

BOARD OF TRUSTEES MEETING

Wednesday, January 18, 2012

5:45 p.m.

Meeting Room 1B

AGENDA

1. Call to Order – Kari Isaacson, President
2. Consent Agenda – action item – Sara Laughlin
 - a. Minutes of December 21, 2011 Board Meeting (page 1-6)
 - b. Minutes of January 11, 2012 Work Session (page 7-11)
 - c. Monthly Bills for Payment (page 12-16)
 - d. Monthly Financial Report (page 17-37)
 - e. Personnel Report (page 38)
 - f. 2012 Board Calendar reflecting February Change (page 39)
3. Director's Monthly Report (page 40-55) and Quarterly Report (page 56-57) – Sara Laughlin
4. Old Business
 - a. Report on Collection Agency Activity (page 58) – Sara Laughlin
5. New Business – action items
 - a. Resolutions for Line Item Transfers in 2011 Budget (Operating, LIRF, LCPF) (page 59-62) – Gary Lettelleir
 - b. Resolution to Request Advance 2012 Tax Draw (page 63-64) – Gary Lettelleir
 - c. Request to Remove Assets from Inventory (page 65) – Gary Lettelleir
 - d. Resolution to Transfer Judith Serebnick Bequest to Friends (page 66-72) – Sara Laughlin
 - e. Strategic Planning Consultant Recommendation (page 73-114) – Sara Laughlin
 - f. Behavioral Rules Update (page 115-119) – Josh Wolf
 - g. CATS 2012 Contract with City of Bloomington (not included) – Michael White
6. Program Update – Penny Gillie: Read It Off Success Stories
7. Public Comment
8. Adjournment

BOARD OF TRUSTEES MEETING

Wednesday, December 21, 2011

5:45 p.m.

Meeting Room 1B

MINUTES

Trustees in attendance:

Valerie Merriam, John Walsh, Melissa Pogue, Steve Moberly, Fred Risinger (5:47).

Absent: Kari Isaacson, David Ferguson.

Also in attendance:

Sara Laughlin, Gary Lettelleir, Bara Swinson, Michael White, Kyle Wickemeyer-Hardy, Pam Wasmer, Chris Jackson, Tom Bunger.

Call to Order:

Melissa Pogue called the meeting to order at 5:45 p.m. Board introduced themselves.

Consent Agenda

- a. Minutes of November 16, 2011 Board Meeting (page 1-5)
- b. Minutes of December 14, 2011 Work Session (page 6-9)
- c. Minutes of December 14, 2011 Executive Session (page 10)
- d. Monthly Bills for Payment (page 11-18)
- e. Monthly Financial Report (page 19-40)
- f. 2012 Board Calendar (page 41)
- g. Personnel Report (page 41-44)

There was no discussion or questions regarding the Consent Agenda. Steve Moberly moved that the Consent Agenda be approved; John Walsh seconded, passed unanimously.

Director's Report

Sara reported that everything was running smoothly in November. It was another extremely busy month and a good one for income for library. The Bond issue proposal was approved by the County Council in mid-December; this makes next three

years look much more optimistic. We received three grants - Smithville Foundation for \$13,400 which will support five new literacy computers in Children's Department, \$4500 grant from the Henry and Cecilia Wahl Charitable Trust for early literacy story time kits for Community Outreach Department, and \$860 award from the ACHIEVE community- wide wellness initiative supported by the Y. Our Wellness Committee applied for the grant.

Valerie Merriam commented that she was thrilled we are going to have the kits. She offered one suggestion to Sara for the Director's Report. She suggested that, once a year, Sara prepare explanations of the charts contained in her Director's Report.

Melissa Pogue offered her appreciation to the people who funded grants we received and the staff who applied.

Old Business

a. Resolution to extend the 2008-2011 Strategic Plan through 2012

We are beginning work on new Strategic Plan. The Library Futures Committee asked for a December 2011 deadline to have time to prepare a report needed as input into strategic planning process. Sara asked the Board to extend the current plan through 2012; if the Board approves, she will notify the State Library. We may be finished earlier than December 2012.

Sara reported that she has received seven bids but hasn't had chance to review proposals. She will send them out to Board this week.

John Walsh moved to adopt the resolution to extend the 2008-2011 Strategic Plan through 2012; Valerie Merriam seconded, passed unanimously.

New Business

a. Resolution to Permit Transfer to LIRF; and Resolution to Encumber 2011 Appropriated Balances

Gary Lettelleir reviewed this resolution which was presented at the work session last week and there were no questions or discussion from the Board.

Steve Moberly moved that Resolution to permit transfer to LIRF be approved and Resolution to encumber 2011 appropriated balances be approved; Valerie Merriam seconded; passed unanimously.

b. Resolution to Encumber 2011 Appropriated Balances

Steve had a question: When will we know what our savings are as generated by the energy audit?

Gary reported that we will be tracking kilowatts used on a monthly basis (in Director's Report). We have estimates of dollar impact and once we get final report we will share that information in terms of estimated savings in dollars. The major area for savings is electricity. By this process of tracking that data for the future we will be able to see if we do realize the impact the study indicates that we should

Steve Moberly moved that the resolution stipulating the encumbrance of appropriation balances on 2011 operating fund be approved; Fred Risinger seconded; passed unanimously.

c. Resolution to Adopt 2012 Pay Increment, Salary Schedule, Pay Schedule, and Holiday Closing Schedule

Kyle Wickemeyer-Hardy addressed the Board regarding the 1.5% increase for all staff which would be effective for the January 13 payroll. Steve reiterated the fact that this is will cost approximately \$60,000, and he asked if we have that budgeted. Kyle responded that we do have that in the budget. She further explained that this is an "increment" rather than a "cost of living" increase. All employees that are employed on December 31 will receive the increase. The salary schedule will stay the same as current 2011 pay scale for 2012, so there will be no increase in the starting wage of a new employee.

Valerie brought up the fact that at last week's work session there was an inquiry as to having a Staff Association member present at the Board meetings. Kyle reported that she met with Labor-Management Committee to discuss the increase.

Sara pointed out that the salary schedule is unchanged for 2011, except for a small adjustment in the starting salary of pay grade H for 25-hour/week employees. It was increased slightly to meet the Fair Labor Standards Act salary test for exempt employee status.

Fred Risinger moved to approve resolution to 2012 pay increment; salary schedule; pay schedule and holiday closing schedule; John Walsh seconded; passed unanimously.

d. Personnel Policy Revision – Section 3.10

Kyle explained that the adjustment to policy 3.10, which laid out a process library management follows in order to change a position's hours or create a new position, was written before the Union agreement was in place. As she anticipated a change in hours for a position in the 2012 budget, she discovered conflicts between this policy language and the Joint Agreement. The Labor-Management Committee discussed and agreed there was a conflict with document.

Tom Bunger reported that he reviewed it and Jim Whitlatch also reviewed it and they agreed with the proposed language.

John Walsh moved that the personnel policy revision pertaining to Section 3.10 be approved; seconded by Fred Risinger; passed unanimously.

e. Resolution to Set 2012 Salary for Library Director

Melissa read a statement pertaining to the Director's salary for calendar year 2012.

Steve pointed out for the public that this is the same 1.5% increase that the staff will receive.

Fred Risinger moved that the Resolution to set 2012 salary for Library Director be approved; Valerie Merriam seconded; passed unanimously.

Sara pointed out to the members that the Board calendar for 2012 is in their packet. Meetings are scheduled on the second and third Wednesdays with couple of exceptions; in March, due to spring break, the work session will be a week early; in October, Staff Day is the second Wednesday and library is closed, so the Board will meet on October 17 and 24.

Program Update – Chris Jackson, Community Outreach Department

Chris Jackson, manager of the Community Outreach Department presented a brief summary of the different areas of service for the department. The service points are mostly outside of building.

Two major events occurred in 2011:

1. The merger with VITAL Department. VITAL wasn't really good fit in the organizational chart, since it was a public service department under Administration. Aligning it with Outreach Department made more sense, since both work with individuals facing challenges using traditional library services and both departments use volunteers. The merger took place in the summer but is still a work in progress. VITAL will retain its own identity in library.
2. Arrival of new Bookmobile in January. The first bookmobile service began in 1929. It helped transform the Bloomington Public Library into Monroe County Public Library. Chris reported that a long procurement process took place before finding the new bookmobile. The library went through a formal bid process, waited while the vehicle was custom-built, and took delivery in January 2011. It is "clean and green." Designed to minimize use of generator at stops, it can use just the battery, thereby eliminating noise or fumes with generator. The other big difference is that the vehicle is much safer to drive. Safety is top priority and this one is much safer. It looks similar to old vehicle and has the latest technology.

The Bookmobile serves a lot of smaller communities, i.e., Harrodsburg, Stinesville, and Kirksville. We put the "county" in Monroe County Public Library. It also visits low income neighborhoods, senior nursing homes, and living centers which are traditionally underserved.

2011 was the busiest year ever for the department, with close to 100,000 circulations – a 15% increase.

Community Outreach included three other services: Homebound service is available to those who can't get to the library due to disability, extended illness, or significant transportation issues. Homebound staff and volunteers visit once a month with full range of materials. The service averages about 1,500 circulations per month for 24 people and experienced strong growth in 2011 - up 20%.

Monroe County Correctional Service. The Sheriff provides funding of \$6,000 per year. Library staff visit the jail three days a week, 2.5 to 3 hours each day. In 2011, they recorded 1200 items per month, but realize that many inmates share items.

Chris reported that the library also has had Van service since 2004. The van goes to nursing homes and we take items off vehicle on rolling carts for "lobby stops." People browse that collection. We also drop off materials in "deposit collections" for activities

directors at nursing home and childcare and Head Starts. The library is in process of making that service more efficient in order to extend what we can provide through early literacy visits to Head Start classrooms.

Chris further reported that the Outreach Department does a lobby stop for Spanish speaking community at St. Paul Catholic every Sunday at Spanish mass.

Public Comment

No public comments

Adjournment

Melissa adjourned meeting at 6:35 p.m.

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**WORK SESSION
Wednesday, January 11, 2012**

Trustees in attendance:

Kari Isaacson, Fred Risinger, John Walsh, Melissa Pogue, Steve Moberly, Valerie Merriam, David Ferguson (arrived at 5:58 pm)

Also in attendance:

Sara Laughlin, Tom Bunger, Gary Lettellier, Mickey Needham, Pam Wasmer, Michael White, Margaret Harter, Kyle Wickemeyer-Hardy, Josh Wolf, Stephanie Holman, Ellie Craig, Bara Swinson., and Stephanie Holman's SLIS intern.

Call to Order:

Kari Isaacson called the meeting to order at 5:45 p.m.
She announced that at next week's meeting there will be election of officers.

Request to Adjust February Board Meeting Date from February 15 to 29, 2012

Steve Moberly requested that the Board consider adjusting its calendar to move the February 15, 2012, meeting date to February 29, 2012 due to a scheduling conflict with an IU event on the 15th. The Board Work session would stay on February 8th. This request will be an action item at next week's regular meeting.

Resolutions for Line Item Transfers in 2011 Budget (Operating, LIRF, LCPF)

Gary gave background for the proposed transfers. The Operating Fund budget for 2011 was \$7,466,000 and we spent \$7,130,000, approximately \$366,000 under budget. In some lines the actual amount spent was under the amount budgeted, while in other line expenditures exceeded the budgeted amount. The requested resolution would reallocate funds from lines that came in under budget to lines that were over budget. The transfers do not change bottom line. The Library Capital Projects Fund, LIRF, and Rainy Day funds also came in under budget.

Steve Moberly had a question about the big dollar items, i.e., collection agency; energy audit.

Gary further explained that when the 2011 budget was being prepared in the April 2010 time frame, the collection agency had not begun. Now this \$45,000 is being offset by collecting more of our fines and fees, which do not show up in this report. As for the energy audit, that figure is really just a reallocation. We had \$60,000 budgeted for energy audit related expense in 2011. We encumbered \$40,000. So this is just reallocating from the line in which expenses were originally budgeted to the line where we've encumbered the costs. For every line we increase, we must decrease the same amount on another line, so that they offset each other and the bottom line stays the same.

Valerie asked if collection agency fees were a percentage or a contract amount.

Sara answered that we are charged \$8.95 for every account we turn over. Overall, cash collected is greater than the charges, and the value of items returned is also calculated. Sara will provide an end-of-year report.

Valerie asked if expenditures were under budget and we've had to reduce some line items in the past, is there a reason we aren't putting some back.

Sara replied that we could have spent more in 2011, but once the year has ended, any remaining funds are added to our cash balance. We could spend that, but we would have to do an additional appropriation if we added to our budgeted amounts at this point.

John asked if this was the largest amount under budget in a while.

Sara answered yes, but Gary added that half of the balance accrued because of two positions that weren't filled at library – associate director and development director, a position that the library decided not to add when income was uncertain.

Resolution to Request Advance 2012 Tax Draw

Gary explained that the County Auditor's office suggested that we change the way we submit requests for advance tax draws. In the past we addressed the letter to the Treasurer rather than Auditor in January and requested the first draw in March. Auditor's office told us that that was unrealistic, since property taxes aren't due to be paid until May. They suggested the more realistic format that is included in the packet. After the Board has approved the resolution next week, we will not ask the President to sign the requests until April and October when we'll submit.

Kari questioned if this would affect cash flow issues at all. Sara responded by saying that not doing it would affect cash flow, but this process more closely reflects the actual timetable.

CORRECTION NEEDED: Steve Moberly pointed out that the title in the resolution needed to be changed to read: "requesting from Auditor." Gary will make the change.

Request to Remove Assets from Inventory

Gary presented an update on the Board's request to look into disposing of inventory items on Craig's List or through an auction. Twenty carrels and desks were on the inventory list. Gary has contacted two auction services and one provided a possible solution. They will post photos of items on their auction site seen by 4000 potential buyers. The highest bidder would finalize the purchase with the auction service, which would then provide a receipt to the buyer, and the buyer would come to library with the receipt and pick up the items.

Two printers are on the current list, both of which have been replaced because they are broken and don't work and it wasn't cost effective to fix them. We will try to sell them through the online auction. If there are no takers, we are requesting Board approval to dispose of them.

If the online auction method is successful, we will try this method to sell other items in the future.

Additionally, three AWE computers were replaced with funds from a grant. They still work, and Gary requested Board approval to denote them to Middleway House.

Dave Ferguson questioned if this was something the Library could do and Tom Bunger confirmed that it was allowable since Middle Way House is a qualified charitable organization.

Steve Moberly asked about the online auction site and Gary stated that it was through Bland's Auction Service. A fee for his services has not been agreed, as this will be a test for both sides and Mr. Bland did not know how much of his time or services were going to be involved.

The proposal will be an action item next week.

Resolution to Transfer Judith Serebnick Bequest to Friends

Sara shared with the Board that a year ago we received a substantial bequest, \$23,744.43, from the estate of Judith Serebnick, professor at the IU library school. The funds have been in our unrestricted gift account since that time. Dr. Serebnick was an intellectual freedom expert and fantastic teacher and spent time volunteering here on our reference desk.

Sara further explained that as she thought about this bequest and talked with the executor, she determined that she wanted to make this money go to collections, with the interest going into the Operating fund. The proposal before the Board is to transfer the funds to Friends where we have endowments for adult collections and where we will earn interest.

Tom Bunger concurred that he had looked at paperwork and there are no restrictions on the bequest. Tom further stated that the Friends have endowment funds and that is where the money will go.

Dave Ferguson asked what would happen to the funds if the Friends group dissolved. He also asked what was the total of endowments managed by the Friends, who provided investment advice and at what cost, and whether the Library had a fund at the Community Foundation. Sara promised to find out and report before the Board meeting.

Strategic Planning Proposals

Kari thanked Steve Moberly, Fred Risinger and Valerie Merriam for agreeing to represent the Board representatives on the strategic planning committee.

The library received seven responses to its Request for Proposal, which Sara felt gave the library good choices. She noted they were very good examples of creativity and the wildly different approaches that seven groups of people could bring forward to a request.

We requested a process that was very future oriented as we have big challenges and changes in our future and wanted someone that would help us with that. We also wanted to do a survey. We wanted community input but didn't specify how to get that. We wanted a proposal that would fit in our budget and in our timeline. When managers talked about the proposal last week they quickly came down to two front runners. The recommendation is to contract with the Consensus Group.

Consensus proposed to use ETC Institute to complete the mail survey, the same group that worked with the library on the 2008 survey. Consensus uses the Future Search process, which they described as "big, fun, and future oriented."

Sara called two organizations they had worked with recently. Comments were positive: The referees commented that facilitation was focused and allowed the group to get a lot of work done. Consensus is also flexible on starting date, and we will recommend more time to schedule and invite people to the Future Search event.

Encouraging Positive Behavior Update

Josh Wolf, Children's Department manager and members of the Library's Encouraging Positive Patron Behavior Team, presented an overview of the team's work and recommendation.

Josh shared that the team was given a charter by Sara to develop strategy to address negative behavior around library buildings and in outreach sites.

Josh added that the Main library has been suffering from a perception problem. Some patrons have felt unsafe coming in, walking through smokers and loiterers near the doors

The focus of this task force is encouraging positive behavior. The library welcomes everyone, as long as they are behaving appropriately.

The team's first recommendation:

1. Outside, institute 100% tobacco free policy on library grounds.
2. Better manage outside gathering opportunities. The long benches near the Kirkwood door encourages large groups to gather. The team is working with landscape architect to change seating to encourage smaller groups and more separation.
3. Loitering is also an issue around the bike racks on Lincoln. The team has designed "No Loitering" signage that will enable library staff to ask for help if groups refuse to disperse.

After outside recommendations, the team proposed addressing interior issues:

1. Create zones, study spaces, and educate patrons on appropriate behavior near public computers.

2. Create more social gathering zones and designate them as such. Allowing groups to congregate causes problems.

The team looks forward to developing a strategy to establish the library as community leader in a “choose civility” campaign.

It will be critical to involve staff and the team plans to design staff training.

Margaret Harter applied for grant (and received it on Monday of this week) to get cigarette butt receptacles. If Board approves the change in language, we will place cigarette butt receptacles in three locations and remove ash trays/trash cans closer to the door.

John Walsh suggested removing outside seating to help avoid loitering.

Steve Moberly stated that he supported completely what the committee is attempting to do. He did have questions about language of “library vehicles” and what that meant. Other question: library “grounds”. He suggested the team might want to say library “real estate wherever located.”

Kari thanked Josh and his committee for their work.

Public Comment:

No public comments.

Adjournment:

Kari adjourned the meeting at 6:45 p.m.

Financial Report Comments

Reports as of 12-31-11

Board Meeting Date 1/18/12

Monthly Budget Report:

This is the final report for 2011.

The operating fund was under budget by about \$336,000

The LCPF fund was under budget by about \$13,000

LIRF and Rainy Day funds were also under budget.

MONROE COUNTY PUBLIC LIBRARY

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*Check Summary Register©

December 16, 2011 to January 12, 2012

Name	Check Date	Check Amt	
06500 FIFTH THIRD CHECKING			
Paid Chk# 001891 AMERICAN UNITED LIFE INS.	12/22/2011	\$1,255.00	403b TSA-AUL W/H G40906
Paid Chk# 001892 AT&T (OK)	12/22/2011	\$60.82	LONG-DISTANCE CALLS
Paid Chk# 001893 DARCI HAWXHURST	12/22/2011	\$87.50	VITAL/TUTOR TRAINING
Paid Chk# 001894 DEBRA BECK	12/22/2011	\$500.00	LANDSCAPE CONSULTING
Paid Chk# 001895 DOWNTOWN BLOOMINGTON,	12/22/2011	\$150.00	2012 MEMBERSHIP
Paid Chk# 001896 FLEET SERVICES	12/22/2011	\$32.16	FUEL
Paid Chk# 001897 INDIANA POWER SERVICE &	12/22/2011	\$1,034.90	MAINTENACE AGREEMENT
Paid Chk# 001898 KEVIN HUNTLEY EXCAVATING,	12/22/2011	\$7,601.78	DEMO ELL. HOUSE
Paid Chk# 001899 MIDWEST PRESORT SERVICE	12/22/2011	\$367.12	POSTAGE SERVICES
Paid Chk# 001900 MONROE CTY PUBLIC	12/22/2011	\$283.94	FSA W/H
Paid Chk# 001901 SARAH BOWMAN	12/22/2011	\$10.68	FD/ADULT SPLS
Paid Chk# 001902 STEPHANIE HOLMAN	12/22/2011	\$21.49	FD/ ELL. SPLS
Paid Chk# 001903 SUE MURPHY	12/22/2011	\$145.67	FD/VITAL FOOD & SPLS
Paid Chk# 001904 TAMRA RANARD	12/22/2011	\$37.75	REFUND ON LOST ITEM
Paid Chk# 001905 THE HERALD-TIMES, INC.	12/22/2011	\$416.00	FD/CR/BIZNET ADVERTISING
Paid Chk# 001906 THE SINGER GROUP INC.	12/22/2011	\$7,000.00	SESSION 1 OF 8 TRAININGS
Paid Chk# 001907 UNIQUE MANAGEMENT	12/22/2011	\$1,539.40	COLLECTION SERVICES/CIRC.
Paid Chk# 001908 VECTREN ENERGY DELIVERY	12/22/2011	\$53.35	NATURAL GAS
Paid Chk# 001909 VERIZON WIRELESS	12/22/2011	\$105.58	CELL PHONES
Paid Chk# 001910 WILLOW R. SHOEMAKER	12/22/2011	\$21.00	REFUND ON LOST ITEM
Paid Chk# 001911 AT&T (IL)	12/29/2011	\$1,272.69	PHONE CALLS
Paid Chk# 001912 AT&T ADVERTISING	12/29/2011	\$170.00	PHONE LISTINGS
Paid Chk# 001913 AT&T MOBILITY	12/29/2011	\$249.07	CELL PHONES
Paid Chk# 001914 CHRIS HOSLER	12/29/2011	\$139.97	FD/ADULT SPLS
Paid Chk# 001915 JULIE KINSER	12/29/2011	\$36.96	MILEAGE
Paid Chk# 001916 MONROE CTY PUBLIC	12/29/2011	\$283.90	FSA W/H
Paid Chk# 001917 STEPHANIE HOLMAN	12/29/2011	\$50.90	FD/ELL SPLS
Paid Chk# 001918 VECTREN ENERGY DELIVERY	12/29/2011	\$180.49	NATURAL GAS
Paid Chk# 001919 AFSCME COUNCIL 62	12/30/2011	\$1,273.78	UNION DUES W/H
Paid Chk# 001920 AMERICAN UNITED LIFE INS.	12/30/2011	\$1,255.00	403b TSA-AUL W/H
Paid Chk# 001921 COLONIAL LIFE	12/30/2011	\$119.63	POST-TAX W/H
Paid Chk# 001922 ELECTRONIC COMMERCE, INC.	12/30/2011	\$3,121.00	PAYROLL SERVICES
Paid Chk# 001923 GREAT LAKES HIGHER ED	12/30/2011	\$301.20	GARNISHMENT W/H
Paid Chk# 001924 MIDWEST PRESORT SERVICE	12/30/2011	\$413.73	PAYROLL SERVICES
Paid Chk# 001925 MONROE COUNTY	12/30/2011	\$143.24	GARISHMENT W/H
Paid Chk# 001926 MONROE COUNTY YMCA	12/30/2011	\$177.24	YMCA W/H
Paid Chk# 001927 LEGAL SHIELD	12/30/2011	\$71.76	PRE-PAID LEGAL W/H
Paid Chk# 001928 PUBLIC EMPLOYEES	12/30/2011	\$104,960.94	4TH QTR. '11 PERF
Paid Chk# 001929 UNITED WAY	12/30/2011	\$189.00	UNITED WAY W/H
Paid Chk# 001930 CITY OF BLOOMINGTON	1/2/2012	\$480.00	2/6 MOS. PARKING PERMITS
Paid Chk# 001931 CITY OF BLOOMINGTON	1/2/2012	\$9,922.00	LOT #5, 6 MOS. PARKING PERMITS
Paid Chk# 001932 INDIANA UNIVERSITY	1/2/2012	\$2,730.73	WORKSTUDY/#98-353-60
Paid Chk# 001933 AUDREY M. SCHULTZ	1/4/2012	\$29.84	REFUND ON LOST ITEMS
Paid Chk# 001934 CITGO	1/4/2012	\$543.97	FUEL
Paid Chk# 001935 DUKE ENERGY	1/4/2012	\$1,453.76	ELECTRICITY
Paid Chk# 001936 ELLETTSVILLE UTILITIES	1/4/2012	\$238.55	WATER & SEWER
Paid Chk# 001937 GEGRB/AMAZON	1/4/2012	\$3,840.68	BOOKS
Paid Chk# 001938 REPUBLIC SERVICES #694	1/4/2012	\$155.00	TRASH SERVICE
Paid Chk# 001939 SMITHVILLE DIGITAL, INC.	1/4/2012	\$1,425.00	MONTHLY INTERNET SERVICE
Paid Chk# 001940 U.S. VOICE & DATA, LLC	1/4/2012	\$8,441.48	1/1/12 TO 1/1/13 MAINT. CONTRACT
Paid Chk# 001941 ANSWER INDIANA	1/9/2012	\$9.85	PAGER
Paid Chk# 001942 DEZELAN INSURANCE	1/9/2012	\$3,200.00	2012 D&O INSURANCE
Paid Chk# 001943 GUARDIAN	1/9/2012	\$3,790.88	DENTAL INS.
Paid Chk# 001944 MCPL FOUNDATION	1/9/2012	\$25.00	FRIENDS MEMBERSHIP

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*Check Summary Register©

December 16, 2011 to January 12, 2012

Name	Check Date	Check Amt	
Paid Chk# 001945 MIDWEST PRESORT SERVICE	1/9/2012	\$370.32	POSTAGE SERVICE
Paid Chk# 001946 TASC	1/9/2012	\$526.95	COBRA & FSA SERVICES 1/1/12-3/31/12
Paid Chk# 001947 AMELIA CALLAHAN	1/12/2012	\$30.00	REFUND DOUBLE PAYMENT ON 1/6/12
Paid Chk# 001948 AT&T (IL)	1/12/2012	\$276.54	4 DEDICATED PHONE LINES
Paid Chk# 001949 BRANDON M. CAVANESS	1/12/2012	\$50.95	REFUND ON LOST ITEMS
Paid Chk# 001950 CITY OF BLOOMINGTON	1/12/2012	\$554.05	WATER & SEWER
Paid Chk# 001951 JULIE ANN FINN	1/12/2012	\$38.00	REFUND ON LOST ITEM
Paid Chk# 001952 MIDWEST PRESORT SERVICE	1/12/2012	\$329.40	POSTAGE SERVICES
Paid Chk# 001953 SMITHVILLE	1/12/2012	\$236.85	PHONE BILL
Paid Chk# 001954 VERIZON WIRELESS	1/12/2012	\$129.03	BKM DATA LINES
Paid Chk# 001955 A1 LANDSCAPE & HAULING	1/12/2012	\$400.00	LAWN SERVICE
Paid Chk# 001956 ACTIVATE HEALTHCARE	1/12/2012	\$12,545.40	1ST QTR.'12 CLINIC COST
Paid Chk# 001957 ADP, INC.	1/12/2012	\$166.32	BACKGROUND CHECKS
Paid Chk# 001958 ADP, INC.	1/12/2012	\$243.62	COBRA & FSA SERVICES
Paid Chk# 001959 ALL-PHASE ELECTRIC SUPPLY	1/12/2012	\$3,000.00	ENERGY AUDIT BULBS
Paid Chk# 001960 AMERICAN SHREDDING	1/12/2012	\$36.80	DOCUMENT DESTRUCTION
Paid Chk# 001961 AUDIOGO	1/12/2012	\$936.37	NONPRINT
Paid Chk# 001962 AVCAFE	1/12/2012	\$110.96	NONPRINT
Paid Chk# 001963 AWE	1/12/2012	\$14,636.00	EARLY LITERACY STATIONS/EQUIP.
Paid Chk# 001964 DANIEL C. AYNES	1/12/2012	\$480.00	UPHOLSTERY REPAIR
Paid Chk# 001965 B & H PHOTO-VIDEO	1/12/2012	\$3,579.60	EQUIPMENT
Paid Chk# 001966 BAKER & TAYLOR BOOKS	1/12/2012	\$37,401.36	BOOKS-ADULT SVCS
Paid Chk# 001967 BANCTEC INC.	1/12/2012	\$30.90	MONTHLY MAINT. FOLDER
Paid Chk# 001968 BLACKSTONE AUDIO, INC.	1/12/2012	\$286.50	NONPRINT
Paid Chk# 001969 BLOOMINGTON CAR WASH	1/12/2012	\$52.00	CAR UPKEEP/2011
Paid Chk# 001970 BLOOMINGTON PAINT &	1/12/2012	\$28.75	PAINT
Paid Chk# 001971 BOOKS IN MOTION	1/12/2012	\$219.22	NONPRINT
Paid Chk# 001972 BOTTOM LINE/PERSONAL	1/12/2012	\$39.00	BOOKS/APR., '12 - MAR.'13
Paid Chk# 001973 BWI	1/12/2012	\$10.98	BOOKS
Paid Chk# 001974 CARMICHAEL TRUCK &	1/12/2012	\$925.95	SPRINTER 2500 & BKM REPAIRS
Paid Chk# 001975 CD BABY	1/12/2012	\$18.46	NONPRINT
Paid Chk# 001976 CENTER POINT LARGE PRINT	1/12/2012	\$192.33	BOOKS
Paid Chk# 001977 DEMCO, INC.	1/12/2012	\$697.65	CATALOGING * CIRCULATION SPLS
Paid Chk# 001978 DISNEY PRINCESS	1/12/2012	\$59.84	PERIODICALS/ 2 SEPARATE SUBCR
Paid Chk# 001979 EBSCO	1/12/2012	\$84.41	PERIODICALS
Paid Chk# 001980 ELECTRONIC COMMERCE, INC.	1/12/2012	\$2,061.25	PAYROLL SERVICES
Paid Chk# 001981 EVANSVILLE BINDERY, INC.	1/12/2012	\$568.55	BOOK BINDING
Paid Chk# 001982 FREEDOM BUSINESS	1/12/2012	\$2,904.81	PRINTER REPAIRS, POSTER MACHINE, ETC.
Paid Chk# 001983 GALE	1/12/2012	\$1,281.08	BOOKS
Paid Chk# 001984 GAYLORD BROS., INC.	1/12/2012	\$160.71	CIRCULATION SPLS
Paid Chk# 001985 GREY HOUSE PUBLISHING	1/12/2012	\$430.05	BOOKS
Paid Chk# 001986 INDIANA CHAMBER OF	1/12/2012	\$294.55	BOOKS
Paid Chk# 001987 INDIANA STATE LIBRARY	1/12/2012	\$2,400.00	4TH QTR.'11 PLAC
Paid Chk# 001988 J. A. SEXAUER	1/12/2012	\$888.79	BLDG REPAIR-DOOR
Paid Chk# 001989 JIM GORDON, INC	1/12/2012	\$118.95	MNTHLY COPIER MAINT.
Paid Chk# 001990 KLEINDORFER'S HDWE	1/12/2012	\$10.06	PAINTING SPLS
Paid Chk# 001991 LIBRARY VIDEO COMPANY	1/12/2012	\$46.85	NONPRINT
Paid Chk# 001992 LOGISTECH, INC.	1/12/2012	\$791.70	BOOKS
Paid Chk# 001993 MIDWEST TAPE	1/12/2012	\$28,821.87	NONPRINT & BOOKS
Paid Chk# 001994 MONROE COUNTY SOLID	1/12/2012	\$1,999.21	RECYCLING MAINT. CONTRACT
Paid Chk# 001995 MOVIE LICENSING USA	1/12/2012	\$960.00	2012 COPYRIGHT SITE LICENSE
Paid Chk# 001996 NOLAN'S LAWN CARE SERVICE	1/12/2012	\$158.50	LAWN CARE SERVICE
Paid Chk# 001997 PARACLETE PRESS, INC.	1/12/2012	\$43.66	NONPRINT
Paid Chk# 001998 B,B & C POW PEST CONTROL,	1/12/2012	\$49.00	PEST CONTROL
Paid Chk# 001999 QUILL CORPORATION	1/12/2012	\$1,866.74	OFFICE SPLS

MONROE COUNTY PUBLIC LIBRARY

*Check Summary Register©

December 16, 2011 to January 12, 2012

Name	Check Date	Check Amt
Paid Chk# 002000 RANDOM HOUSE, INC.	1/12/2012	\$909.90 NONPRINT
Paid Chk# 002001 RECORDED BOOKS, LLC	1/12/2012	\$1,125.95 NONPRINT
Paid Chk# 002002 REGENT BOOK COMPANY	1/12/2012	\$25.05 BOOKS
Paid Chk# 002003 STANSIFER RADIO COMPANY	1/12/2012	\$17.10 VIDEO MAT'LS
Paid Chk# 002004 TANTOR MEDIA	1/12/2012	\$76.24 NONPRINT
Paid Chk# 002005 THE FOUNDATION CENTER	1/12/2012	\$995.00 2012 MEMBERSHIP FEE/IN RM
Paid Chk# 002006 THE GREAT COURSES	1/12/2012	\$319.90 NONPRINT
Paid Chk# 002007 THE INDIANA COVERED	1/12/2012	\$10.00 2012 / BOOKS
Paid Chk# 002008 THE SINGER GROUP INC.	1/12/2012	\$4,162.56 #2/8 MGMT DEVELOP. PROGRAM
Paid Chk# 002009 TUMBLEWEED PRESS INC.	1/12/2012	\$558.60 ELECTRONIC RESOURCES
Paid Chk# 002010 UNIQUE MANAGEMENT	1/12/2012	\$1,673.65 DEC. '11 COLLECTION FEES/CIRC.
Paid Chk# 002011 VIDEO AIDED INSTRUCTION	1/12/2012	\$415.95 NONPRINT
Paid Chk# 002012 WEST PAYMENT CENTER	1/12/2012	\$401.00 BOOKS
Paid Chk# 002013 WESTON WOODS STUDIOS	1/12/2012	\$65.90 NONPRINT
Paid Chk# 002014 WORLD BOOK, INC.	1/12/2012	\$2,562.00 BOOKS
Total Checks		\$309,321.02

MONROE COUNTY PUBLIC LIBRARY
CHECKING ACCOUNTS
12/16/11 - 01/12/12

Fifth Third Checking Account/Check Register Total	\$309,321.02
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (Dec. '11)	793.96
Fifth Third Checking-Monthly Service Charge	81.00
Fifth Third Savings-Monthly Service Charge	0.00
Old National Checking-Monthly Service Charge	45.70
Fifth Third Savings-Lease Payment	998,000.00
Add: Payrolls	
Vouchers 12/16/11 Payroll (ECI)	114,659.48
Electronic transfer (ECI) employee/employer taxes	40,874.48
Electronic transfer (ECI) employee "HSA"	2,150.27
Vouchers 12/30/11 Payroll (ECI)	113,550.99
Electronic transfer (ECI) employee/employer taxes	39,427.41
Electronic transfer (ECI) employee "HSA"	2,074.91
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	\$1,620,979.22

MONROE COUNTY PUBLIC LIBRARY
MONTHLY SUMMARY OF BUDGET CATEGORIES
AS OF DECEMBER 31, 2011
TWELVE MONTHS = 100.0%

	2011 DECEMBER	2010 DECEMBER	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	409,155.89	417,611.72	3,689,445.17	3,893,000.00	3,714,578.14	203,554.83	94.8%	5.2%
EMPLOYEE BENEFITS	167,525.70	126,000.16	1,219,971.86	1,264,175.00	1,142,037.46	44,203.14	96.5%	3.5%
OTHER WAGES	0.00	5,292.08	11,829.02	1,000.00	53,016.42	-10,829.02	1182.9%	-1082.9%
TOTAL PERSONNEL SERVICES	<u>576,681.59</u>	<u>548,903.96</u>	<u>4,921,246.05</u>	<u>5,158,175.00</u>	<u>4,909,632.02</u>	<u>236,928.95</u>	<u>95.4%</u>	<u>4.6%</u>
SUPPLIES								
OFFICE SUPPLIES	2,628.15	446.78	40,546.32	42,000.00	36,503.57	1,453.68	96.5%	3.5%
OPERATING SUPPLIES	6,811.40	272.02	82,197.01	77,100.00	247,073.74	-5,097.01	106.6%	-6.6%
REPAIR & MAINT. SUPPLIES	2,932.59	1,233.14	20,435.81	13,700.00	19,398.51	-6,735.81	149.2%	-49.2%
TOTAL SUPPLIES	<u>12,372.14</u>	<u>1,951.94</u>	<u>143,179.14</u>	<u>132,800.00</u>	<u>302,975.82</u>	<u>-10,379.14</u>	<u>107.8%</u>	<u>-7.8%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	36,338.02	21,179.75	271,179.21	252,000.00	257,335.84	-19,179.21	107.6%	-7.6%
COMMUNICATION & TRANSPORTATION	6,680.40	4,044.62	65,781.02	87,000.00	61,001.15	21,218.98	75.6%	24.4%
PRINTING & ADVERTISING	0.00	1,408.56	4,081.95	8,000.00	4,384.16	3,918.05	51.0%	49.0%
INSURANCE	0.00	0.00	53,247.00	54,700.00	48,065.00	1,453.00	97.3%	2.7%
UTILITIES	21,677.94	22,353.99	288,488.44	314,400.00	294,448.03	25,911.56	91.8%	8.2%
REPAIR & MAINTENANCE	3,207.81	2,284.00	33,172.55	102,500.00	57,364.58	69,327.45	32.4%	67.6%
RENTALS	0.00	37.50	31,262.00	32,100.00	38,466.70	838.00	97.4%	2.6%
OTHER CHARGES	339.62	150,000.00	211,381.09	215,500.00	155,923.44	4,118.91	98.1%	1.9%
TOTAL OTHER SERVICES & CHARGES	<u>68,243.79</u>	<u>201,308.42</u>	<u>958,593.26</u>	<u>1,066,200.00</u>	<u>916,988.90</u>	<u>107,606.74</u>	<u>89.9%</u>	<u>10.1%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	13,957.42	118,653.50	18,051.26	19,744.52	221,067.42	1,693.26	91.4%	8.6%
OTHER CAPITAL OUTLAY	106,623.70	82,928.47	1,088,994.04	1,089,000.00	1,060,601.77	5.96	100.0%	0.0%
TOTAL CAPITAL OUTLAY	<u>120,581.12</u>	<u>201,581.97</u>	<u>1,107,045.30</u>	<u>1,108,744.52</u>	<u>1,281,669.19</u>	<u>1,699.22</u>	<u>99.8%</u>	<u>0.2%</u>
TOTAL OPERATING EXPENDITURES	<u><u>777,878.64</u></u>	<u><u>953,746.29</u></u>	<u><u>7,130,063.75</u></u>	<u><u>7,465,919.52</u></u>	<u><u>7,411,265.93</u></u>	<u><u>335,855.77</u></u>	<u><u>95.5%</u></u>	<u><u>4.5%</u></u>
				2010 BUDGET %USED IN 2010	7,832,838.00 94.6%			

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF DECEMBER 31, 2011

	2011 DECEMBER	2010 DECEMBER	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	10,889.59	10,572.42	94,376.36	167,000.00	135,205.51	72,623.64	56.5%	43.5%
1130 PROFESSIONAL/SUPERVISORS	56,381.33	47,870.43	480,564.55	545,000.00	453,964.14	64,435.45	88.2%	11.8%
1140 PROFESSIONAL ASSISTANTS	139,976.88	154,724.67	1,344,562.39	1,351,000.00	1,320,105.48	6,437.61	99.5%	0.5%
1150 SPECIALISTS & TECHNICIANS	88,499.86	87,496.08	762,826.90	814,000.00	764,113.93	51,173.10	93.7%	6.3%
1160 CLERICAL ASSISTANTS	47,473.38	51,085.54	428,505.28	442,000.00	478,550.86	13,494.72	96.9%	3.1%
1170 PAGES	26,323.99	27,138.11	235,084.70	226,000.00	226,989.28	-9,084.70	104.0%	-4.0%
1190 BUILDING MAINTENANCE	39,610.86	38,724.47	343,524.99	348,000.00	335,648.94	4,475.01	98.7%	1.3%
TOTAL SALARIES	409,155.89	417,611.72	3,689,445.17	3,893,000.00	3,714,578.14	203,554.83	94.8%	5.2%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	24,076.30	24,947.86	217,865.50	238,100.00	222,333.03	20,234.50	91.5%	8.5%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
1230 EMPLOYER CONTRIBUTION/PERF	94,354.26	95,217.71	359,294.76	368,250.00	353,611.54	8,955.24	97.6%	2.4%
1240 EMPLOYER CONT/INSURANCE	43,464.42	0.00	591,870.70	602,100.00	514,095.66	10,229.30	98.3%	1.7%
1250 EMPLOYER CONT/MEDICARE	5,630.72	5,834.59	50,940.90	55,725.00	51,997.23	4,784.10	91.4%	8.6%
TOTAL EMPLOYEE BENEFITS	167,525.70	126,000.16	1,219,971.86	1,264,175.00	1,142,037.46	44,203.14	96.5%	3.5%
OTHER WAGES								
1310 WORKSTUDY	0.00	0.00	2,961.29	1,000.00	102.59	-1,961.29	296.1%	-196.1%
1180 TEMPORARY STAFF	0.00	5,292.08	8,867.73	0.00	52,913.83	-8,867.73	#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	5,292.08	11,829.02	1,000.00	53,016.42	-10,829.02	1182.9%	-1082.9%
TOTAL PERSONNEL SERVICES	576,681.59	548,903.96	4,921,246.05	5,158,175.00	4,909,632.02	236,928.95	95.4%	4.6%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
2110 OFFICIAL RECORDS	0.00	0.00	1,613.26	1,000.00	148.33	-613.26	161.3%	-61.3%
2120 STATIONERY & PRINTING	0.00	0.00	301.57	1,000.00	2,388.03	698.43	30.2%	69.8%
2130 OFFICE SUPPLIES	739.03	165.70	10,757.96	18,100.00	14,794.29	7,342.04	59.4%	40.6%
2140 DUPLICATING	1,889.12	281.08	27,873.53	21,900.00	19,172.92	-5,973.53	127.3%	-27.3%
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	2,628.15	446.78	40,546.32	42,000.00	36,503.57	1,453.68	96.5%	3.5%

*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 DECEMBER 31, 2011

	2011 DECEMBER	2010 DECEMBER	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	3,802.60	0.00	34,905.77	28,000.00	28,578.38	-6,905.77	124.7%	-24.7%
2220 FUEL, OIL, & LUBRICANTS	671.21	0.00	7,818.09	8,500.00	7,532.16	681.91	92.0%	8.0%
2230 CATALOGING SUPPLIES-BOOKS	0.00	172.27	3,651.61	5,500.00	4,842.09	1,848.39	66.4%	33.6%
2240 A/V SUPPLIES-CATALOGING	0.00	0.00	7,730.45	10,000.00	9,438.88	2,269.55	77.3%	22.7%
2250 CIRCULATION SUPPLIES	2,315.15	39.99	22,608.95	21,000.00	190,889.79	-1,608.95	107.7%	-7.7%
2260 LIGHT BULBS	22.44	59.76	3,762.59	3,000.00	4,565.98	-762.59	125.4%	-25.4%
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	0.00	0.00	458.55	100.00	1,226.46	-358.55	458.6%	-358.6%
TOTAL OPERATING SUPPLIES	6,811.40	272.02	82,197.01	77,100.00	247,073.74	-5,097.01	106.6%	-6.6%
REPAIR & MAINTENANCE SUPPLIES								
2300 IS SUPPLIES	425.18	0.00	4,725.45	5,000.00	6,312.81	274.55	94.5%	5.5%
2310 BUILDING MATERIALS & SUPPLIES	2,507.41	1,233.14	14,093.31	8,500.00	12,813.77	-5,593.31	165.8%	-65.8%
2315 ENERGY AUDIT MAT'LS & SPLS	0.00	0.00	1,490.37	0.00	0.00	-1,490.37	#DIV/0!	#DIV/0!
2320 PAINT & PAINTING SUPPLIES	0.00	0.00	126.68	200.00	234.03	73.32	63.3%	36.7%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	0.00	37.90	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	2,932.59	1,233.14	20,435.81	13,700.00	19,398.51	-6,735.81	149.2%	-49.2%
TOTAL SUPPLIES	12,372.14	1,951.94	143,179.14	132,800.00	302,975.82	-10,379.14	107.8%	-7.8%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
3110 CONSULTING SERVICES	80.00	800.00	250.00	3,000.00	8,360.00	2,750.00	8.3%	91.7%
3120 ENGINEERING/ARCHITECTURAL	0.00	0.00	2,862.66	3,000.00	19,006.80	137.34	95.4%	4.6%
31201 ENCUMBERED ENGINEER/ARCH	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3130 LEGAL SERVICES	1,295.00	0.00	14,674.20	14,000.00	11,333.08	-674.20	104.8%	-4.8%
3140 BUILDING SERVICES	1,130.60	377.60	21,786.32	40,000.00	32,618.38	18,213.68	54.5%	45.5%
3150 MAINTENANCE CONTRACTS	23,754.47	8,308.54	94,570.65	95,000.00	80,243.86	429.35	99.5%	0.5%
3160 COMPUTER SERVICES (OCLC)	1,425.00	1,225.00	49,343.11	50,000.00	44,579.36	656.89	98.7%	1.3%
3170 ADMIN/ACCOUNTING SERVICES	7,113.55	10,468.61	43,488.22	47,000.00	61,194.36	3,511.78	92.5%	7.5%
3175 COLLECTION AGENCY SERVICES	1,539.40	0.00	44,204.05	0.00	0.00	-44,204.05	#DIV/0!	#DIV/0!
TOTAL PROFESSIONAL SERVICES	36,338.02	21,179.75	271,179.21	252,000.00	257,335.84	-19,179.21	107.6%	-7.6%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	3,748.23	2,297.48	27,523.05	26,000.00	29,963.07	-1,523.05	105.9%	-5.9%
3220 POSTAGE	1,837.92	1,713.54	23,044.60	30,000.00	27,048.66	6,955.40	76.8%	23.2%
3230 TRAVEL EXPENSE	1,094.25	33.60	3,809.22	10,000.00	1,225.95	6,190.78	38.1%	61.9%
3240 PROFESSIONAL MTG. (OFF-SITE)	0.00	0.00	779.00	10,000.00	862.00	9,221.00	7.8%	92.2%
3250 CONTINUING ED. (ON-SITE)	0.00	0.00	9,390.13	10,000.00	1,193.00	609.87	93.9%	6.1%
3260 FREIGHT & DELIVERY	0.00	0.00	1,235.02	1,000.00	708.47	-235.02	123.5%	-23.5%
TOTAL COMMUNICATION & TRANSPORTATION	6,680.40	4,044.62	65,781.02	87,000.00	61,001.15	21,218.98	75.6%	24.4%

*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 DECEMBER 31, 2011

	2011 DECEMBER	2010 DECEMBER	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	0.00	1,408.56	1,063.97	2,000.00	2,566.71	936.03	53.2%	46.8%
3320 PRINTING	<u>0.00</u>	<u>0.00</u>	<u>3,017.98</u>	<u>6,000.00</u>	<u>1,817.45</u>	<u>2,982.02</u>	<u>50.3%</u>	<u>49.7%</u>
TOTAL PRINTING & ADVERTISING	0.00	1,408.56	4,081.95	8,000.00	4,384.16	3,918.05	51.0%	49.0%
INSURANCE								
3410 OFFICIAL BOND	0.00	0.00	450.00	700.00	660.00	250.00	64.3%	35.7%
3420 OTHER INSURANCE	<u>0.00</u>	<u>0.00</u>	<u>52,797.00</u>	<u>54,000.00</u>	<u>47,405.00</u>	<u>1,203.00</u>	<u>97.8%</u>	<u>2.2%</u>
TOTAL INSURANCE	0.00	0.00	53,247.00	54,700.00	48,065.00	1,453.00	97.3%	2.7%
UTILITIES								
3510 GAS	233.84	354.00	2,227.06	5,600.00	2,464.99	3,372.94	39.8%	60.2%
3520 ELECTRICITY	20,570.27	20,831.37	270,576.49	293,000.00	275,462.44	22,423.51	92.3%	7.7%
3530 WATER	<u>873.83</u>	<u>1,168.62</u>	<u>15,684.89</u>	<u>15,800.00</u>	<u>16,520.60</u>	<u>115.11</u>	<u>99.3%</u>	<u>0.7%</u>
TOTAL UTILITIES	21,677.94	22,353.99	288,488.44	314,400.00	294,448.03	25,911.56	91.8%	8.2%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	1,575.00	0.00	3,936.84	22,000.00	16,276.96	18,063.16	17.9%	82.1%
3630 OTHER EQUIP/FURNITURE REPAIRS	702.18	1,673.83	21,393.46	70,000.00	28,448.18	48,606.54	30.6%	69.4%
3640 VEHICLE REPAIR & MAINTENANCE	930.63	67.80	6,054.52	7,500.00	10,574.73	1,445.48	80.7%	19.3%
3650 MATERIAL BINDING/REPAIR SERV.	<u>0.00</u>	<u>542.37</u>	<u>1,787.73</u>	<u>3,000.00</u>	<u>2,064.71</u>	<u>1,212.27</u>	<u>59.6%</u>	<u>40.4%</u>
TOTAL REPAIR & MAINTENANCE	3,207.81	2,284.00	33,172.55	102,500.00	57,364.58	69,327.45	32.4%	67.6%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	0.00	37.50	31,262.00	32,000.00	31,404.50	738.00	97.7%	2.3%
3720 EQUIPMENT RENTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>7,062.20</u>	<u>100.00</u>	<u>0.0%</u>	<u>100.0%</u>
TOTAL RENTALS	0.00	37.50	31,262.00	32,100.00	38,466.70	838.00	97.4%	2.6%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	150.00	0.00	7,326.00	6,500.00	1,303.00	-826.00	112.7%	-12.7%
1004 MISCELLANEOUS	189.62		1,651.34			-1,651.34	#DIV/0!	#DIV/0!
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	150,000.00	200,000.00	200,000.00	150,000.00	0.00	100.0%	0.0%
3950 EDUCATIONAL SERV/LICENSING	0.00	0.00	2,403.75	6,500.00	4,620.44	4,096.25	37.0%	63.0%
3960 COMMUNITY NEWS SERVICES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>#DIV/0!</u>	<u>#DIV/0!</u>
TOTAL OTHER CHARGES	<u>339.62</u>	<u>150,000.00</u>	<u>211,381.09</u>	<u>215,500.00</u>	<u>155,923.44</u>	<u>4,118.91</u>	<u>98.1%</u>	<u>1.9%</u>
TOTAL OTHER SERVICES/CHARGES	68,243.79	201,308.42	958,593.26	1,066,200.00	916,988.90	107,606.74	89.9%	10.1%

*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
MONTHLY BUDGET REPORT
AS OF DECEMBER 31, 2011

	2011 DECEMBER	2010 DECEMBER	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	883.99	0.00	1,399.72	0.00	59,331.00	-1,399.72	#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	7,243.43	0.00	9,434.02	18,357.00	2,955.79	8,922.98	51.4%	48.6%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
44450 BUILDING RENOVATIONS	5,830.00	118,653.50	5,830.00	0.00	155,473.64	-5,830.00	#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	3,306.99	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	13,957.42	118,653.50	18,051.26	19,744.52	221,067.42	1,693.26	91.4%	8.6%
OTHER CAPITAL OUTLAY								
4510 BOOKS	46,672.88	38,523.19	585,377.08	593,000.00	586,779.86	7,622.92	98.7%	1.3%
4520 PERIODICALS & NEWSPAPERS	4,677.76	4,516.64	38,779.16	48,000.00	42,488.55	9,220.84	80.8%	19.2%
4530 NONPRINT MATERIALS	27,158.62	27,235.04	385,644.13	379,000.00	376,470.89	-6,644.13	101.8%	-1.8%
4540 ELECTRONIC RESOURCES	28,114.44	12,653.60	79,193.67	69,000.00	54,862.47	-10,193.67	114.8%	-14.8%
TOTAL OTHER CAPITAL OUTLAY	106,623.70	82,928.47	1,088,994.04	1,089,000.00	1,060,601.77	5.96	100.0%	0.0%
TOTAL CAPITAL OUTLAY	120,581.12	201,581.97	1,107,045.30	1,108,744.52	1,281,669.19	1,699.22	99.8%	0.2%
TOTAL OPERATING EXPENDITURES	777,878.64	953,746.29	7,130,063.75	7,465,919.52	7,411,265.93	335,855.77	95.5%	4.5%

*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 December 31, 2011
12 months = 100.0%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 2011	Sept 2011	Oct 2011	Nov 2011	Dec 2011	2011 YTD Amt	2011 YTD Balance	2011 %YTD Budget
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$160.00	\$0.00	\$36.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$373.00	\$120.00	\$40.00	\$0.00	\$779.00	\$9,221.00	7.79%
32500	CONTINUING	\$10,000.00	\$0.00	\$1,260.00	\$0.00	\$0.00	\$2,541.89	\$1,270.69	\$27.80	\$1,279.75	\$1,750.00	\$1,260.00	\$0.00	\$0.00	\$9,390.13	\$609.87	93.90%
32600	FREIGHT/DELIVERY	\$1,000.00	\$0.00	\$0.00	\$23.93	\$24.01	\$0.00	\$97.63	\$655.66	\$224.19	\$99.51	\$41.11	\$68.98	\$0.00	\$1,235.02	-\$235.02	123.50%
33100	ADVERTISING/PUBLICATI	\$2,000.00	\$49.00	\$79.19	\$0.00	\$193.11	\$0.00	\$146.84	\$446.28	\$0.00	\$47.33	\$43.49	\$58.73	\$0.00	\$1,063.97	\$936.03	53.20%
33200	PRINTING SERVICES	\$6,000.00	\$70.86	\$35.31	\$1,070.00	\$0.00	\$662.99	\$36.48	\$0.00	\$0.00	\$0.00	\$1,123.43	\$18.91	\$0.00	\$3,017.98	\$2,982.02	50.30%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$250.00	64.29%
34200	OTHER INSURANCE	\$54,000.00	\$3,200.00	\$11,790.00	\$36,785.00	\$429.00	\$2,002.00	-\$1,409.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52,797.00	\$1,203.00	97.77%
35100	GAS	\$5,600.00	\$52.72	\$1,151.25	\$54.47	\$52.80	\$52.90	\$0.00	\$143.62	\$90.92	\$98.20	\$155.65	\$140.69	\$233.84	\$2,227.06	\$3,372.94	39.77%
35200	ELECTRICITY	\$293,000.00	\$26,186.07	\$28,657.78	\$23,385.50	\$19,130.03	\$18,187.59	\$18,869.78	\$23,806.32	\$24,802.10	\$22,522.00	\$25,187.12	\$19,271.93	\$20,570.27	\$270,576.49	\$22,423.51	92.35%
35300	WATER	\$15,800.00	\$1,153.39	\$885.06	\$335.82	\$1,207.73	\$1,174.06	\$1,091.93	\$1,646.09	\$1,921.80	\$2,025.24	\$1,971.08	\$1,398.86	\$873.83	\$15,684.89	\$115.11	99.27%
36100	BUILDING REPAIRS	\$22,000.00	\$0.00	\$0.00	\$0.00	\$440.31	\$0.00	\$320.00	\$0.00	\$93.35	\$0.00	\$1,508.18	\$0.00	\$1,575.00	\$3,936.84	\$18,063.16	17.89%
36300	OTHER	\$70,000.00	\$586.80	\$205.00	\$0.00	\$990.94	\$0.00	\$395.94	\$178.90	\$8,677.30	\$3,784.86	\$2,467.60	\$3,403.94	\$702.18	\$21,393.46	\$48,606.54	30.56%
36400	VEHICLE	\$7,500.00	\$526.14	\$0.00	\$977.35	\$38.90	\$1,298.45	\$671.85	\$695.09	\$571.60	\$0.00	\$223.17	\$121.34	\$930.63	\$6,054.52	\$1,445.48	80.73%
36500	MATERIALS	\$3,000.00	\$317.30	\$0.00	\$192.61	\$0.00	\$0.00	\$122.97	\$0.00	\$0.00	\$251.90	\$359.11	\$543.84	\$0.00	\$1,787.73	\$1,212.27	59.59%
37100	REAL ESTATE	\$32,000.00	\$9,706.00	\$37.50	\$0.00	\$30.00	\$9,945.00	\$9,706.00	\$0.00	\$1,762.50	\$75.00	\$0.00	\$0.00	\$0.00	\$31,262.00	\$738.00	97.69%
37200	EQUIPMENT RENTAL	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
39100	DUES/INSTITUTIONAL	\$6,500.00	\$6,101.00	\$0.00	\$250.00	\$825.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$7,326.00	-\$826.00	112.71%
39200	INTEREST/TEMPORARY	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
39400	TRANSFER TO LIRF	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	\$0.00	\$200,000.00	\$0.00	100.00%
39500	EDUCATIONAL/LICENSIN	\$6,500.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,443.75	\$0.00	\$2,403.75	\$4,096.25	36.98%
44100	FURNITURE	\$0.00	\$0.00	\$0.00	\$300.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$214.91	\$0.00	\$0.00	\$883.99	\$1,399.72	-\$1,399.72	0.00%
44105	ENCUMBERED	\$1,387.52	\$0.00	\$0.00	\$1,387.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$1,295.67	\$0.00	\$750.00	\$0.00	\$144.92	\$0.00	\$7,243.43	\$9,434.02	51.39%
44450	BUILDING RENOVATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,830.00	\$5,830.00	-\$5,830.00	0.00%
45100	BOOKS	\$593,000.00	\$39,446.50	\$38,996.69	\$64,085.61	\$49,481.73	\$42,754.23	\$47,292.78	\$39,084.49	\$48,802.07	\$61,041.47	\$50,296.50	\$57,422.13	\$46,672.88	\$585,377.08	\$7,622.92	98.71%
45200	PERIODICALS/NEWSPAP	\$48,000.00	\$189.84	\$102.23	\$56.25	\$550.92	\$3,627.23	\$208.80	\$1,252.71	\$121.98	\$3,999.39	\$38.94	\$23,953.11	\$4,677.76	\$38,779.16	\$9,220.84	80.79%
45300	NONPRINT MATERIALS	\$379,000.00	\$29,020.17	\$29,404.45	\$42,389.62	\$27,496.37	\$25,458.34	\$50,974.71	\$25,302.21	\$35,119.52	\$36,094.53	\$28,956.26	\$28,269.33	\$27,158.62	\$385,644.13	-\$6,644.13	101.75%
45400	ELECTRONIC RESOURCES	\$69,000.00	\$14,857.64	\$0.00	\$1,354.95	\$0.00	\$0.00	\$4,000.00	\$3,210.00	\$0.00	\$1,499.00	\$14,857.64	\$11,300.00	\$28,114.44	\$79,193.67	-\$10,193.67	114.77%
		\$7,465,919.5	\$513,531.05	\$559,026.37	\$546,841.5	\$612,311.4	\$511,412.4	\$502,166.3	\$769,632.9	\$525,166.2	\$504,383.2	\$642,223.34	\$665,490.08	\$777,878.64	\$7,130,063.75	\$335,855.77	95.50%

MONROE COUNTY PUBLIC LIBRARY

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LIRF Budget & Expenditure Report

January 1, 2011 to December 31, 2011
12 months = 100.0%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 2011	Sept 2011	Oct 2011	Nov 2011	Dec 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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,100.00	0.00%
35200	ELECTRICITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.21	\$0.00	\$19.50	\$0.00	\$34.71	-\$34.71	0.00%
35300	WATER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87.44	\$87.01	\$102.86	\$177.48	\$47.73	\$109.82	\$827.33	\$0.00	\$1,439.67	-\$1,439.67	0.00%
36100	BUILDING REPAIRS	\$21,458.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,458.00	0.00%
44300	OTHER EQUIPMENT	\$83,374.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$83,374.00	0.00%
44400	LAND/BUILDINGS	\$0.00	\$0.00	\$97,315.37	\$0.00	\$1,167.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,220.65	\$100.00	\$7,601.78	\$107,405.05	-\$107,405.05	0.00%
44450	BUILDING RENOVATION	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.10	\$2,993.44	\$620.30	\$2,623.16	\$6,260.00	\$143,740.00	4.17%
		\$296,932.00	\$0.00	\$97,315.37	\$0.00	\$1,167.25	\$87.44	\$87.01	\$102.86	\$177.48	\$86.04	\$4,323.91	\$1,567.13	\$10,224.94	\$115,139.43	\$181,792.57	38.78%

MONROE COUNTY PUBLIC LIBRARY

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Debt Service Budget & Expenditures Report

January 1, 2011 to December 31, 2011

12 months = 100.0%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 2011	Sept 2011	Oct 2011	Nov 2011	Dec 2011	2011 YTD Amt	2011 YTD Balance	2011 %YTD Budget
37100	REAL ESTATE	\$1,996,000.00	\$166,333.3	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.3	\$166,333.3	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.33	\$1,996,000.00	\$0.00	100.00%
39200	INTEREST/TE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39250	PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450	TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$1,996,000.00	\$166,333.3	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.3	\$166,333.3	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.33	\$1,996,000.00	\$0.00	100.00%

MONROE COUNTY PUBLIC LIBRARY

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Rainy Day Budget & Expenditures Report

January 1, 2011 to December 31, 2011
12 months = 100.0%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 2011	Sept 2011	Oct 2011	Nov 2011	Dec 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	\$0.00	\$0.00	\$0.00	\$0.00	\$736.14	\$1,424.00	\$2,068.83	\$4,228.97	\$5,771.03	42.29%
21300	OFFICE SUPPLIES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
22100	CLEANING SUPPLIES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
22500	CIRCULATION SUPPLIES	\$87,048.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87,048.00	0.00%
31100	CONSULTING SERVICES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
31300	LEGAL SERVICES	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0.00%
36100	BUILDING REPAIRS	\$78,794.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$78,794.00	0.00%
44300	OTHER EQUIPMENT	\$29,825.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,825.00	0.00%
44450	BUILDING RENOVATION	\$105,643.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105,643.00	0.00%
		\$473,310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$736.14	\$1,424.00	\$2,068.83	\$4,228.97	\$469,081.03	0.89%

MONROE COUNTY PUBLIC LIBRARY

Special Revenue Budget & Expenditure Report

January 1, 2011 to December 31, 2011

12 months = 100.0%

Object Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 2011	Sept 2011	Oct 2011	Nov 2011	Dec 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	\$4,564.32	\$4,564.32	\$6,846.48	\$4,564.32	\$4,564.33	\$4,564.32	\$4,564.32	\$6,846.49	\$59,336.18	\$4,663.82	92.71%
11400 PROFESSIONAL ASSISTANT	\$120,000.00	\$9,188.18	\$9,188.16	\$9,188.16	\$9,188.16	\$9,188.16	\$9,188.16	\$13,782.25	\$9,188.16	\$9,188.16	\$9,188.16	\$9,188.16	\$17,782.24	\$123,446.11	-\$3,446.11	102.87
11600 CLERICAL ASSISTANTS	\$173,000.00	\$12,328.97	\$13,195.22	\$13,321.23	\$13,304.77	\$13,828.82	\$11,406.84	\$20,326.60	\$13,889.04	\$14,144.35	\$13,654.62	\$13,149.12	\$20,459.22	\$173,008.80	-\$8.80	100.01
11800 TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$1,625.65	\$1,483.56	\$2,420.79	\$1,632.52	\$1,643.23	\$1,611.86	\$1,582.65	\$2,652.19	\$20,970.45	\$529.55	97.54%
12300 PERF/EMPLOYER	\$22,000.00	\$0.00	\$0.00	\$0.00	\$5,067.40	\$0.00	\$0.00	\$5,761.71	\$0.00	\$0.00	\$9,185.07	\$0.00	\$9,550.36	\$29,564.54	-\$7,564.54	134.38
12400 INS/EMPLOYER	\$45,500.00	\$2,942.80	\$9,650.59	\$4,254.90	\$7,539.28	\$6,136.68	\$0.00	\$10,083.96	\$4,728.73	\$3,798.53	\$7,597.06	\$142.47	\$3,798.53	\$60,673.53	-\$15,173.53	133.35
12500 MEDICARE/EMPLOYER	\$5,000.00	\$359.65	\$371.60	\$373.42	\$372.94	\$380.19	\$346.96	\$566.15	\$381.79	\$384.31	\$376.96	\$370.14	\$620.26	\$4,904.37	\$95.63	98.09%
13100 WORK STUDY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21200 STATIONERY/BUS. CARDS	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21300 OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$129.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$129.95	\$370.05	25.99%
21400 DUPLICATING	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
22200 FUEL/OIL/LUBRICANTS	\$1,000.00	\$34.76	\$0.00	\$40.00	\$139.20	\$0.00	\$42.26	\$41.02	\$41.68	\$123.32	\$117.30	\$35.86	\$32.16	\$647.56	\$352.44	64.76%
22700 VIDEO TAPE/MEDIA	\$20,000.00	\$6,138.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$375.90	\$0.00	\$821.70	\$8,846.83	\$0.00	\$16,182.93	\$3,817.07	80.91%
23000 IS SUPPLIES	\$1,000.00	\$599.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$128.96	\$0.00	\$0.00	\$0.00	\$728.93	\$271.07	72.89%
23100 BUILDING MATERIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.40	\$55.84	\$0.00	\$0.00	\$78.24	-\$78.24	0.00%
23500 VIDEO MATERIALS/CATS	\$10,000.00	\$303.54	\$183.50	\$59.98	\$328.84	\$1,714.30	\$202.66	\$1,329.77	\$138.79	\$305.00	\$339.48	\$0.00	\$597.87	\$5,503.73	\$4,496.27	55.04%
31100 CONSULTING SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	\$9,750.00	2.50%
31200 ENGINEERING/ARCHITECT	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	-\$2,500.00	0.00%
31300 LEGAL SERVICES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
31650 DIGITIZATION SERVICES	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,136.00	\$1,364.00	45.44%
31700 ADMIN/ACCOUNTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.41	\$0.00	\$2.43	\$2.84	-\$2.84	0.00%
32100 TELEPHONE	\$3,500.00	\$0.00	\$250.37	\$499.49	\$254.18	\$248.18	\$0.00	\$505.50	\$0.00	\$497.38	\$287.79	\$246.29	\$249.07	\$3,038.25	\$461.75	86.81%
32200 POSTAGE	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
32300 TRAVEL EXPENSE	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32400 PROFESSIONAL MTG/OFF	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32600 FREIGHT/DELIVERY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.10	\$85.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107.03	\$392.97	21.41%
36300 OTHER EQUIP/FURNITURE	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,256.65	\$0.00	\$923.94	\$0.00	\$297.96	\$918.25	\$0.00	\$0.00	\$4,396.80	-\$396.80	109.92
37100 REAL ESTATE	\$2,000.00	\$696.00	\$0.00	\$0.00	\$0.00	\$1,170.00	\$696.00	\$0.00	\$412.50	\$0.00	\$37.50	\$0.00	\$0.00	\$3,012.00	-\$1,012.00	150.60
39100 DUES/INSTITUTIONAL	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$681.88	\$0.00	\$1,201.88	\$298.12	80.13%
39500 EDUCATIONAL/LICENSING	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	-\$2,100.00	625.00
39600 COMMUNITY NEWS	\$10,000.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	\$2,500.00	75.00%
44100 FURNITURE	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,797.47	\$1,797.47	-\$597.47	149.79
44700 EQUIPMENT - CATS	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,238.18	\$11,214.68	\$3,237.00	\$59,689.86	-\$49,689.86	596.90
44750 SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,802.00	\$299.00	\$6,171.00	-\$1,171.00	123.42
	\$549,300.00	\$43,694.50	\$38,992.64	\$33,898.21	\$42,553.64	\$41,654.05	\$28,016.69	\$65,088.17	\$35,353.43	\$37,847.93	\$95,130.50	\$58,324.40	\$67,924.29	\$588,478.45	-\$39,178.45	107.13

MONROE COUNTY PUBLIC LIBRARY

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LCPF Budget & Expenditure Report

January 1, 2011 to December 31, 2011
12 months = 100.0%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 2011	Sept 2011	Oct 2011	Nov 2011	Dec 2011	YTD Amount	2011 YTD Balance	2011 %YTD Budget
31105	ENCUMBERED	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$0.00	100.00%
44300	OTHER EQUIPMENT	\$279,000.00	\$0.00	\$0.00	\$572.65	\$0.00	\$0.00	\$48,750.00	\$199,665.00	\$0.00	\$7,170.31	\$0.00	\$0.00	-\$7,170.31	\$248,987.65	\$30,012.35	89.24%
44305	ENCUMBERED	\$95,635.00	\$86,250.25	\$0.00	\$8,564.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$94,815.00	\$820.00	99.14%
44450	BUILDING RENOVATION	\$0.00	\$0.00	\$0.00	\$0.00	\$522.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$522.30	-\$522.30	0.00%
44600	IS EQUIPMENT	\$50,000.00	\$0.00	\$0.00	\$3,509.00	\$2,027.88	\$0.00	\$10,225.78	\$0.00	\$0.00	\$4,041.06	\$157.70	\$5,809.62	\$28,140.93	\$53,911.97	-\$3,911.97	107.82%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$441.95	\$941.95	\$24,058.05	3.77%
44700	EQUIPMENT - CATS	\$45,000.00	\$0.00	\$2,384.10	\$0.00	\$1,498.98	\$19,356.79	\$4,020.91	\$12,053.24	\$922.89	\$4,324.88	\$0.00	\$0.00	\$0.00	\$44,561.79	\$438.21	99.03%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$158.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$158.99	\$4,841.01	3.18%
		\$505,635.00	\$86,250.25	\$8,384.10	\$12,646.40	\$4,208.15	\$19,356.79	\$62,996.69	\$211,718.24	\$922.89	\$15,536.25	\$157.70	\$6,309.62	\$21,412.57	\$449,899.65	\$55,735.35	88.98%

MONROE COUNTY PUBLIC LIBRARY

Expenditure Summary compared to last year

2011 compared to 2010: Period Ending December

Fund	Fund Descr	2011 Budget	December 2011 Amt	2011 YTD Amt	2010 Budget	December 2010 Amt	2010 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,465,919.52	\$777,878.64	\$7,130,063.75	\$8,122,055.00	\$953,906.53	\$7,412,558.29	-4.00%
002	JAIL	\$0.00	\$297.02	\$6,000.00	\$6,000.00	\$172.84	\$6,000.00	0.00%
003	CLEARING	\$0.00	\$0.00	\$3,379.68	\$27,651.18	\$175.00	\$31,726.22	-89.00%
004	GIFT	\$0.00	\$0.00	\$1,264.68	\$12,738.00	\$1,840.28	\$12,581.60	-90.00%
005	PLAC	\$0.00	\$0.00	\$11,002.00	\$0.00	\$0.00	\$11,742.00	-6.00%
006	RETIREEES	\$0.00	\$2,339.17	\$24,335.38	\$0.00	\$0.00	\$17,580.84	38.00%
007	LIRF	\$296,932.00	\$10,224.94	\$115,139.43	\$525,317.75	\$29,463.70	\$450,059.52	-74.00%
008	DEBT SERVICE	\$1,996,000.00	\$166,333.33	\$1,996,000.00	\$1,996,000.00	\$166,333.33	\$1,996,000.00	0.00%
009	RAINY DAY	\$473,310.00	\$2,068.83	\$4,228.97	\$206,488.00	\$0.00	\$13,612.33	-69.00%
010	PAYROLL	\$0.00	\$456,693.92	\$4,122,178.03	\$0.00	\$449,166.59	\$4,184,919.38	-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	\$0.00	\$5,234.18	-100.00%
016	GIFT-RESTRICED	\$7,100.00	\$7,311.98	\$78,562.06	\$26,134.48	\$7,187.04	\$75,749.57	4.00%
017	LEVY EXCESS	\$0.00	\$0.00	\$20,542.28	\$0.00	\$0.00	\$0.00	0.00%
018	IN KIND	\$0.00	\$0.00	\$0.00	\$225,233.24	\$0.00	\$225,233.24	-100.00%
019	GIFT-FOUNDATION	\$0.00	\$13,550.49	\$84,274.34	\$74,118.76	\$8,312.90	\$63,363.64	33.00%
020	SPECIAL	\$549,300.00	\$67,924.29	\$588,478.45	\$554,557.00	\$50,554.09	\$512,718.05	15.00%
021	CAPITAL	\$505,635.00	-\$2,003.35	\$449,899.65	\$726,509.55	\$9,969.00	\$600,895.14	-25.00%
022	GATES	\$0.00	\$0.00	\$10,400.00	\$15,600.00	\$0.00	\$15,600.00	-33.00%
023	LSTA-CIVIL WAR	\$5,274.27	\$0.00	\$5,134.59	\$19,705.00	\$2,268.23	\$14,430.73	-64.00%
024	FINRA GRANT	\$0.00	\$7,270.85	\$24,063.63	\$0.00	\$0.00	\$0.00	0.00%
025	LSTA-SMITHVILLE	\$8,650.00	\$0.00	\$8,305.68	\$0.00	\$0.00	\$0.00	0.00%
		\$11,308,120.79	\$1,509,890.11	\$14,683,252.60	\$12,543,377.01	\$1,679,349.53	\$15,650,004.73	-6.00%

MONROE COUNTY PUBLIC LIBRARY

Monthly Revenue Report (Cash Basis)

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

Source	Source Descr	2011 Budget	December 2011 Amt	2011 YTD Amt	2010 Budget	December 2010 Amt	2010 YTD Amt	%Last YR YTD Diff
00100	PROPERTY TAX/ADVANCES	\$4,521,806.00	\$40,168.22	\$4,588,186.20	\$4,861,253.00	\$508,399.58	\$5,118,524.67	-10.00%
00200	INTANGIBLES TAX	\$8,500.00	\$5,115.46	\$10,230.92	\$12,699.00	\$4,914.50	\$9,829.00	4.00%
00300	LICENSE EXCISE TAX	\$263,000.00	\$142,926.61	\$321,646.63	\$346,364.00	\$166,973.65	\$494,539.51	-35.00%
00400	COUNTY OPTION INCOME TAX	\$1,817,000.00	\$178,038.90	\$2,086,408.37	\$2,217,128.00	\$184,760.67	\$2,217,128.04	-6.00%
00500	COMMERCIAL VEHICLE EXCISE TAX	\$30,000.00	\$17,307.84	\$34,616.36	\$40,163.00	\$17,035.19	\$34,070.38	2.00%
00600	US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03400	ELL COPIERS/PRINTERS	\$0.00	\$289.00	\$3,963.69	\$4,000.00	\$303.66	\$4,120.96	-4.00%
03500	LOST/DAMAGED	\$10,000.00	\$1,729.37	\$28,559.30	\$12,000.00	\$2,142.38	\$26,723.17	7.00%
03600	FINES/FEES	\$150,000.00	\$12,643.24	\$200,374.13	\$180,000.00	\$16,640.16	\$199,882.75	0.00%
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	\$1,084.90	\$13,853.66	\$12,000.00	\$1,193.25	\$13,692.82	1.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$219.00	\$24,610.83	\$0.00	\$204.86	\$6,318.01	290.00%
04100	PUBLIC LIBRARY ACCESS CARD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
04200	MEETING ROOM FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
04500	PLAC DISTRIBUTION	\$10,000.00	\$0.00	\$14,754.23	\$10,000.00	\$0.00	\$12,295.23	20.00%
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	\$185.95	\$2,264.91	\$1,000.00	\$116.56	\$1,355.41	67.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM	\$0.00	\$1,474.07	\$12,621.18	\$0.00	\$201.97	\$1,829.96	590.00%
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	\$0.00	\$3,600.00	\$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	\$401,182.56	\$7,345,690.41	\$7,696,607.00	\$902,886.43	\$8,140,309.91	-10.00%

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: December 2011

FUND Descr	12/01/2011	MTD Debit	MTD Credit	12/31/2011	Bal Sht Descr
OPERATING	\$682.55	\$1.87	\$0.00	\$684.42	CHASE/BANK ONE SAVINGS
OPERATING	\$13,423.19	\$8,775.09	\$45.70	\$22,152.58	ONB/MONROE BANK CHECKING
OPERATING	\$11,850.03	\$8,335.31	\$1.90	\$20,183.44	UNITED COMMERCE BANK
OPERATING	\$130,792.99	\$702,135.26	\$779,328.32	\$53,599.93	FIFTH THIRD BANK CHECKING
OPERATING	\$1,600,848.82	\$184,566.31	\$501,134.00	\$1,284,281.13	FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	\$1,757,597.58	\$903,813.84	\$1,280,509.92	\$1,380,901.50	
GIFT UNRESTRICTED	\$133.52	\$236.96	\$0.00	\$370.48	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$3.00	\$2.00	\$0.00	\$5.00	UNITED COMMERCE BANK
GIFT UNRESTRICTED	\$41,764.99	\$0.00	\$0.00	\$41,764.99	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$41,901.51	\$238.96	\$0.00	\$42,140.47	
PLAC	\$200.00	\$300.00	\$0.00	\$500.00	ONB/MONROE BANK CHECKING
PLAC	\$200.00	\$550.00	\$0.00	\$750.00	UNITED COMMERCE BANK
PLAC	\$1,150.00	\$0.00	\$0.00	\$1,150.00	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$1,550.00	\$850.00	\$0.00	\$2,400.00	
LIRF	\$70,013.55	\$0.00	\$60,000.00	\$10,013.55	CHASE/BANK ONE SAVINGS
LIRF	\$14,504.32	\$0.00	\$10,224.94	\$4,279.38	FIFTH THIRD BANK CHECKING
LIRF	\$1,055,993.67	\$60,000.00	\$0.00	\$1,115,993.67	FIFTH THIRD BANK SAVINGS
Fund 007 LIRF	\$1,140,511.54	\$60,000.00	\$70,224.94	\$1,130,286.60	
DEBT SERVICE	\$0.00	\$8,540.53	\$0.00	\$8,540.53	FIFTH THIRD BANK CHECKING
DEBT SERVICE	\$895,022.57	\$235,047.56	\$998,000.00	\$132,070.13	FIFTH THIRD BANK SAVINGS
Fund 008 DEBT SERVICE	\$895,022.57	\$243,588.09	\$998,000.00	\$140,610.66	
RAINY DAY	\$18,169.88	\$0.00	\$2,068.83	\$16,101.05	FIFTH THIRD BANK CHECKING
RAINY DAY	\$788,571.05	\$0.00	\$0.00	\$788,571.05	FIFTH THIRD BANK SAVINGS
Fund 009 RAINY DAY	\$806,740.93	\$0.00	\$2,068.83	\$804,672.10	
PAYROLL	\$15,024.41	\$460,780.85	\$456,874.92	\$18,930.34	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$34.50	\$1,455.20	\$0.00	\$1,489.70	ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$92,055.88	\$0.00	\$7,311.98	\$84,743.90	FIFTH THIRD BANK CHECKING
Fund 016 GIFT-RESTRICED	\$92,090.38	\$1,455.20	\$7,311.98	\$86,233.60	
GIFT-FOUNDATION	\$0.00	\$135.00	\$0.00	\$135.00	ONB/MONROE BANK CHECKING
GIFT-FOUNDATION	\$26,985.56	\$67.46	\$13,752.95	\$13,300.07	FIFTH THIRD BANK CHECKING
Fund 019 GIFT-FOUNDATION	\$26,985.56	\$202.46	\$13,752.95	\$13,435.07	
SPECIAL REVENUE	\$0.00	\$65.00	\$2.43	\$62.57	UNITED COMMERCE BANK
SPECIAL REVENUE	\$80,826.96	\$7,250.00	\$67,921.86	\$20,155.10	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$125,000.00	\$0.00	\$0.00	\$125,000.00	FIFTH THIRD BANK SAVINGS
Fund 020 SPECIAL REVENUE	\$205,826.96	\$7,315.00	\$67,924.29	\$145,217.67	
CAPITAL PROJECTS	\$9,327.27	\$33,970.07	\$29,945.05	\$13,352.29	FIFTH THIRD BANK CHECKING
CAPITAL PROJECTS	\$0.00	\$13,874.42	\$0.00	\$13,874.42	FIFTH THIRD BANK SAVINGS
Fund 021 CAPITAL PROJECTS	\$9,327.27	\$47,844.49	\$29,945.05	\$27,226.71	
FINRA GRANT	\$22,998.22	\$0.00	\$7,270.85	\$15,727.37	FIFTH THIRD BANK CHECKING
	\$5,015,576.93	\$1,726,088.89	\$2,933,883.73	\$3,807,782.09	

MONROE COUNTY PUBLIC LIBRARY

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Page 1

***Check Reconciliation©**
CHASE BANK CHECKING
06100 BANKONECK
December 2011

Account

Beginning Balance on 12/1/2011	\$0.00	Cleared	\$0.00
+ Receipts/Deposits	\$0.00	Statement	\$0.00
- Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of 12/30/2011	\$0.00		

Check Book Balance

Active	G 001-06100	OPERATING	\$0.00
Active	G 002-06100	JAIL	\$0.00
Active	G 003-06100	CLEARING	\$0.00
Active	G 004-06100	GIFT UNRESTRICTED	\$0.00
Active	G 005-06100	PLAC	\$0.00
Active	G 006-06100	RETIREES	\$0.00
Active	G 007-06100	LIRF	\$0.00
Active	G 008-06100	DEBT SERVICE	\$0.00
Active	G 009-06100	RAINY DAY	\$0.00
Active	G 010-06100	PAYROLL	\$0.00
Active	G 012-06100	TEEN COUNCIL	\$0.00
Active	G 015-06100	LSTA	\$0.00
Active	G 016-06100	GIFT-RESTRICED	\$0.00
Active	G 017-06100	LEVY EXCESS	\$0.00
Active	G 019-06100	GIFT-FOUNDATION	\$0.00
Active	G 020-06100	SPECIAL REVENUE	\$0.00
Active	G 021-06100	CAPITAL PROJECTS	\$0.00
Active	G 022-06100	GATES HARDWARE	\$0.00
Active	G 023-06100	LSTA-CIVIL WAR	\$0.00
Active	G 024-06100	FINRA GRANT	\$0.00
		Cash Balance	\$0.00
	Beginng Balance	\$0.00	
	+ Total Deposits	\$0.00	
	- Checks Written	\$0.00	
	Check Book Balance	\$0.00	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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Page 1

***Check Reconciliation©**

CHASE BANK SAVINGS

06110 BANKONESV

December 2011

Account

Beginning Balance on	12/1/2011	\$70,696.10	Cleared	\$10,697.97
+	Receipts/Deposits	\$1.87	Statement	\$10,697.97
-	Payments (Checks and Withdrawals)	\$60,000.00	Difference	\$0.00
Ending Balance as of	12/30/2011	\$10,697.97		

Check Book Balance

Active	G 001-06110	OPERATING	\$684.42
Active	G 004-06110	GIFT UNRESTRICTED	\$0.00
Active	G 007-06110	LIRF	\$10,013.55
Active	G 008-06110	DEBT SERVICE	\$0.00
Active	G 009-06110	RAINY DAY	\$0.00
Active	G 016-06110	GIFT-RESTRICED	\$0.00
Active	G 017-06110	LEVY EXCESS	\$0.00
Active	G 019-06110	GIFT-FOUNDATION	\$0.00
Active	G 021-06110	CAPITAL PROJECTS	\$0.00

Cash Balance **\$10,697.97**

Beginng Balance	\$70,696.10
+ Total Deposits	\$1.87
- Checks Written	\$60,000.00

Check Book Balance	\$10,697.97
Difference	\$0.00

MONROE COUNTY PUBLIC LIBRARY

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Page 1

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

Account

Beginning Balance on 12/1/2011	\$13,791.21	Cleared	\$24,647.76
+ Receipts/Deposits	\$10,902.25	Statement	\$24,647.76
- Payments (Checks and Withdrawals)	\$45.70	Difference	\$0.00
Ending Balance as of 12/31/2011	\$24,647.76		

Check Book Balance

Active	G 001-06300	OPERATING	\$22,152.58
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$370.48
Active	G 005-06300	PLAC	\$500.00
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	\$1,489.70
Active	G 019-06300	GIFT-FOUNDATION	\$135.00
Active	G 020-06300	SPECIAL REVENUE	\$0.00
		Cash Balance	\$24,647.76
	Beginng Balance	\$13,791.21	
	+ Total Deposits	\$10,902.25	
	- Checks Written	\$45.70	
	Check Book Balance	\$24,647.76	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

01/04/12 10:26 AM
Page 1

***Check Reconciliation©**

UNITED COMMERCE

06400 UNITED COM

December 2011

Account

Beginning Balance on 12/1/2011	\$12,053.03	Cleared	\$21,001.01
+ Receipts/Deposits	\$8,947.98	Statement	\$21,001.01
- Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of 12/30/2011	\$21,001.01		

Check Book Balance

Active	G 001-06400	OPERATING	\$20,183.44
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$5.00
Active	G 005-06400	PLAC	\$750.00
Active	G 016-06400	GIFT-RESTRICED	\$0.00
Active	G 020-06400	SPECIAL REVENUE	\$62.57
		Cash Balance	\$21,001.01
	Beginng Balance	\$12,053.03	
	+ Total Deposits	\$8,947.98	
	- Checks Written	\$0.00	
	Check Book Balance	\$21,001.01	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

01/04/12 11:00 AM
Page 1

***Check Reconciliation©
FIFTH THIRD CHECKING
06500 FIFTHCKNG
December 2011**

Account

Beginning Balance on 12/1/2011	\$463,774.37	Cleared	\$424,374.46
+ Receipts/Deposits	\$712,950.78	Statement	\$424,374.46
- Payments (Checks and Withdrawals)	\$752,350.69	Difference	\$0.00
Ending Balance as of 12/30/2011	\$424,374.46		

Check Book Balance

Active	G 001-06500	OPERATING	\$53,599.93
Active	G 002-06500	JAIL	\$0.00
Active	G 003-06500	CLEARING	\$0.00
Active	G 004-06500	GIFT UNRESTRICTED	\$41,764.99
Active	G 005-06500	PLAC	\$1,150.00
Active	G 006-06500	RETIREEES	\$0.00
Active	G 007-06500	LIRF	\$4,279.38
Active	G 008-06500	DEBT SERVICE	\$8,540.53
Active	G 009-06500	RAINY DAY	\$16,101.05
Active	G 010-06500	PAYROLL	\$18,930.34
Active	G 016-06500	GIFT-RESTRICED	\$84,743.90
Active	G 019-06500	GIFT-FOUNDATION	\$13,300.07
Active	G 020-06500	SPECIAL REVENUE	\$20,155.10
Active	G 021-06500	CAPITAL PROJECTS	\$13,352.29
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$15,727.37
Active	G 025-06500	LSTA-SMITHVILLE NEWS	\$0.00
		Cash Balance	\$291,644.95
	Begining Balance	\$463,774.37	
	+ Total Deposits	\$712,950.78	
	- Checks Written	\$885,080.20	
	Check Book Balance	\$291,644.95	
	O/S Checks	\$132,729.51	

MONROE COUNTY PUBLIC LIBRARY

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Page 1

***Check Reconciliation©**

FIFTH THIRD SAVINGS

06510 FIFTHSAVG

December 2011

Account

Beginning Balance on	12/1/2011	\$4,465,436.11	Cleared	\$3,459,790.40
+	Receipts/Deposits	\$492,354.29	Statement	\$3,459,790.40
-	Payments (Checks and Withdrawals)	\$1,498,000.00	Difference	\$0.00
Ending Balance as of	12/30/2011	\$3,459,790.40		

Check Book Balance

Active	G 001-06510	OPERATING	\$1,284,281.13
Active	G 007-06510	LIRF	\$1,115,993.67
Active	G 008-06510	DEBT SERVICE	\$132,070.13
Active	G 009-06510	RAINY DAY	\$788,571.05
Active	G 016-06510	GIFT-RESTRICED	\$0.00
Active	G 020-06510	SPECIAL REVENUE	\$125,000.00
Active	G 021-06510	CAPITAL PROJECTS	\$13,874.42
Active	G 025-06510	LSTA-SMITHVILLE NEWS	\$0.00

Cash Balance **\$3,459,790.40**

Beginng Balance	\$4,465,436.11
+ Total Deposits	\$492,354.29
- Checks Written	\$1,498,000.00

Check Book Balance	\$3,459,790.40
Difference	\$0.00

TO: Monroe County Public Library – Board of Trustees
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager
RE: Personnel Report
DATE: January 18, 2012

Beginning Employment

- Tracy Erickson, Circulation, Page, Pay Grade A, 15-18 hours per week, effective January 12, 2012.
- Beth Gucinski, Circulation, Page, Pay Grade A, 15-18 hours per week, effective January 12, 2012.
- Erica Hookfin, Circulation, Page, Pay Grade A, 15-18 hours per week, effective January 12, 2012.
- Frances Mican, Circulation, Page, Pay Grade A, 15-18 hours per week, effective January 12, 2012.

Ending Employment

None

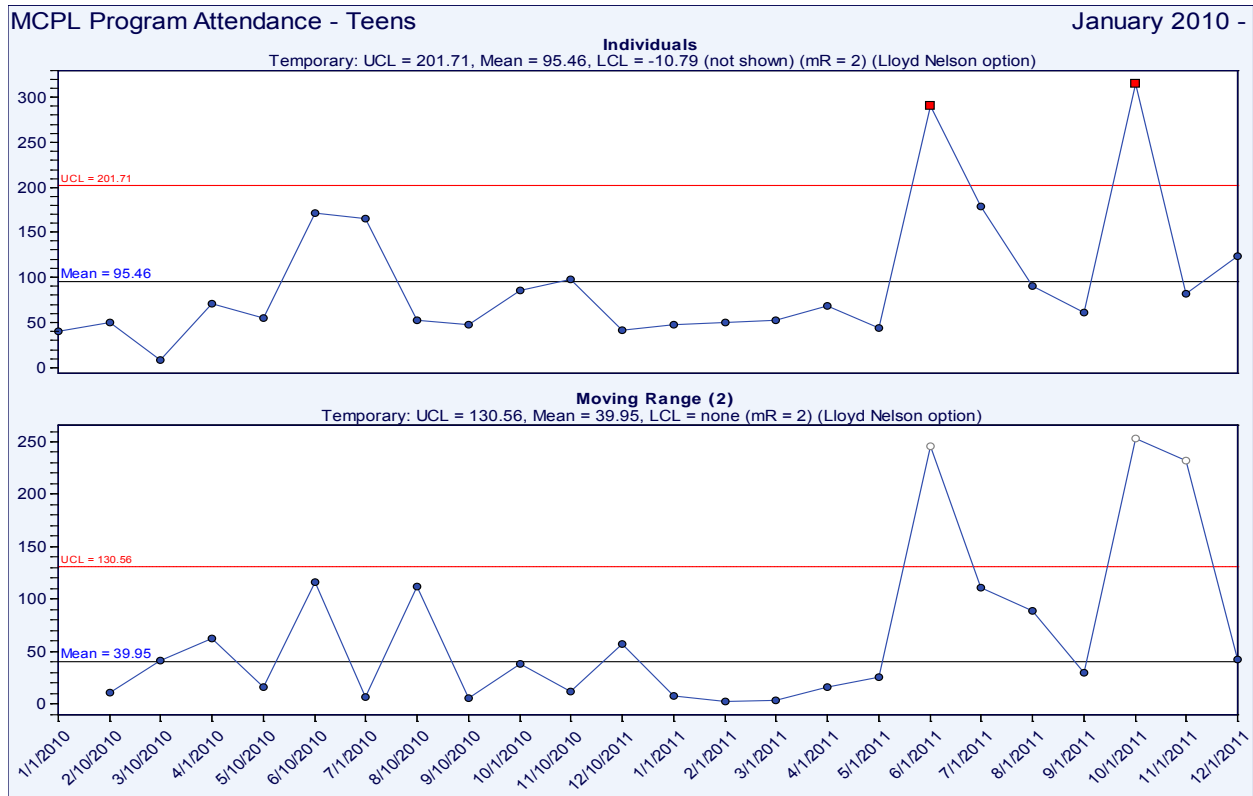
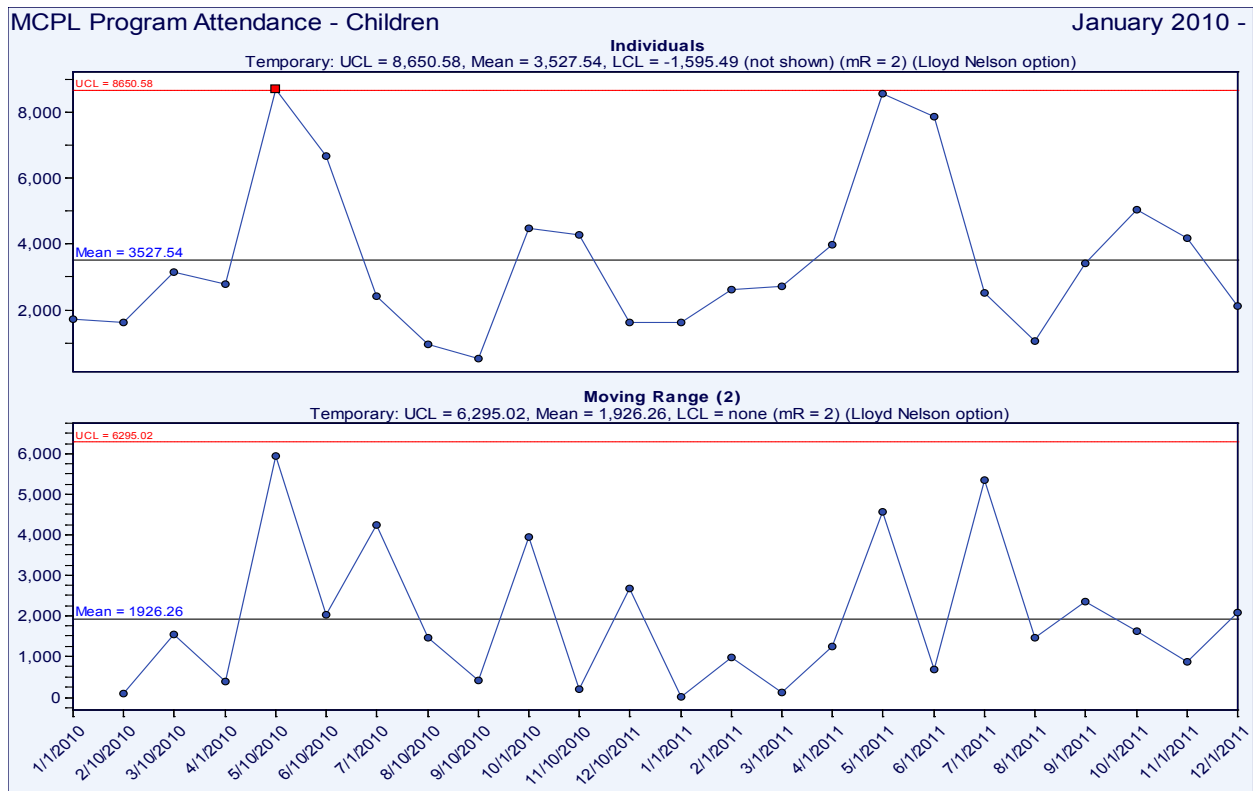
Job Changes

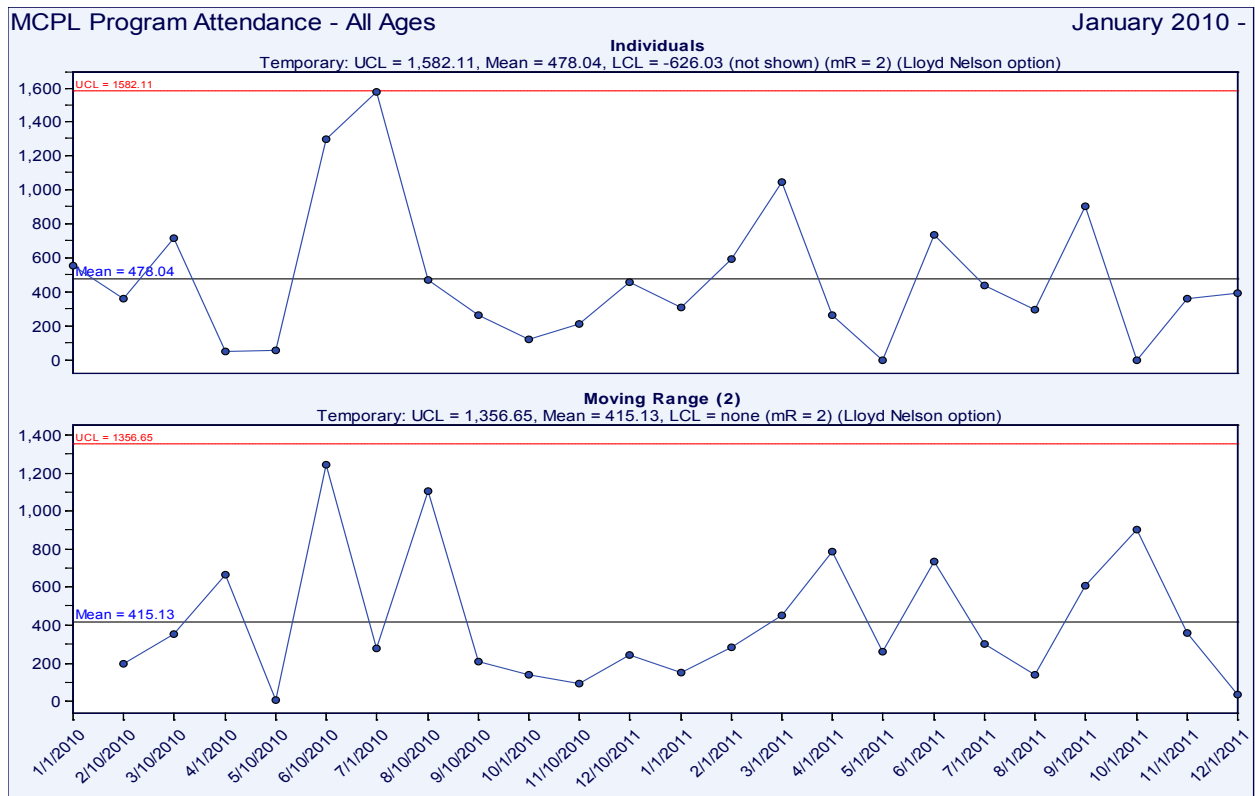
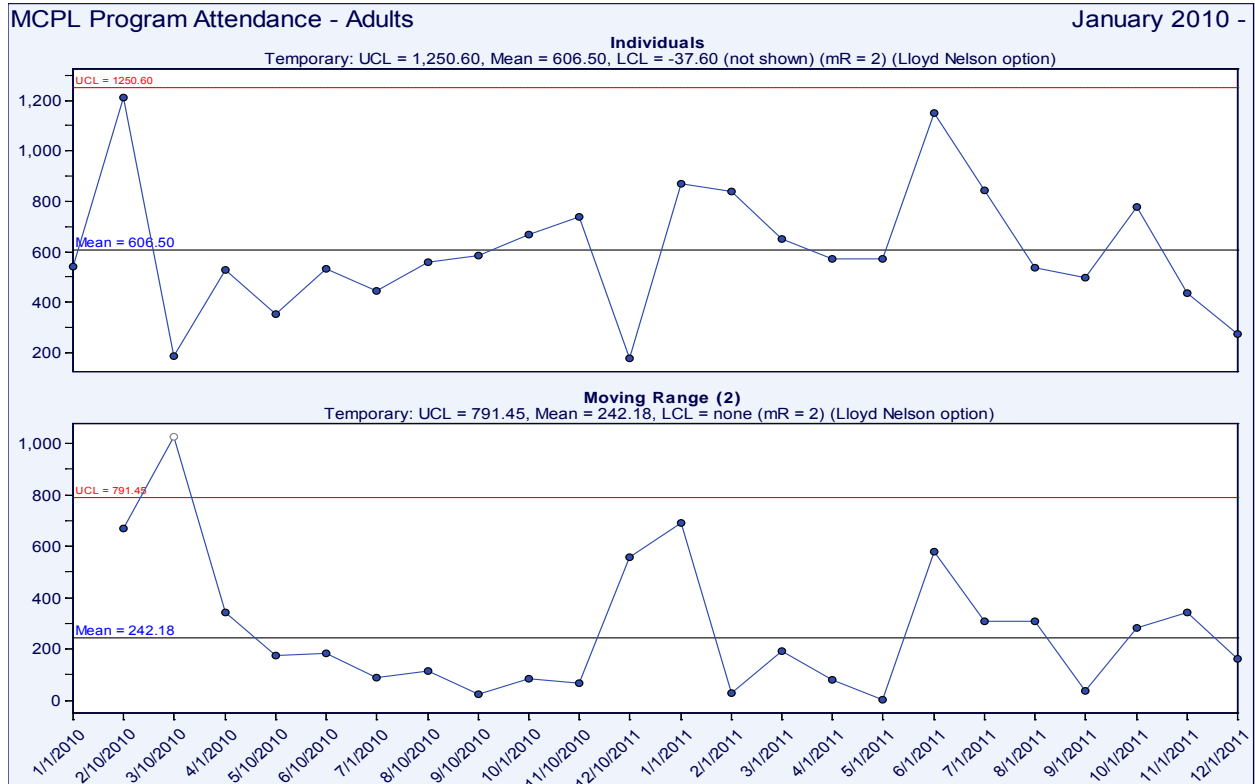
- Paula Gray-Overtoom, IS, Systems Webmaster, PG I, from 25 hours per week to 37.5 hours per week, effective January 1, 2012.

2012 Board of Trustees Calendar

<i>Month</i>	<i>Date</i>	<i>Meeting</i>	<i>Topic</i>
January	11	Work Session	
	18	Board Meeting	
		Board of Finance	Review Investment Report and Policy
February	8	Work Session	
	29	Board Meeting	Election of Board Officers (new date set at 1/18 mtg)
March	7	Work Session	
	21	Board Meeting	
April	11	Work Session	
	18	Board Meeting	
May	9	Work Session	
	16	Board Meeting	
June	13	Work Session	
	20	Board Meeting	
July	11	Work Session	Draft 2013 Budget
	18	Board Meeting	
August	8	Work Session	Revise 2013 Budget
	15	Board Meeting	Approve 2013 Budget for advertising
September	12	Work Session	
	19	Public Hearing	2013 Budget
	19	Board Meeting	
October	17	Work Session	2013 Budget, as recommended by County Council
	24	Board Meeting	Adopt 2013 Budget; Adopt Final Bond Resolution and Approve Form of Continuing Disclosure Undertaking
November	7	Work Session	Approve 2013 employee insurance package
	14	Board Meeting	
December	12	Work Session	
	19	Board Meeting	Approve 2013 salary schedule; Award General Obligation Bonds

Goal 1: Strengthen support for literacy and lifelong learning.





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

- Children's Services concluded its 2011 First Experiences program series with an abbreviated version of *Into the Woods* from Roundabout Theatre and a preview performance of *Annie* by Cardinal Stage. Both were well attended (65 and 150, respectively) and we received good feedback from parents who welcomed the opportunity to expose their children to dramatic arts without having to purchase expensive tickets.
- Magician Marcus Lehmann performed "The Magic in Books" at the Ellettsville Branch and in the Main Library Auditorium. Both performances were well received.
- Mary Frasier ordered five new early literacy computers. Four of them were purchased with money from a \$11,400 grant from the Smithville Charitable Foundation. Three will be placed at the Main Library, one at Ellettsville, and one at Fairview Head Start.
- Two Head Start classes visited the Ellettsville Branch for story time in December.
- The Ellettsville Branch children's room bulletin board highlighted ways parents can share books with babies, toddlers and preschoolers.
- Because December is a short month due to Winter Break, only the Early Head Start classes received a story time visit with book delivery. Recent weather inspired a theme of "Rain and Ducks." Children enjoyed reading *Rain* by Manya Stojic and *In the Rain with Baby Duck* by Amy Hest. They sang *There is Thunder* while making very quiet fingertip raindrop sounds to loud crashing thunder on our drums. There was a *5 Little Ducks* finger puppet show, with a rousing rendition of the *Itsy Bitsy Spider* to finish. The early 2's teacher will be moving into a new space this month; she and Polly Nuest chatted about play spaces and ways to make your own storytelling materials.

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

- MCCSC literacy coach Brenda Julevich presented a training session for Children's Services librarians. She discussed current MCCSC strategies employed for helping struggling readers. Lisa Champelli produced a handout for library patrons based on the strategies.
- Young chefs practiced measuring and following step-by-step instructions as they made recipes related to books that were read aloud by Janet Lambert in two Readable Feasts programs.
- To facilitate children's access to non-fiction books and improve non-fiction circulation numbers, Ellettsville Branch staff separated the juvenile nonfiction collection and from the general nonfiction collection and moved it to the walls surrounding our new adult non-fiction collection. Staff and volunteers moved every nonfiction title to new shelf locations in a week and a half!

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

- VITAL held two tutor mentor consultations.
- Due to the IU calendar, the Homework Center was only open 11 days in December, hosting 40 sessions. It reopens on January 10.

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

1E. Strengthen literacy skills of adults.

- Adult and Teen Services purchased 200 pairs of reading glasses for patrons. We were able to get these for \$.35 a pair from the Indianapolis Lions Club; the plan is to offer them to patrons who do not have their own.
- 68 VITAL learners were involved in one-to-one tutoring matches.
- 70 people attended the VITAL winter party on December 3. The event provided a festive socialization opportunity for learners and tutors.

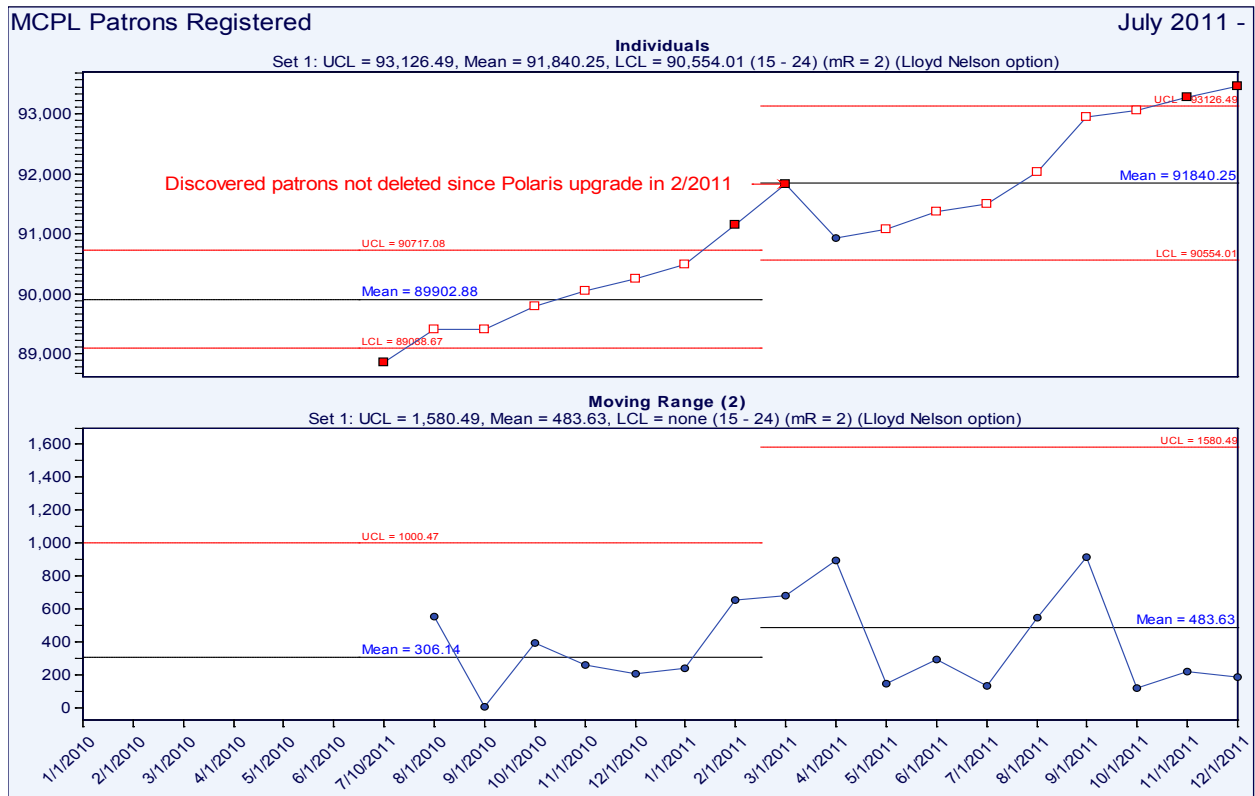
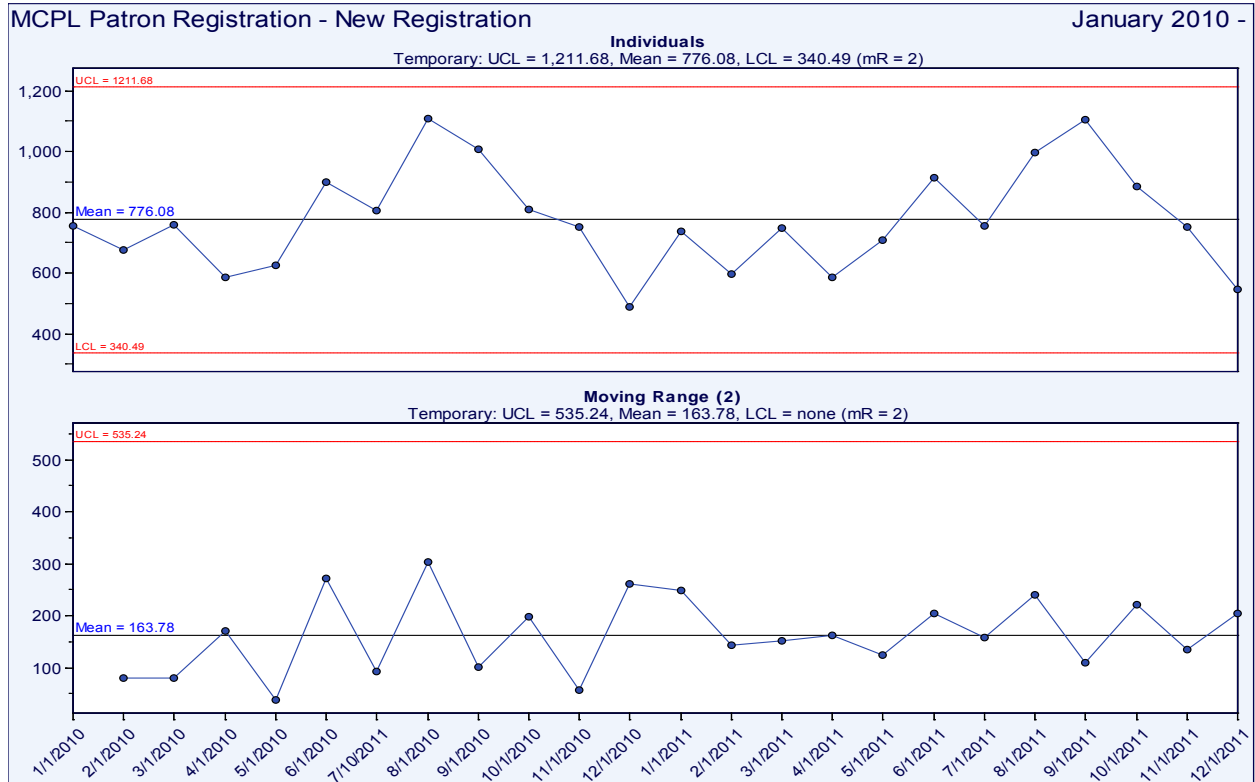
1F. Strengthen readers' advisory services.

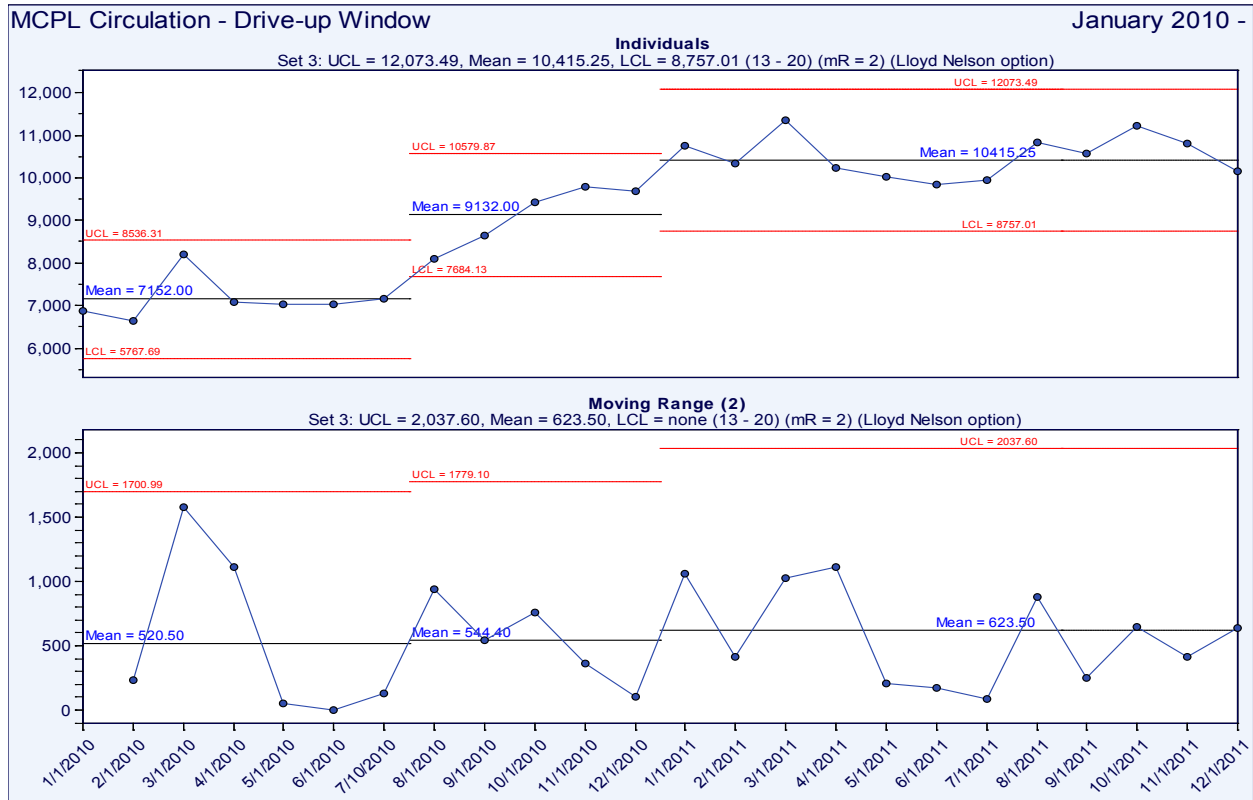
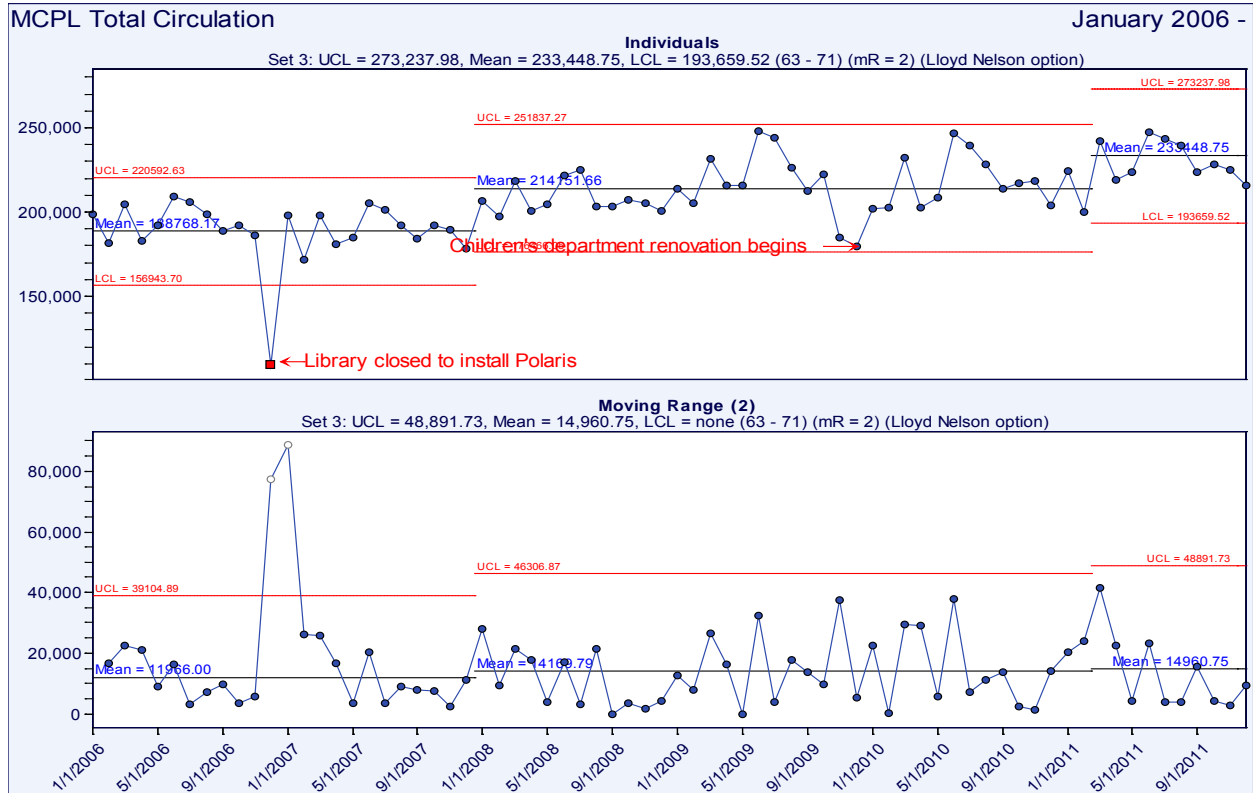
1G. Develop and evaluate partnerships to better serve target audiences.

- As part of the New Tech High School Great American Author project, Chris Hosler attended presentations from two English classes. Working with English teacher Rachael Bahr, Chris requested students consider what makes a great American author in the context of literary movements and in library collections. Students created websites that reviewed six literary movements in American history and focused on one book each by a great American author. The Library will link to and promote these websites for a month. Chris helped judge presentations and websites from the perspective of a librarian considering his library's collection.
- Five Monroe County Youth Council committees met to discuss projects for Spring 2012. Matt Wysocki, Greater Bloomington Chamber of Commerce, discussed S.M.A.R.T. goals. Ideas for spring projects include a Council website, calendar of events and opportunities for teens, a teen summit of youth groups, and leadership training for teens. Chris Hosler helped facilitate.
- Chris Hosler and Christine Friesel met with Jeffrey Allen, Ivy Tech, to discuss roles for the Library in Ivy Tech's inaugural Oral History project, which will culminate in a play about oral histories collected from Monroe and surrounding counties in late 2012. Other smaller events might also be a match for the library. Chris will pursue interview and transcription training with Jeffrey in order to involve teens in collection of histories.
- Christine Friesel returned to the United Way Vision Council for her third year of reviewing area nonprofits and their allocations requests. Nine agencies submitted proposals.
- In addition to regular "school break" programming. Children's Services hosted additional programs on- and off-site for the Monroe County YMCA and the Boys and Girls Club. As more and more children spend school breaks in daycares and camps, we are trying to redesign our programming to fill the emerging need for group programming.

Goal 2: Expand access to information.

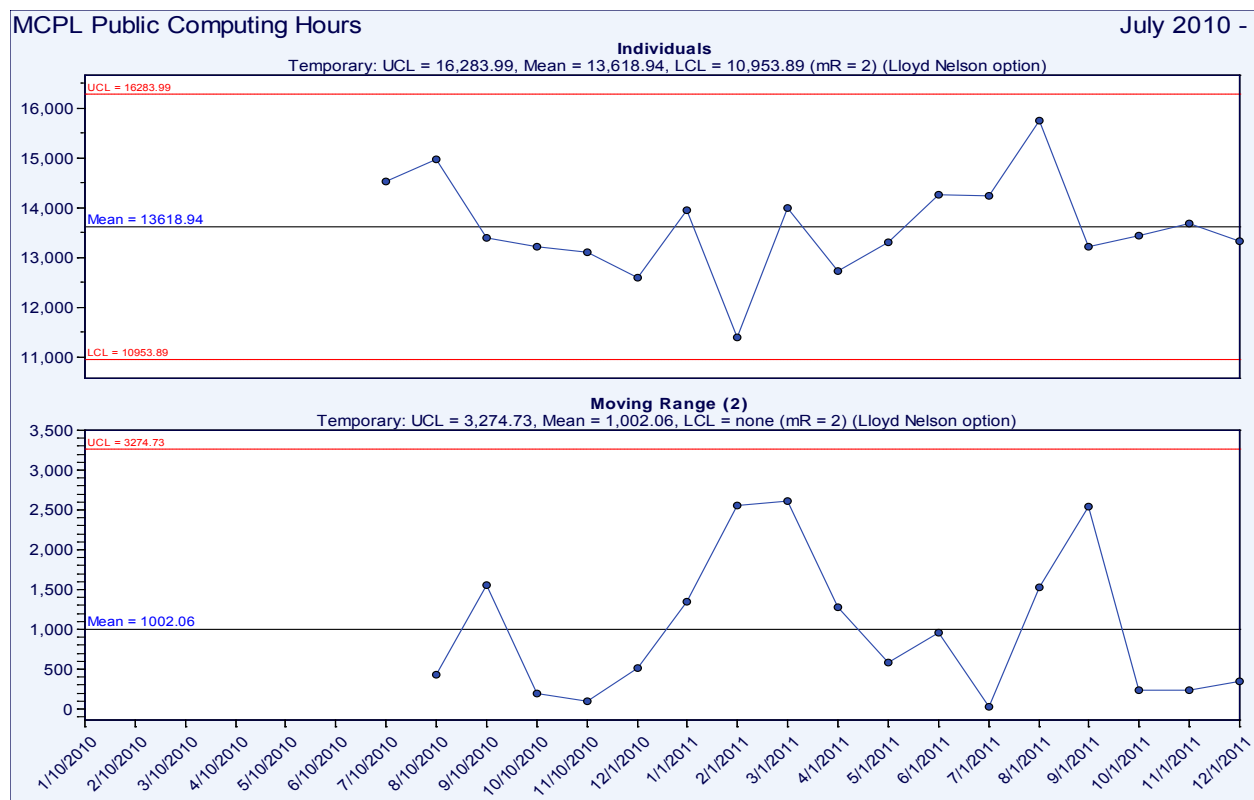
<i>December Access</i>		
Website Visits	Home page hits	79,904
	Catalog hits	3,808,792
	Other hits	2,019,665
	TOTAL	5,908,361
Read It Off	Number registered	396
	Charges waived	\$483.02
	Number individuals with charged waived	66
	Number exiting program	19
Interlibrary loan	Items loaned	215
	Items borrowed	47
CATS	Government programs produced	25
	Patron programs produced	65
	CATS programs produced	30
	Hours cablecast	2,215
	In-house viewings	11
	Editing sessions	120
	Dubs delivered	129
Programs added to collection	236	

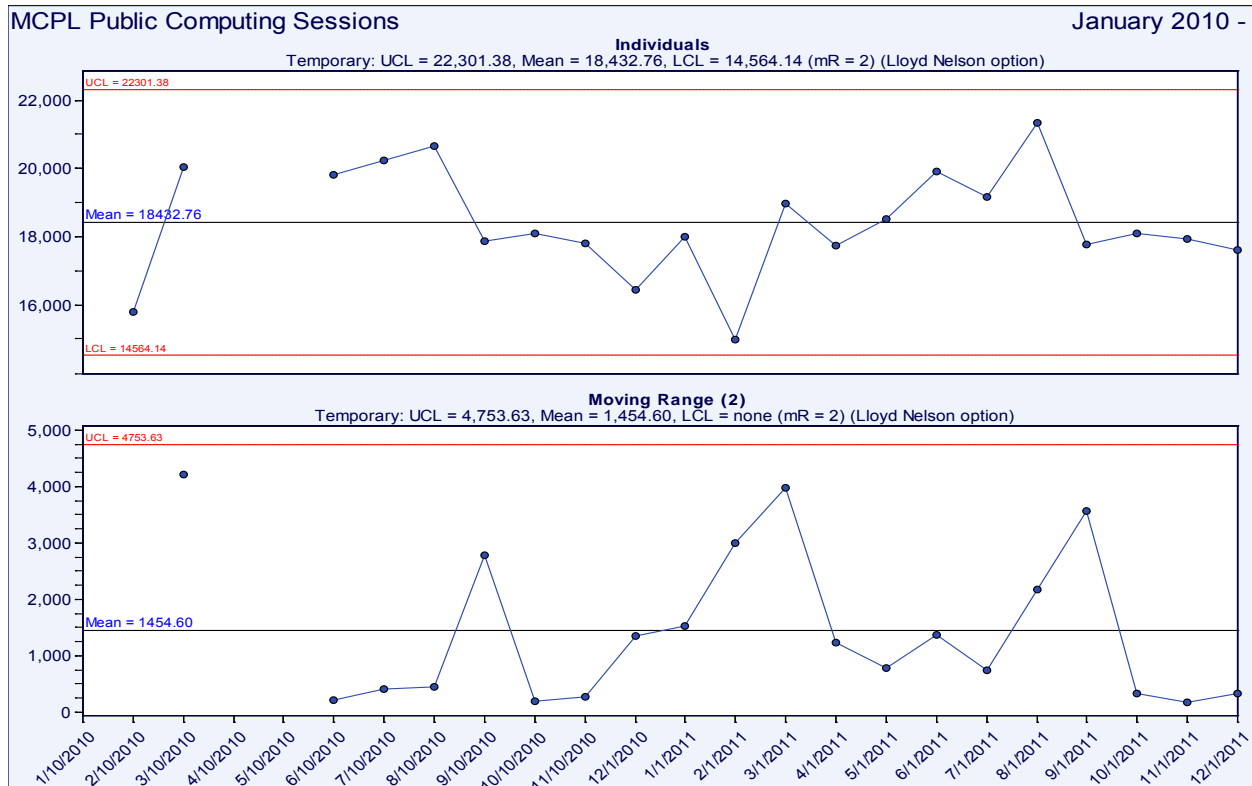




December Access		
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	Dubs delivered	129
	Programs added to collection	236

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





2B. Improve web access.

- Reference Assistant Brandon Rome completed 90% of OCR corrections for the “Smithville News” digitization project.
- Digitization Intern Nicholae Cline continues to upload the last images to CONTENTdm from the “At War and at Home” project.
- Mayer Maloney, publisher of the Herald Times granted permission to digitize and upload to the Internet any article published prior to 1988. Christine will draft a memo of understanding to wrap up the agreement. This offers the library and exciting opportunity to provide a new and unique form of access to local historical information.

2C. Deliver information through CATS.

- Sara Laughlin represented the Library on the WFHB strategic planning committee.

2D. Replace Bookmobile. COMPLETED

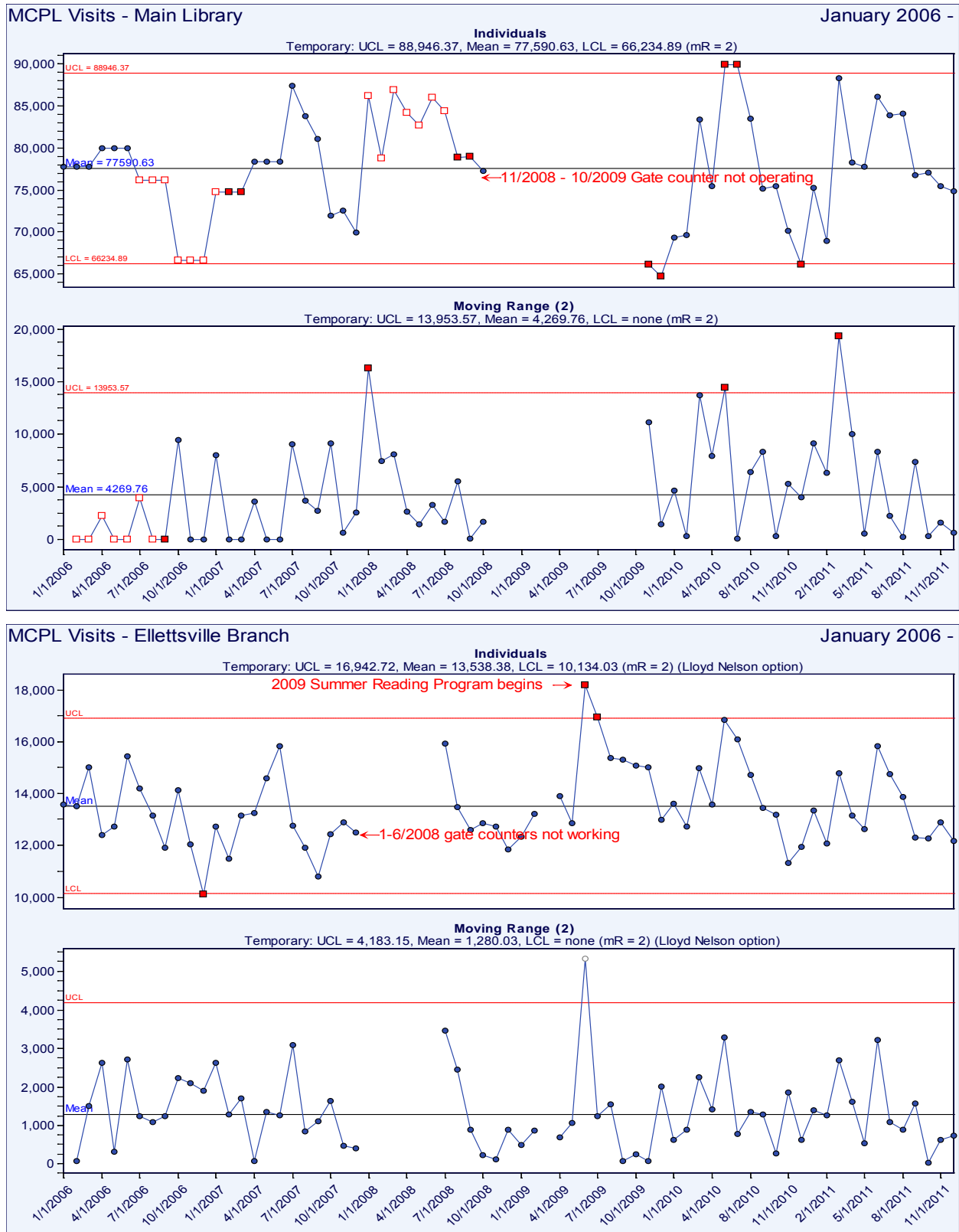
2E. Investigate changing or expanding hours.

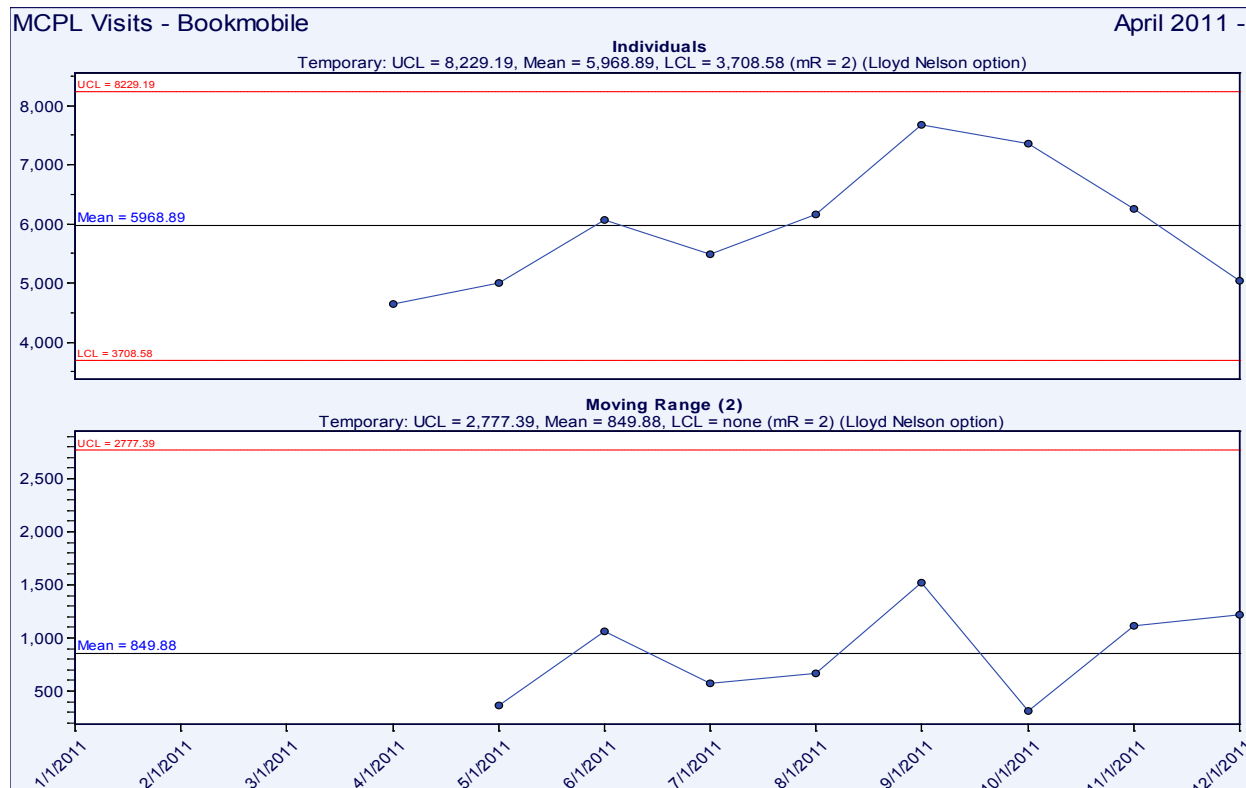
- We finalized changes to the Outreach Van route, dropping the two slowest stops and moving those patrons to the Homebound service while consolidating the remaining stops from three routes into two. Corinna Manion will now do the slower van route on her own, teaming up with Art Leach for the busier route. This change will free up Polly Nuest's schedule to better address our growing early literacy initiatives.

2F. Open a second branch location.

2G. Improve service for people with disabilities.

Goal 3: Deliver exemplary service.





December Service		
Meeting Rooms	Main Library meeting rooms used	82
	Main Library auditorium used	19
	Main Library atrium	0
	Ellettsville Branch	12
	TOTAL MEETING ROOMS USED	113
Author Alert	Holds placed	523

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

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

- After addressing several procedural and technological issues, we implemented the first of two RFID antennas on the Bookmobile. These will allow somewhat faster processing of circulation transactions and collection rotation.

3C. Improve materials security. COMPLETED

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

3E. Remodel Main Library to improve space utilization and update worn areas. PHASE 1-2 COMPLETED

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

- Landscape architect Debra Beck met with Mark Mobley and Sara Laughlin, as well as Encouraging Positive Behavior Team representatives Margaret Harter and Steve Backs, to share preliminary drawings.

3G. Provide high quality public technology services.

- Sarah Bowman, Penny Gillie, Chris Hosler, and Sara Laughlin visited three Chicago-area libraries with digital creativity centers – Blue Island Public Library, Skokie Public Library, and Gail Borden Public Library in Elgin. They saw several variations on the theme of “hanging out, messing around, and geeking out” with digital creativity tools, spaces, and programs that will help inform the library’s planning and renovation in 2012.

3H. Create engaging library experiences.

- Despite the grey weather, Room 2B was blessed with light and cheer as eighteen people gathered for the annual Booksplus Holiday Tea. Participants received Sarah Bowman’s 2011 Recommended Titles list and a "bucket list" of favorite books from library staff.
- New Movie Monday attracted a record-breaking audience of 70 for *The Help*. Extra thanks to the Friends of the Library for providing for our movie license.
- Nine participants celebrated the fourth birthday of Anime Club with sparkling cider, a cookie cake, and a rambunctious game of Apples to Apples. We also made a team of origami reindeer. Instead of Dasher, Dancer and Prancer, Anime Club’s reindeer team included Ninja, Pirate, Cyclops, and Sleepy.
- Luann Dillon hosted Mary Decker from the Family History Center to present the new Family Search website.
- Mary Frasier and Margaret Harter collaborated on the first of a series of “literacy spots,” interactive displays that adults and children can use together to develop crucial early literacy skills. Mary is exploring the possibility of placing literacy spots at off-site locations.
- Stephanie Holman held two fun-filled, creative holiday craft programs where participants created their own holiday decorations and/or gifts.
- A lovely winter/holiday display in the Ellettsville display case engaged visitors as they entered the lobby and volunteer Ginny Richey’s winter-themed wildlife case welcomed visitors to the children’s area.

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

- Ellettsville Branch staff made signs for each shelf in the juvenile nonfiction area showing its Dewey Decimal range and the subjects found there and updated the range signs for adult nonfiction.

3J. Offer regular customer service training and updates.

- Ellettsville staff are thankful for the library technology trainer’s e-book training sessions and ATS’s e-reader help sessions. The holiday season has brought many new e-book readers to the library seeking help with their readers and with Overdrive.

3K. Implement training to enhance technology core competencies.

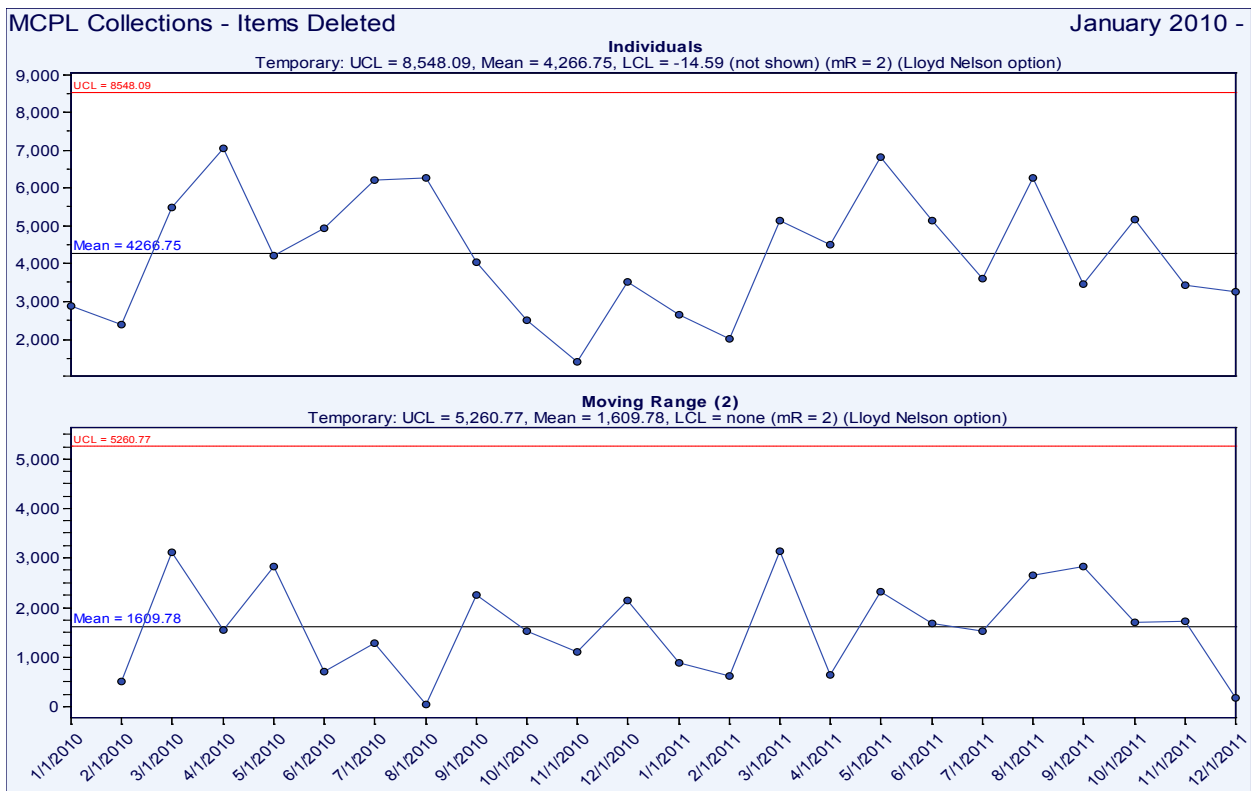
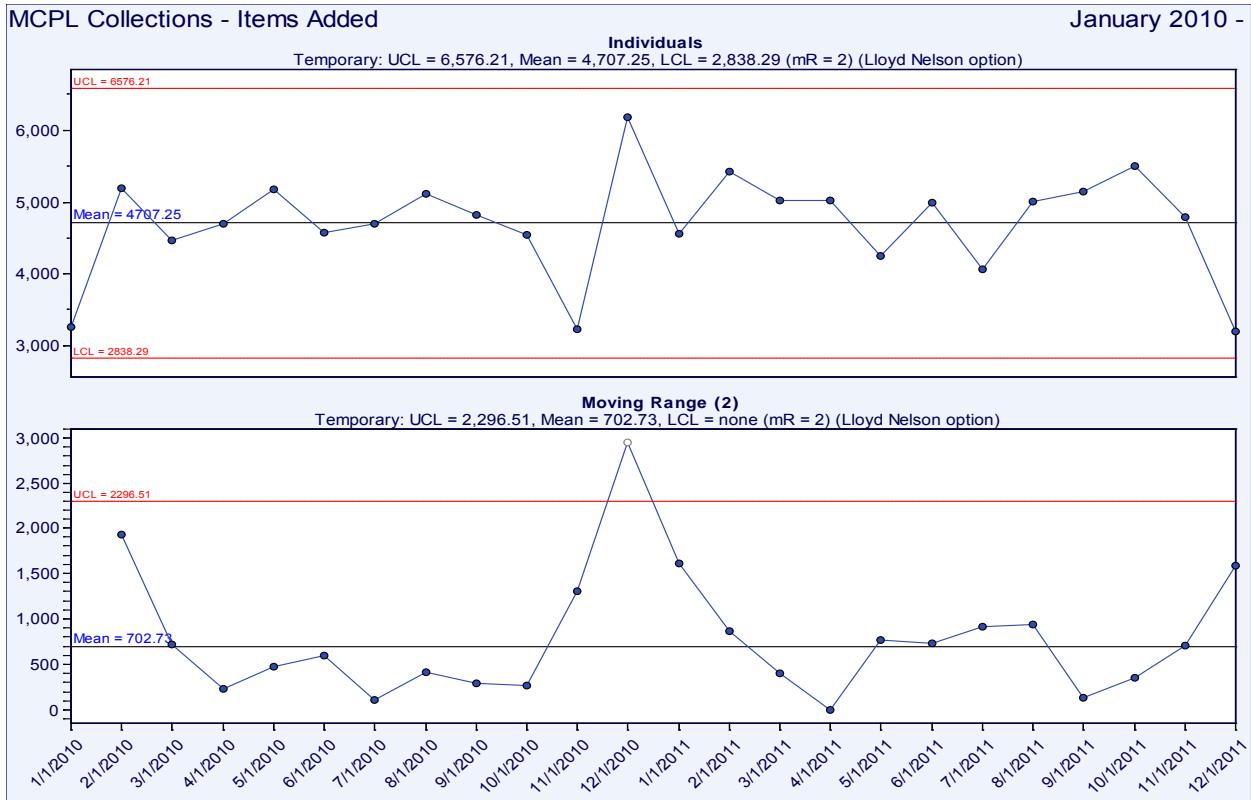
- Monroe County GIS Coordinator Kurt Babcock led a two-hour training session for 10 staff members who received 2 Technology Library Education Units (tLEUs).

3L. Offer regular feedback opportunities for employees.

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

Goal 4: Maintain High Quality Collections

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



4B. Maintain functional and attractive library collections.

- Ellettsville Branch staff weeded children's music, picture books, and fiction, as well as adult nonfiction sections.
- Titles to support "It's Your Money" programs have increased Ellettsville collection coverage in all financial areas.

December Collections		
Items reviewed	Reviewed (main)	3317
	Discarded	553
Items returned/not returned	Items returned	168,795
	Accounts to collection agency	187
	Value recovered (cash and items)	\$8097.80

4C. Continue to explore new formats.

- The Futures Team nears completion with questions for staff on new formats, in preparation for the final report.

4D. Improve patron satisfaction with movies collection.

- Ellettsville Branch staff expanded shelving space available for the non-feature DVD 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.

- The Board approved a 1.5% incremental increase for employees for 2012.

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

- Managers met with Sara Laughlin to discuss 2011 accomplishments and 2012 department work plans, including updates on employee certification progress in end-of-year performance reviews.

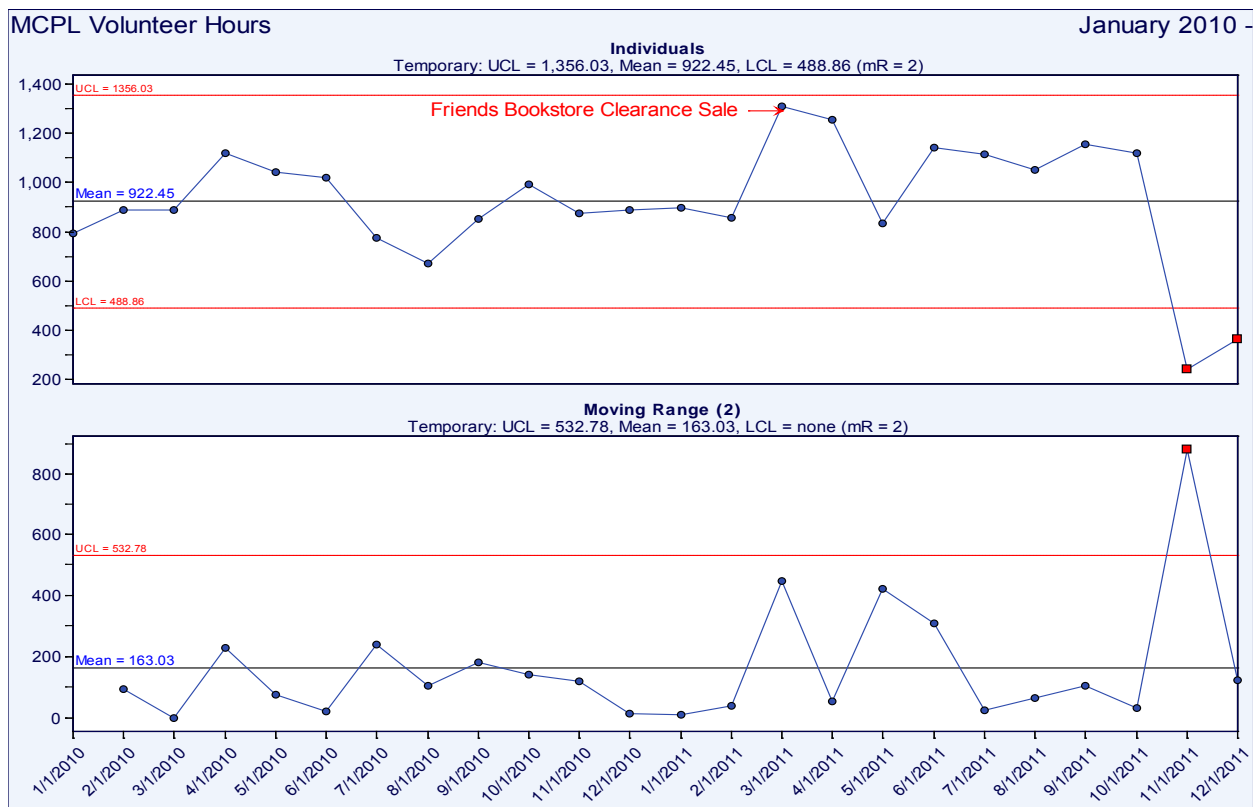
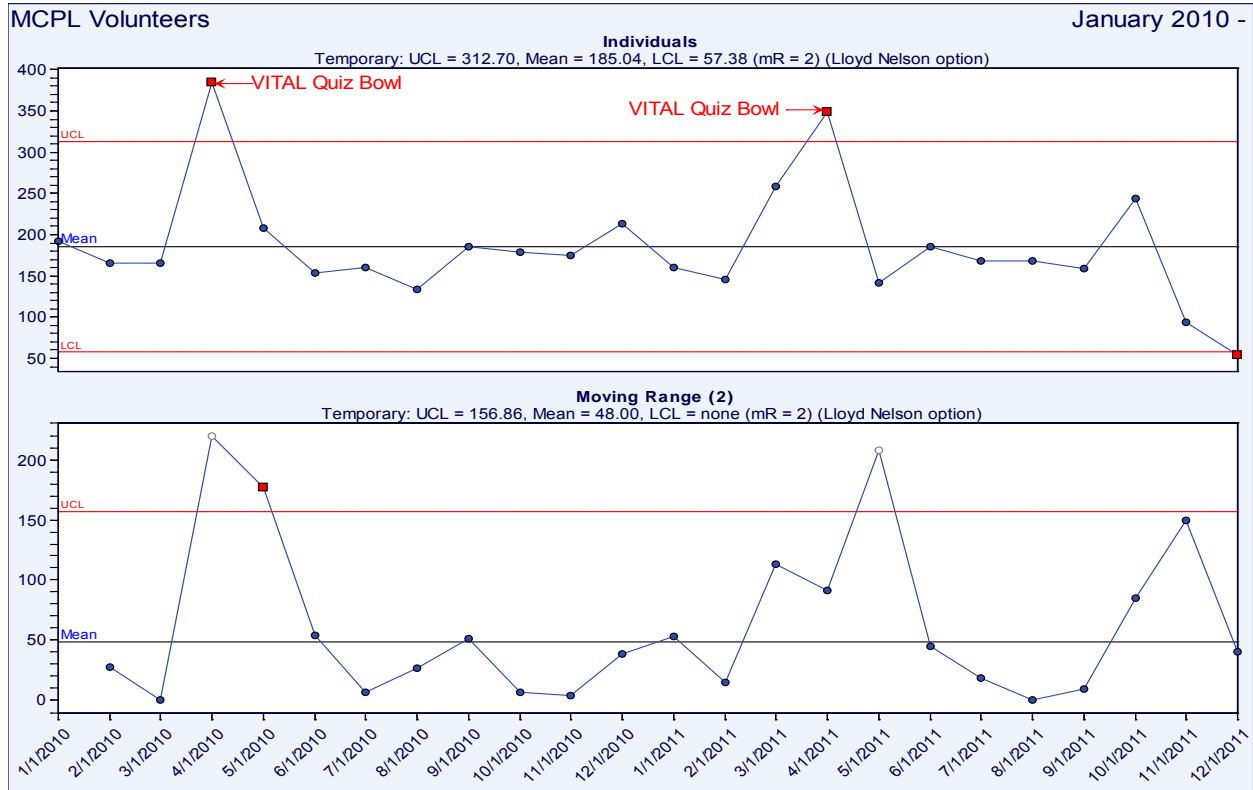
5C. Create staff development plan aligned with strategic plan.

- Paula Singer met with all 11 managers on December 22 to "co-create" six 2012 leadership training sessions, lunch and learn opportunities, and coaching appointments. The group reviewed the Myers-Briggs Personality Indicator results.

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

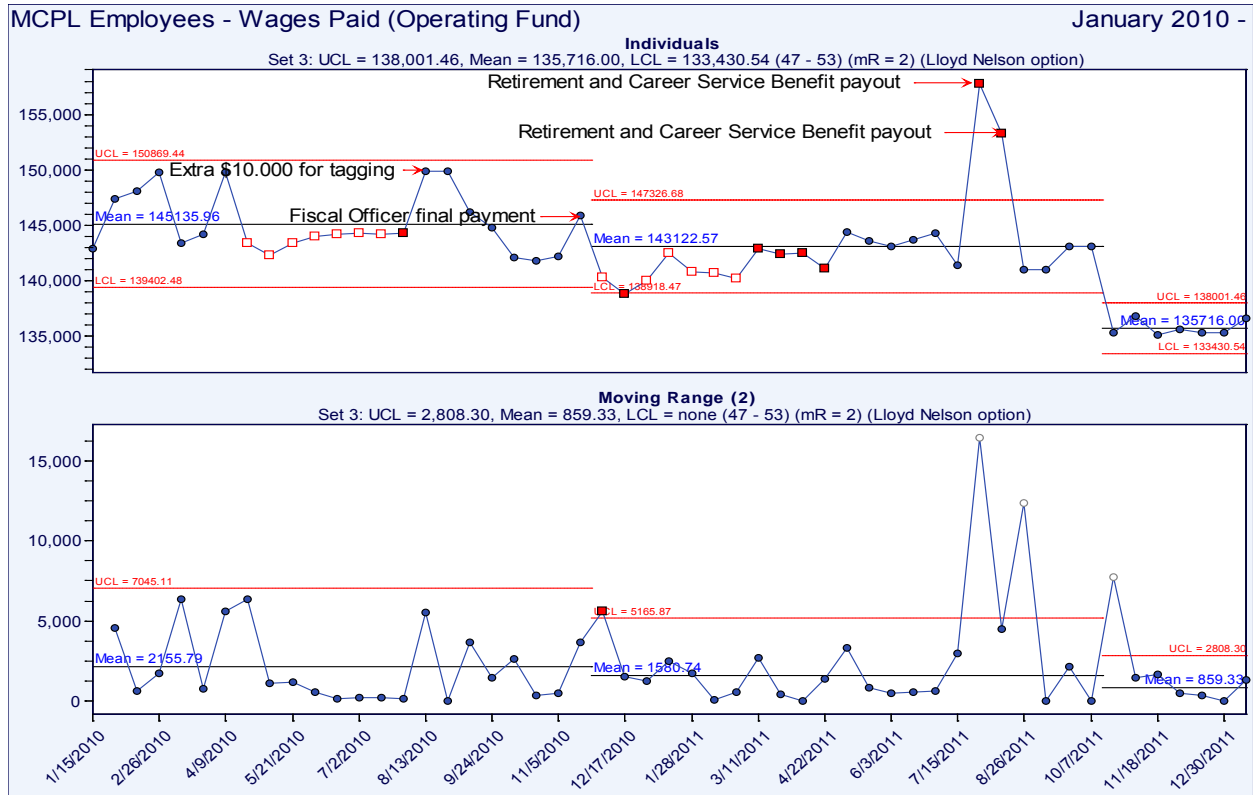
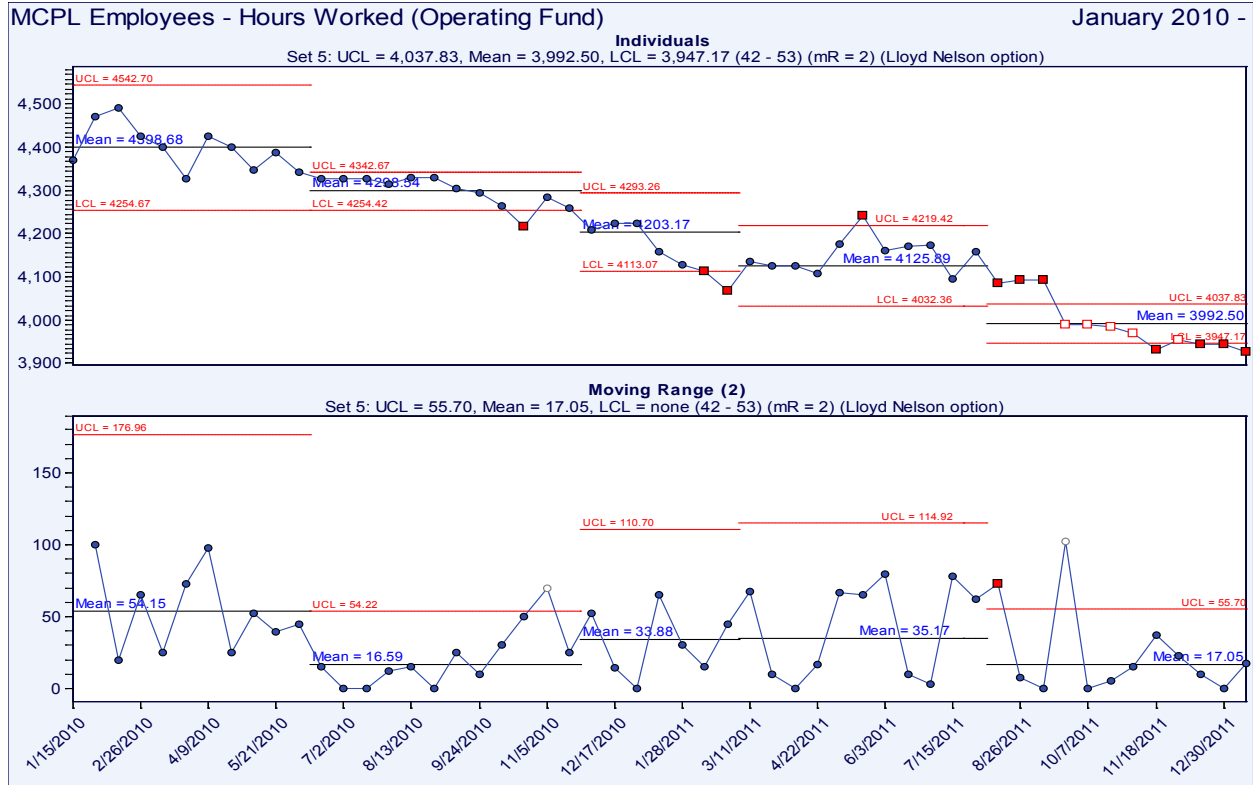
5E. Optimize use of interns, volunteers, and work-study employees.

- Dr. Anabel Newman presented the Newman Volunteer of the Year Award to longtime tutor John Lawson at the VITAL winter party on December 3. 70 people attended the event and all VITAL volunteers were recognized with recognition for their service.



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

5G. Support improvement of key processes.



5H. Continue sustainability efforts to reduce energy consumption.

Energy use figures for December are not yet available; chart will be updated next month.

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

5J. Maximize tax support.

- On December 13, the Monroe County Council approved the \$1.8 million general obligation bond that will allow the library to continue its current services through 2015, in the face of a \$500,000 drop in COIT revenue.

5K. Increase funding from non-tax sources.

- The Friends of the Library Board approved the Library's request for \$70,000 in Friends funding and \$22,000 in proceeds from the 2011 Campaign for Excellence, or whatever amount is available after Campaign expenses and endowment fund contributions are set aside.

5L. Work closely with Friends of the Library.

- Mickey Needham worked with Barbara Wilcox to finalize dates for next spring's Ellettsville Book Sale. In May 2012 we anticipate holding the book sale on at least two weekend days.

Library Circulation

Includes Main Library, Ellettsville Branch, Community Outreach (Bookmobile, Jail, Homebound, Van), and Downloadables

100,000+

125,000+

150,000+

175,000+

200,000+

225,000+

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	Increase	%
1994	91,400	86,804	105,092	95,928	90,161	109,116	105,030	100,764	91,581	96,209	95,879	77,104	1,145,068	40,646	3.7%
1995	104,347	94,669	104,140	93,934	92,215	109,590	104,095	105,387	89,181	98,036	94,454	78,981	1,169,029	23,961	2.1%
1996	99,083	97,969	100,332	97,724	92,557	102,389	100,506	72,677	78,476	109,334	96,766	64,366	1,112,179	-56,850	-4.9%
1997	102,297	80,417	108,333	99,623	99,660	113,370	115,565	105,481	98,538	104,353	103,578	92,649	1,223,864	111,685	10.0%
1998	116,835	105,194	123,885	109,977	103,656	129,291	126,959	113,247	108,779	115,966	114,187	102,124	1,370,100	146,236	11.9%
1999	110,233	114,354	130,356	115,485	106,471	133,561	127,946	116,536	110,365	119,753	118,931	101,731	1,405,722	35,622	2.6%
2000	121,815	120,968	131,933	118,453	116,142	133,324	130,490	125,569	114,408	124,389	126,687	106,259	1,470,437	64,715	4.6%
2001	135,604	130,721	149,383	128,818	131,845	155,769	149,605	140,771	128,799	139,696	137,810	122,983	1,651,804	181,367	12.3%
2002	153,544	139,737	155,582	146,765	142,675	158,285	164,134	152,802	142,870	157,269	149,439	129,504	1,792,606	140,802	8.5%
2003	165,033	152,780	169,828	152,491	158,807	177,377	177,894	164,227	162,784	166,539	159,777	150,057	1,957,594	164,988	9.2%
2004	176,266	168,978	192,225	168,365	163,194	190,965	189,404	173,782	163,761	168,290	169,478	141,357	2,066,065	108,471	5.5%
2005	182,879	171,080	194,707	180,853	175,874	203,419	197,892	196,619	178,987	185,622	179,184	164,071	2,211,187	145,122	7.0%
2006	198,702	182,066	204,622	183,375	192,548	209,081	205,823	198,671	188,688	192,392	186,547	109,366	2,251,881	40,694	1.8%
2007	197,973	171,889	197,962	181,352	184,840	205,370	201,607	192,456	184,509	192,278	189,825	178,494	2,278,555	26,674	1.2%
2008	206,697	197,227	218,760	200,849	204,840	222,018	225,175	203,624	203,581	207,154	205,469	200,919	2,496,313	217,758	9.6%
2009	213,633	205,451	232,000	215,647	215,771	248,189	244,064	226,378	212,681	222,453	184,819	179,522	2,600,608	104,295	4.6%
2010	202,229	202,607	232,050	202,717	208,775	246,755	239,330	228,111	214,194	216,913	218,296	202,893	2,614,870	14,262	0.5%
2011	224,404	200,312	242,073	219,522	223,724	247,200	243,376	239,514	223,895	228,286	225,306	215,839	2,733,451	118,581	4.5%

Library Visits

	4th Quarter		Year to Date	
	2010	2011	2010	2011
Main Library	211,659	227,346	917,818	946,835
Ellettsville Branch	38,290	37,375	167,290	160,246
Bookmobile		18,657		53,720
Main and Ellettsville	249,949	264,721	1,085,108	1,160,801

Library Programs

	4th Quarter				Year to Date			
	2010		2011		2010		2011	
	Programs	People	Programs	People	Programs	People	Programs	People
Children	349	10,126	442	11,358	1,307	40,665	9,352	45,744
Young Adult	42	225	47	520	111	887	123	1,504
Adult	184	1,635	158	1,493	599	6,577	929	8,027
General - All Ages	16	795	6	755	74	6,140	15	5,333
Total	591	12,781	653	14,126	2,091	54,269	10,419	60,608

CATS Programs

	4th Quarter		Year to Date	
	2010	2011	2010	2011
Programs added	671	597	2,836	2,794
New programs produced	257	194	1,143	931
Government meetings produced	110	89	386	389
Programs Cablecast (all channels)	6,829	6,911	26,519	26,879

Meeting Room Use

	4th Quarter		Year to Date	
	2010	2011	2010	2011
Main Library Meeting Rooms	209	318	801	1,188
Main Library Auditorium	57	50	239	195
Main Library Atrium	1	1	2	4
Ellettsville Meeting Rooms	40	43	187	155
Total	307	412	1,229	1,152

Technology Use

	4th Quarter		Year to Date	
	2010	2011	2010	2011
Public Computer Sessions	52,398	53,684	219,728	220,194
Web Site Home Page Hits	88,471	237,746	1,301,490	1,006,336
All Web Pages Hits	14,494,467	17,923,755	59,668,816	75,898,592
Catalog Hits	8,873,622	11,700,630	36,407,847	45,646,669

Collection Development

	4th Quarter		Year to Date	
	2010	2011	2010	2011
Items cataloged	12,332	13,506	55,716	57,000
Items discarded	7,022	11,831	51,040	51,475

Monroe County Public Library: 2011 Collection Agency Activity

	<i>Accounts Submitted</i>	<i>Unique Mgt Fees</i>	<i>Cash Received</i>	<i>Materials Returned</i>	<i>Total Value Recovered</i>	<i>Net Cash (Cash Received-Fees)</i>	<i>Total Net Gain</i>	<i>Waived</i>
Jan-11	1160	10382	9072	7347	16419	-1310	6037	933
Feb-11	1324	11850	10988	5132	16120	-862	4270	796
Mar-11	268	2399	13257	7461	20718	10858	18319	1441
Apr-11	173	1548	7454	5159	12613	5906	11065	1096
May-11	177	1584	6042	4404	10446	4458	8862	513
Jun-11	158	1414	5744	4834	10578	4330	9164	580
Jul-11	181	1620	4825	4469	9294	3205	7674	300
Aug-11	200	1790	4579	4262	8841	2789	7051	356
Sep-11	188	1683	3905	4749	8654	2222	6971	1378
Oct-11	233	2085	4154	3533	7687	2069	5602	427
Nov-11	172	1539	4610	5072	9682	3071	8143	428
Dec-11	187	1674	2733	5365	8098	1059		1215
2011 Total	4421	\$39,568	\$77,363	\$61,787	\$139,150	\$37,795	\$93,158	\$9,463

MONROE COUNTY PUBLIC LIBRARY
OPERATING FUND TRANSFER RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the 2011 annual budget for the various functions of the Monroe County Public Library; Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Monroe County Public Library, Monroe County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing same:

TO:	Account	Amount
11700	Pages	10,000.00
11800	Temporary Staff	9,000.00
13100	Workstudy	2,000.00
21100	Official Records	650.00
21400	Duplicating	6,000.00
22100	Cleaning Supplies	7,000.00
22500	Circulation Supplies	2,000.00
22600	Light Bulbs	1,000.00
22800	Uniforms	500.00
22900	Display/Exhibit Supplies	500.00
23100	Building Material & Supplies	6,000.00
23150	Energy Audit Supplies	2,000.00
31300	Legal Services	1,000.00
31750	Collection Agency	45,000.00
32100	Telephone	1,600.00
32501	Encumbered Continuing Education	13,000.00
32600	Freight & Delivery	400.00
36301	Encumbered Energy Audit	40,000.00
39100	Dues	850.00
10040	Misc. Unappropriated	1,700.00
44100	Furniture	1,400.00
44450	Building Renovation	5,900.00
44601	Encumbered Equipment	1,600.00
45300	Nonprint Materials	6,645.00
45400	Electronic Resources	<u>10,195.00</u>
	Total	\$175,940.00

Sec. 2. Whereas, it has been shown that certain 2011 existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

	Account	Amount
FROM:		
11200	Administration	\$32,000.00
21200	Stationary & Printing	650.00
21300	Office Supplies	6,000.00
31400	Building Services	18,000.00
32200	Postage	2,000.00
32300	Travel Expense	6,000.00
32400	Professional Meeting	7,000.00
35200	Electricity	18,000.00
36100	Building Repair	18,000.00
36300	Other Equip./Furn. Repair	40,000.00
39200	Interest/Temp. Loan	1,700.00
39500	Educational Services	850.00
44300	Other Equipment	8,900.00
45100	Books	7,620.00
45200	Periodicals & Newspapers	<u>9,220.00</u>
	Total	\$175,940.00

Presented to the Monroe County Public Library Board, read in full and adopted this 18th day of January, 2012 by the following aye and nay vote.

AYE

NAY

ATTEST:

Secretary, Library Board

MONROE COUNTY PUBLIC LIBRARY
LIRF FUND TRANSFER RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the 2011 annual budget for the various functions of the Monroe County Public Library; Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Monroe County Public Library, Monroe County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing same:

	Account	Amount
TO:		
35200	Electricity	\$50.00
35300	Other Equip./Furniture Repairs	\$1,500.00
44400	Land/Buildings	<u>\$108,000.00</u>
	Total	\$109,550.00

Sec. 2. Whereas, it has been shown that certain 2011 existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

	Account	Amount
FROM:		
36100	Building Repairs	\$1,550.00
44450	Building Renovation	<u>108,000.00</u>
	Total	\$109,550.00

Presented to the Monroe County Public Library Board, read in full and adopted this 18th day of January, 2012 by the following aye and nay vote.

AYE

NAY

ATTEST:

Secretary, Library Board

MONROE COUNTY PUBLIC LIBRARY
LCPF FUND TRANSFER RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the 2011 annual budget for the various functions of the Monroe County Public Library; Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Monroe County Public Library, Monroe County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing same:

TO:	Account	Amount
	44450 Building Renovation	\$600.00
	44600 IS Equipment	\$9,000.00
	44700 Equipment CATS	<u>4,100.00</u>
	Total	<u>\$13,700.00</u>

Sec. 2. Whereas, it has been shown that certain 2011 existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

FROM:	Account	Amount
	44650 IS Software	\$9,600.00
	44750 Software CATS	<u>\$4,100.00</u>
	Total	<u>\$13,700.00</u>

Presented to the Monroe County Public Library Board, read in full and adopted this 18th day of January, 2012 by the following aye and nay vote.

AYE

NAY

ATTEST:

Secretary, Library Board

MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**RESOLUTION TO REQUEST ADVANCE TAX DRAWS
FROM MONROE COUNTY AUDITOR**

BE IT RESOLVED that the Board of Trustees of Monroe County Public Library, 303 E. Kirkwood Avenue, Bloomington, Indiana shall request advance tax draws from Monroe County Auditor to be paid before semi-annual tax settlements.

BE IT FURTHER RESOLVED that the requests will be submitted to the Monroe County Auditor in April and October of 2012.

ADOPTED THIS ____18th____ DAY OF ____January____, 2012

AYE

NAY

April 18, 2012

Amy Gerstman
Monroe County Auditor
Monroe County Courthouse
Room 209, Court House
Bloomington, IN 47404

Dear Ms. Gerstman:

In accordance with **IC 5-13-6-3 (b)**, I am requesting a property tax advance for the Monroe County Public Library. Please advance taxes in debt service, library capital projects, and general funds between now and June 30, 2012, as possible. Please advise us of the anticipated date or dates that we may receive these funds.

Thank you for your help and cooperation in this matter.

Sincerely,

Kari Isaacson, President
Board of Trustees

Monroe County Public Library Items to Remove from Inventory

<i>Quantity</i>	<i>Item description</i>	<i>Notes</i>	<i>Action</i>
3	AWE computers - Childrens dept.	Purchased 2008. Replaced with grant funds. Heavily used, need regular troubleshooting	Request approval to donate to Middleway House
1	HP 8550 color printer	10 years old - The service we use for printer support recommended replacing it because it is obsolete and it would not be cost effective to repair.	Request approval to place it in an on-line auction. If there are no offers, we would dispose of it in a way that is safe for the environment.
1	HP 120R poster printer	6 to 8 years old - The service we use for printer support recommended replacing it because it is obsolete and HP no longer supports it.	Request approval to place it in an on-line auction. If there are no offers, we would dispose of it in a way that is safe for the environment.

Resolution to Transfer Judith Serebnick Bequest to Friends Endowment

Whereas Judith Serebnick was born in 1929 and died November 30, 2009, in Bloomington, after a long and fulfilling life, and

Whereas, she received her Ph.D. degree in library and information science from Rutgers University in 1978, and

Whereas, she joined the Indiana University School of Library and Information Science faculty in 1977, bringing substantial professional experience in libraries and publishing, including reference information work at the Brooklyn Public Library and the University of California at Los Angeles, experience at Northwestern University and Princeton University, and service as a book editor and assistant editor with *Library Journal*, and

Whereas, Dr. Serebnick was a productive researcher who felt that her primary task was teaching well, and her former students in both the master of library science and doctoral programs remember with pleasure her conscientious and insightful teaching and her infectious enthusiasm, and in 1991, she was awarded the prestigious Indiana University President’s Award for Distinguished Teaching, and

Whereas, following her death, the American Library Association honored Dr. Serebnick with a Memorial Resolution on January 9, 2010, at a meeting of ALA Council, and

Whereas, she spent many hours as a volunteer on the reference desk at the Monroe County Public Library and was an enthusiastic patron, supporter, and advocate of the library during her lifetime and left the library a \$23,744.43 bequest, and

Whereas, Dr. Serebnick was a lifelong advocate for intellectual freedom,

Now therefore, the Board of Trustees of the Monroe County Public Library does approve the transfer of the \$23,744.43 bequest to the Friends of the Monroe County Public Library, to establish the Judith Serebnick Endowment for Adult Services, the income from which will be distributed annually to the library to be used for support of library services for adults as determined by the library.

Dated this 18th day of January, 2012.

AYE

NAY

Monroe County Public Library Foundation
Balance Sheet
As of December 31, 2011

12:26 PM
01/12/2012
Accrual Basis

	<u>Dec 31, 11</u>	<u>Dec 31, 10</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Cash in Bookstore Drawer	152.50	152.50	0.00	0.0%
MCPL Foundation	69,353.18	95,981.48	-26,628.30	-27.74%
Regions Bank Checking	30,104.08	65.00	30,039.08	46,213.97%
Total Checking/Savings	<u>99,609.76</u>	<u>96,198.98</u>	<u>3,410.78</u>	<u>3.55%</u>
Other Current Assets				
Inventory for Sale	8,243.34	8,243.34	0.00	0.0%
Total Other Current Assets	<u>8,243.34</u>	<u>8,243.34</u>	<u>0.00</u>	<u>0.0%</u>
Total Current Assets	<u>107,853.10</u>	<u>104,442.32</u>	<u>3,410.78</u>	<u>3.27%</u>
Other Assets				
Endowments				
A M Koon Fund	100,578.30	100,578.30	0.00	0.0%
Diane Breeden Lee Endowment	11,421.09	7,307.62	4,113.47	56.29%
Gen Endow - Amer Balanced Fund	59,732.17	57,782.24	1,949.93	3.38%
Gen Endow - Capital Inc Builder	54,443.96	54,174.21	269.75	0.5%
Gen Endow - The Income Fund	55,293.22	53,575.81	1,717.41	3.21%
Hilliard Lyons Endowment	5,904.76	5,813.96	90.80	1.56%
Sarah C Thrasher Endowment	7,705.83	7,298.40	407.43	5.58%
VITAL Endowment	10,745.32	10,520.34	224.98	2.14%
Total Endowments	<u>305,824.65</u>	<u>297,050.88</u>	<u>8,773.77</u>	<u>2.95%</u>
Non-Endowment Investments				
Hilliard Lyons CD	30,000.00	0.00	30,000.00	100.0%
ONB CD	19,080.03	18,660.88	419.15	2.25%
Regions Bank CD - 0104635183	28,479.92	27,962.52	517.40	1.85%
Regions Bank CD - 0108824681	0.00	27,911.06	-27,911.06	-100.0%
Total Non-Endowment Investments	<u>77,559.95</u>	<u>74,534.46</u>	<u>3,025.49</u>	<u>4.06%</u>
Total Other Assets	<u>383,384.60</u>	<u>371,585.34</u>	<u>11,799.26</u>	<u>3.18%</u>
TOTAL ASSETS	<u><u>491,237.70</u></u>	<u><u>476,027.66</u></u>	<u><u>15,210.04</u></u>	<u><u>3.2%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Credit Cards				

	<u>Dec 31, 11</u>	<u>Dec 31, 10</u>	<u>\$ Change</u>	<u>% Change</u>
Keybank Business Mastercard	-20.07	-48.39	28.32	-58.52%
Total Credit Cards	<u>-20.07</u>	<u>-48.39</u>	<u>28.32</u>	<u>-58.52%</u>
Other Current Liabilities				
Sales Tax Payable	-130.25	-94.36	-35.89	38.04%
Total Other Current Liabilities	<u>-130.25</u>	<u>-94.36</u>	<u>-35.89</u>	<u>38.04%</u>
Total Current Liabilities	<u>-150.32</u>	<u>-142.75</u>	<u>-7.57</u>	<u>5.3%</u>
Total Liabilities	<u>-150.32</u>	<u>-142.75</u>	<u>-7.57</u>	<u>5.3%</u>
Equity				
Opening Bal Equity	100.00	100.00	0.00	0.0%
Retained Earnings	485,254.06	446,636.53	38,617.53	8.65%
Unrealized Gain(Loss)	-8,353.34	-9,183.65	830.31	-9.04%
Net Income	14,387.30	38,617.53	-24,230.23	-62.74%
Total Equity	<u>491,388.02</u>	<u>476,170.41</u>	<u>15,217.61</u>	<u>3.2%</u>
TOTAL LIABILITIES & EQUITY	<u>491,237.70</u>	<u>476,027.66</u>	<u>15,210.04</u>	<u>3.2%</u>

2012 Funding Request to Friends of the Library: Budget Narrative

	<i>Friends</i>	<i>Campaign</i>
Adult/Teen Services and Programs		
Collections: Purchase patron requests	\$2,230	\$9,079
Programming - (General \$1,500, Winter Reading Main/ELL/BKM \$800, Indiana Rm \$400)		\$2,700
Supplies - Adult General		\$700
Printing/Postage - Digitization		\$400
Equipment - Digitization (exhibit equipment)		\$300
Equipment - DVD player for evaluating condition of movies	\$75	
Equipment - return bins for sorter 2 @ \$1260	\$2,520	
Teen Services and Programs		
Programming - Teen General (inc. Summer Reading Program - Main and ELL)		\$1,000
Programming - Math Homework Help (partnership with MCCSC and MCEA)		\$600
Supplies - Teen General		\$700
Childrens Services and Programs		
Collections: Purchase patron requests	\$2,000	
Programming - Children's General (Winter, Spring, Fall: 7 Main, 3 ELL @ \$300)	\$3,000	
Programming - K-6 Homework Help Team Training (2 @ Main)	\$300	
Programming - Read Across America/Seusspicious Behavior (March)	\$300	
Programming - Summer Reading Program (2 @ Main, 2 @ ELL, \$650 each)	\$2,600	
Programming - Puck Players Puppet Shows (8 @ Main \$125, 2 @ Ell \$150)	\$1,300	
Printing - Summer Reading Program	\$1,700	
Prizes - Summer Reading Program Book and Other Prizes	\$7,200	
Promotional Items - Summer Reading Video	\$325	
Supplies - (Program Supplies, Refreshments)	\$1,300	
Supplies - Learn and Play Space	\$600	
Supplies - Every Child Ready to Read - books and pamphlets for outreach	\$500	
Supplies - Toys to engage children near express-check stations	\$150	
Public Awareness		
Collections: OneBook/OneBloomington Titles		\$200
Media/Publicity - General (H-T & ELL Seniors, Outreach, Back to School), e-news	\$3,100	
Programming - Diversity (Lunar New Year, others)	\$1,200	
Programming - National Library Celebrations (National Library Week, Children's Book Week, Library Card Sign-up Week, Banned Books Week, Teen Read Week)	\$750	
Programming - Partners (Creative Aging Festival, Lifelong Learning, OneBook)	\$450	

2012 Funding Request to Friends of the Library: Budget Narrative

	Reusable Bags - Patrons	\$1,000	
	Reusable Bags - Volunteer Thank You	\$200	
	Registration Fees (Monroe County Fair, Business Expo, Senior Expo)	\$1,700	
	Supplies - General (including new display for Fair)	\$5,400	
	Supplies - Volunteer Thank You	\$1,500	
Ellettsville (See also Adult and Teen and Children's Services for other programs)			
	Programming (Children, Teens, Adults)	\$600	
	Supplies (Program supplies, Refreshments)	\$850	
VITAL	Supplies	\$1,500	
	Contribution to wages for part-time assistant		\$3,500
	Training/travel: Tutor training		\$500
CATS	Supplies	\$200	
Community Outreach			
	Collections - Early literacy titles to enhance childcare and Head Start programs	\$2,000	
	Equipment (12 bags for homebound deliveries @ \$13 + cart \$665)		\$821
Facilities	Supplies - landscaping	\$500	
	Equipment (Light/sound improvement for drive-up window doorbell)	\$100	
Professional Development			
	State and National Conferences (Registration, Travel, Lodging, Meals)		
	ILF Annual and Children's Conferences (ADMIN 1, ATS 3, CH 3, CIRC 3, ELL 4 @ \$150)	\$2,100	
	National Library Conference (ADMIN 1, ATS 1, CH 1, CO 1, CS 1, ELL 1) @ \$1,000	\$6,000	
	Indiana Room Conference (CONTENTdm 1, National Genealogy Society 1)	500	\$500
	Other professional development (\$75/employee @ 110 FTE employees)	\$8,250	
	Staff Day (lunch, presenters, etc.)	\$6,000	
	Supplies: Technology professional development		\$1,000
	Sub-total - Friends	\$70,000	
	Sub-total - Campaign for Excellence		\$22,000
	GRAND TOTAL		\$92,000

**Friends of the Library
Board of Directors
2012 Roster**

Executive Committee

President

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2nd term expires 11/2014*

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Treasurer

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* For those first elected before 2011, each term on the Friends Board of Directors is for four years. According to the Friends' By-Laws, Directors may serve a maximum of four terms. Officers are elected by the Board each year in November to serve for one year.

**Gillie and Holman share one board member position with one vote.

Revised January, 2012



Monroe County Public Library: From future search process to a vibrant future

Consensus

"We put the *public* in public policy"

Contact:

Jennifer Wilding, director
jenwilding@consensuskc.org
816.531.5078
PO Box 10252
Kansas City, MO 64171
www.consensuskc.org

The Consensus team includes:

- Tom Hennen
- Jennifer Wilding
- Mary Jo Draper

in partnership with ETC Institute,
including:

- Elaine Tatham
- Chris Tatham
- Ron Vine

Consensus

"We put the *public* in public policy"

Jennifer Wilding, director
jenwilding@consensuskc.org
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Kansas City, MO 64171
www.consensuskc.org

Dear Ms. Laughlin:

The Consensus team has a philosophy of only preparing a proposal when we believe we can offer a unique benefit to a potential client. After all, there are many qualified library consultants doing solid work using the Planning for Results model. We chose to respond to the Monroe County Public Library RFP because we have extensive experience with a process that feels like an ideal fit with what your library is seeking: a future-oriented decision-making process. The future search conference we recommend is just that.

A future search produces an action agenda that helps an institution reach the future that engages and energizes its people. The conference involves people who represent the entire system, from staff to business, civic and nonprofit leaders, to library users and friends. Participants work together to examine their shared past and present, set priorities among trends for the future, create future scenarios, and build action plans around common themes. Future searches have been used with excellent results in a variety of for-profit, nonprofit and government institutions. This isn't the typical strategic planning process and is ideal when an organization wants something special to build community support.

The Consensus team includes people with national profiles in citizen engagement, library management, and survey research. Consensus has conducted ten future search conferences for the community and clients, and is also a national leader in deliberative democracy. Tom Hennen, a member of the Consensus team, is a thought leader in library funding, structure and governance, and produces the HAPLR Index library rating system. Our survey partner, ETC Institute, conducted the previous Monroe County Public Library survey. ETC has extensive experience in helping a wide array of institutions gather and interpret data.

Please feel free to get in touch if you have any questions. And thanks again for this opportunity to tell you about the benefits of the future search conference.

Sincerely,



Jennifer Wilding

Monroe County Public Library: From future search process to a vibrant future

Five of the last ten years, the Monroe County Public Library was named one of the top ten libraries of its size in the country. It is ranked 15th in the nation in terms of per capita circulation. It is an excellent library at the top of its game. Like all libraries, though, it faces challenges. Some challenges are specific to this library while others are faced by libraries throughout the U.S. The Monroe County Public Library intends to engage its community in looking into the future and identifying strategies that will allow it to thrive.

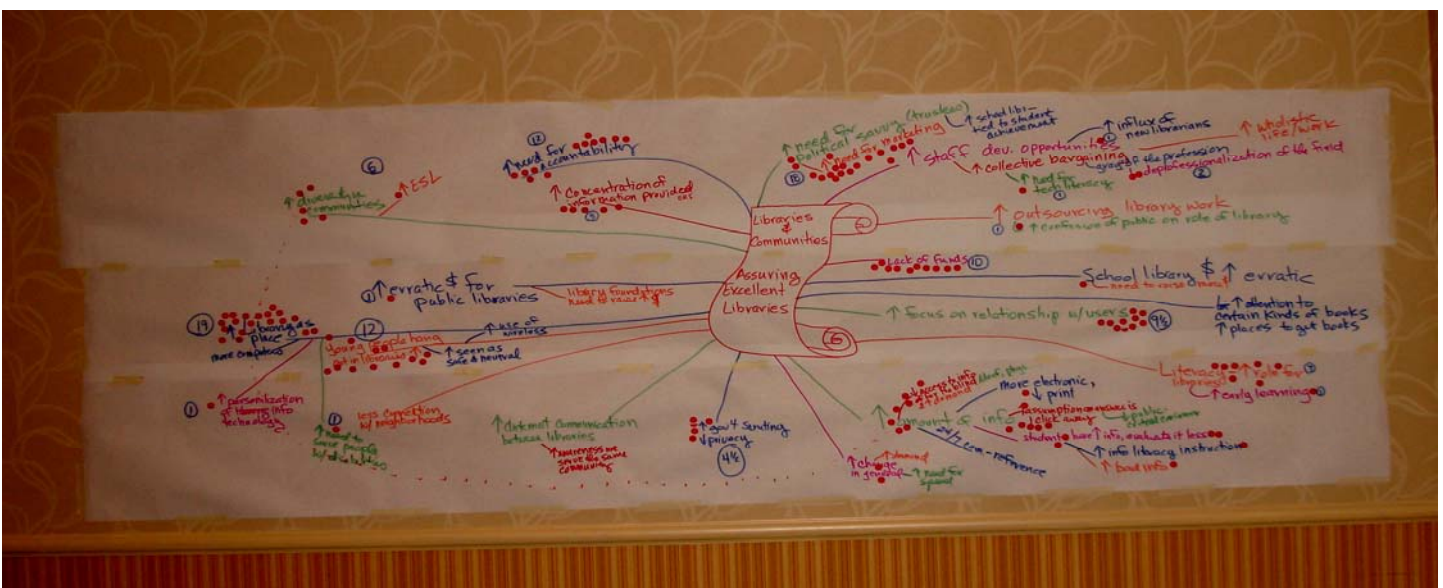
The challenges specific to the Monroe County Public Library include funding and governance:

- In 2012, the library will pay off its debt service and will lose some \$500,000 in operating income as a result. While the library will likely seek a three-year general obligation bond to replace the half-million, it also recognizes that there may be increased losses each year due to the state's property tax caps and the economic downturn.
- As state government takes an activist role in local government, it is expected to work to limit funding and to limit the library board's decision-making authority.

All libraries will face rapid changes in their operating environments that will require an effective response. The Monroe County Public Library and its Futures Committee highlight three changes:

- Dramatic changes in the publishing industry, as primary producers of books, music and movies move towards digital distribution of content.
- Dramatic changes in the telecommunications/information industry, as mobile devices become increasingly important to individuals' lives.
- Significant changes in patrons' learning and information-seeking behaviors.

There is change that happens to us and change that we create ourselves. As physical books become electronic blips, as people haul their worlds around in smart phones, as young and old dig for data in new ways, the library must transform itself to remain relevant. Furthermore, the Monroe County library must do this in an environment where funds are shrinking and an activist state government seeks control. The library wants to do more than just respond to these environmental challenges. To remain one of the country's top libraries, it must identify a vision of the future that calls forth the best in its leaders, staff and stakeholders.



During a future search, a mind map shows the trends that community members feel will most affect the library.

The Monroe County Public Library wants to engage its community in a listening process and a statistically valid survey on the path to a strategic plan. It seeks an engagement model that helps audiences think about and address the future needs of the community, rather than prior or current library services, which is often the result of traditional strategic planning models.

Project approach and methodology

Consensus will work with the library and its community to produce a strategic plan that both responds to imposed changes and generates a vision of the future that the library intends to create. Our survey partner is ETC Institute. For the community listening activity, the process we recommend is the future search.

About the future search process

The future search process was developed by Marvin Weisbord and Sandra Janoff and has been used extensively in businesses, schools, government, health care and human services, and communities around the world. Consensus convened the first community-wide future search in 1993, and has convened subsequent future searches targeted to specific issues for the community and clients.

The process fits within the philosophy of appreciative inquiry, which focuses attention not on what's wrong and needs to be fixed, but on what works well and the rapid improvements possible when building on the strengths and potential of an institution. Future search conferences are ideal for an institution that needs to answer a specific, important question, such as, how do we respond to changes in our environment?

Monroe County Public Library

The future search process is built on these principles:

- Getting the whole system in the room.
- Exploring the whole system before acting on a part.
- Developing desired future scenarios rather than problem-solving.
- Self-managing and taking responsibility for action.

During a future search, participants create a shared picture of the past and present and a shared vision of the future, before they develop a concrete plan of action. By focusing on common ground and by getting representatives from the whole system in the room, a future search produces the possibility for more action than through a traditional planning process. Conferences are very task-oriented and focused, and those who have experienced them say that they accomplish a great deal in less time than the typical process of holding multiple meetings.

A key element of a future search is that it involves a representative mix of 30-72 stakeholders who are there by invitation. Participants in the Monroe County Public Library conference would include people who reflect the entire system, such as library users (both youth and adult), and people from government, business, civic and community organizations that intersect with the library. The conference would also include some board members and



some staff members from different layers of the organization. This mix allows the library to feel secure that it is planning toward a future desired by a wide spectrum of all

Consensus Proposal, page 3

kinds of people. It builds on skills and knowledge that people already have, and assumes that decision-making requires values choices as well as expert knowledge. A future search can be extremely effective at building community support because it represents a significant commitment to engaging stakeholders.

During the conference, participants work in small, self-managed groups. While they are guided by a facilitator, the participants own the information and shape the results. They move quickly from activity to activity – among them a timeline, mind map of trends, and creation of a future scenario – and then work together to analyze what they’ve heard. Future searches are often high-energy, with good humor and shared sense of fun that builds throughout the event. In particular, the future scenarios are creative and forward-thinking. They represent a leap into a future that can capture a group’s imagination and commitment.

The future search takes place during 16 hours over three days, often a Thursday, Friday and Saturday morning. This represents a significant investment of time on the part of the library and its stakeholders. In our experience, stakeholders are willing to make this commitment for institutions that matter, such as schools and libraries. The conference can be shortened to two days without it being a huge problem, but using three days assures that energy is high when people are doing action planning.

Benefits of a future search over a standard strategic planning process

We don’t recommend a future search conference to every group that wants a strategic plan because it isn’t right for

every situation. The Monroe County Public Library RFP, though, suggested that the future search process was right for this library at this moment. The library is serious about focusing on the future, as evidenced by its Futures Committee. It is interested in a community engagement process that “helps the library’s audiences think about and address the future needs of the community,” and wants a future-oriented decision-making process. In addition, the library’s ranking in the HAPLR Index top 10 for libraries of its size suggest a willingness to innovate and seek excellence.

There is, of course, nothing wrong with the standard Planning for Results model, and Consensus has used

focus groups quite often and to good effect. In this case, however, the future search conference would offer several benefits over a typical strategic planning and community engagement process:

- The future search conference is an event large enough and innovative enough to draw positive attention to the library;
- The conference model allows participants to familiarize themselves with the Futures Committee report and other background, and incorporate it into planning. Focus groups tend to get top-of-the-head responses.
- Everything builds towards creation of an action plan. The action plan outline and a significant amount of detail are completed at the end of the conference, which reduces the time needed for subsequent meetings.
- The conference allows library staff and board to be included in planning for the future at an appropriate level. This helps assure that the action plan



fits with the real world that the library inhabits.

- By inviting stakeholders to the conference and keeping them engaged afterward, the library builds on and strengthens ties in the community. It also allows the library to build in action that requires support from the business, nonprofit and government sectors to come to fruition.
- Because stakeholders own the action plan, action is more likely to result.

It is important to note that preparing for and holding the future search event requires a time commitment from library staff members. The Consensus team will accomplish most of the tasks, and it will have to rely on library staff members for activities that must be done in Bloomington, such as preparing participant packets, providing contact information for suggested participants, and securing the venue. In addition, the event would require that a handful of staff members or very capable volunteers be involved at the event to help with set-up, registration, tear-down and other logistics.

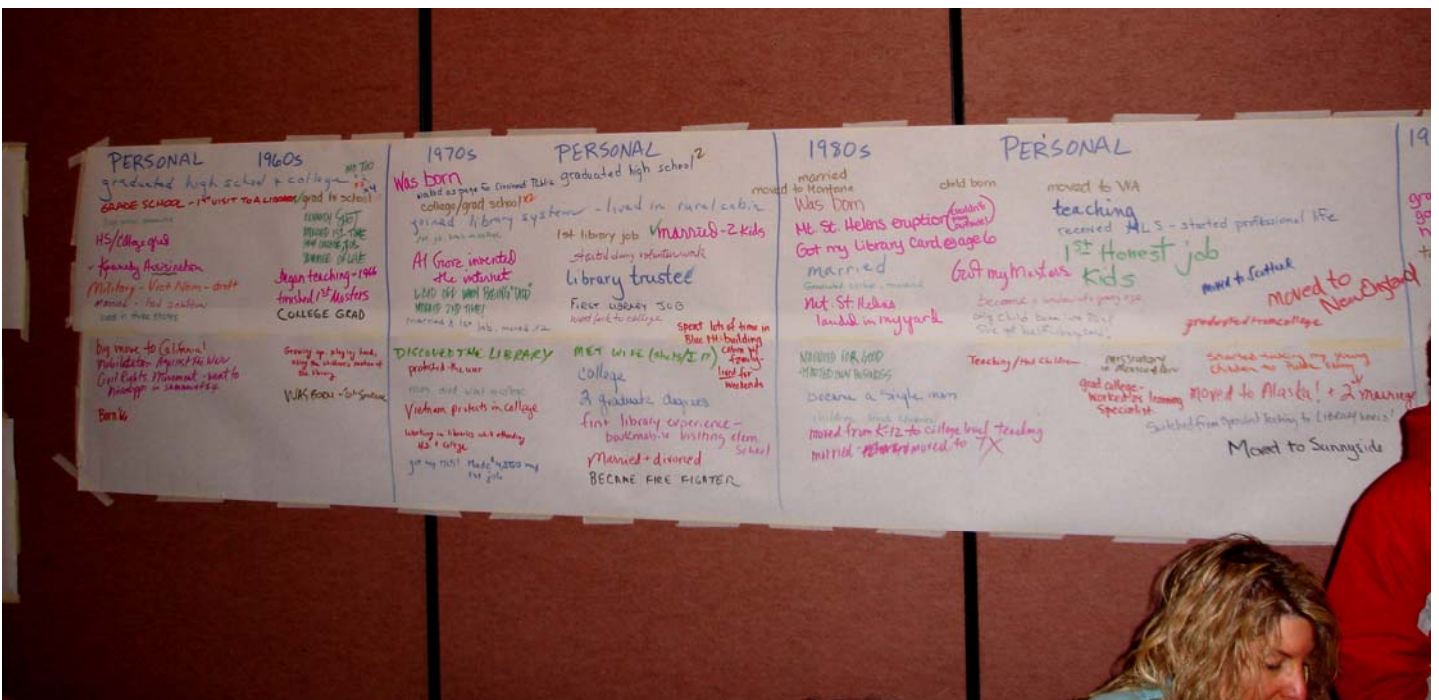
The future search process would be supported by

work with the Strategic Planning Steering Committee and by information about the current state of the Monroe County Public Library.

The Strategic Planning Steering Committee

Consensus would work with the Strategic Planning Steering Committee to plan and implement the future search conference, and to oversee production of the strategic plan. At Consensus, we believe strongly that we do not own a strategic plan and that the plan must be deeply rooted in the institution and the community in order to create change. We are responsible for assuring that the event works well, but the steering committee embeds the process into the fabric of Monroe County.

At its first site visit, Consensus would work with the committee to agree on the central question driving the future search conference. For example, in 2006-07 when we worked with the Washington State Library on a series of future searches around the state, the central question was, "How can libraries and their communities assure



Participants in a future search create a shared picture of their past as an organization, as individuals, and as a community.

excellent libraries in 2012?" The framing of the question has a great deal to do with what happens during the conference.

In addition, we would lead the committee through the important work of selecting the participants for the future search. While Consensus will provide guidance in terms of the best breakdown of participants in terms of the number of students, business leaders, etc., the steering committee knows the community and would be asked to create the list of invitees. Consensus will be responsible for calling and emailing the invitees, but would issue invitations in the name of the steering committee. We would be delighted if committee members wanted to soften folks up a bit by calling them prior to our call.

Not every member of the steering committee would be able to be a conference participant. During the future search, therefore, we would look to steering committee members to be our volunteer base. This will allow the event to run smoothly while giving committee members the chance to experience the event.

After the event, we would ask the steering committee to review and analyze the results with us via conference call, and we would ask the committee to work with us to decide what they want to know from the survey of county residents.

Consensus will return after its survey partner, ETC, has presented the results of the survey. That two-day site visit will focus on generating a draft mission and vision and creating detailed action plans. The plans will take into account both the future search action plans and results from the survey that seem important to incorporate into the final plan. Consensus will work with the steering com-

mittee and/or with staff members to generate tactical plans to go with the strategies from the future search and survey.

Data collection

To create a great plan, you must understand the starting point. To that end, Consensus offers national data comparisons that are done on a consistent and rigorous basis. The Consensus team includes one of the nation's foremost experts in library data and how to apply them to planning. Because of the extensive databases he maintains for the HAPLR Index, Tom Hennen can provide detailed comparisons between the Monroe County Public Library and other libraries nationwide. Comparisons with the rest of Indiana and with other states make it clear when the library is bucking a trend or when a particular difference is significant.

In addition, Hennen provides a clear understanding of tax issues and their impact on libraries. Hennen is often published in national library journals on issues related to library structure and funding. The team's work is distinguished by the richness of its data and analysis on the impact of tax capacity on library funding and on the use of different measures to show how much local residents pay for library services, as well as its understanding of various sources of funding in use among libraries nationwide.

Consensus would provide data on the Monroe County Public Library that would be provided to participants in the future search conference. The data would complement the report of the Future Committee.



The customer survey

ETC Institute will administer a statistically valid random sample community survey of 600 households in Monroe County, to seamlessly integrate into the overall strategic planning team efforts.

ETC Institute is capable of administering the survey entirely by phone or entirely by mail. Given the negative impact that caller ID has had on phone survey response rates in recent years, we recommend administering each survey using a combination of mail and phone to maximize the overall level of response. *This approach is recommended because it gives more residents an opportunity to respond to the survey while enabling ETC Institute to control the distribution of the sample.* Even if people do not respond by mail, people who receive the mailed version of the survey are significantly more likely to respond to the survey by phone because they know the survey is legitimate. The costs for administering the survey by phone only or a combination of mail/phone are the same.

Questions on the survey will be developed in partnership with the Monroe County Public Library and consultant team and address the issues necessary to help “decision makers make better decisions” regarding long-range strategic planning.

The survey will be administered by ETC Institute staff at their corporate facilities including all aspects of mailings, phone calling, development of the database, data entry, etc. By having ETC Institute staff conduct all of the work, they can completely control all project quality and timelines.

We would complete a sampling of 600 households within Monroe County. Results for the entire sampling of 600 households within the County will have a 95% level of confidence with a margin of error of +/-4% overall. ETC Institute will guarantee completion of at least 600 surveys for the community survey. Should more surveys be completed there will be no additional costs to the Monroe County Public Library.



ETC Institute will conduct up to eight (8) cross-tabular comparisons of survey results by key demographic factors, such as gender, age of respondent, length of residency, income, users/non-users of library services, etc. The demographic factors to be cross-tabbed will be selected by the Monroe County Public Library consulting team in consultation with the entire team. Survey results will additionally be compared to results from the 2008 survey as per trends and other factors. The databases for both surveys will be used.

ETC Institute will geocode survey results to the latitude and longitude coordinates of the area where a respondent lives. This technique allows survey data to be integrated with geographic information systems (GIS), which allows your community to “map” survey responses. In addition to enhancing the quality of presentations, these maps can be used to support strategic analysis and decision making. Approximately 90% of surveys can be geocoded.

Geocoding can help identify where gaps exist in service delivery to help the Library identify differences and similarities in service needs by areas of the county. In

addition to geocoding the surveys, ETC Institute will create up to 10 maps of survey results for public presentation.

Importance-Satisfaction Matrix and Ratings

ETC Institute will develop an Importance-Satisfaction Matrix to display the perceived importance of core services against the perceived quality of service delivery. ETC Institute currently provides this analysis for many governmental organizations. The I-S (Importance-Satisfaction) matrix will allow Monroe County Library officials and the consultant team to analyze the survey data as described below.

- **Meeting Priorities (above average importance and above average satisfaction).** This area shows where the agency is meeting customer expectations. Items in this area have a significant impact on the customer's overall level of satisfaction. The agency should maintain (or slightly increase) emphasis on items in this area.
- **Exceeding Expectations (below average importance and above average satisfaction).** This area shows where the agency is performing significantly better

than customers expect the organization to perform. Items in this area do not significantly impact the customer's overall level of satisfaction. The agency should maintain (or slightly decrease) emphasis on items in this area.

- **Areas of Major Concern (above average importance and below average satisfaction).** This area shows where the agency is not performing as well as residents expect the agency to perform. This area has a significant impact on customer satisfaction. The agency should DEFINITELY increase emphasis on these items.



- **Less Important (below average importance and below average satisfaction).** This area shows where the agency is not performing well relative to the agency's performance in other areas; however, this area is generally considered to be less important to residents. This area does not significantly impact the customer's overall level of satisfaction because the items rated are less important to residents. The agency should maintain current levels of emphasis in this area.

Work plan & timeline

Consensus and ETC would accomplish the work plan below. Because action planning occurs at the conference, we can complete the tasks sooner than the timeline in the RFP. The timeline shows the future search conference held in late February or early March. Using some of the

saved time to move the future search a month or so later would add lead time for conference planning and would reduce the likelihood of bad weather getting in the way.

When	Task	Consensus/ ETC	MCPL
January	Review Futures Committee document, etc.	X	
	Interview 6 key stakeholders	X	
	Produce detailed information about MCPL and its relation with other libraries of a similar size.	X	
	Conduct minimal additional research as needed and produce a document to complement the Futures Committee report.	X	
	3-day site visit. Meet with the steering committee and staff to identify stakeholders and venue, and plan for the future search conference.	X	
	Secure donated venue.		X
February	Recruit participants. Consensus will invite participants and track RSVPs, and will request regular communication and help from the library to identify alternates and find contact information.	X	X
	Create materials for participant packets.	X	
	Copy and assemble participant packets.		X
	Finalize participant list. Mail or post online the futures and background document and ask that participants read it in advance.	X	X
	Create facilitator script and plan for documentation.	X	
	Purchase and ship supplies (butcher paper, magic markers, table baskets, sticky dots)	X	
	Purchase or borrow supplies (flip chart pads, flip chart easels, props, any table or room decorations desired)		X
	Order or purchase snacks and meals. Will require two lunches, bagels for three days, and healthy afternoon snacks for two days. Cost is not included in the budget.		X

March	Hold future search conference.	X	X
	Transcribe flip charts, put action plans into spreadsheet, and create report on the conference.	X	
	Via conference call, present conference report and draft of the survey.	X	
April	Conduct survey	X	
May	Present results of survey	X	
	Review future search results in light of the survey to assure that no action steps are left out.	X	
June	Hold two-day site visit to work with steering committee and staff members to created detailed action plans.	X	
	Document the results of the action planning session.	X	
July	Present strategic plan to the strategic planning committee.	X	

The Consensus team

The Consensus team includes people who are national leaders in civic engagement, survey research, and library management. Resumes are included in an appendix.

About Consensus

Consensus is a nonprofit consulting firm that works on client-funded and philanthropically funded projects. Since it was founded in 1984 to give citizens a voice in public policy, Consensus has worked with the community to produce reports on a variety of public policy issues.

In 2004, Consensus released the white paper, *Making Book: Gambling on the Future of Our Libraries*, which received national acclaim. For example, OCLC included it in a recommended reading list, *Public Library Quarterly* printed the executive summary, and schools of library science made it required reading. Consensus has gone on to specialize in research and citizen engagement related to library structure, funding and governance.

Along with its policy studies, Consensus is a leader in citizen engagement. In 2010, Consensus launched The Civility Project, designed to increase civility when the public is involved in difficult issues. After holding 20 focus groups with citizens across the political spectrum, Consensus developed a one-day class on how to improve the methods used to engage the public. This fall, the Consensus team presented its findings at the Dole Institute in Lawrence, Kansas.

Consensus is also a national leader in deliberation. MacNeil/Lehrer Productions selected Consensus four times to serve as the metro Kansas City co-convenor, with KCPT Public Television, of *By the People*. The day of deliberation invites randomly selected citizens to come to public judgment on difficult issues. In addition, Consensus has conducted two studies working with the Kettering Foundation, the Dayton-based operating foundation that conducts research into how to make democracy function as it should.

Consensus has worked with two local libraries to engage members of their communities in deliberation. The Kansas City Public Library asked Consensus to provide a Monroe County Public Library

series of deliberative public forums in 2008-2009. In 2007-2008, the award-winning Johnson County Library and KCPT Public Television hired Consensus to create original discussion guides for four public forums on science-related topics for their IMLS-funded project, Science, INC.

Consensus has also designed and implemented strategic planning, action planning, citizen engagement, and training sessions for a variety of clients. For more information about our work, visit :

- www.consensuskc.org or
- www.consensusconsultants.com.

Previous experience

Libraries face unique issues regarding how they are structured and funded. Changes in society, including new technology and a push for wider units of service, require new responses from libraries. Consensus offers services to libraries that want to consider new ways to operate. Our exemplary research, understanding of industry trends and ability to involve the public and stakeholders in a meaningful way assure positive results.

Washington State Five-year Plan. In 2006-2007, the Washington State Library engaged Consensus to produce a five-year plan for all libraries in the state.

Consensus began by developing a needs assessment that included the results of research, phone interviews with more than 30 stakeholders, and an online survey of library staff, trustees and users.

The Washington State Library then convened four, one-day future search conferences at sites throughout the state, including Everett, Olympia/Tumwater, Spokane and Kennewick. The conferences included library staff members, directors, and trustees, along with key community leaders and youth and adult library users.

During the future search conferences, participants developed a timeline of past events, a map of current trends, and scenarios for the future. They then identified key goals that they wanted to reach and developed action

steps to reach those goals.

The resulting five-year plan is built around visions for the future that inspired participants, with supporting goals and objectives. The five-year plan was the foundation for the state's five-year LSTA plan.

Reference

Rand Simmons, acting state librarian
PO Box 42460
Olympia, WA 98504-2460
360.570.5585
rsimmons@secstate.wa.gov

WCCLS Funding & Governance. In 2008, Washington County Cooperative Library Services, a 14-library cooperative in the county west of Portland, Oregon, hired Consensus to help it consider new ways to structure and fund library services.

The ten-month study, completed in 2009, included detailed findings on the current state of Washington County libraries, public engagement that included the stakeholders of each library as well as unaffiliated citizens, and a process that engaged library leadership in analyzing the current situation and creating their picture of libraries of the future.

In addition, Consensus interviewed library directors around the U.S. whose libraries had undergone mergers or who oversaw other cooperative and federated systems.

Through this process, library leaders decided that their current funding system was not broken enough to drive them to consolidate into one special district. Library leaders realized, though, that there was no guarantee that the current situation would continue and saw many indicators that change was in the offing. The project identified specific steps that the library community would take in case of a crisis, based on a shared understanding of tradeoffs and consequences of different actions.

One consequence of the project was that local libraries identified significant improvements that could be

made within the current structure. Ideas, such as including unincorporated areas in governance and doing more work centrally so that libraries can focus on service, generated energy and excitement. Many were implemented.

Reference

Eva Calcagno, manager
WCCLS Administrative Office
111 NE Lincoln Street, #230-L
Hillsboro, OR 97124-3036
(503) 846-3222
Calcagno@wccls.org
To view reports from the project, go to
http://www.wccls.org/library_services/wccls

Libraries Together in Scott County, Iowa. In 2005-2006, Consensus implemented a ten-month study for libraries in Scott County, Iowa, that received national attention for its use of deliberation to engage the public in deciding what kinds of libraries they wanted. The study is viewed by Iowa officials as having the potential to be a statewide model for restructuring library services. The project combined two Consensus strengths: an understanding of library structure, funding and governance issues; and skill in engaging the public.

Consensus worked with a client team that included directors of the four public libraries in Scott County. It conducted extensive research, including stakeholder interviews and public surveys and meetings, and released reports to the public on the following topics:

- *The current situation.* What is the current status of libraries in Scott County and how are they affected by state laws and policies?
- *Internal efficiency.* How might the four public libraries reduce costs, increase efficiency, and improve the level of service they provide?
- *Collaboration.* What opportunities exist for the four libraries to work collaboratively?
- *Unification.* What would be the benefits and disad-

vantages of creating one unified library serving all of Scott County?

- *Public opinion.* What is the public's view of three options for changing library service: become more independent, collaborate, or unify?
- *Options for action.* The final report provided scenarios showing the likely result of the three options, benefits and disadvantages, and the opinions of the public and various stakeholders groups.

The project was featured in *American Libraries* and *Participation Quarterly*, a publication of the International Association of Public Participation.

Reference

Kim Kietzman, library director

Altoona Public Library

700 8th St. SW

Altoona, IA 500009

kkietzman@altoona.lib.ia.us

515.967.3881

To view reports from Libraries Together, go to http://blog.librariestogether.org/?page_id=2

Consensus team members

Jennifer Wilding, project director. Wilding is director of Consensus and a partner in Consensus Consulting, the organization's social enterprise arm. She is the author of *Making Book: Gambling on the Future of Our Libraries*, an analysis of the structure and funding of libraries in metro Kansas City. She served as team leader for the Washington County Cooperative Library Services, Libraries Together in Scott County, and Washington State Library projects.

Wilding combines an understanding of library structure and funding with broad knowledge of public policy. Since 1986, she has conducted research and worked with citizen committees to produce policy reports on a wide range of issues. Her reports are praised for being neutral, accurate, and written in an accessible, conversa-

Monroe County Public Library

tional style.

Wilding is also a recognized leader in civic engagement. She is one of just 60 individuals selected by AmericaSpeaks, the national leader in large-scale citizen engagement, as a network associate. She has led the Consensus KC Forums project, which was begun by the Ewing Marion Kauffman Foundation and moved to Consensus in 2002. Wilding's work has led to research contracts with the Kettering Foundation and four opportunities to serve as a *By the People* site for MacNeil/Lehrer Productions.

Among Wilding's other clients are the Mid-America Regional Council (the metro Kansas City council of governments), the U.S. Institute for Environmental Conflict Resolution, Kansas City Kansas Community College, Kansas City (Missouri) Public Library, and the Johnson County Library.

In addition, Wilding is a skilled facilitator and trainer who is often called upon to share her process skills. She has trained volunteer facilitators and trained young people and adults in how to work as partners. She has produced nine future search conferences and designed countless community meetings.

Thomas Hennen. Hennen has been a practicing librarian for over 35 years. He is presently the director of Waukesha County Federated Library System in Wisconsin. He previously directed library systems elsewhere in Wisconsin and Minnesota.

Waukesha County Federated Library System has won 9 National Association of Counties Achievement Awards in the last several years, for innovative programs and long-range planning efforts. Hennen has the chair of the Wisconsin Library Association Library Development and Legislation Committee.

Library periodicals such as *Library Journal* and *American Libraries* have published more than 45 of his articles on a wide range of topics, including library futures, standards, and accounting. His book for Neal-Schuman, *Hennen's Public Library Planner*, was pub-

lished in 2004. Hennen has addressed professional library associations in 17 U.S. states, 4 Canadian provinces, and Australia.

Hennen developed Hennen's American Public Library Ratings (HAPLR), which uses data provided by 9,000 public libraries in the United States to create comparative rankings. The rankings have gained media notices in hundreds of communities since their first publication in *American Libraries* magazine almost a decade ago.

Hennen consulted with Consensus on *Making Book*, and served on the Scott County Iowa Consensus project, as well as other Consensus projects and on projects for Hennen's Library Consulting in several states.

Mary Jo Draper. Draper brings expertise in public involvement through facilitation and communications for not-for-profit groups. Building upon 15 years in public radio, she established Draper Communications to help organizations and governments understand the needs and values of the public and communicate more effectively.

Draper holds a BS in journalism from Ohio University and a master's in journalism from the University of Missouri. In her 15 years as news director of KCUR FM in Kansas City, Draper hosted a call-in program on community issues as well as reporting on local topics for both KCUR and National Public Radio.

Draper established Draper Communications in 1999. The firm provides public involvement, facilitation, writing and communications services. The firm's major projects have included:

- **KC Safe City Initiative:** two-year strategic planning initiative for the City of Kansas City, MO. using public involvement to create legislative package of public safety initiatives; adopted by City of Kansas City in 2000;
- **Transportation Public Involvement:** assisting Missouri and Kansas Departments of Transportation in gathering and assessing public input into major road and transportation planning.
- **Library projects with Consensus:** Draper has worked on the WCCLS, Scott County and Washington State

projects.

Other major clients include Kansas City Partnership for Children, MidAmerica Neuroscience Institute, the Ewing Marion Kauffman Foundation, the Missouri Academy of Family Physicians, and the American Academy of Family Physicians.

Draper is a partner in Consensus Consulting.

About ETC Institute

ETC Institute was founded in 1982 by Dr. Elaine Tatham to help local governments gather data from residents to enhance community planning. During the past 25 years, the firm has grown from a small one-person company to a national corporation.

Since its founding, ETC Institute has completed research projects for clients in 46 states. This includes thousands of surveys, focus groups, and stakeholder meetings.

Individuals involved in the Monroe County Public Library project will include a team led by Ron Vine and including Dr. Elaine Tatham and Chris Tatham. Ron is currently serving as a vice president of ETC Institute. Under his leadership, the firm has completed more than 450 surveys for public, non-profit, and private sector clients. The firm is recognized as a national leader in the strategic use of public input for performance measurements, funding decisions, benchmarking, and decision making.

For more than 25 years, Mr. Vine has strategically involved citizens and clients into decision making processes that affected their lives. Mr. Vine is skilled in both the use of quantitative phone and mail survey research efforts and as a facilitator for focus groups and stakeholder interviews. He has more than 15 years experience as a project manager, in a wide range of governmental, non-profit and private sector planning and management studies. He has been the project manager for market research assignments in over 40 states, with public sector clients ranging in size up to over 1 million populations.

Prior to starting work as a private consultant in 1989, Mr. Vine worked for 15 years in a series of high

level governmental administrative positions, including serving as the Chief Administrative Officer for the City of Topeka, Kansas, where he managed a work force of over 1,200 municipal employees as well as an operations and capital budget in excess of \$200 million. In this position, he was one of the first municipal officials in the country to embrace the development of public/private and non-profit partnerships, and the establishment of creative funding strategies such as public foundations as a tool for addressing community needs.

ETC Institute references include the following:

DONNA DZIEDZIC, Executive Director
MARCIA LEBEAU, Director of Administrative Services
Naperville Public Library
200 W. Jefferson
Naperville, Illinois 60540
(630) 961-4100

Project: Needs Assessment Survey

Description: ETC Institute conducted this 2008 citizen survey for this award winning library as foundation for a strategic plan

LINDA TILLSON, Director
Park City Library
1255 Park Avenue
Park City, Utah 84060
(435) 615-5600

Description: ETC Institute conducted a needs assessment survey for the library system in 2008

Project budget

	Personnel	Other costs
Future search event, action planning and production of strategic plan document	\$19,282.00	
Travel (airfare, hotel, meals and rental car)		\$6,568.00
Supplies (butcher paper, magic markers, table baskets, dots, ink and paper, plus shipping)		\$450.00
Total future search	\$26,300.00	
Survey	\$14,500.00	
Travel and supplies		\$4,200.00
Total survey	\$18,700.00	
Total project	\$45,000.00	

The library would be responsible for the cost of snacks and lunches at the future search conference, and for securing 10 flip chart pads and easels as well as props that can be used during the future scenarios. The props should be purchased for very little money at thrift and dollar stores and/or borrowed from staff and committee members.

Terms & Conditions

Consensus requests payment of one third of the total at the beginning of work, one third in the middle and one-third at the end of the project. Payment is expected within 30 days. If the client requests work beyond the terms of the contract, the client and Consensus will negotiate an addendum to the contract.

Appendix: Resumes

Jennifer Wilding

Thomas Hennen

Mary Jo Draper

Elaine Tatham

Christopher Tatham

Ron Vine

Jennifer Wilding

4301 Holmes St.
Kansas City, MO 64110
816.531.5078
jenwilding@consensuskc.org

Highlights of qualifications

- Nonprofit director who led the transition from a traditional grants-funded organization to an entrepreneurial nonprofit, while staying true to the mission.
- Project director whose performance has made her a valued member of high-profile national efforts.
- Researcher and public policy analyst whose reports have received national attention.
- Process expert with deep understanding of how process should work, with proven capabilities in meeting design, facilitation and training.
- Exceptional communicator, able to translate complex topics for laypersons.

Nonprofit leadership

- Identified markets and led board in implementing business plan that grew earned income from 10 percent of the organization's budget to 70 percent in three years.
- Engaged board in identifying new areas of business and new civic endeavors.

Project management

- Soon after entering the field of deliberative democracy, earned a reputation for performance that led to work with national leaders such as the Kettering Foundation, MacNeil/Lehrer Productions and *AmericaSpeaks*.
- Identified libraries as a growth opportunity, built a team and produced large-scale studies for libraries in Iowa, Oregon and Washington State. The Iowa study was profiled in national library and public participation journals.
- Was selected by the U.S. Institute for Environmental Conflict Resolution as Missouri convener for eight-state NEPA study. Based on the success of that work, was chosen by ECR to represent conveners at its national conference.
- Founding director of youth-empowerment project. Merged two distinct organizational cultures into one successful team. Led development of philosophy and services; positioned regional project within national movement.
- Engaged civic leaders and regular folks on task force studies and on COMPASS, a regional visioning effort that involved some 5,000 persons.

Facilitation, training and meeting design

- Produced and facilitated eight future search conferences, and helped produce the first-ever community-wide future search conference.

- Trained moderator corps to lead deliberative discussions on contract with the Ewing Marion Kauffman Foundation. The foundation later moved the project to Consensus largely on the strength of that and other work.
- Moderated focus groups for client and civic projects. On team that presented results of focus groups on civility at the Robert S. Dole Institute.
- Training topics include: public participation methods, youth/adult partnerships, beginning and advanced facilitation.
- Custom designed and led scores of meetings for thousands of participants.

Communications, research and analysis

- Author of policy reports. The most recent was covered in three national library publications and was on the recommended reading lists of OCLC and Americans for Libraries Council.
- Author of deliberative discussion guides for clients and the community. The guides help groups identify what they value most and common ground for action.
- Author of magazine articles, editorials, newsletters, speeches, news releases and brochures for various clients. Nonfiction published in national and local magazines.
- Grant writer for Consensus and other organizations.
- Author of children’s story used as theme for a family entertainment center in Venezuela, and sold in book and CD form. Audio theatre scriptwriter, with one produced by the National Audio Theatre Festivals and another aired on KCUR.

Employment history

2003 - Consensus. Director. Also project director for client-funded work.
 1999-2003 Consensus. Senior associate.
 1998-1999 YMCA of Greater Kansas City. Project director, Promise Project.
 1986-1998 Consensus. Project director, Promise Project. Assistant director, COMPASS. Research associate
 1990- Freelance writing, PR, and facilitation for business and nonprofit clients.
 1982-1986 Freelance writer for national and local magazines

Education

B.A., Urban Affairs, University of Missouri-Kansas City. 1982.

Community involvement

- Member, Kansas Leadership Center “Community Collaboration Academy.” (2010-)
- President, UMKC Arts & Sciences Alumni Board. (2005-)
- Vice president-Governance and Secretary, YWCA of GKC. (2004-2010)
- Member, Kauffman Foundation KC Forums Project Team. (2001-2003)
- YMCA of GKC Community Development Division Advisory Council. (2001-2003)
- Member, Coalition for Community Collaboration Board of Directors. (1997-2001)

Jennifer Wilding

Clients

Public participation

AmericaSpeaks

Johnson County (Kansas) Library

Kansas City Kansas Community College

Kansas Department of Transportation

Kettering Foundation

Libraries Together in Scott County, Iowa

MacNeil/Lehrer Productions

Mid-America Regional Council

Midwest Democracy Project / The KC Star

NewsHour with Jim Lehrer

The Civility Project

Truman Presidential Library

U.S. Institute for Environmental Conflict
Resolution

Washington County (Oregon) Cooperative
Library Services

Washington State Library

Facilitation, training and meeting design

Athenaeum

Carondelet Manor

City of Kansas City, Missouri, Health
Commission

City of Topeka

Columbia (Missouri) Public Schools

Draper Communications

Economic Opportunity Foundation

Ewing Marion Kauffman Foundation

In Focus

Kansas City Free Health Clinic

Kansas City (Missouri) School District

KCResearch

Negro Leagues Baseball Museum

Park University

Truman Medical Center

United Community Services of
Johnson County

United Way of Greater Kansas City

United Way of Wyandotte County

Communications

City of Kansas City, Missouri

Johnson County (Kansas) Library

KC Healthy Kids

Kansas City Magazine

Kansas City Minority Suppliers Council

Pearson

Savvy Magazine

Star Magazine

Sun Publications

White Hutchinson Leisure & Learning

Wyandotte West

Public speaking

Dole Institute

Illinois Library Association

Kansas Association of City/County

Managers

Missouri School Boards Association

United Neighborhood Centers of America

Wisconsin Library Association

Thomas J. Hennen Jr. -Resume

Address

6014 Spring Street
Racine, WI 53406
262-886-1625 Home
262-896-8081 Office
e-mail: thennen@haplr-index.com
Web site: <http://www.haplr-index.com>

Biographical Data

Birthdate: 20 March 1948
Place of Birth: Milwaukee, Wisconsin, U.S.A.
Citizenship: United States

Statement of Professional Vision

A hundred years ago, Wisconsin's first state Librarian, Frank Avery Hutchens had a glorious vision, a vision he shared with Melville Dewey. Hutchens wanted to see a day when one could go to any community in the state and ask not **whether** there is a library but **where** it might be located. In Wisconsin we all enjoy the fruits of that vision today. Every Wisconsin resident can point to at least one library as his or her own. Our vision should be a day when **all** Wisconsin residents (or those of any state) can point to **all** libraries in Wisconsin as their own. With the Internet, not only will they be pointing, but pointing and clicking. Today we need to "Balance the Books and the Bytes." We need to expand Hutchen's vision so that traditional library services AND electronic services that are open to everyone.

Education

1966–1975, University of Wisconsin-Milwaukee.

- Master of Library Science, 1975
- Graduated in top quarter of class. Named to Beta Phi Mu, Library Science Honor Society
- Bachelor of Arts, Sociology, 1972
- Worked full time while attending, paid own expenses, graduated debt-free.

1962-66, Marquette University High School, Milwaukee, Wisconsin

- **High School Graduate, 1966.**
Attended competitive college prep school on partial work-study scholarship.
Worked part-time to pay tuition. Graduated in top quarter of class.
-

Honors and Awards & Professional Activity

- National Association of Counties Achievement Awards. A total of 5 awards for Waukesha County Library System in 2003 and 2004.
 - Chair of Wisconsin Library Association Library Development & Legislation Committee, 2004. Member since 2001.
 - Served on the 2002 Wisconsin Department of Public Instruction Library Legislative Task Force.
 - Authored the HAPLR Index. It is featured in the January and September 1999 issues of American Libraries magazine, as well as the October 2000 and 2002 issues. It has received newspaper, magazine and television coverage all over the country. The article was so well received and frequently requested that it alone was posted on the American Libraries Online web site at: <http://www.ala.org/alonline/archive/hennen.pdf>
 - Appointed in 2000 by State Superintendent of Public Instruction to chair the Library Services and Technology Act Advisory Committee.
 - Dr. Alan Bundy, the 2001 president of the Australian Library and Information Association called for the creation of an Australasian index similar to the HAPLR Index in his address, "***How Far They Have Come - How Far They Must Go: Australian Public Libraries at Century's End,***" at the National Public Library Conference, Perth 14-17 November 1999. At: <http://www.library.unisa.edu.au/papers/howfar.htm>
 - John Berry, III in his April 15, 1999 **Library Journal** Editorial entitled "***On the Uses of Recognition,***" citing the author's HAPLR Index, says that whenever any library is honored, every library benefits. http://www.ljdigital.com/articles/views/editorial/19990415_4450.asp
 - Elected President of the System and Resource Library Administrators' Association of Wisconsin (SRLAAW) for an unprecedented four terms, 1992 to 1996. Worked on numerous SRLAAW committees, including the one that revised state aid formula proposal for 2000-01 in a manner that will increase the stability of the formula as well as the per capita distribution element.
 - Invited to provide keynote testimony to the Wisconsin Legislature's Legislative Council Study Committee on Libraries in 1996. Frequently provide testimony on other bills as well.
 - 1988 OCLC Invitational Conference on the Future of the Public Library in the 21st Century. -- One of 50 national library leaders selected.
 - Article on "*Attacking the Myths of Small Libraries,*" selected by peer jury for annual publication in **Best of Library Literature: 1986.**
 - April 15, 1986 **Library Journal** news article on page 20 by Editor Karl Nyren. -- Cited as one of three national leaders in rural library service development.
 - 1980 Library Public Relations Council Award received at American Library Association Annual conference for innovative services to library users.
 - 1977. Elected to Beta Phi Mu International Library Science Honor Society.
-

Work Experience

1999-present: Administrator, Waukesha County Federated Library System.

- Waukesha County Federated Library System is a single county federated library system serving 345,000 residents through 16 independent libraries in Waukesha County. The total system-wide operating budgets for 2005 are over \$15 million (US\$).
- Within first six months brought substantial peace to what was nearly open warfare among the system's 16 independent libraries. The libraries voted unanimously to recommend to the Board a revised plan for funding and services. Prior to that there had been threats to dissolve the system and the state library agency had been called in to conduct a performance audit demanded by the local library boards.
- In 2001, a blue ribbon task force made Waukesha County only the second county in the state to adopt required public library standards for its 16 libraries.
- National Association of Counties Achievement Awards. NACO provides Achievement in 23 categories nationally. In 2002 it presented 4 awards in Wisconsin. Three were to Waukesha County Federated Library System for innovative library services.

1983–1999: Administrator, Lakeshores Library System, Racine, WI

- Lakeshores Library System is a two county federated library system serving 243,000 residents through 15 independent libraries in Racine and Walworth counties. The total system-wide operating budgets for 1999 were over \$7 million (US\$).
- Retained a “lean and kind” philosophy. Lakeshores maintained a minimal staff and office overhead so it can distribute the maximum amount of funds to libraries.
- Organized new system, overcoming severe animosities between some of the library participants.
- Increased county funding fourfold to make counties better partners with city and village libraries.
- Maintained intersystem agreements for resident circulation across borders with all systems in the state since 1988.

1975–1982 - Director, Watonwan County Library, St. James, MN

- Managed consolidated county library system with headquarters and four branches. The total system-wide operating budgets were under \$0.5 million (US\$).
 - Achieved the highest per capita circulation in the state, increased funding substantially, but retained low cost per circulation and high staff output.
 - Rural service to farmers program was nationally recognized
-

Publications

- “*Building Bridges Through Consensus*,” in *American Libraries*, August 2006, pg. 34-35.
- **Libraries Together** In January 2006 Hennen Library Consulting finished working with a team headed by Jennifer Wilding of KC Consensus on forms of library governance in the Quad Cities area of Iowa.
- "**HAPLR Ratings 2005**," in **American Libraries**, October 2005, pg 42-48.
- "**Is There a Library Consolidation in Your Future?**" in **American Libraries**, October 2005, pg 49-51.
- "**Best (and Worst) Averages in the Library Majors**," in **American Libraries**, October 2005, pg 52-53.
- "**Stand Up for Libraries**," in **American Libraries**, June/July 2005, pg 46- 48.
- "**Library Impact Fees**," in **Public Libraries**, May/June 2005, pg. 169- 175.
- "**The Normative Data Project: Just What We Need?**" in **American Libraries**, Apr2005, Vol. 36 Issue 4, p81, 1/2p
- **Hennen's Public Library Planner: A Manual and Interactive CD-ROM** Neal-Schuman Publisher
ISBN: 1-55570-487-5 . 2004 . 8 1/2 x 11 . 300 pp.
- "**HAPLR Ratings 2004**," in **American Libraries**. October 2004, pg. 54-59.
- "**The Challenge of Wider Library Units**," in **Library Journal**. September 15, 2004. Pg. 36-38. Available on the web at:
<http://www.libraryjournal.com/article/CA452290?display=FeaturesNews&industry=Features&industryid=1987&verticalid=151>
- "**Restore Our Destiny: Full not Plural Funding**," in **American Libraries**, August 2004. Pages 43-45.
- "**Great American Public Libraries: HAPLR Ratings 2003**," **American Libraries**. October 2003. Available on the world wide web at:
http://www.ala.org/Content/ContentGroups/American_Libraries1/ALOnline_Home_Page_Content/hennen2003.pdf
- "**Performing Triage on Library Budgets in the Red**," in **American Libraries**. March 2003, pg. 36.
- "**Great American Public Libraries: The 2002 HAPLR Ratings**," in **American Libraries**. October 2002. Available on the world wide web at:
<http://www.ala.org/alonline/news/special.html>
- "**Are Wider Library Units Wiser?**" in **American Libraries**. June/July 2002, pg. 65+
- "**Do You Know the Real Value of Your Library?**" in **Library Journal**, 6/15/2001, Vol. 126 Issue 11, p48, 3p
- "**Great American Public Libraries: HAPLR Ratings 2000**." In **American Libraries**, October 2000. Pages 50 to 54. Available on the World Wide Web at:
<http://www.ala.org/alonline/archive/hennen2.pdf>
- "**Catalog as Community: A Metadata Meditation**" by Thomas J. Hennen Jr. in **Library Computing** (Formerly Library Software Review) March/June 2000; v 18, n 1/2.
- **Webliographic Essay Adjunct to “Why We Should Establish a National System of Standards**,” in **American Libraries**, March 2000. Page 43+
<http://www.haplr-index.com/StandardsPortalPage.htm>
- "**Why We Should Establish a National System of Standards**,” in **American Libraries**, March 2000. Page 43+
- "**Celebrating the Best Ranked HAPLR Index Libraries in Ohio**." December 9, 1999. Available on the World Wide Web at:
<http://www.haplr-index.com/OCLCPressRelease12Dec99.htm>

- **"Great American Public Libraries: Round Two."** In American Libraries, September 1999. Pages 64 to 68. Available on the World Wide Web at: <http://www.ala.org/online/archive/hennen2.pdf>
- **"Index Rates Wisconsin Libraries Highly,"** in Communique, a publication of the Wisconsin Library Association. Spring 1999. Page 5.
- **"Building Benchmarks to Craft a Better Library Future,"** in APLIS (Australasian Public Libraries and Information Services) June 1999, pages 52 to 59. Available on the World Wide Web at: <http://www.haplr-index.com/APLISHAPLR99.pdf>
- **"Go Ahead, Name Them: America's Best Public Libraries,"** in American Libraries, January 1999. Pages 72 to 76. Available on the World Wide Web at: <http://www.ala.org/online/archive/hennen.pdf>
- **Hennen's American Public Library Rating Index (HAPLR)**. Available since January 1999 on the World Wide Web at: <http://www.haplr-index.com>
- **"Invited Introductory Testimony to the Wisconsin Legislative Study Committee on Libraries"** - October 3, 1996. Available on the World Wide Web at: <http://www.haplr-index.com/LEGCOU96FINAL.htm>
- **"OCLC Invitational Conference on the Future of the Public Library: Public Librarians Take Cool View of Future,"** in American Libraries magazine. Volume 19, Number 5, May 1988. Pages 390-392.
- **"Attacking the Myths of Small Libraries,"** in American Libraries magazine. Volume 17, Number 11, December 1986. Pages 830-834.
- **"Rural Libraries,"** in American Libraries magazine Volume 17, Number 5. May 1986. Page 323.
- **Bylined Book Review Column:** Quarterly column in American Library Association's Booklist magazine from 1980 to 1986.
- **"Seeds of Power,"** Self published pamphlet, 1980, 1981. 1985. Sold to over 3,000 libraries in 50 states and 6 Canadian provinces.
- **"The Effect of Publisher's Book Promotions on Interlibrary Loan,"** in Research & Reality: Library Services to Rural Populations. Published by the American Library Association, 1982. Pages 48- 57.
- **"Library Services to Farmers."** American Library Trustee's Association Publication Number 3. Published in 1981 by the American Library Association. 6 page pamphlet.
- **"Catalog Stores, Smoky the Bear, Stone Soup and Libraries,"** the main paper in Occasional Papers of the Minnesota Library Association 1981. Pages 1-6.
- **"Popular Farm Magazines,"** in Serials Review. Volume 7, Number 3. July/September 1981. Pages 12-14.
- **"Publicity for Rural Areas,"** in Library P.R. News. Volume 13, Number 6. November/December 1980.
- **"Using the Minnesota Statutes, Code of Agency Rules, and State Register,"** in Minnesota Libraries magazine. Spring 1980. Pages 48-56.
- **"Serving the Last Minority,"** in Library Journal Special Report Number 6. 1978. Pages 46 to 50.
- **"Let There Be Peace in Children's Literature,"** in Language Arts. Volume 54, Number 1. January 1977.

Conference Presentations

- *Wider Units of Service* presentation – Wisconsin Library Association October 31, 2006.
 - *Full or Plural Funding Debate Between Tom Hennen and Steve Coffman. March 2006 PLA Conference:* <http://www.libraryjournal.com/article/CA6328068.html>
 - *HAPLR Rating System and Ohio Libraries. Ohio Library Council, October 6, 2005.*
 - *Wisconsin Library Association, Fall, 2003, 2004, 2005. Legislative Updates.*
 - *HAPLR Library Rating System, Tennessee Perspective.* Tennessee Library Association Conference March 26-28, 2002 Nashville Convention Center Nashville, TN
 - *The Great GASB 34 Auditing Challenge.* Tennessee Library Association Conference March 26-28, 2002 Nashville Convention Center Nashville, TN
 - *Presentation on HAPLR Ratings* to the Long Island Library Conference, May 2001. http://haplr-index.com/SpecialReporNassauSuffolk_NY.pdf
 - *The Best Libraries in America? An Explanation of the HAPLR Index,* at the Public Library Association Annual Conference April, 2000 in Charlotte, NC USA. Available on the World Wide Web at: <http://www.haplr-index.com/PLACharlotteSpeech2000>
 - *Presentation on HAPLR Ratings* to North Suburban Library System (Illinois, USA). February 15, 2000. Available on the World Wide Web at: http://www.haplr-index.com/NorthernIllionisLS_IL_files/frame.htm
 - **Online Library Computing Consortium (OCLC) Awards Luncheon** in Columbus, Ohio, USA. Tribute to the five libraries in Ohio that finished number one in their respective population categories in the HAPLR Index. Available on the World Wide Web at: <http://www.haplr-index.com/OCLCPortalDec1999.htm>
 - Explaining the HAPLR Index. Wisconsin Library Association Annual Conference. October 1999.
 - **Getting Library Help from Local, County, and State Legislators** – Wisconsin Library Association Annual Conference. Wednesday, October 28, 1999. Available on the World Wide Web at: <http://www.haplr-index.com/WLALegProgOct1998.htm>
 - **To Count or not to Count: Measuring Library Use in a Wired Age.** Wisconsin Library Association Presentation. October 30, 1998. Available on the World Wide Web at: <http://www.haplr-index.com/WLACirculStatsOct1998.htm>
 - Invited *Introductory Testimony to the Wisconsin Legislative Council Study Committee on Libraries* - October 3, 1996. The committee wrote the biggest revision to Wisconsin Library Law in 25 years. Available on the World Wide Web at: http://www.haplr-index.com/LEGCOU96_FINAL.htm
 - Public Library Association Annual Conference, St. Louis, MO, USA. 1986. Main speaker for program titled "*Positively Main Street; library services to retail businesses.*"
 - American Library Association Annual Conference, Philadelphia, PA, USA. 1982. Panel member for program titled "*Library Services to Rural Populations.*"
 - American Library Association Annual Conference, New York, NY, USA. 1980. Speaker for program titled "*Publicizing Rural Library Services.*"
 - "*Sowing the Seeds of Power*" workshops. 1979-87. Conducted a total of 22 sessions of this continuing education workshop for library associations and systems in twelve U.S. states and three Canadian provinces.
 - University of Wisconsin Extension Lecturer 1981-83. Conducted two "*Focus on the Small Library*" courses for a total of 16 hours.
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Mary Jo Draper Communications

3625 Pennsylvania
Kansas City, MO 64111
816-753-4429
www.draperscom.com

- OBJECTIVE** Public involvement, facilitation, strategic planning, public relations and writing contract work.
- EXPERIENCE** 30 years of experience in communications including facilitation; interviewing; public involvement; print, broadcast and internet writing; newsletter design; media relations; strategic planning; online and traditional research and editing; web page content development; digital photography.
- EDUCATION** **BS, journalism. Ohio University, Athens, Ohio. 1974**
MA, journalism. University of Missouri/Columbia. 1984.
Computer Skills. Word, Excel, PowerPoint, HTML web design.
- EMPLOYMENT**
1999--present **Sole Proprietor/Draper Communications.**
Public involvement, strategic planning, public relations, writing and communication projects for City of Kansas City, Kansas City Partnership for Children, Kansas City Consensus, MidAmerica Neuroscience Institute, the Kauffman Foundation, Missouri Academy of Family Physicians, Doc COMMUNICATIONS, etc.
- Major projects:**
KC Safe City Initiative: two-year strategic planning initiative using public involvement to create legislative package of public safety initiatives; adopted by City of Kansas City in 2000 (with the Rosselli Group).
Libraries Together: Strategic planning effort using public forums to assist four Iowa libraries in working together, with Consensus.
- 1990-1999 **News Director/Talk Show Host, KCUR FM, Kansas City, Mo.**
Host of weekly issue-oriented call-in program. Reporter and editor on local topics for KCUR and National Public Radio.
- 1984-1990 **Radio Reporter, KCUR-FM, Kansas City, Mo.**
Reported on City Hall, issues in the Kansas City area.
- 1982-1983 **Staff Newspaper Reporter, The Legal Advertiser, Detroit, Mich.**
Reporter for weekly paper serving legal community. Wrote stories, helped with layout and proofreading.
- 1980-1983 **Public Relations, Citizens for Better Care, Detroit, Mich.**
Provided assistance and advice to nursing home residents.
- 1975-1977 **Managing Editor, The Milford Advertiser, Milford, Ohio.**
Served as reporter, editorial writer, columnist and photographer for award-winning weekly newspaper; did layout and page design. Supervised office and editorial staff.

DR. ELAINE TATHAM, PRESIDENT, ETC INSTITUTE

Education

M.B.A., Management, Kansas State University, 1996, first in class

Education

Ed.D., Educational and Psychological Research, University of Kansas, 1971

M.A., Mathematics, University of Kansas, 1960

B.A., Mathematics, Carleton College, 1958

Professional Affiliations

Olathe Medical Center Board of Trustees, member.

National Association of Women Business Owners

Institute of Management Consultants (New York City)

Mathematical Association of America; served as president of the Kansas Section from 1979-80

City of Olathe, KS, Planning Commission, 1982 to 1992; served as chair 1987-88

Mid-America Regional Council: Urban Core Growth Strategies Committee (1991-92)

Citizens' Advisory Committee to the Kansas City Power & Light Company (1982-1990)

Experience

Dr. Tatham has served as the project manager and/or research manager on over 1,500 public opinion surveys across the country for a wide range of public, non-profit, and private sector clients. Research efforts she has lead have included projects related to customer satisfaction research; transportation research; public utilities research; libraries research; children's education and social welfare research; health care research; parks and recreation research; non-profit research, etc.

Dr. Tatham has both the experience and academic credentials to design and administer all aspects related to research projects including: research design, information management, statistical applications, and analysis, quality control of research processes, and make a final assessment of the results. She is a certified management consultant through the Institute of Management Consultants (New York City). She was for 20 years an adjunct lecturer in the University of Kansas graduate Engineering Management program. Her specialties include operations research, forecasting, and system simulation for management decision-making.

Dr. Tatham was a member of the Olathe Planning Commission for almost ten years and served as chair of the commission. She is currently a member of the Board of Directors for Olathe Medical Center and serves as chair of the patient satisfaction committee. She has been instrumental in the design and successful administration of patient satisfaction surveys for more than a dozen health related organizations.

Dr. Tatham has served as the research manager for over 700 governmental organizations during the past five years including:

Aberdeen (SD)	E. Baton Rouge (LA)	New Haven (CT)	State of Kansas
Aiken (SC)	East Providence (RI)	Normal (IL)	State of Missouri
Albemarle County (VA)	Elk Grove (IL)	Northville (MI)	State of North Carolina
Arlington County (VA)	Fort Wayne (IN)	Oakland County (MI)	State of Rhode Island
Atlanta (GA)	Fulton County (GA)	Palm Desert (CA)	State of South Carolina
Auburn (AL)	Greenville CT (SC)	Park City (UT)	State of South Dakota
Bend (OR)	Henderson (NV)	Peoria (AZ)	Superior (CO)
Bloomington (IN)	Huron (OH)	Platte County (MO)	Tempe (AZ)
Blue Springs (MO)	Kansas City (MO)	Portland (OR)	Temple (TX)
Boonville (MO)	Kent (WA)	Pinellas County (FL)	Tucson (AZ)
Broward County (FL)	Key Biscayne (FL)	Richmond (VA)	The Woodlands (TX)
Canon City (CO)	Las Vegas (NV)	Rock Island (IL)	Tyler (TX)
Cedar Rapids (IA)	Lawrence (KS)	Rutland (VT)	Union County (PA)
Champaign, IL	Lee Summit (MO)	San Francisco (CA)	University Place (WA)
Chandler (AZ)	Lindenhurst (IL)	Sheridan (WY)	University of Missouri
Claremont (NH)	Lucas County (OH)	Shoreline (WA)	Wake County (NC)
Columbia (MO)	Miami (FL)	St. Charles Ct. (MO)	Westchester Ct. (NY)
Deerfield (IL)	Mundelein (IL)	St. Louis County (MO)	West Des Moines (IA)
Denver (CO)	Moon Township (PA)	St. Paul (MN)	Wheeling (IL)
Des Moines (IA)	Morris County (NJ)	South Burlington (VT)	Winnetka (IL)
Durham (NC)	Naperville (IL)	Springdale (AR)	Yuma (AZ)

Dr. Tatham is currently serving as the senior executive and principal owner of ETC Institute a company that provides management consulting services including marketing research, demography, information management, statistical applications, strategic planning, forecasting, simulation, and operations research for management decision-making. The firm's focus is on the acquisition and display of information for management decision-making. Clients include businesses, public school systems, colleges, vocational technical schools, governmental units, and not-for-profit agencies.

CHRISTOPHER E. TATHAM, VICE PRESIDENT, ETC INSTITUTE

Education

M.B.A., Management, Kansas State University, 1996, first in class

B.A., Princeton University, Political Science/Economics, 1990, magna cum laude

Certificate of Proficiency in Latin American Studies, Princeton University, 1990

Professional Affiliations

Chair of the Citizen for Parks Sales Tax Initiative that resulted in the passage of a multimillion voter referendum for parks and recreation improvements

Strategic Planning Committee, City of Olathe, Kansas

Board of Directors, Olathe Chamber of Commerce

Parks and Recreation Board, City of Olathe, Kansas

Convention and Visitors Bureau of Olathe, Kansas

Market Research Association

Experience

Mr. Tatham is one of the nation's leading authorities on the development of qualitative and quantitative customer satisfaction research for state and local governments. During the past ten years, he has designed and implemented customer satisfaction assessments for more than 300 governmental agencies in 44 different states.

He has superior skills for planning and coordinating complex tasks that are required for the successful administration of comprehensive customer satisfaction research programs. During the past year, he managed more than \$2.5 million dollars worth of research projects with budgets ranging from \$2,000 to more than \$900,000.

Mr. Tatham is a highly skilled interviewer and focus group facilitator. His experience includes interviews with foreign cabinet members, Heads-of-State, ambassadors, and numerous leaders at all levels of government and business in the United States, Mexico, and Canada. His communication skills (both English and Spanish) are excellent and he is extremely successful at getting quality feedback. During the past year, he facilitated more than 75 focus groups and nearly 200 stakeholder interviews.

Recent presentations and talks given by Mr. Tatham to regional and national audiences include: "How to Increase Customer Satisfaction with Effective Communication," (American Waterworks Association Research Foundation - Washington, D.C.); "How Municipal Departments Can Implement Effective Customer Satisfaction Programs on a Limited Budget," (Government Training Institute of Kansas and Missouri); "Benchmarking Citizen Satisfaction with the Delivery of Governmental Services" (Mid America Regional Council - Kansas City, MO); "Best Practices in Community Survey Research," National Association of Counties - New Orleans).

His representative project experience is briefly summarized below:

Mr. Tatham originally developed and implemented ETC Institute's *DirectionFinder® Survey* in the late 1990s. Today, the survey allows more than 150 communities across the United States to objectively assess community priorities and customer satisfaction against regional and national benchmarks for a wide range of governmental services.

Mr. Tatham has managed surveys in more than 300 city and counties in North America, including 9 of the 20 largest U.S. cities and 11 of the 20 largest U.S. counties. Some of the large communities where he has managed surveys are listed below:

- Atlanta, Georgia
- Austin, Texas
- Broward County, Florida
- Buffalo, New York
- Colorado Springs, Colorado
- Columbus, Ohio
- DeKalb County, Georgia
- Denver, Colorado
- Detroit, Michigan
- Dupage County, Illinois
- Fairfax County, Virginia
- Fort Lauderdale, Florida
- Fort Worth, Texas
- Fulton County, Georgia
- Harris County, Texas
- Houston, Texas
- Kansas City, Missouri
- Las Vegas, Nevada
- Long Beach, California
- Louisville, Kentucky
- Miami, Florida
- Miami-Dade County, Florida
- Nashville, Tennessee
- Norfolk, Virginia
- Oakland, California
- Oklahoma City, Oklahoma
- Providence, Rhode Island
- Riverside County, California
- San Antonio, Texas
- San Bernardino County, California
- San Diego, California
- St. Louis, Missouri
- St. Paul, Minnesota
- Tarrant County, Texas
- Tucson, Arizona
- Washington, D.C.
- Wayne County, Michigan
- Westchester County, New York

Transportation Research Experience.

Mr. Tatham also has a very comprehensive understanding or a wide range of transportation issues. In 2004, he presented an overview of best practices in customer satisfaction for departments of transportation at American Association of State Highway Transportation Official's national conference. Some of the large organizations for whom Chris has managed transportation related market research include:

- Colorado Department of Transportation
- Iowa Department of Transportation
- Kansas Department of Transportation
- Missouri Department of Transportation
- Oklahoma Department of Transportation

- South Dakota Department of Transportation
- South Carolina Department of Transportation
- North Carolina Department of Transportation
- Texas Department of Transportation
- CalTrans (California Department of Transportation)
- Southern California Association of Governments
- The Southeast Michigan Council of Governments
- U.S. National Park Service

Other Experience:

- Mr. Tatham has designed and managed **Employee Surveys/Organizational Health Assessments** for dozens of local governments.
- Chris managed a large international research project for the American Waterworks Association Research Foundation (AWWARF) that identified ways that water utilities and local governments can use communication strategies to increase customer satisfaction. The findings were published as a book in 2004.
- *Mr. Tatham has served as a political advisor and conducted survey research that led to voter approval of projects valued at more than \$2 billion during the past four years, including:*

Recent Publications on Customer Satisfaction Related Issues

- ‘Ten Steps To Increase Customer Loyalty.’ *Services*, Vol. 25, No. 5 (May), 2005.
- ‘Increase Customer Loyalty in 10 Easy Steps.’ *HVACR Distribution Today*, Winter 2004/2005
- ‘Steps to Customer Loyalty.’ *NAHAD News*, February, 2005.
- ‘Inspecting What You Expect Keeps Customers Coming Back.’ *e-Mhove*,
- ‘Market Research: The Key to Creating Loyal Customers.’ *Chemical Distributor*, 2005, Vol. 27, No. 1 (Jan.).

Current Position

Mr. Tatham is currently serving as **Senior Executive Vice President and Chief Operating Officer** for ETC Institute. Mr. Tatham is currently a senior manager for a 62-person, market research firm that specializes in the design and administration of customer satisfaction research for governmental, nonprofit, and private organizations. Areas of emphasis include: transportation, planning and zoning, parks and recreation, public safety, and utilities. Under his leadership as Director of Operations, the company’s sales have increased by more than 1500% since 1996. The company was recently selected as one “One of the Best Places to Work in Kansas City” by the Kansas City Business Journal. ETC Institute also received the prestigious “Top 10 Small Businesses in Greater Kansas City” award from the Greater Kansas City Chamber of Commerce; the firm was selected from more than 1700 nominees.

RON VINE, VICE PRESIDENT

Education

M.S., Public Administration, University of Illinois, 1975

B.S., History, University of Illinois, 1973

Experience

For more than 25 years, Mr. Vine has strategically involved citizens and clients into decision making processes that affect their lives, with these efforts resulting in over \$2.5 billion of voter approved initiatives for a wide range of public projects.

Mr. Vine has worked on over 600 public opinion surveys and strategic planning and consulting assignments for a wide variety of community projects, including libraries, parks and recreation strategic and master plans; transportation research; water, waste water and storm water utility research; customer satisfaction research, comprehensive plan research; non-profit research, etc. He has extensive highly successful experience assisting communities with projects leading to sales tax and other tax referendums. Mr. Vine has directed survey efforts in 46 states across the United States, with public sector clients of various sizes ranging up to over 5 million populations.

Mr. Vine is skilled in both the use of quantitative phone and mail survey research efforts and qualitative research. He has served as a facilitator for over 500 stakeholder interviews, focus groups, public forums and consensus building workshops. Ron is considered one of the nations leading experts in the use of **benchmarking research** to assist communities in understanding the results of their citizen survey data, developing realistic performance measurements, and short and long range strategic decision-making.

Prior to starting work as a private consultant in 1989, Mr. Vine worked for 15 years in a series of high level governmental administrative positions, including serving as the Chief Administrative Officer for the City of Topeka, Kansas where he managed a work force of over 1,200 municipal employees as well as an operations and capital budget in excess of \$200 million. In this position, he was one of the first municipal officials in the country to embrace the development of public/private and non-profit partnerships, and the establishment of creative funding strategies such as public foundations as a tool for addressing community needs. Mr. Vine's unique experience in the public, non-profit, and private sectors have proven to be of tremendous benefits to his clients.

Mr. Vine has considerable experience conducting quantitative and qualitative research for large scale planning studies involving other design, planning and economics consultants. He is a recognized expert in the financial operations of public governments and non-profits and is particularly skilled in the development of innovative public private partnerships to provide needed customer services, while reducing the tax costs to construct and operate facilities.

Mr. Vine client list includes the following agencies:

Aberdeen (SD)	Fulton County (GA)	Oakland County (MI)	State of Connecticut
Aiken (SC)	Glendale (AZ)	Orlando (FL)	State of Kentucky
Arapahoe Ct. (CO)	Glenview (IL)	Palm Desert (CA)	State of Rhode Island
Arlington County (VA)	Henderson (NV)	Park City (UT)	State of Texas
Atlanta (GA)	Highland Park (IL)	Peoria (AZ)	Superior (CO)
Austin (TX)	Kansas City (MO)	Platte County (MO)	Tamarac (FL)
Bend (OR)	Kettering (OH)	Pinellas County (FL)	Tempe (AZ)
Bloomington (IN)	Key Biscayne (FL)	Prince William Ct. (VA)	Teton Ct./Jackson (WY)
Canton (M)	Las Vegas (NV)	Portsmouth (VA)	The Woodlands (TX)
Carol Stream (IL)	Lawrence (KS)	Richmond (VA)	Tyler (TX)
Cedar Rapids (IA)	Lee Summit (MO)	Rock Island (IL)	Union County (PA)
Champaign, IL	Lemont (IL)	Round Rock (TX)	United State Army
Claremont (NH)	Lindenhurst (IL)	Rutland (VT)	University Place (WA)
Columbia (MO)	Los Angeles (CA)	San Diego (CA)	University of Missouri
Deerfield (IL)	Lubbock (X)	San Antonio (TX)	U.S. Park Service
Denver (CO)	Mecklenburg Ct. (NC)	San Francisco (CA)	Virginia Beach (VA)
Des Moines (IA)	Mesa (AZ)	Sheridan (WY)	Wake County (NC)
E. Baton Rouge (LA)	Miami (FL)	Shoreline (WA)	Westchester Ct. (NY)
Edina (MN)	Monmouth Ct. (NJ)	Somerset Ct. (NJ)	Wheeling (IL)
Erie (CO)	Morris County (NJ)	St. Louis County (MO)	Winnetka (IL)
Elk Grove (IL)	New Haven (CT)	St. Paul (MN)	
Ft. Lauderdale (FL)	Northbrook (IL)	South Burlington (VT)	
Fort Wayne (IN)		Springdale (AR)	

Mr. Vine is a regular speaker at numerous state and national conferences and workshops on conducting statistically valid surveys for public and non-profit projects and using survey feedback in strategic planning, master planning, voter elections, and short and long range decision making.

Mr. Vine is currently serving as a ***Vice-President of ETC Institute***. The firm is recognized as a national leader in the strategic use of public input for strategic planning, customer satisfaction and importance identification, performance measurements, funding decisions, benchmarking, and strategic decision making.

Request for Proposals Facilitate Strategic Planning Process

Description of Work

The Monroe County Public Library is seeking a consultant to participate in preparation of the Library's next strategic plan. The Library's current strategic plan is available at <http://www.monroe.lib.in.us/administration/newstratplan.html>. Although the plan is scheduled to expire at the end of 2011; we plan to request that the Board extend it through 2012.

Background

The library serves 138,000 residents of Monroe County, Indiana, home of Indiana University. The library provides service through a Main Library in downtown Bloomington, a branch in Ellettsville, and outreach services including a bookmobile, homebound, van, and jail service. In addition to comprehensive library services, the library also hosts homework help, an active adult literacy program, and a community access television station with five channels.

The library enjoys strong community support and is consistently ranked among the top ten public libraries of its size in the country. In 2010, circulation exceeded 2.6 million items (ranked 15th in the nation in per capita circulation) and patrons made more than a million visits. The library supported nearly 220,000 public computer sessions. 54,269 people participated in 2,091 library programs and the library hosted 1,229 meetings of local community groups (a lower number than usual, due to renovation).

The library Board has taxing authority, limited by state law and review by County Council. In 2011, the library has an operating budget of just over \$7,000,000, plus a capital projects fund of \$400,000 and a debt service budget of \$2,000,000. In 2012, the library will pay off its debt service and will lose approximately \$500,000 in operating income as a result. Plans are currently underway to secure a three-year general obligation bond that will help the library keep operating funding at current levels. At the same time, the state's property tax caps and the downturn in the economy will continue to impact the library's budget, resulting in unknown, but almost certainly increased losses each year.

The library has undergone several significant improvements in the last few years:

- Added a children's room at the Ellettsville Branch
- Remodeled the Main Library
- Dramatically increased use of express checkout
- Replaced bar code checkout with RFID checkout and security and installed automated materials handling
- Initiated downloadable books and music services
- Expanded homework help for K-12 students
- Automated author alert service and added bestseller express for movies and books
- Instituted a process improvement approach

During the next few years, the library anticipates rapid change in its operating environment:

- Dramatic changes in the publishing industry, as primary producers of books, music, and movies move toward digital distribution of content
- Dramatic changes in the telecommunications/information industry, as mobile devices become ever-more important in individuals' lives
- Significant changes in patrons' learning and information seeking behaviors
- Constrictions in funding and to the library Board's decision-making authority, as state government takes an activist role in local government control

Scope of Work

The library seeks a consultant to facilitate a strategic planning process. The following planning and facilitation activities are envisioned:

1. Review Futures Committee document, the 2008 community survey, and other documents supplied by the library.
 2. Coordinate a "community listening process," resulting in a comprehensive review of community needs, customer behavior and expectations, with a focus on the environmental changes outlined above. We are aware that one of the key challenges is to help our audiences think about and address the future needs of the community, rather than prior or current services in the library. We are especially interested in hearing about the consultant's methods for facilitating a future-oriented decision-making process.
 3. Conduct a random-sample community survey similar to the one completed for the 2009 strategic plan. The survey report must include summary findings, plus up to 8 cross-tabulations with statistical assessment of significance/non-significance.
- Facilitate strategic planning committee, including board, community, Friends of the Library, and staff representatives, resulting in consensus on priority community needs, review and revision (if necessary) of the library's mission, vision, and values, and development of key success factors. Support the staff working group between meetings of the strategic planning committee.
4. Communicate regularly via phone and e-mail with director and staff working group.
 5. Draft the strategic plan document for review by the staff working group and then the strategic planning committee to meet State Library requirements,¹ prioritize library services within

¹ **590 IAC 6-1-4 Minimum standards for public libraries** Sec. 4. (h) With the advice and recommendation of the library director, the library board shall adopt the following written plans and policies:

(3) A long-range plan of service for between three (3) to five (5) years. The plan, updates, and revisions must be filed with the Indiana state library. At a minimum, the plan shall include the following:

- (A) A statement of community needs and goals.
- (B) Measurable objectives and service responses to the community's needs and goals.
- (C) An assessment of facilities, services, technology, and operations.
- (D) An ongoing annual evaluation process.
- (E) Financial resources and sustainability.
- (F) Collaboration with other:
 - (i) public libraries; and

available resources over the next 3-4 years, and to provide a tool for use by staff in activity planning to position the library for long-term success in meeting priority community needs. We are also interested in including the necessary steps to complete a technology plan to meet state standards.²

Suggested Planning Timeline

1. Staff Futures Committee report – publishing and information industry trends. (December 2011)
2. Select consultant. (November-December 2011)
3. Assess community needs and confirm customer behavior and expectations: community survey (results by June 2012)
 - a. Review Futures Committee report and other background documents. (January 2012)
 - b. Community listening. (February 2012)
 - c. Community survey. (April 2012)
4. Facilitate Strategic Planning Committee (5 community representatives, 1 Friends representative, 3 Board members, 6 staff members: are these futures committee?)
 - a. Invite committee. (December 2011)
 - b. Meeting #1: background, Futures Committee report, advice on planning process. (January 2012)
 - c. Meeting #2: Review results of community listening and draft of survey. (March 2012)
 - d. Meeting #3: Review survey results. (May 2012)
 - e. Meeting #4: Review and revise mission and vision and draft goals (June 2012)
 - f. Meeting #5: Staff working group adds details to plan – actions, timeline, responsibility, measures (July - September 2012)
 - g. Meeting #6: Committee reviews completed document and recommends strategic plan to Board (September - October 2012)
 - h. Director presents to Board for approval. (November 2012)

Contract Value

The library has set a limit of \$45,000 to fund the strategic planning process, including consultant fees, travel and per-diem expenses, and all survey costs.

(ii) community partners.

² **590 IAC 6-1-4 Minimum standards for public libraries** Sec. 4. (h) With the advice and recommendation of the library director, the library board shall adopt the following written plans and policies:

(4) A technology plan of service for three (3) years. The plan, updates, and revisions must be filed with the Indiana state library. At a minimum, the plan shall include the following:

- (A) Goals and realistic strategy for using telecommunications and information technology.
- (B) A professional development strategy.
- (C) An assessment of telecommunication services, hardware, software, and other services needed.
- (D) An equipment replacement schedule.
- (E) Financial resources and sustainability.
- (F) An ongoing annual evaluation process.
- (G) An automation plan that conforms to national cataloging standards.

Elements of the Proposal

Work plan, including proposed methods and timelines. We have suggested a timeline above, including 6 meetings with the strategic planning committee, but you may wish to propose an alternate schedule. The strategic plan must be complete and adopted by the Board by December 2012. Deliverables must include:

- Report(s) from the community listening process and survey
- Draft mission, vision, key success factors, actions, timeline, responsibility, and measures
- Final strategic plan document, for submission to the Board

We are particularly interested in how you would facilitate:

- Community listening to identify priority community needs for learning, information access, and civic engagement in a rapidly changing publishing, telecommunications, and fiscal environment, and
- the strategic planning committee's work.

Description of your firm and its work in strategic planning. Please include descriptions of at least three recent projects similar in size and scope to ours and give us names and contact information.

Resumes of the individuals who will work on this project. Please identify which individuals from your firm will be involved in each step of the work plan.

Budget, with fees and other charges itemized for each phase in the Description of Work above.

Proposal Timeframe

Questions may be submitted to Sara Laughlin before 5 p.m. on Friday, December 9, 2011. Responses will be posted along with the RFP on the library's website: <http://www.mcpl.info/stratplan>.

Deadline for receipt of the proposal is 5 p.m. on Friday, December 16, 2011. Proposals should be submitted via e-mail to Sara Laughlin: laughlin@mcpl.info.

The Board plans to make a selection at its meeting on January 18, 2012. The Board reserves the right to select an entire or partial proposal or none of the proposals.

Selection

Criteria for selecting the consultant include:

1. Prior experience in conducting reliable, credible, and useful community surveys
2. Overall quality and engaging design of community listening strategies
3. Demonstrated excellence in facilitating group planning processes that focus and articulate organizational priorities, for libraries or other organizations
4. Availability for onsite and remote support during the time period outlined
5. Cost

Monroe County Public Library
Request for Proposals to Facilitate Strategic Planning Process

Frequently Asked Questions

11/21/2011

Q: We might be interested in submitting a partial proposal to conduct the statistically-valid survey and some or all of the community outreach. Can I get a list of the other consultants to whom you have sent the proposal?

A: Yes, please contact Sara Laughlin by e-mail (laughlin@mcpl.info) and she will respond promptly. You should also know that the RFP is posted on the www.libraryconsultants.org site, so the list you receive may not completely represent those who are working on proposals, as we have no way of knowing who they might be.

12/6/2011

Q: Would you please clarify if you are expecting or what you are expecting from this project regarding a technology plan. Your RFP says this on the third page: "We are also interested in including the necessary steps to complete a technology plan to meet state standards."

A: Our approach last time was to simply peel out the techno-aspects of the strategic plan, add some introductory material, etc., and submit. We did that after the strategic planning was completed and felt like we were doing it for compliance rather than as a serious review and preview of what we needed. Between then and now, the state library has added the technology plan language to their standards and of course technology is ever more central to our services, so we'd like to ramp up the strategic thinking in that area. Completing the plan for the state library is the least of our worries and a good technology direction is what we're really after.

12/7/2011

Q: We noted that during the previous strategic planning process, eight focus groups were conducted. If focus groups are recommended as part of the information gathering process, would the expectation be that the same number of groups would be facilitated?

A: We're open to hearing what kinds of market research, beyond the survey, you propose.

Q: The RFP suggests that the community survey conducted in conjunction with the next strategic plan should to some extent mirror the 2008 study. 700 residents responded that that survey. Our experience has been that telephone surveys are generally more reliable than mail surveys. Are you open to alternate methodologies if the results are as or more statistically reliable than a mail survey when considering confidence level and margin of error?

A: Yes. We understand that every survey design has some kind of bias. It must be a community survey and not just a patron survey.

12/7/2011

Q: We noted in the RFP that there are several references to a staff working group. It would be helpful if you could provide additional information about the composition and role of this group.

A: In our last planning round, the staff working group consisted of the four managers on the strategic planning committee (Children's Services, Information Services, Outreach Services, and Collection Services), plus the Community Relations Coordinator and me. The working group met between meetings with the larger planning committee including Board, Friends, and community leaders, to create drafts of every piece to share with them. The working group also created the timeline and

measures for the action plan. I assume that we'll need something similar to that this time, as the same work will need to be done. If there is a better structure, we're happy to hear about it.

12/7/2011

Q: In our previous experience, it has been difficult to get community representatives and Trustees to come to a lot of meetings. Are you willing to consider a methodology which calls for them to attend fewer meetings?

A: Yes, meaningful input is what we're seeking, not necessarily a lot of meetings.

12/8/2011

Q: Can you please provide more detail regarding "assessment of facilities, services, technology and operations" as listed under the Indiana State Library Guidelines 590 IAC 6-1-4?

A: I believe that the survey and focus groups can provide this "assessment." If we feel that there needs to be descriptive detail, our staff can supply things like a list of services, description of facilities, technology, etc.

12/8/2011

Q: Can we get a copy of the Staff Futures Committee report prior to submitting the proposal?

A: Unfortunately, it isn't complete yet. I don't expect to have it until early 2012.

12/8/2011

Q: In regard to the Strategic Planning Committee (5 community reps, 1 Friend, 3 Board, 6 staff), have these people been selected yet or will be the consultants contribute to developing this committee?

A: They have not yet been selected and we welcome suggestions from the consultants.

12/8/2011

Q: In regard to scope that includes the "necessary steps to complete a technology plan" can you provide a bit more information about what you're expecting as related to the minimum standards?

A: See my answer on 12/6/2011 above for the general explanation. We can help with C, D, F, and G (below), but what I hope will come out of the planning process is A, which will then drive B and show us what E needs to be.

590 IAC 6-1-4 Minimum standards for public libraries Sec. 4. (h) With the advice and recommendation of the library director, the library board shall adopt the following written plans and policies: (4) A technology plan of service for three (3) years. The plan, updates, and revisions must be filed with the Indiana state library. At a minimum, the plan shall include the following:

- (A) Goals and realistic strategy for using telecommunications and information technology.
- (B) A professional development strategy.
- (C) An assessment of telecommunication services, hardware, software, and other services needed.
- (D) An equipment replacement schedule.
- (E) Financial resources and sustainability.
- (F) An ongoing annual evaluation process.
- (G) An automation plan that conforms to national cataloging standards.

12/9/2011

Q: How open are you to a different approach on the community survey based on telephone interviews?

The advantage here is that we can include responses which more accurately represent the demographics of the community. The former survey was heavily slanted toward highly educated and higher income residents. These individual are no doubt heavy library users, but we could also provide some statistically valid information on the perceptions of infrequent or non-users with a telephone

survey. It is also true with this approach that the survey questions could not be as exhaustive in order to keep the costs reasonable.

A: We're certainly open. We realize that every survey technique has strengths and weaknesses and bias of some sort. The important thing for us is to get results that are reliable and representative, so that we can use them with confidence. In the last survey, the overall responses did over-represent highly educated and higher-income residents, but the large number of responses assured that we had adequate sample sizes for all groups. For example, those with high school degree made up 17% of 701 total responses, so 119 responses. Those earning under \$25,000 were 15% of 701 responses, a total of 105 responses. So, yes, drawing conclusions from the overall results could be dangerous, but the cross tabs allowed us to zero in on each particular demographic group and study whether that group differed substantially from other groups. In most cases, on most questions, differences were not significant, but there were a few areas where they were significant.

Encouraging Positive Behavior Team Outline of Activities 1/5/2012

Late in 2011, we were given a charter by director Sara Laughlin to develop a comprehensive strategy involving staff, patrons, and community stakeholders to address negative patron behavior and its impact in and around the library buildings and Outreach sites.

Initial discussion led us to break the task into the five topics outlined below. We want to review these to provide background for our process and parameters, then focus on Item 2.a.

Proposed change in Behavioral Rules to make library premises 100% tobacco free.

The Monroe County Public Library Board of Trustees voted to ban smoking at the library in 1984. As we take steps to involve staff, patrons, the public, and community stakeholders on addressing the importance of safety and civility, we are asking the Board to show its support by adopting this change in the wording of the Behavioral Rules.

Current Behavioral Rules:

Smoking or use of tobacco products is strictly prohibited both inside and outside library buildings, including library parking lots and entrances.

Proposed Change:

Smoking or use of tobacco products is strictly prohibited in library buildings and vehicles and on library grounds. The library is 100% tobacco-free, inside and out.

Background Contents

1. Overview of Project
2. Rationale for Tobacco-Free Premises
3. Community Partners
4. Recent Patron Interactions/Feedback on Smoking

Overview of Project

- 1) Provide a context to provide an understanding of the issues and the necessity to recommend changes.
 - a. Main Library is an energetic, social space, serving patrons of all socioeconomic backgrounds for multiple purposes, including research, computer use, reading, meeting with others, socializing, etc.
 - i. These multiple uses are not all mutually inclusive (i.e. socializing with friends may interfere with another patron's reading or research).
 - ii. By not planning for strategies to support multiple uses, we risk driving away patrons who prefer "traditional" library ambiance.

- b. Main Library has a perception problem.
 - i. Safety of people. Some patrons report feeling unsafe coming in the Kirkwood entrance.
 - ii. Smoking. Patrons must walk through second-hand smoke in order to enter the building
 - c. Homeless and under-resourced patrons.
 - i. Often these patrons are targeted as a “problem” at the library.
 - ii. We affirm their right to use our facilities.
 - iii. The focus on behavior is “means independent.” Patrons don’t have to have a home to respect the rights of others to use the library.
- 2) Recommendations for encouraging civil behavior on library premises.
Our approach has been to tackle this problem on two fronts - behavior outside the library and inside the library.
- a. Outside the Library
 - i. No smoking on library premises.
 - 1. This promotes a healthy experience for all patrons.
 - 2. It may help with behavior. We observe that groups tend to gather near our entrances to smoke. (see 1.b.i)
 - 3. Is there an option to create an entire smoke free block (sidewalks, too) around the library?
 - ii. Reduce outside gathering opportunities.
 - 1. Current seating encourages large groups to gather. We are working with a landscape architect to change seating so that it will be more conducive to one or two people sitting together in more separate spaces.
 - 2. Loitering. Some areas are frequented by patrons as gathering spaces, often accompanied by behavioral problems. We plan to institute “no loitering” signage that will allow MCPL and BPD to reduce gathering, particularly near the Kirkwood entrance and bike rack areas.
 - b. Inside the Library
 - i. Create “zones” for different kinds of behaviors. Examples could include:
 - 1. Study spaces (glass rooms?). Several libraries use these and they work quite well.
 - 2. Quiet zones. Computer areas, reading areas (all carpeted areas?)
 - 3. Social zones. Places where patrons know that carrying on a conversation will not bother others. These areas still need to be kept reasonably quiet.
 - 4. Phone zones. This has been mentioned once or twice in the past.
 - ii. Prevent gathering of social “groups.” Generally, our experience has shown that allowing groups to congregate can lead to disruptions. In many cases, the disruptions are not due to excessively loud or inappropriate behavior, but are a function of more than two people hanging out. Talk is louder, jokes, laughter, etc. Volume becomes a problem and interrupts activities

of other patrons. It is difficult to define the line between “gathering” and disrupting and this will continue to be a challenge.

- 3) Lead a community-wide “Choose Civility” campaign. Developing a strategy for establishing the library as a community leader in civil behavior, similar to the campaign in the attached article from a Maryland library.
 - a. This would likely follow our own efforts to implement the above strategies to educate patrons about behavior expectations at the library. It is a place of learning, culture, research, and study which requires behavior that does not disrupt these activities.

- 4) Staff involvement, issues
 - a. Recognize that a successful effort will require participation and enforcement up and down the library chain, from all staff members.
 - b. Some staff are smokers- this issue must be approached with care. We are investigating smoking cessation support options from several local sources.
 - c. Training and support. Staff will need help in learning how to enforce new procedures. It’s difficult to tell people NO.

Rationale for Tobacco-free Premises

Monroe County Public Library values patrons and staff and will keep library premises 100% tobacco and smoke free.

Prohibiting tobacco use by everyone in all locations helps create a safe and healthy environment. This is particularly important in a library setting that welcomes families and children.

Policies for local groups such as City of Bloomington and Indiana University that have been in place for several years demonstrate precedence for this position.

Successful enforcement of this policy will involve all levels of staff and will depend on the cooperation of staff and patrons to not only comply with the policy but also to encourage others to comply, in order to promote a healthy environment in which to work and live.

Community Partners

This change will bring us in line with many of our community partners. Current partners of the Monroe Tobacco Prevention and Cessation Coalition (<http://www.smokefreebloomington.org>) are:

- [American Cancer Society](#)
- [Bloomington Hospital](#)
- [Monroe County CARES, Inc.](#)
- [City of Bloomington](#)

- [Indiana Tobacco Prevention & Cessation](#)
 - [Indiana University](#)
 - [Monroe County Health Department](#)
 - [Monroe County Community School Corporation](#)
 - [Richland Bean Blossom Community School Corporation](#)
 - [Rhino's Youth Center](#)
 - [WonderLab Museum of Science, Health and Technology](#)
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Recent Patron Interactions and Feedback regarding smoking

Incident Report

Date of Incident:

12/29/2011

Who Was Involved:

Myself, unknown regular patron

Synopsis:

Patron yet again blocking doors while smoking. Removed for a week.

Narrative:

While on patrol noticed a patron blocking the handicap access button while smoking. When I arrived I noticed it was a patron who I have personal asked to not smoke near the doors at least 15 times over the past 6 weeks. Patron had already been given an afternoon ban in the past for blocking access while smoking.

I informed patron, that he had been repeatedly asked not to smoke near the entrance. He replied that as long as the ashtray was there he'd smoke (several choice words omitted) where he pleased.

Let him know as this was a repeat issue and multiple warnings were given he was welcome to return in 1 weeks time.

Patron asked for permission to retrieve his belongings before leaving, which was granted. Patron left without incident.

Letter to Trustees

Sent: Thursday, December 29, 2011 11:18 PM

To: MCPLTrustees

Subject: [MCPLTrustees] Question/Comment for Board of Trustees

Question/Comment: Re: Correlation Between Tobacco and Crime on Library Property

Dear Trustees:

This letter is the culmination of more than a year of frustration with how the library manages its property.

Tonight, someone stole the headlight from my bicycle, while I was inside the main library from about 7:30 to 9:00 P.M. The headlight itself was easy to remove, but the thief even stole the mounting bracket, which must have taken him at least 5 minutes to remove.

The replacement cost of my headlight will be about \$30. This is no small expenditure for someone who relies on food banks, as I do. But bicycling is my only means of transit, and riding without a light is not an option, especially in winter.

My bicycle was locked right outside the northwest entrance of the building, near the intersection of 6th and Lincoln. The proximity to the front door was apparently no deterrent, and I think I know why.

I have been a patron and frequent visitor of the library since August 2010. During that time, I have observed a chronic problem with loitering around the bicycle parking racks. On several occasions, someone has tampered with my bicycle. That was a serious problem only once, when someone sabotaged the gears in such a way that I severely jammed the chain and almost injured myself when I started to ride away.

The primary reason for the loitering is that the library allows cigarette smoking on its property. In my opinion, most of the crimes committed on library property flow directly from your tolerance of smoking.

Smoking gives the riffraff, drifters and homeless an excuse to be "hanging out" on library property. This accommodation makes it impossible for security personnel to prevent most crime. I have seen too many drug deals and too many surly faces to be comfortable with the situation. I imagine it would be even worse if I were a woman.

I am sick and tired of running the gauntlet of cigarette smoke and drug abuse (including the occasional person passed out drunk) almost every time I visit the library.

I strongly encourage you to make the entire library grounds a no-smoking zone. That will remove the accommodation for loitering and reduce the amount of crime against your patrons.
