

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**WORK SESSION
Wednesday, July 8, 2015
5:45 p.m.
Meeting Room 1B**

AGENDA

1. Call to Order –Valerie Merriam, President
2. 2016 Budget – Gary Lettelleir (page 1-22)
3. Gift Proposal – Marilyn Wood (page 23-25)
4. Public Comment
5. Adjournment

View the Board Packet on the Library's website:

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

Monroe County Public Library 2016 Budget

As we prepare the financial plan for 2016, 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.

Attracting new audiences to the library and becoming more engaged with our community are priorities for staff as we move into next year. The creation of the new teen space and digital creativity area are helping to attract new audiences. These recent renovations were made possible by the sale of a \$1.8 million G.O. bond that covered building and equipment needs from 2013 to 2015.

We have approval to issue another G.O. bond for just under \$2 million for 2016 - 2018. This bond will provide funds for a feasibility study and potential site purchase for a new branch, and improvements at Ellettsville. It will also allow us to keep our computer and technology infrastructure up to date.

Here is a comparison of the Operating Fund projected 2016 spending vs. last year’s spending budget:

	2015	2016	%
	Operating Fund Spending Budget		increase
Wages and Benefits	5,564,240	5,616,284	0.94%
Supplies	205,000	205,100	0.05%
Other Services & Charges	1,286,740	1,337,800	3.97%
LIRF Transfer	205,000	294,000	43.41%
Capital Outlay	980,967	998,000	1.74%
Total Operating Expenditures	8,241,947	8,451,184	2.54%

Wage and Benefit Assumptions

Wages and benefits account for 66% of the 2016 budget and include a 2% salary increase for staff. We have estimated a 15% increase for the employer contribution to health insurance. The final decision about the wage increase percent will be made in December 2015, after we confirm insurance costs for 2016.

2016 Revenue Summary

The total Operating Fund revenue projection for 2016 is about \$8,109,000, an increase of about 1.3% compared to 2015 revenue projections. The property tax revenue projection is based on an increase of 2.54% which is this year's estimated average growth quotient. The COIT estimate is based on actual 2015 COIT. We should receive the final 2016 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 the 2015 projections. (See Worksheet A.)

Cash Balance

The library's cash reserves are at about \$3 million which is about 30% of the total spending budget. In addition to the \$3 million balance, we are also accumulating funds in LIRF for the potential new branch.

New Branch Allocation

The graph on the next page shows the original estimate for accumulation of new branch funds that was presented to the County Council in December, 2014. It also shows the updated projection through the end of 2016 based on the most current projections. The original projected balance at the end of 2016 was \$573,369. The updated projection based on the 2016 budget is \$1,000,000 allocated for the potential new branch at the end of 2016.

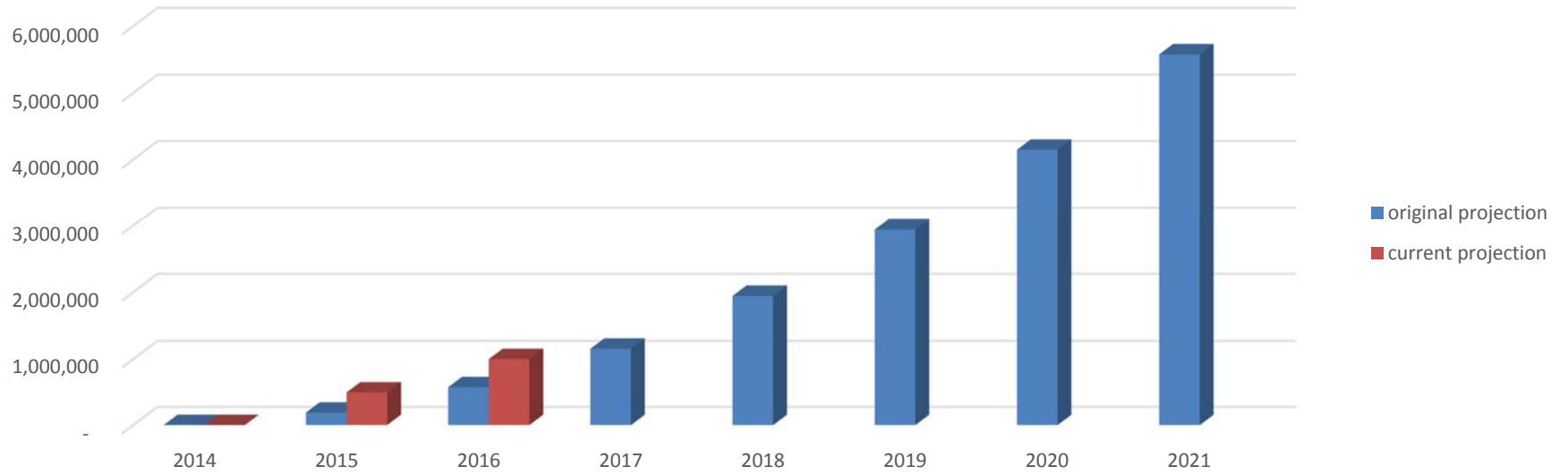
Accompanying Documents

Worksheet A shows estimated revenue, expense, and cash balances, by fund.

Worksheet B includes line item expenditures for all four funds.

Worksheet C shows line item expenditures in the Operating Fund budget, compared to previous years. **Worksheet D** provides narrative information about each fund and items that changed significantly.

New Branch Allocation



2016 Budget - estimated revenue, expense, and cash balances

Worksheet A	2015 Budget after 1782	2016 Estimates
Operating Fund		
Asses. Val.	6,468,591,915	5,821,732,724
INCOME		
<i>Property Tax 2016 - growth quotient = 1.0254</i>		
Property Tax	\$ 5,446,554	5,594,896
County Option Income Tax	\$ 1,968,433	\$ 1,970,000
Commercial Vehicle Excise Tax	\$ 43,929	\$ 44,000
Financial Institutions Tax	\$ 17,533	\$ 17,000
License Excise	\$ 334,951	\$ 300,000
Fines/Fees	\$ 160,000	\$ 150,000
Other - meeting rooms/interest	\$ 7,000	\$ 8,000
Copier fees		\$ 12,500
Other - PLAC	\$ 25,000	\$ 12,500
	TOTAL \$ 8,003,400	\$ 8,108,896
EXPENSES		
Personnel Services	\$ 5,564,240	\$ 5,616,284
Supplies	\$ 205,000	\$ 205,100
Other Services/Charges	\$ 1,491,740	\$ 1,631,800
Capital	\$ 980,967	\$ 998,000
	TOTAL before encumbrance \$8,241,947	\$8,451,184
Encumbrance	\$4,083	
	\$8,246,030	
FUND BALANCE		
Beginning	\$ 1,797,951	\$ 975,321
LIRF xfer - addl. Approp.	\$ (580,000)	
Income less exp.	\$ (242,630)	\$ (342,288)
Ending balance	\$ 975,321	\$ 633,034

2015 Budget after

Worksheet A

1782

2016 Estimates

Debt Service Fund

INCOME

Property Tax	\$	478,676	\$	675,000
Commercial Vehicle Excise Tax		3,861		3,500
Financial Institutions Tax		1,541		1,500
License Excise		29,437		28,000

TOTAL \$ 513,515 \$ 708,000

EXPENSES

Bond Payment	\$	618,624	\$	680,000
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FUND BALANCE

Beginning	\$	89,095	\$	(16,014)
Income less exp.	\$	(105,109)	\$	28,000
Ending balance	\$	(16,014)	\$	11,986

Library Improvement Reserve Fund

INCOME

Transfer	\$	205,000	\$	294,000
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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	\$	1,256,816	\$	1,636,816
xfer - addtl. Approp.	\$	580,000		
Renov/eq	\$	(200,000)	\$	(100,000)
Total	\$	1,636,816	\$	1,830,816

Worksheet A

**2015 Budget after
1782**

2016 Estimates

		Rainy Day Fund	
INCOME	Transfer - repay		
EXPENSES			
	Other Services/Charges	\$ 160,000	\$ 160,000
	Additional Appropriation		
	Capital	\$ 240,000	\$ 240,000
	TOTAL	\$400,000	\$400,000
FUND BALANCE			
	Beginning	\$ 1,242,032	\$ 1,002,032
	LCPF xfer		
	Renov	\$ (240,000)	
	Total	\$ 1,002,032	\$ 1,002,032

		2016	2016	2016	2016	2016
2016 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
PERSONNEL SERVICES						
SALARIES						
	1120 ADMINISTRATION	180,540				
	1130 MANAGERS	1,052,557				
	1140 LIBRARIANS, EXPERTS	1,004,405				
	1150 SPECIALISTS	205,078				
	1160 ASSISTANTS-PARAPROFESSIONALS	706,002				
	1170 TECH / SECRETARIES	56,687				
	1180 -see "Other Wages" below					
	1190 BUILDING SERVICES-MAINT.	137,100				
	1200 BUILDING SERVICES-SECURITY	113,916				
	1280 PRODUCTION ASSISTANTS	32,765				
	1290 INFO ASST. / MATERIAL SUPPORT	456,229				
	1300 MATERIAL HANDLER	112,831				
	1320 TECHNICIANS	15,148				
	TOTAL SALARIES	4,073,259		-	-	4,073,259
EMPLOYEE BENEFITS						
	1210 EMPLOYER CONTRIBUTION/FICA	250,063				
	1220 UNEMPLOYMENT COMPENSATION	10,000				
	1230 EMPLOYER CONTRIBUTION/PERF	373,925				
	1235 EMPLOYEE CONTRIBUTION/PERF	100,159				
	1240 EMPLOYER CONT/INSURANCE	735,396				
	1250 EMPLOYER CONT/MEDICARE	58,482				
	TOTAL EMPLOYEE BENEFITS	1,528,025		-		1,528,025
OTHER WAGES						
	1310 WORKSTUDY	5,000				
	1180 TEMPORARY STAFF	10,000				
	1350 STIPEND	-				
	TOTAL OTHER WAGES	15,000				15,000
TOTAL PERSONNEL SERVICES (1000s)		5,616,284		-		5,616,284

		2016	2016	2016	2016	2016
2016 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
SUPPLIES (2000s)						
OFFICE SUPPLIES						
	2110 OFFICIAL RECORDS	1,100				
	2120 STATIONERY & PRINTING	900				
	2130 OFFICE SUPPLIES	12,200				
	2140 DUPLICATING	44,200				
	2150 PROMOTIONAL MATERIALS	-				
TOTAL OFFICE SUPPLIES		58,400		-		58,400
OPERATING SUPPLIES						
	2210 CLEANING SUPPLIES	42,200				
	2220 FUEL, OIL, & LUBRICANTS	10,500				
	2230 CATALOGING SUPPLIES	7,000				
	2240 AUDIO VISUAL SUPPLIES	9,200				
	2250 CIRCULATION SUPPLIES	32,500				
	2260 LIGHT BULBS	10,000				
	2270 RECORDING MATERIALS - CATS	-				
	2280 UNIFORMS	1,900				
	2290 DISPLAY/EXHIBIT SUPPLIES	7,000				
TOTAL OPERATING SUPPLIES		120,300		-		120,300
REPAIR & MAINTENANCE SUPPLIES						
	2300 IS SUPPLIES	5,000				
	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		26,400				26,400
TOTAL SUPPLIES (2000s)		205,100		-		205,100
OTHER SERVICES/CHARGES (3000s)						
PROFESSIONAL SERVICES						
	3110 CONSULTING SERVICES	11,000		20,000		

		2016	2016	2016	2016	2016
2016 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
	3120 ENGINEERING/ARCHITECTURAL	10,000		20,000		
	3130 LEGAL SERVICES	15,000		20,000		
	3140 BUILDING SERVICES	40,000				
	3150 MAINTENANCE CONTRACTS	155,600				
	3160 OCLC & COMPUTER SERVICES	70,500				
	3170 ADMIN/ACCOUNTING SERVICES	47,000				
	3175 COLLECTION AGENCY SERVICE	21,000				
	TOTAL PROFESSIONAL SERVICES	370,100	-	60,000		430,100
	COMMUNICATION & TRANSPORTATION					
	3210 TELEPHONE	33,600				
	3220 POSTAGE	22,000				
	3230 TRAVEL EXPENSE	10,000				
	3240 PROFESSIONAL MEETINGS	10,000				
	3250 CONTINUING EDUCATION	10,000				
	3260 FREIGHT & DELIVERY	1,000				
	TOTAL COMMUNICATION & TRANSPORTATION	86,600				86,600
	PRINTING & ADVERTISING					
	3310 ADVERTISING & PUBLICATION	2,350				
	3320 PRINTING	5,000				
	TOTAL PRINTING & ADVERTISING	7,350				7,350
	INSURANCE					
	3410 OFFICIAL BOND	600				
	3420 OTHER INSURANCE	77,000				
	TOTAL INSURANCE	77,600				77,600
	UTILITIES					
	3510 GAS	4,950				
	3520 ELECTRICITY	354,000				
	3530 WATER	27,100				
	TOTAL UTILITIES	386,050				386,050
	REPAIR & MAINTENANCE					
	3610 BUILDING REPAIR	28,000	100,000	100,000		

		2016	2016	2016	2016	2016
2016 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
	3630 OTHER REPAIR	16,000				
	3640 VEHICLE REPAIR & MAINTENANCE	10,000				
	3650 MATERIALS BINDING/REPAIR	1,500				
	TOTAL REPAIR & MAINTENANCE	55,500	100,000	100,000		255,500
	RENTALS					
	3710 REAL ESTATE RENTAL/BOND PMT.	35,600			680,000	
	3720 EQUIPMENT RENTAL	-				
	TOTAL RENTALS	35,600			680,000	715,600
	OTHER CHARGES					
	3845 ELEC. RECOURCES-DATABASES	185,000				
	3846 E-BOOKS	120,000				
	3910 DUES/INSTITUTIONAL	8,000				
	3920 INTEREST/TEMPORARY LOAN	2,000				
	3930 TAXES & ASSESSMENTS	-				
	3940 TRANSFER TO LIRF	294,000				
	3945 TRANSFER TO RAINY DAY	-				
	3950 EDUCATIONAL LICENSING/SERVICES	4,000				
	TOTAL OTHER CHARGES	613,000				613,000
	TOTAL OTHER SERVICES/CHARGES (3000s)	1,631,800	100,000	160,000	680,000	2,571,800
	CAPITAL OUTLAY (4000s)					
	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 -	5,000	150,000	140,000		
	4460 IS EQUIPMENT	-				
	4465 IS SOFTWARE	-				
	4470 EQUIPMENT - CATS	-				
	4475 SOFTWARE - CATS	-				
	TOTAL FURNITURE & EQUIPMENT	35,000	250,000	240,000		525,000

		2016	2016	2016	2016	2016
	2016 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
	OTHER CAPITAL OUTLAY					
	4510 BOOKS	552,000				
	4520 PERIODICALS & NEWSPAPERS	43,000				
	4530 NONPRINT MATERIALS	343,000				
	to get to 15%	25,000				
	4540 ELECTRONIC RESOURCES	-				
	TOTAL OTHER CAPITAL OUTLAY	963,000				963,000
		15.00%				
	TOTAL CAPITAL OUTLAY	998,000	250,000	240,000		1,488,000
	TOTAL EXPENDITURES 2016	8,451,184	350,000	400,000	680,000	9,881,184
	TOTAL BUDGET 2015	8,241,971	350,000	400,000	607,768	9,599,739
	Increase from 2015	2.54%	0.00%	0.00%	11.88%	2.93%

2016 BUDGET COMPARISON

Worksheet C	2016 BUDGET	2015 BUDGET	2014 ACTUAL	2013 ACTUAL
PERSONNEL SERVICES (1000'S)				
SALARIES				
1120 ADMINISTRATION	180,540	191,013	187,268	177,268
1130 MANAGERS	1,052,557	647,755	616,208	525,051
1140 LIBRARIANS, EXPERTS	1,004,405	1,268,307	1,191,262	1,238,489
1150 SPECIALISTS	205,078	806,354	780,042	803,590
1160 ASSISTANTS-PARAPROFESSIONALS	706,002	454,909	468,598	427,862
1170 TECH / SECRETARIES	56,687	249,535	229,230	240,787
1180 -see "Other Wages" below				
1190 BUILDING SERVICES-MAINT.	137,100	391,482	376,170	365,563
1200 BUILDING SERVICES-SECURITY	113,916			
1280 PRODUCTION ASSISTANTS	32,765			
1290 INFO ASST. / MATERIAL SUPPORT	456,229			
1300 MATERIAL HANDLER	112,831			
1320 TECHNICIANS	15,148			
TOTAL SALARIES	4,073,259	4,009,356	3,848,778	3,778,610
EMPLOYEE BENEFITS				
1210 EMPLOYER CONTRIBUTION/FICA	250,063	248,477	228,078	222,541
1220 UNEMPLOYMENT COMPENSATION	10,000	10,000		-
1230 EMPLOYER CONTRIBUTION/PERF	373,925	367,239	355,157	325,398
1235 EMPLOYEE CONTRIBUTION/PERF	100,159	98,368	95,407	93,018
1240 EMPLOYER CONT/INSURANCE	735,396	758,392	692,328	624,968
1250 EMPLOYER CONT/MEDICARE	58,482	57,409	53,341	52,046
TOTAL EMPLOYEE BENEFITS	1,528,025	1,539,884	1,424,309	1,317,972
OTHER WAGES				
1310 WORKSTUDY	5,000	5,000	2,555	1,782
1180 TEMPORARY STAFF	10,000	10,000	1,359	4,137
1350 STIPEND/RECLASSIFICATION				-
TOTAL OTHER WAGES	15,000	15,000	3,913	5,919
TOTAL PERSONNEL SERVICES	5,616,284	5,564,240	5,277,001	5,102,501

Worksheet C

	2016 BUDGET 66.46%	2015 BUDGET 67.51%	2014 ACTUAL 70.26%	2013 ACTUAL
SUPPLIES (2000'S)				
OFFICE SUPPLIES				
2110 OFFICIAL RECORDS	1,100	1,100	908	1,208
2120 STATIONERY & PRINTING	900	1,100	73	131
2130 OFFICE SUPPLIES	12,200	13,650	6,602	6,898
2140 DUPLICATING	44,200	43,250	30,218	32,507
2150 PROMOTIONAL MATERIALS			200	-
TOTAL OFFICE SUPPLIES	58,400	59,100	38,001	40,744
OPERATING SUPPLIES				
2210 CLEANING SUPPLIES	42,200	38,200	38,429	33,826
2220 FUEL, OIL, & LUBRICANTS	10,500	10,500	8,077	7,941
2230 CATALOGING SUPPLIES-BOOKS	7,000	7,000	4,346	5,723
2240 A/V SUPPLIES-CATALOGING	9,200	9,700	3,966	6,055
2250 CIRCULATION SUPPLIES	32,500	35,000	27,131	28,026
2260 LIGHT BULBS	10,000	7,000	10,573	5,824
2270 VIDEOTAPE - CATS				-
2280 UNIFORMS	1,900	1,900	1,838	1,282
2290 DISPLAY/EXHIBIT SUPPLIES	7,000	8,700	2,230	1,415
TOTAL OPERATING SUPPLIES	120,300	118,000	96,590	90,090
REPAIR & MAINTENANCE SUPPLIES				
2300 IS SUPPLIES	5,000	6,500	2,415	4,993
2310 BUILDING MATERIALS & SUPPLIES	21,000	21,000	15,247	16,795
2315 ENERGY AUDIT MATERIALS				-
2320 PAINT & PAINTING SUPPLIES	400	400	287	194
2340 OTHER REPAIR & BINDING				-
2350 VIDEO MATERIALS - CATS				-
TOTAL REPAIR & MAINTENANCE SUPPLIES	26,400	27,900	17,949	21,983
TOTAL SUPPLIES	205,100	205,000	152,540	152,817

Worksheet C	2016 BUDGET	2015 BUDGET	2014 ACTUAL	2013 ACTUAL
OTHER SERVICES/CHARGES (3000'S)				
PROFESSIONAL SERVICES				
3110 CONSULTING SERVICES	11,000	11,000	12,763	11,071
3120 ENGINEERING/ARCHITECTURAL	10,000	10,000	10,000	-
3130 LEGAL SERVICES	15,000	15,000	7,851	28,971
3140 BUILDING SERVICES	40,000	34,000	33,283	31,438
3150 MAINTENANCE CONTRACTS	155,600	156,100	116,985	120,720
3160 COMPUTER SERVICES (OCLC)	70,500	73,000	60,247	56,154
3170 ADMIN/ACCOUNTING SERVICES	47,000	46,000	39,289	38,720
3175 COLLECTION AGENCY SERVICES	21,000	21,000	15,822	17,743
TOTAL PROFESSIONAL SERVICES	370,100	366,100	296,240	304,817
COMMUNICATION & TRANSPORTATION				
3210 TELEPHONE	33,600	35,800	28,302	31,723
3220 POSTAGE	22,000	24,000	16,652	16,691
3230 TRAVEL EXPENSE	10,000	10,000	3,406	508
3240 PROFESSIONAL MTG. (OFF-SITE)	10,000	10,000	1,423	272
3250 CONTINUING ED. (ON-SITE)	10,000	10,000	1,246	6,410
3260 FREIGHT & DELIVERY	1,000	1,800	17	1,269
TOTAL COMMUNICATION & TRANSPORTATION	86,600	91,600	51,046	56,873
PRINTING & ADVERTISING				
3310 ADVERTISING & PUBLICATION	2,350	2,600	3,400	1,535
3320 PRINTING	5,000	5,000	1,331	1,653
TOTAL PRINTING & ADVERTISING	7,350	7,600	4,731	3,187
INSURANCE				
3410 OFFICIAL BOND	600	600	450	450
3420 OTHER INSURANCE	77,000	69,400	71,658	63,303
TOTAL INSURANCE	77,600	70,000	72,108	63,753
UTILITIES				
3510 GAS	4,950	4,950	2,624	2,631
3520 ELECTRICITY	354,000	318,400	334,672	298,628

Worksheet C		2016	2015	2014	2013
		BUDGET	BUDGET	ACTUAL	ACTUAL
	3530 WATER	27,100	28,300	20,904	24,209
TOTAL UTILITIES		386,050	351,650	358,200	325,467
REPAIR & MAINTENANCE					
	3610 BUILDING REPAIR	28,000	25,000	22,433	24,439
	3630 OTHER EQUIP/FURNITURE REPAIRS	16,000	18,500	4,168	8,189
	3640 VEHICLE REPAIR & MAINTENANCE	10,000	11,500	5,187	7,995
	3650 MATERIAL BINDING/REPAIR SERV.	1,500	2,500	739	1,326
TOTAL REPAIR & MAINTENANCE		55,500	57,500	32,527	41,950
RENTALS					
	3710 REAL ESTATE RENTAL/BOND PMT.	35,600	38,850	31,438	32,025
	3720 EQUIPMENT RENTAL				-
TOTAL RENTALS		35,600	38,850	31,438	32,025
OTHER CHARGES					
	3845 ELEC. RECOURCES-DATABASES	185,000	173,210	146,331	114,988
	3846 E-BOOKS	120,000	116,030	118,738	73,287
	3910 DUES/INSTITUTIONAL	8,000	8,200	7,671	7,200
	1004 MISCELLANEOUS				-
	3920 INTEREST/TEMPORARY LOAN	2,000	2,000	-	-
	3930 TAXES & ASSESSMENTS				-
	3940 TRANSFER TO LIRF	294,000	205,000	-	214,000
	3945 TRANSFER TO RAINY DAY				-
	3950 EDUCATIONAL SERV/LICENSEING	4,000	4,000	3,155	1,444
TOTAL OTHER CHARGES		613,000	508,440	275,896	410,919
TOTAL OTHER SERVICES/CHARGES		1,631,800	1,491,740	1,122,186	1,238,990
CAPITAL OUTLAY (4000'S)					
FURNITURE & EQUIPMENT					
	4410 FURNITURE	10,000	10,000	1,788	6,237
	44105 ENCUMBERED FURNITURE				-
	4420 AUDIO VISUAL EQUIPMENT				-

Worksheet C

	2016 BUDGET	2015 BUDGET	2014 ACTUAL	2013 ACTUAL
4430 OTHER EQUIPMENT	20,000	20,000	17,279	4,082
4440 LAND & BUILDINGS				-
4450 BUILDING RENOVATIONS	5,000	4,000	4,529	-
4460 IS EQUIPMENT				-
4465 IS SOFTWARE				-
4470 EQUIPMENT - CATS				-
4475 SOFTWARE - CATS				-
TOTAL FURNITURE & EQUIPMENT	35,000	34,000	23,596	10,318
OTHER CAPITAL OUTLAY				
4510 BOOKS	552,000	551,700	549,042	579,426
4520 PERIODICALS & NEWSPAPERS	43,000	42,678	38,856	39,032
4530 NONPRINT MATERIALS	343,000	352,589	347,662	363,240
to get to 15%	25,000	-	-	-
4540 ELECTRONIC RESOURCES	-	-	-	-
TOTAL OTHER CAPITAL OUTLAY	963,000	946,967	935,560	981,698
	15.00%	15.00%	15.99%	
TOTAL CAPITAL OUTLAY	998,000	980,967	959,155	992,016
TOTAL OPERATING EXPENDITURES	8,451,184	8,241,947	7,510,882	7,486,324

Monroe County Public Library
2016 Budget: Line Item Detail Narrative
Updated May 14, 2015

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>
1120-1320	The 2016 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 2016.
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 2016.
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 15% 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.
1310	Wages for temporary staff, including work-study students.
3110-3120	Consulting and engineering 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 First year payment on 2016-2018 general obligation bond.



2016 Budget

2016 Operating Fund Revenue Estimate

<i>Revenue Source</i>	<i>2015</i>	<i>2016</i>	<i>% Change</i>	<i>\$ Change</i>
Property Tax	\$5,446,554	\$5,594,896	2.72%	\$148,342
COIT	\$1,968,433	\$1,970,000	0.08%	\$1,567
Commercial Vehicle Excise Tax	\$43,929	\$44,000	0.16%	\$71
Financial Institutions Tax	\$17,533	\$17,000	-3.04%	(\$533)
License Excise Tax	\$334,951	\$300,000	-10.43%	(\$34,951)
Fines and Fees	\$160,000	\$150,000	-6.25%	(\$10,000)
Other Fees (Copier/PLAC)	\$25,000	\$25,000	0.00%	\$0
Interest / meeting rooms	\$7,000	\$8,000	14.29%	\$1,000
TOTAL REVENUE	\$8,003,400	\$8,108,896	1.32%	\$105,496

2016 Spending Estimates

	<i>2015</i>	<i>2016</i>	<i>% Change</i>	<i>\$ Change</i>
Operating Fund				
Personnel Services	5,564,240	5,616,284		
Supplies	205,000	205,100		
Other Services/Charges	1,286,740	1,337,800		
LIRF transfer	205,000	294,000		
Capital	980,967	998,000		
	8,241,947	8,451,184	2.5%	209,237
Debt Fund				
Debt Service - G.O. Bond Payment	620,000	680,000	9.7%	60,000
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	9,611,947	9,881,184	2.8%	269,237

Monroe County Public Library: 2016 Budget Work Plan

<i>Step</i>	<i>State Requirement</i>	<i>MCPL Date</i>
Input from managers		5/15
State Library/DLGF workshop		7/21
Board work session	Discuss budget issues- optional	6/10
Board meeting		6/17
Board work session	Budget –first draft 2015 budget	7/8
Board meeting		7/15
AVGQ announced	Estimated date	7/15
Monroe County AV available	Estimated date	8/1
Board work session	Second draft, with revisions from 7/8	8/12
Board meeting	Approve budget for posting	8/19
Submit budget to County Council for non-binding recommendation	Submit to County Council before 9/1 (last day per DLGF)	8/20
Submit form 3	Gateway Budget Advertising Template	8/20
Verify posting budget and public hearing (9-16) on Gateway	Before 9/14 and at least 10 days before public hearing	8/26
County Council meeting	By 10/1(last day per DLGF)	9/8
Board work session	3 rd Draft with revisions from 8/15	9/9
Public Hearing on Library Budget (immediately before Board meeting)	Before 10/23 and at least 10 days before board adoption	9/16
Objection Petition filed by 10 or more taxpayers	No more than 7 days after public hearing	9/23
Board work session		10/14
Board meeting: Adopt budget	Last day for Board to adopt 11/3	10/21

Gift Proposal

Joe LaMantia, a local artist, has proposed to donate a piece of art to the library. A photo of the sculpture is below. This piece was most recently housed at Rachel's Café.

Our gift policy: <http://mcpl.info/geninfo/gift-policy> states:

Restricted gifts, **gifts-in-kind** (i.e., furnishings, equipment, art, and other decorative objects) and all gifts of consequence (i.e., real property, stocks, annuities, and large monetary gifts) will be considered individually and accepted at the discretion of the MCPL Board of Trustees, in consultation with the library director.



This three-dimensional sculpture is made of EPS foam (heavy Styrofoam) and polyurethane plastic. It measures approximately 7' high x 3.6'w x 1.8'd. This piece was part of a collaborative/community art project in Bloomington, and displayed at the West Baden Springs Hotel in 2002.

Gift Policy

Approved by the [Board of Trustees](#) June 12, 2003
Effective September 1, 2003

Monroe County Public Library Gift Policy

Policy Statement

The Monroe County Public Library (MCPL) Board of Trustees encourages gifts to the library consistent with the library's mission and policies. Donations are not intended to replace regularly budgeted library expenditures; however, private resources can extend and enrich library services.

In addition to making direct library donations, the community may make gifts to the Monroe County Public Library (MCPL) Foundation, a 501(c)(3) organization. The foundation exists to handle gifts of materials, bequests, endowments and other gifts of an enduring nature.

Acceptance of Gifts

1. The library accepts **donations of materials** on behalf of the MCPL Foundation. Only outright gifts in usable condition are accepted. Materials are added to the library's collection as prescribed in the [Collection Development Policy](#). Materials not added to the collection typically are included in booksales to benefit the library.
2. **Unrestricted gifts of money** are gratefully accepted by the library to be used at its discretion. Unrestricted funds allow the library to address its most pressing needs. The director of the library will consult with the MCPL Board of Trustees on the use of gifts greater than \$5,000.
3. Those wishing to **honor** or **memorialize** a person or occasion through the gift of a library purchase may do so using the library's gift form.
4. Because monetary gifts with restrictions are expensive to handle, expend, and track, the library discourages restricted gifts. The library will accept **restricted gifts of money** only if the amount is \$1,000 or more, and the conditions attached are acceptable to the board of trustees.
5. Restricted gifts, **gifts-in-kind** (i.e., furnishings, equipment, art, and other decorative objects) and all **gifts of consequence** (i.e., real property, stocks, annuities, and large monetary gifts) will be considered individually and accepted at the discretion of the the MCPL Board of Trustees, in consultation with the library director.
6. All **grants** are approved by the director of the library. Grants are approved based on their ability to assist the library in pursuit of its mission.
7. The MCPL Board of Trustees and library staff reserve the right to refuse any gift. Because the library does not serve the function of a museum, gifts of items for permanent display or preservation are not normally accepted.
8. Once a gift is accepted by the library, it becomes the property of the library, and may be disposed of accordingly. The gift will not be returned to the donor.

Donor Responsibilities

1. The library cannot assume the responsibility for estimating the value of donated materials for income tax or other purposes.
2. Gifts to the library are tax-deductible as provided by law. Donors should consult their tax adviser. The library gift form, or the acknowledgment letter, serves as the donor's record and receipt.
3. The library gift form will be the usual way for donors to express preferences regarding use of gifts. Donor preferences will be given first consideration.

Acknowledgment and Recognition of Gifts

1. All gifts will be acknowledged in writing by the library, provided that a library gift form is submitted, or a gift check with current address is made out to "Monroe County Public Library."
2. Gifts of materials are generally acknowledged only through the library gift form, which must be filled out at the time of donation.
3. Monetary gifts and gifts of consequence to the library will be acknowledged by letter from the library director (or the director's designate). Gifts of consequence also will be acknowledged by a letter from the president of the board of trustees. Acknowledgments are sent to individuals whom donors wish to notify of the gift.
4. The MCPL Board of Trustees will decide on appropriate levels of recognition commensurate with contributions to any library fundraising campaign and for gifts of consequence to the library.

Policy Administration

1. The library director is responsible for the administration of this policy.
2. The MCPL Board of Trustees reserves the right to amend this policy at any time.