

**BOARD OF TRUSTEES  
PUBLIC HEARING ON BUDGET  
Wednesday, September 17, 2014  
Meeting Room 1B  
5:45 pm**

1. Call to Order – President Valerie Merriam
2. 2015 Budget (page 1-18) – Gary Lettelleir and Sara Laughlin
3. Public Comment
4. Adjournment

## **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 about \$7,997,000, an increase of about \$210,000 (2.4%) compared to 2014 revenue projections. The property tax revenue projection is based on a combined general and debt fund increase of 2.7% which is this year's AVGQ. The tax levy includes an excess levy appeal amounting to \$32,698. 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 \$8,241,947, which includes \$8,036,947 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
<b>Operating Fund</b>		
Asses. Val.	6,370,172,329	6,468,591,918
<b>INCOME</b>		
<i>Property Tax 2015 - growth quotient = 1.027</i>		
Property Tax	\$ 5,299,983	5,510,398
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	\$ 160,000
Other - meeting rooms/interest	\$ 12,000	\$ 7,000
Other - copiers/PLAC	\$ 25,000	\$ 25,000
	<b>TOTAL \$ 7,808,180</b>	<b>\$ 7,997,398</b>
<b>EXPENSES</b>		
Personnel Services	\$ 5,548,234	\$ 5,564,240
Supplies	\$ 200,550	\$ 205,000
Other Services/Charges	\$ 1,233,753	\$ 1,491,740
Capital	\$ 1,019,147	\$ 980,967
	<b>TOTAL before encumbrance \$8,001,684</b>	<b>\$8,241,947</b>
Encumbrance	\$10,000	
	<b>\$8,011,684</b>	
<b>FUND BALANCE</b>		
Beginning	\$ 1,560,997	\$ 1,357,493
Income less exp.	\$ (203,504)	\$ (244,549)
Ending balance	<b>\$ 1,357,493</b>	<b>\$ 1,112,944</b>

**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
<b>TOTAL</b>	<b>\$</b>	<b>635,857</b>	<b>\$</b>	<b>617,000</b>

## EXPENSES

Bond Payment	\$	607,768	\$	620,000
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## FUND BALANCE

Beginning	\$	73,551	\$	101,640
Income less exp.	\$	28,089	\$	(3,000)
Ending balance	\$	101,640	\$	98,640

**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
<b>TOTAL</b>		<b>\$350,000</b>		<b>\$350,000</b>

## FUND BALANCE

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

Worksheet A

**2014 Budget after**

**1782**

**2015 Estimates**

<b>Rainy Day Fund</b>			
INCOME	Transfer - repay		
EXPENSES			
	Other Services/Charges	\$ 70,000	\$ 160,000
	Additional Appropriation	\$ 500,000	
	Capital	\$ 330,000	\$ 240,000
	<b>TOTAL</b>	<b>\$900,000</b>	<b>\$400,000</b>
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
<b>PERSONNEL SERVICES</b>						
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				
<b>TOTAL SALARIES</b>		<b>4,009,356</b>		-	-	<b>4,009,356</b>
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				
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>1,539,884</b>		-		<b>1,539,884</b>
OTHER WAGES						
	1310 WORKSTUDY	5,000				
	1180 TEMPORARY STAFF	10,000				
	1350 STIPEND	-				
<b>TOTAL OTHER WAGES</b>		<b>15,000</b>				<b>15,000</b>
<b>TOTAL PERSONNEL SERVICES (1000s)</b>		<b>5,564,240</b>		-		<b>5,564,240</b>
<b>SUPPLIES (2000s)</b>						
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
<b>TOTAL OFFICE SUPPLIES</b>		<b>59,100</b>		-		<b>59,100</b>
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	8,700				
<b>TOTAL OPERATING SUPPLIES</b>		<b>118,000</b>		-		<b>118,000</b>
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	-				
<b>TOTAL REPAIR &amp; MAINTENANCE SUPPLIES</b>		<b>27,900</b>				<b>27,900</b>
<b>TOTAL SUPPLIES (2000s)</b>		<b>205,000</b>		-		<b>205,000</b>
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
	<b>TOTAL PROFESSIONAL SERVICES</b>	<b>366,100</b>	-	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				
	<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>91,600</b>				91,600
	PRINTING & ADVERTISING					
	3310 ADVERTISING & PUBLICATION	2,600				
	3320 PRINTING	5,000				
	<b>TOTAL PRINTING &amp; ADVERTISING</b>	<b>7,600</b>				7,600
	INSURANCE					
	3410 OFFICIAL BOND	600				
	3420 OTHER INSURANCE	69,400				
	<b>TOTAL INSURANCE</b>	<b>70,000</b>				70,000
	UTILITIES					
	3510 GAS	4,950				
	3520 ELECTRICITY	318,400				
	3530 WATER	28,300				
	<b>TOTAL UTILITIES</b>	<b>351,650</b>				351,650
	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				
	<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>57,500</b>	<b>100,000</b>	<b>100,000</b>		257,500
	RENTALS					
	3710 REAL ESTATE RENTAL/BOND PMT.	38,850			620,000	

		2015	2015	2015	2015	2015
	2015 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
	3720 EQUIPMENT RENTAL	-				
	<b>TOTAL RENTALS</b>	<b>38,850</b>			<b>620,000</b>	<b>658,850</b>
	OTHER CHARGES					
	3845 ELEC. REOURCES-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				
	<b>TOTAL OTHER CHARGES</b>	<b>508,440</b>				<b>508,440</b>
	<b>TOTAL OTHER SERVICES/CHARGES (3000s)</b>	<b>1,491,740</b>	<b>100,000</b>	<b>160,000</b>	<b>620,000</b>	<b>2,371,740</b>
	<b>CAPITAL OUTLAY (4000s)</b>					
	FURNITURE & EQUIPMENT					
	4410 FURNITURE	10,000		50,000		
	4420 AUDIO VISUAL EQUIPMENT	-				
	4430 OTHER EQUIPMENT	20,000	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	-				
	<b>TOTAL FURNITURE &amp; EQUIPMENT</b>	<b>34,000</b>	<b>250,000</b>	<b>240,000</b>		<b>524,000</b>
	OTHER CAPITAL OUTLAY					
	4510 BOOKS	551,700				
	4520 PERIODICALS & NEWSPAPERS	42,678				
	4530 NONPRINT MATERIALS	352,589				
	to get to 15%					
	4540 ELECTRONIC RESOURCES	-				
	<b>TOTAL OTHER CAPITAL OUTLAY</b>	<b>946,967</b>				<b>946,967</b>

		2015	2015	2015	2015	2015
	2015 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
		15.00%				
	<b>TOTAL CAPITAL OUTLAY</b>	<b>980,967</b>	<b>250,000</b>	<b>240,000</b>		<b>1,470,967</b>
	<b>TOTAL EXPENDITURES 2015</b>	<b>8,241,947</b>	<b>350,000</b>	<b>400,000</b>	<b>620,000</b>	<b>9,611,947</b>
	<b>TOTAL BUDGET 2014</b>	8,001,684	350,000	400,000	607,768	<b>9,359,452</b>
	Increase from 2014	3.00%	0.00%	0.00%	2.01%	2.70%

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	5,549,094	5,102,501	4,928,526
		67.51%	69.35%		

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	8,700	6,700	1,415	1,839
TOTAL OPERATING SUPPLIES	118,000	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	205,000	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	4,950	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		351,650	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. REOURCES-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		1,491,740	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	20,000	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			-	-
	<hr/>			
TOTAL FURNITURE & EQUIPMENT	34,000	83,000	10,318	21,485
OTHER CAPITAL OUTLAY				
4510 BOOKS	551,700	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	-	-	-	-
	<hr/>			
TOTAL OTHER CAPITAL OUTLAY	946,967	936,149	981,698	981,167
	15.00%	15.00%		
TOTAL CAPITAL OUTLAY	980,967	1,019,149	992,016	1,002,652
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TOTAL OPERATING EXPENDITURES	8,241,947	8,001,683	7,486,324	7,242,365
	<hr/> <hr/>			



**Monroe County Public Library**  
**2015 Budget: Line Item Detail Narrative**  
**Updated July 11, 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.)*

<b><u>Line</u></b>	<b><u>Comment</u></b>
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.
- 

**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.
- 

**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		\$20,000							
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
<b>Completed:</b>									
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
<b>Total</b>	<b>\$1,800,000</b>	<b>\$100,000</b>	<b>\$430,000</b>	<b>\$500,000</b>	<b>\$350,000</b>	<b>\$3,060,755</b>	<b>\$2,341,740</b>	<b>(\$236,015)</b>	<b>\$950,536</b>

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

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