

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**WORK SESSION
Wednesday, July 14, 2010
Meeting Room 1B
5:45 p.m.**

AGENDA

1. Call to Order – President Fred Risinger
2. Resolution Authorizing Electronic Funds Transfer (page 1) – Bonnie Estell
3. Approval to Expend \$20,000 for Main Renovation Signage and Upholstery (page 2) – Mickey Needham
4. 2011 Budget (page 3-11) – Bonnie Estell and Sara Laughlin
5. Public Comment
6. Adjournment

RESOLUTION AUTHORIZING ELECTRONIC FUNDS TRANSFER

WHEREAS, the Board of the Monroe County Public Library has determined that it is beneficial to its financial operations to transact the financial affairs of the Library, including the payment of wages or compensation owed to the Library employees, through electronic funds transfers including direct deposit;

NOW THEREFORE, BE IT RESOLVED that, pursuant to the provisions of IC 5-13-5-5, the Library Director and Treasurer are authorized to institute electronic funds transfer for the transaction of Library financial affairs, including the payment of wages to Library employees, including direct deposit through the services provided by the Library’s and each employee’s financial institution, and that the Library Director and Treasurer are hereby authorized to take any and all actions necessary to implement electronic funds transfer, including direct deposit, for the Library and for those employees who choose this method of payment, and

BE IT FURTHER RESOLVED, that the Library Director and Treasurer are hereby instructed and required to maintain adequate documentation of the transactions so that said transactions may be audited as provided by law.

Duly adopted by the Board of Trustees of the Monroe County Public Library at its regular meeting held on the _____ day of _____, _____, at which meeting a quorum was present.

NAY

AYE

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

ATTEST:

Library Director/Business Manager/Treasurer

**Recommendations for Allocating \$20,000 of Remaining
2009 Appeal Funds
July 2010**

After the Library received notification that its shortfall appeal was granted in November 2009, the Board approved several expenditures of the one-time funds:

| | | |
|--------------------------------------|------------------|------------------|
| 1. Health Insurance (additional 10%) | | \$40,000 |
| 2. Main Renovation | | |
| Furniture: Phase I & II | \$70,000 | |
| Alternate 3: VITAL doorway | \$13,000 | |
| Alternate 4: Carpet second floor | \$127,000 | |
| Furniture movers for Phase I | \$22,000 | |
| | | <u>\$232,000</u> |
| | <i>Sub-total</i> | <i>\$272,000</i> |
| 3. RFID Tags and Conversion Stations | | |
| | | <u>\$248,434</u> |
| | <i>Sub-total</i> | <i>\$520,434</i> |

The Board preferred to wait to approve the expenditure of the remaining \$54,000. At this point, we are requesting approval for items #4 and #5:

| | | |
|---|------------------|------------------|
| 4. Main Renovation: Signage | | <u>\$10,000</u> |
| | <i>Sub-total</i> | <i>\$530,434</i> |
| 5. Main Renovation: Upholstery Phase II | | |
| | | <u>\$10,000</u> |
| | <i>Sub-total</i> | <i>\$540,434</i> |

We are not planning to request funding for Alternate #5 (\$34,000) at this time, as we are reconsidering the use of the former circulation office space.

| | | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | CHANGE |
|---|--|-----------------------|------------------|------------------|------------------|------------------|------------------|----------------|
| BUDGET COMPARISONS | | OPERATING FUND | | | | | | |
| PERSONNEL SERVICES (1000'S) | | | | | | | | |
| SALARIES | | | | | | | | |
| 1120 ADMINISTRATION | | 161,347 | 164,561 | 153,108 | 157,687 | 150,927 | 167,000 | 10.65% |
| 1130 PROFESSIONAL/SUPERVISORS | | 755,692 | 789,321 | 762,206 | 750,771 | 454,797 | 495,000 | 8.84% |
| 1140 PROFESSIONAL ASSISTANTS | | 857,986 | 947,653 | 903,846 | 1,007,348 | 1,310,080 | 1,345,000 | 2.67% |
| 1150 SPECIALISTS & TECHNICIANS | | 682,655 | 689,148 | 702,106 | 673,616 | 768,998 | 814,000 | 5.85% |
| 1160 CLERICAL ASSISTANTS | | 623,972 | 569,784 | 525,889 | 571,851 | 529,780 | 442,000 | -16.57% |
| 1170 PAGES/MASTERCONTROLLERS | | 220,534 | 203,908 | 243,534 | 244,659 | 232,873 | 226,000 | -2.95% |
| 1190 BUILDING MAINTENANCE | | 256,090 | 264,810 | 305,153 | 315,027 | 345,774 | 348,000 | 0.64% |
| TOTAL SALARIES | | 3,558,276 | 3,629,185 | 3,595,842 | 3,720,959 | 3,793,229 | 3,837,000 | 1.15% |
| EMPLOYEE BENEFITS | | | | | | | | |
| 1210 EMPLOYER CONTRIBUTION/FICA | | 223,527 | 230,417 | 226,084 | 231,783 | 236,545 | 237,894 | 0.57% |
| 1220 UNEMPLOYMENT COMPENSATION | | 5,000 | 30,000 | 0 | 0 | - | - | |
| 1230 EMPLOYER CONTRIBUTION/PERF | | 261,232 | 282,424 | 316,636 | 334,226 | 351,963 | 365,000 | 3.70% |
| 1240 EMPLOYER CONT/INSURANCE | | 335,228 | 314,980 | 347,122 | 462,870 | 514,550 | 597,000 | 16.02% |
| 1250 EMPLOYER CONT/MEDICARE | | 51,233 | 53,888 | 52,874 | 54,207 | 55,900 | 56,219 | 0.57% |
| TOTAL EMPLOYEE BENEFITS | | 876,220 | 911,709 | 942,716 | 1,083,086 | 1,158,958 | 1,256,113 | 8.38% |
| OTHER WAGES | | | | | | | | |
| 1310 WORKSTUDY | | 7,000 | 5,000 | 4,000 | 4,000 | 1,600 | 4,000 | 150.00% |
| 1320 TEMPORARY STAFF | | 40,000 | 83,780 | 49,230 | 35,470 | 42,446 | - | -100.00% |
| 1350 STIPEND | | 70,000 | 50,000 | 0 | 0 | - | - | |
| TOTAL OTHER WAGES | | 117,000 | 138,780 | 53,230 | 39,470 | 44,046 | 4,000 | -90.92% |
| TOTAL PERSONNEL SERVICES (1000s) | | 4,551,496 | 4,679,674 | 4,591,788 | 4,843,515 | 4,996,233 | 5,097,113 | 2.02% |
| SUPPLIES (2000s) | | | | | | | | |
| OFFICE SUPPLIES | | | | | | | | |
| 2110 OFFICIAL RECORDS | | 3,800 | 3,800 | 2,400 | 1,400 | 1,000 | 1,000 | 0.00% |
| 2120 STATIONERY & PRINTING | | 3,000 | 3,000 | 2,500 | 2,500 | 2,500 | 1,000 | -60.00% |
| 2130 OFFICE SUPPLIES | | 30,000 | 30,000 | 30,000 | 32,744 | 22,244 | 22,850 | 2.72% |
| 2140 DUPLICATING | | 20,000 | 35,000 | 20,000 | 10,000 | 20,000 | 24,300 | 21.50% |
| 2150 PROMOTIONAL MATERIALS | | 1,200 | 2,500 | 2,500 | 0 | - | - | |
| TOTAL OFFICE SUPPLIES | | 58,000 | 74,300 | 57,400 | 46,644 | 45,744 | 49,150 | 7.45% |

2010 BUDGET 8-12-09

| | | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | CHANGE |
|--|---------------------------------|-----------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| BUDGET COMPARISONS | | OPERATING FUND | | | | | | |
| OPERATING SUPPLIES | | | | | | | | |
| 2210 | CLEANING SUPPLIES | 17,000 | 20,300 | 24,360 | 25,000 | 31,000 | 30,200 | -2.58% |
| 2220 | FUEL, OIL, & LUBRICANTS | 10,000 | 10,000 | 15,000 | 15,000 | 9,500 | 11,500 | 21.05% |
| 2230 | CATALOGING SUPPLIES | 5,000 | 5,000 | 5,000 | 7,500 | 6,500 | 6,500 | 0.00% |
| 2240 | AUDIO VISUAL SUPPLIES | 15,000 | 15,000 | 10,000 | 12,000 | 11,000 | 11,700 | 6.36% |
| 2250 | CIRCULATION SUPPLIES | 20,000 | 30,000 | 20,000 | 17,700 | 235,364 | 31,120 | -86.78% |
| 2260 | LIGHT BULBS | 8,000 | 8,000 | 8,000 | 8,000 | 4,000 | 2,000 | -50.00% |
| 2270 | RECORDING MATERIALS - CATS | 20,000 | 20,000 | 0 | 0 | - | - | |
| 2280 | UNIFORMS | | 700 | 700 | 700 | - | - | |
| 2290 | DISPLAY/EXHIBIT SUPPLIES | | 1,500 | 1,500 | 0 | 500 | 300 | -40.00% |
| TOTAL OPERATING SUPPLIES | | 95,000 | 110,500 | 84,560 | 85,900 | 297,864 | 93,320 | -68.67% |
| REPAIR & MAINTENANCE SUPPLIES | | | | | | | | |
| 2300 | IS SUPPLIES | 0 | 1,000 | 8,000 | 8,000 | 5,000 | 10,000 | 100.00% |
| 2310 | BUILDING MATERIALS & SUPPLIES | 13,000 | 12,000 | 12,000 | 17,200 | 9,300 | 25,800 | 177.42% |
| 2320 | PAINT & PAINTING SUPPLIES | 1,000 | 1,000 | 1,000 | 500 | 500 | 200 | -60.00% |
| 2340 | OTHER REPAIR & BINDING | 1,800 | 2,000 | 2,000 | 1,000 | - | - | |
| 2350 | RECORDING EQUIP SUPPLIES - CATS | 9,000 | 10,000 | 0 | 0 | - | - | |
| TOTAL REPAIR & MAINTENANCE SUPPLIES | | 24,800 | 26,000 | 23,000 | 26,700 | 14,800 | 36,000 | 143.24% |
| TOTAL SUPPLIES (2000s) | | 177,800 | 210,800 | 164,960 | 159,244 | 358,408 | 178,470 | -50.20% |
| OTHER SERVICES/CHARGES (3000s) | | | | | | | | |
| PROFESSIONAL SERVICES | | | | | | | | |
| 3110 | CONSULTING SERVICES | 15,000 | 35,000 | 15,000 | 3,000 | 10,000 | 5,000 | -50.00% |
| 3120 | ENGINEERING/ARCHITECTURAL | 5,000 | 5,000 | 2,000 | 1,000 | 22,890 | 15,000 | -34.47% |
| 3130 | LEGAL SERVICES | 12,000 | 15,000 | 22,000 | 25,000 | 16,100 | 14,000 | -13.04% |
| 3140 | BUILDING SERVICES | 50,000 | 33,000 | 33,000 | 30,000 | 34,600 | 44,000 | 27.17% |
| 3150 | MAINTENANCE CONTRACTS | 95,000 | 86,750 | 50,000 | 80,000 | 76,635 | 102,500 | 33.75% |
| 3160 | OCLC & COMPUTER SERVICES | 41,000 | 43,500 | 44,000 | 45,000 | 49,420 | 50,200 | 1.58% |
| 3170 | ADMIN/ACCOUNTING SERVICES | 30,500 | 30,500 | 30,500 | 25,000 | 31,750 | 49,600 | 56.22% |
| TOTAL PROFESSIONAL SERVICES | | 248,500 | 248,750 | 196,500 | 209,000 | 241,395 | 280,300 | 16.12% |

2010 BUDGET 8-12-09

| | | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | CHANGE |
|---|--|-----------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| BUDGET COMPARISONS | | OPERATING FUND | | | | | | |
| OTHER SERVICES/CHARGES (3000s) CONTINUED | | | | | | | | |
| COMMUNICATION & TRANSPORTATION | | | | | | | | |
| 3210 TELEPHONE | | 35,000 | 39,750 | 35,750 | 32,000 | 27,000 | 26,600 | -1.48% |
| 3220 POSTAGE | | 50,000 | 60,000 | 40,000 | 35,000 | 35,000 | 37,000 | 5.71% |
| 3230 TRAVEL EXPENSE | | 5,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 0.00% |
| 3240 PROFESSIONAL MEETINGS | | 7,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 0.00% |
| 3250 CONTINUING EDUCATION | | 6,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 0.00% |
| 3260 FREIGHT & DELIVERY | | 750 | 1,000 | 250 | 250 | 1,000 | 825 | -17.50% |
| TOTAL COMMUNICATION & TRANSPORTATION | | 103,750 | 130,750 | 106,000 | 97,250 | 93,000 | 94,425 | 1.53% |
| PRINTING & ADVERTISING | | | | | | | | |
| 3310 ADVERTISING & PUBLICATION | | 5,000 | 10,000 | 10,000 | 10,000 | 3,450 | 2,600 | -24.64% |
| 3320 PRINTING | | 9,000 | 15,000 | 15,000 | 30,000 | 8,000 | 6,980 | -12.75% |
| TOTAL PRINTING & ADVERTISING | | 14,000 | 25,000 | 25,000 | 40,000 | 11,450 | 9,580 | -16.33% |
| INSURANCE | | | | | | | | |
| 3410 OFFICIAL BOND | | 1,200 | 1,200 | 1,200 | 1,200 | 700 | 700 | 0.00% |
| 3420 OTHER INSURANCE | | 65,000 | \$51,929 | \$57,500 | \$55,085 | 58,000 | 53,400 | -7.93% |
| TOTAL INSURANCE | | 66,200 | 53,129 | 58,700 | 56,285 | 58,700 | 54,100 | -7.84% |
| UTILITIES | | | | | | | | |
| 3510 GAS | | 5,000 | 5,500 | 5,500 | 6,000 | 4,000 | 3,600 | -10.00% |
| 3520 ELECTRICITY | | 225,000 | 225,000 | 210,000 | 243,680 | 281,212 | 289,800 | 3.05% |
| 3530 WATER | | 15,000 | 16,500 | 15,000 | 15,000 | 16,200 | 15,800 | -2.47% |
| TOTAL UTILITIES | | 245,000 | 247,000 | 230,500 | 264,680 | 301,412 | 309,200 | 2.58% |
| REPAIR & MAINTENANCE | | | | | | | | #DIV/0! |
| 3610 BUILDING REPAIR | | 40,000 | 25,000 | 23,500 | 23,500 | 44,220 | 44,000 | -0.50% |
| 3630 OTHER REPAIR | | 15,000 | 15,000 | 15,000 | 15,000 | 19,000 | 16,000 | -15.79% |
| 3640 VEHICLE REPAIR & MAINTENANCE | | 7,500 | 10,000 | 9,000 | 8,000 | 9,000 | 5,000 | -44.44% |
| 3650 MATERIALS BINDING/REPAIR | | | 500 | 500 | 3,000 | 3,000 | 3,000 | 0.00% |
| TOTAL REPAIR & MAINTENANCE | | 62,500 | 50,500 | 48,000 | 49,500 | 75,220 | 68,000 | -9.60% |
| RENTALS | | | | | | | | |
| 3710 REAL ESTATE RENTAL | | 30,000 | 30,000 | 30,512 | 30,512 | 32,000 | 32,000 | 0.00% |
| 3720 EQUIPMENT RENTAL | | 3,000 | 5,000 | 2,000 | 500 | 7,540 | - | -100.00% |
| TOTAL RENTALS | | 33,000 | 35,000 | 32,512 | 31,012 | 39,540 | 32,000 | -19.07% |

2010 BUDGET 8-12-09

| | | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | CHANGE |
|---|--|-----------------------|--------------------|--------------------|--------------------|------------------|------------------|----------------|
| BUDGET COMPARISONS | | OPERATING FUND | | | | | | |
| OTHER SERVICES/CHARGES (3000s) CONTINUED | | | | | | | | |
| OTHER CHARGES | | | | | | | | |
| 3910 DUES/INSTITUTIONAL | | 7,440 | 7,440 | 6,620 | 7,654 | 7,350 | 7,630 | 3.81% |
| 3920 INTEREST/TEMPORARY LOAN | | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 0.00% |
| 3930 TAXES & ASSESSMENTS | | 0 | 0 | 0 | 0 | - | - | #DIV/0! |
| 3940 TRANSFER TO LIRF | | 140,000 | 200,000 | 150,000 | 150,000 | 150,000 | 200,000 | 33.33% |
| 3950 EDUCATIONAL LICENSING/SERVICES | | 2,000 | 5,000 | 3,500 | 5,170 | 6,500 | 6,600 | 1.54% |
| TOTAL OTHER CHARGES | | 151,940 | 214,940 | 162,620 | 165,324 | 166,350 | 216,730 | 30.29% |
| TOTAL OTHER SERVICES/CHARGES (3000s) | | 924,890 | 1,005,069 | 859,832 | 913,051 | 987,067 | 1,064,335 | 7.83% |
| CAPITAL OUTLAY (4000s) | | | | | | | | |
| FURNITURE & EQUIPMENT | | | | | | | | |
| 4410 FURNITURE | | 3,000 | 0 | 15,000 | 20,000 | 70,000 | - | |
| 4420 AUDIO VISUAL EQUIPMENT | | 0 | 3,000 | 3,000 | 3,000 | - | - | |
| 4430 OTHER EQUIPMENT | | 6,537 | 7,500 | 30,000 | 8,800 | 56 | | |
| 4440 BUILDING RENOVATION | | 0 | 80,000 | 0 | 0 | 216,000 | - | |
| 4450 LAND & BUILDINGS | | 0 | 0 | | 0 | - | - | |
| 4460 IS EQUIPMENT | | 5,000 | 7,500 | 0 | 0 | - | - | |
| 4465 IS SOFTWARE | | | 2,500 | 2,500 | 10,000 | 8,750 | - | |
| 4470 EQUIPMENT - CATS | | 0 | 0 | 0 | 0 | - | - | |
| 4475 SOFTWARE - CATS | | | 0 | 0 | 0 | - | - | |
| TOTAL FURNITURE & EQUIPMENT | | 14,537 | 100,500 | 50,500 | 41,800 | 294,806 | - | 6 |
| OTHER CAPITAL OUTLAY | | | | | | | | |
| 4510 BOOKS | | 550,000 | 550,000 | 566,100 | 575,949 | 577,714 | 640,000 | 10.78% |
| 4520 PERIODICALS & NEWSPAPERS | | 70,000 | 70,000 | 48,000 | 46,665 | 44,007 | 45,000 | 2.26% |
| 4530 NONPRINT MATERIALS | | 330,000 | 330,000 | 335,900 | 353,099 | 370,721 | 373,000 | 0.61% |
| 4540 ELECTRONIC RESOURCES | | 50,000 | 50,000 | 50,000 | 61,287 | 67,973 | 73,000 | 7.40% |
| TOTAL OTHER CAPITAL OUTLAY | | 1,000,000 | 1,000,000 | 1,000,000 | 1,037,000 | 1,060,415 | 1,131,000 | 6.66% |
| TOTAL CAPITAL OUTLAY | | 1,014,537 | 1,100,500 | 1,050,500 | 1,078,800 | 1,355,221 | 1,131,000 | -16.54% |
| TOTAL EXPENDITURES | | \$6,668,723 | \$6,996,043 | \$6,667,080 | \$6,994,610 | 7,696,929 | 7,470,918 | -2.94% |

Monroe County Public Library
2011 Budget
Draft: July 8, 2010

Income Projections

Assessed Value Growth Quotient for 2011 - 2.9% - is limit for increase in Operating Fund and Capital Projects Funds combined.

Expenditure Priorities

1. Continue to implement Strategic Plan 2009-2011, by providing full support to the extent allowed by resources available, including staff, collections, programming, and facility space for top community priorities:
 - a. Education/literacy for children/adults
 - b. Free information
 - c. Quiet oasis for reading and study
 - d. Resource for reading/listening/viewing pleasure
2. Continue to implement Salary Study recommendations.
 - a. Complete 2-year effort to bring staff to new minimums recommended by Singer Group
 - b. Begin 2-year effort to bring managers and leadership to levels recommended by Singer Group
3. Continue to implement LR Financial Plan recommendations.
 - a. Reduce operating expenses
 - b. Align staffing with core priorities
 - c. Take advantage of technology to restrain increases in staffing while responding to growing use
 - i. Automated materials handling at Main and ELL
 - ii. Energy efficiency initiatives
 - d. Review benefits and align with market
 - e. Explore options to increasing fees for non-core services
 - f. In partnership with Friends, continue efforts to raise non-tax funds and build endowment
4. Invest in facilities.
 - a. Begin planning for Main Renovation Phase 3 in 2012.
 - b. Set aside increased LIRF funding for anticipated equipment replacement needs over next five years.
5. Complete strategic planning for 2012 – 2015.

Cost Containment Plans

Tier One – 2010

1. Begin strategic staff alignment, matching employee's strengths with operational goals and building on flexibilities.
2. Carefully review every open position to review and prioritize tasks. If tasks can be eliminated or absorbed, do not fill the position. If position is to be filled, delay start date for at least 2 weeks after former employee leaves payroll.
3. Cover public service desks by adjusting scheduling and increasing cross training within and among departments.
4. Shift or reduce positions after implementation of technology.
5. Reduce energy costs.
6. Increase fee recovery through implementation of collection agency.
7. Continue process improvement.

Tier Two – 2011

1. Library-wide participation in implementing administration-approved recommendations for improvement or discontinuance of low priority activities not aligned with strategic goals.
2. Hiring moratorium, with hiring/replacement for key operational positions only. No new employees or positions added. Tasks must be absorbed by existing employees or discontinued.
3. Cover public service desks by combining service points or reassigning staff, as necessary.
4. Shift or reduce positions after implementation of technology.
5. Reduce energy costs.
6. Increase fee recovery through addition of charges for meeting rooms and auditorium.
7. Create development office to focus on increasing private support.
8. Continue process improvement.

Tier Three – If Additional Savings Are Needed)

1. Hiring freeze. Core service tasks can no longer be absorbed by existing employees, even with library-wide reassignment.
2. Loss of staff necessitates reduction of library hours.
3. Increase private support.
4. Reduce collection budget, capturing lower losses as result of RFID implementation and recognizing lower total budget.

Budget Assumptions

Three elements are essential to providing quality library services:

- Knowledgeable, courteous, efficient **staff**, who meet performance expectations and certification requirements for their positions
- Safe, well-maintained **facilities**
- Current, attractive **collections**

Target percentages of Operating Fund to be expended for each are:

| <i>Budget Category</i> | <i>2009</i> | <i>2010</i> | <i>2011</i> | <i>2012</i> |
|--|--------------------|--------------------|--------------------|--------------------|
| Personnel | 71% | 69% | 68% | 68% |
| Facilities/Equipment/Operations ¹ | 13% | 16% | 17% | 17% |
| Collections ² | 16% | 15% | 15% | 15% |

1. Additional expenditures for technology and facilities are expected to be provided through the Library Capital Projects Fund and occasional bond issues.

2. To meet Indiana Public Library Standards at the enhanced level.

2011 Line Item Budget - Notes

| <u>Line</u> | <u>Comment</u> |
|---------------------|---|
| 1120 | Includes salary for Associate Director. Position to be advertised internally. If filled, will not replace vacated position, which may necessitate reorganization. |
| 1120-1190 + 1320 | Salaries and wages for permanent and temporary employees held to 0.32% increase; total number of employees reduced by 4.2% (4.94 FTE). Employees in Pay Grades A-I receive second half of salary increases to bring them to salary study minimums, plus 1% increment. Managers receive first half of recommended salary increases, plus 1% increment. |
| 1230 | PERF rate remains the same. Library contributes 9.25% employer portion and 3.0% employee contribution. Percentage of staff qualifying increases slightly. |
| 1240 | Employer contribution to health insurance estimated to increase 16%. If increases are higher, employees will have to choose lower-cost options or make increased contributions. |
| 2250 | Circulation supplies. Abnormally large expenditure in 2010 includes RFID tags; 2011 is larger than 2009 to accommodate ongoing tag purchases. |
| 2300-2310 | Increased to account for actual 2010 expenditure levels. |
| 3110 | Does not include expense of 2012-2014 strategic planning process; consulting fees will be included in 2011 Rainy Day Fund budget. |
| 3120 | Architectural/engineering services for Phase 3 of Main Renovation. |
| 3150 | Maintenance contracts include estimated additional costs for support collection agency, RFID, and express check software. |
| 3170 | Administration/accounting services. Estimated increase for automating time and attendance and payroll processes. |
| 3220 | Anticipated postage rate increase, partially offset by efforts to encourage patrons to use e-mail or telephony for notifications. |
| 3420 | Reduced cost of general liability insurance. |
| 3640 | Vehicle repair costs reduced after delivery of new Bookmobile. |
| 3940 | Increased transfer to Library Improvement Reserve Fund in anticipation of upcoming facility and equipment maintenance. |
| 4510-4540 | Materials expenditures equal 15% of Operating Fund budget to meet State Standards at enhanced level |

Staff Allocation and Salary Cost 2011 compared with 2010

| | 2011 | | 2010 | | Difference | | | Comments | |
|---------------------|-------------|--------|-------------|--------|------------|--------|--------|----------|---|
| | \$ | FTE | \$ | FTE | \$ | % | FTE | | % |
| Administration | \$507,000 | 10.80 | \$486,412 | 11.34 | \$20,588 | 4.23% | (0.54) | -4.8% | Eliminate 20 hr clerk. |
| Adult/Teen Service | \$752,000 | 18.48 | \$778,679 | 19.68 | (\$26,679) | -3.43% | (1.20) | -6.1% | Eliminate 3 interns (45 hrs); Add 16 hours of Collection Services staff on desk. |
| CATS | \$27,000 | 1.20 | \$25,752 | 1.20 | \$1,248 | 4.85% | - | 0.0% | |
| Children's Services | \$352,000 | 8.87 | \$350,271 | 9.27 | \$1,729 | 0.49% | (0.40) | -4.3% | Eliminate 1 intern (15 hrs); Add 4 hours of Collection Services staff on desk. |
| Circulation | \$681,000 | 30.84 | \$721,497 | 33.84 | (\$40,497) | -5.61% | (3.00) | -8.9% | Reduce 3 clerks (112.50 hrs) as a result of RFID. |
| Collection Services | \$418,000 | 11.07 | \$408,215 | 11.07 | \$9,785 | 2.40% | - | 0.0% | Less 4 hours each of 2 catalogers and 2 selectors on ATS desk; Less 4 hours of 1 selector on Children's Services desk. |
| Community Outreach | \$187,000 | 4.54 | \$180,516 | 4.64 | \$6,484 | 3.59% | (0.10) | -2.2% | Increase .2FTE librarian; Decrease .3 FTE reference assistant |
| Ellettsville | \$262,000 | 8.60 | \$239,846 | 8.30 | \$22,154 | 9.24% | 0.30 | 3.6% | Increase .3FTE reference assistant |
| Facilities | \$348,700 | 11.47 | \$345,774 | 11.47 | \$2,926 | 0.85% | - | 0.0% | Reclassify custodial supervisor to team leader |
| Information Systems | \$220,000 | 5.74 | \$208,160 | 5.74 | \$11,840 | 5.69% | - | 0.0% | |
| VITAL | \$83,100 | 2.34 | \$80,553 | 2.34 | \$2,547 | 3.16% | - | 0.0% | |
| Total | \$3,837,800 | 113.95 | \$3,825,675 | 118.89 | \$12,125 | 0.32% | (4.94) | -4.2% | |