

**BOARD OF TRUSTEES MEETING**  
**Wednesday, December 15, 2010**  
**Meeting Room 1B**  
**5:45 p.m.**

**AGENDA**

1. Call to Order and Introductions – President Fred Risinger
2. Consent Agenda – action item – Sara Laughlin
  - a. Minutes of November 17, 2010 Board Meeting (page 1-3)
  - b. Minutes of December 8, 2010 Work Session (page 4-7)
  - c. Minutes of December 8, 2010 Executive Session (page 8)
  - d. Monthly Bills for Payment (page 9-13)
  - e. Monthly Financial Report (page 14-33)
  - f. Board Calendar (page 34)
  - g. Personnel Report (page 35-37)
3. Director’s Report– Sara Laughlin (page 38-44)
4. Old Business
5. New Business
  - a. Cost Containment Priorities (page 45-47) – action item – Sara Laughlin
    - i. Delay hiring of Development Director
    - ii. Reduce materials expenditures
  - b. 2011 Salary Schedule and Pay Dates (page 48-50) – action item – Sara Laughlin/Kyle Wickemeyer-Hardy
  - c. Resolution to Set 2011 Salary for Library Director (page 51) –action item – Fred Risinger

- d. 2011 Holiday Closing Schedule (page 52) – action item – Kyle Wickemeyer-Hardy
- e. 2011 Agreement with Town of Ellettsville for CATS Services – (page 53-54) – action item – Michael White
- f. Main Renovation Change Order 3 – (page 55-56) – action item – Sara Laughlin (page )
- g. Resolution to Encumber 2010 Appropriation Balances (page 57) – action item – Sara Laughlin
- h. Resolution to Permit Transfer from LIRF to Operating, Debt Service, and Library Capital Projects Funds – (page 58) – action item – Sara Laughlin
- i. 2011 Fee Schedule – (page 59) – action item – Sara Laughlin
- j. Resolution to Authorize Purchase of Property – (page 60) – action item – Sara Laughlin

6. Public Comment

7. Adjournment

**MONROE COUNTY PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Meeting Room 1B**  
**Wednesday, November 17, 2010**

**Attendance**

Board Members Present: Steve Moberly, Randy Paul, Melissa Pogue, Fred Risinger, and John Walsh.

Board Members Absent: Dave Ferguson and Kari Isaacson.

Staff: Ned Baugh, Pat Combs, Sara Laughlin, Mickey Needham, Martin O'Neill, Pam Wasmer, and Kyle Wickemeyer-Hardy.

Others: Tom Bunger.

**Call to Order**

President Fred Risinger called the meeting to order at 5:45 p.m. The board members introduced themselves to the viewing public.

**Consent Agenda**

The consent agenda (Minutes of October 27, 2010 Work Session; Minutes of October 27, 2010 Board Meeting; Minutes of November 10, 2010 Special Board Meeting; Monthly Bills for Payment; Monthly Financial Report; Board Calendar; and Personnel Report) was presented for approval.

Steve Moberly moved; John Walsh seconded approval of the consent agenda as presented. Motion carried unanimously.

## **Director's Report**

Sara Laughlin presented the director's report calling attention to the programming statistics. Sara reported that grant proposals have been submitted to the Suburu Foundation, the Microsoft Foundation, and City of Bloomington Buskirk-Chumley (for the Friends Author event). Sara also reported that MCPL has been invited to partner with Bloomington Hospital, City of Bloomington Parks and Recreation Department, and other community organizations for a "Fitness and Reading" program.

Randy Paul asked for an update on filling Bonnie Estell's position. Sara Laughlin responded that the position is posted until December 1. Sara has started working on year-end matters such as transfers, encumbrances, and loans. Suzanne Kern, bookkeeper, continues to perform the routine functions. Sara hopes to have the position filled by the end of the year.

## **Old Business**

None.

## **New Business**

### **Disposal of Assets**

Sara Laughlin presented the list of disposed assets for approval. Sara reported that she had confirmed with Ned Baugh (Information Systems Department) that all computers on the list were obsolete and dated back to 1997. The Lean and Green Committee has arranged for a local company to dispose of the computers in an environmentally safe manner.

Randy Paul asked if there is any possible use for the computers. Randy commented that in working with low income families he has found that many do not have any computers in their homes and he questioned the "no value" statement about the computers.

Ned Baugh responded that he will check more thoroughly to see if there are any possible uses. Randy Paul will recommend some organizations that might be interested in acquiring them.

Steve Moberly moved; John Walsh seconded disposal of the assets as presented. Motion carried unanimously.

**Public Comment**

None.

The meeting adjourned at 6:00 p.m.

**MONROE COUNTY PUBLIC LIBRARY**  
**Board of Trustees Work Session**  
**Wednesday, December 8, 2010**  
**Meeting Room 1B**

**Attendance**

Board Members Present: Kari Isaacson, Steve Moberly, Randy Paul, Melissa Pogue, Fred Risinger, and John Walsh.

Board Members Absent: Dave Ferguson.

Staff: Pat Combs, Sara Laughlin, Bara Swinson, Michael White, and Kyle Wickemeyer-Hardy.

Others: Tom Bunger.

**Call to Order**

President Fred Risinger called the meeting to order at 5:50 p.m. Board members introduced themselves to the viewing public.

**2011 Salary Schedule and Pay Dates**

Sara Laughlin presented the proposed salary schedule and pay date schedule for 2011. Sara reported that the proposed salary increases are based on the Compensation and Classification Study conducted in 2009. In 2010 the first half of the recommendations for staff were implemented along with correction of some compression issues. For 2011, the proposal is to implement the second half of the recommendations for staff, the first half of the recommendations for managers, and a 1% increment for all employees on the payroll as of December 31, 2010. Sara reported that the approved 2011 budget will support this proposal,

which is roughly \$100,000 under the budgeted amount due to a slight drop in the number of employee hours.

Kari Isaacson asked if the drop in employee hours is due to more use of the self-check system. Sara Laughlin stated that self-check usage is increasing and the installation of the materials handling portion of the RFID (Radio Frequency Identification System) early next year will save even more staff time. Circulation staff has been reduced by the equivalent of three full-time employees during 2010.

Randy Paul asked what the dollar amount is for three full-time employees. Sara Laughlin estimated it to be \$75,000, plus benefits costs.

The board discussed the list of 2011 Savings Options included in the packet and whether the items would be action items at the regular board meeting on December 13<sup>th</sup>. Following discussion it was decided that the board would consider the individual cost containment suggestions as action items at the regular board meeting.

Regarding specific recommendations, John Walsh and Steve Moberly expressed concern with any cuts to the materials budget. Fred Risinger was also concerned with cutting the materials budget but stated that he had heard that materials cost less now. Sara Laughlin will explore this issue and report back to the board.

Steve Moberly was opposed to any new bond issue (as mentioned in Recommendation 5 on the savings options list) stating that the Capital Projects Fund has already increased property taxes and Monroe County residents will be facing tax increases from the Monroe County Community School Corporation (MCCSC) referendum for the next six years.

John Walsh felt that in presenting the Capital Project Fund proposals to the county we have stated that it saves money by not adding interest costs as opposed to a bond that would add costs.

Sara Laughlin commented that the maximum tax levy is based on the Operating Fund and Capital Projects Fund combined. Some organizations combine the two into one budget. Sara also commented

that Monroe County issues a bond every year and pays it back in full at the end of the year.

Steve Moberly felt that it would be a bad idea to merge Capital Projects and Operating Funds and that it would not be fiscally prudent to issue a bond each year even though it was legal.

Sara Laughlin suggested revising Recommendation 5 to remove the reference to a bond issue and simply recommend reducing the amount of the LIRF transfer.

Randy Paul asked about the status of the Financial Officer position. Sara Laughlin reported that interviews are scheduled for next week and that she is hopeful a new Financial Officer will be on board shortly thereafter.

Kari Isaacson asked about the long-term ramifications of not putting the full amount into LIRF. Sara Laughlin responded that a new roof will likely be required in a few years as well as some HVAC system work. The balance in the LIRF account is currently around \$1,000,000.

### **2011 Holiday Closings**

Sara Laughlin presented the Holiday Closing Schedule for 2011 noting that it is the same number of days specified in the personnel manual.

### **2011 Agreement with the Town of Ellettsville for CATS Services**

Michael White presented the agreement with the Town of Ellettsville for CATS services in 2011. The amount of the agreement is \$5,000 to be paid in quarterly installments. This amount is short of the \$13,000 that would be half of the Town's franchise revenue but is a step forward since they were unable to contribute to CATS funding during 2010.

Fred Risinger asked if there had been any progress in getting AT&T to add CATS channels. Michael White reported that it was still tied up in the City of Bloomington Legal Department. Michael has learned, however, that Smithville Digital does intend to carry the channels.



### **Resolution to Encumber 2010 Appropriation Balances**

Sara Laughlin presented a list of funds to be encumbered at year end. These are expenses incurred this year but not yet paid. The list will probably change before the regular board meeting. Sara reported that both 3D Professional Contracting and Polaris will likely be paid by the end of the year. Bookmobile funds will be encumbered. Delivery of the new bookmobile will be after the first of the year.

### **Resolution to Permit Transfer from LIRF to Operating, Debt Service, and Library Capital Projects Funds**

Sara Laughlin presented a resolution to permit transfer of up to \$1,000,000 from LIRF to the Operating, Debt Service, and Library Capital Projects Funds. This is a routine procedure to allow a transfer of funds if necessary to cover expenses if the second 2010 tax settlement is not received by December 31, 2010. The transfer will be reversed immediately upon receipt of the property tax settlement.

### **Resolution to Make Temporary Loans through Indiana Bond Bank for 2011 Advance Funding**

Sara Laughlin withdrew this item from the agenda as the transfer from LIRF will cover any shortfalls.

### **Public Comment**

None.

Meeting adjourned at 6:30 p.m.

**MONROE COUNTY PUBLIC LIBRARY**  
**Board of Trustees Executive Session**  
**Board Room**  
**Wednesday, December 8, 2010**

**Attendance**

Board Members Present: Kari Isaacson, Melissa Pogue, Fred Risinger, and John Walsh.

Board Members Absent: David Ferguson, Steve Moberly, and Randy Paul

Staff Members Present: Sara Laughlin.

Others: Tom Bunger

**Call to Order**

President Fred Risinger called the meeting to order at 6:40 p.m.

The Board discussed the purchase or lease of real property [IC 5-14-1.5-6.1(D)] and a Job Performance Evaluation of an Individual Employee [IC 5-14-1.5-6.1(9)].

The meeting adjourned at 7:30 p.m.

**\*Check Summary Register©**

November 12, 2010 to December 09, 2010

Name	Check Date	Check Amt	
<b>06100 CHASE BANK CHECKING</b>			
Paid Chk# 080454 AT&T (OK)	11/19/2010	\$53.04	LONG-DISTANCE CALLS
Paid Chk# 080455 HOOSIER DISPOSAL #686	11/19/2010	\$375.75	TRASH DISPOSAL
Paid Chk# 080456 MIDWEST PRESORT SERVICE	11/19/2010	\$877.78	POSTAGE SERVICES
Paid Chk# 080457 MONROE COUNTY YMCA	11/19/2010	\$100.00	FD/STAFF-DAY PROGRAM
Paid Chk# 080458 ROBIN R. HOFFMAN	11/19/2010	\$29.98	REFUND ON LOST ITEMS
Paid Chk# 080459 SAM'S CLUB	11/19/2010	\$59.68	FD/STAFF-DAY REFRESHMENTS
Paid Chk# 080460 SOUTH CENTRAL INDIANA REMC	11/19/2010	\$41.40	BKM ELECTRICITY
Paid Chk# 080461 VERIZON WIRELESS	11/19/2010	\$113.01	CELL PHONES
Paid Chk# 080462 AMERICAN UNITED LIFE INS.	11/23/2010	\$1,509.62	403b TSA-AUL W/H
Paid Chk# 080463 ARAMARK	11/23/2010	\$830.89	UNIFORMS
Paid Chk# 080464 JANWAY COMPANY USA, INC.	11/23/2010	\$885.20	FD/BOOK LIGHTS/ GIFTS
Paid Chk# 080465 JPMORGAN CHASE BANK, NA	11/23/2010	\$2,412.29	VARIOUS
Paid Chk# 080466 MONROE CTY PUBLIC	11/23/2010	\$310.41	FSA W/H
Paid Chk# 080467 SHARI ROGGE-FIDLER	11/23/2010	\$29.99	REFUND ON LOST ITEM
Paid Chk# 080468 ANTHEM BLUE CROSS BLUE	11/30/2010	\$53,564.20	HEALTH & VISION INS. - DEC. '10
Paid Chk# 080469 AT&T (IL)	11/30/2010	\$1,302.87	PHONE BILL
Paid Chk# 080470 AT&T ADVERTISING	11/30/2010	\$135.00	PHONE LISTINGS
Paid Chk# 080471 AT&T MOBILITY	11/30/2010	\$254.59	CELL PHONES
Paid Chk# 080472 CITGO	11/30/2010	\$776.43	FUEL
Paid Chk# 080473 COLONIAL LIFE	11/30/2010	\$106.57	POST TAX INS. W/H
Paid Chk# 080474 DUKE ENERGY	11/30/2010	\$1,109.05	ELECTRICITY
Paid Chk# 080475 GREAT LAKES HIGHER ED	11/30/2010	\$200.80	GARNISHMENT W/H
Paid Chk# 080476 HEALTH RESOURCES, INC.	11/30/2010	\$2,965.78	DENTAL INS. - DEC. '10
Paid Chk# 080477 MIDWEST PRESORT SERVICE	11/30/2010	\$478.52	POSTAGE SERVICES
Paid Chk# 080478 MONROE CIRCUIT COURT	11/30/2010	\$30.00	GARNISHMENT W/H
Paid Chk# 080479 MONROE COUNTY YMCA	11/30/2010	\$180.02	YMCA W/H
Paid Chk# 080480 PRE-PAID LEGAL SERVICES,	11/30/2010	\$62.34	PRE-PAID LEGAL W/H
Paid Chk# 080481 STEPHANIE HOLMAN	11/30/2010	\$105.49	FD/ELL SPLS
Paid Chk# 080482 UNITED WAY	11/30/2010	\$178.00	UNITED WAY W/H
Paid Chk# 080483 UNUM LIFE INS. CO. OF	11/30/2010	\$2,140.15	LIFE INS. - DEC. '10
Paid Chk# 080484 VECTREN ENERGY DELIVERY	11/30/2010	\$143.36	NATURAL GAS
Paid Chk# 080485 AMERICAN UNITED LIFE INS.	12/3/2010	\$1,270.00	403b TSA-AUL W/H C10048
Paid Chk# 080486 ANSWER INDIANA	12/3/2010	\$9.85	PAGER
Paid Chk# 080487 AT&T ADVERTISING	12/3/2010	\$45.50	CATS LISTINGS & INTERNET
Paid Chk# 080488 DARCI HAWXHURST	12/3/2010	\$250.00	TUTOR MENTORING/\$ GENERAL/VITA
Paid Chk# 080489 ELLETTSVILLE UTILITIES	12/3/2010	\$234.93	WATER & SEWER
Paid Chk# 080490 GE MONEY BANK/AMAZON	12/3/2010	\$6,347.22	NONPRINT & BOOKS
Paid Chk# 080491 JULIE KINSER	12/3/2010	\$33.60	MILEAGE
Paid Chk# 080492 MCPL FOUNDATION	12/3/2010	\$125.00	CREDIT CARD MEMBERSHIPS
Paid Chk# 080493 MICHELLE A. BRIGHT	12/3/2010	\$25.50	REFUND ON LOST ITEM
Paid Chk# 080494 MIDWEST PRESORT SERVICE	12/3/2010	\$284.72	POSTAGE SERVICES
Paid Chk# 080495 MONROE CTY PUBLIC	12/3/2010	\$280.41	FSA W/H
Paid Chk# 080496 PUCK PLAYERS PUPPET	12/3/2010	\$150.00	CHILD PROGRAM/FTN GENERAL
Paid Chk# 080497 THE MACEXPRIENCE	12/3/2010	\$9,969.00	SERVER FOR CATS
Paid Chk# 080499 CHRIS HOSLER	12/8/2010	\$17.99	FD/ADULT SPLS
Paid Chk# 080500 CITY OF BLOOMINGTON	12/8/2010	\$933.69	WATER & SEWER
Paid Chk# 080501 DUKE ENERGY	12/8/2010	\$19,063.91	ELECTRICITY
Paid Chk# 080502 HOOSIER DISPOSAL #686	12/8/2010	\$377.60	TRASH SERVICE
Paid Chk# 080503 JACQUELINE LOVINGS	12/8/2010	\$23.00	FD/VITAL SPLS
Paid Chk# 080504 MONROE COUNTY	12/8/2010	\$7,210.50	FIT DEC.'10 OVERPAYMENT
Paid Chk# 080505 MONROE CTY PUBLIC	12/8/2010	\$150,000.00	TRANSFER FROM OPER. TO LIRF
Paid Chk# 080506 SMITHVILLE DIGITAL, INC.	12/8/2010	\$1,225.00	COMPUTER SERVICES
Paid Chk# 080507 SUE MURPHY	12/8/2010	\$77.07	FD/VITAL PARTY SPLS
Paid Chk# 080508 THE BANK OF NEW YORK	12/8/2010	\$998,000.00	SEMI-ANNUAL LEASE PAYMENT

**\*Check Summary Register©**

November 12, 2010 to December 09, 2010

Name	Check Date	Check Amt	
Paid Chk# 080509 VERIZON WIRELESS	12/8/2010	\$129.03	BKM DATA LINES
Paid Chk# 080510 WENDY RUBIN	12/8/2010	\$33.69	FD/ADULT REFRESHMENTS
Paid Chk# 080511 MCPL FOUNDATION	12/9/2010	\$50.00	CC REIMBURSEMENT/MEMBERSHIP
Paid Chk# 080512 SMITHVILLE TELEPHONE CO.	12/9/2010	\$229.86	PHONE
Paid Chk# 080513 A. E. BOYCE CO., INC.	12/9/2010	\$148.33	PURCHASE ORDERS
Paid Chk# 080514 AAF INTERNATIONAL	12/9/2010	\$1,061.72	FILTERS
Paid Chk# 080515 ADP, INC.	12/9/2010	\$27.72	BACKGROUND CHECKS
Paid Chk# 080516 ADP, INC.	12/9/2010	\$238.82	FSA & COBRA SERVICES
Paid Chk# 080517 ADP, INC.	12/9/2010	\$1,745.69	PAYROLL SERVICES
Paid Chk# 080518 ADZOOKS	12/9/2010	\$900.00	CHILD PROGRAM/FTN GEN
Paid Chk# 080519 AL'S TWO-WAY RADIO	12/9/2010	\$243.10	RADIO EQUIP. REPAIR
Paid Chk# 080520 ALICE J. ROBERTSON	12/9/2010	\$500.00	HOMEWORK HELP/WAHL'S GRANT
Paid Chk# 080521 ALL-PHASE ELECTRIC SUPPLY	12/9/2010	\$734.12	LIGHT BULBS
Paid Chk# 080522 AUDIOGO	12/9/2010	\$439.22	BOOKS
Paid Chk# 080523 AVCAFE	12/9/2010	\$219.42	NONPRINT
Paid Chk# 080524 B & H PHOTO-VIDEO	12/9/2010	\$6,904.01	EQUIP, VIDEO MAT'LS & FURNISHINGS
Paid Chk# 080525 BAKER & TAYLOR BOOKS	12/9/2010	\$26,537.71	BOOKS
Paid Chk# 080526 BLOOMINGTON CAR WASH	12/9/2010	\$67.80	VEHICLE MAINT.
Paid Chk# 080527 BUNGER & ROBERTSON, LLP	12/9/2010	\$1,012.50	LEGAL SERVICES
Paid Chk# 080528 CDW GOVERNMENT, INC.	12/9/2010	\$529.44	MONITORS-GATES GRANT
Paid Chk# 080529 CENTER POINT LARGE PRINT	12/9/2010	\$172.56	BOOKS
Paid Chk# 080530 CORNELIUS SYSTEMS, LLC	12/9/2010	\$681.25	2011 MAINT. ON COIN SORTER
Paid Chk# 080531 DAN AYNES	12/9/2010	\$3,223.73	FURNITURE UPHOLSTERY
Paid Chk# 080532 DAVID R. ERNST	12/9/2010	\$800.00	AUTHOR ALERT SYSTEM
Paid Chk# 080533 DEMCO, INC.	12/9/2010	\$273.51	CIRC LABELS
Paid Chk# 080534 DOWNTOWN BLOOMINGTON,	12/9/2010	\$150.00	2011 MEMBERSHIP
Paid Chk# 080535 EBSCO	12/9/2010	\$8,615.00	ELECTRONIC RESOURCES/2011
Paid Chk# 080536 EVANSVILLE BINDERY, INC.	12/9/2010	\$542.37	BOOK BINDING
Paid Chk# 080537 FREEDOM BUSINESS	12/9/2010	\$148.95	TONER
Paid Chk# 080538 G.T.M. VIDEO INC.	12/9/2010	\$349.39	CIRC SPLS
Paid Chk# 080539 GALE	12/9/2010	\$1,081.71	BOOKS
Paid Chk# 080540 GAYLORD BROS., INC.	12/9/2010	\$31.65	CIRC SPLS
Paid Chk# 080541 GENERAL BINDING	12/9/2010	\$141.17	LAMINATING FILM
Paid Chk# 080542 HP PRODUCTS	12/9/2010	\$2,675.35	CLEANING SPLS
Paid Chk# 080543 INDIANA UNIVERSITY	12/9/2010	\$800.00	DIGITIZING/WAR & AT HOME/LSTA
Paid Chk# 080544 INTEGRATED TECHNOLOGY	12/9/2010	\$4,826.49	RFID EQUIPMENT
Paid Chk# 080545 J & S LOCKSMITH, INC.	12/9/2010	\$2.98	KEYS
Paid Chk# 080546 J. A. SEXAUER	12/9/2010	\$83.67	BLDG SPLS
Paid Chk# 080547 JANET A. PIERSON	12/9/2010	\$500.00	FD/TEEN-MATH TUTOR COORDINATOR
Paid Chk# 080548 JIM GORDON, INC	12/9/2010	\$127.75	COPIER MAINT.
Paid Chk# 080549 JOHN J. BROWN	12/9/2010	\$500.00	HOMEWORK HELP/WAHL'S GRANT
Paid Chk# 080550 KIRBY RISK ELECTRICAL	12/9/2010	\$75.92	REPAIR TO RFID GATES
Paid Chk# 080551 KLEINDORFER'S HDWE	12/9/2010	\$85.93	BLDG SPLS
Paid Chk# 080552 LEARNING TREASURES	12/9/2010	\$206.98	FD/ELL SPLS
Paid Chk# 080553 LOGISTECH, INC.	12/9/2010	\$301.63	BOOKS
Paid Chk# 080554 LOWE'S	12/9/2010	\$184.98	BLDG SPLS
Paid Chk# 080555 MAXWELLS OFFICE PRODUCTS	12/9/2010	\$206.12	PAPER
Paid Chk# 080556 MIDWEST TAPE	12/9/2010	\$24,945.19	NONPRINT
Paid Chk# 080557 NOLAN'S LAWN CARE SERVICE	12/9/2010	\$259.00	LAWN SERVICE
Paid Chk# 080558 PYGMALION' S ART SUPPLIES	12/9/2010	\$16.48	FD/CHILD SPLS
Paid Chk# 080559 QUILL CORPORATION	12/9/2010	\$864.66	OFFICE SPLS
Paid Chk# 080560 RANDOM HOUSE, INC.	12/9/2010	\$445.80	NONPRINT
Paid Chk# 080561 RECORDED BOOKS, LLC	12/9/2010	\$64.15	NONPRINT
Paid Chk# 080562 SALEM PRESS, INC.	12/9/2010	\$421.00	BOOKS
Paid Chk# 080563 SAM'S CLUB	12/9/2010	\$17.96	CLEANING SPLS/WALMART

MONROE COUNTY PUBLIC LIBRARY

12/09/10 10:41 AM

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\*Check Summary Register©

November 12, 2010 to December 09, 2010

Name	Check Date	Check Amt	
Paid Chk# 080564 SCHOLASTIC LIBRARY	12/9/2010	\$3,480.00	ELECTRONIC RESOURCES
Paid Chk# 080565 SPOKEN ARTS	12/9/2010	\$269.51	NONPRINT
Paid Chk# 080566 STANDARD & POOR'S LLC	12/9/2010	\$4,570.35	BOOKS
Paid Chk# 080567 STANSIFER RADIO COMPANY	12/9/2010	\$24.80	VIDEO MAT'LS
Paid Chk# 080568 SUZANNE KERN - PETTY CASH	12/9/2010	\$36.66	POSTAGE
Paid Chk# 080569 TEAM SOFTWARE SOLUTIONS	12/9/2010	\$125.00	WEB BROWSER ANNUAL LICENSE
Paid Chk# 080570 THE HERALD-TIMES, INC.	12/9/2010	\$3,036.76	8 SUBSCRIPTIONS, HELP WANTED ADS, ETC.
Paid Chk# 080571 THE MACEXPERIENCE	12/9/2010	\$3,977.96	EQUIPMENT
Paid Chk# 080572 THE NEW YORK TIMES	12/9/2010	\$2,400.44	SUBSCRIPTION/ 3 COPIES
Paid Chk# 080573 TRAF-SYS, INC.	12/9/2010	\$2,900.00	ELL. PATRON COUNTER
Paid Chk# 080574 TUMBLEWEED PRESS INC.	12/9/2010	\$558.60	ELECTRONIC RESOURCES
Paid Chk# 080575 U.S. VOICE & DATA, LLC	12/9/2010	\$8,308.54	2011 MAINT. CONTRACT
Paid Chk# 080576 UNIQUE MANAGEMENT	12/9/2010	\$9,200.60	COLLECTION FEE/CIRC
Paid Chk# 080577 VERNON LIBRARY SUPPLIES,	12/9/2010	\$281.08	FD/VITAL SPLS
Paid Chk# 080578 VIDEO AIDED INSTRUCTION	12/9/2010	\$893.83	NONPRINT
Paid Chk# 080579 WEB COMMERCE PARTNERS,	12/9/2010	\$887.40	LABELS
Paid Chk# 080580 WEST PAYMENT CENTER	12/9/2010	\$646.50	BOOKS
Paid Chk# 080581 WESTON WOODS STUDIOS	12/9/2010	\$293.52	NONPRINT
Paid Chk# 080582 WOOLLEN, MOLZAN AND	12/9/2010	\$829.54	ARCH SERVICES/MAIN RENOVATION
Paid Chk# 080583 WORLD BOOK DIRECT	12/9/2010	\$34.90	BOOKS
<b>Total Checks</b>		<b>\$1,405,648.20</b>	

MONROE COUNTY PUBLIC LIBRARY  
 CHASE CHECKING ACCOUNT  
 11/12/10 - 12/09/10

A/P Check Total		\$1,405,648.20
Add: Electronic Withdrawals		
	Merchant Services-Monthly Credit Card Fees (Nov.)	574.41
Add: Payrolls		
00000460001-00000460171	Vouchers &	
68316827	Checks 11/19/10 Payroll (ADP)	123,397.46
	Electronic transfer (ADP) employee/employer taxes	42,735.86
00000480001-00000480170	Vouchers &	
68348584	Checks 12/03/10 Payroll (ADP)	119,880.70
	Electronic transfer (ADP) employee/employer taxes	40,834.11
		40,834.11
TOTAL OF A/P AND PAYROLL CHECK REGISTERS		\$1,733,070.74

**ACCOUNTS PAYABLE VOUCHER**  
**MONROE COUNTY PUBLIC LIBRARY\*303 E KIRKWOOD AVE\*\*BLOOMINGTON, IN 47408**

Payee: JPMORGAN CHASE BANK, NA  
 Claim 17554  
 Purchase Order No. 0  
 Terms  
 Date Due  
 PALATINE, IL 60094-4016

Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
10/13/2010		E001-005-31700 PAY FLOW/CC FEE	\$82.25
10/13/2010		E001-012-22500 DISCOUNT OFFICE/CIRC SPLS	\$216.33
10/14/2010		E019-015-32300 IND SHAPIRO/FD/BKM CONF. FOOD	\$16.33
10/14/2010		E019-015-32300 INDPLS AIRPORT/FD/PARKING	\$27.00
10/18/2010		E019-015-32300 COFFEE TERRACE/FD/BKM CONF FOOD	\$29.27
10/18/2010		E019-015-32300 QDOBA/FD/BMK CONF FOOD	\$11.00
10/18/2010		E019-015-32300 CROWN PLAZA/FD/BKM CONF HOTEL	\$335.16
10/19/2010		E019-015-32300 HEIDIS/FDBKM CONF. FOOD	\$10.85
10/22/2010		E001-015-32300 MCDONALDS/NEW BKM INSPECTION TRIP	\$7.24
10/22/2010		E001-015-32300 SUNOCO/NEW BKM INSPECTION TRIP	\$47.72
10/25/2010		E001-015-32300 SHELL OIL/NEW BKM INSPECTION TRIP	\$46.03
11/1/2010		E019-001-32400 GREATER BLG TN CHAMBER/FD/MTG.	\$16.00
10/11/2010		E019-017-21350 KROGER/FD/VITAL REFRESHMENTS	\$48.16
10/13/2010		E019-017-21350 TJMAXX/FD/VITAL SPLS	\$65.57
10/13/2010		E019-004-21350 CHOC. EMPORIUM/FD/STAFF-DAY	\$46.00
10/26/2010		E001-007-21300 UMX INC./LANYARD FOR NAME TAGS	\$294.86
10/26/2010		E001-007-21300 NAME BADGE/NAME TAG SPLS	\$103.25
10/28/2010		E020-016-36300 SWEETWATER/EQUP REPAIR	\$201.90
10/5/2010		E016-010-45300 PAYPAL/QUILTERS GUILD/NONPRINT	\$300.65
10/26/2010		E001-018-45300 NANCY'S NOTIONS/NONPRINT MAT'L	\$19.98
10/6/2010		E019-011-21350 BLOOMINGFOODS/FDCHILD FOOD	\$8.63
10/19/2010		E019-011-21350 GAME PRESERVE/FD/CHILD GAMES	\$100.70
10/29/2010		E019-011-21350 FACTOR CARD/FD/CHILD SPLS	\$23.48
10/29/2010		E019-011-21350 KROGER/FD/CHILD FOOD	\$55.90
11/1/2010		E019-011-21350 FACTORY CARD/FD/CHILD SPLS	\$3.98
10/12/2010		E001-010-21300 BLG TN HARDWARE/SPLS	\$7.58
10/13/2010		E001-010-21300 HOBBY-LOBBY/ATS SPLS	\$51.97
11/3/2010		E019-010-21350 MARSH/FD/ADULT SPLS	\$141.41
11/3/2010		E019-010-21350 HOBBY-LOBBY/FD/ADULT SPLS	\$91.09
10/29/2010		E001-005-10040 MCPL/SELF CHECK STATION CHECK	\$2.00
<b>Total</b>			<b>\$2,412.29</b>

VOUCHER NO. 17554      WARRANT NO. *80465*

JPMORGAN CHASE BANK, NA

ALLOWED

IN THE SUM OF \$ \$2,412.29

\$ \$2,412.29

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY SUMMARY OF BUDGET CATEGORIES  
AS OF NOVEMBER 30, 2010  
ELEVEN MONTHS = 91.6%

	2010 NOVEMBER	2009 NOVEMBER	2010 Y-T-D ACTUAL	2010 BUDGET	2009 Y-T-D ACTUAL	2010 Y-T-D BUDGET REMAINING	2010 % OF BUDGET USED	2010 % OF BUDGET REMAINING
PERSONNEL SERVICES								
SALARIES	287,054.29	281,575.31	3,296,966.42	3,794,503.00	3,265,462.14	497,536.58	86.9%	13.1%
EMPLOYEE BENEFITS	62,983.72	56,793.40	1,016,037.30	1,193,738.00	893,793.71	177,700.70	85.1%	14.9%
OTHER WAGES	3,660.97	3,031.84	47,724.34	46,446.00	36,905.49	-1,278.34	102.8%	-2.8%
TOTAL PERSONNEL SERVICES	<u>353,698.98</u>	<u>341,400.55</u>	<u>4,360,728.06</u>	<u>5,034,687.00</u>	<u>4,196,161.34</u>	<u>673,958.94</u>	<u>86.6%</u>	<u>13.4%</u>
SUPPLIES								
OFFICE SUPPLIES	2,744.03	1,950.74	36,056.79	45,244.00	27,474.43	9,187.21	79.7%	20.3%
OPERATING SUPPLIES	10,139.13	3,269.32	246,801.72	334,634.00	47,856.31	87,832.28	73.8%	26.2%
REPAIR & MAINT. SUPPLIES	262.79	1,796.59	18,165.37	24,200.00	13,082.45	6,034.63	75.1%	24.9%
TOTAL SUPPLIES	<u>13,145.95</u>	<u>7,016.65</u>	<u>301,023.88</u>	<u>404,078.00</u>	<u>88,413.19</u>	<u>103,054.12</u>	<u>74.5%</u>	<u>25.5%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	21,379.55	18,663.52	236,156.09	270,738.00	256,728.63	34,581.91	87.2%	12.8%
COMMUNICATION & TRANSPORTATION	6,678.00	3,629.47	56,956.53	98,250.00	54,292.62	41,293.47	58.0%	42.0%
PRINTING & ADVERTISING	49.00	0.00	2,975.60	27,000.00	4,279.96	24,024.40	11.0%	89.0%
INSURANCE	0.00	3,200.00	48,065.00	61,200.00	38,956.00	13,135.00	78.5%	21.5%
UTILITIES	22,508.85	18,289.97	272,094.04	316,212.00	262,183.15	44,117.96	86.0%	14.0%
REPAIR & MAINTENANCE	9,090.55	3,003.07	55,080.58	71,640.00	57,648.47	16,559.42	76.9%	23.1%
RENTALS	0.00	0.00	38,429.20	32,500.00	31,477.00	-5,929.20	118.2%	-18.2%
OTHER CHARGES	125.00	390.00	5,923.44	166,500.00	8,292.71	160,576.56	3.6%	96.4%
TOTAL OTHER SERVICES & CHARGES	<u>59,830.95</u>	<u>47,176.03</u>	<u>715,680.48</u>	<u>1,044,040.00</u>	<u>713,858.54</u>	<u>328,359.52</u>	<u>68.5%</u>	<u>31.5%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	3,056.99	1,650.00	102,413.92	289,618.00	37,327.44	187,204.08	35.4%	64.6%
OTHER CAPITAL OUTLAY	122,949.66	140,515.93	977,673.30	1,060,415.00	978,866.50	82,741.70	92.2%	7.8%
TOTAL CAPITAL OUTLAY	<u>126,006.65</u>	<u>142,165.93</u>	<u>1,080,087.22</u>	<u>1,350,033.00</u>	<u>1,016,193.94</u>	<u>269,945.78</u>	<u>80.0%</u>	<u>20.0%</u>
TOTAL OPERATING EXPENDITURES	<u><u>552,682.53</u></u>	<u><u>537,759.16</u></u>	<u><u>6,457,519.64</u></u>	<u><u>7,832,838.00</u></u>	<u><u>6,014,627.01</u></u>	<u><u>1,375,318.36</u></u>	<u><u>82.4%</u></u>	<u><u>17.6%</u></u>

2009 BUDGET  
%USED IN 2009           6,680,256.00  
                                  90.0%



MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF NOVEMBER 30, 2010

	2010 NOVEMBER	2009 NOVEMBER	2010 Y-T-D ACTUAL	2010 BUDGET	2009 Y-T-D ACTUAL	2010 Y-T-D BUDGET REMAINING	2010 % OF BUDGET USED	2010 % OF BUDGET REMAINING
PERSONNEL SERVICES (1000'S)								
SALARIES								
1120 ADMINISTRATION	7,048.28	11,320.62	124,633.09	151,527.00	90,987.87	26,893.91	82.3%	17.7%
1130 PROFESSIONAL/SUPERVISORS	39,899.43	56,914.88	406,093.71	467,539.00	686,546.97	61,445.29	86.9%	13.1%
1140 PROFESSIONAL ASSISTANTS	103,149.78	74,937.95	1,165,380.81	1,329,632.00	900,824.60	164,251.19	87.6%	12.4%
1150 SPECIALISTS & TECHNICIANS	58,347.11	51,923.28	676,617.85	755,902.00	622,231.06	79,284.15	89.5%	10.5%
1160 CLERICAL ASSISTANTS	34,628.44	44,764.63	427,465.32	497,785.00	503,555.34	70,319.68	85.9%	14.1%
1170 PAGES	18,102.66	18,324.79	199,851.17	226,865.00	201,769.60	27,013.83	88.1%	11.9%
1190 BUILDING MAINTENANCE	25,878.59	23,389.16	296,924.47	365,253.00	259,546.70	68,328.53	81.3%	18.7%
<b>TOTAL SALARIES</b>	<b>287,054.29</b>	<b>281,575.31</b>	<b>3,296,966.42</b>	<b>3,794,503.00</b>	<b>3,265,462.14</b>	<b>497,536.58</b>	<b>86.9%</b>	<b>13.1%</b>
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	17,143.89	16,975.54	197,385.17	236,545.00	196,792.27	39,159.83	83.4%	16.6%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
1230 EMPLOYER CONTRIBUTION/PERF	0.00	0.00	258,393.83	351,413.00	247,043.16	93,019.17	73.5%	26.5%
1240 EMPLOYER CONT/INSURANCE	41,830.37	35,847.76	514,095.66	550,459.00	403,934.23	36,363.34	93.4%	6.6%
1250 EMPLOYER CONT/MEDICARE	4,009.46	3,970.10	46,162.64	55,321.00	46,024.05	9,158.36	83.4%	16.6%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>62,983.72</b>	<b>56,793.40</b>	<b>1,016,037.30</b>	<b>1,193,738.00</b>	<b>893,793.71</b>	<b>177,700.70</b>	<b>85.1%</b>	<b>14.9%</b>
OTHER WAGES								
1310 WORKSTUDY	0.00	0.00	102.59	4,000.00	1,389.09	3,897.41	2.6%	97.4%
1180 TEMPORARY STAFF	3,660.97	3,031.84	47,621.75	42,446.00	35,516.40	-5,175.75	112.2%	-12.2%
1350 STIPEND/RECLASSIFICATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL OTHER WAGES</b>	<b>3,660.97</b>	<b>3,031.84</b>	<b>47,724.34</b>	<b>46,446.00</b>	<b>36,905.49</b>	<b>-1,278.34</b>	<b>102.8%</b>	<b>-2.8%</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>353,698.98</b>	<b>341,400.55</b>	<b>4,360,728.06</b>	<b>5,034,687.00</b>	<b>4,196,161.34</b>	<b>673,958.94</b>	<b>86.6%</b>	<b>13.4%</b>
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
2110 OFFICIAL RECORDS	148.33	0.00	148.33	1,000.00	842.89	851.67	14.8%	85.2%
2120 STATIONERY & PRINTING	0.00	0.00	2,388.03	2,500.00	1,152.36	111.97	95.5%	4.5%
2130 OFFICE SUPPLIES	1,177.58	0.00	14,628.59	21,744.00	3,814.03	7,115.41	67.3%	32.7%
2140 DUPLICATING	1,418.12	1,950.74	18,891.84	20,000.00	21,239.55	1,108.16	94.5%	5.5%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2160 PUBLIC USE SUPPLIES	0.00	0.00	0.00	0.00	425.60	0.00	#DIV/0!	#DIV/0!
2170 TRAINING MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL OFFICE SUPPLIES</b>	<b>2,744.03</b>	<b>1,950.74</b>	<b>36,056.79</b>	<b>45,244.00</b>	<b>27,474.43</b>	<b>9,187.21</b>	<b>79.7%</b>	<b>20.3%</b>

\*NOTE: BUDGET LINES THAT HAVE BEEN EXCEEDED WILL HAVE MONEY TRANSFERRED INTO THEM FROM BUDGET LINES THAT HAVE EXCESS MONEY IN THEM AT THE END OF THE YEAR.

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF NOVEMBER 30, 2010

	2010 NOVEMBER	2009 NOVEMBER	2010 Y-T-D ACTUAL	2010 BUDGET	2009 Y-T-D ACTUAL	2010 Y-T-D BUDGET REMAINING	2010 % OF BUDGET USED	2010 % OF BUDGET REMAINING
<b>OPERATING SUPPLIES</b>								
2210 CLEANING SUPPLIES	2,693.31	11.00	28,578.38	32,000.00	7,486.52	3,421.62	89.3%	10.7%
2220 FUEL, OIL, & LUBRICANTS	668.93	589.09	7,532.16	11,000.00	6,233.77	3,467.84	68.5%	31.5%
2230 CATALOGING SUPPLIES-BOOKS	887.40	57.70	4,669.82	7,500.00	6,042.61	2,830.18	62.3%	37.7%
2240 A/V SUPPLIES-CATALOGING	0.00	410.54	9,438.88	12,000.00	11,709.06	2,561.12	78.7%	21.3%
2250 CIRCULATION SUPPLIES	5,255.14	2,060.89	190,849.80	263,434.00	13,120.04	72,584.20	72.4%	27.6%
2260 LIGHT BULBS	634.35	140.10	4,506.22	8,000.00	3,177.05	3,493.78	56.3%	43.7%
2270 VIDEOTAPE - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2280 UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2290 DISPLAY/EXHIBIT SUPPLIES	0.00	0.00	1,226.46	700.00	87.26	-526.46	175.2%	-75.2%
<b>TOTAL OPERATING SUPPLIES</b>	<b>10,139.13</b>	<b>3,269.32</b>	<b>246,801.72</b>	<b>334,634.00</b>	<b>47,856.31</b>	<b>87,832.28</b>	<b>73.8%</b>	<b>26.2%</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>								
2300 IS SUPPLIES	99.45	1,021.13	6,312.81	5,500.00	4,685.96	-812.81	114.8%	-14.8%
2310 BUILDING MATERIALS & SUPPLIES	163.34	775.46	11,580.63	17,200.00	8,239.64	5,619.37	67.3%	32.7%
2320 PAINT & PAINTING SUPPLIES	0.00	0.00	234.03	500.00	156.85	265.97	46.8%	53.2%
2340 OTHER REPAIR & BINDING	0.00	0.00	37.90	1,000.00	0.00	962.10	3.8%	96.2%
2350 VIDEO MATERIALS - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL REPAIR &amp; MAINTENANCE SUPPLIES</b>	<b>262.79</b>	<b>1,796.59</b>	<b>18,165.37</b>	<b>24,200.00</b>	<b>13,082.45</b>	<b>6,034.63</b>	<b>75.1%</b>	<b>24.9%</b>
<b>TOTAL SUPPLIES</b>	<b>13,145.95</b>	<b>7,016.65</b>	<b>301,023.88</b>	<b>404,078.00</b>	<b>88,413.19</b>	<b>103,054.12</b>	<b>74.5%</b>	<b>25.5%</b>
<b>OTHER SERVICES/CHARGES (3000'S)</b>								
<b>PROFESSIONAL SERVICES</b>								
3110 CONSULTING SERVICES	0.00	250.00	7,560.00	10,000.00	620.00	2,440.00	75.6%	24.4%
3120 ENGINEERING/ARCHITECTURAL	259.54	-283.83	19,006.80	31,000.00	20,117.52	11,993.20	61.3%	38.7%
31201 ENCUMBERED ENGINEER/ARCH	0.00	0.00	0.00	0.00	31,751.00	0.00	#DIV/0!	#DIV/0!
3130 LEGAL SERVICES	2,040.22	889.56	11,333.08	23,100.00	22,434.73	11,766.92	49.1%	50.9%
3140 BUILDING SERVICES	2,717.46	2,324.19	32,240.78	36,638.00	33,848.66	4,397.22	88.0%	12.0%
3150 MAINTENANCE CONTRACTS	7,887.74	11,915.12	71,935.32	92,000.00	56,499.16	20,064.68	78.2%	21.8%
3160 COMPUTER SERVICES (OCLC)	1,225.00	1,225.00	43,354.36	50,000.00	64,021.46	6,645.64	86.7%	13.3%
3170 ADMIN/ACCOUNTING SERVICES	7,249.59	2,343.48	50,725.75	28,000.00	27,436.10	-22,725.75	181.2%	-81.2%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>21,379.55</b>	<b>18,663.52</b>	<b>236,156.09</b>	<b>270,738.00</b>	<b>256,728.63</b>	<b>34,581.91</b>	<b>87.2%</b>	<b>12.8%</b>
<b>COMMUNICATION &amp; TRANSPORTATION</b>								
3210 TELEPHONE	2,219.80	863.75	27,665.59	31,000.00	21,812.14	3,334.41	89.2%	10.8%
3220 POSTAGE	2,304.85	2,748.03	25,335.12	37,000.00	30,800.92	11,664.88	68.5%	31.5%
3230 TRAVEL EXPENSE	960.35	0.00	1,192.35	10,000.00	1,047.84	8,807.65	11.9%	88.1%
3240 PROFESSIONAL MTG. (OFF-SITE)	0.00	0.00	862.00	10,000.00	0.00	9,138.00	8.6%	91.4%
3250 CONTINUING ED. (ON-SITE)	1,193.00	0.00	1,193.00	10,000.00	0.00	8,807.00	11.9%	88.1%
3260 FREIGHT & DELIVERY	0.00	17.69	708.47	250.00	631.72	-458.47	283.4%	-183.4%
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>6,678.00</b>	<b>3,629.47</b>	<b>56,956.53</b>	<b>98,250.00</b>	<b>54,292.62</b>	<b>41,293.47</b>	<b>58.0%</b>	<b>42.0%</b>

\*NOTE: BUDGET LINES THAT HAVE BEEN EXCEEDED WILL HAVE MONEY TRANSFERRED INTO THEM FROM BUDGET LINES THAT HAVE EXCESS MONEY IN THEM AT THE END OF THE YEAR.

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF NOVEMBER 30, 2010

	2010 NOVEMBER	2009 NOVEMBER	2010 Y-T-D ACTUAL	2010 BUDGET	2009 Y-T-D ACTUAL	2010 Y-T-D BUDGET REMAINING	2010 % OF BUDGET USED	2010 % OF BUDGET REMAINING
<b>PRINTING &amp; ADVERTISING</b>								
3310 ADVERTISING & PUBLICATION	49.00	0.00	1,158.15	8,000.00	3,116.70	6,841.85	14.5%	85.5%
3320 PRINTING	<u>0.00</u>	<u>0.00</u>	<u>1,817.45</u>	<u>19,000.00</u>	<u>1,163.26</u>	<u>17,182.55</u>	<u>9.6%</u>	<u>90.4%</u>
<b>TOTAL PRINTING &amp; ADVERTISING</b>	<b>49.00</b>	<b>0.00</b>	<b>2,975.60</b>	<b>27,000.00</b>	<b>4,279.96</b>	<b>24,024.40</b>	<b>11.0%</b>	<b>89.0%</b>
<b>INSURANCE</b>								
3410 OFFICIAL BOND	0.00	0.00	660.00	1,200.00	555.00	540.00	55.0%	45.0%
3420 OTHER INSURANCE	<u>0.00</u>	<u>3,200.00</u>	<u>47,405.00</u>	<u>60,000.00</u>	<u>38,401.00</u>	<u>12,595.00</u>	<u>79.0%</u>	<u>21.0%</u>
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>3,200.00</b>	<b>48,065.00</b>	<b>61,200.00</b>	<b>38,956.00</b>	<b>13,135.00</b>	<b>78.5%</b>	<b>21.5%</b>
<b>UTILITIES</b>								
3510 GAS	194.99	108.03	2,110.99	8,000.00	2,892.91	5,889.01	26.4%	73.6%
3520 ELECTRICITY	20,648.99	16,926.88	254,631.07	291,212.00	245,723.87	36,580.93	87.4%	12.6%
3530 WATER	<u>1,664.87</u>	<u>1,255.06</u>	<u>15,351.98</u>	<u>17,000.00</u>	<u>13,566.37</u>	<u>1,648.02</u>	<u>90.3%</u>	<u>9.7%</u>
<b>TOTAL UTILITIES</b>	<b>22,508.85</b>	<b>18,289.97</b>	<b>272,094.04</b>	<b>316,212.00</b>	<b>262,183.15</b>	<b>44,117.96</b>	<b>86.0%</b>	<b>14.0%</b>
<b>REPAIR &amp; MAINTENANCE</b>								
3610 BUILDING REPAIR	0.00	0.00	16,276.96	45,640.00	31,499.49	29,363.04	35.7%	64.3%
3630 OTHER EQUIP/FURNITURE REPAIRS	9,090.55	727.00	26,774.35	15,000.00	15,711.91	-11,774.35	178.5%	-78.5%
3640 VEHICLE REPAIR & MAINTENANCE	0.00	2,007.67	10,506.93	8,000.00	8,950.97	-2,506.93	131.3%	-31.3%
3650 MATERIAL BINDING/REPAIR SERV.	<u>0.00</u>	<u>268.40</u>	<u>1,522.34</u>	<u>3,000.00</u>	<u>1,486.10</u>	<u>1,477.66</u>	<u>50.7%</u>	<u>49.3%</u>
<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>9,090.55</b>	<b>3,003.07</b>	<b>55,080.58</b>	<b>71,640.00</b>	<b>57,648.47</b>	<b>16,559.42</b>	<b>76.9%</b>	<b>23.1%</b>
<b>RENTALS</b>								
3710 REAL ESTATE RENTAL/PARKING	0.00	0.00	31,367.00	32,000.00	31,477.00	633.00	98.0%	2.0%
3720 EQUIPMENT RENTAL	<u>0.00</u>	<u>0.00</u>	<u>7,062.20</u>	<u>500.00</u>	<u>0.00</u>	<u>-6,562.20</u>	<u>1412.4%</u>	<u>-1312.4%</u>
<b>TOTAL RENTALS</b>	<b>0.00</b>	<b>0.00</b>	<b>38,429.20</b>	<b>32,500.00</b>	<b>31,477.00</b>	<b>-5,929.20</b>	<b>118.2%</b>	<b>-18.2%</b>
<b>OTHER CHARGES</b>								
3910 DUES/INSTITUTIONAL	0.00	0.00	1,303.00	8,000.00	6,168.00	6,697.00	16.3%	83.7%
3920 INTEREST/TEMPORARY LOAN	0.00	0.00	0.00	2,500.00	0.00	2,500.00	0.0%	100.0%
3930 TAXES & ASSESSMENTS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3940 TRANSFER TO LIRF	0.00	0.00	0.00	150,000.00	0.00	150,000.00	0.0%	100.0%
3950 EDUCATIONAL SERV/LICENSES	125.00	390.00	4,620.44	6,000.00	2,124.71	1,379.56	77.0%	23.0%
3960 COMMUNITY NEWS SERVICES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>#DIV/0!</u>	<u>#DIV/0!</u>
<b>TOTAL OTHER CHARGES</b>	<b>125.00</b>	<b>390.00</b>	<b>5,923.44</b>	<b>166,500.00</b>	<b>8,292.71</b>	<b>160,576.56</b>	<b>3.6%</b>	<b>96.4%</b>
<b>TOTAL OTHER SERVICES/CHARGES</b>	<b>59,830.95</b>	<b>47,176.03</b>	<b>715,680.48</b>	<b>1,044,040.00</b>	<b>713,858.54</b>	<b>328,359.52</b>	<b>68.5%</b>	<b>31.5%</b>

\*NOTE: BUDGET LINES THAT HAVE BEEN EXCEEDED WILL HAVE MONEY TRANSFERRED INTO THEM FROM BUDGET LINES THAT HAVE EXCESS MONEY IN THEM AT THE END OF THE YEAR.

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF NOVEMBER 30, 2010

	2010 NOVEMBER	2009 NOVEMBER	2010 Y-T-D ACTUAL	2010 BUDGET	2009 Y-T-D ACTUAL	2010 Y-T-D BUDGET REMAINING	2010 % OF BUDGET USED	2010 % OF BUDGET REMAINING
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	0.00	1,650.00	59,331.00	70,000.00	10,722.00	10,669.00	84.8%	15.2%
4420 AUDIO VISUAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	2,900.00	0.00	2,955.79	0.00	1,797.92	-2,955.79	#DIV/0!	#DIV/0!
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
44450 BUILDING RENOVATIONS	0.00	0.00	36,820.14	216,000.00	0.00	179,179.86	17.0%	83.0%
444451 ENCUMBERED BLDG RENOVATIONS	0.00	0.00	0.00	0.00	14,195.00	0.00	#DIV/0!	#DIV/0!
4460 IS EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4465 IS SOFTWARE	156.99	0.00	3,306.99	3,618.00	10,612.52	311.01	91.4%	8.6%
4470 EQUIPMENT - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4475 SOFTWARE - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL FURNITURE &amp; EQUIPMENT</b>	<b>3,056.99</b>	<b>1,650.00</b>	<b>102,413.92</b>	<b>289,618.00</b>	<b>37,327.44</b>	<b>187,204.08</b>	<b>35.4%</b>	<b>64.6%</b>
OTHER CAPITAL OUTLAY								
4510 BOOKS	60,283.67	71,818.63	548,256.67	577,714.00	550,592.37	29,457.33	94.9%	5.1%
4520 PERIODICALS & NEWSPAPERS	24,774.12	33,221.31	37,971.91	44,007.00	39,290.35	6,035.09	86.3%	13.7%
4530 NONPRINT MATERIALS	30,426.87	31,097.39	349,235.85	370,721.00	347,740.13	21,485.15	94.2%	5.8%
4540 ELECTRONIC RESOURCES	7,465.00	4,378.60	42,208.87	67,973.00	41,243.65	25,764.13	62.1%	37.9%
<b>TOTAL OTHER CAPITAL OUTLAY</b>	<b>122,949.66</b>	<b>140,515.93</b>	<b>977,673.30</b>	<b>1,060,415.00</b>	<b>978,866.50</b>	<b>82,741.70</b>	<b>92.2%</b>	<b>7.8%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>126,006.65</b>	<b>142,165.93</b>	<b>1,080,087.22</b>	<b>1,350,033.00</b>	<b>1,016,193.94</b>	<b>269,945.78</b>	<b>80.0%</b>	<b>20.0%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>552,682.53</b>	<b>537,759.16</b>	<b>6,457,519.64</b>	<b>7,832,838.00</b>	<b>6,014,627.01</b>	<b>1,375,318.36</b>	<b>82.4%</b>	<b>17.6%</b>

\*NOTE: BUDGET LINES THAT HAVE BEEN EXCEEDED WILL HAVE MONEY TRANSFERRED INTO THEM FROM BUDGET LINES THAT HAVE EXCESS MONEY IN THEM AT THE END OF THE YEAR.

**MONROE COUNTY PUBLIC LIBRARY**

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**Operating Budget & Expenditure Report**

January 1, 2010 to November 30, 2010  
11 months = 91.6%

Object	Object Descr	2010 Budget	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010	July 2010	Aug 2010	Sept 2010	Oct 2010	Nov 2010	2010		
														2010 YTD Amt	2010 YTD Balance	%YTD Budget
10040	MISCELLANEOUS	\$0.00	\$72.74	\$29.95	\$69.95	\$102.43	\$25.99	\$100.00	\$205.88	\$136.90	\$29.95	\$72.81	\$285.52	\$1,132.12	-\$1,132.12	100.00%
11200	ADMINISTRATION	\$151,527.00	\$11,320.62	\$11,320.62	\$11,320.62	\$11,320.62	\$11,320.62	\$11,320.62	\$16,980.93	\$11,320.62	\$11,320.62	\$10,038.92	\$7,048.28	\$124,633.09	\$26,893.91	82.00%
11300	PROF/SUPERVISORS	\$467,539.00	\$34,851.26	\$34,851.26	\$34,851.26	\$34,851.26	\$34,851.26	\$34,851.26	\$52,276.89	\$34,851.26	\$34,851.26	\$35,107.31	\$39,899.43	\$406,093.71	\$61,445.29	87.00%
11400	PROFESSIONAL	\$1,329,632.00	\$100,263.12	\$100,392.49	\$100,392.49	\$100,392.49	\$100,392.49	\$100,444.24	\$151,045.49	\$105,420.18	\$101,450.29	\$102,037.76	\$103,149.78	\$1,165,380.81	\$164,251.19	88.00%
11500	SPECIALIST/TECHNICIANS	\$755,902.00	\$57,428.16	\$57,313.91	\$57,310.74	\$57,307.69	\$57,321.19	\$57,286.29	\$86,011.75	\$72,050.60	\$58,266.64	\$57,973.77	\$58,347.11	\$676,617.85	\$79,284.15	90.00%
11600	CLERICAL ASSISTANTS	\$497,785.00	\$43,331.48	\$41,006.09	\$38,658.04	\$39,341.52	\$39,480.54	\$39,338.59	\$57,889.63	\$24,167.59	\$35,607.10	\$34,016.30	\$34,628.44	\$427,465.32	\$70,319.68	86.00%
11700	PAGES	\$226,865.00	\$16,053.31	\$19,411.69	\$18,167.29	\$16,240.03	\$15,769.41	\$17,067.94	\$26,975.63	\$17,926.45	\$17,311.97	\$16,824.79	\$18,102.66	\$199,851.17	\$27,013.83	88.00%
11800	TEMPORAY STAFF	\$42,446.00	\$2,876.50	\$3,464.81	\$3,647.75	\$3,379.69	\$3,672.88	\$3,841.69	\$6,527.36	\$7,794.90	\$4,974.79	\$3,780.41	\$3,660.97	\$47,621.75	-\$5,175.75	112.00%
11900	BUILDING	\$365,253.00	\$26,600.60	\$29,766.19	\$24,653.13	\$24,325.87	\$24,924.75	\$25,836.26	\$38,000.55	\$25,348.66	\$25,770.83	\$25,819.04	\$25,878.59	\$296,924.47	\$68,328.53	81.00%
12100	FICA/EMPLOYER	\$236,545.00	\$17,234.71	\$17,580.99	\$17,051.18	\$16,943.13	\$16,973.38	\$17,131.00	\$25,735.18	\$17,665.42	\$17,076.86	\$16,849.43	\$17,143.89	\$197,385.17	\$39,159.83	83.00%
12300	PERF/EMPLOYER	\$352,913.00	\$0.00	\$0.00	\$0.00	\$81,729.17	\$0.00	\$0.00	\$81,087.14	\$0.00	\$0.00	\$95,577.52	\$0.00	\$258,393.83	\$94,519.17	73.00%
12400	INS/EMPLOYER	\$510,459.00	\$55,569.88	\$40,361.06	\$80,022.99	\$39,323.42	\$0.00	\$82,341.31	\$16,871.17	\$34,312.39	\$82,315.74	\$41,147.33	\$41,830.37	\$514,095.66	-\$3,636.66	101.00%
12500	MEDICARE/EMPLOYER	\$55,321.00	\$4,030.69	\$4,111.69	\$3,987.77	\$3,962.51	\$3,969.58	\$4,006.43	\$6,018.71	\$4,131.43	\$3,993.77	\$3,940.60	\$4,009.46	\$46,162.64	\$9,158.36	83.00%
13100	WORK STUDY	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102.59	\$0.00	\$0.00	\$0.00	\$0.00	\$102.59	\$3,897.41	3.00%
21100	OFFICIAL RECORDS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$148.33	\$148.33	\$851.67	15.00%
21200	STATIONERY/PRINTING	\$2,500.00	\$0.00	\$1,134.18	\$0.00	\$0.00	\$0.00	\$1,092.75	\$80.55	\$80.55	\$0.00	\$0.00	\$0.00	\$2,388.03	\$111.97	96.00%
21300	OFFICE SUPPLIES	\$22,744.00	\$1,578.48	\$1,688.08	\$1,413.51	\$627.60	\$1,245.33	\$1,941.74	\$519.10	\$2,156.18	\$1,092.88	\$1,188.11	\$1,177.58	\$14,628.59	\$8,115.41	64.00%
21400	DUPLICATING	\$20,000.00	\$1,434.69	\$2,432.49	\$1,572.96	\$1,124.36	\$2,798.09	\$1,831.95	\$1,900.51	\$2,284.22	\$559.43	\$1,535.02	\$1,418.12	\$18,891.84	\$1,108.16	94.00%
22100	CLEANING SUPPLIES	\$32,000.00	\$4,541.27	\$607.65	\$3,860.53	\$1,720.12	\$2,034.63	\$2,108.75	\$3,065.55	\$2,626.50	\$3,810.72	\$1,509.35	\$2,693.31	\$28,578.38	\$3,421.62	89.00%
22200	FUEL/OIL/LUBRICANTS	\$11,000.00	\$1,079.16	\$25.98	\$1,329.42	\$615.46	\$67.17	\$1,263.63	\$520.97	\$711.02	\$646.33	\$604.09	\$668.93	\$7,532.16	\$3,467.84	68.00%
22300	CATALOGING	\$7,500.00	\$1,395.51	\$857.48	\$0.00	\$0.00	\$269.62	\$0.00	\$0.00	\$289.96	\$506.17	\$463.68	\$887.40	\$4,669.82	\$2,830.18	62.00%
22400	A/V SUPPLIES/CATALOG	\$12,000.00	\$1,386.26	\$470.93	\$1,359.94	\$2,013.35	\$0.00	\$0.00	\$164.15	\$878.56	\$988.09	\$2,177.60	\$0.00	\$9,438.88	\$2,561.12	79.00%
22500	CIRCULATION SUPPLIES	\$15,000.00	\$127.21	\$0.00	\$71.86	\$158.57	\$267.89	\$97.23	\$157,544.19	\$20,150.36	\$4,000.00	\$3,177.35	\$5,255.14	\$190,849.80	-\$175,849.80	1272.00%
22600	LIGHT BULBS	\$8,000.00	\$330.38	\$421.25	\$729.06	\$0.00	\$14.82	\$0.00	\$1,226.30	\$400.92	\$163.07	\$586.07	\$634.35	\$4,506.22	\$3,493.78	56.00%
22900	DISPLAY/EXHIBITS	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$94.42	\$0.00	\$1,132.04	\$0.00	\$0.00	\$1,226.46	-\$526.46	175.00%
23000	IS SUPPLIES	\$5,000.00	\$950.61	\$67.82	\$565.29	\$842.52	\$1,599.00	\$104.00	\$1,661.35	\$0.00	\$311.07	\$111.70	\$99.45	\$6,312.81	-\$1,312.81	126.00%
23100	BUILDING MATERIAL	\$17,200.00	\$979.00	\$3,172.24	\$1,220.26	\$1,545.59	\$974.88	\$350.23	\$2,647.82	\$436.49	\$458.39	\$122.39	\$163.34	\$11,580.63	\$5,619.37	67.00%
23200	PAINT/PAINTING SUPPLIES	\$500.00	\$33.23	\$0.00	\$0.00	\$0.00	\$45.47	\$0.00	\$105.43	\$6.95	\$42.95	\$0.00	\$0.00	\$234.03	\$265.97	47.00%
23400	OTHER	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37.90	\$0.00	\$37.90	\$962.10	4.00%
31100	CONSULTING SERVICES	\$10,000.00	\$0.00	\$2,520.00	\$0.00	\$1,260.00	\$1,260.00	\$1,260.00	\$0.00	\$1,260.00	\$0.00	\$0.00	\$0.00	\$7,560.00	\$2,440.00	76.00%
31200	ENGINEERING/ARCHITE	\$31,000.00	\$375.54	\$8,943.54	\$231.18	\$311.75	\$126.08	\$7,271.20	\$1,487.97	\$0.00	\$0.00	\$0.00	\$259.54	\$19,006.80	\$11,993.20	61.00%
31300	LEGAL SERVICES	\$23,100.00	\$965.30	\$962.80	\$1,609.94	\$188.36	\$1,765.02	\$187.50	\$300.00	\$554.54	\$528.40	\$2,231.00	\$2,040.22	\$11,333.08	\$11,766.92	49.00%
31400	BUILDING SERVICES	\$36,638.00	\$12,798.38	\$4,064.01	\$1,675.86	\$490.97	\$3,312.18	\$705.12	\$733.98	\$2,882.15	\$1,723.03	\$1,137.64	\$2,717.46	\$32,240.78	\$4,397.22	88.00%
31500	MAINTENANCE	\$92,000.00	\$6,933.67	\$4,988.73	\$3,095.84	\$798.91	\$6,037.52	\$2,801.58	\$27,678.58	\$7,360.07	\$1,923.68	\$2,429.00	\$7,887.74	\$71,935.32	\$20,064.68	78.00%
31600	COMPUTER SERVICES	\$50,000.00	\$1,225.00	\$1,225.00	\$1,225.00	\$1,225.00	\$1,225.00	\$1,225.00	\$31,104.36	\$2,450.00	\$1,225.00	\$0.00	\$1,225.00	\$43,354.36	\$6,645.64	87.00%
31700	ADMIN/ACCOUNTING	\$28,000.00	\$4,595.75	\$3,888.70	\$2,501.31	\$2,654.57	\$2,764.73	\$2,870.93	\$9,547.67	\$5,136.32	\$4,806.06	\$4,710.12	\$7,249.59	\$50,725.75	-\$22,725.75	181.00%
32100	TELEPHONE	\$31,000.00	\$4,850.00	\$2,114.28	\$2,664.12	\$2,431.72	\$794.02	\$3,568.34	\$2,336.92	\$2,213.86	\$2,250.00	\$2,222.53	\$2,219.80	\$27,665.59	\$3,334.41	89.00%
32200	POSTAGE	\$37,000.00	\$1,950.55	\$2,456.16	\$2,720.81	\$2,240.87	\$1,527.00	\$2,842.58	\$2,384.41	\$2,689.31	\$2,373.59	\$1,844.99	\$2,304.85	\$25,335.12	\$11,664.88	68.00%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$16.80	\$170.40	\$0.00	\$0.00	\$44.80	\$0.00	\$0.00	\$0.00	\$0.00	\$960.35	\$1,192.35	\$8,807.65	12.00%
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$0.00	\$0.00	\$0.00	\$22.00	\$0.00	\$0.00	\$0.00	\$0.00	\$795.00	\$45.00	\$0.00	\$862.00	\$9,138.00	9.00%
32500	CONTINUING	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,193.00	\$1,193.00	\$8,807.00	12.00%

**MONROE COUNTY PUBLIC LIBRARY**

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**Operating Budget & Expenditure Report**

January 1, 2010 to November 30, 2010

11 months = 91.6%

Object	Object Descr	2010 Budget	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010	July 2010	Aug 2010	Sept 2010	Oct 2010	Nov 2010	2010 YTD Amt	2010	
															2010 YTD Balance	%YTD Budget
32600	FREIGHT/DELIVERY	\$250.00	\$0.00	\$18.19	\$0.00	\$7.44	\$0.00	\$659.85	\$22.99	\$0.00	\$0.00	\$0.00	\$0.00	\$708.47	-\$458.47	283.00%
33100	ADVERTISING/PUBLICATI	\$8,000.00	\$46.26	\$274.41	\$0.00	\$49.00	\$246.13	\$70.07	\$107.29	\$49.00	\$116.44	\$150.55	\$49.00	\$1,158.15	\$6,841.85	14.00%
33200	PRINTING	\$19,000.00	\$14.70	\$10.80	\$0.00	\$212.95	\$496.10	\$0.00	\$1,068.00	\$14.90	\$0.00	\$0.00	\$0.00	\$1,817.45	\$17,182.55	10.00%
34100	OFFICIAL BOND INS.	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$660.00	\$540.00	55.00%
34200	OTHER INSURANCE	\$60,000.00	\$0.00	\$10,932.00	\$34,473.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,405.00	\$12,595.00	79.00%
35100	GAS	\$8,000.00	\$54.29	\$507.41	\$660.64	\$54.31	\$87.12	\$154.06	\$100.16	\$98.41	\$146.83	\$52.77	\$194.99	\$2,110.99	\$5,889.01	26.00%
35200	ELECTRICITY	\$291,212.00	\$28,091.55	\$24,694.43	\$25,327.49	\$20,606.67	\$17,417.47	\$19,818.15	\$22,816.99	\$25,721.44	\$24,805.36	\$24,682.53	\$20,648.99	\$254,631.07	\$36,580.93	87.00%
35300	WATER	\$17,000.00	\$838.46	\$819.25	\$307.10	\$1,461.08	\$1,216.45	\$1,493.82	\$1,272.72	\$2,155.22	\$2,851.49	\$1,271.52	\$1,664.87	\$15,351.98	\$1,648.02	90.00%
36100	BUILDING REPAIRS	\$45,640.00	\$9,370.91	\$1,312.50	\$975.00	\$0.00	\$1,880.63	\$580.00	\$735.00	\$0.00	\$1,010.65	\$412.27	\$0.00	\$16,276.96	\$29,363.04	36.00%
36300	OTHER	\$15,000.00	\$912.75	\$3,791.92	\$410.19	\$887.75	\$3,001.10	\$4,633.09	\$0.00	\$1,055.00	\$2,852.00	\$140.00	\$9,090.55	\$26,774.35	-\$11,774.35	178.00%
36400	VEHICLE	\$8,000.00	\$5,511.52	\$1,056.04	\$54.39	\$640.06	\$138.00	\$97.23	\$430.49	\$2,187.21	\$391.99	\$0.00	\$0.00	\$10,506.93	-\$2,506.93	131.00%
36500	MATERIALS	\$3,000.00	\$661.48	\$171.27	\$0.00	\$0.00	\$191.19	\$0.00	\$0.00	\$0.00	\$207.39	\$291.01	\$0.00	\$1,522.34	\$1,477.66	51.00%
37100	REAL ESTATE	\$32,000.00	\$19,601.50	\$37.50	\$75.00	\$30.00	\$75.00	\$9,448.00	\$0.00	\$2,025.00	\$75.00	\$0.00	\$0.00	\$31,367.00	\$633.00	98.00%
37200	EQUIPMENT RENTAL	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,062.20	\$0.00	\$0.00	\$0.00	\$0.00	\$7,062.20	-\$6,562.20	1412.00%
39100	DUES/INSTITUTIONAL	\$8,000.00	\$30.00	\$100.00	\$823.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	\$0.00	\$0.00	\$0.00	\$1,303.00	\$6,697.00	16.00%
39200	INTEREST/TEMPORARY	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
39400	TRANSFER TO LIRF	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	0.00%
39500	EDUCATIONAL/LICENSIN	\$6,000.00	\$960.00	\$0.00	\$454.70	\$82.47	\$0.00	\$0.00	\$110.77	\$1,443.75	\$1,443.75	\$0.00	\$125.00	\$4,620.44	\$1,379.56	77.00%
44100	FURNITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	\$0.00	\$0.00	\$50,303.00	\$8,678.00	\$0.00	\$59,331.00	-\$59,331.00	100.00%
44300	OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$55.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,900.00	\$2,955.79	-\$2,955.79	100.00%
44450	BUILDING RENOVATION	\$861,651.00	\$16,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,236.82	\$0.00	\$10,183.32	\$0.00	\$0.00	\$0.00	\$36,820.14	\$824,830.86	4.00%
44650	IS SOFTWARE	\$3,618.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$156.99	\$3,306.99	\$311.01	91.00%
45100	BOOKS	\$577,714.00	\$53,831.55	\$44,563.35	\$58,715.89	\$38,418.98	\$42,601.56	\$47,958.73	\$59,054.05	\$39,709.58	\$38,290.76	\$64,828.55	\$60,283.67	\$548,256.67	\$29,457.33	95.00%
45200	PERIODICALS/NEWSPAP	\$44,007.00	\$4,265.60	\$1,236.63	\$87.47	\$453.20	\$383.60	\$748.21	\$223.50	\$211.43	\$5,514.48	\$73.67	\$24,774.12	\$37,971.91	\$6,035.09	86.00%
45300	NONPRINT MATERIALS	\$370,721.00	\$44,643.72	\$24,415.58	\$26,685.02	\$30,502.90	\$23,437.80	\$32,297.42	\$39,686.61	\$34,816.21	\$28,220.29	\$34,103.43	\$30,426.87	\$349,235.85	\$21,485.15	94.00%
45400	ELECTRONIC RESOURCES	\$67,973.00	\$14,950.14	\$0.00	\$1,394.95	\$0.00	\$0.00	\$0.00	\$6,265.00	\$4,059.78	\$1,499.00	\$6,575.00	\$7,465.00	\$42,208.87	\$25,764.13	62.00%
		\$8,122,055.00	\$617,347.49	\$515,610.15	\$568,594.34	\$544,954.15	\$430,962.68	\$553,781.00	\$950,046.31	\$533,774.61	\$580,034.15	\$610,578.83	\$552,968.05	\$6,458,651.76	\$1,663,403.24	80.00%

**MONROE COUNTY PUBLIC LIBRARY**

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**LIRF Budget & Expenditure Report**

January 1, 2010 to November 30, 2010  
11 months = 91.6%

Object	Object Descr	2010 Budget	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010	July 2010	Aug 2010	Sept 2010	Oct 2010	Nov 2010	2010 YTD Amount	2010 YTD Balance	%YTD Budget
31100	CONSULTING SERVICES	\$18,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,500.00	\$18,500.00	\$0.00	100.00%
31201	ENCUMBERED	\$10,260.00	\$3,420.00	\$1,140.00	\$1,140.00	\$1,710.00	\$1,140.00	\$1,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$570.00	\$10,260.00	\$0.00	100.00%
31400	BUILDING SERVICES	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
36100	BUILDING REPAIRS	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
36300	OTHER EQUIP/FURNITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$128.39	\$128.39	-\$128.39	100.00%
44100	FURNITURE	\$26,479.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,479.00	0.00%
44300	OTHER EQUIPMENT	\$32,942.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,999.95	\$0.00	\$0.00	\$0.00	\$5,999.95	\$26,942.05	18.00%
44450	BUILDING RENOVATION	\$42,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,000.00	\$0.00	100.00%
44451	ENCUMBERED BLDG	\$151,057.75	\$0.00	\$0.00	\$0.00	\$0.00	\$91,034.60	\$60,023.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$151,057.75	\$0.00	100.00%
44600	IS EQUIPMENT	\$85,702.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,521.84	\$4,050.00	\$6,720.00	\$0.00	\$109,857.89	\$136,149.73	-\$50,447.73	159.00%
44650	IS SOFTWARE	\$133,377.00	\$0.00	\$0.00	\$0.00	\$5,400.00	\$0.00	\$0.00	\$51,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56,500.00	\$76,877.00	42.00%
		\$525,317.75	\$3,420.00	\$1,140.00	\$1,140.00	\$7,110.00	\$92,174.60	\$103,163.15	\$66,621.84	\$10,049.95	\$6,720.00	\$0.00	\$129,056.28	\$420,595.82	\$104,721.93	80.00%

**MONROE COUNTY PUBLIC LIBRARY**

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**Debt Service Budget Expenditures Report**

January 1, 2010 to November 30, 2010

11 months = 91.6%

Object	2010 Budget	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010	July 2010	Aug 2010	Sept 2010	Oct 2010	Nov 2010	2010 YTD Amt	2010 YTD Balance	2010 %YTD Budget
37100 REAL ESTATE	\$1,996,000.00	\$166,333.35	\$166,333.33	\$166,333.33	\$166,333.3	\$166,333.33	\$166,333.33	\$166,333.35	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.33	\$1,829,666.6	\$166,333.33	92.00%
39200 INTEREST/TE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
39250 PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
39450 TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
	\$1,996,000.00	\$166,333.35	\$166,333.33	\$166,333.33	\$166,333.3	\$166,333.33	\$166,333.33	\$166,333.35	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.33	\$1,829,666.6	\$166,333.33	92.00%



**MONROE COUNTY PUBLIC LIBRARY**

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**Rainy Day Budget Expenditures Report**

January 1, 2010 to November 30, 2010  
11 months = 91.6%

Object	Object Descr	010 Budget	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010	July 2010	Aug 2010	Sept 2010	Oct 2010	Nov 2010	2010 YTD Amt	2010 YTD Balance	%YTD Budget
12200	UNEMPLOYMENT	\$10,000.00	\$0.00	\$0.00	\$888.00	\$717.82	\$283.01	\$141.90	\$50.45	\$149.76	\$182.79	\$0.00	\$0.00	\$2,413.73	\$7,586.27	24.00%
21300	OFFICE SUPPLIES	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
22100	CLEANING SUPPLIES	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
31100	CONSULTING SERVICES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
31300	LEGAL SERVICES	\$80,000.00	\$2,993.50	\$202.50	\$0.00	\$1,710.50	\$4,336.50	\$121.50	\$243.00	\$447.60	\$1,143.50	\$0.00	\$0.00	\$11,198.60	\$68,801.40	14.00%
44450	BUILDING RENOVATION	\$26,488.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,488.00	0.00%
		\$206,488.00	\$2,993.50	\$202.50	\$888.00	\$2,428.32	\$4,619.51	\$263.40	\$293.45	\$597.36	\$1,326.29	\$0.00	\$0.00	\$13,612.33	\$192,875.67	7.00%

**MONROE COUNTY PUBLIC LIBRARY**

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**Special Revenue Budget & Expenditure Report**

January 1, 2010 to November 30, 2010  
11 months = 91.6%

Object	Object Descr	2010 Budget	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010	July 2010	Aug 2010	Sept 2010	Oct 2010	Nov 2010	2010 YTD Amount	2010 YTD Balance	%YTD Budget
11300	PROF/SUPERVISORS	\$58,595.00	\$4,507.54	\$4,507.54	\$4,507.54	\$4,507.54	\$4,507.54	\$4,507.54	\$6,761.31	\$4,507.54	\$4,507.54	\$4,507.54	\$4,507.54	\$51,836.71	\$6,758.29	88.00%
11400	PROFESSIONAL ASSISTANT	\$118,264.00	\$9,097.20	\$9,097.20	\$9,097.20	\$9,097.20	\$9,097.20	\$9,097.20	\$13,645.80	\$9,097.20	\$9,097.20	\$9,097.20	\$9,097.20	\$104,617.80	\$13,646.20	88.00%
11600	CLERICAL ASSISTANTS	\$180,394.00	\$14,506.58	\$15,254.78	\$15,943.60	\$14,948.83	\$15,957.78	\$14,221.18	\$22,301.86	\$15,547.31	\$13,323.50	\$13,093.99	\$12,895.77	\$167,995.18	\$12,398.82	93.00%
11800	TEMPORAY STAFF	\$10,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,880.00	0.00%
12100	FICA/EMPLOYER	\$22,824.00	\$1,653.20	\$1,700.55	\$1,737.90	\$1,680.44	\$1,739.75	\$1,639.54	\$2,522.62	\$1,723.02	\$1,588.12	\$1,575.15	\$1,562.76	\$19,123.05	\$3,700.95	84.00%
12300	PERF/EMPLOYER	\$21,665.00	\$0.00	\$0.00	\$0.00	\$4,999.73	\$0.00	\$0.00	\$4,999.73	\$0.00	\$0.00	\$5,833.03	\$0.00	\$15,832.49	\$5,832.51	73.00%
12400	INS/EMPLOYER	\$42,792.00	\$4,632.55	\$2,952.24	\$6,940.06	\$3,197.17	\$0.00	\$5,899.97	\$2,197.00	\$2,982.68	\$6,221.38	\$3,041.04	\$3,090.04	\$41,154.13	\$1,637.87	96.00%
12500	MEDICARE/EMPLOYER	\$5,338.00	\$386.64	\$397.71	\$406.45	\$393.00	\$406.88	\$383.45	\$589.97	\$402.97	\$371.42	\$368.38	\$365.48	\$4,472.35	\$865.65	84.00%
13100	WORK STUDY	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	0.00%
21200	STATIONERY/PRINTING	\$1,000.00	\$0.00	\$267.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$267.74	\$732.26	27.00%
21300	OFFICE SUPPLIES	\$500.00	\$208.05	\$0.00	\$0.00	\$171.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$379.65	\$120.35	76.00%
21400	DUPLICATING	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
22200	FUEL/OIL/LUBRICANTS	\$500.00	\$124.11	\$0.00	\$27.20	\$34.69	\$0.00	\$28.82	\$119.11	\$57.27	\$30.71	\$32.31	\$107.50	\$561.72	-\$61.72	112.00%
22700	VIDEO TAPE/CATS	\$20,000.00	\$117.19	\$3,976.50	\$0.00	\$0.00	\$4,850.65	\$0.00	\$7,948.15	\$0.00	\$0.00	\$0.00	\$0.00	\$16,892.49	\$3,107.51	84.00%
23000	IS SUPPLIES	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00%
23500	VIDEO MATERIALS/CATS	\$10,000.00	\$348.61	\$1,283.46	\$473.73	\$78.46	\$834.26	\$0.00	\$896.69	\$0.00	\$1,671.78	\$403.39	\$181.49	\$6,171.87	\$3,828.13	62.00%
31100	CONSULTING SERVICES	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00	\$8,000.00	50.00%
31300	LEGAL SERVICES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62.50	\$0.00	\$0.00	\$80.64	\$0.00	\$0.00	\$0.00	\$143.14	\$856.86	14.00%
31600	COMPUTER SERVICES	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
31650	DIGITIZATION SERVICES	\$0.00	\$653.59	\$0.00	\$0.00	\$0.00	\$0.00	\$690.00	\$615.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,958.59	-\$1,958.59	100.00%
32100	TELEPHONE	\$3,500.00	\$239.40	\$88.02	\$244.89	\$255.21	\$0.00	\$253.46	\$513.02	\$253.31	\$0.00	\$252.81	\$507.18	\$2,607.30	\$892.70	74.00%
32200	POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.60	\$0.00	\$0.00	\$653.72	\$0.00	\$659.32	-\$659.32	100.00%
32300	TRAVEL EXPENSE	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8.10	\$0.00	\$8.10	\$1,991.90	0.00%
32400	PROFESSIONAL MTG/OFF	\$525.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$525.00	0.00%
32600	FREIGHT/DELIVERY	\$750.00	\$0.00	\$0.00	\$0.00	\$143.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$143.68	\$606.32	19.00%
36300	OTHER EQUIP/FURNITURE	\$4,000.00	\$0.00	\$443.60	\$0.00	\$0.00	\$399.00	\$0.00	\$643.50	\$0.00	\$0.00	\$0.00	\$480.40	\$1,966.50	\$2,033.50	49.00%
37100	REAL ESTATE	\$2,000.00	\$1,227.00	\$0.00	\$0.00	\$0.00	\$0.00	\$228.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$1,530.00	\$470.00	77.00%
39100	DUES/INSTITUTIONAL	\$480.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$260.00	\$443.88	\$0.00	\$1,103.88	-\$623.88	230.00%
39500	EDUCATIONAL/LICENSING	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
39600	COMMUNITY NEWS	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$7,500.00	\$2,500.00	75.00%
44100	FURNITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,126.37	\$1,126.37	-\$1,126.37	100.00%
44700	EQUIPMENT - CATS	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,361.95	\$5,361.95	\$4,638.05	54.00%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$399.95	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$749.95	\$4,250.05	15.00%
		\$554,557.00	\$37,701.66	\$40,369.29	\$39,378.57	\$39,907.55	\$40,355.56	\$39,449.16	\$64,109.36	\$34,726.94	\$37,071.65	\$41,810.54	\$47,283.68	\$462,163.96	\$92,393.04	83.00%

**MONROE COUNTY PUBLIC LIBRARY**

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**LCPF Budget & Expenditure Report**

January 1, 2010 to November 30, 2010  
11 months = 91.6%

Object	Object Descr	2010 Budget	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010	July 2010	Aug 2010	Sept 2010	Oct 2010	Nov 2010	2010 YTD Amount	2010 YTD Balance	%YTD Budget
31100	CONSULTING	\$7,300.00	\$1,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,300.00	\$6,000.00	18.00%
44100	FURNITURE	\$0.00	\$0.00	\$2,390.16	\$279.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,670.04	-\$2,670.04	100.00%
44300	OTHER EQUIPMENT	\$188,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92,060.00	\$0.00	\$92,060.00	\$96,140.00	49.00%
44450	BUILDING RENOVATION	\$189,654.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,000.00	\$0.00	\$79,654.00	\$0.00	\$0.00	\$0.00	\$189,654.00	\$0.00	100.00%
44451	ENCUMBERED BLDG	\$214,499.55	\$4,015.66	\$52,705.43	\$79,102.55	\$0.00	\$78,160.90	\$515.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$214,499.55	\$0.00	100.00%
44600	IS EQUIPMENT	\$68,955.00	\$23,744.50	-\$15,285.50	\$0.00	\$0.00	\$10,759.00	\$8,459.00	\$0.00	\$0.00	\$17,595.94	\$0.00	\$0.00	\$45,272.94	\$23,682.06	66.00%
44650	IS SOFTWARE	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,061.00	\$7,349.99	\$0.00	\$0.00	\$0.00	\$0.00	\$9,410.99	-\$4,410.99	188.00%
44700	EQUIPMENT - CATS	\$45,961.00	\$510.74	\$9,763.47	\$1,098.97	\$355.97	\$10,513.96	\$0.00	\$0.00	\$0.00	\$7,840.55	\$0.00	\$3,977.96	\$34,061.62	\$11,899.38	74.00%
44750	SOFTWARE - CATS	\$3,000.00	\$0.00	\$1,997.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,997.00	\$1,003.00	67.00%
		\$722,569.55	\$29,570.90	\$51,570.56	\$80,481.40	\$355.97	\$99,433.86	\$121,035.01	\$7,349.99	\$79,654.00	\$25,436.49	\$92,060.00	\$3,977.96	\$590,926.14	\$131,643.41	82.00%

# MONROE COUNTY PUBLIC LIBRARY

## Expenditure Summary compared to last year

2010 compared to 2009: Period Ending November

Fund	Fund Descr	2010 Budget	November 2010 Amt	2010 YTD Amt	2009 Budget	November 2009 Amt	2009 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$8,122,055.00	\$552,968.05	\$6,458,651.76	\$7,040,556.00	\$537,789.15	\$6,015,754.49	7.00%
002	JAIL	\$6,000.00	\$2,018.63	\$5,827.16	\$6,000.00	\$1,258.80	\$6,000.00	-3.00%
003	CLEARING	\$27,651.18	\$0.00	\$31,551.22	\$0.00	\$552.55	\$6,847.64	361.00%
004	GIFT	\$12,738.00	\$1,559.81	\$10,741.32	\$0.00	\$150.00	\$2,481.09	333.00%
005	PLAC	\$0.00	\$0.00	\$11,742.00	\$0.00	\$0.00	\$9,876.50	19.00%
006	RETIREEES	\$0.00	\$1,465.07	\$17,580.84	\$0.00	\$1,232.39	\$13,233.66	33.00%
007	LIRF	\$525,317.75	\$129,056.28	\$420,595.82	\$223,831.25	\$7,140.00	\$219,081.25	92.00%
008	DEBT SERVICE	\$1,996,000.00	\$166,333.33	\$1,829,666.67	\$1,996,000.00	\$166,333.33	\$1,829,666.67	0.00%
009	RAINY DAY	\$206,488.00	\$0.00	\$13,612.33	\$323,200.00	\$6,833.29	\$101,624.18	-87.00%
010	PAYROLL	\$0.00	\$321,597.38	\$3,735,752.79	\$0.00	\$312,550.32	\$3,666,704.72	2.00%
011	INVESTMENT-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
012	TEEN COUNCIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
015	LSTA	\$5,269.05	\$0.00	\$5,234.18	\$21,132.00	\$793.28	\$15,081.51	-65.00%
016	GIFT-RESTRICED	\$26,134.48	\$7,307.26	\$68,562.53	\$0.00	\$3,507.65	\$62,181.10	10.00%
017	LEVY EXCESS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
018	IN KIND	\$225,233.24	\$0.00	\$225,233.24	\$0.00	\$0.00	\$0.00	0.00%
019	GIFT-FOUNDATION	\$74,118.76	\$4,602.36	\$55,050.74	\$107,352.01	\$6,835.15	\$96,344.24	-43.00%
020	SPECIAL	\$554,557.00	\$47,283.68	\$462,163.96	\$518,605.64	\$30,519.34	\$462,365.29	0.00%
021	CAPITAL	\$722,569.55	\$3,977.96	\$590,926.14	\$535,621.45	\$1,356.79	\$498,144.13	19.00%
022	GATES	\$15,600.00	\$314.50	\$15,600.00	\$0.00	\$0.00	\$0.00	0.00%
023	LSTA-CIVIL WAR	\$19,705.00	\$2,093.51	\$12,162.50	\$0.00	\$0.00	\$0.00	0.00%
		\$12,539,437.01	\$1,240,577.82	\$13,970,655.20	\$10,772,298.35	\$1,076,852.04	\$13,005,386.47	7.00%

# MONROE COUNTY PUBLIC LIBRARY

## Monthly Revenue Report (Cash Basis)

Current Period compared to Prior Period  
Current Period: November 2010  
Operating Fund

Source	Source Descr	2010 Budget	November 2010 Amt	2010 YTD Amt	2009 Budget	November 2009 Amt	2009 YTD Amt	%Last YR YTD Diff
00100	PROPERTY TAX/ADVANCES	\$4,861,253.00	\$1,518,001.00	\$4,610,125.09	\$3,626,642.00	\$882,390.69	\$4,440,755.20	4.00%
00200	INTANGIBLES TAX	\$12,699.00	\$0.00	\$4,914.50	\$11,500.00	\$0.00	\$5,949.50	-17.00%
00300	LICENSE EXCISE TAX	\$346,364.00	\$0.00	\$327,565.86	\$332,000.00	\$0.00	\$338,397.24	-3.00%
00400	COUNTY OPTION INCOME TAX	\$2,217,128.00	\$184,760.67	\$2,032,367.37	\$1,995,000.00	\$183,574.00	\$2,019,314.00	1.00%
00500	COMMERCIAL VEHICLE EXCISE TAX	\$40,163.00	\$0.00	\$17,035.19	\$34,000.00	\$0.00	\$18,815.30	-9.00%
00600	US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03400	ELL COPIERS/PRINTERS	\$4,000.00	\$267.90	\$3,817.30	\$0.00	\$270.15	\$3,432.03	11.00%
03500	LOST/DAMAGED	\$12,000.00	\$2,424.38	\$24,580.79	\$0.00	\$989.68	\$13,781.12	78.00%
03600	FINES/FEES	\$180,000.00	\$16,547.10	\$183,242.59	\$120,750.00	\$12,573.41	\$150,433.47	22.00%
03650	COLLECTION AGENCY FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03700	BLGTN COPIERS/PRINTERS	\$12,000.00	\$1,318.00	\$12,499.57	\$16,000.00	\$977.90	\$11,391.98	10.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$146.95	\$6,113.15	\$0.00	\$754.24	\$26,204.17	-77.00%
04100	PUBLIC LIBRARY ACCESS CARD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
04500	PLAC DISTRIBUTION	\$10,000.00	\$12,295.23	\$12,295.23	\$20,000.00	\$15,048.32	\$15,048.32	-18.00%
10000	REALESTATE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
11500	STATE DISTRIBUTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
17000	READER PRINTER RECEIPTS	\$1,000.00	\$127.57	\$1,238.85	\$0.00	\$157.84	\$1,692.65	-27.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM	\$0.00	\$113.20	\$1,627.99	\$0.00	\$17.32	\$467.84	248.00%
19000	TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
20000	CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
20100	CABLE ACCESS FEES - COUNTY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
20200	CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
53000	LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$7,696,607.00	\$1,736,002.00	\$7,237,423.48	\$6,155,892.00	\$1,096,753.55	\$7,045,682.82	3.00%

**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: November 2010

<b>FUND Descr</b>	<b>11/01/2010</b>	<b>MTD Debit</b>	<b>MTD Credit</b>	<b>11/30/2010</b>	<b>Bal Sht Descr</b>
OPERATING	-\$29,694.64	\$815,924.92	\$560,573.74	\$225,656.54	CHASE/BANK ONE CHECKING
OPERATING	\$64.42	\$900,103.48	\$0.00	\$900,167.90	CHASE/BANK ONE SAVINGS
OPERATING	\$11,395.59	\$10,969.94	\$0.19	\$22,365.34	MONROE BANK CHECKING
OPERATING	\$72,915.82	\$9,871.87	\$0.00	\$82,787.69	UNITED COMMERCE BANK
Fund 001 OPERATING	\$54,681.19	\$1,736,870.21	\$560,573.93	\$1,230,977.47	
JAIL	\$2,191.47	\$0.00	\$2,018.63	\$172.84	CHASE/BANK ONE CHECKING
CLEARING	-\$25.00	\$0.00	\$0.00	-\$25.00	CHASE/BANK ONE CHECKING
CLEARING	\$25.00	\$0.00	\$0.00	\$25.00	UNITED COMMERCE BANK
Fund 003 CLEARING	\$0.00	\$0.00	\$0.00	\$0.00	
GIFT UNRESTRICTED	\$42,416.88	\$0.00	\$1,409.81	\$41,007.07	CHASE/BANK ONE CHECKING
GIFT UNRESTRICTED	\$217.27	\$126.15	\$0.00	\$343.42	MONROE BANK CHECKING
GIFT UNRESTRICTED	\$2.00	\$4.00	\$0.00	\$6.00	UNITED COMMERCE BANK
Fund 004 GIFT UNRESTRICTED	\$42,636.15	\$130.15	\$1,409.81	\$41,356.49	
PLAC	\$500.00	\$100.00	\$0.00	\$600.00	MONROE BANK CHECKING
PLAC	\$200.00	\$450.00	\$0.00	\$650.00	UNITED COMMERCE BANK
Fund 005 PLAC	\$700.00	\$550.00	\$0.00	\$1,250.00	
RETIREES	-\$1,465.07	\$453.08	\$1,465.07	-\$2,477.06	CHASE/BANK ONE CHECKING
LIRF	\$488,344.93	\$0.00	\$123,531.40	\$364,813.53	CHASE/BANK ONE CHECKING
LIRF	\$560,715.68	\$156.74	\$0.00	\$560,872.42	CHASE/BANK ONE SAVINGS
Fund 007 LIRF	\$1,049,060.61	\$156.74	\$123,531.40	\$925,685.95	
DEBT SERVICE	\$290,045.95	\$565,859.97	\$0.00	\$855,905.92	CHASE/BANK ONE SAVINGS
RAINY DAY	\$2,989.54	\$0.00	\$0.00	\$2,989.54	CHASE/BANK ONE CHECKING
RAINY DAY	\$805,471.92	\$224.68	\$0.00	\$805,696.60	CHASE/BANK ONE SAVINGS
Fund 009 RAINY DAY	\$808,461.46	\$224.68	\$0.00	\$808,686.14	
PAYROLL	\$264.44	\$321,886.43	\$321,597.38	\$553.49	CHASE/BANK ONE CHECKING
GIFT-RESTRICED	\$76,967.84	\$8,055.10	\$9,953.26	\$75,069.68	CHASE/BANK ONE CHECKING
GIFT-RESTRICED	\$3,435.20	\$0.00	\$0.00	\$3,435.20	MONROE BANK CHECKING
Fund 016 GIFT-RESTRICED	\$80,403.04	\$8,055.10	\$9,953.26	\$78,504.88	
LEVY EXCESS	\$20,542.28	\$0.00	\$0.00	\$20,542.28	CHASE/BANK ONE CHECKING
GIFT-FOUNDATION	\$5,971.98	\$16,211.00	\$4,522.12	\$17,660.86	CHASE/BANK ONE CHECKING
SPECIAL REVENUE	\$225,005.74	\$404.95	\$40,907.67	\$184,503.02	CHASE/BANK ONE CHECKING

**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: November 2010

<b>FUND Descr</b>	<b>11/01/2010</b>	<b>MTD Debit</b>	<b>MTD Credit</b>	<b>11/30/2010</b>	<b>Bal Sht Descr</b>
CAPITAL PROJECTS	-\$96,685.81	\$143,315.00	\$0.00	\$46,629.19	CHASE/BANK ONE CHECKING
GATES HARDWARE GRANT	\$314.50	\$0.00	\$0.00	\$314.50	CHASE/BANK ONE CHECKING
LSTA-CIVIL WAR	-\$10,068.99	\$0.00	\$1,293.51	-\$11,362.50	CHASE/BANK ONE CHECKING
	\$2,472,058.94	\$2,794,117.31	\$1,067,272.78	\$4,198,903.47	

**MONROE COUNTY PUBLIC LIBRARY**

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CHASE BANK CHECKING  
06100 BANKONECK  
November 2010**

**Account**

Beginning Balance on	11/1/2010	\$1,082,241.41	Cleared	\$1,149,578.46
+	Receipts/Deposits	\$983,501.28	Statement	\$1,149,578.46
-	Payments (Checks and Withdrawals)	\$916,164.23	Difference	\$0.00
Ending Balance as of	11/30/2010	\$1,149,578.46		

**Check Book Balance**

Active	G 001-06100	OPERATING	\$225,656.54
Active	G 002-06100	JAIL	\$172.84
Active	G 003-06100	CLEARING	-\$25.00
Active	G 004-06100	GIFT UNRESTRICTED	\$41,007.07
Active	G 005-06100	PLAC	\$0.00
Active	G 006-06100	RETIREEES	-\$2,477.06
Active	G 007-06100	LIRF	\$364,813.53
Active	G 008-06100	DEBT SERVICE	\$0.00
Active	G 009-06100	RAINY DAY	\$2,989.54
Active	G 010-06100	PAYROLL	\$553.49
Active	G 012-06100	TEEN COUNCIL	\$0.00
Active	G 015-06100	LSTA	\$0.00
Active	G 016-06100	GIFT-RESTRICED	\$75,069.68
Active	G 017-06100	LEVY EXCESS	\$20,542.28
Active	G 019-06100	GIFT-FOUNDATION	\$17,660.86
Active	G 020-06100	SPECIAL REVENUE	\$184,503.02
Active	G 021-06100	CAPITAL PROJECTS	\$46,629.19
Active	G 022-06100	GATES HARDWARE	\$314.50
Active	G 023-06100	LSTA-CIVIL WAR	-\$11,362.50

Cash Balance **\$966,047.98**

Beginng Balance	\$1,082,241.41
+ Total Deposits	\$983,501.28
- Checks Written	\$1,099,694.71

Check Book Balance	\$966,047.98
Difference	\$0.00



**MONROE COUNTY PUBLIC LIBRARY**

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**CHASE BANK SAVINGS**

**06110 BANKONESV**

**November 2010**

**Account**

Beginning Balance on	11/1/2010	\$1,656,297.97	Cleared	\$3,122,642.84
+	Receipts/Deposits	\$1,466,344.87	Statement	\$3,122,642.84
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	11/30/2010	\$3,122,642.84		

**Check Book Balance**

Active	G 001-06110	OPERATING	\$900,167.90
Active	G 007-06110	LIRF	\$560,872.42
Active	G 008-06110	DEBT SERVICE	\$855,905.92
Active	G 009-06110	RAINY DAY	\$805,696.60
Active	G 016-06110	GIFT-RESTRICED	\$0.00
Active	G 017-06110	LEVY EXCESS	\$0.00
Active	G 019-06110	GIFT-FOUNDATION	\$0.00
Active	G 021-06110	CAPITAL PROJECTS	\$0.00

Cash Balance **\$3,122,642.84**

Beginng Balance	\$1,656,297.97
+ Total Deposits	\$1,466,344.87
- Checks Written	\$0.00

Check Book Balance	\$3,122,642.84
Difference	\$0.00

**MONROE COUNTY PUBLIC LIBRARY**

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**MONROE BANK CHECKING**

**06300 MONROECK**

**November 2010**

**Account**

Beginning Balance on 11/1/2010	\$15,548.06	Cleared	\$26,743.96
+ Receipts/Deposits	\$11,195.90	Statement	\$26,743.96
- Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of 11/30/2010	\$26,743.96		

**Check Book Balance**

Active	G 001-06300	<i>OPERATING</i>	\$22,365.34
Active	G 002-06300	<i>JAIL</i>	\$0.00
Active	G 003-06300	<i>CLEARING</i>	\$0.00
Active	G 004-06300	<i>GIFT UNRESTRICTED</i>	\$343.42
Active	G 005-06300	<i>PLAC</i>	\$600.00
Active	G 006-06300	<i>RETIREEES</i>	\$0.00
Active	G 007-06300	<i>LIRF</i>	\$0.00
Active	G 008-06300	<i>DEBT SERVICE</i>	\$0.00
Active	G 012-06300	<i>TEEN COUNCIL</i>	\$0.00
Active	G 015-06300	<i>LSTA</i>	\$0.00
Active	G 016-06300	<i>GIFT-RESTRICED</i>	\$3,435.20
Active	G 019-06300	<i>GIFT-FOUNDATION</i>	\$0.00
Active	G 020-06300	<i>SPECIAL REVENUE</i>	\$0.00
		Cash Balance	<b>\$26,743.96</b>
	Beginng Balance	\$15,548.06	
	+ Total Deposits	\$11,195.90	
	- Checks Written	\$0.00	
	Check Book Balance	\$26,743.96	
	Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

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**UNITED COMMERCE**

**06400 UNITED COM**

**November 2010**

**Account**

Beginning Balance on 11/1/2010	\$73,142.82	Cleared	\$83,468.69
+ Receipts/Deposits	\$10,325.87	Statement	\$83,468.69
- Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of 11/30/2010	\$83,468.69		

**Check Book Balance**

Active	G 001-06400	OPERATING	\$82,787.69
Active	G 003-06400	CLEARING	\$25.00
Active	G 004-06400	GIFT UNRESTRICTED	\$6.00
Active	G 005-06400	PLAC	\$650.00
Active	G 016-06400	GIFT-RESTRICED	\$0.00
		Cash Balance	<b>\$83,468.69</b>
	Beginng Balance	\$73,142.82	
	+ Total Deposits	\$10,325.87	
	- Checks Written	\$0.00	
	Check Book Balance	\$83,468.69	
	Difference	\$0.00	

## 2011 BOARD OF TRUSTEES CALENDAR

<i>Month</i>	<i>Date</i>	<i>Date</i>	<i>Topic</i>
January	12	Work Session	
	19	Board Meeting	Annual Transfer of Appropriations Resolution to Request Advance Tax Draws
	19	Board of Finance	Review Investment Report and Policy
February	9	Work Session	
	16	Board Meeting	Election of Board Officers
March	9	Work Session	Draft Library Capital Projects Fund
	23	Board Meeting	Approve Library Capital Projects Fund Plan for advertising
April	13	Work Session	
	20	Public Hearing	Library Capital Projects Fund Plan
	20	Board Meeting	Adopt Library Capital Projects Fund Plan and forward to County Council
May	11	Work Session	
	18	Board Meeting	Program Update: Summer Reading
June	8	Work Session	Budget Timeline and Priorities
	15	Board Meeting	Program Update: Indiana Bedrock Project
July	13	Work Session	Draft 2011 Budget
	20	Board Meeting	
August	10	Work Session	Revised 2011 Budget
	17	Board Meeting	Approve 2011 Budget for advertising
September	14	Work Session	
	21	Public Hearing	2011 Budget
	21	Board Meeting	
October	19	Work Session	2011 Budget, as recommended by County Council
	26	Board Meeting	Adopt 2011 Budget
November	9	Work Session	Approve 2011 employee insurance package
	16	Board Meeting	
December	14	Work Session	
	21	Board Meeting	Approve 2011 salary schedule

TO: Monroe County Public Library – Board of Trustees  
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager  
RE: Personnel Report  
DATE: December 15, 2010

**Job Changes**

- Brenna Henry, Circulation, Page Team Leader, Pay Grade B, 25 hours per week, effective December 13, 2010, in addition to her current duties.

**Beginning Employment**

- No beginning employment to report

**Ending Employment**

- Brianna Collins, Circulation, Page, Pay Grade A, 15 hours per week, effective December 12, 2010

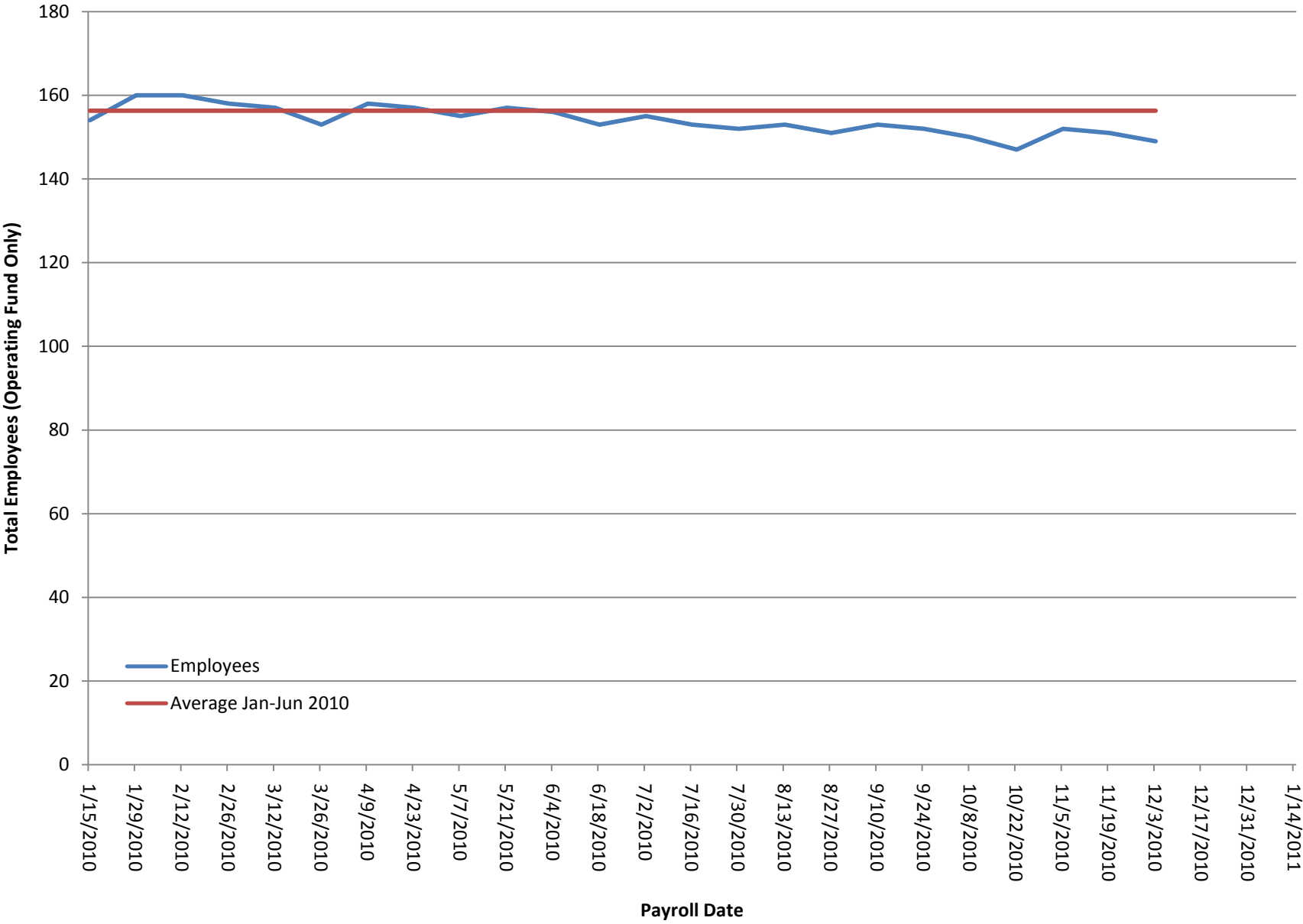
# Monroe County Public Library

## Active Employees/Last Pay Date of Each Month

Pay Date	Employees			Hours/Status			Funds		
	Operating Fund	Special/ Other	Total EEs	Operating Fund	Special/ Other	Total Hours	Operating Fund	Special/ Other	Total Funds
January 15, 2010	154	21	175	4,370	560	4,930	142,872	16,520	159,393
January 29, 2010	160	24	184	4,470	610	5,080	147,421	17,582	165,003
February 12, 2010	160	24	184	4,490	610	5,100	148,044	17,428	165,471
February 26, 2010	158	24	182	4,425	610	5,035	149,770	17,993	167,763
March 12, 2010	157	24	181	4,400	610	5,010	143,389	18,366	161,754
March 26, 2010	153	24	177	4,328	610	4,938	144,153	17,880	162,032
April 9, 2010	158	24	182	4,425	610	5,035	149,770	17,228	166,998
April 23, 2010	157	24	181	4,400	610	5,010	143,389	17,880	161,268
May 7, 2010	155	24	179	4,348	610	4,958	142,259	18,357	160,616
May 21, 2010	157	22	179	4,388	580	4,968	143,434	17,173	160,607
June 4, 2010	156	22	178	4,343	575	4,918	143,981	17,037	161,018
June 18, 2010	153	21	174	4,328	560	4,888	144,153	16,936	161,089
July 2, 2010	155	25	180	4,328	625	4,953	144,334	17,729	162,063
July 16, 2010	153	21	174	4,328	560	4,888	144,153	16,936	161,089
July 30, 2010	152	24	176	4,315	600	4,915	144,321	18,406	162,727
August 13, 2010	153	23	176	4,330	575	4,905	149,879	18,907	168,786
August 27, 2010	151	23	174	4,330	575	4,905	149,879	18,907	168,786
September 10, 2010	153	23	176	4,305	575	4,880	146,193	18,625	164,819
September 24, 2010	152	23	175	4,295	575	4,870	144,752	16,901	161,653
October 8, 2010	150	23	173	4,265	585	4,850	142,106	18,027	160,133
October 22, 2010	147	23	170	4,215	575	4,790	141,748	17,329	159,077
November 5, 2010	152	22	174	4,285	560	4,845	142,239	17,061	159,300
November 19, 2010	151	21	172	4,260	545	4,805	145,889	16,697	162,586
December 3, 2010	149	22	171	4,208	4767.5	8,975	140,295	16,998	157,293

Note: "Active Employee" is defined as actively receiving payroll. Does not include non-benefitted staff taking unpaid time off lasting entire pay period.

# Monroe County Public Library: Operating Fund Employees, 2010



## Goal 1: Strengthen support for literacy and lifelong learning.

<b>November Programs</b>		<b>Children</b>		<b>Young Adult</b>		<b>Adult</b>		<b>All Ages</b>	
<b>Department</b>	<b>Location</b>	<b>Program</b>	<b>Attend</b>	<b>Program</b>	<b>Attend</b>	<b>Program</b>	<b>Attend</b>	<b>Program</b>	<b>Attend</b>
Admin	On Site					2	14		
	Off Site					1	140		
Adult	On Site			11	84	18	142		
Children	On Site	92	3,338					1	153
Outreach	Off Site	16	247						
Ellettsville	On Site	19	698	7	14	1	2	2	61
Information	On Site					19	106		
VITAL	On Site					32	334		
<b>Total by Audience</b>		127	4,283	18	98	73	738	3	214
<b>Total Off-Site</b>									
<b>Total Programs</b>								<b>221</b>	
<b>Total Attendance</b>								<b>5,333</b>	

### **1A. Increase pre-literacy skills among low-income children and families.**

- Outreach story times at all Head Start locations in Monroe County continue to be very well received. One of this past month's favorites was a felt board performance of "The Little Red Hen Makes a PB & J." The new Early Head Start classrooms in Ellettsville are not yet operational, but teachers are making use of items we deliver for home visits.
- Children's Services added another monthly Baby Program in November in an attempt to meet the continually growing demand. Mary Frasier now presents six age-specific programs per month, and Christina Jones and Josh Wolf each present a catch-all for babies from birth to age two. In November we had 191 attendees.
- We continue to develop our 2011 Summer Reading Program community-wide partnership. In November, representatives from interested agencies met at the Library to brainstorm ways that we can coordinate our summer programs to address both summer reading loss and childhood obesity. Current partners include Bloomington Hospital, Bloomington Parks and Recreation, Monroe County Health Department, Smart Start Coalition, Southern Indiana Pediatrics, and the Monroe County Y. Other partnerships are in development. To support the program, we applied for a \$10,000 grant from the National Center for Family Literacy.

### **1B: Support development of reading, language, and comprehension of K-6 students.**

- In November we offered a variety of school age programs: ARF (Animal Reading Friends), Kid's Alive, and two paper mache programs from Janet Lambert.

### **1C: Increase effectiveness of volunteer tutoring programs, including Children's Math and Reading Team, Math Homework Help, and VITAL.**

- The Homework Center hosted 352 sessions, and is currently at capacity. Stori Snyder is interviewing two new tutors for spring semester.

### **1D. Inform community members about the Library's response to literacy needs.**

- Director Sara Laughlin made a presentation on "21<sup>st</sup> Century Literacy Continuum" to the Bloomington Rotary Club; 5 employees attended and helped answer questions.



- Laughlin also was appointed to the MLS Advisory Board at the IU School of Library and Information Science (SLIS). She gave a guest lecture on “Research at Monroe County Public Library” for the research and evaluation course and was invited to participate as an “expert” at the SLIS networking session in early December.
- VITAL Coordinator Sue Murphy was a guest speaker at the IU-SLIS Public Library Management class.
- Community Relations Coordinator Margaret Harter met with a volunteer to translate key materials on library use into Spanish.

### **1E. Strengthen literacy skills of adults.**

- In VITAL, 64 learners are involved in one-to-one tutoring matches, 98 learners participated in the eight weekly ESL Conversation Practice classes, and 12 individuals are waiting for volunteer tutors.
- CR Coordinator met with El Centro Comunal Latino on their promotional needs.
- The Library hosted voting for the 2011 One Book One Bloomington and Beyond selection; Community Relations created promotional materials and voting boxes for all community voting locations.
- Margaret Harter contributed to Bloomington Lifelong Learning Coalition’s proposal for Bloomington to become part of the worldwide Learning Cities initiative. The proposal will go to Mayor Krizan.

### **1F. Strengthen readers’ advisory services.**

- The Library’s popular Author Alert service was revamped to include several new features and improvements - self service allowing patrons to create and modify their own Author Alert accounts; expanded choices now including authors, musicians, movie actors and directors; efficiency in automatic notification for patrons when new titles have been purchased and reducing staff time in placing holds (from 490 in November to only 50 in November); and scalability with no limit to the number of authors or participants since the process is automated. The top five authors, as of mid-November: John Grisham, Janet Evanovich, James Patterson, Sue Grafton, and Patricia Cornwell. CR created graphic brand for service.

### **1G. Develop and evaluate partnerships to better serve target audiences.**

- United Way renewed its \$1,000 gift to underwrite subscription to the Grantsmanship Center database.
- In partnership with IU’s Leo Dowling International Center, VITAL hosted an ESL women’s book discussion group, with Center volunteers.

## **Goal 2: Expand access to information.**

<b>November Access</b>		
<b>Circulation</b>	Main	180,120
	ELL	25,547
	Outreach	11,712
	Overdrive	917
	<b>TOTAL</b>	<b>218,296</b>
<b>Registration</b>	Resident	90,048
	Non-resident PLAC	544
	Subscription	NA
	<b>TOTAL</b>	<b>90,592</b>

	New registrants	752
	Deleted registrants	429
<b>Visits</b>	Main	70,113
	ELL (partial starting 12/5)	11,337
	Outreach	N/A
	<b>TOTAL</b>	<b>81,450</b>
<b>Website Visits</b>	Home page hits	3,035
	Catalog hits	2,942,850
	<del>Other database hits</del>	n/a
	Other hits	1,771,729
	<b>TOTAL</b>	<b>4,714,579</b>
<b>Read It Off</b>	Number registered	388
	Charges waived	\$472.95
	Number individuals with charged waived	58
	Number exiting program	15
<b>Interlibrary loan</b>	Items loaned	169
	Items borrowed	17
<b>CATS</b>	Government programs produced	28
	Patron programs produced	30
	CATS programs produced	29
	Hours cablecast	2,048
	In-house viewings	16
	Editing sessions	112
	Dubs delivered	104
	Programs added to collection	176

## **2A. Employ technology to facilitate better access to information.**

- Utilizing grant funding, the digitization project, "At War and At Home" completed a thorough inventory of county archives from 1855 – 1875. The project identified historically significant documents and photos, and will digitize, preserve, and index the items for access to all through the Indiana Memory website.
- The library added Consumer Reports to its suite of research databases. The new product will provide patron access via the library website and proxy server.

## **2B. Improve web access.**

### **2C. Deliver information through CATS.**

- CATS purchased three new camcorders, two Mac Mini computers, and new external hard drives for patron use in producing programs.
- CATS continued its four-year partnership with the Monroe County History Center in cablecasting the Third Thursday Lecture Series, this month on "The History of the Mt Gilead Friends Retreat."

**2D. Replace Bookmobile.**

- The new vehicle will be complete by the end of the year. Due to the holidays, we plan to take delivery in January so all drivers can be present for orientation training by the manufacturer. CR created graphic designs.

**2E. Investigate changing or expanding hours.**

**2F. Open a second branch location.**

**2G. Improve service for people with disabilities.**

### Goal 3: Deliver exemplary service.

<b>November Service</b>		
<b>Meeting Rooms</b>	Total reserved	123
	Main Library meeting rooms used	80
	Main Library auditorium used	21
	Main Library atrium	0
	Ellettsville Branch	22
<b>TOTAL MEETING ROOMS USED</b>		<b>123</b>
<b>Public Computing</b>	Computing sessions	17,826
	Hours of computing	13,106:54
	Average session length (minutes)	44.1
<b>Author Alert</b>	Holdings placed	50

**3A. Improve parking for patrons and staff at Main Library. COMPLETED**

**3B. Improve efficiency of checkout, check-in, and holds processes.**

<b>RFID Tagging Initiative</b>	
Items tagged*	70,000 (total: 400,000)
Staff hours contributed	604
Volunteer hours contributed	55.25

\*Tagging numbers are estimates based on the number of rolls of tags used each.

- Taggers completed the first pass through the entire collection at Main and a second pass on the second floor. Circulation employees are now pulling all non-tagged items before they are returned to the shelf. One mobile tagging station was moved to Ellettsville.

**3C. Improve materials security.**

- Facilities participated in installation of new security gates at the Main Library and Ellettsville.

**3D. Complete children's addition at Ellettsville Branch. COMPLETED**

**3E. Remodel Main Library to improve space utilization and update worn areas.**

- The old drive-up window on Grant Street was removed; final punch list walk-through is scheduled for early December. Facilities took inventory of attic stock to determine whether contracted amounts had been delivered.

### ***3F. Make exterior improvements and replace landscaping at Main Library and Ellettsville.***

### ***3G. Provide high quality public technology services.***

#### ***3H: Create engaging library experiences.***

- New Movie Mondays, a program designed to help relieve pressure on the long queue for new DVDs, continues to be popular, with more than 20 viewing *The Karate Kid* on the big screen in November. *Iron Man 2* in November drew 40+ patrons.
- For an audience of teens, guest programmer and ATS Librarian Doris Lynch drew on her experience as a published writer to develop a thorough and entertaining presentation on getting published. General publishing mechanics, markets, and tips were discussed, with a focus on resources, markets, and strategies for 5 aspiring teen writers. Doris answered many questions, and attendees left better-informed and with resource lists in hand.
- The Heroes Tree is a nationwide library-based project of the Military Family Research Institute at Purdue University. Community Relations Coordinator Margaret Harter served on the Heroes Tree Committee, headed by the Red Cross, assisting with logistics, the opening community ceremony at the library and promotional/display materials. Sara Laughlin gave the welcome at the ceremony. Community members can hang homemade ornaments honoring past and current military service members on the tree in the Library Atrium until December 16. The library also accepted four new books that support children, teens, and spouses of service members, as well as returning service members and those who work with them.

#### ***3I. Improve signage, maps, and promotional capacity inside Main Library and Ellettsville Branch.***

- Mickey Needham and Margaret Harter continued work on improving wayfinding at the Main Library.

#### ***3J. Offer regular customer service training and updates.***

- The Circulation Manager and supervisors attended a webinar about financial/cash management features in Polaris, including best practices, report generation, cash drawers, and the impact of Polaris Administration settings and permissions.

#### ***3K. Implement training to enhance technology core competencies.***

#### ***3L. Offer regular feedback opportunities for employees.***

- HR Manager Kyle Wickemeyer-Hardy arranged for JA Benefits to present two information sessions about the Monroe County Clinic for staff and one for the Board. Following the Board's decision, JA Benefits offered four small group sessions to explain enrollment options and offered one-on-one consultation to help with employees with enrollment decisions. 91 employees enrolled; 76 chose individual coverage; 5 employee and spouse; 4 employee and children; and 6 family coverage. Enrollment for the PPO plan accounted for 34%, the \$3,000 high-deductible plan 32%, and the \$5,000 deductible plan 34% of total enrollment.

#### ***3M. Provide regular opportunities for community members to make suggestions for improving library services.***

- The library hosted and facilitated two focus group sessions with environmental advocates, as the first step in its partnership with IU Geography professor Faiz Rahman, who has a \$500,000 grant from NASA for carbon cycle research. The library will be co-sponsoring programs sharing the research.
- The director and Community Relations Coordinator attended the first three of five presentations by students in a marketing communications class at the IU Kelley School of Business on ideas to better serve twenty-somethings at the Library.

## Goal 4: Maintain High Quality Collections

<b>November Collections</b>		
<b>Items added</b>	Adult print	2,018
	Adult AV	1,197
	Children's print	855
	Children's AV	471
	<b>TOTAL ADDED</b>	<b>4,541</b>
<b>Items deleted</b>		
	Adult print	1,405
	Adult AV	524
	Children's print	515
	Children's AV	58
	<b>TOTAL ADDED</b>	<b>2,502</b>
<b>Items reviewed</b>		
	Reviewed (main)	4,044
	Discarded	306
<b>Items returned/not returned</b>		
	Items returned	<b>152,512</b>
	Accounts to collection agency	<b>1,028</b>
	Value recovered (cash and items)	<b>\$10,225.20</b>

### **4A. Purchase print materials that respond to community needs.**

- The November Web homepage highlight featured the resources of the library's special collections: Spanish-language materials, Pan-Asian materials, Large Print, Books-on-CD, downloadable audiobooks and eBooks, parent/teacher resources and toys, young adult books, and graphic novels.

### **4B. Maintain functional and attractive library collections.**

- Collection Services led small group training in circulation for use of the disc cleaning/buffing machine. The evaluations repair team is now incorporating disc buffing into regular repairs.

### **4C. Continue to explore new formats.**

### **4D. Improve patron satisfaction with movies collection.**

### **4E. Improve the weeding process. COMPLETED**

### **4F. Develop a children's collection endowment.**

## **Goal 5: Optimize stewardship of the library's resources.**

### **5A. Implement recommendations from classification and compensation study.**

Administration and HR prepared budgeting documents reflecting the final half of the Singer recommendations for staff and the first half for Managers. A 1% increment was recommended for all staff employed as of 12/31/2010.

**5B. Implement certification in employee hiring, development, and promotion.**

**5C. Create staff development plan aligned with strategic plan.**

- 13 employees attended the Indiana Library Federation Annual Conference. Art Leach, Outreach Librarian, participated in a program on library services to inmates.

**5D. Complete negotiations for and begin implementation of first union contract.**

- The Labor-Management Committee met twice during November.

**5E. Optimize use of interns, volunteers, and work-study employees.**

<b>November Volunteers</b>		
<b>Volunteers</b>	Number of individual volunteers	175
	Number of hours contributed	872.5
	New volunteer applications received	16

- Following VITAL's fall tutor training workshops, 24 new tutors are available to volunteer.
- Lisa Champelli interviewed and approved two for-credit interns to work in Children's Services for the spring semester.

**5F. Increase efforts to be an inclusive and attractive employer.**

- HR Manager Kyle Wickemeyer-Hardy was invited to serve on a guest panel to discuss "Challenges of Healthcare, and how it affects HR" for the Greater Bloomington Association of Health Underwriters' monthly meeting.

**5G. Support improvement of key processes.**

- Planning began for Round Two of process improvement training, to begin in early 2011. Four teams will work on important processes, while others will have the opportunity to use the tools they learned in 2010, with advice from presenter Ray Wilson.

**5H. Continue sustainability efforts to reduce energy consumption.**

**5I. Develop long-term facilities, equipment, and technology maintenance and replacement schedule.**

- Facilities oversaw fire safety inspection at Main Library, service and upgrade of closed circuit security cameras at Ellettsville Branch, drained cooling towers for the winter season, serviced and inspected emergency generator
- Quality Roofing repaired a roof leak to the roof replaced in 2008 and still under warranty.
- Facilities cleaned storage areas at Main Library and Ellettsville Branch and began an inventory of items in storage.

**5J. Maximize tax support.**

**5K. Increase funding from non-tax sources.**

**5L. Work closely with Friends of the Library.**

- Administrative Coordinator Sue Sater and Director Sara Laughlin participated in the Friends author event planning.
- Sue Sater attended the Friends Board meeting on November 17, and supported the Friends Bookstore and Personnel committees.

### 2011 Savings Options (10-18-2010)

**These options are presented at the request of the Board to address a \$200,000 shortfall in COIT revenue. The options represent the best estimates available at the time and are in order of preference.**

<b>Decide by</b>	<b>Item</b>	<b>Savings</b>
12/15/2010	1. Delay hiring of Development Director	\$68,175
12/15/2010	2. Reduce materials expenditures (15% of smaller overall expenditures)	\$38,000
12/15/2011	3. Energy savings (5%)	\$15,000
Ongoing	4. Lagged hiring and retirements	\$50,000
12/31/2011	5. Reduce LIRF transfer from budgeted \$200,000 to \$150,000	\$50,000
	<b>Sub-total</b>	<b>\$221,175</b>
12/15/2010	6. Delay second half of salary increases for employees (affects pay grade A-I)	\$38,000
12/15/2010	7. Delay hiring of Associate Director (amount represents difference from 2010 when portion was used for Renovation Coordinator and temporary positions)	\$59,000
12/15/2010	8. Eliminate 1% increment increase (affects all employees)	\$38,000
12/15/2010	9. Delay first half of salary increases for managers (pay grade J)	\$34,000
12/15/2010	10. Eliminate 3% employee contribution (each 1% = \$29,000)	\$88,000
12/31/2011	11. Make no LIRF transfer at end of 2011 (see also #5 above)	\$150,000
Any time	12. Reduce 4 open hours (for every hour closed, annual savings = \$56,000); with reductions in staff hours	\$224,000
Any time	13. Remain open; reduce non-core services; reduce staff hours	?
	<b>Sub-total</b>	<b>\$593,000</b>
	<b>TOTAL SAVINGS</b>	<b>\$814,175</b>

Pam Wasmer, Collection Services Manager, responded to Board members' questions about the impact of electronic resources on the materials budget: "Thank you for the opportunity to address some of the concerns raised about the 2011 materials budget."

**1. Demand for all material types, age levels, and collections continues to go up.**

The table below shows that, with three weeks remaining in 2010, our circulation numbers already exceed those of last year in almost all areas of the collection.

**2. At this point, electronic resources have not substantially replaced traditional resources and do not cost less.** The cost of a title for our OverDrive online collection averages just under \$50. The average cost of an audio book is very similar. We have not reduced the number of audio books we purchase as a result of joining the OverDrive consortium.

We have not made major cuts in our print references resources or replaced them with electronic versions. We hope to be able to cut some standing order reference titles next year and replace them with an electronic source from Gale. We can only do that if the cost is the same or less than the print version.

We still subscribe to 285 magazines and newspapers, even though we and our patrons also have full-text access to many of them (and many more) online. We recently added *Consumer Reports* online, but plan to continue the print version.

As opportunities to add online sources of music and movies arise, we will investigate them. We do not expect them to cost less, but they may save labor.

**3. The Collection Development Committee has identified several cost savings** that will allow us to reduce overall expenditures while not impacting purchase of new materials:

- a. The enhanced security system should greatly reduce the amount of money spent on replacing lost materials. In 2008 we estimated a loss of approximately \$60,000 per year. Even a 50 percent reduction will save \$30,000 per year.
- b. We have switched about one quarter of our magazine subscriptions to a new vendor. This will save us approximately \$3,500 in 2011. If we are happy with the service for the vendor we can move additional titles and reap more savings in 2012.
- c. Collection Services staff have also been working closely with our major vendors to reduce processing costs. By eliminating some of the processing to Juvenile AV items we anticipate saving nearly \$1,000 this year. We continue to look for more cost savings in this area.

**4. The proposed materials budget will still meet the "Enhanced" Standard of 15 percent of overall operating expenditures set by the Indiana State Library.**



**Circulation, by Collection, 2009 compared with 2010 YTD\* (12/8/2010)**

<b>CollectionName</b>	<b>2010 YTD (through 12/8/2010)</b>	<b>2009 Circ</b>	<b>% Change</b>
Adult Nonfiction	288,000	290,161	-0.7%
Adult Audiovisual	736,695	743,144	-0.9%
Juvenile Nonfiction	119,258	115,226	3.5%
Adult Fiction	182,985	166,381	10.0%
Juvenile Picture Books	133,158	123,836	7.5%
Juvenile Fiction	80,732	77,208	4.6%
Juvenile Audiovisual	229,702	206,685	11.1%
Mystery & Detective	54,634	54,976	-0.6%
Indiana Room	4,478	4,295	4.3%
Young Adult Fiction	51,077	46,381	10.1%
Large Print	33,603	34,952	-3.9%
Adult Books-on-CD	87,997	84,806	3.8%
Juvenile Early Readers	83,763	62,650	33.7%
Science Fiction & Fantasy	26,494	26,605	-0.4%
Juvenile Holiday	17,032	16,009	6.4%
Juvenile First Chapter Books	33,893	30,291	11.9%
Juvenile Picture Books Nonfiction	27,707	19,903	39.2%
Juvenile Board Books	31,755	23,656	34.2%
Graphic Novels	35,909	30,346	18.3%
VITAL	2,681	2,792	-4.0%
Juvenile Books-on-CD	21,845	20,074	8.8%
Espanol Adult	6,300	6,263	0.6%
Juvenile Graphic Novels	26,732	19,287	38.6%
Juvenile Classics	8,667	9,452	-8.3%
Juvenile Parent/Teacher Resource Room	4,756	4,946	-3.8%
Job Search	2,080	1,982	4.9%
Inspirational Fiction	3,980	3,675	8.3%
Adult Asian	3,884	3,780	2.8%
Juvenile Homework Center	259	206	25.7%
Juvenile Toys	2,160	2,049	5.4%
Juvenile Big Books	1,177	1,000	17.7%
<b>TOTAL</b>	<b>2,343,393</b>	<b>2,233,017</b>	<b>4.9%</b>

\*Numbers for both years may be slightly understated, because it represents items in the collection on this date and does not include items deleted from collection.

2% or greater increase
1.9% decrease-1.9% increase
2% or greater decrease

**RESOLUTION TO ADOPT SALARY SCHEDULE FOR 2011**

**WHEREAS** it has been determined that it is now necessary to adopt the proposed Salary Schedule for the 2011 fiscal year,

**WHEREAS** the Board is interested in continuing implementation of recommendations resulting from the Singer Group Compensation and Classification study which was conducted October 2008 through May 2009, including completing increases to the minimum proposed in the study for employees in pay grades A through I and completing the first half of recommended increases for employees in pay grade J.

**WHEREAS** the Board also desires to give a 1% incremental increase to all who are employed at the Library as of December 31, 2010.

**NOW THEREFORE** the Board adopts the attached 2011 Salary Schedule, which will become effective for the first pay date of 2011; which includes the pay period beginning December 20, 2010 and ending January 2, 2011.

Presented to the Monroe County Public Library Board, read in full and adopted this 15<sup>th</sup> day of December, 2010, by the following aye and nay vote.

AYE

NAY

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**MONROE COUNTY PUBLIC LIBRARY**  
**2011 Salary Schedule**

Reflects complete implementation of Singer Group study recommendations for Pay Grades A-G  
and partial implementation for Pay Grades H-K.

<b>Pay Grade</b>		<b>2011 Minimum</b>	<b>2011 Maximum</b>
<b>HOURLY / NON-EXEMPT</b>			
<b>A</b>		\$7.50	\$10.50
<b>B</b>		\$8.60	\$12.04
<b>C</b>		\$10.60	\$14.84
<b>D</b>		\$11.70	\$16.38
<b>E</b>		\$12.90	\$18.06
<b>F</b>		\$14.00	\$20.30
<b>G</b>		\$15.50	\$22.48
<b>BIWEEKLY EXEMPT</b>			
	<b>Hours/Pay Period</b>		
<b>H</b>	<b>FT</b>	\$1,350.00	\$2,025.00
	<b>60</b>	\$1,080.00	\$1,620.00
	<b>50</b>	\$899.10	\$1,348.65
	<b>40</b>	\$719.96	\$1,079.93
<b>I</b>	<b>FT</b>	\$1,500.00	\$2,250.00
	<b>50</b>	\$999.00	\$1,498.50
<b>J</b>	<b>FT</b>	\$1,725.00	\$2,587.50
<b>K</b>	<b>FT</b>	\$2,400.00	\$3,600.00

11/21/2010

## MONROE COUNTY PUBLIC LIBRARY 2011 PAY SCHEDULE

PAY PERIOD	PAY DATE
December 20, 2010 – January 2, 2011	January 14
January 3 – January 16	January 28
January 17 – January 30	February 11
January 31 – February 13	February 25
February 14 – February 27	March 11
February 28 – March 13	March 25
March 14 – March 27	April 8
March 28 – April 10	April 22
April 11 – April 24	May 6
April 25 – May 8	May 20
May 9 – May 22	June 3
May 23 – June 5	June 17
June 6 – June 19	July 1
June 20 – July 3	July 15
July 4 – July 17	July 29
July 18 – July 31	August 12
August 1 – August 14	August 26
August 15 – August 28	September 9
August 29 – September 11	September 23
September 12 – September 25	October 7
September 26 – October 9	October 21
October 10 – October 23	November 4
October 24 – November 6	November 18
November 7 – November 20	December 2
November 21 – December 4	December 16
December 5 – December 18	December 30
December 19, 2011 – January 1, 2012	January 13, 2012

**RESOLUTION TO SET 2011 SALARY**  
**FOR LIBRARY DIRECTOR**

Comes now, the Board of Trustees of the Monroe County Public Library having adopted the 2011 salary resolution for all employees except the Library Director, hereby adopts the following resolution concerning the annual salary for the Library Director, Sara Laughlin:

For the calendar year 2011, the annual salary for the Library director, Sara Laughlin, shall be \$94,377 together with all appropriate benefits consistent with the position.

IN WITNESS WHEREOF the Board of Trustees of the Monroe County Public Library has adopted this salary resolution for the Library Director, this 15th day of December, 2010.

\_\_\_\_\_, President

**MONROE COUNTY PUBLIC LIBRARY  
2011 HOLIDAY CLOSING SCHEDULE**

<b>January 1 (Saturday)</b>	<b>NEW YEAR'S DAY</b>
<b>April 24 (Sunday)</b>	<b>SPRING HOLIDAY</b>
<b>May 30 (Monday)</b>	<b>MEMORIAL DAY</b>
<b>July 4 (Monday)</b>	<b>INDEPENDENCE DAY</b>
<b>September 5 (Monday)</b>	<b>LABOR DAY</b>
<b>October 12 (Wednesday)</b>	<b>STAFF IN-SERVICE DAY</b>
<b>November 24 (Thursday)</b> <b>November 25 (Friday)</b>	<b>THANKSGIVING</b>
<b>December 24 (Saturday)</b> <b>December 25 (Sunday)</b>	<b>WINTER HOLIDAY</b>
<b><i>December 31 (Saturday)</i></b> <b><u><i>Close at normal 5:00 p.m.</i></u></b>	<b><i>NEW YEAR'S EVE</i></b>

**2012**

**January 1, 2012 (Sunday)**      **NEW YEAR'S DAY**

**AGREEMENT**

This Agreement is made by and between the Town of Ellettsville, hereinafter referred to as "Town", and the Monroe County Public Library, hereinafter referred to as "Library".

WHEREAS, it is the desire of the Town to aid the Library in providing services and facilities to the public for local access television programming.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. To partially fund the operational expenses of the Community Access Center for the year 2011, the Town shall pay \$5,000. Such payment shall be in equal installments of \$1,250. payable at the end of each quarter of the calendar year 2011.
2. The Library shall, by means of the Bloomington Community Access Television, telecast meetings of the Ellettsville Town Council and other appropriate public meetings.
3. The Library shall provide an annual progress and financial report to the Town Council, which report shall summarize the utilization of the Town's payments.
4. This agreement is subject to an appropriation of funds by the Ellettsville Town Council.
5. Either party may terminate this agreement upon sixty (60) days written notice. Notice shall be sent to the following addresses unless such addresses are otherwise changed in writing:

Town of Ellettsville  
221 North Sale Street  
Post Office Box 8  
Ellettsville, IN 47429

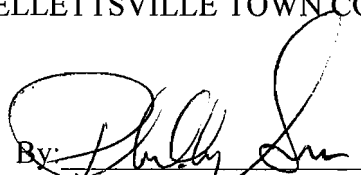
Monroe County Public Library  
ATTN: BOARD OF DIRECTORS  
303 East Kirkwood Avenue  
Bloomington, IN 47401

6. This agreement is for a period of one year.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures on the date indicated below.

"TOWN":  
ELLETTSVILLE TOWN COUNCIL

Dated: November 8, 2010

By:   
\_\_\_\_\_  
PHILLIP SMITH, PRESIDENT  
ELLETTSVILLE TOWN COUNCIL

ATTEST:

  
\_\_\_\_\_  
SANDRA C. HASH, CLERK/TREASURER

"LIBRARY":  
MONROE COUNTY PUBLIC LIBRARY

Dated: \_\_\_\_\_, 2010

By: \_\_\_\_\_  
FRED RISINGER, PRESIDENT  
BOARD OF TRUSTEES

ATTEST:

\_\_\_\_\_  
SARA LAUGHLIN, DIRECTOR

\_\_\_\_\_  
MICHAEL WHITE, GENERAL MANAGER OF  
COMMUNITY ACCESS TELEVISION SERVICES  
("CATS")



# AIA<sup>®</sup> Document G701<sup>™</sup> - 2001

## Change Order

<b>PROJECT (Name and address):</b> Monroe County Public Library Main Library Renovation 303 East Kirkwood Avenue Bloomington, IN 47408	<b>CHANGE ORDER NUMBER:</b> 003  <b>DATE:</b> December 3, 2010  <b>ARCHITECT'S PROJECT NUMBER:</b> <b>CONTRACT DATE:</b> October 1, 2009 <b>CONTRACT FOR:</b> General Construction	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input type="checkbox"/> <b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR (Name and address):</b> 3D Professional Contracting, Inc. 327 N. Patterson Street Lebanon, IN 46052		

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*

Per the attached acceptance letter, the following items are added to the contract scope:

RFP-18, RFP-20, RFP-21, RFP-22, RFP-23, RFP-24, RFP-25, RFP-26, ASI-09, and ASI-11. In addition credit amounts are included for excess shelving allowance and moving costs not used, as well as added cost for asphalt repairs proposed by the contractor.

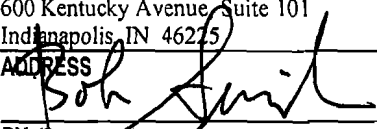
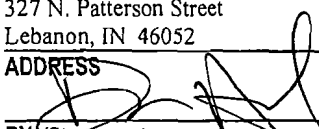
The original Contract Sum was	\$ 771,100.00
The net change by previously authorized Change Orders	\$ 161,505.00
The Contract Sum prior to this Change Order was	\$ 932,605.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 7,807.00
The new Contract Sum including this Change Order will be	\$ 940,412.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is 9/1/2010

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Woollen, Molzan and Partners, Inc. <b>ARCHITECT (Firm name)</b>  600 Kentucky Avenue, Suite 101 Indianapolis, IN 46215 <b>ADDRESS</b>  BY (Signature) BOB GUINDON (Typed name) 12/6/10 DATE	3D Professional Contracting, Inc. <b>CONTRACTOR (Firm name)</b>  327 N. Patterson Street Lebanon, IN 46052 <b>ADDRESS</b>  BY (Signature) Don Hawkins (Typed name) 12/3/10 DATE	Board of Trustees Monroe County Public Library <b>OWNER (Firm name)</b>  303 East Kirkwood Avenue Bloomington, IN 47408 <b>ADDRESS</b>  BY (Signature)  (Typed name)  DATE
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**WOOLLEN, MOLZAN  
AND PARTNERS, INC.**  
ARCHITECTURE

December 2, 2010

Don Hawkins  
 3D Professional Contracting, Inc.  
 327 North Patterson Street  
 Lebanon, Indiana 46052

Re: Monroe County Public Library – Phase 1, 2, and 2A Renovation – **Change Order #3**

Dear Don,

At a meeting in the library yesterday afternoon, the Owner instructed us to proceed with the following submitted proposals:

<b>Original Contract Amount</b> (Base Bid w/Alternates 2, 8, 9, 10, & 11)	<b>\$ 771,100</b>	
Previously Accepted Change Order Amount to Date	<u>\$ 161,505</u>	
<b>Previous Contract Amount</b> (with Alternates and RFP's)	<b>\$ 932,605</b>	
RFP-18 for Revised Cabinet Elevation in AV Workroom	\$ 0	Accept
RFP-19 for Added Fire Strobes (Paid by Owner Service Contract)	\$ 0	Disregard
RFP-20 for Additional Vinyl Film in Circulation Offices	\$ 1,043	Accept
Credit for 1st Floor Shelving Relocation (Done By Owner)	\$ < 6,392 >	Accept
Credit for 2nd Floor Shelving Allowance (Remaining Balance)	\$ < 6,773 >	Accept
ASI-11 for Additional Parking Lot Striping – Loading Zone	\$ 400	Accept
RFP-21 for Added Demo, Relocation, & Hardware for Door 236	\$ 4,109	Accept
RFP-22 for Added Power and Data Outlets in Circ. / VITAL areas	\$ 2,834	Accept
RFP-23 for Added Low Profile Parking Stops	\$ 1,885	Accept
VL-ALT for Suggested Asphalt Repairs due to Oil Deterioration	\$ 4,650	Accept
RFP-24 for Modified Square Sign at Reference Desk Column	\$ 785	Accept
RFP-25 for Existing Floor Box Infill and Flooring Replacement	\$ 4,200	Accept
ASI-09 to Rework Underground Conduit for Existing Light Pole	\$ 920	Accept
RFP-26 for Installation of New Circuit for Relocated Microwave	<u>\$ 146</u>	Accept
Change Order #3 Sub-Total Amount	\$ 7,807	Added
<b>New Contract Amount</b> as of Change Order #3	<b>\$ 940,412</b>	

Please issue a formal change order for this amount on the appropriate AIA Change Order form for you, the owner, and us to sign. Again there should be three (3) originals for everyone to sign and one original should be returned to each party with signatures. If you have any questions, please let us know – thank you.

Sincerely,



Bob Guindon Associate IIDA  
 Woollen, Molzan and Partners, Inc.

Bg/bg

**MONROE COUNTY PUBLIC LIBRARY  
ENCUMBRANCE OF APPROPRIATION BALANCES**

WHEREAS, it has been determined that it is now necessary to encumber appropriated balances from the 2010 annual budget.

NOW THEREFORE be it resolved by the Trustees of the Monroe County Public Library, Monroe County, Indiana that the following encumbrances are appropriated balances from 2010 and will be paid from appropriations carried forward into 2011. These amounts are shown separately and carried forward on the attached Ledger of Encumbrances and Balances. The disbursements charged to the encumbered appropriations of the 2010 annual budget will be identified as such on the 2011 appropriations.

2010 Operating Fund

Highsmith/Main Renovation FF&E	\$	1,387.52
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2010 Library Capital Projects Fund

OBS, Inc./Bookmobile	\$	95,635.00
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Specialty Vehicle Services/Bookmobile	\$	6,000.00
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Polaris/Software for RFID	\$	18,968.00
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<b>TOTAL ENCUMBRANCES</b>	<b>\$</b>	<b>121,990.52</b>
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Presented to the Monroe County Public Library Board of Trustees, read in full, and adopted the 15<sup>th</sup> day of December, 2010 by the following vote.

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**MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
RESOLUTION TO PERMIT THE TRANSFER OF LIBRARY  
IMPROVEMENT RESERVE FUND TO THE OPERATING, DEBT  
SERVICE, AND LIBRARY CAPITAL PROJECT FUNDS**

WHEREAS, there is a possibility that the tax settlement may not be received by the close of business on December 31, 2010, it may be necessary to transfer money from one fund to another, in order to have a positive balance in all funds at the end of the year,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Monroe County Public Library, 303 E. Kirkwood Avenue, Bloomington, Indiana, shall permit the transfer of up to \$1,000,000.00 from the Library Improvement and Reserve Fund (LIRF) to the Operating, Debt Service Fund, and/or Library Capital Projects Fund for cash flow purposes. This amount due to LIRF will not be paid at year end 2010 and will be carried forward to 2011. The transfer will be reversed upon immediate receipt of the property tax settlement check from the County Auditor.

BE IT FURTHER RESOLVED that this resolution will become effective immediately.

ADOPTED THIS \_\_\_\_15th\_\_\_\_ DAY OF \_\_\_\_December\_\_\_\_, 2010

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**Monroe County Public Library  
2011 Fee Schedule**

Overdue fines \$10/item)	\$0.25/day (Maximum (No charge for children's materials)
Lost items	\$10 per item
Photocopies	\$0.10/page (No charge for first 3 pages/day)
Printing	\$0.10/page (No charge for first 3 pages/day)
Obituaries for those who live out-of-county	\$3/name
Genealogy research for those who live out-of-county	\$10/request
Test proctoring	\$30/test
CATS dubs	\$10/dub (No charge for dubs of public meetings for elected officials from units with contracts with CATS)
Supplies	
Reusable bags	\$1/bag
Floppy discs	\$0.50
Blank CDs	\$1.

**Resolution Authorizing Preparation of an Offer to Purchase  
Property Located at 702 W. Temperance Street, Ellettsville**

Whereas, the Town of Ellettsville is expected to continue to grow, and

Whereas, the Library Board wishes to assure that the Ellettsville Branch will be able to respond to the needs of a growing number of residents for library services in the future,

Whereas, the Library Board has the authority under Indiana Code (IC 36-12-3-5) to purchase property, and

Whereas, there is currently no room to expand the Ellettsville Branch facility or parking,

Now, therefore, the Board of Trustees of the Monroe County Public Library authorizes the Library Director and legal counsel to prepare an offer to purchase the property located at 702 W. Temperance, in accordance with Indiana Code (IC 36-1-10.5 et al). The offer shall include a requirement that the current owner pay all property and other taxes due and payable in 2010.

Approved this 15<sup>th</sup> day of December, 2010.

YAY

NAY

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