

**LIBRARY CAPITAL PROJECTS FUND PLAN**

**2011-2013**

**for the**

**WESTCHESTER PUBLIC LIBRARY**

200 West Indiana Avenue

Chesterton, Indiana 46304

(219)-926-7696

Phil Baugher  
Director  
March 11, 2010

**WESTCHESTER PUBLIC LIBRARY  
LIBRARY CAPITAL PROJECTS FUND PLAN  
2011-2013  
SUMMARY PAGE**

<b>CURRENT EXPENDITURES</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
(1) Planned construction, repair, replacement, or remodeling	50,000	25,000	25,000
(2) Acquisition of real property	-0-	-0-	-0-
(3) Site development	-0-	-0-	-0-
(4) Emergency allocation	-0-	-0-	-0-
(5) Purchase, lease, repair, and maintenance of equipment	143,064	55,000	55,000
(6) Purchase, lease repair, and maintenance of computer hardware and computer software	75,000	75,000	75,000
<b>SUBTOTAL CURRENT EXPENDITURES</b>	<b>268,064</b>	<b>155,000</b>	<b>155,000</b>
(7) Allocation for future projects (cumulative totals)	-0-	-0-	-0-
<b>TOTAL EXPENDITURES AND ALLOCATIONS</b>	<b>268,064</b>	<b>155,000</b>	<b>155,000</b>
 <b>SOURCES AND ESTIMATES OF REVENUE</b>			
(1) January 1, Cash Balance	113,064	-0-	-0-
(2) Less encumbered appropriations	-0-	-0-	-0-
(3) Cash balance available for current plan	113,064	-0-	-0-
(4) Plus Property Tax Revenue	150,000	150,000	150,000
(5) Plus Auto Excise, CVET and Financial Institutions Tax receipts	5,000	5,000	5,000
(6) Plus Other Revenue	-0-	-0-	-0-
<b>TOTAL FUNDS AVAILABLE FOR PLAN</b>	<b>268,064</b>	<b>155,000</b>	<b>155,000</b>
Based upon an anticipated assessed valuation of	1,500,000,000	1,500,000,000	1,500,000,000
The Projected Tax Rate for the Library Capital Projects fund will be	\$.0100	\$.0100	\$.0100

**WESTCHESTER PUBLIC LIBRARY  
LIBRARY CAPITAL PROJECTS FUND PLAN  
2011-2013**

**I. GENERAL DESCRIPTION OF LIBRARY DISTRICT**

**A. LIBRARY TAXING DISTRICT**

The Westchester Public Library serves Westchester Township in Porter County, Indiana. Located on the southern shore of Lake Michigan, the township contains the towns of Chesterton, Porter, Burns Harbor, and Dunes Acres. Also contained within the district are the Indiana Dunes State Park, portions of the Indiana Dunes National Lakeshore, and the Mittal Company that purchased and operates the bankrupt Bethlehem Steel Corporation's Burns Harbor facility.

**B. NAME AND LOCATION**

The Westchester Public Library operates from a central office in the Thomas Library, 200 West Indiana Avenue, Chesterton, Indiana, 46304. Phone: (219)-926-7696

**C. COMPOSITION OF GOVERNING BODY**

The following individuals serve on the Library Board of Trustees as of 3/11/10:

		Appointed by	Expires
President:	Vernon Odom Jr.	Township Board	3/31/2011
Vice President:	John Corso	School Board	3/31/2012
Secretary:	Sharon Robbins	School Board	3/31/2013
Treasurer:	Claire Jolie	County Commissioners	3/31/2014
Member:	J. Erik Hokanson	County Council	3/31/2013
Member:	Drew Rhed	Township Trustee	3/31/2014
Member:	Nick Tilden	School Board	3/31/2011

New Officers will be elected at the meeting on 3/11/2009.

**D. NUMBER OF EMPLOYEES**

The library currently employs 16 full-time staff members and 48 part-time staff members.

**E. CURRENT ANNUAL BUDGET IN OPERATING, LIBRARY IMPROVEMENT RESERVE (LIRF), AND BOND AND INTEREST REDEMPTION (BIRF) FUNDS AND CAPITAL PROJECTS FUND –**

(Reported budgets, tax rates, levies, and assessments for 2010 are based upon the library's budget estimate and 1782 Notice and might change when the final budget order is received from the DLGF.)

The current proposed 2010 budgets, levies and tax rates are as follow:

Current Operating Fund Budget	\$2,794,056
Current BIRF Budget	-0-
Current Capital Projects Fund Budget	\$144,402
Current LIRF Budget	-0-

(Please see Appendix A for detailed budgets)

F. CURRENT ANNUAL PROPERTY TAX LEVIES FOR ALL FUNDS – (proposed).

2010 Operating Fund Tax Levy	\$2,303,781
2010 BIRF Tax Levy	-0-
2010 LCPF Tax Levy	\$113,533
2010 Operating Fund Tax Rate	\$.1461
2010 BIRF Tax Rate	-0-
2010 LCPF Tax Rate	\$.0072
2009 Pay 2010 Assessed Valuation	\$1,576,852,360

**II. LISTING OF PRESENT FACILITIES OPERATED AND MAINTAINED BY THE LIBRARY DISTRICT**

A. WITH RESPECT TO EACH FACILITY:

(1) NAME AND LOCATION

The library provides service from the following locations:

<u>MAIN LIBRARY</u>	<u>BRANCH LIBRARY</u>	<u>SERVICE CENTER</u>	<u>MUSEUM</u>
Thomas Library 200 West Indiana Ave. Chesterton, IN	Hageman Library 100 Francis Street Porter, IN	Service Center 100 West Indiana Ave. Chesterton, IN	History Museum 700 West Porter Ave. Chesterton, IN

In 1995 the library acquired the Service Center and remodeled the building in 1996. Collections at the Thomas Library were rearranged and a new Serials Department opened in 1996. The library began providing public access to the Internet in 1997. The Westchester Township History Museum opened in the Library Service Center in 1998. The library relocated the museum to the Brown Mansion which is leased from the Duneland School Corporation.

(2) YEAR CONSTRUCTED, LEASED OR RENTED

The Thomas Library and the Hageman Library are owned and were constructed in 1975. The Service Center was constructed in 1977 and purchased by the Library in late 1995. The Brown Mansion has been leased for the Westchester Township History Museum since 2005.

(3) ESTIMATED CURRENT VALUE

The most recent statement of values available from the libraries' builder assigns the following values:

Thomas Library	\$4,029,400
Hageman Library	\$718,200
The appraised value of the Library Service Center	\$675,000

(Please see Appendix B)

(4) DETAILED EVALUATION OF CONDITION

Although both existing main library buildings are now 35 years old, the condition of the buildings have held up remarkably well. Air conditioning compressors have been replaced at both library circulating facilities and both buildings have been roofed. Shelving at Thomas was greatly expanded, but more space will eventually be needed for books, serials and audio-visual materials if collections continue to be developed. Additional space will also be needed for automation services.

An extensive repair and remodeling project was begun in 2007 and was completed last year. New carpeting was finished in all 3 buildings and an air conditioning compressor was replaced at the Thomas Library. The HVAC system at the Hageman Library was replaced in 2009.

The Service Center is in good condition. The roof was covered with a new rubber membrane roof and additional insulation was added when the building was acquired. Selected walls were removed and relocated. Carpeting and wall coverings were replaced in the public meeting area as part of the 1996 remodeling project and replaced again in 2006. The library also replaced the roof top heating/air conditioning units, ductwork, ceiling, and lights on the upper level of the building in 2006.

The entrances of all three facilities were repaired in 2000. A planning process begun in 1999 identified the need for more space for collections, meetings, and library programming. The bankruptcy of Bethlehem Steel, however, postponed any plans for building expansion for the immediate future. A new planning process is scheduled to be held in 2010.

#### B. IDENTIFICATION AND DESCRIPTION OF ALL LAND OWNED FOR FUTURE NEEDS.

The library currently owns no land apart from the building sites and parking lots it presently occupies. A large portion of the parking lot at the Hageman Library is unpaved and could be utilized at some time in the future. A lot formerly occupied by a church was acquired in 1999 and was paved in 2005.

### III. LIBRARY SERVICE AREA

#### A. AREA IN SQUARE MILES

The library district covers 34 square miles.

#### B. POPULATION SERVED

The library population at the last census was 18,133.

#### B. ANNUAL STATISTICS OF SERVICE (ie. CIRCULATION OF MATERIALS, COLLECTION SIZE, HOURS OF SERVICE, ETC.)

##### HOURS OF SERVICE

###### THOMAS LIBRARY

Monday: 9:00 to 9:00  
Tuesday: 9:00 to 9:00  
Wednesday: 9:00 to 9:00  
Thursday: 9:00 to 9:00  
Friday: 9:00 to 9:00  
Saturday: 9:00 to 5:00  
Sunday: 1:00 to 5:00

###### HAGEMAN LIBRARY

Monday: 9:00 to 5:00  
Tuesday: 9:00 to 5:00  
Wednesday: 9:00 to 5:00  
Thursday: 9:00 to 5:00  
Friday: 9:00 to 5:00  
Saturday: 1:00 to 5:00  
Sunday: CLOSED

The Library Service Center is staffed 9:00 to 5:00 pm during the week and opens for library programs and group meetings as needed on evenings and weekends.

##### COLLECTIONS

The library currently owns 224,928 items. (Please see Appendix C)

##### CIRCULATIONS

In 2009, the library loaned 393,235 items and delivered 946,232 public service units. (Please see Appendix D)

**ANTICIPATED CAPITAL PROJECTS FUND RESOURCES THAT WILL BE AVAILABLE FOR THE TERM OF THE PLAN.**

**A. FOR EACH YEAR OF THE PLAN:**

**(1) SOURCES AND ESTIMATES OF REVENUE**

<b>CURRENT EXPENDITURES</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
January 1, Cash Balance	113,064	-0-	-0-
*(The January 1, 2010 balance is the unexpended balance in the fund retained from the 2009 appropriation.)			
Less encumbered appropriations	-0-	-0-	-0-
Cash balance available for current plan	113,064	-0-	-0-
Plus Property Tax Revenue	150,000	150,000	150,000
Plus Auto Excise, CVET, and Financial Institutions Tax receipts	5,000	5,000	5,000
Plus Other Revenue	-0-	-0-	-0-
<b>TOTAL FUNDS AVAILABLE FOR PLAN</b>	<b>268,064</b>	<b>155,000</b>	<b>155,000</b>

**(2) AMOUNT OF REVENUE (FROM PROPERTY TAXES OR OTHERWISE) TO BE RETAINED FOR EXPENDITURES PROPOSED FOR A LATER YEAR.**

	<b>2011</b>	<b>2012</b>	<b>2013</b>
January 1, Cash Balance	-0-	-0-	-0-

**(3) PROJECTED ASSESSED VALUATION OF THE LIBRARY DISTRICT FOR EACH YEAR OF THE PLAN.**

	<b>2011</b>	<b>2012</b>	<b>2013</b>
Projected assessed valuation	1,500,000,000	1,500,000,000	1,500,000,000

**(4) PROPERTY TAX RATES AND LEVIES FOR THE LIBRARY CAPITAL PROJECTS FUND BASED ON THE ABOVE ASSESSED VALUATIONS.**

	<b>2010</b>	<b>2011</b>	<b>2012</b>
Proposed property tax rate	\$.0100	\$.0100	\$.0100
Proposed levy	150,000	150,000	150,000

## **V. PROPOSED USE OF THE CAPITAL PROJECTS FUND**

### **PART I – Planned construction, repair, replacement, or remodeling**

The Library Capital Projects Fund Plan consists of four components. The first component funds the basic costs of repairs and maintenance to the library's buildings and grounds.

### **PART II – Purchase, lease, repair, and maintenance of equipment**

This component includes the annual maintenance costs associated for the library's elevator, copiers, fire suppression system in the Library Service Center, and repairs and maintenance of the library's heating and air conditioning systems.

### **PART III – Computer hardware and software**

The third component of the plan addresses the continuation, upgrade, and expansion of the library's electronic services. The library's Polaris integrated library system was upgraded in 2003 and the public access computers were upgraded in 2004. Additional public access terminals were added in 2005. Wireless access was installed in the Thomas Library in 2005. The goal of the library's Technology Plan is to replace all servers every 5 years and all workstations every 10 years.

Service contracts for the hardware and software maintenance must also be maintained.

### **PART IV – Repair and Remodeling**

Proposed projects to be explored for future execution include the acquisition of a new telephone system for the library, some outside walk repair, and the painting of some exteriors. New security systems with security cameras and recording devices are desired. Parking areas will need to be resealed and restriped.

(Please see Appendix E for a detailed list of future repair and remodeling needs.)

**LIBRARY CAPITAL PROJECTS FUND PLAN SUMMARY**

**DETAILED LIST OF EXPENDITURES**

<b>EXPENDITURES</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
(1) Planned construction, repair, replacement, or remodeling			
(a) New Construction	-0-	-0-	-0-
(b) Repair	50,000	25,000	25,000
(c) Replacement	-0-	-0-	-0-
(d) Remodel	-0-	-0-	-0-
(e) Lease or rental of real estate	-0-	-0-	-0-
(2) Acquisition of real property	-0-	-0-	-0-
(3) Site development	-0-	-0-	-0-
(4) Emergency allocation	-0-	-0-	-0-
(5) Purchase, lease, repair, and maintenance of equipment			
(a) Administrative	5,000	5,000	5,000
(b) Public use	38,064	10,000	10,000
(c) Mechanical	50,000	25,000	25,000
(d) Furniture	50,000	15,000	15,000
(6) Computer hardware and software			
(a) Purchase or lease	25,000	25,000	25,000
(b) Maintenance and repair	50,000	50,000	50,000
<b>SUBTOTAL CURRENT EXPENDITURES</b>	<b>268,064</b>	<b>155,000</b>	<b>155,000</b>
(7) Allocation for future projects (cumulative totals)	-0-	-0-	-0-
<b>TOTAL EXPENDITURES AND ALLOCATIONS</b>	<b>268,064</b>	<b>155,000</b>	<b>155,000</b>

**LIBRARY CAPITAL PROJECTS FUND  
BUDGET APPROPRIATIONS**

<b>EXPENDITURES</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
<b>OTHER SERVICES AND CHARGES</b>			
Repairs and Maintenance			
3.61 - Buildings and Structures	50,000	25,000	25,000
3.62 – Equipment Repairs	143,064	80,000	80,000
<b>CAPITAL OUTLAYS</b>			
4.2 - Furniture and Equipment	75,000	50,000	50,000
<b>TOTAL APPROPRIATION</b>	<b>268,064</b>	<b>155,000</b>	<b>155,000</b>