

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**WORK SESSION  
October 11, 2017  
5:45 p.m.  
Meeting Room 1B**

**AGENDA**

1. Call to Order – John Walsh, President
2. Review of 2018 Budget -- Gary Lettelleir (page 1-23)
3. Review of 2018 Employee Insurance Package – Kyle Wickemeyer-Hardy (page 24-29)
4. Annual Review of Computer Disaster Recovery (confidential internal document sent separately of online packet)
5. Review of Resolution for Surplus Equipment. – Gary Lettelleir (page 30)
6. Public Comment
7. Adjournment

View the Board Packet on the Library's website:

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

**Monroe County Public Library  
2018 Budget**

September update: The LIRF transfer has been reduced by \$13,000 and the CATS growth quotient subsidy has been added for \$13,000. There were also minor adjustments between supplies and other services and charges but no change to total revenue or spending.

Second August update: We found out that the LIT estimates released August 1 were based on 90% of the 2017 LIT figures. Last Friday the State Budget Agency released their 2018 LIT projections and they were very close to our original estimate. The actual increase for Monroe County is 4.27%. We are putting \$400,000 back into the spending budget but rather than putting it back in the operating fund, we are going to put it in the LIRF fund.

First August update: The figures for the 2018 tax caps and LIT estimates were released on August 1. We have lowered the LIT projection by about \$307,000. And we have increased the tax cap adjustment to \$147,707. The July tax cap estimate was originally about \$50,000. To offset the revenue reductions, the LIRF transfer has been reduced by \$400,000

The financial plan for 2018 considers the community’s needs and strategic aspirations for library services now and into the future. The 2018 budget plan has the following primary areas of focus:

- Maintaining current operational levels at all facilities while encouraging growth of audiences served.
- Facilities and Information Technology management through pro-active attention to future needs and life cycle replacement planning.
- Ellettsville renovation and updates to interior spaces.
- Providing for new services to meet needs of our growing community through engagement outside our current facilities and planning for a new branch.

Here is a comparison of the Operating Fund projected 2018 spending budget vs. the 2017 spending budget:

	<b>2017</b>	<b>2018</b>	%
	Operating Fund Spending Budget		increase
Wages and Benefits	5,799,572	5,958,661	2.74%
Supplies	198,350	205,900	3.81%
Other Services & Charges	1,392,400	1,402,700	0.74%
LIRF Transfer	426,978	154,000	-63.93%
Capital Outlay	1,019,500	1,019,500	0.00%
<b>Total Operating Expenditures</b>	<b>8,836,800</b>	<b>8,740,761</b>	<b>-1.09%</b>

### **Wage and Benefit Assumptions**

Wages and benefits account for 68% of the 2018 budget. The estimated increase in the wages & benefits category for 2018 compared to the previous year is 2.74%. A final decision on the allocation of the increase between wages and cost of benefits will be made around the end of the year when we see what happens to the cost of health insurance.

### **2018 Revenue Summary**

The total Operating Fund revenue projection for 2018 is about \$8,800,000, an increase of 2.88% compared to 2017 revenue projections. The property tax revenue projection is based on an increase of 4.0% - the 2018 AVGQ. The Local Income Tax estimate is based on the 2017 LIT plus 4%. The other revenue lines which include fines, fees, and miscellaneous state tax revenue make up about 6% of the annual total operating fund revenue and they are based on the 2017 projections. (See Worksheet A.)

### **Budgeted Deficit – Expected Surplus**

Each year the Library maximizes budgeted revenue and spending authority by making annual increases in the operating fund as high as the AVGQ will allow. Budgeting at this level helps reduce the possibility of going back to the County Council for an additional appropriation should there be a spending need. We have been fortunate in the past few years and actual spending has been lower than budgeted spending which has allowed the Library to end the year with a budget surplus and accumulate funds for goals outside our normal operating expenses.

Over the past three budget years the budgeted spending has been higher than the budgeted revenue resulting in a **projected** deficit in each of those overall budgets. In the attached documents the budgeted revenue and spending for 2016 is compared to the actual figures. The 2016 budgeted deficit was about \$287,000 but the year actually resulted in a \$395,000 surplus. The budgeted deficit for 2017 is about \$320,000 but I am hoping that we will end up with a surplus by the end of the year. For 2018 the budgeted spending is about \$22,000 lower than budgeted revenue.

### **Minimum Cash Reserve Balance**

The library's minimum cash reserves are at about \$3 million which is about 30% of the total spending budget. We are using a guideline of one million dollars as the minimum cash reserves in each of these three funds - Operating, Rainy Day, and LIRF funds.

### **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.

**Worksheet E** 2016 Budget vs Actual Revenue and Spending

## 2018 Budget - estimated revenue, expense, and cash balances

Worksheet A	2017 Budget after 1782	2018 Estimates
<b>Operating Fund</b>		
Asses. Val.	6,718,593,869	6,718,593,869
<b>INCOME</b>		
<i>Property Tax 2018 - growth quotient = 1.04 estimate</i>		
Property Tax	\$ 5,798,147	6,030,073
Tax Cap adj	\$ (48,022)	(147,717)
County Option Income Tax	\$ 2,198,787	\$ 2,286,738
Commercial Vehicle Excise Tax	\$ 42,783	\$ 44,226
Financial Institutions Tax	\$ 18,194	\$ 12,546
License Excise	\$ 292,003	\$ 353,931
Fines/Fees	\$ 150,000	\$ 150,000
Other - meeting rooms/interest	\$ 8,000	\$ 8,000
Copier fees	\$ 12,500	\$ 12,500
Other - PLAC	\$ 12,500	\$ 12,500
<b>TOTAL</b>	<b>\$ 8,484,892</b>	<b>\$ 8,762,797</b>
<b>EXPENSES</b>		
Personnel Services	\$ 5,799,572	\$ 5,958,661
Supplies	\$ 198,350	\$ 205,900
Other Services/Charges	\$ 1,392,400	\$ 1,402,700
LIRF xfer	\$ 426,978	\$ 154,000
Capital	\$ 1,019,500	\$ 1,019,500
<b>TOTAL before encumbrance</b>	<b>\$8,836,800</b>	<b>\$8,740,761</b>
<b>\$8,836,800</b>		
<b>FUND BALANCE</b>		
Beginning	\$ 2,148,150	\$ 866,242
addl lirf xfer	\$ (930,000)	
Income less exp.	\$ (351,908)	\$ 22,036
Ending balance	<b>\$ 866,242</b>	<b>\$ 888,278</b>

Debt Service Fund			
INCOME			
Property Tax	\$	678,578	\$ 685,150
Circuit Breaker			
Commercial Vehicle Excise Tax		5,007	5,007
Financial Institutions Tax		2,129	2,129
License Excise		34,174	34,174
<b>TOTAL</b>	<b>\$</b>	<b>719,888</b>	<b>\$ 726,460</b>
EXPENSES			
Bond Payment	\$	688,500	\$ 685,150
FUND BALANCE			
Beginning	\$	76,264	\$ 107,652
Income less exp.	\$	31,388	\$ 41,310
Ending balance	\$	107,652	\$ 148,962
Library Improvement Reserve Fund			
INCOME			
Transfer	\$	426,978	\$ 154,000
EXPENSES			
Other Services/Charges	\$	125,000	\$ 125,000
Capital	\$	400,000	\$ 858,000
<b>TOTAL</b>		<b>\$525,000</b>	
FUND BALANCE			
Beginning	\$	2,092,008	\$ 3,022,008
xfer -	\$	930,000	\$ 167,000
cost			\$ (983,000)
<b>Total</b>	<b>\$</b>	<b>3,022,008</b>	<b>\$ 2,206,008</b>

Worksheet A

**2017 Budget after  
1782**

**2018 Estimates**

		<b>Rainy Day Fund</b>	
INCOME	Transfer - repay		
EXPENSES			
	Other Services/Charges	\$ 85,000	\$ 85,000
	Additional Appropriation		
	Capital	\$ 65,000	\$ 65,000
	<b>TOTAL</b>	<b>\$150,000</b>	<b>\$150,000</b>
FUND BALANCE			
	Beginning	\$ 1,636,653	\$ 1,636,653
	COIT distribution		
	Renov		
	Total	\$ 1,636,653	\$ 1,636,653

2018 BUDGET COMPARISON

Worksheet C	2018 BUDGET	2017 BUDGET	2016 ACTUAL	2015 ACTUAL
PERSONNEL SERVICES (1000'S)				
SALARIES				
1120 ADMINISTRATION	195,284	187,508	130,580	123,262
1130 MANAGERS	1,094,982	1,036,770	1,048,577	902,239
1140 LIBRARIANS, EXPERTS	1,086,833	1,099,735	985,177	1,043,051
1150 SPECIALISTS	239,503	217,914	200,698	369,085
1160 ASSISTANTS-PARAPROFESSIONALS	790,119	719,285	715,318	596,084
1170 TECH / SECRETARIES	64,350	60,450	58,533	105,021
1180 -see "Other Wages" below				
1190 BUILDING SERVICES-MAINT.	166,261	159,101	152,006	216,767
1200 BUILDING SERVICES-SECURITY	114,858	107,838	102,244	71,000
1280 PRODUCTION ASSISTANTS	19,396	17,836	18,220	11,557
1290 INFO ASST. / MATERIAL SUPPORT	437,850	428,875	397,516	306,637
1300 MATERIAL HANDLER	230,000	221,000	213,943	142,310
1320 TECHNICIANS	-	16,151	12,084	9,753
TOTAL SALARIES	4,439,437	4,272,463	4,034,896	3,896,766
EMPLOYEE BENEFITS				
1210 EMPLOYER CONTRIBUTION/FICA	277,793	265,943	240,612	232,449
1220 UNEMPLOYMENT COMPENSATION	10,000	10,000		
1230 EMPLOYER CONTRIBUTION/PERF	386,003	377,098	359,415	357,313
1235 EMPLOYEE CONTRIBUTION/PERF	103,394	101,008	96,602	95,921
1240 EMPLOYER CONT/INSURANCE	662,572	697,564	589,377	551,867
1250 EMPLOYER CONT/MEDICARE	62,462	62,196	56,420	54,363
TOTAL EMPLOYEE BENEFITS	1,502,224	1,513,809	1,342,426	1,291,913
OTHER WAGES				
1310 WORKSTUDY	7,000	3,300	6,396	1,994
1180 TEMPORARY STAFF	10,000	10,000	-	-
1350 STIPEND/RECLASSIFICATION				
TOTAL OTHER WAGES	17,000	13,300	6,396	1,994
TOTAL PERSONNEL SERVICES	5,958,661	5,799,572	5,383,718	5,190,673



## Worksheet C

	2018 BUDGET 68.17%	2017 BUDGET 65.63%	2016 ACTUAL 68.38%	2015 ACTUAL 63.12%
SUPPLIES (2000'S)				
OFFICE SUPPLIES				
2110 OFFICIAL RECORDS	1,100	1,100	755	46
2120 STATIONERY & PRINTING	400	550	262	517
2130 OFFICE SUPPLIES	11,150	11,500	7,100	6,633
2140 DUPLICATING	51,450	44,400	43,104	42,493
2150 PROMOTIONAL MATERIALS				
TOTAL OFFICE SUPPLIES	64,100	57,550	51,221	49,688
OPERATING SUPPLIES				
2210 CLEANING SUPPLIES	40,000	40,000	28,976	31,808
2220 FUEL, OIL, & LUBRICANTS	9,000	9,000	6,163	5,358
2230 CATALOGING SUPPLIES-BOOKS	6,000	6,000	5,221	4,510
2240 A/V SUPPLIES-CATALOGING	6,000	6,000	4,373	4,602
2250 CIRCULATION SUPPLIES	32,500	32,500	27,635	29,351
2260 LIGHT BULBS	12,000	12,000	4,548	8,508
2270 VIDEOTAPE - CATS				
2280 UNIFORMS	1,900	1,900	1,900	1,352
2290 DISPLAY/EXHIBIT SUPPLIES	4,000	4,000	522	1,646
TOTAL OPERATING SUPPLIES	111,400	111,400	79,338	87,134
REPAIR & MAINTENANCE SUPPLIES				
2300 IS SUPPLIES	6,500	6,500	4,499	5,647
2310 BUILDING MATERIALS & SUPPLIES	23,000	22,000	21,819	19,059
2315 ENERGY AUDIT MATERIALS				
2320 PAINT & PAINTING SUPPLIES	900	900	429	898
2340 OTHER REPAIR & BINDING				
2350 VIDEO MATERIALS - CATS				
TOTAL REPAIR & MAINTENANCE SUPPLIES	30,400	29,400	26,747	25,604
TOTAL SUPPLIES	205,900	198,350	157,306	162,426

Worksheet C	2018 BUDGET	2017 BUDGET	2016 ACTUAL	2015 ACTUAL
OTHER SERVICES/CHARGES (3000'S)				
PROFESSIONAL SERVICES				
3110 CONSULTING SERVICES	11,000	39,000	1,302	2,308
3120 ENGINEERING/ARCHITECTURAL	7,000	7,000	-	-
3130 LEGAL SERVICES	18,000	15,500	20,778	12,912
3140 BUILDING SERVICES	40,000	40,000	28,088	30,660
3150 MAINTENANCE CONTRACTS	170,500	170,500	95,806	138,169
3160 COMPUTER SERVICES (OCLC)	74,000	72,500	63,287	62,047
3170 ADMIN/ACCOUNTING SERVICES	59,000	51,000	41,221	41,865
3175 COLLECTION AGENCY SERVICES	18,000	18,000	14,839	17,112
TOTAL PROFESSIONAL SERVICES	397,500	413,500	265,321	305,073
COMMUNICATION & TRANSPORTATION				
3210 TELEPHONE	31,400	31,300	21,129	21,981
3220 POSTAGE	19,000	19,000	15,402	15,945
3230 TRAVEL EXPENSE	-	10,000	5,879	2,719
3240 PROFESSIONAL MTG. (OFF-SITE)	30,000	10,000	1,178	2,612
3250 CONTINUING ED. (ON-SITE)	-	10,000	130	
3260 FREIGHT & DELIVERY	1,400	1,000	1,064	2,064
TOTAL COMMUNICATION & TRANSPORTATION	81,800	81,300	44,782	45,322
PRINTING & ADVERTISING				
3310 ADVERTISING & PUBLICATION	3,100	2,850	1,022	1,948
3320 PRINTING	250	5,000	954	860
TOTAL PRINTING & ADVERTISING	3,350	7,850	1,976	2,808
INSURANCE				
3410 OFFICIAL BOND	600	600	586	450
3420 OTHER INSURANCE	92,500	80,500	71,577	71,831
TOTAL INSURANCE	93,100	81,100	72,163	72,281
UTILITIES				
3510 GAS	4,450	4,450	2,465	2,916
3520 ELECTRICITY	332,000	332,000	271,326	280,803

Worksheet C		2018	2017	2016	2015
		BUDGET	BUDGET	ACTUAL	ACTUAL
	3530 WATER	29,000	26,300	21,154	21,582
TOTAL UTILITIES		365,450	362,750	294,945	305,300
REPAIR & MAINTENANCE					
	3610 BUILDING REPAIR	29,000	29,000	16,423	32,752
	3630 OTHER EQUIP/FURNITURE REPAIRS	16,000	16,000	3,201	5,635
	3640 VEHICLE REPAIR & MAINTENANCE	14,000	12,500	12,004	11,455
	3650 MATERIAL BINDING/REPAIR SERV.	1,500	1,500	369	932
TOTAL REPAIR & MAINTENANCE		60,500	59,000	31,997	50,774
RENTALS					
	3710 REAL ESTATE RENTAL/BOND PMT.	34,000	32,900	27,361	23,290
	3720 EQUIPMENT RENTAL				
TOTAL RENTALS		34,000	32,900	27,361	23,290
OTHER CHARGES					
	3845 ELEC. RECOURCES-DATABASES	190,000	190,000	142,382	143,414
	3846 E-BOOKS	150,000	150,000	174,123	131,298
	3910 DUES/INSTITUTIONAL	7,500	7,500	5,684	5,617
	1004 MISCELLANEOUS				
	3920 INTEREST/TEMPORARY LOAN	2,000	2,000	-	-
	3930 TAXES & ASSESSMENTS				
	3940 TRANSFER TO LIRF	154,000	426,978	298,000	785,000
	3944 CATS SUBSIDY	13,000			
	3945 TRANSFER TO RAINY DAY				
	3950 EDUCATIONAL SERV/LICENSING	4,500	4,500	2,658	3,688
TOTAL OTHER CHARGES		521,000	780,978	622,847	1,069,017
TOTAL OTHER SERVICES/CHARGES		1,556,700	1,819,378	1,361,392	1,873,866
CAPITAL OUTLAY (4000'S)					
FURNITURE & EQUIPMENT					
	4410 FURNITURE	10,000	10,000	3,182	16,574
	44105 ENCUMBERED FURNITURE				

Worksheet C	2018 BUDGET	2017 BUDGET	2016 ACTUAL	2015 ACTUAL
4420 AUDIO VISUAL EQUIPMENT				
4430 OTHER EQUIPMENT	19,000	19,000	15,374	16,453
4440 LAND & BUILDINGS				
4450 BUILDING RENOVATIONS	5,000	5,000		1,607
4460 IS EQUIPMENT				
4465 IS SOFTWARE			350	
4470 EQUIPMENT - CATS				
4475 SOFTWARE - CATS				
<b>TOTAL FURNITURE &amp; EQUIPMENT</b>	<b>34,000</b>	<b>34,000</b>	<b>18,906</b>	<b>34,634</b>
<b>OTHER CAPITAL OUTLAY</b>				
4510 BOOKS	582,000	582,000	572,496	570,167
4520 PERIODICALS & NEWSPAPERS	43,000	43,000	39,271	42,548
4530 NONPRINT MATERIALS	340,000	340,000	340,447	348,739
to get to 15%	20,500	20,500	-	-
4540 ELECTRONIC RESOURCES	-	-	-	-
<b>TOTAL OTHER CAPITAL OUTLAY</b>	<b>985,500</b>	<b>985,500</b>	<b>952,214</b>	<b>961,455</b>
	15.16%	15.00%	16.11%	15.03%
<b>TOTAL CAPITAL OUTLAY</b>	<b>1,019,500</b>	<b>1,019,500</b>	<b>971,120</b>	<b>996,088</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>8,740,761</b>	<b>8,836,800</b>	<b>7,873,536</b>	<b>8,223,054</b>

		2018	2018	2018	2018	2018
2018 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
<b>PERSONNEL SERVICES</b>						
SALARIES						
	1120 ADMINISTRATION	195,284				
	1130 MANAGERS	1,094,982				
	1140 LIBRARIANS, EXPERTS	1,086,833				
	1150 SPECIALISTS	239,503				
	1160 ASSISTANTS-PARAPROFESSIONALS	790,119				
	1170 TECH / SECRETARIES	64,350				
	1180 -see "Other Wages" below					
	1190 BUILDING SERVICES-MAINT.	166,261				
	1200 BUILDING SERVICES-SECURITY	114,858				
	1280 PRODUCTION ASSISTANTS	19,396				
	1290 INFO ASST. / MATERIAL SUPPORT	437,850				
	1300 MATERIAL HANDLER	230,000				
	1320 TECHNICIANS	-				
<b>TOTAL SALARIES</b>		<b>4,439,437</b>		-	-	<b>4,439,437</b>
EMPLOYEE BENEFITS						
	1210 EMPLOYER CONTRIBUTION/FICA	277,793				
	1220 UNEMPLOYMENT COMPENSATION	10,000				
	1230 EMPLOYER CONTRIBUTION/PERF	386,003				
	1235 EMPLOYEE CONTRIBUTION/PERF	103,394				
	1240 EMPLOYER CONT/INSURANCE	662,572				
	1250 EMPLOYER CONT/MEDICARE	62,462				
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>1,502,224</b>		-		<b>1,502,224</b>
OTHER WAGES						
	1310 WORKSTUDY	7,000				
	1180 TEMPORARY STAFF	10,000				
	1350 STIPEND	-				
<b>TOTAL OTHER WAGES</b>		<b>17,000</b>				<b>17,000</b>
<b>TOTAL PERSONNEL SERVICES (1000s)</b>		<b>5,958,661</b>		-		<b>5,958,661</b>

		2018	2018	2018	2018	2018
2018 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
<b>SUPPLIES (2000s)</b>						
OFFICE SUPPLIES						
	2110 OFFICIAL RECORDS	1,100				
	2120 STATIONERY & PRINTING	400				
	2130 OFFICE SUPPLIES	11,150				
	2140 DUPLICATING	51,450				
	2150 PROMOTIONAL MATERIALS	-				
<b>TOTAL OFFICE SUPPLIES</b>		<b>64,100</b>		-		<b>64,100</b>
OPERATING SUPPLIES						
	2210 CLEANING SUPPLIES	40,000				
	2220 FUEL, OIL, & LUBRICANTS	9,000				
	2230 CATALOGING SUPPLIES	6,000				
	2240 AUDIO VISUAL SUPPLIES	6,000				
	2250 CIRCULATION SUPPLIES	32,500				
	2260 LIGHT BULBS	12,000				
	2270 RECORDING MATERIALS - CATS	-				
	2280 UNIFORMS	1,900				
	2290 DISPLAY/EXHIBIT SUPPLIES	4,000				
<b>TOTAL OPERATING SUPPLIES</b>		<b>111,400</b>		-		<b>111,400</b>
REPAIR & MAINTENANCE SUPPLIES						
	2300 IS SUPPLIES	6,500				
	2310 BUILDING MATERIALS & SUPPLIES	23,000				
	2315 ENERGY AUDIT SUPPLIES	-				
	2320 PAINT & PAINTING SUPPLIES	900				
	2340 OTHER REPAIR & BINDING	-				
	2350 RECORDING EQUIP SUPPLIES - CATS	-				
<b>TOTAL REPAIR &amp; MAINTENANCE SUPPLIES</b>		<b>30,400</b>				<b>30,400</b>
<b>TOTAL SUPPLIES (2000s)</b>		<b>205,900</b>		-		<b>205,900</b>
<b>OTHER SERVICES/CHARGES (3000s)</b>						
PROFESSIONAL SERVICES						
	3110 CONSULTING SERVICES	11,000		20,000		

		2018	2018	2018	2018	2018
	2018 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
	3120 ENGINEERING/ARCHITECTURAL	7,000		20,000		
	3130 LEGAL SERVICES	18,000		20,000		
	3140 BUILDING SERVICES	40,000				
	3150 MAINTENANCE CONTRACTS	170,500				
	3160 OCLC & COMPUTER SERVICES	74,000				
	3170 ADMIN/ACCOUNTING SERVICES	59,000				
	3175 COLLECTION AGENCY SERVICE	18,000				
	<b>TOTAL PROFESSIONAL SERVICES</b>	<b>397,500</b>	<b>-</b>	<b>60,000</b>		<b>457,500</b>
	COMMUNICATION & TRANSPORTATION					
	3210 TELEPHONE	31,400				
	3220 POSTAGE	19,000				
	3230 TRAVEL EXPENSE	-				
	3240 PROFESSIONAL MEETINGS	30,000				
	3250 CONTINUING EDUCATION	-				
	3260 FREIGHT & DELIVERY	1,400				
	<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>81,800</b>				<b>81,800</b>
	PRINTING & ADVERTISING					
	3310 ADVERTISING & PUBLICATION	3,100				
	3320 PRINTING	250				
	<b>TOTAL PRINTING &amp; ADVERTISING</b>	<b>3,350</b>				<b>3,350</b>
	INSURANCE					
	3410 OFFICIAL BOND	600				
	3420 OTHER INSURANCE	92,500				
	<b>TOTAL INSURANCE</b>	<b>93,100</b>				<b>93,100</b>
	UTILITIES					
	3510 GAS	4,450				
	3520 ELECTRICITY	332,000				
	3530 WATER	29,000				
	<b>TOTAL UTILITIES</b>	<b>365,450</b>				<b>365,450</b>
	REPAIR & MAINTENANCE					
	3610 BUILDING REPAIR	29,000	125,000	25,000		

		2018	2018	2018	2018	2018
	2018 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
	3630 OTHER REPAIR	16,000				
	3640 VEHICLE REPAIR & MAINTENANCE	14,000				
	3650 MATERIALS BINDING/REPAIR	1,500				
	<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>60,500</b>	<b>125,000</b>	<b>25,000</b>		<b>210,500</b>
	RENTALS					
	3710 REAL ESTATE RENTAL/BOND PMT.	34,000			685,150	
	3720 EQUIPMENT RENTAL	-				
	<b>TOTAL RENTALS</b>	<b>34,000</b>			<b>685,150</b>	<b>719,150</b>
	OTHER CHARGES					
	3845 ELEC. REOURCES-DATABASES	190,000				
	3846 E-BOOKS	150,000				
	3910 DUES/INSTITUTIONAL	7,500				
	3920 INTEREST/TEMPORARY LOAN	2,000				
	3930 TAXES & ASSESSMENTS	-				
	3940 TRANSFER TO LIRF	154,000				
	3944 CATS SUBSIDY	13,000				
	3945 TRANSFER TO RAINY DAY	-				
	3950 EDUCATIONAL LICENSING/SERVICES	4,500				
	<b>TOTAL OTHER CHARGES</b>	<b>521,000</b>				<b>521,000</b>
	<b>TOTAL OTHER SERVICES/CHARGES (3000s)</b>	<b>1,556,700</b>	<b>125,000</b>	<b>85,000</b>	<b>685,150</b>	<b>2,451,850</b>
	<b>CAPITAL OUTLAY (4000s)</b>					
	FURNITURE & EQUIPMENT					
	4410 FURNITURE	10,000	25,000	25,000		
	4420 AUDIO VISUAL EQUIPMENT	-				
	4430 OTHER EQUIPMENT	19,000	125,000	25,000		
	4440 LAND & BUILDINGS	-				
	4450 BUILDING RENOVATION -	5,000	708,000	15,000		
	4460 IS EQUIPMENT	-				
	4465 IS SOFTWARE	-				
	4470 EQUIPMENT - CATS	-				
	4475 SOFTWARE - CATS	-				
	<b>TOTAL FURNITURE &amp; EQUIPMENT</b>	<b>34,000</b>	<b>858,000</b>	<b>65,000</b>		<b>957,000</b>



		2018	2018	2018	2018	2018
	2018 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
	OTHER CAPITAL OUTLAY					
	4510 BOOKS	582,000				
	4520 PERIODICALS & NEWSPAPERS	43,000				
	4530 NONPRINT MATERIALS	340,000				
	to get to 15%	20,500				
	4540 ELECTRONIC RESOURCES	-				
	<b>TOTAL OTHER CAPITAL OUTLAY</b>	<b>985,500</b>				<b>985,500</b>
		15.16%				
	<b>TOTAL CAPITAL OUTLAY</b>	<b>1,019,500</b>	<b>858,000</b>	<b>65,000</b>		<b>1,942,500</b>
	<b>TOTAL EXPENDITURES 2018</b>	<b>8,740,761</b>	<b>983,000</b>	<b>150,000</b>	<b>685,150</b>	<b>10,558,911</b>
	<b>TOTAL BUDGET 2017</b>	8,836,800	525,000	150,000	688,500	<b>10,200,300</b>
	Increase from 2017	-1.09%	87.24%	0.00%	-0.49%	3.52%

**Monroe County Public Library**  
**2018 Budget: Line Item Detail Narrative**  
**Updated June 28, 2017**

**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 2018 wage projection is based on an estimated 2.74% increase in wages and benefits from the previous year budget. The allocation of the increase will depend 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 2018.
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 2018.
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.
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 Third year payment on 2016-2018 general obligation bond.

Monroe County Public Library  
 Analysis of Actual vs Budget Revenue and Spending  
 Year end 12-31-16

	2016		
	Budget	Actual	Variance
<b>Revenue</b>			
Property Tax Receipts	5,598,164	5,554,636	(43,528)
Local Income Tax	2,026,293	2,026,293	-
Other Revenue	544,000	687,803	143,803
	<u>8,168,457</u>	<u>8,268,732</u>	<u>100,275</u>
<b>Spending</b>			
Wages and Benefits	5,616,284	5,383,718	(232,566)
Supplies	205,100	157,307	(47,793)
Other Services and Charges	1,337,800	1,063,393	(274,407)
LIRF transfer	298,000	298,000	-
Capital	998,700	971,120	(27,580)
	<u>8,455,884</u>	<u>7,873,538</u>	<u>(582,346)</u>
Surplus (Deficit)	(287,427)	395,194	682,621

Cash from Operations equals LIRF transfer (298,000) plus 2016 surplus (395,194)

## 2018 Spending Estimates

	<i>2017</i>	<i>2018</i>	<i>% Change</i>	<i>\$ Change</i>
<b>Operating Fund</b>				
Personnel Services	5,799,572	5,958,661	2.74%	159,089
Supplies	198,350	205,900	3.81%	7,550
Other Services/Charges	1,392,400	1,402,700	0.74%	10,300
LIRF transfer w/tax cap adj 48,022	426,978	154,000	-63.93%	(272,978)
Capital	1,019,500	1,019,500	0.00%	-
	<b>8,836,800</b>	<b>8,740,761</b>	-1.1%	(96,039)
<b>Debt Fund</b>				
Debt Service - G.O. Bond Payment	688,500	685,150	-0.5%	(3,350)
<b>Library Improvement Reserve Fund</b>				
Contingency Appropriations	525,000	983,000	87.2%	458,000
<b>Rainy Day Fund</b>				
Contingency Appropriations	150,000	150,000	0.0%	-
<b>Total Budget</b>	<b>10,200,300</b>	<b>10,558,911</b>	<b>3.5%</b>	<b>358,611</b>

## 2018 Operating Fund Revenue Estimate

<i>Revenue Source</i>	<i>2017</i>	<i>2018</i>	<i>% Change</i>	<i>\$ Change</i>
Property Tax	\$5,799,004	\$6,030,073	3.98%	\$231,069
Tax Cap adj	(\$48,022)	(\$147,717)	207.60%	(\$99,695)
Local Income Tax	\$2,198,787	\$2,286,738	4.00%	\$87,951
Commercial Vehicle Excise Tax	\$42,510	\$44,226	4.04%	\$1,716
Financial Institutions Tax	\$18,023	\$12,546	-30.39%	(\$5,477)
License Excise Tax	\$323,852	\$353,931	9.29%	\$30,079
Fines and Fees	\$150,000	\$150,000	0.00%	\$0
Other Fees (Copier/PLAC)	\$25,000	\$25,000	0.00%	\$0
Interest / meeting rooms	\$8,000	\$8,000	0.00%	\$0
<b>TOTAL REVENUE</b>	<b>\$8,517,154</b>	<b>\$8,762,797</b>	<b>2.88%</b>	<b>\$245,643</b>

# ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
 Approved by the State Board of Accounts, 2015  
 Prescribed by the Department of Local Government Finance

Budget Form No. 4  
 Generated 10/2/2017 1:31:24 PM

Ordinance Number:

Be it ordained/resolved by the **Monroe County Council** that for the expenses of **MONROE COUNTY PUBLIC LIBRARY** for the year ending December 31, **2018** 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 expenses 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/resolution shall be in full force and effect from and after its passage and approval by the **Monroe County Council**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Monroe County Council	County Council	10/18/2017

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$150,000	\$0	0.0000
0101	GENERAL	\$8,740,761	\$6,030,073	0.0879
0180	DEBT SERVICE	\$685,150	\$685,150	0.0100
2011	LIBRARY IMPROVEMENT RESERVE	\$983,000	\$0	0.0000
		<b>\$10,558,911</b>	<b>\$6,715,223</b>	<b>0.0979</b>

Name		Signature
John A. Walsh	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Kari Esarey	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"/>	
Fred Risinger	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Christine Harrison	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Katherine Loser	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Valerie Merriam	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	

# ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
Approved by the State Board of Accounts, 2015  
Prescribed by the Department of Local Government Finance

Budget Form No. 4  
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## ATTEST

Name	Title	Signature



## Proposal for 2018 Insurance Plan Year

### HEALTH INSURANCE

SIHO (Southeastern Indiana Health Organization)

**Our recommendation for plan year 2018 is to remain with the group health care coverage provided by SIHO.**

Reflecting changes in the market, the premium percentage increase for the PPO/\$500 deductible plan and the HSA \$5,000 deductible plan is 2%. The premium for the HSA \$2,500 plan will decrease by -.05%. There are no changes in coverage provisions.

The prescription co-pays remain unchanged. The PPO plan follows a four Tier level structure of \$10, \$30, \$45, or 25%. For the HSA plans, the employee pays 100% until they reach their deductible. **Reference Health Care Premiums Handout**

### ACTIVATE CLINIC

**We recommend continuing Activate Clinic coverage** for all full-time staff, and continuing the discounted employee/employer cost-share offers for our 15, 20, and 25 hour staff wishing access to Activate Clinic services for themselves and their dependents.

Activate increased rates for 2018 by 3.2%, including a one-time technology replacement and maintenance factor of 0.7%. **Reference the lower portion of the Health Care Premiums Handout.**

### DENTAL, VISION, SHORT-TERM DISABILITY, Life, LTD, ADD, and ANCILLARY PRODUCTS

#### **Guardian**

Our recommendation is to continue offering Guardian insurances. Guardian quoted a rate hold for all of our current plans for Dental and Vision insurance. **Reference Dental and Vision Premiums handout.**

In addition, the rate hold includes employer-paid Basic Life, Long Term Disability, Accidental Death and Dismemberment (ADD) and shared-cost short-term disability. All voluntary life/ADD and Short Term disability insurance offerings also received a rate hold.

**We recommend continuing to offer Allstate Insurance ancillary** products as a voluntary employee-paid benefit. This includes Voluntary Accidental, Critical Illness, and Cancer Insurance to Guardian.

The coverage provisions and cost to the employee for these voluntary products remain unchanged.

### **Open Enrollment**

In addition, both Guardian and SIHO are able to receive electronic transfer of enrollment and maintenance data, using our new UltiPro HCM system. This will be our first year to offer an on-line benefit enrollment experience for our staff. Moving to a web-based enrollment system will greatly enhance the efficiency of Human Resources operations and benefits management.

Manual upload of enrollment data and payments for several benefits (employer and employee HSA contributions (German American), Activate Clinic, Allstate, TASC FSA and COBRA, and Pre-Paid Legal) will still be necessary.



Monroe County Public Library

Addendum A

PPO \$500, HSA \$2,500 & HSA \$5,000 Deductible Plans + Clinic  
 SIHO - Landmark Combined Network  
 Health Care Premium Contributions for Year 2018

Full-time and 30-hour Employees  Insurance + Clinic	PPO \$500   \$1,500 deductible <i>Embedded (LAQ)</i>				HSA - Buy-up \$2,500   \$5000 deductible <i>Non-Embedded (L5N)</i>				HSA - Core \$5,000   \$10,000 deductible <i>Embedded (LYR)</i>							
	CONTRIBUTIONS								CONTRIBUTIONS							
	Employee		Library		Employee		Library		Employee		Library					
Employee Only	Annual	Biweekly	Annual	Bi-weekly	Annual	Biweekly	Annual	Bi-Weekly	Annual	Biweekly	Annual	Bi-weekly				
37.5 Hr/Week FT	\$1,579	\$60.74	\$7,729	\$297.28	-\$701	-\$26.95	\$7,729	\$297.28	-\$2,009	-\$77.26	\$7,729	\$297.28				
30 Hr/Week/PT	\$3,125	\$120.20	\$6,183	\$237.83	\$845	\$32.51	\$6,183	\$237.83	-\$463	-\$17.80	\$6,183	\$237.83				
<b>EE/Child(ren)</b>																
37.5 Hr/Week FT	\$7,708	\$296.44	\$9,386	\$360.99	\$3,688	\$141.83	\$9,386	\$360.99	\$1,180	\$45.37	\$9,386	\$360.99				
30 Hr/Week/PT	\$9,585	\$368.64	\$7,509	\$288.79	\$5,565	\$214.03	\$7,509	\$288.79	\$3,057	\$117.57	\$7,509	\$288.79				
<b>EE/Spouse</b>																
37.5 Hr/Week FT	\$9,982	\$383.93	\$9,787	\$376.43	\$5,506	\$211.78	\$9,787	\$376.43	\$2,374	\$91.31	\$9,787	\$376.43				
30 Hr/Week/PT	\$11,940	\$459.22	\$7,830	\$301.14	\$7,464	\$287.06	\$7,830	\$301.14	\$4,332	\$166.60	\$7,830	\$301.14				
<b>Family</b>																
37.5 Hr/Week FT	\$13,384	\$514.78	\$10,962	\$421.63	\$10,732	\$412.78	\$10,962	\$421.63	\$4,468	\$171.85	\$10,962	\$421.63				
30 Hr/Week/PT	\$15,577	\$599.10	\$8,770	\$337.30	\$12,925	\$497.10	\$8,770	\$337.30	\$6,661	\$256.18	\$8,770	\$337.30				

Voluntary Activate Clinic Employees & Dependents not covered by MCPL Health Insurance	Voluntary Activate Clinic Coverage 50%				Voluntary Activate Clinic Coverage @ 75% paid by Part Time (15/20/25 Hr. Staff)			
	CONTRIBUTIONS							
	Employee		Library		Employee		Library	
	Annual	Biweekly	Annual	Bi-weekly	Annual	Biweekly	Annual	Bi-weekly
<b>Employee Only</b>	\$244	\$9.40	\$244	\$9.40	\$122	\$4.70	\$366	\$14.10
<b>Additional Per Dependent</b>	\$244	\$9.40	\$244	\$9.40				
<b>Family/Employee +3 Dep</b>	\$977	\$37.59	\$977	\$37.59				

Note: Employee must participate in clinic in order to enroll dependent

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

\$7,729

\*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 2018 is \$3,450 for employee only and \$6,900 for those with dependent/family coverage.

	2018		2018			2018		
	Premium	Premium	Premium	Premium	and hsa lib	Premium	Premium	and hsa lib
Employee Only	9,309	-	7,029	-	701	5,721	-	\$2,009
EE/Child(ren)	17,093	7,785	13,073	6,045		10,565	4,845	\$463
EE/Spouse	19,769	10,461	15,293	8,265		12,161	6,441	
Family	24,347	15,038	21,695	14,666		15,431	9,710	



Monroe County Public Library

## Addendum B Guardian Dental Premiums

### Dental Care Premium Contributions for Year 2018

Coverage Type and Employee Status	Dental Contributions			
	Employee Contributions		Library Contributions	
Employee Only	Annual	Biweekly	Annual	Bi-weekly
37.5 Hr/Week FT	\$42.49	\$1.63	\$424.55	\$16.33
30 Hr/Week/PT	\$127.40	\$4.90	\$339.64	\$13.06
25 Hr/Week/PT	\$184.01	\$7.08	\$283.03	\$10.89
20 Hr/Week/PT	\$240.61	\$9.25	\$226.43	\$8.71
<b>EE/Child(ren)</b>				
37.5 Hr/Week FT	\$511.28	\$19.66	\$507.28	\$19.51
30 Hr/Week/PT	\$612.74	\$23.57	\$405.82	\$15.61
25 Hr/Week/PT	\$680.37	\$26.17	\$338.19	\$13.01
20 Hr/Week/PT	\$748.01	\$28.77	\$270.55	\$10.41
<b>EE/Spouse</b>				
37.5 Hr/Week FT	\$467.52	\$17.98	\$499.56	\$19.21
30 Hr/Week/PT	\$567.44	\$21.82	\$399.64	\$15.37
25 Hr/Week/PT	\$634.04	\$24.39	\$333.04	\$12.81
20 Hr/Week/PT	\$700.65	\$26.95	\$266.43	\$10.25
<b>Family</b>				
37.5 Hr/Week FT	\$983.03	\$37.81	\$590.53	\$22.71
30 Hr/Week/PT	\$1,101.14	\$42.35	\$472.42	\$18.17
25 Hr/Week/PT	\$1,179.87	\$45.38	\$393.69	\$15.14
20 Hr/Week/PT	\$1,258.61	\$48.41	\$314.95	\$12.11

In this option, the Library contributes an equal amount to each full-time employee \$424.55  
 Part-time contributions are calculated based on the percentage of time worked (20 hrs. = 53%; 25hrs. = 66%; 30hrs. = 80%).

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

Annual deductible for an individual is \$25.00. *The family deductible limit is 3 per family, and must be met by one, or combination of, family members before plan coverage takes effect at 100%.*



Monroe County Public Library

## Addendum C

### Guardian VSP Choice Network Vision Premiums for Year 2018

#### Voluntary/Employee Paid

	Annual Rate	Monthly Rate	Bi-Weekly Rate
Employee Only	\$123.48	\$10.29	<b>\$4.75</b>
Employee/Children	\$211.68	\$17.64	<b>\$8.14</b>
Employee/Spouse	\$207.72	\$17.31	<b>\$7.99</b>
Employee/Family	\$335.28	\$27.94	<b>\$12.90</b>

**Addendum D**  
**Monroe County Public Library**  
**2018 Short Term Disability (STD) Benefit Offering**

**The Library offers the voluntary Short Term Disability benefit on a cost shared basis. This benefit helps to protect employees' income when they are unable to work for an extended period of time due to qualifying health conditions.**

**What you need to know**

- Employees working 37.5, 30 and 25 hours per week are eligible for the STD benefit.
- Employees must exhaust accumulated sick and personal leave before using STD.
- The cost of coverage is based on individual income and will differ for each employee.

**The Library contributes up to an annual maximum of \$150 per employee enrolled in STD coverage.**

Employees working **37.5** hours per week receive a **\$150** annual contribution  
Employees working **30** hours per week receive a **\$120** annual contribution  
Employees working **25** hours per week receive a **\$100** annual contribution

You will find your bi-weekly Guardian STD premium rates in your on-line benefits enrollment packet. Identify your annual salary and associated estimated bi-weekly rate.

*Note that salaries are rounded to the nearest \$5,000. The payroll deduction amount may vary by a few cents due to rounding.*

The amounts listed below are the bi-weekly amounts that MCPL will contribute.

**37.5 hours per week: \$5.77 per pay**

**30.0 hours per week: \$4.62 per pay**

**25.0 hours per week: \$3.85 per pay**



**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.

Local Tag	Description	Serial #
	46 lounge chairs	
	6 occasional tables	
	9 (6 person) computer tables	
	Sorter/AMH (Ellettsville)	
	2 large file cabinets	
	Information Center Desk	
	Washing machine	

ADOPTED THIS 18th DAY OF OCTOBER, 2017

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