

BOARD OF TRUSTEES - PUBLIC HEARING ON 2021 BUDGET
Wednesday, September 16, 2020; Meeting Room 1B/1C
5:45 pm

1. Call to Order – President John Walsh
2. 2021 Budget – Gary Lettelleir (page 1-23)
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 2021 Budget

The financial plan for 2021 continues to consider priority initiatives and services outlined in the Library’s strategic direction 2018-2020 and will be further informed by priorities identified in the 2021-2023 strategic roadmap process underway in 2020. The 2021 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 2021 spending budget vs. the 2020 spending budget:

Operating Fund Spending Budget	2021	2020	change	% increase
Wages and Benefits	6,720,203	6,519,658	200,545	3.08%
Supplies	218,200	214,400	3,800	1.77%
Other Services & Charges	1,907,600	1,650,250	257,350	15.59%
Capital Outlay	988,000	1,108,000	(120,000)	-10.83%
Total Operating Expenditures	9,834,003	9,492,308	341,695	3.60%

Wage and Benefit Assumptions

Wages and benefits account for 68% of the 2021 budget. The estimated increase in the wages & benefits category for 2021 compared to the previous year is 3.08%. 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.

2021 Revenue Summary

Here is a comparison of the Operating Fund projected 2021 revenue budget vs. the 2020 revenue budget:

Operating Fund Revenue Budget	2021	2020	change	% increase
Property Tax Receipts	6,617,218	6,312,231	304,987	4.83%
Local Income Tax	2,250,000	2,508,098	(258,098)	-10.29%
Investment Income	30,000	100,000	(70,000)	-70.00%
Lost and Damage fees	40,000	50,000	(10,000)	-20.00%
Other Revenue	582,661	555,527	27,134	4.88%
Total Operating Revenue	9,519,879	9,525,856	(5,977)	-0.06%

A lot has changed since the beginning of 2020. The pandemic has hit the economy hard. For property taxes and the growth quotient, that impact will be delayed to some extent for the library. The growth quotient for 2021 is based on six years ending with 2019. The growth quotient for 2021 4.2% which is a substantial increase in the property tax levy of about 6.5 million. The following report shows our growth quotient and operating surplus since 2009:

MCPL Growth Quotient - Operating Surplus Data			
Year	Growth Quotient	Operating Surplus	
2022	2.5%	\$ 700,000	estimate - or zero if branch operating
2021	4.0%	\$ 1,000,000	estimate
2020	3.5%	\$ 1,200,000	estimate - branch project cash bal. complete
2019	3.4%	\$ 1,212,778	
2018	4.0%	\$ 1,003,136	
2017	3.8%	\$ 773,165	
2016	2.6%	\$ 693,195	
2015	2.7%	\$ 740,004	
2014	2.6%	\$ 655,811	
2013	2.8%	\$ 596,689	
2012	2.9%	\$ 303,325	plus 664,000 to Rainy Day - Cap Proj Fund bal
2011	2.9%		
2009	4.0%		

The Local Income Tax estimate is based on 90% of the 2020 LIT budget. We should receive the final 2021 LIT figures soon. 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.

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

The current 2 million G.O. bond was issued in late 2018 and covers 2019 to 2021. The debt levy is about 1 cent per \$100 of assessed value. To continue our branch construction project and receive the current debt levy rate the library will need to issue two bonds before the end of 2021. The following report shows where we are with the Library's long term finance plan. The cash accumulated for the branch project at the end of 2020 plus the projected \$1 million 2021 surplus and the branch bond is enough to pay for the 11 million project.

Branch Bond planning June 2020

Project Cost Estimates	
Building Construction 21,000 sq. ft.	6,237,000
Land cost estimate	200,000
Site Development	1,176,400
Furnishings and Equipment	1,281,500
Other costs	858,065
Collection Cost	850,000
5% contingency	469,995
Total	11,072,960

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 2021 branch bond about half of the penny will be allocated to the branch bond and half will be for the renewal of the G.O. bond for equipment and facility needs other than the new branch.

2021 Branch Bond proceeds after bond related expenses would be around \$4,600,000.

	LIRF	Rainy Day	
Dec 31, 2019 balance	2,092,072	2,954,997	
2019 net receipts operations		1,212,778	
12/31/19 balance	\$ 2,092,072	\$ 4,167,775	
less reserve balance	\$ (1,000,000)	\$ (1,000,000)	oper. fund has 1 million reserve too
250,000 in 2020 for 27th pay		\$ (250,000)	
Project balance 12-31-19	\$ 1,092,072	\$ 2,917,775	

Bond Planning Scenario

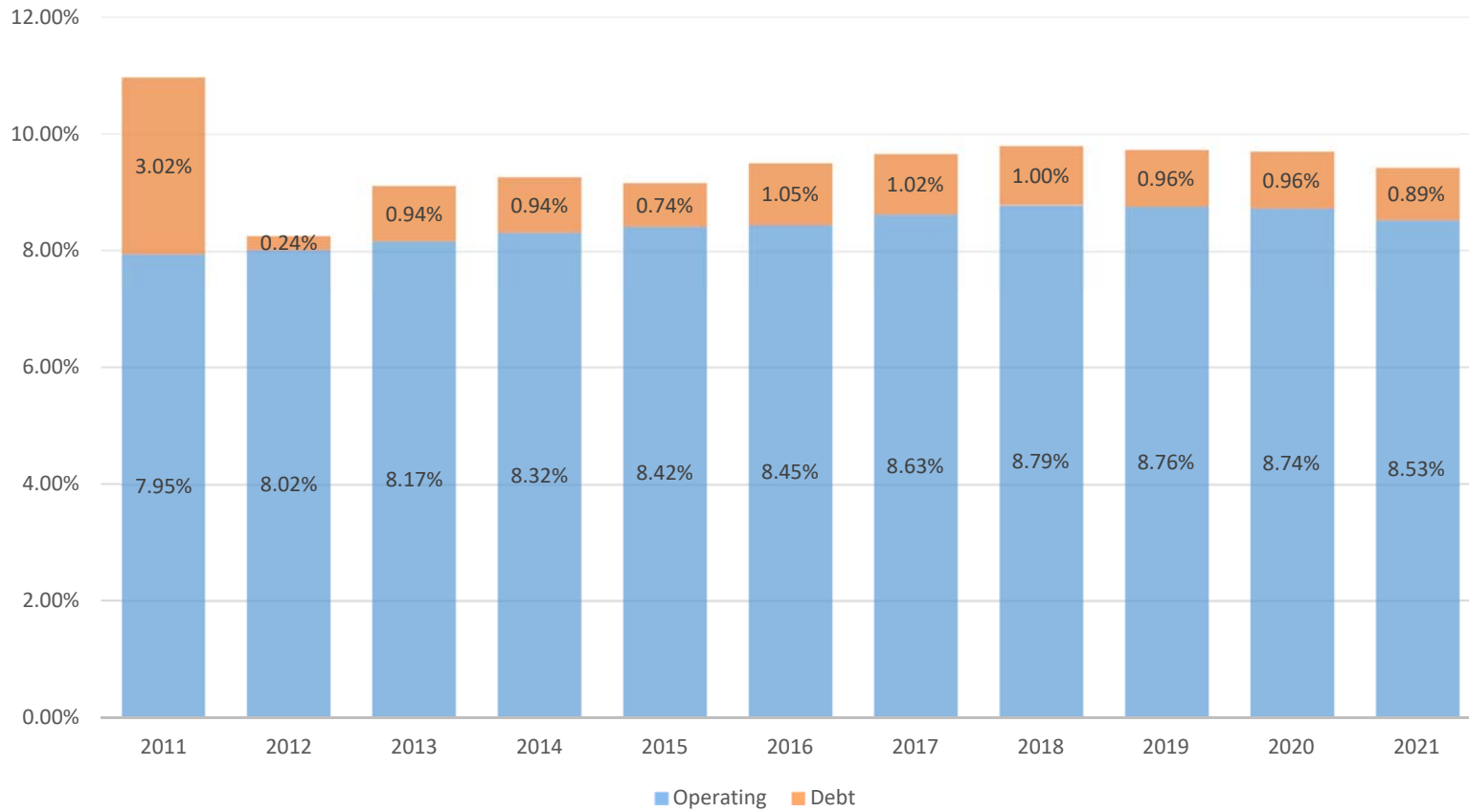
Future Bond planning maintains current tax rates and includes both a six year GOB in 2021 for existing facility maintenance and equipment, and a long-term construction bond in 2021 for new branch building costs.

Year	Proceeds from				New Branch Allocation
	GOB	Facility Bond	Equipment & IT	Facility Maint & Impr.	
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	

Funds Available for New Branch Project with these Scenarios

2019 year end LIRF balance	\$	1,092,072
2019 year end Rainy Day balance	\$	2,917,775
2019-2021 bond estimated branch allocation	\$	318,400
2020 Branch Bond	\$	4,600,000
2020 Net Operating receipts	\$	1,200,000
2021 Net Operating receipts	\$	1,000,000
FUNDS AVAILABLE	\$	11,128,247
less project cost		(11,072,960)
		55,287

MCPL TAX RATE



2021 Budget - estimated revenue, expense, and cash balances

Worksheet A	2020 Budget after 1782		2021 Estimates	
	Operating Fund			
Asses. Val. INCOME	7,388,883,633		7,883,285,120	494,401,487
				6.6912%
				increase
<i>Property Tax 2019 - growth quotient = 1.035</i>				
Property Tax	6,450,495		6,725,358	4.2611%
Tax Cap adj	(138,264)		(108,140)	
County Option Income Tax	\$ 2,508,098	\$	2,250,000	\$ (258,098)
Commercial Vehicle Excise Tax	\$ 43,597	\$	48,686	
Financial Institutions Tax	\$ 20,070	\$	20,874	
License Excise	\$ 462,860	\$	484,101	
Lost and Damage fees	\$ 50,000	\$	40,000	
Investment Income	\$ 100,000	\$	30,000	
Other - meeting rooms	\$ 4,000	\$	4,000	
Copier fees	\$ 12,500	\$	12,500	
Other - PLAC	\$ 12,500	\$	12,500	6.86%
TOTAL projected revenue	\$ 9,525,856	\$	9,519,879	(5,977.00)
EXPENSES				-0.0627%
Personnel Services	\$ 6,519,658	\$	6,720,203	
Supplies	\$ 214,400	\$	218,200	
Other Services/Charges	\$ 1,650,250	\$	1,907,600	
Capital	\$ 1,108,000	\$	988,000	
TOTAL projected operating cost	\$9,492,308		\$9,834,003	341,695
				3.60%
Budgeted surplus (deficit)	\$33,548		-\$314,124	
Cash Flow				
Beginning	\$ 2,276,924			
xfer rainy day	\$ (1,000,000)			
Actual expected surplus (deficit)	\$ 1,200,000	\$	1,000,000	

Worksheet A		2020 Budget after 1782		2021 Estimates	
		Fund			
INCOME					
	Property Tax	\$	712,000	\$	700,810
	Circuit Breaker				
	Commercial Vehicle Excise Tax		5,007		5,007
	Financial Institutions Tax		2,129		2,129
	License Excise		34,174		34,174
	TOTAL	\$	753,310	\$	742,120
EXPENSES					
	Bond Payment (30K from rainy day)	\$	706,457	\$	700,810
	Budgeted surplus (deficit)	\$	46,853	\$	41,310
Cash Flow					
	Beginning	\$	94,241		
	Actual expected surplus (deficit)		0		0

Library Improvement Reserve Fund

INCOME					
	Transfer				0
EXPENSES					
	Other Services/Charges	\$	114,000	\$	114,000
	Capital	\$	696,000	\$	520,000
	TOTAL		\$810,000		\$634,000
Cash Flow					
	Beginning		\$2,092,073		
	Actual expected surplus (deficit)		0		0

Worksheet A

**2020 Budget after
1782**

2021 Estimates

Rainy Day Fund

EXPENSES

Other Services/Charges	\$ 85,000	\$ 85,000
Capital	\$ 200,000	\$ 514,000
TOTAL	\$285,000	\$599,000

Cash Flow

Beginning	\$2,954,997	
xfer rainy day	\$1,000,000	
Actual expected surplus (deficit)	\$ (250,000)	0

MCPL		2021	2021	2021	2021	2021
2021 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
worksheet B						
PERSONNEL SERVICES						
SALARIES						
	1120 ADMINISTRATION	211,843				
	1130 MANAGERS	1,144,406				
	1140 LIBRARIANS, EXPERTS	1,129,840				
	1150 SPECIALISTS	271,786				
	1160 ASSISTANTS-PARAPROFESSIONALS	894,790				
	1170 TECH / SECRETARIES	73,125				
	1180 -see "Other Wages" below					
	1190 BUILDING SERVICES-MAINT.	217,835				
	1200 BUILDING SERVICES-SECURITY	140,370				
	1280 PRODUCTION ASSISTANTS	20,397				
	1290 INFO ASST. / MATERIAL SUPPORT	447,499				
	1300 MATERIAL HANDLER	387,574				
	TOTAL SALARIES	4,939,464		-	-	4,939,464
EMPLOYEE BENEFITS						
	1210 EMPLOYER CONTRIBUTION/FICA	306,247				
	1220 UNEMPLOYMENT COMPENSATION	20,000				
	1230 EMPLOYER CONTRIBUTION/PERF	437,358				
	1235 EMPLOYEE CONTRIBUTION/PERF	117,149				
	1240 EMPLOYER CONT/INSURANCE	751,363				
	1250 EMPLOYER CONT/MEDICARE	71,622				
	TOTAL EMPLOYEE BENEFITS	1,703,739		-		1,703,739
OTHER WAGES						
	1310 WORKSTUDY	7,000				
	1180 TEMPORARY STAFF	10,000				
	1350 STIPEND	60,000				
	TOTAL OTHER WAGES	77,000				77,000
TOTAL PERSONNEL SERVICES (1000s)		6,720,203		-		6,720,203
SUPPLIES (2000s)						

MCPL		2021	2021	2021	2021	2021
2021 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
worksheet B						
OFFICE SUPPLIES						
	2110 OFFICIAL RECORDS	1,200				
	2120 STATIONERY & PRINTING	500				
	2130 OFFICE SUPPLIES	16,000				
	2135 GENERAL SUPPLIES	4,000				
	2140 DUPLICATING	29,500				
	2150 PROMOTIONAL MATERIALS	-				
	TOTAL OFFICE SUPPLIES	51,200		-		51,200
OPERATING SUPPLIES						
	2210 CLEANING SUPPLIES	42,000				
	2220 FUEL, OIL, & LUBRICANTS	13,000				
	2230 CATALOGING SUPPLIES	12,000				
	2240 AUDIO VISUAL SUPPLIES	3,500				
	2250 CIRCULATION SUPPLIES	35,000				
	2260 LIGHT BULBS	10,000				
	2280 UNIFORMS	2,000				
	2290 DISPLAY/EXHIBIT SUPPLIES	2,000				
	TOTAL OPERATING SUPPLIES	119,500		-		119,500
REPAIR & MAINTENANCE SUPPLIES						
	2300 IS SUPPLIES	16,000				
	2310 BUILDING MATERIALS & SUPPLIES	30,000				
	2320 PAINT & PAINTING SUPPLIES	1,500				
	2340 OTHER REPAIR & BINDING	-				
	TOTAL REPAIR & MAINTENANCE SUPPLIES	47,500				47,500
TOTAL SUPPLIES (2000s)		218,200		-		218,200
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	55,000				

MCPL		2021	2021	2021	2021	2021
2021 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
worksheet B						
	3150 MAINTENANCE CONTRACTS	244,600				
	3160 OCLC & COMPUTER SERVICES	94,000				
	3170 ADMIN/ACCOUNTING SERVICES	101,000				
	3175 COLLECTION AGENCY SERVICE	-				
	TOTAL PROFESSIONAL SERVICES	533,600	-	60,000		593,600
COMMUNICATION & TRANSPORTATION						
	3210 TELEPHONE	35,000				
	3220 POSTAGE	30,000				
	3230 TRAVEL EXPENSE	-				
	3240 PROFESSIONAL MEETINGS	35,000				
	3250 CONTINUING EDUCATION	-				
	3260 FREIGHT & DELIVERY	-				
	TOTAL COMMUNICATION & TRANSPORTATION	100,000				100,000
PRINTING & ADVERTISING						
	3310 ADVERTISING & PUBLICATION	18,000				
	3320 PRINTING	43,000				
	TOTAL PRINTING & ADVERTISING	61,000				61,000
INSURANCE						
	3410 OFFICIAL BOND	800				
	3420 OTHER INSURANCE	110,000				
	TOTAL INSURANCE	110,800				110,800
UTILITIES						
	3510 GAS	6,000				
	3520 ELECTRICITY	392,000				
	3530 WATER	38,000				
	TOTAL UTILITIES	436,000				436,000
REPAIR & MAINTENANCE						
	3610 BUILDING REPAIR	38,000	114,000	25,000		
	3630 OTHER REPAIR	16,000				
	3640 VEHICLE REPAIR & MAINTENANCE	30,000				
	3650 MATERIALS BINDING/REPAIR	1,500				

MCPL		2021	2021	2021	2021	2021
2021 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
worksheet B						
TOTAL REPAIR & MAINTENANCE		85,500	114,000	25,000		224,500
RENTALS						
	3710 REAL ESTATE RENTAL/BOND PMT.	52,900			700,810	
	3720 EQUIPMENT RENTAL	-				
TOTAL RENTALS		52,900			700,810	753,710
OTHER CHARGES						
	3845 ELEC. RECURSES-DATABASES	200,000				
	3846 E-BOOKS	300,000				
	3910 DUES/INSTITUTIONAL	7,800				
	3940 TRANSFER TO LIRF	-				
	3944 CATS SUBSIDY	15,000				
	3945 TRANSFER TO RAINY DAY	-				
	3950 EDUCATIONAL LICENSING/SERVICES	5,000				
TOTAL OTHER CHARGES		527,800				527,800
TOTAL OTHER SERVICES/CHARGES (3000s)		1,907,600	114,000	85,000	700,810	2,807,410
CAPITAL OUTLAY (4000s)						
FURNITURE & EQUIPMENT						
	4410 FURNITURE	10,000	25,000			
	4420 AUDIO VISUAL EQUIPMENT	-				
	4430 OTHER EQUIPMENT	5,000	125,000			
	4440 LAND & BUILDINGS	-				
	4450 BUILDING RENOVATION -	5,000	370,000	514,000		
	4460 IS EQUIPMENT	-				
	4465 IS SOFTWARE	-				
	4470 EQUIPMENT - CATS	-				
	4475 SOFTWARE - CATS	-				
TOTAL FURNITURE & EQUIPMENT		20,000	520,000	514,000		1,054,000
OTHER CAPITAL OUTLAY						
	4510 BOOKS	642,000				
	4520 PERIODICALS & NEWSPAPERS	40,000				
	4530 NONPRINT MATERIALS	340,000				

	MCPL	2021	2021	2021	2021	2021
	2021 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
	worksheet B					
	to get to 15%	(54,000)				
	4540 ELECTRONIC RESOURCES	-				
	TOTAL OTHER CAPITAL OUTLAY	968,000				968,000
		14.93%				
	TOTAL CAPITAL OUTLAY	988,000	520,000	514,000		2,022,000
	TOTAL EXPENDITURES 2021	9,834,003	634,000	599,000	700,810	11,767,813
	TOTAL BUDGET 2020	9,492,308	810,000	285,000	706,547	11,293,855
	Increase from 2019	3.60%	-21.73%	110.18%	-0.81%	4.20%

MONROE COUNTY PUBLIC LIBRARY
2021 BUDGET COMPARISON

Worksheet C	2021	2020	2019	2018
	BUDGET	BUDGET	ACTUAL	ACTUAL
PERSONNEL SERVICES (1000'S)				
SALARIES				
1120 ADMINISTRATION	211,843	206,173	199,588	187,511
1130 MANAGERS	1,144,406	1,104,791	1,066,953	1,081,605
1140 LIBRARIANS, EXPERTS	1,129,840	1,089,127	1,030,204	1,036,101
1150 SPECIALISTS	271,786	239,694	242,144	222,601
1160 ASSISTANTS-PARAPROFESSIONALS	894,790	853,593	811,764	772,374
1170 TECH / SECRETARIES	73,125	70,200	67,313	64,374
1180 -see "Other Wages" below				
1190 BUILDING SERVICES-MAINT.	217,835	193,911	184,552	167,951
1200 BUILDING SERVICES-SECURITY	140,370	119,079	113,873	114,148
1280 PRODUCTION ASSISTANTS	20,397	19,422	18,949	13,644
1290 INFO ASST. / MATERIAL SUPPORT	447,499	526,744	448,282	429,901
1300 MATERIAL HANDLER	387,574	309,722	269,712	251,189
TOTAL SALARIES	4,939,464	4,732,456	4,453,334	4,341,399
EMPLOYEE BENEFITS				
1210 EMPLOYER CONTRIBUTION/FICA	306,247	293,412	263,701	259,824
1220 UNEMPLOYMENT COMPENSATION	20,000	10,000	10,092	
1230 EMPLOYER CONTRIBUTION/PERF	437,358	423,484	401,748	401,386
1235 EMPLOYEE CONTRIBUTION/PERF	117,149	113,509	107,632	108,439
1240 EMPLOYER CONT/INSURANCE	751,363	802,176	643,126	617,709
1250 EMPLOYER CONT/MEDICARE	71,622	68,621	61,260	60,133
TOTAL EMPLOYEE BENEFITS	1,703,739	1,711,202	1,487,558	1,447,491
OTHER WAGES				
1310 WORKSTUDY	7,000	6,000	4,177	1,896
1180 TEMPORARY STAFF	10,000	10,000	12,840	
1350 WAGE CONTINGENCY	60,000	60,000		
TOTAL OTHER WAGES	77,000	76,000	17,016	1,896
TOTAL PERSONNEL SERVICES	6,720,203	6,519,658	5,957,908	5,790,786
	68.34%	68.68%	62.97%	66.96%

Worksheet C	2021 BUDGET	2020 BUDGET	2019 ACTUAL	2018 ACTUAL
SUPPLIES (2000'S)				
OFFICE SUPPLIES				
2110 OFFICIAL RECORDS	1,200	1,200		142
2120 STATIONERY & PRINTING	500	500	517	435
2130 OFFICE SUPPLIES	16,000	15,200	15,476	10,426
2135 GENERAL SUPPLIES	4,000			
2140 DUPLICATING	29,500	32,000	35,263	45,473
2150 PROMOTIONAL MATERIALS				123
TOTAL OFFICE SUPPLIES	51,200	48,900	51,256	56,599
OPERATING SUPPLIES				
2210 CLEANING SUPPLIES	42,000	40,000	30,712	24,566
2220 FUEL, OIL, & LUBRICANTS	13,000	13,000	5,845	7,871
2230 CATALOGING SUPPLIES-BOOKS	12,000	10,000	8,399	6,522
2240 A/V SUPPLIES-CATALOGING	3,500	7,500	1,642	6,008
2250 CIRCULATION SUPPLIES	35,000	41,500	21,480	20,411
2260 LIGHT BULBS	10,000	10,000	6,849	6,715
2280 UNIFORMS	2,000	2,000		987
2290 DISPLAY/EXHIBIT SUPPLIES	2,000	2,000	1,301	1,282
TOTAL OPERATING SUPPLIES	119,500	126,000	76,227	74,362
REPAIR & MAINTENANCE SUPPLIES				
2300 IS SUPPLIES	16,000	11,000	10,587	7,613
2310 BUILDING MATERIALS & SUPPLIES	30,000	27,000	11,743	13,453
2320 PAINT & PAINTING SUPPLIES	1,500	1,500	649	926
2340 OTHER REPAIR & BINDING				
TOTAL REPAIR & MAINTENANCE SUPPLIES	47,500	39,500	22,980	21,992
TOTAL SUPPLIES	218,200	214,400	150,462	152,953
OTHER SERVICES/CHARGES (3000'S)				
PROFESSIONAL SERVICES				
3110 CONSULTING SERVICES	11,000	11,000	1,817	2,474
3120 ENGINEERING/ARCHITECTURAL	7,000	7,000		10
3130 LEGAL SERVICES	21,000	21,000	19,483	13,747

Worksheet C

	2021 BUDGET	2020 BUDGET	2019 ACTUAL	2018 ACTUAL
3140 BUILDING SERVICES	55,000	42,000	58,728	29,517
3150 MAINTENANCE CONTRACTS	244,600	236,600	177,020	142,583
3160 COMPUTER SERVICES (OCLC)	94,000	91,000	73,026	67,158
3170 ADMIN/ACCOUNTING SERVICES	101,000	101,000	56,433	57,882
3175 COLLECTION AGENCY SERVICES		18,000	9,854	13,210
TOTAL PROFESSIONAL SERVICES	533,600	527,600	396,361	326,581
COMMUNICATION & TRANSPORTATION				
3210 TELEPHONE	35,000	33,000	27,209	22,230
3220 POSTAGE	30,000	20,000	18,147	14,216
3230 TRAVEL EXPENSE			3,889	1,799
3240 PROFESSIONAL MTG. (OFF-SITE)	35,000	30,000	16,669	13,659
3250 CONTINUING ED. (ON-SITE)		-	160	
3260 FREIGHT & DELIVERY		1,900	1,020	950
TOTAL COMMUNICATION & TRANSPORTATION	100,000	84,900	67,094	52,854
PRINTING & ADVERTISING				
3310 ADVERTISING & PUBLICATION	18,000	14,700	11,867	3,740
3320 PRINTING	43,000	30,000	17,406	230
TOTAL PRINTING & ADVERTISING	61,000	44,700	29,273	3,970
INSURANCE				
3410 OFFICIAL BOND	800	800	654	654
3420 OTHER INSURANCE	110,000	108,000	88,479	85,553
TOTAL INSURANCE	110,800	108,800	89,133	86,207
UTILITIES				
3510 GAS	6,000	5,650	2,355	3,079
3520 ELECTRICITY	392,000	363,000	300,016	288,284
3530 WATER	38,000	36,500	23,980	25,499
TOTAL UTILITIES	436,000	405,150	326,351	316,862
REPAIR & MAINTENANCE				

Worksheet C

	2021 BUDGET	2020 BUDGET	2019 ACTUAL	2018 ACTUAL
3610 BUILDING REPAIR	38,000	34,000	28,907	23,234
3630 OTHER EQUIP/FURNITURE REPAIRS	16,000	18,000	2,114	5,414
3640 VEHICLE REPAIR & MAINTENANCE	30,000	17,000	14,043	10,705
3650 MATERIAL BINDING/REPAIR SERV.	1,500	1,500	991	836
TOTAL REPAIR & MAINTENANCE	85,500	70,500	46,055	40,189
RENTALS				
3710 REAL ESTATE RENTAL/BOND PMT.	52,900	40,000	35,062	23,842
3720 EQUIPMENT RENTAL			1,373	
TOTAL RENTALS	52,900	40,000	36,435	23,842
OTHER CHARGES				
3845 ELEC. RECOURCES-DATABASES	200,000	190,000	199,040	171,569
3846 E-BOOKS	300,000	150,000	277,651	231,134
3910 DUES/INSTITUTIONAL	7,800	8,600	6,268	6,299
1004 MISCELLANEOUS				
3940 TRANSFER TO LIRF			10,512	154,000
3944 CATS SUBSIDY	15,000	15,000		13,010
3945 TRANSFER TO ANOTHER FUND			1,003,136	346,190
3950 EDUCATIONAL SERV/LICENSING	5,000	5,000	2,575	
TOTAL OTHER CHARGES	527,800	368,600	1,499,182	922,202
TOTAL OTHER SERVICES/CHARGES	1,907,600	1,650,250	2,489,884	1,772,707
CAPITAL OUTLAY (4000'S)				
FURNITURE & EQUIPMENT				
4410 FURNITURE	10,000	10,000	20,111	837
44105 ENCUMBERED FURNITURE				
4420 AUDIO VISUAL EQUIPMENT				
4430 OTHER EQUIPMENT	5,000	9,000	6,216	2,621
4440 LAND & BUILDINGS				
4450 BUILDING RENOVATIONS	5,000	5,000		
4460 IS EQUIPMENT			1,248	5,900
4465 IS SOFTWARE			536	
4470 EQUIPMENT - CATS				

Worksheet C

	2021 BUDGET	2020 BUDGET	2019 ACTUAL	2018 ACTUAL
4475 SOFTWARE - CATS				
TOTAL FURNITURE & EQUIPMENT	20,000	24,000	28,111	9,358
OTHER CAPITAL OUTLAY				
4510 BOOKS	642,000	701,000	503,500	566,965
4520 PERIODICALS & NEWSPAPERS	40,000	43,000	29,089	35,012
4530 NONPRINT MATERIALS	340,000	340,000	302,269	320,500
to get to 15%	(54,000)			-
4540 ELECTRONIC RESOURCES	-	-	-	-
TOTAL OTHER CAPITAL OUTLAY	968,000	1,084,000	834,859	922,477
	14.93%	15.00%	13.86%	15.32%
TOTAL CAPITAL OUTLAY	988,000	1,108,000	862,969	931,835
TOTAL OPERATING EXPENDITURES	9,834,003	9,492,308	9,461,224	8,648,281
transfer			1,003,136	500,190
less transfer			8,458,088	8,148,091

Monroe County Public Library
2021 Budget: Line Item Detail Narrative
 Updated June 22, 2020

OPERATING FUND

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

<u>Line</u>	<u>Comment</u>
1120-1320	The 2021 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 2021.
1230	The rate that the library contributes for full-time employees to the Indiana Public Employees Retirement System for the employer contribution is 14.2% in 2021. PERF Hybrid plan (traditional) - Defined benefit rate is 3.%, State rate is 11.2% for 2021. My Choice (new option) – normal cost 4.0%, supplemental cost 7.2%.
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.
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 Third year payment on 2019-2021 general obligation bond.

2021 Spending Estimates

	<i>2020</i>	<i>2021</i>	<i>% Change</i>	<i>\$ Change</i>
Operating Fund				
Personnel Services	6,519,658	6,720,203	3.08%	200,545
Supplies	214,400	218,200	1.77%	3,800
Other Services/Charges	1,650,250	1,907,600	15.59%	257,350
Capital	1,108,000	988,000	-10.83%	(120,000)
	9,492,308	9,834,003	3.6%	341,695
Debt Fund				
Debt Service - G.O. Bond Payment	706,457	700,810	-0.8%	(5,647)
Library Improvement Reserve Fund				
Contingency Appropriations	810,000	634,000	-21.7%	(176,000)
Rainy Day Fund				
Contingency Appropriations	285,000	599,000	110.2%	314,000
Total Budget	11,293,765	11,767,813	4.2%	474,048

2021 Operating Fund Revenue Estimate

<i>Revenue Source</i>	<i>2020</i>	<i>2021</i>	<i>% Change</i>	<i>\$ Change</i>
Property Tax	\$6,450,495	\$6,725,358	4.26%	\$274,863
Tax Cap adj	(\$138,264)	(\$108,140)	-21.79%	\$30,124
Local Income Tax	\$2,508,098	\$2,250,000	-10.29%	(\$258,098)
Commercial Vehicle Excise Tax	\$43,597	\$48,686	11.67%	\$5,089
Financial Institutions Tax	\$20,070	\$20,874	4.01%	\$804
License Excise Tax	\$462,860	\$484,101	4.59%	\$21,241
Lost and Damage Fees	\$50,000	\$40,000	-20.00%	(\$10,000)
Other Fees (Copier/PLAC)	\$25,000	\$25,000	0.00%	\$0
Interest / meeting rooms	\$104,000	\$34,000	-67.31%	(\$70,000)
TOTAL REVENUE	\$9,525,856	\$9,519,879	-0.06%	(\$5,977)