

BOARD OF TRUSTEES - PUBLIC HEARING ON 2020 BUDGET
Wednesday, September 25, 2019; Meeting Room 1B
5:45 pm

1. Call to Order – President John Walsh
2. 2020 Budget – Gary Lettelleir (page 1-21)
3. Public Comment
4. Adjournment

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

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

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

Approved by the Library Board of Trustees July 17, 2019

Monroe County Public Library 2020 Budget

The financial plan for 2020 considers initiatives and ongoing services outlined as priorities in the Library’s strategic direction 2018-2020. The 2020 budget plan includes long term consideration for capital investments in a new branch as well as continuing to provide support to meet these critical goals:

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

Here is a comparison of the Operating Fund projected 2020 spending budget vs. the 2019 spending budget:

Operating Fund Spending Budget	2020	2019	change	% increase
Wages and Benefits	6,519,658	6,282,892	236,766	3.77%
Supplies	214,400	222,750	(8,350)	-3.75%
Other Services & Charges	1,650,250	1,512,850	137,400	9.08%
Capital Outlay	1,108,000	1,052,500	55,500	5.27%
Total Operating Expenditures	9,492,308	9,070,992	421,316	4.64%

Wage and Benefit Assumptions

Wages and benefits account for 69% of the 2020 budget. The estimated increase in the wages & benefits category for 2020 compared to the previous year is 3.77%. The estimated increase for health insurance is about 15%. The annual staff salary calculations are based on a \$.75/hr increase or 2.75%, whichever is the highest amount for the employee. A final decision on the allocation of the increase between wages and cost of benefits will be made around the end of the year when we see what happens to the cost of health insurance.

2020 Revenue Summary

The total Operating Fund revenue projection for 2020 is about \$9,530,000, an increase of about 5.5% compared to 2019 revenue projections. The property tax revenue projection is based on an increase of 3.5% - the 2020 Growth Quotient. We have the final 2020 LIT figure and the increase for next year is about \$153,000 or 6.5%. The other revenue lines which include fines, fees, and miscellaneous state tax revenue make up about 7% of the annual total operating fund revenue and they are based on the previous year amounts.

Budgeted Deficit – Expected Surplus

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

Here is a look at how actual 2018 results compared to the budget:

	2018	2018		
Operating Fund	Actual	Budget	Increase	%
Revenue				
Property Tax Receipts	5,991,974	6,030,073	(38,099)	-0.6%
Local Income Tax	2,431,965	2,286,738	145,227	6.4%
Investment Income	106,584	4,000	102,584	2564.6%
Fines and Fees	84,752	150,000	(65,248)	-43.5%
Other Revenue	535,951	291,986	243,965	83.6%
	9,151,226	8,762,797	388,429	4.4%
Spending				
Wages and Benefits	5,790,786	5,958,661	(167,875)	-2.8%
Supplies	152,953	205,900	(52,947)	-25.7%
Services and Charges	1,272,516	1,402,700	(130,184)	-9.3%
Capital	931,835	1,019,500	(87,665)	-8.6%
	8,148,090	8,586,761	(438,671)	-5.1%
Surplus (Deficit) before transfers	1,003,136	176,036	827,100	469.8%
Transfers	500,191	154,000		
total spending plus transfers	8,648,281	8,740,761		

Minimum Cash Reserve Balance

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

2021 and Beyond! – next - a financial roadmap for bond planning

2020-2021 Branch Bond Planning and Future Revenue and Expense Scenarios for new Branch Planning

The Current MCPL tax rate for debt levy is about 1 penny per \$100 of assessed value.
 Starting with the 2020 branch bond the 1 penny will be divided so that half is for the branch bond and half will be for the 2022 G.O. bond for equipment and facility needs other than the new branch.
 2020 branch Bond proceeds after bond related expenses would be around \$4,600,000.

Branch Bond planning 8-16-19

	LIRF		Rainy Day	
Dec 30, 2018 balance		2,911,599		1,982,794
2018 net receipts operations				1,003,136
				Entry in December 2019
12/31/18 balance	\$	2,911,599	\$	2,985,930
less reserve balance	\$	(1,000,000)	\$	(1,000,000)
less Ell project	\$	(818,000)		
12/31/19 proj balance	\$	1,093,599	\$	1,985,930

Bond Planning Scenario

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

Year	Proceeds from GOB	Facility Bond	Equipment & IT	Facility Maint & Impr.	New Branch Allocation
2019-2021	\$ 1,900,000		\$ 1,131,900	\$ 449,700	\$318,400
2021 -2040*		\$ 4,600,000			\$ 4,600,000
2022-2027	\$ 1,900,000		\$ 950,000	\$ 950,000	
2028-2033	\$ 1,900,000		\$ 950,000	\$ 950,000	

*date of issuance based on current architect timeline June 2020 to October 2020

Funds Available for New Branch Project with these Scenarios

2018 year end LIRF balance	\$	1,093,599	Maintains 1 million reserve
2018 year end Rainy Day balance	\$	1,985,930	Maintains 1 million reserve
2019-2021 bond estimated branch allocation	\$	318,400	
2021 Facility Bond	\$	4,600,000	
2019 Net Operating receipts	\$	800,000	
2020 Net Operating receipts	\$	700,000	
2021 Net Operating receipts	\$	350,000	some branch staff hired
FUNDS AVAILABLE	\$	9,847,929	

2020 Budget - estimated revenue, expense, and cash balances

Worksheet A	2019 Budget after 1782	2020 Estimates	
	Operating Fund		
Asses. Val. INCOME	7,115,729,204	7,388,883,663	273,154,459.00 3.8387% increase
<i>Property Tax 2019 - growth quotient = 1.035</i>			
Property Tax	6,233,379	6,454,278	3.5438%
Tax Cap adj	(200,613)	(138,264)	
County Option Income Tax	\$ 2,355,340	\$ 2,508,098	\$ 152,758
Commercial Vehicle Excise Tax	\$ 44,226	\$ 43,597	
Financial Institutions Tax	\$ 18,300	\$ 20,070	
License Excise	\$ 400,000	\$ 462,860	
Fines/Fees	\$ 150,000	\$ 50,000	
Investment Income	\$ 4,000	\$ 100,000	
Other - meeting rooms	\$ 4,000	\$ 4,000	
Copier fees	\$ 12,500	\$ 12,500	
Other - PLAC	\$ 12,500	\$ 12,500	7.40%
TOTAL projected revenue	\$ 9,033,632	\$ 9,529,639	496,007.00 5.4907%
EXPENSES			
Personnel Services	\$ 6,282,892	\$ 6,519,658	
Supplies	\$ 222,750	\$ 214,400	
Other Services/Charges	\$ 1,512,850	\$ 1,650,250	
Capital	\$ 1,052,500	\$ 1,108,000	
TOTAL projected operating cost	\$9,070,992	\$9,492,308	421,316 4.64%
FUND BALANCE			
Beginning	\$2,067,282	\$ 2,029,922	
xfer rainy day		\$ (1,003,136)	
Income less exp.	\$ (37,360)	\$ 37,331	
Ending balance	\$ 2,029,922	\$ 1,064,117	

Worksheet A	2019 Budget after 1782		2020 Estimates
	Debt Service		
INCOME			
Property Tax	\$	683,110	\$ 712,000
Circuit Breaker			
Commercial Vehicle Excise Tax		5,007	5,007
Financial Institutions Tax		2,129	2,129
License Excise		34,174	34,174
	TOTAL	\$ 724,420	\$ 753,310
EXPENSES			
Bond Payment (30K from rainy day)	\$	712,000	\$ 706,457
FUND BALANCE			
Beginning		\$19,657	\$ (9,233)
Income less exp.		-\$28,890	\$ 46,853
Ending balance	\$	(9,233)	\$ 37,620

Library Improvement Reserve Fund

INCOME			
Transfer			
EXPENSES			
Other Services/Charges	\$	114,000	\$ 114,000
Capital	\$	897,000	\$ 696,000
	TOTAL	\$1,011,000	\$810,000
FUND BALANCE			
Beginning	\$	2,911,599	\$ 1,911,599
cost	\$	(1,000,000)	
Total	\$	1,911,599	\$ 1,911,599

Worksheet A		2019 Budget after 1782	2020 Estimates
		Rainy Day Fund	
INCOME	Transfer - repay	\$ 1,003,136	
EXPENSES	Other Services/Charges		\$ 85,000
	Capital		\$ 200,000
	TOTAL		\$285,000
FUND BALANCE	Beginning	\$ 1,982,794	\$ 2,985,930
	xfer	\$ 1,003,136	
			\$ (285,000)
	Total	\$ 2,985,930	\$ 2,700,930

		2020	2020	2020	2020	2020
2020 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
worksheet B						
PERSONNEL SERVICES						
SALARIES						
	1120 ADMINISTRATION	206,173				
	1130 MANAGERS	1,104,791				
	1140 LIBRARIANS, EXPERTS	1,089,127				
	1150 SPECIALISTS	239,694				
	1160 ASSISTANTS-PARAPROFESSIONALS	853,593				
	1170 TECH / SECRETARIES	70,200				
	1180 -see "Other Wages" below					
	1190 BUILDING SERVICES-MAINT.	193,911				
	1200 BUILDING SERVICES-SECURITY	119,079				
	1280 PRODUCTION ASSISTANTS	19,422				
	1290 INFO ASST. / MATERIAL SUPPORT	526,744				
	1300 MATERIAL HANDLER	309,722				
	1350 WAGE CONTINGENCY	60,000				
	TOTAL SALARIES	4,792,456		-	-	4,792,456
EMPLOYEE BENEFITS						
	1210 EMPLOYER CONTRIBUTION/FICA	293,412				
	1220 UNEMPLOYMENT COMPENSATION	10,000				
	1230 EMPLOYER CONTRIBUTION/PERF	423,484				
	1235 EMPLOYEE CONTRIBUTION/PERF	113,509				
	1240 EMPLOYER CONT/INSURANCE	802,176				
	1250 EMPLOYER CONT/MEDICARE	68,621				
	TOTAL EMPLOYEE BENEFITS	1,711,202		-		1,711,202
OTHER WAGES						
	1310 WORKSTUDY	6,000				
	1180 TEMPORARY STAFF	10,000				
	1350 STIPEND	-				
	TOTAL OTHER WAGES	16,000				16,000
TOTAL PERSONNEL SERVICES (1000s)		6,519,658		-		6,519,658

		2020	2020	2020	2020	2020
2020 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
worksheet B						
SUPPLIES (2000s)						
OFFICE SUPPLIES						
	2110 OFFICIAL RECORDS	1,200				
	2120 STATIONERY & PRINTING	500				
	2130 OFFICE SUPPLIES	15,200				
	2140 DUPLICATING	32,000				
	2150 PROMOTIONAL MATERIALS	-				
TOTAL OFFICE SUPPLIES		48,900		-		48,900
OPERATING SUPPLIES						
	2210 CLEANING SUPPLIES	40,000				
	2220 FUEL, OIL, & LUBRICANTS	13,000				
	2230 CATALOGING SUPPLIES	10,000				
	2240 AUDIO VISUAL SUPPLIES	7,500				
	2250 CIRCULATION SUPPLIES	41,500				
	2260 LIGHT BULBS	10,000				
	2280 UNIFORMS	2,000				
	2290 DISPLAY/EXHIBIT SUPPLIES	2,000				
TOTAL OPERATING SUPPLIES		126,000		-		126,000
REPAIR & MAINTENANCE SUPPLIES						
	2300 IS SUPPLIES	11,000				
	2310 BUILDING MATERIALS & SUPPLIES	27,000				
	2320 PAINT & PAINTING SUPPLIES	1,500				
	2340 OTHER REPAIR & BINDING	-				
TOTAL REPAIR & MAINTENANCE SUPPLIES		39,500				39,500
TOTAL SUPPLIES (2000s)		214,400		-		214,400
OTHER SERVICES/CHARGES (3000s)						
PROFESSIONAL SERVICES						
	3110 CONSULTING SERVICES	11,000		20,000		
	3120 ENGINEERING/ARCHITECTURAL	7,000		20,000		
	3130 LEGAL SERVICES	21,000		20,000		
	3140 BUILDING SERVICES	42,000				

		2020	2020	2020	2020	2020
	2020 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
	worksheet B					
	3150 MAINTENANCE CONTRACTS	236,600				
	3160 OCLC & COMPUTER SERVICES	91,000				
	3170 ADMIN/ACCOUNTING SERVICES	101,000				
	3175 COLLECTION AGENCY SERVICE	18,000				
	TOTAL PROFESSIONAL SERVICES	527,600	-	60,000		587,600
	COMMUNICATION & TRANSPORTATION					
	3210 TELEPHONE	33,000				
	3220 POSTAGE	20,000				
	3230 TRAVEL EXPENSE	-				
	3240 PROFESSIONAL MEETINGS	30,000				
	3250 CONTINUING EDUCATION	-				
	3260 FREIGHT & DELIVERY	1,900				
	TOTAL COMMUNICATION & TRANSPORTATION	84,900				84,900
	PRINTING & ADVERTISING					
	3310 ADVERTISING & PUBLICATION	14,700				
	3320 PRINTING	30,000				
	TOTAL PRINTING & ADVERTISING	44,700				44,700
	INSURANCE					
	3410 OFFICIAL BOND	800				
	3420 OTHER INSURANCE	108,000				
	TOTAL INSURANCE	108,800				108,800
	UTILITIES					
	3510 GAS	5,650				
	3520 ELECTRICITY	363,000				
	3530 WATER	36,500				
	TOTAL UTILITIES	405,150				405,150
	REPAIR & MAINTENANCE					
	3610 BUILDING REPAIR	34,000	114,000	25,000		
	3630 OTHER REPAIR	18,000				
	3640 VEHICLE REPAIR & MAINTENANCE	17,000				
	3650 MATERIALS BINDING/REPAIR	1,500				

		2020	2020	2020	2020	2020
2020 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
worksheet B						
TOTAL REPAIR & MAINTENANCE		70,500	114,000	25,000		209,500
RENTALS						
	3710 REAL ESTATE RENTAL/BOND PMT.	40,000			706,547	
	3720 EQUIPMENT RENTAL	-				
TOTAL RENTALS		40,000			706,547	746,547
OTHER CHARGES						
	3845 ELEC. REOURCES-DATABASES	190,000				
	3846 E-BOOKS	150,000				
	3910 DUES/INSTITUTIONAL	8,600				
	3920 INTEREST/TEMPORARY LOAN	-				
	3930 TAXES & ASSESSMENTS	-				
	3940 TRANSFER TO LIRF	-				
	3944 CATS SUBSIDY	15,000				
	3945 TRANSFER TO RAINY DAY	-				
	3950 EDUCATIONAL LICENSING/SERVICES	5,000				
TOTAL OTHER CHARGES		368,600				368,600
TOTAL OTHER SERVICES/CHARGES (3000s)		1,650,250	114,000	85,000	706,547	2,555,797
CAPITAL OUTLAY (4000s)						
FURNITURE & EQUIPMENT						
	4410 FURNITURE	10,000	25,000	25,000		
	4420 AUDIO VISUAL EQUIPMENT	-				
	4430 OTHER EQUIPMENT	9,000	125,000	25,000		
	4440 LAND & BUILDINGS	-				
	4450 BUILDING RENOVATION -	5,000	546,000	150,000		
	4460 IS EQUIPMENT	-				
	4465 IS SOFTWARE	-				
	4470 EQUIPMENT - CATS	-				
	4475 SOFTWARE - CATS	-				
TOTAL FURNITURE & EQUIPMENT		24,000	696,000	200,000		920,000
OTHER CAPITAL OUTLAY						
	4510 BOOKS	635,000				

		2020	2020	2020	2020	2020
	2020 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
	worksheet B					
	4520 PERIODICALS & NEWSPAPERS	43,000				
	4530 NONPRINT MATERIALS	340,000				
	to get to 15%	66,000				
	4540 ELECTRONIC RESOURCES	-				
	TOTAL OTHER CAPITAL OUTLAY	1,084,000				1,084,000
		15.00%				
	TOTAL CAPITAL OUTLAY	1,108,000	696,000	200,000		2,004,000
	TOTAL EXPENDITURES 2020	9,492,308	810,000	285,000	706,547	11,293,855
	TOTAL BUDGET 2019	9,070,992	1,011,000	150,000	685,150	10,917,142
	Increase from 2019	4.64%	-19.88%	90.00%	3.12%	3.45%

MONROE COUNTY PUBLIC LIBRARY
2020 BUDGET COMPARISON

Worksheet C	2020 BUDGET	2019 BUDGET	2018 ACTUAL	2017 ACTUAL
PERSONNEL SERVICES (1000'S)				
SALARIES				
1120 ADMINISTRATION	206,173	200,655	187,511	190,058
1130 MANAGERS	1,104,791	1,190,772	1,081,605	1,068,125
1140 LIBRARIANS, EXPERTS	1,089,127	1,067,979	1,036,101	982,699
1150 SPECIALISTS	239,694	253,785	222,601	209,536
1160 ASSISTANTS-PARAPROFESSIONALS	853,593	822,255	772,374	784,145
1170 TECH / SECRETARIES	70,200	57,275	64,374	61,479
1180 -see "Other Wages" below				
1190 BUILDING SERVICES-MAINT.	193,911	174,158	167,951	157,241
1200 BUILDING SERVICES-SECURITY	119,079	114,594	114,148	107,913
1280 PRODUCTION ASSISTANTS	19,422	19,422	13,644	19,282
1290 INFO ASST. / MATERIAL SUPPORT	526,744	451,487	429,901	404,069
1300 MATERIAL HANDLER	309,722	307,889	236,639	233,139
1350 WAGE CONTINGENCY	60,000	-	14,550	5,740
TOTAL SALARIES	4,792,456	4,660,271	4,341,399	4,223,426
EMPLOYEE BENEFITS				
1210 EMPLOYER CONTRIBUTION/FICA	293,412	282,137	259,824	253,885
1220 UNEMPLOYMENT COMPENSATION	10,000	10,000		
1230 EMPLOYER CONTRIBUTION/PERF	423,484	397,538	401,386	358,123
1235 EMPLOYEE CONTRIBUTION/PERF	113,509	108,563	108,439	95,647
1240 EMPLOYER CONT/INSURANCE	802,176	742,897	617,709	571,803
1250 EMPLOYER CONT/MEDICARE	68,621	64,286	60,133	61,218
TOTAL EMPLOYEE BENEFITS	1,711,202	1,605,421	1,447,491	1,340,676
OTHER WAGES				
1310 WORKSTUDY	6,000	7,200	1,896	2,709
1180 TEMPORARY STAFF	10,000	10,000		2,770
1350 STIPEND/RECLASSIFICATION				
TOTAL OTHER WAGES	16,000	17,200	1,896	5,479
TOTAL PERSONNEL SERVICES	6,519,658	6,282,892	5,790,786	5,569,581
	68.68%	69.26%	66.96%	60.24%

Worksheet C	2020 BUDGET	2019 BUDGET	2018 ACTUAL	2017 ACTUAL
SUPPLIES (2000'S)				
OFFICE SUPPLIES				
2110 OFFICIAL RECORDS	1,200	1,100	142	46
2120 STATIONERY & PRINTING	500	550	435	635
2130 OFFICE SUPPLIES	15,200	11,050	10,426	7,887
2140 DUPLICATING	32,000	60,250	45,473	45,090
2150 PROMOTIONAL MATERIALS			123	
TOTAL OFFICE SUPPLIES	48,900	72,950	56,599	53,658
OPERATING SUPPLIES				
2210 CLEANING SUPPLIES	40,000	40,000	24,566	22,650
2220 FUEL, OIL, & LUBRICANTS	13,000	11,000	7,871	7,506
2230 CATALOGING SUPPLIES-BOOKS	10,000	7,500	6,522	7,363
2240 A/V SUPPLIES-CATALOGING	7,500	6,000	6,008	4,001
2250 CIRCULATION SUPPLIES	41,500	38,000	20,411	34,085
2260 LIGHT BULBS	10,000	10,000	6,715	5,056
2280 UNIFORMS	2,000	1,900	987	1,346
2290 DISPLAY/EXHIBIT SUPPLIES	2,000	4,000	1,282	
TOTAL OPERATING SUPPLIES	126,000	118,400	74,362	82,007
REPAIR & MAINTENANCE SUPPLIES				
2300 IS SUPPLIES	11,000	7,500	7,613	5,213
2310 BUILDING MATERIALS & SUPPLIES	27,000	23,000	13,453	7,381
2320 PAINT & PAINTING SUPPLIES	1,500	900	926	603
2340 OTHER REPAIR & BINDING				
TOTAL REPAIR & MAINTENANCE SUPPLIES	39,500	31,400	21,992	13,197
TOTAL SUPPLIES	214,400	222,750	152,953	148,862
OTHER SERVICES/CHARGES (3000'S)				
PROFESSIONAL SERVICES				
3110 CONSULTING SERVICES	11,000	11,000	2,474	5,316
3120 ENGINEERING/ARCHITECTURAL	7,000	7,000	10	-
3130 LEGAL SERVICES	21,000	18,000	13,747	10,349

Worksheet C

	2020 BUDGET	2019 BUDGET	2018 ACTUAL	2017 ACTUAL
3140 BUILDING SERVICES	42,000	40,000	29,517	18,722
3150 MAINTENANCE CONTRACTS	236,600	217,600	142,583	162,197
3160 COMPUTER SERVICES (OCLC)	91,000	83,500	67,158	64,829
3170 ADMIN/ACCOUNTING SERVICES	101,000	70,000	57,882	31,898
3175 COLLECTION AGENCY SERVICES	18,000	18,000	13,210	11,698
TOTAL PROFESSIONAL SERVICES	527,600	465,100	326,581	305,009
COMMUNICATION & TRANSPORTATION				
3210 TELEPHONE	33,000	31,800	22,230	19,814
3220 POSTAGE	20,000	20,000	14,216	13,469
3230 TRAVEL EXPENSE			1,799	575
3240 PROFESSIONAL MTG. (OFF-SITE)	30,000	30,000	13,659	10,043
3250 CONTINUING ED. (ON-SITE)				1,569
3260 FREIGHT & DELIVERY	1,900	1,900	950	1,085
TOTAL COMMUNICATION & TRANSPORTATION	84,900	83,700	52,854	46,555
PRINTING & ADVERTISING				
3310 ADVERTISING & PUBLICATION	14,700	3,600	3,740	2,549
3320 PRINTING	30,000		230	3,941
TOTAL PRINTING & ADVERTISING	44,700	3,600	3,970	6,490
INSURANCE				
3410 OFFICIAL BOND	800	700	654	654
3420 OTHER INSURANCE	108,000	106,000	85,553	90,112
TOTAL INSURANCE	108,800	106,700	86,207	90,766
UTILITIES				
3510 GAS	5,650	4,450	3,079	2,338
3520 ELECTRICITY	363,000	353,000	288,284	285,575
3530 WATER	36,500	30,000	25,499	23,122
TOTAL UTILITIES	405,150	387,450	316,862	311,035
REPAIR & MAINTENANCE				

Worksheet C		2020	2019	2018	2017
		BUDGET	BUDGET	ACTUAL	ACTUAL
3610	BUILDING REPAIR	34,000	29,000	23,234	13,627
3630	OTHER EQUIP/FURNITURE REPAIRS	18,000	16,000	5,414	4,935
3640	VEHICLE REPAIR & MAINTENANCE	17,000	16,000	10,705	10,036
3650	MATERIAL BINDING/REPAIR SERV.	1,500	1,500	836	437
TOTAL REPAIR & MAINTENANCE		70,500	62,500	40,189	29,035
RENTALS					
3710	REAL ESTATE RENTAL/BOND PMT.	40,000	35,200	23,842	27,361
3720	EQUIPMENT RENTAL				
TOTAL RENTALS		40,000	35,200	23,842	27,754
OTHER CHARGES					
3845	ELEC. REOURCES-DATABASES	190,000	190,000	171,569	154,757
3846	E-BOOKS	150,000	150,000	231,134	200,914
3910	DUES/INSTITUTIONAL	8,600	8,600	6,299	6,684
1004	MISCELLANEOUS				
3920	INTEREST/TEMPORARY LOAN			-	-
3930	TAXES & ASSESSMENTS				
3940	TRANSFER TO LIRF			154,000	1,356,978
3944	CATS SUBSIDY	15,000	15,000	13,010	12,023
3945	TRANSFER TO ANOTHER FUND			346,190	200
3950	EDUCATIONAL SERV/LICENSING	5,000	5,000		2,714
TOTAL OTHER CHARGES		368,600	368,600	922,202	1,734,270
TOTAL OTHER SERVICES/CHARGES		1,650,250	1,512,850	1,772,707	2,550,914
CAPITAL OUTLAY (4000'S)					
FURNITURE & EQUIPMENT					
4410	FURNITURE	10,000	10,000	837	630
44105	ENCUMBERED FURNITURE				
4420	AUDIO VISUAL EQUIPMENT				
4430	OTHER EQUIPMENT	9,000	19,000	2,621	1,123
4440	LAND & BUILDINGS				
4450	BUILDING RENOVATIONS	5,000	5,000		2,275
4460	IS EQUIPMENT			5,900	329

Worksheet C	2020 BUDGET	2019 BUDGET	2018 ACTUAL	2017 ACTUAL
4465 IS SOFTWARE				
4470 EQUIPMENT - CATS				
4475 SOFTWARE - CATS				
TOTAL FURNITURE & EQUIPMENT	24,000	34,000	9,358	4,357
OTHER CAPITAL OUTLAY				
4510 BOOKS	635,000	602,500	566,965	584,143
4520 PERIODICALS & NEWSPAPERS	43,000	43,000	35,012	37,311
4530 NONPRINT MATERIALS	340,000	340,000	320,500	350,128
to get to 15%	66,000	33,000	-	-
4540 ELECTRONIC RESOURCES	-	-	-	-
TOTAL OTHER CAPITAL OUTLAY	1,084,000	1,018,500	922,477	971,582
	15.00%	14.98%	15.32%	14.36%
TOTAL CAPITAL OUTLAY	1,108,000	1,052,500	931,835	975,939
TOTAL OPERATING EXPENDITURES	9,492,308	9,070,992	8,648,281	9,245,296
transfer			500,190	1,356,978
less transfer			8,148,091	7,888,318

Monroe County Public Library
2020 Budget: Line Item Detail Narrative
Updated June 18, 2019

OPERATING FUND

(Income for this fund comes from a property tax levy, County Option Income Tax (COIT), Financial Institutions Tax, License Excise Tax, Commercial Vehicle Excise Tax, and non-tax revenue from copiers, fines, fees, Public Library Access Card reimbursements.)

<u>Line</u>	<u>Comment</u>
1120-1320	The 2020 wage projection is based on an estimated 2.75% increase in wages and benefits from the previous year budget. The allocation of the increase will depend on health insurance cost (1240).
1180	Small reserve fund set aside in order to address temporary staffing shortages.
1210	FICA = 6.2% of total wages
1220	The library is self-insuring for unemployment insurance. This amount is appropriated to cover any claims during 2020.
1230	The rate that the library contributes for full-time employees to the Indiana Public Employees Retirement System for the employer contribution is 11.2% in 2020. PERF Hybrid plan (traditional) - normal cost 3.4%, unfunded liability 7.8% for 2020. My Choice (new option) – normal cost 4.2%, supplemental cost 7.0%
1235	The library contributes 3% of wages for full-time employees to the Indiana Public Employees Retirement System for the employee contribution.
1240	Employer contribution to health insurance is estimated at a 15% rate increase.
1310	Wages for temporary staff, including work-study students.
3110-3120	Consulting and engineering fees are in the budget as a placeholder.
3630	Funds allocated for equipment repair and for repair and replacement of chairs for patrons and staff.
3940	Transfer to LIRF for future facility needs.
4510-4540	Collection materials expenditures equal 15% of Operating Fund budget (including 3845

and 3846) to continue to meet State Standards for materials expenditures at the enhanced level.

LIBRARY IMPROVEMENT RESERVE FUND (LIRF)

(This fund derives income from end-of-year transfers from the Operating Fund and can only be used for capital expenditures.)

- | | |
|------|---|
| 3610 | Appropriated in case of emergency building repairs exceeding amount appropriated in Operating Fund. |
| 4430 | Appropriated for unexpected equipment replacement expenditures. |
| 4450 | Appropriated for unexpected building needs. |

RAINY DAY FUND

(This fund derives income from unanticipated revenue from COIT and can be spent on any category allowed by the Operating Fund.)

- | | |
|-------------|---|
| 3110 - 3130 | Appropriated to cover unexpected need for consultant, engineering, or legal services. |
| 3610 | Appropriated to cover emergency building repairs exceeding amount appropriated in Operating Fund. |
| 4410 - 4430 | Appropriated in case of unanticipated need for furniture or equipment. |
| 4450 | Appropriated for unexpected building needs. |

DEBT SERVICE FUND

(This fund derives its income from a separate property tax levy and can only be spent to pay off bond indebtedness.)

- | | |
|------|---|
| 3710 | Second year payment on 2019-2021 general obligation bond. |
|------|---|

2020 Spending Estimates

	<i>2019</i>	<i>2020</i>	<i>% Change</i>	<i>\$ Change</i>
Operating Fund				
Personnel Services	6,282,892	6,519,658	3.77%	236,766
Supplies	222,750	214,400	-3.75%	(8,350)
Other Services/Charges	1,512,850	1,650,250	9.08%	137,400
Capital	1,052,500	1,108,000	5.27%	55,500
	9,070,992	9,492,308	4.6%	421,316
Debt Fund				
Debt Service - G.O. Bond Payment	683,110	706,457	3.4%	23,347
Library Improvement Reserve Fund				
Contingency Appropriations	1,011,000	810,000	-19.9%	(201,000)
Rainy Day Fund				
Contingency Appropriations	150,000	285,000	90.0%	135,000
Total Budget	10,915,102	11,293,765	3.5%	378,663

2020 Operating Fund Revenue Estimate

<i>Revenue Source</i>	<i>2019</i>	<i>2020</i>	<i>% Change</i>	<i>\$ Change</i>
Property Tax	\$6,233,379	\$6,454,278	3.54%	\$220,899
Tax Cap adj	(\$200,613)	(\$138,264)	-31.08%	\$62,349
Local Income Tax	\$2,355,340	\$2,508,098	6.49%	\$152,758
Commercial Vehicle Excise Tax	\$44,226	\$43,597	-1.42%	(\$629)
Financial Institutions Tax	\$18,300	\$20,070	9.67%	\$1,770
License Excise Tax	\$400,000	\$462,860	15.72%	\$62,860
Fines and Fees	\$150,000	\$50,000	-66.67%	(\$100,000)
Other Fees (Copier/PLAC)	\$25,000	\$25,000	0.00%	\$0
Interest / meeting rooms	\$8,000	\$104,000	1200.00%	\$96,000
TOTAL REVENUE	\$9,033,632	\$9,529,639	5.49%	\$496,007

MCPL TAX RATE

