

**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

_____	_____
_____	_____
_____	_____
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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:

<u>Budget Category</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
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%	