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**WARSAW COMMUNITY PUBLIC LIBRARY
WCPL CAPITAL PROJECTS PLAN: 2010-2012**

**KOSCIUSKO COUNTY, INDIANA
April 13, 2009**

I. OVERVIEW

A. General Description of the Warsaw Community Public Library District

The Warsaw Community Public Library District presently serves Warsaw Plain (city airport located in Plain Township), Warsaw (city), Wayne Township, and Winona Lake (town) taxing districts in the heart of Kosciusko County, Indiana. This city/township library serves a total population of 25,276. The district is located in north central Indiana.

The current seven-member Board of Trustees is composed of three appointees by the Warsaw Community Schools Board, two appointees by the Kosciusko County Council, and two appointees by the Kosciusko County Commissioners.

The Library currently employs 46 employees with 20 of them working full-time.

The calculations of expenditures, allocations, transfers and revenues for the Library's Library Capitals Projects Fund Plan are based on a year 2008 Pay 2009 assessed value of \$1,458,273,337 as found in the 1782 Notice of Final Budget recommendations pursuant to IC 6-1.1-17-16(d) received by the Library on March 16, 2009. The property tax levies contained and certified in the work draft calculations were not adjusted for any impact from the application of the circuit breaker credits. The library for this plan references the fund report pay 2009 following:

0101 General Certified Budget (LOF) \$2,510,000--Certified AV \$1,458,273,337--Certified Levy \$1,210,367--and Certified Rate 0.0830;

0180 Debt Service Certified Budget (Bond and Interest Redemption Fund—BIRF)--\$389,275--Certified AV \$1,458,273,337--Certified Levy \$347,069--Certified Rate 0.0238;

1220 Library Capital Projects Certified Budget (LCPF) \$325,959--Certified AV \$1,458,273,337--Certified Levy \$164,785--Certified Rate 0.0113;

2011 Library Improvement Reserve Certified Budget (LIRF) \$190,001--Certified AV \$1,458,273,337--Certified Levy \$0--Certified Rate 0.0000

B. Needs Assessment

The Capital Projects budget for 2010-2012 will be used for two main purposes: (1) to complete planned construction, repair, replacement, or remodeling and (2) to purchase, lease, maintenance & repair of computer hardware & software. Other budgeted items include: site development; emergency allocation; and purchase, lease, repair, and maintenance of equipment.

II. LISTING OF PRESENT FACILITY

The Warsaw Community Public Library organized in 1915 as a central library building in the downtown area of the city of Warsaw, the county seat, located at 310 E. Main Street, Warsaw, IN, 46580. The original building, constructed in 1917, had 6,134 square feet. In the 1960's, an addition of 8,833 square feet was built.

The library completed an expansion project and major renovation in 1998, bringing the current building size to 41,000 square feet. The project made possible space to house up to 160,000 books including special collections alcoves (e.g., children's materials, foreign language, young adult fiction, and periodicals/newspapers,) a county history Indiana room with an authentic sign painted by James W. Riley above the fireplace, an Information Center with core "on-site" and electronic reference sources, two quiet study rooms, a literacy tutoring room, an activity room, a public meeting room able to seat 75-150 people, a program meeting room able to seat 150 people, meeting room equipment (e.g., a mobile computer training lab, video conferencing equipment) a general reading/study commons with tables and carrels for 150 individuals, public use personal computers, an audio-visual materials room, four display cases, photocopiers/fax, an elevator, an integrated library system, and an electronic information network (e.g., phone, Internet.)

A LULA elevator was added in 2000. The library has a parking lot for 75 vehicles adjacent to the library building. In fall of 2009 a new graphical integrated library system from The Library Corporation (TLC) will be installed to replace the outdated integrated library system.

As of December 31, 2008, the current values based on estimated replacement cost are: Buildings \$7,255,665; Business Personal Property \$661,575; and Library stock (collections of books, tapes, periodicals, etc. and electronic property (e.g., computers) \$3,275,000.

III. SERVICE AREA/ANNUAL STATISTICS

Wayne Township, the city of Warsaw, Warsaw/Plain (the Warsaw airport), and the town of Winona Lake form the library service district which covers an estimated 45 square miles (land area: 43.5 square miles; water area: 1.5 square miles.) The Library serves 25,276 people (25,262 in Wayne Township.) Wayne Township's population is 87% urban, and 13% rural and ranks 51 when Indiana township populations are compared.

The Warsaw Community Public Library has provided quality services from our current location for 91 years. By year's end 17,120 residents and property owners had active library cards giving them access to the library's collections of 207,495 items.

The Library in 2008 had 17,120 registered borrowers who live in or pay property taxes and an additional 280 individual non-resident registered borrowers. There were 163 Public Library Access Card (PLAC) borrowers who purchased library cards. Non-resident Warsaw Community Schools students issued free cards totaled 538. In 2008 Circulation Services processed 3,113 new patron registrations and check-ins of returned materials reached 542,150.

In the latest compiled Indiana Public Library Annual Report (2007), Warsaw Community Public Library with 25,276 people served was the 59th largest library service district out of 240.

2008 output measures included based on a 2000 population of 25,276: 67% of the library service district residents are registered borrowers; 9.48 annual library visits per capita; 21.62 circulation per capita; 1.55 total reference per capita; 2.17 annual usage of public internet computers per capita; 2.87 ILL net loan rate; children's circulation as % of total—38%; and attendance of children's programs as % of total—33%. During a typical fall week the library had 2,048 reference transactions and 4,418 patron visits.

In 2008, Warsaw Community Public Library annual reports contain many statistics of interest. The new record-breaking 2008 circulation transactions (the lending of print and non-print items from the library's collection for use outside the library) were 549,245. Of that total, 38% was the circulation of children's materials (207,091). In the month of July 53,222 books were checked out—the highest July on record at the library! Circulation per population served was 21.62.

Patrons were able to self-renew materials borrowed by accessing the library through a personal off-site Internet connection or by using an in-house public access catalog computer or terminal. The library also has a self-checkout terminal for patrons to use. Patrons used the terminal 5,724 times to checkout 20,451 items.

The Library holds rich and varied collections of research material and includes a storehouse of words, pictures and sounds that tell us about human activities of interest to our local community. As of March 1, 2009, the Library contained 160,850 books, 12,900 DVD/video materials, 13,419 audio materials, 1,149 computer software, 5,616 electronic books (E-books), 265 realia and kits, and 330 video games for a total of 209,227 collection items. We started the year with 329 current serial subscriptions and 4 electronic serial subscriptions.

In 2008 we had 48,051 users of public Internet computers with 25,861 hours used. Computer terminals used by the general public and connected to the Internet total 28. Other public workstations not connected to Internet total nine for reference data resources, word processing services and children's games. Computer terminals used by staff only and connected to Internet total 41. The Library maintains a Web site including our card catalog on-line allowing access for residents and non-residents at any terminal at the library, at home, at school and at work. Additionally, the Library offers visitors wireless access to the Internet.

Library-sponsored programs reached 19,599 people in 2008 through 694 organized activities for all ages, from preschools storytelling hours to adult writing groups and computer training classes. Story hour sessions offered were 281 with 4,509 children in attendance. Non-library sponsored program/events/meetings by local groups in the library meeting rooms totaled 137. Sixty-four tours of the building were given during the year. During the 2008 library summer reading program "Catch the Reading Bug!" 1,197 children, teens, and adults registered and read a total of 40,630 books.

In 2008, Community Outreach programs held outside the library facility totaled 259 and included a monthly Senior Circuit traveling program to local assisted living centers and nursing and retirement homes. In 2008, seventy-four homebound deliveries were made and 1,124

storyline phone calls were recorded. The library coordinated the efforts of a total of 198 volunteers (98 adults, 50 junior (age 11 by June 1st) volunteers, 50 Senior High (9th-12th grade) volunteers. Total volunteer hours were 744. Adults worked 270 hours; juniors worked 219 $\frac{3}{4}$ hours and senior high 254 $\frac{1}{4}$ hours.

Youth Services collaborated with Kosciusko Literacy Services to distribute 900 infant packets (650 in English and 150 in Spanish) to the local hospital. New parents then visited the library and received gifts for their newborn babies. The 1000 Book Club, in which parents and caregivers read to their pre-school children, saw 135 levels (100 books each) completed and 30 new registrations with 12 registrants completing the entire 1000 book program. The Children's Services information desk staff completed 18,510 service/reference transactions in 2008. Two years of the newly developed Book Buddies program are offered for caregivers and their children.

In 2008 Information Services desk staff responded to 59,860 resident/visitor reference, community information, and research questions. The library staff provided to other libraries 3,494 inter-library loans and received from other libraries 1141 inter-library loan transactions using INCOLSA Wheels, a statewide delivery system of library materials. The library reached a new high in October of 2008 for inter-library transactions amount: 1,492.

Public services and up-to-date, popular collections support education, promote life-long learning, and assist recreational readers. Our new foreign language and DVD collections continue to grow. Numerous school grades and first time visitors receive tours of the expanded library facility. Our Indiana Room receives daily visitors from people near and far exploring their Kosciusko County family roots. Many people enjoy browsing our collections, receiving literacy tutoring, and doing on-site research.

The Library is the newspaper archive for several local county-based papers since 1856. The library and its employees promote the use of the statewide INSPIRE Internet based reference service for in-house patrons and remote users unable to get into the library. Indiana residents have downloaded numerous pages of articles and photographs from magazines, almanacs, and encyclopedias for their work, school, and recreational needs.

The Library is currently open to the public 56 hours per week. Each week the library is open five evenings after 5:00 p.m. On Monday and Tuesday the library is open 9:00 a.m. to 8:00 p.m. The library is open on Wednesday, Thursday, and Friday from 9:00 a.m. to 6:00 p.m. and Saturday from 10:00 a.m. to 5:00 p.m.

IV. ANTICIPATED AVAILABLE FUNDS

The calculations in the following summary table of expenditures, allocations, transfers and revenues for the library's LCPF Plan are based on a year 2008 certified assessed valuation of \$1,458,273,337.

Current Expenditures	2010	2011	2012
(1) Planned construction, repair, replacement, or remodeling	\$161,461	\$117,248	\$127,554
(2) Site acquisition	\$0	-0-	-0-
(3) Site development	\$50,000	0	0
(4) Emergency allocation	\$49,000	\$50,000	\$50,000
(5) Purchase, lease, repair, and maintenance of equipment	\$11,500	\$12,000	\$12,500
(6) Purchase, lease, maintenance & repair of computer hardware & software	\$55,500	\$40,000	\$40,000
Subtotal Current Expenditures	\$326,961	\$219,248	\$230,054
(7) Allocation for further projects	\$0	\$0	\$0
Total Expenditures and Allocations	326,961	219,248	230,054
Sources and Estimates of Revenue			
January 1, Cash Balance	\$273,226	-0-	-0-
Less encumbered appropriations	\$155,215	-0-	-0-
Cash balance available for current plan	\$118,011	-0-	-0-
Property tax revenue	\$193,950	\$203,648	\$213,830
Auto Excise, CVET and Financial Institutions Tax receipts	\$15,000	\$15,600	\$16,224
Other (Interest)	-0-	-0-	-0-
TOTAL FUNDS AVAILABLE FOR PLAN	\$326,961	\$219,248	\$230,054
The projected tax rate for the Library Capital Projects Fund will be	0.0133	0.0133	0.0133
The projected tax rate is based upon an estimated assessed	\$1,458,273,337	\$1,531,187,004	\$1,607,746,354

V. PROPOSED USES FOR FUNDS

The Capital Projects budget allocations for 2010-2012 will be used mainly to complete planned construction, repair, replacement, or remodeling and to purchase, lease, maintenance & repair of computer hardware & software. Other budgeted items include: site development; emergency allocation; and purchase, lease, repair, and maintenance of equipment.

The library needs to complete planned construction, repair, replacement, or remodeling of various library public and work spaces due to increased and changing public demands and services. Additional library parking spaces is needed and existing parking and sidewalks need to be repaired and remodeled. Walls, doors, and shelves need to be added/modified in several locations throughout the building to better meet service outcomes and priorities. We need to re-carpet in upper level and lower locations (e.g., stacks area; children's room, meeting rooms), and improve safety and security in the facility and parking lot areas.

Planned Facility and Grounds Development:

Increased use of library services and current physical requirements on the building exceed former expectations, making renovations necessary for safety, protection of the property, and greater flexibility for future growth. Since 1999, visits to the library have increased from under 60 people per hour, to over 75 people per hour. Borrowing print books is the library service used most. The 2008 annual circulation of materials increased to 549,245--the highest on record for this library. This extensive use has produced unusually heavy traffic patterns, which in turn has caused the need to replace aging building furnishings and equipment.

Recent Library Capital Projects completed have included the renovation of the front entrance (2007), an upgrade of entrance curb and pedestrian markers (2007), replacement of a leaking air conditioner unit in the computer server room (2008), purchase of an integrated library system product (December 2008), and minor replacement of worn carpet by the upper level reference service desk area (2008.)

2010-2012 LCPF planned expenditures and allocations will provide the foundational design planning for Phase II of the Front Entrance Renovation & Parking expansion Project. This long-range goal would make it possible to move all Circulation Service functions to the front entrance at parking lot level and allow direct access from there to the upper level's collections and services by constructing the second half of the entrance stairs going upward and upgrading the elevator so people can also access the upper level too. Parking for patrons and staff would be expanded. In 2010 the project will be in the design phase (\$29,117). By 2011 preparations will be finalized and published. By 2012 a planned construction will begin as funds allow (\$55,554.)

Capital Projects Funds planned expenditures and allocations in 2009 will allow us to resurface the maintenance office floor (\$5,700), add a building-wide humidification system (\$65,000), replace an obsolete Norstar phone system (\$24,759), reconfigure Circulation Services work spaces and add security features (\$7,000), reconfigure Children's Services work spaces and add security features \$5,000), reconfigure Adult Services spaces and add a door to a storage alcove to make it a secure room to make (\$5,000), add security entry systems to the computer and equipment rooms (\$2,000) , add shelving for overcrowded Children's collections (\$2,000), and repair and remodel walkways and the parking lot (\$2,000.).

It to meet increased visitor activity planned facility needs—repair, replacement, and remodeling projects in 2010 include: replacing worn carpeting upstairs (\$92,000), replacing corroded parking lot light poles (\$20,000), add new shelving in Adult Services (\$10,000), Teen Services (\$5,000), and Children's Services (\$3,000). In 2010 custom shelving units will be added in the lobby of the library. These shelving units will allow an area for materials to be placed so that borrowers can pick up items on hold themselves (\$2,344).

In 2011 the library plans to replace worn carpeting in Children's Services and the lower level (\$99,904) and add new shelving for library collections (\$10,000). In 2012 the library will start Phase I of upgrading to a RFID Security System for the library's collections by purchasing three gates for entrances/exits (\$42,000).

Site development is needed to improve the existing parking situation. The current library parking spaces are often full; some by people not visiting the library. A prospective property neighboring the library is being explored for purchase in 2009 using existing appropriated Library Improvement Reserve Funds. Library Capital Project Fund allocations in 2009 will allow the library to develop this site into a parking lot for over 15 vehicles. Costs for development of this property with LCP 2010 funds will cost \$50,000: Phase I-II soil testing, demolition, grading, repaving and striping with basic landscaping (\$36,200) plus security cameras, gates and light poles (\$13,800).

Planned Technology Development:

As our technology systems are upgraded and collections grow public services departments will experience numerous changes to meet user wants and desires and improve patron flow patterns. Multi-format services will expand—virtual library services (e.g., electronic collections, online meeting room registration, Internet blog book discussions). The computing world has realized significant changes over the past decade in technologies, operating systems, network topologies, database architectures, and Internet integration. Increasing demands are being placed on the Library for improved services by our library users as they themselves become accustomed to newer and faster technologies and user information interfaces at work, at school, and at home.

After a yearlong search, the library purchased with 2008 LCPF allocations in late December TLC's Integrated Library System product to replace the obsolete SirsiDynix Horizon automation system. An August installation date has been established for installation. Technology support employees will complete the network backbone virtualization project by then. In 2009, of utmost importance is making sure that the new automation system is up and running smoothly with all accompanying modules purchased and fully integrated. For example, patrons now expect a library book record to also include an image of the book cover for easier sight recognition. This module is part of the system. Initial training and ongoing education will allow staff and patrons to become comfortable with the new system. The library will also purchase at least one additional module for the integrated library system installed in 2009. At the top of the list is a new unit, the Kids LS2 public access catalog, which was developed specifically for youth (\$4,000.)

More and more, information consumers like to "self-serve." In 2009 the library will purchase a self-check-out unit (\$25,000.) The next year a self-checkout unit (\$25,000) to be located near the new holds shelving in the lower lobby so once borrowers pick up their own "Items on hold" they can proceed to check them out immediately. In

As equipment ages, it becomes less reliable and must therefore be replaced. One of the most important parts of our network is the backbone infrastructure, which includes servers and our wiring system. In 2010, 2011, and 2012 components will approach end of life and should be replaced. While they remain viable due to good care and maintenance, implementation of new

technologies and services is not practical given the age of the systems. New hardware will increase redundancy and reliability of the network and minimize outage times.

Twenty-five staff personal computers, 12 public laptops, 4 public personal computers and two HP ProLiant servers were upgraded with 2008 LCP funds. This year twelve more personal computers and eight laptops (for library training classes), and one HP ProLiant server along with system upgrades will be purchased by year's end.

At the west edge of Warsaw is a state fiber data backbone connection point that the WCPL connected to for improved networking capabilities in fall of 2008. One of the most important parts of our network is the backbone infrastructure, which includes servers and our wiring system. The library's visitors are enjoying increased reliability, accessibility, and satisfaction as the technology advancements are being installed.

Library presenters and community groups using the meeting rooms appreciate the overhead projector system in meeting room C and have requested that this technology be added into other meeting rooms with additional wiring (\$7,000.) This will be done in 2009 as funds allow.

A multi-function copier unit to handle virtually all printing functions in-house including finished handouts and flyers is planned for 2009 (\$11,500). In 2010 (\$11,500) and 2011 (\$12,000) the purchase, lease, repair, and maintenance of equipment will cover public/staff equipment replacements and repairs as needed.

Add network security applications. The library has attempted to create a network environment that is free of security flaws, bugs, viruses, and other random problems. To continue providing efficient, quality computer services, we need to expand the tools used to secure the network, and provide preventative maintenance measures. To add network security applications the library needs Diskeeper 10 + Maintenance, SNMP security applet (\$3,000.)

Plan Year 2008

In 2008 the total revenue received was \$99,244.74 property tax, \$7,831.84 in auto excise, CVET and Financial Institutions Tax receipts. Disbursements in 2008 were \$39,554.74. There were encumbrances at the end of 2008 of \$155,215. At the end of 2008, the cash balance in the Capital Projects Fund was \$273,226. In January 2009 the library got the rest of the 2008 settlement property tax was \$66,983.15 and the auto excise tax was \$8,794.32.

Plan Year 2009

The Library Board adopted the LCPF plan on April 14, 2008 with total funds available \$396,516. The plan had estimated property tax revenue of \$13,228. The Kosciusko County Council approved \$172,035 property taxes to be raised. This was three percent above the prior year property levy of \$167,024. On October 13, 2008, the Library Board adopted a reduced LCP budget for 2009 of \$325,959 (total funds required \$525,959 with \$200,000 necessary expenditures July 1 to December 31 of 2008) and that the CPF property tax raised by tax levy and disbursed in 2009 is not to exceed \$172,035 with expected funds on hand to be received from sources other than proposed tax levy totaling \$363,264.

Estimated revenue for 2009 is known as the 1782 Notice was e-mailed on March 14, 2009 and officially received March 16, 2009. The 1782 Notice approved the LCPF at \$325,959 and the levy at \$164,785. The normal maximum Levy was \$1,381,018 plus Financial Institutional Tax \$2,838 equaling \$1,383,856. This is under the maximum by \$8,704. The 2008 Pay 2009 Assessed Value was 1,458,273,337. All Funds total rate .1181 with levy 1,722,221.

The 2009 LCPF Plan was reduced on 3-16-09 reflecting the 1782 Notice (*due to operating balance reduction and rate reduction.) The current year total LCPF expenditures and allocations is \$325,959 revised after 1782 Notice breaks down as follows:

1) Planned Construction, Repair, Replacement, and Remodeling Projects:	\$138,459*
A. Planned Facility Needs—New Construction (Phase II):	
Front Entrance Renovation/Parking Expansion Project:	
Design additional parking spaces	\$20,000
B. Planned Facility Needs--Repair, Replacement, & Remodeling Projects:	
Humidification system upgraded	\$65,000
Replace obsolete phone system	\$24,759
Reconfigure Circulation Services spaces/add security	\$ 7,000
Resurface maintenance room floor	\$5,700
Reconfigure Children Services spaces/add security	\$5,000
Reconfigure Adult Services spaces/add door to alcove	\$5,000
Add security entry lock (computer & equipment rooms)	\$2,000
Add shelving for overcrowded Children's collections	\$2,000
Repair and remodel walkways and parking lot	\$2,000
2) Site Acquisition:	\$0
3) Site Development:	\$50,000
Develop nearby site into a library parking lot for over 12 vehicles	
Add security gates, cameras and light poles in new parking lot	
4) Emergency Allocation:	\$48,000
5) Purchase, Lease, Repair, & Maintenance of Equipment:	\$11,500
6) Purchase, Lease, Maintenance & Repair of Computer Hardware & Software:	\$78,000*
Update infrastructure hardware (e.g., computers, wiring)	\$36,000
Add self-check out unit	\$25,000
Add/replace meeting room overhead projectors & wiring	\$7,000
Upgrade/expand public Internet workstations (4)	\$5,000
Replace staff computers at end of life	\$5,000
<i>Total 2009 Expenditures and Allocations (Revised after 1782 Notice)</i>	<i>\$325,959</i>

Plan Year 2010

1) Planned Construction, Repair, Replacement, and Remodeling Projects:	\$161,461
A. Planned Facility Needs--New Construction (Phase II):	
Front Entrance Renovation/Parking Expansion Project:	\$29,117
Design circulation area at parking lot level main entrance	
Design new stairs to directly access upper level	
Design elevator to reach upper level from main entrance	
B. Planned Facility Needs--Repair, Replacement, & Remodeling Projects:	
Replace worn carpeting upper level	\$92,000
Replace corroded parking lot light poles	\$20,000
Add shelving in Adult Services for expanding collections	\$10,000
Reconfigure Teen area/add shelving & seating	\$5,000
Add bookcase for Children's collections (under window)	\$3,000
Add shelving in lower lobby ("Item Holds"; new books)	\$2,344
2) Site Acquisition:	\$0
3) Site Development:	\$0
4) Emergency Allocation:	\$49,000
5) Purchase, Lease, Repair, & Maintenance of Equipment:	\$11,500
6) Purchase, Lease, Maintenance & Repair of Computer Hardware & Software:	\$55,000
Add self-check out unit	\$25,000
Update infrastructure hardware (computers, wiring)	\$20,000
Replace staff computers at end of life	\$10,000
<i>Plan Year 2010 Total Expenditures & Allocations:</i>	<i>\$326,961</i>

Plan Year 2011

1) Planned Construction, Repair, Replacement, and Remodeling Projects:	\$117,248
A. Planned Facility Needs--New construction (Phase II):	
Front Entrance Renovation/Parking Expansion Project:	\$7,344
Design circulation area at parking lot level main entrance	
Design new stairs to directly access upper level	
Design elevator to reach upper level from main entrance	
B. Planned Facility Needs--Repair, Replacement, & Remodeling Projects:	
Replace worn carpeting upper level	\$99,904
Add new shelving for library collections	\$10,000

2) Site Acquisition:		\$0
3) Site Development:		\$0
4) Emergency Allocation:		\$50,000
5) Purchase, Lease, Repair, & Maintenance of Equipment:		\$12,000
6) Purchase, Lease, Maintenance & Repair of Computer Hardware & Software:		\$40,000
Renew subscription/upgrade public Internet workstations	\$38,000	
Replace staff computers at end of life	\$1,000	
Replace infrastructure hardware (computers, wiring)	\$1,000	
<i>Plan Year 2011 Total Expenditures & Allocations:</i>		<i>\$219,248</i>

Plan Year 2012

1) Planned Construction, Repair, Replacement, and Remodeling Projects:		\$127,554
A. Planned Facility Needs--New Construction (Phase II):		
Front Entrance Renovation/Parking Expansion Project:	\$55,554	
Design circulation area at parking lot level main entrance		
Design new stairs to directly access upper level		
Design elevator to reach upper level from main entrance		
B. Planned Facility Needs--Repair, Replacement, & Remodeling Projects:		
Repair, replace, remodel mechanical spaces (e.g., HVAC)	\$30,000	
Upgrade to RFID Security System Phase I (3 gates)	\$42,000	
2) Site Acquisition:		\$0
3) Site Development:		\$0
4) Emergency Allocation:		\$50,000
5) Purchase, Lease, Repair, & Maintenance of Equipment:		\$12,500
Mechanical and furniture needs		
6) Purchase, Lease, Maintenance & Repair of Computer Hardware & Software:		\$40,000
Update infrastructure hardware (e.g., computers, wiring)	\$26,000	
Replace staff computers at end of life	\$10,000	
Upgrade public Internet workstations	\$4,000	
<i>Plan Year 2012 Total Expenditures & Allocations:</i>		<i>\$230,054</i>

VI. CONCLUSION

The Library Capital Projects Fund has become instrumental for public libraries to provide enhanced services in their communities. The need has never been greater, in this ever-increasing information explosion, to offer books and multi-format resources for a wide variety of needs and wants and to serve as a source of information for a wide variety of topics within a global economy.

A strong, responsive library located in Warsaw, the county seat of Kosciusko County, IN, assists the community in maintaining a competitive economy. One in four new jobs created today is in the new information economy based on information networking. A new Indiana University study found that for each dollar of public library expenditures, the average Indiana community receives \$2.38 in benefits. A strong local library is a catalyst for economic development, a provider of professional development and lifelong education services, and a cultural and civic center of the community.

The Warsaw Community Public Library strives to provide its residents with the tools and resources they need to expand their world by providing cost-effective access to knowledge, information, and research. However, the library's ability to perform all its services is difficult if adequate facilities and equipment cannot be maintained.

The Warsaw Community Public Library Board of Trustees approved in December of 2005 a Long-Range Strategic Plan for 2006-2011 with a focus to assist patrons in connecting to education, information, and entertainment needs and interests. The majority of community respondents agreed that the library is perceived to be a place to learn and a place to read. When people think of the library they first of all think "books." In addition to "books," respondents see the library as a place to support literacy, adult information literacy as well as traditional childhood emergent learning and development. The library is also a place to provide free informational "ask us" services and free computer/Internet access. The library is seen as an invaluable resource/facility in the community but respondents in all five focus groups felt we needed to better market what we offer! Over and over again respondents shared that they were not aware of many of the services the library provided.

In 2007 Library Capital Projects Funds allowed the library to complete Phase I of the front entrance remodel, upgrade public computers, and modify spaces due to increased and changing public demand. Using the results of a long-range facilities plan completed in late 2006, the library has pinpointed where and when major building repairs will be needed (i.e., roof work, HVAC system, humidification system, the phone system, sprinkler system). Other unexpected and expected system problems have been diagnosed and fixed.

Total 2008 local government operating fund income received, \$1,422,947. Other operating fund income including fines and fees, interest on investments and miscellaneous revenue reached \$135,364 and provided 9.51% of total income. Donations to the library in 2008 totaled \$11,792.

In 2008, the Warsaw Community Public Library allocated 62% for Staff, 3% for Supplies, 16% for Other Services and Charges, and 19% for Capital Outlays. Resource allocation patterns among libraries worldwide show that on average, various countries allocated

between 52 percent (e.g., Mexico) and 60 percent (e.g., Germany) of their resources to staff. The Library strives to keep the staff resource allocation near 60% of its revenue to cover staff salaries and benefits while increasing our public services. Public services employees are expected to attend training seminars and in-service days to keep abreast of new technologies and refresh their skills.

On average libraries worldwide allocated 27 percent on print material stock, 3 percent on electronic content and 17 percent on other, primarily facilities and administration. The Warsaw Community Public Library has maintained an administrative fiscal policy “best practice” of striving to annually allocate 20% of the library’s annual operating budget income for the purchase of new materials stock--books, periodicals/ newspapers, audio-visual materials (e.g., DVD), electronic subscriptions, and other circulating materials. In 2005 the library struggled to reach 13% of funding expenditures for collections due to 2003 and 2004 funding delays and reductions. In light of the current economic environment, it will take many years to rebuild our yearly allocation of new materials stock to the global average for libraries.

With our building expansion and renovation ten years ago depleting our resources, currently the Library Improvement Reserve Fund is available for possible site acquisition and repair and/or replacement that is necessitated by an unexpected emergency. Due to increased expenses maintaining the facility in recent years the Library has been unable to transfer as much from the operating budget to the LIRF account as in past years. Therefore, the Library depends greatly on Library Capital Projects Funds to keep the library as a vital life-long learning educational center in the community based on the library’s five-year strategic plan of service that will maintain our facility, grounds, and automation system and complete future construction, repair, replacement, or remodeling projects.

Thank you for approving recent Library Capital Projects Fund allocation requests. The anticipated 2010-2012 Library Capital Projects Fund will go far in making the Library’s vision to provide quality patron services, promote reading, and encourage lifelong learning using local accessible resources a reality for our community.

The Warsaw Community Public Library Board of Trustees on April 13, 2009 adopted this Plan.

ANTICIPATED AVAILABLE FUNDS FOR LIBRARY CAPITAL PROJECTS

The calculations in the following summary table of expenditures, allocations, transfers and revenues for the Library's LCPF Plan are based on a year 2008 Pay 2009 assessed value of \$1,458,273,337 as found in the 1782 Notice of Final Budget recommendations pursuant to IC 6-1.1-17-16(d) received by the Library on March 16, 2009. The property tax levies contained and certified in the work draft calculations were not adjusted for circuit breaker credits.

PROPOSED USES FOR LIBRARY CAPITAL FUNDS

The Capital Projects budget for 2010-2012 will be used for two main purposes: (1) to complete planned construction, repair, replacement, or remodeling and (2) to purchase, lease, maintenance & repair of computer hardware & software. Other budgeted items include: site development; emergency allocation; and purchase, lease, repair, and maintenance of equipment.

<u>Current Expenditures</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Planned construction, repair, replacement, or remodeling	\$161,461	\$117,248	\$127,554
(2) Site acquisition	\$0	-0-	-0-
(3) Site development	\$50,000	0	0
(4) Emergency allocation	\$49,000	\$50,000	\$50,000
(5) Purchase, lease, repair, and maintenance of equipment	\$11,500	\$12,000	\$12,500
(6) Purchase, lease, maintenance & repair of computer hardware & software	\$55,500	\$40,000	\$40,000
Subtotal Current Expenditures	\$326,961	\$219,248	\$230,054
(7) Allocation for further projects	\$0	\$0	\$0
Total Expenditures and Allocations	\$326,961	\$219,248	\$30,054
Sources and Estimates of Revenue			
January 1, Cash Balance	\$273,226	-0-	-0-
Less encumbered appropriations	\$155,215	-0-	-0-
Cash balance available for current plan	\$118,011	-0-	-0-
Property tax revenue	\$193,950	\$203,648	\$213,830
Auto Excise, CVET and Financial Institutions Tax receipts	\$15,000	\$15,600	\$16,224
Other (Interest)	-0-	-0-	-0-
TOTAL FUNDS AVAILABLE FOR PLAN	\$326,961	\$219,248	\$230,054
The projected tax rate for the Library Capital Projects Fund will be	0.0133	0.0133	0.0133
The projected tax rate is based upon an estimated assessed	\$1,458,273,337	\$1,531,187,004	\$1,607,746,354