

## **BOARD OF TRUSTEES MEETING**

**Wednesday, February 29, 2012**

**5:45 p.m. or immediately following the State of the Library Address  
Meeting Room 1B**

### **AGENDA**

1. Call to Order – Kari Isaacson, President
2. Consent Agenda – action item – Sara Laughlin
  - a. Minutes of January 18, 2012 Board Meeting (page 1-9)
  - b. Minutes of January 18, 2012 Board of Finance (page 10-11)
  - c. Monthly Bills for Payment (page 12-20)
  - d. Monthly Financial Report (page 21-40)
  - e. Personnel Report (page 41)
  - f. 2012 Board Calendar (page 42)
3. Director's Monthly Report (page 43-56) and Indiana State Library Annual Report (page 57-81) – Sara Laughlin
4. Old Business
  - a. Approval of Agreement with Friends regarding Judith Serebnick Bequest (page 82-83) – Sara Laughlin
5. New Business – action items
  - a. CATS 2012 Contract with City of Bloomington (page 84-88) and Public Educational-Governmental Channels Programming Agreement (page 89-93) – Michael White
  - b. Resolution to declare equipment surplus (page 94) – Gary Lettelleir
  - c. Election of 2012 Officers (page 95) – Kari Isaacson
6. Friends Update – Karen Franks, President
7. Program Update – Michael White, CATS
8. Public Comment
9. Adjournment

# MONROE COUNTY PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

Wednesday, January 18, 2012

### Trustees in attendance:

Kari Isaacson, Fred Risinger (arrived 5:50), John Walsh, Melissa Pogue, Steve Moberly, Valerie Merriam, David Ferguson.

### Also in attendance:

Sara Laughlin, Tom Bunger, Gary Lettelleir, Mickey Needham, Pam Wasmer, Michael White, Margaret Harter, Josh Wolf, Bara Swinson, Penny Gillie.

### Call to Order:

Kari Isaacson called the meeting to order at 5:46 p.m. Board members introduced themselves.

### Consent Agenda – Sara Laughlin

- a. Minutes of December 21, 2011 Board Meeting
- b. Minutes of January 11, 2012 Work Session
- c. Monthly Bills for Payment
- d. Monthly Financial Report
- e. Personnel Report
- f. 2012 Board Calendar reflecting February Meeting Date Change

Kari pointed out the following changes: Change the date of the Board meeting from February 15 to February 29<sup>th</sup>. Election of officers moved from this week to next month because Bylaws say that we must.

Valerie Merriam asked that a correction of minutes from the work session be made to reflect Valerie's distinction between "gathering" and "loitering." Correction noted by Secretary.

Motion made by Steve Moberly to approve the Consent Agenda and stated changes; seconded by Melissa Pogue; approved by all.

Kari stated that the Board calendar will reflect February meeting date change and that the election of officers will be moved to February also.

## **Director's Monthly Report and Quarterly Report** – Sara Laughlin

Sara reported that Adult and Teen Services is buying reading glasses for patrons, using some Friends money, which reflects the library's general attitude of doing everything we can to make library usable.

New card registrations continue to climb. When the number is divided into the new 2010 census figures, we are serving 68% of Monroe County residents. Registration is one indicator of use – some people use the library without a card, while some card holders do not use the library frequently.

Volunteer hours were low this month. We believe it is due to incomplete reporting, so there may be an adjustment.

Sara handed out an updated Quarterly Report chart with revised program number. The numbers are extremely positive. Circulation was up 4.5% for 2011, setting the 16<sup>th</sup> record year in a row. An increase of 4.5% in one year is amazing number. Downloadable music and books account for some but not all of the increase, and there is a pattern of “upness” across the organization. Library visits are up slightly, partly due to the addition of bookmobile visits for the first time (nine months only). Library programs and program attendance are up substantially. Every one of these numbers represent an enormous amount of activity by library across organization.

Meeting room use is down a fraction. We don't have an explanation at this point. We are planning to have, in addition to our business promotion, a reminder to non-profits, but possibly not until after renovation.

Technology use is up, reflecting the ways people use us now. Sara and Ned working on changing the measures.

Valerie Merriam shared that she recently visited the Greenwood library. She said she realized how easy we make it for patrons in our library. She is really appreciative of what we do here.

### **Old Business**

- a. *Report on Collection Agency Activity* – Sara Laughlin

The library is doing well in the arena of cash collections. Adding materials recovered, the collection agency is well worth our investment. Taxpayers also appreciate we're making substantial effort to get materials back.

Kari inquired whether the materials are in good shape when they come back and Bara Swinson, Circulation Manager, shared that materials may or may not come back in good condition. If items have wear and tear, have been out a long time, or the binding is brittle, then those items are discarded. If intentional abuse is evident, the patron is charged.

Bara further explained that if a child's account has been submitted to the collection agency, they can enroll in the "Read It Off" program. When we communicate with a patron and discover a mistake or gap in information, we occasionally waive a fine.

### **New Business**

*a. Resolutions for Line Item Transfers in 2011 Budget (Operating, LIRF, LCPF) – Gary Lettelleir*

Gary Lettelleir went over the line item transfers. The purpose of resolution is to adjust the budget on some lines, reallocating funds on lines that came in under budget to lines that are over budget. The transfer don't change the bottom line.

Overall, the Operating Fund expenditures were less than the budgeted amounts. Other funds were also under budget.

Valerie Merriam clarified for the benefit of audience that the bulk of savings was due to not filling two administrative positions.

David Ferguson inquired whether the library would be able to spend money we didn't spend and Sara responded that the money is in our cash balance. We would have to do an additional appropriation, since the 2011 budget year has ended and we did not include it in the amount budgeted for 2012.

John Walsh moved to approve Resolutions for Line Item Transfers in 2011 Budget as presented. Seconded by Valerie Merriam; approved by all.

John Walsh moved to adopt resolution for LIRF transfer; seconded by Fred Risinger; approved by all.

John Walsh moved to adopt resolution for LCPF transfer; seconded by Steve Moberly; approved by all.

*b. Resolution to Request Advance 2012 Tax Draw*

Gary went over language suggested by the Auditor's office for requesting an advance on tax draw. We will be submitting the requests to Auditor's office in April and again in October. The resolution to submit requests is typically done at the beginning of the year.

Steve Moberly moved to adopt Resolution to Request Advance 2012 Tax Draw; seconded by Fred Risinger; approved by all.

*c. Request to Remove Assets from Inventory*

Gary reviewed the list of surplus equipment to be removed from inventory. Three AWE computers were replaced with funds from a grant. The computers still work and Gary requested approval to donate to them to Middle Way House. Two printers have been replaced because it was not cost effective to fix them. He will first try to sell them in an online auction. If there are no offers then Gary requested approval to dispose of printers in way safe for the environment. He will also try this method to sell old desks and carrels removed from inventory this past summer.

John Walsh moved to accept proposal to remove items from inventory as described; seconded by Valerie Merriam; approved by all.

*d. Resolution to Transfer Judith Serebnick Bequest to Friends*

Sara reviewed with the Board her proposal from last week and explained that Dr. Serebnick was a professor at library school at IU. She was a user, supporter and friend of the Monroe County Public Library. As part of her estate, she left \$23,744.43 for the library. The funds are currently in our Unrestricted Gift Fund. Dr. Serebnick made no restrictions on bequest. Sara proposed to transfer the bequest to the Friends of the Library to establish an endowment with the income from the endowment to be distributed annually to Adult Services. Friends currently manage several endowments and give the proceeds to the Library. Mary Jean Regoli provided the information in the Board packet with the caveat that the checking account had not yet been reconciled. Endowment numbers are complete for 2011.

There is about \$306,000 under endowment in Friends right now. All but the A.M. Koon fund which, by stipulation of the endowment, must be kept in one a savings and loan. This was a 1977 bequest to be used for business periodicals and the Indiana Room.

The funds are managed by Hilliard Lyons. Hilliard Lyons has a 3.5% charge when money is invested with them and then 0.6% annual charge.

David Ferguson recommended that the Library sign a formal agreement with the Friends to hold money exclusively for use by the library, with net proceeds given to us. Sara will work with Tom to prepare the agreement and ask the Friends to add it to their agenda for the meeting next week.

David Ferguson moved that the Board have Tom Bunger draft agreement to present to the Friends' Board for them to approve. Seconded by John Walsh; approved by all.

*e. Strategic Planning Consultant Recommendation*

The library received seven responses to our Request for Proposals. Sara recommended Consensus Group to facilitate our strategic planning. They will use ETC Institute as subcontractor to do a survey similar to the one they completed for us last time. Tom Hennen, library director in Wisconsin, will be the third member of the team. He will do the benchmarking and data review part of project. The proposals were reviewed by managers; Consensus was their choice.

John Walsh moved that the Board accept recommendation to contract with Consensus Group; seconded by Melissa Pogue; approved by all.

*f. Behavioral Rules Update*

Josh Wolf, children's department manager, reviewed the behavioral rules update presented last week. Josh explained that he and the Committee to Encourage Positive Patron Behavior were given a charge by the director to address behavior by patrons that was having a negative impact on the library's customers and public image.

The library is very energetic space, serving all ages and all socioeconomic groups. To serve all well, we need strategies to deal with these multiple activities.

Josh explained that there is a perception problem at the library. Some patrons feel unsafe entering off Kirkwood or passing the bike racks on Lincoln. There are issues with smoking and loitering in both locations. When groups congregate to smoke there can also be behavioral problems. The Committee wanted to make it clear that the library was not targeting the homeless and under-resourced patrons, and affirms everyone's right to use the library. We are focusing on behavior only.

Josh explained that the Committee chose to tackle the issues outside the library and then those inside. The first steps outside include:

1. Making the library 100% tobacco free.
2. Managing our outside gathering opportunities. Current seating encourages large groups gathering. We are working with a landscape architect to redo some areas, including removing seating near front entrance and substituting smaller seating units further from the doors.
3. Instituting no loitering signage, which will allow us to ask for help from the police when groups are behaving inappropriately. No loitering is already in our behavioral rules and is being implemented in Ellettsville. Our team is charged with implementing it at the Main Library.

Looking ahead to the inside, the committee will be recommended creating more quiet zones and study areas to balance the more social areas.

We want to better manage groups. In our experience, in a library setting, allowing groups to congregate leads to problems (volume level).

Josh addressed Valerie's point made last week of what is the difference between "gathering" and "loitering". It is somewhat difficult to define the difference, and the Committee did reexamine that. The Committee's focus is on civil behavior and they are describing "loitering" as a disruptive behavior. The library is a place of learning, culture, research, study and requires behavior that does not disrupt use by others.

With these changes there will be big staff involvement and training. Josh asked the Board to adopt the first change in the policy by making the library grounds 100% tobacco free, to strengthen the current language in behavior rules. The next steps will be to remove old signs and put up new much simpler signs that explain the new policy.

Josh informed the Board that the Committee looked at different language for the term “grounds”. In school and library policies looked at “grounds” was used most.

Valerie asked if the focus right now is on making library grounds smoke free and Josh responded that that is the first step. Valerie further inquired as to how enforcement will be approached and what will be the penalties for not complying.

Josh explained that we are developing the implementation plans now. The number of library security personnel may not be sufficient to enforce inside and out. We are going to include staff in enforcement. We can begin to change behavior if we get enough people to help. We are also reviewing banning guidelines.

Valerie stated that the public library may be the last place everybody can go. We don't have a library problem we have a public problem. Not just patrons but staff also. We must be careful in establishing what behavior problems we're targeting. It will be an ongoing process and is really an issue that needs to involve the entire community to address the needs of these individuals.

Kari shared that she noticed when walking in “no smoking” sign about 40 feet away from group of smokers. Kari feels “no smoking on grounds” will be more effective.

Josh relayed that we're not under delusions that the signs alone will change the behavior. They are tools to help us.

Kari commended Josh and his committee for changes they are undertaking.

Sara handed out new Behavioral Rules with language change. She said she couldn't overemphasize how beneficial these Behavioral Rules are to us. She shared that she received a call on Saturday that there was a man here who was attempting to collect signatures for a campaign and our Behavioral Policy says “no soliciting.” The man was quite argumentative, but asked if the Board approved the rules and if the police knew about them. When Sara said the rules were Board policy and the police was aware of them, he moved across the street.

David Ferguson moved to adopt the 100% tobacco free policy on library grounds; seconded by Fred Risinger, who commented that sidewalks are not our property. If someone wants to distribute a petition on sidewalk or smoke, they can do so. Motion approved by all.



g. *CATS 2012 Contract with City of Bloomington (not included) – Michael White*

Michael reported that there was no contract tonight. We expect one next month.

**Program Update** – Penny Gillie: *Read It Off* Success Stories

Penny Gillie, reference librarian at Ellettsville, gave a presentation on the *Read It Off* program. It was established in 2009 as a program for children and teens. Penny was part of team that developed and implemented program, along with Josh Wolf, Bara Swinson, and Sally Stribling. Art Leach and Margaret Harter instrumental in doing brochures and promotional materials.

Penny explained how the program works:

1. When kids owe \$10 or more, their cards are blocked. Some owe quite a bit and can't make payment.
2. Library staff sign them up for the *Read It Off* program and make a change in the computer which allows the child to check out one book, CD, or magazine (but not a movie).
3. The child takes the item home, reads or listens to it, then brings it back. The staff member has a simple conversation with the child about item.
4. The child gets \$5 waiver coupon and begins reading down the charges on the card.

The goals of the program are to:

1. Empower kids to clear their own library cards, which builds self esteem.
2. Instill good borrowing practices, including returning items on time and not lending the card to other people.
3. Teach participants how to use the library.
4. Encourage lifelong library use by encouraging kids to come into the library. If their cards are blocked and they don't use the library during childhood, they are not likely to use it as adults.
5. Improve children's literacy.
6. Foster positive relationships between staff and children who participate.

Statistics for three years: 865 participants have actually cashed in waivers. \$19,965 in fines (4,000 items) have been removed. 552 children have completely read off their fines.

Currently, 3,130 children have blocked library cards because they owe \$10 or more, a reduction from the 33% of children with cards blocked at the start of the program three years ago to 24% currently. There are 382 active participants in the Read It Off program, who owe more than \$21,000; the average is \$56 and median amount \$34. 58 owe more than \$100; 40 owe less than \$10.

Steve Moberly shared that he thought this has been a great program.

Sara explained that there is no age requirement for getting a library card. We are looking into ways to prevent adults using children's cards when their own cards are blocked.

Valerie asked how we are reaching those kids who have stopped coming because their cards are blocked. Penny explained that before the summer reading program begins, librarians go into schools in Bloomington and Ellettsville promoting summer reading and they hand out materials for *Read It Off*. She suggested that we could do another Public Service Announcement and article in the Herald Times.

**Public Comment:**

Rita Lichtenberg addressed the Board about a recent gun policy change in the library and asked if there had been any incidents and what was being done about it.

Sara responded by stating that so far there have been no accidents or incidents of guns going off. We still do not like it, but it is state law and we are compliant with it.

**Adjournment:**

Kari adjourned the meeting at 6:58 p.m.

**BOARD OF FINANCE MEETING**  
**Immediately following the**  
**Monthly Board of Trustees Meeting**  
**January 18, 2012**

**MINUTES**

Trustees in attendance:

Kari Isaacson, Fred Risinger, John Walsh, Melissa Pogue, Steve Moberly, Valerie Merriam, David Ferguson.

Also in attendance:

Sara Laughlin, Gary Lettellier, Pam Wasmer, Bara Swinson. Penny Gillie.

**Call to Order**

Kari Isaacson called the meeting to order at 6:58 p.m.

**Election of President and Secretary of Board of Finance**

David Ferguson made the motion to nominate Kari Isaacson to be President of the Board of Finance and Steve Moberly as Secretary of the Board of Finance for the purposes of presiding over the meeting; John Walsh seconded the motion and it was approved by all.

**Review Investment Report and Policy**

Gary Lettellier reviewed with the Board the information in packet which included annual written report along with the current financial investment policy and charts showing investment income and cash balance trends for 2010-2011.

Made several changes in 2011 in effort to increase investment earnings and remove restriction on how to invest.

Investment income for 2011 was \$12,621, which is 22% increase over 2010. We started year with invested funds at JP Morgan Chase in money market account earning less than .3% per year. After getting quotes from local banks we moved investments to Fifth Third money market account paying .6%. Along with quoted earnings rate we also looked at financial strength of banks that provided quotes. On a scale of 1-5 Fifth Third was rated 4 out of 5.

Checked other investment options: one year Treasury notes were at .12%; one year CD at ONB paying .25%; thirteen month CD at IUCU is paying .6%; Chase paying .1% on money market account.

Changed investment policy in 2011 to account for all investment income as operating fund revenue. Prior to change it was being allocated between all four funds which restricted how revenue could be used. No recommendations for changes at this time.

Steve Moberly commended and congratulated Gary for his efforts in shopping around and finding Library better interest rates.

David Ferguson moved to adjourn the meeting.  
Fred Risinger seconded; approved by all.

**Adjournment**

Kari adjourned the meeting at 7:02 p.m.

## Financial Report Comments

Reports as of 1-31-12

Board Meeting Date 2/29/12

Monthly Budget Report:

The guideline for the portion of the annual budget spent after 1 month is 8.33% or one twelfth. The actual operating fund spending for January is 6.6% of the annual total budget.

The Anthem health insurance bill for January is not included because we did not receive the invoice in time. The Anthem monthly cost is about \$45,000. Quarterly H.S.A. payments make up the activity on the group insurance line.

The Associate Director line will also contribute to the under spending balance by about \$5,000 per month until the position is filled.

The rest of the budget lines seem to be moving along as expected.

MONROE COUNTY PUBLIC LIBRARY

02/23/12 4:03 PM

Page 1

\*Check Summary Register©

January 13, 2012 to February 23, 2012

Name	Check Date	Check Amt	
<b>06500 FIFTH THIRD CHECKING</b>			
Paid Chk# 002015 MONROE CTY PUBLIC	1/13/2012	\$363.45	FSA W/H
Paid Chk# 002016 UNITED COMMERCE BANK	1/13/2012	\$260.38	HSA EMPLOYEE W/H
Paid Chk# 002017 AMERICAN UNITED LIFE INS.	1/18/2012	\$1,255.00	403b TSA-AUL W/H #C10048
Paid Chk# 002018 DUKE ENERGY	1/18/2012	\$24,128.02	ELECTRICITY
Paid Chk# 002019 FLEET SERVICES	1/18/2012	\$111.60	FUEL
Paid Chk# 002020 INDIANA DEPARTMENT OF	1/18/2012	\$1,233.63	DEC.'11 UC EXPENSE
Paid Chk# 002021 JANET LAMBERT	1/18/2012	\$13.77	FD/CHILD SPLS
Paid Chk# 002022 JEAN PRICE	1/18/2012	\$8.90	REFUND ON DOUBLE PAYMENT
Paid Chk# 002023 JPMORGAN CHASE BANK, NA	1/18/2012	\$4,985.41	VARIOUS
Paid Chk# 002024 MIDWEST PRESORT SERVICE	1/18/2012	\$340.65	POSTAGE SERVICES
Paid Chk# 002025 SOUTH CENTRAL INDIANA REMC	1/18/2012	\$46.35	BKM ELECTRICITY
Paid Chk# 002026 TRAVIS WAUGH	1/18/2012	\$200.00	IT'S YOUR MONEY PROGRAM/FINRA
Paid Chk# 002027 UTILITIES DIST. OF WESTERN IN	1/18/2012	\$32.00	BKM ELECTRICITY
Paid Chk# 002028 VERIZON WIRELESS	1/18/2012	\$109.93	CELL PHONE
Paid Chk# 002029 ANDREW R. WALDEN	1/23/2012	\$21.74	REFUND ON DOUBLE PAYMENT
Paid Chk# 002030 AT&T (IL)	1/23/2012	\$1,287.70	PHONE CALLS
Paid Chk# 002031 AT&T (OK)	1/23/2012	\$84.89	PHONE CALLS
Paid Chk# 002032 MI YON HWANG	1/23/2012	\$2.50	REFUND ON DOUBLE PAYMENT
Paid Chk# 002033 MIDWEST PRESORT SERVICE	1/23/2012	\$362.39	POSTAGE SERVICES
Paid Chk# 002034 THOMAS LARISON	1/23/2012	\$39.95	REFUND ON DOUBLE PAYMENT
Paid Chk# 002035 VECTREN ENERGY DELIVERY	1/23/2012	\$54.12	NATURAL GAS
Paid Chk# 002036 WALTER CAMPBELL	1/23/2012	\$13.95	REFUND ON DOUBLE PAYMENT
Paid Chk# 002037 AT&T ADVERTISING	1/26/2012	\$170.00	PHONE LISTINGS
Paid Chk# 002038 CITGO	1/26/2012	\$469.52	FUEL
Paid Chk# 002039 MARY C. HICKMAN	1/26/2012	\$34.95	REFUND ON LOST ITEM
Paid Chk# 002040 MERCEDEZ MARIE URBAN	1/26/2012	\$29.50	REFUND DOUBLE PAYMENT
Paid Chk# 002041 OLD NATIONAL BANK	1/27/2012	\$11,115.00	PARKING PERMITS FOR 2012
Paid Chk# 002042 CITY OF BLOOMINGTON	2/1/2012	\$25.00	FD/NONPROFIT BOARD CERTIFICATE
Paid Chk# 002043 ACTIVATE HEALTHCARE	2/2/2012	\$12,180.00	1ST QTR.'12 CLINIC
Paid Chk# 002044 AFSCME COUNCIL 62	2/2/2012	\$1,273.78	UNION DUES W/H
Paid Chk# 002045 AMERICAN UNITED LIFE INS.	2/2/2012	\$1,255.00	403b TSA-AUL W/H
Paid Chk# 002046 AT&T MOBILITY	2/2/2012	\$269.70	CELL PHONES
Paid Chk# 002047 DUKE ENERGY	2/2/2012	\$1,881.49	ELECTRICITY
Paid Chk# 002048 GEGRB/AMAZON	2/2/2012	\$4,409.39	NONPRINT
Paid Chk# 002049 GREAT LAKES HIGHER ED	2/2/2012	\$200.80	GARNISHMENT W/H
Paid Chk# 002050 INDIANA LIBRARY	2/2/2012	\$5,625.98	2012 TRUSTEE MEMBERSHIP DUES
Paid Chk# 002051 INDIANA UNIVERSITY, #407-12	2/2/2012	\$95.00	FD/YOUTH LIT. CONFERENCE
Paid Chk# 002052 ISU/ISBDC	2/2/2012	\$250.00	FD/BUSINESS EXPO BOOTH RENTAL
Paid Chk# 002053 IU ASIAN CULTURE CENTER	2/2/2012	\$89.56	FD/LUNAR NEW YEAR RECEIPTS
Paid Chk# 002054 JERALD W. JAMES	2/2/2012	\$200.00	TALK TO AN EXPERT/FINRA
Paid Chk# 002055 LEGAL SHIELD	2/2/2012	\$47.84	PRE-PAID LEGAL W/H
Paid Chk# 002056 MARIAH E. BJELLAND	2/2/2012	\$0.00	REFUND ON DOUBLE PAYMENT
Paid Chk# 002057 MIDWEST PRESORT SERVICE	2/2/2012	\$354.62	POSTAGE SERVICES
Paid Chk# 002058 MONROE COUNTY YMCA	2/2/2012	\$127.36	YMCA DUES W/H
Paid Chk# 002059 MONROE CTY PUBLIC	2/2/2012	\$363.45	FSA W/H ON 1/27/12
Paid Chk# 002060 NAOMI POSNER-HORIE	2/2/2012	\$100.06	MLK DAY SPLS
Paid Chk# 002061 PATRICIA G. CALLISON	2/2/2012	\$300.00	FD/ADULT PROGRAMMING
Paid Chk# 002062 REPUBLIC SERVICES #694	2/2/2012	\$155.00	TRASH SERVICE
Paid Chk# 002063 SARAH BOWMAN	2/2/2012	\$91.68	FD/ADULT REFRESHMENTS
Paid Chk# 002064 SMITHVILLE DIGITAL, INC.	2/2/2012	\$1,425.00	MONTHLY INTERNET SERVICE
Paid Chk# 002065 UNITED WAY	2/2/2012	\$122.00	UNITED WAY W/H
Paid Chk# 002066 VECTREN ENERGY DELIVERY	2/2/2012	\$262.91	NATURAL GAS
Paid Chk# 002067 BOBBY OVERMAN	2/7/2012	\$70.00	READING GLASSES-ADULT SPLS
Paid Chk# 002068 COLONIAL LIFE	2/7/2012	\$521.48	INSURANCE

**MONROE COUNTY PUBLIC LIBRARY**

02/23/12 4:03 PM

Page 2

**\*Check Summary Register©**

January 13, 2012 to February 23, 2012

Name	Check Date	Check Amt
Paid Chk# 002069 ELIZABETH DAVIS	2/7/2012	\$33.82 MLK DAY SPLS
Paid Chk# 002070 ELLETTTSVILLE UTILITIES	2/7/2012	\$230.14 WATER & SEWER
Paid Chk# 002071 GUARDIAN	2/7/2012	\$3,805.72 DENTAL & VISION INS.
Paid Chk# 002072 MIDWEST PRESORT SERVICE	2/7/2012	\$389.73 POSTAGE SERVICES
Paid Chk# 002073 A1 LANDSCAPE & HAULING	2/13/2012	\$500.00 LAWN SERVICE
Paid Chk# 002074 AAF INTERNATIONAL	2/13/2012	\$141.40 BLDG SPLS
Paid Chk# 002075 ADP, INC.	2/13/2012	\$118.82 COBRA SERVICE
Paid Chk# 002076 AMERICAN LIBRARY	2/13/2012	\$69.50 BOOKS
Paid Chk# 002077 ANSWER INDIANA	2/13/2012	\$9.85 PAGER
Paid Chk# 002078 AT&T (IL)	2/13/2012	\$308.64 4 DEDICATED PHONE LINES
Paid Chk# 002079 BANCTEC INC.	2/13/2012	\$30.90 MONTHLY MAINT. CONTRACT
Paid Chk# 002080 BIBLIOTHECA ITG, INC.	2/13/2012	\$4,800.00 TAGS
Paid Chk# 002081 CARMICHAEL TRUCK &	2/13/2012	\$436.59 BKM REPAIR
Paid Chk# 002082 CD BABY	2/13/2012	\$13.46 NONPRINT
Paid Chk# 002083 CDW GOVERNMENT, INC.	2/13/2012	\$1,385.53 IS SPLS
Paid Chk# 002084 CINTAS FIRST AID & SAFETY	2/13/2012	\$305.42 FIRST-AID SPLS
Paid Chk# 002085 CITY DIRECTORIES	2/13/2012	\$765.00 BOOKS
Paid Chk# 002086 CITY OF BLOOMINGTON	2/13/2012	\$785.30 WATER & SEWER
Paid Chk# 002087 CRYSTAL CLEAR	2/13/2012	\$1,070.00 WINDOW CLEANING
Paid Chk# 002088 DISCOUNT PAPER PRODUCTS,	2/13/2012	\$2,435.60 50 ROLLS OF PAPER
Paid Chk# 002089 DUKE ENERGY	2/13/2012	\$21,304.21 ELECTRICITY
Paid Chk# 002090 ELLETTTSVILLE CHAMBER OF	2/13/2012	\$50.00 MEMBERSHIP DUES
Paid Chk# 002091 FEDEX	2/13/2012	\$66.62 PAYROLL & W-2 SHIPPING COST
Paid Chk# 002092 FLEET SERVICES	2/13/2012	\$83.13 FUEL
Paid Chk# 002093 FREEDOM BUSINESS	2/13/2012	\$490.76 PRINT CARTRIDGES
Paid Chk# 002094 GAYLORD BROS., INC.	2/13/2012	\$11.13 CIRC SPLS
Paid Chk# 002095 GIFT	2/13/2012	\$56.00 PERIODICALS
Paid Chk# 002096 GREY HOUSE PUBLISHING	2/13/2012	\$3,347.40 BOOKS
Paid Chk# 002097 HP PRODUCTS	2/13/2012	\$2,864.17 CLEANING SPLS
Paid Chk# 002098 IAACE	2/13/2012	\$250.00 ORGANIZATION DUES/VITAL
Paid Chk# 002099 ICE MILLER LLP	2/13/2012	\$124.50 LEGAL SERVICES
Paid Chk# 002100 INDIANA DEPARTMENT OF	2/13/2012	\$724.00 UC BENEFITS (JAN. '12)
Paid Chk# 002101 INSIDE INDIANA	2/13/2012	\$46.46 1 YEAR SUBSCRIPTION
Paid Chk# 002102 J. A. SEXAUER	2/13/2012	\$87.62 BLDG SPLS
Paid Chk# 002103 KOORSEN FIRE & SECURITY,	2/13/2012	\$125.00 ANNUAL FIRE DOOR INSPECTION
Paid Chk# 002104 KRISTIE L. WEDDLE	2/13/2012	\$7.99 CREDIT REFUND
Paid Chk# 002105 LIBRARY VIDEO COMPANY	2/13/2012	\$850.48 NONPRINT
Paid Chk# 002106 LOGISTECH, INC.	2/13/2012	\$546.79 BOOKS
Paid Chk# 002107 MIDWEST INSURANCE	2/13/2012	\$11,677.00 WC INSURANCE
Paid Chk# 002108 MIDWEST PRESORT SERVICE	2/13/2012	\$373.04 POSTAGE SERVICES
Paid Chk# 002109 NINTENDO POWER	2/13/2012	\$19.95 1 YEAR SUBSCRIPTION
Paid Chk# 002110 NOLAN'S LAWN CARE SERVICE	2/13/2012	\$49.50 LAWN SERVICE
Paid Chk# 002111 OVERDRIVE	2/13/2012	\$2,000.00 NONPRINT
Paid Chk# 002112 PBS	2/13/2012	\$18.71 NONPRINT
Paid Chk# 002113 PC GAMER	2/13/2012	\$19.95 PERIODICALS
Paid Chk# 002114 SCHINDLER ELEVATOR	2/13/2012	\$2,387.61 MAINT. CONTRACT/FEB-APR
Paid Chk# 002115 SMITHVILLE	2/13/2012	\$237.08 PHONE BILL
Paid Chk# 002116 SPOKEN ARTS	2/13/2012	\$10.00 NONPRINT
Paid Chk# 002117 STANSIFER RADIO COMPANY	2/13/2012	\$53.38 VIDEO MAT'LS
Paid Chk# 002118 STEPHANIE HOLMAN	2/13/2012	\$77.07 FD/ELL SPLS
Paid Chk# 002119 SUZANNE KERN - PETTY CASH	2/13/2012	\$65.37 POSTAGE COSTS
Paid Chk# 002120 THE GREAT COURSES	2/13/2012	\$101.35 NONPRINT
Paid Chk# 002121 U.S. VOICE & DATA, LLC	2/13/2012	\$985.60 1 YEAR CALL EXPRESS LICENSE
Paid Chk# 002122 UTILITIES DIST. OF WESTERN IN	2/13/2012	\$32.00 BKM ELECTRICITY
Paid Chk# 002123 VERIZON WIRELESS	2/13/2012	\$129.05 BKM DATA LINES

MONROE COUNTY PUBLIC LIBRARY

02/23/12 4:03 PM

Page 3

\*Check Summary Register©

January 13, 2012 to February 23, 2012

Name	Check Date	Check Amt
Paid Chk# 002124 WEST PAYMENT CENTER	2/13/2012	\$1,060.50 BOOKS
Paid Chk# 002125 WESTON WOODS STUDIOS	2/13/2012	\$59.90 NONPRINT
Paid Chk# 002126 AMERICAN UNITED LIFE INS.	2/16/2012	\$1,255.00 403b TSA-AUL W/H
Paid Chk# 002127 EXOTIC FELINE RESCUE	2/16/2012	\$100.00 FD/CHILD-PROGRAMS
Paid Chk# 002128 GEORGE B. CUSACK	2/16/2012	\$27.12 REFUND ON LOST ITEMS
Paid Chk# 002129 JERALD W. JAMES	2/16/2012	\$200.00 IT'S YOUR MONEY/FINRA \$
Paid Chk# 002130 MARIAH E. BJELLAND	2/16/2012	\$52.85 DUPLICATE PAYMENT
Paid Chk# 002131 NINTENDO POWER	2/16/2012	\$59.85 3 COPIES OF ONE YEAR SUBSCRIPTION
Paid Chk# 002132 POLARIS USERS GROUP	2/16/2012	\$100.00 2012 MEMBERSHIP DUES
Paid Chk# 002133 UNITED PARCEL SERVICE	2/16/2012	\$23.16 SHIPPING
Paid Chk# 002134 VERIZON WIRELESS	2/16/2012	\$114.49 CELL PHONES
Paid Chk# 002135 VIRGINIA H. RICHEY	2/16/2012	\$90.00 FD/ELL-FEB. PERFORMANCES
Paid Chk# 002136 AT&T (OK)	2/22/2012	\$83.64 LONG-DISTANCE BILL
Paid Chk# 002137 JOSHUA WOLF	2/22/2012	\$91.04 FD-CHILD/TEA PARTY SPLS
Paid Chk# 002138 JPMORGAN CHASE BANK, NA	2/22/2012	\$6,266.11 VARIOUS
Paid Chk# 002139 MIDWEST PRESORT SERVICE	2/22/2012	\$346.16 POSTAGE SERVICES
Paid Chk# 002140 MOLLY BEATTY	2/22/2012	\$75.00 ZONE 4 PARKING PERMIT
Paid Chk# 002141 SARA LAUGHLIN	2/22/2012	\$944.63 ALA WINTER CONFERENCE
Paid Chk# 002142 SARAH BOWMAN	2/22/2012	\$13.94 FD/TEEN SPLS
Paid Chk# 002143 SCOTT L. NEWLAND	2/22/2012	\$25.25 REFUND ON LOST ITEM
Paid Chk# 002144 SOUTH CENTRAL INDIANA REMC	2/22/2012	\$45.53 BKM ELECTRICITY
Paid Chk# 002145 A1 LANDSCAPE & HAULING	2/23/2012	\$400.00 LAWN SERVICE
Paid Chk# 002146 ALL-PHASE ELECTRIC SUPPLY	2/23/2012	\$326.95 LIGHT BULBS
Paid Chk# 002147 AUDIOGO	2/23/2012	\$963.08 NONPRINT
Paid Chk# 002148 AVCAFE	2/23/2012	\$307.58 NONPRINT
Paid Chk# 002149 AYNES UPHOLSTERY	2/23/2012	\$100.00 UPHOLSTERY
Paid Chk# 002150 BAKER & TAYLOR BOOKS	2/23/2012	\$54,962.58 BOOKS
Paid Chk# 002151 BLACKSTONE AUDIO, INC.	2/23/2012	\$60.00 NONPRINT
Paid Chk# 002152 BOOKS IN MOTION	2/23/2012	\$6.00 NONPRINT
Paid Chk# 002153 BRODART CO.	2/23/2012	\$362.39 A-V CATALOGING SPLS
Paid Chk# 002154 BUNGER & ROBERTSON, LLP	2/23/2012	\$1,995.00 LEGAL SERVICES
Paid Chk# 002155 BURKE CTY HISTORICAL	2/23/2012	\$42.50 BOOK
Paid Chk# 002156 BWI	2/23/2012	\$2,553.23 BOOKS
Paid Chk# 002157 CARMICHAEL TRUCK &	2/23/2012	\$427.83 SPRINTER REPAIR
Paid Chk# 002158 CENTER POINT LARGE PRINT	2/23/2012	\$429.00 BOOKS
Paid Chk# 002159 CHARDON LABORATORIES,	2/23/2012	\$662.00 MAINT. CONTRACT
Paid Chk# 002160 CIM TECHNOLOGY SOLUTIONS	2/23/2012	\$600.00 EQUIPMENT REPAIR
Paid Chk# 002161 CINTAS FIRST AID & SAFETY	2/23/2012	\$243.47 FIRST AID SPLS
Paid Chk# 002162 DEMCO, INC.	2/23/2012	\$308.32 CATALOGING SPLS
Paid Chk# 002163 DUBOIS CTY GENEALOGICAL	2/23/2012	\$39.00 BOOKS
Paid Chk# 002164 DUNCAN VIDEO, INC.	2/23/2012	\$14,834.59 FIBER OPTIC EQUIPMENT
Paid Chk# 002165 ELECTRONIC COMMERCE, INC.	2/23/2012	\$3,420.00 PAYROLL SERVICES
Paid Chk# 002166 EVANCED SOLUTIONS, LLC	2/23/2012	\$1,115.10 MAINT. CONTRACT 4/1/12-3/31/13
Paid Chk# 002167 EVANSVILLE BINDERY, INC.	2/23/2012	\$465.06 BOOK BINDING SERVICE
Paid Chk# 002168 FIRST INSURANCE GROUP,	2/23/2012	\$38,884.00 PKG, AUTO, UMBRELLA INS., OFFICIALS' BONDS
Paid Chk# 002169 FREEDOM BUSINESS	2/23/2012	\$1,610.49 CARTRIDGES
Paid Chk# 002170 GALE	2/23/2012	\$4,597.80 BOOKS & ELECTRONIC RESOURCES
Paid Chk# 002171 GLOBAL EQUIPMENT COMPANY	2/23/2012	\$86.12 SHIPPING COST ONLY/RETURNED CONTAINERS
Paid Chk# 002172 HFI MECHANICAL	2/23/2012	\$537.76 EQUIP. REPAIR
Paid Chk# 002173 HOOSIER HERITAGE	2/23/2012	\$16.00 PERIODICALS
Paid Chk# 002174 HP PRODUCTS	2/23/2012	\$2,961.51 CLEANING SPLS
Paid Chk# 002175 IMAGING OFFICE SYSTEMS,	2/23/2012	\$1,774.59 MAINT. CONTRACT 3/27/12-3/26/1
Paid Chk# 002176 J. A. SEXAUER	2/23/2012	\$687.14 BLDG SPLS
Paid Chk# 002177 JIM GORDON, INC	2/23/2012	\$95.40 MNTHLY COPIER MAINT.
Paid Chk# 002178 KLEINDORFER'S HDWE	2/23/2012	\$72.76 BLDG SPLS



MONROE COUNTY PUBLIC LIBRARY

02/23/12 4:03 PM

Page 4

\*Check Summary Register©

January 13, 2012 to February 23, 2012

Name	Check Date	Check Amt	
Paid Chk# 002179 KOORSEN FIRE & SECURITY,	2/23/2012	\$520.94	ANNUAL FIRE ALARM INSPECTION
Paid Chk# 002180 LIBRARY VIDEO COMPANY	2/23/2012	\$336.57	NONPRINT
Paid Chk# 002181 LOGISTECH, INC.	2/23/2012	\$38.68	BOOKS
Paid Chk# 002182 LOWE'S	2/23/2012	\$1,013.04	BLDG SPLS
Paid Chk# 002183 MENARDS - BLOOMINGTON	2/23/2012	\$420.13	BLDG SPLS
Paid Chk# 002184 MERGENT, INC.	2/23/2012	\$1,578.00	BOOKS
Paid Chk# 002185 MIDWEST COLLABORATIVE	2/23/2012	\$575.00	ELECTRONIC RESOURCES
Paid Chk# 002186 MIDWEST TAPE	2/23/2012	\$34,859.92	NONPRINT
Paid Chk# 002187 NAPA AUTO PARTS	2/23/2012	\$11.99	VEHICLE PART
Paid Chk# 002188 NEWSOUND	2/23/2012	\$25.85	NONPRINT
Paid Chk# 002189 OFFICE DEPOT, INC.	2/23/2012	\$272.98	CHAIR/IS DEPT.
Paid Chk# 002190 PARACLETE PRESS, INC.	2/23/2012	\$24.64	BOOKS
Paid Chk# 002191 B,B & C POW PEST CONTROL,	2/23/2012	\$84.00	PEST CONTROL
Paid Chk# 002192 QUILL CORPORATION	2/23/2012	\$471.07	OFFICE SPLS
Paid Chk# 002193 RACHEL APPLGATE	2/23/2012	\$2,000.00	INTERIM REPORT RECEIVED/FINRA
Paid Chk# 002194 RANDOM HOUSE, INC.	2/23/2012	\$1,469.10	NONPRINT
Paid Chk# 002195 RECORDED BOOKS, LLC	2/23/2012	\$829.30	NONPRINT
Paid Chk# 002196 REGENT BOOK COMPANY	2/23/2012	\$13.67	BOOKS
Paid Chk# 002197 SAM'S CLUB	2/23/2012	\$81.04	BLDG SPLS
Paid Chk# 002198 SECURITY VIDEO INDIANA,	2/23/2012	\$190.00	CAMERA REPAIR/ELL
Paid Chk# 002199 SIEGEL DISPLAY PRODUCTS,	2/23/2012	\$675.20	3 ASH STANDS/MCPL SMOKE FREE
Paid Chk# 002200 STAPLES	2/23/2012	\$81.96	LABELS & NAME BADGES
Paid Chk# 002201 TANTOR MEDIA	2/23/2012	\$384.61	NONPRINT
Paid Chk# 002202 TASC	2/23/2012	\$526.95	2ND QTR. '12 FSA & COBRA SERVICES
Paid Chk# 002203 THE ENGRAVING AND STAMP	2/23/2012	\$10.10	SPLS (VITAL)
Paid Chk# 002204 THE LIBRARY STORE, INC.	2/23/2012	\$154.38	POSTERS & SPLS/VITAL
Paid Chk# 002205 ULINE	2/23/2012	\$1,457.20	LID TOTES
Paid Chk# 002206 UNIQUE MANAGEMENT	2/23/2012	\$1,763.15	COLLECTION AGENCY (JAN. FEE)
Paid Chk# 002207 WELLS CTY GENEALOGY	2/23/2012	\$57.00	BOOKS
Paid Chk# 002208 XPEDX STORES	2/23/2012	\$847.12	PAPER
<b>Total Checks</b>		<b>\$343,135.75</b>	

MONROE COUNTY PUBLIC LIBRARY  
CHECKING ACCOUNTS  
01/13/12 - 02/23/12

Fifth Third Checking Account/Check Register Total	\$343,135.75
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (Jan. '12)	685.14
Fifth Third Checking-Monthly Service Charge	63.00
Fifth Third Savings-Monthly Service Charge	10.00
Old National Checking-Monthly Service Charge	0.00
Chase Savings Service Charge (given a \$184.50 refund)	302.00
Add: Payrolls	
Vouchers 01/13/12 Payroll (ECI)	112,918.23
Electronic transfer (ECI) employee/employer taxes	39,697.59
Electronic transfer (ECI) employer "HSA"	23,616.50
Electronic transfer (ECI) employee "HSA"	1,827.59
Electronic transfer 01/18/12 (TASC) employee "FSA"	363.45
Vouchers & Checks 01/27/12 Payroll (ECI)	115,815.29
Electronic transfer (ECI) employee/employer taxes	40,233.16
Electronic transfer (ECI) employee "HSA"	2,087.97
Electronic transfer 01/31/12 (TASC) employee "FSA"	363.45
Vouchers 02/10/12 Payroll (ECI)	117,096.21
Electronic transfer (ECI) employee/employer taxes	40,582.02
Electronic transfer (ECI) employee "HSA"	2,087.97
Electronic transfer 02/14/12 (TASC) employee "FSA"	363.45
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	\$841,248.77

ACCOUNTS PAYABLE VOUCHER

MONROE COUNTY PUBLIC LIBRARY\*Address Line 1\*303 E KIRKWOOD AVENUE\*BLOOMINGTON, IN 47408

Check # 2023

Payee JPMORGAN CHASE BANK, NA		Purchase Order No. 0	Claim 20052
PALATINE, IL 60094-4016		Terms	
		Date Due	

Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
12/12/2011		E001-005-31700 PAY FLOW/MNTHLY CC FEE	\$81.25
1/2/2012		E019-001-32300 AMERICAN/ALA PLANE TICKETS	\$385.10
12/14/2011		E001-012-21300 STAPLES/OFFICE SPLS	\$7.99
12/14/2011		E001-014-21300 AMAZON/OFFICE SPLS	\$28.25
12/21/2011		E001-001-21300 STAPLES/OFFICE SPLS	\$74.85
12/2/2011		E019-007-22900 DISPLAYS 2 GO/FD-CR-DISPLAY UNITS	\$844.71
12/8/2011		E019-007-22900 DISPLAYS2GO/FD-CR/CREDIT ON DISPLAY	(\$265.44)
12/28/2011		E001-007-32400 GREATER BLGTN CH/LEGISLATIVE LUNCHEON	\$19.00
12/30/2011		E019-007-33100 CONSTANT CONTACT-FD/CR/PUBLICATION	\$15.00
12/16/2011		E020-016-44750 ARVATO/SOFTWARE UPGRADE	\$599.00
12/20/2011		E001-016-21400 AMAZON/INKJET CARTRIDGES	\$140.90
12/20/2011		E001-016-21400 AMAZON/INKJET CARTRIDGES	\$77.67
12/21/2011		E001-016-21300 AMAZON/PRINTER	\$128.38
12/21/2011		E001-016-21300 AMAZON/PRINTER	\$128.38
12/16/2011		E019-016-21350 LITTLE CAESARS/FD-CATS FOOD	\$37.72
12/18/2011		E019-016-21350 AVERS PIZZA/FD-CATS FOOD	\$98.98
12/10/2011		E001-018-45300 AMAZON/NONPRINT	\$44.97
12/14/2011		E001-018-45300 PAYPAL-BILLVILLEUN/NONPRINT	\$20.00
12/14/2011		E001-018-45300 PAYPAL-PENGUINMAGIC/NONPRINT	\$24.95
12/14/2011		E001-018-45300 CTHULHULIVES/NONPRINT	\$27.07
12/21/2011		E001-018-45300 PAYPAL-QUINCYHILL/NONPRINT	\$34.95
12/21/2011		E001-018-45100 MET OPERA SHOP/BOOKS	\$108.99
12/22/2011		E001-018-45300 AMAZON/NONPRINT	\$44.97
12/27/2011		E001-018-45100 NAEYC INTERNET/BOOKS	\$44.24
12/29/2011		E001-018-45300 AMAZON/NONPRINT	\$44.97
12/15/2011		E001-018-45300 PAYPAL-MERCOLACOMH/NONPRINT	\$24.90
12/21/2011		E019-011-21350 MARSH/FD-CHILD SPLS	\$22.57
12/21/2011		E019-011-21350 MICHAELS/FD-CHILD SPLS	\$14.99
12/24/2011		E001-019-23000 APPLE ITUNES/IS SPLS	\$9.60
12/28/2011		E019-011-21350 LITTLE PARTNERS/FD-CHILD SPLS	\$199.99
12/3/2011		E001-019-44601 BARNES&NOBLE/2 NOOK CASES	\$19.90
12/3/2011		E001-019-44601 BARNES&NOBLE/2 NOOKS	\$198.00
12/2/2011		E001-019-23000 AWE/IS SPLS/MICE	\$106.00
12/7/2011		E001-019-44601 AMAZON/2 KINDLES&ACCESS	\$217.98
12/10/2011		E001-019-44601 APPLE/2 IPAD CASES	\$78.00
12/10/2011		E001-019-44601 APPLE/2 IPADS	\$998.00
12/23/2011		E001-019-23000 THEGLIF/4 STYLUSES/IS SPLS	\$100.00
12/6/2011		E019-007-22900 LITERATURE DISPLAYS/FD-CR/DISPLAYS	\$104.39
12/13/2011		E019-007-22900 LITERATURE DISPLAYS/FD-CR/DISPLAY	\$21.31
12/13/2011		E001-005-10040 MCPL/CC TEST ON RM RESERVATIONS	\$1.00
12/30/2011		E019-007-22900 DISPLAY2GO/FD-CR/DISPLAYS	\$71.93

ck# 2138

**ACCOUNTS PAYABLE VOUCHER****MONROE COUNTY PUBLIC LIBRARY\*Address Line 1\*303 E KIRKWOOD AVENUE\*BLOOMINGTON, IN  
47408**

Payee	Claim 20178
JPMORGAN CHASE BANK, NA	Purchase Order No. 0
	Terms
PALATINE, IL 60094-4016	Date Due

Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
1/10/2012		E001-005-31700 PAY FLOW/CC MNTHLY FEE	\$77.85
1/11/2012		E019-001-32400 ALA/FD/WORKSHOP	\$129.00
1/13/2012		E019-001-21350 TOM'S GLASS WORKS/FD/FRIENDS' GIFTS	\$179.75
1/16/2012		E019-001-32400 MCLS/FD/WORKSHOP	\$198.00
1/26/2012		E019-015-21350 KROGER/FD/VITAL FOOS	\$23.25
1/27/2012		E019-015-21350 JIMMY JOHN'S/FD/VITAL FOOD	\$26.50
1/27/2012		E019-010-32300 USAIRWAY/FD-DILLION PLA TICKETS	\$396.60
1/27/2012		E019-018-32300 USAIRWAY/FD-HARGIS PLA TICKETS	\$356.60
1/30/2012		E019-007-33100 CONSTANTCONTACT/FD-WEB PRESENTS- NEWSLETTERS	\$15.00
1/6/2012		E021-016-44750 APPLE/APPLE OS UPGRADES TO LION OS	\$207.00
1/6/2012		E020-016-32100 AT&T/IPHONE UPGRADE	\$199.99
1/25/2012		E020-016-23500 MONROE CTY HIST./DOCUMENTARY PHOTOS	\$45.00
2/1/2012		E021-016-44750 ARVATO SYSTEMS/MEDIA COMPOSER UPGRADE	\$299.00
1/4/2012		E001-018-45300 AMAZON/NONPRINT	\$29.98
1/12/2012		E001-018-45400 NADA USED CAR/ELECTRONIC RESOURCES	\$330.00
1/18/2012		E001-018-45300 COLLECTIVE EYE/NONPRINT	\$45.00
1/18/2012		E001-018-45300 CLINEFILMS/NONPRINT	\$20.00
1/18/2012		E001-018-45300 MY GYM/NONPRINT	\$30.19
1/18/2012		E001-018-45300 TROUT FISHING/NONPRINT	\$38.90
1/19/2012		E001-018-45100 ALIBRIS/BOOK	\$10.49
1/18/2012		E001-018-45300 MET MUSEUM/NONPRINT	\$32.90
2/1/2012		E001-018-45300 FINAL CALL/NONPRINT	\$14.66
1/10/2012		E019-011-44300 DEMCO/FD-CHILD/LAMINATOR	\$319.50
1/12/2012		E016-011-21350 KROGER/CHILD/MLK DAY	\$55.62
1/12/2012		E016-011-21350 DOLLAR GENERAL/CHILD/MLK DAY	\$26.05
1/13/2012		E016-011-21350 HOBBY-LOBBY/CHILD-MLK DAY	\$11.98
1/16/2012		E016-011-21350 KROGER/CHILD-MLK DAY	\$45.49
1/19/2012		E019-011-21350 MARSH/FD-CHILD/FOOD	\$15.96
1/20/2012		E019-007-21350 FACTORY/FD-CR/LUNAR NEW YR.	\$35.27
1/27/2012		E001-019-23000 APPLE ITUNE/IS SPLS	\$12.81
1/20/2012		E019-007-21350 CHINA BUFFET/FD-CR/LUNAR NEW YR.	\$371.83
1/30/2012		E019-010-21350 KROGER/FD-TEEN FOOD	\$41.02
1/4/2012		E019-010-21350 BLACK'S MERCANTILE/FD-TEEN FOOD	\$11.24
1/6/2012		E001-019-31500 TECHSOUP/MICROSOFT LICENSES	\$1,550.00
1/4/2012		E019-007-22900 LITERATUREDISPLAYS/FD-CR/DISPLAYS	\$201.60
1/3/2012		E019-007-21500 HIGHSMITH/FD-CR/PROMO ITEMS	\$56.69
1/5/2012		E019-007-22900 DICKSPORTING/FD-CR/DISPLAY KIT	\$237.45
1/9/2012		E019-007-22900 LITERATUREDISPLAYS/FD-CR DISPLAYS	\$124.68
1/9/2012		E019-007-22900 LITERATUREDISPLAY/FD-CR DISPLAY	\$26.85

1/9/2012		E019-007-22900 LITERATUREDISPLAY/FD-CR DISPLAY	\$62.42
1/23/2012		E019-007-22900 LITERATUREDISPLAY/FD-CR DISPLAY	\$60.36
1/23/2012		E019-007-22900 LITERATUREDISPLAY/FD-CR DISPLAY	\$8.64
1/24/2012		E001-005-44300 OFFICE DEPOT/COIN COUNTER	\$284.99
Total			\$6,266.11

VOUCHER NO. 20178

WARRANT NO. 2138

JPMORGAN CHASE BANK, NA

ALLOWED

IN THE SUM OF \$ \$6,266.11

\$ \$6,266.11

ON ACCOUNT OF APPROPRIATION FO

Board/Council Member

COST DITRIBUTION LEDGER CLASSIFICATION  
IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND

Acct. No.	Account Title	Amount
E001-005-31700		\$77.85
E019-001-32400		\$129.00
E019-001-21350		\$179.75
E019-001-32400		\$198.00
E019-015-21350		\$23.25
E019-015-21350		\$26.50
E019-010-32300		\$396.60
E019-018-32300		\$356.60
E019-007-33100		\$15.00
E021-016-44750		\$207.00
E020-016-32100		\$199.99
E020-016-23500		\$45.00
E021-016-44750		\$299.00
E001-018-45300		\$29.98
E001-018-45400		\$330.00
E001-018-45300		\$45.00
E001-018-45300		\$20.00
E001-018-45300		\$30.19
E001-018-45300		\$38.90
E001-018-45100		\$10.49
E001-018-45300		\$32.90
E001-018-45300		\$14.66
E019-011-44300		\$319.50
E016-011-21350		\$55.62
E016-011-21350		\$26.05
E016-011-21350		\$11.98
E016-011-21350		\$45.49
E019-011-21350		\$15.96
E019-007-21350		\$35.27
E001-019-23000		\$12.81
E019-007-21350		\$371.83

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY SUMMARY OF BUDGET CATEGORIES  
AS OF JANUARY 31, 2012  
ONE MONTH = 8.3%

	2012 JANUARY	2011 JANUARY	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
PERSONNEL SERVICES								
SALARIES	276,391.31	284,549.94	276,391.31	3,849,557.66	284,549.94	3,573,166.35	7.2%	92.8%
EMPLOYEE BENEFITS	37,637.66	40,362.94	37,637.66	1,292,197.59	40,362.94	1,254,559.93	2.9%	97.1%
OTHER WAGES	2,730.73	615.09	2,730.73	9,300.00	615.09	6,569.27	29.4%	70.6%
TOTAL PERSONNEL SERVICES	<u>316,759.70</u>	<u>325,527.97</u>	<u>316,759.70</u>	<u>5,151,055.25</u>	<u>325,527.97</u>	<u>4,834,295.55</u>	<u>6.1%</u>	<u>93.9%</u>
SUPPLIES								
OFFICE SUPPLIES	3,261.25	8,143.17	3,261.25	49,160.00	8,143.17	45,898.75	6.6%	93.4%
OPERATING SUPPLIES	1,871.85	7,356.47	1,871.85	101,400.00	7,356.47	99,528.15	1.8%	98.2%
REPAIR & MAINT. SUPPLIES	254.41	6,330.92	254.41	25,700.00	6,330.92	25,445.59	1.0%	99.0%
TOTAL SUPPLIES	<u>5,387.51</u>	<u>21,830.56</u>	<u>5,387.51</u>	<u>176,260.00</u>	<u>21,830.56</u>	<u>170,872.49</u>	<u>3.1%</u>	<u>96.9%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	19,033.37	29,103.24	19,033.37	350,140.00	29,103.24	331,106.63	5.4%	94.6%
COMMUNICATION & TRANSPORTATION	7,889.11	4,645.85	7,889.11	104,600.00	4,645.85	96,710.89	7.5%	92.5%
PRINTING & ADVERTISING	0.00	119.86	0.00	8,800.00	119.86	8,800.00	0.0%	100.0%
INSURANCE	3,200.00	3,200.00	3,200.00	56,100.00	3,200.00	52,900.00	5.7%	94.3%
UTILITIES	26,506.85	27,392.18	26,506.85	312,200.00	27,392.18	285,693.15	8.5%	91.5%
REPAIR & MAINTENANCE	6,129.29	1,430.24	6,129.29	84,386.00	1,430.24	78,256.71	7.3%	92.7%
RENTALS	19,171.00	9,706.00	19,171.00	33,700.00	9,706.00	14,529.00	56.9%	43.1%
OTHER CHARGES	17,626.63	7,061.00	17,626.63	215,390.00	7,061.00	197,763.37	8.2%	91.8%
TOTAL OTHER SERVICES & CHARGES	<u>99,556.25</u>	<u>82,658.37</u>	<u>99,556.25</u>	<u>1,165,316.00</u>	<u>82,658.37</u>	<u>1,065,759.75</u>	<u>8.5%</u>	<u>91.5%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	3,006.88	0.00	3,006.88	10,811.88	0.00	7,805.00	27.8%	72.2%
OTHER CAPITAL OUTLAY	81,020.14	83,514.15	81,020.14	1,137,900.00	83,514.15	1,056,879.86	7.1%	92.9%
TOTAL CAPITAL OUTLAY	<u>84,027.02</u>	<u>83,514.15</u>	<u>84,027.02</u>	<u>1,148,711.88</u>	<u>83,514.15</u>	<u>1,064,684.86</u>	<u>7.3%</u>	<u>92.7%</u>
TOTAL OPERATING EXPENDITURES	<u>505,730.48</u>	<u>513,531.05</u>	<u>505,730.48</u>	<u>7,641,343.13</u>	<u>513,531.05</u>	<u>7,135,612.65</u>	<u>6.6%</u>	<u>93.4%</u>
				2011 BUDGET %USED IN 2011	7,465,919.52 6.9%			

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF JANUARY 31, 2012

	2012 JANUARY	2011 JANUARY	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
PERSONNEL SERVICES (1000'S)								
SALARIES								
1120 ADMINISTRATION	7,368.61	7,259.71	7,368.61	164,792.01	7,259.71	157,423.40	4.5%	95.5%
1130 PROFESSIONAL/SUPERVISORS	38,151.28	33,550.98	38,151.28	495,966.80	33,550.98	457,815.52	7.7%	92.3%
1140 PROFESSIONAL ASSISTANTS	95,337.60	104,938.41	95,337.60	1,291,404.64	104,938.41	1,196,067.04	7.4%	92.6%
1150 SPECIALISTS & TECHNICIANS	60,862.56	59,417.93	60,862.56	824,581.94	59,417.93	763,719.38	7.4%	92.6%
1160 CLERICAL ASSISTANTS	30,788.03	35,018.53	30,788.03	455,807.47	35,018.53	425,019.44	6.8%	93.2%
1170 PAGES	16,971.36	17,952.26	16,971.36	268,544.64	17,952.26	251,573.28	6.3%	93.7%
1190 BUILDING MAINTENANCE	26,911.87	26,412.12	26,911.87	348,460.16	26,412.12	321,548.29	7.7%	92.3%
<b>TOTAL SALARIES</b>	<b>276,391.31</b>	<b>284,549.94</b>	<b>276,391.31</b>	<b>3,849,557.66</b>	<b>284,549.94</b>	<b>3,573,166.35</b>	<b>7.2%</b>	<b>92.8%</b>
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	16,240.20	16,813.89	16,240.20	239,860.56	16,813.89	223,620.36	6.8%	93.2%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
1230 EMPLOYER CONTRIBUTION/PERF	0.00	0.00	0.00	386,771.31	0.00	386,771.31	0.0%	100.0%
1240 EMPLOYER CONT/INSURANCE	17,599.45	19,616.77	17,599.45	608,874.69	19,616.77	591,275.24	2.9%	97.1%
1250 EMPLOYER CONT/MEDICARE	3,798.01	3,932.28	3,798.01	56,691.03	3,932.28	52,893.02	6.7%	93.3%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>37,637.66</b>	<b>40,362.94</b>	<b>37,637.66</b>	<b>1,292,197.59</b>	<b>40,362.94</b>	<b>1,254,559.93</b>	<b>2.9%</b>	<b>97.1%</b>
OTHER WAGES								
1310 WORKSTUDY	2,730.73	0.00	2,730.73	4,300.00	0.00	1,569.27	63.5%	36.5%
1180 TEMPORARY STAFF	0.00	615.09	0.00	5,000.00	615.09	5,000.00	0.0%	100.0%
<b>TOTAL OTHER WAGES</b>	<b>2,730.73</b>	<b>615.09</b>	<b>2,730.73</b>	<b>9,300.00</b>	<b>615.09</b>	<b>6,569.27</b>	<b>29.4%</b>	<b>70.6%</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>316,759.70</b>	<b>325,527.97</b>	<b>316,759.70</b>	<b>5,151,055.25</b>	<b>325,527.97</b>	<b>4,834,295.55</b>	<b>6.1%</b>	<b>93.9%</b>
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
1004 MISCELLANEOUS UNAPPROPRIATED	301.28	3,362.96	301.28	0.00	3,362.96	-301.28	#DIV/0!	#DIV/0!
2110 OFFICIAL RECORDS	0.00	809.53	0.00	1,000.00	809.53	1,000.00	0.0%	100.0%
2120 STATIONERY & PRINTING	0.00	0.00	0.00	2,760.00	0.00	2,760.00	0.0%	100.0%
2130 OFFICE SUPPLIES	1,301.74	1,697.91	1,301.74	21,300.00	1,697.91	19,998.26	6.1%	93.9%
2135 GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2140 DUPLICATING	1,658.23	2,272.77	1,658.23	24,100.00	2,272.77	22,441.77	6.9%	93.1%
2150 PROMOTIONAL MATERIALS	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!
<b>TOTAL OFFICE SUPPLIES</b>	<b>3,261.25</b>	<b>8,143.17</b>	<b>3,261.25</b>	<b>49,160.00</b>	<b>8,143.17</b>	<b>45,898.75</b>	<b>6.6%</b>	<b>93.4%</b>

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MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF JANUARY 31, 2012

	2012 JANUARY	2011 JANUARY	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
<b>OPERATING SUPPLIES</b>								
2210 CLEANING SUPPLIES	0.00	3,334.36	0.00	30,650.00	3,334.36	30,650.00	0.0%	100.0%
2220 FUEL, OIL, & LUBRICANTS	1,013.49	1,376.16	1,013.49	11,000.00	1,376.16	9,986.51	9.2%	90.8%
2230 CATALOGING SUPPLIES-BOOKS	626.31	144.24	626.31	5,500.00	144.24	4,873.69	11.4%	88.6%
2240 A/V SUPPLIES-CATALOGING	0.00	347.11	0.00	10,950.00	347.11	10,950.00	0.0%	100.0%
2250 CIRCULATION SUPPLIES	232.05	0.00	232.05	33,000.00	0.00	32,767.95	0.7%	99.3%
2260 LIGHT BULBS	0.00	2,080.95	0.00	3,000.00	2,080.95	3,000.00	0.0%	100.0%
2280 UNIFORMS	0.00	0.00	0.00	1,900.00	0.00	1,900.00	0.0%	100.0%
2290 DISPLAY/EXHIBIT SUPPLIES	0.00	73.65	0.00	5,400.00	73.65	5,400.00	0.0%	100.0%
<b>TOTAL OPERATING SUPPLIES</b>	<b>1,871.85</b>	<b>7,356.47</b>	<b>1,871.85</b>	<b>101,400.00</b>	<b>7,356.47</b>	<b>99,528.15</b>	<b>1.8%</b>	<b>98.2%</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>								
2300 IS SUPPLIES	215.60	1,283.20	215.60	6,600.00	1,283.20	6,384.40	3.3%	96.7%
2310 BUILDING MATERIALS & SUPPLIES	0.00	4,990.51	0.00	15,800.00	4,990.51	15,800.00	0.0%	100.0%
2315 ENERGY AUDIT MAT'LS & SPLS	0.00	0.00	0.00	2,000.00	0.00	2,000.00	0.0%	100.0%
2320 PAINT & PAINTING SUPPLIES	38.81	57.21	38.81	300.00	57.21	261.19	12.9%	87.1%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.0%	100.0%
<b>TOTAL REPAIR &amp; MAINTENANCE SUPPLIES</b>	<b>254.41</b>	<b>6,330.92</b>	<b>254.41</b>	<b>25,700.00</b>	<b>6,330.92</b>	<b>25,445.59</b>	<b>1.0%</b>	<b>99.0%</b>
<b>TOTAL SUPPLIES</b>	<b>5,387.51</b>	<b>21,830.56</b>	<b>5,387.51</b>	<b>176,260.00</b>	<b>21,830.56</b>	<b>170,872.49</b>	<b>3.1%</b>	<b>96.9%</b>
<b>OTHER SERVICES/CHARGES (3000'S)</b>								
<b>PROFESSIONAL SERVICES</b>								
3110 CONSULTING SERVICES	0.00	0.00	0.00	3,000.00	0.00	3,000.00	0.0%	100.0%
3120 ENGINEERING/ARCHITECTURAL	0.00	606.48	0.00	40,000.00	606.48	40,000.00	0.0%	100.0%
3130 LEGAL SERVICES	166.32	2,232.46	166.32	15,500.00	2,232.46	15,333.68	1.1%	98.9%
3140 BUILDING SERVICES	1,161.71	7,514.89	1,161.71	40,000.00	7,514.89	38,838.29	2.9%	97.1%
3150 MAINTENANCE CONTRACTS	10,191.33	7,557.56	10,191.33	139,840.00	7,557.56	129,648.67	7.3%	92.7%
3160 COMPUTER SERVICES (OCLC)	1,425.00	1,225.00	1,425.00	51,300.00	1,225.00	49,875.00	2.8%	97.2%
3170 ADMIN/ACCOUNTING SERVICES	4,415.36	9,966.85	4,415.36	36,500.00	9,966.85	32,084.64	12.1%	87.9%
3175 COLLECTION AGENCY SERVICES	1,673.65	0.00	1,673.65	24,000.00	0.00	22,326.35	7.0%	93.0%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>19,033.37</b>	<b>29,103.24</b>	<b>19,033.37</b>	<b>350,140.00</b>	<b>29,103.24</b>	<b>331,106.63</b>	<b>5.4%</b>	<b>94.6%</b>
<b>COMMUNICATION &amp; TRANSPORTATION</b>								
3210 TELEPHONE	2,304.79	2,171.66	2,304.79	30,600.00	2,171.66	28,295.21	7.5%	92.5%
3220 POSTAGE	1,402.76	1,994.10	1,402.76	30,000.00	1,994.10	28,597.24	4.7%	95.3%
3230 TRAVEL EXPENSE	0.00	320.09	0.00	10,000.00	320.09	10,000.00	0.0%	100.0%
3240 PROFESSIONAL MTG. (OFF-SITE)	19.00	160.00	19.00	10,000.00	160.00	9,981.00	0.2%	99.8%
3250 CONTINUING ED. (ON-SITE)	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
32501 ENCUMBERED CONTINU. ED.(ON-SITE)	4,162.56	0.00	4,162.56	13,000.00	0.00	8,837.44	32.0%	68.0%
3260 FREIGHT & DELIVERY	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.0%	100.0%
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>7,889.11</b>	<b>4,645.85</b>	<b>7,889.11</b>	<b>104,600.00</b>	<b>4,645.85</b>	<b>96,710.89</b>	<b>7.5%</b>	<b>92.5%</b>

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MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF JANUARY 31, 2012

	2012 JANUARY	2011 JANUARY	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
<b>PRINTING &amp; ADVERTISING</b>								
3310 ADVERTISING & PUBLICATION	0.00	49.00	0.00	2,900.00	49.00	2,900.00	0.0%	100.0%
3320 PRINTING	0.00	70.86	0.00	5,900.00	70.86	5,900.00	0.0%	100.0%
<b>TOTAL PRINTING &amp; ADVERTISING</b>	<b>0.00</b>	<b>119.86</b>	<b>0.00</b>	<b>8,800.00</b>	<b>119.86</b>	<b>8,800.00</b>	<b>0.0%</b>	<b>100.0%</b>
<b>INSURANCE</b>								
3410 OFFICIAL BOND	0.00	0.00	0.00	700.00	0.00	700.00	0.0%	100.0%
3420 OTHER INSURANCE	3,200.00	3,200.00	3,200.00	55,400.00	3,200.00	52,200.00	5.8%	94.2%
<b>TOTAL INSURANCE</b>	<b>3,200.00</b>	<b>3,200.00</b>	<b>3,200.00</b>	<b>56,100.00</b>	<b>3,200.00</b>	<b>52,900.00</b>	<b>5.7%</b>	<b>94.3%</b>
<b>UTILITIES</b>								
3510 GAS	54.12	52.72	54.12	3,800.00	52.72	3,745.88	1.4%	98.6%
3520 ELECTRICITY	25,660.13	26,186.07	25,660.13	290,500.00	26,186.07	264,839.87	8.8%	91.2%
3530 WATER	792.60	1,153.39	792.60	17,900.00	1,153.39	17,107.40	4.4%	95.6%
<b>TOTAL UTILITIES</b>	<b>26,506.85</b>	<b>27,392.18</b>	<b>26,506.85</b>	<b>312,200.00</b>	<b>27,392.18</b>	<b>285,693.15</b>	<b>8.5%</b>	<b>91.5%</b>
<b>REPAIR &amp; MAINTENANCE</b>								
3610 BUILDING REPAIR	888.79	0.00	888.79	22,000.00	0.00	21,111.21	4.0%	96.0%
3630 OTHER EQUIP/FURNITURE REPAIRS	694.00	586.80	694.00	13,800.00	586.80	13,106.00	5.0%	95.0%
36301 ENCUMBERED EQUIP/FURN REPAIRS	3,000.00	0.00	3,000.00	39,586.00	0.00	36,586.00	7.6%	92.4%
3640 VEHICLE REPAIR & MAINTENANCE	977.95	526.14	977.95	6,000.00	526.14	5,022.05	16.3%	83.7%
3650 MATERIAL BINDING/REPAIR SERV.	568.55	317.30	568.55	3,000.00	317.30	2,431.45	19.0%	81.0%
<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>6,129.29</b>	<b>1,430.24</b>	<b>6,129.29</b>	<b>84,386.00</b>	<b>1,430.24</b>	<b>78,256.71</b>	<b>7.3%</b>	<b>92.7%</b>
<b>RENTALS</b>								
3710 REAL ESTATE RENTAL/PARKING	19,171.00	9,706.00	19,171.00	33,600.00	9,706.00	14,429.00	57.1%	42.9%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	100.00	0.00	100.00	0.0%	100.0%
<b>TOTAL RENTALS</b>	<b>19,171.00</b>	<b>9,706.00</b>	<b>19,171.00</b>	<b>33,700.00</b>	<b>9,706.00</b>	<b>14,529.00</b>	<b>56.9%</b>	<b>43.1%</b>
<b>OTHER CHARGES</b>								
3910 DUES/INSTITUTIONAL	0.00	6,101.00	0.00	7,590.00	6,101.00	7,590.00	0.0%	100.0%
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	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3945 TRANSFER TO ANOTHER FUND (R.DAY)	16,666.63	0.00	16,666.63	200,000.00	0.00	183,333.37	8.3%	91.7%
3950 EDUCATIONAL SERV/LICENSEING	960.00	960.00	960.00	5,300.00	960.00	4,340.00	18.1%	81.9%
<b>TOTAL OTHER CHARGES</b>	<b>17,626.63</b>	<b>7,061.00</b>	<b>17,626.63</b>	<b>215,390.00</b>	<b>7,061.00</b>	<b>197,763.37</b>	<b>8.2%</b>	<b>91.8%</b>
<b>TOTAL OTHER SERVICES/CHARGES</b>	<b>99,556.25</b>	<b>82,658.37</b>	<b>99,556.25</b>	<b>1,165,316.00</b>	<b>82,658.37</b>	<b>1,065,759.75</b>	<b>8.5%</b>	<b>91.5%</b>

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MONTHLY BUDGET REPORT  
AS OF JANUARY 31, 2012

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CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.0%	100.0%
44105 ENCUMBERED FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4420 AUDIO VISUAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	1,495.00	0.00	1,495.00	8,300.00	0.00	6,805.00	18.0%	82.0%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4445 BUILDING 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!
44601 ENCUMBERED IS EQUIPMENT	1,511.88	0.00	1,511.88	1,511.88	0.00	0.00	100.0%	0.0%
4465 IS SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4470 EQUIPMENT - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4475 SOFTWARE - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL FURNITURE &amp; EQUIPMENT</b>	<b>3,006.88</b>	<b>0.00</b>	<b>3,006.88</b>	<b>10,811.88</b>	<b>0.00</b>	<b>7,805.00</b>	<b>27.8%</b>	<b>72.2%</b>
OTHER CAPITAL OUTLAY								
4510 BOOKS	45,153.21	39,446.50	45,153.21	595,008.00	39,446.50	549,854.79	7.6%	92.4%
4520 PERIODICALS & NEWSPAPERS	144.25	189.84	144.25	45,971.00	189.84	45,826.75	0.3%	99.7%
4530 NONPRINT MATERIALS	35,164.08	29,020.17	35,164.08	368,338.00	29,020.17	333,173.92	9.5%	90.5%
4540 ELECTRONIC RESOURCES	558.60	14,857.64	558.60	128,583.00	14,857.64	128,024.40	0.4%	99.6%
<b>TOTAL OTHER CAPITAL OUTLAY</b>	<b>81,020.14</b>	<b>83,514.15</b>	<b>81,020.14</b>	<b>1,137,900.00</b>	<b>83,514.15</b>	<b>1,056,879.86</b>	<b>7.1%</b>	<b>92.9%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>84,027.02</b>	<b>83,514.15</b>	<b>84,027.02</b>	<b>1,148,711.88</b>	<b>83,514.15</b>	<b>1,064,684.86</b>	<b>7.3%</b>	<b>92.7%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>505,730.48</b>	<b>513,531.05</b>	<b>505,730.48</b>	<b>7,641,343.13</b>	<b>513,531.05</b>	<b>7,135,612.65</b>	<b>6.6%</b>	<b>93.4%</b>

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

# MONROE COUNTY PUBLIC LIBRARY

## Operating Budget & Expenditure Report

January 1, 2012 to January 31, 2012  
1 month = 8.3%

Object	Object Descr	2012 Budget	Jan 2012	2012 YTD Amt	2012 YTD Balance	2012 %YTD Budget
10040	MISCELLANEOUS	\$0.00	\$301.28	\$301.28	-\$301.28	0.00%
11200	ADMINISTRATION	\$164,792.01	\$7,368.61	\$7,368.61	\$157,423.40	4.47%
11300	PROF/SUPERVISORS	\$495,966.80	\$38,151.28	\$38,151.28	\$457,815.52	7.69%
11400	PROFESSIONAL	\$1,291,404.6	\$95,337.60	\$95,337.60	\$1,196,067.04	7.38%
11500	SPECIALIST/TECHNICIANS	\$824,581.94	\$60,862.56	\$60,862.56	\$763,719.38	7.38%
11600	CLERICAL ASSISTANTS	\$455,807.47	\$30,788.03	\$30,788.03	\$425,019.44	6.75%
11700	PAGES	\$268,544.64	\$16,971.36	\$16,971.36	\$251,573.28	6.32%
11800	TEMPORAY STAFF	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
11900	BUILDING	\$348,460.16	\$26,911.87	\$26,911.87	\$321,548.29	7.72%
12100	FICA/EMPLOYER	\$239,860.56	\$16,240.20	\$16,240.20	\$223,620.36	6.77%
12300	PERF/EMPLOYER	\$386,771.31	\$0.00	\$0.00	\$386,771.31	0.00%
12400	INS/EMPLOYER	\$608,874.69	\$17,599.45	\$17,599.45	\$591,275.24	2.89%
12500	MEDICARE/EMPLOYER	\$56,691.03	\$3,798.01	\$3,798.01	\$52,893.02	6.70%
13100	WORK STUDY	\$4,300.00	\$2,730.73	\$2,730.73	\$1,569.27	63.51%
21100	OFFICIAL RECORDS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
21200	STATIONERY/BUS. CARDS	\$2,760.00	\$0.00	\$0.00	\$2,760.00	0.00%
21300	OFFICE SUPPLIES	\$21,300.00	\$1,301.74	\$1,301.74	\$19,998.26	6.11%
21350	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21400	DUPLICATING	\$24,100.00	\$1,658.23	\$1,658.23	\$22,441.77	6.88%
22100	CLEANING SUPPLIES	\$30,650.00	\$0.00	\$0.00	\$30,650.00	0.00%
22200	FUEL/OIL/LUBRICANTS	\$11,000.00	\$1,013.49	\$1,013.49	\$9,986.51	9.21%
22300	CATALOGING	\$5,500.00	\$626.31	\$626.31	\$4,873.69	11.39%
22400	A/V SUPPLIES/CATALOG	\$10,950.00	\$0.00	\$0.00	\$10,950.00	0.00%
22500	CIRCULATION SUPPLIES	\$33,000.00	\$232.05	\$232.05	\$32,767.95	0.70%
22600	LIGHT BULBS	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
22800	UNIFORMS	\$1,900.00	\$0.00	\$0.00	\$1,900.00	0.00%
22900	DISPLAY/EXHIBITS	\$5,400.00	\$0.00	\$0.00	\$5,400.00	0.00%
23000	IS SUPPLIES	\$6,600.00	\$215.60	\$215.60	\$6,384.40	3.27%
23100	BUILDING MATERIAL	\$15,800.00	\$0.00	\$0.00	\$15,800.00	0.00%
23150	ENERGY AUDIT MAT'LS &	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
23200	PAINT/PAINTING SUPPLIES	\$300.00	\$38.81	\$38.81	\$261.19	12.94%
23400	OTHER	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
31100	CONSULTING SERVICES	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
31200	ENGINEERING/ARCHITE	\$40,000.00	\$0.00	\$0.00	\$40,000.00	0.00%
31300	LEGAL SERVICES	\$15,500.00	\$166.32	\$166.32	\$15,333.68	1.07%
31400	BUILDING SERVICES	\$40,000.00	\$1,161.71	\$1,161.71	\$38,838.29	2.90%
31500	MAINTENANCE	\$139,840.00	\$10,191.33	\$10,191.33	\$129,648.67	7.29%
31600	COMPUTER SERVICES	\$51,300.00	\$1,425.00	\$1,425.00	\$49,875.00	2.78%
31700	ADMIN/ACCOUNTING	\$36,500.00	\$4,415.36	\$4,415.36	\$32,084.64	12.10%
31750	COLLECTION AGENCY	\$24,000.00	\$1,673.65	\$1,673.65	\$22,326.35	6.97%
32100	TELEPHONE	\$30,600.00	\$2,304.79	\$2,304.79	\$28,295.21	7.53%
32200	POSTAGE	\$30,000.00	\$1,402.76	\$1,402.76	\$28,597.24	4.68%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$19.00	\$19.00	\$9,981.00	0.19%
32500	CONTINUING	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
32501	ENCUMBERED	\$13,000.00	\$4,162.56	\$4,162.56	\$8,837.44	32.02%
32600	FREIGHT/DELIVERY	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
33100	ADVERTISING/PUBLICATI	\$2,900.00	\$0.00	\$0.00	\$2,900.00	0.00%
33200	PRINTING SERVICES	\$5,900.00	\$0.00	\$0.00	\$5,900.00	0.00%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$0.00	\$700.00	0.00%
34200	OTHER INSURANCE	\$55,400.00	\$3,200.00	\$3,200.00	\$52,200.00	5.78%
35100	GAS	\$3,800.00	\$54.12	\$54.12	\$3,745.88	1.42%
35200	ELECTRICITY	\$290,500.00	\$25,660.13	\$25,660.13	\$264,839.87	8.83%
35300	WATER	\$17,900.00	\$792.60	\$792.60	\$17,107.40	4.43%
36100	BUILDING REPAIRS	\$22,000.00	\$888.79	\$888.79	\$21,111.21	4.04%
36300	OTHER	\$13,800.00	\$694.00	\$694.00	\$13,106.00	5.03%
36301	ENCUMBERED EQUIP	\$39,586.00	\$3,000.00	\$3,000.00	\$36,586.00	7.58%
36400	VEHICLE	\$6,000.00	\$977.95	\$977.95	\$5,022.05	16.30%
36500	MATERIALS	\$3,000.00	\$568.55	\$568.55	\$2,431.45	18.95%

**MONROE COUNTY PUBLIC LIBRARY**

**Operating Budget & Expenditure Report**

January 1, 2012 to January 31, 2012

1 month = 8.3%

Object	Object Descr	2012 Budget	Jan 2012	2012 YTD Amt	2012 YTD Balance	2012 %YTD Budget
37100	REAL ESTATE	\$33,600.00	\$19,171.00	\$19,171.00	\$14,429.00	57.06%
37200	EQUIPMENT RENTAL	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
39100	DUES/INSTITUTIONAL	\$7,590.00	\$0.00	\$0.00	\$7,590.00	0.00%
39200	INTEREST/TEMPORARY	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
39450	TRANSFER TO ANOTHER	\$200,000.00	\$16,666.63	\$16,666.63	\$183,333.37	8.33%
39500	EDUCATIONAL/LICENSIN	\$5,300.00	\$960.00	\$960.00	\$4,340.00	18.11%
44100	FURNITURE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
44300	OTHER EQUIPMENT	\$8,300.00	\$1,495.00	\$1,495.00	\$6,805.00	18.01%
44601	ENCUMBERED IS	\$1,511.88	\$1,511.88	\$1,511.88	\$0.00	100.00%
45100	BOOKS	\$595,008.00	\$45,153.21	\$45,153.21	\$549,854.79	7.59%
45200	PERIODICALS/NEWSPAP	\$45,971.00	\$144.25	\$144.25	\$45,826.75	0.31%
45300	NONPRINT MATERIALS	\$368,338.00	\$35,164.08	\$35,164.08	\$333,173.92	9.55%
45400	ELECTRONIC RESOURCES	\$128,583.00	\$558.60	\$558.60	\$128,024.40	0.43%
		\$7,641,343.1	\$505,730.48	\$505,730.48	\$7,135,612.65	6.62%

# MONROE COUNTY PUBLIC LIBRARY

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Page 1

## LIRF Budget & Expenditure Report

January 1, 2012 to January 31, 2012  
1 month = 8.3%

Object	Object Descr	2012 Budget	Jan 2012	YTD Amount	2012 YTD Balance	2012 %YTD Budget
36100	BUILDING REPAIRS	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
44300	OTHER EQUIPMENT	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
44450	BUILDING RENOVATION	\$150,000.00	\$0.00	\$0.00	\$150,000.00	0.00%
		\$350,000.00	\$0.00	\$0.00	\$350,000.00	0.00%

# MONROE COUNTY PUBLIC LIBRARY

## Debt Service Budget & Expenditures Report

January 1, 2012 to January 31, 2012  
1 month = 8.3%

Object	2012	Jan	2012	2012	2012
Object Descr	Budget	2012	YTD Amt	Balance	%YTD Budget
37100 REAL ESTATE	\$322,088.00	\$0.00	\$0.00	\$322,088.00	0.00%
39200 INTEREST/TE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39250 PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450 TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$322,088.00	\$0.00	\$0.00	\$322,088.00	0.00%

**MONROE COUNTY PUBLIC LIBRARY**

**Rainy Day Budget & Expenditures Report**

January 1, 2012 to January 31, 2012  
1 month = 8.3%

<b>Object</b>	<b>Object Descr</b>	<b>2012 Budget</b>	<b>Jan 2012</b>	<b>2012 YTD Amt</b>	<b>2012 YTD Balance</b>	<b>2012 %YTD Budget</b>
12200	UNEMPLOYMENT	\$10,000.00	\$1,233.63	\$1,233.63	\$8,766.37	12.34%
31100	CONSULTING SERVICES	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
31300	LEGAL SERVICES	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
36100	BUILDING REPAIRS	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
44100	FURNITURE	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
44300	OTHER EQUIPMENT	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
44450	BUILDING RENOVATION	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
		\$410,000.00	\$1,233.63	\$1,233.63	\$408,766.37	0.30%

# MONROE COUNTY PUBLIC LIBRARY

## Special Revenue Budget & Expenditure Report

January 1, 2012 to January 31, 2012  
1 month = 8.3%

Object	Object Descr	2012 Budget	Jan 2012	YTD Amount	2012 YTD Balance	2012 %YTD Budget
11300	PROF/SUPERVISORS	\$60,226.20	\$4,632.78	\$4,632.78	\$55,593.42	7.69%
11400	PROFESSIONAL ASSISTANT	\$121,237.77	\$9,325.95	\$9,325.95	\$111,911.82	7.69%
11600	CLERICAL ASSISTANTS	\$175,746.84	\$13,853.72	\$13,853.72	\$161,893.12	7.88%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$22,147.07	\$1,634.21	\$1,634.21	\$20,512.86	7.38%
12300	PERF/EMPLOYER	\$35,966.53	\$0.00	\$0.00	\$35,966.53	0.00%
12400	INS/EMPLOYER	\$66,000.00	\$7,367.87	\$7,367.87	\$58,632.13	11.16%
12500	MEDICARE/EMPLOYER	\$5,179.55	\$382.19	\$382.19	\$4,797.36	7.38%
13100	WORK STUDY	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
21200	STATIONERY/BUS. CARDS	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
21300	OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
21400	DUPLICATING	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
22200	FUEL/OIL/LUBRICANTS	\$1,000.00	\$111.60	\$111.60	\$888.40	11.16%
22700	VIDEO TAPE/MEDIA	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
23000	IS SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
23500	VIDEO MATERIALS/CATS	\$10,000.00	\$17.10	\$17.10	\$9,982.90	0.17%
31100	CONSULTING SERVICES	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
31300	LEGAL SERVICES	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
31650	DIGITIZATION SERVICES	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
31700	ADMIN/ACCOUNTING	\$0.00	\$0.14	\$0.14	-\$0.14	0.00%
32100	TELEPHONE	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
32200	POSTAGE	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
32300	TRAVEL EXPENSE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
32400	PROFESSIONAL MTG/OFF	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
32600	FREIGHT/DELIVERY	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
36300	OTHER EQUIP/FURNITURE	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
37100	REAL ESTATE	\$3,500.00	\$1,866.00	\$1,866.00	\$1,634.00	53.31%
39100	DUES/INSTITUTIONAL	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
39500	EDUCATIONAL/LICENSING	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
39600	COMMUNITY NEWS	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
44100	FURNITURE	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
44700	EQUIPMENT - CATS	\$70,000.00	\$0.00	\$0.00	\$70,000.00	0.00%
44750	SOFTWARE - CATS	\$5,000.00	\$599.00	\$599.00	\$4,401.00	11.98%
		\$642,803.96	\$39,790.56	\$39,790.56	\$603,013.40	6.19%



**MONROE COUNTY PUBLIC LIBRARY**

**LCPF Budget & Expenditure Report**

January 1, 2012 to January 31, 2012

1 month = 8.3%

Object	Object Descr	2012 Budget	Jan 2012	YTD Amount	2012 YTD Balance	2012 %YTD Budget
44450	BUILDING RENOVATION	\$418,411.00	\$0.00	\$0.00	\$418,411.00	0.00%
44600	IS EQUIPMENT	\$50,000.00	\$3,805.00	\$3,805.00	\$46,195.00	7.61%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
44700	EQUIPMENT - CATS	\$45,000.00	\$3,579.60	\$3,579.60	\$41,420.40	7.95%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
		\$543,411.00	\$7,384.60	\$7,384.60	\$536,026.40	1.36%

# MONROE COUNTY PUBLIC LIBRARY

## Expenditure Summary compared to last year

2012 compared to 2011: Period Ending January

Fund	Fund Descr	2012 Budget	January 2012 Amt	2012 YTD Amt	2011 Budget	January 2011 Amt	2011 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,587,245.25	\$505,730.48	\$505,730.48	\$7,465,919.52	\$513,531.05	\$513,531.05	-2.00%
002	JAIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
003	CLEARING	\$0.00	\$0.00	\$0.00	\$0.00	\$725.00	\$725.00	-100.00%
004	GIFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
005	PLAC	\$0.00	\$2,400.00	\$2,400.00	\$0.00	\$2,550.00	\$2,550.00	-6.00%
006	RETIREEES	\$0.00	\$105.59	\$105.59	\$0.00	\$56.60	\$56.60	87.00%
007	LIRF	\$350,000.00	\$0.00	\$0.00	\$296,932.00	\$0.00	\$0.00	0.00%
008	DEBT SERVICE	\$322,088.00	\$0.00	\$0.00	\$1,996,000.00	\$166,333.35	\$166,333.35	-100.00%
009	RAINY DAY	\$410,000.00	\$1,233.63	\$1,233.63	\$473,310.00	\$0.00	\$0.00	0.00%
010	PAYROLL	\$0.00	\$294,979.74	\$294,979.74	\$0.00	\$304,844.72	\$304,844.72	-3.00%
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	\$0.00	\$0.00	\$0.00	0.00%
016	GIFT-RESTRICED	\$0.00	\$16,445.53	\$16,445.53	\$7,100.00	\$4,880.24	\$4,880.24	237.00%
017	LEVY EXCESS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
018	IN KIND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
019	GIFT-FOUNDATION	\$0.00	\$1,761.73	\$1,761.73	\$0.00	\$2,751.15	\$2,751.15	-36.00%
020	SPECIAL	\$642,803.96	\$39,790.56	\$39,790.56	\$549,300.00	\$43,694.50	\$43,694.50	-9.00%
021	CAPITAL	\$543,411.00	\$7,384.60	\$7,384.60	\$505,635.00	\$87,646.25	\$87,646.25	-92.00%
022	GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
023	LSTA-CIVIL WAR	\$0.00	\$0.00	\$0.00	\$5,274.27	\$1,209.70	\$1,209.70	-100.00%
024	FINRA GRANT	\$0.00	\$1,837.39	\$1,837.39	\$0.00	\$0.00	\$0.00	0.00%
025	LSTA-SMITHVILLE	\$0.00	\$0.00	\$0.00	\$8,650.00	\$0.00	\$0.00	0.00%
		\$9,855,548.21	\$871,669.25	\$871,669.25	\$11,308,120.79	\$1,128,222.56	\$1,128,222.56	-23.00%

# MONROE COUNTY PUBLIC LIBRARY

## Monthly Revenue Report (Cash Basis)

Current Period compared to Prior Period  
 Current Period: January 2012  
 Operating Fund

Source	Source Descr	2012 Budget	January 2012 Amt	2012 YTD Amt	2011 Budget	January 2011 Amt	2011 YTD Amt	%Last YR YTD Diff
00100	PROPERTY TAX/ADVANCES	\$4,592,520.00	\$0.00	\$0.00	\$4,521,806.00	\$116,647.66	\$116,647.66	-100.00%
00200	INTANGIBLES TAX	\$12,443.00	\$0.00	\$0.00	\$8,500.00	\$0.00	\$0.00	0.00%
00300	LICENSE EXCISE TAX	\$232,699.00	\$0.00	\$0.00	\$263,000.00	\$18,038.70	\$18,038.70	-100.00%
00400	COUNTY OPTION INCOME TAX	\$1,980,075.00	\$164,950.76	\$164,950.76	\$1,817,000.00	\$173,935.75	\$173,935.75	-5.00%
00500	COMMERCIAL VEHICLE EXCISE TAX	\$42,483.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	0.00%
00600	US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03400	ELL COPIERS/PRINTERS	\$0.00	\$225.36	\$225.36	\$0.00	\$248.45	\$248.45	-9.00%
03500	LOST/DAMAGED	\$0.00	\$2,304.15	\$2,304.15	\$10,000.00	\$3,022.75	\$3,022.75	-24.00%
03600	FINES/FEES	\$175,000.00	\$16,458.24	\$16,458.24	\$150,000.00	\$18,659.06	\$18,659.06	-12.00%
03650	COLLECTION AGENCY FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03700	BLGTN COPIERS/PRINTERS	\$6,000.00	\$493.00	\$493.00	\$5,700.00	\$924.45	\$924.45	-47.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$3,472.58	\$3,472.58	\$0.00	\$1,558.25	\$1,558.25	123.00%
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	\$0.00	\$10,000.00	\$0.00	\$0.00	0.00%
10000	REALESTATE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
11500	STATE DISTRIBUTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
17000	READER PRINTER RECEIPTS	\$0.00	\$243.01	\$243.01	\$0.00	\$61.89	\$61.89	293.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM	\$7,500.00	\$1,123.51	\$1,123.51	\$0.00	\$160.14	\$160.14	602.00%
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	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
53000	LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$7,066,220.00	\$189,270.61	\$189,270.61	\$6,816,006.00	\$333,257.10	\$333,257.10	-43.00%

**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: January 2012

<b>FUND Descr</b>	<b>01/01/2012</b>	<b>MTD Debit</b>	<b>MTD Credit</b>	<b>01/31/2012</b>	<b>Bal Sht Descr</b>
OPERATING	\$684.42	\$185.53	\$302.00	\$567.95	CHASE/BANK ONE SAVINGS
OPERATING	\$22,152.58	\$13,129.95	\$22,201.81	\$13,080.72	ONB/MONROE BANK CHECKING
OPERATING	\$20,183.44	\$10,091.91	\$19,033.46	\$11,241.89	UNITED COMMERCE BANK
OPERATING	\$53,599.93	\$663,614.87	\$500,264.61	\$216,950.19	FIFTH THIRD BANK CHECKING
OPERATING	\$1,284,281.13	\$1,121.96	\$446,135.58	\$839,267.51	FIFTH THIRD BANK SAVINGS
<b>Fund 001 OPERATING</b>	<b>\$1,380,901.50</b>	<b>\$688,144.22</b>	<b>\$987,937.46</b>	<b>\$1,081,108.26</b>	
GIFT UNRESTRICTED	\$370.48	\$153.18	\$423.49	\$100.17	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$5.00	\$1.00	\$5.00	\$1.00	UNITED COMMERCE BANK
GIFT UNRESTRICTED	\$41,764.99	\$428.49	\$0.00	\$42,193.48	FIFTH THIRD BANK CHECKING
<b>Fund 004 GIFT UNRESTRICTED</b>	<b>\$42,140.47</b>	<b>\$582.67</b>	<b>\$428.49</b>	<b>\$42,294.65</b>	
PLAC	\$500.00	\$478.00	\$750.00	\$228.00	ONB/MONROE BANK CHECKING
PLAC	\$750.00	\$850.00	\$900.00	\$700.00	UNITED COMMERCE BANK
PLAC	\$1,150.00	\$1,650.00	\$2,400.00	\$400.00	FIFTH THIRD BANK CHECKING
<b>Fund 005 PLAC</b>	<b>\$2,400.00</b>	<b>\$2,978.00</b>	<b>\$4,050.00</b>	<b>\$1,328.00</b>	
RETIREES	\$0.00	\$2,531.78	\$445.04	\$2,086.74	FIFTH THIRD BANK CHECKING
LIRF	\$10,013.55	\$0.00	\$0.00	\$10,013.55	CHASE/BANK ONE SAVINGS
LIRF	\$4,279.38	\$0.00	\$0.00	\$4,279.38	FIFTH THIRD BANK CHECKING
LIRF	\$1,115,993.67	\$0.00	\$0.00	\$1,115,993.67	FIFTH THIRD BANK SAVINGS
<b>Fund 007 LIRF</b>	<b>\$1,130,286.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,130,286.60</b>	
DEBT SERVICE	\$8,540.53	\$0.00	\$0.00	\$8,540.53	FIFTH THIRD BANK CHECKING
DEBT SERVICE	\$132,070.13	\$0.00	\$0.00	\$132,070.13	FIFTH THIRD BANK SAVINGS
<b>Fund 008 DEBT SERVICE</b>	<b>\$140,610.66</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$140,610.66</b>	
RAINY DAY	\$16,101.05	\$0.00	\$1,233.63	\$14,867.42	FIFTH THIRD BANK CHECKING
RAINY DAY	\$788,571.05	\$0.00	\$0.00	\$788,571.05	FIFTH THIRD BANK SAVINGS
<b>Fund 009 RAINY DAY</b>	<b>\$804,672.10</b>	<b>\$0.00</b>	<b>\$1,233.63</b>	<b>\$803,438.47</b>	
PAYROLL	\$18,930.34	\$308,717.48	\$294,979.74	\$32,668.08	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$1,489.70	\$1,592.00	\$1,489.70	\$1,592.00	ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$84,743.90	\$1,797.85	\$16,553.68	\$69,988.07	FIFTH THIRD BANK CHECKING
<b>Fund 016 GIFT-RESTRICED</b>	<b>\$86,233.60</b>	<b>\$3,389.85</b>	<b>\$18,043.38</b>	<b>\$71,580.07</b>	
GIFT-FOUNDATION	\$13,300.07	\$400.44	\$2,027.17	\$11,673.34	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$62.57	\$5.00	\$62.71	\$4.86	UNITED COMMERCE BANK
SPECIAL REVENUE	\$20,155.10	\$99,628.67	\$40,763.77	\$79,020.00	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$125,000.00	\$0.00	\$40,000.00	\$85,000.00	FIFTH THIRD BANK SAVINGS
<b>Fund 020 SPECIAL REVENUE</b>	<b>\$145,217.67</b>	<b>\$99,633.67</b>	<b>\$80,826.48</b>	<b>\$164,024.86</b>	
CAPITAL PROJECTS	\$13,352.29	\$13,874.42	\$7,384.60	\$19,842.11	FIFTH THIRD BANK CHECKING
FINRA GRANT	\$15,727.37	\$0.00	\$1,837.39	\$13,889.98	FIFTH THIRD BANK CHECKING
	<b>\$3,793,772.67</b>	<b>\$1,120,252.53</b>	<b>\$1,399,193.38</b>	<b>\$3,514,831.82</b>	

**MONROE COUNTY PUBLIC LIBRARY**

02/08/12 2:16 PM  
Page 1

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**CHASE BANK SAVINGS**

**06110 BANKONESV**

**January 2012**

**Account**

Beginning Balance on 1/1/2012	\$10,697.97	Cleared	\$10,581.50
+ Receipts/Deposits	\$185.53	Statement	\$10,581.50
- Payments (Checks and Withdrawals)	\$302.00	Difference	\$0.00
Ending Balance as of 1/31/2012	\$10,581.50		

**Check Book Balance**

Active	G 001-06110	OPERATING	\$567.95
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 **\$10,581.50**

Beginng Balance	\$10,697.97
+ Total Deposits	\$185.53
- Checks Written	\$302.00

Check Book Balance	\$10,581.50
Difference	\$0.00

**MONROE COUNTY PUBLIC LIBRARY**

02/08/12 2:39 PM  
Page 1

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**ONB MONROE CHECKING**  
**06300 ONB/MONROE**  
**January 2012**

**Account**

Beginning Balance on	1/1/2012	\$24,647.76	Cleared	\$15,000.89
+	Receipts/Deposits	\$15,353.13	Statement	\$15,000.89
-	Payments (Checks and Withdrawals)	\$25,000.00	Difference	\$0.00
Ending Balance as of	1/31/2012	\$15,000.89		

**Check Book Balance**

Active	G 001-06300	OPERATING	\$13,080.72
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$100.17
Active	G 005-06300	PLAC	\$228.00
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	\$1,592.00
Active	G 019-06300	GIFT-FOUNDATION	\$0.00
Active	G 020-06300	SPECIAL REVENUE	\$0.00
		Cash Balance	<b>\$15,000.89</b>
	Beginng Balance	\$24,647.76	
	+ Total Deposits	\$15,353.13	
	- Checks Written	\$25,000.00	
	Check Book Balance	\$15,000.89	
	Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

02/08/12 2:49 PM  
Page 1

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**UNITED COMMERCE**

**06400 UNITED COM**

**January 2012**

**Account**

Beginning Balance on 1/1/2012	\$21,001.01	Cleared	\$11,947.75
+ Receipts/Deposits	\$10,946.74	Statement	\$11,947.75
- Payments (Checks and Withdrawals)	\$20,000.00	Difference	\$0.00
Ending Balance as of 1/31/2012	\$11,947.75		

**Check Book Balance**

Active	G 001-06400	OPERATING	\$11,241.89
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$1.00
Active	G 005-06400	PLAC	\$700.00
Active	G 016-06400	GIFT-RESTRICED	\$0.00
Active	G 020-06400	SPECIAL REVENUE	\$4.86
		Cash Balance	<b>\$11,947.75</b>
	Beginng Balance	\$21,001.01	
	+ Total Deposits	\$10,946.74	
	- Checks Written	\$20,000.00	
	Check Book Balance	\$11,947.75	
	Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

02/08/12 3:12 PM  
Page 1

**\*Check Reconciliation©**  
**FIFTH THIRD CHECKING**  
**06500 FIFTHCKNG**  
**January 2012**

**Account**

Beginning Balance on 1/1/2012	\$424,374.46	Cleared	\$534,746.62
+ Receipts/Deposits	\$770,950.84	Statement	\$534,746.62
- Payments (Checks and Withdrawals)	\$660,578.68	Difference	\$0.00
Ending Balance as of 1/31/2012	\$534,746.62		

**Check Book Balance**

Active	G 001-06500	OPERATING	\$216,950.19
Active	G 002-06500	JAIL	\$0.00
Active	G 003-06500	CLEARING	\$0.00
Active	G 004-06500	GIFT UNRESTRICTED	\$42,193.48
Active	G 005-06500	PLAC	\$400.00
Active	G 006-06500	RETIREEES	\$2,086.74
Active	G 007-06500	LIRF	\$4,279.38
Active	G 008-06500	DEBT SERVICE	\$8,540.53
Active	G 009-06500	RAINY DAY	\$14,867.42
Active	G 010-06500	PAYROLL	\$32,668.08
Active	G 016-06500	GIFT-RESTRICED	\$69,988.07
Active	G 019-06500	GIFT-FOUNDATION	\$11,673.34
Active	G 020-06500	SPECIAL REVENUE	\$79,020.00
Active	G 021-06500	CAPITAL PROJECTS	\$19,842.11
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$13,889.98
Active	G 025-06500	LSTA-SMITHVILLE NEWS	\$0.00
		Cash Balance	<b>\$516,399.32</b>
	Beginng Balance	\$424,374.46	
	+ Total Deposits	\$770,950.84	
	- Checks Written	\$678,925.98	
	Check Book Balance	\$516,399.32	
	O/S Checks	\$18,347.30	



**MONROE COUNTY PUBLIC LIBRARY**

02/08/12 3:55 PM  
Page 1

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**FIFTH THIRD SAVINGS**

**06510 FIFTHSAVG**

**January 2012**

**Account**

Beginning Balance on	1/1/2012	\$3,459,790.40	Cleared	\$2,960,902.36
+	Receipts/Deposits	\$1,121.96	Statement	\$2,960,902.36
-	Payments (Checks and Withdrawals)	\$500,010.00	Difference	\$0.00
Ending Balance as of	1/31/2012	\$2,960,902.36		

**Check Book Balance**

Active	G 001-06510	OPERATING	\$839,267.51
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	\$85,000.00
Active	G 021-06510	CAPITAL PROJECTS	\$0.00
Active	G 025-06510	LSTA-SMITHVILLE NEWS	\$0.00

Cash Balance **\$2,960,902.36**

Beginng Balance	\$3,459,790.40
+ Total Deposits	\$1,121.96
- Checks Written	\$500,010.00

Check Book Balance	\$2,960,902.36
Difference	\$0.00

TO: Monroe County Public Library – Board of Trustees  
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager  
RE: Personnel Report  
DATE: February 29, 2012

**Beginning Employment**

- Seth Tackett, CATS, Production Assistant-Temporary, Pay Grade D, up to 25 hours per week, effective January 21, 2012.
- Molly Beatty, Circulation, Clerk, Pay Grade C, 37.5 hours per week, effective February 21, 2012.

**Ending Employment**

- Phil Eskew, Information Systems, Technical Trainer, PG I, 37.5 hours per week, effective February 18, 2012.
- Christine Sneed, Circulation, Page Team Leader, Pay Grade B, 25 hours per week, effective March 18, 2012.
- Sue Murphy, Community Outreach, Vital Coordinator, PG I, 37.5 hours per week, effective April 28, 2012.

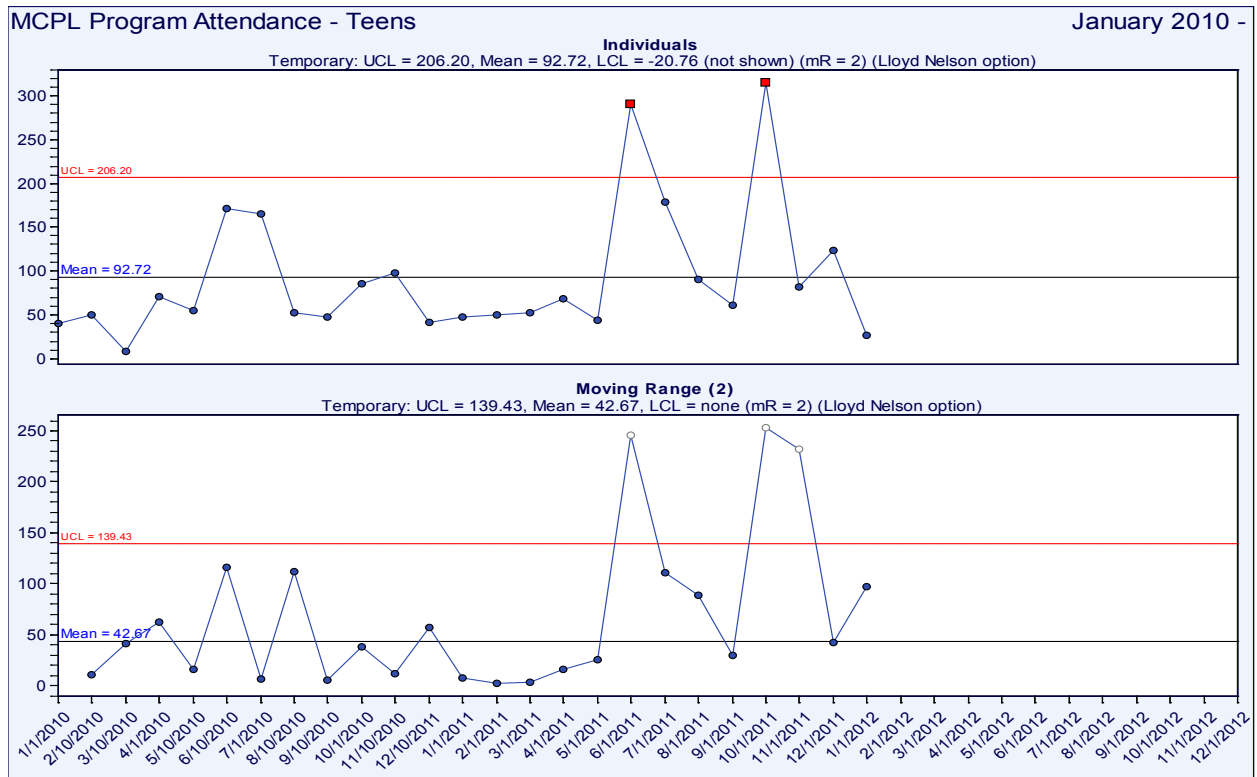
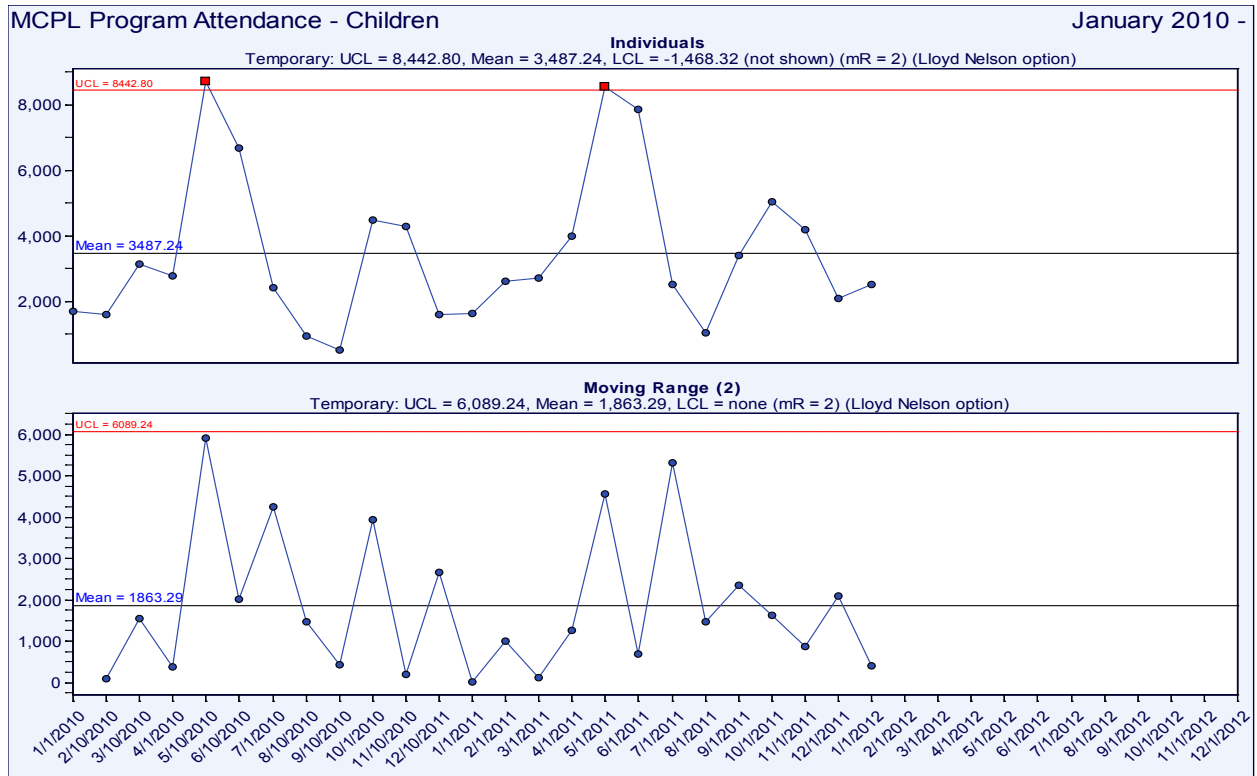
**Job Changes**

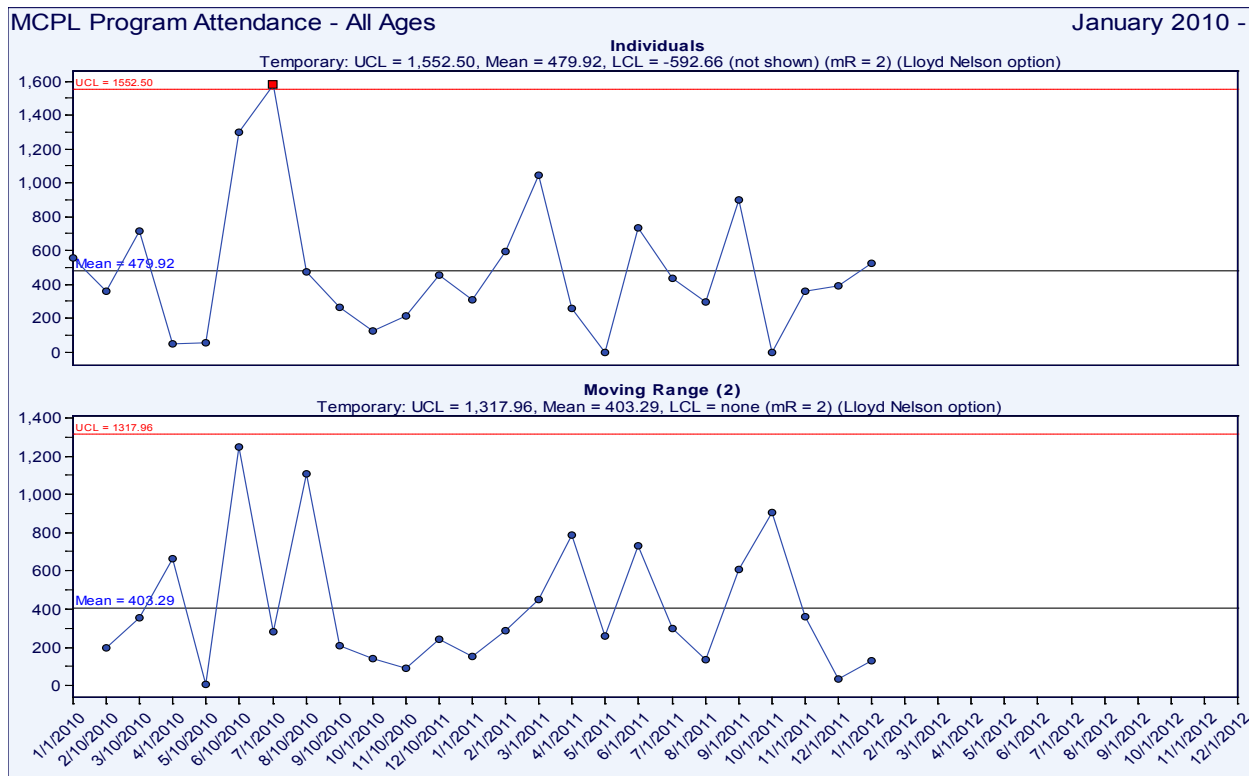
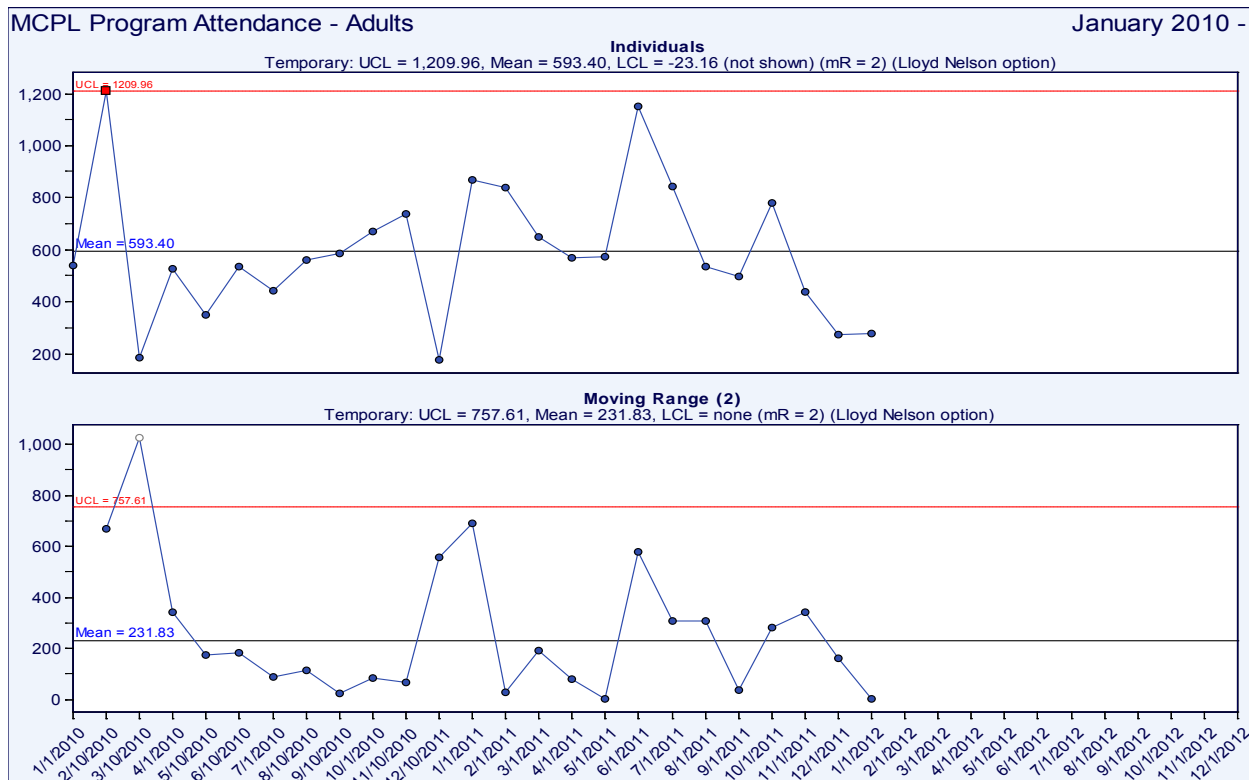
- None

## 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; <b>Adopt Final Bond Resolution and Approve Form of Continuing Disclosure Undertaking</b>
November	7	Work Session	Approve 2013 employee insurance package
	14	Board Meeting	
December	12	Work Session	
	19	Board Meeting	Approve 2013 salary schedule; <b>Award General Obligation Bonds</b>

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





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

- In January, the Children's Services Department hosted 13 preschool programs for 612 children and caregivers. Nearly all of the programs incorporated the winter theme, sharing and reinforcing new vocabulary, motifs, and narratives.
- Despite the ice on January 23, Mary Frasier reported over 250 participants in the library's annual Lunar New Year Celebration. Patrons enjoyed Asian food, crafts, and performances for all ages.
- January's Head Start programs had a snow theme, despite a conspicuous absence of snow outside. This new story time, filled with rhythm, rhyme and repetition, has officially become a favorite for the teachers, kids, and the librarian! The variety of activities include: a reading of *Snow Dude* by Daniel Kirk (a "cool" variation of *The Gingerbread Man*), a seated "Dance of the Snowstorm," a snowman felt board rap, and a snowman action song that had us melting into puddles of water on the floor. Each class received a copy of the songs and rhymes to enjoy later.
- Community Relations created the Spring 2012 program guides for children, teens, adults, and the Ellettsville Branch. Guides are sent to Friends, made available at the library, and added to the library website.

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

- Lisa Champelli hosted three programs to celebrate the ALA youth awards on January 23. The day started with an all-Caldecott story time in the morning, followed by a Gold Medal Books Reception in the afternoon, and ended with a showing of the movie *Holes* in the evening. All ages were in attendance throughout the day, and many children's staff dressed up for the occasion.
- Lisa Champelli and Ellen Arnholter conducted research tours for University School sixth graders and Harmony School third graders. After a tour of the department, students learned how to use the library website, find and use appropriate databases, and manage their library accounts.
- Stephanie Holman worked with Edgewood Intermediate's Partners in Education team to promote the "Reading to Dogs" program at their "Girl's Night Out" and "Guys Night Out" events.

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

- The Homework Center re-opened on the January 10 and operated for 16 days in January. In that time, tutors conducted 56 help sessions. Josh Wolf routed Homework Center bookmarks to all MCCSC elementary schools that did not achieve Annual Yearly Progress (AYP) in 2010-2011.
- VITAL conducted two tutor-mentor consultations.

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

- The children's Facebook page debuted, thanks to Lisa Champelli. After receiving 25 "Likes" we got our own URL and began promoting the page to patrons. We now have over 50 "likes."  
<http://www.facebook.com/mcplkids>
- Community Relations designed and VITAL mailed 275 newsletters to participants, supporters, and community groups.
- A short article about the VITAL Volunteer of the Year award appeared in the Herald-Times.
- Polly Nuest made a presentation to 20 members of the Head Start Council of Involved Parents regarding programs and opportunities at the library.
- Penny Gillie gave a presentation at the January Board meeting highlighting the success of the library's "Read It Off" program that helps children clear charges from their library cards.
- Stephanie Holman prepared the next season of events and submitted to Community Relations.

## 1E. Strengthen literacy skills of adults.

- 56 VITAL learners were matched with individual tutors and 59 students were registered in ESL Conversation groups.

## 1F. Strengthen readers' advisory services.

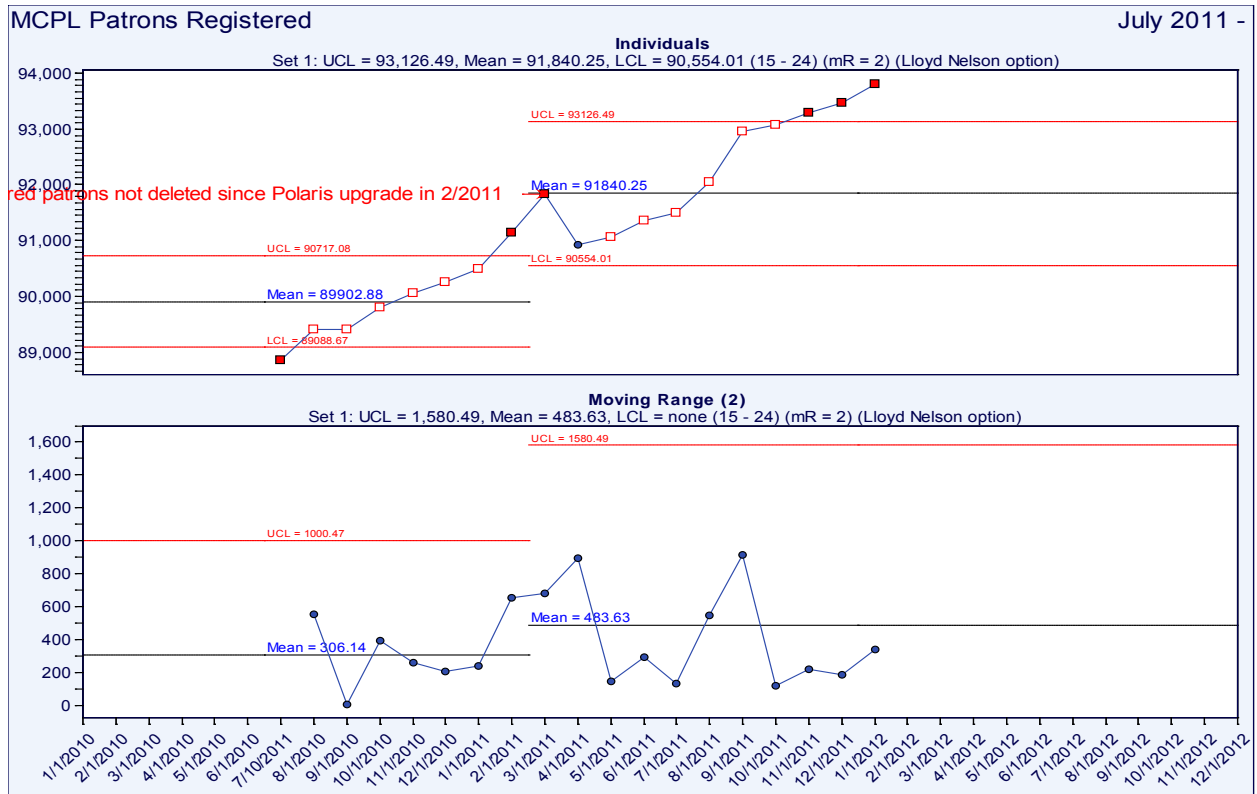
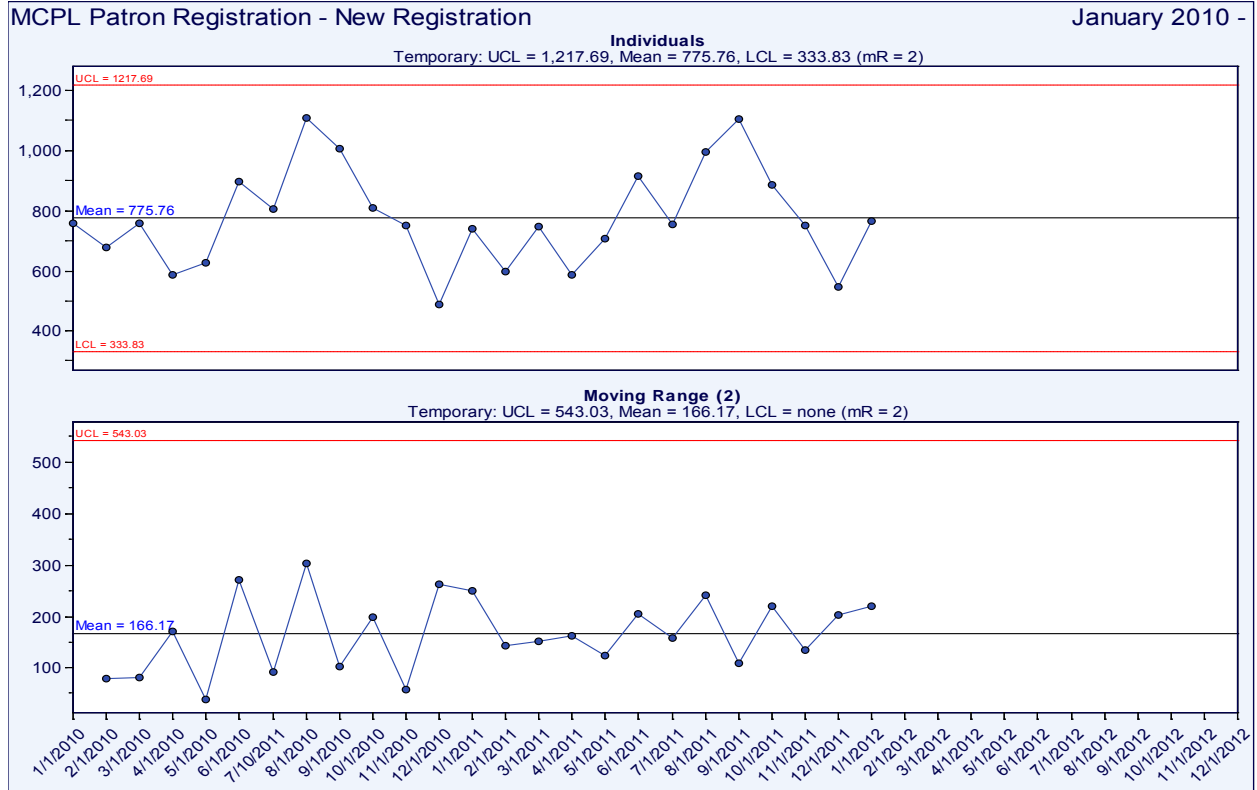
- Andrea Spaulding's booklist "Books that Won't Make You Blush" for teens was added to the teen area at the Ellettsville Branch.

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

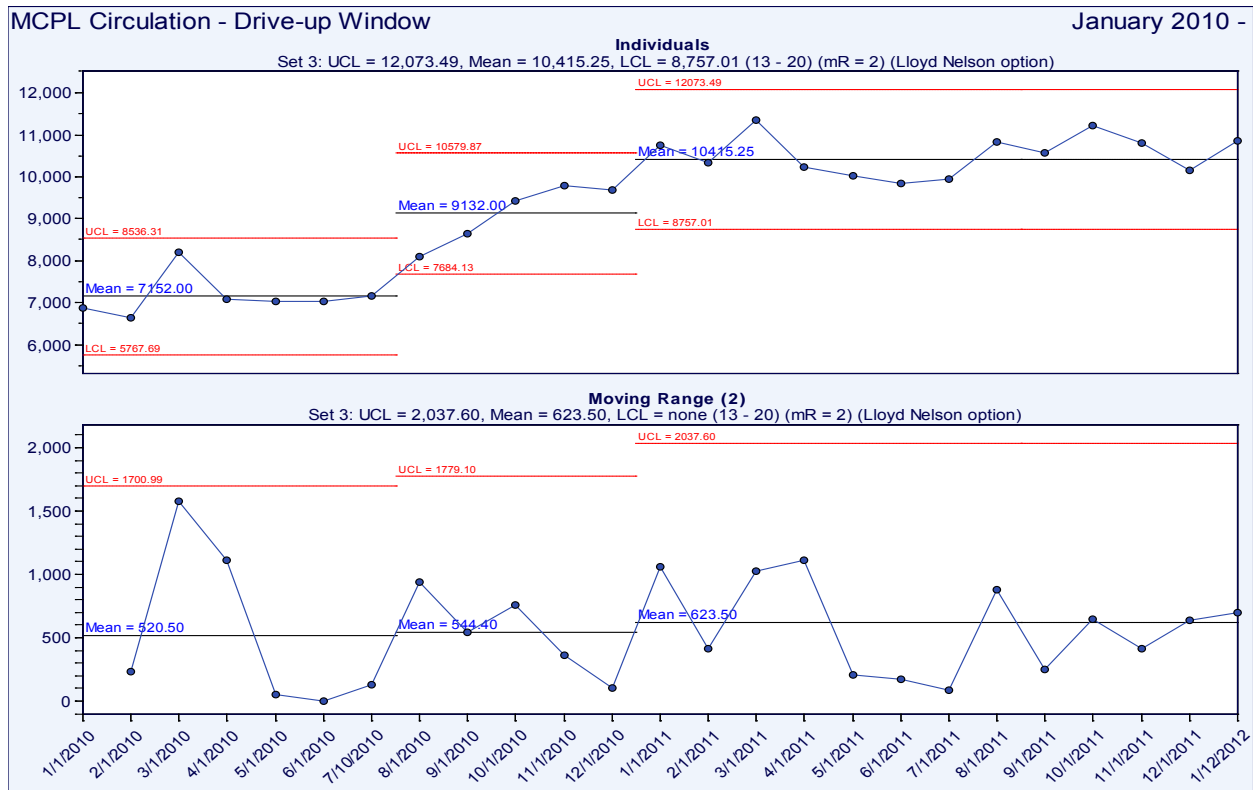
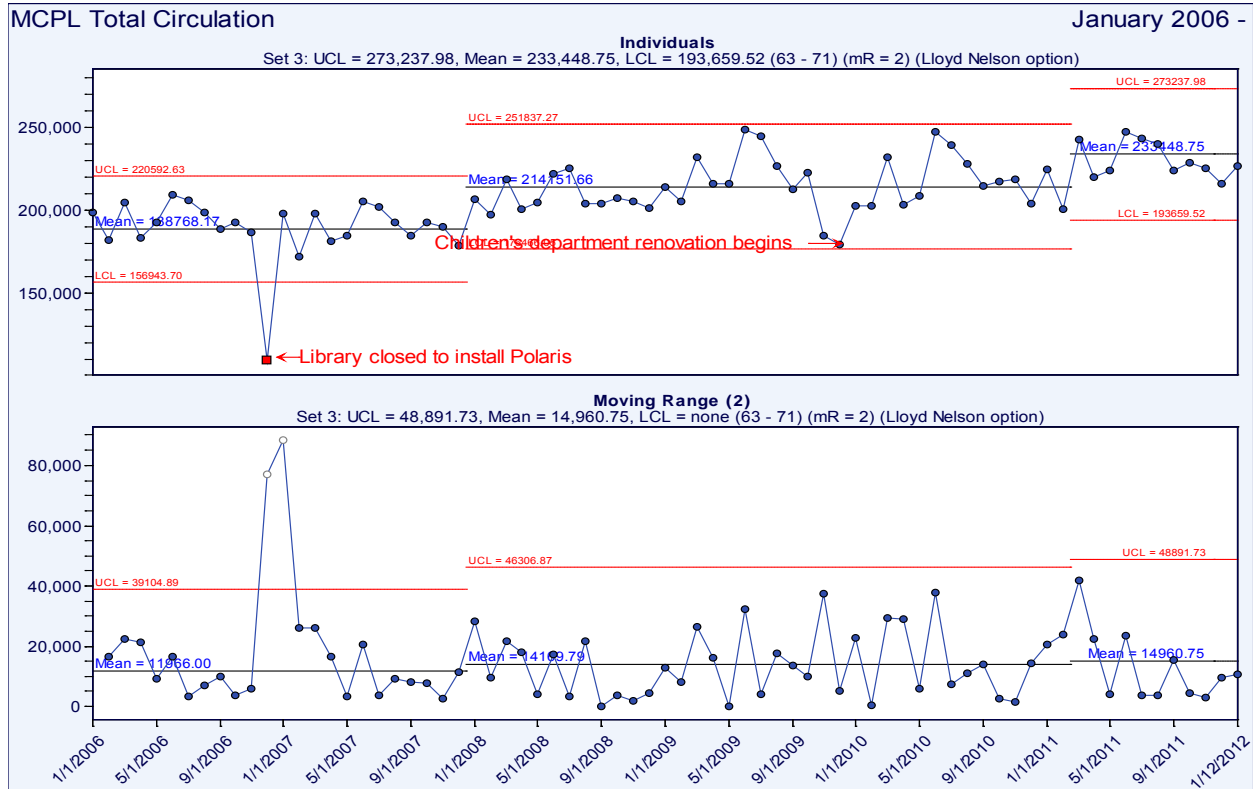
- Margaret Harter consulted with Ann Segraves from Community Outreach, on the library's offerings for the May city-wide Creative Aging Festival.
- As the library's representative to Bloomington Lifelong Learning Coalition, Margaret Harter also participated in planning the Senior Expo in May and Lifelong Learning Week in September.
- 20 members of the Monroe County Youth Council presented their spring projects to the Executive Board, including Chris Hosler, Teen Programmer, who asked questions and offered advice on completing the projects.
- One Book One Bloomington: The One Book One Bloomington title, *Room* by Donoghue, was announced on WFHB's Interchange program by Michael Simmons and Sara Laughlin on January 16. Programs and book discussions continue through the spring. Community Relations designed the 2012 Community Read bookmark.
- Mickey Needham worked with Area 10 Agency on Aging's VITA program to set up tax help at the Ellettsville Branch from February 3-April 14, 2012.
- Stephanie Holman initiated a new partnership with the Extension Educator for Health and Human Sciences, Emily Roth.
- Stephanie Holman accepted and began training for SLIS student intern, Megan Bozzi.

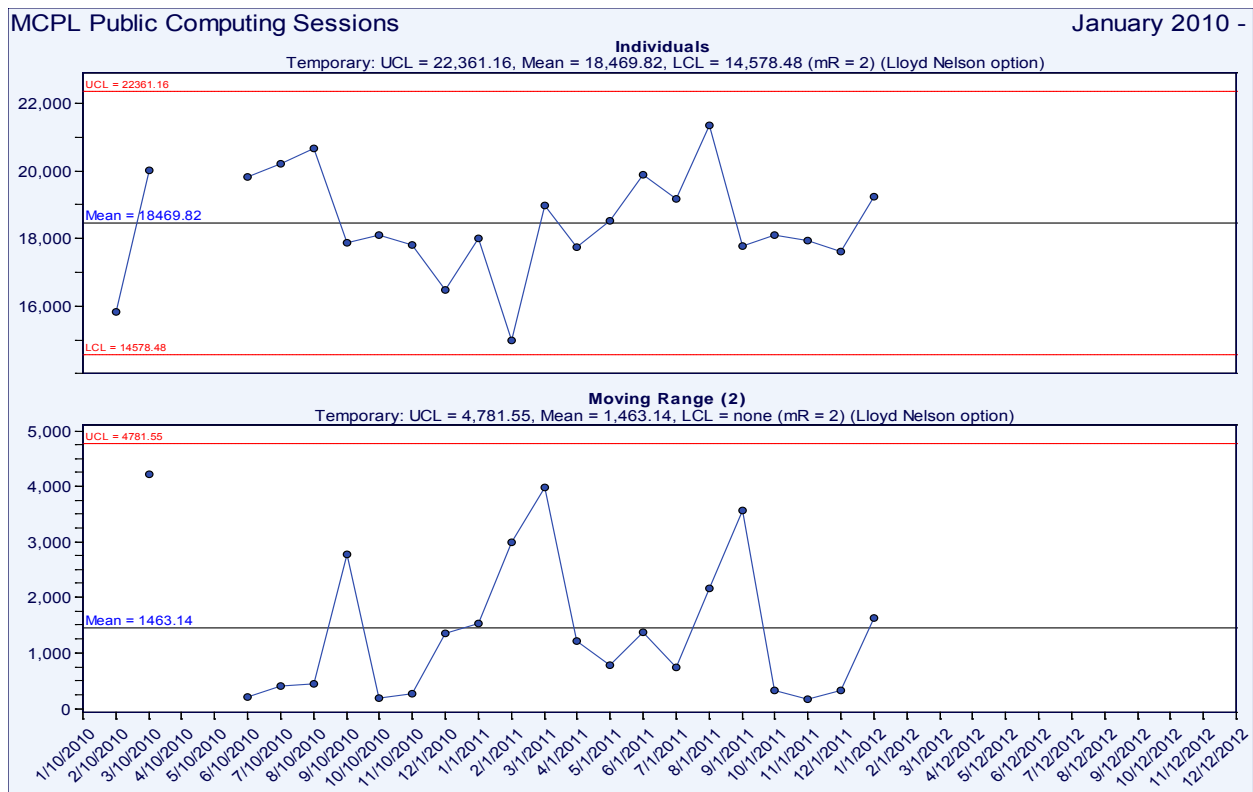
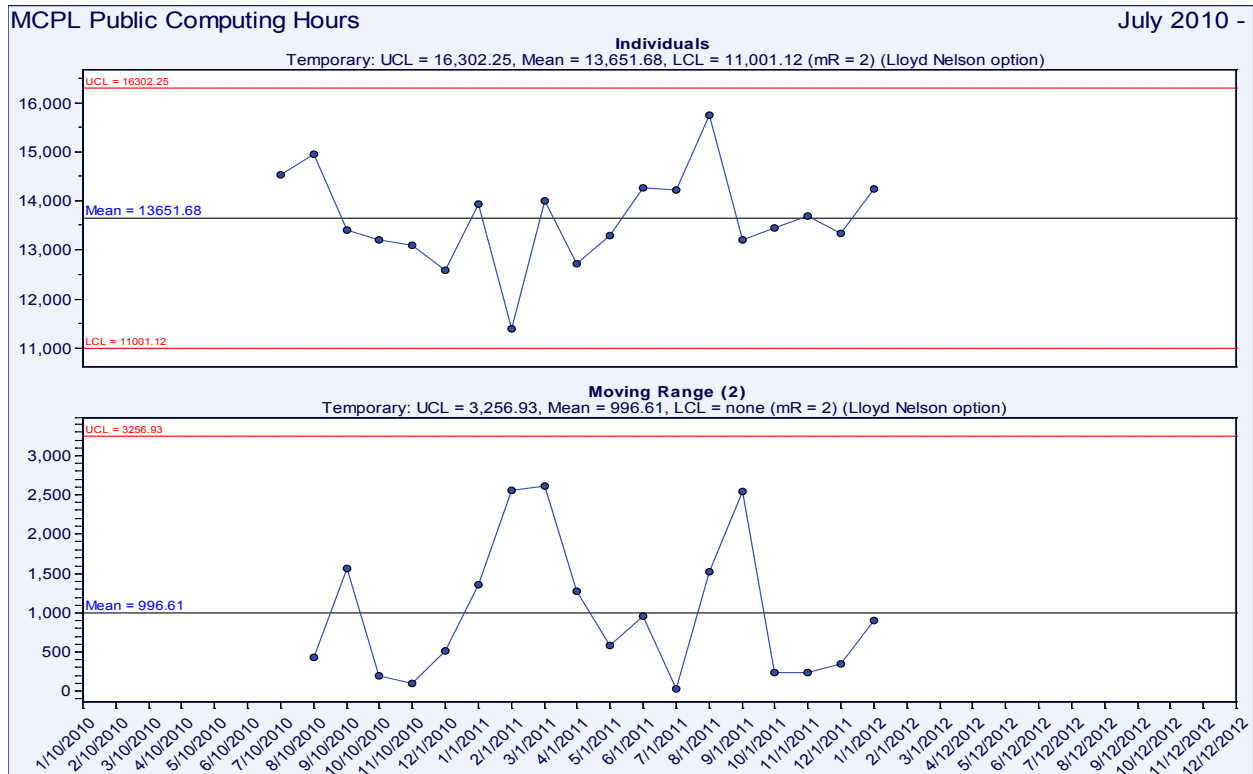
## Goal 2: Expand access to information.

<b>(Month) Access</b>		
<b>Website Visits</b>	Home page hits	98,456
	Catalog hits	n/a
	Other hits	n/a
	<b>TOTAL</b>	<b>2199725</b>
<b>Read It Off</b>	Number registered	424
	Charges waived	\$499.11
	Number individuals with charged waived	59
	Number exiting program	17
<b>Interlibrary loan</b>	Items loaned	183
	Items borrowed	25
<b>CATS</b>	Government programs produced	37
	Patron programs produced	160
	CATS programs produced	27
	Dubs delivered	104
	Programs added to collection	224









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

- Lisa Champelli shared ipads with patrons at the Children’s reference desk on Digital Learning Day and as part of her Gold Medal Books reception. Many popular children’s books now have apps that promote literacy through games and other interactive activities. We’re looking for more ways to share them.
- 26 library and CATS staff members attended a webinar about creating digital creativity spaces in libraries.
- ATS received two iPads, two Kindles, and a Nook for departmental use. Staff members tried them out in order to be able to help patrons more effectively.
- On January 25<sup>th</sup>, Christine Friesel and Paula Gray-Overtoom met with programmer Daniel Pierz, who built the *Monroe County Timeline* as part of the LSTA Grant *At War & At Home*. Daniel agreed to make repairs to the site by the end of February. \$1,000 fee for his services will be paid from the Koon Fund.
- Christine Friesel met with staff at the City of Bloomington Clerk’s office to review an LSTA proposal for “*Hard Fighting: Monroe County Civil War Stories.*” The City, along with other organizations, will partner with the Indiana Room again to resubmit this proposal. For the updated project, two additional partners will come aboard.

**2B. Improve web access.**

- Webmaster Paula Gray-Overtoom coordinated a library-wide effort to move content from the current website, which is labor-intensive to maintain, to a new, open-source site, due to debut in early March. To date, she reported that she set 1,000 individual permissions for nine different user roles, created 51 different content types to handle all of the types of information on our site, and moved 5,350 individual pieces of content, some of which was created by staff, but a lot of it is created automatically by modules she installed in Drupal; established 36 user accounts, already more staff than ever had accounts for the old site.

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

- Margaret Harter sent a news release to local media about CATS new live coverage of Ellettsville government meetings.
- Louisville filmmaker used a CATS studio to conduct an interview with the subject of a historical documentary.

**2D. Replace Bookmobile. COMPLETED**

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

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

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

**Goal 3: Deliver exemplary service.**

<b>(Month) Service</b>		
<b>Meeting Rooms</b>	Main Library meeting rooms used	108
	Main Library auditorium used	13
	Main Library atrium	0
	Ellettsville Branch	14
	<b>TOTAL MEETING ROOMS USED</b>	<b>135</b>

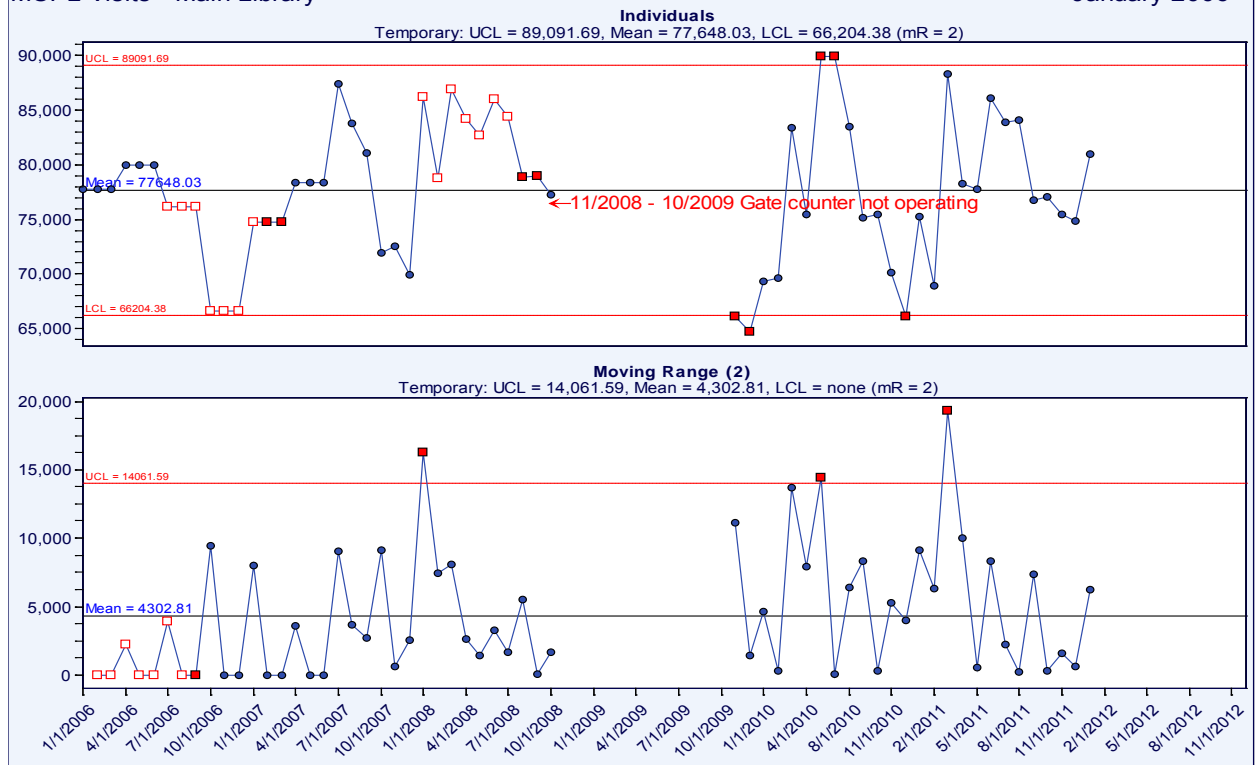
Author Alert

Holds placed

122

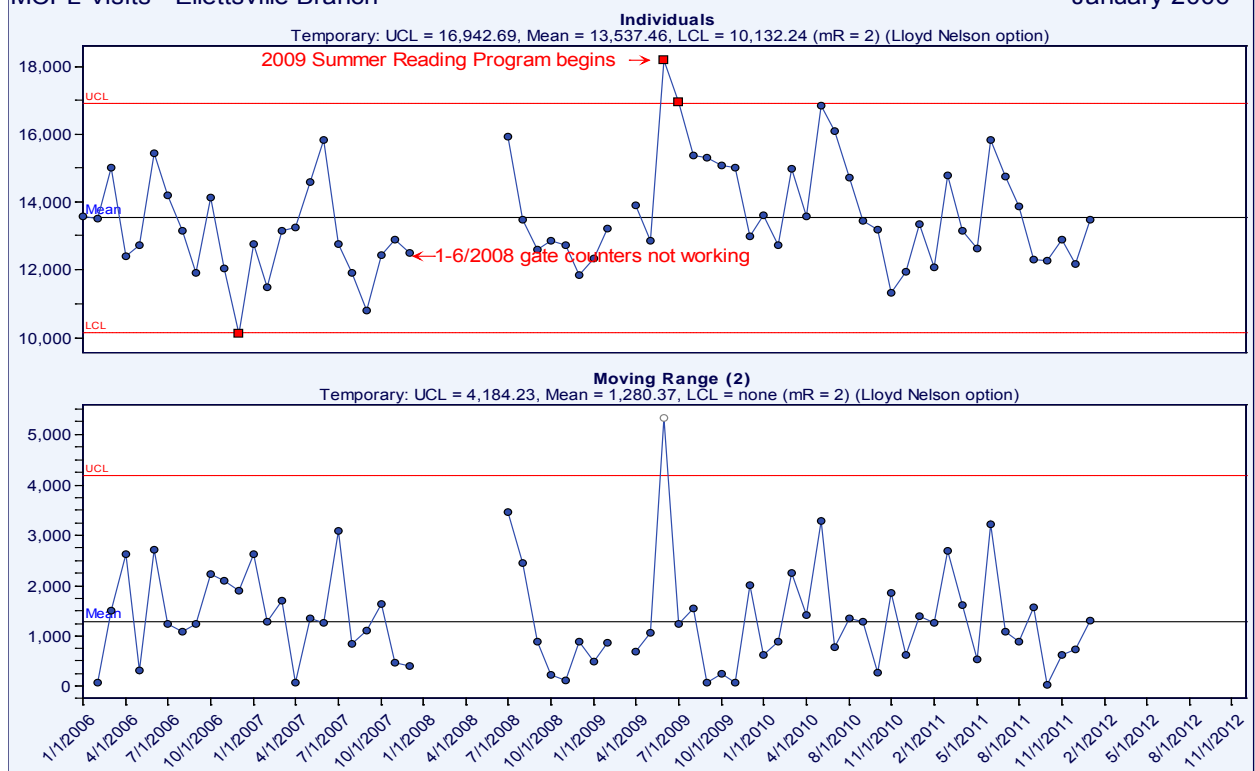
## MCPL Visits - Main Library

January 2006 -



## MCPL Visits - Ellettsville Branch

January 2006 -



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

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

**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.**

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

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

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

- Community Relations designed and put up shelf talkers in Travel and Language sections of the stacks at the Main Library and Ellettsville to promote Mango, the new Web-based language training system available to library patrons; created Spanish-language ESL ads and fliers for the City's Boletín, VITAL, El Centro Latino Comunal; and highlighted Mango on the library website. Thanks to the promotions, Mango got off to a good start, with 376 users participating in 555 sessions. Among the 43 languages, most popular were Spanish, French, German, Japanese, and Basic Pirate. Bloomington resident Denise Shockley used Mango to learn Turkish before traveling there in early February. She wrote: "I'm currently using Mango Language App on my iPhone. I actually started the first lessons in January but got sidetracked with the business of work, getting ready for the trip, etc. I started back last week, and I am having a blast. What could be better than working on a lesson than immediately putting it into practice? This is the library of the future in action. My iPhone is packed with apps, books and podcasts, but how cool is it to have an app from my local library? With all of the travelers in Bloomington, this should be HUGE!"
- Community Relations worked with Children's in designing window graphics to highlight winter and children's books.
- Approximately 80 patrons attended one of three sessions on "Download Days" to learn how to download library books to their e-readers. The programs were wildly successful with new holiday e-reader owners. Many left the program with a new book on their reader. We will continue to think about how to support ebook readers.
- Winter Reading Program: 234 patrons and 93 staff submitted entries for the Winter Reading Program at the Main Library.
- 25 patrons met on a Saturday afternoon to participate in the January's Citizens' Forum, "What is the 21<sup>st</sup> Century Mission for Our Public Schools." The discussions are part of a partnership with Indiana University Libraries and the League of Women Voters of Bloomington-Monroe County.
- Library staff made a presentation regarding library resources for the job-seeking community to the Bloomington Professional Exchange, a group that meets once a week to support professional job searching in the community through networking and speakers.
- A New York filmmaker filmed an interview with Nigerian author and Bloomington resident Adeleke Adeyemi, winner of the 2012 Nigeria Prize for Literature.

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

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

- The Encouraging Positive Patron Behavior Team developed signs and staff training for system-wide implementation of the library's new 100% tobacco-free policy. Talking points and training will be distributed at February managers' and all-staff meetings. New signage will be in place by

the end of February. The Team also began a comprehensive review of banning guidelines and the system we have for tracking negative behavior. Community Relations created a new card for security personnel to use when informing individuals of temporary bans. Margaret Harter obtained a grant from the Monroe Tobacco Prevention and Cessation Coalition to purchase three cigarette butt bins and wrote an article for *Safety-Net* on the library's new policy.

- Circulation Pages and Clerks met for an overview of ebook technologies and overdrive downloadables. Technology trainer Phil Eskew presented, and staff ebook users provided show and tell with their devices and experiences. Circulation staff participated in promoting January "Downloadables" drop in ebook training.

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

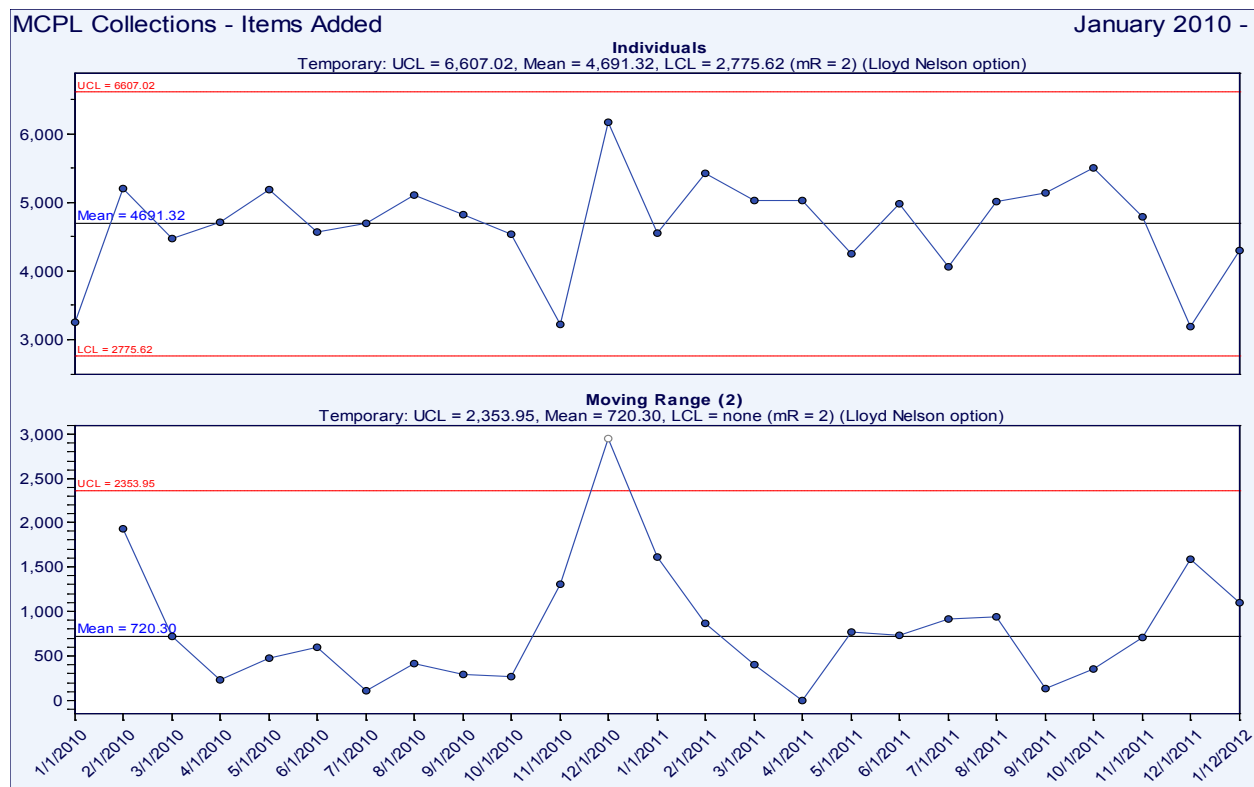
- Adult and Teen Services staff held two "sandbox" sessions to learn about using ebook technology. Staff met informally to experiment with and use ereaders. These sessions prepared staff members for upcoming "Downloadable Days" programs.

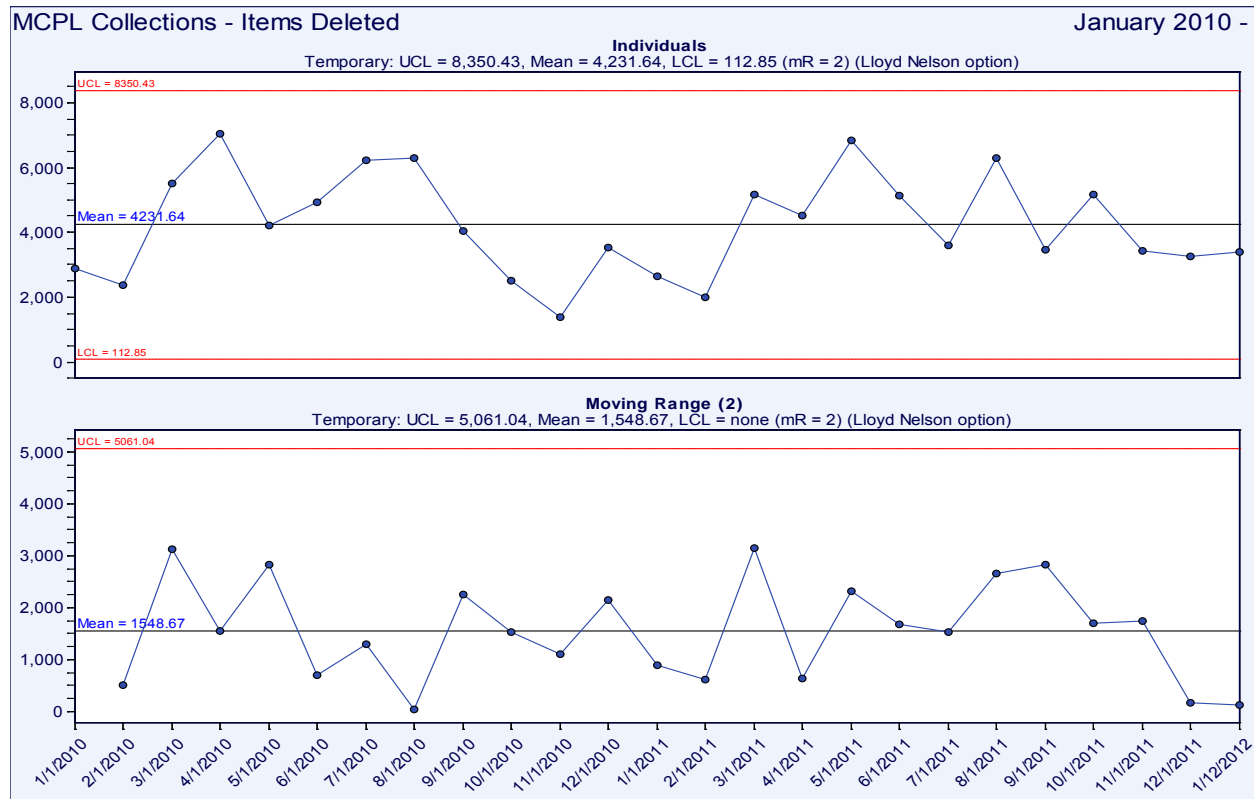
### 3L. Offer regular feedback opportunities for employees.

- Managers conducted 2011 work plan evaluations, discussing each individual's performance.

### 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.**

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

- Sara Laughlin investigated alternative ebook vendors in the exhibits at the American Library Association Midwinter Meeting. In 2010, there was one vendor; this year there were four.

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

- Three volunteers from the Boys and Girls Club of Ellettsville spent an afternoon at the Ellettsville Branch cleaning DVDs.

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

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

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

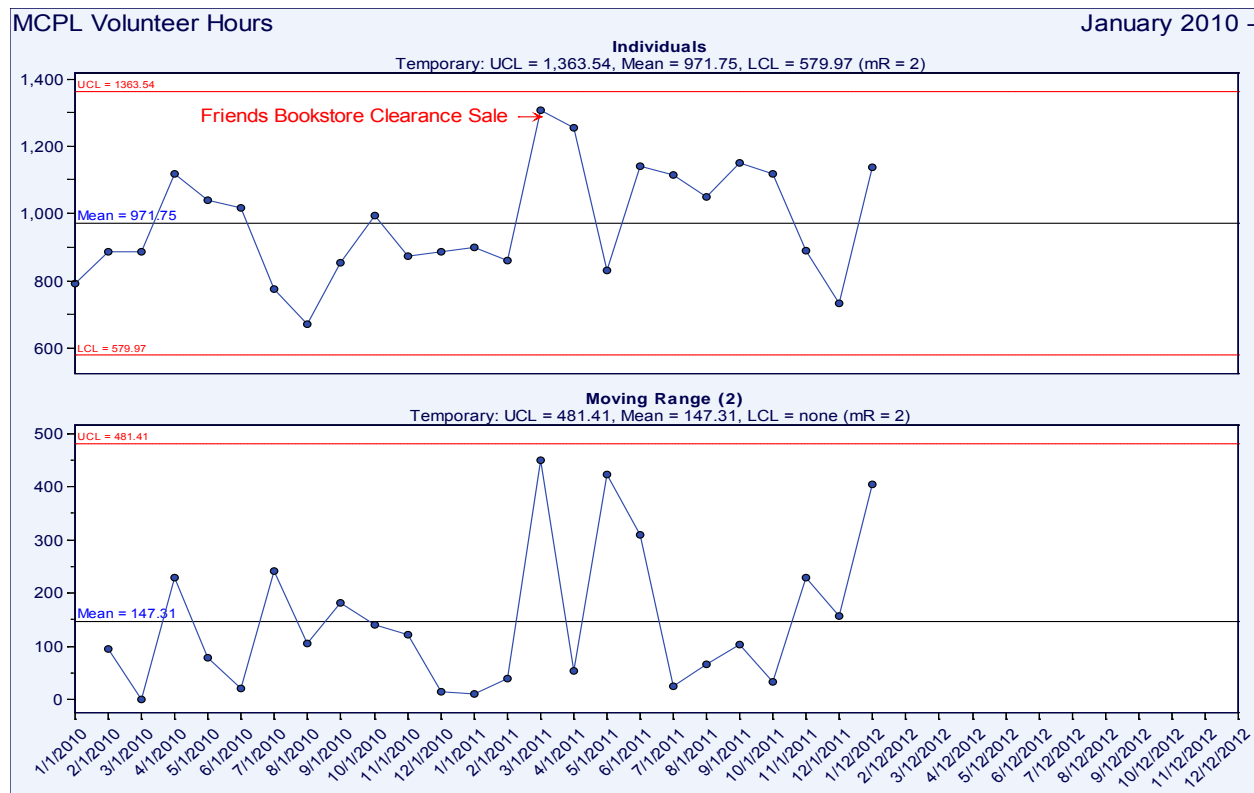
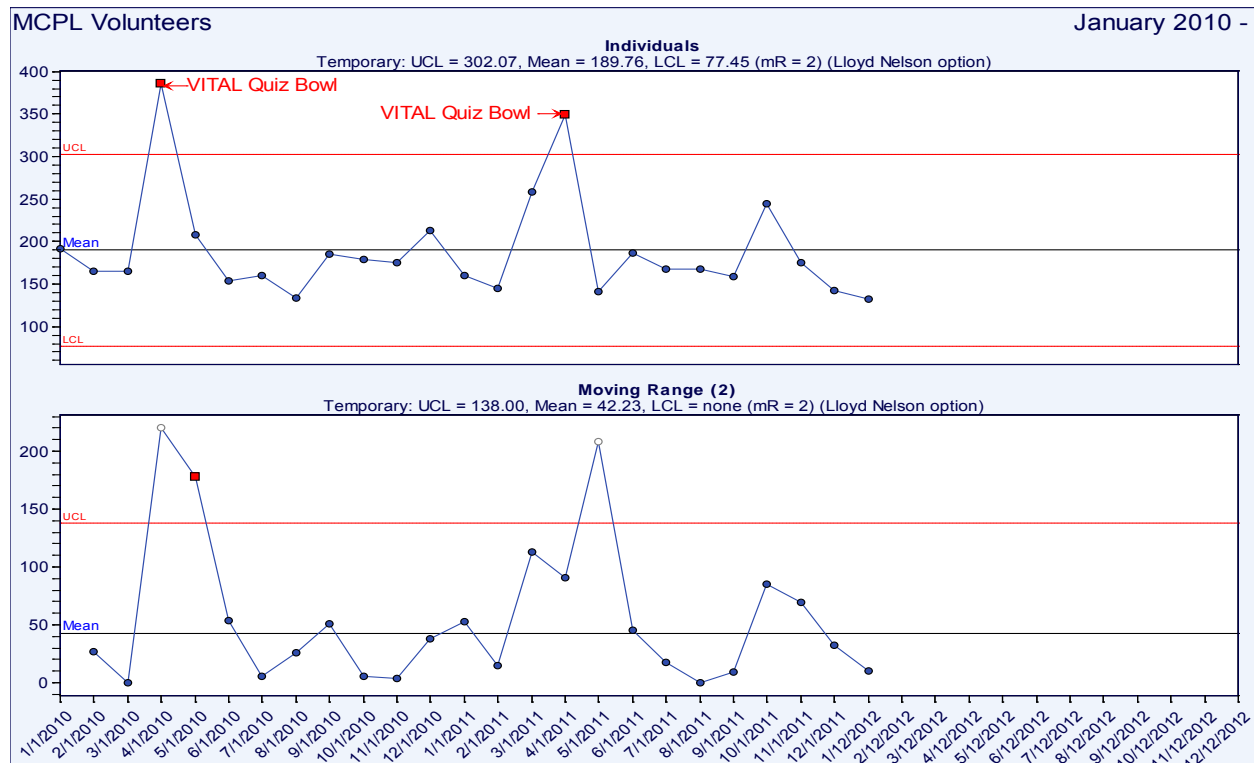
**5A. Implement recommendations from classification and compensation study.**

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

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

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

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



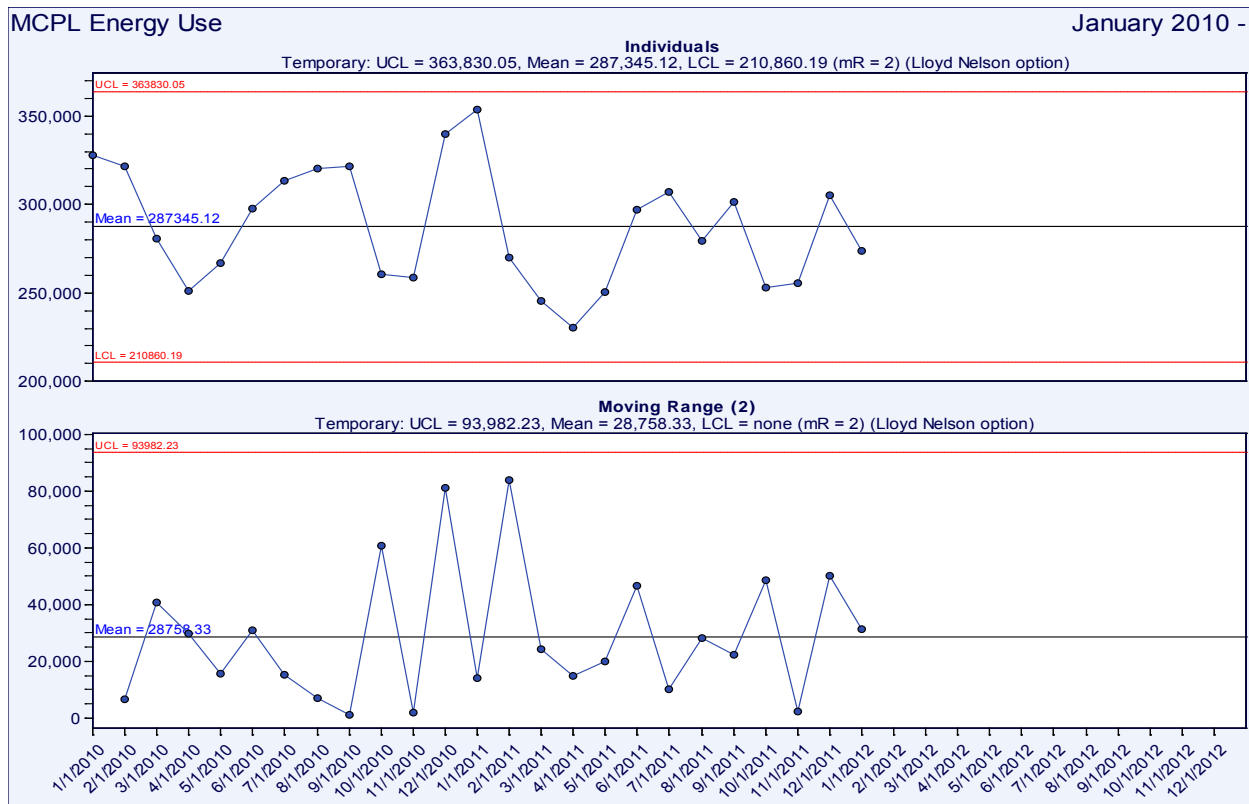
**5F. Increase efforts to be an inclusive and attractive employer.**

Employees – hours worked and wages paid data was not available; charts will be updated in the February director's report



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

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



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

**5J. Maximize tax support.**

- Gary Lettelleir, Margaret Harter, and Sara Laughlin submitted annual reports on time to the Department of Local Government Finance, State Library, and Public Library Data Service.

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

- Information Systems purchased Microsoft Office software for \$31 through Tech Soup, a non-profit organization, saving \$1,519.

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

- Margaret Harter worked with the Friends Campaign for Excellence Committee on celebration of surpassing 2011 campaign goal and gave a behind-the-scenes library tour for new Friends Board members.
- Sara Laughlin hosted a celebration for Friends Board, Library Board, Friends Campaign Committee, and significant donors to the Campaign; 40 attended.
- Stephanie Holman and Penny Gillie are sharing a position as library liaisons on the Friends of the Library Board. Stephanie will help with preparations for the next Power of Words event and Penny will chair the board's marketing committee.
- Sara Laughlin attended the Friends Board meeting in January to report on 2011 accomplishments and 2012 plans.

# MONROE COUNTY PUBLIC LIBRARY

## Indiana Public Library Annual Report 2011

CURRENT YEAR

*PREVIOUS YEAR*

### Part 1 - General Information

PLEASE CHECK TO MAKE SURE YOUR DATA IS FILLED IN THE RESPONDENT IDENTIFICATION SECTION.

@ indicates question is related to standards

#### Respondent Identification

A*	Library Code	7531	7531
B*	Library Director	Sara Laughlin	<i>Sara Laughlin</i>
C*	Library Name	Monroe County Public Library	<i>Monroe County Public Library</i>
D*	Street Address	303 E. Kirkwood Ave.	<i>303 E. Kirkwood Ave.</i>
E*	Street City	Bloomington	<i>Bloomington</i>
F*	State	IN	<i>IN</i>
G*	ZIP+4	47408-3534	<i>47408-3534</i>
H*	Mailing Address	303 E. Kirkwood	<i>303 E. Kirkwood</i>
I*	Mailing City	Bloomington	<i>Bloomington</i>
J*	State	IN	<i>IN</i>
K*	Mailing ZIP+4	47408-3534	<i>47408-3534</i>
@L*	Phone	(812) 349-3050	<i>(812) 349-3050</i>
@M*	FAX	(812) 349-3051	<i>(812) 349-3051</i>
N*	TDD	N/A	<i>N/A</i>
O*	Dial-In Access Number	N/A	<i>N/A</i>
P*	Congressional District #	9	<i>9</i>
@Q*	Public Library E-Mail Address	askus@mcpl.info	<i>askus@mcpl.info</i>
@R*	World Wide Web Address	http://www.mcpl.info	<i>http://www.mcpl.info</i>
S*	Time and Day of the Month of Regular Library Board Meetings	3rd Wednesday 5:45 p.m.	<i>3rd Wednesday 5:45 p.m.</i>
T*	Does your library have a Friends of the Library Group?	Yes	<i>Yes</i>
U*	If yes, has your Friends group received a 501(c)3 designation from the IRS? Yes or No	Yes	<i>Yes</i>
V*	Person Preparing Report	Sara Laughlin	<i>Sara Laughlin</i>
W*	Phone	(812) 349-3050	<i>(812) 349-3050</i>
X*	Time zone in which library district headquarters is located.	Eastern Time	<i>Eastern Time</i>
1a	The year the current central building was built	1970	<i>1970</i>
1b	Date of most recent structural addition or alteration to current central building	1997	<i>1997</i>
2	What is the square footage of the central building?	135,000	<i>135,000</i>

3	Are you currently involved in a new building construction project, an addition to an existing building, or remodeling a building?	Yes	<i>No</i>
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Answer question 4 only if question 3 was checked YES

4a	Planning a construction project	No	<i>No</i>
4b	Starting a construction project	No	<i>No</i>
4c	In the midst of a construction project	No	<i>No</i>
4d	Have completed a construction project	No	<i>No</i>
4e	Non-building capital project	No	<i>Yes</i>
4f	Interior renovation	Yes	<i>Yes</i>

Daily Schedule for Central Library Only

5a	Monday Open	9:00 AM	<i>9:00 AM</i>
5b	Monday Close	9:00 PM	<i>9:00 PM</i>
5c	Tuesday Open	9:00 AM	<i>9:00 AM</i>
5d	Tuesday Close	9:00 PM	<i>9:00 PM</i>
5e	Wednesday Open	9:00 AM	<i>9:00 AM</i>
5f	Wednesday Close	9:00 PM	<i>9:00 PM</i>
5g	Thursday Open	9:00 AM	<i>9:00 AM</i>
5h	Thursday Close	9:00 PM	<i>9:00 PM</i>
5i	Friday Open	9:00 AM	<i>9:00 AM</i>
5j	Friday Close	6:00 PM	<i>6:00 PM</i>
5k	Saturday Open	9:00 AM	<i>9:00 AM</i>
5l	Saturday Close	5:00 PM	<i>5:00 PM</i>
5m	Sunday Open	1:00 PM	<i>1:00 PM</i>
5n	Sunday Close	5:00 PM	<i>5:00 PM</i>
5x	<b>Total Public Service Hours per Year PLSC</b>	8,112.00	<i>8,164.00</i>

5xa	Total weekly winter hours central library	69	<i>69.00</i>
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5xb	# of weeks for winter hours schedule central library	52	<i>69</i>
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5xwce	<b>Winter hours schedule central library</b>	3,588.00	
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5xc	Total weekly summer hours central library	69	<i>69</i>
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5xd	# of weeks for summer hours schedule central library	N/A	<i>N/A</i>
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5xsce	<b>Summer hours schedule central library</b>	0.00	
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@6	Total Hours Open after 6:00 p.m. Each Week	16	<i>4</i>
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7	How many Sundays was your library open last year?	52	<i>52</i>
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Branch Information

AA	Does Your Library have a Branch? Yes or No	Yes	<i>Yes</i>
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If yes, please enter branch information, it is required. If no please enter "0" in 8aa.

8c	Has Your Library System Closed a Branch or Branches?	No	No
8cc	If Yes, List Name(s) of Branch(es) Closed		
A*	Branch Name	Ellettsville Branch	<i>Ellettsville Branch</i>
B*	Street Address	600 W. Temperance	<i>600 W. Temperance</i>
C*	City	Ellettsville	<i>Ellettsville</i>
D*	State	IN	<i>IN</i>
E*	Zip+4	47429*1324	<i>47429*1324</i>
F*	Mail Address	600 W. Temperance	<i>600 W. Temperance</i>
G*	Square Footage	12,000	<i>12,000</i>
H*	Year Built	1990	<i>1990</i>
I	Year of Addition or Alteration	2009	<i>2009</i>
J*	Phone	(812) 349-2515	<i>(812) 349-2515</i>
K*	Fax	(812) 876-2515	<i>(812) 876-2515</i>
L*	Total hours open per week	64	<i>65</i>
@M*	Internet access	Yes	<i>Yes</i>
N*	Type of Internet Access	DS3	<i>DS3</i>
@O*	Speed of Internet Access	100 MB	<i>100 MB</i>
@P*	Does this branch have a wireless hub?	Yes	<i>Yes</i>
Q*	Number of Weeks Branch is Open	52	<i>52</i>
R*	Total Weekly Winter Hours Branch Open (Choice is Number or N/A)	64	<i>65</i>
S*	# of Weeks Branch Open at Winter Hours Schedule (Choice is Number or N/A)	52	<i>52</i>
T*	Total Weekly Summer Hours Branch Open (Choice is Number or N/A)	64	<i>65</i>
U*	# of Weeks Branch Open at Summer Hours Schedule (Choice is Number or N/A)	N/A	<i>N/A</i>
8aa	Total Number of Branches	1	<i>1</i>
8b	Total Annual Hours of Branches	3,328.00	<i>3,380.00</i>
8bb*	Number of Weeks Branch is Open	52.00	

Bookmobile Information

BB	Do you have a bookmobile? Yes or No	Yes	<i>Yes</i>
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If yes, please enter bookmobile information, it is required. If no please enter "0" in 9aa.

A*	Bookmobile Name	Monroe County Public Library Bookmobile	<i>Monroe County Public Library Bookmobile</i>
B*	Street Address	303 E. Kirkwood	<i>303 E. Kirkwood</i>
C*	City	Bloomington	<i>Bloomington</i>
D*	State	IN	<i>IN</i>
E*	Zip+4	47408	<i>47408</i>
F*	Mail Address	303 E. Kirkwood	<i>303 E. Kirkwood</i>
G*	Phone	(812) 349.3050	<i>(812) 349.3050</i>
H*	Fax	(812) 349-3051	<i>(812) 349-3051</i>

I*	Total hours per week	23	23
J*	Number of Weeks Bookmobile is Open	52	52
K*	Internet Access	Yes	Yes
L*	Type of Internet Access	Other	Other
M*	Total Weekly Winter Hours Bookmobile Open (Choice is Number or N/A)	23	23
N*	# of Weeks Bookmobile Open at Winter Hours Schedule (Choice is Number or N/A)	52	52
O*	Total Weekly Summer Hours Bookmobile Open (Choice is Number or N/A)	23	23
P*	# of Weeks Bookmobile Open at Summer Hours Schedule (Choice is Number or N/A)	N/A	N/A
9aa	Total Number of Bookmobiles	1	1
9b	Total Annual Hours of Bookmobiles	1,196.00	1,196.00
9bb*	Number of Weeks Bookmobiles are Open	52.00	

## Part 2 - Registrations

10a	Total Number of Individual Resident Registered Borrowers	93,470	88,666
10b	Total Number of Borrowers from Contracting Areas	0	
11	Total Number of Individual Non-Resident (non-taxed) Registered Borrowers	5	7
12	Total Number of Reciprocal Borrowers	0	0
12a	Total Number of PLAC Borrowers	489	533
13a	Total Number of Non-Resident Cards Issued to Student Borrowers	0	0
13b	Total Number of Non-Resident Cards Issued to School Employees	0	0
13c	Total Number of Non-Resident Cards Issued to Library Employees	0	0
@14a	Individual Non-Resident Fee (required by law)	\$60.00	\$60.00
14b	Date Library Board adopted this fee	12/20/2006	12/20/2006
@15	Most Recent Year Patron File was Weeded	January 2012	January 2011
@16	On What Time Table is Patron File Weeded?	Every three years	Every three years

## Part 3 - Libraries & Political Subdivisions

If your library district is located in more than one county or is a county contractual, please list information for both counties or library and contractual division.

17a	County Name of Primary County	Monroe	<i>Monroe</i>
17b	Total Assessed Valuation for Library District	\$6,262,434,138	<i>\$6,038,823,452</i>
17c	Operating Tax Rate	.0733	<i>.0805</i>
17d	BIRF/Lease Rental Tax Rate	.0038	<i>.0300</i>
17e	LCPF Tax Rate	.0079	<i>.0076</i>
17f	Did you roll the LCPF into the operating tax rate?	No	<i>No</i>
18a	County Name of Additional County or County Contractual (May leave blank if there is not another county in the library district and it is not a county contractual)	N/A	<i>N/A</i>
18b	Total Assessed Valuation for Library District	N/A	
18c	Operating Tax Rate	N/A	
18d	BIRF/Lease Rental Tax Rate	N/A	
18e	LCPF Tax Rate	N/A	
19	<b>Total population without contract</b>	120,563	<i>120,563</i>
19a	<b>Total population with contracts</b>	0	<i>0</i>

PLEASE CHECK TO MAKE SURE YOUR DATA IS FILLED IN ACCURATELY

20a	Political Subdivision Name	Monroe County	<i>Monroe County</i>
20b	Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)	3	<i>3</i>
20c	Population 2000 Census (Units in 20b Only)	120,563	<i>120,563</i>
20d	Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)	N/A	<i>N/A</i>
20e	Population 2000 Census (Units served by contract in 20d Only)	N/A	<i>N/A</i>

#### Part 4 - Library Operating Fund Income

##### Local Government Operating Fund Income

28a	Property Tax or CEDIT Operating Fund Income From Library Tax Rate	\$4,588,186	<i>\$4,785,035</i>
28b	CAGIT Property Tax Replacement Credit	\$0	<i>\$0</i>
28c	CAGIT Certified Shares	\$0	<i>\$0</i>
28d	CAGIT Special Fund	\$0	<i>\$0</i>
28e	County Option Income Tax (COIT)	\$2,086,408	<i>\$2,217,128</i>
28f	Contractual Revenue Received for Service	\$0	<i>\$0</i>
28g	Local Option Income Tax (LOIT)	\$0	<i>\$0</i>
28	<b>Total Local Operating Fund Income</b>	<b>\$6,674,594</b>	<b><i>\$7,002,163</i></b>

##### State Government Operating Fund Income

29a	Financial Institutions Tax (FIT)	\$10,231	<i>\$9,829</i>
29b	License Excise and Commercial Vehicle Excise Tax (CVET)	\$356,263	<i>\$372,135</i>

29c	Other State Operating Fund Income	\$0	\$0
29d	Source(s):	0	N/A
29	<b>Total State Operating Fund Income</b>	\$366,494	\$381,964
Federal Government Operating Fund Income			
30a	LSTA Grants	\$0	\$0
30b	Name of Non-Operating Fund	LSTA-Civil War and LSTA-Smithville Newspaper	<i>LSTA (IN Bedrock) and LSTA-Civil War</i>
30c	Amount of LSTA grant placed in Non-Operating Fund	\$17,802	\$19,665
30d	Other Federal Grants Operating Fund Income	\$0	\$0
30e	List Source	0	N/A
30	<b>Total Federal Operating Fund Income</b>	\$0	\$0
Other Operating Fund Income			
31a	Fines and Fees	\$228,933	\$252,093
31b	Interest on Investments	\$12,621	\$1,830
31c	Gift Receipts Operating Fund Income	\$0	\$0
31d	Private and Public Foundation Grants Operating Fund Income	\$0	\$0
31e	Miscellaneous Operating Fund Income	\$63,047	\$12,295
31f	Source(s)	PLAC, Levy Excess, Copiers	PLAC
31	<b>Total Other Operating Fund Income</b>	\$304,601	\$266,218
31d1	Total Public and Private Foundation Grants Income (deposited into any fund)	\$223,025	\$204,728
32	<b>TOTAL OPERATING FUND INCOME</b>	\$7,345,689	\$7,650,345

## Part 5 - Expenditure Data

### Personal Services

33a	Salaries/Wages of All Library Staff	\$3,689,445	\$3,714,578
33b	Employee benefits	\$1,219,972	\$1,142,037
33c	Other Personal Services	\$11,829	\$53,016
33	<b>Total Personal Services IN</b>	\$4,921,246	\$4,909,631
33x	<b>Total Staff Expenditures PLSC</b>	\$4,909,417	\$4,856,615
34	Total Supplies	\$143,179	\$302,976

### Other Services and Charges

35a	Professional Services	\$271,179	\$257,336
35aa	Public access electronic database licensing/purchase/lease expenditures <b>DO NOT REPORT in 35a.</b>	\$79,194	\$0
35b	Communication and Transportation	\$65,781	\$61,001
35c	Printing and Advertising	\$4,082	\$4,384
35d	Insurance	\$53,247	\$48,065
35e	Utility Services	\$288,489	\$294,448

35f	Repairs and Maintenance	\$33,173	\$57,365
35g	Rentals	\$31,262	\$38,467
35h	Debt Service (Operating Expenditures only)	\$0	\$0
35i	Lease Rental (Operating Expenditures only)	\$0	\$0
35j	Other (exclude LIRF)	\$211,381	\$155,923
35	<b>Total Other Services and Charges</b>	\$1,037,788	\$916,989
Capital Outlays - Operating Fund Expenditures			
36a	Land	\$0	\$0
36b	Buildings	\$0	\$0
36c	Improvements Other Than Buildings	\$0	\$0
36d	Furniture and Equipment	\$18,051	\$221,067
36d1	Public Access Computers, electronic reading and electronic media devices <b>DO NOT REPORT in 36d</b>	\$0	
@36e	Books (include Book Lease)	\$585,377	\$586,780
@36f	Periodicals and Newspapers	\$38,779	\$42,489
@36g	Nonprinted Materials, Microforms & AV, not Electronic	\$385,644	\$376,471
@36h	Public Access Physical Electronic/Computer Format (pulled out from Nonprinted Materials and reported separately) <b>DO NOT REPORT DATABASE LICENSES HERE, REPORT IN 35aa</b>	\$0	\$54,862
@36x	<b>Print Materials Expenditures PLSC</b>	\$656,214	\$643,069
@36xx	<b>Electronic Materials Expenditures PLSC</b>	\$80,281	\$54,862
@36xxx	<b>Other Materials Expenditures PLSC</b>	\$392,789	\$376,471
@36xxxx	<b>Total Collection Expenditures PLSC</b>	\$1,129,284	\$1,074,402
36	<b>Total Capital Outlays - Operating Fund</b>	\$1,027,851	\$1,281,669
36.5	<b>Other Operating Expenditures PLSC</b>	\$1,199,018	\$1,441,032
Non-Operating Fund Collection Expenditures (from gift, grant, any other funds) PLSC			
@36.1a	Books (Include Book Lease)	\$29,161	\$13,800
@36.1b	Periodicals and Newspapers	\$2,897	\$0
@36.1c	Nonprinted Materials, Microforms & AV, not Electronic	\$7,145	\$0
@36.1d	Public Access Physical Electronic/Computer Format (pulled out from Nonprinted Materials and reported separately)	\$1,087	\$0
@36.1e	Public Access Purchased/Leased/Licensed/Locally Digitized Electronic Format	\$0	\$0



@36-CD IN	Operating Expenditure Fund Collection Development IN Basic	\$1,088,994	
@36.1	Total Non-Operating Fund Collection Expenditures	\$78,117	
@361.590.6	Public Access Computers, electronic reading and electronic media devices from all funds except operating	\$37,827	
37	<b>TOTAL OPERATING FUND EXPENDITURES IN</b>	\$7,130,064	\$7,411,265
37a	Operating Expenditures per capita (=37/19). Expressed in dollars/cents \$____.____	\$59.14	\$61.47
37aa	Collection Development Expenditure % Operating Expenditure	15.2%	
37x	Total Operating Expenditures PLSC	\$7,237,719	\$7,372,049
37.590-6	Total Collection Expenditure IN 590-6	\$1,167,111	
	Other Specific/Special Expenditures (May Include Operating Fund)		
38a	Total Capital Fund Expenditures	\$565,039	\$1,050,955

## Part 6 - Capital Revenue

39a	Local government capital revenue	\$2,220,669	\$487,902
39b	State government capital revenue	\$176,630	\$0
39c	Federal government capital revenue	\$0	\$15,600
39d	Other capital revenue	\$10,400	\$0
39	<b>Total capital revenue</b>	\$2,407,699	\$503,502

## Part 7 - Employment Data

40a	Total Number of ALL Librarians with an ALA-MLS	32.00	36.00
40b	Total Hours Paid Per Week For ALL ALA-MLS Librarians	1,150	1,265
40c	<b>FTE for ALL Librarians with an ALA-MLS</b>	28.75	31.63
41a	Total Number of ALL Librarians, including ALA-MLS Librarians	47.00	51.00
41b	Total Hours Paid Per Week For ALL Librarians, including ALA-MLS Librarians	1,695	1,810
41c	<b>FTE for ALL Librarians</b>	42.38	45.25
42a	Total Number of ALL OTHER PAID STAFF	106.00	121.00
42b	Total Hours Paid Per Week For ALL OTHER PAID STAFF	2,367.5	2,972.5
42c	<b>FTE for ALL OTHER PAID STAFF</b>	59.19	74.31
43a	<b>Total Number of ALL PAID STAFF</b>	153.00	172.00

43b	Total Hours Paid per week for ALL PAID STAFF	4,062.50	4,782.50
43c	FTE for ALL PAID STAFF	101.56	119.56
44	Number of hours per week considered to be full-time employment in your library.	37.5	37.5

## Part 8 - Library Service and Technology

### Inter-Library Loans

45a	Provided To Other Libraries	2,248	2,750
45b	Received From Other Libraries	241	239

### Annual Local Library Service

@46a	# Children's Programs in Library	1,176	1,034
@46aa	# Children's Programs Outside Library (outreach)	327	273
@46aaa	Total # of Children's programs	1,503	1,307
@46b	# Young Adult Programs in Library	144	110
@46bb	# Young Adult Programs Outside Library (outreach)	5	1
@46c	# Adult Programs in Library (18+)	745	580
@46cc	# Adult Programs Outside Library (18+) (outreach)	20	19
@46d	# General Programs in Library (All age groups)	42	71
@46dd	# General Programs Outside Library (All Age Groups) (outreach)	5	3
@46	Total # of Programs	2,464	2,091
46.11	How Many Weeks was Summer Reading Program for Children at Each Fixed Location?	10	Yes
46.a1	# of Non-Library Sponsored Programs/meetings/events	1,152	1,229
47a	Children's Program Attendance in library	32,795	29,340
47aa	Children's Program Attendance Outside library (outreach)	12,764	11,325
47aaa	Total Children's Program Attendance	45,559	40,665
47b	Young Adult Program Attendance in library	1,154	767
47bb	Young Adult Program Attendance Outside library (outreach)	138	120
47c	Adult Program Attendance in library (18+)	8,091	5,795
47cc	Adult Program Attendance Outside library (outreach) (18+)	873	782
47d	General Program Attendance in library (All age groups)	4,412	5,114
47dd	General Program Attendance Outside library (outreach) (All age groups)	1,377	1,026

47	<b>Total Program Attendance</b>	61,604	54,269
47.a1	Total Non-Library Sponsored Programs/meetings/events Attendance	31,789	N/A
48	Total Visits In Library Per Year (Multiply typical week count by 52, if you don't have annual figure)	1,160,801	1,085,108
@49	Total Reference Transactions Per year (Multiply typical week count by 52, if you don't have annual figure)	137,020	124,842
Electronic Services			
50a	# Local Licensed Databases (source of access)	16	16
50b	# State Licensed Databases (source of access)	58	58
50c	# Other Licensed Databases (source of access)	0	0
50d	<b>Total Licensed Databases</b>	74	74
Database Usage Measure			
50e	# Searches of Databases to which the Library Subscribes or N/A	200,289	117,231
50ee	# Sessions of Databases to which the Library Subscribes or N/A	9,483	7,031
50f	Name(s) of Public Use/Commercial Databases to which the Library Subscribes or N/A	CLCD Consumer Reports Footnote.com Novelist Plus Foundation Center Associations Unlimited Reference USA Mitchell On Demand 5 Ancestry Library Heritage Quest SIRS Researcher Grolier Multimedia Tumblebooks.com	<i>Response has been entered</i>
50g	Subject(s) of Public Use Databases which the Library Both Developed and Owns (NO LICENSE PURCHASED) or N/A	Community organization file, Monroe County high school yearbook database	<i>Community organization file, Monroe County high school yearbooks, Obituary, Bedrock</i>
51a	Users of Public Internet Computers per Year (Multiply typical week count by 52, if you don't have annual figure)	220,194	219,728
51a1	# of Users of Wireless Internet Connections in Building (or Outside) per Year	N/A	N/A
51b	# of Hours Public Internet Computers Used per Year	163,320	161,372
Internet Usage Measures (please supply whatever count is available or answer not applicable). Providing only one count is acceptable.			
51c	Total # of Page Views on All Web Pages in the Library's Domain AND/OR	72,929,454	59,668,816
51d	Total # of Page Views on the Library's Home Page AND/OR	1,006,336	1,301,490

51e	Total # of Hits or Page Views on the Library's Public Access Catalog	45,646,669	36,407,847
@52a	Internet Access	Yes	Yes
52b	Type of Internet Access in Central Building ONLY (If central building does have two types of Internet access, they must choose the higher speed)	Fiber Optic	Fiber Optic
52c	Specify Other		
@52d	Speed of Internet Access in Central Building ONLY (if two types of access, choose higher speed):	20 MB	10MB
@53a	Number Computer Terminals Used by General Public and Connected to Internet System-wide	130	130
@53aa	Number of Printers Connected to Computer Terminals Used by the General Public System-wide	4	4
@53aaa	Number of Scanners for the General Public System-wide	0	0
@53b	Number of Computer Terminals Used by Staff with Office Software and Connected to the Internet System-wide	138	149
@53bb	Is there a Printer for Staff Computer Use?	Yes	Yes
@54a	Is there a Wireless Hub in the Central Building?	Yes	Yes
54b	Voice over IP?	No	No
Library System Bookkeeping and Circulation			
55a	Does Your Library Have an Automated Bookkeeping System?	Yes	Yes
55b	Name of System	Banyon	Banyon
@56a	Does Your Library Use an integrated Library System?	Yes	Yes
56b	Name of System	Polaris	Polaris
56c	Is the Library Catalog Online?	Yes	Yes

## Part 9 - Circulation and Holdings

### Circulation

57a	TOTAL Circulation of All Materials	2,733,451	2,615,926
57b	Circulation of All Children's (0-14 years) Materials	952,966	889,911
57c	Total In-house Usage of Materials	N/A	N/A
57d	Did Your Library Circulate Laptops?	No	No
57e	Number of Annual Circulations of Laptops	0	0

57f	Did Your Library Circulate Kindles, Playaways, MP3s or Other Electronic Book Reading or Music Playing Devices	No	No
57f1	Number of Electronic Book Reading Devices Owned by the Library	18	
57g	Number of Annual Circulations of Book Reading or Music Playing Devices	0	0
57h	Did Your Library Circulate Other Equipment?	No	No
57i	Number of Annual Circulations of Other Equipment	0	0
Selected Holdings			
58	Books	381,708	389,248
58c	Video Materials - Physical Units	58,836	53,004
58cc	Video Materials - Downloadable Titles	86	84
58d	Audio Materials - Physical Units	53,915	50,057
58dd	Audio Materials - Downloadable Titles	2,106	1,795
58e	Electronic Format	17	17
58f	Electronic books (E-books)	2,469	1,240
58g	Current Serial Subscriptions	473	491

## Part 10 - Library Board

Please enter the most current information available.

List all county contractual board members, if appropriate.

PLEASE CHECK TO MAKE SURE YOUR DATA IS FILLED IN ACCURATELY

59a	Position	Member	<i>Member</i>
59b	First Name	John	<i>John</i>
59c	Middle Initial/Name	A.	<i>A.</i>
59d	Last Name	Walsh	<i>Walsh</i>
59e	Home address	1320 E. 10th St., LI 029	<i>1320 E. 10th St., LI 029</i>
59f	City	Bloomington	<i>Bloomington</i>
59g	Zip Code	47405	<i>47405</i>
59h	E-mail address	jawalsh@indiana.edu	<i>jawalsh@indiana.edu</i>
59i	Appointing Authority	County Council	<i>County Council</i>
59j	Date Term Expires	1-31-2014	<i>1-31-2010</i>
59k	Number of Consecutive Terms	2	<i>1</i>
59l	Date Initially Appointed	2-1-2006	<i>2-1-2006</i>
59a	Position	Member	<i>President</i>
59b	First Name	Fred	<i>Fred</i>
59c	Middle Initial/Name		
59d	Last Name	Risinger	<i>Risinger</i>
59e	Home address	7039 E. St. Rd. 45	<i>7039 E. St. Rd. 45</i>
59f	City	Bloomington	<i>Bloomington</i>
59g	Zip Code	47408	<i>47408</i>
59h	E-mail address	risinger@indiana.edu	<i>risinger@indiana.edu</i>

59i	Appointing Authority	County Council	<i>County Council</i>
59j	Date Term Expires	1-31-2015	<i>1-31-2011</i>
59k	Number of Consecutive Terms	2	<i>1</i>
59l	Date Initially Appointed	4-1-2007	<i>4-1-2007</i>
59a	Position	Secretary	<i>Member</i>
59b	First Name	Stephen	<i>Stephen</i>
59c	Middle Initial/Name	C.	<i>C.</i>
59d	Last Name	Moberly	<i>Moberly</i>
59e	Home address	2638 E. Windermere Woods Drive	<i>2638 E. Windermere Woods Drive</i>
59f	City	Bloomington	<i>Bloomington</i>
59g	Zip Code	47401	<i>47401</i>
59h	E-mail address	moberlys@iquest.net	<i>moberlys@iquest.net</i>
59i	Appointing Authority	County Commissioners	<i>County Commissioners</i>
59j	Date Term Expires	1-31-2014	<i>1-31-2014</i>
59k	Number of Consecutive Terms	2	<i>2</i>
59l	Date Initially Appointed	2-1-2006	<i>2-1-2006</i>
59a	Position	Treasurer	<i>Treasurer</i>
59b	First Name	David	<i>David</i>
59c	Middle Initial/Name	L.	<i>L.</i>
59d	Last Name	Ferguson	<i>Ferguson</i>
59e	Home address	403 E. 6th Street	<i>403 E. 6th Street</i>
59f	City	Bloomington	<i>Bloomington</i>
59g	Zip Code	47408	<i>47408</i>
59h	E-mail address	dlf@ferglaw.com	<i>dlf@ferglaw.com</i>
59i	Appointing Authority	County Commissioners	<i>County Commissioners</i>
59j	Date Term Expires	1-31-2012	<i>1-31-2012</i>
59k	Number of Consecutive Terms	1	<i>1</i>
59l	Date Initially Appointed	2-1-2008	<i>2-1-2008</i>
59a	Position	Member	<i>Member</i>
59b	First Name	Valerie	<i>Randy</i>
59c	Middle Initial/Name		
59d	Last Name	Merriam	<i>Paul</i>
59e	Home address	1900 W. Burma Road	<i>101 S. Glenwood West</i>
59f	City	Gosport	<i>Bloomington</i>
59g	Zip Code	47433	<i>47401</i>
59h	E-mail address	valerie.merriam@gmail.com	<i>helpkidsreadmore@hotmail.com</i>
59i	Appointing Authority	Monroe County Community School Corporation	<i>Monroe County Community School Corporation</i>
59j	Date Term Expires	1-31-2011	<i>1-31-2011</i>
59k	Number of Consecutive Terms	1	<i>1</i>
59l	Date Initially Appointed	2-1-2007	<i>2-1-2007</i>
59a	Position	Vice President	<i>Secretary</i>
59b	First Name	Melissa	<i>Melissa</i>
59c	Middle Initial/Name		
59d	Last Name	Pogue	<i>Pogue</i>
59e	Home address	1101 W. Temperance St.	<i>1101 W. Temperance St.</i>
59f	City	Ellettsville	<i>Ellettsville</i>

59g	Zip Code	47429	47429
59h	E-mail address	mpogue@rbbcsc.k12.in.us	mpog9469@rbbcsc.k12.in.us
59i	Appointing Authority	Richland Bean Blossom School Corporation	Richland Bean Blossom School Corporation
59j	Date Term Expires	1-31-2013	1-31-2013
59k	Number of Consecutive Terms	1	1
59l	Date Initially Appointed	2-1-2009	2-1-2009
59a	Position	President	Vice President
59b	First Name	Kari	Kari
59c	Middle Initial/Name		
59d	Last Name	Isaacson	Isaacson
59e	Home address	807 Brighton Court	807 Brighton Court
59f	City	Bloomington	Bloomington
59g	Zip Code	47401	47401
59h	E-mail address	kisaaco@mccsc.edu	kisaaco@mccsc.edu
59i	Appointing Authority	Monroe County Community School Corporation	Monroe County Community School Corporation
59j	Date Term Expires	1-31-2013	1-31-2013
59k	Number of Consecutive Terms	1	1
59l	Date Initially Appointed	2-1-2009	2-1-2009

## Part 11 - Salary Section

Director

74a	Director's Annual Salary	\$94,376	\$91,628
74b	Does the director have a contract?	No	No
74c	Director's Certification Level	Level 1	Level 1

Complete minimum hourly rate and maximum hourly rate, using dollars and cents.

75	Job Title	Department Head, Manager or Supervisor	Department Head, Manager or Supervisor
75a	Also indicate certification level for each position (not person)	LC 2	LC 2
75b	Minimum Hourly Rate	\$23.	\$22.86
75c	Maximum Hourly Rate	\$34.50	\$35.43
75	Job Title	Branch Head	Branch Head
75a	Also indicate certification level for each position (not person)	LC 2	LC 2
75b	Minimum Hourly Rate	\$23	\$22.86
75c	Maximum Hourly Rate	\$34.50	\$35.43
75	Job Title	Automation/Network/System Manager	Administrative Assistant
75a	Also indicate certification level for each position (not person)	Not Applicable	Not Applicable
75b	Minimum Hourly Rate	\$23	\$12.31
75c	Maximum Hourly Rate	\$34.50	\$17.32
75	Job Title	Business Manager	Automation/Network/System Manager
75a	Also indicate certification level for each position (not person)	Not Applicable	Not Applicable
75b	Minimum Hourly Rate	\$23	\$22.86

75c	Maximum Hourly Rate	\$34.50	\$34.25
75	Job Title	Cataloging or Technical Services Librarian	<i>Circulation Librarian</i>
75a	Also indicate certification level for each position (not person)	LC 3	<i>LC 3</i>
75b	Minimum Hourly Rate	\$18	<i>\$19.39</i>
75c	Maximum Hourly Rate	\$27.00	<i>\$29.09</i>
75	Job Title	@Children's Librarian	<i>Business Manager</i>
75a	Also indicate certification level for each position (not person)	LC 3	<i>Not Applicable</i>
75b	Minimum Hourly Rate	\$18	<i>\$22.86</i>
75c	Maximum Hourly Rate	\$27.00	<i>\$34.25</i>
75	Job Title	@Young Adult Librarian	<i>Cataloging or Technical Services Librarian</i>
75a	Also indicate certification level for each position (not person)	LC 3	<i>LC 3</i>
75b	Minimum Hourly Rate	\$18	<i>\$17.54</i>
75c	Maximum Hourly Rate	\$27.00	<i>\$26.31</i>
75	Job Title	Circulation Librarian	<i>@Children's Librarian</i>
75a	Also indicate certification level for each position (not person)	LC 3	<i>LC 3</i>
75b	Minimum Hourly Rate	\$18	<i>\$19.39</i>
75c	Maximum Hourly Rate	\$27.00	<i>\$29.09</i>
75	Job Title	Indiana History, Local History or Genealogy Librarian	<i>@General Reference or Adult Librarian</i>
75a	Also indicate certification level for each position (not person)	LC 3	<i>LC 3</i>
75b	Minimum Hourly Rate	\$18	<i>\$17.54</i>
75c	Maximum Hourly Rate	\$27.00	<i>\$26.31</i>
75	Job Title	Specialist (Professional)	<i>Indiana History, Local History or Genealogy Librarian</i>
75a	Also indicate certification level for each position (not person)	Not Applicable	<i>LC 3</i>
75b	Minimum Hourly Rate	\$20	<i>\$19.39</i>
75c	Maximum Hourly Rate	\$30.00	<i>\$29.09</i>
75	Job Title	Library Assistant	<i>Specialist (Professional)</i>
75a	Also indicate certification level for each position (not person)	LC 6	<i>Not Applicable</i>
75b	Minimum Hourly Rate	\$14	<i>\$19.39</i>
75c	Maximum Hourly Rate	\$20.30	<i>\$29.09</i>
75	Job Title	Bookkeeper or Treasurer	<i>Library Assistant</i>
75a	Also indicate certification level for each position (not person)	Not Applicable	<i>LC 6</i>
75b	Minimum Hourly Rate	\$15.5	<i>\$13.51</i>
75c	Maximum Hourly Rate	\$22.48	<i>\$19.59</i>
75	Job Title	Clerical or Aide	<i>@Young Adult Librarian</i>
75a	Also indicate certification level for each position (not person)	Not Applicable	<i>LC 3</i>
75b	Minimum Hourly Rate	\$10.60	<i>\$19.39</i>



75c	Maximum Hourly Rate	\$14.84	\$29.09
75	Job Title	Maintenance, Custodian, Janitor, Housekeeper	<i>Bookkeeper or Treasurer</i>
75a	Also indicate certification level for each position (not person)	Not Applicable	<i>Not Applicable</i>
75b	Minimum Hourly Rate	\$12.9	\$14.91
75c	Maximum Hourly Rate	\$18.06	\$21.62
75	Job Title	Administrative Assistant	<i>Security</i>
75a	Also indicate certification level for each position (not person)	Not Applicable	<i>Not Applicable</i>
75b	Minimum Hourly Rate	\$12.90	\$12.37
75c	Maximum Hourly Rate	\$18.06	\$17.32
75	Job Title	@General Reference or Adult Librarian	<i>Maintenance, Custodian, Janitor, Housekeeper</i>
75a	Also indicate certification level for each position (not person)	LC 3	<i>Not Applicable</i>
75b	Minimum Hourly Rate	\$18	\$10.42
75c	Maximum Hourly Rate	\$27.00	\$14.59
75	Job Title	Page, Intern or Student Assistant	<i>Secretary or Receptionist</i>
75a	Also indicate certification level for each position (not person)	Not Applicable	<i>Not Applicable</i>
75b	Minimum Hourly Rate	\$7.5	\$10.42
75c	Maximum Hourly Rate	\$10.50	\$14.59
75	Job Title	Secretary or Receptionist	<i>Library Technicians (including Computer)</i>
75a	Also indicate certification level for each position (not person)	Not Applicable	<i>Not Applicable</i>
75b	Minimum Hourly Rate	\$10.6	\$13.51
75c	Maximum Hourly Rate	\$14.84	\$19.59
75	Job Title	Library Technicians (including Computer)	<i>Clerical or Aide</i>
75a	Also indicate certification level for each position (not person)	Not Applicable	<i>Not Applicable</i>
75b	Minimum Hourly Rate	\$14.0	\$10.42
75c	Maximum Hourly Rate	\$20.30	\$14.59
75	Job Title	Security	<i>Page, Intern or Student Assistant</i>
75a	Also indicate certification level for each position (not person)	Not Applicable	<i>Not Applicable</i>
75b	Minimum Hourly Rate	\$12.9	\$7.43
75c	Maximum Hourly Rate	\$18.06	\$9.98
Job Titles not listed above			
100	Job Title	Maintenance Supervisor	<i>Maintenance Supervisor</i>
100a	Also indicate certification level for each position (not person)	Not Applicable	<i>Not Applicable</i>
100b	Minimum Hourly Rate	\$18	\$19.39
100c	Maximum Hourly Rate	\$27	\$29.09
100	Job Title	Security Lead	<i>Maintenace Technician</i>

100a	Also indicate certification level for each position (not person)	Not Applicable	<i>Not Applicable</i>
100b	Minimum Hourly Rate	\$15.50	<i>\$14.91</i>
100c	Maximum Hourly Rate	\$20.30	<i>\$21.33</i>
100	Job Title	Human Resources Manager	<i>Security Lead</i>
100a	Also indicate certification level for each position (not person)	Not Applicable	<i>Not Applicable</i>
100b	Minimum Hourly Rate	\$23.0	<i>\$13.51</i>
100c	Maximum Hourly Rate	\$34.5	<i>\$19.59</i>
100	Job Title	Maintenance Technician	<i>Page Team Leader</i>
100a	Also indicate certification level for each position (not person)	Not Applicable	<i>Not Applicable</i>
100b	Minimum Hourly Rate	\$15.5	<i>\$8.34</i>
100c	Maximum Hourly Rate	\$22.48	<i>\$11.68</i>
100	Job Title	Page Team Leader	
100a	Also indicate certification level for each position (not person)	Not Applicable	
100b	Minimum Hourly Rate	\$8.60	
100c	Maximum Hourly Rate	\$12.04	
Employee Fringe Benefit Information			
101	Benefit	PERF	<i>PERF</i>
101a	Full Time Employees	Yes	<i>Yes</i>
101b	Part Time Employees	No	<i>No</i>
101	Benefit	Health Insurance	<i>Health Insurance</i>
101a	Full Time Employees	Yes	<i>Yes</i>
101b	Part Time Employees	Yes	<i>Yes</i>
101	Benefit	Health Savings Account (HSA)	<i>Health Savings Account (HSA)</i>
101a	Full Time Employees	Yes	<i>Yes</i>
101b	Part Time Employees	Yes	<i>Yes</i>
101	Benefit	Dental Insurance	<i>Dental Insurance</i>
101a	Full Time Employees	Yes	<i>Yes</i>
101b	Part Time Employees	Yes	<i>Yes</i>
101	Benefit	Life Insurance	<i>Vision Insurance</i>
101a	Full Time Employees	Yes	<i>Yes</i>
101b	Part Time Employees	No	<i>Yes</i>
101	Benefit	Vision Insurance	<i>Disability</i>
101a	Full Time Employees	Yes	<i>Yes</i>
101b	Part Time Employees	Yes	<i>No</i>
101	Benefit	Disability	<i>Continuing Education</i>
101a	Full Time Employees	Yes	<i>Yes</i>
101b	Part Time Employees	Yes	<i>Yes</i>
101	Benefit	Continuing Education	
101a	Full Time Employees	Yes	
101b	Part Time Employees	Yes	
Other			
109a	Other Benefit (specify)		
109b	Full Time Employees		
109c	Part Time Employees		

Paid Days Off per Year

Number of Vacation Days

111a	Full Time Librarian	24	24
111b	Part Time Librarian	24	24
111c	Full Time Support Staff	14-24	14-24
111d	Part Time Support Staff	14-24	14-24

Number of Sick Days

112a	Full Time Librarian	12	12
112b	Part Time Librarian	12	12
112c	Full Time Support Staff	12	12
112d	Part Time Support Staff	12	12

Number of Personal Days

113a	Full Time Librarian	N/A	NA
113b	Part Time Librarian	N/A	NA
113c	Full Time Support Staff	N/A	NA
113d	Part Time Support Staff	N/A	NA

Number of Holidays

114a	Full Time Librarian	9	9
114b	Part Time Librarian	9	9
114c	Full Time Support Staff	9	9
114d	Part Time Support Staff	9	9

Number of Funeral/Bereavement Days

115a	Full Time Librarian	1-3	1-5
115b	Part Time Librarian	1-3	1-5
115c	Full Time Support Staff	1-3	1-5
115d	Part Time Support Staff	1-3	1-5

Other Days

116a	Full Time Librarian	N/A	NA
116b	Part Time Librarian	N/A	NA
116c	Full Time Support Staff	N/A	NA
116d	Part Time Support Staff	N/A	NA

**Part 12 - PLAC Loans**

# of PLAC Loans

117aa	If you made no PLAC loans, enter "0" in this box	N/A	N/A
117a	Home library of patron using a PLAC card to borrow materials	Allen County	Avon-Washington Township
117b	How many loans?	28	2
117a	Home library of patron using a PLAC card to borrow materials	Bartholomew County	Bartholomew County
117b	How many loans?	29	171
117a	Home library of patron using a PLAC card to borrow materials	Bedford Public Lilbrary	Bedford Public Lilbrary
117b	How many loans?	7,975	8,285
117a	Home library of patron using a PLAC card to borrow materials	Bloomfield-Eastern Greene	Bicknell-Vigo Township
117b	How many loans?	18,366	1

117a	Home library of patron using a PLAC card to borrow materials	Brown County	<i>Bloomfield-Eastern Greene</i>
117b	How many loans?	13,970	<i>16,335</i>
117a	Home library of patron using a PLAC card to borrow materials	Danville-Center Township	<i>Brown County</i>
117b	How many loans?	20	<i>15,026</i>
117a	Home library of patron using a PLAC card to borrow materials	Elkhart	<i>Danville-Center Township</i>
117b	How many loans?	29	<i>10</i>
117a	Home library of patron using a PLAC card to borrow materials	Hamilton East	<i>Hamilton East</i>
117b	How many loans?	21	<i>79</i>
117a	Home library of patron using a PLAC card to borrow materials	Jackson County	<i>Hussey-Mayfield Memorial</i>
117b	How many loans?	144	<i>1</i>
117a	Home library of patron using a PLAC card to borrow materials	Jasper Dubois County Contractual	<i>Indianapolis-Marion County</i>
117b	How many loans?	5	<i>409</i>
117a	Home library of patron using a PLAC card to borrow materials	Johnson County	<i>Jackson County</i>
117b	How many loans?	60	<i>68</i>
117a	Home library of patron using a PLAC card to borrow materials	Knox County	<i>Johnson County</i>
117b	How many loans?	64	<i>79</i>
117a	Home library of patron using a PLAC card to borrow materials	Loogootee	<i>Knox County</i>
117b	How many loans?	106	<i>70</i>
117a	Home library of patron using a PLAC card to borrow materials	Marion Public Library	<i>Loogootee</i>
117b	How many loans?	220	<i>285</i>
117a	Home library of patron using a PLAC card to borrow materials	Mitchell Community	<i>Marion Public Library</i>
117b	How many loans?	246	<i>139</i>
117a	Home library of patron using a PLAC card to borrow materials	Morgan County	<i>Mitchell Community</i>
117b	How many loans?	2,024	<i>803</i>
117a	Home library of patron using a PLAC card to borrow materials	Odon Winkelpleck	<i>Morgan County</i>
117b	How many loans?	5	<i>3,440</i>
117a	Home library of patron using a PLAC card to borrow materials	Orleans Town & Township	<i>Odon Winkelpleck</i>
117b	How many loans?	20	<i>53</i>
117a	Home library of patron using a PLAC card to borrow materials	Owen County	<i>Owen County</i>
117b	How many loans?	21,281	<i>19,061</i>
117a	Home library of patron using a PLAC card to borrow materials	Paoli	<i>Paoli</i>
117b	How many loans?	376	<i>188</i>
117a	Home library of patron using a PLAC card to borrow materials	Putnam County	<i>Putnam County</i>
117b	How many loans?	791	<i>774</i>

117a	Home library of patron using a PLAC card to borrow materials	Salem-Washington Township	<i>Shelbyville-Shelby County</i>
117b	How many loans?	100	4
117a	Home library of patron using a PLAC card to borrow materials	Shoals	<i>Shoals</i>
117b	How many loans?	2,456	2,736
117a	Home library of patron using a PLAC card to borrow materials	Spencer County	<i>Spencer County</i>
117b	How many loans?	310	63
117a	Home library of patron using a PLAC card to borrow materials	Sullivan County	<i>Sullivan County</i>
117b	How many loans?	12	38
117a	Home library of patron using a PLAC card to borrow materials	Vigo County	<i>Union City</i>
117b	How many loans?	264	58
117a	Home library of patron using a PLAC card to borrow materials	Washington Carnegie	<i>Vigo County</i>
117b	How many loans?	13	16
117a	Home library of patron using a PLAC card to borrow materials	Whiting	<i>Wabash Carnegie</i>
117b	How many loans?	99	26
117	<b>TOTAL Loans</b>	69,034	68,525

### Part 13 - Statement of Compliance with Current Standards for Public Libraries

Standards which can be verified by data or information elsewhere in the report do not appear in this section.

Please answer either "yes", "no", or "n/a" if applicable, and DO NOT skip a question.

118. Is your library in compliance with:

- (a) The Public Library Law under IC 36-12 Yes
- (b) The Indiana Library and Historical Department Law under IC 4-23-7. Yes
- (c) Other Indiana laws that affect municipal corporations. Yes

119. The library board and director maintain their separate functions as follows:

- (a) The board is responsible for governance and policy. Yes
- (b) The director is responsible for administration, operation, and management of the library. Yes

120. The library board has hired:

- (a) a full-time library director Yes

121. With the advice and recommendations of the library director, the library board has adopted the following policies and procedures:

- (1) An annual classification of employees Yes
- (2) Schedules of salaries Yes
- (3) Library policies Yes
- (4) Employment practices, including
  - (A) Recruitment Yes
  - (B) Selection Yes

(C)	Appointment	Yes
(5)	Personnel actions	Yes
(6)	Salary administration	Yes
(7)	Employee benefits	Yes
(8)	Conditions of work	Yes
(9)	Leaves	Yes
(10)	Collection development	Yes
(11)	Principles of access to all library materials and services	Yes
122.	The library complies with federal laws affecting employment practice.	Yes
123.	The library board adheres to the principles discussed in approved and current Indiana state library publications for library trustees.	Yes
124.	All newly constructed and existing library facilities are in compliance with local, state, and federal building and health and safety codes.	Yes
125.	The library complies with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone.	Yes
126.		
(a)	The library makes available a means to provide copies to the public at each location.	Yes
(b)	A fee may be charged not to exceed a fee established by Indiana state law.	Yes
127.	Interlibrary loan is free of charge within Indiana (other than reimbursement for actual direct photocopy and postage costs.	Yes
128.	The library lends materials using a local reciprocal borrowing agreement with at least one (1) other public library district within the library district's county or an adjacent county. <b>Send signed local reciprocal borrowing agreement(s) to the Library Development Office, Indiana State Library.</b>	Yes
129.	The library provides adult services that include the following:	
(A)	Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.	Yes

- (B) Knowledge of and access to reference materials, including INSPIRE. Yes
- (C) A collection of materials for adults. Yes
- (D) Space designated in the library for adult services. Yes
- (E) An enhanced level of service is achieved when a library designates:
- (i) one (1) or more staff to serve at least part time Yes
- (ii) a staff member as an adult services librarian by a qualified individual holding the appropriate librarian certificate Yes
- (iii) at each fixed location Yes
- (F) An exceptional level of service is achieved when a library designates:
- (i) one (1) full-time equivalent Yes
- (ii) a staff member as an adult services librarian by a qualified individual holding the appropriate librarian certificate Yes
- (iii) at each fixed location Yes
130. The library provides young adult services that include the following:
- (A) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate. Yes
- (B) Knowledge of and access to reference materials, including INSPIRE. Yes
- (C) A collection of materials for young adults. Yes
- (D) Space designated in the library for young adult services. Yes
- (E) An enhanced level of service is achieved when a library designates:
- (i) one (1) or more staff to serve at least part time Yes
- (ii) a staff member as an young adult services librarian by a qualified individual holding the appropriate librarian certificate Yes
- (iii) at each fixed location Yes
- (F) An exceptional level of service is achieved when a library designates:
- (i) one (1) full-time equivalent staff member Yes
- (ii) a staff member as an young adult services librarian by a qualified individual holding the appropriate librarian certificate Yes
- (iii) at each fixed location No
131. The library provides children's services that include the following:

- (A) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate. Yes
- (B) A collection of materials for @children, parents, and caregivers in each fixed location. Yes
- (C) Space in each fixed location designated in the library for children's services. Yes
- (D) An enhanced level of service is achieved when a library designates:
- (i) one (1) or more staff to serve at least part time Yes
- (ii) a staff member as an children's services librarian by a qualified individual holding the appropriate librarian certificate Yes
- (iii) at each fixed location Yes
- (E) An exceptional level of service is achieved when a library designates:
- (i) one (1) full-time equivalent staff member Yes
- (ii) a staff member as an children's services librarian by a qualified individual holding the appropriate librarian certificate Yes
- (iii) at each fixed location. Yes
132. Patrons who are unable to read regular print, because of a visual or a physical disability are provided access directly or through the Indiana state library to large print books, Braille books, audio books, and enhanced media. Yes
133. The library provides computers for the free use of all persons regardless of residency, so long as such use would not violate any laws or other legally binding prohibitions imposed upon the person, including, but not limited to, fines owed to the library or violations of library policies. Yes
134. The library provides support for continuing education for trustees. Yes

## Part 14 - Statement of Intent

135. Details for NO answers in part 13, Statement of Compliance with Current Standards for Public Libraries.

## Part 15 - Supplement

(Please answer with a response as indicated.)



**\*NEW\* 136. Rotating or shared collections (for libraries with branches/bookmobiles)**

a. Does your library system (libraries with branches and/or bookmobiles) use

- (i) rotating No
- (ii) or shared collections Yes
- b. Is there a schedule for rotation? No
- c. What items are not shared? reference, Christian collections, children's toys
- d. Are all locations within the system included in rotating/shared collection? Respond with Yes, No or # of locations. Yes

**\*NEW\* 137. Outreach**

a. What methods of outreach to individuals or organizations does your library system employ?

- (i) Delivery system Yes
- (ii) Homebound services Yes
- (iii) Programs Yes
- Other (List) jail service, early literacy programs and collections, van service to nursing homes, adult literacy tutoring, community access television

b. What kind of staffing do you use

- (i) Paid staff Yes
- (ii) Volunteer Yes
- Other (List)

c. Cost?

- (i) Salaries \$ \_\_\_\_\_ or N/A \$221,589
- (ii) Transportation (excluding Bookmobile) \$ \_\_\_\_\_ or N/A N/A
- (iii) Bookmobile \$ \_\_\_\_\_ or N/A \$9,884
- (iv) Supplies/Materials \$ \_\_\_\_\_ or N/A \$384
- (v) Dedicated collection \$ \_\_\_\_\_ or N/A \$6,000
- (vi) Offset by grants, donations \$ \_\_\_\_\_ or N/A \$6,000

**\*NEW\* 138. Proctoring**

- a. Do you provide proctoring services? Yes
- b. If yes, is it free to the public? No
- c. If not free, what do you charge? \$30  
\_\_\_\_\_ or N/A
- d. Average number of proctoring requests per month \_\_\_\_\_ or 4  
N/A
- e. Are there barriers or difficulties with proctoring? No  
List

\*NEW\* 139. E-government Services

- |       |  |   |
|-------|--|---|
| (a)   | Do you track patrons' use of e-government services?  | Yes   |
| (b)   | If yes, how?   | Check sheet for typical week, and we're participating in McClure study. |
| (c)   | # of public access computers dedicated to use of e-government services_____OR  |   |
| (d)   | % of public access computer use dedicated to use of e-government services  |   |
| (e)   | Staff involvement in helping patrons use e-government services   |   |
| (i)   | None (yes or no)   | No  |
| (ii)  | Limited, up to 5 hours a week  | No  |
| (iii) | Moderate; 5 - 20 hours a week  | No  |
| (iv)  | Extensive; more than 20 hours a week   | Yes   |
| (f)   | Other remarks  |   |
| 140.  | How much did you spend in 2011 for annual licensing and/or contractual support costs for your Integrated Library System (ILS)? | \$29,484  |

**FRIENDS OF THE LIBRARY  
GIFT AGREEMENT**

**Donor:** The Monroe County Public Library Board of Trustees

**WHEREAS**, the Friends of the Library (Foundation) raises, administers, invests and distributes funds to support the activities of the Monroe County Public Library, and

**WHEREAS**, the Donor wishes to further the mission of the Foundation and to encourage others to give to the Foundation, and thus intends to give to the Foundation funds for the purpose of establishing the Judith Serebnick Endowment for Adult Services for the Monroe County Public Library, and

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, IT IS AGREED:**

1. It is the intent of the Donor, and the Foundation agrees, that this gift of \$23,744.43 will be used to establish an endowed fund to support adult services at the Monroe County Public Library. This fund shall be designated the Judith Serebnick Endowment for Adult Services.

2. The Foundation shall invest and manage this endowment by adhering to principles of sound diversification while balancing the need to generate current income with the need to protect principal from reduced value as the result of inflation.
3. The principal of the endowment shall be held intact but not necessarily in kind. Income generated from the Serebnick Endowment will be distributed annually to Monroe County Public Library for the benefit of adult services, commencing during the calendar year 2013.
4. The Library shall have full discretion to use the funds for the support of library services for adults.
5. The terms of this agreement may be changed at any time by mutual agreement of the Board of Trustees of the Monroe County Public Library and the Board of the Foundation. Proposals for changes may be instituted by either of these parties.
6. The officers and directors of the Foundation have the power, and final decision, to invest, to change investments, to accept property, to sell, to hold, or to reinvest all or any of the monies or property transferred to the Foundation under the terms of this agreement in such manner as they deem proper, and any additional gifts received in support of this purpose are subject to the terms of this agreement.
7. In the event that the original purpose of the fund as stated here can no longer be fulfilled, the Foundation, through its Board of Directors and the Monroe County Public Library Board of Trustees, shall review the circumstances and shall modify this agreement to the extent necessary to enable the gift to be used in a manner which coincides with the Donor's original intent as closely as possible and the internal operating policies of the Foundation.
8. The Agreement shall be governed by and interpreted in accordance with the laws of the State of Indiana.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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President of the Board of the Monroe County  
Public Library

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President of the Board of the Friends of the Library

**CITY OF BLOOMINGTON**  
**and**  
**MONROE COUNTY PUBLIC LIBRARY**  
**CATS FUNDING AGREEMENT for 2012**

**This Agreement** is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2012\_ at Bloomington, Indiana, by and between the Board of Public Works of the City of Bloomington, hereinafter referred to as the "City", the Monroe County Public Library, hereinafter referred to as "Library", and Community Access Television Services, hereinafter referred to as "CATS." CATS and the Library agree to provide services as set forth below and comply with all provisions of this Agreement, and the City agrees to provide funding as set forth below.

**Article I. Services to be provided by Library.**

CATS and the Library agree as follows:

- (a) To cablecast live coverage of City of Bloomington Common Council, Plan Commission, Board of Public Works, Board of Zoning Appeals, Board of Parks Commissioners and Utilities Service Board meetings, if given at least one week's notice by the City of the meeting times. These meetings will also be replayed at least twice during the week they occur, and will be webcast as feasible by CATS. Upon request by the Office of the Mayor or City ITS Department, the Library will provide the City with free copies in the specified format of any of the above cablecast meetings or other meetings and events described elsewhere in this agreement.
- (b) To produce weekly editions of "Pets without Partners" and provide cablecasts of other meetings and events, and to produce programs on community services and issues as requested by the City. The content of all City public meetings broadcast by CATS shall be placed in the public domain, meaning that the work may be freely reproduced, distributed, transmitted, used, modified, built upon, or otherwise exploited by anyone for any purpose, commercial or non-commercial, and in any way, including by methods that have not yet been invented or conceived. CATS may not assert any copyright claim and no right shall attach to City public meeting broadcasts.
- (c) To provide live internet streaming and online digital storage of meetings that CATS cablecasts through a browseable and searchable website.
- (d) To provide quarterly financial reports to the City delineating the utilization of funds which Library has received for the support of CATS from the City of Bloomington, the Town of Ellettsville, Monroe County and any other source as well as funding received directly from Library.

The financial reports may be submitted in the format compatible with Library's normal budgeting information as is readily available through its existing accounting software. Budget lines shall include comparison of actual expenditures with budgeted amounts. Reports shall include a listing of all revenues designated for CATS by all entities

contributing, including in-kind contributions from Library and other gifts, grants, etc., CATS receives.

Reports shall be submitted to the Information & Technology Services Department, the Office of the City Controller and the Office of the Mayor no later than 30 days after the following dates: March 31; June 30; September 30 and December 31. In addition, the Library shall provide on a timely basis such financial reports as requested by the City in addition to quarterly reports in the format as referenced above.

- (e) To oversee its allocation of the cable channels available to the City through the City's franchise, for the purposes of public access, educational and governmental cablecasting.
- (f) To use all grants and monies received by the Library from the City of Bloomington for the support of and usage by CATS only on costs directly related to the operations of CATS.

**Article II. Designated use of Agreement Funds and Equipment.**

The Library agrees to use Agreement funds and equipment as follows:

- (a) To pay for services rendered in accordance with this Agreement.
- (b) To utilize to the maximum extent feasible funds received from all sources of revenue.
- (c) To refund to the City of Bloomington funds received under this Agreement which may later be determined to have been received or expended in noncompliance with the Agreement as a result of audit by the State Board of Accounts or Library, pursuant to the terms of this Agreement.
- (d) To return all equipment made available through this Agreement within one week if requested by the City or upon termination of this Agreement.
- (e) To utilize equipment made available through this Agreement solely in the provision of services as outlined herein.

**Article III. Data on Affirmative Action.**

The Library agrees to implement an affirmative action plan which complies with the City's regulations for contractors. The Library will submit its affirmative action plan to the City's Contract Compliance Officer for review within ten days of signing this Funding Agreement, and shall make all necessary and reasonable changes to its plan to bring it into compliance within twenty days of notice from the Officer of any deficiencies.

**Article IV. Funding Procedure.**

To outline the system by which funds are to be transferred by the City to the Library, and to assure adequate documentation of disbursements by the City:

- (a) The Library will submit a signed claim voucher or invoice to the Information and Technology Services Department of the City of Bloomington, ITS, which will be processed in accordance with the City's normal practice for payments and reimbursements. Invoices may be submitted at the beginning of each quarter – January, April, July, and October.
- (b) The City will provide funding at the rate of **\$96,392.00** quarterly for the calendar year beginning January 1, 2012, with the total not to exceed **\$385,568.00**.

**Article V. Accounting Procedures.**

The Library agrees to maintain accounting procedures that shall provide for:

(a) All grants and monies received by the Library from the City of Bloomington, the Town of Ellettsville, Monroe County and any other source are solely intended for the support of and usage by CATS and shall not on any account be made available for use as Library general operating funds. If at the end of any fiscal year such grants or monies have not been expended on costs directly related to the operations of CATS, said grants or monies shall remain for future usage for support of the operations of CATS and shall not revert or be otherwise transferred to any fund for general usage by, or support of, Library.

(b) Accurate, current, and complete disclosure of the financial results of its service program.

(c) Records which identify adequately the source and application of funds for program supported activities.

(d) Effective control over and accountability for all funds, property and other assets. The Library will adequately safeguard all such assets and shall assure that they are used solely for authorized purposes.

**Article VI. Program Monitoring and Library Reporting Requirements.**

In addition to the financial reports described in Article I (d), the Library agrees to submit to the Information & Technology Services Department and the Board of Public Works at least quarterly a report which shall cover each month of the previous quarter's programming and usage of the cable channels, proposed or planned special programming for the future and an analysis of services provided to City residents.

**Article VII. Access to Records.**

The Library agrees that it will give the City of Bloomington, through an authorized representative, access to, and the right to examine all records, books, papers or documents related to the funding provided by this Agreement, for the purpose of making surveys, audits, examinations, excerpts, and transcripts.

**Article VIII. Retention of Records.**

The Library agrees that it will retain for a period of three years financial records, supporting documents, statistical records, and all other records pertinent to the funding provided by this Agreement, with the following exceptions:

- (a) These records shall be retained beyond the three-year period if audit findings have not been resolved, in which case such records shall be retained until any audit findings are resolved.
- (b) At the request of the City any records pertinent to the program funded by this Agreement are to be transferred to the City if the City determines that the records possess long-term retention value, in which case the Library shall be exempt from the three-year retention period above.

The three-year period mentioned herein is to be determined from the date of the Library's biennial audit.

**Article IX. Termination of Agreement.**

The Library agrees that this Agreement is subject to the availability of funds and that if funds become unavailable for the performance of this Agreement, the City may terminate the Agreement. If funds become unavailable, the City shall promptly notify the Library in writing of the termination and the effective date which must be at least 30 days from notification.

It is further agreed that the City or the Library may terminate funding in whole or in part when both parties agree that the continuation of the program would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date, and, in the case of partial terminations, the portion to be terminated. The Library shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The City shall allow full credit to the Library for the allocable portion of noncancellable obligations, properly incurred by the Library prior to termination.

**Article X. Forfeiture of Funds for Noncompliance.**

It is agreed that the City may terminate any funding, in whole or in part, at any time before the date of completion of the program, whenever it is determined that the Library has failed to comply with the conditions of this Agreement, or with other conditions imposed by the laws, rules and regulations to which this Agreement refers. The City shall promptly notify the Library in writing of the determination and the reasons for the determination, together with the effective date. Payments made to the Library or recoveries by the City under funding terminated for cause shall be in accord with the legal rights and liabilities of the parties.

**Article XI. Verification of Work Status.**

The Library certifies that it is enrolled in the E-Verify program and has verified the work eligibility status of all newly hired employees through the E-Verify program, unless the E-Verify program no longer exists, and that signing this contract serves as an affidavit affirming that the Library does not knowingly employ an unauthorized alien.

**In Witness whereof**, the parties hereto have caused this Agreement to be executed on the dates following their signatures. The latest of the dates shall constitute the starting date of this Agreement.



**CITY OF BLOOMINGTON**

By: \_\_\_\_\_  
Charlotte Zietlow, President  
Board of Public Works

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Mark Kruzan, Mayor

Date: \_\_\_\_\_

**MONROE COUNTY PUBLIC LIBRARY:**

By: \_\_\_\_\_  
Sara Laughlin, Director

Date: \_\_\_\_\_

**COMMUNITY ACCESS TELEVISION SERVICES:**

By: \_\_\_\_\_  
Michael White, General Manager

Date: \_\_\_\_\_

**CITY OF BLOOMINGTON**  
**and**  
**MONROE COUNTY PUBLIC LIBRARY**  
**PUBLIC, EDUCATION AND GOVERNMENT CHANNEL**  
**PROGRAMMING AGREEMENT for 2012**

WHEREAS, pursuant to the provisions of Indiana Code § 8-1-34-16, the Indiana Utility Regulatory Commission has the sole authority to grant a certificate of franchise authority to a video service provider (“VSP”); and,

WHEREAS, pursuant to the provisions of Indiana Code §§ 8-1-34 et seq., a VSP is required to make available on its video service system channels which contain public, educational, and governmental programming (“PEG channels”); and,

WHEREAS, pursuant to Sections 531 and 541 of the Communications Act, local franchising authorities may require cable operators to set aside channels for public, educational, or governmental (“PEG”) use.; and,

WHEREAS, PEG Channels are broadly defined as follows:  
*Public* access channels are available for use by the general public. They are usually administered either by the cable operator or by a third party designated by the franchising authority; *Educational* access channels are used by educational institutions for educational programming. Time on these channels is typically allocated by either the franchising authority or the cable operator among local schools, colleges and universities; *Governmental* access channels are used for programming by organs of local government. In most jurisdictions, the franchising authority directly controls these channels; and,

WHEREAS, pursuant to the provisions of Indiana Code § 8-1-34-27, the operation of a PEG channel is the responsibility of the unit that receives the benefit of the channel, that being the City of Bloomington (“City”), and the VSP is responsible for the transmission of the channel; and,

WHEREAS, the City of Bloomington (“City”) controls six PEG Channels; and,

WHEREAS, pursuant to the provisions of Indiana Code § 8-1-34-27, the operation of a PEG channel is the responsibility of the unit that receives the benefit of the channel, that being the City and the VSP is responsible for the transmission of the channel; and,

WHEREAS, the City, through its Information and Technology Services Department (“ITS”), provides PEG channel program content from its PEGCP (Public Education Government Channel Programming), (currently CATS and WTIU) at a common distribution point at the Bloomington Telecom Hotel facility in downtown Bloomington; and,

WHEREAS, the Monroe County Public Library through CATS wishes to provide five (5) channels of PEG programming to the City for the purpose of broadcast by Bloomington VSPs; and

WHEREAS, with multiple outputs from each program channel available at the Telecom Hotel, connectivity is enabled to many VSPs from a single accessible location, and PEGCP must deliver content to the Telecom Hotel; and,

WHEREAS, the PEGCP wishes to reach an understanding with the City as to the terms and conditions of providing PEG channel programming from the common distribution point at the Telecom Hotel;

NOW, THEREFORE, the City and the PEGCP agree as follows:

**Section 1. Location.** The PEGCP shall provide PEG channel programming to the City access to all City PEG channels from the City Cage in the Telecom Hotel. The Bloomington Telecom Hotel facility is located in downtown Bloomington at 7<sup>th</sup> and Walnut Streets (302 N. Walnut Street). The VSP shall be responsible for connecting at this location, securing space in the facility as needed, and cross connecting to the City's PEG Hub equipment in the City Rack. The City reserves the right to change the location of the PEG Access System if the Telecom Hotel closes or for any other reason. City will provide advance notice of relocation. In the event relocation occurs, The City and the VSP will negotiate mutually agreeable terms for covering the costs of connecting at the new PEG Hub location.

**Section 2. Technical Specifications.** The PEGCP shall provide video signal for PEG channels in SDI format. The City shall permit PEGCP to patch into the City Cage to provide PEG programming under the terms of this agreement. By connecting into the City's equipment, the PEGCP will be providing a Serial Digital Interface (SDI) video signal with embedded AES (digital audio). The connection type the PEGCP will be connecting to will be a Bayonet Neill Concelman (BNC) connector.

**Section 3. Conditions.** Consistent with the requirements of State and Federal law, the PEGCP shall:

- a. Program five City of Bloomington PEG channels. One channel must be dedicated solely to City of Bloomington meetings, events and business.
- b. Provide the City of Bloomington PEG content at no less than full-screen broadcast resolution.
- c. Provide PEG suitable programming in keeping with the definition of PEG.
- d. Provide programming that is not otherwise available on other VSP channels.

**Section 4. Connecting.** The PEGCP shall be responsible for connecting at the PEG Hub location, securing space in the facility as needed and cross connecting to the City's PEG Hub equipment in the City Rack.

**Section 5. Term.** This Agreement shall be in full force and effect beginning on the date of execution of this Agreement and ending December 31, 2012. This agreement may be rescinded at the City's discretion with a 30-day written notice.

**Section 6. Waiver of Warranties.** The City and the PEGCP each expressly disclaim all express and implied warranties, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. Except as otherwise provided in this agreement, no information, oral or written, provided or disseminated by the City or the PEGCP shall create any express or implied warranties, guaranty of performance, or contractual obligations.

**Section 7. Assignment of Rights.** The rights granted to the PEGCP shall not be assigned in whole or in part without the City's prior written consent. In the event said consent is granted, the provisions of this Agreement shall be binding upon and inure to the benefit of any successors and assigns.

**Section 8. Indemnification.** The VSP and the City (the "Indemnifying Party") shall each defend, indemnify, and hold harmless the other (the "Indemnified Party") from and against all liabilities, judgments, claims, damages, settlements, expenses and costs, including reasonable attorneys' costs and litigation expenses, arising out of or relating to the Indemnified Party's execution and undertaking of this Agreement, insofar as such liabilities, judgments, claims, damages, settlements, expenses and costs arise out of or are based upon the breach of this Agreement by the Indemnifying Party or the programming provided pursuant to the terms hereof. The VSP and the City shall each promptly notify the other of any third party claim or legal action arising out of or related to this Agreement. The PEGCP is responsible for securing any necessary copyrights for its content.

**Section 9. Third Party Rights.** Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the PEGCP.

**Section 10. Governing Law and Venue.** This Agreement shall be governed by the laws of the State of Indiana. Venue of any disputes arising under this Agreement shall be in Monroe County, Indiana.

**Section 11. Costs and Expense of Enforcement.** If either the PEGCP or the City shall default in the performance of any of its obligations under this Agreement, it shall be responsible for the reimbursement of any attorneys' costs and expenses which the other may incur in enforcing any obligations herein.

**Section 12. Waiver.** No waiver by either party of any default or breach of the other party's performance of any term, condition or covenant of this Agreement shall be deemed to be a waiver or any subsequent default or breach of the same or any other term, condition or covenant contained in this Agreement.

**Section 13. Notices.** All notices required to be given by either party hereunder shall be in writing and delivered by hand, courier, overnight delivery service or registered or certified mail return receipt requested. Any notice or other communication under this Agreement shall be deemed given when received or refused and shall be directed to the following address:

**CITY**  
Information and Technology Services Dept.  
City of Bloomington  
401 N. Morton Street, Suite 150  
Bloomington, IN 47404  
Attn: Director

**The PEGCP**  
MCPL and CATS  
303 E. Kirkwood Avenue  
Bloomington, IN 47408  
Attn: Director

**Section 14. Severability and Future Legal Developments.** Should any part of the Agreement be found in violation of any federal, state, or local law or ordinance, all unaffected parts shall remain in effect and enforceable provided that the intent of the Agreement is still served. In the event that action is taken by the Federal Communications Commission, Congress or the State of Indiana which addresses and impacts the responsibilities of the parties hereto regarding the provision of PEG channel programming, this agreement shall terminate, and the parties shall negotiate a new agreement consistent with that mandate.

**In Witness whereof,** the parties hereto have caused this Agreement to be executed on the dates following their signatures. The latest of the dates shall constitute the starting date of this Agreement.

**CITY OF BLOOMINGTON**

By: \_\_\_\_\_  
Charlotte Zietlow, President  
Board of Public Works

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Mark Kruzan, Mayor

\_\_\_\_\_  
Date

**MONROE COUNTY PUBLIC LIBRARY:**

By: \_\_\_\_\_  
Sara Laughlin, Director

\_\_\_\_\_  
Date

**COMMUNITY ACCESS TELEVISION SERVICES:**

By: \_\_\_\_\_  
Michael White, Station Manager

\_\_\_\_\_  
Date

## Monroe County Public Library Items to Remove from Inventory

<i>Quantity</i>	<i>Item description</i>	<i>Notes</i>	<i>Action</i>
2	20 ft conveyor belts for materials return at the old Grant Street drive-thru location	Located in an area to be renovated this year. The conveyors are in working condition but there is no use for them.	Request approval to place them in an on-line auction. We think that chances of selling them are good. If there are no offers, we would look for options to donate them. As a last resort, we would dispose of them.

**Monroe County Public Library  
2012 Slate of Officers**

President	Kari Isaacson
Vice President	Valerie Merriam
Secretary	Stephen Moberly
Treasurer	David Ferguson
Members at Large	Melissa Pogue Fred Risinger John Walsh