

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES WORK SESSION
October 10, 2018, 5:45 p.m.
Meeting Room 1B**

AGENDA

1. Call to Order – John Walsh, President
2. Review of 2019 Budget -- Gary Lettelleir (page 1-22)
3. Review of 2019 Employee Insurance Package – Kyle Wickemeyer-Hardy (page 23-28)
4. Annual Review of Computer Disaster Recovery (confidential internal document sent separately of online packet) – Marilyn Wood
5. 3-D Printer Policy – Jane Cronkhite (page 29)
6. Zine gift proposal – Grier Carson (page 30)
7. Public Comment
8. Adjournment

View the Board Packet on the Library's website: <https://mcpl.info/library-trustees/meetings>

MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES PUBLIC COMMENT POLICY

The MCPL Board of Trustees shall have a time providing for public comment during all public meetings. Comments should be relevant to Library matters, excluding personnel issues. Individual speakers are asked to limit their remarks to three-to-five minutes. The chair shall be allowed to limit the time for individual speakers and to limit the total time for public comment.

Public comment time is provided for the public to express their opinions or concerns about matters over which the Board of Trustees has authority or responsibility. Comments are intended to be statements from speakers; speakers may not engage the Board in a question-and-answer exchange during public comments. Questions relating to library or administrative procedures which could be addressed outside of a library board meeting should be referred to the appropriate library staff at other times. Expressions of opinion about these matters are appropriate for the public comment time on the agenda.

Policy revised April 18, 2018

**Monroe County Public Library
2019 Budget**

September update:

The big news for September is the assessed value of the property that most of the Library's tax revenue is based on. That feeling of a growing city with more traffic and lots of construction activity is evident. The assessed value increased by about \$258 million or 3.77%. Even though the revenue from the property tax levy will increase by about \$200,000, the tax rate for patrons will decrease.

MCPL Tax Rate Data						
	2019		2018		2017	
change %	3.77%		2.06%		1.71%	
AV	7,115,729,204		6,857,203,560		6,718,593,869	
per \$100	71,157,292		68,572,036		67,185,939	
operating levy	6,236,017	0.0876	6,030,073	0.0879	5,799,004	0.0863
debt levy	685,150	0.0096	685,150	0.0100	688,500	0.0102
		0.0973		0.0979		0.0966
Tax on property with A.V. 150,000						
Assessed Value of property		150,000		150,000		150,000
per 100 A.V.		1,500		1,500		1,500
library tax		145.90		146.89		144.84

The financial plan for 2019 considers initiatives and ongoing services outlined as priorities in the Library's strategic direction 2018-2020. The 2019 budget plan provides support to meet these goals:

- Provide free, equitable, and convenient access to information.
- Support reading, 21st century literacy skills, and lifelong learning.
- Provide a safe and welcoming place for all.

- Promote a climate of civility, inclusiveness, and compassion.

Here is a comparison of the Operating Fund projected 2019 spending budget vs. the 2018 spending budget:

<u>Operating Spending Budget</u>	2019	2018	change	% change
Wages and Benefits	6,282,892	5,958,661	324,231	5.44%
Supplies	222,750	205,900	16,850	8.18%
Other Services and Charges less xfers	1,512,850	1,402,700	110,150	7.85%
LIRF transfer	-	154,000	(154,000)	-100.00%
Capital	1,052,500	1,019,500	33,000	3.24%
Operating Expense	9,070,992	8,740,761	330,231	3.78%

Wage and Benefit Assumptions

Wages and benefits account for 69% of the 2019 budget. The estimated increase in the wages & benefits category for 2019 compared to the previous year is 5.44%. This includes a 12% overall increase for benefits including 15% for health insurance to support an increase in costs and a greater number of participants, a change in calculation for estimating less than 20-hour/wk position wages and annual staff salary increases of \$.75 or 2.75%. 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.

2019 Revenue Summary

The total Operating Fund revenue projection for 2019 is about \$9,073,000, an increase of about 3.5% compared to 2018 revenue projections. The property tax revenue projection is based on an increase of 3.4% - the estimated 2019 AVGQ. The Local Income Tax increased 4.6% which amounts to about \$105,000 over the 2018 Local Income Tax. The other revenue lines which include fines, fees, and miscellaneous state tax revenue make up about 7% of the annual total operating fund revenue. (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.

Here is a look at how actual 2017 results compared to the budget:

Analysis of Actual vs Budget Revenue and Spending			
Year end 12-31-17	2017		
	Budget	Actual	Variance
<u>Operating Revenue</u>			
Property Tax Receipts	6,183,389	6,245,881	62,492
Local Income Tax	2,198,787	2,198,787	-
Other Revenue	183,000	216,814	33,814
Sub T	8,565,176	8,661,483	96,307
<u>Operating Spending</u>			
Wages and Benefits	5,799,572	5,569,581	(229,991)
Supplies	198,350	148,862	(49,488)
Other Services and Charges less xfers	1,392,400	1,193,936	(198,464)
Capital	1,019,500	975,939	(43,561)
Operating Expense	8,409,822	7,888,318	(521,504)
Net Operating Reciepts	155,354	773,165	617,811

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.

2020 and Beyond! – next page is a financial roadmap for bond planning

MCPL Financial Planning Overview

2019-2021 General Obligation Bond Planning and Future Revenue and Expense Scenarios for new Branch Planning

The Current MCPL tax rate for debt levy is about 1 penny per \$100 of assessed value. The 2019 G O Bond renewal will remain the same.

The 2019 GOB project includes renovation and improvements to existing Library facilities, acquisition of library equipment, maintenance and improvements, and certain acquisition, design and construction costs for a new Library branch.

2019 Bond proceeds after bond related expenses would be around \$1,900,000. The anticipated debt levy would remain around \$685,000 per year.

Accumulated Funds projection July 2018

	LIRF		Rainy Day
12/31/17 balance	\$	3,448,986	\$ 1,636,653
2018 transfer	\$	154,000	\$ 346,141
less reserve balance	\$	(1,000,000)	\$ (1,000,000)
less Ell project	\$	(1,834,865)	
12/31/18 proj balance	\$	768,121	\$ 982,794

Bond Planning Scenario

Future Bond planning maintains current tax rates and include both a longer term GOB for existing facility maintenance and equipment, and a long-term construction bond for new branch building costs.

Year	Proceeds from GOB	Proceeds from Facility Bond	Equipment & IT	Facility Maint & Impr.	New Branch Allocation
2019-2021	\$ 1,900,000		\$ 782,100	\$ 449,700	\$668,200
2021 -2040*		\$ 4,600,000			\$ 4,600,000
2022-2027	\$ 1,900,000		\$ 950,000	\$ 950,000	
2028-2033	\$ 1,900,000		\$ 950,000	\$ 950,000	

*date of issuance could be 2021 or 2022, dependent on decisions & timing for facility planning or construction

Funds Available for New Branch Project with these Scenarios

projected 2018 year end LIRF balance	\$	768,121	Maintains 1 million reserve
Projected 2018 year end Rainy Day balance	\$	982,794	Maintains 1 million reserve
2019-2021 bond estimated branch allocation	\$	668,200	
2021 Facility Bond	\$	4,600,000	
2018 Net Operating receipts	\$	700,000	
2019 Net Operating receipts	\$	700,000	
2020 Net Operating receipts	\$	700,000	
2021 Net Operating receipts	\$	700,000	
FUNDS AVAILABLE	\$	9,819,115	

Do You Have a Financial Roadmap to the Future?

By Paige E. Sansone, CPA, Partner, May 31, 2018



Many governmental units across Indiana, large and small, are facing financial challenges due to rising costs, declining revenues, lack of economic growth, and property tax losses due to Circuit Breaker Tax Credits and other legislative changes. All of these factors are changing the way we budget. Taking a short-term “fill-in-the-forms” approach to budgeting is no longer sufficient to the need. There is a greater urgency to extend planning horizons beyond one year and develop long-term cash flow projections to identify potential budget deficits and cash flow shortages before they occur.

Developing a three to five year comprehensive financial plan can provide your community with a financial road map to the future. The plan can be used as a tool to map out priorities and estimate the impact of increasing costs, changing revenue streams, and legislative mandates. It can define your government’s financial position, predict receipts and disbursements, and identify potential funding gaps or investment opportunities. A comprehensive financial plan can provide the framework for developing financing plans for capital projects and better manage debt obligations.

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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

2019 Budget - estimated revenue, expense, and cash balances

Worksheet A		2018 Budget after 1782	2019 Estimates
Operating Fund			
Asses. Val.		6,857,203,560	7,115,729,204
INCOME			
<i>Property Tax 2019 - growth quotient = 1.034</i>			
Property Tax	\$	6,027,482	6,236,017
Tax Cap adj	\$	(147,717)	(200,613)
County Option Income Tax	\$	2,286,738	\$ 2,391,786
Commercial Vehicle Excise Tax	\$	44,226	\$ 44,226
Financial Institutions Tax	\$	12,546	\$ 18,300
License Excise	\$	202,579	\$ 400,000
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
	TOTAL \$	8,608,854	\$ 9,072,716
EXPENSES			
Personnel Services	\$	5,958,661	\$ 6,282,892
Supplies	\$	205,900	\$ 222,750
Other Services/Charges	\$	1,402,700	\$ 1,512,850
LIRF xfer	\$	154,000	
Capital	\$	1,019,500	\$ 1,052,500
	TOTAL before encumbrance	\$8,740,761	\$9,070,992
FUND BALANCE			
Beginning	\$	1,045,913	\$ 1,045,913
addl lirr xfer			
Income less exp.			\$ 1,724
Ending balance	\$	1,045,913	\$ 1,047,637

Worksheet A		2018 Budget after 1782	2019 Estimates
Debt Service Fund			
INCOME			
Property Tax	\$	534,862	\$ 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
TOTAL	\$	576,172	\$ 726,460
EXPENSES			
Bond Payment	\$	688,500	\$ 685,150
FUND BALANCE			
Beginning	\$	122,993	\$ 10,665
Income less exp.	\$	(112,328)	\$ 41,310
Ending balance	\$	10,665	\$ 51,975
Library Improvement Reserve Fund			
INCOME			
Transfer	\$	154,000	
EXPENSES			
Other Services/Charges	\$	125,000	\$ 114,000
Capital	\$	858,000	\$ 897,000
TOTAL		\$983,000	\$1,011,000
FUND BALANCE			
Beginning	\$	3,448,986	\$ 2,648,986
addl approp	\$	(800,000)	
cost	\$	(1,000,000)	
Total	\$	2,648,986	\$ 2,648,986

Worksheet A		2018 Budget after 1782	2019 Estimates
Rainy Day Fund			
INCOME	Transfer - repay		
EXPENSES			
	Other Services/Charges		
	Additional Appropriation		
	Capital		
	TOTAL		
FUND BALANCE			
	Beginning	\$ 1,636,653	\$ 1,982,774
	transfer 2017 surplus	\$ 346,121	
	Renov		
	Total	\$ 1,982,774	\$ 1,982,774

			2019	2019	2019	2019	2019
		2019 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
		worksheet B					
		PERSONNEL SERVICES					
		SALARIES					
		1120 ADMINISTRATION	200,655				
		1130 MANAGERS	1,190,772				
		1140 LIBRARIANS, EXPERTS	1,067,979				
		1150 SPECIALISTS	253,785				
		1160 ASSISTANTS-PARAPROFESSIONALS	822,255				
		1170 TECH / SECRETARIES	57,275				
		1180 -see "Other Wages" below					
		1190 BUILDING SERVICES-MAINT.	174,158				
		1200 BUILDING SERVICES-SECURITY	114,594				
		1280 PRODUCTION ASSISTANTS	19,422				
		1290 INFO ASST. / MATERIAL SUPPORT	451,487				
		1300 MATERIAL HANDLER	307,889				
		1320 TECHNICIANS	-				
		TOTAL SALARIES	4,660,271		-	-	4,660,271
		EMPLOYEE BENEFITS					
		1210 EMPLOYER CONTRIBUTION/FICA	282,137				
		1220 UNEMPLOYMENT COMPENSATION	10,000				
		1230 EMPLOYER CONTRIBUTION/PERF	397,538				
		1235 EMPLOYEE CONTRIBUTION/PERF	108,563				
		1240 EMPLOYER CONT/INSURANCE	742,897				
		1250 EMPLOYER CONT/MEDICARE	64,286				
		TOTAL EMPLOYEE BENEFITS	1,605,421		-		1,605,421
		OTHER WAGES					
		1310 WORKSTUDY	7,200				
		1180 TEMPORARY STAFF	10,000				
		1350 STIPEND	-				
		TOTAL OTHER WAGES	17,200				17,200
		TOTAL PERSONNEL SERVICES (1000s)	6,282,892		-		6,282,892

			2019	2019	2019	2019	2019
		2019 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
		worksheet B					
		SUPPLIES (2000s)					
		OFFICE SUPPLIES					
		2110 OFFICIAL RECORDS	1,100				
		2120 STATIONERY & PRINTING	550				
		2130 OFFICE SUPPLIES	11,050				
		2140 DUPLICATING	60,250				
		2150 PROMOTIONAL MATERIALS	-				
		TOTAL OFFICE SUPPLIES	72,950		-		72,950
		OPERATING SUPPLIES					
		2210 CLEANING SUPPLIES	40,000				
		2220 FUEL, OIL, & LUBRICANTS	11,000				
		2230 CATALOGING SUPPLIES	7,500				
		2240 AUDIO VISUAL SUPPLIES	6,000				
		2250 CIRCULATION SUPPLIES	38,000				
		2260 LIGHT BULBS	10,000				
		2270 RECORDING MATERIALS - CATS	-				
		2280 UNIFORMS	1,900				
		2290 DISPLAY/EXHIBIT SUPPLIES	4,000				
		TOTAL OPERATING SUPPLIES	118,400		-		118,400
		REPAIR & MAINTENANCE SUPPLIES					
		2300 IS SUPPLIES	7,500				
		2310 BUILDING MATERIALS & SUPPLIES	23,000				
		2315 ENERGY AUDIT SUPPLIES	-				
		2320 PAINT & PAINTING SUPPLIES	900				
		2340 OTHER REPAIR & BINDING	-				
		2350 RECORDING EQUIP SUPPLIES - CATS	-				
		TOTAL REPAIR & MAINTENANCE SUPPLIES	31,400				31,400
		TOTAL SUPPLIES (2000s)	222,750		-		222,750
		OTHER SERVICES/CHARGES (3000s)					
		PROFESSIONAL SERVICES					
		3110 CONSULTING SERVICES	11,000		20,000		

		2019	2019	2019	2019	2019
	2019 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
	worksheet B					
	3120 ENGINEERING/ARCHITECTURAL	7,000		20,000		
	3130 LEGAL SERVICES	18,000		20,000		
	3140 BUILDING SERVICES	40,000				
	3150 MAINTENANCE CONTRACTS	217,600				
	3160 OCLC & COMPUTER SERVICES	83,500				
	3170 ADMIN/ACCOUNTING SERVICES	70,000				
	3175 COLLECTION AGENCY SERVICE	18,000				
	TOTAL PROFESSIONAL SERVICES	465,100	-	60,000		525,100
	COMMUNICATION & TRANSPORTATION					
	3210 TELEPHONE	31,800				
	3220 POSTAGE	20,000				
	3230 TRAVEL EXPENSE	-				
	3240 PROFESSIONAL MEETINGS	30,000				
	3250 CONTINUING EDUCATION	-				
	3260 FREIGHT & DELIVERY	1,900				
	TOTAL COMMUNICATION & TRANSPORTATION	83,700				83,700
	PRINTING & ADVERTISING					
	3310 ADVERTISING & PUBLICATION	3,600				
	3320 PRINTING	-				
	TOTAL PRINTING & ADVERTISING	3,600				3,600
	INSURANCE					
	3410 OFFICIAL BOND	700				
	3420 OTHER INSURANCE	106,000				
	TOTAL INSURANCE	106,700				106,700
	UTILITIES					
	3510 GAS	4,450				
	3520 ELECTRICITY	353,000				
	3530 WATER	30,000				
	TOTAL UTILITIES	387,450				387,450
	REPAIR & MAINTENANCE					
	3610 BUILDING REPAIR	29,000	114,000	25,000		

		2019	2019	2019	2019	2019
	2019 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
	worksheet B					
	3630 OTHER REPAIR	16,000				
	3640 VEHICLE REPAIR & MAINTENANCE	16,000				
	3650 MATERIALS BINDING/REPAIR	1,500				
	TOTAL REPAIR & MAINTENANCE	62,500	114,000	25,000		201,500
	RENTALS					
	3710 REAL ESTATE RENTAL/BOND PMT.	35,200			685,150	
	3720 EQUIPMENT RENTAL	-				
	TOTAL RENTALS	35,200			685,150	720,350
	OTHER CHARGES					
	3845 ELEC. REOURCES-DATABASES	190,000				
	3846 E-BOOKS	150,000				
	3910 DUES/INSTITUTIONAL	8,600				
	3920 INTEREST/TEMPORARY LOAN	-				
	3930 TAXES & ASSESSMENTS	-				
	3940 TRANSFER TO LIRF	-				
	3944 CATS SUBSIDY	15,000				
	3945 TRANSFER TO RAINY DAY	-				
	3950 EDUCATIONAL LICENSING/SERVICES	5,000				
	TOTAL OTHER CHARGES	368,600				368,600
	TOTAL OTHER SERVICES/CHARGES (3000s)	1,512,850	114,000	85,000	685,150	2,397,000
	CAPITAL OUTLAY (4000s)					
	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	747,000	15,000		
	4460 IS EQUIPMENT	-				
	4465 IS SOFTWARE	-				
	4470 EQUIPMENT - CATS	-				
	4475 SOFTWARE - CATS	-				
	TOTAL FURNITURE & EQUIPMENT	34,000	897,000	65,000		996,000

			2019	2019	2019	2019	2019
		2019 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
		worksheet B					
		OTHER CAPITAL OUTLAY					
		4510 BOOKS	602,500				
		4520 PERIODICALS & NEWSPAPERS	43,000				
		4530 NONPRINT MATERIALS	340,000				
		to get to 15%	33,000				
		4540 ELECTRONIC RESOURCES	-				
		TOTAL OTHER CAPITAL OUTLAY	1,018,500				1,018,500
			14.98%				
		TOTAL CAPITAL OUTLAY	1,052,500	897,000	65,000		2,014,500
		TOTAL EXPENDITURES 2019	9,070,992	1,011,000	150,000	685,150	10,917,142
		TOTAL BUDGET 2018	8,740,761	983,000	150,000	685,150	10,558,911
		Increase from 2018	3.78%	2.85%	0.00%	0.00%	3.39%

MONROE COUNTY PUBLIC LIBRARY
2019 BUDGET COMPARISON

Worksheet C		2019	2018	2017	2016
		BUDGET	BUDGET	ACTUAL	ACTUAL
PERSONNEL SERVICES (1000'S)					
SALARIES					
1120 ADMINISTRATION		200,655	195,284	190,058	130,580
1130 MANAGERS		1,190,772	1,094,982	1,068,125	1,048,577
1140 LIBRARIANS, EXPERTS		1,067,979	1,086,833	982,699	985,177
1150 SPECIALISTS		253,785	239,503	209,536	200,698
1160 ASSISTANTS-PARAPROFESSIONALS		822,255	790,119	784,145	715,318
1170 TECH / SECRETARIES		57,275	64,350	61,479	58,533
1180 -see "Other Wages" below					
1190 BUILDING SERVICES-MAINT.		174,158	166,261	157,241	152,006
1200 BUILDING SERVICES-SECURITY		114,594	114,858	107,913	102,244
1280 PRODUCTION ASSISTANTS		19,422	19,396	19,282	18,220
1290 INFO ASST. / MATERIAL SUPPORT		451,487	437,850	404,069	397,516
1300 MATERIAL HANDLER		307,889	230,000	233,139	213,943
1320 TECHNICIANS		-	-	5,740	12,084
TOTAL SALARIES		4,660,271	4,439,437	4,223,426	4,034,896
EMPLOYEE BENEFITS					
1210 EMPLOYER CONTRIBUTION/FICA		282,137	277,793	253,885	240,612
1220 UNEMPLOYMENT COMPENSATION		10,000	10,000		
1230 EMPLOYER CONTRIBUTION/PERF		397,538	386,003	358,123	359,415
1235 EMPLOYEE CONTRIBUTION/PERF		108,563	103,394	95,647	96,602
1240 EMPLOYER CONT/INSURANCE		742,897	662,572	571,803	589,377
1250 EMPLOYER CONT/MEDICARE		64,286	62,462	61,218	56,420
TOTAL EMPLOYEE BENEFITS		1,605,421	1,502,224	1,340,676	1,342,426
OTHER WAGES					
1310 WORKSTUDY		7,200	7,000	2,709	6,396
1180 TEMPORARY STAFF		10,000	10,000	2,770	-
1350 STIPEND/RECLASSIFICATION					
TOTAL OTHER WAGES		17,200	17,000	5,479	6,396
TOTAL PERSONNEL SERVICES		6,282,892	5,958,661	5,569,581	5,383,718
		69.26%	68.17%	60.24%	68.38%

Worksheet C	2019 BUDGET	2018 BUDGET	2017 ACTUAL	2016 ACTUAL
SUPPLIES (2000'S)				
OFFICE SUPPLIES				
2110 OFFICIAL RECORDS	1,100	1,100	46	755
2120 STATIONERY & PRINTING	550	400	635	262
2130 OFFICE SUPPLIES	11,050	11,150	7,887	7,100
2140 DUPLICATING	60,250	51,450	45,090	43,104
2150 PROMOTIONAL MATERIALS				
TOTAL OFFICE SUPPLIES	72,950	64,100	53,658	51,221
OPERATING SUPPLIES				
2210 CLEANING SUPPLIES	40,000	40,000	22,650	28,976
2220 FUEL, OIL, & LUBRICANTS	11,000	9,000	7,506	6,163
2230 CATALOGING SUPPLIES-BOOKS	7,500	6,000	7,363	5,221
2240 A/V SUPPLIES-CATALOGING	6,000	6,000	4,001	4,373
2250 CIRCULATION SUPPLIES	38,000	32,500	34,085	27,635
2260 LIGHT BULBS	10,000	12,000	5,056	4,548
2270 VIDEOTAPE - CATS				
2280 UNIFORMS	1,900	1,900	1,346	1,900
2290 DISPLAY/EXHIBIT SUPPLIES	4,000	4,000		522
TOTAL OPERATING SUPPLIES	118,400	111,400	82,007	79,338
REPAIR & MAINTENANCE SUPPLIES				
2300 IS SUPPLIES	7,500	6,500	5,213	4,499
2310 BUILDING MATERIALS & SUPPLIES	23,000	23,000	7,381	21,819
2315 ENERGY AUDIT MATERIALS				
2320 PAINT & PAINTING SUPPLIES	900	900	603	429
2340 OTHER REPAIR & BINDING				
2350 VIDEO MATERIALS - CATS				
TOTAL REPAIR & MAINTENANCE SUPPLIES	31,400	30,400	13,197	26,747
TOTAL SUPPLIES	222,750	205,900	148,862	157,306
OTHER SERVICES/CHARGES (3000'S)				

Worksheet C

	2019 BUDGET	2018 BUDGET	2017 ACTUAL	2016 ACTUAL
PROFESSIONAL SERVICES				
3110 CONSULTING SERVICES	11,000	11,000	5,316	1,302
3120 ENGINEERING/ARCHITECTURAL	7,000	7,000	-	-
3130 LEGAL SERVICES	18,000	18,000	10,349	20,778
3140 BUILDING SERVICES	40,000	40,000	18,722	28,088
3150 MAINTENANCE CONTRACTS	217,600	170,500	162,197	95,806
3160 COMPUTER SERVICES (OCLC)	83,500	74,000	64,829	63,287
3170 ADMIN/ACCOUNTING SERVICES	70,000	59,000	31,898	41,221
3175 COLLECTION AGENCY SERVICES	18,000	18,000	11,698	14,839
TOTAL PROFESSIONAL SERVICES	465,100	397,500	305,009	265,321
COMMUNICATION & TRANSPORTATION				
3210 TELEPHONE	31,800	31,400	19,814	21,129
3220 POSTAGE	20,000	19,000	13,469	15,402
3230 TRAVEL EXPENSE		-	575	5,879
3240 PROFESSIONAL MTG. (OFF-SITE)	30,000	30,000	10,043	1,178
3250 CONTINUING ED. (ON-SITE)		-	1,569	130
3260 FREIGHT & DELIVERY	1,900	1,400	1,085	1,064
TOTAL COMMUNICATION & TRANSPORTATION	83,700	81,800	46,555	44,782
PRINTING & ADVERTISING				
3310 ADVERTISING & PUBLICATION	3,600	3,100	2,549	1,022
3320 PRINTING		250	3,941	954
TOTAL PRINTING & ADVERTISING	3,600	3,350	6,490	1,976
INSURANCE				
3410 OFFICIAL BOND	700	600	654	586
3420 OTHER INSURANCE	106,000	92,500	90,112	71,577
TOTAL INSURANCE	106,700	93,100	90,766	72,163
UTILITIES				
3510 GAS	4,450	4,450	2,338	2,465
3520 ELECTRICITY	353,000	332,000	285,575	271,326
3530 WATER	30,000	29,000	23,122	21,154

Worksheet C		2019 BUDGET	2018 BUDGET	2017 ACTUAL	2016 ACTUAL
TOTAL UTILITIES		387,450	365,450	311,035	294,945
REPAIR & MAINTENANCE					
	3610 BUILDING REPAIR	29,000	29,000	13,627	16,423
	3630 OTHER EQUIP/FURNITURE REPAIRS	16,000	16,000	4,935	3,201
	3640 VEHICLE REPAIR & MAINTENANCE	16,000	14,000	10,036	12,004
	3650 MATERIAL BINDING/REPAIR SERV.	1,500	1,500	437	369
TOTAL REPAIR & MAINTENANCE		62,500	60,500	29,035	31,997
RENTALS					
	3710 REAL ESTATE RENTAL/BOND PMT.	35,200	34,000	27,361	27,361
	3720 EQUIPMENT RENTAL				
TOTAL RENTALS		35,200	34,000	27,754	27,361
OTHER CHARGES					
	3845 ELEC. RECOURCES-DATABASES	190,000	190,000	154,757	142,382
	3846 E-BOOKS	150,000	150,000	200,914	174,123
	3910 DUES/INSTITUTIONAL	8,600	7,500	6,684	5,684
	1004 MISCELLANEOUS				
	3920 INTEREST/TEMPORARY LOAN		2,000	-	-
	3930 TAXES & ASSESSMENTS				
	3940 TRANSFER TO LIRF		154,000	1,356,978	298,000
	3944 CATS SUBSIDY	15,000	13,000	12,023	
	3945 TRANSFER TO ANOTHER FUND			200	
	3950 EDUCATIONAL SERV/LICENSING	5,000	4,500	2,714	2,658
TOTAL OTHER CHARGES		368,600	521,000	1,734,270	622,847
TOTAL OTHER SERVICES/CHARGES		1,512,850	1,556,700	2,550,914	1,361,392
CAPITAL OUTLAY (4000'S)					
FURNITURE & EQUIPMENT					
	4410 FURNITURE	10,000	10,000	630	3,182
	44105 ENCUMBERED FURNITURE				
	4420 AUDIO VISUAL EQUIPMENT				

Worksheet C

	2019 BUDGET	2018 BUDGET	2017 ACTUAL	2016 ACTUAL
4430 OTHER EQUIPMENT	19,000	19,000	1,123	15,374
4440 LAND & BUILDINGS				
4450 BUILDING RENOVATIONS	5,000	5,000	2,275	
4460 IS EQUIPMENT			329	
4465 IS SOFTWARE				350
4470 EQUIPMENT - CATS				
4475 SOFTWARE - CATS				
TOTAL FURNITURE & EQUIPMENT	34,000	34,000	4,357	18,906
OTHER CAPITAL OUTLAY				
4510 BOOKS	602,500	582,000	584,143	572,496
4520 PERIODICALS & NEWSPAPERS	43,000	43,000	37,311	39,271
4530 NONPRINT MATERIALS	340,000	340,000	350,128	340,447
to get to 15%	33,000	20,500	-	-
4540 ELECTRONIC RESOURCES	-	-	-	-
TOTAL OTHER CAPITAL OUTLAY	1,018,500	985,500	971,582	952,214
	14.98%	15.16%	14.36%	16.11%
TOTAL CAPITAL OUTLAY	1,052,500	1,019,500	975,939	971,120
TOTAL OPERATING EXPENDITURES	9,070,992	8,740,761	9,245,296	7,873,536
transfer		154,000.00	1,356,978	580,000.00
less transfer		8,586,761	7,888,318	7,293,536

Monroe County Public Library
2019 Budget: Line Item Detail Narrative
Updated July 6, 2018

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 2019 wage projection is based on an estimated 2.75% 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 2019.
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 2019. PERF Hybrid plan (traditional) - normal cost 3.4%, unfunded liability 7.8% for 2019. My Choice (new option) – normal cost 4.2%, supplemental cost 7.0%
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% rate 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 | First year payment on 2019-2021 general obligation bond. |
|------|--|

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 9/21/2018 12:59:47 PM

Ordinance Number:

Be it ordained/resolved by the **Monroe County Library Board of Trustees** that for the expenses of **MONROE COUNTY PUBLIC LIBRARY** for the year ending December 31, **2019** 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 Library Board of Trustees**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Monroe County Library Board of Trustees	Library Board	10/17/2018

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$150,000	\$0	0.0000
0101	GENERAL	\$9,070,992	\$6,236,017	0.0876
0180	DEBT SERVICE	\$685,150	\$685,150	0.0096
2011	LIBRARY IMPROVEMENT RESERVE	\$1,011,000	\$0	0.0000
		\$10,917,142	\$6,921,167	0.0972

Name		Signature
John Walsh	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"/>	
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"/>	
Kari Esarey	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
Generated 9/21/2018 12:59:47 PM

ATTEST

Name	Title	Signature



Monroe County Public Library

Addendum A

SIHO Health Care

PPO \$500, HSA \$2,700 & HSA \$5,000 Deductible Plans + Clinic

Premium Contributions for Year 2019

Full-time and 30-hour Employees Insurance + Clinic	PPO \$500 \$1,000 deductible <i>Embedded (LGS)</i>				HSA - Buy-up \$2,700 \$5,400 deductible <i>Embedded (L8U)</i>				HSA - Core \$5,000 \$10,000 deductible <i>Embedded (L8Z)</i>			
	CONTRIBUTIONS				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	\$1,623	\$62.42	\$7,962	\$306.23	-\$717	-\$27.58	\$7,962	\$306.23	-\$2,061	-\$79.27	\$7,962	\$306.23
30 Hr/Week/PT	\$3,215	\$123.66	\$6,370	\$244.98	\$875	\$33.66	\$6,370	\$244.98	-\$469	-\$18.03	\$6,370	\$244.98
EE/Child(ren)	Annual	Biweekly	Annual	Bi-weekly	Annual	Biweekly	Annual	Bi-Weekly	Annual	Biweekly	Annual	Bi-weekly
37.5 Hr/Week FT	\$7,933	\$305.11	\$9,665	\$371.72	\$3,805	\$146.34	\$9,665	\$371.72	\$1,213	\$46.65	\$9,665	\$371.72
30 Hr/Week/PT	\$9,866	\$379.46	\$7,732	\$297.38	\$5,738	\$220.69	\$7,732	\$297.38	\$3,146	\$121.00	\$7,732	\$297.38
EE/Spouse	Annual	Biweekly	Annual	Bi-weekly	Annual	Biweekly	Annual	Bi-Weekly	Annual	Biweekly	Annual	Bi-weekly
37.5 Hr/Week FT	\$10,279	\$395.34	\$10,079	\$387.65	\$5,671	\$218.11	\$10,079	\$387.65	\$2,443	\$93.96	\$10,079	\$387.65
30 Hr/Week/PT	\$12,295	\$472.87	\$8,063	\$310.12	\$7,687	\$295.64	\$8,063	\$310.12	\$4,459	\$171.49	\$8,063	\$310.12
Family	Annual	Biweekly	Annual	Bi-weekly	Annual	Biweekly	Annual	Bi-Weekly	Annual	Biweekly	Annual	Bi-weekly
37.5 Hr/Week FT	\$13,781	\$530.05	\$11,286	\$434.08	\$11,057	\$425.28	\$11,286	\$434.08	\$4,601	\$176.97	\$11,286	\$434.08
30 Hr/Week/PT	\$16,039	\$616.87	\$9,029	\$347.26	\$13,315	\$512.10	\$9,029	\$347.26	\$6,859	\$263.79	\$9,029	\$347.26

Voluntary Activate Clinic Employees & Dependents <u>not</u> 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				CONTRIBUTIONS			
	Employee		Library		Employee		Library	
	Annual	Biweekly	Annual	Bi-weekly	Annual	Biweekly	Annual	Bi-weekly
Employee Only	\$250	\$9.63	\$250	\$9.63	\$125	\$4.82	\$376	\$14.45
<u>Additional Per Dependent</u>	\$250	\$9.63	\$250	\$9.63				
Family/Employee +3 Dep	\$1,002	\$38.53	\$1,002	\$38.53				

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

The Library contributes an equal amount to each 37.5 employee.

\$7,962

Contributions to 30-hour employees are calculated at 80% of the 37.5-hour employee rate.

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

*Negative contributions represent funds **deposited** by the Library to the employee's HSA account. The employee may also contribute additional funds (pre-tax) up to the annual cap. The maximum in 2019 is \$3,500 for employee only and \$7,000 for those with dependent/family coverage.

	2019		2019			2019		
	Premium	Premium	Premium	Premium	anl hsa lib	Premium	Premium	anl hsa lib
Employee Only	9,585	-	7,245	-	717	5,901	-	\$2,061
EE/Child(ren)	17,598	8,013	13,470	6,225		10,878	4,977	\$469
EE/Spouse	20,358	10,773	15,750	8,505		12,522	6,621	
Family	25,067	15,483	22,343	15,099		15,887	9,987	

Plan changes from 2018 to 2019 - Highlights	Current - 2018			Renewal - 2019		
	SIHO			SIHO		
Plan Name / Code	LAQ	L5N	LYR	LGS	L8U	L8Z
Type of Plan	PPO	HDHP	HDHP	PPO	HDHP	HDHP
Embedded/Non-Embedded	Embedded	Non-Embedded	Embedded	Embedded	Embedded	Embedded
Plan Deductible (Single / Family)	\$500 / \$1,500	\$2,500 / \$5,000	\$5,000 / \$10,00	\$500 / \$1,000	\$2,800 / \$5,600	\$5,000 / \$10,000
Plan Out-of-Pocket Maximum (Single / Family)	\$3,000 / \$6,000	\$2,500 / \$5,000	\$5,000 / \$10,000	\$5,000 / \$10,000	\$2,800 / \$5,600	\$5,000 / \$10,000
Coinsurance (Plan % / Employee %)	80%	100%	100%	80%	100%	100%
Office Visit (Primary Care / Speciality Care)	\$20 / \$30	Ded. & Coinsurance	Ded. & Coinsurance	\$20 / \$30	Ded. & Coinsurance	Ded. & Coinsurance
Urgent Care	\$30	Ded. & Coinsurance	Ded. & Coinsurance	\$30	Ded. & Coinsurance	Ded. & Coinsurance
Emergency Room	\$150	Ded. & Coinsurance	Ded. & Coinsurance	\$150	Ded. & Coinsurance	Ded. & Coinsurance
Preventive Care	100%	100%	100%	100%	100%	100%



Addendum B

Guardian Dental Premiums

Monroe County Public Library

Dental Care Premium Contributions for Year 2019

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
EE/Child(ren)				
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
EE/Spouse				
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
Family				
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 2019

Voluntary/Employee Paid

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

Addendum D
Monroe County Public Library
2019 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

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				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
EE/Child(ren)												
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
EE/Spouse												
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
Family												
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 <u>not</u> 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				CONTRIBUTIONS			
	Employee		Library		Employee		Library	
	Annual	Biweekly	Annual	Bi-weekly	Annual	Biweekly	Annual	Bi-weekly
Employee Only	\$244	\$9.40	\$244	\$9.40	\$122	\$4.70	\$366	\$14.10
Additional <i>Per Dependent</i>	\$244	\$9.40	\$244	\$9.40				
Family/Employee +3 Dep	\$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.

\$7,729

Contributions to 30-hour employees are calculated at 80% of the 37.5-hour employee rate.

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

*Negative contributions represent funds **deposited** by the Library to the employee's HSA account. The employee may also contribute additional funds (pre-tax) up to the annual cap. The maximum in 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	

3D Printer Policy

Proposed to Library Board of Trustees October 17, 2018

Purpose: Monroe County Public Library strengthens our community and enriches lives by providing equitable access to information and opportunities to read, learn, connect, and create. The library supports reading, 21st century literacy, and lifelong learning.

MCPL's 3D Printer is available without cost to the public to make three dimensional objects using a design that is uploaded from a digital computer file.

1. The 3D Printer may be used for lawful purposes only. Patrons will not be permitted to use the printer to create objects that are:
 - a. Prohibited by local, state or federal law.
 - b. In violation of another's intellectual property rights; such as, subject to copyright, patent or trademark protection.
 - c. Unsafe, harmful, dangerous or that may pose an immediate threat to the well-being of others, including but not limited to: guns, knives or other lethal weapons.
 - d. Obscene or otherwise inappropriate items for the library environment.
 - e. Larger than is deemed appropriate by staff
2. The Library reserves the right to refuse any 3D print request.
3. Items printed from the 3D printer that are not picked up within 7 days will become property of the Library. Items must be picked up by the individual who printed them.
4. Patrons may only use the printer alongside designated library staff or volunteers. Use of the 3D printer is at the discretion of library staff.
5. Patrons using the printer must abide by the Library's [behavioral rules](#) policy.

Zine¹ Collection Gift Proposal

Zine collections in public libraries are on the rise. There are currently over 100 public libraries building zine collections in the US, and library programming surrounding this format has become increasingly popular. MCPL maintains a modest (111 items) zine collection aimed at teens which is kept in the Ground Floor and remains a reference collection (does not circulate). Like many libraries, we have hosted our own zine creation programs and have looked to make meaningful connections with the local annual Zinefest organizers and the community they support.

Over a 15-year period, Boxcar Books and Community Center curated a large and vibrant zine collection, becoming one of the highest volume zine sellers in the US. Following its closure in December 2017, Boxcar representatives have been looking for the right partner to adopt the collection to ensure it remains accessible to the community. The collection consists of approximately 2,000 items including 1,000 single issue titles and 15 multi-volume series aimed at audiences from teen to adult. It may be described as “A collection of self-published and small run zines which strives to represent the underrepresented by providing materials and content not typically accessible in the mainstream. It is accordingly diverse, including everything from personal stories and comics to history, how-to guides, and political analysis.” Boxcar representatives strongly believe that MCPL is the right community partner and approached us in late 2017 with the idea of adopting the collection. We’ve since held multiple meetings with them to discuss the scope and vision for the collection and to review the materials themselves. They understand that such an adoption would need to take the form of a gift and that the Library would retain all rights to the materials and plans for their use. Leadership and various internal discussions have centered around circulation rules, collection management and weeding, marketing of the collection, and content review.

We are enthusiastic about this gift! A zine collection of this quality and scope would enable us to build an attractive circulating collection unlike anything we currently offer. It would also drive programming focused on zine creation (authorship, DIY culture, and makerspace themed programs) while providing a way to better-represent and connect with an important segment of our community. As “user-generated content” assumes an ever-greater position within our cultural discourse, a circulating zine collection would be a modest yet meaningful step toward embracing the ethos of 21st century self-reliant creativity. And, of course, we are always eager to partner with community groups such as Boxcar whose mission to represent diverse and underrepresented perspectives aligns with our own as outlined in our collection development policy.

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Access & Content Services Manager

¹ A “zine” is a small circulation publication of original or appropriated texts and images, usually independently or self-published and often representing minority or alternative interests and perspectives. The word “zine” was originally short for “fanzine”, and has been used to describe DIY publication of literature and art since the 1960s. Zine culture, once centered around music and film during the 1980s and 1990s, has grown beyond its underground roots to take its place within bookstores, libraries, fine arts curricula, and other areas of mainstream culture. The “zine” is often seen as a precursor to the “blog”.