

## **BOARD OF TRUSTEES MEETING**

**Wednesday, March 21, 2012**

**5:45 p.m.**

**Meeting Room 1B**

### **AGENDA**

1. Call to Order – Kari Isaacson, President
2. Consent Agenda – action item – Sara Laughlin
  - a. Minutes of January February 29, 2012 Board Meeting (page 1-5)
  - b. Monthly Bills for Payment (page 6-11)
  - c. Monthly Financial Report (page 12-32)
  - d. Personnel Report (page 33)
  - e. 2012 Board Calendar (page 34)
3. Director's Monthly Report (page 35-53) – Sara Laughlin
4. Old Business
5. New Business – action items
  - a. Contract - El Centro Comunal Latino (page 54-56) – Becky Perez
  - b. Contract – WFHB for CATS Week (page 57-59) – Michael White
  - c. Policy Update – Collection Development (page 60-71) – Pam Wasmer
6. Public Comment
7. Adjournment

# **BOARD OF TRUSTEES MEETING**

**Wednesday, February 29, 2012**

**5:45 p.m.**

**Meeting Room 1B**

## **MINUTES**

### **Trustees in attendance:**

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

**Absent:** David Ferguson.

### **Also in attendance:**

Sara Laughlin, Gary Lettelleir, Bara Swinson, Michael White, Martin O'Neil, Mickey Needham, Pam Wasmer, Ned Baugh, Margaret Harter, Tom Bunger, Karen Franks.

### **Call to Order:**

Kari Isaacson called the meeting to order at 5:53 p.m.

### **Consent Agenda**

- a. Minutes of January 18, 2012 Board Meeting
- b. Minutes of January 18, 2012 Board of Finance
- c. Monthly Bills for Payment
- d. Monthly Financial Report
- e. Personnel Report
- f. 2012 Board Calendar

Valerie asked about the difference in telephone calls and telephone services on the monthly bills. Gary explained that the monthly bill is for "phone service" not calls made.

Steve questioned why we had bills from AT&T Illinois and AT&T Oklahoma. Gary explained that these bills are for phone service at Ellettsville and some of the library cell phones. Verizon cell phones are for maintenance and AT&T cell phone service is for CATS.

Steve Moberly moved that the Consent Agenda be approved; Melissa Pogue seconded the motion; unanimously approved.

## **Director's Monthly Report and Indiana State Library Annual Report**

Sara informed the Board that February 1 was the deadline for submitting the annual report to the Indiana State Library and that she will also be submitting information to the national Public Library Data Service.

Valerie asked about the reading glasses for patrons and how the patrons go about obtaining them.

Mickey Needham, Ellettsville manager, responded by saying that the library purchased a number of them and that they are just reading glasses of various magnification capabilities. They are handed out and we allow patrons to keep them. Available from reference desk.

Steve asked about item 17F in Director's report where it asked the question "Did you roll over your capital projects funds into your operating fund" and if Sara's response to that was yes or no.

Sara stated that her answer was "No" for 2011 and will also be "No" for 2012, but will be "Yes" in 2013.

### **Old Business**

Valerie asked if a replacement for the VITAL coordinator had been hired and Sara explained that the interviews were currently going on and that the goal is to hire and have someone aboard before Sue Murphy leaves in mid-April.

### **New Business**

#### *a. Approval of Agreement with Friends regarding Judith Serebnick Bequest*

Transferring Dr. Judith Serebnick's bequest to Friends of Library and dedicating them for adult materials. Dave Ferguson asked for an agreement to be drafted. The agreement has been approved by Friends and we have a signed copy here tonight if you approve it. They have agreed to language we asked for.

Sara explained to library school students in the audience that Dr. Serebnick was a professor at the Indiana University School of Library and Information Science who taught collection development and intellectual freedom courses. She volunteered on the reference desk at our library and was a big supporter.

Valerie Merriam moved to approve the agreement with Friends of Library regarding the Judith Serebnick bequest; Steve Moberly seconded the motion; unanimously approved.

*b. CATS 2012 Contract*

Michael White explained that this is the standard agreement between City and Library. This contract represents a 3% increase over 2011; there were no major changes from last year.

Steve Moberly moved that the 2012 Contract with City of Bloomington be approved; John Walsh seconded the motion; unanimously approved.

*c. Resolution to Declare Equipment Surplus*

Gary reported that the Library has two conveyor belts, each 20 feet long, used when the drive-up window was on the Grant Street side of the building. They are now sitting in a room that is going to be part of the next phase of renovation. He asked that the Board declare these as surplus so they can be listed on an auction website.

John Walsh asked if Gary had had any luck with other items approved to be auctioned.

Gary shared that there had not been any offers on the printers as yet. Dirk Bland said that as the next step he proposed to sell them at an auction. There is very little expense involved for the library. Regarding the furniture, we are at a point where it is ready to be put on the website. Dirk also knows of a potential buyer who might be interested in the whole lot. Dirk is checking with this individual to see if there is interest.

John Walsh moved that the resolution to declare equipment surplus be approved; Melissa Pogue seconded the motion; unanimously approved.

*d. Election of 2012 Officers*

The slate of officers was presented:

President: Kari Isaacson  
VP: Valerie Merriam  
Secretary: Steve Moberly  
Treasurer: David Ferguson

John Walsh moved that the slate of officers be approved; Steve Moberly seconded the motion; unanimously approved.

**Friends Update:**

Karen Franks, the new President of Friends of Library Board, presented an update on the Friends' activity. She shared that the membership as of December 31 was 368 members and 286 donors. Membership is continuing to grow, with 81 new members in 2011.

The bookstore continues to be the biggest revenue producer, with more than \$100,000 in sales for the third consecutive year. For the second year in a row, the Friends Campaign for Excellence exceeded its goal. More than \$28,000 has been raised and gifts are still coming in.

Valerie thanked Karen and the Friends for their involvement and hard work. She asked how books are selected for online sales. Karen responded by saying that we do not have our own online space; it's done through a third party.

Kari also thanked Karen and Friends for the service they provide for the library.

Karen in turn thanked Kari for her work with the Board.

**Program Update: CATS**

Michael White, manager, and Martin O'Neill, production manager, gave an overview of what is currently going on in CATS.

Michael reported that due to the courthouse renovation CATS will have a permanent location in the courthouse and will not have to carry its equipment back and forth. He has been meeting with the County regarding wiring and fiber and will be working with engineer from WTIU to assess what is needed.

Martin shared that this has been a year of challenges and opportunities for CATS. The big thrust and focus for the rest of the year is to move to high definition. They are also working on transferring old meeting tapes to digital and this is a huge challenge that requires a large amount of storage. CATS purchased some new storage last year and plans to store some things at Ellettsville. Also buying one-terabyte drives and backing things up as they go.

Fred suggested that we might want to look at the cost of buying storage. We may not need all these meetings stored on tape or the work involved in doing it.

CATS is moving along with its new website and it will be introduced with Library's new website in early April.

**Public Comment**

No public comments.

**Adjournment**

Kari adjourned meeting at 6:32 p.m.

## Financial Report Comments

Reports as of 2-29-12

Board Meeting Date 3/21/12

Monthly Budget Report:

The guideline for the portion of the annual budget spent after two months is 16.67%. The actual operating fund spending is 15.8% of the annual total budget.

The group insurance line for February includes the monthly premiums for January, February, and March.

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

03/16/12 1:18 PM

Page 1

\*Check Summary Register©

February 24, 2012 to March 16, 2012

Name	Check Date	Check Amt	
<b>06500 FIFTH THIRD CHECKING</b>			
Paid Chk# 002209 ANTHEM BLUE CROSS BLUE	2/24/2012	\$119,736.48	HEALTH INS.-JAN. & FEB. '12
Paid Chk# 002210 AFSCME COUNCIL 62	2/29/2012	\$1,273.78	UNION DUES W/H
Paid Chk# 002211 AMERICAN UNITED LIFE INS. CO.	2/29/2012	\$1,255.00	403b TSA-AUL W/H
Paid Chk# 002212 ANTHEM BLUE CROSS BLUE	2/29/2012	\$59,868.24	HEALTH INS. - MAR.'12
Paid Chk# 002213 AT&T (IL)	2/29/2012	\$1,316.09	PHONE SERVICE
Paid Chk# 002214 AT&T ADVERTISING SOLUTIONS	2/29/2012	\$170.00	PHONE LISTINGS
Paid Chk# 002215 AT&T MOBILITY	2/29/2012	\$247.70	CELL PHONES
Paid Chk# 002216 CITGO	2/29/2012	\$646.97	FUEL
Paid Chk# 002217 COLONIAL LIFE	2/29/2012	\$521.48	INS. - MAR.'12
Paid Chk# 002218 DUKE ENERGY	2/29/2012	\$1,569.24	ELECTRICITY
Paid Chk# 002219 GREAT LAKES HIGHER ED	2/29/2012	\$200.80	GARNISHMENT W/H
Paid Chk# 002220 JASON EVANS GROTH	2/29/2012	\$96.95	FOOD & SPLS - FINRA GRANT
Paid Chk# 002221 LEGAL SHIELD	2/29/2012	\$47.84	PRE-PAID LEGAL W/H
Paid Chk# 002222 MIDWEST PRESORT SERVICE	2/29/2012	\$376.97	POSTAGE SERVICES
Paid Chk# 002223 MONROE COUNTY YMCA	2/29/2012	\$121.84	MONROE CTY YMCA
Paid Chk# 002224 REPUBLIC SERVICES #694	2/29/2012	\$155.00	TRASH SERVICE
Paid Chk# 002225 UNITED WAY	2/29/2012	\$122.00	UNITED WAY W/H
Paid Chk# 002226 UNITED PARCEL SERVICE	2/29/2012	\$22.73	SHIPPING CHARGES
Paid Chk# 002227 VECTREN ENERGY DELIVERY	2/29/2012	\$298.65	NATURAL GAS
Paid Chk# 002228 WILLIAM R. MORRIS, JR.	2/29/2012	\$300.00	TUTOR TRAINING/VITAL-GENERAL
Paid Chk# 002229 AMY E. COLLIER	3/2/2012	\$81.00	REFUND ON LOST ITEM
Paid Chk# 002230 CHAPMAN'S RESTAURANT	3/2/2012	\$975.00	DEPOSIT/FUTURES CONFERENCE
Paid Chk# 002231 COSTUME SPECIALISTS, INC.	3/2/2012	\$280.00	COSTUME/NAT'L LIB. WEEK
Paid Chk# 002232 DARCI HAWXHURST	3/2/2012	\$250.00	TUTOR TRAINING/\$ GENERAL/VITAL
Paid Chk# 002233 ELLETTSVILLE UTILITIES	3/2/2012	\$237.21	WATER & SEWER
Paid Chk# 002234 GEGRB/AMAZON	3/2/2012	\$6,497.09	BOOKS
Paid Chk# 002235 GUARDIAN LIFE INS. CO.	3/2/2012	\$3,767.66	DENTAL INS. - MAR. '12
Paid Chk# 002236 MIDWEST PRESORT SERVICE	3/2/2012	\$323.01	POSTAGE SERVICE
Paid Chk# 002237 THE SINGER GROUP INC.	3/2/2012	\$4,162.56	REISSUE CK #2008/LOST-#2/8 PRO
Paid Chk# 002238 UTILITIES DIST. OF WESTERN IN	3/2/2012	\$27.73	ELECTRICITY-BKM
Paid Chk# 002239 AMERICAN UNITED LIFE INS. CO.	3/15/2012	\$1,255.00	403b TSA-AUL W/H
Paid Chk# 002240 ANSWER INDIANA	3/15/2012	\$9.85	PAGER
Paid Chk# 002241 AT&T (IL)	3/15/2012	\$293.03	4 DEDICATED PHONE LINES
Paid Chk# 002242 BLGTN H.S.NORTH DRAMA	3/15/2012	\$250.00	FD/CHILD/4 PERFORMANCES
Paid Chk# 002243 CHRISTINA JONES	3/15/2012	\$29.95	FD/CHILD/SPLS
Paid Chk# 002244 CITY OF BLOOMINGTON	3/15/2012	\$555.99	WATER & SEWER
Paid Chk# 002245 DUKE ENERGY	3/15/2012	\$21,860.26	ELECTRICITY
Paid Chk# 002246 ELLEN ARNHOLTER	3/15/2012	\$26.00	BKMARKS/MLK DAY GRANT
Paid Chk# 002247 GARY LETTELLEIR	3/15/2012	\$20.67	ZIP TIES FOR HEADPHONES
Paid Chk# 002248 JASON EVANS GROTH	3/15/2012	\$49.38	SPLS/FINRA GRANT
Paid Chk# 002249 JPMORGAN CHASE BANK, NA	3/15/2012	\$2,119.93	VARIOUS
Paid Chk# 002250 MIDWEST PRESORT SERVICE	3/15/2012	\$327.63	POSTAGE SERVICES
Paid Chk# 002251 POLLY NUEST	3/15/2012	\$114.16	WINTER WALKING PRIZES/WELLNESS
Paid Chk# 002252 SMITHVILLE COMMUNICATIONS,	3/15/2012	\$237.61	PHONE BILL
Paid Chk# 002253 SMITHVILLE DIGITAL, INC.	3/15/2012	\$1,425.00	MONTHLY INTERNET SERVICES
Paid Chk# 002254 STEPHANIE HOLMAN	3/15/2012	\$80.08	MILEAGE JAN & FEB.'12
Paid Chk# 002255 VERIZON WIRELESS	3/15/2012	\$129.07	BKM DATA LINES
Paid Chk# 002256 VIRGINIA H. RICHEY	3/15/2012	\$90.00	FD/ELL. THURS. STORY TIME
Paid Chk# 002257 WRIGHT EXPRESS FSC	3/15/2012	\$35.70	FUEL
Paid Chk# 002258 A1 LANDSCAPE & HAULING INC.	3/16/2012	\$800.00	SALT APPLICATIONS
Paid Chk# 002259 ACTIVATE HEALTHCARE	3/16/2012	\$12,180.00	2ND QTR.'12 CLINIC
Paid Chk# 002260 ADP, INC.	3/16/2012	\$27.72	BACKGROUND CHECKS
Paid Chk# 002261 ADP, INC.	3/16/2012	\$118.82	COBRA SERVICES
Paid Chk# 002262 ALICE J. ROBERTSON	3/16/2012	\$500.00	READING/WRITING HELP/WAHL GRAN



**MONROE COUNTY PUBLIC LIBRARY**

03/16/12 1:18 PM

Page 2

**\*Check Summary Register©**

**February 24, 2012 to March 16, 2012**

Name		Check Date	Check Amt	
Paid Chk#	002263	ALLAN ENTERPRISES	3/16/2012	\$94.38 FLANGE REELS
Paid Chk#	002264	ALL-PHASE ELECTRIC SUPPLY	3/16/2012	\$1,408.04 LIGHT BULBS
Paid Chk#	002265	AUDIOGO	3/16/2012	\$127.42 BOOKS
Paid Chk#	002266	AVCAFE	3/16/2012	\$72.00 NONPRINT
Paid Chk#	002267	B & H PHOTO-VIDEO	3/16/2012	\$9,562.14 EQUIPMENT & TAPES
Paid Chk#	002268	BAKER & TAYLOR BOOKS	3/16/2012	\$21,594.31 BOOKS
Paid Chk#	002269	BATA PUBLISHING	3/16/2012	\$59.95 BOOKS
Paid Chk#	002270	BLACKSTONE AUDIO, INC.	3/16/2012	\$329.25 NONPRINT
Paid Chk#	002271	BRODART CO.	3/16/2012	\$167.72 OFFICE SPLS
Paid Chk#	002272	BUNGER & ROBERTSON, LLP	3/16/2012	\$202.14 LEGAL SERVICES
Paid Chk#	002273	BWI	3/16/2012	\$1,920.88 BOOKS
Paid Chk#	002274	CDW GOVERNMENT, INC.	3/16/2012	\$139.31 IS SPLS
Paid Chk#	002275	CENTER POINT, INC.	3/16/2012	\$214.50 BOOKS
Paid Chk#	002276	CINTAS FIRST AID & SAFETY	3/16/2012	\$318.31 FIRST-AID SPLS
Paid Chk#	002277	CLARK WIRE & CABLE	3/16/2012	\$1,271.33 VIDEO MAT'LS
Paid Chk#	002278	DEMCO, INC.	3/16/2012	\$534.18 OFFICE & CIRC. SPLS
Paid Chk#	002279	ELECTRONIC COMMERCE, INC.	3/16/2012	\$1,771.00 PAYROLL SERVICES
Paid Chk#	002280	ELLETTSVILLE TRUE VALUE	3/16/2012	\$24.18 BLDG SPLS
Paid Chk#	002281	ENVISIONWARE, INC.	3/16/2012	\$2,060.20 MAINT. CONTRACT 2012-13
Paid Chk#	002282	FREEDOM BUSINESS SOLUTIONS	3/16/2012	\$1,483.11 CARTRIDGES
Paid Chk#	002283	GALE	3/16/2012	\$23.99 BOOKS
Paid Chk#	002284	HALL SIGNS, INC.	3/16/2012	\$1,228.67 NO SMOKING/NO LOITERING SIGNS,
Paid Chk#	002285	HARRINGTON'S POWER EQUIP.	3/16/2012	\$240.00 BILLY GOAT REPLACEMENT PARTS
Paid Chk#	002286	HFI MECHANICAL CONTRACTORS	3/16/2012	\$15,845.40 BLDG REPAIR
Paid Chk#	002287	HOMESPUN TAPES	3/16/2012	\$39.95 NONPRINT
Paid Chk#	002288	HP PRODUCTS	3/16/2012	\$3,861.52 CLEANING SPLS
Paid Chk#	002289	INDIANA DEPARTMENT OF	3/16/2012	\$490.56 FEBRUARY UNEMPLOYMENT COMP.
Paid Chk#	002290	IU HEALTH BLOOMINGTON OCC	3/16/2012	\$118.00 VACCINATIONS
Paid Chk#	002291	JANET A. PIERSON	3/16/2012	\$500.00 MATH TUTOR COORDINATION/TEENS
Paid Chk#	002292	JERALD W. JAMES	3/16/2012	\$200.00 TALK TO AN EXPERT/FINRA GRANT
Paid Chk#	002293	JIM GORDON, INC	3/16/2012	\$94.11 MONTHLY COPIER MAINT.
Paid Chk#	002294	JOHN J. BROWN	3/16/2012	\$500.00 READING/WRITING TUTOR/WAHL'S GRANT
Paid Chk#	002295	KEGLEY BOOKS	3/16/2012	\$45.00 BOOKS
Paid Chk#	002296	KLEINDORFER'S HDWE	3/16/2012	\$74.95 BLDG SPLS
Paid Chk#	002297	LIBRARY VIDEO COMPANY	3/16/2012	\$43.80 NONPRINT
Paid Chk#	002298	LOGISTECH, INC.	3/16/2012	\$354.05 BOOKS
Paid Chk#	002299	LOWE'S	3/16/2012	\$167.81 BLDG SPLS
Paid Chk#	002300	MAXWELLS OFFICE PRODUCTS	3/16/2012	\$1,392.00 MAINT. CONTRACT - ADMIN. COPIER
Paid Chk#	002301	MIDWEST INSURANCE COMPANY	3/16/2012	\$1,761.00 AUDIT ADJUSTMENT ON WC PREMIUM
Paid Chk#	002302	MIDWEST TAPE	3/16/2012	\$14,263.11 NONPRINT
Paid Chk#	002303	NAPA AUTO PARTS	3/16/2012	\$11.99 VEHICLE PART
Paid Chk#	002304	NONPROFIT QUARTERLY	3/16/2012	\$29.00 1-YEAR/PERIODICAL
Paid Chk#	002305	O REILLY AUTO PARTS	3/16/2012	\$16.25 WIPER BLADES & FLUID
Paid Chk#	002306	OFFICE DEPOT, INC.	3/16/2012	\$519.98 2 CHAIRS
Paid Chk#	002307	OMNIGRAPHICS	3/16/2012	\$105.93 BOOKS
Paid Chk#	002308	POLARIS LIBRARY SYSTEMS, INC.	3/16/2012	\$12,396.00 2 SELF-CHECK UNITS
Paid Chk#	002309	B,B & C POW PEST CONTROL,	3/16/2012	\$49.00 PEST CONTROL
Paid Chk#	002310	RANDOM HOUSE, INC.	3/16/2012	\$174.75 NONPRINT
Paid Chk#	002311	RECORDED BOOKS, LLC	3/16/2012	\$1,766.35 NONPRINT
Paid Chk#	002312	SAM'S CLUB	3/16/2012	\$56.82 BLDG SPLS
Paid Chk#	002313	SPOKEN ARTS	3/16/2012	\$67.90 NONPRINT
Paid Chk#	002314	STANSIFER RADIO COMPANY INC.	3/16/2012	\$89.67 VIDEO MAT'LS
Paid Chk#	002315	SUZANNE KERN - PETTY CASH	3/16/2012	\$62.98 POSTAGE COSTS
Paid Chk#	002316	TANTOR MEDIA	3/16/2012	\$110.21 NONPRINT
Paid Chk#	002317	THE GREAT COURSES	3/16/2012	\$69.95 NONPRINT

**\*Check Summary Register©**

February 24, 2012 to March 16, 2012

Name	Check Date	Check Amt
Paid Chk# 002318 THE GREATER BLOOMINGTON	3/16/2012	\$750.00 MEMBERSHIP
Paid Chk# 002319 THE SINGER GROUP INC.	3/16/2012	\$3,984.70 #3/8 MGMT DEVELOP. PROGRAM
<b>Total Checks</b>		<b>\$352,344.62</b>

MONROE COUNTY PUBLIC LIBRARY  
CHECKING ACCOUNTS  
02/24/12 - 03/16/12

Fifth Third Checking Account/Check Register Total	\$352,344.62
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (Feb. '12)	733.99
Fifth Third Checking-Monthly Service Charge (Feb. '12)	63.00
Fifth Third Checking-Monthly Service Charge (Mar. '12)	63.00
Old National Checking-Monthly Service Charge	0.00
Add: Payrolls	
Vouchers 02/24/12 Payroll (ECI)	115,397.71
Electronic transfer (ECI) employee/employer taxes	40,415.72
Electronic transfer (ECI) employee "HSA"	2,087.97
Electronic transfer 02/28/12 (TASC) employee "FSA"	363.45
Vouchers 03/09/12 Payroll (ECI)	119,063.24
Electronic transfer (ECI) employee/employer taxes	41,971.64
Electronic transfer (ECI) employee "HSA"	2,117.97
Electronic transfer 03/13/12 (TASC) employee "FSA"	363.45
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	\$674,985.76

ACCOUNTS PAYABLE VOUCHER

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

<p style="text-align: center;">Payee</p> <p>JPMORGAN CHASE BANK, NA</p> <p>PALATINE, IL 60094-4016</p>	<p style="text-align: right;">Claim 20335</p> <p>Purchase Order No. 0</p> <p>Terms</p> <p>Date Due</p>
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Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
2/14/2012		E001-005-31700 PAYFLOW/CC FEE	\$95.75
2/26/2012		E001-001-21300 STAPLES/OFFICE SPLS	\$24.04
2/9/2012		E004-001-32400 GREATER BLGTN CH/WELLNESS MTG.	\$72.00
2/24/2012		E019-015-21300 KROGER/VITAL FOOD	\$87.18
2/5/2012		E001-008-32600 UPS/FREIGHT-BAGS	\$5.40
2/9/2012		E001-007-22900 BROCHURE HOLDERS/SIGN HOLDERS	\$58.91
2/15/2012		E019-007-32400 UWEX/FACEBOOK PAGE CLASS	\$45.00
2/15/2012		E001-007-22900 COMPLIANCESIGNS/NO SMOKING DECALS	\$54.00
2/22/2012		E001-007-22900 COMPLIANCESIGNS/NO SMOKING DECALS	\$36.00
2/29/2012		E001-007-33100 CTC/FOR NEWSLETTERS	\$15.00
2/9/2012		E020-016-22700 TAPESTOCK/VIDEOTAPE	\$519.55
2/29/2012		E021-016-44700 BEST BUY/MONITOR & TRIPOD	\$323.98
2/29/2012		E020-016-23500 BEST BUY/STYLUS	\$16.99
3/1/2012		E020-016-23500 AMAZON/CABLES	\$120.96
2/6/2012		E001-018-45100 ALIBRIS/BOOKS	\$11.61
2/7/2012		E001-018-45300 AMAZON/NONPRINT	\$44.97
2/8/2012		E019-018-45100 AMERICAN/PATRON REQUESTS/ADULT BKS	\$59.00
2/8/2012		E001-018-45300 INFO/NONPRINT	\$13.00
2/9/2012		E001-018-45100 BROWNCOUNTY/BOOKS	\$37.00
2/10/2012		E001-018-45100 BROWNCOUNTY/BOOKS	\$37.00
2/16/2012		E001-018-45300 TRABELSIPRO/NONPRINT	\$29.00
2/29/2012		E001-018-45100 JACOBS SCH OF MU/BOOKS	\$18.00
2/28/2012		E019-011-21350 TARGET/FD-CHILD FOOD	\$31.63
2/29/2012		E019-011-21350 BBY/FD-CHILD SPLS	\$28.97
2/3/2012		E019-010-21350 SUGAR DADDYS/FD-ADULT FOOD	\$43.00
2/16/2012		E019-010-21350 AMAZON/FD-ADULT WRP	\$30.60
2/17/2012		E019-010-21350 AMAZON/FD-ADULT WRP	\$69.48
2/17/2012		E019-010-21350 AMAZON/FD-ADULT WRP	\$43.73
2/18/2012		E019-010-21350 AMAZON/FD-ADULT WRP	\$33.18
2/9/2012		E016-011-22900 DEZIGNWITHA Z/TRI-KAPPA \$/LETTERING	\$115.00
<b>Total</b>			<b>\$2,119.93</b>

VOUCHER NO. 20335      WARRANT NO. 2249

JPMORGAN CHASE BANK, NA

ALLOWED

IN THE SUM OF \$ \$2,119.93

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY SUMMARY OF BUDGET CATEGORIES  
AS OF FEBRUARY 29, 2012  
TWO MONTHS = 16.7%

	2012 FEBRUARY	2011 FEBRUARY	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	280,351.29	283,729.58	556,742.60	3,849,557.66	568,279.52	3,292,815.06	14.5%	85.5%
EMPLOYEE BENEFITS	156,729.30	114,035.10	194,366.96	1,292,197.59	154,398.04	1,097,830.63	15.0%	85.0%
OTHER WAGES	0.00	2,961.29	2,730.73	9,300.00	3,576.38	6,569.27	29.4%	70.6%
TOTAL PERSONNEL SERVICES	<u>437,080.59</u>	<u>400,725.97</u>	<u>753,840.29</u>	<u>5,151,055.25</u>	<u>726,253.94</u>	<u>4,397,214.96</u>	<u>14.6%</u>	<u>85.4%</u>
SUPPLIES								
OFFICE SUPPLIES	3,684.61	8,547.01	6,945.86	49,160.00	16,690.18	42,214.14	14.1%	85.9%
OPERATING SUPPLIES	14,780.67	3,963.13	16,652.52	101,400.00	11,319.60	84,747.48	16.4%	83.6%
REPAIR & MAINT. SUPPLIES	<u>5,113.05</u>	<u>1,362.21</u>	<u>5,367.46</u>	<u>25,700.00</u>	<u>7,693.13</u>	<u>20,332.54</u>	<u>20.9%</u>	<u>79.1%</u>
TOTAL SUPPLIES	<u>23,578.33</u>	<u>13,872.35</u>	<u>28,965.84</u>	<u>176,260.00</u>	<u>35,702.91</u>	<u>147,294.16</u>	<u>16.4%</u>	<u>83.6%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	21,861.95	27,731.92	40,895.32	350,140.00	56,835.16	309,244.68	11.7%	88.3%
COMMUNICATION & TRANSPORTATION	3,992.08	5,351.67	11,881.19	104,600.00	9,997.52	92,718.81	11.4%	88.6%
PRINTING & ADVERTISING	0.00	114.50	0.00	8,800.00	234.36	8,800.00	0.0%	100.0%
INSURANCE	50,561.00	11,790.00	53,761.00	56,100.00	14,990.00	2,339.00	95.8%	4.2%
UTILITIES	26,409.47	30,694.09	52,916.32	312,200.00	58,086.27	259,283.68	16.9%	83.1%
REPAIR & MAINTENANCE	2,757.24	205.00	8,886.53	84,386.00	1,635.24	75,499.47	10.5%	89.5%
RENTALS	75.00	37.50	19,246.00	33,700.00	9,743.50	14,454.00	57.1%	42.9%
OTHER CHARGES	<u>22,442.65</u>	<u>0.00</u>	<u>40,069.28</u>	<u>215,390.00</u>	<u>7,061.00</u>	<u>175,320.72</u>	<u>18.6%</u>	<u>81.4%</u>
TOTAL OTHER SERVICES & CHARGES	<u>128,099.39</u>	<u>75,924.68</u>	<u>227,655.64</u>	<u>1,165,316.00</u>	<u>158,583.05</u>	<u>937,660.36</u>	<u>19.5%</u>	<u>80.5%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	557.97	0.00	3,564.85	10,811.88	0.00	7,247.03	33.0%	67.0%
OTHER CAPITAL OUTLAY	<u>115,874.50</u>	<u>68,503.37</u>	<u>196,894.64</u>	<u>1,137,900.00</u>	<u>152,017.52</u>	<u>941,005.36</u>	<u>17.3%</u>	<u>82.7%</u>
TOTAL CAPITAL OUTLAY	<u>116,432.47</u>	<u>68,503.37</u>	<u>200,459.49</u>	<u>1,148,711.88</u>	<u>152,017.52</u>	<u>948,252.39</u>	<u>17.5%</u>	<u>82.5%</u>
TOTAL OPERATING EXPENDITURES	<u><u>705,190.78</u></u>	<u><u>559,026.37</u></u>	<u><u>1,210,921.26</u></u>	<u><u>7,641,343.13</u></u>	<u><u>1,072,557.42</u></u>	<u><u>6,430,421.87</u></u>	<u><u>15.8%</u></u>	<u><u>84.2%</u></u>
				2011 BUDGET %USED IN 2011	7,465,919.52 14.4%			

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF FEBRUARY 29, 2012

	2012 FEBRUARY	2011 FEBRUARY	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	7,368.62	7,259.72	14,737.23	164,792.01	14,519.43	150,054.78	8.9%	91.1%
1130 PROFESSIONAL/SUPERVISORS	38,151.28	33,550.97	76,302.56	495,966.80	67,101.95	419,664.24	15.4%	84.6%
1140 PROFESSIONAL ASSISTANTS	95,876.31	104,938.42	191,213.91	1,291,404.64	209,876.83	1,100,190.73	14.8%	85.2%
1150 SPECIALISTS & TECHNICIANS	61,790.02	59,066.91	122,652.58	824,581.94	118,484.84	701,929.36	14.9%	85.1%
1160 CLERICAL ASSISTANTS	30,581.55	34,613.61	61,369.58	455,807.47	69,632.14	394,437.89	13.5%	86.5%
1170 PAGES	19,678.51	17,845.73	36,649.87	268,544.64	35,797.99	231,894.77	13.6%	86.4%
1190 BUILDING MAINTENANCE	26,905.00	26,454.22	53,816.87	348,460.16	52,866.34	294,643.29	15.4%	84.6%
<b>TOTAL SALARIES</b>	<b>280,351.29</b>	<b>283,729.58</b>	<b>556,742.60</b>	<b>3,849,557.66</b>	<b>568,279.52</b>	<b>3,292,815.06</b>	<b>14.5%</b>	<b>85.5%</b>
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	16,486.33	16,729.21	32,726.53	239,860.56	33,543.10	207,134.03	13.6%	86.4%
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	136,387.27	93,393.39	153,986.72	608,874.69	113,010.16	454,887.97	25.3%	74.7%
1250 EMPLOYER CONT/MEDICARE	3,855.70	3,912.50	7,653.71	56,691.03	7,844.78	49,037.32	13.5%	86.5%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>156,729.30</b>	<b>114,035.10</b>	<b>194,366.96</b>	<b>1,292,197.59</b>	<b>154,398.04</b>	<b>1,097,830.63</b>	<b>15.0%</b>	<b>85.0%</b>
OTHER WAGES								
1310 WORKSTUDY	0.00	2,961.29	2,730.73	4,300.00	2,961.29	1,569.27	63.5%	36.5%
1180 TEMPORARY STAFF	0.00	0.00	0.00	5,000.00	615.09	5,000.00	0.0%	100.0%
<b>TOTAL OTHER WAGES</b>	<b>0.00</b>	<b>2,961.29</b>	<b>2,730.73</b>	<b>9,300.00</b>	<b>3,576.38</b>	<b>6,569.27</b>	<b>29.4%</b>	<b>70.6%</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>437,080.59</b>	<b>400,725.97</b>	<b>753,840.29</b>	<b>5,151,055.25</b>	<b>726,253.94</b>	<b>4,397,214.96</b>	<b>14.6%</b>	<b>85.4%</b>
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
1004 MISCELLANOUS UNAPPROPRIATED	113.21	3,250.63	414.49	0.00	6,613.59	-414.49	#DIV/0!	#DIV/0!
2110 OFFICIAL RECORDS	0.00	29.74	0.00	1,000.00	839.27	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	553.03	1,131.41	1,854.77	21,300.00	2,829.32	19,445.23	8.7%	91.3%
2135 GENERAL SUPPLIES	70.00	0.00	70.00	0.00	0.00	-70.00	#DIV/0!	#DIV/0!
2140 DUPLICATING	2,948.37	4,135.23	4,606.60	24,100.00	6,408.00	19,493.40	19.1%	80.9%
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>3,684.61</b>	<b>8,547.01</b>	<b>6,945.86</b>	<b>49,160.00</b>	<b>16,690.18</b>	<b>42,214.14</b>	<b>14.1%</b>	<b>85.9%</b>

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MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF FEBRUARY 29, 2012

	2012 FEBRUARY	2011 FEBRUARY	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	5,825.68	2,438.89	5,825.68	30,650.00	5,773.25	24,824.32	19.0%	81.0%
2220 FUEL, OIL, & LUBRICANTS	710.60	0.00	1,724.09	11,000.00	1,376.16	9,275.91	15.7%	84.3%
2230 CATALOGING SUPPLIES-BOOKS	199.72	184.80	826.03	5,500.00	329.04	4,673.97	15.0%	85.0%
2240 A/V SUPPLIES-CATALOGING	470.99	63.72	470.99	10,950.00	410.83	10,479.01	4.3%	95.7%
2250 CIRCULATION SUPPLIES	7,246.73	14.72	7,478.78	33,000.00	14.72	25,521.22	22.7%	77.3%
2260 LIGHT BULBS	326.95	0.00	326.95	3,000.00	2,080.95	2,673.05	10.9%	89.1%
2280 UNIFORMS	0.00	1,261.00	0.00	1,900.00	1,261.00	1,900.00	0.0%	100.0%
2290 DISPLAY/EXHIBIT SUPPLIES	0.00	0.00	0.00	5,400.00	73.65	5,400.00	0.0%	100.0%
<b>TOTAL OPERATING SUPPLIES</b>	<b>14,780.67</b>	<b>3,963.13</b>	<b>16,652.52</b>	<b>101,400.00</b>	<b>11,319.60</b>	<b>84,747.48</b>	<b>16.4%</b>	<b>83.6%</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>								
2300 IS SUPPLIES	603.83	499.30	819.43	6,600.00	1,782.50	5,780.57	12.4%	87.6%
2310 BUILDING MATERIALS & SUPPLIES	4,426.35	793.44	4,426.35	15,800.00	5,783.95	11,373.65	28.0%	72.0%
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	82.87	69.47	121.68	300.00	126.68	178.32	40.6%	59.4%
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>5,113.05</b>	<b>1,362.21</b>	<b>5,367.46</b>	<b>25,700.00</b>	<b>7,693.13</b>	<b>20,332.54</b>	<b>20.9%</b>	<b>79.1%</b>
<b>TOTAL SUPPLIES</b>	<b>23,578.33</b>	<b>13,872.35</b>	<b>28,965.84</b>	<b>176,260.00</b>	<b>35,702.91</b>	<b>147,294.16</b>	<b>16.4%</b>	<b>83.6%</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	400.00	0.00	40,000.00	1,006.48	40,000.00	0.0%	100.0%
3130 LEGAL SERVICES	2,119.50	1,272.20	2,285.82	15,500.00	3,504.66	13,214.18	14.7%	85.3%
3140 BUILDING SERVICES	2,413.50	2,267.00	3,575.21	40,000.00	9,781.89	36,424.79	8.9%	91.1%
3150 MAINTENANCE CONTRACTS	9,247.14	5,892.08	19,438.47	139,840.00	13,449.64	120,401.53	13.9%	86.1%
3160 COMPUTER SERVICES (OCLC)	1,425.00	1,225.00	2,850.00	51,300.00	2,450.00	48,450.00	5.6%	94.4%
3170 ADMIN/ACCOUNTING SERVICES	4,893.66	16,675.64	9,309.02	36,500.00	26,642.49	27,190.98	25.5%	74.5%
3175 COLLECTION AGENCY SERVICES	1,763.15	0.00	3,436.80	24,000.00	0.00	20,563.20	14.3%	85.7%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>21,861.95</b>	<b>27,731.92</b>	<b>40,895.32</b>	<b>350,140.00</b>	<b>56,835.16</b>	<b>309,244.68</b>	<b>11.7%</b>	<b>88.3%</b>
<b>COMMUNICATION &amp; TRANSPORTATION</b>								
3210 TELEPHONE	2,368.84	971.68	4,673.63	30,600.00	3,143.34	25,926.37	15.3%	84.7%
3220 POSTAGE	1,424.61	2,418.04	2,827.37	30,000.00	4,412.14	27,172.63	9.4%	90.6%
3230 TRAVEL EXPENSE	0.00	701.95	0.00	10,000.00	1,022.04	10,000.00	0.0%	100.0%
3240 PROFESSIONAL MTG. (OFF-SITE)	0.00	0.00	19.00	10,000.00	160.00	9,981.00	0.2%	99.8%
3250 CONTINUING ED. (ON-SITE)	0.00	1,260.00	0.00	10,000.00	1,260.00	10,000.00	0.0%	100.0%
32501 ENCUMBERED CONTINU. ED.(ON-SITE)	0.00	0.00	4,162.56	13,000.00	0.00	8,837.44	32.0%	68.0%
3260 FREIGHT & DELIVERY	198.63	0.00	198.63	1,000.00	0.00	801.37	19.9%	80.1%
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>3,992.08</b>	<b>5,351.67</b>	<b>11,881.19</b>	<b>104,600.00</b>	<b>9,997.52</b>	<b>92,718.81</b>	<b>11.4%</b>	<b>88.6%</b>

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MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF FEBRUARY 29, 2012

	2012 FEBRUARY	2011 FEBRUARY	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	79.19	0.00	2,900.00	128.19	2,900.00	0.0%	100.0%
3320 PRINTING	0.00	35.31	0.00	5,900.00	106.17	5,900.00	0.0%	100.0%
<b>TOTAL PRINTING &amp; ADVERTISING</b>	<b>0.00</b>	<b>114.50</b>	<b>0.00</b>	<b>8,800.00</b>	<b>234.36</b>	<b>8,800.00</b>	<b>0.0%</b>	<b>100.0%</b>
<b>INSURANCE</b>								
3410 OFFICIAL BOND	450.00	0.00	450.00	700.00	0.00	250.00	64.3%	35.7%
3420 OTHER INSURANCE	50,111.00	11,790.00	53,311.00	55,400.00	14,990.00	2,089.00	96.2%	3.8%
<b>TOTAL INSURANCE</b>	<b>50,561.00</b>	<b>11,790.00</b>	<b>53,761.00</b>	<b>56,100.00</b>	<b>14,990.00</b>	<b>2,339.00</b>	<b>95.8%</b>	<b>4.2%</b>
<b>UTILITIES</b>								
3510 GAS	561.56	1,151.25	615.68	3,800.00	1,203.97	3,184.32	16.2%	83.8%
3520 ELECTRICITY	24,832.47	28,657.78	50,492.60	290,500.00	54,843.85	240,007.40	17.4%	82.6%
3530 WATER	1,015.44	885.06	1,808.04	17,900.00	2,038.45	16,091.96	10.1%	89.9%
<b>TOTAL UTILITIES</b>	<b>26,409.47</b>	<b>30,694.09</b>	<b>52,916.32</b>	<b>312,200.00</b>	<b>58,086.27</b>	<b>259,283.68</b>	<b>16.9%</b>	<b>83.1%</b>
<b>REPAIR &amp; MAINTENANCE</b>								
3610 BUILDING REPAIR	0.00	0.00	888.79	22,000.00	0.00	21,111.21	4.0%	96.0%
3630 OTHER EQUIP/FURNITURE REPAIRS	1,427.76	205.00	2,121.76	13,800.00	791.80	11,678.24	15.4%	84.6%
36301 ENCUMBERED EQUIP/FURN REPAIRS	0.00	0.00	3,000.00	39,586.00	0.00	36,586.00	7.6%	92.4%
3640 VEHICLE REPAIR & MAINTENANCE	864.42	0.00	1,842.37	6,000.00	526.14	4,157.63	30.7%	69.3%
3650 MATERIAL BINDING/REPAIR SERV.	465.06	0.00	1,033.61	3,000.00	317.30	1,966.39	34.5%	65.5%
<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>2,757.24</b>	<b>205.00</b>	<b>8,886.53</b>	<b>84,386.00</b>	<b>1,635.24</b>	<b>75,499.47</b>	<b>10.5%</b>	<b>89.5%</b>
<b>RENTALS</b>								
3710 REAL ESTATE RENTAL/PARKING	75.00	37.50	19,246.00	33,600.00	9,743.50	14,354.00	57.3%	42.7%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	100.00	0.00	100.00	0.0%	100.0%
<b>TOTAL RENTALS</b>	<b>75.00</b>	<b>37.50</b>	<b>19,246.00</b>	<b>33,700.00</b>	<b>9,743.50</b>	<b>14,454.00</b>	<b>57.1%</b>	<b>42.9%</b>
<b>OTHER CHARGES</b>								
3910 DUES/INSTITUTIONAL	5,775.98	0.00	5,775.98	7,590.00	6,101.00	1,814.02	76.1%	23.9%
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)	16,666.67	0.00	33,333.30	200,000.00	0.00	166,666.70	16.7%	83.3%
3950 EDUCATIONAL SERV/LICENSEING	0.00	0.00	960.00	5,300.00	960.00	4,340.00	18.1%	81.9%
<b>TOTAL OTHER CHARGES</b>	<b>22,442.65</b>	<b>0.00</b>	<b>40,069.28</b>	<b>215,390.00</b>	<b>7,061.00</b>	<b>175,320.72</b>	<b>18.6%</b>	<b>81.4%</b>
<b>TOTAL OTHER SERVICES/CHARGES</b>	<b>128,099.39</b>	<b>75,924.68</b>	<b>227,655.64</b>	<b>1,165,316.00</b>	<b>158,583.05</b>	<b>937,660.36</b>	<b>19.5%</b>	<b>80.5%</b>

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CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	272.98	0.00	272.98	1,000.00	0.00	727.02	27.3%	72.7%
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	284.99	0.00	1,779.99	8,300.00	0.00	6,520.01	21.4%	78.6%
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	0.00	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>557.97</b>	<b>0.00</b>	<b>3,564.85</b>	<b>10,811.88</b>	<b>0.00</b>	<b>7,247.03</b>	<b>33.0%</b>	<b>67.0%</b>
OTHER CAPITAL OUTLAY								
4510 BOOKS	69,908.54	38,996.69	115,061.75	595,008.00	78,443.19	479,946.25	19.3%	80.7%
4520 PERIODICALS & NEWSPAPERS	218.21	102.23	362.46	45,971.00	292.07	45,608.54	0.8%	99.2%
4530 NONPRINT MATERIALS	44,692.75	29,404.45	79,856.83	368,338.00	58,424.62	288,481.17	21.7%	78.3%
4540 ELECTRONIC RESOURCES	1,055.00	0.00	1,613.60	128,583.00	14,857.64	126,969.40	1.3%	98.7%
<b>TOTAL OTHER CAPITAL OUTLAY</b>	<b>115,874.50</b>	<b>68,503.37</b>	<b>196,894.64</b>	<b>1,137,900.00</b>	<b>152,017.52</b>	<b>941,005.36</b>	<b>17.3%</b>	<b>82.7%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>116,432.47</b>	<b>68,503.37</b>	<b>200,459.49</b>	<b>1,148,711.88</b>	<b>152,017.52</b>	<b>948,252.39</b>	<b>17.5%</b>	<b>82.5%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>705,190.78</b>	<b>559,026.37</b>	<b>1,210,921.26</b>	<b>7,641,343.13</b>	<b>1,072,557.42</b>	<b>6,430,421.87</b>	<b>15.8%</b>	<b>84.2%</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 February 29, 2012  
2 months = 16.7%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	2012 YTD Amt	2012 YTD Balance	2012 %YTD Budget
10040	MISCELLANEOUS	\$0.00	\$301.28	\$113.21	\$414.49	-\$414.49	0.00%
11200	ADMINISTRATION	\$164,792.01	\$7,368.61	\$7,368.62	\$14,737.23	\$150,054.78	8.94%
11300	PROF/SUPERVISORS	\$495,966.80	\$38,151.28	\$38,151.28	\$76,302.56	\$419,664.24	15.38%
11400	PROFESSIONAL	\$1,291,404.6	\$95,337.60	\$95,876.31	\$191,213.91	\$1,100,190.73	14.81%
11500	SPECIALIST/TECHNICIANS	\$824,581.94	\$60,862.56	\$61,790.02	\$122,652.58	\$701,929.36	14.87%
11600	CLERICAL ASSISTANTS	\$455,807.47	\$30,788.03	\$30,581.55	\$61,369.58	\$394,437.89	13.46%
11700	PAGES	\$268,544.64	\$16,971.36	\$19,678.51	\$36,649.87	\$231,894.77	13.65%
11800	TEMPORAY STAFF	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
11900	BUILDING	\$348,460.16	\$26,911.87	\$26,905.00	\$53,816.87	\$294,643.29	15.44%
12100	FICA/EMPLOYER	\$239,860.56	\$16,240.20	\$16,486.33	\$32,726.53	\$207,134.03	13.64%
12300	PERF/EMPLOYER	\$386,771.31	\$0.00	\$0.00	\$0.00	\$386,771.31	0.00%
12400	INS/EMPLOYER	\$608,874.69	\$17,599.45	\$136,387.2	\$153,986.72	\$454,887.97	25.29%
12500	MEDICARE/EMPLOYER	\$56,691.03	\$3,798.01	\$3,855.70	\$7,653.71	\$49,037.32	13.50%
13100	WORK STUDY	\$4,300.00	\$2,730.73	\$0.00	\$2,730.73	\$1,569.27	63.51%
21100	OFFICIAL RECORDS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
21200	STATIONERY/BUS. CARDS	\$2,760.00	\$0.00	\$0.00	\$0.00	\$2,760.00	0.00%
21300	OFFICE SUPPLIES	\$21,300.00	\$1,301.74	\$553.03	\$1,854.77	\$19,445.23	8.71%
21350	GENERAL SUPPLIES	\$0.00	\$0.00	\$70.00	\$70.00	-\$70.00	0.00%
21400	DUPLICATING	\$24,100.00	\$1,658.23	\$2,948.37	\$4,606.60	\$19,493.40	19.11%
22100	CLEANING SUPPLIES	\$30,650.00	\$0.00	\$5,825.68	\$5,825.68	\$24,824.32	19.01%
22200	FUEL/OIL/LUBRICANTS	\$11,000.00	\$1,013.49	\$710.60	\$1,724.09	\$9,275.91	15.67%
22300	CATALOGING	\$5,500.00	\$626.31	\$199.72	\$826.03	\$4,673.97	15.02%
22400	A/V SUPPLIES/CATALOG	\$10,950.00	\$0.00	\$470.99	\$470.99	\$10,479.01	4.30%
22500	CIRCULATION SUPPLIES	\$33,000.00	\$232.05	\$7,246.73	\$7,478.78	\$25,521.22	22.66%
22600	LIGHT BULBS	\$3,000.00	\$0.00	\$326.95	\$326.95	\$2,673.05	10.90%
22800	UNIFORMS	\$1,900.00	\$0.00	\$0.00	\$0.00	\$1,900.00	0.00%
22900	DISPLAY/EXHIBITS SUPPLIES	\$5,400.00	\$0.00	\$0.00	\$0.00	\$5,400.00	0.00%
23000	IS SUPPLIES	\$6,600.00	\$215.60	\$603.83	\$819.43	\$5,780.57	12.42%
23100	BUILDING MATERIAL	\$15,800.00	\$0.00	\$4,426.35	\$4,426.35	\$11,373.65	28.01%
23150	ENERGY AUDIT MAT'LS &	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
23200	PAINT/PAINTING SUPPLIES	\$300.00	\$38.81	\$82.87	\$121.68	\$178.32	40.56%
23400	OTHER REPAIRS/BINDING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
31100	CONSULTING SERVICES	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
31200	ENGINEERING/ARCHITECTU	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00%
31300	LEGAL SERVICES	\$15,500.00	\$166.32	\$2,119.50	\$2,285.82	\$13,214.18	14.75%
31400	BUILDING SERVICES	\$40,000.00	\$1,161.71	\$2,413.50	\$3,575.21	\$36,424.79	8.94%
31500	MAINTENANCE	\$139,840.00	\$10,191.33	\$9,247.14	\$19,438.47	\$120,401.53	13.90%
31600	COMPUTER SERVICES	\$51,300.00	\$1,425.00	\$1,425.00	\$2,850.00	\$48,450.00	5.56%
31700	ADMIN/ACCOUNTING	\$36,500.00	\$4,415.36	\$4,893.66	\$9,309.02	\$27,190.98	25.50%
31750	COLLECTION AGENCY	\$24,000.00	\$1,673.65	\$1,763.15	\$3,436.80	\$20,563.20	14.32%
32100	TELEPHONE	\$30,600.00	\$2,304.79	\$2,368.84	\$4,673.63	\$25,926.37	15.27%
32200	POSTAGE	\$30,000.00	\$1,402.76	\$1,424.61	\$2,827.37	\$27,172.63	9.42%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$19.00	\$0.00	\$19.00	\$9,981.00	0.19%
32500	CONTINUING	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
32501	ENCUMBERED CONTINUING	\$13,000.00	\$4,162.56	\$0.00	\$4,162.56	\$8,837.44	32.02%
32600	FREIGHT/DELIVERY	\$1,000.00	\$0.00	\$198.63	\$198.63	\$801.37	19.86%
33100	ADVERTISING/PUBLICATIO	\$2,900.00	\$0.00	\$0.00	\$0.00	\$2,900.00	0.00%
33200	PRINTING SERVICES	\$5,900.00	\$0.00	\$0.00	\$0.00	\$5,900.00	0.00%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$450.00	\$450.00	\$250.00	64.29%
34200	OTHER INSURANCE	\$55,400.00	\$3,200.00	\$50,111.00	\$53,311.00	\$2,089.00	96.23%
35100	GAS	\$3,800.00	\$54.12	\$561.56	\$615.68	\$3,184.32	16.20%
35200	ELECTRICITY	\$290,500.00	\$25,660.13	\$24,832.47	\$50,492.60	\$240,007.40	17.38%
35300	WATER	\$17,900.00	\$792.60	\$1,015.44	\$1,808.04	\$16,091.96	10.10%
36100	BUILDING REPAIRS	\$22,000.00	\$888.79	\$0.00	\$888.79	\$21,111.21	4.04%
36300	OTHER EQUIP/FURNITURE	\$13,800.00	\$694.00	\$1,427.76	\$2,121.76	\$11,678.24	15.38%
36301	ENCUMBERED EQUIP	\$39,586.00	\$3,000.00	\$0.00	\$3,000.00	\$36,586.00	7.58%
36400	VEHICLE	\$6,000.00	\$977.95	\$864.42	\$1,842.37	\$4,157.63	30.71%
36500	MATERIALS	\$3,000.00	\$568.55	\$465.06	\$1,033.61	\$1,966.39	34.45%

**MONROE COUNTY PUBLIC LIBRARY**

**Operating Budget & Expenditure Report**

January 1, 2012 to February 29, 2012  
2 months = 16.7%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	2012 YTD Amt	2012 YTD Balance	2012 %YTD Budget
37100	REAL ESTATE	\$33,600.00	\$19,171.00	\$75.00	\$19,246.00	\$14,354.00	57.28%
37200	EQUIPMENT RENTAL	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
39100	DUES/INSTITUTIONAL	\$7,590.00	\$0.00	\$5,775.98	\$5,775.98	\$1,814.02	76.10%
39200	INTEREST/TEMPORARY	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
39450	TRANSFER TO ANOTHER	\$200,000.00	\$16,666.63	\$16,666.67	\$33,333.30	\$166,666.70	16.67%
39500	EDUCATIONAL/LICENSING	\$5,300.00	\$960.00	\$0.00	\$960.00	\$4,340.00	18.11%
44100	FURNITURE	\$1,000.00	\$0.00	\$272.98	\$272.98	\$727.02	27.30%
44300	OTHER EQUIPMENT	\$8,300.00	\$1,495.00	\$284.99	\$1,779.99	\$6,520.01	21.45%
44601	ENCUMBERED IS	\$1,511.88	\$1,511.88	\$0.00	\$1,511.88	\$0.00	100.00%
45100	BOOKS	\$595,008.00	\$45,153.21	\$69,908.54	\$115,061.75	\$479,946.25	19.34%
45200	PERIODICALS/NEWSPAPERS	\$45,971.00	\$144.25	\$218.21	\$362.46	\$45,608.54	0.79%
45300	NONPRINT MATERIALS	\$368,338.00	\$35,164.08	\$44,692.75	\$79,856.83	\$288,481.17	21.68%
45400	ELECTRONIC RESOURCES	\$128,583.00	\$558.60	\$1,055.00	\$1,613.60	\$126,969.40	1.25%
		\$7,641,343.1	\$505,730.4	\$705,190.7	\$1,210,921.26	\$6,430,421.87	15.85%

**MONROE COUNTY PUBLIC LIBRARY**

**LIRF Budget & Expenditure Report**

January 1, 2012 to February 29, 2012  
2 months = 16.7%

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

**MONROE COUNTY PUBLIC LIBRARY**

**Debt Service Budget & Expenditures Report**

January 1, 2012 to February 29, 2012  
2 months = 16.7%

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

**MONROE COUNTY PUBLIC LIBRARY**

**Rainy Day Budget & Expenditures Report**

January 1, 2012 to February 29, 2012  
2 months = 16.7%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	2012 YTD Amt	2012 YTD Balance	2012 %YTD Budget
12200	UNEMPLOYMENT COMPENSATION	\$10,000.00	\$1,233.63	\$724.00	\$1,957.63	\$8,042.37	19.58%
31100	CONSULTING SERVICES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
31300	LEGAL SERVICES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
32400	PROFESSIONAL MTG/OFF SITE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36100	BUILDING REPAIRS	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
44100	FURNITURE	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
44300	OTHER EQUIPMENT	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
44450	BUILDING RENOVATION	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
		\$410,000.00	\$1,233.63	\$724.00	\$1,957.63	\$408,042.37	0.48%

**MONROE COUNTY PUBLIC LIBRARY**

**Special Revenue Budget & Expenditure Report**

January 1, 2012 to February 29, 2012  
2 months = 16.7%

Object	Object Descr	2012	Jan	Feb	YTD	2012	2012
		Budget	2012	2012	Amount	YTD Balance	%YTD Budget
11300	PROF/SUPERVISORS	\$60,226.20	\$4,632.78	\$4,632.78	\$9,265.56	\$50,960.64	15.38%
11400	PROFESSIONAL ASSISTANT	\$121,237.77	\$9,325.95	\$9,325.98	\$18,651.93	\$102,585.84	15.38%
11600	CLERICAL ASSISTANTS	\$175,746.84	\$13,853.72	\$14,030.16	\$27,883.88	\$147,862.96	15.87%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$22,147.07	\$1,634.21	\$1,645.92	\$3,280.13	\$18,866.94	14.81%
12300	PERF/EMPLOYER	\$35,966.53	\$0.00	\$0.00	\$0.00	\$35,966.53	0.00%
12400	INS/EMPLOYER	\$66,000.00	\$7,367.87	\$12,595.81	\$19,963.68	\$46,036.32	30.25%
12500	MEDICARE/EMPLOYER	\$5,179.55	\$382.19	\$384.93	\$767.12	\$4,412.43	14.81%
13100	WORK STUDY	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21200	STATIONERY/BUS. CARDS	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21300	OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21400	DUPLICATING	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
22200	FUEL/OIL/LUBRICANTS	\$1,000.00	\$111.60	\$31.49	\$143.09	\$856.91	14.31%
22700	VIDEO TAPE/MEDIA STORAGE	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.00%
23000	IS SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
23500	VIDEO MATERIALS/CATS	\$10,000.00	\$17.10	\$98.38	\$115.48	\$9,884.52	1.15%
31100	CONSULTING SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
31300	LEGAL SERVICES	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
31650	DIGITIZATION SERVICES	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
31700	ADMIN/ACCOUNTING	\$0.00	\$0.14	\$0.84	\$0.98	-\$0.98	0.00%
32100	TELEPHONE	\$3,500.00	\$0.00	\$717.39	\$717.39	\$2,782.61	20.50%
32200	POSTAGE	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
32300	TRAVEL EXPENSE	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32400	PROFESSIONAL MTG/OFF	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32600	FREIGHT/DELIVERY	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
36300	OTHER EQUIP/FURNITURE	\$6,000.00	\$0.00	\$177.64	\$177.64	\$5,822.36	2.96%
37100	REAL ESTATE	\$3,500.00	\$1,866.00	\$0.00	\$1,866.00	\$1,634.00	53.31%
39100	DUES/INSTITUTIONAL	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
39500	EDUCATIONAL/LICENSING	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
39600	COMMUNITY NEWS SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
44100	FURNITURE	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0.00%
44700	EQUIPMENT - CATS	\$70,000.00	\$0.00	\$0.00	\$0.00	\$70,000.00	0.00%
44750	SOFTWARE - CATS	\$5,000.00	\$599.00	\$0.00	\$599.00	\$4,401.00	11.98%
		\$642,803.96	\$39,790.56	\$43,641.32	\$83,431.88	\$559,372.08	12.98%

**MONROE COUNTY PUBLIC LIBRARY**

**LCPF Budget & Expenditure Report**

January 1, 2012 to February 29, 2012  
2 months = 16.7%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	YTD Amount	2012 YTD Balance	2012 %YTD Budget
44450	BUILDING RENOVATION	\$418,411.00	\$0.00	\$0.00	\$0.00	\$418,411.00	0.00%
44600	IS EQUIPMENT	\$50,000.00	\$3,805.00	\$650.11	\$4,455.11	\$45,544.89	8.91%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
44700	EQUIPMENT - CATS	\$45,000.00	\$3,579.60	\$14,656.95	\$18,236.55	\$26,763.45	40.53%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$506.00	\$506.00	\$4,494.00	10.12%
		\$543,411.00	\$7,384.60	\$15,813.06	\$23,197.66	\$520,213.34	4.27%



# MONROE COUNTY PUBLIC LIBRARY

## Expenditure Summary compared to last year

2012 compared to 2011: Period Ending February

Fund	Fund Descr	2012 Budget	February 2012 Amt	2012 YTD Amt	2011 Budget	February 2011 Amt	2011 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,641,343.13	\$705,190.78	\$1,210,921.26	\$7,465,919.52	\$559,026.37	\$1,072,557.42	13.00%
002	JAIL	\$0.00	\$892.07	\$892.07	\$0.00	\$0.00	\$0.00	0.00%
003	CLEARING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$725.00	-100.00%
004	GIFT	\$0.00	\$0.00	\$0.00	\$0.00	\$36.94	\$36.94	-100.00%
005	PLAC	\$0.00	\$0.00	\$2,400.00	\$0.00	\$0.00	\$2,550.00	-6.00%
006	RETIREEES	\$0.00	\$6,365.81	\$6,471.40	\$0.00	\$3,548.98	\$3,605.58	79.00%
007	LIRF	\$350,000.00	\$0.00	\$0.00	\$296,932.00	\$97,315.37	\$97,315.37	-100.00%
008	DEBT SERVICE	\$322,088.00	\$0.00	\$0.00	\$1,996,000.00	\$166,333.33	\$332,666.68	-100.00%
009	RAINY DAY	\$410,000.00	\$724.00	\$1,957.63	\$473,310.00	\$0.00	\$0.00	0.00%
010	PAYROLL	\$0.00	\$342,386.16	\$637,365.90	\$0.00	\$329,276.57	\$634,121.29	1.00%
011	INVESTMENT-GIFT	\$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	\$7,170.49	\$23,616.02	\$7,100.00	\$5,033.25	\$9,913.49	138.00%
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	\$5,940.67	\$7,702.40	\$0.00	\$3,790.85	\$6,542.00	18.00%
020	SPECIAL REVENUE	\$642,803.96	\$43,641.32	\$83,431.88	\$549,300.00	\$38,992.64	\$82,687.14	1.00%
021	CAPITAL PROJECTS	\$543,411.00	\$15,813.06	\$23,197.66	\$505,635.00	\$8,384.10	\$96,030.35	-76.00%
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	\$1,683.72	\$2,893.42	-100.00%
024	FINRA GRANT	\$0.00	\$4,605.25	\$6,442.64	\$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%
		\$9,909,646.09	\$1,132,729.61	\$2,004,398.86	\$11,308,120.79	\$1,213,422.12	\$2,341,644.68	-14.00%

# MONROE COUNTY PUBLIC LIBRARY

## Monthly Revenue Report (Cash Basis)

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

Source	Source Descr	2012 Budget	February 2012 Amt	2012 YTD Amt	2011 Budget	February 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	\$0.00	\$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	\$0.00	\$18,038.70	-100.00%
00400	COUNTY OPTION INCOME TAX	\$1,980,075.00	\$164,950.76	\$329,901.52	\$1,817,000.00	\$173,935.75	\$347,871.50	-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	\$410.25	\$635.61	\$0.00	\$294.15	\$542.60	17.00%
03500	LOST/DAMAGED	\$0.00	\$2,463.93	\$4,768.08	\$10,000.00	\$3,051.98	\$6,074.73	-22.00%
03600	FINES/FEES	\$175,000.00	\$16,653.48	\$33,111.72	\$150,000.00	\$21,649.42	\$40,308.48	-18.00%
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	\$1,675.17	\$2,168.17	\$5,700.00	\$1,035.55	\$1,960.00	11.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$1,653.20	\$5,125.78	\$0.00	\$276.65	\$1,834.90	179.00%
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	\$360.00	\$360.00	\$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	\$260.50	\$503.51	\$0.00	\$210.45	\$272.34	85.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM	\$7,500.00	\$914.77	\$2,038.28	\$0.00	\$152.87	\$313.01	551.00%
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 - ELLETTSVIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21300	RENT INCOME	\$7,500.00	\$1,800.00	\$1,800.00	\$0.00	\$0.00	\$0.00	0.00%
53000	LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$7,066,220.00	\$191,142.06	\$380,412.67	\$6,816,006.00	\$200,606.82	\$533,863.92	-29.00%

**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: February 2012

<b>FUND Descr</b>	<b>02/01/2012</b>	<b>MTD Debit</b>	<b>MTD Credit</b>	<b>02/29/2012</b>	<b>Bal Sht Descr</b>
OPERATING	\$567.95	\$1,322.15	\$0.00	\$1,890.10	CHASE/BANK ONE SAVINGS
OPERATING	\$13,080.72	\$12,859.54	\$0.00	\$25,940.26	ONB/MONROE BANK CHECKING
OPERATING	\$11,241.89	\$11,096.53	\$1.90	\$22,336.52	UNITED COMMERCE BANK
OPERATING	\$216,950.19	\$683,177.48	\$689,667.87	\$210,459.80	FIFTH THIRD BANK CHECKING
OPERATING	\$839,267.51	\$913.08	\$517,081.06	\$323,099.53	FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	\$1,081,108.26	\$709,368.78	\$1,206,750.83	\$583,726.21	
JAIL	\$0.00	\$6,000.00	\$892.07	\$5,107.93	FIFTH THIRD BANK CHECKING
GIFT UNRESTRICTED	\$100.17	\$113.17	\$0.00	\$213.34	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$1.00	\$1.00	\$0.00	\$2.00	UNITED COMMERCE BANK
GIFT UNRESTRICTED	\$42,193.48	\$0.00	\$0.00	\$42,193.48	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$42,294.65	\$114.17	\$0.00	\$42,408.82	
PLAC	\$228.00	\$409.13	\$0.00	\$637.13	ONB/MONROE BANK CHECKING
PLAC	\$700.00	\$650.00	\$0.00	\$1,350.00	UNITED COMMERCE BANK
PLAC	\$400.00	\$0.00	\$0.00	\$400.00	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$1,328.00	\$1,059.13	\$0.00	\$2,387.13	
RETIREEES	\$2,086.74	\$2,192.33	\$6,365.81	-\$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
Fund 007 LIRF	\$1,130,286.60	\$0.00	\$0.00	\$1,130,286.60	
DEBT SERVICE	\$132,070.13	\$8,540.53	\$0.00	\$140,610.66	FIFTH THIRD BANK SAVINGS
RAINY DAY	\$14,867.42	\$0.00	\$724.00	\$14,143.42	FIFTH THIRD BANK CHECKING
RAINY DAY	\$788,571.05	\$0.00	\$0.00	\$788,571.05	FIFTH THIRD BANK SAVINGS
Fund 009 RAINY DAY	\$803,438.47	\$0.00	\$724.00	\$802,714.47	
PAYROLL	\$32,668.08	\$314,153.68	\$343,113.06	\$3,708.70	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$1,592.00	\$1,050.00	\$0.00	\$2,642.00	ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$0.00	\$160.00	\$5.75	\$154.25	UNITED COMMERCE BANK
GIFT-RESTRICED	\$69,988.07	\$11,852.21	\$7,296.61	\$74,543.67	FIFTH THIRD BANK CHECKING
Fund 016 GIFT-RESTRICED	\$71,580.07	\$13,062.21	\$7,302.36	\$77,339.92	
GIFT-FOUNDATION	\$11,673.34	\$0.00	\$5,940.67	\$5,732.67	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$4.86	\$35.14	\$5.98	\$34.02	UNITED COMMERCE BANK
SPECIAL REVENUE	\$79,020.00	\$93,391.75	\$43,640.48	\$128,771.27	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$85,000.00	\$0.00	\$0.00	\$85,000.00	FIFTH THIRD BANK SAVINGS
Fund 020 SPECIAL REVENUE	\$164,024.86	\$93,426.89	\$43,646.46	\$213,805.29	
CAPITAL PROJECTS	\$19,842.11	\$0.00	\$15,813.06	\$4,029.05	FIFTH THIRD BANK CHECKING

**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: February 2012

<b>FUND Descr</b>	<b>02/01/2012</b>	<b>MTD Debit</b>	<b>MTD Credit</b>	<b>02/29/2012</b>	<b>Bal Sht Descr</b>
FINRA GRANT	\$13,889.98	\$0.00	\$4,605.25	\$9,284.73	FIFTH THIRD BANK CHECKING
	\$3,506,291.29	\$1,147,917.72	\$1,635,153.57	\$3,019,055.44	

**MONROE COUNTY PUBLIC LIBRARY**

03/13/12 8:38 AM  
Page 1

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**CHASE BANK SAVINGS**

**06110 BANKONESV**

**February 2012**

**Account Summary**

Beginning Balance on	2/1/2012	\$10,581.50	Cleared	\$11,903.65
+	Receipts/Deposits	\$2,049.05	Statement	\$11,903.65
-	Payments (Checks and Withdrawals)	\$726.90	Difference	\$0.00
Ending Balance as of	2/29/2012	\$11,903.65		

**Check Book Balance**

Active	G 001-06110	OPERATING	\$1,890.10
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 010-06110	PAYROLL	\$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	<b>\$11,903.65</b>

Beginng Balance	\$10,581.50	
+ Total Deposits	\$2,049.05	
- Checks Written	\$726.90	
Check Book Balance		\$11,903.65
Difference		\$0.00

**MONROE COUNTY PUBLIC LIBRARY**

03/13/12 8:55 AM  
Page 1

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**ONB MONROE CHECKING**  
**06300 ONB/MONROE**  
**February 2012**

**Account Summary**

Beginning Balance on	2/1/2012	\$15,000.89	Cleared	\$29,432.73
+	Receipts/Deposits	\$14,431.84	Statement	\$29,432.73
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	2/29/2012	\$29,432.73		

**Check Book Balance**

Active	G 001-06300	OPERATING	\$25,940.26
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$213.34
Active	G 005-06300	PLAC	\$637.13
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	\$2,642.00
Active	G 019-06300	GIFT-FOUNDATION	\$0.00
Active	G 020-06300	SPECIAL REVENUE	\$0.00
		Cash	<b>\$29,432.73</b>
	Beginng Balance	\$15,000.89	
	+ Total Deposits	\$14,431.84	
	- Checks Written	\$0.00	
	Check Book Balance	\$29,432.73	
	Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

03/13/12 9:13 AM  
Page 1

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**UNITED COMMERCE**

**06400 UNITED COM**

**February 2012**

**Account Summary**

Beginning Balance on	2/1/2012	\$11,947.75	Cleared	\$23,876.79
+	Receipts/Deposits	\$11,929.04	Statement	\$23,876.79
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	2/29/2012	\$23,876.79		

**Check Book Balance**

Active	G 001-06400	<i>OPERATING</i>	\$22,336.52
Active	G 003-06400	<i>CLEARING</i>	\$0.00
Active	G 004-06400	<i>GIFT UNRESTRICTED</i>	\$2.00
Active	G 005-06400	<i>PLAC</i>	\$1,350.00
Active	G 016-06400	<i>GIFT-RESTRICED</i>	\$154.25
Active	G 020-06400	<i>SPECIAL REVENUE</i>	\$34.02
		Cash	<b>\$23,876.79</b>
	Beginng Balance	\$11,947.75	
	+ Total Deposits	\$11,929.04	
	- Checks Written	\$0.00	
	Check Book Balance	\$23,876.79	
	Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

03/13/12 9:52 AM  
Page 1

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**FIFTH THIRD CHECKING**

**06500 FIFTHCKNG**

**February 2012**

**Account Summary**

Beginning Balance on	2/1/2012	\$534,746.62	Cleared	\$880,183.98
+	Receipts/Deposits	\$788,018.89	Statement	\$880,183.98
-	Payments (Checks and Withdrawals)	\$442,581.53	Difference	\$0.00
Ending Balance as of	2/29/2012	\$880,183.98		

**Check Book Balance**

Active	G 001-06500	OPERATING	\$210,459.80
Active	G 002-06500	JAIL	\$5,107.93
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	\$0.00
Active	G 009-06500	RAINY DAY	\$14,143.42
Active	G 010-06500	PAYROLL	\$3,708.70
Active	G 016-06500	GIFT-RESTRICED	\$74,543.67
Active	G 019-06500	GIFT-FOUNDATION	\$5,732.67
Active	G 020-06500	SPECIAL REVENUE	\$128,771.27
Active	G 021-06500	CAPITAL PROJECTS	\$4,029.05
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$9,284.73
Active	G 025-06500	LSTA-SMITHVILLE NEWS	\$0.00
		Cash	<b>\$500,567.36</b>

Beginng Balance	\$534,746.62
+ Total Deposits	\$788,018.89
- Checks Written	\$822,198.15
Check Book Balance	\$500,567.36
O/S Checks	\$379,616.62



**MONROE COUNTY PUBLIC LIBRARY**

03/13/12 9:21 AM  
Page 1

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**FIFTH THIRD SAVINGS**

**06510 FIFTHSAVG**

**February 2012**

**Account Summary**

Beginning Balance on	2/1/2012	\$2,960,902.36	Cleared	\$2,453,274.91
+	Receipts/Deposits	\$913.08	Statement	\$2,453,274.91
-	Payments (Checks and Withdrawals)	\$508,540.53	Difference	\$0.00
Ending Balance as of	2/29/2012	\$2,453,274.91		

**Check Book Balance**

Active	G 001-06510	OPERATING	\$323,099.53
Active	G 007-06510	LIRF	\$1,115,993.67
Active	G 008-06510	DEBT SERVICE	\$140,610.66
Active	G 009-06510	RAINY DAY	\$788,571.05
Active	G 016-06510	GIFT-RESTRICTED	\$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 **\$2,453,274.91**

Beginng Balance	\$2,960,902.36	
+ Total Deposits	\$913.08	
- Checks Written	\$508,540.53	
Check Book Balance	\$2,453,274.91	
Difference	\$0.00	

TO: Monroe County Public Library – Board of Trustees  
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager  
RE: Personnel Report  
DATE: March 21, 2012

**Beginning Employment**

- None

**Ending Employment**

- **Update:** Sue Murphy, Community Outreach, Vital Coordinator, PG I, 37.5 hours per week, effective May 4, 2012 (changed from effective date of April 28, 2012).
- Sally Stribling, Circulation, Technician, PG E, 37.5 hours per week, effective March 10, 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>

## Making Sense of Process Behavior Charts

Each month, the director's report includes 17 process behavior charts. Most charts begin with January 2010 data; three include data from 2006 on – Total Circulation and Visits-Main Library and Visits-Ellettsville; for a few, data was not available until later, for example, Visits-Bookmobile data begins shortly after the new Bookmobile was delivered in early 2011, when for the first time a gate counter was available.

A brief explanation about how to read the charts:

**Top chart, called "Individuals."** Each month's data is represented by a dot. The solid line, titled "Mean" represents the average of the points; in some cases, that average has been recalculated after a process change. The two dotted lines – one above and one below the "Mean" line, titled UCL "Upper Control Limit" and LCL "Lower Control Limit," represent three standard deviations above and three below the average, a statistical calculation (this is where "Six Sigma" gets its name). In an ongoing process with normal variation, there is a 99%+ likelihood that the next data point will fall within these limits. A good example of this is the chart for Patron Registration – New Registration. Some of the points are above and some are below the average, but all are within the Upper and Lower Control Limits. This process is running normally and we can expect the next point to fall somewhere between the Limit lines.

When points fall outside the upper and lower limits, it usually can be accounted for by a "special cause." See, for example, the chart MCPL Program Attendance-Children. You'll notice the May points in 2010 and 2011 are red and above the Upper Control Limit. Not a surprise, as that is the month that children's librarians visit every school in the county to encourage participation in the Summer Reading Program. Their efforts pay off in June, when the children come to the library to participate. These points are also high, just inside the Limit.

**Bottom chart, titled "Moving Range."** This chart is a picture of variation from one data point to the next. As in the "Individuals" chart, the Charrunner software calculates the average and the UCL. The calculations identify (that's the "Lloyd Nelson option") anomalous points. These points are then excluded from the calculations of Mean and UCL and LCL in the "Individuals" chart.

Two examples in our charts: MCPL Program Attendance – Teens. Notice that two points in the "Moving Range" chart falls above the UCL limit and are represented with hollow circles. That means those have been excluded from the calculations in the chart above. We can explain the very high number in June – Summer Reading Program for Teens – but not the October point.

MCPL Collections – Items Added. Notice that one point in the bottom chart is above the UCL and not filled in. When you look at the top chart, you can see that variation from

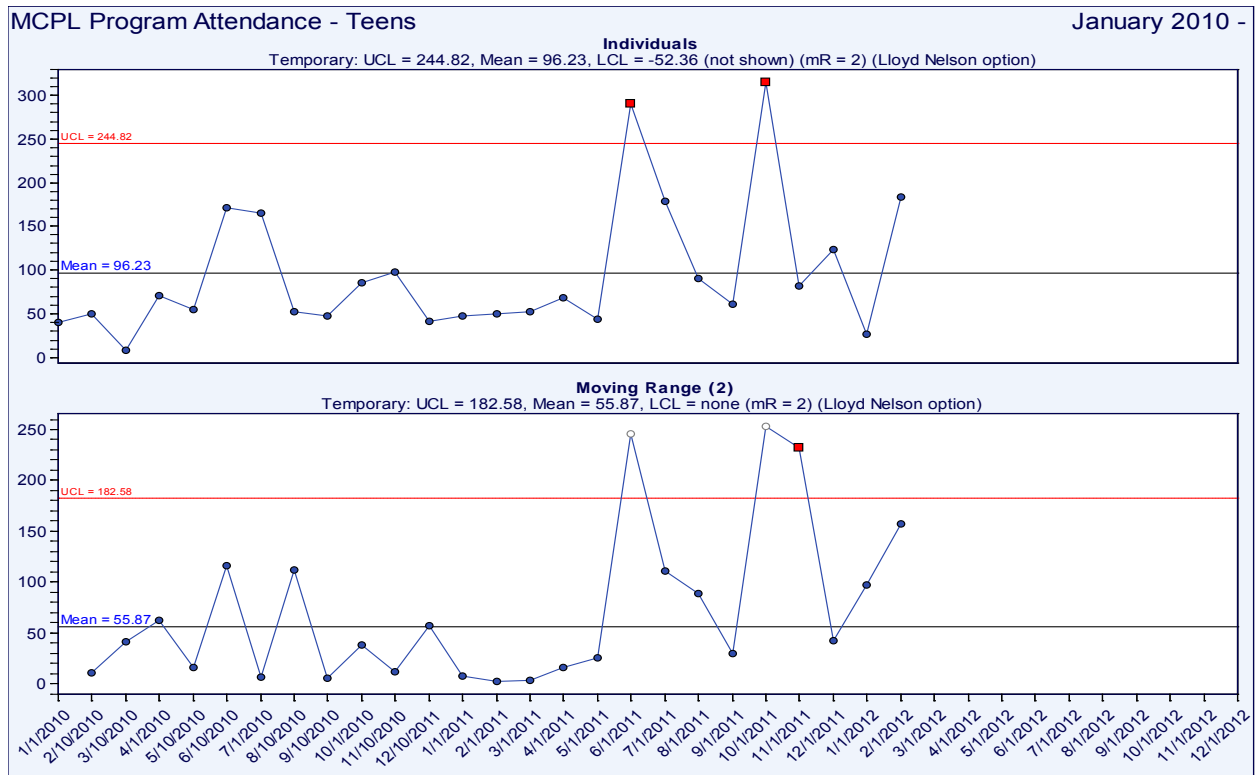
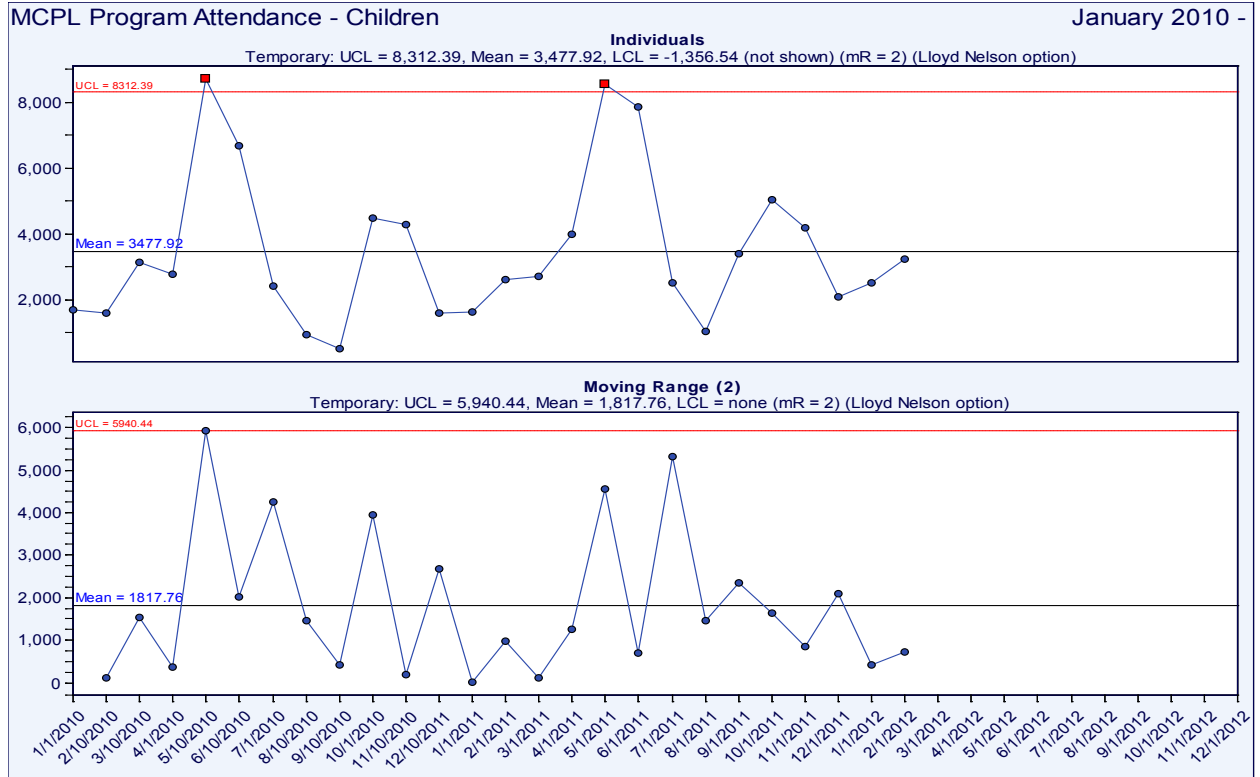
November to December 2010 was extreme. Therefore, that point in the bottom chart has been excluded from the calculation of the average. We can explain the variation: We stop ordering for the year in late October, so items received in November decrease. By early December, we have resumed ordering against the following year's budget.

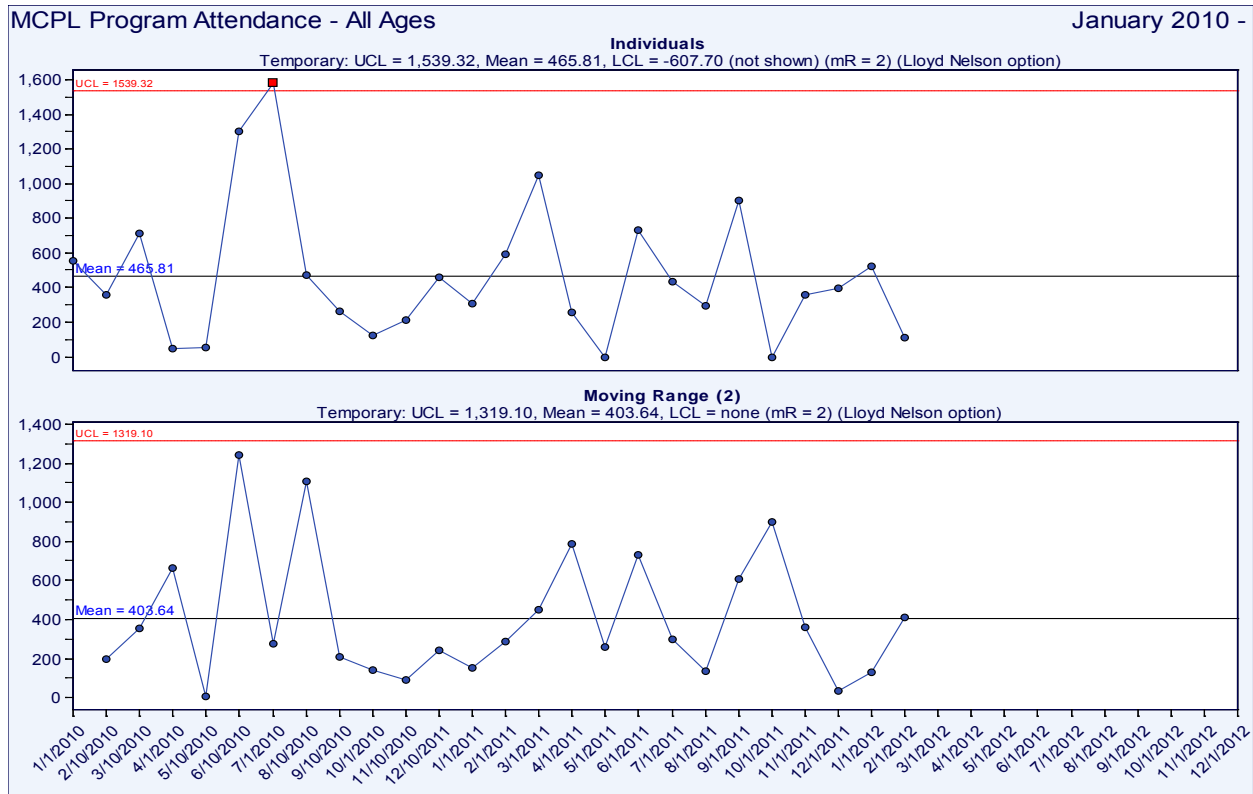
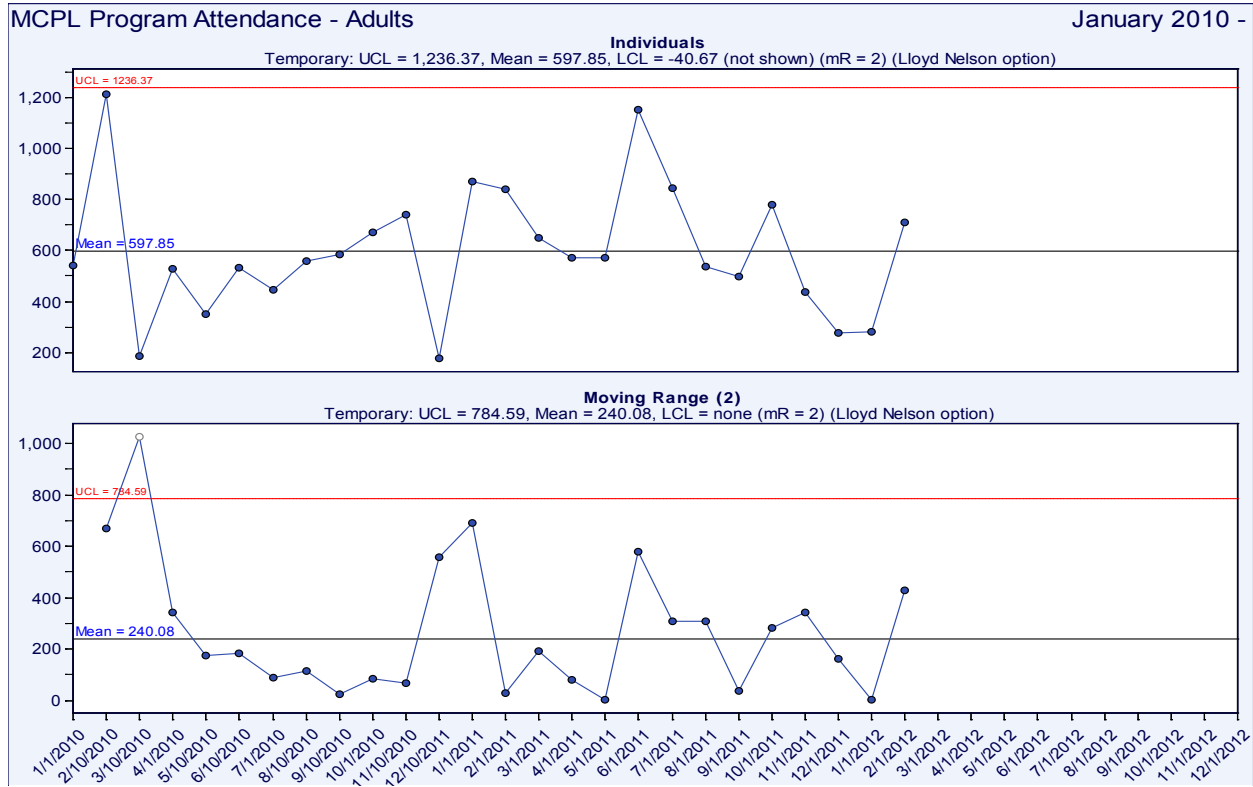
**Normal Variation vs. Process Change.** The most important reason for using these statistical techniques to study our monthly data is that it makes it possible to separate normal variation from true process changes. The charts discussed above are pretty good examples of this. When the points in a process behavior chart are above and below the mean and inside the upper and lower limits, the process is running normally and performance and variation are predictable. To improve a process, we can either change the average or reduce the variation. For program attendance, we might want the average attendance to increase. Or we might be happy with the average, but wish to have fewer peaks and valleys, or less variation. In other processes, we might measure errors or turnaround time; for those, we would want the average to decrease.

To confirm that a process has changed (for better or worse) there are three easy-to-read patterns in the charts:

1. One or more points outside the control limits. The Program Attendance-Teens chart shows this condition. While we can explain the June 2011 point (Teen Summer Reading), the October point is less easy to understand, and there is increased "choppiness" which suggests to me that something is going on.
2. Eight points in a row above or below the average line. In the MCPL Circulation – Drive-up Window chart, all the points after September 2010 are above the original Upper Control Limit, the clearest indication that a process improvement has occurred. Eight points above the average is about the most solid evidence of a process change. What happened in August 2010? We opened the new drive-up window in the parking lot, with hours extended from 40 to 69 a week. When we saw that pattern, we refigured the average and control limits to represent the "new normal." After a second adjustment to the average and control limits, the process has settled into a predictable pattern.
3. Eight points in a row trending upward or downward. The MCPL Patrons Registered chart is a good example of this. Even though the first points in the trend are below the average line, there are two runs of nine points in a row trending upward.

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





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

- In conjunction with Childhood Connections, Christina Jones presented an Every Child Ready to Read workshop for local child care providers.
- Polly Nuest's story times at Head Start classrooms had a dinosaur theme. The variety of activities included: books about dinosaur bones and the terrible T. Rex, a "Dig for Dino" action song, standing next to a gigantic (cardboard) dinosaur bone, a "Put Mr. Stegosaurus Back Together" felt board activity, and a dinosaur action rhyme that had them giggling, chomping and snoring. Each class received a copy of the songs and rhymes to enjoy later.
- An Ellettsville area Head start group joined one of the Ellettsville Branch's regularly scheduled Preschool Story times.

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

- Mary Frasier sent invitations to every MCCSC elementary school teacher, inviting them to book a librarian for individually designed, curriculum specific storytelling programs. We received 8 program requests within two weeks.
- Stinesville Elementary students learned about the Ellettsville Branch library and registered for cards as they enjoyed a tour conducted by Stephanie Holman.
- Ellettsville Branch held a second book club for children where they discussed the *BFG* (Big Friendly Giant), by Roald Dahl.
- Stephanie Holman was invited to a fourth grade class to demonstrate and conduct a workshop on storytelling. Children will perform their stories and invite Stephanie back for their program.

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

- The Children's Homework Center was open 21 days in February. Tutors provided 100 help sessions.
- VITAL conducted two tutor-mentor consultations.
- Ten volunteers attended VITAL's Basic Literacy Tutor Training Workshop session one.

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

- Josh Wolf spoke on the youth services panel of the IU nonprofit career forum. He discussed library services to children and caregivers, and how best to prepare for a career in children's librarianship.
- Stephanie partnered with the Health and Human Services Educator at the County Extension Office to conduct a program called "Let's Eat." This family-focused program teaches nutrition literacy that enables families to make wiser nutrition choices together.
- IU telecommunications students filmed Stephanie Holman for their documentary on storytelling and why humans need this literary art form.
- Sara Laughlin spoke about "21<sup>st</sup> century literacies" to the Bloomington Kiwanis Club on February 9.

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

- An Ivy Tech student in the Library Technician program interviewed Stephanie Holman about reference services for an assignment.
- VITAL supported 57 individual tutor-learner pairs. 66 individuals enrolled in ESL Conversation Practice classes.



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

- Intern Megan Bozzi created a booklist on "beach and sea" chapter books for those who will be home for spring break. The day they were printed by Graphics and delivered, a patron asked for good chapter books about traveling on the ocean!
- Mickey and Steve Backs met to discuss shared opportunities and plans for promoting the "reading life." We will be sharing web and blog tasks (reviews, pathfinders) that will promote library services.

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

- Josh Wolf and Sara Laughlin met with MCCSC leadership and other summer child care providers to discuss partnership possibilities for summer learning.
- Josh Wolf met with MCCSC Foundation and other members of the Bloomington Reads steering committee to design 2012 Bloomington Reads week activities (May 6-12). The library will once again participate in reading events at the Farmer's Market and on the courthouse lawn. We may also host an evening event.
- Josh Wolf communicated with core Get Reading Get Moving partners to continue planning the 2012 summer reading program. Two new partners were added. Additionally, prizes have been chosen, the game board drafted, and performers booked for June and July.
- Josh Wolf and Mary Frasier made presentations at SLIS classes.
- Luann Dillon met with the Publicity Chair and President of the Indiana Genealogical Society concerning their interest in promoting their 2013 Annual Conference, which will be held here.
- Christine Friesel finished work with the United Way's Vision Council on recommendations for funding support for nine United Way member agencies.
- Christine Friesel submitted the 2011 annual report to the Foundation Center, noting that circulation of Grants Collection items increased 41%. Use of the Database of Grantmakers (for nonprofits) increased 56% from 2010, despite the Indiana Room being closed in the mornings after August 2011.
- Mickey Needham and Chris Hosler met to discuss the Ellettsville Homework Help program and explore modifying the content to meet math and science goals in 2013.
- Stephanie Holman contacted art teachers in the RBB school system to invite them to participate in Youth Art Month display. All agreed to deliver 2-D and 3-D art at the end of February.
- Stephanie Holman met with the Monroe County Extension Agency advisory board. On the group is a representative from MCUM, IU Health, MCCSC, Mother Hubbard's Cupboard and the library.

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

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

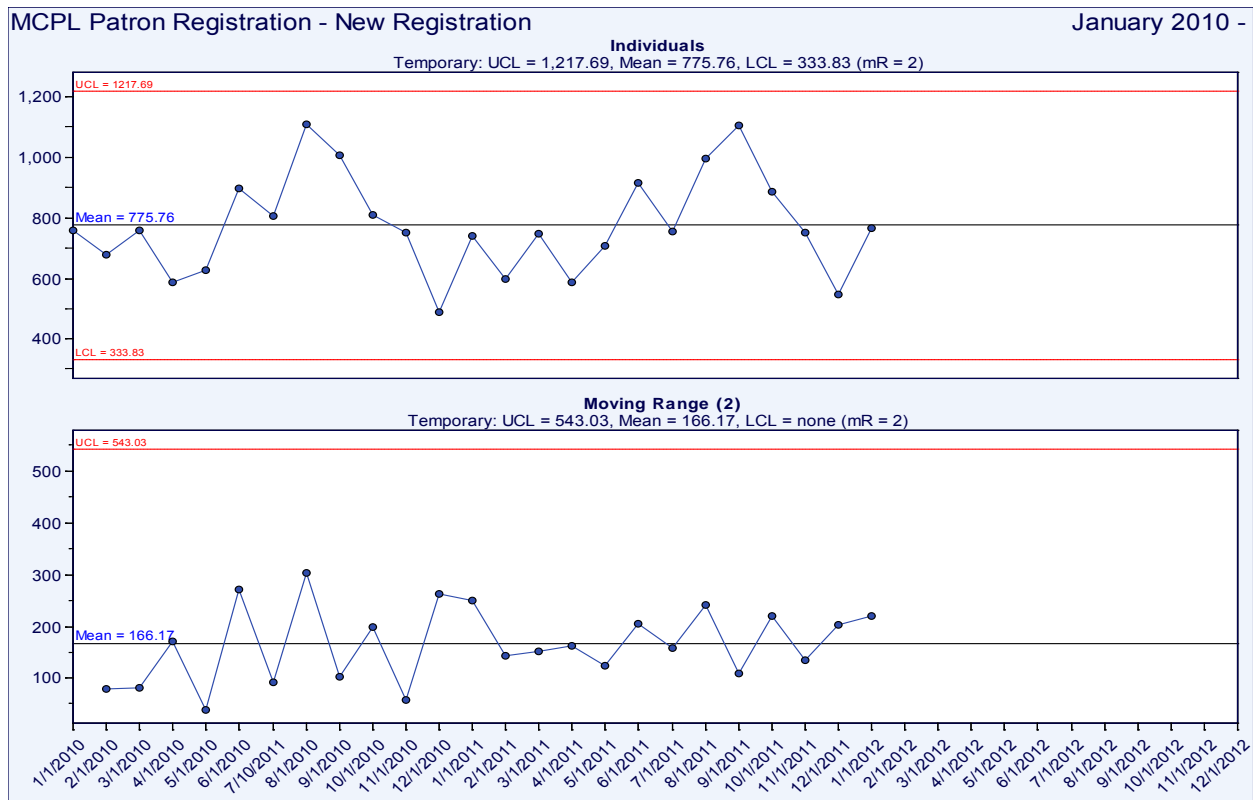
- Penny Gillie participated in a webinar highlighting business resources available through INSPIRE.

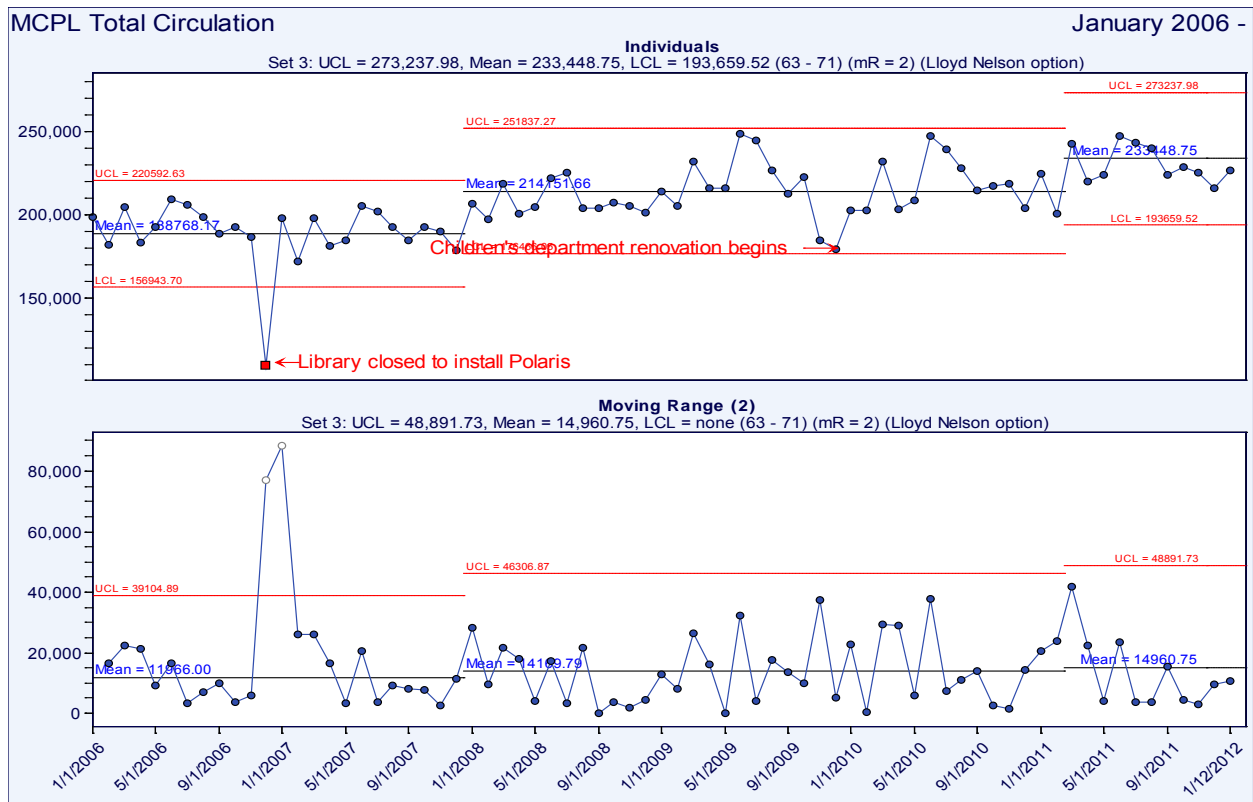
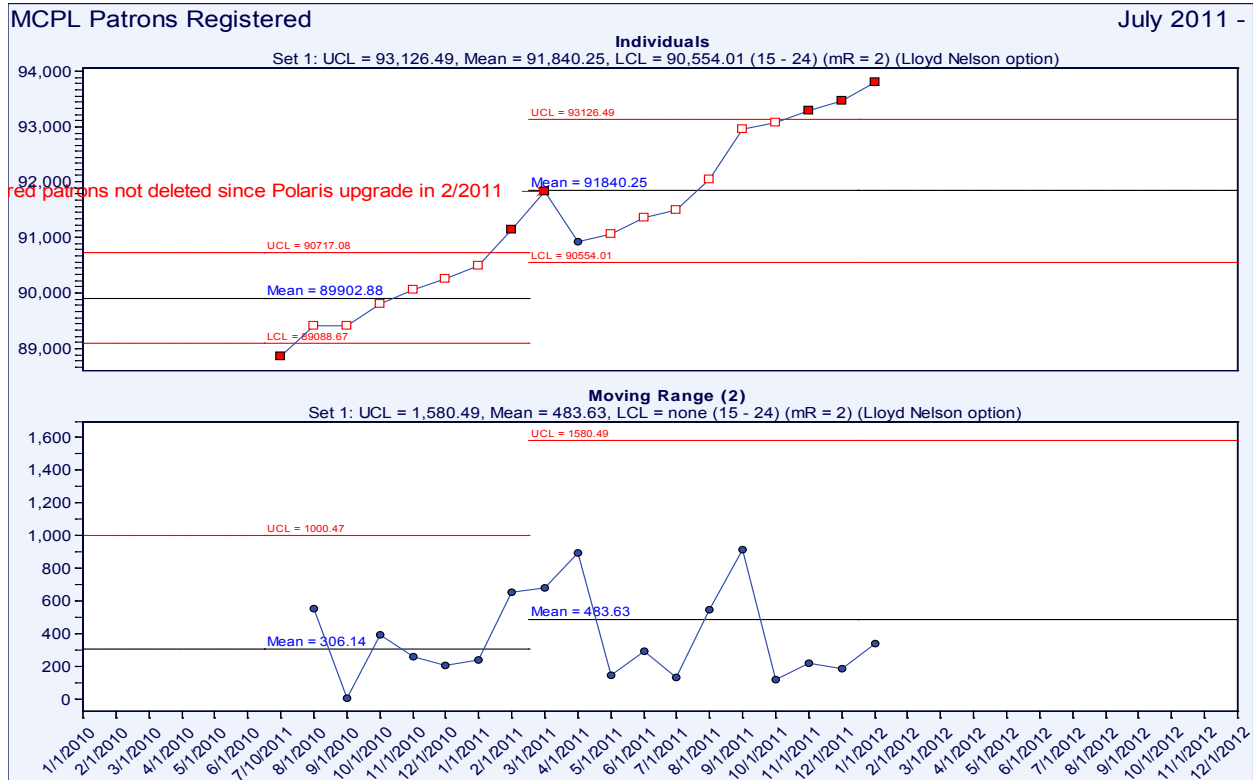
### **2B. Improve web access.**

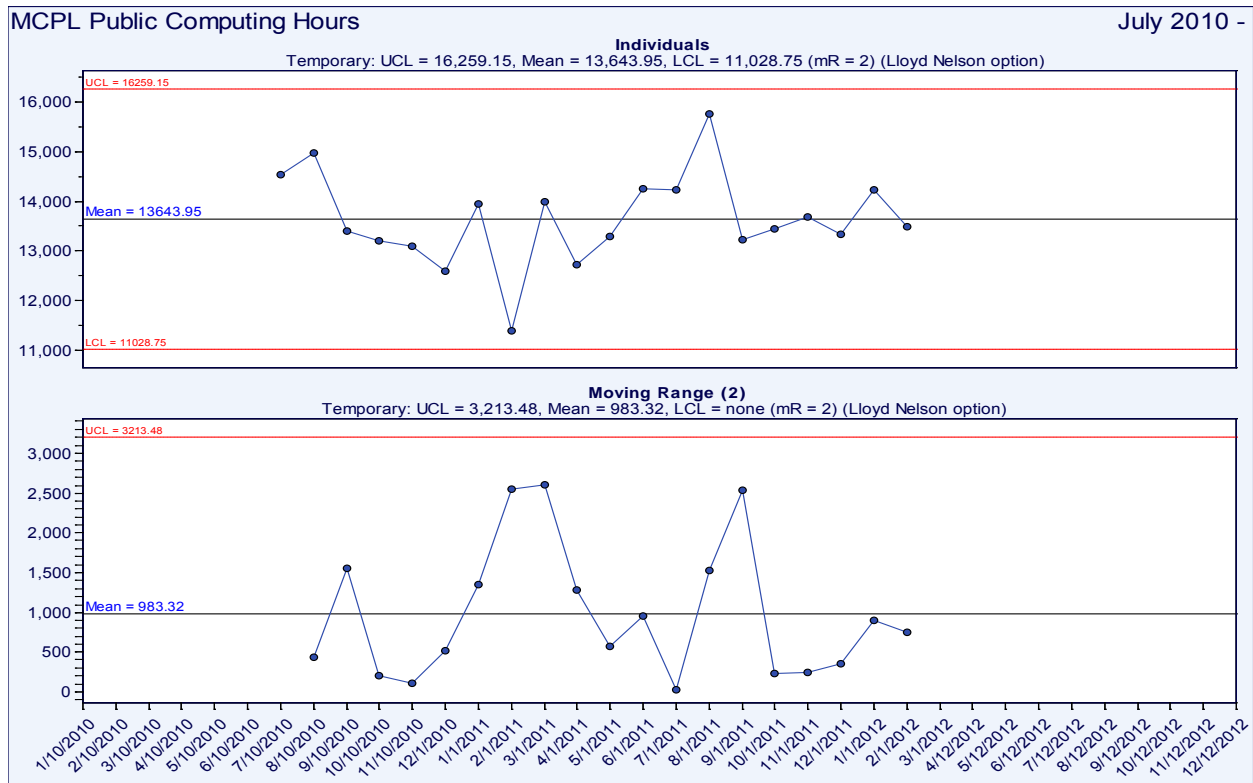
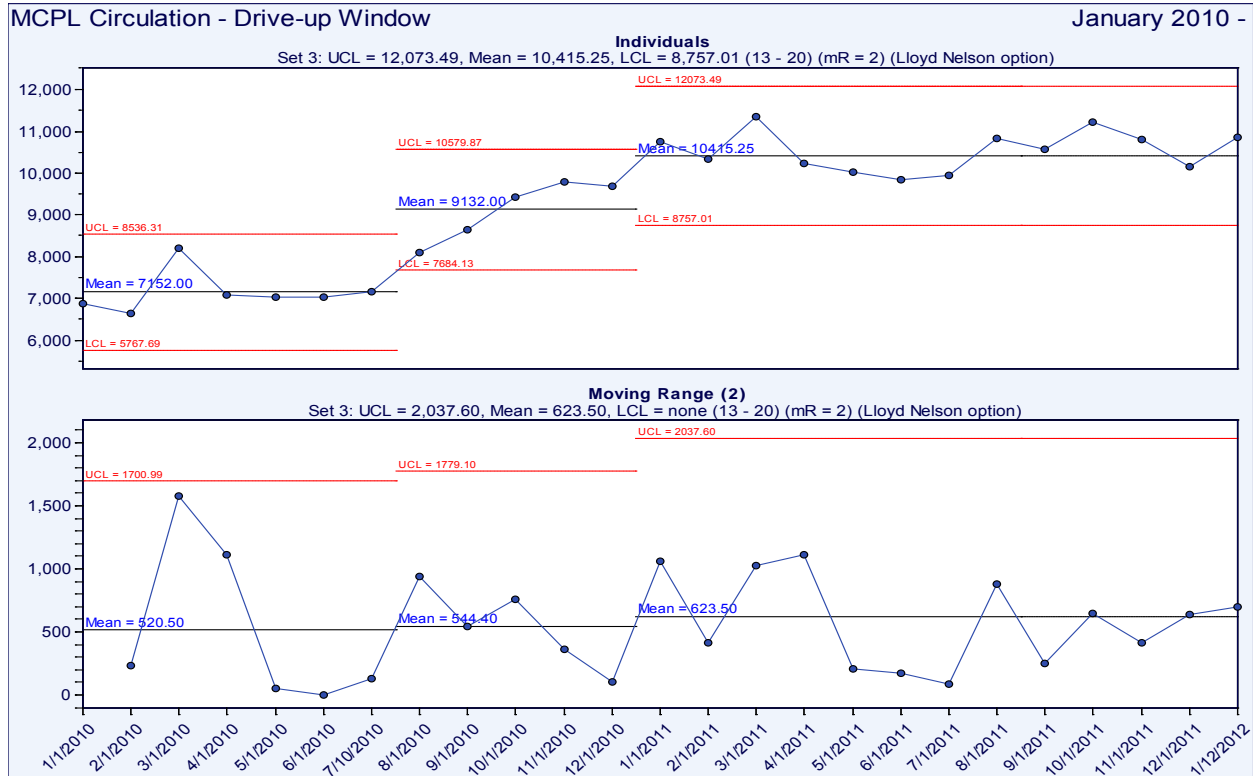
- Work was completed on the upload of digital files to the At War & At Home site, with the help of Indiana State Library Intern Nicholae Cline, who ended his time with us as planned this month. The digital collection now contains 227 items (2,050 images). We look forward to promoting the collection by linking directly to the images within the library's new web site.
- Christine Friesel submitted an LSTA Grant, "Hard Fighting: Monroe County Civil War Stories." Intern Nicholae Cline researched the archives at the City of Bloomington's Clerk's Office. We welcomed letters of support from the City of Bloomington, Indiana Historical Society, Indiana

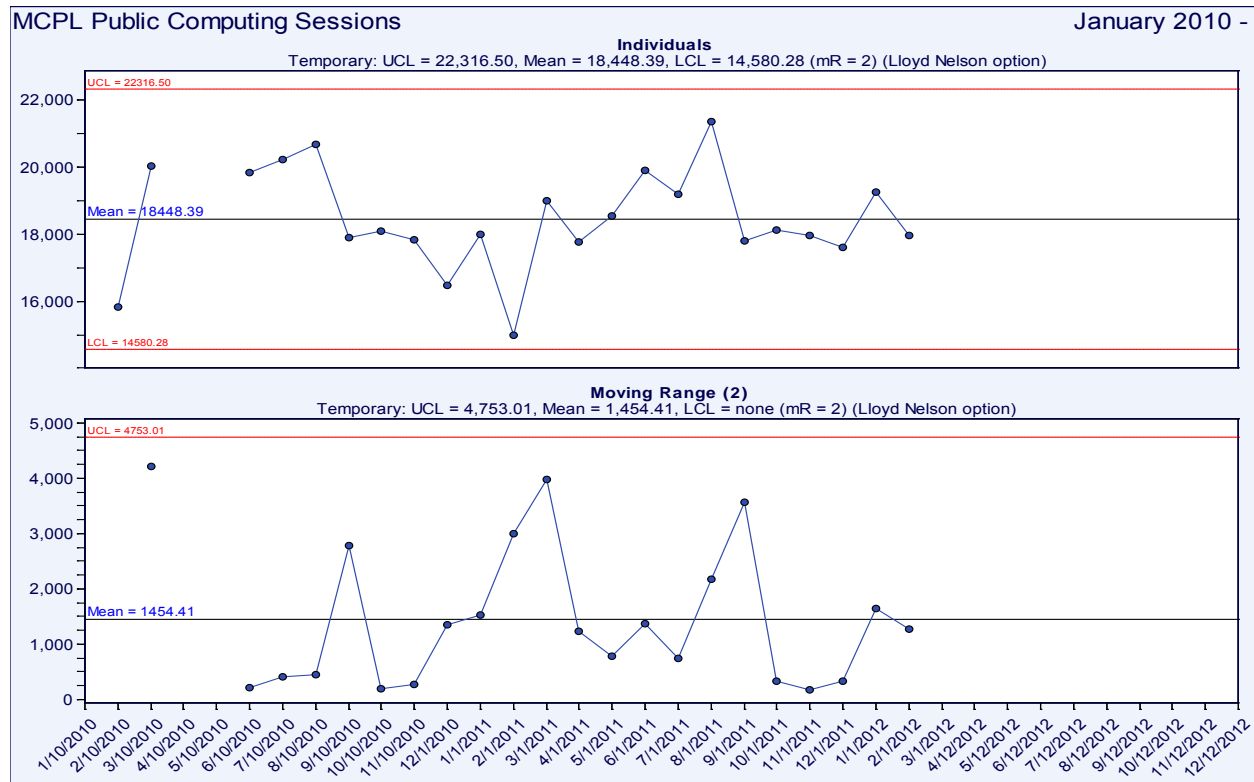
Magazine of History, Monroe County History Center, Monroe County Civil War Roundtable, and Connie Shotts, certified genealogist and a descendant of the author of a collection of Civil War letters.

<b>February Access</b>		
<b>Website Visits</b>	Home page hits	n/a
	Catalog hits	n/a
	Other hits	n/a
	<b>TOTAL</b>	<b>n/a</b>
<b>Read It Off</b>	Number registered	425
	Charges waived	\$490.27
	Number individuals with charged waived	59
	Number exiting program	18
<b>Interlibrary loan</b>	Items loaned	214
	Items borrowed	25
<b>CATS</b>	Government programs produced	39
	Patron programs produced	144
	CATS programs produced	33
	Dubs delivered	115
	Programs added to collection	212









- Christine Friesel met with a member of the Allen County Genealogical Society who donated six of his recently published family histories, which happened to be about his ancestors who lived in Smithville, to the Indiana Room. His research has turned up more details about prohibition, whitecapping, and veterans. He was overjoyed to learn about the library's "Smithville News" digitization project and we, likewise, were delighted to know about his research. When ready, we will work together to promote the collections. "Smithville News" project partners met to discuss how to market the collection. Patty Robertson, representing the Smithville Area Association, had many ideas about who to contact in Smithville. Brandon Rome reported on his methodology for tagging the metadata within Optical Character Recognition (OCR). Christine reported that OCR is complete and, after the controlled vocabulary is assigned to the images, we can upload and publish. The History Center is prepared to write profiles on the prominent families. The History Center will share more content for the *Monroe County Timeline* about events and family correspondences from their community files, and a library volunteer will enter them.
- Christine Friesel, Brandon Rome, and Sara Laughlin attended a presentation by local author Carrol Krause about her new book about the Showers Brothers, which will be published in June.
- Work on the "Monroe County Timeline" continued. Herald-Times, Inc. Publisher Mayer Maloney signed a *Memo of Understanding* allowing the library to digitize and upload to the Internet any article published prior to 1988. The Indiana Room will propose a similar agreement with Sarkes-Tarzian, which owned the *Courier Tribune*. Christine, Brandon, and work study student Joanne Thomasen met with Carrol Krause to accept her research notes and image files from her project, which will be reformatted so it can be uploaded into the "Monroe County Timeline." Christine and Paula Gray-Overtom met with programmer Daniel Pierz to accept the new build design for the timeline, which is more streamlined for better stability within Drupal.

- Christine received approval to digitize and upload to the Internet old Bloomington city directories. This approval came via a telephone conversation and later an e-mail from Mike Snyder, General Manager with InfoGroup (Reference USA), which now owns Polk City Directories. MCPL can only upload directories that are 75 or more years old at this time. They will be added to the "Monroe County Collections" site as part of the larger *Indiana Memory* site.

## 2C. Deliver information through CATS.

- Michael White worked with County and contractor representatives to make final installation plans for CATS equipment as part of the court house renovation.

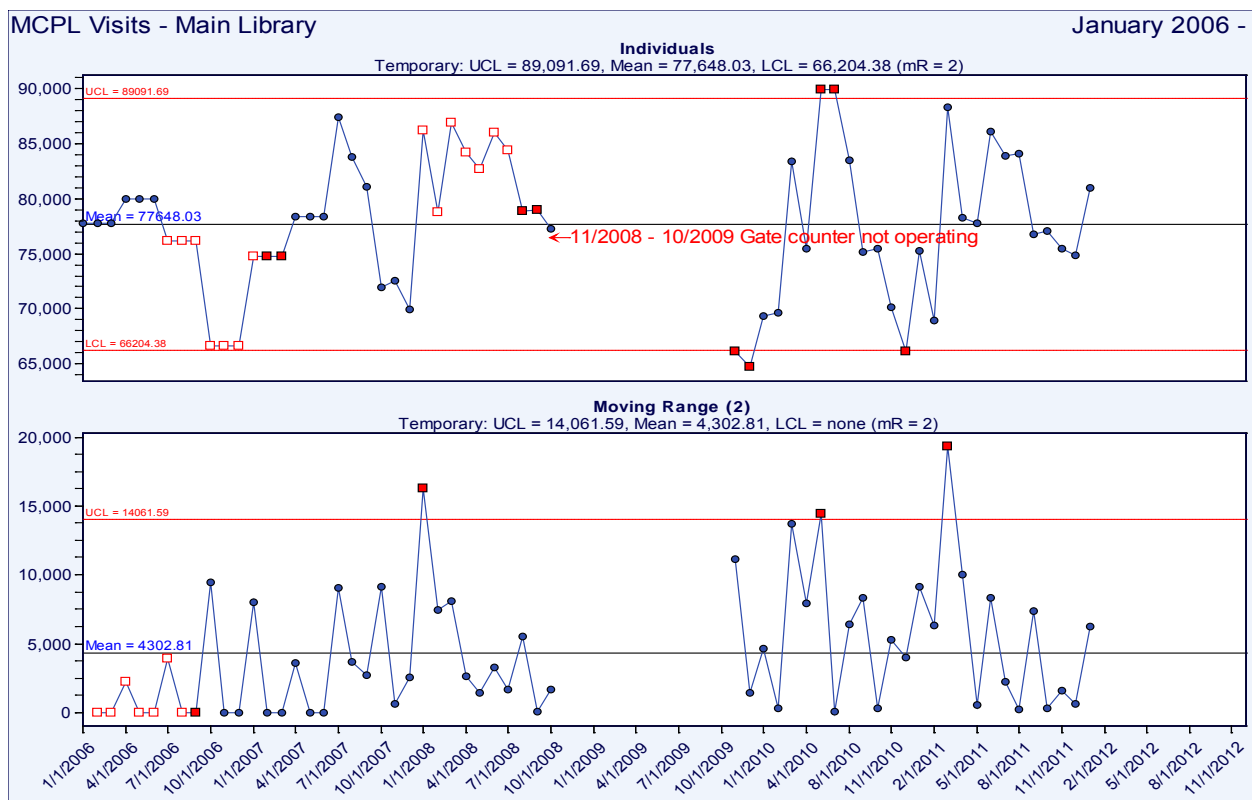
## 2D. Replace Bookmobile. COMPLETED

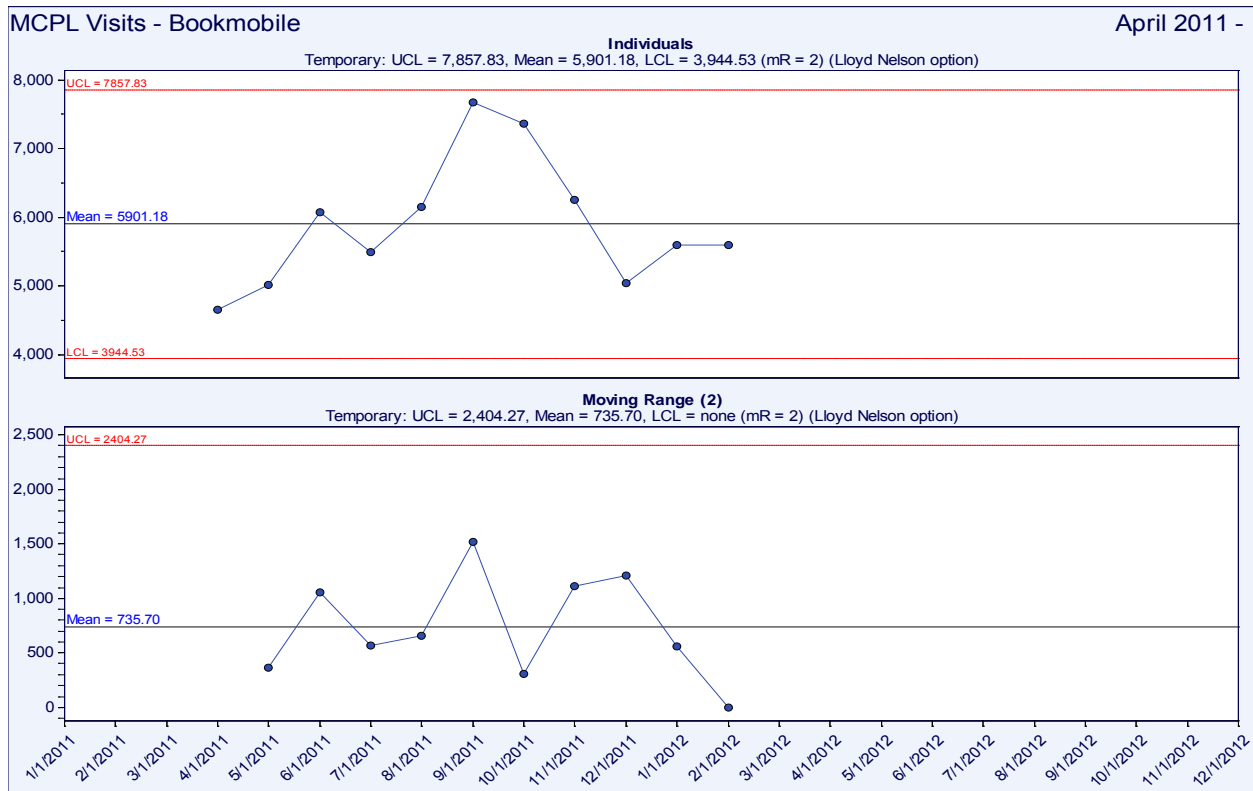
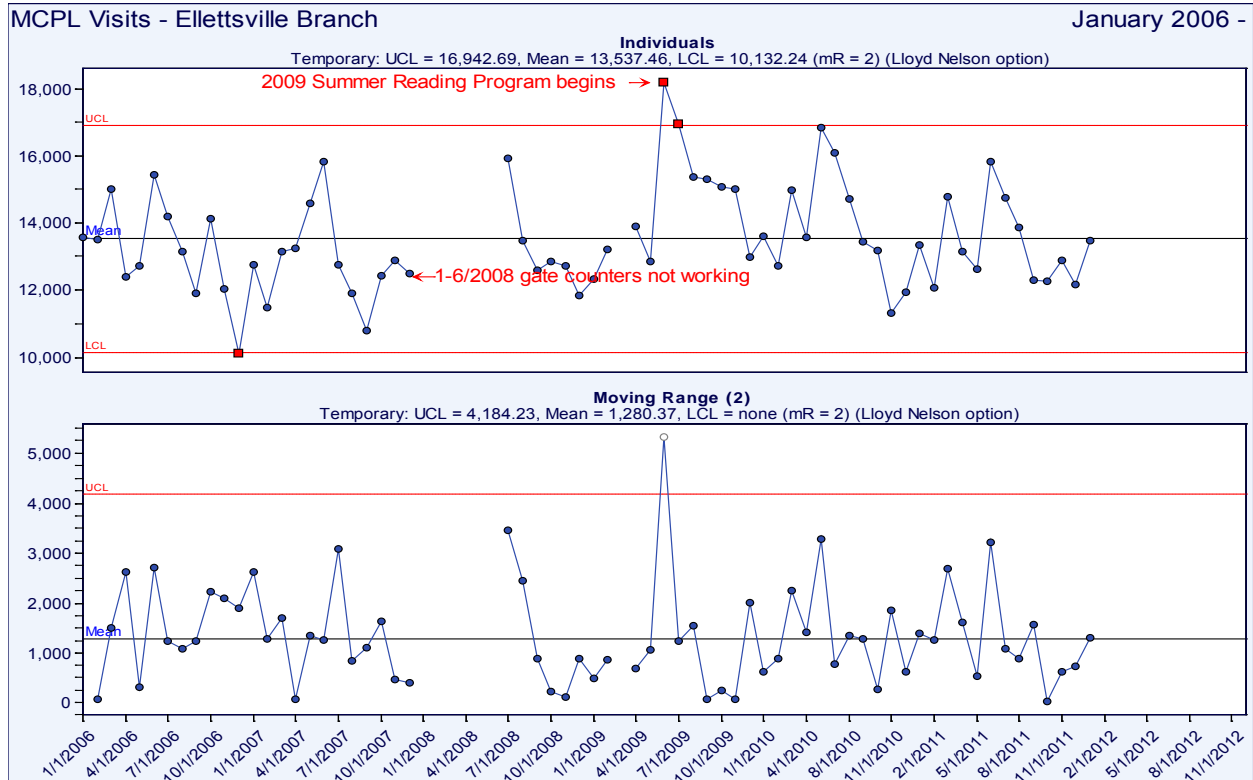
## 2E. Investigate changing or expanding hours.

## 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	116
	Main Library auditorium used	21
	Main Library atrium	0
	Ellettsville Branch	16
	<b>TOTAL MEETING ROOMS USED</b>	<b>153</b>
<b>Author Alert</b>	Holds placed	346

**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.**

- New signage and cigarette receptacles were installed and old ones removed or modified at the Main Library and Ellettsville Branch in preparation for enforcing the library-wide smoking ban. Thanks to the City, new trash cans were added on Kirkwood.
- Sara Laughlin attended a meeting of the Old Northeast Neighborhood Association on February 20 to give an update on the library's 100% tobacco free campaign and other efforts.
- Sara Laughlin attended a "Community Conversation about Homelessness," hosted by Shalom, on February 21.
- Mark Mobley, Margaret Harter, and Sara Laughlin met with landscape architect Debra Beck and City urban forester Lee Huss to review landscape design. They toured the block and identified a number of City trees that are missing, dead, or dying. The City will replant them over the next few months, using species identified by Debra. The library will be the site of the Arbor Day celebration at 11 a.m. on April 27, at which time one of the trees will be planted. The City will also provide watering bags to support the young trees until they are established.

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

- After being unveiled in January, the Children's Services Facebook page now has 70 friends.
- In addition to maintaining the Facebook page and working on web site conversion, Lisa Champelli engaged children and adults at the reference desk with MCPL ipads. She demonstrated a number of picture book apps as well as the ipad Tumblebooks interface.

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

- Winter Reading Program continued through February with 300 patron entries at Main or online. In addition to the public numbers, staff participation reached almost 200 entries. It's possible the promise of an e-reader as a grand prize is motivating for both staff and public!
- Last fall, Adult/Teen Services partnered with Pygmalion's to host a linoleum block cutting and print making program. Over the winter, staff at Pygmalion's matted and framed both prints and blocks in preparation for the display in the art gallery. As a kickoff for the gallery, the Library and Pygmalion's hosted an opening in the gallery area. Pygmalion's donated snacks and drinks and invited artists to be present at the opening to talk about their process. More than 30 people attended.



- Approximately 60 people attended this year's "Wintertelling" with the Bloomington Storytellers' Guild. The evening consisted of funny, sad, and nostalgic stories and a chance to talk to the storytellers at the end of the program complete with cookies and milk.
- Two classes from Bachelor Middle School participating in this year's National History Day contest spent time with Chris Hosler and members of the Monroe County and Indiana Historical Societies finding primary and secondary sources for their projects. Chris provided a short bibliographic instruction session each night focusing on online resources available through the library and elsewhere online and providing one-one-one help finding sources.
- It's Your Money hosted and was a part of multiple events in February. Three of them revolved around College Goal Sunday – "Saving and Paying for College" and two FAFSA Workshops. All three were well-attended, especially the FAFSA workshops, which drew capacity crowds to the 10-seat computer lab both days it was offered. The second round of Talk to an Expert drew only one attendee, so project librarian Jason Evans Groth scheduled a meeting with the "expert" to discuss ideas. "Duct Tape Wallet" programs were both offsite. At Big Brothers/Big Sisters Jason staffed a table where kids came and learned how to make duct tape wallets, after which there was discussion about It's Your Money. Participants received a SMART goal card to put in their new wallets and a handout with savings tips and helpful URLs. The program at Stepping Stones was a repeat program from December. We made wallets and discussed the importance of saving and library resources.
- Thirteen amateur genealogists took part in a beginning genealogy class presented by Luann Dillon, where they were introduced to the basic tools needed to begin searching for ancestors. Many said they were motivated to either begin the process or to take another stab at vaulting the brick walls they have encountered.
- Penny Gillie created an astronomy-themed bulletin board display for the children's room at Ellettsville Branch.
- The Encouraging Positive Patron Behavior team met twice to prepare for the March 1 roll-out of no smoking and the all- staff meeting to inform staff. A subcommittee on Internet filtering also met twice to review the state of filtering in 2012.
- Ellettsville's lobby display "Hungry Planet," borrowed from the Extension Agency, attracted patron interest and comments at the Ellettsville Branch.

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

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

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

- Penny Gillie and Andrea Spaulding received DRUPAL training from Phil Eskew. They will be leading Ellettsville staff in converting to new web pages and blogs.

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

- Managers continued meeting with staff to discuss 2012 work plans.

### ***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.**

- Weeding continues in the children's picture books at Ellettsville as well as in other collection areas at the Branch.

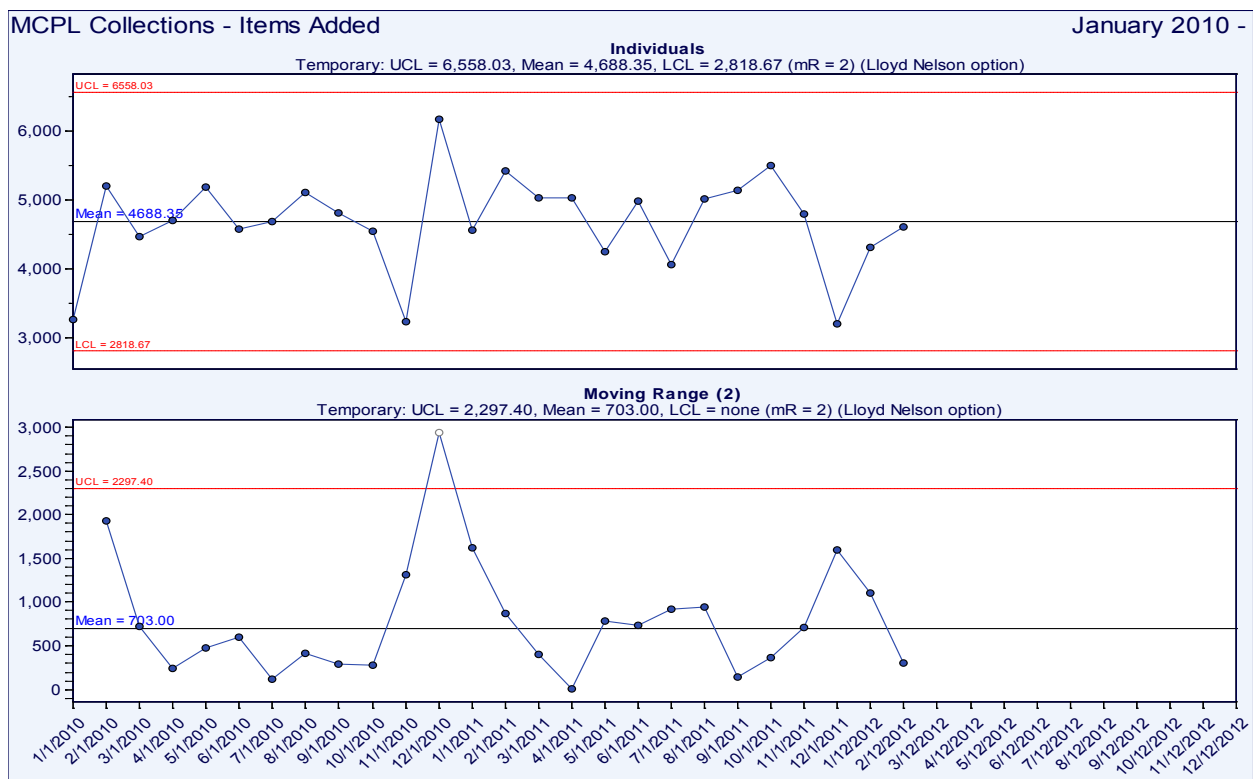
**4C. Continue to explore new formats.**

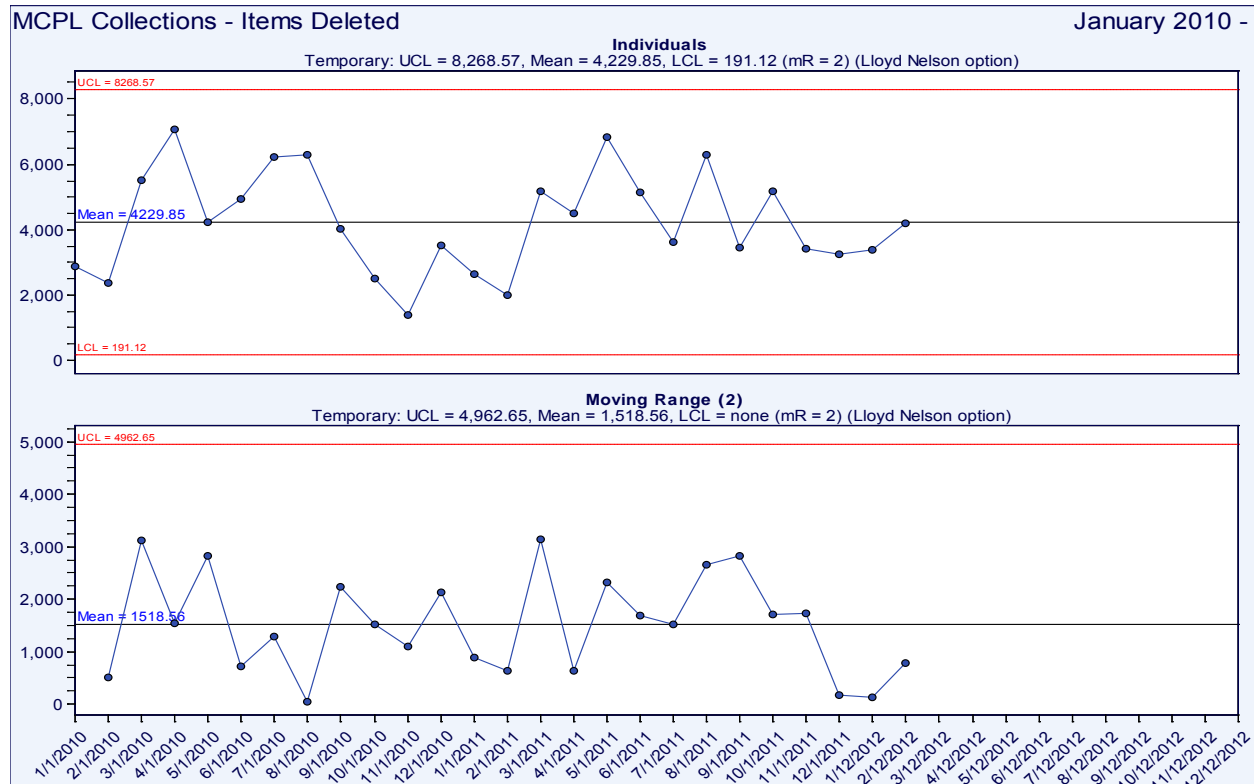
- Mickey Needham, Pam Wasmer, and Chris Jackson are working as a team to explore emerging opportunities to take advantage of digital resources, tools, and collections.

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

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

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





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

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

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

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

- Paula Singer presented session one in the leadership series for managers on February 16.

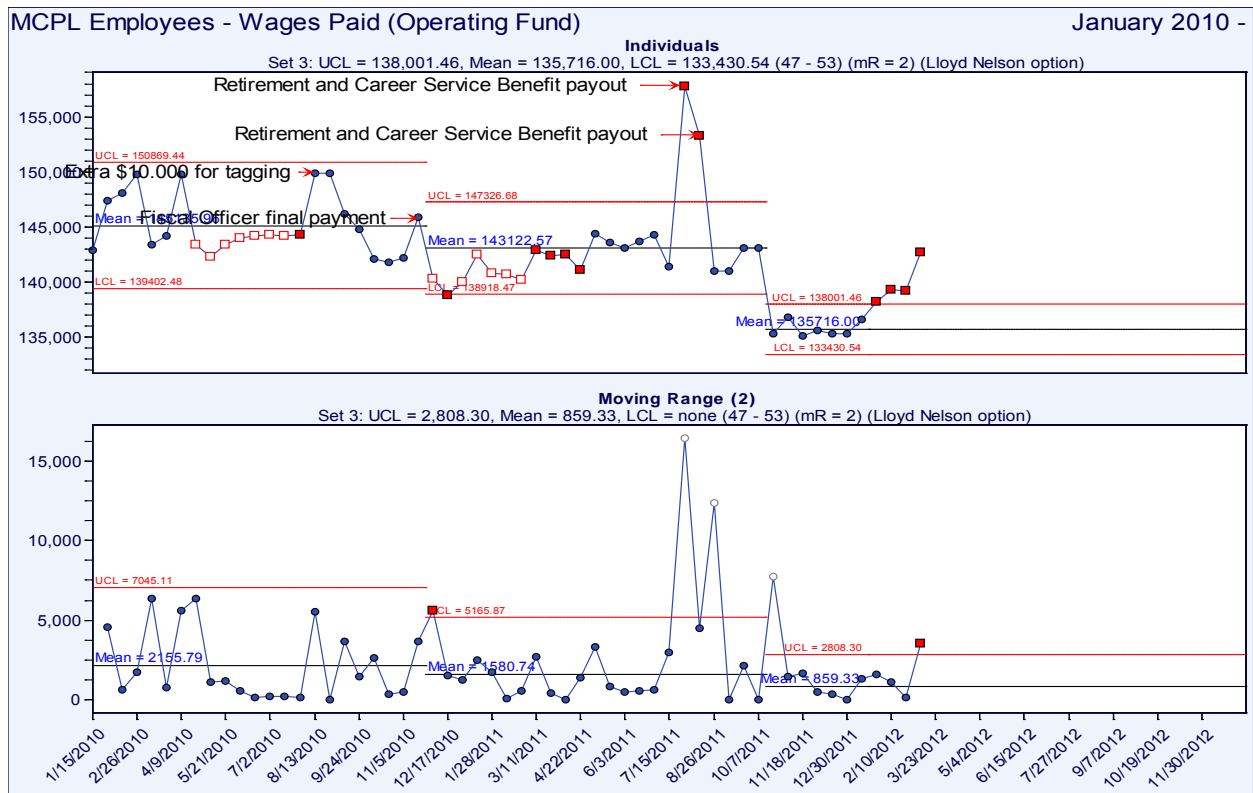
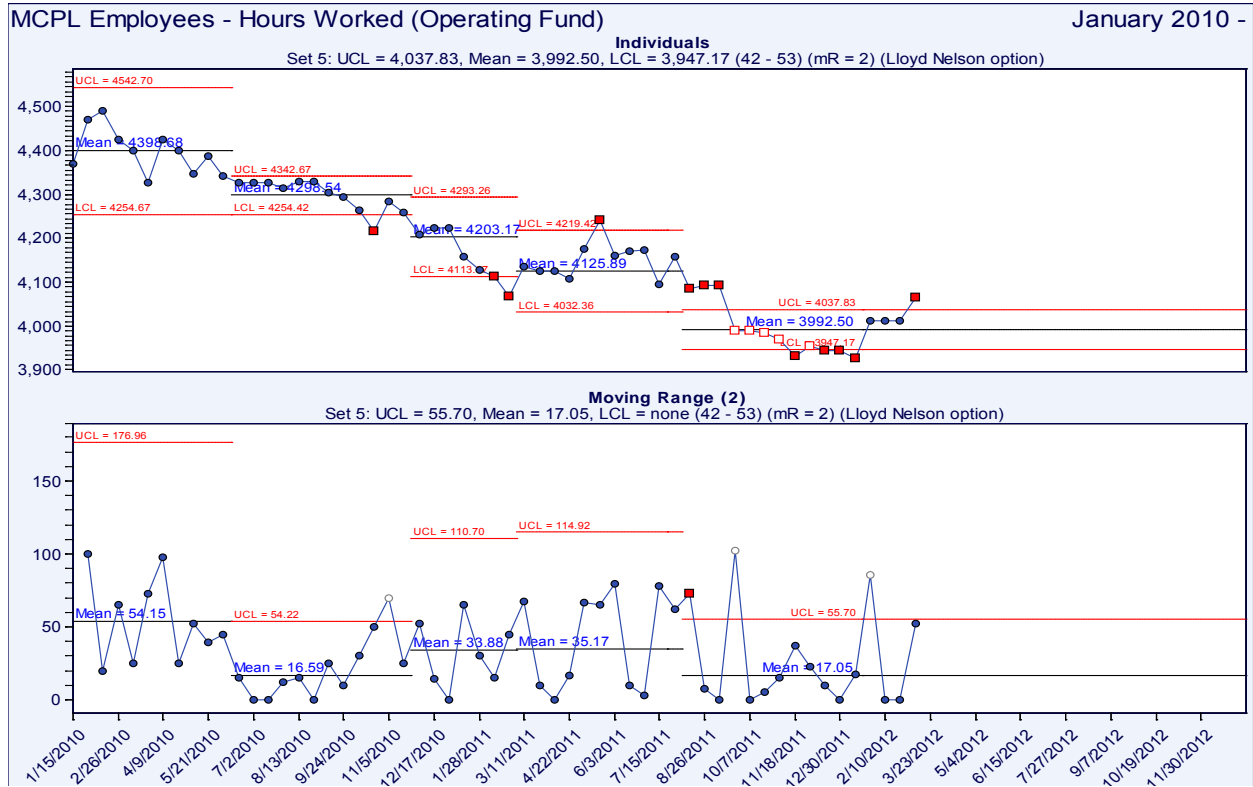
**5D. Complete negotiations for and begin implementation of first union contract. COMPLETED**

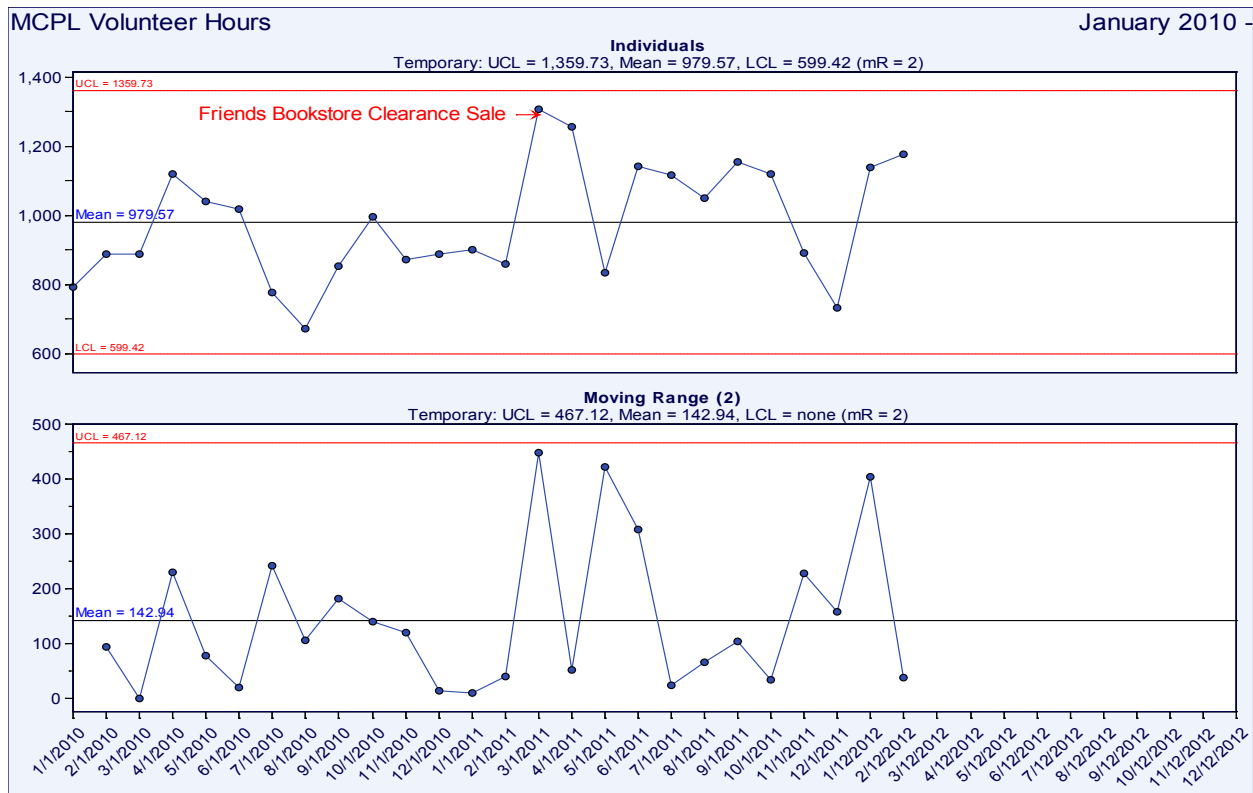
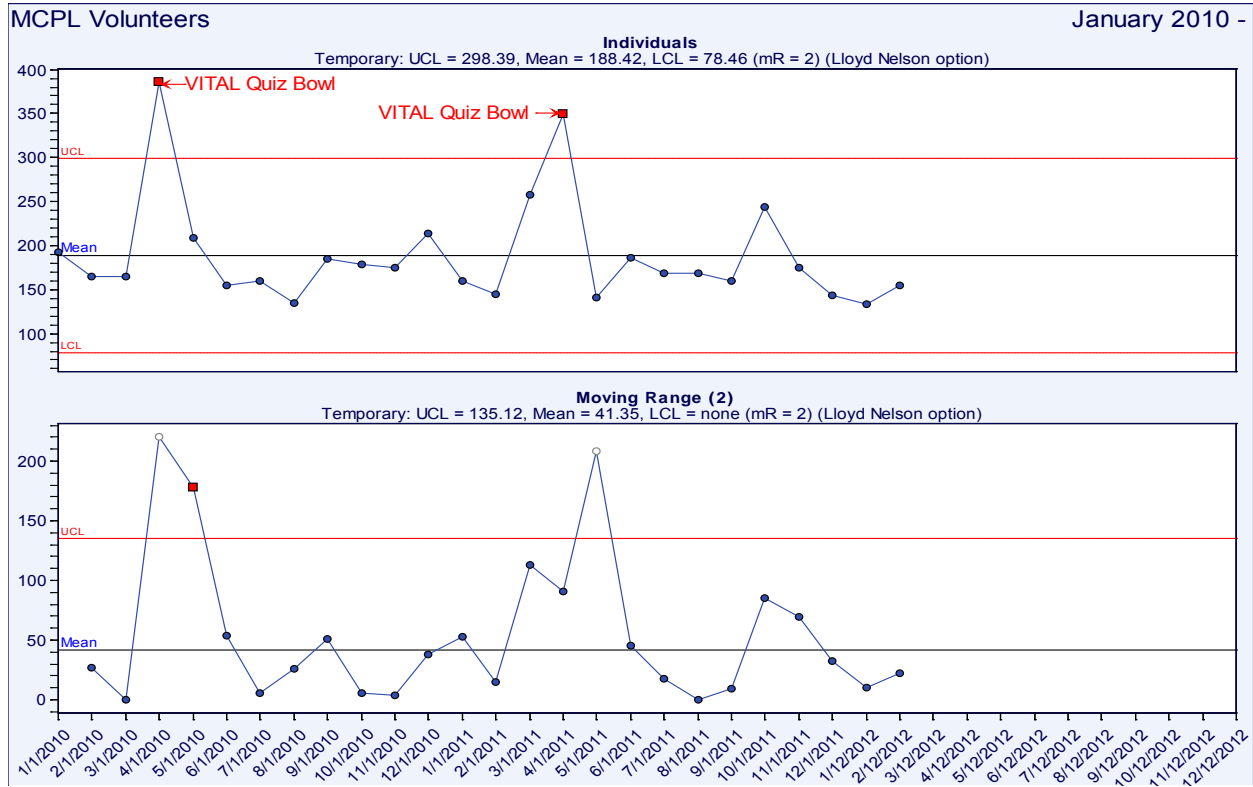
**5E. Optimize use of interns, volunteers, and work-study employees.**

- Two new teen volunteers worked very well for Ellettsville Branch at two February programs, and young volunteers and a counselor from the Boys and Girls Club of Ellettsville cleaned DVDs.

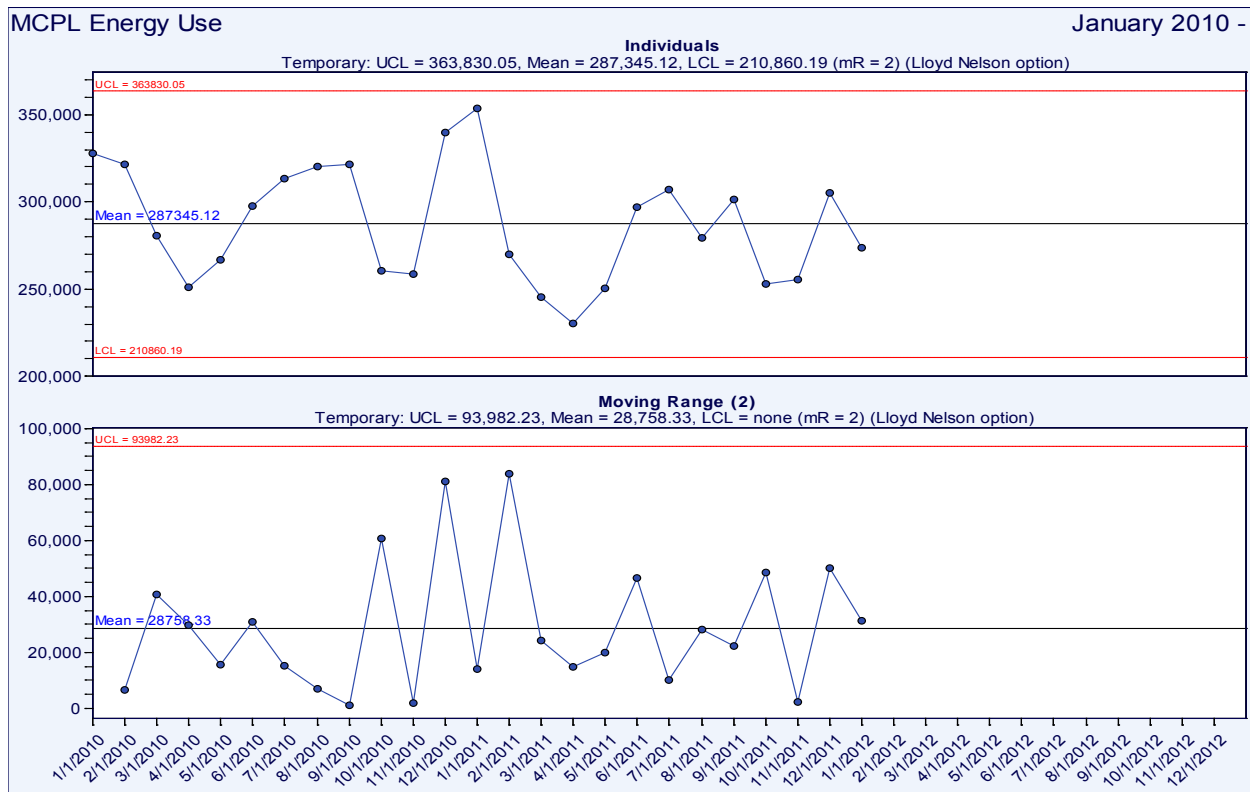
**5F. Increase efforts to be an inclusive and attractive employer.**

**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.

- Strategic planning consultant Jennifer Wilding made her initial visit on from February 27 through 29. She met with the Strategic Planning Steering Committee, with representatives from the community, Friends, Board of Trustees, and staff; visited potential sites for the “future search” conference, and met with the staff team supporting the conference and with the staff members of the Strategic Planning Steering Committee to finalize an invitation list for the conference.
- Ned Baugh, Kyle Wickemeyer-Hardy, and Sara Laughlin met with Craig Hickman, to discuss a technology audit.

## 5J. Maximize tax support.

- Financial Officer Gary Lettelleir received the 1782 budget notice from the Indiana Department of Local Government Finance and filed an appeal to correct some estimates changed by DLGF that affected final budget allocations.
- Sara Laughlin presented the first ever “State of the Library” address. Approximately 40 people attended and CATS cablecast the program several times. A front-page article in the Herald-Times summarized the presentation.

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

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

- Penny Gillie, library liaison, convened a meeting of the Friends marketing committee.
- Penny worked with the Friends hospitality committee to plan a “Coffee with Friends” event at the branch in April.
- The Friends finalized membership of the 2012 Campaign for Excellence Committee.
- Sara Laughlin participated in the wrap-up meeting of the 2011 Friends Author Event Committee.

**AGREEMENT BETWEEN MONROE COUNTY PUBLIC LIBRARY AND EL CENTRO COMUNAL LATINO, INC.**

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2012, by and between the El Centro Comunal Latino, Inc. (the Latino Community Center), and the Monroe County Public Library (the Library).

WHEREAS, the Library is dedicated to reaching out into the community through on-going outreach activities in an effort to serve Latino community residents; and

WHEREAS, the Library's purpose and goals coincide with El Centro Comunal Latino, Inc. goals for offering services and information to the Latino community, and

WHEREAS, the El Centro Comunal Latino, Inc. and the Library desire to cooperate in the continuation of an El Centro Comunal Latino, Inc. office at the Monroe County Public Library; and

WHEREAS, the Library has the ability to provide office space at the Main Library; and

WHEREAS the El Centro Comunal Latino, Inc. is authorized to plan and develop partnerships and contractual arrangements with non-city organizations to ensure delivery of services.

NOW THEREFORE, the parties do mutually agree to continue a mutually beneficial partnership, as follows:

**1. Purpose of Agreement:**

The purpose of this agreement is to outline a program partnership which will provide office space for El Centro Comunal Latino, Inc. within the Monroe County Public Library.

**2. Duration of Agreement:**

The term of this Agreement shall begin January 1, 2012 and run through December 31, 2012. The parties may agree in writing to renew or extend the term of the Agreement.

**3. El Centro Comunal Latino, Inc. agrees to:**

- A. Display the hours that the office is available to the public.
- B. Notify the Library of any office closings within 2 weeks of closing.
- C. Keep and report basic service statistics on a monthly basis to the Library Administration.
- D. Agrees to meet with the Library Administration on an annual basis to discuss the value of the partnership.
- E. Encourage future programming and outreach options that further the goals of each partner.

- F. Include information about the Library in El Centro Comunal Latino, Inc. brochures and publications.
- G. Provide its own supplies for its designated operations on an ongoing basis.
- H. Pay the sum of \$3,600 in quarterly installments of \$900, which shall be due and payable on the first of January, April, July, and October for the succeeding three months.
- I. Represent El Centro Comunal Latino, Inc., in a professional manner and reflect its commitment to quality services and customer satisfaction.

**4. The Monroe County Public Library agrees to:**

- A. Agrees to meet with El Centro Comunal Latino, Inc. staff on an annual basis to discuss operations.
- B. Provide an adequate office space, and equipment and furnishings as needed.
- C. Work with El Centro Comunal Latino, Inc. to provide information on their services via the Library website and provide El Centro Comunal Latino, Inc. staff with access to the Library's website.
- D. Develop programming as needs are identified and staffing allows.
- E. Include information about El Centro Comunal Latino, Inc. in its promotional materials.
- F. Represent the Library in a professional manner and reflect its commitment to quality services and customer satisfaction.

**5. Release of Liability**

El Centro Comunal Latino, Inc. shall release, hold harmless, and forever indemnify the Monroe County Public Library and its officers, employees, agents and assigns from any and all claims which may arise as a result of El Centro Comunal Latino, Inc. activities at, or use of, the Monroe County Public Library. This includes claims for personal injury, property damage, or any other type of claim which might be brought by THE LIBRARY, its employees, agents, or patrons, or any third party.

**6. Insurance**

El Centro Comunal Latino, Inc. shall maintain comprehensive general Liability insurance with coverage for bodily injury per person in any one occurrence and for any one occurrence for all persons in that occurrence, and property damage. El Centro Comunal Latino, Inc. shall notify THE LIBRARY within ten (10) days of any insurance cancellation.

**7. Termination**

Termination by mutual agreement: The parties may terminate this Agreement prior to December 31, 2012 by mutual written agreement. Unilateral termination: In the event that



one of the parties to this Agreement breaches any of its terms and conditions, the non-breaching party shall serve written notice of the breach to the other party by certified mail. The offending party shall then have ten (10) days from the date of mailing in which to cure the breach. If the offending party fails to cure the breach within ten (10) days, the non-breaching party may, at its option and in writing, unilaterally terminate the Agreement.

**8. Notice**

Notice regarding any significant concerns or issues of non-compliance shall be given to those contacts as follows:

**El Centro Comunal Latino, Inc.**

Becky Perez  
bpeducada@gmail.com

**Monroe County Public Library**

Sara Laughlin, Director  
303 E. Kirkwood Ave.  
Bloomington, IN 47408  
812-349-3050

Representatives for the day to day operational implementation of this agreement are:

**El Centro Comunal Latino, Inc.**

Becky Perez  
bpeducada@gmail.com

**The Monroe County Public Library**

Sue Sater, 349-3050

IN WITNESS WHEREOF, the parties have signed this Agreement on the date first set forth.

EL CENTRO COMUNAL LATINO, INC.

MONROE COUNTY PUBLIC LIBRARY

\_\_\_\_\_  
President, Board of Trustees  
El Centro Comunal Latino, Inc.

\_\_\_\_\_  
President, Board of Trustees  
Monroe County Public Library

**Agreement between Bloomington Community Radio WFHB  
and Monroe County Public Library  
for Production and distribution of Weekly News Program**

This agreement outlines the details of a joint news initiative to be undertaken by Bloomington Community Radio (WFHB) and the Monroe County Public Library through CATS.

Between January 1<sup>st</sup> and December 21, 2012, the two organizations will produce a weekly program focusing on primary issues(s) in Monroe County, based on content acquired from CATS coverage of local government meetings. The program shall be telecast on the CATS network. In addition, CATS agrees that the program will be both streamed and archived on the CATS website.

The weekly news program shall be a joint undertaking of WFHB and the Monroe County Public Library through CVATS. Each party to this agreement shall carry out the following responsibilities:

Monroe County Public Library through CATS will provide:

1. Footage collected during CATS' regular coverage of local government meetings
2. Other relevant cats material
3. Studio Production services, including equipment and facilities necessary to produce and create the half-hour program.
4. Weekly telecasts of the program on CATS channels 3, 12 and 14
5. The sum of \$10,000, which shall be payable to WFHB in four installments from the Library's Special Revenue Fund and not from funds received from property tax revenues. WFHB shall have access to deposited funds for any use in the ordinary and usual course of WFHB business.

WFHB will provide:

1. An anchor for the telecast
2. One on one interviews conducted by WFHB employees
3. WFHB will telecast the program by streaming on their website, possibly over the air on WFHB
4. WFHB will provide a staff person assigned to coordinate and produce the program
5. Additional WFHB volunteers
6. WFHB agrees to establish a separate fund for the money received from the Monroe County Public Library under this agreement, and to maintain a separate accounting record of the funds and provide the Monroe County Public Library a quarterly program and expenditure report within thirty days of the end of each quarter.

The Monroe County Public Library and WFHB agree that the editorial decisions shall be determined as a result of consultation between the CATS General Manager and the WFHB General Manager.

WFHB and Monroe County Public Library and CATS agree that the final show as produced and telecast shall become the property of the Monroe County Public Library and CATS and the appropriate acknowledgment of this ownership shall be stated in the credits for each show. The program shall be archived and retained in the same manner as all CATS programs.

The Monroe County Public Library and CATS and WFHB acknowledge that each party will direct their employees to meet their obligations under this agreement. Each party to this agreement shall be responsible for compensating the employees which they use to meet their obligations under this agreement. Monroe County Public Library, CATS and WFHB acknowledge that neither shall be responsible for nor share any liability for compensating the employees other than those under their employ.

The Monroe County Public Library, CATS and WFHB each acknowledge that no party to this agreement shall have a cause of action against any other party of this agreement as a result of the production of the news program. Each party to this agreement shall be responsible for obtaining all necessary insurance coverage to protect and indemnify them from any liability which they may incur as a result of participation under this agreement. Each party to this agreement shall be responsible for and meet their obligations as the employer of any employee who may provide services under this agreement and shall have no cause of action against the other party of this agreement for any cause of action brought against them by any employee providing services to an employer under this contract.

Each party to the agreement shall further secure a waiver of subrogation from any insurer providing insurance required hereunder.

All parties under this agreement acknowledge that this agreement may be amended only in writing and if such amendments are approved by the Monroe County Public Library Board of Trustees and the WFHB Board of Directors.

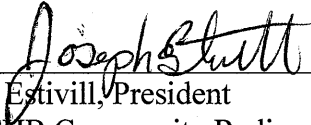
WFHB, Monroe County Public Library and CATS acknowledge that this agreement may be terminated at any time. Notice of termination shall be mailed at least 30 days in advance of the termination to the individuals listed below representing the other party:

Chad Carrothers, General Manager  
WFHB Community Radio  
108 West 4<sup>th</sup> Street  
Bloomington, IN 47404

Michael White, Manager  
CATS/Monroe County Public Library  
303 E. Kirkwood  
Bloomington, IN 47408

Sara Laughlin, Director  
Monroe County Public Library  
303 E. Kirkwood  
Bloomington, IN 47408

The parties further agree that this agreement may be renewed on an annual basis upon approval by the governing bodies of each party.



\_\_\_\_\_  
Joe Estivill, President  
WFHB Community Radio  
Board of Directors

Date 1/16/12

\_\_\_\_\_  
Melissa Pogue, President  
Board of Trustees  
Monroe Country Public Library

Date \_\_\_\_\_

# COLLECTION DEVELOPMENT POLICY

Adopted by the Monroe County Public Library Board of Trustees, October 18, 2006

Revised April 16, 2009

Revised January 19, 2011

## STATEMENT OF PURPOSE

The purpose of this policy is to inform the public and guide professional staff, outline the principles and criteria for selecting, retaining and discarding resources (print, nonprint and electronic). The policy assists the staff in building collections that are responsive to the community's educational, informational and recreational needs, while meeting the mission, roles and goals of the library.

## STATEMENTS OF MISSION, VISION AND GOALS

The Collection Development Policy of Monroe County Public Library (MCPL) falls under the umbrella of the following statements of Mission and Vision.

### Mission:

We enrich individual lives and strengthen our community by offering equitable access to information and opportunities for literacy, learning and enjoyment.

### Vision:

We aspire to be a dynamic library, essential to thoughtful, productive community life, and always meeting our community's evolving needs.

### Goals:

The goals that drive Collection Development are:

- Provide responsive service that meets the community's needs and interests.
- Provide high quality and relevant collections with active collection management.
- Utilize centralized collection management to increase efficiency in the library's acquisition and de-selection cycles.
- Provide services and collections to address emerging demographic trends.

The Mission, Vision, and Goals will support the Collection Development for all locations of Monroe County Public Library including the Main Library, the Ellettsville Branch, the Bookmobile and other service outlets.

## INTRODUCTION

The library collection contains materials which provide citizens of Monroe County with equitable access to information and materials for lifelong learning, enrichment and enjoyment. (See MCPL **Mission Statement**).

MCPL strives to collect materials representing different viewpoints. The library recognizes some materials may be considered controversial and may offend some users. Inclusion of questionable language or attitudes in materials is not in itself a reason to exclude them from the collection. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. Materials which represent only one point of view may be selected to

provide necessary alternatives to other material. The existence of a particular viewpoint in the collection is not an endorsement of that particular point of view, but an expression of the library's adherence to the principles of intellectual freedom.

The Board of Trustees of Monroe County Public Library adopts and declares that the American Library Association's Intellectual Freedom Statements will guide the development of the Library's collections. Specifically the library will adhere to and support the American Library Association's "Library Bill of Rights" (**Appendix A**), "Freedom to Read" (**Appendix B**), "Freedom to View" (**Appendix C**), and "Interpretations of the Library Bill of Rights" (**Appendix D**).

The Board of Trustees delegates the development of the collection to the Director, while the overall collection development process for MCPL involves a wide variety of individuals from the selectors to department managers to individual staff, including the Director.

## **SCOPE OF COLLECTION**

The scope of the collection refers to the range and types of materials selected including the formats offered and the level of difficulty. The scope is as broad as possible to allow for the maximum possibility of free expression and free access to ideas. The MCPL collection will focus on the general patron rather than the researcher. It will also take into consideration special groups of patrons within our community--for example Spanish-speaking individuals and emergent readers.

### **Selection Guidelines**

The "Selection Guidelines" relate to the Library's goals and objectives. Staff should keep the following in mind when recommending titles for selection. However, an item need not meet all considerations to be acceptable.

- Consider the identified, expressed or anticipated needs and interests of individuals in the general community.
- Consider the quality of content, such as timeliness, accuracy, literary merit, illustrations, indexes and bibliographies.
- Include different viewpoints, values, philosophies, cultures and religions whenever possible. Selections will not be made on the basis of any assumed approval or disapproval.
- Select a broad range of materials in all subject areas.
- Attempt to balance the collection with in-demand, current interest titles. (MCPL may purchase multiple copies of specific authors and/or in high demand current interest titles.)
- Assess the significance in relation to library resources already available.
- Utilize standard selection sources recognized by librarians to identify materials to be purchased.
- Utilize specialized knowledge of Library staff.
- Consider the reputation and/or significance of author, publisher and/or producer.
- Select a variety of reading and comprehension levels based on community needs.
- Provide a wide variety of formats to meet differing needs of individual patrons.
- Maximize the effectiveness of the available materials budget.
- Consider other community resources, interlibrary loan, etc. to maximize the Library's resources. Out-of-print, used items, or items that require Library staff to go beyond the scope of its normal purchasing procedures are usually not purchased.

- Strive to develop a collection that complements the curriculum of area educational institutions but does not duplicate curriculum materials in use by educational institutions or home schooled students.
- Consider patron requests within the overarching principles of selection.
- Assess the quality of binding and physical suitability for library use.
- Self-published or print on demand materials, especially by local authors, may be purchased by MCPL. The library uses the same criteria for purchasing these items as it does for other materials.

## **STANDARD SELECTION SOURCES**

Standard selection sources used to identify items for purchase may include:

- Professional journal reviews: Preference is given to positive reviews published in Publisher's Weekly, Kirkus, Booklist, Library Journal, School Library Journal, Criticas, Video Librarian, and other nationally recognized, library-oriented journals.
- Standard collection tools and recommended lists prepared by professional organizations and specialized vendors.
- Evaluative bibliographies in specialized areas.
- Lists such as "top 100", publishers' announcements, and similar sources.
- Award lists and "notable" and "recommended" lists published by professional associations.
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- Award lists and "notable" and "recommended" lists published by professional associations.

## **FORMATS**

The library acquires materials in a variety of formats. Selection within a format follows all general selection principles. (A list of formats currently being purchased can be found in **Appendix E.**)

The Library monitors the development of new formats and uses the principles of selection to decide the appropriate time to add them to the collection. The Library also monitors the declining use of a particular format. When that format is discontinued, the existing collection will continue to circulate until no longer useful. The Collection Development Committee reviews the addition and/or discontinuation of formats on an annual basis.

## **ACCESS TO THE COLLECTION**

The library collection is accessible to all residents of Monroe County. Most material is available for loan and the rest is available for in-house use. [For specific loan rules, see the Circulation policy.] Some items may be purchased to support staff in their jobs and may not be readily available to the public.

~~In addition to in-house computers,~~ Patrons may determine the Library's holdings through the Library's online catalog ([www.mcpl.info](http://www.mcpl.info)). The library also subscribes to a variety of proprietary databases covering a wide variety of subjects.

Additionally, all Indiana residents have access to INSPIRE ([www.inspire.net](http://www.inspire.net)), a collection of proprietary databases maintained by ~~INCOLSA ([www.incolsa.net](http://www.incolsa.net)), the statewide library consortium.~~ the Indiana State Library. INSPIRE is an integral component of the Library's electronic offerings and every effort is made to purchase individual products which complement rather than duplicate the coverage of INSPIRE.

Responsibility for the use of the library's collection by children rests with their parents and legal guardians. It is only the parent or legal guardian who may restrict his/her children—and ONLY his/her children—from access to library materials or services. Selection of adult materials will not be limited by the possibility that items may come into the possession of minors.

## **PRESERVATION**

The library's facility and budget do not accommodate extensive conservation and preservation activities for most materials. Reasonable attempts will be made to keep valuable material in the collection through cleaning, mending and repair. Other preservation efforts may include the transfer of information between formats in order to preserve the content when copyright allows.

The collection is not archival. No extraordinary efforts are made to retain or preserve last copies or out-of-print titles.

## **ANNUAL MATERIALS ALLOCATION**

The annual material budget for the Library is divided into four main categories: Books, Newspapers and Magazines, Nonprint, and Electronic Resources. The first three are required by the State Auditor. For the Library's own use, these categories are further divided by areas of collection and format. The materials budget is recommended by the Director and approved by the Library Board of Trustees as a portion of the Library's total budget. Factors used to determine the specific allocation for each area may include:

- Statistics based on usage by category
- Average cost of items in each category
- Number of items lost or withdrawn in an area
- Average circulation for each item by category
- Level of development for the category as determined by staff
- User requests in the area
- Start-up costs of new collections
- Replacement projects in given areas of the collection as required.

Areas that have not been sufficiently funded in the past, or areas that are totally new may receive extra funds at the discretion of the Director. The percentages may fluctuate from year-to-year depending on funding, target areas of the collection, and the library's goals and objectives.

See **Appendix F** for current materials budget allocation percentages.



## **GENERAL COLLECTION STATEMENTS**

### **ADULT COLLECTION**

#### **Fiction**

The fiction collection consists of retrospective and current titles of general fiction including short stories, genre fiction, large print, young adult and paperbacks.

The emphasis of the collection is on American and British authors, but world authors in English translation, local authors, and some small press publications are collected as well.

#### **Graphic Novels**

Graphic Novels are characterized by images in a static panel form, text is within the panels, usually in small blocks or balloons, bound in longer and more durable formats than comic magazines, using the same materials and methods as printed text-based books.

The Graphic Novel collection includes both fiction and nonfiction and is designed for young adult and adult audiences.

#### **Indiana Room**

This collection is established to contribute to the community's knowledge of Bloomington, Monroe County, and Indiana—past and present. The Indiana Room supports the community—patrons, organizations and businesses—by providing up-to-date sources and access to quality information about the County and State. In-house products are also created and maintained to facilitate easy access to topical information.

The Indiana Room genealogical collection emphasizes Indiana but also contains resources for other states with historical migration patterns to Indiana. Some of the material is archival. Included are county histories, genealogical material, and local and state publications. Some duplication of state and local items of high interest may be added to the Ellettsville Branch as well.

#### **Non-English**

The library maintains collections of non-English materials aimed at meeting the recreational and information needs of an increasingly diverse population within Monroe County. The non-English collections serve native speakers as well as students.

Resources include both print and non-print circulating materials. The collection also includes materials which aid in learning English as a second language (ESL). These are written in the native language of the learner.

The development of the non-English collection will be determined by demographics, patron requests, circulation statistics, and language needs assessments. The library will also work with educational and governmental officials, social service agencies and cultural centers to assess current needs and future trends.

#### **Nonfiction**

The adult nonfiction collection serves patrons from adolescence (defined as twelve years of age) through adulthood. It combines adult and young adult resources into one collection, offering access to the widest possible range of information.

The library seeks to maintain a well-rounded and balanced collection of nonfiction materials for the lay reader and to support patrons in their everyday life. Highly specialized or materials for college courses will not be purchased. The collection is designed to cover broad areas of knowledge and interest, including both basic works of permanent value and timely materials on current issues.

### **VITAL (Volunteers in Tutoring Adult Learners)**

VITAL helps adults achieve their personal literacy goals through one-on-one tutoring, basic classroom instruction and English as a second language (ESL) classes. Topics covered by the VITAL collection include coping skills/life skills, basic English/reading skills, Pre-GED materials, leisure reading, and books for teacher/tutors. Materials are selected at various reading levels for adult learners.

### **Young Adult Collection**

Young Adult materials are purchased to support a wide variety of interests from adolescence (age twelve) through adulthood. Selection is influenced by the special interests and developmental and informational needs of young adults and the bridging from the children's to adult resources.

While local curricula are generally supported, school textbooks and workbooks are specifically excluded from purchase in this collection.

### **CHILDREN'S COLLECTION**

This collection serves the needs and interests of children from birth through early adolescence (age twelve); provides distinctive resources for adults working with or interested in materials for children; and supports the delivery of library services to this age group.

The collection includes a variety of print and nonprint materials. School textbooks and workbooks are specifically excluded from the general circulating children's collection, but may be purchased to support homework assistance programs.

### **PERIODICALS AND NEWSPAPERS**

The periodical and newspaper collections supplement the book and nonprint collections by providing up-to-date information, covering current topics not yet available in other print media, and presenting a more concise treatment of a subject than is usually found in books. Emphasis for magazines is placed on popular titles, business needs and a representative sampling of other topics. The collection is also used by the staff for selection and professional development.

Funding constraints limit the number of subscriptions and copies purchased by the Library. Gift subscriptions may be accepted for magazines, if they meet general selection guidelines. The Library subscribes to a number of local, Indiana, regional and national newspapers. Older issues of selected materials may be available on microform. The subscription lists are reviewed annually by staff.

### **REFERENCE**

The Library maintains a collection of print reference sources, covering a wide variety of topics and intended to meet the informational needs of the general public. Standard resources make up the core of this collection, consisting of books updated on a continuing basis and of individual works selected to meet demonstrated patron and community demands. ~~(See **Appendix G** for the Encyclopedia Ordering Cycles.)~~

A core collection of print sources for children and adults who work with children is maintained. In addition, bibliographies of noted works for children are available for professional reference and readers' advisory.

The Library also subscribes to a variety of electronic products, databases, encyclopedias and other technology sources. Electronic products are purchased as funding allows to complement print offerings and to provide convenient access to information.

In addition, the Library provides and promotes patron use of reference and research products made available free of charge to Indiana libraries through INSPIRE, a statewide collection of databases.

Finally, a collection of professional materials is provided for staff use and are housed in various offices throughout MCPL. These titles generally serve a specific purpose related to such topics as programming, customer service, or administrative tasks. While not generally accessible to the public, titles available for checkout may be requested by patrons and will be handled via the Library's procedures for holds.

## **NONPRINT**

### **Audiobooks**

The audiobook collections include literature and popular fiction and nonfiction. Unabridged editions are preferred.

The adult collection also contains language instruction resources, study courses, and spoken performances.

The juvenile audiobook collection emphasizes popular fiction, but includes recommended nonfiction titles, especially folktales. The collection includes "read-along" CDs that come packaged with a book.

### **CD-ROMS**

The Ellettsville Branch as well as Children's Services at the Main Library has a small collection of software available on CD-ROM.

The juvenile CD-ROM collection emphasis is on products with educational content, supporting the curricular needs of school-age children. A limited number of games are also purchased.

### **Compact Discs (CDs)**

The adult music CD collection consists of original, unedited works. It is intended for adolescence through adulthood. The collection emphasizes current popular material from all genres.

The juvenile music collection on CD emphasizes materials for early childhood and primary grades (birth through Grade 3). Popular music is included and an effort is made to collect a representation of musical styles, genres and different cultures.

### **Downloadable Audiobooks, Videos, Music, and Ebooks**

The library provides patrons access to audio and electronic books (e-books) through a statewide consortium, Indiana Digital Media. The items are accessible through the Library's online catalog.

The collection emphasis is on adult fiction, but adult nonfiction and children's titles are also available.

Downloadable music is provided through Freegal.

### **DVDS**

The adult collection of DVDs contains a broad selection of entertainment, informational, and instructional videos. It is intended for adolescence (age twelve) through adult. The emphasis of the collection is on popular materials. In addition, the collection is balanced with classic movies, independent films, foreign films, and nonfiction educational and documentary titles.

There are a limited number of "public performance" (for group viewing) videos within the collection. (This means that they may be shown in a free public viewing setting—for example, a large group in a church or school—when checked out.) All current selections for this video collection are in DVD format.

The juvenile DVD collection emphasizes early childhood and primary grades (birth through Grade 3), especially for home use. There are some "public performance" (for group viewing) videos within the collection.

### **E-Books**

The library purchases electronic books which can be read through your home computer. These titles are accessible through the Library's online catalog.

### **Toys**

This collection is housed in Children's Services and provides recommended interactive learning materials appropriate for children from birth through age 4 that help develop skills needed for learning to read.

## **OTHER DEPARTMENTAL COLLECTIONS**

### **CATS (Community Access Television Services)**

CATS records and maintains a collection of Monroe County, City of Bloomington and other public municipal meetings. CATS also records and maintains a collection of local programs and events including arts and cultural activities, public panel discussions, and candidate forums. Decisions on what to add to the collection are based on what programs CATS feels that the community will most appreciate. More detailed information on how these events are selected for recording is available on the CATS website:

[www.catstv.net/policy\\_toc.html](http://www.catstv.net/policy_toc.html).

While CATS cannot cover all events, they do loan equipment to individuals and groups who want their event added to the CATS collection. Individuals and groups may also donate programming to the CATS collection, after paperwork is signed, stating the group or individual responsible for the content. There are a number of ways that the public can access the CATS collection. See the CATS website listed above.

## **RELATED SERVICES**

### **Interlibrary Loan**

Interlibrary loan is a transaction in which Monroe Public Library obtains/tries to obtain materials directly from another library on behalf of a patron, or another library borrows materials from the Monroe County Public Library on behalf of its patron. Interlibrary loan is a service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials which would not ordinarily be purchased by the library and to provide material from the collection to other libraries.

Monroe County Public Library patrons in good standing may request items not found in MCPL or other local library collections (such as Indiana University) through interlibrary loan.

Interlibrary loan is both a public service and an integral element in the collection development process. Staff may consider purchasing an item, in lieu of requesting it through ILL, if the material is requested frequently and deemed appropriate for selection within the guidelines described in this collection development policy.

### **Jail Library**

The Monroe County Jail Library consists of a collection of paperback and hardback books developed to meet the interests and needs of inmates at the Monroe County Correctional Center. Annual funding for this collection is made possible through Monroe County and official guidelines have been established for this purpose.

Selection of items is based on providing informational, educational and recreational reading materials to inmates. Criteria include titles that assist inmate reentry to society, promote rehabilitation and reduce recidivism. Special attention is given to areas of substance abuse, parenting and legal information. Emphasis is on popular reading material based on demand. In addition to the dedicated jail library collection, inmates have access to books from the Monroe County Public Library upon request, but are subject to review by the Correctional Facility's administration.

## **GIFTS AND DONATIONS**

The Monroe County Public Library Foundation gratefully accepts donations of gently used materials. The Foundation allows Library staff to select materials for the Library's collection according to the Library's selection guidelines. Items that are not added to the collection are forwarded to the Bookstore for sale or disposal and are not returned to the donor.

No conditions may be imposed relating to any gift, donation, or memorial either before or after its acceptance by the Library. Upon request the library will provide a receipt as to the number and format of items donated. The library can not determine the value of donations.

Donation of monetary gifts, memorials, and commemorations to the Library are a thoughtful way to remember a special person or occasion and to help build the Library's collection. Donors may suggest subjects or titles to be acquired with their donation, but the Library reserves the right to make the final decision. Upon request a special gift plate identifying the donor and/or the person being memorialized and/or honored is placed in the material purchased and the individual is notified by the library.

## **DE-SELECTION OF MATERIALS**

The staff reviews the collection continually to keep it responsive to patrons' needs, assess it for deficiencies (gaps), ensure its usefulness to the community and make room for newer materials. Titles may be weeded (withdrawn), retained, updated, rebound, reclassified or duplicated as justified by need. In general, weeding follows guidelines set out in the **CREW\*** (Continuous Review, Evaluation, and Weeding) Manual which includes:

- Physical condition
- Frequency of circulation
- Currency of information and the availability of updated material
- Permanent value to the collection, such as a classic book or an item of historical value
- Unnecessary copies or the presence of similar materials in the collection.
- Space to house the item
- Discontinuation of format

Inclusion of questionable language or attitudes, or a perception of factual inaccuracy, are not necessarily criteria for de-selection.

Withdrawn materials may be given to the Library Foundation for their Bookstore. Reference materials retaining informational value may be transferred to the circulating collection, offered to other libraries or nonprofit organizations within the community.

## **RECONSIDERATION OF MATERIALS**

The selection and de-selection of materials for the library is an on-going process, involving many different staff and many interactions with the community using the materials. Members of the community may have questions about the process or about selection of specific items. These questions are addressed as follows:

1. Questions concerning the process or a specific item in the collection can be answered by a librarian. The professional staff can clarify scope and depth of the collection, the role of individual and parental responsibility, and the use of selection guides. Many inquiries can be answered without pursuing the reconsideration process. The principles governing selection can be found in the Collection Policy Statement.
2. Patrons may wish to suggest alternative materials and may need to know about the process of making "Purchase Suggestions" (See **Appendix I**).
3. Patrons may choose to ask for a formal review of specific materials. To do so, the patron must fill out a "Request for Reconsideration of Library Material" form (**Appendix J**).
4. Procedures for Requests for Reconsideration:

- a) When the form is returned to the library, a copy should be made for the Department Manager in the department where the material is held. The original form will be forwarded to the Library Director.
- b) The Library Director will notify the patron that the Request has been received and that a Reconsideration Committee will review the material and make a recommendation for action.
- c) The Chair of the Collection Development Committee may form a Reconsideration Committee in consultation with the Director. This committee will consist of:
  - i. the selector for that budget area, who will chair the committee;
  - ii. the department manager (or designated representative) of the department in which the item is held; and
  - iii. a member of the Collection Development Committee who does not work in the department in which the item under review is held, and, in some cases,
  - iv. a representative from the community.
- d) All members of the Reconsideration Committee will read, view, or listen to the material within 30 days of receiving the request form. Original reviews and other pertinent information will be researched.
- e) The committee will meet to discuss and evaluate the material, and a response will be determined. The committee's response and a recommendation for action will be sent to the Library Director within 45 days after receiving the request.
- f) The Library Director, or designee, will respond to the individual who submitted the "Request for Reconsideration" form and copy the members of the Reconsideration Committee and the Library Board of Trustees.
- g) The individual who submitted the Request for Reconsideration may appeal in writing the Director's response to the Library Board within 10 days after receiving the Director's response.

## **POLICY REVIEW AND REVISION STATEMENT**

The Collection Development Committee will review the Collection Development Policy at their annual September meeting. Any recommended change(s) will be sent to the Director for review. Changes recommended by the Administrative Team will be sent to the Library Board of Trustees for consideration and/or further action.

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## **LIST OF APPENDICES:**

- Appendix A: **Library Bill of Rights**
  - Appendix B: **Freedom to Read**
  - Appendix C: **Freedom to View**
  - Appendix D: **Interpretations of the Library Bill of Rights**
  - Appendix E: **Formats Currently Purchased by MCPL**
  - Appendix F: **Purchase Suggestion Form**
  - Appendix G: Request for Reconsideration of Library Material
-

\*Larson, Jeanette. *CREW: a weeding manual for modern libraries/ revised and updated by Jeanette Larson.* --Austin, Tex.: Texas State Library and Archives Commission, 2008. p.: ill.; 28 cm.

## **APPENDIX E**

### *Formats Currently Purchased by MCPL*

- Books
- Audiobooks
- CD-Roms
- CDs
- Downloadable Books and Music
- DVDs
- Ebooks
- Electronic Databases
- Magazines
- Microforms
- Newspapers
- Toys