

BOARD OF TRUSTEES MEETING
Wednesday, May 18, 2011
Meeting Room 1B
5:45 p.m.

AGENDA

1. Call to Order and Introductions – President Kari Isaacson
2. Consent Agenda – action item – Sara Laughlin
 - a. Minutes of April 20, 2011 Public Hearing for Library Capital Projects Fund (page 1-3)
 - b. Minutes of April 20, 2011 Board Meeting (page 4-6)
 - c. Minutes of May 11, 2011 Work Session (page 7-10)
 - d. Monthly Bills for Payment (page 11-15)
 - e. Monthly Financial Report (page 16-38)
 - f. Board Calendar (page 39)
 - g. Personnel Report (page 40)
3. Director’s Report (page 41-56) – Sara Laughlin
4. Old Business
 - a. Report on Bookmobile Sale (page 57) – Chris Jackson
 - b. Collection Agency Update (page 58-59) – Sara Laughlin
 - c. Credit Card Service Fee Update (page 60-62) – Sara Laughlin
5. New Business
 - a. Resolution to Adopt Career Service Benefit (page 63-71) – action item – Kyle Wickemeyer-Hardy
 - b. Update to Personnel Policy Manual to Reflect Union Agreement (page 72-88) – action item – Kyle Wickemeyer-Hardy
 - c. Update to Personnel Policy Manual Relating to Exempt Employees (page 89-91) – action item – Kyle Wickemeyer-Hardy

6. Program Update – At War and At Home: A Digital Collection of our County’s Civil War History – Christine Friesel
7. Public Comment
8. Adjournment

MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Public Hearing on Library Capital Projects Fund Plan
Wednesday, April 20, 2011
Meeting Room 1B, 5:45 p.m.

Attendance

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

Board Members Absent: Dave Ferguson.

Staff: Pat Combs, Joe Langfitt, Sara Laughlin, Gary Lettelleir, Mickey Needham, Bara Swinson, Pam Wasmer, Michael White, and Kyle Wickemeyer-Hardy.

Others: Tom Bunger and Rita Lichtenberg.

Call to Order

President Kari Isaacson called the meeting to order at 5:47 p.m. Board members introduced themselves to the viewing public.

President Kari Isaacson congratulated John Walsh on the birth of his son.

2012-2014 Capital Projects Fund Plan

Sara Laughlin presented a slide presentation highlighting library improvements funded or partially funded by the 2010 Capital Projects Fund, including renovation of Children's area and homework center; improvements on the second floor (VITAL, Job Search areas, circulation, drive-up window, new technology carrels); and investment in computer equipment for library and CATS.

Sara Laughlin reported that the 2011 Capital Projects Funds will be used to purchase the materials handling portion of the Radio Frequency Identification (RFID) system and for investment in computer equipment for library and CATS.

She presented the three-year Capital Projects Fund Plan for 2012-2014:

2012 Plan Year:

Main Library Renovation – Phase 3 and 4	\$ 418,411
Computer-related Purchases	\$ 125,000
Allocation for Future Projects	<u>\$ 0</u>
2012 Total	\$ 543,411

2013 Plan Year:

Replace Roof on Main Library Addition	\$ 400,000
Computer-related Purchases	\$ 133,000
Replace Overgrown Landscaping at Main Library	<u>\$ 18,096</u>
Allocation for Future Projects	<u>\$ 0</u>
2013 Total	\$ 551,096

2014 Plan Year:

Replace Main Library Chiller Components	\$ 300,000
Ellettsville Courtyard	\$ 50,000
Computer-related Purchases	\$ 125,000
Allocation for Future Projects	<u>\$ 87,074</u>
2014 Total	\$ 562,074

Valerie Merriam asked how Monroe County reaching its tax cap will impact the library going to the County Council with the Capital Projects Fund Plan.

Sara Laughlin explained that the county as a whole does not reach the cap; individual homeowners reach the cap and the overall impact is difficult to predict. Sara explained that the Capital Projects Fund and the Operating Fund comprise the library’s maximum levy. The Capital Projects Fund Plan is a request for a portion of our levy.

Public Comment

None.

The Capital Projects Fund Request for 2012-2014 will be presented for approval at the regular board meeting following this public hearing.

Meeting adjourned at 5:56 p.m.

MONROE COUNTY PUBLIC LIBRARY
Board of Trustees Meeting
Wednesday, April 20, 2011
Meeting Room 1B

Attendance

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

Board Members Absent: Dave Ferguson.

Staff: Pat Combs, Joe Langfitt, Sara Laughlin, Gary Lettelleir, Mickey Needham, Bara Swinson, Pam Wasmer, Michael White, and Kyle Wickemeyer-Hardy.

Others: Tom Bunger and Rita Lichtenberg.

Call to Order

President Kari Isaacson called the meeting to order at 5:58 p.m., immediately following the public hearing on the Capital Projects Fund Plan.

Consent Agenda

The consent agenda (Minutes of March 23, 2011 Board Meeting; Monthly Bills for Payment; Monthly Financial Report; Board Calendar; and Personnel Report) was presented for approval.

The board discussed various line items in the financial report.

Valerie Merriam suggested adding a service charge fee to fines paid with credit cards. This fee would cover the fee that the library is paying for the processing of credit card payments. Sara Laughlin will look into this matter.

The board suggested a review of collection agency charges, funds collected, and materials returned at the end of the first year period of using the service.

Steve Moberly moved; Fred Risinger seconded approval of the Consent Agenda as presented. Motion carried unanimously.

Director's Report

Sara Laughlin presented the Director's Report and noted that she has added statistics for circulation and library visits going back to 2006. She has also added a chart on energy costs. Sara discussed the success of a new feature in the Movies and Music Area – Bestseller Express. The library has started buying extra copies of the top 25 grossing movies. These copies cannot be put on hold and have a shorter checkout period (3 days only). Turnover rate has been very high. The library hopes to implement something similar with books in the future. A downloadable music option should be available in July. Sara also reported that Amazon has announced their Kindle platform will soon accommodate the Overdrive downloadable book option for libraries.

Sara Laughlin announced that MCPL is partnering with the Monroe County School Corporation Foundation, WTIU, and the Chamber of Commerce for a week of "Bloomington Reads" activities.

Old Business

Adopt 2012-2014 Library Capital Projects Fund Plan

Sara Laughlin presented the 2012-2014 Capital Projects Fund Plan.

2012 Plan Year:

Main Library Renovation – Phase 3 and 4	\$ 418,411
Computer-related Purchases	\$ 125,000
Allocation for Future Projects	<u>\$ 0</u>
2012 Total	\$ 543,411

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Computer-related Purchases	\$ 125,000

Allocation for Future Projects		<u>\$ 87,074</u>
	2014 Total	\$ 562,074

John Walsh moved; Melissa Pogue seconded adoption of the 2012-2014 Capital Projects Fund Plan as presented. Motion carried unanimously.

New Business

2011 CATS Contract with City of Bloomington

Michael White presented the 2011 CATS Contract with the City of Bloomington in the amount of \$374,337 to be paid in quarterly installments.

Steve Moberly moved; Valerie Merriam seconded approval of the 2011 CATS Contract with the City of Bloomington as presented. Motion carried unanimously.

New Business

Valerie Merriam expressed concern regarding Senate Bill 292, currently under consideration in the Indiana House of Representatives which, if passed, would allow guns in public libraries. She asked whether the library board can take action to require that guns be placed with library’s security team. Sara Laughlin stated that, as she understands the law, it would prohibit any action by local units of government restricting guns.

Public Comment

Rita Lichtenberg thanked CATS for keeping Bloomington citizens informed.

Meeting adjourned at 6:30 p.m.

MONROE COUNTY PUBLIC LIBRARY
Board of Trustees Work Session
Wednesday, May 11, 2011
Meeting Room 1B

Attendance

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

Board Members Absent: Dave Ferguson.

Staff: Ned Baugh, Dana Burton, Pat Combs, Sara Laughlin, Gary Lettelleir, Bara Swinson, Pam Wasmer, Michael White, and Kyle Wickemeyer-Hardy.

Others: Tom Bunger and Rita Lichtenberg.

Call to Order

President Kari Isaacson called the meeting to order at 5:45 p.m.

Resolution to Offer One-time Career Service Benefit

Kyle Wickemeyer-Hardy presented the Career Service Benefit Offer. This offer would apply to employees voluntarily terminating employment between July 1 and November 6, 2011 and who have in excess of 150 hours of accumulated sick leave time. The offer would pay one-half of accumulated hours over 150 with payout not to exceed 150 hours. This would be in addition to the benefit offered currently to staff retiring under the Public Employees Retirement Plan (PERF).

Steve Moberly asked how many employees have more than 150 hours of accumulated sick leave time and what the anticipated cost would be. Sara Laughlin reported that 23 people are eligible for retirement or early retirement under PERF and another 50 have accumulated sufficient sick leave, based on statistics as of the end of March, 2011. Payout obligations for these employees would be \$81,661 for accumulated personal leave time and approximately \$90,000 for accumulated sick leave time. It is believed that the Career Service Benefit would add an additional \$58,412 if every eligible employee applied.

Valerie Merriam asked if this was one way of trying to solidify our financial status before we lose \$500,000 in 2012. Kyle Wickemeyer-Hardy responded that administration was aware that salaries are a big part of the operating budget and that the library has a mature staff with many looking at retirement. Also, the library world is changing; jobs are looking different. The library needs flexibility to place people where they are needed. At present, every vacated position is being assessed before it is filled.

Valerie Merriam asked if the union has discussed the offering. Kyle confirmed that the Labor-Management Committee had reviewed the proposal.

Kari Isaacson asked if the payouts would be paid from the Operating Fund. Sara Laughlin felt that the expenses could be paid from the Rainy Day Fund or by making a smaller contribution to the Library Improvement Reserve Fund (LIRF), if necessary. Sara added that she had promised to reduce staffing through attrition, but she is concerned that the library cannot make sufficient cuts with attrition alone.

Sara Laughlin stated that the Career Service Benefit was adapted from a similar offer at the Evansville-Vanderburgh County Public Library. That library has offered the opportunity three times and has had a few people accept the offer each year that it was offered.

Steve Moberly asked if attorney Jim Whitlatch has looked at the document. Kyle confirmed. Steve felt that the board needed to receive figures and all salient facts (including any health insurance obligations) in writing before the next board meeting. He was interested in the financial impact of, for example, people between the ages of 55-60 and 60-65.

Sara Laughlin stated that the library is obligated by policy to pay \$5,000/year for continuing health insurance for PERF retirees ages 60-65. For those retiring between ages 55 and 59, the library must offer COBRA benefits.

Steve Moberly asked how many employees are over age 65. Kyle stated that the number is less than five.

Valerie Merriam asked if the clinic was included in the regular insurance premium and if retirees would remain eligible for clinic services. Kyle confirmed.

The Career Service Benefit will be an action item at the regular May 18 board meeting.

Update to Personnel Policy Manual to Reflect Union Agreement

Kyle Wickemeyer-Hardy presented proposed updates to the personnel policy manual to reflect the union agreement. The updates consist primarily of inserting references in a number of sections to direct bargaining unit employees to the Joint Agreement for additional information. This is necessary because the Personnel Policy Manual is for all employees and some items such as grievance procedure, layoffs, nepotism rules, etc., differ for bargaining unit employees and non-bargaining unit employees.

Steve Moberly asked about changes that were made to the personnel manual after the bargaining unit agreement was signed. Kyle stated that some changes were approved at the board meeting at which the agreement was approved. The present document is in addition to those changes.

Kari Isaacson asked if it is all new language. Kyle stated that the policy language is the same; only references have been added.

Kari Isaacson asked if the changes have been reviewed by legal counsel. Kyle confirmed that Jim Whitlatch had reviewed the document and added that managers and the Labor/Management Committee have reviewed as well.

Steve Moberly asked if Paul Sinclair, the library's attorney during the negotiations, had reviewed the changes. Kyle stated that he was aware of changes but had not reviewed. Steve asked that Mr. Sinclair review the changes.

This will be an action item at the regular May 18 board meeting.

Update to Personnel Policy Manual Relating to Exempt Employees

Kyle Wickemeyer-Hardy presented proposed updates to the personnel policy manual to clarify exempt employee timekeeping. Kyle stated that the proposed changes will meet Fair Labor Standards Act requirements as well as those of the Indiana State Board of Accounts.

Non-exempt (hourly) employees are required to sign in and out and time is rounded to the quarter hour. By law, non-exempt employees are paid overtime for anything over a 40-hour week.

Exempt employees are required only to record days worked and are not paid overtime. Prior to adoption of the new payroll/timekeeping system, it was difficult to track issues related to these areas, and policy language did not address exempt employee timekeeping.

Kari Isaacson asked whether Jim Whitlatch has reviewed the proposed changes. Kyle confirmed and noted that the Labor/Management Committee and managers had reviewed as well.

Steve Moberly asked whether this would have any fiscal impact. Kyle said it will not, as long as we manage non-exempt schedules to make sure employees do not have to stay beyond scheduled hours.

This will be an action item at the regular May 18 board meeting.

Public Comment

None.

Sara Laughlin announced that administrative secretary Pat Combs will be retiring effective May 13 and thanked her for her service.

*Check Summary Register©

March 18, 2011 to April 14, 2011

Name	Check Date	Check Amt	
06100 CHASE BANK CHECKING			
Paid Chk# 080988	BUREAU OF MOTOR VEHICLES 3/18/2011	\$0.00	OLD BKM TITLE APPLICATION (VOIDED)
Paid Chk# 080989	DEPT. OF HOMELAND SECURITY 3/18/2011	\$480.00	4 ELEVATOR INSPECTIONS
Paid Chk# 080990	AMERICAN UNITED LIFE INS. 3/25/2011	\$1,547.99	403b TSA-AUL W/H
Paid Chk# 080991	AT&T (OK) 3/25/2011	\$71.01	LONG-DISTANCE PHONE CALLS
Paid Chk# 080992	BRENDA SEIBEL 3/25/2011	\$9.00	FD/PROF. DEV/WEELLNESS COMMITTE
Paid Chk# 080993	ELIZABETH E. HAMLIN 3/25/2011	\$29.99	REFUND ON LOST ITEM
Paid Chk# 080994	JENNIFER A. PIATT 3/25/2011	\$25.96	REFUND ON LOST ITEMS
Paid Chk# 080995	JULIE KINSER 3/25/2011	\$38.98	FD/ELL-BLOCK SET/SPLS
Paid Chk# 080996	MIDWEST PRESORT SERVICE 3/25/2011	\$381.41	POSTAGE SERVICES
Paid Chk# 080997	MONROE COUNTY PUBLIC 3/25/2011	\$20,550.83	TRANSFER TO OPER. FROM EXCESS LEVY
Paid Chk# 080998	MONROE CTY PUBLIC 3/25/2011	\$248.22	FSA W/H 3/25/11
Paid Chk# 080999	VECTREN ENERGY DELIVERY 3/25/2011	\$54.47	NATURAL GAS
Paid Chk# 081000	AFSCME COUNCIL 62 3/31/2011	\$1,580.58	MONTHLY DUES W/H
Paid Chk# 081001	AT&T (IL) 3/31/2011	\$1,312.69	TELEPHONE
Paid Chk# 081002	AT&T ADVERTISING 3/31/2011	\$170.00	PHONE LISTINGS
Paid Chk# 081003	AT&T MOBILITY 3/31/2011	\$250.37	CELL PHONES
Paid Chk# 081004	CITGO 3/31/2011	\$843.27	VEHICLE REPAIR
Paid Chk# 081005	COLONIAL LIFE 3/31/2011	\$119.63	POST-TAX INS. W/H
Paid Chk# 081006	DARCI HAWXHURST 3/31/2011	\$425.00	JAN-MAR. CONSULTING/VITAL
Paid Chk# 081007	DAVID J. BELBUTOSKI 3/31/2011	\$25.95	REFUND ON LOST ITEM
Paid Chk# 081008	DUKE ENERGY 3/31/2011	\$1,226.44	ELECTRICITY
Paid Chk# 081009	GREAT LAKES HIGHER ED 3/31/2011	\$200.80	GARNISHMENT W/H
Paid Chk# 081010	HEALTH RESOURCES, INC. 3/31/2011	\$3,406.00	DENTAL INS. - APRIL '11
Paid Chk# 081011	MIDWEST COLLABORATIVE 3/31/2011	\$575.00	WEB DEWEY 1/1/11 - 1/2/12
Paid Chk# 081012	MONROE CIRCUIT COURT 3/31/2011	\$30.00	GARNISHMENT W/H
Paid Chk# 081013	MONROE COUNTY YMCA 3/31/2011	\$185.54	MONTHLY YMCA W/H
Paid Chk# 081014	MONROE CTY PUBLIC 3/31/2011	\$496.44	FSA W/H
Paid Chk# 081015	NISHA D. BURTON 3/31/2011	\$25.32	REFUND ON LOST ITEM
Paid Chk# 081016	PRE-PAID LEGAL SERVICES, 3/31/2011	\$47.84	PRE-PAID LEGAL W/H
Paid Chk# 081017	UNITED WAY 3/31/2011	\$178.00	UNITED WAY W/H
Paid Chk# 081018	UNUM LIFE INS. CO. OF 3/31/2011	\$2,415.57	LIFE INS. - APRIL '11
Paid Chk# 081019	MONROE CTY PUBLIC 4/4/2011	\$496.44	FSA W/H
Paid Chk# 081020	ANSWER INDIANA 4/5/2011	\$9.85	PAGER
Paid Chk# 081021	ANTHEM BLUE CROSS BLUE 4/5/2011	\$58,499.29	HEALTH INS. - APRIL '11
Paid Chk# 081022	BETTY L. WARREN 4/5/2011	\$35.00	FD/IN RM PROGRAM
Paid Chk# 081023	BLGTN H.S.NORTH THEATRE 4/5/2011	\$250.00	FD/CHILD/MUSIC PERFORMANCES
Paid Chk# 081024	ELLETTSVILLE UTILITIES 4/5/2011	\$232.25	WATER & SEWER
Paid Chk# 081025	GE MONEY BANK/AMAZON 4/5/2011	\$3,576.46	BOOKS
Paid Chk# 081026	MIDWEST PRESORT SERVICE 4/5/2011	\$443.34	POSTAGE SERVICES
Paid Chk# 081027	SMITHVILLE DIGITAL, INC. 4/5/2011	\$1,225.00	INTERNET SERVICES
Paid Chk# 081028	VERIZON WIRELESS 4/5/2011	\$129.03	BKM DATA LINES
Paid Chk# 081029	AMERICAN UNITED LIFE INS. 4/8/2011	\$1,578.93	403b TSA-AUL W/H G40906
Paid Chk# 081030	BUREAU OF MOTOR VEHICLES 4/8/2011	\$15.00	TITLE FEE/OLD BKM
Paid Chk# 081031	CARRIE ROBBINS 4/8/2011	\$58.14	REFUND ON LOST ITEMS
Paid Chk# 081032	CITY OF BLOOMINGTON 4/8/2011	\$975.48	WATER & SEWER
Paid Chk# 081033	MIDWEST PRESORT SERVICE 4/8/2011	\$390.09	POSTAGE SERVICES
Paid Chk# 081034	AT&T (IL) 4/14/2011	\$261.92	4 DEDICATED LINES
Paid Chk# 081035	DUKE ENERGY 4/14/2011	\$17,977.03	ELECTRICITY
Paid Chk# 081036	HOOSIER DISPOSAL #686 4/14/2011	\$150.00	TRASH DISPOSAL
Paid Chk# 081037	LILLIAN A. RASMUSEN 4/14/2011	\$23.95	REFUND ON LOST ITEM
Paid Chk# 081038	MIDWEST PRESORT SERVICE 4/14/2011	\$358.14	POSTAGE SERVICES
Paid Chk# 081039	PUBLIC EMPLOYEES 4/14/2011	\$89,086.53	1ST QTR. '11 PERF
Paid Chk# 081040	SMITHVILLE 4/14/2011	\$232.83	TELEPHONE
Paid Chk# 081041	UTILITIES DIST. OF WESTERN IN 4/14/2011	\$32.00	ELECTRICITY BKM

MONROE COUNTY PUBLIC LIBRARY

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March 18, 2011 to April 14, 2011

Name	Check Date	Check Amt	
Paid Chk# 081042	ABDO-SPOTLIGHT-MAGIC	4/14/2011	\$6,547.55 BOOKS
Paid Chk# 081043	ADP, INC.	4/14/2011	\$231.32 BACKGROUND CHECKS
Paid Chk# 081044	ADP, INC.	4/14/2011	\$240.57 FSA & COBRA SERVICES
Paid Chk# 081045	ALL-PHASE ELECTRIC SUPPLY	4/14/2011	\$1,669.05 LIGHT BULBS
Paid Chk# 081046	AUDIOGO	4/14/2011	\$244.14 BOOKS
Paid Chk# 081047	AVCAFE	4/14/2011	\$294.27 NONPRINT
Paid Chk# 081048	BAKER & TAYLOR BOOKS	4/14/2011	\$38,581.89 BOOKS & NONPRINT
Paid Chk# 081049	BAKER & TAYLOR, INC.	4/14/2011	\$13.21 NONPRINT
Paid Chk# 081050	BLACKSTONE AUDIO, INC.	4/14/2011	\$114.00 NONPRINT
Paid Chk# 081051	BLOOMINGTON SUPPLY, INC.	4/14/2011	\$65.99 BLDG SPLS
Paid Chk# 081052	BOOKS IN MOTION	4/14/2011	\$247.42 NONPRINT
Paid Chk# 081053	BWI	4/14/2011	\$1,494.47 BOOKS
Paid Chk# 081054	CARMICHAEL TRUCK &	4/14/2011	\$38.90 BKM MAINT.
Paid Chk# 081055	CDW GOVERNMENT, INC.	4/14/2011	\$940.31 ETHERNET CABLES & RECEIPT PRINTERS
Paid Chk# 081056	CENTER POINT LARGE PRINT	4/14/2011	\$172.56 BOOKS
Paid Chk# 081057	CINTAS FIRST AID & SAFETY	4/14/2011	\$266.46 FIRST-AID SPLS
Paid Chk# 081058	CONFIDENTIAL DOCUMENT	4/14/2011	\$75.90 DOCUMENT DESTRUCTION
Paid Chk# 081059	CRYSTAL PURE, LLC	4/14/2011	\$388.94 EQUIPMENT REPAIR
Paid Chk# 081060	DEMCO, INC.	4/14/2011	\$1,399.90 DVD CASES & CATALOGING SPLS
Paid Chk# 081061	DISNEY PRINCESS	4/14/2011	\$31.92 8 ISSUES/PERIODICALS
Paid Chk# 081062	DORIS B. LEISTNER	4/14/2011	\$33.00 BOOKS
Paid Chk# 081063	EBSCO	4/14/2011	\$519.00 PERIODICALS
Paid Chk# 081064	ELLETTSVILLE TRUE VALUE	4/14/2011	\$22.55 BLDG SPLS
Paid Chk# 081065	FIRST INSURANCE GROUP,	4/14/2011	\$20.00 GEN LIAB FOR NEW ELL PROPERTY
Paid Chk# 081066	FREEDOM BUSINESS	4/14/2011	\$1,489.38 CARTRIDGES
Paid Chk# 081067	GALE	4/14/2011	\$1,582.22 BOOKS
Paid Chk# 081068	GLOBAL GOV/ED	4/14/2011	\$3,509.00 LAPTOP COMPUTERS
Paid Chk# 081069	HIGHSMITH INC.	4/14/2011	\$794.58 TABLE BASES W/TABLE TOPS
Paid Chk# 081070	HP PRODUCTS	4/14/2011	\$90.00 FLOOR MACHINE REPAIR
Paid Chk# 081071	INDIANA HISTORICAL SOCIETY	4/14/2011	\$32.21 BOOKS
Paid Chk# 081072	INDIANA STATE LIBRARY	4/14/2011	\$3,650.00 1ST QTR. 2011 PLAC/MAIN & ELL
Paid Chk# 081073	INTERNET MINDED DESIGN AND	4/14/2011	\$90.00 POLARIS UPGRADE FIXES/CONSULTI
Paid Chk# 081074	JIM GORDON, INC	4/14/2011	\$133.80 COPIER OVERAGE MAINT.
Paid Chk# 081075	KLEINDORFER'S HDWE	4/14/2011	\$29.98 BLDG SPLS
Paid Chk# 081076	LAWRENCE CTY MUSEUM OF	4/14/2011	\$245.00 BOOKS
Paid Chk# 081077	LIBRARY VIDEO COMPANY	4/14/2011	\$71.83 NONPRINT
Paid Chk# 081078	LOGISTECH, INC.	4/14/2011	\$283.89 BOOKS
Paid Chk# 081079	LOWE'S	4/14/2011	\$432.26 BLDG SPLS
Paid Chk# 081080	MAXWELLS OFFICE PRODUCTS	4/14/2011	\$58.09 PAPER
Paid Chk# 081081	MIDWEST COLLABORATIVE	4/14/2011	\$250.00 MEMBERSHIP 7/1/11 - 6/30/11
Paid Chk# 081082	MIDWEST INSURANCE	4/14/2011	\$409.00 WC AUDIT ADJUSTMENT
Paid Chk# 081083	MIDWEST TAPE	4/14/2011	\$21,298.31 NONPRINT
Paid Chk# 081084	MONROE COUNTY SOLID	4/14/2011	\$50.00 EXTRA PICK UP
Paid Chk# 081085	MONROE COUNTY	4/14/2011	\$1,167.25 PROPERTY TAX/702 W. TEMPERANCE
Paid Chk# 081086	NIGHTINGALE-CONANT	4/14/2011	\$68.90 NONPRINT
Paid Chk# 081087	PARACLETE PRESS, INC.	4/14/2011	\$49.99 NONPRINT
Paid Chk# 081088	B,B & C POW PEST CONTROL,	4/14/2011	\$84.00 PEST CONTROL
Paid Chk# 081089	PUCK PLAYERS PUPPET	4/14/2011	\$650.00 FD/CHILD PERFORMANCES
Paid Chk# 081090	QUILL CORPORATION	4/14/2011	\$832.35 OFFICE SPLS
Paid Chk# 081091	RANDOM HOUSE, INC.	4/14/2011	\$845.46 NONPRINT
Paid Chk# 081092	RECORDED BOOKS, LLC	4/14/2011	\$527.25 NONPRINT
Paid Chk# 081093	REGENT BOOK COMPANY	4/14/2011	\$24.98 BOOKS
Paid Chk# 081094	SCHOLASTIC INC.	4/14/2011	\$3,964.38 FD/CHILD/SRP BOOK PRIZES
Paid Chk# 081095	SPOKEN ARTS	4/14/2011	\$1,800.00 NONPRINT
Paid Chk# 081096	STANSIFER RADIO COMPANY	4/14/2011	\$153.87 VIDEO MAT'LS - CATS

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March 18, 2011 to April 14, 2011

Name	Check Date	Check Amt
Paid Chk# 081097 THE ELLETTSVILLE JOURNAL	4/14/2011	\$118.98 BKM ADVERTISING
Paid Chk# 081098 THE ENGRAVING AND STAMP	4/14/2011	\$41.71 HAND STAMP
Paid Chk# 081099 THE GREAT COURSES	4/14/2011	\$104.95 FD/PATRON REQUESTS-ADULT A/V
Paid Chk# 081100 THE GREATER BLOOMINGTON	4/14/2011	\$825.00 MEMBERSHIP DUES
Paid Chk# 081101 THE HERALD-TIMES, INC.	4/14/2011	\$432.05 ADVERTISING/LCPF & BKM & SRP
Paid Chk# 081102 THE MACEXPRIENCE	4/14/2011	\$1,657.97 CATS' EQUIP
Paid Chk# 081103 UNIQUE MANAGEMENT	4/14/2011	\$11,849.80 COLLECTION AGENCY FEES
Paid Chk# 081104 VIRGINIA H. RICHEY	4/14/2011	\$90.00 FD/ELL PERFORMANCES
Paid Chk# 081105 WESTON WOODS STUDIOS	4/14/2011	\$144.51 NONPRINT
Paid Chk# 081106 WOOLLEN, MOLZAN AND	4/14/2011	\$1,805.00 ARCH SVCS/GLASS WALLS/MAIN
Paid Chk# 081107 WORLD ARTS INC.	4/14/2011	\$1,592.55 FD/CHILD/SRP GUIDES
Paid Chk# 081108 WORLD BOOK DIRECT	4/14/2011	\$44.40 BOOKS
Total Checks		\$330,017.22

MONROE COUNTY PUBLIC LIBRARY
CHASE CHECKING ACCOUNT
04/15/11 - 05/00/11

A/P Check Total		\$0.00
Add: Electronic Withdrawals		
	Merchant Services-Monthly Credit Card Fees (April '11)	689.05
Add: Payrolls		
	Vouchers & 3 Checks 04/22/11 Payroll (ECI)	117,775.94
	Electronic transfer (ECI) employee/employer taxes	41,731.66
	Electronic transfer (ECI) employee/employer "HSA"	1,919.43
	Vouchers & 1 Check 05/06/11 Payroll (ECI)	118,298.54
	Electronic transfer (ECI) employee/employer taxes	41,363.62
	Electronic transfer (ECI) employee "HSA"	<u>1,919.43</u>
	TOTAL OF A/P AND PAYROLL CHECK REGISTERS	<u><u>\$323,697.67</u></u>

ACCOUNTS PAYABLE VOUCHER

Check # 81110

MONROE COUNTY PUBLIC LIBRARY*303 E KIRKWOOD AVE**BLOOMINGTON, IN 47408

Payee		Claim 18633
JPMORGAN CHASE BANK, NA	Purchase Order No. 0	
	Terms	
PALATINE, IL 60094-4016	Date Due	

Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
3/15/2011		E001-005-31700 PAY FLOW/CC MNTHLY FEE	\$104.35
3/24/2011		E019-001-21350 OCLC/BOOK/STAFF DEVELOP.	\$76.00
3/29/2011		E019-007-21350 GUILDCRAFT/FD-CR/NAT'L LIB WEEK	\$44.25
3/29/2011		E019-014-21350 GUILDCRAFT/FD-ELL SPLS	\$76.49
3/30/2011		E019-001-21350 MARCH/FD-PROCESS IMPROV.	\$24.08
3/4/2011		E019-017-21350 KROGER/FD-VITAL-FOOD	\$23.84
3/21/2011		E001-007-22900 DISPLAYS2GO/DISPLAYS	\$29.15
3/21/2011		E001-010-22900 DISPLAYS2GO/DISPLAYS	\$58.31
3/25/2011		E001-011-21300 BUYONLINENOW/TICKET HOLDERS	\$86.33
3/9/2011		E001-005-21200 OVERNIGHTPRINTS/BUS. CARDS	\$28.75
3/9/2011		E001-010-21200 OVERNIGHTPRINTS/BUS. CARDS	\$28.75
3/9/2011		E001-012-21200 OVERNIGHTPRINTS/BUS. CARDS	\$57.49
3/29/2011		E019-007-37300 INDIANASBDC/TABLE RENTAL/BUS. EXPO	\$25.00
3/17/2011		E020-016-23500 BEST BUY/VIDEO MAT'LS	\$174.97
3/19/2011		E020-016-21300 AMAZON MKTPLACE/RADON GAS DETECTOR	\$129.95
3/30/2011		E020-016-44750 ROGUEAMOEBAS/SOFTWARE	\$70.00
3/4/2011		E001-018-45100 LULU INC/BOOKS	\$20.27
3/9/2011		E001-018-45300 DAVE RAMSEY/NONPRINT	\$44.90
3/15/2011		E001-018-45300 FASCINATING/NONPRINT	\$34.90
3/18/2011		E001-018-45300 3C PRESS/NONPRINT	\$29.95
3/22/2011		E001-018-45100 CONSUMER REPORTS/BOOKS	\$25.48
3/23/2011		E001-018-45300 FIC/COMMUNITIES/NONPRINT	\$32.56
3/4/2011		E019-011-21350 KROGER/FD/CHILD/FOOD	\$24.38
3/16/2011		E019-011-21350 STEVE SPANGLER/FD/CHILD SPLS	\$38.20
3/26/2011		E019-011-21350 HOBBY-LOBBY/FD/CHILD SPLS	\$11.98
3/29/2011		E019-011-21350 LEARNING TREASURE/FD-CHILD SPLS	\$13.90
3/29/2011		E019-011-21350 STEVE SPANGLER/FD-CHILD SPLS	\$32.41
3/29/2011		E019-011-21350 HOBBY-LOBBY/FD-CHILD SPLS	\$13.96
4/2/2011		E019-011-21350 HOBBY-LOBBY/FD-CHILD SRP VIDEO SPLS	\$23.36
4/1/2011		E019-011-21350 COSTUME DELIGHTS/FD-CHILD SRP VIDEO	\$74.00
3/18/2011		E019-010-21350 KROGER/FD-TEEN FOOD	\$30.71
4/2/2011		E019-010-21350 OFFICE DEPOT/FD-ADULT PROGRAM SPLS	\$53.49
3/16/2011		E021-019-44600 APPLE/I-PAD ITEMS	\$187.00
3/17/2011		E021-019-44600 APPLE/I-PAD ITEMS	\$29.00
3/18/2011		E021-019-44600 APPLE/I-PAD ITEMS	\$78.00
3/23/2011		E021-019-44600 AMAZON MKTPLACE/KINDLE WARRANTIES	\$79.98
3/24/2011		E021-019-44600 BARNES&NOBLE/NOOKS	\$377.90
3/24/2011		E021-019-44600 AMAZON.COM/KINDLES	\$278.00
3/28/2011		E021-019-44600 APPLE/I-PAD	\$499.00
3/28/2011		E021-019-44600 APPLE/I-PAD	\$499.00
Total			\$3,570.04

Financial Report Comments

Reports as of 4-30-11

Board Meeting Date 5/18/11

Monthly Budget Report:

	2011 APRIL	2010 APRIL	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 % OF BUDGET USED
1240 EMPLOYER CONT/INSURANCE	85,899.46	39,323.42	245,625.40	602,100.00	215,277.35	40.8%
3170 ADMIN/ACCOUNTING SERVICES	-12,444.38	2,654.57	16,672.56	47,000.00	13,640.33	35.5%
3175 COLLECTION AGENCY SERVICES	<u>30,940.15</u>	<u>0.00</u>	<u>30,940.15</u>	<u>0.00</u>	<u>0.00</u>	<u>#DIV/0!</u>

The employer contribution to health insurance is about \$86,000 this month compared to about \$40,000 last year because the May 2011 premium was paid early on April 29.

Accounts 3170 and 3175 could cause some confusion this month. We created a new account line 3175, In order to isolate the fees related to the collection agency. We are spending a significant amount of money for those services , and it will be easier to monitor if it is not combined with the other expenses charged to the 3170 line, which also includes credit card and payroll processing fees. The YTD total of the two accounts (3170 and 3175) is \$47,612.71 which exceeds the budget for the year but YTD revenue associated with the collection agency services in lost/damaged and fines/fees combined equals \$93,982 compared to last year's total at this point \$67,691. The revenue increase from 2010 to 2011 totals \$26,291. (Additional information about both collection agency fees and credit card fees is included under New Business.)

MONROE COUNTY PUBLIC LIBRARY
MONTHLY SUMMARY OF BUDGET CATEGORIES
AS OF APRIL 30, 2011
FOUR MONTHS = 33.3%

	2011 APRIL	2010 APRIL	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
PERSONNEL SERVICES								
SALARIES	287,186.24	283,779.48	1,142,764.56	3,893,000.00	1,153,043.85	2,750,235.44	29.4%	70.6%
EMPLOYEE BENEFITS	189,710.32	141,958.23	411,730.58	1,264,175.00	381,909.19	852,444.42	32.6%	67.4%
OTHER WAGES	0.00	3,379.69	3,576.38	1,000.00	13,368.75	-2,576.38	357.6%	-257.6%
TOTAL PERSONNEL SERVICES	<u>476,896.56</u>	<u>429,117.40</u>	<u>1,558,071.52</u>	<u>5,158,175.00</u>	<u>1,548,321.79</u>	<u>3,600,103.48</u>	<u>30.2%</u>	<u>69.8%</u>
SUPPLIES								
OFFICE SUPPLIES	2,419.42	1,751.96	15,541.44	42,000.00	13,006.35	26,458.56	37.0%	63.0%
OPERATING SUPPLIES	3,793.13	4,507.50	23,530.17	77,100.00	23,101.39	53,569.83	30.5%	69.5%
REPAIR & MAINT. SUPPLIES	<u>2,128.45</u>	<u>2,388.11</u>	<u>9,296.76</u>	<u>13,700.00</u>	<u>9,376.56</u>	<u>4,403.24</u>	<u>67.9%</u>	<u>32.1%</u>
TOTAL SUPPLIES	<u>8,341.00</u>	<u>8,647.57</u>	<u>48,368.37</u>	<u>132,800.00</u>	<u>45,484.30</u>	<u>84,431.63</u>	<u>36.4%</u>	<u>63.6%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	21,797.59	6,929.56	86,922.25	252,000.00	70,755.11	165,077.75	34.5%	65.5%
COMMUNICATION & TRANSPORTATION	4,327.39	4,702.03	20,019.82	87,000.00	21,663.34	66,980.18	23.0%	77.0%
PRINTING & ADVERTISING	193.11	261.95	1,497.47	8,000.00	608.12	6,502.53	18.7%	81.3%
INSURANCE	429.00	2,000.00	52,654.00	54,700.00	47,405.00	2,046.00	96.3%	3.7%
UTILITIES	20,390.56	22,122.06	102,252.62	314,400.00	103,422.68	212,147.38	32.5%	67.5%
REPAIR & MAINTENANCE	1,470.15	1,527.81	4,275.35	102,500.00	25,755.78	98,224.65	4.2%	95.8%
RENTALS	30.00	30.00	9,773.50	32,100.00	19,744.00	22,326.50	30.4%	69.6%
OTHER CHARGES	<u>825.00</u>	<u>82.47</u>	<u>8,136.00</u>	<u>215,500.00</u>	<u>2,450.17</u>	<u>207,364.00</u>	<u>3.8%</u>	<u>96.2%</u>
TOTAL OTHER SERVICES & CHARGES	<u>49,462.80</u>	<u>37,655.88</u>	<u>285,531.01</u>	<u>1,066,200.00</u>	<u>291,804.20</u>	<u>780,668.99</u>	<u>26.8%</u>	<u>73.2%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	0.00	55.79	1,688.34	19,744.52	16,455.79	18,056.18	8.6%	91.4%
OTHER CAPITAL OUTLAY	<u>77,529.02</u>	<u>69,375.08</u>	<u>337,432.97</u>	<u>1,089,000.00</u>	<u>344,164.98</u>	<u>751,567.03</u>	<u>31.0%</u>	<u>69.0%</u>
TOTAL CAPITAL OUTLAY	<u>77,529.02</u>	<u>69,430.87</u>	<u>339,121.31</u>	<u>1,108,744.52</u>	<u>360,620.77</u>	<u>769,623.21</u>	<u>30.6%</u>	<u>69.4%</u>
TOTAL OPERATING EXPENDITURES	<u><u>612,229.38</u></u>	<u><u>544,851.72</u></u>	<u><u>2,231,092.21</u></u>	<u><u>7,465,919.52</u></u>	<u><u>2,246,231.06</u></u>	<u><u>5,234,827.31</u></u>	<u><u>29.9%</u></u>	<u><u>70.1%</u></u>
				2010 BUDGET %USED IN 2010	7,832,838.00 28.7%			

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF APRIL 30, 2011

	2011 APRIL	2010 APRIL	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
PERSONNEL SERVICES (1000'S)								
SALARIES								
1120 ADMINISTRATION	7,259.72	11,320.62	29,038.87	167,000.00	45,282.48	137,961.13	17.4%	82.6%
1130 PROFESSIONAL/SUPERVISORS	37,587.49	34,851.26	142,276.92	545,000.00	139,405.04	402,723.08	26.1%	73.9%
1140 PROFESSIONAL ASSISTANTS	104,938.48	100,392.49	419,753.75	1,351,000.00	401,440.59	931,246.25	31.1%	68.9%
1150 SPECIALISTS & TECHNICIANS	58,855.18	57,307.69	236,178.01	814,000.00	229,360.50	577,821.99	29.0%	71.0%
1160 CLERICAL ASSISTANTS	34,186.70	39,341.52	137,893.82	442,000.00	162,337.13	304,106.18	31.2%	68.8%
1170 PAGES	17,921.27	16,240.03	71,870.46	226,000.00	69,872.32	154,129.54	31.8%	68.2%
1190 BUILDING MAINTENANCE	26,437.40	24,325.87	105,752.73	348,000.00	105,345.79	242,247.27	30.4%	69.6%
TOTAL SALARIES	287,186.24	283,779.48	1,142,764.56	3,893,000.00	1,153,043.85	2,750,235.44	29.4%	70.6%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	16,738.50	16,943.13	67,225.41	238,100.00	68,810.01	170,874.59	28.2%	71.8%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
1230 EMPLOYER CONTRIBUTION/PERF	83,114.03	81,729.17	83,114.03	368,250.00	81,729.17	285,135.97	22.6%	77.4%
1240 EMPLOYER CONT/INSURANCE	85,899.46	39,323.42	245,625.40	602,100.00	215,277.35	356,474.60	40.8%	59.2%
1250 EMPLOYER CONT/MEDICARE	3,958.33	3,962.51	15,765.74	55,725.00	16,092.66	39,959.26	28.3%	71.7%
TOTAL EMPLOYEE BENEFITS	189,710.32	141,958.23	411,730.58	1,264,175.00	381,909.19	852,444.42	32.6%	67.4%
OTHER WAGES								
1310 WORKSTUDY	0.00	0.00	2,961.29	1,000.00	0.00	-1,961.29	296.1%	-196.1%
1180 TEMPORARY STAFF	0.00	3,379.69	615.09	0.00	13,368.75	-615.09	#DIV/0!	#DIV/0!
1350 STIPEND/RECLASSIFICATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OTHER WAGES	0.00	3,379.69	3,576.38	1,000.00	13,368.75	-2,576.38	357.6%	-257.6%
TOTAL PERSONNEL SERVICES	476,896.56	429,117.40	1,558,071.52	5,158,175.00	1,548,321.79	3,600,103.48	30.2%	69.8%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
2110 OFFICIAL RECORDS	0.00	0.00	839.27	1,000.00	0.00	160.73	83.9%	16.1%
2120 STATIONERY & PRINTING	301.57	0.00	301.57	1,000.00	1,134.18	698.43	30.2%	69.8%
2130 OFFICE SUPPLIES	1,052.67	627.60	5,269.08	18,100.00	5,307.67	12,830.92	29.1%	70.9%
2140 DUPLICATING	1,065.18	1,124.36	9,131.52	21,900.00	6,564.50	12,768.48	41.7%	58.3%
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	0.00	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!
TOTAL OFFICE SUPPLIES	2,419.42	1,751.96	15,541.44	42,000.00	13,006.35	26,458.56	37.0%	63.0%

*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 APRIL 30, 2011

	2011 APRIL	2010 APRIL	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
OPERATING SUPPLIES								
2210 CLEANING SUPPLIES	1,568.48	1,720.12	11,466.91	28,000.00	10,729.57	16,533.09	41.0%	59.0%
2220 FUEL, OIL, & LUBRICANTS	639.45	615.46	3,382.20	8,500.00	3,050.02	5,117.80	39.8%	60.2%
2230 CATALOGING SUPPLIES-BOOKS	1,477.96	0.00	1,867.87	5,500.00	2,252.99	3,632.13	34.0%	66.0%
2240 A/V SUPPLIES-CATALOGING	0.00	2,013.35	784.39	10,000.00	5,230.48	9,215.61	7.8%	92.2%
2250 CIRCULATION SUPPLIES	0.00	158.57	2,067.86	21,000.00	357.64	18,932.14	9.8%	90.2%
2260 LIGHT BULBS	19.78	0.00	2,524.61	3,000.00	1,480.69	475.39	84.2%	15.8%
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	1,261.00	1,000.00	0.00	-261.00	126.1%	-26.1%
2290 DISPLAY/EXHIBIT SUPPLIES	87.46	0.00	175.33	100.00	0.00	-75.33	175.3%	-75.3%
TOTAL OPERATING SUPPLIES	3,793.13	4,507.50	23,530.17	77,100.00	23,101.39	53,569.83	30.5%	69.5%
REPAIR & MAINTENANCE SUPPLIES								
2300 IS SUPPLIES	1,129.30	842.52	2,965.76	5,000.00	2,426.24	2,034.24	59.3%	40.7%
2310 BUILDING MATERIALS & SUPPLIES	885.15	1,545.59	4,554.27	8,500.00	6,917.09	3,945.73	53.6%	46.4%
2315 ENERGY AUDIT MAT'LS & SPLS	114.00	0.00	1,650.05	0.00	0.00	-1,650.05	#DIV/0!	#DIV/0!
2320 PAINT & PAINTING SUPPLIES	0.00	0.00	126.68	200.00	33.23	73.32	63.3%	36.7%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2350 VIDEO MATERIALS - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL REPAIR & MAINTENANCE SUPPLIES	2,128.45	2,388.11	9,296.76	13,700.00	9,376.56	4,403.24	67.9%	32.1%
TOTAL SUPPLIES	8,341.00	8,647.57	48,368.37	132,800.00	45,484.30	84,431.63	36.4%	63.6%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
3110 CONSULTING SERVICES	90.00	1,260.00	90.00	3,000.00	3,780.00	2,910.00	3.0%	97.0%
3120 ENGINEERING/ARCHITECTURAL	0.00	311.75	2,811.48	3,000.00	9,862.01	188.52	93.7%	6.3%
31201 ENCUMBERED ENGINEER/ARCH	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3130 LEGAL SERVICES	498.00	188.36	5,944.48	14,000.00	3,726.40	8,055.52	42.5%	57.5%
3140 BUILDING SERVICES	234.00	490.97	10,580.89	40,000.00	19,029.22	29,419.11	26.5%	73.5%
3150 MAINTENANCE CONTRACTS	1,254.82	798.91	14,982.69	95,000.00	15,817.15	80,017.31	15.8%	84.2%
3160 COMPUTER SERVICES (OCLC)	1,225.00	1,225.00	4,900.00	50,000.00	4,900.00	45,100.00	9.8%	90.2%
3170 ADMIN/ACCOUNTING SERVICES	-12,444.38	2,654.57	16,672.56	47,000.00	13,640.33	30,327.44	35.5%	64.5%
3175 COLLECTION AGENCY SERVICES	30,940.15	0.00	30,940.15	0.00	0.00	-30,940.15	#DIV/0!	#DIV/0!
TOTAL PROFESSIONAL SERVICES	21,797.59	6,929.56	86,922.25	252,000.00	70,755.11	165,077.75	34.5%	65.5%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	2,274.84	2,431.72	9,295.57	26,000.00	12,060.12	16,704.43	35.8%	64.2%
3220 POSTAGE	2,028.54	2,240.87	8,198.27	30,000.00	9,368.39	21,801.73	27.3%	72.7%
3230 TRAVEL EXPENSE	0.00	0.00	1,022.04	10,000.00	187.20	8,977.96	10.2%	89.8%
3240 PROFESSIONAL MTG. (OFF-SITE)	0.00	22.00	196.00	10,000.00	22.00	9,804.00	2.0%	98.0%
3250 CONTINUING ED. (ON-SITE)	0.00	0.00	1,260.00	10,000.00	0.00	8,740.00	12.6%	87.4%
3260 FREIGHT & DELIVERY	24.01	7.44	47.94	1,000.00	25.63	952.06	4.8%	95.2%
TOTAL COMMUNICATION & TRANSPORTATION	4,327.39	4,702.03	20,019.82	87,000.00	21,663.34	66,980.18	23.0%	77.0%

*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 APRIL 30, 2011

	2011 APRIL	2010 APRIL	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
PRINTING & ADVERTISING								
3310 ADVERTISING & PUBLICATION	193.11	49.00	321.30	2,000.00	369.67	1,678.70	16.1%	83.9%
3320 PRINTING	<u>0.00</u>	<u>212.95</u>	<u>1,176.17</u>	<u>6,000.00</u>	<u>238.45</u>	<u>4,823.83</u>	<u>19.6%</u>	<u>80.4%</u>
TOTAL PRINTING & ADVERTISING	193.11	261.95	1,497.47	8,000.00	608.12	6,502.53	18.7%	81.3%
INSURANCE								
3410 OFFICIAL BOND	0.00	0.00	450.00	700.00	0.00	250.00	64.3%	35.7%
3420 OTHER INSURANCE	<u>429.00</u>	<u>2,000.00</u>	<u>52,204.00</u>	<u>54,000.00</u>	<u>47,405.00</u>	<u>1,796.00</u>	<u>96.7%</u>	<u>3.3%</u>
TOTAL INSURANCE	429.00	2,000.00	52,654.00	54,700.00	47,405.00	2,046.00	96.3%	3.7%
UTILITIES								
3510 GAS	52.80	54.31	1,311.24	5,600.00	1,276.65	4,288.76	23.4%	76.6%
3520 ELECTRICITY	19,130.03	20,606.67	97,359.38	293,000.00	98,720.14	195,640.62	33.2%	66.8%
3530 WATER	<u>1,207.73</u>	<u>1,461.08</u>	<u>3,582.00</u>	<u>15,800.00</u>	<u>3,425.89</u>	<u>12,218.00</u>	<u>22.7%</u>	<u>77.3%</u>
TOTAL UTILITIES	20,390.56	22,122.06	102,252.62	314,400.00	103,422.68	212,147.38	32.5%	67.5%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	440.31	0.00	440.31	22,000.00	11,658.41	21,559.69	2.0%	98.0%
3630 OTHER EQUIP/FURNITURE REPAIRS	990.94	887.75	1,782.74	70,000.00	6,002.61	68,217.26	2.5%	97.5%
3640 VEHICLE REPAIR & MAINTENANCE	38.90	640.06	1,542.39	7,500.00	7,262.01	5,957.61	20.6%	79.4%
3650 MATERIAL BINDING/REPAIR SERV.	<u>0.00</u>	<u>0.00</u>	<u>509.91</u>	<u>3,000.00</u>	<u>832.75</u>	<u>2,490.09</u>	<u>17.0%</u>	<u>83.0%</u>
TOTAL REPAIR & MAINTENANCE	1,470.15	1,527.81	4,275.35	102,500.00	25,755.78	98,224.65	4.2%	95.8%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	30.00	30.00	9,773.50	32,000.00	19,744.00	22,226.50	30.5%	69.5%
3720 EQUIPMENT RENTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>0.00</u>	<u>100.00</u>	<u>0.0%</u>	<u>100.0%</u>
TOTAL RENTALS	30.00	30.00	9,773.50	32,100.00	19,744.00	22,326.50	30.4%	69.6%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	825.00	0.00	7,176.00	6,500.00	953.00	-676.00	110.4%	-10.4%
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	200,000.00	0.00	200,000.00	0.0%	100.0%
3950 EDUCATIONAL SERV/LICENSING	0.00	82.47	960.00	6,500.00	1,497.17	5,540.00	14.8%	85.2%
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>
TOTAL OTHER CHARGES	825.00	82.47	8,136.00	215,500.00	2,450.17	207,364.00	3.8%	96.2%
TOTAL OTHER SERVICES/CHARGES	49,462.80	37,655.88	285,531.01	1,066,200.00	291,804.20	780,668.99	26.8%	73.2%

*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 APRIL 30, 2011

	2011 APRIL	2010 APRIL	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	0.00	0.00	300.82	0.00	0.00	-300.82	#DIV/0!	#DIV/0!
44105 ENCUMBERED FURNITURE	0.00	0.00	1,387.52	1,387.52	0.00	0.00	100.0%	0.0%
4420 AUDIO VISUAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	0.00	55.79	0.00	18,357.00	55.79	18,357.00	0.0%	100.0%
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	0.00	0.00	16,400.00	0.00	#DIV/0!	#DIV/0!
444451 ENCUMBERED BLDG RENOVATIONS	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
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!
TOTAL FURNITURE & EQUIPMENT	0.00	55.79	1,688.34	19,744.52	16,455.79	18,056.18	8.6%	91.4%
OTHER CAPITAL OUTLAY								
4510 BOOKS	49,481.73	38,418.98	192,010.53	593,000.00	195,529.77	400,989.47	32.4%	67.6%
4520 PERIODICALS & NEWSPAPERS	550.92	453.20	899.24	48,000.00	6,042.90	47,100.76	1.9%	98.1%
4530 NONPRINT MATERIALS	27,496.37	30,502.90	128,310.61	379,000.00	126,247.22	250,689.39	33.9%	66.1%
4540 ELECTRONIC RESOURCES	0.00	0.00	16,212.59	69,000.00	16,345.09	52,787.41	23.5%	76.5%
TOTAL OTHER CAPITAL OUTLAY	77,529.02	69,375.08	337,432.97	1,089,000.00	344,164.98	751,567.03	31.0%	69.0%
TOTAL CAPITAL OUTLAY	77,529.02	69,430.87	339,121.31	1,108,744.52	360,620.77	769,623.21	30.6%	69.4%
TOTAL OPERATING EXPENDITURES	612,229.38	544,851.72	2,231,092.21	7,465,919.52	2,246,231.06	5,234,827.31	29.9%	70.1%

*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, 2011 to April 30, 2011
4 months = 33.3%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	2011 YTD Amt	2011 YTD Balance	2011 %YTD Budget
10040	MISCELLANEOUS	\$0.00	\$69.60	\$185.85	\$280.73	\$82.09	\$618.27	-\$618.27	100.00%
11200	ADMINISTRATION	\$167,000.00	\$7,259.71	\$7,259.72	\$7,259.72	\$7,259.72	\$29,038.87	\$137,961.13	17.00%
11300	PROF/SUPERVISORS	\$545,000.00	\$33,550.98	\$33,550.97	\$37,587.48	\$37,587.49	\$142,276.92	\$402,723.08	26.00%
11400	PROFESSIONAL	\$1,351,000.00	\$104,938.41	\$104,938.42	\$104,938.44	\$104,938.48	\$419,753.75	\$931,246.25	31.00%
11500	SPECIALIST/TECHNICIANS	\$814,000.00	\$59,417.93	\$59,066.91	\$58,837.99	\$58,855.18	\$236,178.01	\$577,821.99	29.00%
11600	CLERICAL ASSISTANTS	\$442,000.00	\$35,018.53	\$34,613.61	\$34,074.98	\$34,186.70	\$137,893.82	\$304,106.18	31.00%
11700	PAGES	\$226,000.00	\$17,952.26	\$17,845.73	\$18,151.20	\$17,921.27	\$71,870.46	\$154,129.54	32.00%
11800	TEMPORAY STAFF	\$0.00	\$615.09	\$0.00	\$0.00	\$0.00	\$615.09	-\$615.09	100.00%
11900	BUILDING	\$348,000.00	\$26,412.12	\$26,454.22	\$26,448.99	\$26,437.40	\$105,752.73	\$242,247.27	30.00%
12100	FICA/EMPLOYER	\$238,100.00	\$16,813.89	\$16,729.21	\$16,943.81	\$16,738.50	\$67,225.41	\$170,874.59	28.00%
12300	PERF/EMPLOYER	\$368,250.00	\$0.00	\$0.00	\$0.00	\$83,114.03	\$83,114.03	\$285,135.97	23.00%
12400	INS/EMPLOYER	\$602,100.00	\$19,616.77	\$93,393.39	\$46,715.78	\$85,899.46	\$245,625.40	\$356,474.60	41.00%
12500	MEDICARE/EMPLOYER	\$55,725.00	\$3,932.28	\$3,912.50	\$3,962.63	\$3,958.33	\$15,765.74	\$39,959.26	28.00%
13100	WORK STUDY	\$1,000.00	\$0.00	\$2,961.29	\$0.00	\$0.00	\$2,961.29	-\$1,961.29	296.00%
21100	OFFICIAL RECORDS	\$1,000.00	\$809.53	\$29.74	\$0.00	\$0.00	\$839.27	\$160.73	84.00%
21200	STATIONERY/PRINTING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$301.57	\$301.57	\$698.43	30.00%
21300	OFFICE SUPPLIES	\$18,100.00	\$1,697.91	\$1,131.41	\$1,387.09	\$1,052.67	\$5,269.08	\$12,830.92	29.00%
21400	DUPLICATING	\$21,900.00	\$2,272.77	\$4,135.23	\$1,658.34	\$1,065.18	\$9,131.52	\$12,768.48	42.00%
22100	CLEANING SUPPLIES	\$28,000.00	\$3,334.36	\$2,438.89	\$4,125.18	\$1,568.48	\$11,466.91	\$16,533.09	41.00%
22200	FUEL/OIL/LUBRICANTS	\$8,500.00	\$1,376.16	\$0.00	\$1,366.59	\$639.45	\$3,382.20	\$5,117.80	40.00%
22300	CATALOGING	\$5,500.00	\$144.24	\$184.80	\$60.87	\$1,477.96	\$1,867.87	\$3,632.13	34.00%
22400	A/V SUPPLIES/CATALOG	\$10,000.00	\$347.11	\$63.72	\$373.56	\$0.00	\$784.39	\$9,215.61	8.00%
22500	CIRCULATION SUPPLIES	\$21,000.00	\$0.00	\$14.72	\$2,053.14	\$0.00	\$2,067.86	\$18,932.14	10.00%
22600	LIGHT BULBS	\$3,000.00	\$2,080.95	\$0.00	\$423.88	\$19.78	\$2,524.61	\$475.39	84.00%
22800	UNIFORMS	\$1,000.00	\$0.00	\$1,261.00	\$0.00	\$0.00	\$1,261.00	-\$261.00	126.00%
22900	DISPLAY/EXHIBITS	\$100.00	\$73.65	\$0.00	\$14.22	\$87.46	\$175.33	-\$75.33	175.00%
23000	IS SUPPLIES	\$5,000.00	\$1,283.20	\$499.30	\$53.96	\$1,129.30	\$2,965.76	\$2,034.24	59.00%
23100	BUILDING MATERIAL	\$8,500.00	\$4,990.51	\$793.44	-\$2,114.83	\$885.15	\$4,554.27	\$3,945.73	54.00%
23150	ENERGY AUDIT MAT'LS &	\$0.00	\$0.00	\$0.00	\$1,536.05	\$114.00	\$1,650.05	-\$1,650.05	100.00%
23200	PAINT/PAINTING SUPPLIES	\$200.00	\$57.21	\$69.47	\$0.00	\$0.00	\$126.68	\$73.32	63.00%
31100	CONSULTING SERVICES	\$3,000.00	\$0.00	\$0.00	\$0.00	\$90.00	\$90.00	\$2,910.00	3.00%
31200	ENGINEERING/ARCHITE	\$3,000.00	\$606.48	\$400.00	\$1,805.00	\$0.00	\$2,811.48	\$188.52	94.00%
31300	LEGAL SERVICES	\$14,000.00	\$2,232.46	\$1,272.20	\$1,941.82	\$498.00	\$5,944.48	\$8,055.52	42.00%
31400	BUILDING SERVICES	\$40,000.00	\$7,514.89	\$2,267.00	\$565.00	\$234.00	\$10,580.89	\$29,419.11	26.00%
31500	MAINTENANCE	\$95,000.00	\$7,557.56	\$5,892.08	\$278.23	\$1,254.82	\$14,982.69	\$80,017.31	16.00%
31600	COMPUTER SERVICES	\$50,000.00	\$1,225.00	\$1,225.00	\$1,225.00	\$1,225.00	\$4,900.00	\$45,100.00	10.00%
31700	ADMIN/ACCOUNTING	\$47,000.00	\$9,966.85	\$16,675.64	\$2,474.45	-\$12,444.38	\$16,672.56	\$30,327.44	35.00%
31750	COLLECTION AGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$30,940.15	\$30,940.15	-\$30,940.15	100.00%
32100	TELEPHONE	\$26,000.00	\$2,171.66	\$971.68	\$3,877.39	\$2,274.84	\$9,295.57	\$16,704.43	36.00%
32200	POSTAGE	\$30,000.00	\$1,994.10	\$2,418.04	\$1,757.59	\$2,028.54	\$8,198.27	\$21,801.73	27.00%
32300	TRAVEL EXPENSE	\$10,000.00	\$320.09	\$701.95	\$0.00	\$0.00	\$1,022.04	\$8,977.96	10.00%
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$160.00	\$0.00	\$36.00	\$0.00	\$196.00	\$9,804.00	2.00%
32500	CONTINUING	\$10,000.00	\$0.00	\$1,260.00	\$0.00	\$0.00	\$1,260.00	\$8,740.00	13.00%
32600	FREIGHT/DELIVERY	\$1,000.00	\$0.00	\$0.00	\$23.93	\$24.01	\$47.94	\$952.06	5.00%
33100	ADVERTISING/PUBLICATI	\$2,000.00	\$49.00	\$79.19	\$0.00	\$193.11	\$321.30	\$1,678.70	16.00%
33200	PRINTING	\$6,000.00	\$70.86	\$35.31	\$1,070.00	\$0.00	\$1,176.17	\$4,823.83	20.00%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$0.00	\$450.00	\$0.00	\$450.00	\$250.00	64.00%
34200	OTHER INSURANCE	\$54,000.00	\$3,200.00	\$11,790.00	\$36,785.00	\$429.00	\$52,204.00	\$1,796.00	97.00%
35100	GAS	\$5,600.00	\$52.72	\$1,151.25	\$54.47	\$52.80	\$1,311.24	\$4,288.76	23.00%
35200	ELECTRICITY	\$293,000.00	\$26,186.07	\$28,657.78	\$23,385.50	\$19,130.03	\$97,359.38	\$195,640.62	33.00%
35300	WATER	\$15,800.00	\$1,153.39	\$885.06	\$335.82	\$1,207.73	\$3,582.00	\$12,218.00	23.00%
36100	BUILDING REPAIRS	\$22,000.00	\$0.00	\$0.00	\$0.00	\$440.31	\$440.31	\$21,559.69	2.00%
36300	OTHER	\$70,000.00	\$586.80	\$205.00	\$0.00	\$990.94	\$1,782.74	\$68,217.26	3.00%
36400	VEHICLE	\$7,500.00	\$526.14	\$0.00	\$977.35	\$38.90	\$1,542.39	\$5,957.61	21.00%
36500	MATERIALS	\$3,000.00	\$317.30	\$0.00	\$192.61	\$0.00	\$509.91	\$2,490.09	17.00%
37100	REAL ESTATE	\$32,000.00	\$9,706.00	\$37.50	\$0.00	\$30.00	\$9,773.50	\$22,226.50	31.00%
37200	EQUIPMENT RENTAL	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
39100	DUES/INSTITUTIONAL	\$6,500.00	\$6,101.00	\$0.00	\$250.00	\$825.00	\$7,176.00	-\$676.00	110.00%
39200	INTEREST/TEMPORARY	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%

MONROE COUNTY PUBLIC LIBRARY

Operating Budget & Expenditure Report

January 1, 2011 to April 30, 2011
4 months = 33.3%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	2011 YTD Amt	2011 YTD Balance	2011 %YTD Budget
39400	TRANSFER TO LIRF	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	0.00%
39500	EDUCATIONAL/LICENSIN	\$6,500.00	\$960.00	\$0.00	\$0.00	\$0.00	\$960.00	\$5,540.00	15.00%
44100	FURNITURE	\$0.00	\$0.00	\$0.00	\$300.82	\$0.00	\$300.82	-\$300.82	100.00%
44105	ENCUMBERED	\$1,387.52	\$0.00	\$0.00	\$1,387.52	\$0.00	\$1,387.52	\$0.00	100.00%
44300	OTHER EQUIPMENT	\$18,357.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,357.00	0.00%
45100	BOOKS	\$593,000.00	\$39,446.50	\$38,996.69	\$64,085.61	\$49,481.73	\$192,010.53	\$400,989.47	32.00%
45200	PERIODICALS/NEWSPAP	\$48,000.00	\$189.84	\$102.23	\$56.25	\$550.92	\$899.24	\$47,100.76	2.00%
45300	NONPRINT MATERIALS	\$379,000.00	\$29,020.17	\$29,404.45	\$42,389.62	\$27,496.37	\$128,310.61	\$250,689.39	34.00%
45400	ELECTRONIC RESOURCES	\$69,000.00	\$14,857.64	\$0.00	\$1,354.95	\$0.00	\$16,212.59	\$52,787.41	23.00%
		\$7,465,919.52	\$510,237.69	\$555,961.59	\$553,199.73	\$612,311.47	\$2,231,710.48	\$5,234,209.04	30.00%

MONROE COUNTY PUBLIC LIBRARY

LIRF Budget & Expenditure Report

January 1, 2011 to April 30, 2011
4 months = 33.3%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	YTD Amount	2011 YTD Balance	2011 %YTD Budget
31200	ENGINEERING/ARCHITECTU	\$42,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,100.00	0.00%
35300	WATER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
36100	BUILDING REPAIRS	\$21,458.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,458.00	0.00%
44300	OTHER EQUIPMENT	\$83,374.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$83,374.00	0.00%
44400	LAND/BUILDINGS	\$0.00	\$0.00	\$97,315.37	\$0.00	\$1,167.25	\$98,482.62	-\$98,482.62	100.00%
44450	BUILDING RENOVATION	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	0.00%
		\$296,932.00	\$0.00	\$97,315.37	\$0.00	\$1,167.25	\$98,482.62	\$198,449.38	33.00%

MONROE COUNTY PUBLIC LIBRARY

Debt Service Budget & Expenditures Report

January 1, 2011 to April 30, 2011
4 months = 33.3%

Object Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	2011 YTD Amt	2011 YTD Balance	2011 %YTD Budget
37100 REAL ESTATE	\$1,996,000.00	\$166,333.35	\$166,333.33	\$166,333.33	\$166,333.3	\$665,333.34	\$1,330,666.6	33.00%
39200 INTEREST/TE	\$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	100.00%
39450 TRANSFER TO	\$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	\$665,333.34	\$1,330,666.6	33.00%

MONROE COUNTY PUBLIC LIBRARY

Rainy Day Budget & Expenditures Report

January 1, 2011 to April 30, 2011
4 months = 33.3%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	2011 YTD Amt	2011 YTD Balance	2011 %YTD Budget
12200	UNEMPLOYMENT	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
21300	OFFICE SUPPLIES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
22100	CLEANING SUPPLIES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
22500	CIRCULATION SUPPLIES	\$87,048.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87,048.00	0.00%
31100	CONSULTING SERVICES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
31300	LEGAL SERVICES	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0.00%
36100	BUILDING REPAIRS	\$78,794.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$78,794.00	0.00%
44300	OTHER EQUIPMENT	\$29,825.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,825.00	0.00%
44450	BUILDING RENOVATION	\$105,643.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105,643.00	0.00%
		\$473,310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$473,310.00	0.00%

MONROE COUNTY PUBLIC LIBRARY

Special Revenue Budget & Expenditure Report

January 1, 2011 to April 30, 2011
4 months = 33.3%

Object Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	YTD Amount	2011 YTD Balance	2011 %YTD Budget
11300 PROF/SUPERVISORS	\$64,000.00	\$4,564.32	\$4,564.32	\$4,564.32	\$4,564.32	\$18,257.28	\$45,742.72	29.00%
11400 PROFESSIONAL ASSISTANT	\$120,000.00	\$9,188.18	\$9,188.16	\$9,188.16	\$9,188.16	\$36,752.66	\$83,247.34	31.00%
11600 CLERICAL ASSISTANTS	\$173,000.00	\$12,328.97	\$13,195.22	\$13,321.23	\$13,304.77	\$52,150.19	\$120,849.81	30.00%
11800 TEMPORARY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100 FICA/EMPLOYER	\$21,500.00	\$1,537.81	\$1,588.88	\$1,596.71	\$1,594.60	\$6,318.00	\$15,182.00	29.00%
12300 PERF/EMPLOYER	\$22,000.00	\$0.00	\$0.00	\$0.00	\$5,067.40	\$5,067.40	\$16,932.60	23.00%
12400 INS/EMPLOYER	\$45,500.00	\$2,942.80	\$9,650.59	\$4,254.90	\$7,539.28	\$24,387.57	\$21,112.43	54.00%
12500 MEDICARE/EMPLOYER	\$5,000.00	\$359.65	\$371.60	\$373.42	\$372.94	\$1,477.61	\$3,522.39	30.00%
13100 WORK STUDY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21200 STATIONERY/PRINTING	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21300 OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$129.95	\$129.95	\$370.05	26.00%
21400 DUPLICATING	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
22200 FUEL/OIL/LUBRICANTS	\$1,000.00	\$34.76	\$0.00	\$40.00	\$139.20	\$213.96	\$786.04	21.00%
22700 VIDEO TAPE/CATS	\$20,000.00	\$6,138.50	\$0.00	\$0.00	\$0.00	\$6,138.50	\$13,861.50	31.00%
23000 IS SUPPLIES	\$1,000.00	\$599.97	\$0.00	\$0.00	\$0.00	\$599.97	\$400.03	60.00%
23500 VIDEO MATERIALS/CATS	\$10,000.00	\$303.54	\$183.50	\$59.98	\$328.84	\$875.86	\$9,124.14	9.00%
31100 CONSULTING SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
31200 ENGINEERING/ARCHITECT	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	-\$2,500.00	100.00%
31300 LEGAL SERVICES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
31650 DIGITIZATION SERVICES	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
32100 TELEPHONE	\$3,500.00	\$0.00	\$250.37	\$499.49	\$254.18	\$1,004.04	\$2,495.96	29.00%
32200 POSTAGE	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
32300 TRAVEL EXPENSE	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32400 PROFESSIONAL MTG/OFF	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32600 FREIGHT/DELIVERY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
36300 OTHER EQUIP/FURNITURE	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00%
37100 REAL ESTATE	\$2,000.00	\$696.00	\$0.00	\$0.00	\$0.00	\$696.00	\$1,304.00	35.00%
39100 DUES/INSTITUTIONAL	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
39500 EDUCATIONAL/LICENSING	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
39600 COMMUNITY NEWS	\$10,000.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$7,500.00	25.00%
44100 FURNITURE	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0.00%
44700 EQUIPMENT - CATS	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
44750 SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$70.00	\$70.00	\$4,930.00	1.00%
	\$549,300.00	\$43,694.50	\$38,992.64	\$33,898.21	\$42,553.64	\$159,138.99	\$390,161.01	29.00%

MONROE COUNTY PUBLIC LIBRARY

LCPF Budget & Expenditure Report

January 1, 2011 to April 30, 2011

4 months = 33.3%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	YTD Amount	2011 YTD Balance	2011 %YTD Budget
31105	ENCUMBERED	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	100.00%
31500	MAINTENANCE	\$0.00	\$1,396.00	\$0.00	\$0.00	\$0.00	\$1,396.00	-\$1,396.00	100.00%
44300	OTHER EQUIPMENT	\$279,000.00	\$0.00	\$0.00	\$572.65	\$0.00	\$572.65	\$278,427.35	0.00%
44305	ENCUMBERED	\$95,635.00	\$86,250.25	\$0.00	\$8,564.75	\$0.00	\$94,815.00	\$820.00	99.00%
44450	BUILDING RENOVATION	\$0.00	\$0.00	\$0.00	\$0.00	\$522.30	\$522.30	-\$522.30	100.00%
44600	IS EQUIPMENT	\$50,000.00	\$0.00	\$0.00	\$3,509.00	\$2,027.88	\$5,536.88	\$44,463.12	11.00%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
44700	EQUIPMENT - CATS	\$45,000.00	\$0.00	\$2,384.10	\$0.00	\$1,498.98	\$3,883.08	\$41,116.92	9.00%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$158.99	\$158.99	\$4,841.01	3.00%
		\$505,635.00	\$87,646.25	\$8,384.10	\$12,646.40	\$4,208.15	\$112,884.90	\$392,750.10	22.00%

MONROE COUNTY PUBLIC LIBRARY

Expenditure Summary compared to last year

2011 compared to 2010: Period Ending April

Fund	Fund Descr	2011 Budget	April 2011 Amt	2011 YTD Amt	2010 Budget	April 2010 Amt	2010 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,465,919.52	\$612,311.47	\$2,231,710.48	\$8,122,055.00	\$545,254.15	\$2,246,806.13	-1.00%
002	JAIL	\$0.00	\$546.83	\$1,466.24	\$6,000.00	\$445.95	\$1,586.01	-8.00%
003	CLEARING	\$0.00	\$0.00	\$725.00	\$27,651.18	\$887.49	\$29,630.19	-98.00%
004	GIFT	\$0.00	\$0.00	\$36.94	\$12,738.00	\$661.91	\$661.91	-94.00%
005	PLAC	\$0.00	\$3,650.00	\$6,200.00	\$0.00	\$3,200.00	\$5,841.00	6.00%
006	RETIREEES	\$0.00	\$3,188.98	\$8,473.95	\$0.00	\$1,465.07	\$7,325.35	16.00%
007	LIRF	\$296,932.00	\$1,167.25	\$98,482.62	\$525,317.75	\$7,110.00	\$12,810.00	669.00%
008	DEBT SERVICE	\$1,996,000.00	\$166,333.33	\$665,333.34	\$1,996,000.00	\$166,333.33	\$665,333.34	0.00%
009	RAINY DAY	\$473,310.00	\$0.00	\$0.00	\$206,488.00	\$717.82	\$6,512.32	-100.00%
010	PAYROLL	\$0.00	\$329,791.25	\$1,288,823.46	\$0.00	\$319,705.86	\$1,313,235.87	-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	\$0.00	\$0.00	\$0.00	\$5,269.05	\$732.24	\$3,157.61	-100.00%
016	GIFT-RESTRICED	\$7,100.00	\$5,270.35	\$22,562.68	\$26,134.48	\$4,905.49	\$22,352.60	1.00%
017	LEVY EXCESS	\$0.00	\$0.00	\$20,550.83	\$0.00	\$0.00	\$0.00	0.00%
018	IN KIND	\$0.00	\$0.00	\$0.00	\$225,233.24	\$137,816.24	\$225,233.24	-100.00%
019	GIFT-FOUNDATION	\$0.00	\$6,096.65	\$19,442.84	\$74,118.76	\$8,898.54	\$21,794.42	-11.00%
020	SPECIAL	\$549,300.00	\$42,553.64	\$159,138.99	\$554,557.00	\$39,907.55	\$157,357.07	1.00%
021	CAPITAL	\$505,635.00	\$4,208.15	\$112,884.90	\$726,509.55	\$355.97	\$161,978.83	-30.00%
022	GATES	\$0.00	\$0.00	\$0.00	\$15,600.00	\$0.00	\$15,285.50	-100.00%
023	LSTA-CIVIL WAR	\$5,274.27	\$743.24	\$5,036.00	\$19,705.00	\$0.00	\$0.00	0.00%
024	FINRA GRANT	\$0.00	\$386.16	\$386.16	\$0.00	\$0.00	\$0.00	0.00%
		\$11,299,470.79	\$1,176,247.30	\$4,641,254.43	\$12,543,377.01	\$1,238,397.61	\$4,896,901.39	-5.00%

MONROE COUNTY PUBLIC LIBRARY

Monthly Revenue Report (Cash Basis)

Current Period compared to Prior Period
Current Period: April 2011
Operating Fund

Source	Source Descr	2011 Budget	April 2011 Amt	2011 YTD Amt	2010 Budget	April 2010 Amt	2010 YTD Amt	%Last YR YTD Diff
00100	PROPERTY TAX/ADVANCES	\$4,521,806.00	\$0.00	\$116,647.66	\$4,861,253.00	\$0.00	\$450,137.10	-74.00%
00200	INTANGIBLES TAX	\$8,500.00	\$0.00	\$0.00	\$12,699.00	\$0.00	\$0.00	0.00%
00300	LICENSE EXCISE TAX	\$263,000.00	\$0.00	\$18,038.70	\$346,364.00	\$0.00	\$174,513.59	-90.00%
00400	COUNTY OPTION INCOME TAX	\$1,817,000.00	\$173,935.75	\$695,743.00	\$2,217,128.00	\$168,395.92	\$739,042.68	-6.00%
00500	COMMERCIAL VEHICLE EXCISE TAX	\$30,000.00	\$0.00	\$0.00	\$40,163.00	\$0.00	\$0.00	0.00%
00600	US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03400	ELL COPIERS/PRINTERS	\$0.00	\$411.87	\$1,309.81	\$4,000.00	\$414.17	\$1,370.82	-4.00%
03500	LOST/DAMAGED	\$10,000.00	\$2,338.61	\$11,962.23	\$12,000.00	\$1,877.46	\$6,808.29	76.00%
03600	FINES/FEES	\$150,000.00	\$17,084.96	\$82,019.91	\$180,000.00	\$15,185.02	\$60,882.47	35.00%
03650	COLLECTION AGENCY FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03700	BLGTN COPIERS/PRINTERS	\$5,700.00	\$1,830.30	\$4,571.60	\$12,000.00	\$1,262.00	\$4,669.60	-2.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$112.00	\$22,418.10	\$0.00	\$187.15	\$2,445.57	817.00%
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	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	0.00%
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	\$0.00	\$154.08	\$779.87	\$1,000.00	\$167.40	\$443.27	76.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM	\$0.00	\$9.11	\$410.16	\$0.00	\$0.53	\$12.33	3227.00%
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%
21300	RENT INCOME	\$0.00	\$900.00	\$1,800.00	\$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%
		\$6,816,006.00	\$196,776.68	\$955,701.04	\$7,696,607.00	\$187,489.65	\$1,440,325.72	-34.00%

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: April 2011

FUND Descr	04/01/2011	MTD Debit	MTD Credit	04/30/2011	Bal Sht Descr
OPERATING	-\$141,842.77	\$557,449.71	\$607,464.28	-\$191,857.34	CHASE/BANK ONE CHECKING
OPERATING	\$23,917.64	\$11,172.70	\$0.00	\$35,090.34	ONB/MONROE BANK CHECKING
OPERATING	\$129,669.63	\$9,924.97	\$81,199.00	\$58,395.60	UNITED COMMERCE BANK
Fund 001 OPERATING	\$11,744.50	\$578,547.38	\$688,663.28	-\$98,371.40	
JAIL	\$5,080.59	\$0.00	\$546.83	\$4,533.76	CHASE/BANK ONE CHECKING
GIFT UNRESTRICTED	\$20,372.40	\$11.01	\$0.00	\$20,383.41	CHASE/BANK ONE CHECKING
GIFT UNRESTRICTED	\$20,013.57	\$5.67	\$0.00	\$20,019.24	CHASE/BANK ONE SAVINGS
GIFT UNRESTRICTED	\$453.26	\$171.61	\$0.00	\$624.87	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$4.00	\$4.00	\$6.00	\$2.00	UNITED COMMERCE BANK
Fund 004 GIFT UNRESTRICTED	\$40,843.23	\$192.29	\$6.00	\$41,029.52	
PLAC	\$800.00	\$2,750.00	\$3,650.00	-\$100.00	CHASE/BANK ONE CHECKING
PLAC	\$300.00	\$300.00	\$0.00	\$600.00	ONB/MONROE BANK CHECKING
PLAC	\$2,550.00	\$500.00	\$2,750.00	\$300.00	UNITED COMMERCE BANK
Fund 005 PLAC	\$3,650.00	\$3,550.00	\$6,400.00	\$800.00	
RETIREES	-\$1,559.39	\$3,605.58	\$3,188.98	-\$1,142.79	CHASE/BANK ONE CHECKING
LIRF	\$82,509.58	\$100,800.80	\$1,167.25	\$182,143.13	CHASE/BANK ONE CHECKING
LIRF	\$861,608.64	\$222.47	\$99,475.80	\$762,355.31	CHASE/BANK ONE SAVINGS
Fund 007 LIRF	\$944,118.22	\$101,023.27	\$100,643.05	\$944,498.44	
DEBT SERVICE	\$168,206.74	\$49.10	\$0.00	\$168,255.84	CHASE/BANK ONE SAVINGS
RAINY DAY	\$100,989.54	\$405,000.00	\$405,000.00	\$100,989.54	CHASE/BANK ONE CHECKING
RAINY DAY	\$708,444.80	\$88.76	\$405,000.00	\$303,533.56	CHASE/BANK ONE SAVINGS
RAINY DAY	\$0.00	\$5,000.00	\$0.00	\$5,000.00	FIFTH THIRD BANK CHECKING
RAINY DAY	\$0.00	\$400,000.00	\$0.00	\$400,000.00	FIFTH THIRD BANK SAVINGS
Fund 009 RAINY DAY	\$809,434.34	\$810,088.76	\$810,000.00	\$809,523.10	
PAYROLL	\$11,821.72	\$318,873.68	\$329,791.25	\$904.15	CHASE/BANK ONE CHECKING
GIFT-RESTRICED	\$46,072.26	\$820.00	\$5,270.35	\$41,621.91	CHASE/BANK ONE CHECKING
GIFT-RESTRICED	\$40,026.65	\$11.71	\$0.00	\$40,038.36	CHASE/BANK ONE SAVINGS
GIFT-RESTRICED	\$166.00	\$4,405.00	\$0.00	\$4,571.00	ONB/MONROE BANK CHECKING
Fund 016 GIFT-RESTRICED	\$86,264.91	\$5,236.71	\$5,270.35	\$86,231.27	
GIFT-FOUNDATION	\$36,577.60	\$0.00	\$8,282.03	\$28,295.57	CHASE/BANK ONE CHECKING
SPECIAL REVENUE	\$11,943.77	\$0.00	\$42,553.64	-\$30,609.87	CHASE/BANK ONE CHECKING
CAPITAL PROJECTS	\$6,063.80	\$0.00	\$7,194.85	-\$1,131.05	CHASE/BANK ONE CHECKING

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: April 2011

FUND Descr	04/01/2011	MTD Debit	MTD Credit	04/30/2011	Bal Sht Descr
LSTA-CIVIL WAR	-\$8,654.50	\$0.00	\$743.24	-\$9,397.74	CHASE/BANK ONE CHECKING
FINRA GRANT	\$39,791.00	\$0.00	\$386.16	\$39,404.84	CHASE/BANK ONE CHECKING
	\$2,165,326.53	\$1,821,166.77	\$2,003,669.66	\$1,982,823.64	

MONROE COUNTY PUBLIC LIBRARY

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CHASE BANK CHECKING
06100 BANKONECK
April 2011**

Account

Beginning Balance on	4/1/2011	\$347,853.97	Cleared	\$784,467.13
+	Receipts/Deposits	\$1,071,114.60	Statement	\$784,467.13
-	Payments (Checks and Withdrawals)	\$634,501.44	Difference	\$0.00
Ending Balance as of	4/29/2011	\$784,467.13		

Check Book Balance

Active	G 001-06100	OPERATING	-\$191,857.34
Active	G 002-06100	JAIL	\$4,533.76
Active	G 003-06100	CLEARING	\$0.00
Active	G 004-06100	GIFT UNRESTRICTED	\$20,383.41
Active	G 005-06100	PLAC	-\$100.00
Active	G 006-06100	RETIREEES	-\$1,142.79
Active	G 007-06100	LIRF	\$182,143.13
Active	G 008-06100	DEBT SERVICE	\$0.00
Active	G 009-06100	RAINY DAY	\$100,989.54
Active	G 010-06100	PAYROLL	\$904.15
Active	G 012-06100	TEEN COUNCIL	\$0.00
Active	G 015-06100	LSTA	\$0.00
Active	G 016-06100	GIFT-RESTRICED	\$41,621.91
Active	G 017-06100	LEVY EXCESS	\$0.00
Active	G 019-06100	GIFT-FOUNDATION	\$28,295.57
Active	G 020-06100	SPECIAL REVENUE	-\$30,609.87
Active	G 021-06100	CAPITAL PROJECTS	-\$1,131.05
Active	G 022-06100	GATES HARDWARE	\$0.00
Active	G 023-06100	LSTA-CIVIL WAR	-\$9,397.74
Active	G 024-06100	FINRA GRANT	\$39,404.84
		Cash Balance	\$184,037.52
	Beginng Balance	\$347,853.97	
	+ Total Deposits	\$1,071,114.60	
	- Checks Written	\$1,234,931.05	
	Check Book Balance	\$184,037.52	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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CHASE BANK SAVINGS

06110 BANKONESV

April 2011

Account

Beginning Balance on 4/1/2011	\$2,098,824.60	Cleared	\$1,294,202.31
+ Receipts/Deposits	\$377.71	Statement	\$1,294,202.31
- Payments (Checks and Withdrawals)	\$805,000.00	Difference	\$0.00
Ending Balance as of 4/29/2011	\$1,294,202.31		

Check Book Balance

Active	G 001-06110	OPERATING	\$0.00
Active	G 004-06110	GIFT UNRESTRICTED	\$20,019.24
Active	G 007-06110	LIRF	\$762,355.31
Active	G 008-06110	DEBT SERVICE	\$168,255.84
Active	G 009-06110	RAINY DAY	\$303,533.56
Active	G 016-06110	GIFT-RESTRICED	\$40,038.36
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 **\$1,294,202.31**

Beginng Balance	\$2,098,824.60
+ Total Deposits	\$377.71
- Checks Written	\$805,000.00

Check Book Balance	\$1,294,202.31
Difference	\$0.00

MONROE COUNTY PUBLIC LIBRARY

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***Check Reconciliation©
ONB MONROE CHECKING
06300 ONB/MONROE
April 2011**

Account

Beginning Balance on 4/1/2011	\$24,836.90	Cleared	\$40,886.21
+ Receipts/Deposits	\$16,049.31	Statement	\$40,886.21
- Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of 4/30/2011	\$40,886.21		

Check Book Balance

Active	G 001-06300	OPERATING	\$35,090.34
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$624.87
Active	G 005-06300	PLAC	\$600.00
Active	G 006-06300	RETIREEES	\$0.00
Active	G 007-06300	LIRF	\$0.00
Active	G 008-06300	DEBT SERVICE	\$0.00
Active	G 012-06300	TEEN COUNCIL	\$0.00
Active	G 015-06300	LSTA	\$0.00
Active	G 016-06300	GIFT-RESTRICED	\$4,571.00
Active	G 019-06300	GIFT-FOUNDATION	\$0.00
Active	G 020-06300	SPECIAL REVENUE	\$0.00
		Cash Balance	\$40,886.21
	Beginng Balance	\$24,836.90	
	+ Total Deposits	\$16,049.31	
	- Checks Written	\$0.00	
	Check Book Balance	\$40,886.21	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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Page 1

***Check Reconciliation©**

UNITED COMMERCE

06400 UNITED COM

April 2011

Account

Beginning Balance on 4/1/2011	\$133,268.63	Cleared	\$58,697.60
+ Receipts/Deposits	\$10,428.97	Statement	\$58,697.60
- Payments (Checks and Withdrawals)	\$85,000.00	Difference	\$0.00
Ending Balance as of 4/29/2011	\$58,697.60		

Check Book Balance

Active	G 001-06400	OPERATING	\$58,395.60
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$2.00
Active	G 005-06400	PLAC	\$300.00
Active	G 016-06400	GIFT-RESTRICED	\$0.00
		Cash Balance	\$58,697.60
	Beginng Balance	\$133,268.63	
	+ Total Deposits	\$10,428.97	
	- Checks Written	\$85,000.00	
	Check Book Balance	\$58,697.60	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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Page 1

***Check Reconciliation©**

FIFTH THIRD CHECKING

06500 FIFTHCKNG

April 2011

Account

Beginning Balance on 4/1/2011	\$0.00	Cleared	\$5,000.00
+ Receipts/Deposits	\$5,000.00	Statement	\$5,000.00
- Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of 4/29/2011	\$5,000.00		

Check Book Balance

Active	G 009-06500	<i>RAINY DAY</i>		\$5,000.00
		Cash Balance		\$5,000.00
		Begining Balance	\$0.00	
		+ Total Deposits	\$5,000.00	
		- Checks Written	\$0.00	
		Check Book Balance		\$5,000.00
		Difference		\$0.00

MONROE COUNTY PUBLIC LIBRARY

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Page 1

***Check Reconciliation©**

FIFTH THIRD SAVINGS

06510 FIFTHSAVG

April 2011

Account

Beginning Balance on 4/1/2011	\$0.00	Cleared	\$400,000.00
+ Receipts/Deposits	\$400,000.00	Statement	\$400,000.00
- Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of 4/29/2011	\$400,000.00		

Check Book Balance

Active	G 009-06510	<i>RAINY DAY</i>		\$400,000.00
		Cash Balance		\$400,000.00
		Begining Balance	\$0.00	
		+ Total Deposits	\$400,000.00	
		- Checks Written	\$0.00	
		Check Book Balance	\$400,000.00	
		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 Election of Board Officers
	19	Board of Finance	Review Investment Report and Policy
February	9	Work Session	
	16	Board Meeting	
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: At War and At Home
June	8	Work Session	Budget Timeline and Priorities
	15	Board Meeting	Program Update: Homework Help
July	13	Work Session	Draft 2012 Budget
	20	Board Meeting	
August	10	Work Session	Revised 2011 Budget
	17	Board Meeting	Approve 2012 Budget for advertising
September	14	Work Session	
	21	Public Hearing	2012 Budget
	21	Board Meeting	
October	19	Work Session	2012 Budget, as recommended by County Council
	26	Board Meeting	Adopt 2012 Budget
November	9	Work Session	Approve 2012 employee insurance package
	16	Board Meeting	
December	14	Work Session	
	21	Board Meeting	Approve 2012 salary schedule

TO: Monroe County Public Library – Board of Trustees
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager
RE: Personnel Report
DATE: May 18, 2011

Job Changes

Amanda Cukrowicz, Collection Services, Materials Support Clerk, Pay Grade C, from 20 hours per week to 25 hours per week, effective May 23, 2011.

Beginning Employment

Michael Anderson, Circulation, Page, Pay Grade A, 15-18 hours per week, effective April 25, 2011.

Sela Constan-Wahl, Circulation, Page, Pay Grade A, 15-18 hours per week, effective April 25, 2011.

Rachelle Fullam, Circulation, Page, Pay Grade A, 15-18 hours per week, effective April 25, 2011.

Evan Gornik, Circulation, Page, Pay Grade A, 15-18 hours per week, effective April 25, 2011.

Korey Gundrum, Circulation, Page, Pay Grade A, 15-18 hours per week, effective April 25, 2011.

Kelsey Horne, Circulation, Page, Pay Grade A, 15-18 hours per week, effective April 25, 2011.

Jacob Stinson, Circulation, Page, Pay Grade A, 15-18 hours per week, effective April 25, 2011.

Jessica Grabert, Children's Services, Temporary Reference Assistant, Pay Grade F, 10-25 hours per week, effective April 20, 2011.

Amy Koester, Children's Services, Temporary Reference Assistant, Pay Grade F, 10-25 hours per week, effective April 20, 2011.

Ending Employment

Kelly Schmidt, Collection Services, Materials Processing Clerk, Pay Grade C, 20 hours per week, effective May 6, 2011.

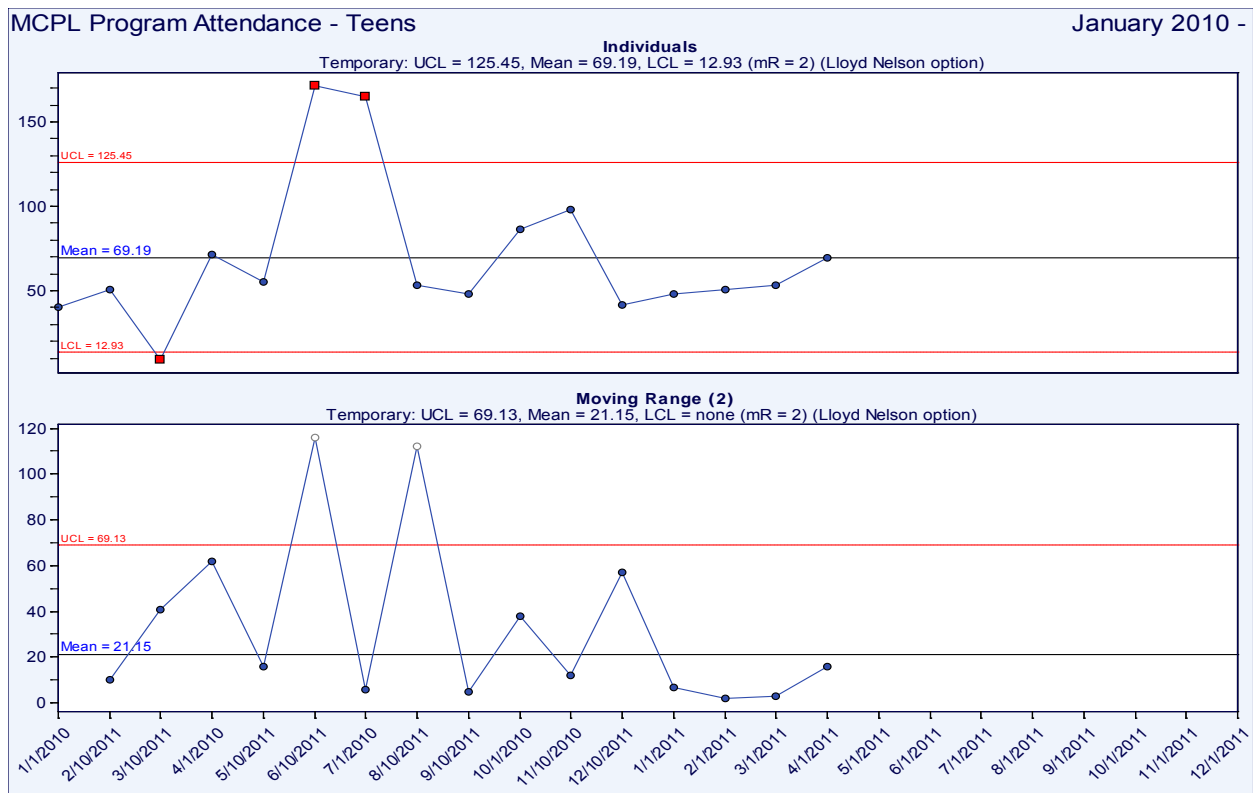
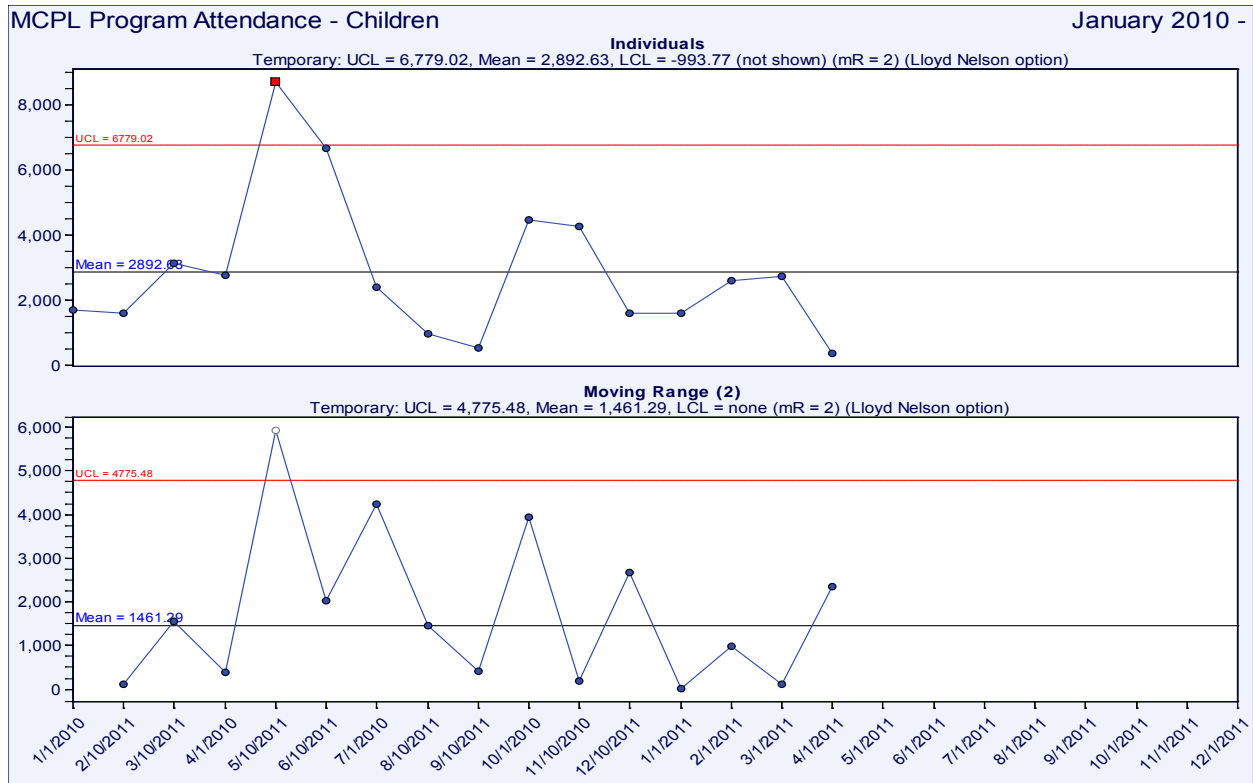
Andrew Beargie, CATS, Production Assistant, Pay Grade D, 25 hours per week, effective May 2, 2011.

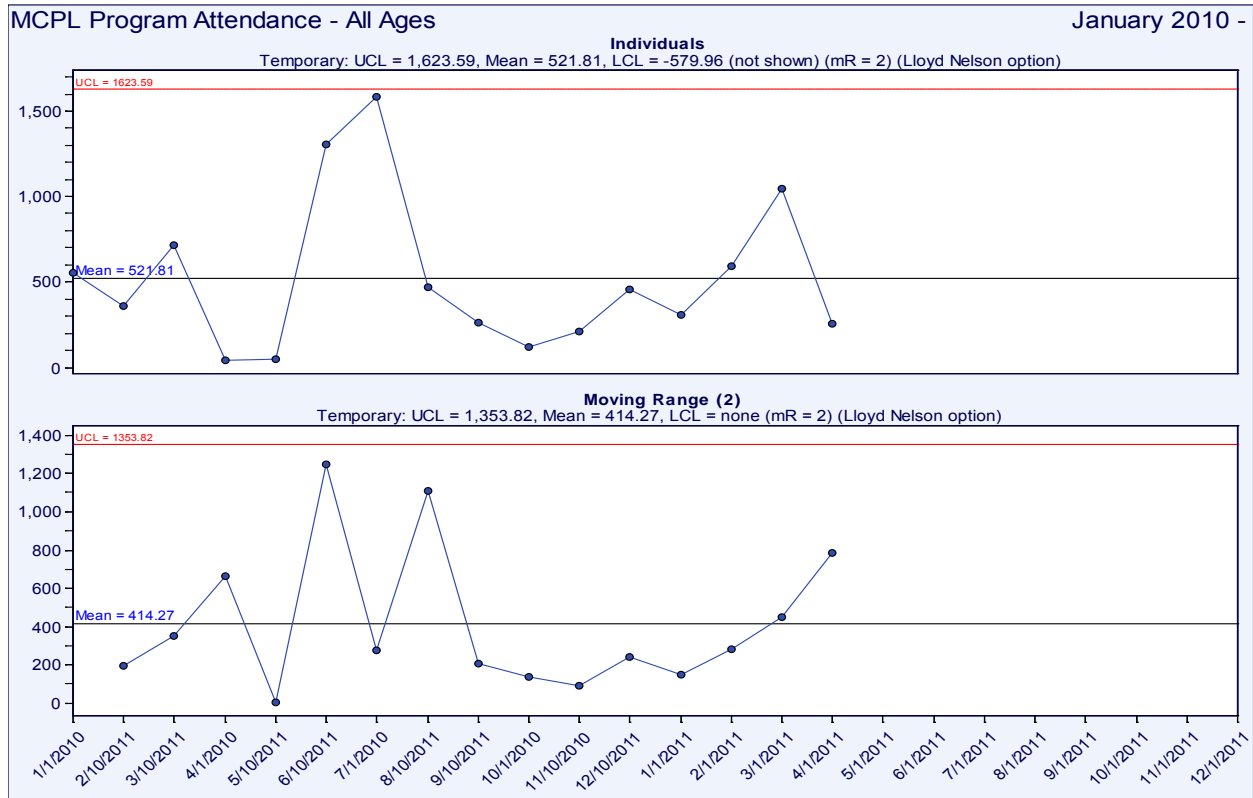
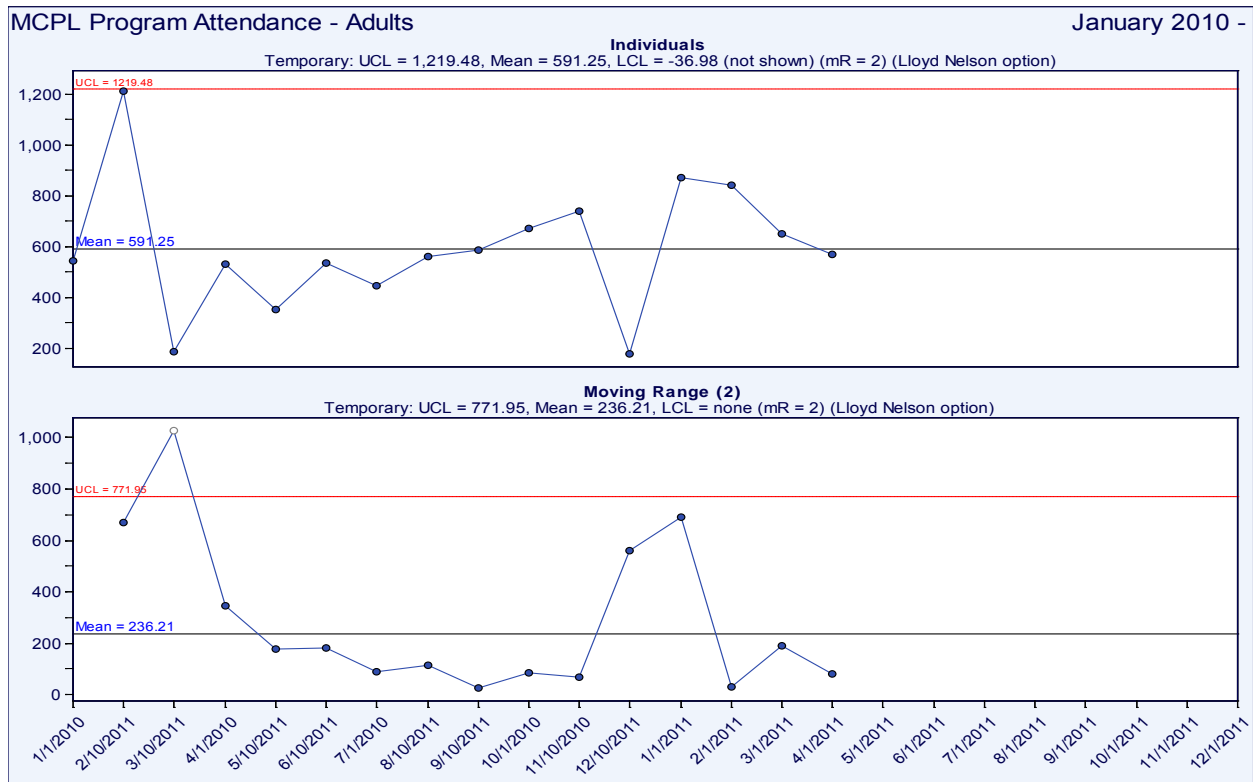
Addison Cramer, CATS, Production Assistant, Pay Grade D, 25 hours per week, effective May 10, 2011.

Seth Tackett, CATS, Production Assistant, Pay Grade D, 25 hours per week, effective May 8, 2011.

Pat Combs, Administration, Secretary, Pay Grade E, 37.5 hours per week, effective May 13, 2011.

Goal 1: Strengthen support for literacy and lifelong learning.





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

- Among 13 story time programs at Ellettsville Branch, Penny Gillie presented "Baby Signs: Sing It, Say It, Sign It!" to Infants and toddlers and their caregivers. Use of sign language with infants and toddlers helps to jumpstart several pre-literacy skills including support for the development of language, vocabulary and verbal communication.
- Stephanie attended Monroe County Smart Start committee meetings to plan publicity events. She will read the new book "B is for Bloomington" at an upcoming event to promote service to children from birth through age five.
- April storytimes at Head Start had a springtime theme, with songs, stories, and fingerplays about bugs, ducks, and delicious things that grow.

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

- "Reading to the Dogs" program continued at the Ellettsville Branch and in Children's Services.
- Stephanie Holman presented at Ellettsville Elementary School's Young Author's Conference.
- During the 19 days it was open in April, the Homework Center helped 311 school age children.
- Lisa Champelli presented bibliographic instruction programs for Binford Elementary and Lighthouse Christian Academy students and Ellen Arnholter presented a career resources workshop for Boys and Girls Club children.
- More than 80 children and their caregivers attended the "First Experience with Opera" presented by Mary Frasier and singers from the Jacobs School of Music at the Main Library.
- Polly Nuesttook the Bookmobile to a Family Night storytelling event at IU's Student Recreational Sport Center, sharing books and stories with attendees.

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

- Stori Snyder conducted parent and child surveys in the Homework Center as it wrapped up for the year. Responses were overwhelmingly positive, most of them asking that we expand the service in one way or another. Ninety-three percent of parents said they would recommend this service to a friend. One parent added, "I have recommended this to several of my friends who have children who are struggling in reading."

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

- Penny presented the Library's "Read It Off" program at the ILF District 8 Conference and encouraged other libraries to consider implementing their own literacy based fine/charge reduction programs for young library users with blocked cards. Her presentation highlighted how "Read It Off" has empowered over 600 young Monroe County residents to read more than \$14,000 in charges from their library accounts.
- Christina Jones, Zach Canale, and Martin O'Neil directed filming of the 2011 Summer Reading publicity video which will be played at every RBB and MCCSC elementary school this spring.
- Lisa Champelli scheduled visits to MCCSC and some private elementary schools in May.
- On April 5, VITAL was awarded the "Be More Knowledgeable" award by the City of Bloomington.
- From April 18-21, VITAL held its annual Quiz Bowl, to raise awareness of and funds for adult literacy. The E-Ville Edge-U-Cators won – again.

1E. Strengthen literacy skills of adults.

- Attendance for the three Express Computer classes (each offered twice a month) continued to be low, but evaluations make it clear that this is a program that is concretely helping people with a much needed skill. "His [Burl's] explanation was clear and precise. He was willing to answer all questions with demonstrations."

- In VITAL, 69 individual learners were matched in one-to-one tutoring pairs. 65 individuals attended ESL Conversation Practice groups.

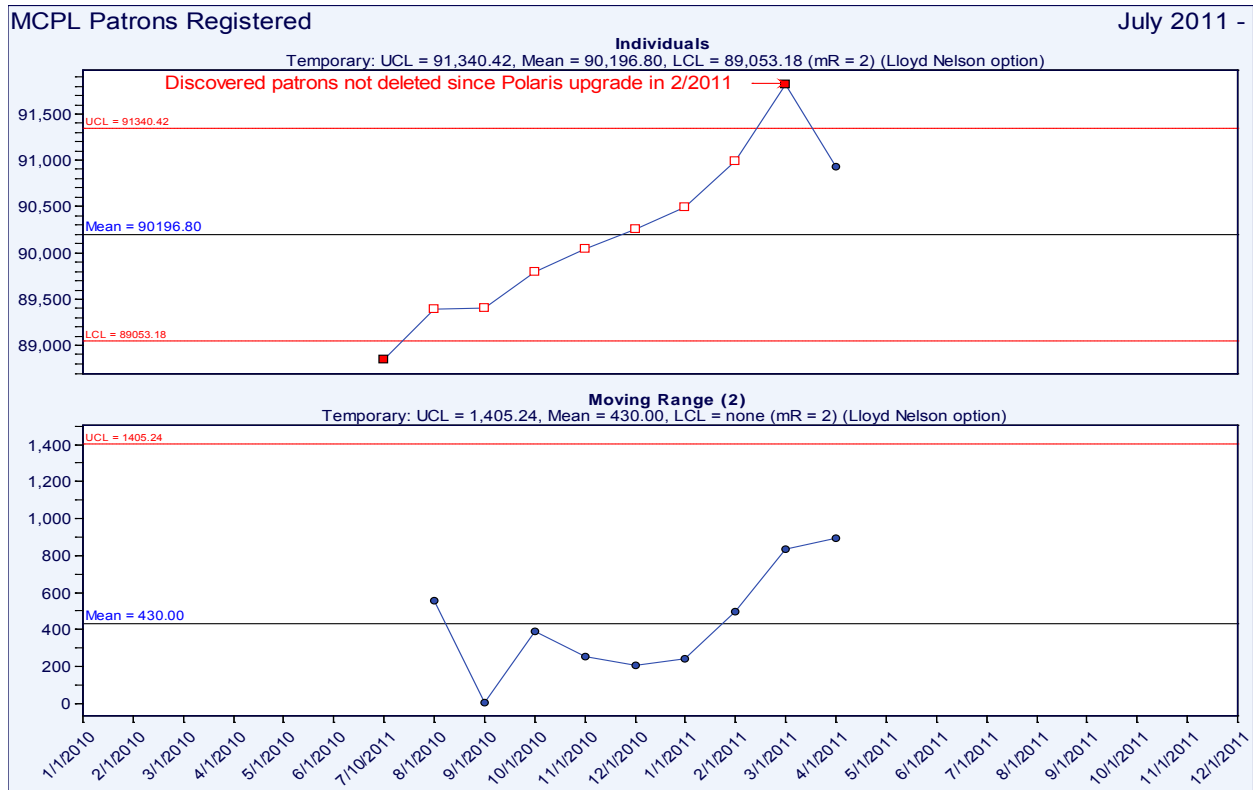
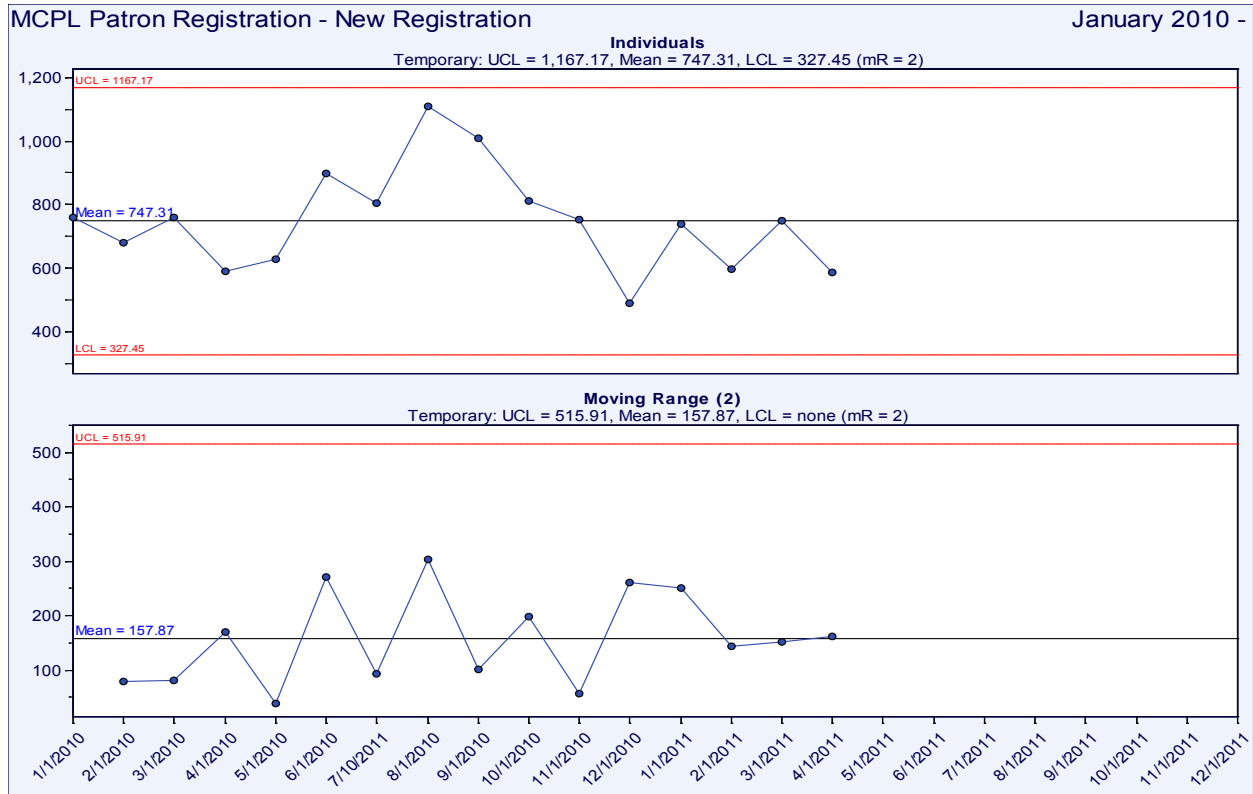
1F. Strengthen readers' advisory services.

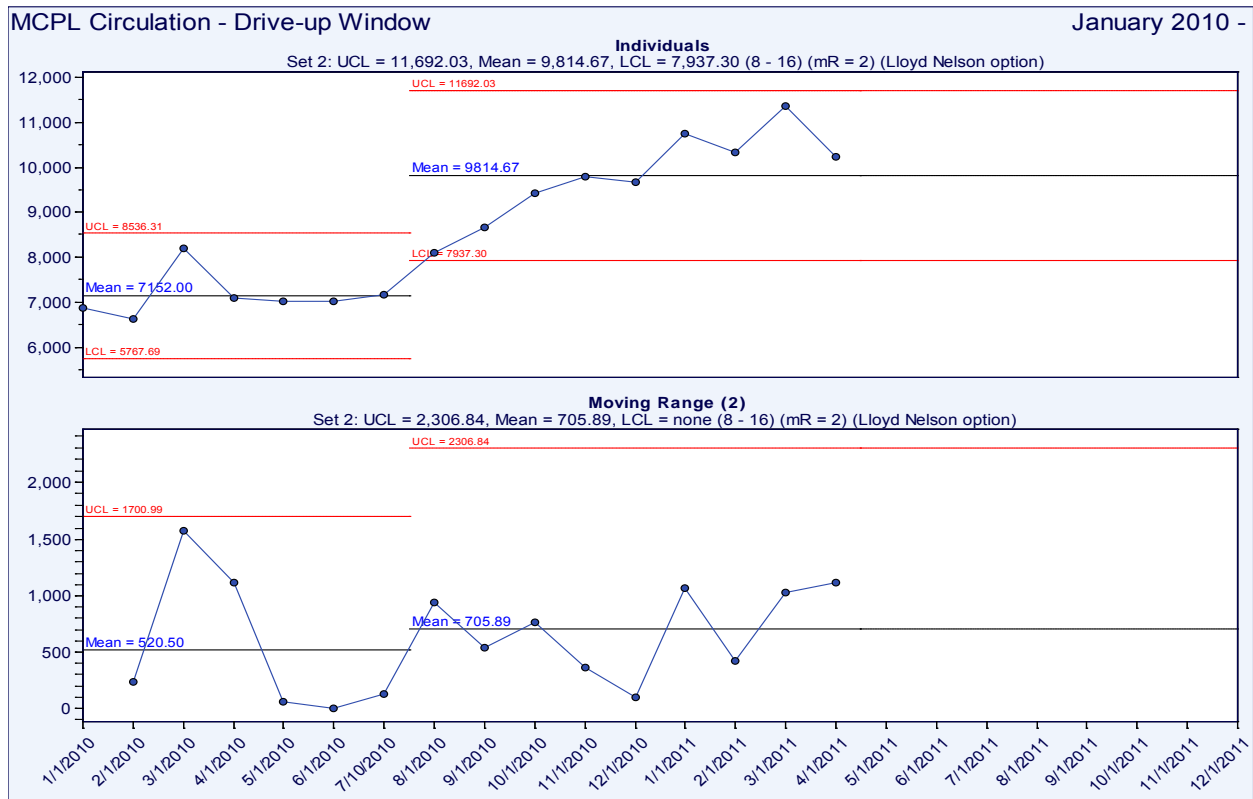
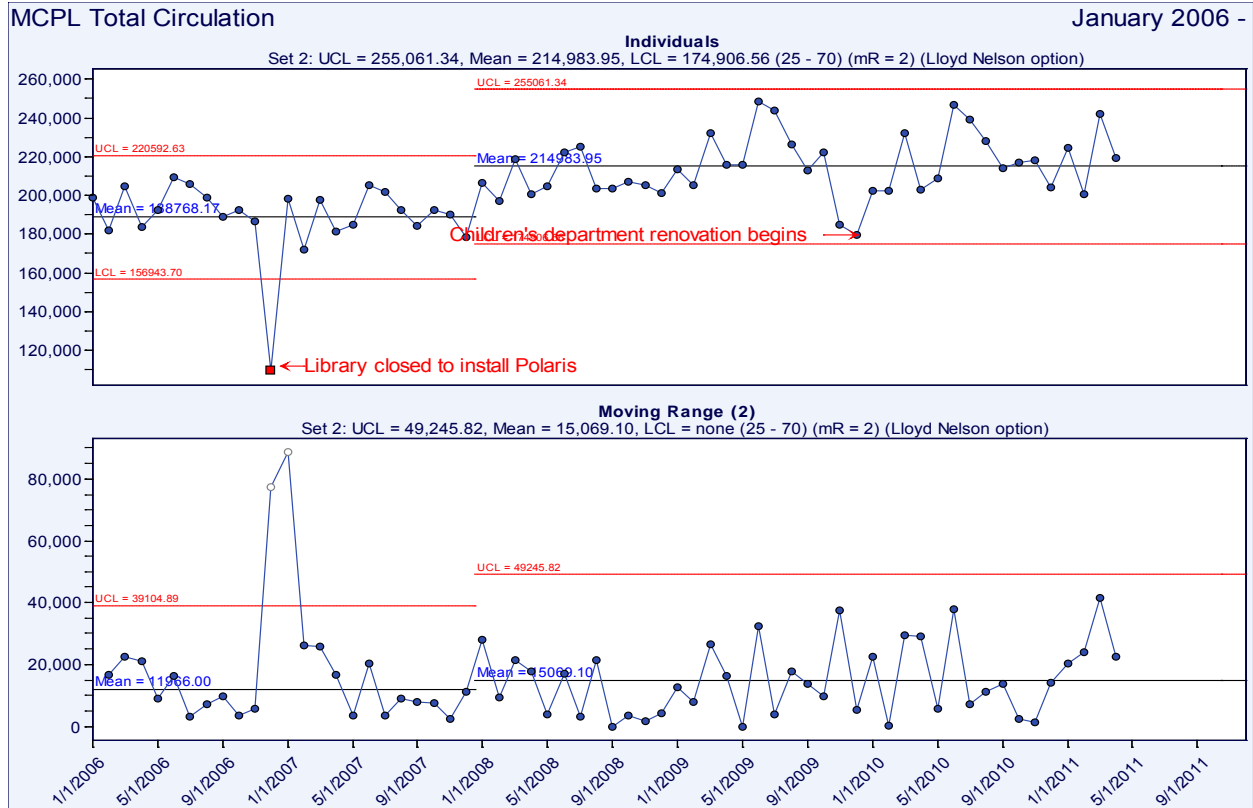
- The last CLASS reading lists were prepared and posted on the Ellettsville Branch Web page.

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

- Penny Gillie enlisted the assistance of other members of the Marketing and Events Committee in updating the library's partnership database.
- Chris Hosler attended the College Success Coalition's final meeting of the school year. The group selected four areas of concern to address with action items for the rest of the year.
- Chris Hosler met with Sarah Erbe, New Tech High School, to plan a partnership for 10 and 11 grade students, who will create physical and online projects to promote the books nominated for 2011-12 Eliot Rosewater Award to other Monroe County teens. The Library will display the winning projects, selected by a joint panel of New Tech and MCPL staff, in June.
- A group from the History Center and Library met on April 27 to discuss how our organizations might work together to prepare for the Monroe County bicentennial in 2018. Although no decisions were made, both groups agreed emphasis should be placed on getting our houses in order for shared databases of collections using open source content management systems.
- Jason Evans Groth began work as project librarian for the "It's Your Money" grant.
- The Library was an important partner with the Foundation of Monroe County Schools, WTIU, and the Chamber in "Bloomington Reads Week." On Wednesday, April 27, it was "BYOB (book, that is)" on the Courthouse Square. Despite morning rain, scores of children, library staff, Court House workers, educators, and business people ate lunch with a book and talked to each other about what they were reading. That evening, the Library hosted a showing of a PBS documentary "Digital Media," with a discussion facilitated by Alan Veach. On Saturday, April 30, the week concluded with "Bloomington Reads at the Farmers Market." More than 150 readers, including nearly 30 "celebrity readers," took turns reading a page of *James and the Giant Peach*, by Roald Dahl, while CATS filmed. The weather was sunny, the book hilarious, and readers and watchers had a good time. We can't wait to see the video.
- VITAL Coordinator Sue Murphy met with Marilyn Pitzulo, Region 8 Workforce Development ABE coordinator, to continue to cultivate relationships with Work One and MCCSC Adult Education.
- Community Relations Coordinator Margaret Harter served as liaison for the Library's partnership with the City's Commission on Aging for May 2011 Creative Aging Festival. She submitted content for the Festival promotional calendar and helped secure Commission funding of the license for the showing of the documentary, "Young At Heart" at the Library.
- Community Relations helped with images and revisions for this year's promotional brochure for America Reads tutoring at the Library in July.
- Community Relations worked with IU Auditorium and Children's Department to arrange a storytelling visit to Children's by a cast member, Conductor Sir TophamHatt, from the show, "Thomas and Friends Live! On Stage."

Goal 2: Expand access to information.





April Access		
Website Visits	Home page hits	81,119
	Catalog hits	3,831,520
	Other hits	2,110,566
	TOTAL	5,942,086
Read It Off	Number registered	399
	Charges waived	\$676
	Number individuals with charged waived	76
	Number exiting program	23
Interlibrary loan	Items loaned	165
	Items borrowed	21
CATS	Government programs produced	35
	Patron programs produced	29
	CATS programs produced	32
	Hours cablecast	2,168
	In-house viewings	16
	Editing sessions	104
	Dubs delivered	109
Programs added to collection	214	

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

- Christine Friesel received word from the Indiana State Library that, due to uncertainty in the Federal budget negotiations, the awarding of LSTA grants would also be delayed.
- Staff from Adult and Teen Services and Collection Services discussed possibilities for replacing some print reference sources with electronic formats, so patrons could access them via home computers. Other departments will be included in the discussion in May.

2B. Improve web access.

2C. Deliver information through CATS.

- CATS crews covered a variety of government meetings, a mayoral debate and candidate forums, African American music and dance, and a week of VITAL Quiz Bowl, as well as Bloomington Reads at the Farmers' Market.

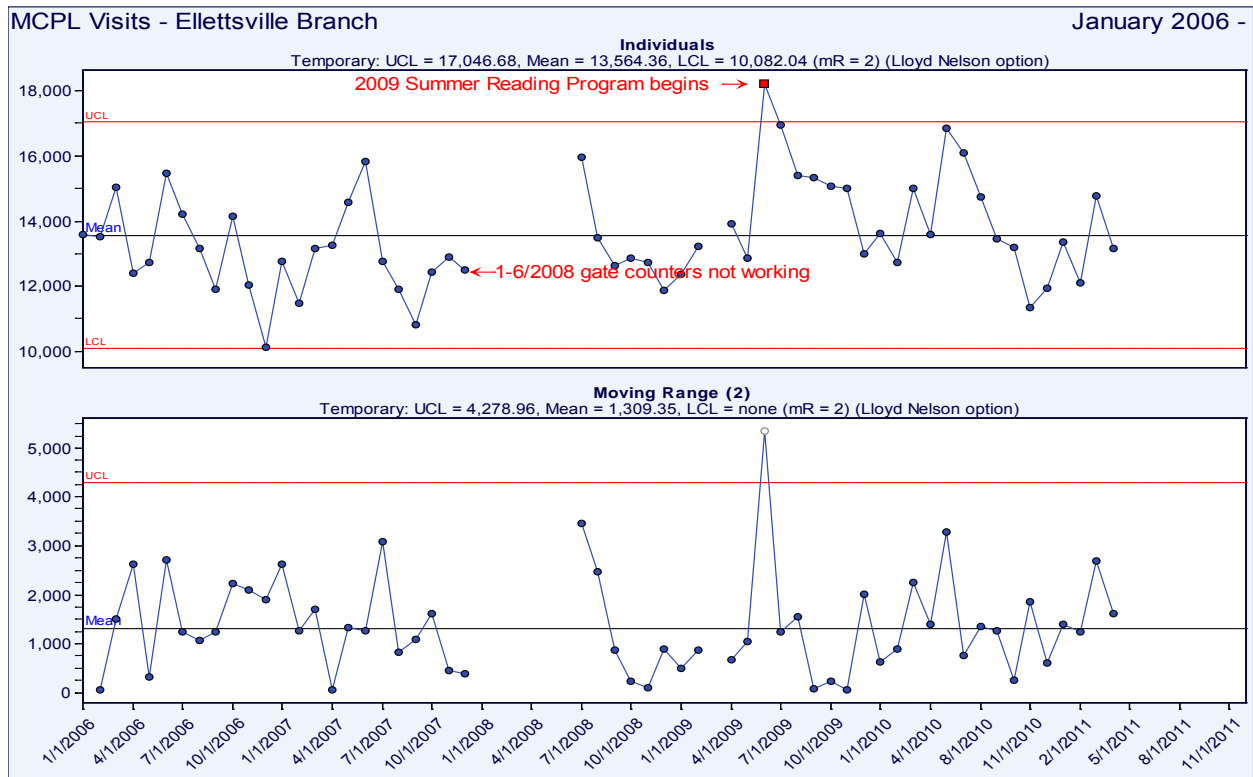
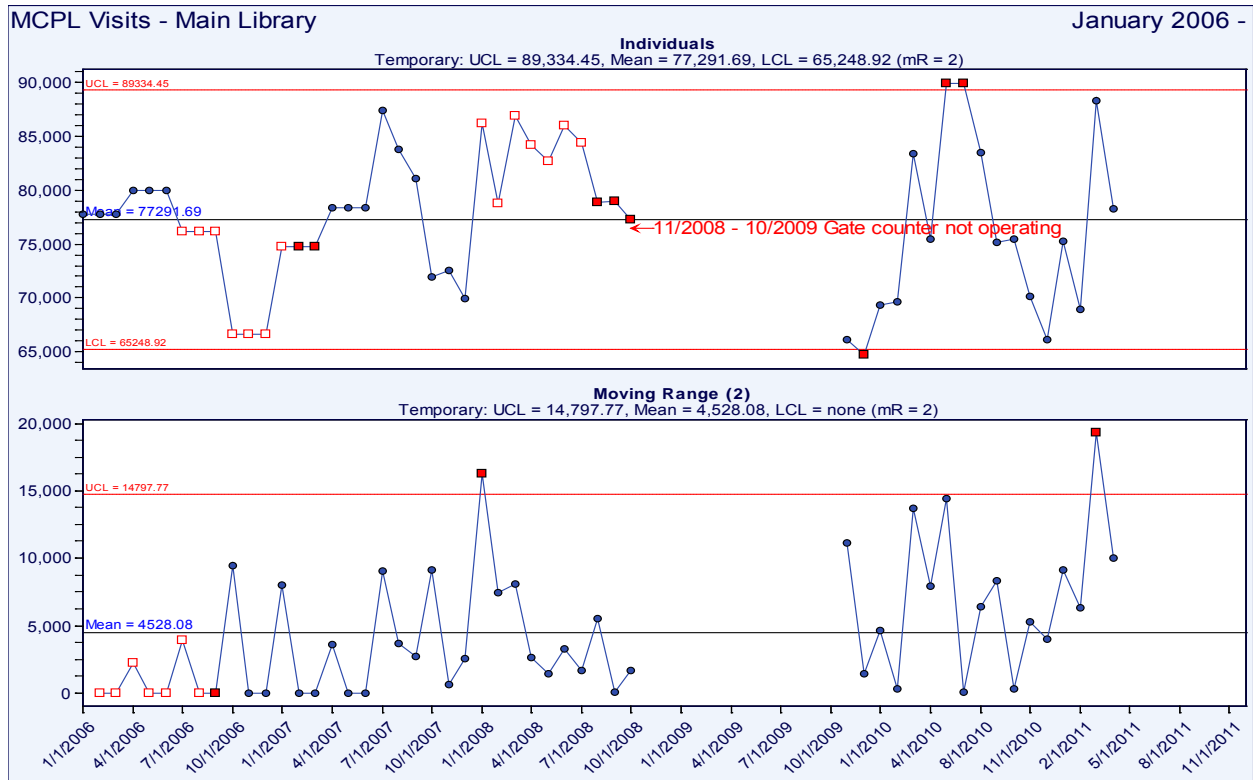
2D. Replace Bookmobile. COMPLETED

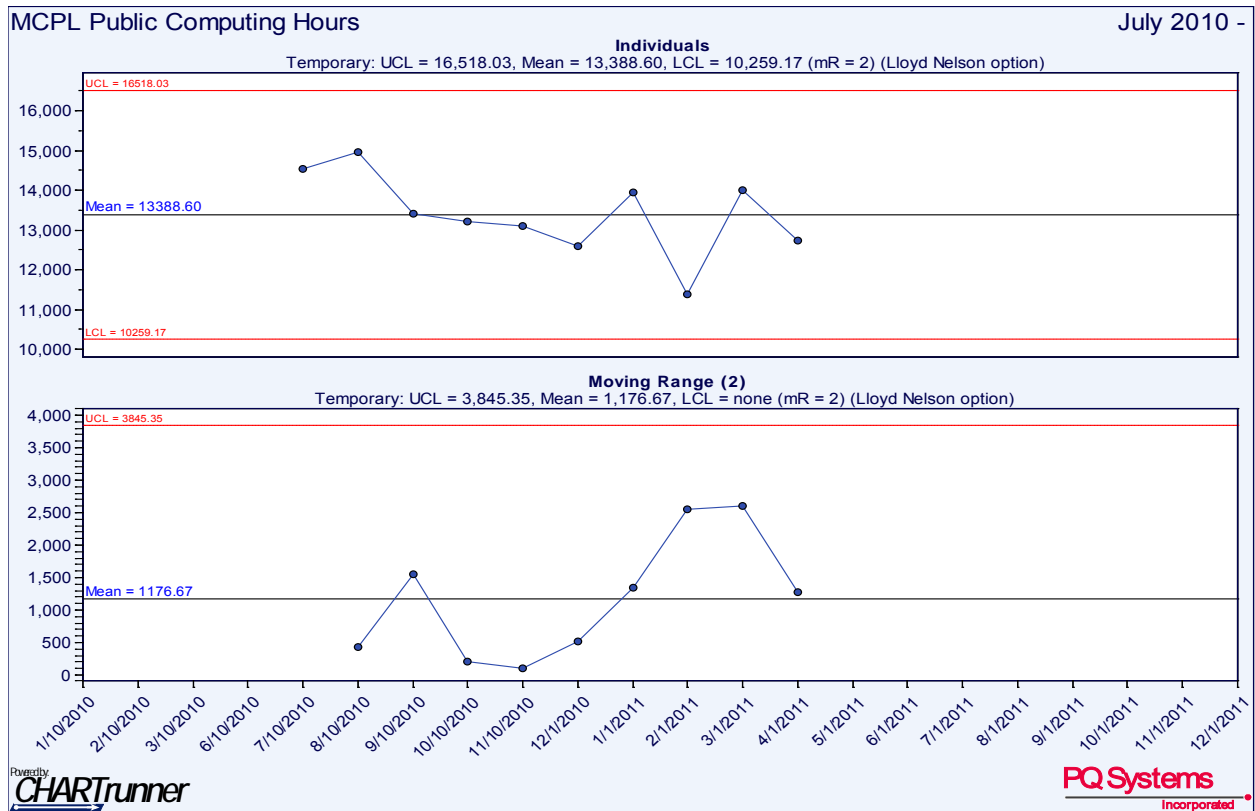
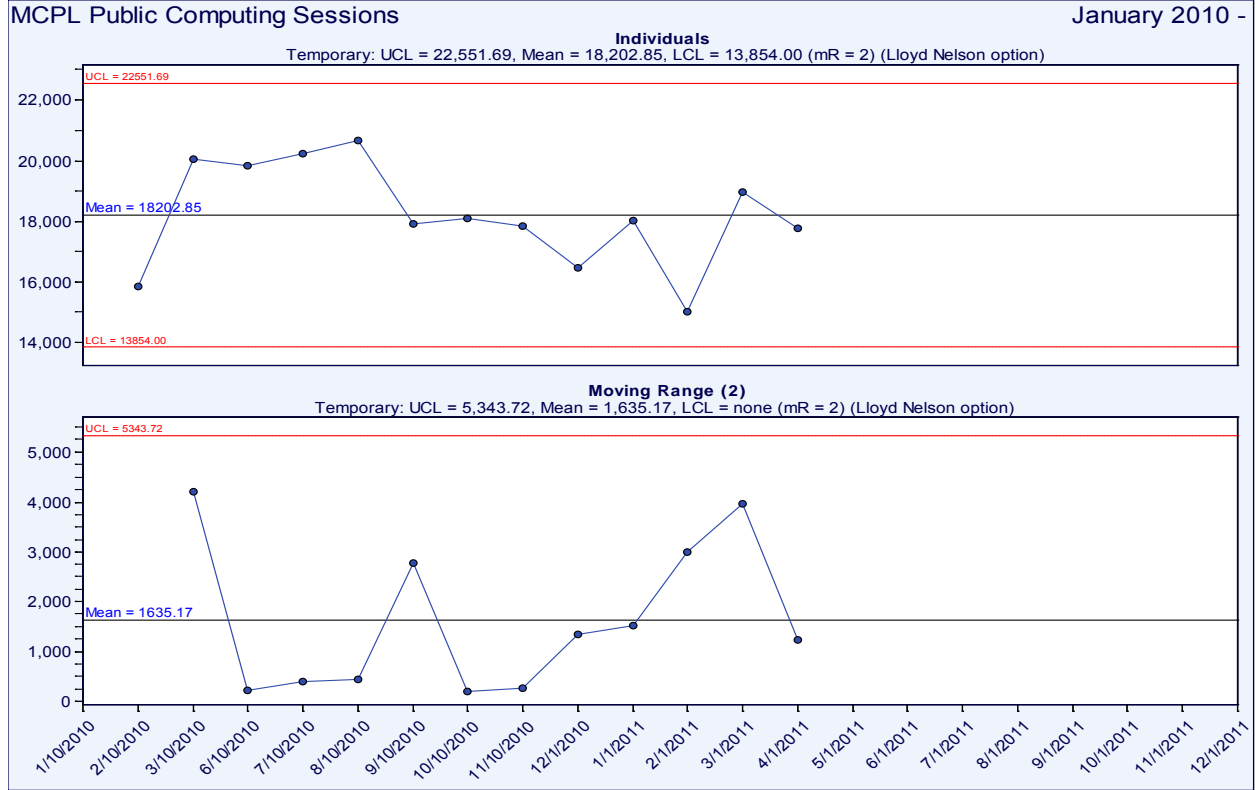
2E. Investigate changing or expanding hours.

2F. Open a second branch location.

2G. Improve service for people with disabilities.

Goal 3: Deliver exemplary service.





April Service		
Meeting Rooms	Main Library meeting rooms used	111
	Main Library auditorium used	23
	Main Library atrium	1
	Ellettsville Branch	13
	TOTAL MEETING ROOMS USED	148
Author Alert	Holds placed	238

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

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

- In preparation for implementation of automated materials handling, all Circulation staff reviewed ITG web information. Mary Loro, Mickey Needham, Bara Swinson, Pam Wasmer, and Jason Chandler continued making building preparations and scheduled telephone conferences to review sorter settings.
- The Check-in Process Improvement Team measured check-in turnaround time and created a unified flowchart for Ellettsville and the Main Library.

3C. Improve materials security.

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

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

- The Board approved the 2012 Library Capital Projects Fund Plan, which includes funding for Phase 3 and 4 of the renovation. The Plan now moves to the County Council.

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

- Facilities Manager Mark Mobley and Sara Laughlin met with Debra Beck, landscape architect, to discuss a landscape design for the Main Library.

3G. Provide high quality public technology services.

- Penny was a guest lecturer for the SLIS class, "Library Systems." She spoke with future librarians about the Library's experiences in selecting and implementing a new ILS system.
- Ellettsville Branch added two more laptop computers (to bring the meeting room total to 8) for training sessions with the public and staff.
- In partnership with Area 10 Agency on Aging, Ellettsville Branch provided the technology and space for 104 volunteer tax help sessions from Feb. 14 to April 14. At the Main Library, 10 volunteers under the coordination of Mary Bent filed 778 returns after 867 sessions with individuals needing assistance.

3H. Create engaging library experiences.

- The Marketing and Events Committee discussion resulted in the addition of the "Create Your Own Story" link on the MCPL website in celebration of National Library week. It was so much fun to read the stories that we continued the event throughout April. To date, more than 50 community members have posted brief personal stories about the roles books and libraries have played in their lives.
- Chris Hosler created a booklist display for young adult sports fiction and nonfiction at Ellettsville.
- Stephanie Holman put a display of dolls from around the world in the Children's Room display case, to support the Summer theme "One World, Many Stories."

- Janet Lambert and Lisa Champelli presented "Make a Story Quilt" program. The paper quilt told the stories of each child attending the program. It was displayed through National Library Week.
- 250 art pieces were returned to teachers as Youth Art Month concluded at Ellettsville Branch.
- "First Experience with Opera" was a great program that saw IU Opera students performing a version of "Little Red Riding Hood" at Ellettsville. Families found it to be a most enjoyable cultural experience.
- 30 teens came to Anime Club in April, despite no anime being shown. Activity night consisted of origami, drawing, playing Go, snacking, a boisterous game of Apples to Apples and brainstorming for All Day Anime to be held this summer.
- At Books Plus on April 3, 20 poetry lovers came to celebrate National Poetry Month. Led by Dory Lynch, they discussed poetry in form including haiku (now the world's most popular form), sonnets, villanelles and sestinas. Most people brought their own favorite poems to share. These included work by former poet laureate Billy Collins, and by Emily Dickinson, William Wordsworth, Seamus Heaney, Andrei Voznesensky, Ron Silliman, and a few others.
- At "Researching Your Old House History," Betty Warren shared ways to determine the age of a building but mostly focused on where to find written records that might contain useful information. Volunteer Lee Ehman from the Monroe History Center was able to inform the participants what records are kept at the History Center.
- The Library booth at Business Expo was a popular destination.
- Community Relations created publicity materials for the launch of "At War At Home," the Indiana Room's grant-funded digital collection of Monroe County in the Civil War era.

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

3J. Offer regular customer service training and updates.

- Circulation staff discussed two patron complaints on the Circulation Blog.
- The Staff Development Committee met regularly to prepare for staff training initiatives.
- Human Relations and the Wellness committee arranged with JA Benefits to present 3 informative/Q&A sessions highlighting the Clinic's annual physical and wellness services.
- HR arranged for Paul Sinclair, the library's labor relations' attorney from Ice Miller, to present a workshop for all MCPL supervisors entitled "Managing in a Union Environment". Mr. Sinclair provided the informational session at no charge.

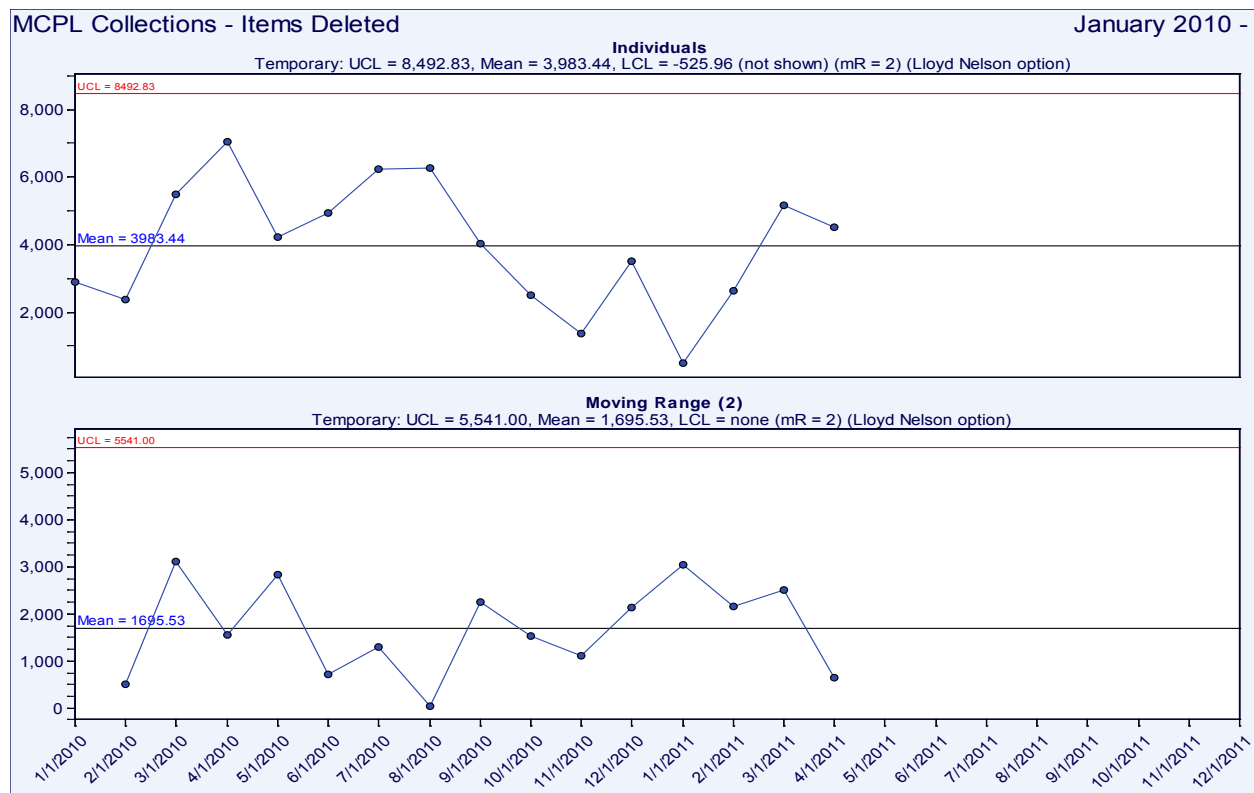
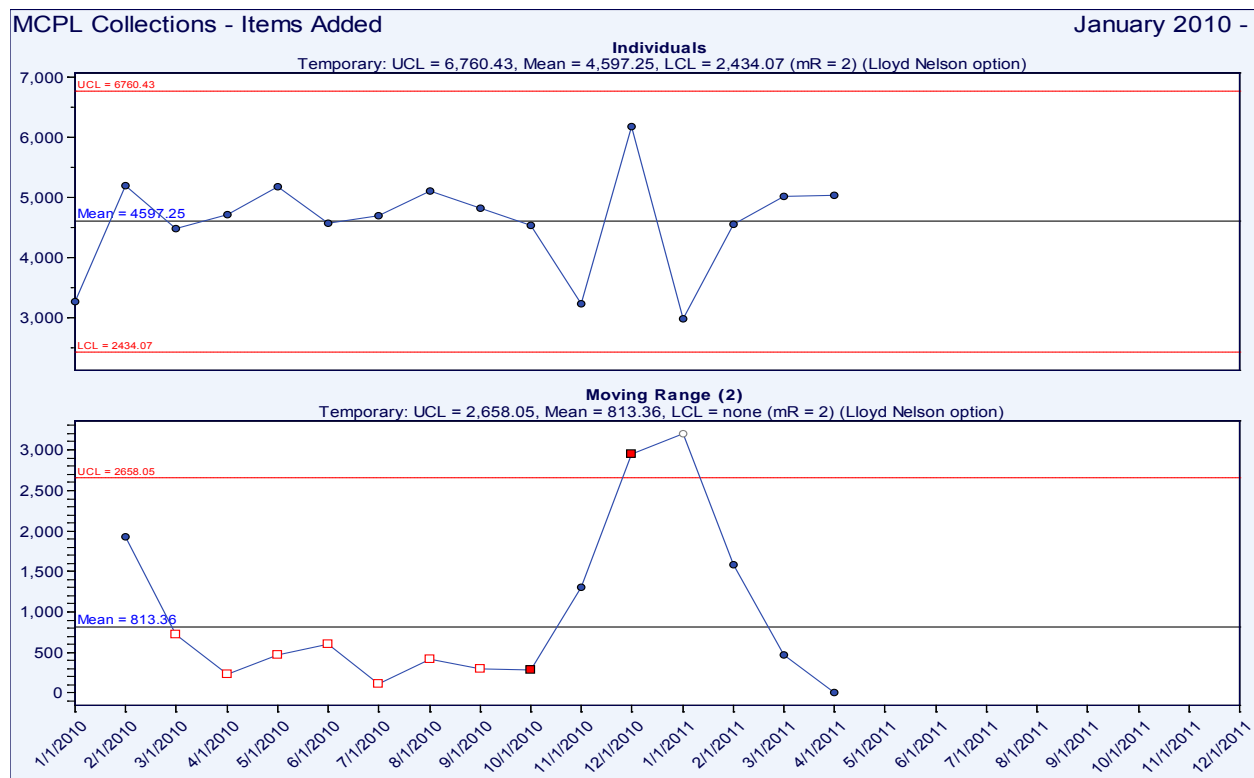
3K. Implement training to enhance technology core competencies.

3L. Offer regular feedback opportunities for employees.

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

- Community Relations Coordinator Margaret Harter helped Adult and Teen Services create a brief survey for Bestseller Express.

Goal 4: Maintain High Quality Collections



<i>April Collections</i>		
Items reviewed	Reviewed (main)	3,272
	Discarded	421
Items returned/not returned	Items returned	160,424
	Accounts to collection agency	173
	Value recovered (cash and items)	\$12,612

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

4B. Maintain functional and attractive library collections.

- Circulation cleaned and repaired 105 discs cleaned and repaired 12 bindings.
- A SLIS student working on an independent study project about collection development in Spanish language areas interviewed Penny Gillie, adult Spanish language selector.
- Stephanie Holman shifted the entire Juvenile Fiction collection to make room for a large new order of Juvenile Graphic Novels that are showing high circulation figures.
- The first Ellettsville based session of "Put it In Order" trained four volunteers in shelf-reading.

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.

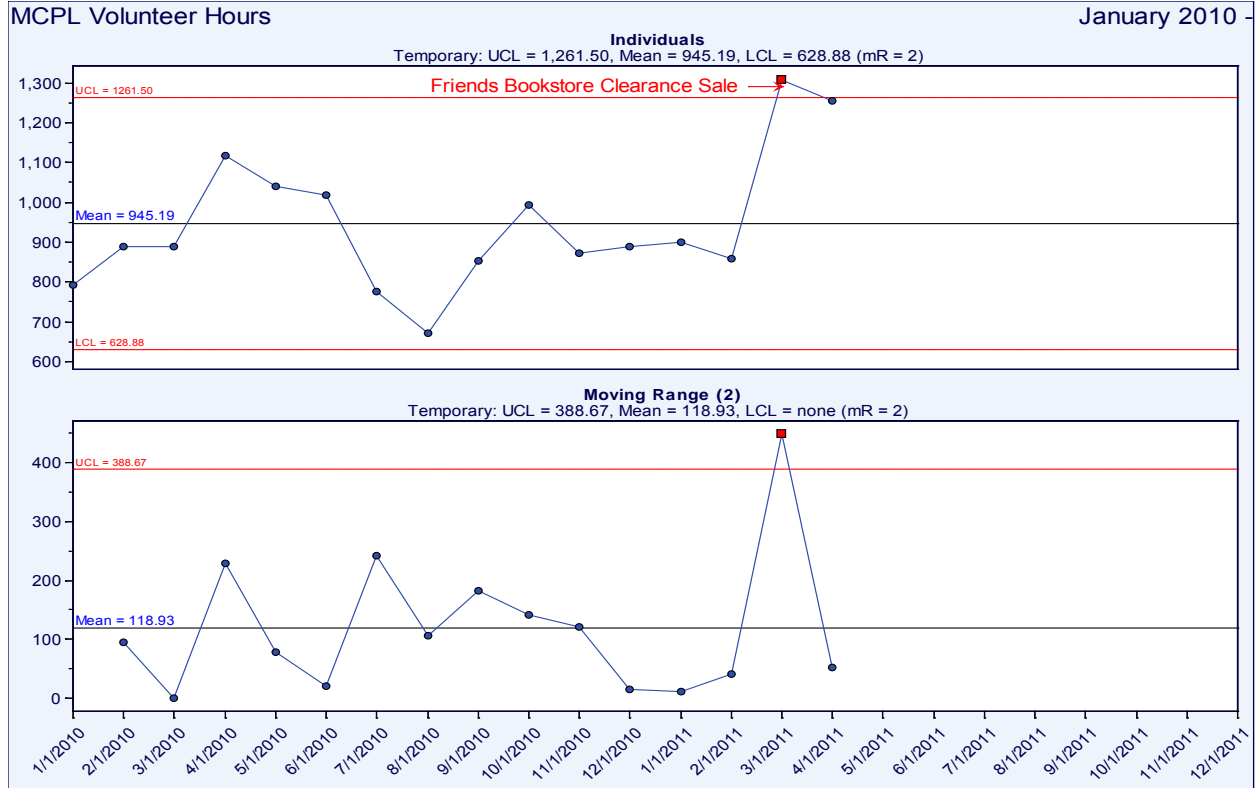
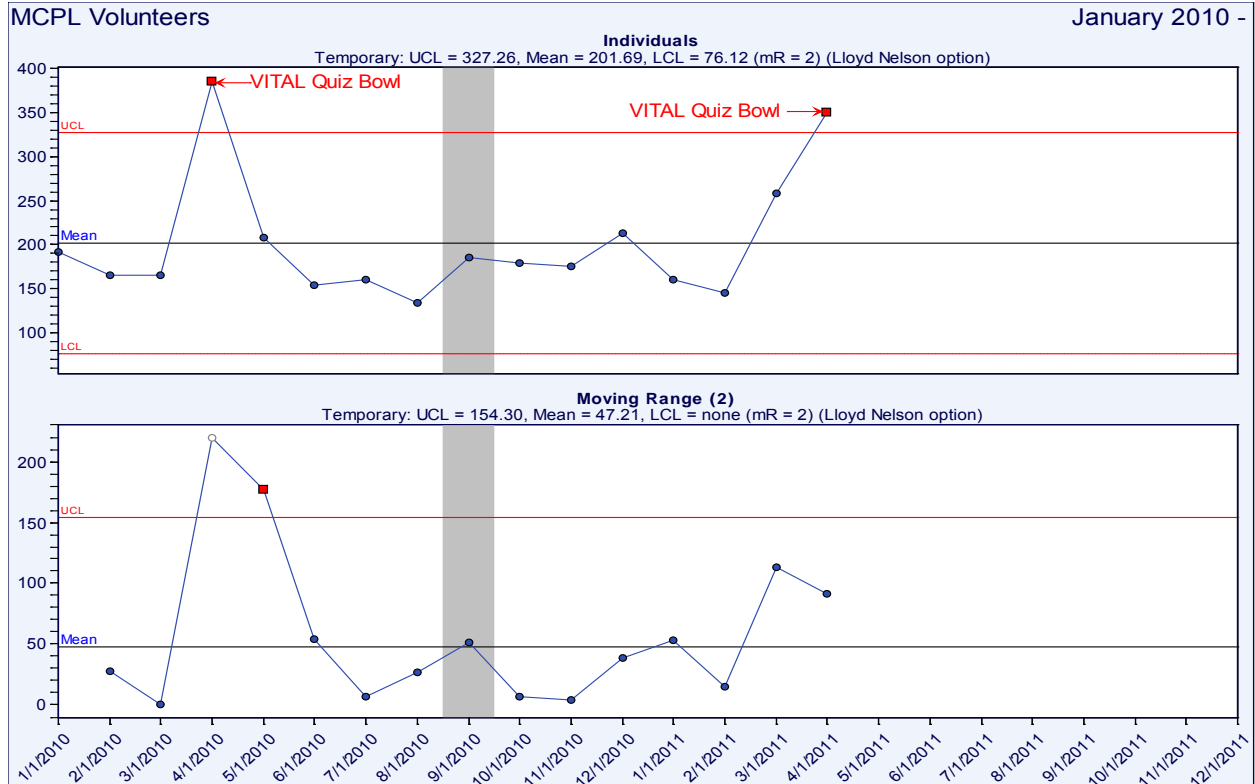
5B. Implement certification in employee hiring, development, and promotion.

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

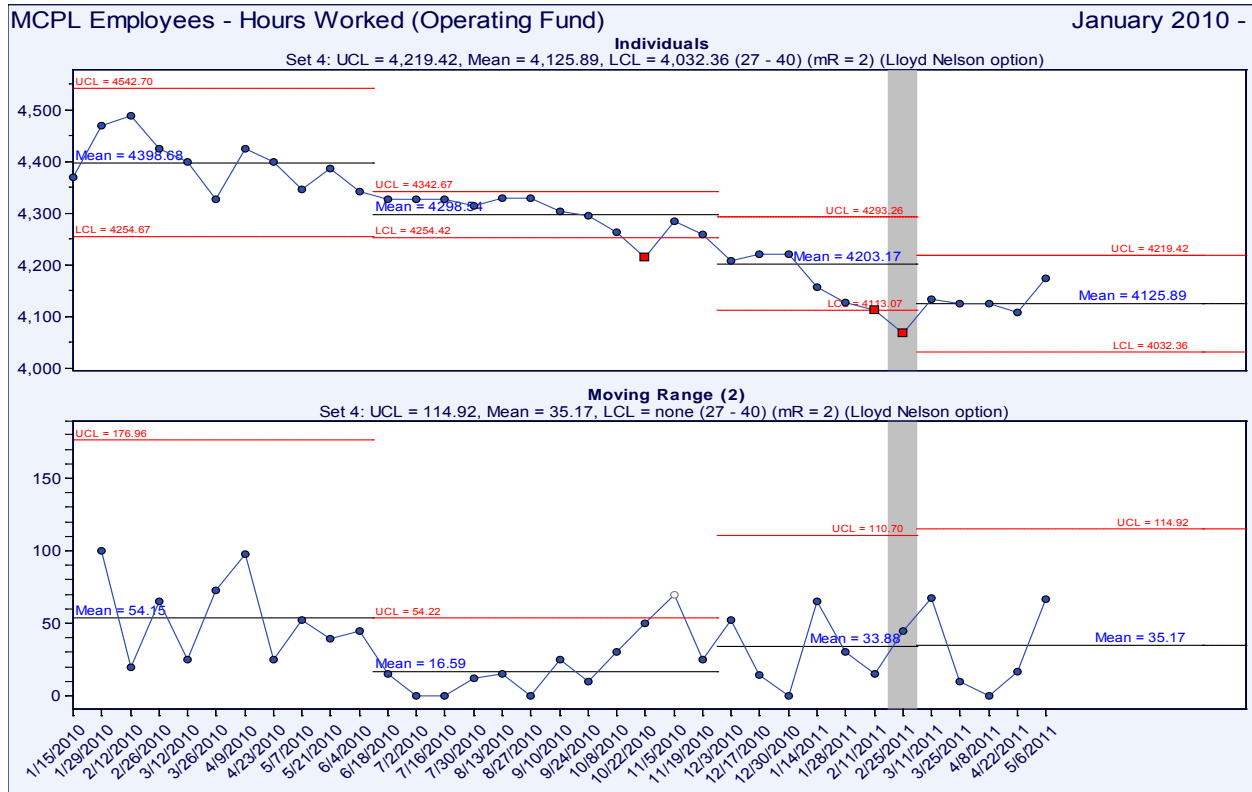
5D. Complete negotiations for and begin implementation of first union contract.

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

- SLIS Interns provided 362.5 hours of service to Adult and Teen Services in April; year to date, we have benefited from 1,378 hours of intern service. At the end of the school year all our current interns expressed interest in continuing on a volunteer basis.
- Sara Laughlin made a presentation at SLIS on "Non-traditional jobs for librarians."
- VITAL volunteers won the *Be More Knowledgeable* award at the annual Volunteer Network Celebration. The award included \$500 grant.
- VITAL Basic Literacy Training Session 4 was conducted to mentor tutors in new matches.



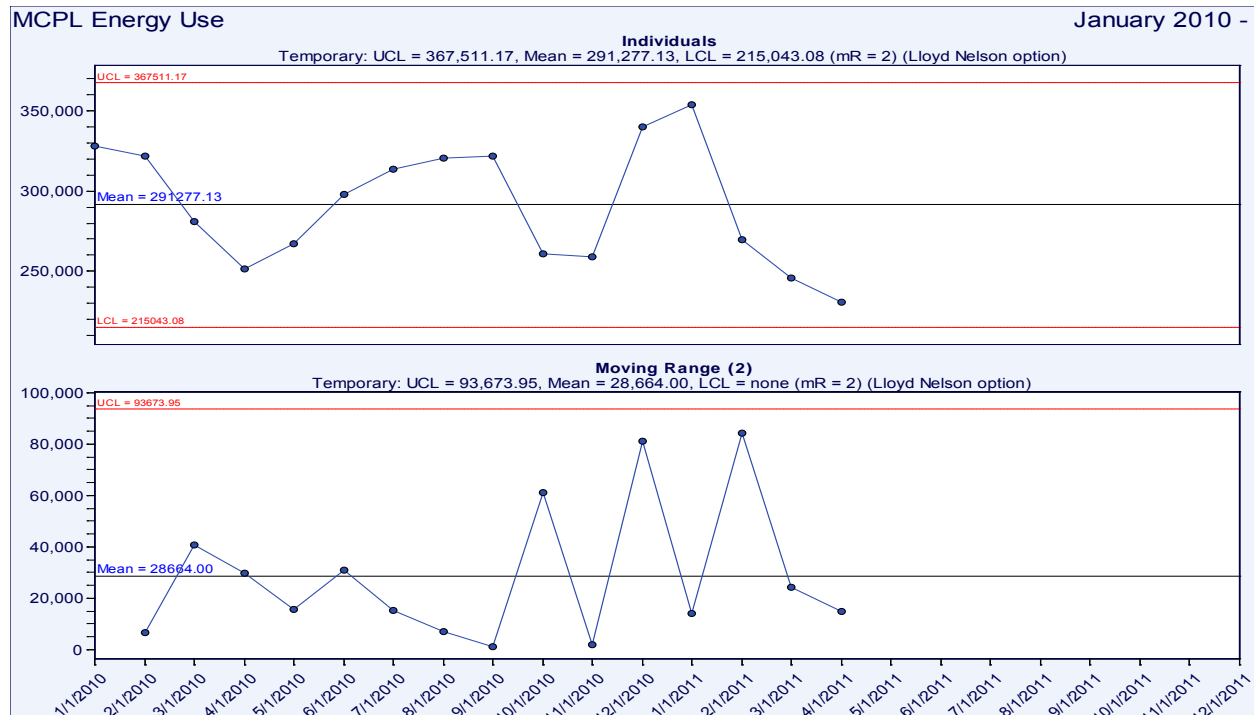
5F. Increase efforts to be an inclusive and attractive employer.



5G. Support improvement of key processes.

- Process Improvement teams held their third meeting with Ray Wilson.

5H. Continue sustainability efforts to reduce energy consumption. (see chart on next page)



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

5J. Maximize tax support.

- See 3.E. above.

5K. Increase funding from non-tax sources.

- Sara Laughlin met weekly with Friends Campaign volunteer Barbara Wilcox to coordinate development of the 2011 Campaign for Excellence, focusing on services for adults.
- Sara Laughlin and a small group of Friends volunteers met with Sarah Baumgart, recently retired IU School of Education development director, for coaching on taking donors to lunch to thank and get to know them.
- For the first time, VITAL Quiz Bowl received contributions as “event sponsors”: Ivy Tech, Boston Scientific, and Perry Township each donated \$500.

5L. Work closely with Friends of the Library.

- Penny and Barbara Wilcox met to plan the September book sale at the Ellettsville Branch.
- Staff Day contributions from Friends will result in an author visit for staff and this information was shared with Friends via Dana Burton.
- Community Relations created promotional materials for Dine-Out, and is working with the FOL Campaign for Excellence on designing materials for this year’s appeal.

Update on Bookmobile Sale

At the January 2011 meeting, the Board approved disposal of the 1997 Bookmobile as allowed by state law.

We chose to use the sealed bid process, set a minimum bid price of \$8,000, and advertised as required. We received no bids by the deadline.

We have now arranged with the Friends of the Library to give them the Bookmobile, as allowed by law.¹

Our plan is to advertise it on our website, via Craig's List, and through the Non-profit Association, as well as continuing to work with SVS. By gifting it to the Friends, we will have complied with the law and we can continue to advertise the Bookmobile and negotiate for its sale. We would plan to handle all proceedings through our Financial Office. The proceeds of the sale would go to the Friends (and ultimately back to the Library).

We have checked with our insurance and confirmed that our policy will continue to cover it.

We welcome any leads to potential buyers.

¹ [IC 36-12-3-5] SALE OR TRANSFER OF SURPLUS PERSONAL PROPERTY

The library board may transfer personal property no longer needed for library purposes for no compensation or a nominal fee to an Indiana not-for-profit library or organization that is tax exempt and organized and operated for the exclusive benefit of the library disposing of the property without complying with IC 5-22-22.

May 12, 2011

To: Board of Trustees

From: Sara

Re: Collection agency costs and benefits

I am attaching a chart relating to the costs and benefits of our arrangement with Unique Management for the collection of long overdue fines and fees.

We initiated the service in May 2010, after substantial study and discussion and in the face of a total of approximately \$1.4 million in uncollected accounts and an average of \$600,000 in uncollected fines/fees per year over the previous two years.

In the eleven months we have had a collection agency, we have collected \$64,698 in cash and \$61,300 worth of materials, a total of \$125,998 in value. Our payments to Unique Management have totaled \$54,630. We have netted \$10,067 in cash, as well as the \$61,300 in materials, clearly a good return on investment for our taxpayers.

It is somewhat difficult for me to predict what the next years will look like, based on these first eleven months, since they include some start-up anomalies:

- There is a time lag from the time the account is submitted until the items are returned or the fees are paid, which explains the negative cash position in the first month, May 2010.
- Between November 2010 and March 2011, we added older accounts, so the number of accounts submitted is abnormally high. That led to unusually high charges from Unique Management, as well as unusually large collections, which typically lag a month or more from the date of submission.

I continue to believe that our arrangement with Unique Management is a good one. The process helps us recover fines and fees that we have been unable to collect after substantial effort ourselves. It returns materials to our collection, protecting our taxpayers' investment and saving us money we would have to spend on buying replacement copies. Finally, paying off overdue accounts returns patrons to good standing so they can use the library again.

Collection Agency Service Data (Unique Management Services)

31-Mar-11

	YTD 2010	YTD 2011	Change 2010 to 2011
Lost & Damaged Revenue	\$4,931	\$9,624	\$4,693
Fines & Fees Revenue	\$45,697	\$64,935	\$19,238
			\$23,930

2010		January	February	March	April	May	June	July	August	September	October	November	December	Total 2010
Accounts Submitted	(1)					483	259	210	235	197	235	1028	705	3352
Unique Mgt. Fees	(2)					\$4,323	\$2,318	\$1,880	\$2,103	\$1,763	\$2,103	\$9,201	\$6,310	\$30,000
Cash Received	(3)					\$2,940	\$3,738	\$3,005	\$3,486	\$3,264	\$4,082	\$4,588	\$6,279	\$31,381
Value of Materials Returned						\$5,413	\$4,924	\$6,145	\$4,915	\$5,293	\$4,265	\$5,637	\$4,768	\$41,360
Total Cash + Materials Recovered						\$8,353	\$8,661	\$9,150	\$8,401	\$8,557	\$8,347	\$10,225	\$11,047	\$72,741
Net Total (Total Recovered-Fees)						\$4,030	\$6,343	\$7,270	\$6,298	\$6,794	\$6,244	\$1,025	\$4,737	\$42,741
Net Cash (Cash Received - Fees)						-\$1,383	\$1,420	\$1,126	\$1,382	\$1,501	\$1,979	-\$4,613	-\$31	\$1,380
\$ Waived						\$54	\$249	\$186	\$258	\$198	\$193	\$496	\$497	\$2,131

2011		January	February	March	April	May	June	July	August	September	October	November	December	Total 2011
Accounts Submitted	(1)	1160	1324	268										2,752
Unique Mgt. Fees	(2)	\$10,382	\$11,850	\$2,399										\$24,630
Cash Received	(3)	\$9,072	\$10,988	\$13,257										\$33,317
Value of Materials Returned		\$7,347	\$5,132	\$7,461										\$19,940
Total Cash + Materials Recovered		\$16,420	\$16,120	\$20,717										\$53,256
Net Total (Total Recovered-Fees)		\$6,038	\$4,270	\$18,319										\$28,626
Net Cash (Cash Received - Fees)		-\$1,310	-\$862	\$10,858										\$8,686
														\$0
\$ Waived		\$933	\$796	\$1,441										\$3,170

(1) Nov 2010 to March 2011 submitting old accounts - relatively high compared to normal submission rate

(2) Expense charged to Budget line 31700 "Admin/Accounting"

(3) Total revenue in fees collected as of 3-31-11 reflects an increase over previous year - \$23,930.29

Monroe County Public Library Update on Credit Card Activity and Charges

The Library's credit card activity has increased substantially since April 2009, when we removed the \$10 minimum charge limit, in order to allow patrons to pay fines and fees at express check stations. Chart 1 shows the total number of monthly transactions since January 2009. Chart 2 shows the total dollars collected over that same period. Prior to that date, patrons could make credit card payments only from computers outside the library and payments were limited to charges of \$10 or more.

Credit card maintenance fees as a percentage of transactions has remained constant over that period (see Chart 3).

We believe there are three options for reducing the budgetary impact of credit card maintenance fees:

1. Eliminate credit card payment as an option. This would leave cash or check as the only options available for patrons to pay fines or fees. We prefer to minimize the number of checks we accept, because we have experienced difficulties with bad checks. Many people pay for everything with a credit card and no longer carry cash or checks, so we would expect collections to decline. It would be necessary for patrons to come to the library to make a payment. This is not a good situation for the Library or our patrons, as account balances of \$25 now expose patrons to submission to the collection agency. We do not recommend this option.
2. Offer a discount to patrons who pay by cash or check. This would necessitate setting up an alternate procedure, in the face of declining staff hours available. We do not recommend this option.
3. Increase the fine and/or fee amount to cover the charges. Five percent of the current daily fine of \$.25 is \$.0125, so we would need to increase our fines to \$.26 per day to recover costs. We have not increased the fine rate since late 2006. Of the three options, this one is the most palatable to us, but we do not recommend it at this time. If the Board wishes to adjust fines and fees, we would prefer to take a comprehensive look.

We recommend continuing to offer the ability to pay fines and fees by credit card. The ability to pay by credit card benefits patrons and the library. Patrons can remove charges from their accounts easily, by themselves, at home or at the library, thereby keeping their borrowing privileges. The library collects more income with less effort on the part of staff. The expense of credit card maintenance fee is more than offset by the reduction in staff necessary to take cash or checks.

MCPL Credit Card Transactions

January 2009 -

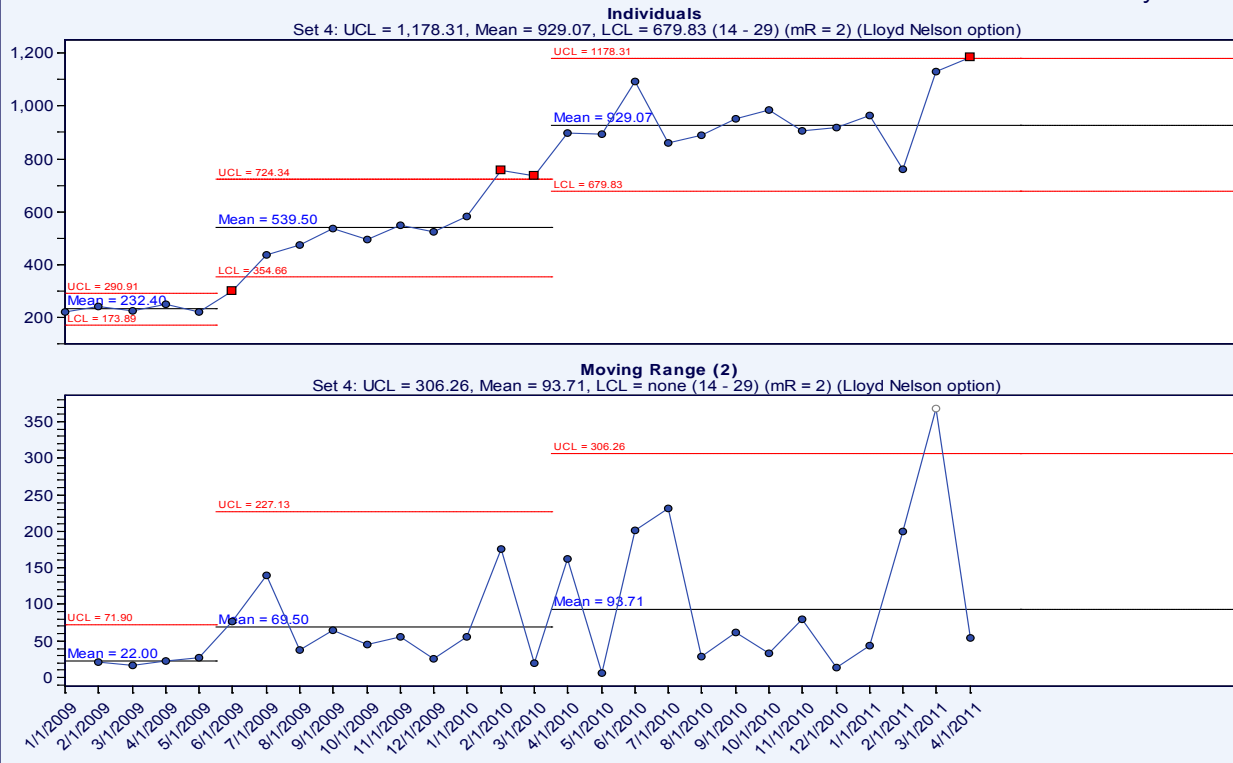


Chart 1

MCPL Credit Card Total Collected

January 2009 -

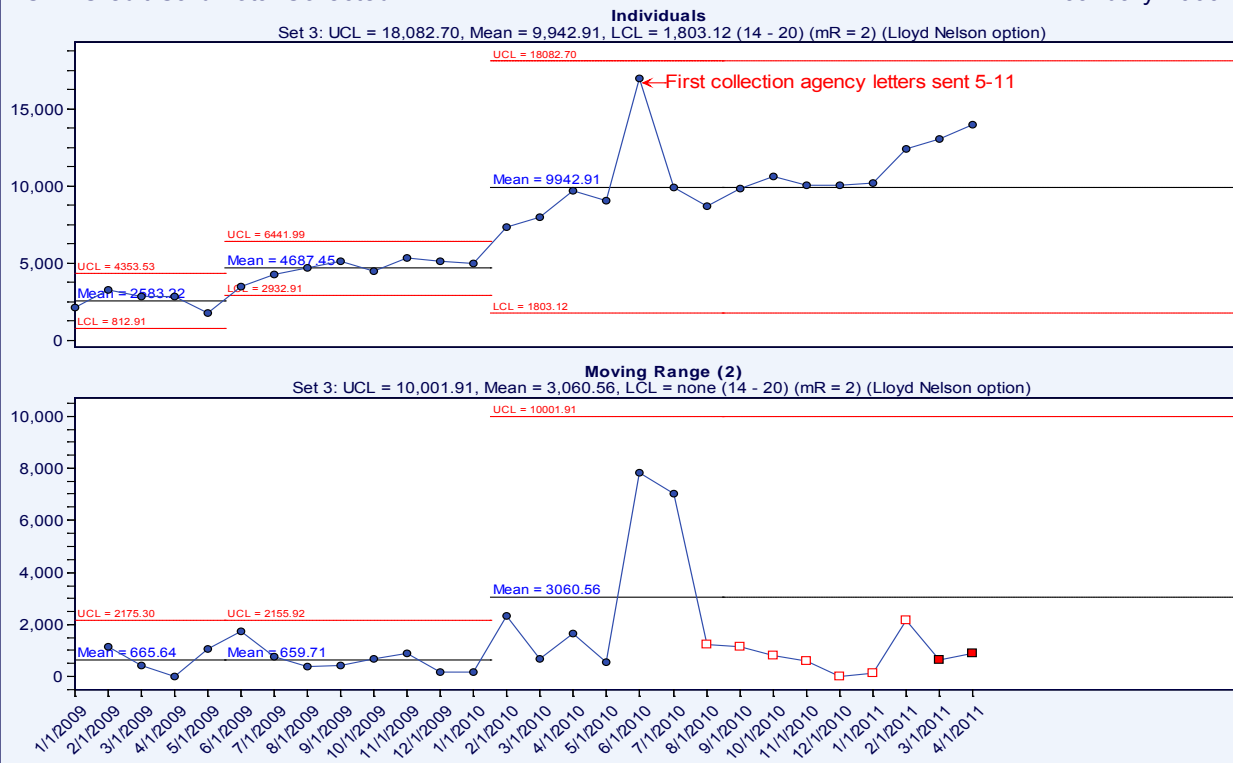


Chart 2

MCPL Credit Card Fee as Percent of Total Transactions

January 2009

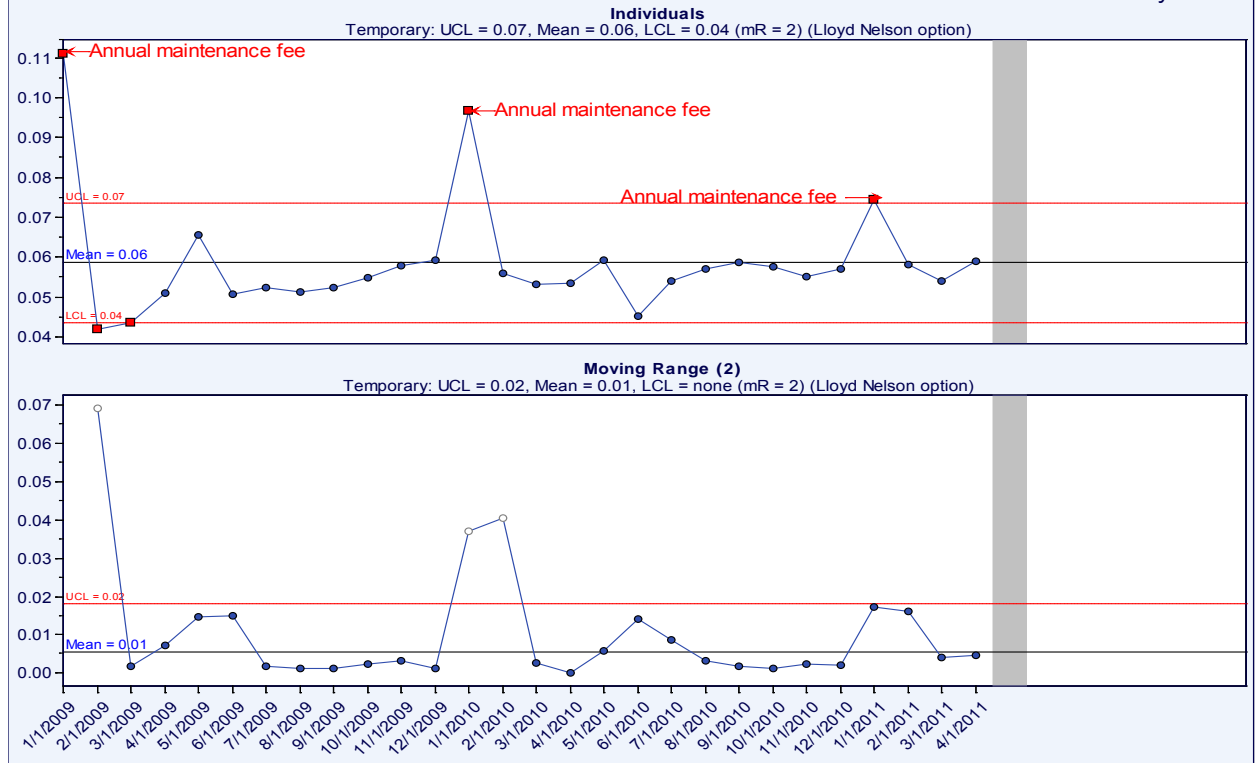


Chart 3

MCPL Career Service Benefit Scenarios 5-2011

	Total	Average
Total eligible for PERF retirement at library	23	
Total possible pay out in 2011 (Personal leave, PERF sick leave, CSB)	230,375	10,016 *
2011 salary savings Nov 6 to Dec 31 (3 payrolls)	132,306	5,752
Total possible savings in 2012 (salary + benefits [av. 25%])	1,146,497	49,848
* 3 pay periods after Nov 18 / 26 pay periods per year = 11.54%		

	50	
Total eligible for CSB, but not PERF		
Total possible pay out in 2011	284,678	5,694 **
2011 Savings Nov 6 to Dec 31 (11.54%)* annual savings	251,935	5,039
Total possible savings in 2012 (salary & benefits)	2,183,145	43,663

	2011	2012	2,013	2014	2015	2016	2017	Total
SCENARIO 1 (< 5 employees)								
Age 65+ - PERF eligible								
Pay out*	\$ (10,016)							\$ (10,016)
2011 Salary/Benefit Savings (3 pay periods)	\$ 5,752							\$ 5,752
Savings after 2011		\$ 49,848	\$ 49,848	\$ 49,848	\$ 49,848	\$ 49,848	\$ 49,848	\$ 299,088
	\$ (4,264)	\$ 49,848	\$ 49,848	\$ 49,848	\$ 49,848	\$ 49,848	\$ 49,848	\$ 294,824

	2011	2012	2,013	2014	2015	2016	2017	Total
SCENARIO 2 (<10 employees)								
Age 60 - PERF eligible								
Pay out*	\$ (10,016)							\$ (10,016)
2011 Salary/Benefit Savings (3 pay periods)	\$ 5,752							\$ 5,752
Library cost - health insurance		\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)		\$ (25,000)
Savings after 2011		\$ 49,848	\$ 49,848	\$ 49,848	\$ 49,848	\$ 49,848	\$ 49,848	\$ 299,088
	\$ (4,264)	\$ 44,848	\$ 44,848	\$ 44,848	\$ 44,848	\$ 44,848	\$ 49,848	\$ 269,824

	2011	2012	2,013	2014	2015	2016	2017	Total
SCENARIO 3 (10-15 employees)								
Age 59 or less - PERF eligible								
Pay out*	\$ (10,016)							\$ (10,016)
2011 Salary/Benefit Savings (3 pay periods)	\$ 5,752							\$ 5,752
Savings after 2011		\$ 49,848	\$ 49,848	\$ 49,848	\$ 49,848	\$ 49,848	\$ 49,848	\$ 299,088
	\$ (4,264)	\$ 49,848	\$ 49,848	\$ 49,848	\$ 49,848	\$ 49,848	\$ 49,848	\$ 294,824

	2011	2012	2,013	2014	2015	2016	2017	Total
SCENARIO 4 (50 employees)								
Not eligible for PERF								
Pay Out	\$ (5,694)							\$ (5,694)
2011 Salary/Benefit Savings (3 pay periods)	\$ 5,039							\$ 5,039
Savings after 2011		\$ 43,663	\$ 43,663	\$ 43,663	\$ 43,663	\$ 43,663	\$ 43,663	\$ 261,978
	\$ (655)	\$ 43,663	\$ 43,663	\$ 43,663	\$ 43,663	\$ 43,663	\$ 43,663	\$ 261,323

MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**RESOLUTION TO PERMIT THE ONE-TIME OFFER OF A
CAREER SERVICE BENEFIT
FOR RETIRING AND TERMINATING EMPLOYEES
FROM JULY 1, 2011 THROUGH NOVEMBER 6, 2011**

BE IT RESOLVED that the Board of Trustees of Monroe County Public Library, 303 E. Kirkwood Avenue, Bloomington, Indiana shall permit the one-time offer of a Career Service Benefit, as outlined in attached documents, for qualified terminating and retiring employees from July 1, 2011 through November 6, 2011.

During the period of this one-time offer only, the Board shall suspend implementation of this provision included in personnel policy 4.2 "Unused sick leave will not be converted to cash upon termination of employment unless employee retires under PERF."

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

ADOPTED THIS ____ 18th _____ DAY OF ____ May _____, 2011

AYE

NAY

Monroe County Public Library Career Service Benefit Offer

July 1, 2011 – November 6, 2011

Career Service Benefit

The Monroe County Public Library (MCPL) is offering a one-time Career Service Benefit for any eligible employee who voluntarily elects to terminate employment with MCPL between July 1, 2011 and November 6, 2011, and who have unused Sick Leave accrued in excess of 150 hours on by their termination date. The Career Service Benefit is based on accrued unused sick time in excess of 150 hours at a rate of one hour pay for two hours sick leave, up to a maximum of 150 hours.

During the time frame of this offer, the last line of the MCPL Personnel Manual, Section 4.02 Sick Leave, will be temporarily suspended for those electing to participate in the CSB: *“Unused sick leave will not be converted to cash upon termination of employment unless employee retires under PERF.”*

MCPL Retirement under PERF

Please note that for those retiring under PERF during the time of this offer, the Career Service Benefit is **in addition to** the benefit of Credit for Unused Accrued Sick Leave, as described by MCPL Personnel Policy 4.09.2. The calculation total of the Career Service Benefit, plus the pay for unused sick leave outlined in 4.09.2, is limited to the available sick leave balance for the employee.

Eligibility for the Career Service Benefit

In order to be eligible for the Career Service Benefit, the employee electing to terminate employment must meet the following requirements:

1. The employee must have voluntarily terminated employment, including voluntary resignation or early or regular retirement, anytime between July 1, 2011, and November 6, 2011; and
2. The employee must have accumulated more than 150 hours of accrued unused sick time as the benefit is based on accrued unused sick time in excess of 150 hours.

Limitations of the Career Service Benefit

1. The Career Service Benefit will only be available to employees terminating employment between July 1, 2011, and November 6, 2011 and may or may not be offered in the future.

2. The maximum Career Service Benefit will not exceed 150 hours of the employee's hourly wage or salary wage equivalent calculated by the hour.
3. Payment of the Career Service Benefit will be made in a lump sum in the payroll for the last pay period worked.
4. The Career Service Benefit payment will be subject to all normal payroll taxes and deductions.
5. The termination of employment may affect other benefits, including health insurance and retirement benefits, to which the eligible employee may be entitled. Please reference the MCPL Personnel Manual and the attached Human Resources documents entitled:
 - Voluntary Termination and Retirement Benefit Policies
 - Continuation of Health Insurance
 - Career Service & Retirement Benefit Calculation Tool

A general review of the Career Service Benefit calculation is as follows:

Accrued Sick Leave Balance at termination	XXX	A
Subtract 150 hours	-150	
Accrued Sick Leave Balance over 150 hours	XXX	B
Rate of one hr. paid per 2 hrs. available	half of B	C
Maximum C.S.B. hours to be paid	150	D
Payment based on the smaller of C or D		

*A combined *Career Service & Retirement Benefit Calculation Tool* and related information is available on Lint at <http://lint.monroe.lib.in.us/personnel>

Career Service Benefit Election Procedure

Any eligible employee electing to terminate his or her employment, other than by retirement, between July 1, 2011, and November 6, 2011, must file a **Notice of Intent to Terminate Employment**, a copy of which is attached, with the MCPL HR Office, on or before September 30, 2011.

Retirement Procedure

Any eligible employee electing to terminate his or her employment by retirement, between **July 1, 2011, and November 6, 2011**, must file a **Notice of Intent to Retire**, a copy of which is attached, with the MCPL HR Office on or before September 30, 2011.

Please contact Human Resources for assistance with any questions relating to this Career Service Benefit or the effect of termination of employment on any other benefits, including health insurance and retirement benefits, *before* electing to terminate employment.

NOTICE OF INTENT TO RETIRE

Name

_____-_____-_____
Social Security Number

Note: To be effective, this original, completed Notice of Intent to Retire (“Notice”) must be received by the Monroe County Public Library (MCPL) HR Office on or before 5 p.m., September 30, 2011.

By this document, I give MCPL notice that I intend to retire from MCPL. My employment with MCPL will terminate on the date that I have designated below (“Retirement Date”).

I am retiring with the understanding that I am eligible for participation in the following benefit(s).

_____ Career Service Benefit (Offered July 1, 2011 through November 6, 2011).

_____ MCPL Retirement under PERF

I have been given the opportunity to review and ask questions about the Career Service Benefit documents and worksheets. I have reviewed MCPL’s retirement policies and their interaction with other benefits to which I may be entitled.

I understand I am responsible for notifying PERF and any other retirement plans/benefits for which I may be eligible.

My retirement is voluntary.

Retirement Date: _____
(Retirement Date must be between July 1, 2011, and November 06, 2011.)

Employee Signature

Date Submitted/prior to September 30, 2011

Supervisor

Date

Director

Date

NOTICE OF INTENT TO TERMINATE EMPLOYMENT

Name

____-____-_____
Social Security Number

Note: To be effective, this original, completed Notice of Intent to Terminate Employment (“Notice”), must be received by the Monroe County Public Library (MCPL), HR Office on or before September 30, 2011.

By this document, I give MCPL notice that I intend to terminate my employment with MCPL. My employment with MCPL will terminate on the date that I have designated below (“Termination Date”).

I am terminating my employment with the understanding that I am eligible for participation in the Career Service Benefit which is being offered July 1, 2011 through November 6, 2011.

I have been given the opportunity to review and ask questions about the Career Service Benefit documents and worksheets and the effect of the termination of my employment on other benefits to which I may be entitled.

My termination of employment is voluntary.

Termination Date: _____
(Termination Date must be between July 1, 2011, and November 6, 2011.)

Employee Signature

Date Submitted/prior to September 30, 2011

Supervisor

Date

Director

Date

MCPL Voluntary Termination and Retirement Benefits Policy Considerations

3.16 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated.

Resignation: Voluntary employment termination initiated by the employee. Although advance notice is not required, MCPL requests at least two (2) weeks notice from the employee. For professional positions, a four (4) week notice is requested.

Discharge: Involuntary employment termination initiated by MCPL.

Retirement: Voluntary employment termination initiated by the employee meeting state and/or MCPL retirement criteria, such as age and length of service. Employees will receive their final pay in accordance with applicable law.

3.17 RESIGNATION AND RETIREMENT

Resignations and retirement shall be submitted in writing to the employee's supervisor and to the Library Director. Professional employees are expected to give a minimum of four week notice; all are expected to give a minimum of two weeks' notice.

Retirement for employees will be consistent with Federal law and provisions under PERF. Employees who retire under PERF may receive benefits for sick days.

The Human Resources Department will request an exit interview with employees who are terminating employment. (Data from these interviews will be anonymous and can provide the library important information on policies and practices that should be revised.) Employees are required to complete a Final Checklist with the Human Resources Department before receiving their final pay checks and other compensation.

4.09.1 RETIREMENT DEFINITION

To receive the additional library retirement benefits of sick leave credit and insurance continuation explained below, the library's definition of a retirement is when a full-time staff member who is vested and who is eligible to retire under PERF regulations submits an application for retirement benefits with PERF and has completed a minimum of ten (10) years of full-time service with the Monroe County Public Library.

4.09.2 CREDIT FOR UNUSED ACCRUED SICK LEAVE

The MCPL Board of Trustees agrees to compensate employees who retire under PERF prior to January 1, 2008 for two (2) unused accrued sick days for every full year credited to PERF. The maximum amount of sick days paid is sixty (60) (30 years under PERF).

The MCPL Board of Trustees agrees to compensate employees who retire under PERF on or after January 1, 2008 for one (1) unused accrued sick day for every full year credited to PERF. The maximum amount of sick days paid is thirty (30) (30 years under PERF).

Continuation of Health Insurance

COBRA for Retiring Employees

MCPL Personnel Manual

4.09.3 Continuation of Health Insurance Coverage:

As amended by the MCPL Board of Trustees September 12, 2007; effective January 1, 2008

Indiana law states that public employers providing group insurance to its employees must provide continuation of health insurance coverage for retirees who have reached fifty-five (55) years of age on or before the employee's retirement date but who will: 1) not be eligible for Medicare coverage as prescribed by 42 U.S.C. 1395 et seq.; 2) have completed twenty (20) years of creditable employment with a public employer on or before the employee's retirement date, ten (10) years of which must have been completed immediately preceding the retirement date; and 3) have completed at least fifteen (15) years of participation in the retirement plan of which the employee is a member on or before the employee's retirement date. Retiree is responsible for 100% of premium payment. Specific provisions of this state law can be found under Indiana Code 5-10-8-2.6.

The MCPL Board of Trustees agrees to provide the library's monthly contribution for health insurance coverage, the same amount as that of active employee or \$416.67, whichever is less, for full-time employees retiring after age sixty (60) who elect continuation of health benefits coverage and agree to pay the balance of the premium.

Such retiree coverage and the MCPL Board of Trustees' contribution, ceases at age sixty-five (65), unless the retiree elects to discontinue such coverage earlier or retiree fails to pay employee's share of premium.

In order to be eligible for the library's contribution for continued health insurance coverage, the retiree must have completed ten (10) years of service with the Monroe County Public Library, must have been enrolled in the library's insurance plan for ten (10) years prior to the time of retirement, and must be eligible to retire under PERF regulations.

All retirees that elect the continuation health insurance coverage must pay their share of the premium and dependent coverage if applicable. Each retiree's share of the premium payment will be paid one (1) month in advance and deposited in an individual "Retired Employee's Insurance Fund". A negative balance in a Retired Employee's Insurance Fund will cause an automatic cancellation of that retiree's continuation of health insurance benefits. The Human Resources Manager will notify retirees' thirty (30) days in advance of any increase in the employee's share of the insurance premium.

COBRA for Terminating Employees

MCPL Personnel Manual

4.18 BENEFITS CONTINUATION (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the employer's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the employer's group rates plus an administration fee.

MCPL or agents acting in behalf of MCPL provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the employer's health insurance plan. The notice contains important information about the employee's rights and obligations.

Note: COBRA beneficiaries generally are eligible for group coverage during a maximum of 18 months for qualifying events such as employment termination. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage.

To learn more about COBRA benefits, visit <http://www.dol.gov/ebsa/pdf/faq-consumer-cobra.pdf>

**Career Service Benefit and
PERF Sick Leave Benefit
Calculation Tool**

Career Service Benefit	EXAMPLE	
Accrued Sick Leave Balance at termination	780.00	A
Subtract 150 hours	150.00	
	<hr/>	
Accrued Sick Leave Balance over 150 hours	630.00	B
Rate of one hr. paid per 2 hours available (half of B)	315.00	C
Maximum C.S.B. hours to be paid	150.00	D
Payment based on the smaller of C or D	150.00	Hours. Benefit
Hourly rate equivalent	\$19.13	
Total Career Service Benefit	\$2,869.50	

PERF Eligible Retiree			
Remainder of Accrued Sick Leave Balance.	630.00	B	A Hrs Ben.
Years of Service	28	F	30 Day Limit
Total of Service Credit (Hours) F times 7.5	210	G	
Limit (30 Days) times 7.5	225	H	
	210.00	Smaller of G or H	
Hourly rate equivalent	\$19.13		
Total PERF Sick Leave Benefit	\$4,017.30		
 Total - Career Service & PERF Retirement Sick Leave Benefit	 \$6,886.80		

Personnel Manual Updates to Reflect Joint Agreement
Draft 4/28/2011

2.06 ORIENTATION

All new employees must meet with the Human Resources Department before beginning employment. All new employees will be shown how to access the MCPL Personnel Manual, which outlines the organization of MCPL, working conditions and policies. All new employees will acknowledge in writing their responsibility to read and to understand the policies contained in the personnel manual and any subsequent revisions. Department managers will oversee their new employees' on-the-job orientation to their department. All new employees will attend the General Team Orientation offered by the Library within two months of hire.

For additional notification requirements for newly hired bargaining unit employees, see Joint Agreement, Article XVI, Section 10.

2.11 ACCESS TO PERSONNEL FILES

Bargaining unit employees see Joint Agreement, Article X.

Managerial/supervisory/confidential employees.

The only *official* file kept on employees will be located in the HR Office. Access to confidential personnel files shall be limited to the employee, or former employee, the Human Resources Department and other persons authorized by the Library Director on a need-to-know basis.

Personnel files are property of MCPL and access to the information they contain is restricted. Only officials or representatives of MCPL who have a legitimate reason to review information in a file are allowed to do so. With reasonable advance notice, an employee or former employee may review material in his/her file. Upon request MCPL will provide the employee copies of any documents contained in his/her personnel file.

The file may be reviewed in the HR Office or a written request for copies of documents to be removed from the file can be made. A fee of ten cents per page will be charged to former employees for copies that they request from their files.

No information shall be provided to any person concerning the employment of current employees other than job title, department, date of hire, date of termination, and wages.

3.10 JOB CLASSIFICATION/PAY SYSTEM MAINTENANCE

Decisions related to the job classification system are based on planning priorities, organizational consistency, workflow changes, needs of individual departments, budget considerations, and other factors that may arise in the on-going assessment of staffing at MCPL.

When MCPL needs to add a position not currently classified, or reclassify, eliminate, or substantially modify the hours of an existing position, the changes will be reviewed by a Job Classification Committee composed of the relevant Department Manager, two representative of the Employee Forum Action Committee, and two representatives of the Staff Association. The Library Director, a representative of the Board of Trustees, and a representative of Human Resources will be present, but not voting members of the committee. In the event that one of the committee members is unable to effectively participate (e.g., due to a conflict of interest or scheduling issues), a substitute from the same group he or she represents will serve in his or her place. This committee will review and make recommendations to the Board of Trustees on matters pertaining to the classification system and the job chart, by majority vote if necessary. The Library Director retains the privilege of making a dissenting or alternative recommendation to the Board of Trustees.

Formal procedures have been developed to guide the committee.

Input from the affected individual or individuals will be considered.

A system-wide evaluation of all positions, job descriptions, and salaries may also be conducted periodically by an outside firm designated by the Library Board of Trustees. Reports from any outside firm will be reviewed by the Job Classification Committee, and a recommendation will be made to the Board of Trustees to approve or reject the findings of the report in whole or in part. The Board of Trustees would approve/reject any recommendations from reports from any outside firm or from the Job Classification Committee as required by Indiana Code 36-12-2-24.

For positions covering by the bargaining unit, see also the Joint Agreement, Article V, Section 7.

3.11 COMPENSATION

The MCPL Board of Trustees sets the minimum and maximum pay rates for all positions annually. These annual pay increases are authorized by the MCPL Board of Trustees as funding is available.

Pay increases may take any form chosen by the MCPL Board of Trustees. Possible types of pay increases include, but are not limited to:

- Cost of Living Adjustment (COLA): Approved COLA pay rates become effective at the beginning of the next budget year, unless otherwise indicated.
- Seniority increments are pay increases authorized by the MCPL Board of Trustees annually as funding is available. Seniority increments are not given to employees at the cap of the pay grade. Seniority increments are paid according to employee anniversary month [except for those employees hired into their current positions prior to July 1, 1987]. An upward change in classification changes the anniversary month. All appropriate MCPL documentation must be provided to the Human Resources Department prior to an employee being compensated.
- Stipends: Stipends are pay increases that occur as a one-time payment to staff.

Stipends may also be granted by the Library Director for work above and beyond the employee's regular job responsibilities and scheduled work time, such as special projects/assignments-i.e., strategic planning process, drafting policies and/or procedures, etc.

Non-exempt employees may not volunteer, without compensation, additional time to do the same work for which they are employed.

For temporary reassignment of a bargaining unit employee to duties of another bargaining unit classification with a higher scheduled rate of pay, see also Joint Agreement, Article XV.

3.13 MULTIPLE POSITIONS

Non-exempt employees working in more than one MCPL position shall count the combined hours worked in more than one position in determining overtime obligations under the FLSA. If this situation occurs, the staff member's pay rate for the overtime hours will be that of the position being performed during those hours.

In general, employees may not hold more than one MCPL position because of budgetary impact with benefits provided. Temporary positions may be held with regular positions.

For temporary reassignment of a bargaining unit employee to duties of another bargaining unit classification with a higher scheduled rate of pay, see also Joint Agreement, Article XV.

3.15 PAY DEDUCTIONS/GARNISHMENTS

MCPL is legally required to make certain deductions from each employee's paycheck, including federal, state and local income taxes. MCPL must also deduct social security taxes on each employee's earnings.

MCPL offers programs and benefits authorized by the MCPL Board of Trustees. Eligible employees may voluntarily authorize deductions from their paychecks to cover costs to participate in these programs.

MCPL will comply with federal law or applicable state laws that regulate garnishments.

Questions concerning paycheck deductions and/or methods of calculation should be directed to the Human Resources Department.

Bargaining unit employees – See also Joint Agreement, Article VI.

3.18 LAYOFFS AND RECALL

Bargaining unit employees: See Joint Agreement, Article XIII, Seniority, and XIV, Layoff and Recall.

Managerial/supervisory/confidential employees.

Under some circumstances, MCPL may need to restructure its operations or reduce its work force.

If this becomes necessary, MCPL will attempt to provide advance notice to employees so as to minimize the impact on those affected. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff.

In determining which employees will be subject to layoff, MCPL will consider, among other things, operational requirements; the skill, productivity, past performance, and attendance of those involved; and length of service.

All MCPL benefits will terminate at the time of layoff. Insurance coverage, though not provided, will remain available under the provisions of COBRA. Information concerning employee rights under COBRA will be provided to affected employees by the Human Resources Manager.

If an employee on layoff is recalled and does not accept the recall within three workdays, the employee will be terminated, and will be considered to have voluntarily quit. If an employee on layoff is not recalled by MCPL within 90 calendar days, the employee will be terminated and will be considered to have been terminated due to lack of work.

6.01 EMPLOYEE CONDUCT AND WORK RULES

Employees are expected to maintain high standards of personal appearance, conduct, cooperation, efficiency and economy in their work. All employees should attempt to correct any faults in their performance that are called to their attention and should also avoid behavior and actions that conflict with MCPL rules and regulations.

For unauthorized activities of bargaining unit employees, see also Joint Agreement, Article XVI.

6.09 DISCIPLINE PROCEDURES

MCPL uses progressive disciplinary action in the event a staff member fails to perform his/her job satisfactorily or is found in violation of the Library's stated policies, procedures and/or practices. Because circumstances may vary with each infraction, each situation will be handled on an individual basis. In arriving at a decision for action, the following will be considered:

- Seriousness of the infraction;
- Past record of the employee;
- Circumstances surrounding the matter; and
- Evidence provided for decision-making.

Bargaining unit employees, see Joint Agreement, Article VIII, Discipline.

Managerial/supervisory/confidential employees.

The Library normally follows these steps in the disciplinary process. The Library reserves the right to skip steps in the disciplinary process in the event of extreme behavior.

Coaching/Counseling

When a supervisor identifies a performance issue or discipline problem, the supervisor should usually first address the issue informally with the employee. The appropriateness of the steps to be taken should be considered on a case-by-case basis. Except in the case of an egregious infraction meriting serious disciplinary action, the supervisor should consider steps such as:

- Providing counseling to the employee about the problem and the need to change.
- Providing training to the employee to make sure the employee has the knowledge and skills needed to do the job properly.
- Removing any obstacles or interference that prevents the employee from performing properly.
- Providing consequences for good job performance.
- Providing feedback to the employee.

The supervisor should document these efforts on the Counseling Memorandum Form (attached), which will be signed by the employee and the supervisor. The form will be maintained in the employee's personnel file as a record of training.

The meaning of "discipline" is training, and the purpose is to ensure optimal performance. Constructive criticism, coaching, and other informal teaching methods should be exhibited by supervisors as a means of training employees and setting expectations for continued employment. This ongoing training is not part of the progressive disciplinary process and is expected to be part of the normal, day-to-day interaction between all employees-supervisors and colleagues.

[\[see "Counseling Memorandum"\]](#)

The types of formal discipline that may be imposed include but are not limited to: verbal warnings, written reprimands, suspension (with or without pay), and/or termination.

[\[see "Corrective Action Plan"\]](#)

Verbal Warning

If a performance issue has been addressed and insufficient or no improvement has resulted, the first step of the progressive disciplinary process is a Verbal Warning. The Verbal Warning is a written document, signed by the employee, the supervisor, and the next level supervisor or the Human Resources (HR) Manager. The Verbal Warning is maintained in the employee's personnel file.

This method should be used with the employee in a private area and as each infraction occurs rather than letting infractions build up over time. It should be stated to the employee that unless corrective action is taken, further disciplinary action could result, up to and including termination of employment. The date and time each infraction takes place should be noted on the Corrective Action Plan Form (attached). An employee may submit a written statement or rebuttal to a Verbal Warning which will be attached to the Form. The Form will be kept in the employee's personnel file in the Human Resources Office (HR).

See section 6.11 for further clarification on appeals.

Written Reprimand

The Written Reprimand is used if verbal warnings do not correct or improve employee behavior or performance. The written reprimand should be noted on the Corrective Action Plan Form (attached) and signed by both the supervisor and employee. It should be stated to the employee that unless corrective action is taken, further disciplinary action could result, up to and including termination of employment. This document will be kept in the employee's personnel file in HR.

Any employee receiving what he/she feels to be an unwarranted written reprimand may respond in writing to the document and the response will be attached to the reprimand retained in the employee's personnel file.

See section 6.11 for clarification on appeals.

Suspension

Suspensions, with or without pay, may be issued to any employee who does not correct the behavior addressed in a written Reprimand or as a result of continued misconduct or documented poor performance. The suspension should be noted on the Corrective Action Plan Form (attached) and signed by the supervisor, the employee and the HR Manager or next level supervisor.

It should be stated to the employee that unless corrective action is taken, further disciplinary action could result, up to and including termination of employment. This document will be added to the employee's personnel file in HR.

A suspension can last from one to five working days at the discretion of the Director and taking into account the seriousness of the infraction cited. In addition, paid suspensions may be authorized by the Director while an investigation of wrongdoing is taking place.

See section 6.11 for clarification on appeals.

Termination

Termination may result when any employee fails to correct behavior following a suspension, as a result of continued misconduct, documented poor performance, or any of the more serious infractions listed in Section 6.10. The Director or designee will give written notice to any employee being dismissed - either in person or via certified U.S. mail. The employee shall be given an opportunity to remove all personal belongings from his/her work area and will be escorted during this time by library security personnel. The employee will be given an opportunity to discuss his/her termination of employment at the Director's discretion.

See section 6.11 for clarification on appeals.

Formal written documentation must be kept in all phases of disciplinary action. Any/all documentation associated with disciplinary action will be retained in the employee's personnel file in HR.

6.10 EMPLOYMENT TERMINATION

The MCPL Library Board of Trustees delegates the discharge of any employee to the Library Director or his/her designee. The Board is informed, in a timely manner, of any employees that are discharged. The progressive disciplinary steps listed above are expected to be followed in most instances, noting that there are some infractions designated serious enough for immediate termination of employment. These include but are not limited to the following infractions:

- Falsification of information on the employment application or other job related forms or verbally to supervisors, other management, or administrative personnel.
- Ignoring, bypassing, or otherwise altering standard Library procedures or policies for personal gain or for the advantage of others without due cause or prior approval of the supervisor or administrative personnel.
- False claims of injury or illness.
- Theft.
- Unlawful or negligent handling of public monies.
- Absence from work for more than two days without notifying the Library.
- Threatening or intimidating fellow employees or the public.
- Misusing MCPL property.
- Insubordination.
- Altering another employee's records - i.e., time sheet.
- Possessing firearms or other tools believed to be intended for use in an act of violence.
- Reporting to duty under the influence of, use, possession, distribution, or sale of drugs or alcohol while on the Library's premises or while conducting Library business.
- Failing to submit to a blood test, urinalysis, or breathalyzer examination pursuant to the Drug-Free Workplace Policy.
- Misusing or removing MCPL records, information, and/or equipment without prior authorization.
- Disclosing confidential information or material to unauthorized personnel.
- Excessive absenteeism or tardiness.
- Conviction of a felony.
- Use or threat of physical violence or abuse against other staff or the public during the performance of Library business or employment.
- Violating MCPL's Sexual Harassment policy.
- Violation of the MCPL Internet, computer, or email policies.

Employees may be required at any time to submit to a medical exam, at the Library's expense and selection of physician, to determine if the employee is physically and/or mentally fit to perform the duties of his/her position.

The Library will contest unemployment compensation claims filed by any staff member who was discharged for just cause under the unemployment compensation laws of the State.

For termination of a bargaining unit employee following disciplinary action, see Joint Agreement, Article VIII.

For impact on seniority of bargaining unit members who are terminated and then reemployed, see Joint Agreement, Article XIII, Section 2.

For limited conditions of reemployment following termination for unauthorized activities by bargaining unit employees, see Joint Agreement, Article XVI, Section 1.

6.11 PROBLEM RESOLUTION

Bargaining unit employees. See Joint Agreement, Article IX, Grievance Procedure.

Managerial/supervisory/confidential employees only.

The Library intends that all staff will be treated justly and considerately at all times.

If at any time an employee feels that he/she has been treated unfairly, the employee should request a meeting *within five working days of the incident* to discuss the matter openly with his/her immediate supervisor. In most cases this is believed to be the most effective means of dealing with a problem and obtaining a resolution.

The Supervisor should meet with the employee *within five working days of his/her request*. If, following the meeting, the employee does not feel there is an adequate resolution to the issue, he/she may then follow the same steps up the chain of command in seeking a resolution, utilizing the Employee Appeal Form. The Library Director is the final step in this process.

6.12 APPEAL PROCESS

Bargaining unit employees. See Joint Agreement, Article IX, Grievance Procedure.

Managerial/supervisory/confidential employees only.

MCPL also provides employees with a defined process for appealing certain disciplinary matters to ensure that a final resolution is reached in a timely and equitable manner. Again, the spirit of this policy is to facilitate open discussion between supervisors and employees in order to resolve issues in an environment of mutual respect and objectivity without retaliation.

All employee appeals must be submitted on the *Employee Appeal Form*. This form will be utilized throughout the appeal process and forwarded to HR upon completion of the process. All appeal documents will be maintained in the employee's personnel file in the Human Resources Office.

Listed below are the methods available to employees to appeal the following types of disciplinary action.

Verbal Counseling/Verbal Warning

A written rebuttal of the infraction and/or incident for which the warning was issued may be submitted by the employee and received by the supervisor *within five working days from the date the counseling/warning was issued*. It will be placed in his/her personnel file in HR. The appeal process for verbal counseling/warnings stops with the submission of a written rebuttal by the employee.

Written Reprimand

A written rebuttal to the reprimand may be submitted to the supervisor *within five working days from the date the reprimand is issued*. It is then attached to the reprimand and stored in the employee's personnel file in HR. The employee may also request a hearing by completing the Employee Appeal Form with the HR Manager *within five working days from the date the reprimand is issued*.

The next supervisor up the chain of command must then hold a hearing, conduct an investigation, and subsequently make a ruling on the initial reprimand *within five working days after the appeal is filed in HR*.

Any disciplinary action that is ultimately overturned will be signed and dated accordingly in the employee's personnel file. The appeal process for a written reprimand stops with the appropriate Associate Director or Director.

Suspension

A suspension, with or without pay, may be appealed *within five working days following the employee's return to work or immediately following the ruling* for suspension if the appeal supervisor can arrange for a hearing to be conducted prior to the start of the suspension.

If a suspension without pay is overturned and the appeal process takes place following a payroll period, the employee will be fully reimbursed for his/her time away as quickly as possible with the issuance of a separate check.

Any disciplinary action that is ultimately overturned will be signed and dated accordingly in the employee's personnel file. The appeal process for a suspension stops with the appropriate Associate Director or Director.

Termination

The employee shall have the opportunity to appeal his/her termination of employment by the Library Director to the Library Board in an Executive Session at its next regularly scheduled meeting. This appeal *must be filed within five working days of the termination of employment.*

The Board may request that certain staff members be made available to them as a resource during this meeting. The Board will then present a written decision to the employee either overturning or reaffirming the termination of employment notice within five working days after the meeting takes place.

Witnesses

Requests for someone to sit in as a witness in disciplinary conferences will be allowed only during the appeal process. Only one person will be allowed to serve as a witness for the employee during an appeal conference and it must be an employee of the Library. A witness is allowed to speak only if he/she has direct knowledge of the issue at hand. Otherwise he/she serves merely as a witness to the event unfolding and will have no other obligation once the conference is declared over. (The witness will be required to sign a waiver stating he/she was in attendance and understands that this process is a confidential matter.)

An HR staff member may be requested to serve as witness during an appeal hearing, or the HR Office will maintain a list of staff members who have volunteered to serve as witnesses, or staff members may select their own witness. Employee witnesses who participate in this process may do so on work time, or may be paid for the time spent in the conference itself if it takes place when they are not scheduled for duty.

The HR Manager should be notified (by the appealing employee) that a witness will be attending an appeal conference at least 48 hours in advance of the scheduled meeting and will coordinate a suitable meeting room for the conference and notify all parties involved of its date, time, and place.

~~6.13 PERSONNEL FILE~~

~~The only *official* file kept on employees will be located in the HR Office. An employee or former employee may request access to his/her personnel file at any time. The file may be reviewed in the HR Office or a written request for copies of documents to be removed from the file can be made.~~

~~A fee of ten cents per page will be charged to former employees for copies that they request from their files.~~

~~For bargaining unit employees, see also Joint Agreement, Article X, Personnel Files.~~

Personnel Manual Updates to Clarify Exempt Employee Timekeeping rev 5-11-2011

3.1 WORK HOURS

Regular work hours are established for each position based on staffing requirements for MCPL.

3.2 WORK WEEK

A standard work week starts at 12:01 a.m. on Monday and ends at 12:00 midnight on Sunday.

3.3 EVENING AND WEEKEND HOURS

All employees will be expected to be available for work evenings and weekends. No overtime compensation is paid for evenings and weekends unless a non-exempt employee works over 40 hours in a work week.

Staff may be required to be available at specific times and to change their schedules to accommodate variations in work demands. Administration and supervisors will provide advanced notice, whenever possible, while retaining the flexibility to respond to unanticipated situations.

~~3.6~~ 3.5 OVERTIME

Each MCPL employee holds a position that is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws.

NON-EXEMPT employees are entitled to overtime pay at the rate of 1 ½ or compensation time off at the rate of 1 ½ under the specific provisions of federal and state laws. For purposes of calculation of overtime, sick leave, personal leave, and holidays shall not be included as time worked. Overtime work must be approved in advance by the employee's supervisor, the department manager, and the Library Director.

Overtime Pay: Overtime pay is based on 1 ½ times the regular hourly rate which shall include the base rate plus any other pay above the base rate for all time worked above forty (40) hours in a work week.

EXEMPT employees are not eligible for overtime under the Fair Labor Standards Act and are exempt from specific provisions of federal and state wage and hour laws. They therefore do not receive pay or additional time off for working beyond the regular workday/workweek and are not entitled to overtime compensation or compensatory time off under specific provisions of federal and state laws.

- Work performed in addition to the regular work hours is customary with professional, exempt employee responsibilities. This applies to all full-time and part-time exempt staff.
- Departments may allow alternate or flexible work schedules that support operational needs.
- In recognition that the responsibilities of professional exempt staff may require work outside of regular work hours, periods of *absence that are less than a day (per hours status)* should not be charged to accumulated Personal or Sick Leave, or taken without pay, except as provided under the Family Medical Leave Act (FMLA).
- To be considered exempt, a position must comply with federal regulations and laws regarding exempt status.

~~Flextime— Full-time exempt employees who work thirty-seven and one-half (37 1/2) hours in a normal seven (7) day work week are required to work a total of seventy-five (75) hours in a fourteen (14) day, two-week payroll period.~~

~~With approval of the department manager or designee, full-time exempt employees may flex work schedules during the two-week payroll period provided that they work a total of seventy-five (75) hours in the fourteen (14) day, two-week payroll period.~~

~~Part-time exempt employees who work twenty (20) hours in a normal seven (7) day work week are required to work a total of forty (40) hours in a fourteen (14) day, two-week payroll period. With approval of the department manager or designee, part-time exempt employees may flex work schedules during the two-week payroll period provided that they work a total of forty (40) hours in the fourteen (14) day, two-week payroll period.~~

~~Part-time exempt employees who work twenty-five (25) hours in a normal seven (7) day work week are required to work a total of fifty (50) hours in a fourteen (14) day, two-week payroll period. With approval of the department manager or designee, part-time exempt employees may flex work schedules during the two-week payroll period provided that they work a total of fifty (50) hours in the fourteen (14) day, two-week payroll period.~~

3.5 3.6 WORK RECORDS

Falsification of time sheets, timecards, or attendance records is a serious violation of work rules. Violation may subject an employee to disciplinary action, up to and including termination of employment. All employees must maintain time keeping records to satisfy Indiana statutes governing public employers.

NON-EXEMPT

It is each non-exempt employee's responsibility to accurately record all hours worked and benefit leave time/type taken using the library-provided time management system.

EXEMPT

It is each exempt employee's responsibility to record days worked and benefit leave time/type taken using the library-provided time management system.

3.12 ROUNDING

NON-EXEMPT employee work time is to be recorded to the quarter hour, using the seven (7) minute rule (i.e. leeway of seven (7) minutes before and seven (7) minutes after scheduled start and stop times). All non-exempt employee work commenced more than seven (7) minutes before the start time work hour will be rounded to the next later quarter hour; all non-exempt employee work continued more than seven (7) minutes after the end of last work hour will be rounded to the next later quarter hour.

Indiana State Board of Accounts
Accounting and Uniform Compliance Guidelines Manual for Libraries

Chapter 8: Compensation and Benefits

RECORD OF HOURS WORKED

IC 5-11-9-4 requires that records be maintained showing **which hours are worked** each day for **employees employed by more than one political subdivision or in more than one position by the same public agency**. This requirement can be met by indicating the number of hours worked on each Employee's Service Record, General Form No. 99A and/or General Form No. 99B.

The federal Fair Labor Standards Act (FLSA) requires that records of wages paid, daily and weekly hours of work, and the time of day and day of week on which the employee's work week begins be kept for all employees. These requirements can be met by use of the following prescribed general forms:

- General Form 99A, Employee's Service Record
- General Form 99B, Employee's Earnings Record
- General Form 99C, Employee's Weekly Earnings Record

General Form 99C is required only for employees who are not exempt from FLSA, are not on a fixed work schedule, and are not paid weekly.

Additional information regarding FLSA rules and regulations may be obtained from the Department of Labor.

EMPLOYEE'S SERVICE RECORD - GENERAL FORM 99A

This form must be kept by each office or department for each employee in order to properly prepare Payroll Schedule and Voucher, General Form No. 99.

It **records the hours or days worked**, sick leave, vacation and days lost. It may also be used to comply with the requirements of IC 5-11-9-4 regarding recording hours worked each day by an employee. It is suggested that these be arranged alphabetically in a binder.

IC 5-11-9-4
Forms; records

Sec. 4. (a) The state board of accounts is hereby authorized to prescribe the forms of accounts and vouchers provided for by sections 1 and 2 of this chapter.

(b) The state board of accounts shall require that records be maintained showing **which hours were worked each day by officers and employees:**

(1) covered by section 1 or 2 of this chapter; and

(2) employed by more than one (1) public agency or in more than one (1) position by the same public agency described in section 1 or 2 of this chapter.

(Formerly: Acts 1947, c.14, s.4.) As amended by P.L.52-1983, SEC.3; P.L.44-1986, SEC.1.