

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**WORK SESSION
Wednesday, September 11, 2013
5:45 p.m.
Meeting Room 1B**

AGENDA

1. Call to Order –Valerie Merriam, President
2. Contract for Roof Survey Engineer (page 1-4) – Gary Lettelleir, Mark Mobley, and John Dorrer, Senior Account Manager, STR
3. Schematic Design for Main Library Renovation – Christine Matheu and Kristopher Floyd, Christine Matheu Architect
4. 2014 Budget (page 5-23) – Gary Lettelleir
 - a. Update: Assessed Valuation, County Option Income Tax, Financial Institutions Tax, and County Council Non-binding Review
 - b. Petition to Appeal for an Increase to the Maximum Levy
 - c. Next steps: Public Hearing before Board Meeting on September 18; Final Board Approval October 16; Submission to Gateway by October 31
5. Contract for Phone System Consultant (page 24-28) – Marilyn Wood and Ned Baugh
6. Public Comment
7. Adjournment

View the Board Packet on the Library’s website:

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

2014 Roof Project Information

August 27, 2013

One of the projects included in the \$1.8 million general obligation bond which covers facility and equipment needs 2013-2015 is the replacement of part of the roof at the Main Library. The cost estimate we used in the bond application was \$400,000. Because the estimated cost exceeds \$150,000, we are required to use the services of a licensed engineer and to seek public bids.

We have attached a proposal from STR Building Resources to provide roof design services that include:

- Design Development
- Construction Documents and Bidding
- Contract Administration

Their proposed fee of \$19,900 is based on 7% of an estimated project cost of \$284,000. John Dorrer, Senior Account Manager with STR, is planning to attend the September 11 board work session to answer any technical questions about the recent roof inspection or the planned project.

STR Building Resources worked with us in 2008 when we had a leak and needed to replace the roof area over the original portion of the Main Library built in 1969-1970. The portion of the roof we are replacing in 2014 is the addition from 1996. STR provides roof design and consulting to many school systems in Indiana including MCCSC. They did an inspection of the Main and Ellettsville Branch in May 2013. The portion of the Main roof replaced in 2008 was near the end of its warranty and the inspection would allow us to make any claims if necessary.

As a result of the inspection, STR suggested about \$8,000-\$10,000 worth of repairs to be done in the next six to nine months. The portion of the main roof that was installed in 1996 was recommended for replacement within three years.

By going ahead with the replacement in 2014 we can avoid spending the \$8,000 to \$10,000 in repairs that are associated with the way the edges of the roof are attached to the walls of the building. Our plan is to schedule the work as soon as the weather permits in early 2014. The bidding would occur in late December 2013 or early January 2014. March is a relatively slow time of year for work on education-related facilities. By avoiding the summer rush, we hope to benefit from very competitive bidding.



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August 8, 2013

Mr. Mark Mobley
Monroe County Public Library
303 E. Kirkwood Ave.
Bloomington, IN 47408-3534

**Re: Proposal for Roof Design Services
2014 Library Roof Replacement Project**

Dear Mr. Mobley:

Pursuant to your request, STR Building Resources LLC (STR-SEG), is pleased to submit the following proposal to the Monroe County Public Library, herein after referred to as Owner, for the roof system replacement of Roof Areas 3 through 12 at the Monroe County Public Library located at 330 E. Kirkwood Ave., Bloomington, Indiana. This proposal includes project design development, construction document preparation, and contract administration.

STR-SEG proposes the following scope of services:

DESIGN DEVELOPMENT

- STR-SEG will review the Owner's requirements and related information including, but not limited to, schedule, budget, service life expectations, warranties, history, building usage, contractor preferences, and contractor insurance requirements.
- STR-SEG will conduct a pre-design survey of the subject roof and wall areas to evaluate existing conditions. Based on the survey, STR-SEG will make recommendations on the scope of work required along with options and opinions of probable cost.
- STR-SEG will meet with the Owner for a final review to discuss the recommendations and opinion of probable cost as they relate to the Owner's objectives prior to the start of design.

CONSTRUCTION DOCUMENTS and BIDDING

- STR-SEG will prepare a specification package from the data obtained during the pre-design survey. The specifications will be non-proprietary, listing quality manufacturers capable of providing equivalent materials. The package will include a roof plan and details along with information on proper methods of application for each component of the roof system. It will be prepared to promote competitive bidding by qualified contractors using STR-SEG-acceptable products, resulting in a manufacturer's warranty.
- STR-SEG will assist the Owner in preparing the advertisement from which to solicit bids.
- If required, a pre-bid meeting will be held at the job site. STR-SEG will attend the pre-bid meeting to answer bidder questions and make clarifications for equivalent competitive bids.
- STR-SEG will assist in the analysis of the bids.



CONTRACT ADMINISTRATION

- STR-SEG will provide contract administration services commencing at project award. These services will include:
 - Review of shop drawings, submittals and change orders.
 - Review of permits and licensing.
 - Review of the contractor's application for payment and change orders.
 - Review of contractor warranties and project closeout documentation.
- STR-SEG will conduct a Project Start-up Meeting to review the project and Owner requirements and conditions.
- A qualified representative of STR-SEG will make periodic site visits at various times during construction to observe the quality and progress of the work and will apprise the Owner of construction activities and issues that may arise.
- STR-SEG will prepare a punch list of deficient or outstanding items at substantial completion. Upon notification by the contractor that the project is complete we will conduct a final review of the completed work prior to acceptance.

COMPENSATION

Professional Fees

Compensation for professional services, described above and pursuant to the STR-SEG General Conditions (STR-SEG-GC) shall be on a flat fee base of Nineteen Thousand Nine Hundred Dollars (\$19,900.00). Invoicing shall be provided as follows:

- 30% of the total fee upon completion of Design Development.
- 40% of the total fee upon completion of Construction Documents and Bidding.
- 30% due upon completion of project closeout.

Reimbursable Expenses

Reimbursable expenses are in addition to fees for professional services and represent STR-SEG's out-of-pocket expenses made in the interest of the project not included in the base fee per the attached General Conditions. They will be invoiced at cost.

AUTHORIZATION

If this proposal meets with your understanding of the project requirements please sign and return it along with a purchase order, if applicable, to STR-SEG. We will then schedule the work.

Should you have any questions regarding this proposal, please do not hesitate to call. We appreciate this opportunity to serve you and look forward to working with you on this project.

A C C E P T E D

Yours truly,
STR-SEG

John G. Dorrer
Senior Account Manager

Monroe County Public Library
Bloomington, Indiana

By: _____

Title: _____

Date: _____

GENERAL CONDITIONS TO THE CONTRACT

1. PARTIES AND SCOPE OF WORK: STR Building Resources, LLC (herein after referred to as STRBR) shall include said company, and its subcontractors performing the work. "Work" means the specific STRBR services as set forth in the proposal. Unless otherwise stated in writing, the Client assumes sole responsibility for determining whether the quantity and the nature of the work ordered by the Client is adequate and sufficient for the Client's intended purpose. The authorization of the work by the Client shall constitute acceptance of the terms of the proposal and these General Conditions.
2. TESTING: Any necessary testing of existing or newly installed materials shall be done outside of the accepted proposal terms and the costs of these tests will be born by the Client.
3. SCHEDULING OF WORK: The services set forth in the proposal will be accomplished in a timely, workmanlike and professional manner by STRBR personnel as per the prices quoted.
4. ACCESS TO SITE: Client will arrange and provide such access to the sites as is necessary for STRBR to perform the work.
5. RESPONSIBILITY: STRBR's work shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. STRBR shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. STRBR's work or failure to perform same shall not In any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents.
6. PAYMENT: Client shall be invoiced for work performed to date as outlined in the proposal. Client agrees to pay each invoice within thirty (30) days of receipt. Payment made beyond this period shall be subject to interest at Prime Rate plus 5% APR.
7. TERMINATION: This Agreement may be terminated by either party upon seven day's prior written notice. In the event of termination, Client shall compensate STRBR for all services performed up to and including the termination date, including reimbursable expenses.
8. SERVICES: STRBR's services will be performed and documents prepared in accordance with its proposal, Client's acceptance thereof, these General Conditions, and with generally accepted principles and practices in performing its professional services. STRBR will use that degree of care and skill ordinarily exercised under similar circumstances by members of its professions. Statements made in STRBR's reports are opinions based upon professional judgment and are not to be construed as representations of fact.
9. LIMITS OF LIABILITY: The Client agrees that the total liability of STRBR for any claims arising out of services performed under this Agreement shall be limited to a maximum of the net fee received by STRBR, exclusive of reimbursable expenses, consultants' fees and expenses.
10. PROVISIONS SEVERABLE: In the event any of the provisions of these general conditions should be found to be unenforceable it shall be stricken and the remaining provisions shall be enforceable.
11. ENTIRE AGREEMENT: This Agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertaking made other than as set forth herein. This Agreement may be modified only in writing, signed by each of the parties hereto.
12. STRBR shall have no responsibility for the presence, discovery, removal or exposure of persons to hazardous materials of any kind, including asbestos or other toxic substances.

Monroe County Public Library 2014 Budget

The focus of the 2014 budget is the implementation of the strategic plan approved by the Board in December 2012. The pace of change in technology and changes in the local community present many challenges. The library is striving to position itself to meet the needs of residents of Monroe County, ranging from the new ways to address 21st century literacy and access information to the impact of I-69 and changes to downtown parking.

2014 Revenue and Expense Summary

The total Operating Fund revenue projection for 2014 is \$7,873,464, an increase of about 1.1% compared to 2013 revenue projections. The 2014 Operating Fund property tax levy (\$5,350,596) is based on an Assessed Value Growth Quotient (AVGQ, the six-year average of Indiana non-farm personal income reported by the U.S. Bureau of Labor Statistics) of 2.6% and last year's maximum levy of \$5,206,348, which includes the 2012 excess levy appeal (\$42,975). The County Option Income Tax (COIT) projection is a reduction from 2013 of about \$107,000. This should be the last year we see the negative impact of the end of the debt service levy from the bond issue of the 1990s.

The 2014 general fund expenditure budget is \$8,001,684, an increase of 2.6% compared to the 2013 expenditure budget. The 2014 budget allows the library to maintain its current level of service and make technology and facility updates to meet changes to delivery of library services outlined in the new strategic plan and position the library to address future needs of a growing community.

Wage and Benefit Assumptions

Wages and benefits account for 69.3% of the 2014 budget and include a 2% salary increase for staff and the second and final manager increases recommended in the 2009 compensation study; the Board will approve wage increases at the December 2013 meeting. Efforts to control wage costs continue, with every open position being reviewed before posting. In 2013, Collection Services eliminated one position, Ellettsville Branch reduced 12.5 hours in circulation, and Circulation reviewed and broadened job descriptions to increase flexibility to handle resignations and planned and unplanned absences. A new position for coordinator for the digital creativity center is included in the 2014 budget.

The budget includes the final phase of salary adjustments to implement the 2009 Singer Group recommendations from the compensation and classification study. Staff increases were implemented in 2010 (first half of increases to new pay grade minimums, historical compression increases, and 1% for those above mid-points) and 2011 (second half of increases to new pay grade minimums and 1% increases for all). The first half of manager increases occurred in 2011; we have allocated funds to address the remaining half in 2014. Because it has been five years since the study, we are in the process of completing an updated salary survey and will have detailed recommendations to discuss in the fall.

We have estimated a 10% increase for the employer contribution to health insurance. Health insurance costs will be better known after mid-year reports on usage become available and Affordable Healthcare Act provisions are implemented in October.

The rate for the employer-paid portion of PERF will increase from 10% to 11.2% for full time employees. The additional 1.2% which is a 12% cost increase will cost the library approximately \$37,400. The library will continue to pay the 3% employee contribution to PERF.

Capital Spending

Phase 3 renovation work will carry over to 2014. The total amount projected for architects and construction is \$835,000. The Bond fund will cover about \$375,000 and most of the balance will come from the Library Improvement Reserve Fund (LIRF) and the Rainy Day Fund. LIRF and Rainy Day will be repaid in 2014 from the balance that remains in the inactive Library Capital Projects Fund.

We are planning to replace the chillers in 2014, using approximately \$300,000 from the Bond Fund.

The Operating Fund includes an allocation of \$46,000 for equipment in the new digital creativity center. We also plan to fund about \$54,000 for DCC equipment out of the LIRF fund. The LIRF fund will also be used to purchase equipment for scanning in the Indiana Room (\$21,000). More detail can be seen in the attached worksheet **E**.

Accompanying Documents

Worksheet A shows estimated revenue, expense, and cash balances, by fund. **Worksheet B** includes line item expenditures for all five funds. **Worksheet C** shows line item expenditures in the Operating Fund budget, compared to previous years. **Worksheet D** provides narrative information about major items and items that changed significantly. **Worksheet E** includes the capital spending plan for 2014 to 2015.

2014 Budget - estimated revenue, expense, and cash balances

| Worksheet A | 2013 Budget after 1782 | 2014 Estimates |
|---|---------------------------|---------------------|
| Operating Fund | | |
| Asses. Val. | 6,319,658,549 | 6,370,172,329 |
| INCOME | | |
| <i>Property Tax 2014 - growth quotient = 2.6%</i> | | |
| Property Tax | \$ 5,163,161 | 5,350,596 |
| County Option Income Tax | \$ 2,075,631 | \$ 1,968,168 |
| Commercial Vehicle Excise Tax | \$ 45,678 | \$ 45,700 |
| Financial Institutions Tax | \$ 18,011 | \$ 18,000 |
| License Excise | \$ 278,565 | \$ 279,000 |
| Fines/Fees | \$ 175,000 | \$ 175,000 |
| Other - misc per dlgr | | |
| Other - meeting rooms/interest | \$ 12,000 | \$ 12,000 |
| Other - copiers/PLAC | \$ 20,000 | \$ 25,000 |
| TOTAL | \$ 7,788,046 | \$ 7,873,464 |
| EXPENSES | | |
| Personnel Services | \$ 5,290,953 | \$ 5,548,234 |
| Supplies | \$ 186,450 | \$ 200,550 |
| Other Services/Charges | \$ 1,300,499 | \$ 1,233,753 |
| Capital | \$ 1,021,081 | \$ 1,019,147 |
| TOTAL before encumbrance | \$7,798,983 | \$8,001,684 |
| Encumbrance | \$18,836 | |
| | \$7,817,819 | |
| FUND BALANCE | | |
| Beginning | \$ 1,178,307 | \$ 1,148,534 |
| Encumbrance | | |
| Income less exp. | \$ (29,773) | \$ (128,220) |
| Ending balance | \$ 1,148,534 | \$ 1,020,314 |

2013 Budget after

1782

2014 Estimates

Debt Service Fund

INCOME

| | | | | |
|--|-----------|----------------|-----------|----------------|
| Property Tax | \$ | 594,048 | \$ | 600,000 |
| Appeal 1782 - corrected levy \$150,298 | | | | |
| Commercial Vehicle Excise Tax | | 5,256 | | 5,000 |
| Financial Institutions Tax | | 2,072 | | 2,000 |
| License Excise | | 32,050 | | 32,000 |
| TOTAL | \$ | 633,426 | \$ | 639,000 |

EXPENSES

| | | | | |
|--------------|----|---------|----|---------|
| Bond Payment | \$ | 596,508 | \$ | 607,768 |
|--------------|----|---------|----|---------|

FUND BALANCE

| | | | | |
|------------------|----|--------|----|---------|
| Beginning | \$ | 32,748 | \$ | 69,666 |
| Income less exp. | \$ | 36,918 | \$ | 31,232 |
| Ending balance | \$ | 69,666 | \$ | 100,898 |

Library Improvement Reserve Fund

INCOME

| | | | | |
|------------------|----|---------|----|---------|
| Transfer - repay | | | \$ | 205,780 |
| Transfer | \$ | 214,000 | \$ | - |

EXPENSES

| | | | | |
|------------------------|----|------------------|----|------------------|
| Personal Services | | | | |
| Supplies | | | | |
| Other Services/Charges | \$ | 20,000 | \$ | 100,000 |
| Capital | \$ | 330,000 | \$ | 250,000 |
| TOTAL | | \$350,000 | | \$350,000 |

FUND BALANCE

| | | | | |
|--------------------------------------|----|-----------|----|-----------|
| Beginning | \$ | 1,120,724 | \$ | 910,724 |
| renovation/equipment | \$ | (210,000) | \$ | (75,000) |
| Ending balance - contingency reserve | \$ | 910,724 | \$ | 1,041,504 |
| Future Projects Balance | \$ | 214,000 | \$ | 214,000 |
| Total | \$ | 1,124,724 | \$ | 1,255,504 |

| Rainy Day Fund | | | |
|--------------------------------------|---------------------------------|---|---------------------|
| INCOME | Transfer - repay | | 210,000 |
| EXPENSES | Personal Services | | |
| | Supplies | | |
| | Other Services/Charges | \$ 70,000 | \$ 200,000 |
| | Capital | \$ 330,000 | \$ 200,000 |
| | TOTAL | \$400,000 | \$400,000 |
| FUND BALANCE | | | |
| | Beginning | \$ 1,621,156 | \$ 790,000 |
| | renovation | \$ (210,000) | |
| | repay 210,000 | | |
| | Ending balance | \$ 790,000 | \$ 1,000,000 |
| | Future Projects Balance | \$ 621,156 | \$ 621,156 |
| | Total | \$ 1,411,156 | \$ 1,621,156 |
| Library Capital Projects Fund | | | |
| INCOME | | | \$ - |
| | Property Tax | | |
| | TOTAL | | |
| EXPENSES | | | |
| | xfer balance LIRF - rainy day | | \$ 415,780 |
| | TOTAL before encumbrance | | |
| | Encumbrance | \$ 10,975 | |
| FUND BALANCE | | | |
| | Beginning | \$ 426,755 | |
| | | transfer 2014 balance in 2015 to lirf-rainy day | |
| | Income less exp. | \$ (10,975) | |
| | Ending balance | \$ 415,780 | \$ - |

2014 BUDGET COMPARISON

| Worksheet C | 2014 BUDGET | 2013 BUDGET | 2012 ACTUAL | 2011 ACTUAL |
|---|------------------|------------------|------------------|------------------|
| PERSONNEL SERVICES (1000'S) | | | | |
| SALARIES | | | | |
| 1120 ADMINISTRATION | 222,871 | 177,208 | 131,492 | 94,376 |
| 1130 PROFESSIONAL/SUPERVISORS | 546,004 | 505,886 | 496,695 | 480,565 |
| 1140 PROFESSIONAL ASSISTANTS | 1,289,610 | 1,271,320 | 1,238,117 | 1,344,562 |
| 1150 SPECIALISTS & TECHNICIANS | 868,268 | 845,151 | 805,597 | 762,827 |
| 1160 CLERICAL ASSISTANTS | 430,085 | 434,725 | 411,551 | 428,505 |
| 1170 PAGES | 247,000 | 240,720 | 238,618 | 235,085 |
| 1180 -see "Other Wages" below | | | | |
| 1190 BUILDING MAINTENANCE | 375,255 | 368,746 | 355,469 | 343,525 |
| TOTAL SALARIES | 3,979,093 | 3,843,756 | 3,677,539 | 3,689,445 |
| EMPLOYEE BENEFITS | | | | |
| 1210 EMPLOYER CONTRIBUTION/FICA | 245,485 | 237,765 | 216,465 | 217,866 |
| 1220 UNEMPLOYMENT COMPENSATION | 10,000 | 10,000 | - | - |
| 1230 EMPLOYER CONTRIBUTION/PERF | 364,667 | 311,493 | 287,855 | 359,295 |
| 462,345 1235 EMPLOYEE CONTRIBUTION/PERF | 97,679 | 93,448 | 86,356 | |
| 1240 EMPLOYER CONT/INSURANCE | 778,899 | 725,756 | 604,618 | 591,871 |
| 1250 EMPLOYER CONT/MEDICARE | 57,412 | 55,636 | 50,625 | 50,941 |
| TOTAL EMPLOYEE BENEFITS | 1,554,141 | 1,434,098 | 1,245,919 | 1,219,972 |
| OTHER WAGES | | | | |
| 1310 WORKSTUDY | 5,000 | 3,100 | 4,735 | 2,961 |
| 1180 TEMPORARY STAFF | 10,000 | 10,000 | 333 | 8,868 |
| 1350 STIPEND/RECLASSIFICATION | | | - | - |
| TOTAL OTHER WAGES | 15,000 | 13,100 | 5,068 | 11,829 |
| TOTAL PERSONNEL SERVICES | 5,548,234 | 5,290,953 | 4,928,526 | 4,921,246 |
| | 69.34% | 67.84% | | |

| Worksheet C | 2014 BUDGET | 2013 BUDGET | 2012 ACTUAL | 2011 ACTUAL |
|-------------------------------------|----------------|----------------|----------------|----------------|
| SUPPLIES (2000'S) | | | | |
| OFFICE SUPPLIES | | | | |
| 2110 OFFICIAL RECORDS | 1,100 | 1,300 | - | 1,613 |
| 2120 STATIONERY & PRINTING | 1,100 | 950 | 972 | 302 |
| 2130 OFFICE SUPPLIES | 13,650 | 14,550 | 8,637 | 10,758 |
| 2140 DUPLICATING | 42,400 | 33,150 | 28,037 | 27,874 |
| 2150 PROMOTIONAL MATERIALS | | | - | - |
| TOTAL OFFICE SUPPLIES | 58,250 | 49,950 | 37,646 | 40,546 |
| OPERATING SUPPLIES | | | | |
| 2210 CLEANING SUPPLIES | 38,200 | 37,200 | 35,502 | 34,906 |
| 2220 FUEL, OIL, & LUBRICANTS | 10,000 | 10,000 | 7,348 | 7,818 |
| 2230 CATALOGING SUPPLIES-BOOKS | 7,000 | 5,500 | 6,098 | 3,652 |
| 2240 A/V SUPPLIES-CATALOGING | 9,500 | 10,150 | 6,863 | 7,730 |
| 2250 CIRCULATION SUPPLIES | 33,900 | 37,750 | 31,614 | 22,609 |
| 2260 LIGHT BULBS | 7,200 | 4,500 | 5,982 | 3,763 |
| 2270 VIDEOTAPE - CATS | | | - | - |
| 2280 UNIFORMS | 1,900 | 1,700 | 1,829 | 1,261 |
| 2290 DISPLAY/EXHIBIT SUPPLIES | 6,700 | 5,900 | 1,839 | 459 |
| TOTAL OPERATING SUPPLIES | 114,400 | 112,700 | 97,076 | 82,197 |
| REPAIR & MAINTENANCE SUPPLIES | | | | |
| 2300 IS SUPPLIES | 6,500 | 6,600 | 3,387 | 4,725 |
| 2310 BUILDING MATERIALS & SUPPLIES | 21,000 | 16,800 | 19,370 | 14,093 |
| 2315 ENERGY AUDIT MATERIALS | | | - | 1,490 |
| 2320 PAINT & PAINTING SUPPLIES | 400 | 400 | 290 | 127 |
| 2340 OTHER REPAIR & BINDING | | | - | - |
| 2350 VIDEO MATERIALS - CATS | | | - | - |
| TOTAL REPAIR & MAINTENANCE SUPPLIES | 27,900 | 23,800 | 23,047 | 20,436 |
| TOTAL SUPPLIES | 200,550 | 186,450 | 157,768 | 143,179 |

| Worksheet C | 2014 BUDGET | 2013 BUDGET | 2012 ACTUAL | 2011 ACTUAL |
|---|----------------|----------------|----------------|----------------|
| OTHER SERVICES/CHARGES (3000'S) | | | | |
| PROFESSIONAL SERVICES | | | | |
| 3110 CONSULTING SERVICES | 13,500 | 12,000 | - | 250 |
| 3120 ENGINEERING/ARCHITECTURAL | 30,000 | 10,000 | - | 2,863 |
| 3130 LEGAL SERVICES | 17,300 | 28,500 | 8,784 | 14,674 |
| 3140 BUILDING SERVICES | 30,000 | 32,000 | 19,687 | 21,786 |
| 3150 MAINTENANCE CONTRACTS | 144,600 | 134,100 | 134,824 | 94,571 |
| 3160 COMPUTER SERVICES (OCLC) | 70,500 | 66,500 | 36,008 | 49,343 |
| 3170 ADMIN/ACCOUNTING SERVICES | 46,900 | 44,100 | 36,083 | 43,488 |
| 3175 COLLECTION AGENCY SERVICES | 20,000 | 24,000 | 16,719 | 44,204 |
| TOTAL PROFESSIONAL SERVICES | 372,800 | 351,200 | 252,104 | 271,179 |
| COMMUNICATION & TRANSPORTATION | | | | |
| 3210 TELEPHONE | 32,700 | 30,900 | 28,922 | 27,523 |
| 3220 POSTAGE | 25,000 | 30,000 | 18,808 | 23,045 |
| 3230 TRAVEL EXPENSE | 10,000 | 10,000 | 2,829 | 3,809 |
| 3240 PROFESSIONAL MTG. (OFF-SITE) | 10,000 | 10,000 | 483 | 779 |
| 3250 CONTINUING ED. (ON-SITE) | 10,000 | 10,000 | 21,779 | 9,390 |
| 3260 FREIGHT & DELIVERY | 1,600 | 1,450 | 999 | 1,235 |
| TOTAL COMMUNICATION & TRANSPORTATION | 89,300 | 92,350 | 73,820 | 65,781 |
| PRINTING & ADVERTISING | | | | |
| 3310 ADVERTISING & PUBLICATION | 2,700 | 2,750 | 1,065 | 1,064 |
| 3320 PRINTING | 5,000 | 5,500 | 967 | 3,018 |
| TOTAL PRINTING & ADVERTISING | 7,700 | 8,250 | 2,032 | 4,082 |
| INSURANCE | | | | |
| 3410 OFFICIAL BOND | 600 | 700 | 450 | 450 |
| 3420 OTHER INSURANCE | 63,400 | 60,400 | 58,343 | 52,797 |
| TOTAL INSURANCE | 64,000 | 61,100 | 58,793 | 53,247 |
| UTILITIES | | | | |
| 3510 GAS | 2,750 | 3,100 | 1,853 | 2,227 |
| 3520 ELECTRICITY | 296,400 | 292,000 | 278,072 | 270,576 |

| Worksheet C | | 2014 | 2013 | 2012 | 2011 |
|------------------------------|------------------------------------|-----------|-----------|-----------|---------|
| | | BUDGET | BUDGET | ACTUAL | ACTUAL |
| | 3530 WATER | 27,300 | 25,900 | 27,386 | 15,685 |
| TOTAL UTILITIES | | 326,450 | 321,000 | 307,311 | 288,488 |
| REPAIR & MAINTENANCE | | | | | |
| | 3610 BUILDING REPAIR | 22,000 | 19,000 | 11,680 | 3,937 |
| | 3630 OTHER EQUIP/FURNITURE REPAIRS | 21,200 | 10,200 | 43,002 | 21,393 |
| | 3640 VEHICLE REPAIR & MAINTENANCE | 11,000 | 8,300 | 5,889 | 6,055 |
| | 3650 MATERIAL BINDING/REPAIR SERV. | 3,000 | 3,000 | 2,083 | 1,788 |
| TOTAL REPAIR & MAINTENANCE | | 57,200 | 40,500 | 62,655 | 33,173 |
| RENTALS | | | | | |
| | 3710 REAL ESTATE RENTAL/BOND PMT. | 38,200 | 33,600 | 31,270 | 31,262 |
| | 3720 EQUIPMENT RENTAL | | 100 | - | - |
| TOTAL RENTALS | | 38,200 | 33,700 | 31,270 | 31,262 |
| OTHER CHARGES | | | | | |
| | 3845 ELEC. RECOURCES-DATABASES | 161,917 | 91,701 | 90,606 | |
| | 3846 E-BOOKS | 102,136 | 73,418 | 64,150 | |
| | 3910 DUES/INSTITUTIONAL | 7,550 | 7,380 | 7,226 | 7,326 |
| | 1004 MISCELLANEOUS | | | - | 1,651 |
| | 3920 INTEREST/TEMPORARY LOAN | 2,500 | 2,500 | - | - |
| | 3930 TAXES & ASSESSMENTS | | | - | - |
| | 3940 TRANSFER TO LIRF | - | 214,000 | - | 200,000 |
| | 3945 TRANSFER TO RAINY DAY | | | 200,000 | |
| | 3950 EDUCATIONAL SERV/LICENSING | 4,000 | 3,400 | 3,454 | 2,404 |
| TOTAL OTHER CHARGES | | 278,103 | 392,399 | 365,436 | 211,381 |
| TOTAL OTHER SERVICES/CHARGES | | 1,233,753 | 1,300,499 | 1,153,419 | 958,593 |
| CAPITAL OUTLAY (4000'S) | | | | | |
| FURNITURE & EQUIPMENT | | | | | |
| | 4410 FURNITURE | 10,000 | | 8,288 | 1,400 |
| | 44105 ENCUMBERED FURNITURE | | | - | 1,388 |

Worksheet C

| | 2014 BUDGET | 2013 BUDGET | 2012 ACTUAL | 2011 ACTUAL |
|--|------------------|------------------|------------------|------------------|
| 4420 AUDIO VISUAL EQUIPMENT | | | - | - |
| 4430 OTHER EQUIPMENT | 68,000 | 16,000 | 7,610 | 9,434 |
| 4440 LAND & BUILDINGS | | | - | - |
| 4450 BUILDING RENOVATIONS | 5,000 | | 4,075 | 5,830 |
| 4460 IS EQUIPMENT | | | 1,512 | - |
| 4465 IS SOFTWARE | | | - | - |
| 4470 EQUIPMENT - CATS | | | - | - |
| 4475 SOFTWARE - CATS | | | - | - |
| TOTAL FURNITURE & EQUIPMENT | 83,000 | 16,000 | 21,485 | 18,051 |
| OTHER CAPITAL OUTLAY | | | | |
| 4510 BOOKS | 548,250 | 594,454 | 579,970 | 585,377 |
| 4520 PERIODICALS & NEWSPAPERS | 41,936 | 41,042 | 35,291 | 38,779 |
| 4530 NONPRINT MATERIALS | 345,961 | 369,585 | 365,907 | 385,644 |
| to get to 15% | - | - | - | - |
| 4540 ELECTRONIC RESOURCES | - | - | - | 79,194 |
| TOTAL OTHER CAPITAL OUTLAY | 936,147 | 1,005,081 | 981,167 | 1,088,994 |
| | 15.00% | 15.00% | | |
| TOTAL CAPITAL OUTLAY | 1,019,147 | 1,021,081 | 1,002,652 | 1,107,045 |
| TOTAL OPERATING EXPENDITURES | 8,001,684 | 7,798,983 | 7,242,365 | 7,130,064 |

| | | 2014 | 2014 | 2014 | 2014 | 2014 |
|---|---------------------------------|------------------|------|-----------|--------------|------------------|
| 2014 BUDGET | | OPERATING | LIRF | RAINY DAY | DEBT SERVICE | TOTAL FUNDS |
| Worksheet B | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| SALARIES | | | | | | |
| | 1120 ADMINISTRATION | 222,871 | | | | |
| | 1130 PROFESSIONAL/SUPERVISORS | 546,004 | | | | |
| | 1140 PROFESSIONAL ASSISTANTS | 1,289,610 | | | | |
| | 1150 SPECIALISTS & TECHNICIANS | 868,268 | | | | |
| | 1160 CLERICAL ASSISTANTS | 430,085 | | | | |
| | 1170 PAGES/MASTERCONTROLLERS | 247,000 | | | | |
| | 1180 -see "Other Wages" below | | | | | |
| | 1190 BUILDING MAINTENANCE | 375,255 | | | | |
| TOTAL SALARIES | | 3,979,093 | | - | - | 3,979,093 |
| EMPLOYEE BENEFITS | | | | | | |
| | 1210 EMPLOYER CONTRIBUTION/FICA | 245,485 | | | | |
| | 1220 UNEMPLOYMENT COMPENSATION | 10,000 | | | | |
| | 1230 EMPLOYER CONTRIBUTION/PERF | 364,667 | | | | |
| | 1235 EMPLOYEE CONTRIBUTION/PERF | 97,679 | | | | |
| | 1240 EMPLOYER CONT/INSURANCE | 778,899 | | | | |
| | 1250 EMPLOYER CONT/MEDICARE | 57,412 | | | | |
| TOTAL EMPLOYEE BENEFITS | | 1,554,141 | | - | | 1,554,141 |
| OTHER WAGES | | | | | | |
| | 1310 WORKSTUDY | 5,000 | | | | |
| | 1180 TEMPORARY STAFF | 10,000 | | | | |
| | 1350 STIPEND | - | | | | |
| TOTAL OTHER WAGES | | 15,000 | | | | 15,000 |
| TOTAL PERSONNEL SERVICES (1000s) | | 5,548,234 | | - | | 5,548,234 |
| SUPPLIES (2000s) | | | | | | |
| OFFICE SUPPLIES | | | | | | |
| | 2110 OFFICIAL RECORDS | 1,100 | | | | |
| | 2120 STATIONERY & PRINTING | 1,100 | | | | |
| | 2130 OFFICE SUPPLIES | 13,650 | | | | |
| | 2140 DUPLICATING | 42,400 | | | | |
| | 2150 PROMOTIONAL MATERIALS | - | | | | |

| | | 2014 | 2014 | 2014 | 2014 | 2014 |
|--|--------------------------------------|----------------|------|-----------|--------------|----------------|
| 2014 BUDGET | | OPERATING | LIRF | RAINY DAY | DEBT SERVICE | TOTAL FUNDS |
| Worksheet B | | | | | | |
| TOTAL OFFICE SUPPLIES | | 58,250 | | - | | 58,250 |
| OPERATING SUPPLIES | | | | | | |
| | 2210 CLEANING SUPPLIES | 38,200 | | | | |
| | 2220 FUEL, OIL, & LUBRICANTS | 10,000 | | | | |
| | 2230 CATALOGING SUPPLIES | 7,000 | | | | |
| | 2240 AUDIO VISUAL SUPPLIES | 9,500 | | | | |
| | 2250 CIRCULATION SUPPLIES | 33,900 | | | | |
| | 2260 LIGHT BULBS | 7,200 | | | | |
| | 2270 RECORDING MATERIALS - CATS | - | | | | |
| | 2280 UNIFORMS | 1,900 | | | | |
| | 2290 DISPLAY/EXHIBIT SUPPLIES | 6,700 | | | | |
| TOTAL OPERATING SUPPLIES | | 114,400 | | - | | 114,400 |
| REPAIR & MAINTENANCE SUPPLIES | | | | | | |
| | 2300 IS SUPPLIES | 6,500 | | | | |
| | 2310 BUILDING MATERIALS & SUPPLIES | 21,000 | | | | |
| | 2315 ENERGY AUDIT SUPPLIES | - | | | | |
| | 2320 PAINT & PAINTING SUPPLIES | 400 | | | | |
| | 2340 OTHER REPAIR & BINDING | - | | | | |
| | 2350 RECORDING EQUIP SUPPLIES - CATS | - | | | | |
| TOTAL REPAIR & MAINTENANCE SUPPLIES | | 27,900 | | | | 27,900 |
| TOTAL SUPPLIES (2000s) | | 200,550 | | - | | 200,550 |
| OTHER SERVICES/CHARGES (3000s) | | | | | | |
| PROFESSIONAL SERVICES | | | | | | |
| | 3110 CONSULTING SERVICES | 13,500 | | 50,000 | | |
| | 3120 ENGINEERING/ARCHITECTURAL | 30,000 | | | | |
| | 3130 LEGAL SERVICES | 17,300 | | 50,000 | | |
| | 3140 BUILDING SERVICES | 30,000 | | | | |
| | 3150 MAINTENANCE CONTRACTS | 144,600 | | | | |
| | 3160 OCLC & COMPUTER SERVICES | 70,500 | | | | |
| | 3170 ADMIN/ACCOUNTING SERVICES | 46,900 | | | | |
| | 3175 COLLECTION AGENCY SERVICE | 20,000 | | | | |

| | | 2014 | 2014 | 2014 | 2014 | 2014 |
|--|---|----------------|----------------|----------------|--------------|----------------|
| | 2014 BUDGET | OPERATING | LIRF | RAINY DAY | DEBT SERVICE | TOTAL FUNDS |
| | Worksheet B | | | | | |
| | TOTAL PROFESSIONAL SERVICES | 372,800 | - | 100,000 | | 472,800 |
| | OTHER SERVICES/CHARGES (3000s) CONTINUED | | | | | |
| | COMMUNICATION & TRANSPORTATION | | | | | |
| | 3210 TELEPHONE | 32,700 | | | | |
| | 3220 POSTAGE | 25,000 | | | | |
| | 3230 TRAVEL EXPENSE | 10,000 | | | | |
| | 3240 PROFESSIONAL MEETINGS | 10,000 | | | | |
| | 3250 CONTINUING EDUCATION | 10,000 | | | | |
| | 3260 FREIGHT & DELIVERY | 1,600 | | | | |
| | TOTAL COMMUNICATION & TRANSPORTATION | 89,300 | | | | 89,300 |
| | PRINTING & ADVERTISING | | | | | |
| | 3310 ADVERTISING & PUBLICATION | 2,700 | | | | |
| | 3320 PRINTING | 5,000 | | | | |
| | TOTAL PRINTING & ADVERTISING | 7,700 | | | | 7,700 |
| | INSURANCE | | | | | |
| | 3410 OFFICIAL BOND | 600 | | | | |
| | 3420 OTHER INSURANCE | 63,400 | | | | |
| | TOTAL INSURANCE | 64,000 | | | | 64,000 |
| | UTILITIES | | | | | |
| | 3510 GAS | 2,750 | | | | |
| | 3520 ELECTRICITY | 296,400 | | | | |
| | 3530 WATER | 27,300 | | | | |
| | TOTAL UTILITIES | 326,450 | | | | 326,450 |
| | REPAIR & MAINTENANCE | | | | | |
| | 3610 BUILDING REPAIR | 22,000 | 100,000 | 100,000 | | |
| | 3630 OTHER REPAIR | 21,200 | | | | |
| | 3640 VEHICLE REPAIR & MAINTENANCE | 11,000 | | | | |
| | 3650 MATERIALS BINDING/REPAIR | 3,000 | | | | |
| | TOTAL REPAIR & MAINTENANCE | 57,200 | 100,000 | 100,000 | | 257,200 |
| | RENTALS | | | | | |

| | | 2014 | 2014 | 2014 | 2014 | 2014 |
|---|--|------------------|----------------|----------------|----------------|------------------|
| 2014 BUDGET | | OPERATING | LIRF | RAINY DAY | DEBT SERVICE | TOTAL FUNDS |
| Worksheet B | | | | | | |
| | 3710 REAL ESTATE RENTAL/BOND PMT. | 38,200 | | | 607,768 | |
| | 3720 EQUIPMENT RENTAL | - | | | | |
| | TOTAL RENTALS | 38,200 | | | 607,768 | 645,968 |
| OTHER SERVICES/CHARGES (3000s) CONTINUED | | | | | | |
| OTHER CHARGES | | | | | | |
| | 3845 ELEC. RECURSES-DATABASES | 161,917 | | | | |
| | 3846 E-BOOKS | 102,136 | | | | |
| | 3910 DUES/INSTITUTIONAL | 7,550 | | | | |
| | 3920 INTEREST/TEMPORARY LOAN | 2,500 | | | | |
| | 3930 TAXES & ASSESSMENTS | - | | | | |
| | 3940 TRANSFER TO LIRF | - | | | | |
| | 3945 TRANSFER TO RAINY DAY | - | | | | |
| | 3950 EDUCATIONAL LICENSING/SERVICES | 4,000 | | | | |
| | TOTAL OTHER CHARGES | 278,103 | | | | 278,103 |
| TOTAL OTHER SERVICES/CHARGES (3000s) | | 1,233,753 | 100,000 | 200,000 | 607,768 | 2,141,521 |
| CAPITAL OUTLAY (4000s) | | | | | | |
| FURNITURE & EQUIPMENT | | | | | | |
| | 4410 FURNITURE | 10,000 | | 50,000 | | |
| | 4420 AUDIO VISUAL EQUIPMENT | - | | | | |
| | 4430 OTHER EQUIPMENT | 68,000 | 100,000 | 50,000 | | |
| | 4440 LAND & BUILDINGS | - | | | | |
| | 4450 BUILDING RENOVATION - | 5,000 | 150,000 | 100,000 | | |
| | 4460 IS EQUIPMENT | - | | | | |
| | 4465 IS SOFTWARE | - | | | | |
| | 4470 EQUIPMENT - CATS | - | | | | |
| | 4475 SOFTWARE - CATS | - | | | | |
| | TOTAL FURNITURE & EQUIPMENT | 83,000 | 250,000 | 200,000 | | 533,000 |
| OTHER CAPITAL OUTLAY | | | | | | |
| | 4510 BOOKS | 548,250 | | | | |
| | 4520 PERIODICALS & NEWSPAPERS | 41,936 | | | | |
| | 4530 NONPRINT MATERIALS | 345,961 | | | | |
| | to get to 15% | | | | | |
| | 4540 ELECTRONIC RESOURCES | - | | | | |

| | | 2014 | 2014 | 2014 | 2014 | 2014 |
|--|-----------------------------------|-----------|---------|-----------|--------------|-------------|
| | 2014 BUDGET | OPERATING | LIRF | RAINY DAY | DEBT SERVICE | TOTAL FUNDS |
| | Worksheet B | | | | | |
| | TOTAL OTHER CAPITAL OUTLAY | 936,147 | | | | 936,147 |
| | | 15.00% | | | | |
| | TOTAL CAPITAL OUTLAY | 1,019,147 | 250,000 | 200,000 | | 1,469,147 |
| | TOTAL EXPENDITURES 2014 | 8,001,684 | 350,000 | 400,000 | 607,768 | 9,359,452 |
| | TOTAL BUDGET 2013 | 7,798,983 | 350,000 | 400,000 | 600,000 | 9,148,983 |
| | Increase from 2013 | 2.60% | 0.00% | 0.00% | 1.29% | 2.30% |

Monroe County Public Library
2014 Budget: Line Item Detail Narrative
Updated July 22, 2013

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> |
|--------------------|---|
| 1120-1190 | The 2014 wage projection is based on a 2% wage increase for employees. This could change depending on health insurance cost (1240). A coordinator for the digital creativity center is a new staff position in the 2014 budget. Funds have been allocated to complete the recommendations of the 2009 Singer compensation and classification study. |
| 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 2014. |
| 1230 | The rate that the library contributes for full-time employees to the Indiana Public Employees Retirement System for the employer contribution went from 10% in 2013 to 11.2% in 2014. The associated cost due to the rate increase was about \$37,400 |
| 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 10% increase. The 10% is based on our actual 2013 premiums which turned out to be lower than the 2013 budget. We have also budgeted \$30,000 to allow for new employees to be added to the plan as a result of employee turnover during the year. The impact of the Affordable Healthcare Act on 2014 premiums is difficult to predict but we feel a 10% allowance is reasonable. |
| 1310-1350 | Wages for temporary staff, including work-study students. |
| 2140 | Anticipated costs of replacing copiers that are getting old |
| 3110-3120 | Consulting fees are in the budget as a placeholder. \$7,500 is allocated to the I.S. department and it is related to expected assistance with network configuration and increased capacity for data storage. The main roof addition is planned for 2014 or 2015 and could possibly involve consulting or engineering services. |

- 3630 Additional funds allocated for equipment in the digital creativity center and for repair and replacement of chairs for patrons and staff.
- 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. Actual spending for 2014 is expected to be \$75,000. Indiana Room scanning equipment (\$21,000) and digital creativity area equipment (\$54,000).
- 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 Appropriated to cover unexpected need for consultant services.
- 3130 Appropriated in case Operating Funds are insufficient to cover legal costs.
- 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 Second payment on 2013-2015 general obligation bond.

| MCPL CAPITAL SPENDING PLAN SUMMARY | Gen. Fund | Rainy Day | LIRF | LIRF | Gen. Fund | General Obligation Bond 2013-2015 | | |
|---|-----------|-----------|-----------|----------|-----------|-----------------------------------|-----------|-----------|
| | 2013 | 2013 | 2013 | 2014 | 2014 | 2013 | 2014 | 2015 |
| General Fund Expenditures | | | | | | | | |
| Architect | \$10,000 | | | | | | | |
| Furniture | | | | | \$10,000 | | | |
| Digital Creativity Center Equipment | | | | | \$46,000 | | | |
| Other Equipment | \$16,000 | | | | \$22,000 | | | |
| Building Renovation | | | | | \$5,000 | | | |
| Rainy Day & LIRF Fund Expenditures | | | | | | | | |
| Main Renovation Phase III | | \$210,000 | \$210,000 | | | | | |
| Architect | | \$30,000 | | | | | | |
| Digital Creativity Center Equipment | | | | \$54,000 | | | | |
| Indiana Room Scanning Equipment | | | | \$21,000 | | | | |
| Bond Fund Expenditures | | | | | | | | |
| Auditorium Renovation | | | | | | \$150,000 | \$0 | |
| Renovate Third Floor - I.S. dept., security, graphics, floor covering | | | | | | \$225,000 | | |
| Roof - Main Addition | \$0 | | | | | | | \$400,000 |
| Chillers - Main HVAC | \$0 | | | | | | \$300,000 | |
| Ellettsville Circ. And reference desk area renov. | \$0 | | | | | | \$25,000 | |
| Ellettsville Yellow House Demolished in 2011 - cost \$18,096 (LIRF) | | | | | | | | |
| Ellettsville Garden / Courtyard | \$0 | | | | | \$0 | \$50,000 | |
| May need these funds for Phone system | | | | | | | | |
| I.S. Equipment | | | | | | \$58,000 | \$50,000 | \$50,000 |
| I.S. Software | | | | | | \$25,000 | \$25,000 | \$25,000 |
| CATS Equipment | | | | | | \$45,000 | \$45,000 | \$45,000 |
| CATS Software | | | | | | \$5,000 | \$5,000 | \$5,000 |
| New Phone System (actual estimate around \$100,000) see Ell. Courtyard | | | | | | | \$25,000 | \$25,000 |
| Landscaping Main Library - | | | | | | \$17,000 | | |
| Replace Cobbled Sidewalks at Kirkwood and Parking Lot | | | | | | \$25,000 | | |
| Replace 1993 Van | | | | | | \$25,000 | | |
| Originally budgeted - Replace Elevator Controls - Main | | | | | | \$100,000 | | |
| replace elevator project with computer network upgrade 2013 | | | | | | | | |
| Originally budgeted - Frequency Drives - Air Handler replacement - HVAC system - \$50,000 | | | | | | | | |
| Bond issuance cost - legal and misc. | | | | | | \$50,000 | | |
| Sub Total of Expenditures | \$26,000 | \$240,000 | \$210,000 | \$75,000 | \$83,000 | \$725,000 | \$525,000 | \$550,000 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

PETITION TO APPEAL FOR AN INCREASE TO THE MAXIMUM LEVY

The _____ **Board of Trustees** _____ of the **Monroe County Public Library** _____,
(Fiscal/Governing Body) (Taxing Unit)

___**Monroe**_____ County, State of Indiana, has determined to file for an excess levy appeal.

(Please check the appropriate excess levy appeal(s) and provide the dollar amount(s) requested:

- | | |
|--|------------------------|
| <input type="checkbox"/> Annexation (IC 6-1.1-18.5-13(1)) | \$ _____ |
| <input type="checkbox"/> Three Year Growth (IC 6-1.1-18.5-13(3)) | \$ _____ |
| <input type="checkbox"/> Emergency Levy Appeal (C-1.1-18.5-13(13)) | \$ _____ |
| <input type="checkbox"/> Property Tax Shortfall (IC 6-1.1-18.5-16) | \$ _____ |
| <input checked="" type="checkbox"/> Correction of Error (IC 6-1.1-18.5-14) | \$ <u>42,975</u> _____ |

The fiscal/governing body of **Monroe County Public Library, Monroe** County hereby resolves to proceed with a petition for an excess levy to the Department of Local Government Finance to increase the taxing unit's maximum levy.

Adopted this 21st day of September, 2013.

FOR

AGAINST

ATTEST: _____

Phone System Replacement Information

September 2013

Phones remain an essential tool in the delivery of service at the Monroe County Public Library. Currently, the library has two separate systems – one at the Main Library and one at the Ellettsville Branch. The Ellettsville system does not support voicemail. The current phone systems and equipment at both the Main Library and the Ellettsville Branch have reached their end of life as products and are no longer supported by the manufacturer – NEC ended sales of the newer of the systems in 2005. Availability of parts and costs of potential repairs are unpredictable.

Replacement and integration of these two systems offer many benefits including shared functional operations between the Main Library and Ellettsville, improved features and efficiencies, and reduced dependence on vendor support to make even the smallest changes.

Scheduling this work prior to the renovation will reduce costs that we will incur with our current system, which requires vendor intervention with any phone move or update.

For projects exceeding \$150,000, we are legally required to follow public bidding procedures. Initial discussions with various vendors have indicated replacement costs could exceed \$100,000; however, until we have developed our RFP and received responses we will not have firm figures, so we want to be prepared to follow the public process. We have set aside money in the General Obligation Bond to fund this work. We have attached a project proposal from Telecom Resources, Inc. to provide IT consulting services for the phone replacement project. We propose to use Telecom Resources for Phases I-III as they have outlined. The total cost to manage this project would be \$11,375.



Ms. Marilyn Wood, Associate Director
Monroe County Public Library
303 E. Kirkwood Ave
Bloomington, IN. 47408

September 5, 2013

PROJECT DESCRIPTION – Revised on September 5, 2013

Telecom Resources, Inc. (TRI) will provide IT Consulting Services to MCPL for your upcoming IT Telephony replacement project.

PHASE I 15 hours \$2625

- Kick off meeting with Ned and Vanessa to discuss upcoming project, and deliverables.
- Provide all pros and cons going Digital vs. VoIP (Voice over Internet Protocol)
- Revise the existing Request for Proposal to get ready to send out to select vendors
- We will obtain copies of all AT&T local and long distance bills for review
- Provide to MCPL our final report along with the newly written RFP.

PHASE II 25 hours \$4375

- Read through all RFP responses from up to 3 vendors
- Input data onto Excel Spreadsheet and compare each side by side
- Provide pros and cons of each proposal
- Have the final 2 vendors come to MCPL for a one hour review of their capabilities
- Help MCPL make the final decision based on demos and responses to RF

PHASE III 25 hours \$4375

- Oversee the timeline of events and attend cutover meetings with vendor
- Be onsite over the weekend or at cutover to make sure the cut goes smoothly
- Issue orders to Telco for new trunking if needed

ADDITIONAL 12 ITEMS 30 hours \$5250

- Advise on the existing network access from AT&T compared to others out there.
- Review the SIP trunking application as relates to the DID capability at Corporate and remote offices
- Review existing Intranet connectivity for remote offices
- Coordinate, review and negotiate the selected Vendor's Contract



- Review all new invoices that come in from new IP/PBX vendor
- Review the existing AT&T contract(s) and document all contracts end and start dates
- Oversee Inter-Site IXC Network Design & Implementation (e.g., MPLS, QoS Routers, etc.)
- Desktop soft Client (e.g., MS Outlook) Integration Requirements (if applicable)
- Oversee and review of Wireless integration
- Oversee peripheral systems interface (e.g., Wireless, Handhelds, POS, etc.)
- Assist in Development of an Enterprise-wide Dial Plan
- Working with carrier to make sure there is ample capacity in the network for future MCPL applications

RESOURCE TEAM

- Barb Grothe, CEO 317-502-5599 and team of other STC Consultants if needed

ENGAGEMENT SCHEDULE

- Phase I can start upon acceptance and should be completed within 15-30 days.

ASSUMPTIONS and TERMS

- If items are asked of us that are not part of the above scope, they will need to be approved prior to starting. Telecom Resources, Inc. will bill at the end of the 30 day engagement. Payment will be due upon receipt of Invoice. If you are in agreement, please sign below and scan to bgrothe@tel-res.com or fax to 317 889 1829. Our fees are plus any travel expenses if needed.

PROJECT COST

- Telecom Resources will bill this project at the cost below by Phase that is accepted.

| | |
|---------------|-------------|
| ✓ PHASE I | \$ 2,625.00 |
| ✓ PHASE II | \$ 4,375.00 |
| ✓ PHASE III | \$ 4,375.00 |
| ✓ ADDL. ITEMS | \$ 5,250.00 |

TOTAL \$16,625.00 (Client may select which Phases they would like)



Submitted by:

Barbara Grothe

Barbara Grothe, CEO/Principal Consultant
Telecom Resources, Inc.

DATE: _____

Accepted by:

Marilyn Wood, Associate Director
Monroe Co. Public Library

DATE: _____

Marilyn, per our phone call today, (9/5/13) the items listed below in yellow are included in the 3 Phases quoted. The items in blue were not included in the first 3 phases and have been added into the proposal as "additional items" as they will be going on in tandem with the project which is why I did not label it as a Phase 4. If you have any questions, please call me at 317-502-5599.

- Oversee the applications design & integration (e.g., Call Presence, VoIP, Corporate phone book) **PHASE 1**
- Conduct audit of all Telecommunications Monthly Invoices for Voice/Data excluding cellphones **PHASE 1**
- Oversee that MCPL IT staff continues to maintain the Corporate Trunking and analog POTS line/alarm/fire inventory list **PHASE 1**
- Determine the correct number of lines at Corporate and Ellettsville Locations. **PHASE 1**
- Work with MCPL IT on pros and cons of Microsoft Lync as a possible replacement. **PHASE 2**
- Based on User Needs, start writing the "Request for Proposal" for new IP/PBX vs. MS Lync if appropriate **PHASE 1**
- Review all bids and write up report comparison of 3 vendors **PHASE 2**
- Project manage the new voice/data infrastructure between Corporate and the remote sites **PHASE 3**
- Coordinate timeline with all vendors and oversee installation **PHASE 3**
- Advise on the existing network access from AT&T compared to others out there.
- Review the SIP trunking application as relates to the DID capability at Corporate and remote offices
- Review existing Intranet connectivity for remote offices
- Coordinate, review and negotiate the selected Vendor's Contract



- Review all new invoices that come in from new IP/PBX vendor
- Review the existing AT&T contract(s) and document all contracts end and start dates
- Plan, Coordinate & Chair all Project Implementation Meetings **PHASE 3**
- Prepared meeting notes from all major meetings with responsible parties and action items **PHASE 3**
- Oversee Inter-Site IXC Network Design & Implementation (e.g., MPLS, QoS Routers, etc.)
- Desktop soft Client (e.g., MS Outlook) Integration Requirements (if applicable)
- Oversee and review of Wireless integration
- Oversee peripheral systems interface (e.g., Wireless, Handhelds, POS, etc.)
- Assist in Development of an Enterprise-wide Dial Plan
- Establish Cutover Activities, Responsible Parties & Due Dates / Times **PHASE 3**
- Coordinate Station Hardware Placed & Tested. **PHASE 3**
- Working with carrier to make sure there is ample capacity in the network for future MCPL applications