITIES		350,050	326,450	325,467	307,311
REPAIR & MAINTENANCE					
	3610 BUILDING REPAIR	25,000	22,000	24,439	11,680
	3630 OTHER EQUIP/FURNITURE REPAIRS	18,500	21,200	8,189	43,002
	3640 VEHICLE REPAIR & MAINTENANCE	11,500	11,000	7,995	5,889
	3650 MATERIAL BINDING/REPAIR SERV.	2,500	3,000	1,326	2,083
TOTAL REPAIR & MAINTENANCE		57,500	57,200	41,950	62,655
RENTALS					
	3710 REAL ESTATE RENTAL/BOND PMT.	38,850	38,200	32,025	31,270
	3720 EQUIPMENT RENTAL			-	-
TOTAL RENTALS		38,850	38,200	32,025	31,270
OTHER CHARGES					
	3845 ELEC. RECOURCES-DATABASES	173,210	161,917	114,988	90,606
	3846 E-BOOKS	116,030	102,136	73,287	64,150
	3910 DUES/INSTITUTIONAL	8,200	7,550	7,200	7,226
	1004 MISCELLANEOUS			-	-
	3920 INTEREST/TEMPORARY LOAN	2,000	2,500	-	-
	3930 TAXES & ASSESSMENTS			-	-
	3940 TRANSFER TO LIRF	205,000	-	214,000	-
	3945 TRANSFER TO RAINY DAY			-	200,000
	3950 EDUCATIONAL SERV/LICENSING	4,000	4,000	1,444	3,454
TOTAL OTHER CHARGES		508,440	278,103	410,919	365,436
TOTAL OTHER SERVICES/CHARGES		1,490,140	1,232,890	1,238,990	1,153,419
CAPITAL OUTLAY (4000'S)					
FURNITURE & EQUIPMENT					
	4410 FURNITURE	10,000	10,000	6,237	8,288
	44105 ENCUMBERED FURNITURE			-	-

Worksheet C

	2015 BUDGET	2014 BUDGET	2013 ACTUAL	2012 ACTUAL
4420 AUDIO VISUAL EQUIPMENT			-	-
4430 OTHER EQUIPMENT	15,000	68,000	4,082	7,610
4440 LAND & BUILDINGS			-	-
4450 BUILDING RENOVATIONS	4,000	5,000	-	4,075
4460 IS EQUIPMENT			-	1,512
4465 IS SOFTWARE			-	-
4470 EQUIPMENT - CATS			-	-
4475 SOFTWARE - CATS			-	-
TOTAL FURNITURE & EQUIPMENT	29,000	83,000	10,318	21,485
OTHER CAPITAL OUTLAY				
4510 BOOKS	551,699	548,250	579,426	579,970
4520 PERIODICALS & NEWSPAPERS	42,678	41,936	39,032	35,291
4530 NONPRINT MATERIALS	352,589	345,963	363,240	365,907
to get to 15%	-	-	-	-
4540 ELECTRONIC RESOURCES	-	-	-	-
TOTAL OTHER CAPITAL OUTLAY	946,966	936,149	981,698	981,167
	15.01%	15.00%		
TOTAL CAPITAL OUTLAY	975,966	1,019,149	992,016	1,002,652
TOTAL OPERATING EXPENDITURES	8,233,346	8,001,683	7,486,324	7,242,365

Monroe County Public Library
2015 Budget: Line Item Detail Narrative
Updated June 1, 2014

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 2015 wage projection is based on a 2% wage increase for employees. This could change depending on health insurance cost (1240).
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 2015.
1230	The rate that the library contributes for full-time employees to the Indiana Public Employees Retirement System for the employer contribution is 11.2% in 2015.
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. 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 2015 premiums is difficult to predict but we feel a 10% allowance is reasonable.
1310-1350	Wages for temporary staff, including work-study students.
3110-3120	Consulting fees are in the budget as a placeholder.
3630	Funds allocated for equipment repair and for repair and replacement of chairs for patrons and staff.
3940	Transfer to LIRF for future facility needs.
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.
- 4450 Appropriated for unexpected building needs.
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RAINY DAY FUND

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

- 3110 - 3130 Appropriated to cover unexpected need for consultant, engineering, or legal services.
- 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.
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DEBT SERVICE FUND

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

- 3710 Third year payment on 2013-2015 general obligation bond.

General Obligation Bond and Other Capital Spending

Update: June 2014

Projects	Bond	Operating Fund 2013-15	Rainy Day Fund 2013-14	Rainy Day Addt'l App	LIRF 2014	Total	Contract	Variance	Spending as of 5-31-14
	Budget	Budget	Budget			Budget			
2015 Furniture		\$10,000							
2015 Equipment		\$15,000							
2015 Renovation		\$4,000							
Renovation - 2014	\$375,000		\$370,000	\$500,000	\$210,755	\$1,455,755	\$1,337,000	(\$118,755)	\$91,006
Renovation Architect 2013-2014	\$0	\$20,000	\$60,000			\$80,000	\$90,749	\$10,749	\$68,062
Digital Creativity Equipment - 2014		\$46,000			\$54,000	\$100,000			
Cable / wifi install - renovation					\$70,000				
Roof (inc. engineer \$19,900)	\$400,000					\$400,000	\$266,400	(\$133,600)	\$235,780
Chillers (inc engineer \$24,000)	\$300,000					\$300,000	\$335,700	\$35,700	\$97,217
Phone System (inc consultant \$11,375)	\$100,000					\$100,000	\$101,038	\$1,038	\$78,622
IT Network Upgrade	\$80,000					\$80,000	\$76,931	(\$3,069)	\$68,931
1B/1C Meeting Room Partition	\$20,000					\$20,000	\$11,150	(\$8,850)	
Library Technology Allocation - 3 yrs	\$233,000					\$233,000			\$88,546
CATS Technology Allocation - 3 yrs	\$150,000					\$150,000			\$84,395
Completed:									
Landscaping-Main Library	\$42,000					\$42,000	\$42,829	\$829	\$42,829
Scanner - Indiana Room					\$15,245				\$15,245
Ellettsville Reference Desk	\$25,000					\$25,000	\$7,995	(\$17,005)	\$7,955
Replace 1993 Van	\$25,000					\$25,000	\$24,075	(\$925)	\$24,075
Bond issuance cost/legal expenses	\$50,000					\$50,000	\$47,873	(\$2,127)	\$47,873
Total	\$1,800,000	\$95,000	\$430,000	\$500,000	\$350,000	\$3,060,755	\$2,341,740	(\$236,015)	\$950,536

Current balance Rainy Day Fund: \$1,971,708

Current balance Library Improvement Reserve Fund: \$1,319,479

Board Work Sessions, January 2012 - June 2014

	2012	2013	2014
Jan	(x) Routine budget transfers/Strategic plan process	2013 fee schedule/Eliminate sick bank and add short-term disability insurance/landscaping contract	
Feb		Special Board meeting: Eliminate sick bank (action item); RFP for architect/collection development policy	Approve renovation for public bid/chiller bid/roof bid/El Centro agreement/Revise ADA Notice and Grievance procedure/Programming mission and guidelines/2014 officer nominations
Mar		(x) Van to surplus/El Centro agreement	Approve additional appropriation
Apr	Personnel policy/ADA Notice and Grievance Procedure	Select architect	
May			
Jun	(x) 2013 budget-first draft	(x) Budget timeline/ACA update/digital creativity update	Proposal for hours change
Jul	2013 budget-second draft/Circulation policy/Personnel policy	(x) 2014 budget-first draft	
Aug	2013 budget/Internet & Computer Use policy	(x) Drop test proctoring	
Sep		Roof survey engineer/Schematic design for renovation/2014 budget final/Phone system consultant	
Oct	Bond process/Community Foundation proposal/Community survey results	Proposal to Community Foundation/2014 employee benefits/Personnel policy changes	
Nov	2013 employee benefits	Bloomington Transit agreement/Chiller engineer contract	
Dec	Bond sale/2013 fee schedule/2013-17 Strategic Plan/2013-2015 Technology Plan/Holiday, pay and salary schedules/CATS contracts	Internet & Computer Use policy/holiday, pay and salary schedules/CATS contracts/2014 fee schedule	