

BOARD OF TRUSTEES MEETING

Wednesday, July 18, 2012

5:45 p.m.

Meeting Room 1B

AGENDA

1. Call to Order – Kari Isaacson, President
2. Consent Agenda – action item – Sara Laughlin
 - a. Minutes of June 20, 2012 Board Meeting (page 1-4)
 - b. Minutes of July 11, 2012 Work Session (page 5-8)
 - c. Monthly Bills for Payment (page 9-15)
 - d. Monthly Financial Report (page 16-36)
 - e. Personnel Report (page 37)
 - f. 2012 Board Calendar (page 38)
3. Director's Monthly Report (page 39-55) – Sara Laughlin
4. Old Business
5. New Business – action items
 - a. Circulation Policy Update (page 56-62) – Bara Swinson
 - b. 2012 Fee Schedule Revisions to Add Circulation Charges (page 63) – Bara Swinson
 - c. Personnel Policy Section 5.01 Revision (page 64) – Kyle Wickemeyer-Hardy
6. Department Update – Circulation – Bara Swinson
7. Public Comment
8. Adjournment

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING**

**Wednesday, June 20, 2012
5:45 p.m.
Meeting Room 1B**

MINUTES

Trustees in Attendance:

Kari Isaacson, Valerie Merriam, Melissa Pogue, John Walsh, Steve Moberly, Dave Ferguson.
Absent: Fred Risinger.

Others in Attendance:

Sara Laughlin, Gary Lettelleir, Kyle Wickemeyer-Hardy, Bara Swinson, Margaret Harter, Chris Jackson, Chris Hosler, Michael White, Bethany Terry, Tom Bunger.

Call to Order

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

Consent Agenda

- a. Minutes of May 16, 2012 Board Meeting
- b. Minutes of June 13, 2012 Work Session
- c. Monthly Bills for Payment
- d. Monthly Financial Report
- e. Personnel Report
- f. 2012 Board Calendar

Kari Isaacson asked the Board members who would be present for the August Board meeting: Valerie will be absent; Melissa will be present; Dave will be present; Steve will be absent; John will be present; Kari will present.

Sara reported an error in the Personnel Report. Marilyn Wood's start date will be June 26, not April 26.

Valerie Merriam stated that she appreciated Gary Lettelleir following up on Fifth Third issue. She is glad it still provides us with net gain.

Steve Moberly moved to approve the Consent Agenda, Melissa Pogue seconded, unanimously approved.

Director's Monthly Report and Quarterly Report

Sara apologized for being late in getting the Quarterly Report formatted. From monthly report, she noted that May was spent preparing for summer. Children's Department librarians made 56 presentations in classrooms or groups. In viewing the program numbers and extraordinarily high points on chart you realize that's why even before summer starts, the program participation is very high.

Last year there were several snow days, so school got out later and consequently, the Summer Reading Program got off to a slow start. This year started out with an enormous bang. Sara thanked the Friends volunteers who came in and helped fold program guides when we ran out on the second day.

Sara also reported that there has been a big upsurge in camp groups coming into the library. We planned with camps in mind.

Sara met with the WTIU director and staff in May. Their opening comment was that our businesses are converging. Both have very similar missions. Their mission is "Read, View, Do." We are actively thinking about a number of partnership opportunities.

A team has been working on a Facebook page for the library, to complement the children's and teen pages already up. The new Facebook page will be debut on Monday. Look for the "Monroe County, Indiana" library page as there are Monroe County Public Libraries in at least two other states.

Sara pointed out a new chart (page 52) for this month showing that extending the 100% tobacco free enforcement to include the entire block has resulted in the average number of incidents per week being reduced from 13.9 to 3.9. Sara sent a letter to the City in support of funding an improvement project proposed by the Old Northeast Neighborhood Association to improve the corner of 6th and Lincoln Streets. The Association was successful in receiving funding and will begin work shortly.

The library received \$500. from the Bloomington Board of Realtors to support some landscaping supplies. We also have four Boy Scouts working on Eagle projects who will help with replacing existing euonymous groundcover with all native plants and grasses. Existing healthy trees will stay; the City will replace some that are between the street and sidewalk and are dead or dying.

The Quarterly Report has five months of data in some places. Circulation numbers show we are actually trending 2.5% ahead of last year's numbers. January and February were record-breaking months, but circulation was down a little in March and April when the weather was abnormally nice. On back side of report, library services page, formula error in translating from 2011 to 2012 in library visits. First column total for Main and Ellettsville visits should be 281,337. Visits are also up 3.2%; library program attendance up 13.2%, and meeting room use up 12.2%.

In 2012, the library switched from reporting page "hits" to page "views" to get a more accurate picture. The lower numbers reflect the change in what is counted, not a downturn in traffic.

The library hosted two sessions presented by the Indiana Department of Local Government Finance (DLGF) staff for local government officials filing budgets online. 16 people attended each of the two sessions.

Valerie asked if we would file the appeal resulting from the Auditor's Office error on Gateway and Sara said the appeal paperwork isn't available yet so we don't know.

Steve inquired about the minuses in the totals in the right-hand columns of the Circulation report and Sara explained that that was because we only have five months of data at this point.

Old Business

Valerie reported that she went to the restrooms as Sara suggested and the water temperature is lower now. She asked if anybody was looking into her questions last week about benefits packages and how to address the issue of some employees not participating even though they qualify.

Kyle Wickemeyer-Hardy, HR Manager, reported that we are beginning the process of reviewing benefits choices. Rules and regulations regarding who is eligible and who must be covered by health insurance are changing with health care reform. We are also looking at the Clinic to see if we might help some folks that could benefit from that since they are not eligible for the insurance. We are definitely looking at everything.

New Business

Valerie suggested that we discuss whether to allow Board members to participate in meetings via Skype and asked if our Bylaws would preclude allowing that. Sara responded that we can change our Bylaws, but she needs to verify if state open meeting laws allow electronic participation. Valerie stated she would like to pursue it. Steve said he thought a bill had been introduced by state universities during the 2012 legislative session, but he was not sure if it had passed.

Steve asked if school boards can do that and Valerie stated they cannot. Dave Ferguson stated that they will allow you to listen, maybe participate but not vote. Kari asked how this would work with television coverage. Valerie stated we needed to expand our vision as to what we can do.

Program Update – Bethany Terry, VITAL

Bethany Terry, new VITAL Coordinator, introduced herself. She has been on the job for two months. She reported that she has been impressed by depth of knowledge that our peers have and strength of community behind program.

Bethany shared that she has been in Bloomington for 12 years and has worked for a number of different educational groups including Bradford Woods and most recently Head Start as the

parent involvement coordinator. She comes from a library family; her mother and sister are both librarians.

The mission of VITAL is to assist adult learners in Monroe County to achieve their personal literacy goals through reading, comprehension, writing and math help. The match between learner and tutor is very important, so much preparation goes into matching.

Bethany hopes to work with the community to make sure all our services are running smoothly and we are not duplicating services.

VITAL currently has 82 learners matched with tutors, a two year high. This has been accomplished through effective recruitment, good matching of tutors and learners, and ongoing mentoring so tutors feel supported. There have been three tutor training sessions in 2012 resulting in 33 new tutors, of which 24 are currently matched, with 16 learners still on the waiting list. Another training session is planned in August.

VITAL will continue to recruit new tutors and increase programming. There is a growing need for assistance with math. Some tutors are as afraid of that as learners. Bethany wants to investigate programming for learners to provide a way to celebrate their accomplishments.

2013 will be the 30th anniversary of VITAL Quiz Bowl. In the last year, some seasoned teams dropped off. VITAL will be seeking a new generation of Quiz Bowlers.

Dave Ferguson asked Bethany how many of the 82 learners were ESL learners. Bethany stated that she thought roughly half, but she did not have actual statistics.

Valerie asked if we knew the illiteracy rate for Monroe County for English speakers. Bethany stated that she was not familiar with one. Dave suggested we spend our resources to help English-speaking residents who can't read versus ESL learners.

Steve asked Bethany what she saw as VITAL's biggest challenge over the next three years and her response was reaching out to make sure our name is familiar to the community and making sure VITAL's relationship with El Centro is strong and working well.

Public Comment

None.

Adjournment

Kari adjourned the meeting at 6:28 p.m.

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
WORK SESSION
Wednesday, July 11, 2012
5:45 p.m.
Meeting Room 1B**

MINUTES

Trustees in Attendance:

Kari Isaacson, Valerie Merriam, John Walsh, Steve Moberly, Dave Ferguson, Fred Risinger.

Absent: Melissa Pogue.

Others in Attendance:

Sara Laughlin, Gary Lettelleir, Kyle Wickemeyer-Hardy, Bara Swinson, Margaret Harter, Jennifer Kellams, Mary Loro, Michael White, Pam Wasmer, Mickey Needham, Marilyn Wood, Tom Bunger.

Call to Order

Kari Isaacson called the meeting to order at 5:48 p.m.

2013 Budget (revised)

Gary commented on the updated version of 2013 budget. He and Sara went over revenue and spending projections for all funds after the June work session. The changes since then are outlined on the cover page on budget information. We received final assessed value growth quotient; Gary had used a 2.6% estimate in the first draft and the DLGF recently confirmed the amount will be 2.8%. The result is an increase of about \$10,000 in property tax revenue.

Gary and Sara met with Dept of Local Government Finance to go over projections. The final figure for the County's Assessed Value is not available yet, but should be soon.

Expenditure changes in the budget were made as managers looked at their areas and fine-tuned their budgets.

Steve Moberly asked about the increase in wages and benefits and Gary responded that this was for an additional reference assistant position. Sara said that a reference assistant leaving in August has held a position split between Adult and Teen Services and Children's. When she met with both managers, they shared how difficult it was to schedule the shared position. In order to get librarians and managers off the desks more, as has been suggested during strategic planning, we are proposing to invest in full time reference assistant positions in both departments. The positions will cost about \$41,000, including wages and benefits.

Steve asked about the \$50,000 decrease in transfer to the Rainy Day Fund. Gary responded that there had been an increase in salaries and benefits and some other areas. To offset those and keep spending within the limit of AVGQ, he reduced the amount to transfer into the Rainy Day Fund. He still plans to transfer \$219,000 to LIRF. The Rainy Day Fund balance will increase

significantly in 2012 due to the adjustment for the 2011 and 2012 COIT payments. The COIT adjustment revenue received in 2012 is not reflected on the budget worksheets.

Steve asked if Gary was planning to pay for increases in the salary line by not transferring \$50,000 to Rainy Day and Gary responded yes. Kari asked if we were proposing decreasing the Rainy Day Fund for unemployment insurance. Sara said that we have been advised by the State Board of Accounts to include a line for unemployment insurance in the Operating Fund. Gary has included \$10,000; we hope not to use it.

Valerie asked if we are building our pool of funds for unemployment since we are self-insured. Sara responded that we allocate \$10,000 each year, in case we need it, but do not build a reserve from year to year.

Valerie also asked about the community relations equipment printer added to the budget. Sara stated that it was for large color posters printed by the Community Relations Department. John Walsh asked if we had one now. Sara said yes, but it is wearing out and our vendor has told us it cannot be fixed. John also asked if there was a maintenance fee or a service agreement and Gary stated that we do have a maintenance contract.

Valerie thanked Gary for adding additional funding to account for water utility increases.

Circulation Policy -- Fee Schedule Update to Reflect Circulation Policy Changes

Bara Swinson, Circulation Manager, presented an overview of the recommendations that the Circulation Policy Committee has formulated. The current policy hasn't been reviewed since 2006. Many things have changed and this proposal is the beginning of updating.

Bara stated that the purpose statement, regarding responsible lifelong library use, was a new section, and all subsequent statements in the policy refer to that purpose.

The first change involves the use of the collection agency. Upon advice from counsel we currently cannot give the collection agency an itemized list of replacement costs for an account. This causes a delay in the process when a patron disputes the charges. The collection agency must call us and ask for the charges since they don't have the list of itemized charges. The proposed policy would allow the library to provide that list to collection agency for this limited use.

The Committee is recommending no changes the amounts of fines and fees, but does wish to remove the specific dollar amounts from the Circulation Policy and include them instead in the Fines and Fees Schedule adopted by the Board each year. Eric Elliott, SLIS intern, worked with Gary last year to produce a comprehensive comparison to 43 other libraries. In his results the average fine is \$.19; our current fine is \$.25/day, with a maximum of \$10. The review showed that many of the comparison libraries charge different fees for more popular materials, e.g., DVDs and bestsellers, but the Committee is not recommending that.

Another change involves trying to alter the policy to reduce the number of children's cards that become blocked due to adults' abuse of the cards. Penny Gillie at Ellettsville reviewed data on

children's cards to see where money was owed. The data and anecdotal evidence also suggested that the problem appeared to be caused by adults using children's cards once their own cards have been suspended because of fines. Many cards of children aged 0 to four are blocked because they owe for overdue or lost adult materials.

Valerie asked how our Polaris system can preclude adult from using child's card and Bara explained that it's not Polaris but a policy issue. We need to put language in place to preclude this kind of use. Currently, we do not require ID or address verification for children who apply for cards. By adding the requirement for verification, we would have the opportunity to engage the adult in a conversation about the proper use of the child's card and to get their name and contact information. We are trying to address the problem at the time when a card is issued to a child.

Valerie asked if children's cards are still held at the library. Bara replied that they are not, due to increased online use that requires bar codes and self-checkout, both of which require the child to have the card number.

Valerie stated that she knows it is very difficult to catch adults using children's cards and understands how diplomatic we're trying to be.

Bara reported that the Committee took several proposals back and forth to managers' meeting and struggled with the changes. This proposal makes simple changes while keeping in place Read It Off and without limiting access for children.

Fred acknowledged that this seems to be a very neat way to balance difficult situation and told Bara she and her committee has done a good job.

Bara acknowledged that she and the committee worked very hard on coming up with recommendation. Lisa Champelli from the Children's Department wrote a long, heartfelt argument on eve of the presentation that caused the Committee to rethink its recommendation in order to protect children's unfettered access.

Steve asked if the fees underlined on the Fines and Fees Schedule are being increased. Sara responded that they are the same as in the previous policy, and are just being removed from the Circulation Policy and added to the Fines and Fees Schedule.

Steve inquired how we're doing on stopping the loss of materials and recouping materials that are lost and if the gates and use of collection agency are helping. Pam Wasmer shared that losses have been cut in half.

Kari asked if people are paying their fines before they are submitted to the collection agency and Bara said it is hard to tell, but the library has seen an increase in fine and fee revenue.

Sara shared that she received an email from the Circulation Department about items that patrons claim they have returned. In the past we would find a third of those on the shelves. With new "smart" book returns that check items in as they go through the slot, that number has gone down

substantially. Bara reported the overall number of claims have been cut in half and library errors account for less than 10%.

Kari asked if items placed in returns outside the building are checked in immediately. Bara said that one of the two slots in drive up (the one with the light) is a “smart” return and items are checked in immediately. The second box is a backup in case of a jam or electrical outage and is not a “smart” return. All others at the Main Library are. At Ellettsville, there are “smart” returns inside and outside, and there is also a emergency return there, not “smart,” but available in case the “smart” return malfunctions.

Kari said she appreciates the fact that we are not charging different amounts for fines.

Fred was willing to support the present proposal, but thought there may be a time when different items would require different fines.

Personnel Policy Section 5.01

Kyle Wickemeyer-Hardy resented proposed revisions to Section 5.01 of the Personnel Policy. During negotiations with AFSCME, the library agreed to provide five library shirts for each staff member in the Facilities Department and any other employees required by management to wear a library shirt. Some security guards requested jackets instead of shirts, since they are spending more time patrolling the grounds; maintenance staff also work outside year round. The Labor-Management Committee has reviewed and supports the proposed language.

Kari asked whether choosing the jacket would reduce the number of shirts and create a hardship for an employee. Kyle noted that would mainly affect a new employee, since others would have shirts from previous years. We would attempt to use shirts we have on hand, if necessary to help a new employee who needed both shirts and jacket. More experienced employees have plenty of shirts.

Kari asked if the employee has to take new shirts every year. Sara said that shirts do wear out, the library’s logo has changed, and employees appreciate the new shirts every year.

Fred shared that he has empathy for the people who need assistance, but since the smoking policy change, it is so much nicer for people coming into the library. He appreciated the efforts of staff.

Steve asked why the word “Security” was stricken from the policy and Kyle that Security staff are part of the Facilities department. Security staff is not covered under the AFSCME agreement while Facilities staff is covered.

Public Comment

None.

Adjournment

Kari adjourned the meeting at 6:32 p.m.

Financial Report Comments

Reports as of 6-30-12

Board Meeting Date 7/18/12

Monthly Budget Report:

The library is debt free!!!

The last payment on the \$15 million bond that had a 15 year repayment term was made in June. We can enjoy this debt free status for a few months. In December we will be selling the \$1.8 million general obligation bond.

The guideline for the portion of the annual budget spent after six months is 50%. The actual operating fund spending is 45.5% of the annual total budget.

There were three pay dates in June 2012 compared to two pay dates last year in June.

The second quarter PERF payment of \$113,298 is not included in the June spending. The payment was made in July.

Operating supplies are at about \$45,000 compared to about \$34,000 last year. The increase is due to the circulation supply line and the purchase of RFID tags.

In the Other Services and Charges category:

Professional Services are at about \$86,000 compared to \$148,000 last year. Last year we paid about \$35,000 to OCLC for catalog related services. The 2012 payment will probably be made in July. About \$24,000 of the decrease can be attributed to the collection services fees. Now that we are in our second year they are lower.

Communication and Transportation – The encumbered continuing education line spending is \$13,000 and it is the main reason for the increase.

Repairs and maintenance spending is at about \$47,000 compared to about \$7,000 last year. Most of the increase is related to the energy audit which was encumbered.

The other charges line is about \$108,000 compared to about \$8,000 last year because of the transfer to the rainy day fund. In 2012 we are making a monthly entry to charge one twelfth of total annual amount - \$200,000. Last year we made a lump sum entry at the end of the year.

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

MONROE COUNTY PUBLIC LIBRARY

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*Check Summary Register©

June 15, 2012 to July 12, 2012

Name	Check Date	Check Amt
06500 FIFTH THIRD CHECKING		
Paid Chk# 002724 AMERICAN INBOUND	6/15/2012	\$9.85 PAGER
Paid Chk# 002725 AMERICAN UNITED LIFE INS. CO.	6/15/2012	\$1,574.74 403b TSA-AUL W/H
Paid Chk# 002726 STEPHANIE HOLMAN	6/15/2012	\$34.32 FD/ELL SPLS
Paid Chk# 002727 VERIZON WIRELESS	6/15/2012	\$608.47 CELL PHONE SERVICE
Paid Chk# 002728 WEED WRENCH COMPANY	6/15/2012	\$225.00 HEAVY WEED WRENCH
Paid Chk# 002729 WRIGHT EXPRESS FSC	6/15/2012	\$155.30 FUEL
Paid Chk# 002730 AT&T (OK)	6/22/2012	\$57.06 LONG-DISTANCE
Paid Chk# 002731 BRENDA SEIBEL	6/22/2012	\$47.88 APPLES/ACHIEVE/PROGRAM FOOD
Paid Chk# 002732 ISU BAT CENTER	6/22/2012	\$75.00 FD/CHILD/SPR PROGRAM
Paid Chk# 002733 JPMORGAN CHASE BANK, NA	6/22/2012	\$2,707.56 VARIOUS
Paid Chk# 002734 MIDWEST PRESORT SERVICE	6/22/2012	\$621.81 POSTAGE SERVICES
Paid Chk# 002735 MONROE CTY PARKS &	6/22/2012	\$200.00 FD/ELL. PROGRAMMING
Paid Chk# 002736 AT&T (IL)	6/27/2012	\$1,301.07 PHONE CALLS
Paid Chk# 002737 AT&T ADVERTISING SOLUTIONS	6/27/2012	\$170.00 PHONE LISTINGS
Paid Chk# 002738 AT&T MOBILITY	6/27/2012	\$247.56 CELL PHONES
Paid Chk# 002739 CIGNA GROUP INSURANCE	6/27/2012	\$1,775.38 LIFE INS. JUNE- EMPLOYER PAID
Paid Chk# 002740 CITY OF BLOOMINGTON GARAGE	6/27/2012	\$480.00 JULY-DEC '12 PARKING
Paid Chk# 002741 CITY OF BLOOMINGTON	6/27/2012	\$1,621.77 WATER & SEWER
Paid Chk# 002742 DUKE ENERGY	6/27/2012	\$1,297.06 ELECTRICITY
Paid Chk# 002743 JERALD W. JAMES	6/27/2012	\$400.00 FINRA PROGRAMS
Paid Chk# 002744 LIBRARY JOURNALS, LLC	6/27/2012	\$295.00 ASSOC. DIRECTOR AD.
Paid Chk# 002745 PAUL MERKLEIN	6/27/2012	\$700.00 FD/CHILD/SRP PROGRAMMING
Paid Chk# 002746 THE AWARDS CENTER	6/27/2012	\$78.00 QUIZ BOWL PLAQUES/VITAL
Paid Chk# 002747 VECTREN ENERGY DELIVERY	6/27/2012	\$51.64 NATURAL GAS
Paid Chk# 002748 AFSCME COUNCIL 62	7/2/2012	\$1,189.78 UNION DUES W/H 6/15/12
Paid Chk# 002749 AMIE N. CRITES	7/2/2012	\$100.00 FD/CHILD-PERFORMANCES
Paid Chk# 002750 AMY BRUCE	7/2/2012	\$75.00 ZONE 4 PARKING PERMIT
Paid Chk# 002751 AUSTIN STROUD	7/2/2012	\$75.00 ZONE 4 PARKING PERMIT
Paid Chk# 002752 CHRIS JACKSON	7/2/2012	\$606.99 FD/ALA CONF.
Paid Chk# 002753 CITGO	7/2/2012	\$528.07 FUEL
Paid Chk# 002754 GEGRB/AMAZON	7/2/2012	\$6,569.20 BOOKS
Paid Chk# 002755 TAKE FLIGHT!WILDLIFE	7/2/2012	\$400.00 FD/CHILD-PROGRAMS
Paid Chk# 002756 MIDWEST PRESORT SERVICE	7/2/2012	\$373.10 POSTAGE SERVICES
Paid Chk# 002757 REPUBLIC SERVICES #694	7/2/2012	\$165.00 TRASH SERVICE
Paid Chk# 002758 SMITHVILLE DIGITAL, INC.	7/2/2012	\$1,425.00 MNTHLY INTERNET SERVICES
Paid Chk# 002759 VECTREN ENERGY DELIVERY	7/2/2012	\$46.00 NATURAL GAS
Paid Chk# 002760 AMERICAN UNITED LIFE INS. CO.	7/6/2012	\$1,606.13 403b TSA-AUL W/H
Paid Chk# 002761 MICHAEL T. ANDERSON	7/6/2012	\$400.00 INVESTING WORKSHOP/FINRA GRANT
Paid Chk# 002762 AMERICAN INBOUND	7/10/2012	\$9.85 PAGER
Paid Chk# 002763 ANTHEM BLUE CROSS BLUE	7/10/2012	\$58,484.86 HEALTH INS.-JULY '12
Paid Chk# 002764 AT&T (IL)	7/10/2012	\$294.67 4 DEDICATED LINES
Paid Chk# 002765 COLONIAL LIFE	7/10/2012	\$497.73 VARIOUS INS. - JULY '12
Paid Chk# 002766 ELLETTTSVILLE UTILITIES	7/10/2012	\$257.38 WATER & SEWER
Paid Chk# 002767 GLHEC	7/10/2012	\$301.20 GARNISHMENT W/H
Paid Chk# 002768 GUARDIAN LIFE INS. CO.	7/10/2012	\$3,729.54 DENTAL & VISION INS. - JULY '12
Paid Chk# 002769 JANET LAMBERT	7/10/2012	\$7.99 FD/CHILD SPLS
Paid Chk# 002770 JOSHUA WOLF	7/10/2012	\$30.00 FD/CHILD SPLS
Paid Chk# 002771 KAREN KIRK	7/10/2012	\$18.99 FD/STRATEGIC PLAN FOOD
Paid Chk# 002772 LEGAL SHIELD	7/10/2012	\$71.76 PRE-PAID LEGAL W/H
Paid Chk# 002773 MARY FRASIER	7/10/2012	\$493.46 STORYTELLING CONF.
Paid Chk# 002774 MICHELE NEEDHAM	7/10/2012	\$433.75 ALA CONF. FEES & EXPENSES
Paid Chk# 002775 MIDWEST PRESORT SERVICE	7/10/2012	\$347.54 POSTAGE SERVICES
Paid Chk# 002776 MONROE COUNTY YMCA	7/10/2012	\$182.76 YMCA DUES W/H
Paid Chk# 002777 SMITHVILLE COMMUNICATIONS,	7/10/2012	\$239.29 TELEPHONE

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June 15, 2012 to July 12, 2012

Name	Check Date	Check Amt	
Paid Chk# 002778 UNITED WAY	7/10/2012	\$177.00	UNITED WAY W/H
Paid Chk# 002779 VERIZON WIRELESS	7/10/2012	\$126.03	BKM DATA LINES
Paid Chk# 002780 BAKER & TAYLOR BOOKS	7/12/2012	\$3,210.00	DATABASES
Paid Chk# 002781 MARY FRASIER	7/12/2012	\$66.24	FD/CHILD - SRP
Paid Chk# 002782 PENNY GILLIE	7/12/2012	\$30.12	FD/ELL SPLS
Paid Chk# 002783 PUBLIC EMPLOYEES	7/12/2012	\$113,298.57	2ND QTR. '12 PERF
Paid Chk# 002784 SOPHIA A. SALEH	7/12/2012	\$15.00	REFUND ON LOST ITEM
Paid Chk# 002785 ACADEMIC THERAPY	7/12/2012	\$125.40	BOOKS
Paid Chk# 002786 ADP, INC.	7/12/2012	\$352.29	BACKGROUND CHECKS
Paid Chk# 002787 ALL-PHASE ELECTRIC SUPPLY	7/12/2012	\$689.46	LIGHT BULBS
Paid Chk# 002788 AUDIOGO	7/12/2012	\$371.72	NONPRINT
Paid Chk# 002789 B & H PHOTO-VIDEO	7/12/2012	\$5,198.86	FURNITURE & EQUIPMENT
Paid Chk# 002790 BAKER & TAYLOR BOOKS	7/12/2012	\$47,568.83	BOOKS
Paid Chk# 002791 BANCTEC INC.	7/12/2012	\$643.62	MAINT. CIRC EQUIP.
Paid Chk# 002792 BLACKSTONE AUDIO, INC.	7/12/2012	\$222.00	NONPRINT
Paid Chk# 002793 BTY, INC.	7/12/2012	\$295.20	BLDG REPAIR
Paid Chk# 002794 BWI	7/12/2012	\$756.32	BOOKS
Paid Chk# 002795 CARMICHAEL TRUCK &	7/12/2012	\$644.24	BKM REPAIR
Paid Chk# 002796 CDW GOVERNMENT, INC.	7/12/2012	\$379.11	IS SPLS
Paid Chk# 002797 CINTAS CORPORATION	7/12/2012	\$1,657.64	FIRST-AID SPLS/NEW AED
Paid Chk# 002798 CITY GLASS OF BLOOMINGTON,	7/12/2012	\$992.09	BLDG REPAIR
Paid Chk# 002799 CVS SYSTEMS INC.	7/12/2012	\$375.00	FLAGS
Paid Chk# 002800 DEMCO, INC.	7/12/2012	\$206.16	A/V CATALOGING SPLS & OFFICE SPLS
Paid Chk# 002801 DUNCAN VIDEO, INC.	7/12/2012	\$2,790.00	EQUIPMENT & SOFTWARE CONSULTING
Paid Chk# 002802 EBSCO	7/12/2012	\$121.50	PERIODICALS
Paid Chk# 002803 FEDEX OFFICE	7/12/2012	\$30.80	EVALUATION FORMS
Paid Chk# 002804 FREEDOM BUSINESS SOLUTION	7/12/2012	\$2,200.21	PRINTER, DRUM, CARTRIDGES, REPAIRS
Paid Chk# 002805 GALE	7/12/2012	\$5,514.18	DATABASES & BOOKS
Paid Chk# 002806 HALL SIGNS, INC.	7/12/2012	\$275.74	SIGNS
Paid Chk# 002807 HP PRODUCTS	7/12/2012	\$2,064.19	CLEANING SPLS & EQUIP. REPAIR
Paid Chk# 002808 INDIANA POWER SERVICE &	7/12/2012	\$457.50	PREVENTATIVE MAINT.
Paid Chk# 002809 INDIANA STATE LIBRARY	7/12/2012	\$2,250.00	2ND QTR. '12 PLAC
Paid Chk# 002810 JIM GORDON, INC	7/12/2012	\$113.66	MNTHLY COPIER MAINT.
Paid Chk# 002811 KEITH CONSTRUCTION	7/12/2012	\$2,500.00	BATHROOM REMODEL
Paid Chk# 002812 JAMES KIP MAY	7/12/2012	\$200.00	PHOTO/M. WOOD
Paid Chk# 002813 LOGISTECH, INC.	7/12/2012	\$227.14	BOOKS
Paid Chk# 002814 LOWE'S	7/12/2012	\$496.35	BLDG SPLS
Paid Chk# 002815 MIDWEST COLLABORATIVE FOR	7/12/2012	\$250.00	ANNUAL MEMBERSHIP-7/1/12 TO 6/30/12
Paid Chk# 002816 MIDWEST TAPE	7/12/2012	\$22,893.74	VARIOUS INVOICES-NONPRINT & BOOKS
Paid Chk# 002817 NOLAN'S LAWN CARE SERVICE	7/12/2012	\$1,075.56	LAWN SERVICE
Paid Chk# 002818 OVERDRIVE	7/12/2012	\$3,500.00	E-BOOKS
Paid Chk# 002819 OXMOOR HOUSE, INC.	7/12/2012	\$36.91	BOOKS
Paid Chk# 002820 PIP # 548	7/12/2012	\$685.31	STATIONERY
Paid Chk# 002821 POLARIS LIBRARY SYSTEMS, INC	7/12/2012	\$30,342.43	SOFTWARE MAINT. - 8/1/12 TO 7/31/13
Paid Chk# 002822 B,B & C POW PEST CONTROL,	7/12/2012	\$84.00	PEST CONTROL
Paid Chk# 002823 QUILL CORPORATION	7/12/2012	\$732.33	OFFICE SPLS & PAPER
Paid Chk# 002824 RANDOM HOUSE, INC.	7/12/2012	\$1,394.25	NONPRINT-VARIOUS INVOICES
Paid Chk# 002825 RECORDED BOOKS, LLC	7/12/2012	\$2,625.16	BOOKS
Paid Chk# 002826 RESTORATION PRESS	7/12/2012	\$15.00	BOOK
Paid Chk# 002827 SELECT EMBROIDERY	7/12/2012	\$5,843.00	UNIFORMS & BOOK BAGS
Paid Chk# 002828 SENECA CO., OHIO,	7/12/2012	\$35.00	BOOKS
Paid Chk# 002829 SIGNS NOW	7/12/2012	\$108.00	YARD SIGNS
Paid Chk# 002830 STANSIFER RADIO COMPANY IN	7/12/2012	\$92.23	STEREN/CATS IS SPLS
Paid Chk# 002831 TANTOR MEDIA	7/12/2012	\$436.28	NONPRINT
Paid Chk# 002832 THE WEEK	7/12/2012	\$59.00	PERIODICALS/1 YR.

***Check Summary Register©**

June 15, 2012 to July 12, 2012

	Name	Check Date	Check Amt		
Paid Chk#	002833	UNIQUE MANAGEMENT SERVICE	7/12/2012	\$1,423.05	COLLECTION AGENCY-CIRC.
Paid Chk#	002834	WEST PAYMENT CENTER	7/12/2012	\$280.56	PERIODICALS
Paid Chk#	002835	WESTON WOODS STUDIOS	7/12/2012	\$50.87	NONPRINT
		Total Checks		\$362,299.36	

MONROE COUNTY PUBLIC LIBRARY
CHECKING ACCOUNTS
06/15/12 - 07/12/12

Fifth Third Checking Account/Check Register Total	\$362,299.36
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (June '12)	660.82
Fifth Third Checking-Monthly Service Charge (July '12)	73.00
Fifth Third Checking-Monthly Final Bond Payment	278,999.20
Add: Payrolls	
Vouchers 06/15/12 Payroll (ECI)	113,343.94
Electronic transfer (ECI) employee/employer taxes	39,623.43
Electronic transfer (ECI) employee "HSA"	2,007.97
Electronic transfer 06/19/12 (TASC) employee "FSA"	363.45
Vouchers 06/29/12 Payroll (ECI)	114,768.03
Electronic transfer (ECI) employee/employer taxes	39,740.97
Electronic transfer (ECI) employee "HSA"	2,007.97
Electronic transfer 07/03/12 (TASC) employee "FSA"	363.45
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	\$954,251.59

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 20842</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
5/8/2012		E019-006-32400 IND STATE COUNCIL/SHRM MTG.	\$320.00
5/11/2012		E001-005-31700 PAY FLOW/MNTHLY CC FEE	\$87.45
5/11/2012		E004-001-21350 KMART/SPLS-FUTURES CONF.	\$81.67
5/25/2012		E001-001-33200 MR. COPY/LANDSCAPE DRAWINGS	\$102.60
5/25/2012		E001-006-33100 CENTRAL IN ASTD/JOB POSTING	\$50.00
5/3/2012		E019-015-21350 MARSH/FOOD-VITAL PARTY	\$16.11
5/4/2012		E019-015-21350 MARSH/FOOD-VITAL PARTY	\$59.97
5/16/2012		E009-001-33200 MR. COPY/FUTURES' CONF.COPIES	\$103.26
5/19/2012		E019-010-22900 DISPLAYS2GO/SUMMER READING DISPLAYS	\$121.82
5/21/2012		E016-015-21350 CM SCHOOL SUPPLY/WAHL GRANT/OUTREACH	\$57.47
6/1/2012		E019-011-32400 NAT'L STORYTELLING/CONF. FEE	\$420.00
5/7/2012		E004-006-21350 VILLAGE DELI/AD CANDIDATE LUNCH	\$20.28
5/8/2012		E004-006-21350 MICHAEL'S/AD CANDIDATE LUNCH	\$31.55
5/10/2012		E004-006-21350 MALIBU GRILL/AD CANDIDATE LUNCH	\$23.22
5/11/2012		E004-006-21350 CAFÉ DJANGO/AD CANDIDATE LUNCH	\$23.78
5/11/2012		E001-001-21300 OVERNIGHTPRINTS/NOTE PAD CREDIT/FUTURES	(\$16.50)
5/30/2012		E001-007-33200 CONSTANTCONTACT/NEWSLETTER SUBSC.	\$15.00
5/14/2012		E001-018-45100 PAYPAL/BOOKS	\$67.97
5/16/2012		E001-018-45300 WTIU/NONPRINT	\$79.80
5/16/2012		E001-018-45300 JACOBS SCHOOL/NONPRINT	\$12.00
5/21/2012		E019-018-45100 PAYPAL/PATRON REQUEST/ADULT BKS	\$23.30
5/25/2012		E001-018-45300 BGSU/NONPRINT	\$23.95
5/30/2012		E001-018-45300 BLINKWORKS/NONPRINT	\$31.90
5/17/2012		E019-011-21350 THE GAME PRESERVE/FD/CHILD SPLS	\$18.80
5/24/2012		E019-011-21350 STAPLES/FD-CHILD SPLS	\$47.74
5/24/2012		E019-011-21350 MARSH/FD-CHILD FOOD	\$16.60
5/24/2012		E019-011-21350 HOBBY-LOBBY/FD-CHILD SPLS	\$53.59
5/11/2012		E019-010-21350 KROGER/FD-ADULT REFRESHMENTS	\$31.19
5/23/2012		E001-010-31500 WHENTOWORK/SCHEDULING SOFTWARE MAINT.	\$400.00
5/31/2012		E019-010-21350 4IMPRINT/FD-TEEN SRP PRIZES	\$375.90
5/11/2012		E001-005-31700 IND SECRETARY OF STATE/REPORT	\$7.14
Total			\$2,707.56

VOUCHER NO. 20842

WARRANT NO. 2733

JPMORGAN CHASE BANK, NA

ALLOWED

MONROE COUNTY PUBLIC LIBRARY
MONTHLY SUMMARY OF BUDGET CATEGORIES
AS OF JUNE 30, 2012
SIX MONTHS = 50.0%

	2012 JUNE	2011 JUNE	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	412,501.03	285,024.87	1,814,022.78	3,849,557.66	1,713,371.08	2,035,534.88	47.1%	52.9%
EMPLOYEE BENEFITS	32,680.02	20,889.74	535,532.46	1,292,197.59	519,133.16	756,665.13	41.4%	58.6%
OTHER WAGES	333.43	2,090.08	3,064.16	9,300.00	7,695.97	6,235.84	32.9%	67.1%
TOTAL PERSONNEL SERVICES	445,514.48	308,004.69	2,352,619.40	5,151,055.25	2,240,200.21	2,798,435.85	45.7%	54.3%
SUPPLIES								
OFFICE SUPPLIES	6,589.34	5,946.67	20,219.27	49,160.00	24,831.36	28,940.73	41.1%	58.9%
OPERATING SUPPLIES	12,588.43	7,535.52	45,578.36	101,400.00	34,159.87	55,821.64	44.9%	55.1%
REPAIR & MAINT. SUPPLIES	949.50	846.44	11,192.72	25,700.00	10,184.31	14,507.28	43.6%	56.4%
TOTAL SUPPLIES	20,127.27	14,328.63	76,990.35	176,260.00	69,175.54	99,269.65	43.7%	56.3%
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	12,912.25	42,237.28	86,263.34	350,140.00	147,841.02	263,876.66	24.6%	75.4%
COMMUNICATION & TRANSPORTATION	4,622.31	3,870.96	41,976.34	104,600.00	31,474.65	62,623.66	40.1%	59.9%
PRINTING & ADVERTISING	462.60	183.32	968.16	8,800.00	2,343.78	7,831.84	11.0%	89.0%
INSURANCE	2,002.00	-1,409.00	58,793.00	56,100.00	53,247.00	-2,693.00	104.8%	-4.8%
UTILITIES	26,896.84	19,961.71	151,341.79	312,200.00	141,628.88	160,858.21	48.5%	51.5%
REPAIR & MAINTENANCE	10,182.68	1,510.76	46,657.12	84,386.00	7,084.56	37,728.88	55.3%	44.7%
RENTALS	9,706.00	9,706.00	28,982.50	33,700.00	29,424.50	4,717.50	86.0%	14.0%
ELECTRONIC SERVICES	32,300.00	0.00	34,363.55	128,583.00	0.00	94,219.45	26.7%	73.3%
OTHER CHARGES	16,666.67	0.00	107,875.96	215,390.00	8,136.00	107,514.04	50.1%	49.9%
TOTAL OTHER SERVICES & CHARGES	115,751.35	76,061.03	557,221.76	1,293,899.00	421,180.39	736,677.24	43.1%	56.9%
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	1,335.03	1,295.67	5,419.86	10,811.88	2,984.01	5,392.02	50.1%	49.9%
OTHER CAPITAL OUTLAY	84,049.91	102,476.29	486,347.21	1,009,317.00	511,749.06	522,969.79	48.2%	51.8%
TOTAL CAPITAL OUTLAY	85,384.94	103,771.96	491,767.07	1,020,128.88	514,733.07	528,361.81	48.2%	51.8%
TOTAL OPERATING EXPENDITURES	666,778.04	502,166.31	3,478,598.58	7,641,343.13	3,245,289.21	4,162,744.55	45.5%	54.5%
				2011 BUDGET	7,465,919.52			
				%USED IN 2011	43.5%			

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF JUNE 30, 2012

	2012 JUNE	2011 JUNE	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	11,052.93	7,259.72	47,896.02	164,792.01	43,558.31	116,895.99	29.1%	70.9%
1130 PROFESSIONAL/SUPERVISORS	57,226.94	37,587.53	247,983.29	495,966.80	217,451.94	247,983.51	50.0%	50.0%
1140 PROFESSIONAL ASSISTANTS	138,973.01	104,938.45	619,700.41	1,291,404.64	629,630.67	671,704.23	48.0%	52.0%
1150 SPECIALISTS & TECHNICIANS	92,026.05	57,990.72	397,436.93	824,581.94	353,001.81	427,145.01	48.2%	51.8%
1160 CLERICAL ASSISTANTS	47,477.23	32,909.41	205,633.14	455,807.47	204,770.16	250,174.33	45.1%	54.9%
1170 PAGES	27,025.40	17,806.85	120,512.70	268,544.64	106,181.35	148,031.94	44.9%	55.1%
1190 BUILDING MAINTENANCE	38,719.47	26,532.19	174,860.29	348,460.16	158,776.84	173,599.87	50.2%	49.8%
TOTAL SALARIES	412,501.03	285,024.87	1,814,022.78	3,849,557.66	1,713,371.08	2,035,534.88	47.1%	52.9%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	24,292.47	16,930.31	106,711.41	239,860.56	101,107.45	133,149.15	44.5%	55.5%
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	89,083.67	386,771.31	83,114.03	297,687.64	23.0%	77.0%
1240 EMPLOYER CONT/INSURANCE	2,706.13	0.00	314,780.69	608,874.69	311,222.04	294,094.00	51.7%	48.3%
1250 EMPLOYER CONT/MEDICARE	5,681.42	3,959.43	24,956.69	56,691.03	23,689.64	31,734.34	44.0%	56.0%
TOTAL EMPLOYEE BENEFITS	32,680.02	20,889.74	535,532.46	1,292,197.59	519,133.16	756,665.13	41.4%	58.6%
OTHER WAGES								
1310 WORKSTUDY	0.00	0.00	2,730.73	4,300.00	2,961.29	1,569.27	63.5%	36.5%
1180 TEMPORARY STAFF	333.43	2,090.08	333.43	5,000.00	4,734.68	4,666.57	6.7%	93.3%
TOTAL OTHER WAGES	333.43	2,090.08	3,064.16	9,300.00	7,695.97	6,235.84	32.9%	67.1%
TOTAL PERSONNEL SERVICES	445,514.48	308,004.69	2,352,619.40	5,151,055.25	2,240,200.21	2,798,435.85	45.7%	54.3%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
1004 MISCELLANOUS UNAPPROPRIATED	0.00	303.78	0.00	0.00	1,018.98	0.00	#DIV/0!	#DIV/0!
2110 OFFICIAL RECORDS	0.00	773.99	0.00	1,000.00	1,613.26	1,000.00	0.0%	100.0%
2120 STATIONERY & PRINTING	0.00	0.00	0.00	2,760.00	301.57	2,760.00	0.0%	100.0%
2130 OFFICE SUPPLIES	820.23	320.94	4,974.75	21,300.00	7,326.72	16,325.25	23.4%	76.6%
2135 GENERAL SUPPLIES	0.00	0.00	90.67	0.00	0.00	-90.67	#DIV/0!	#DIV/0!
2140 DUPLICATING	5,769.11	4,547.96	15,153.85	24,100.00	14,570.83	8,946.15	62.9%	37.1%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2170 TRAINING MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OFFICE SUPPLIES	6,589.34	5,946.67	20,219.27	49,160.00	24,831.36	28,940.73	41.1%	58.9%

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

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF JUNE 30, 2012

	2012 JUNE	2011 JUNE	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
OPERATING SUPPLIES								
2210 CLEANING SUPPLIES	1,596.24	3,537.52	15,922.04	30,650.00	17,093.94	14,727.96	51.9%	48.1%
2220 FUEL, OIL, & LUBRICANTS	19.99	0.00	3,620.13	11,000.00	3,877.32	7,379.87	32.9%	67.1%
2230 CATALOGING SUPPLIES-BOOKS	1,068.30	129.09	2,257.25	5,500.00	2,022.10	3,242.75	41.0%	59.0%
2240 A/V SUPPLIES-CATALOGING	0.00	1,726.75	1,823.79	10,950.00	2,856.77	9,126.21	16.7%	83.3%
2250 CIRCULATION SUPPLIES	9,800.00	2,142.16	17,380.12	33,000.00	4,226.78	15,619.88	52.7%	47.3%
2260 LIGHT BULBS	0.00	0.00	2,046.60	3,000.00	2,646.63	953.40	68.2%	31.8%
2280 UNIFORMS	0.00	0.00	946.00	1,900.00	1,261.00	954.00	49.8%	50.2%
2290 DISPLAY/EXHIBIT SUPPLIES	103.90	0.00	1,582.43	5,400.00	175.33	3,817.57	29.3%	70.7%
TOTAL OPERATING SUPPLIES	12,588.43	7,535.52	45,578.36	101,400.00	34,159.87	55,821.64	44.9%	55.1%
REPAIR & MAINTENANCE SUPPLIES								
2300 IS SUPPLIES	127.65	167.25	1,702.43	6,600.00	3,133.01	4,897.57	25.8%	74.2%
2310 BUILDING MATERIALS & SUPPLIES	762.01	679.19	9,268.47	15,800.00	5,274.57	6,531.53	58.7%	41.3%
2315 ENERGY AUDIT MAT'LS & SPLS	0.00	0.00	0.00	2,000.00	1,650.05	2,000.00	0.0%	100.0%
2320 PAINT & PAINTING SUPPLIES	59.84	0.00	221.82	300.00	126.68	78.18	73.9%	26.1%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.0%	100.0%
TOTAL REPAIR & MAINTENANCE SUPPLIES	949.50	846.44	11,192.72	25,700.00	10,184.31	14,507.28	43.6%	56.4%
TOTAL SUPPLIES	20,127.27	14,328.63	76,990.35	176,260.00	69,175.54	99,269.65	43.7%	56.3%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
30040 MISC. UNAPPROPRIATED	1.00	0.00	1.00	0.00	0.00	-1.00	#DIV/0!	#DIV/0!
3110 CONSULTING SERVICES	0.00	0.00	0.00	3,000.00	90.00	3,000.00	0.0%	100.0%
3120 ENGINEERING/ARCHITECTURAL	0.00	51.18	0.00	40,000.00	2,862.66	40,000.00	0.0%	100.0%
3130 LEGAL SERVICES	1,317.81	0.00	4,917.15	15,500.00	7,875.12	10,582.85	31.7%	68.3%
3140 BUILDING SERVICES	1,836.50	802.75	7,886.71	40,000.00	12,613.64	32,113.29	19.7%	80.3%
3150 MAINTENANCE CONTRACTS	4,115.36	2,969.64	35,305.27	139,840.00	27,746.53	104,534.73	25.2%	74.8%
3160 COMPUTER SERVICES (OCLC)	0.00	35,161.46	8,550.00	51,300.00	41,286.46	42,750.00	16.7%	83.3%
3170 ADMIN/ACCOUNTING SERVICES	2,777.58	3,252.25	20,742.71	36,500.00	22,878.11	15,757.29	56.8%	43.2%
3175 COLLECTION AGENCY SERVICES	2,864.00	0.00	8,860.50	24,000.00	32,488.50	15,139.50	36.9%	63.1%
TOTAL PROFESSIONAL SERVICES	12,912.25	42,237.28	86,263.34	350,140.00	147,841.02	263,876.66	24.6%	75.4%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	2,490.32	754.26	14,544.49	30,600.00	12,346.44	16,055.51	47.5%	52.5%
3220 POSTAGE	1,238.33	1,239.56	8,947.69	30,000.00	11,635.00	21,052.31	29.8%	70.2%
3230 TRAVEL EXPENSE	243.66	458.82	1,345.70	10,000.00	2,029.06	8,654.30	13.5%	86.5%
3240 PROFESSIONAL MTG. (OFF-SITE)	0.00	50.00	19.00	10,000.00	246.00	9,981.00	0.2%	99.8%
3250 CONTINUING ED. (ON-SITE)	0.00	1,270.69	3,259.53	10,000.00	5,072.58	6,740.47	32.6%	67.4%
32501 ENCUMBERED CONTINU. ED.(ON-SITE)	0.00	0.00	13,000.00	13,000.00	0.00	0.00	100.0%	0.0%
3260 FREIGHT & DELIVERY	650.00	97.63	859.93	1,000.00	145.57	140.07	86.0%	14.0%
TOTAL COMMUNICATION & TRANSPORTATION	4,622.31	3,870.96	41,976.34	104,600.00	31,474.65	62,623.66	40.1%	59.9%

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

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF JUNE 30, 2012

	2012 JUNE	2011 JUNE	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
PRINTING & ADVERTISING								
3310 ADVERTISING & PUBLICATION	345.00	146.84	835.56	2,900.00	468.14	2,064.44	28.8%	71.2%
3320 PRINTING	<u>117.60</u>	<u>36.48</u>	<u>132.60</u>	<u>5,900.00</u>	<u>1,875.64</u>	<u>5,767.40</u>	2.2%	<u>97.8%</u>
TOTAL PRINTING & ADVERTISING	462.60	183.32	968.16	8,800.00	2,343.78	7,831.84	11.0%	89.0%
INSURANCE								
3410 OFFICIAL BOND	0.00	0.00	450.00	700.00	450.00	250.00	64.3%	35.7%
3420 OTHER INSURANCE	<u>2,002.00</u>	<u>-1,409.00</u>	<u>58,343.00</u>	<u>55,400.00</u>	<u>52,797.00</u>	<u>-2,943.00</u>	<u>105.3%</u>	<u>-5.3%</u>
TOTAL INSURANCE	2,002.00	-1,409.00	58,793.00	56,100.00	53,247.00	-2,693.00	104.8%	-4.8%
UTILITIES								
3510 GAS	51.64	0.00	1,045.53	3,800.00	1,364.14	2,754.47	27.5%	72.5%
3520 ELECTRICITY	24,968.29	18,869.78	142,789.88	290,500.00	134,416.75	147,710.12	49.2%	50.8%
3530 WATER	<u>1,876.91</u>	<u>1,091.93</u>	<u>7,506.38</u>	<u>17,900.00</u>	<u>5,847.99</u>	<u>10,393.62</u>	<u>41.9%</u>	<u>58.1%</u>
TOTAL UTILITIES	26,896.84	19,961.71	151,341.79	312,200.00	141,628.88	160,858.21	48.5%	51.5%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	0.00	320.00	1,656.19	22,000.00	760.31	20,343.81	7.5%	92.5%
3630 OTHER EQUIP/FURNITURE REPAIRS	192.40	395.94	3,835.26	13,800.00	2,178.68	9,964.74	27.8%	72.2%
36301 ENCUMBERED EQUIP/FURN REPAIRS	9,700.00	0.00	36,166.00	39,586.00	0.00	3,420.00	91.4%	8.6%
3640 VEHICLE REPAIR & MAINTENANCE	0.00	671.85	3,126.53	6,000.00	3,512.69	2,873.47	52.1%	47.9%
3650 MATERIAL BINDING/REPAIR SERV.	<u>290.28</u>	<u>122.97</u>	<u>1,873.14</u>	<u>3,000.00</u>	<u>632.88</u>	<u>1,126.86</u>	<u>62.4%</u>	<u>37.6%</u>
TOTAL REPAIR & MAINTENANCE	10,182.68	1,510.76	46,657.12	84,386.00	7,084.56	37,728.88	55.3%	44.7%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	9,706.00	9,706.00	28,982.50	33,600.00	29,424.50	4,617.50	86.3%	13.7%
3720 EQUIPMENT RENTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>0.00</u>	<u>100.00</u>	<u>0.0%</u>	<u>100.0%</u>
TOTAL RENTALS	9,706.00	9,706.00	28,982.50	33,700.00	29,424.50	4,717.50	86.0%	14.0%
ELECTRONIC SERVICES								
38450 DATABASES SERVICES	29,300.00	0.00	31,213.55	88,170.00	0.00	56,956.45	35.4%	64.6%
38460 E-BOOKS SERVICES	<u>3,000.00</u>	<u>0.00</u>	<u>3,150.00</u>	<u>40,413.00</u>	<u>0.00</u>	<u>37,263.00</u>	<u>7.8%</u>	<u>92.2%</u>
TOTAL ELECTRONIC SERVICES	32,300.00	0.00	34,363.55	128,583.00	0.00	94,219.45	26.7%	73.3%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	0.00	0.00	6,825.98	7,590.00	7,176.00	764.02	89.9%	10.1%
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	99,999.98	200,000.00	0.00	100,000.02	50.0%	50.0%
3950 EDUCATIONAL SERV/LICENSING	<u>0.00</u>	<u>0.00</u>	<u>1,050.00</u>	<u>5,300.00</u>	<u>960.00</u>	<u>4,250.00</u>	<u>19.8%</u>	<u>80.2%</u>
TOTAL OTHER CHARGES	<u>16,666.67</u>	<u>0.00</u>	<u>107,875.96</u>	<u>215,390.00</u>	<u>8,136.00</u>	<u>107,514.04</u>	<u>50.1%</u>	<u>49.9%</u>

TOTAL OTHER SERVICES/CHARGES	115,751.35	76,061.03	557,221.76	1,293,899.00	421,180.39	736,677.24	43.1%	56.9%
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*NOTE: BUDGET LINES THAT HAVE BEEN EXCEEDED WILL HAVE MONEY TRANSFERRED INTO THEM FROM BUDGET LINES THAT HAVE EXCESS MONEY IN THEM AT THE END OF THE YEAR.

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF JUNE 30, 2012

	2012 JUNE	2011 JUNE	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
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	0.00	0.00	792.96	1,000.00	300.82	207.04	79.3%	20.7%
44105 ENCUMBERED FURNITURE	0.00	0.00	0.00	0.00	1,387.52	0.00	#DIV/0!	#DIV/0!
4420 AUDIO VISUAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	1,335.03	1,295.67	3,115.02	8,300.00	1,295.67	5,184.98	37.5%	62.5%
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!
TOTAL FURNITURE & EQUIPMENT	1,335.03	1,295.67	5,419.86	10,811.88	2,984.01	5,392.02	50.1%	49.9%
OTHER CAPITAL OUTLAY								
4510 BOOKS	54,259.08	47,292.78	297,235.76	595,008.00	282,057.54	297,772.24	50.0%	50.0%
4520 PERIODICALS & NEWSPAPERS	191.80	208.80	1,580.04	45,971.00	4,735.27	44,390.96	3.4%	96.6%
4530 NONPRINT MATERIALS	29,599.03	50,974.71	187,531.41	368,338.00	204,743.66	180,806.59	50.9%	49.1%
4540 ELECTRONIC RESOURCES	0.00	4,000.00	0.00	0.00	20,212.59	0.00	#DIV/0!	#DIV/0!
TOTAL OTHER CAPITAL OUTLAY	84,049.91	102,476.29	486,347.21	1,009,317.00	511,749.06	522,969.79	48.2%	51.8%
TOTAL CAPITAL OUTLAY	85,384.94	103,771.96	491,767.07	1,020,128.88	514,733.07	528,361.81	48.2%	51.8%
TOTAL OPERATING EXPENDITURES	666,778.04	502,166.31	3,478,598.58	7,641,343.13	3,245,289.21	4,162,744.55	45.5%	54.5%

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

MONROE COUNTY PUBLIC LIBRARY

Operating Budget & Expenditure Report

January 1, 2012 to June 30, 2012

6 months = 50.0%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	June 2012	2012 YTD Amt	2012 YTD Balance	2012 %YTD Budget
11200	ADMINISTRATION	\$164,792.01	\$7,368.61	\$7,368.62	\$7,368.62	\$7,368.62	\$7,368.62	\$11,052.93	\$47,896.02	\$116,895.99	29.06%
11300	PROF/SUPERVISORS	\$495,966.80	\$38,151.28	\$38,151.28	\$38,151.26	\$38,151.26	\$38,151.27	\$57,226.94	\$247,983.29	\$247,983.51	50.00%
11400	PROFESSIONAL	\$1,291,404.6	\$95,337.60	\$95,876.31	\$97,649.88	\$92,758.60	\$99,105.01	\$138,973.01	\$619,700.41	\$671,704.23	47.99%
11500	SPECIALIST/TECHNICIANS	\$824,581.94	\$60,862.56	\$61,790.02	\$63,174.89	\$59,803.37	\$59,780.04	\$92,026.05	\$397,436.93	\$427,145.01	48.20%
11600	CLERICAL ASSISTANTS	\$455,807.47	\$30,788.03	\$30,581.55	\$31,690.24	\$32,031.60	\$33,064.49	\$47,477.23	\$205,633.14	\$250,174.33	45.11%
11700	PAGES	\$268,544.64	\$16,971.36	\$19,678.51	\$19,472.85	\$18,262.77	\$19,101.81	\$27,025.40	\$120,512.70	\$148,031.94	44.88%
11800	TEMPORAY STAFF	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$333.43	\$333.43	\$4,666.57	6.67%
11900	BUILDING	\$348,460.16	\$26,911.87	\$26,905.00	\$27,005.01	\$27,365.67	\$27,953.27	\$38,719.47	\$174,860.29	\$173,599.87	50.18%
12100	FICA/EMPLOYER	\$239,860.56	\$16,240.20	\$16,486.33	\$16,740.56	\$16,200.80	\$16,751.05	\$24,292.47	\$106,711.41	\$133,149.15	44.49%
12300	PERF/EMPLOYER	\$386,771.31	\$0.00	\$0.00	\$0.00	\$89,083.67	\$0.00	\$0.00	\$89,083.67	\$297,687.64	23.03%
12400	INS/EMPLOYER	\$608,874.69	\$17,599.45	\$136,387.27	\$57,418.27	\$43,567.70	\$57,101.87	\$2,706.13	\$314,780.69	\$294,094.00	51.70%
12500	MEDICARE/EMPLOYER	\$56,691.03	\$3,798.01	\$3,855.70	\$3,915.30	\$3,788.78	\$3,917.48	\$5,681.42	\$24,956.69	\$31,734.34	44.02%
13100	WORK STUDY	\$4,300.00	\$2,730.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,730.73	\$1,569.27	63.51%
21100	OFFICIAL RECORDS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
21200	STATIONERY/BUS. CARDS	\$2,760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,760.00	0.00%
21300	OFFICE SUPPLIES	\$21,300.00	\$1,301.74	\$553.03	\$286.14	\$363.45	\$1,650.16	\$820.23	\$4,974.75	\$16,325.25	23.36%
21350	GENERAL SUPPLIES	\$0.00	\$0.00	\$70.00	\$20.67	\$0.00	\$0.00	\$0.00	\$90.67	-\$90.67	0.00%
21400	DUPLICATING	\$24,100.00	\$1,658.23	\$2,948.37	\$1,333.21	\$1,871.96	\$1,572.97	\$5,769.11	\$15,153.85	\$8,946.15	62.88%
22100	CLEANING SUPPLIES	\$30,650.00	\$0.00	\$5,825.68	\$3,861.52	\$1,722.79	\$2,915.81	\$1,596.24	\$15,922.04	\$14,727.96	51.95%
22200	FUEL/OIL/LUBRICANTS	\$11,000.00	\$1,013.49	\$710.60	\$587.21	\$516.60	\$772.24	\$19.99	\$3,620.13	\$7,379.87	32.91%
22300	CATALOGING	\$5,500.00	\$626.31	\$199.72	\$27.16	\$36.18	\$299.58	\$1,068.30	\$2,257.25	\$3,242.75	41.04%
22400	A/V SUPPLIES/CATALOG	\$10,950.00	\$0.00	\$470.99	\$244.80	\$1,108.00	\$0.00	\$0.00	\$1,823.79	\$9,126.21	16.66%
22500	CIRCULATION SUPPLIES	\$33,000.00	\$232.05	\$7,246.73	\$64.16	\$37.18	\$0.00	\$9,800.00	\$17,380.12	\$15,619.88	52.67%
22600	LIGHT BULBS	\$3,000.00	\$0.00	\$326.95	\$1,408.04	\$236.77	\$74.84	\$0.00	\$2,046.60	\$953.40	68.22%
22800	UNIFORMS	\$1,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$946.00	\$0.00	\$946.00	\$954.00	49.79%
22900	DISPLAY/EXHIBITS SUPPLIES	\$5,400.00	\$0.00	\$0.00	\$1,349.65	\$128.88	\$0.00	\$103.90	\$1,582.43	\$3,817.57	29.30%
23000	IS SUPPLIES	\$6,600.00	\$215.60	\$603.83	\$139.31	\$528.16	\$87.88	\$127.65	\$1,702.43	\$4,897.57	25.79%
23100	BUILDING MATERIAL	\$15,800.00	\$0.00	\$4,426.35	\$868.06	\$635.46	\$2,576.59	\$762.01	\$9,268.47	\$6,531.53	58.66%
23150	ENERGY AUDIT MAT'LS &	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
23200	PAINT/PAINTING SUPPLIES	\$300.00	\$38.81	\$82.87	\$0.00	\$27.98	\$12.32	\$59.84	\$221.82	\$78.18	73.94%
23400	OTHER REPAIRS/BINDING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
30040	MISC. UNAPPROPRIATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	-\$1.00	0.00%
31100	CONSULTING SERVICES	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
31200	ENGINEERING/ARCHITECTU	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00%
31300	LEGAL SERVICES	\$15,500.00	\$166.32	\$2,119.50	\$347.86	\$202.66	\$763.00	\$1,317.81	\$4,917.15	\$10,582.85	31.72%
31400	BUILDING SERVICES	\$40,000.00	\$1,161.71	\$2,413.50	\$927.00	\$1,309.00	\$239.00	\$1,836.50	\$7,886.71	\$32,113.29	19.72%
31500	MAINTENANCE	\$139,840.00	\$10,191.33	\$9,247.14	\$3,577.21	\$1,693.72	\$6,480.51	\$4,115.36	\$35,305.27	\$104,534.73	25.25%
31600	COMPUTER SERVICES	\$51,300.00	\$1,425.00	\$1,425.00	\$1,425.00	\$1,425.00	\$2,850.00	\$0.00	\$8,550.00	\$42,750.00	16.67%
31700	ADMIN/ACCOUNTING	\$36,500.00	\$4,415.36	\$4,893.66	\$2,793.78	\$2,778.84	\$3,083.49	\$2,777.58	\$20,742.71	\$15,757.29	56.83%
31750	COLLECTION AGENCY	\$24,000.00	\$1,673.65	\$1,763.15	\$0.00	\$1,396.20	\$1,163.50	\$2,864.00	\$8,860.50	\$15,139.50	36.92%
32100	TELEPHONE	\$30,600.00	\$2,304.79	\$2,368.84	\$2,332.90	\$2,129.07	\$2,918.57	\$2,490.32	\$14,544.49	\$16,055.51	47.53%

MONROE COUNTY PUBLIC LIBRARY

Operating Budget & Expenditure Report

January 1, 2012 to June 30, 2012

6 months = 50.0%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	June 2012	2012 YTD Amt	2012 YTD Balance	%YTD Budget
32200	POSTAGE	\$30,000.00	\$1,402.76	\$1,424.61	\$1,351.28	\$1,635.16	\$1,895.55	\$1,238.33	\$8,947.69	\$21,052.31	29.83%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$0.00	\$80.08	\$0.00	\$1,021.96	\$243.66	\$1,345.70	\$8,654.30	13.46%
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$19.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19.00	\$9,981.00	0.19%
32500	CONTINUING	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,259.53	\$0.00	\$3,259.53	\$6,740.47	32.60%
32501	ENCUMBERED CONTINUING	\$13,000.00	\$4,162.56	\$0.00	\$3,984.70	\$3,987.27	\$865.47	\$0.00	\$13,000.00	\$0.00	100.00%
32600	FREIGHT/DELIVERY	\$1,000.00	\$0.00	\$198.63	\$11.30	\$0.00	\$0.00	\$650.00	\$859.93	\$140.07	85.99%
33100	ADVERTISING/PUBLICATIO	\$2,900.00	\$0.00	\$0.00	\$15.00	\$431.80	\$43.76	\$345.00	\$835.56	\$2,064.44	28.81%
33200	PRINTING SERVICES	\$5,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$117.60	\$132.60	\$5,767.40	2.25%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$250.00	64.29%
34200	OTHER INSURANCE	\$55,400.00	\$3,200.00	\$50,111.00	\$1,761.00	\$1,269.00	\$0.00	\$2,002.00	\$58,343.00	-\$2,943.00	105.31%
35100	GAS	\$3,800.00	\$54.12	\$561.56	\$51.40	\$168.59	\$158.22	\$51.64	\$1,045.53	\$2,754.47	27.51%
35200	ELECTRICITY	\$290,500.00	\$25,660.13	\$24,832.47	\$23,179.36	\$21,792.71	\$22,356.92	\$24,968.29	\$142,789.88	\$147,710.12	49.15%
35300	WATER	\$17,900.00	\$792.60	\$1,015.44	\$793.20	\$1,124.92	\$1,903.31	\$1,876.91	\$7,506.38	\$10,393.62	41.94%
36100	BUILDING REPAIRS	\$22,000.00	\$888.79	\$0.00	\$767.40	\$0.00	\$0.00	\$0.00	\$1,656.19	\$20,343.81	7.53%
36300	OTHER EQUIP/FURNITURE	\$13,800.00	\$694.00	\$1,427.76	\$389.90	\$458.90	\$672.30	\$192.40	\$3,835.26	\$9,964.74	27.79%
36301	ENCUMBERED EQUIP	\$39,586.00	\$3,000.00	\$0.00	\$15,000.00	\$0.00	\$8,466.00	\$9,700.00	\$36,166.00	\$3,420.00	91.36%
36400	VEHICLE	\$6,000.00	\$977.95	\$864.42	\$0.00	\$1,284.16	\$0.00	\$0.00	\$3,126.53	\$2,873.47	52.11%
36500	MATERIALS	\$3,000.00	\$568.55	\$465.06	\$0.00	\$549.25	\$0.00	\$290.28	\$1,873.14	\$1,126.86	62.44%
37100	REAL ESTATE	\$33,600.00	\$19,171.00	\$75.00	\$0.00	\$30.50	\$0.00	\$9,706.00	\$28,982.50	\$4,617.50	86.26%
37200	EQUIPMENT RENTAL	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
38450	DATABASES	\$88,170.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,913.55	\$29,300.00	\$31,213.55	\$56,956.45	35.40%
38460	E-BOOKS	\$40,413.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$3,000.00	\$3,150.00	\$37,263.00	7.79%
39100	DUES/INSTITUTIONAL	\$7,590.00	\$0.00	\$5,775.98	\$1,050.00	\$0.00	\$0.00	\$0.00	\$6,825.98	\$764.02	89.93%
39200	INTEREST/TEMPORARY	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
39450	TRANSFER TO ANOTHER	\$200,000.00	\$16,666.63	\$16,666.67	\$16,666.67	\$16,666.67	\$16,666.67	\$16,666.67	\$99,999.98	\$100,000.02	50.00%
39500	EDUCATIONAL/LICENSING	\$5,300.00	\$960.00	\$0.00	\$0.00	\$0.00	\$90.00	\$0.00	\$1,050.00	\$4,250.00	19.81%
44100	FURNITURE	\$1,000.00	\$0.00	\$272.98	\$519.98	\$0.00	\$0.00	\$0.00	\$792.96	\$207.04	79.30%
44300	OTHER EQUIPMENT	\$8,300.00	\$1,495.00	\$284.99	\$0.00	\$0.00	\$0.00	\$1,335.03	\$3,115.02	\$5,184.98	37.53%
44601	ENCUMBERED IS	\$1,511.88	\$1,511.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,511.88	\$0.00	100.00%
45100	BOOKS	\$595,008.00	\$45,153.21	\$69,908.54	\$27,786.46	\$45,853.65	\$54,274.82	\$54,259.08	\$297,235.76	\$297,772.24	49.95%
45200	PERIODICALS/NEWSPAPERS	\$45,971.00	\$144.25	\$218.21	\$29.00	\$94.95	\$901.83	\$191.80	\$1,580.04	\$44,390.96	3.44%
45300	NONPRINT MATERIALS	\$368,338.00	\$35,164.08	\$44,692.75	\$19,222.96	\$30,883.30	\$27,969.29	\$29,599.03	\$187,531.41	\$180,806.59	50.91%
		\$7,641,343.1	\$504,870.6	\$704,022.57	\$496,840.25	\$572,761.5	\$533,325.5	\$666,778.04	\$3,478,598.58	\$4,162,744.55	45.52%

MONROE COUNTY PUBLIC LIBRARY

LIRF Budget & Expenditure Report

January 1, 2012 to June 30, 2012

6 months = 50.0%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	June 2012	YTD Amount	2012 YTD Balance	2012 %YTD Budget
36100	BUILDING REPAIRS	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
44300	OTHER EQUIPMENT	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
44450	BUILDING RENOVATION	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$636.41	\$636.41	\$149,363.59	0.42%
		\$350,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$636.41	\$636.41	\$349,363.59	0.18%

MONROE COUNTY PUBLIC LIBRARY
Debt Service Budget & Expenditures Report

January 1, 2012 to June 30, 2012
6 months = 50.0%

Object	2012	Jan	Feb	Mar	Apr	May	June	2012	2012	2012
Object Descr	Budget	2012	2012	2011	2011	2012	2011	YTD Amt	YTD Balance	%YTD Budget
37100 REAL ESTATE	\$322,088.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$278,999.20	\$278,999.20	\$43,088.80	86.62%
39200 INTEREST/TEM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39250 PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450 TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$322,088.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$278,999.20	\$278,999.20	\$43,088.80	86.62%

MONROE COUNTY PUBLIC LIBRARY

Rainy Day Budget & Expenditures Report

January 1, 2012 to June 30, 2012

6 months = 50.0%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	June 2012	2012 YTD Amt	2012 YTD Balance	2012 %YTD Budget
12200	UNEMPLOYMENT COMPENSATION	\$10,000.00	\$1,233.63	\$724.00	\$490.56	\$0.00	\$0.00	\$0.00	\$2,448.19	\$7,551.81	24.48%
31100	CONSULTING SERVICES	\$50,000.00	\$0.00	\$0.00	\$1,001.02	\$0.00	\$11,461.1	\$5,000.0	\$17,462.21	\$32,537.79	34.92%
31300	LEGAL SERVICES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
32400	PROFESSIONAL MTG/OFF SITE	\$0.00	\$0.00	\$0.00	\$975.00	\$0.00	\$0.00	\$0.00	\$975.00	-\$975.00	0.00%
33200	PRINTING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$103.26	\$103.26	-\$103.26	0.00%
36100	BUILDING REPAIRS	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
44100	FURNITURE	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
44300	OTHER EQUIPMENT	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
44450	BUILDING RENOVATION	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
		\$410,000.00	\$1,233.63	\$724.00	\$2,466.58	\$0.00	\$11,461.1	\$5,103.2	\$20,988.66	\$389,011.34	5.12%

MONROE COUNTY PUBLIC LIBRARY

Special Revenue Budget & Expenditure Report

January 1, 2012 to June 30, 2012
6 months = 50.0%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	June 2012	YTD Amount	2012 YTD Balance	2012 %YTD Budget
11300	PROF/SUPERVISORS	\$60,226.20	\$4,632.78	\$4,632.78	\$4,632.78	\$4,632.78	\$4,632.78	\$6,949.17	\$30,113.07	\$30,113.13	50.00%
11400	PROFESSIONAL ASSISTANT	\$121,237.77	\$9,325.95	\$9,325.98	\$9,325.99	\$9,325.98	\$9,326.00	\$13,988.97	\$60,618.87	\$60,618.90	50.00%
11600	CLERICAL ASSISTANTS	\$175,746.84	\$13,853.72	\$14,030.16	\$13,992.65	\$13,977.17	\$14,332.20	\$20,699.19	\$90,885.09	\$84,861.75	51.71%
11800	TEMPORARY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$22,147.07	\$1,634.21	\$1,645.92	\$1,644.65	\$1,641.33	\$1,665.56	\$2,450.07	\$10,681.74	\$11,465.33	48.23%
12300	PERF/EMPLOYER	\$35,966.53	\$0.00	\$0.00	\$0.00	\$8,370.51	\$0.00	\$0.00	\$8,370.51	\$27,596.02	23.27%
12400	INS/EMPLOYER	\$66,000.00	\$7,367.87	\$12,595.81	\$5,752.58	\$4,135.00	\$5,537.01	\$117.09	\$35,505.36	\$30,494.64	53.80%
12500	MEDICARE/EMPLOYER	\$5,179.55	\$382.19	\$384.93	\$384.65	\$383.85	\$389.51	\$573.00	\$2,498.13	\$2,681.42	48.23%
13100	WORK STUDY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21200	STATIONERY/BUS. CARDS	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21300	OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.59	\$0.00	\$13.59	\$486.41	2.72%
21400	DUPLICATING	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
22200	FUEL/OIL/LUBRICANTS	\$1,000.00	\$111.60	\$31.49	\$79.39	\$0.00	\$42.63	\$155.30	\$420.41	\$579.59	42.04%
22700	VIDEO TAPE/MEDIA STORAGE	\$15,000.00	\$0.00	\$0.00	\$5,691.55	\$0.00	\$0.00	\$5,477.97	\$11,169.52	\$3,830.48	74.46%
23000	IS SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
23100	BUILDING MATERIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$3.43	\$0.00	\$0.00	\$3.43	-\$3.43	0.00%
23500	VIDEO MATERIALS/CATS	\$10,000.00	\$17.10	\$98.38	\$227.62	\$1,271.33	\$0.00	\$1,460.63	\$3,075.06	\$6,924.94	30.75%
31100	CONSULTING SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
31300	LEGAL SERVICES	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.32	\$40.32	\$709.68	5.38%
31400	BUILDING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.14	\$0.14	-\$0.14	0.00%
31650	DIGITIZATION SERVICES	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
31700	ADMIN/ACCOUNTING	\$0.00	\$0.14	\$0.84	\$1.02	\$2.36	\$3.30	\$4.42	\$12.08	-\$12.08	0.00%
32100	TELEPHONE	\$3,500.00	\$0.00	\$717.39	\$253.45	\$0.00	\$495.54	\$247.56	\$1,713.94	\$1,786.06	48.97%
32200	POSTAGE	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
32300	TRAVEL EXPENSE	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32400	PROFESSIONAL MTG/OFF	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32600	FREIGHT/DELIVERY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.30	\$0.00	\$9.30	\$490.70	1.86%
36300	OTHER EQUIP/FURNITURE	\$6,000.00	\$0.00	\$177.64	\$0.00	\$1,684.50	\$725.64	\$0.00	\$2,587.78	\$3,412.22	43.13%
37100	REAL ESTATE	\$3,500.00	\$1,866.00	\$0.00	\$0.00	\$0.00	\$0.00	\$696.00	\$2,562.00	\$938.00	73.20%
39100	DUES/INSTITUTIONAL	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$770.00	\$0.00	\$770.00	\$730.00	51.33%
39500	EDUCATIONAL/LICENSING	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
39600	COMMUNITY NEWS SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$5,000.00	\$5,000.00	50.00%
44100	FURNITURE	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.52	\$0.00	\$360.52	\$839.48	30.04%
44700	EQUIPMENT - CATS	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,000.00	0.00%
44750	SOFTWARE - CATS	\$5,000.00	\$599.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$599.00	\$4,401.00	11.98%
		\$642,803.96	\$39,790.56	\$43,641.32	\$41,986.33	\$47,928.24	\$38,303.58	\$55,359.83	\$267,009.86	\$375,794.10	41.54%

MONROE COUNTY PUBLIC LIBRARY

LCPF Budget & Expenditure Report

January 1, 2012 to June 30, 2012

6 months = 50.0%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	June 2012	YTD Amount	2012 YTD Balance	2012 %YTD Budget
44450	BUILDING RENOVATION	\$418,411.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$418,411.00	0.00%
44600	IS EQUIPMENT	\$50,000.00	\$3,805.00	\$650.11	\$12,396.00	\$9,859.70	\$2,381.54	\$5,966.00	\$35,058.35	\$14,941.65	70.12%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$24,500.00	2.00%
44700	EQUIPMENT - CATS	\$45,000.00	\$3,579.60	\$14,656.95	\$4,714.12	\$3,814.99	\$603.79	\$0.00	\$27,369.45	\$17,630.55	60.82%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$506.00	\$0.00	\$0.00	\$1,702.49	\$0.00	\$2,208.49	\$2,791.51	44.17%
		\$543,411.00	\$7,384.60	\$15,813.06	\$17,110.12	\$13,674.69	\$4,687.82	\$6,466.00	\$65,136.29	\$478,274.71	11.99%

MONROE COUNTY PUBLIC LIBRARY

Expenditure Summary compared to last year

2012 compared to 2011: Period Ending June

Fund	Fund Descr	2012 Budget	June 2012 Amt	2012 YTD Amt	2011 Budget	June 2011 Amt	2011 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,641,343.13	\$665,209.89	\$3,478,598.58	\$7,465,919.52	\$502,166.31	\$3,245,289.21	7.00%
002	JAIL	\$0.00	\$349.96	\$2,833.13	\$0.00	\$766.77	\$2,694.66	5.00%
003	CLEARING	\$0.00	\$0.00	\$0.00	\$0.00	\$1,637.18	\$2,362.18	-100.00%
004	GIFT	\$0.00	\$23,924.93	\$29,215.43	\$0.00	\$0.00	\$36.94	78989.00%
005	PLAC	\$0.00	\$0.00	\$6,300.00	\$0.00	\$0.00	\$6,200.00	2.00%
006	RETIREEES	\$0.00	\$0.00	\$11,663.31	\$0.00	\$0.00	\$10,816.74	8.00%
007	LIRF	\$350,000.00	\$636.41	\$636.41	\$296,932.00	\$87.01	\$98,657.07	-99.00%
008	DEBT SERVICE	\$322,088.00	\$278,999.20	\$278,999.20	\$1,996,000.00	\$166,333.33	\$998,000.00	-72.00%
009	RAINY DAY	\$410,000.00	\$5,103.26	\$20,988.66	\$473,310.00	\$0.00	\$0.00	0.00%
010	PAYROLL	\$0.00	\$438,637.41	\$2,023,018.14	\$0.00	\$301,673.56	\$1,912,022.89	6.00%
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	\$7,104.07	\$48,946.55	\$7,100.00	\$6,522.60	\$38,701.80	26.00%
017	LEVY EXCESS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,550.83	-100.00%
018	IN KIND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
019	GIFT-FOUNDATION	\$0.00	\$5,993.03	\$31,055.81	\$0.00	\$3,735.89	\$30,875.72	1.00%
020	SPECIAL REVENUE	\$642,803.96	\$53,357.83	\$267,009.86	\$549,300.00	\$28,016.69	\$228,809.73	17.00%
021	CAPITAL PROJECTS	\$543,411.00	\$6,466.00	\$65,136.29	\$505,635.00	\$79,186.61	\$217,258.30	-70.00%
022	GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$10,400.00	\$10,400.00	-100.00%
023	LSTA-CIVIL WAR	\$0.00	\$0.00	\$0.00	\$5,274.27	\$0.00	\$5,134.59	-100.00%
024	FINRA GRANT	\$0.00	\$2,785.01	\$16,395.18	\$0.00	\$1,544.68	\$3,475.48	372.00%
025	LSTA-SMITHVILLE	\$0.00	\$0.00	\$0.00	\$8,650.00	\$0.00	\$0.00	0.00%
		\$9,909,646.09	\$1,488,567.00	\$6,280,796.55	\$11,308,120.79	\$1,102,070.63	\$6,831,286.14	-8.00%

MONROE COUNTY PUBLIC LIBRARY

Monthly Revenue Report (Cash Basis)

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

Source	Source Descr	2012 Budget	June 2012 Amt	2012 YTD Amt	2011 Budget	June 2011 Amt	2011 YTD Amt	%Last YR YTD Diff
00100	PROPERTY TAX/ADVANCES	\$4,592,520.00	\$2,454,145.80	\$2,454,145.80	\$4,521,806.00	\$809,252.61	\$2,587,663.98	-5.00%
00200	INTANGIBLES TAX	\$12,443.00	\$6,727.81	\$6,727.81	\$8,500.00	\$0.00	\$5,115.46	32.00%
00300	LICENSE EXCISE TAX	\$232,699.00	\$144,052.18	\$144,052.18	\$263,000.00	\$160,681.32	\$178,720.02	-19.00%
00400	COUNTY OPTION INCOME TAX	\$1,980,075.00	\$164,950.76	\$989,704.56	\$1,817,000.00	\$173,115.12	\$1,042,793.87	-5.00%
00500	COMMERCIAL VEHICLE EXCISE TAX	\$42,483.00	\$0.00	\$17,382.84	\$30,000.00	\$0.00	\$17,308.52	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	\$229.86	\$1,941.83	\$0.00	\$334.26	\$1,962.87	-1.00%
03500	LOST/DAMAGED	\$0.00	\$715.03	\$11,243.41	\$10,000.00	\$2,212.23	\$16,379.35	-31.00%
03600	FINES/FEES	\$175,000.00	\$13,217.96	\$88,029.83	\$150,000.00	\$16,735.01	\$116,192.47	-24.00%
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	\$1,012.89	\$6,786.39	\$5,700.00	\$1,694.49	\$6,917.24	-2.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$7,691.48	\$13,241.74	\$0.00	\$45.81	\$22,939.42	-42.00%
04100	PUBLIC LIBRARY ACCESS CARD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
04200	MEETING ROOM FEES	\$0.00	\$0.00	\$809.50	\$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	\$278.25	\$1,468.56	\$0.00	\$371.37	\$1,331.59	10.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM	\$7,500.00	\$269.09	\$4,126.47	\$0.00	\$1,737.73	\$2,476.76	67.00%
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	\$0.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0.00%
53000	LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$7,066,220.00	\$2,793,291.11	\$3,741,460.92	\$6,816,006.00	\$1,166,179.95	\$4,001,601.55	-7.00%

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: June 2012

FUND Descr	06/01/2012	MTD Debit	MTD Credit	06/30/2012	Bal Sht Descr
OPERATING	\$1,893.39	\$1.04	\$0.00	\$1,894.43	CHASE/BANK ONE SAVINGS
OPERATING	\$3,344.87	\$15,871.47	\$58.17	\$19,158.17	ONB/MONROE BANK CHECKING
OPERATING	\$18,686.80	\$8,384.34	\$0.00	\$27,071.14	UNITED COMMERCE BANK
OPERATING	-\$425,494.31	\$1,045,471.66	\$750,543.40	-\$130,566.05	FIFTH THIRD BANK CHECKING
OPERATING	\$585.18	\$2,598,465.02	\$872,844.05	\$1,726,206.15	FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	-\$400,984.07	\$3,668,193.53	\$1,623,445.62	\$1,643,763.84	
JAIL	\$3,516.83	\$0.00	\$349.96	\$3,166.87	FIFTH THIRD BANK CHECKING
GIFT UNRESTRICTED	\$12.00	\$175.32	\$0.00	\$187.32	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$12.00	\$1.00	\$0.00	\$13.00	UNITED COMMERCE BANK
GIFT UNRESTRICTED	\$38,563.55	\$0.00	\$23,924.93	\$14,638.62	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$38,587.55	\$176.32	\$23,924.93	\$14,838.94	
PLAC	\$0.00	\$300.00	\$0.00	\$300.00	ONB/MONROE BANK CHECKING
PLAC	\$600.00	\$700.00	\$0.00	\$1,300.00	UNITED COMMERCE BANK
PLAC	\$655.00	\$0.00	\$0.00	\$655.00	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$1,255.00	\$1,000.00	\$0.00	\$2,255.00	
RETIREEES	-\$1,324.74	\$1,625.32	\$0.00	\$300.58	FIFTH THIRD BANK CHECKING
LIRF	\$10,013.55	\$0.00	\$0.00	\$10,013.55	CHASE/BANK ONE SAVINGS
LIRF	\$916,589.89	\$461,850.91	\$759,304.16	\$619,136.64	FIFTH THIRD BANK SAVINGS
LIRF	\$0.00	\$500,500.00	\$500,000.00	\$500.00	5-3 LIQUIDITY MGMT ACCT
LIRF	\$0.00	\$500,000.00	\$0.00	\$500,000.00	INVESTMENT CD's
Fund 007 LIRF	\$926,603.44	\$1,462,350.91	\$1,259,304.16	\$1,129,650.19	
DEBT SERVICE	\$106,450.13	\$127,240.84	\$278,999.20	-\$45,308.23	FIFTH THIRD BANK CHECKING
RAINY DAY	\$107,970.93	\$281,437.45	\$385,103.26	\$4,305.12	FIFTH THIRD BANK CHECKING
RAINY DAY	\$1,124,839.76	\$479,999.98	\$750,500.00	\$854,339.74	FIFTH THIRD BANK SAVINGS
RAINY DAY	\$0.00	\$500,500.00	\$500,000.00	\$500.00	5-3 LIQUIDITY MGMT ACCT
RAINY DAY	\$0.00	\$500,000.00	\$0.00	\$500,000.00	INVESTMENT CD's
Fund 009 RAINY DAY	\$1,232,810.69	\$1,761,937.43	\$1,635,603.26	\$1,359,144.86	
PAYROLL	\$1,100.24	\$461,773.48	\$438,637.41	\$24,236.31	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$0.00	\$1,630.00	\$0.00	\$1,630.00	ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$178.22	\$0.00	\$0.00	\$178.22	UNITED COMMERCE BANK
GIFT-RESTRICED	\$83,969.00	\$7,777.67	\$7,104.07	\$84,642.60	FIFTH THIRD BANK CHECKING
Fund 016 GIFT-RESTRICED	\$84,147.22	\$9,407.67	\$7,104.07	\$86,450.82	
GIFT-FOUNDATION	\$0.00	\$260.00	\$0.00	\$260.00	ONB/MONROE BANK CHECKING
GIFT-FOUNDATION	\$5,872.29	\$15,405.62	\$6,253.03	\$15,024.88	FIFTH THIRD BANK CHECKING
Fund 019 GIFT-FOUNDATION	\$5,872.29	\$15,665.62	\$6,253.03	\$15,284.88	
SPECIAL REVENUE	\$169.34	\$165.00	\$4.56	\$329.78	UNITED COMMERCE BANK
SPECIAL REVENUE	\$141,870.80	\$101,739.04	\$205,357.81	\$38,252.03	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$0.00	\$150,000.00	\$0.00	\$150,000.00	FIFTH THIRD BANK SAVINGS

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: June 2012

FUND Descr	06/01/2012	MTD Debit	MTD Credit	06/30/2012	Bal Sht Descr
Fund 020 SPECIAL REVENUE	\$142,040.14	\$251,904.04	\$205,362.37	\$188,581.81	
CAPITAL PROJECTS	\$0.00	\$279,916.39	\$33,463.94	\$246,452.45	FIFTH THIRD BANK SAVINGS
FINRA GRANT	\$41,908.20	\$0.00	\$2,785.01	\$39,123.19	FIFTH THIRD BANK CHECKING
	\$2,181,982.92	\$8,041,191.55	\$5,515,232.96	\$4,707,941.51	

MONROE COUNTY PUBLIC LIBRARY

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Page 1

***Check Reconciliation©**

CHASE BANK SAVINGS

06110 BANKONESV

June 2012

Account Summary

Beginning Balance on	6/1/2012	\$11,906.94	Cleared	\$11,907.98
+	Receipts/Deposits	\$1.04	Statement	\$11,907.98
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	6/29/2012	\$11,907.98		

Check Book Balance

Active	G 001-06110	OPERATING	\$1,894.43
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	\$11,907.98

Beginng Balance	\$11,906.94	
+ Total Deposits	\$1.04	
- Checks Written	\$0.00	
Check Book Balance	\$11,907.98	
Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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Page 1

***Check Reconciliation©
ONB MONROE CHECKING
06300 ONB/MONROE
June 2012**

Account Summary

Beginning Balance on	6/1/2012	\$63,356.87	Cleared	\$21,535.49
+	Receipts/Deposits	\$18,236.37	Statement	\$21,535.49
-	Payments (Checks and Withdrawals)	\$60,057.75	Difference	\$0.00
Ending Balance as of	6/29/2012	\$21,535.49		

Check Book Balance

Active	G 001-06300	OPERATING	\$19,158.17
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$187.32
Active	G 005-06300	PLAC	\$300.00
Active	G 006-06300	RETIREEES	\$0.00
Active	G 007-06300	LIRF	\$0.00
Active	G 008-06300	DEBT SERVICE	\$0.00
Active	G 012-06300	TEEN COUNCIL	\$0.00
Active	G 015-06300	LSTA	\$0.00
Active	G 016-06300	GIFT-RESTRICED	\$1,630.00
Active	G 019-06300	GIFT-FOUNDATION	\$260.00
Active	G 020-06300	SPECIAL REVENUE	\$0.00
Active	G 024-06300	FINRA GRANT	\$0.00
		Cash	\$21,535.49
	Beginng Balance	\$63,356.87	
	+ Total Deposits	\$18,236.37	
	- Checks Written	\$60,057.75	
	Check Book Balance	\$21,535.49	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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***Check Reconciliation©**

UNITED COMMERCE

06400 UNITED COM

June 2012

Account Summary

Beginning Balance on	6/1/2012	\$19,646.36	Cleared	\$28,892.14
+	Receipts/Deposits	\$9,245.78	Statement	\$28,892.14
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	6/29/2012	\$28,892.14		

Check Book Balance

Active	G 001-06400	OPERATING	\$27,071.14
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$13.00
Active	G 005-06400	PLAC	\$1,300.00
Active	G 016-06400	GIFT-RESTRICED	\$178.22
Active	G 020-06400	SPECIAL REVENUE	\$329.78
		Cash	\$28,892.14
	Beginng Balance	\$19,646.36	
	+ Total Deposits	\$9,245.78	
	- Checks Written	\$0.00	
	Check Book Balance	\$28,892.14	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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Page 1

***Check Reconciliation©
FIFTH THIRD CHECKING
06500 FIFTHCKNG
June 2012**

Account Summary

Beginning Balance on	6/1/2012	\$157,848.34	Cleared	\$103,009.34
+	Receipts/Deposits	\$881,088.19	Statement	\$103,009.34
-	Payments (Checks and Withdrawals)	\$935,927.19	Difference	\$0.00
Ending Balance as of	6/29/2012	\$103,009.34		

Check Book Balance

Active	G 001-06500	OPERATING	-\$130,566.05
Active	G 002-06500	JAIL	\$3,166.87
Active	G 003-06500	CLEARING	\$0.00
Active	G 004-06500	GIFT UNRESTRICTED	\$14,638.62
Active	G 005-06500	PLAC	\$655.00
Active	G 006-06500	RETIREEES	\$300.58
Active	G 007-06500	LIRF	\$0.00
Active	G 008-06500	DEBT SERVICE	-\$45,308.23
Active	G 009-06500	RAINY DAY	\$4,305.12
Active	G 010-06500	PAYROLL	\$24,236.31
Active	G 016-06500	GIFT-RESTRICED	\$84,642.60
Active	G 019-06500	GIFT-FOUNDATION	\$15,024.88
Active	G 020-06500	SPECIAL REVENUE	\$38,252.03
Active	G 021-06500	CAPITAL PROJECTS	\$0.00
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$39,123.19
Active	G 025-06500	LSTA-SMITHVILLE NEWS	\$0.00
		Cash	\$48,470.92

Begining Balance	\$157,848.34
+ Total Deposits	\$881,088.19
- Checks Written	\$990,465.61
Check Book Balance	\$48,470.92
O/S Checks	\$54,538.42

MONROE COUNTY PUBLIC LIBRARY

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Page 1

***Check Reconciliation©**

FIFTH THIRD SAVINGS

06510 FIFTHSAVG

June 2012

Account Summary

Beginning Balance on	6/1/2012	\$2,082,625.49	Cleared	\$3,596,134.98
+	Receipts/Deposits	\$3,064,509.49	Statement	\$3,596,134.98
-	Payments (Checks and Withdrawals)	\$1,551,000.00	Difference	\$0.00
Ending Balance as of	6/29/2012	\$3,596,134.98		

Check Book Balance

Active	G 001-06510	OPERATING	\$1,726,206.15
Active	G 007-06510	LIRF	\$619,136.64
Active	G 008-06510	DEBT SERVICE	\$0.00
Active	G 009-06510	RAINY DAY	\$854,339.74
Active	G 016-06510	GIFT-RESTRICTED	\$0.00
Active	G 020-06510	SPECIAL REVENUE	\$150,000.00
Active	G 021-06510	CAPITAL PROJECTS	\$246,452.45
Active	G 025-06510	LSTA-SMITHVILLE NEWS	\$0.00

Cash **\$3,596,134.98**

Beginng Balance	\$2,082,625.49
+ Total Deposits	\$3,064,509.49
- Checks Written	\$1,551,000.00

Check Book Balance	\$3,596,134.98
Difference	\$0.00

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

Beginning Employment

- Kenneth Carter, Circulation, Page, Pay Grade A, 15-18 hours per week, effective July 2, 2012
- Tom Gustafson, Circulation, Page, Pay Grade A, 15-18 hours per week, effective July 2, 2012
- Kari Jorgensen, Circulation, Page, Pay Grade A, 15-18 hours per week, effective July 2, 2012
- Zachary Melton, Circulation, Page, Pay Grade A, 15-18 hours per week, effective July 2, 2012
- Brynn Parkinson, Circulation, Page, Pay Grade A, 15-18 hours per week, effective July 2, 2012
- Lynn Wallace, Circulation, Page, Pay Grade A, 15-18 hours per week, effective July 2, 2012
- Amy Bruce, Circulation, Clerk, Pay Grade C, 37.5 hours per week, effective July 2, 2012.
- Jessica Chappa, Circulation, Clerk, Pay Grade C, 20 hours per week, effective July 2, 2012.
- Austin Stroud, Information Services, Instructional Designer, Pay Grade H, 37.5 hours per week, effective July 2, 2012.

Ending Employment

- Luke Henderson, CATS, Master Control Operator, Pay Grade C, 20 hours per week, effective June 10, 2012.
- Stephanie Kennedy, Circulation, Page, Pay Grade A, 15-18 hours per week, effective June 14, 2012.
- Tracy Erickson, Circulation, Page, Pay Grade A, 15-18 hours per week, effective June 30, 2012.
- Ellie Craig, Administration, Temporary Intern, 15-18 hours per week, effective July 06, 2012.
- Juan Chicharro, Circulation, Clerk, Pay Grade C, 25 hours per week, effective July 11, 2012.
- Sela Constan-Wahl, Circulation, Page, Pay Grade A, 15-18 hours per week, effective August 5, 2012.
- Julie Martin, Children's Services/Adult & Teen Services, Reference Assistant, Pay Grade F, 37.5 hours per week, effective August 11, 2012.
- Lauren Harrison, Circulation, Page, Pay Grade A, 15-18 hours per week, effective August 14, 2012.

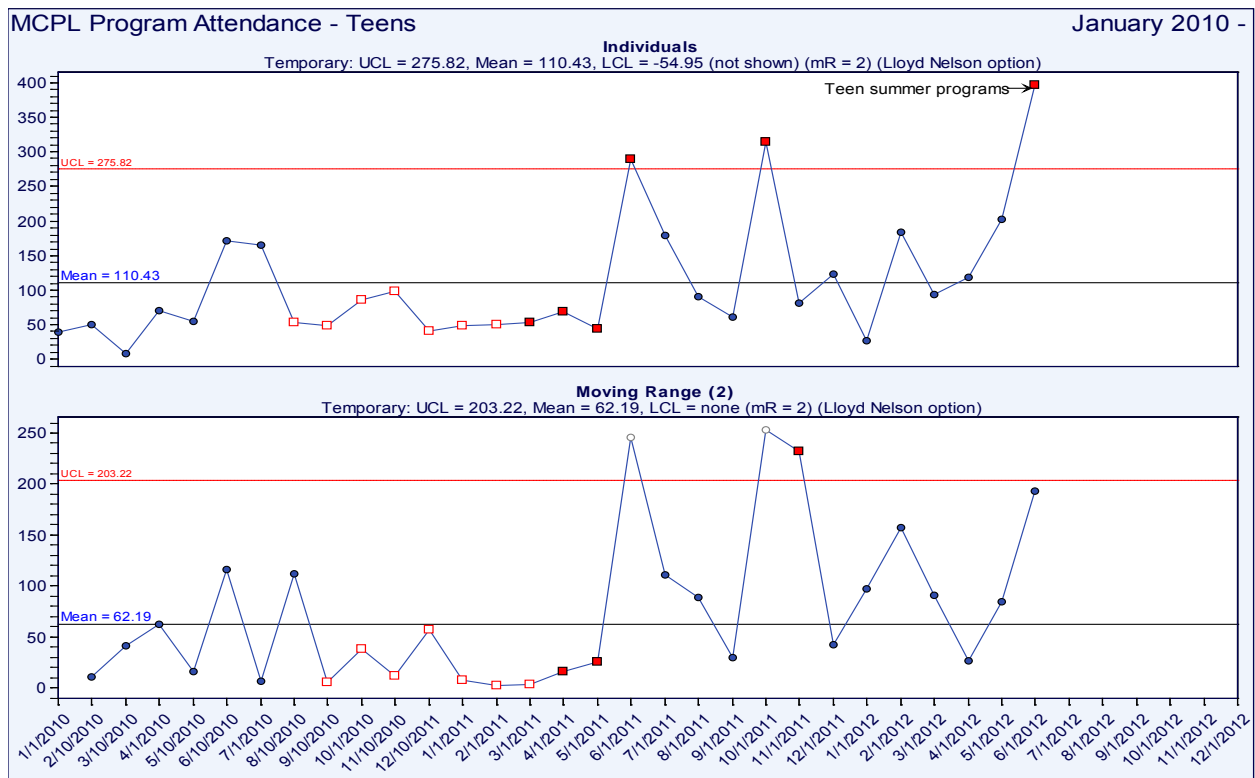
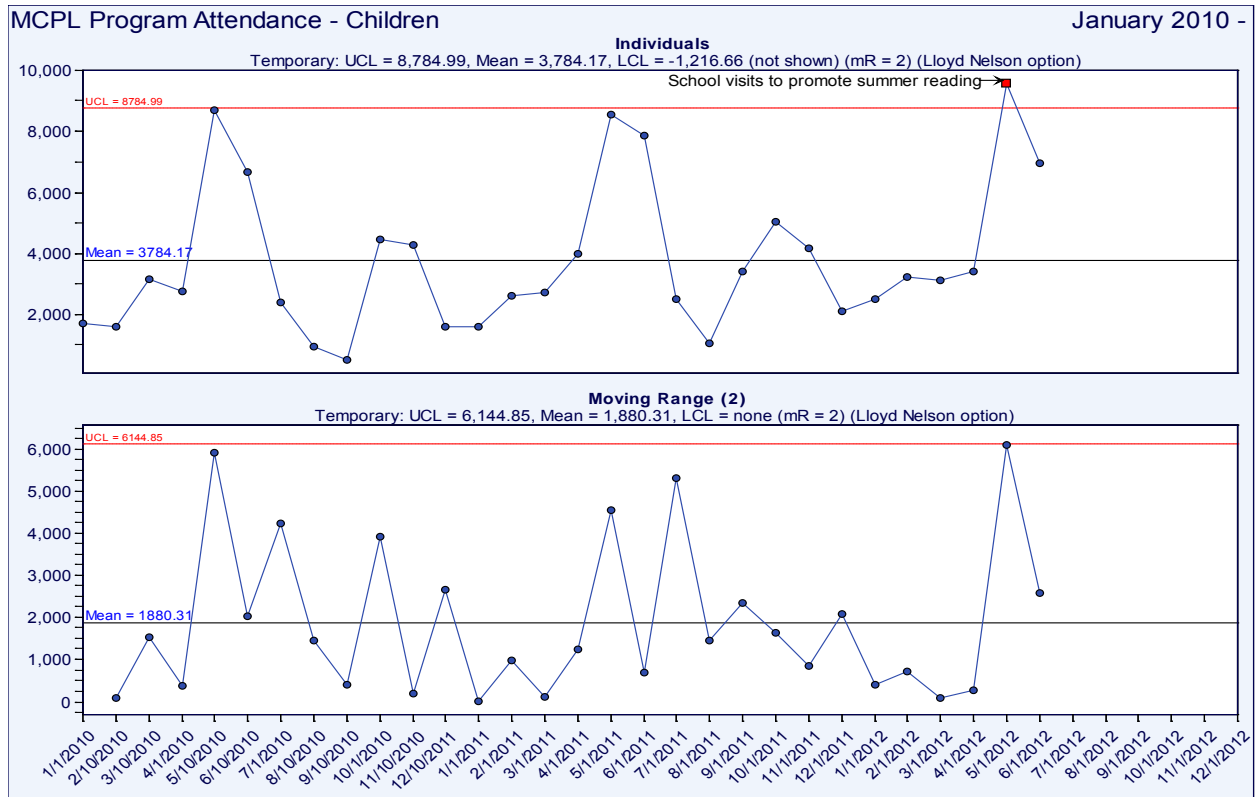
Job Changes

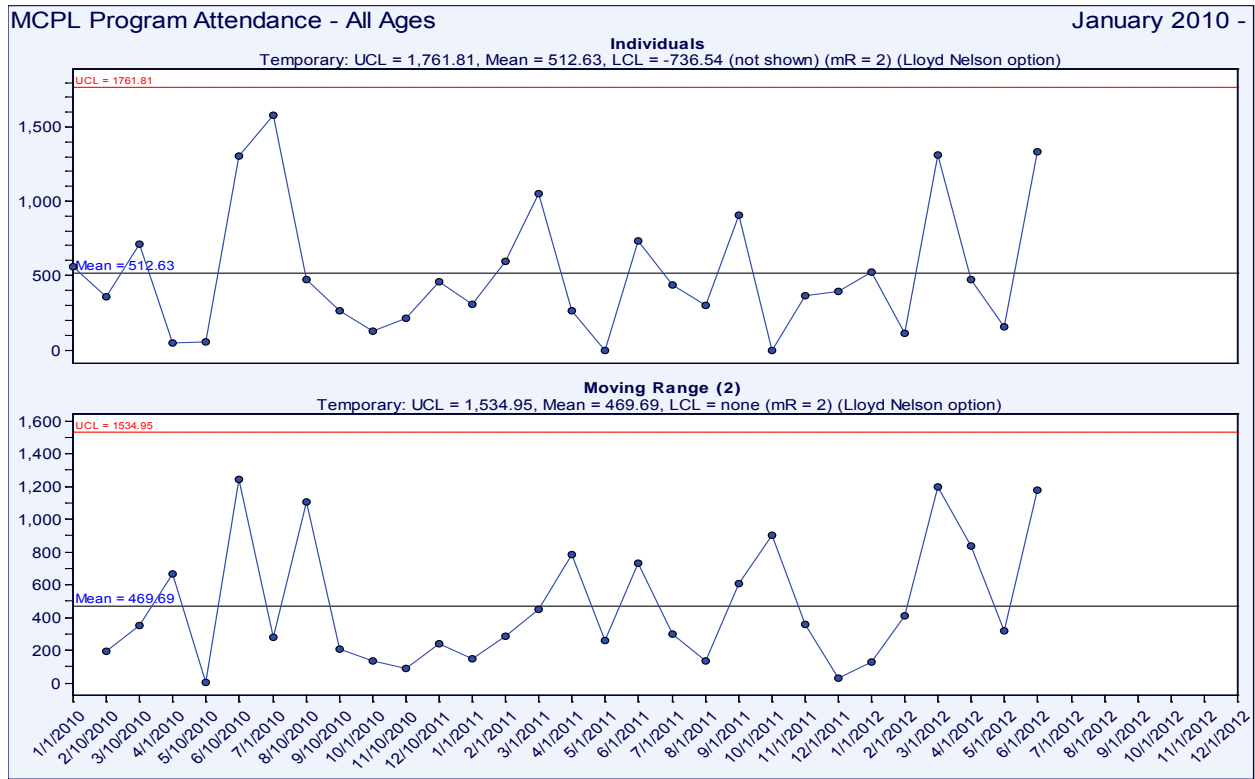
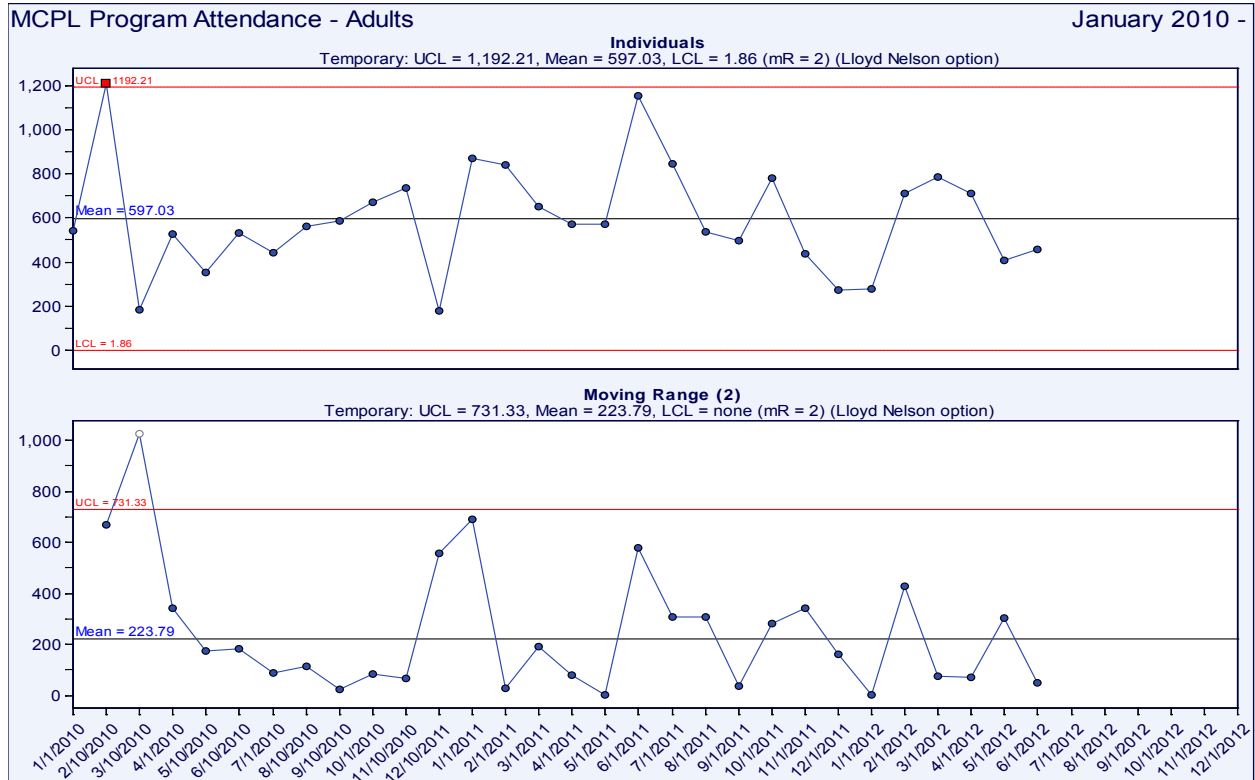
None

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

Goal 1: Strengthen support for literacy and lifelong learning.





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

- Head Start story times had a "Things That Go!" theme this month. Children especially enjoyed the movement activities: a new airplane action song that had them taking off, flying around the room and landing gently on the floor; and a freeze dance with live guiro percussion. We also had a guessing game using pieces from a transportation puzzle (building vocabulary for the Early Head Start kids), and books and songs about cars, dump trucks, roller coasters and buses.
- Stephanie Holman, Ellettsville Branch, partnered with IU Health for both the "Picnic in the Park" and "Free Skate Night." 210 people attended each program; many of whom were invited via Crestmont housing, WIC, SCAAP and other low-income support groups.
- Christina Jones hosted a series of beginning reader book club programs aimed at preschool and primary grade children. Children and parents read and discussed early readers by Mo Willems and made crafts. These programs had better attendance than book clubs geared towards older children. Christina also offered two *Every Child Ready to Read* workshops.

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

- The Summer Reading Program continues to expand. In June, 1,495 children received guides and began tracking their reading at the Main Library. We're still giving guides away in July, but there are fewer than 100 left. Ellettsville Branch gave out 961 Children's and 103 Teen summer reading game boards in the month of June.
- The library's partnership with MCCSC Reading Enrichment Summer Camp at Templeton Elementary School has been very successful. In June, librarians provided eight programs that reinforced the curriculum provided to us by literacy instructor Brenda Julevich. We also book talked titles. Mary Frasier is currently creating supplementary booklists for teachers. The Bookmobile's Tuesday morning stops at the Camp are busy and doing well. Each week the Children's Department provides a selection of books they've "talked up" the previous Thursday. These really get snapped up! It's exciting to work cooperatively with MCCSC. A handful of the children are enrolled in the Read It Off program, so they're getting a chance to consistently reduce their fines through the stops as well.
- Children In RBBCSC can participate in the online school called Moodle. A few children have been in the Ellettsville Branch to do this on library computers.
- South Union Daycare makes weekly visits to the Ellettsville Branch to encourage students to continue reading and to enable student participation in the Summer Reading Program.

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

- Homework Center and Math Homework Help were on summer break; see VITAL activity in 1E.

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

- The Children's Department has coordinated very successfully with visiting summer camps this year. In past years, many camp groups showed up unannounced, with nothing to do other than surf the Internet or wait for an available computer. This year, we scheduled visits so that we could provide programs and promote summer reading. In June, we presented programs for 353 children in 12 visiting camp groups.
- Josh Wolf was interviewed on WGCL on June 1 about the summer reading program.

1E. Strengthen literacy skills of adults.

- 83 learners were matched with 70 tutors; 45 individuals participated in English Language Learner (ELL) discussion groups, and three in the ELL book club. Thirteen learners were on the wait list, along with seven newly-trained tutors.

1F. Strengthen readers' advisory services.

- Ellettsville Branch staff helped many patrons find good reads via booklists, reader's advisory sites, and database searches. In one example, Stephanie Holman helped a mother construct a catalog search for items similar to the *Diary of a Wimpy Kid* books that her son loves. Stephanie gave her a read-alike booklist and the patron was thrilled with two pages of annotated titles.

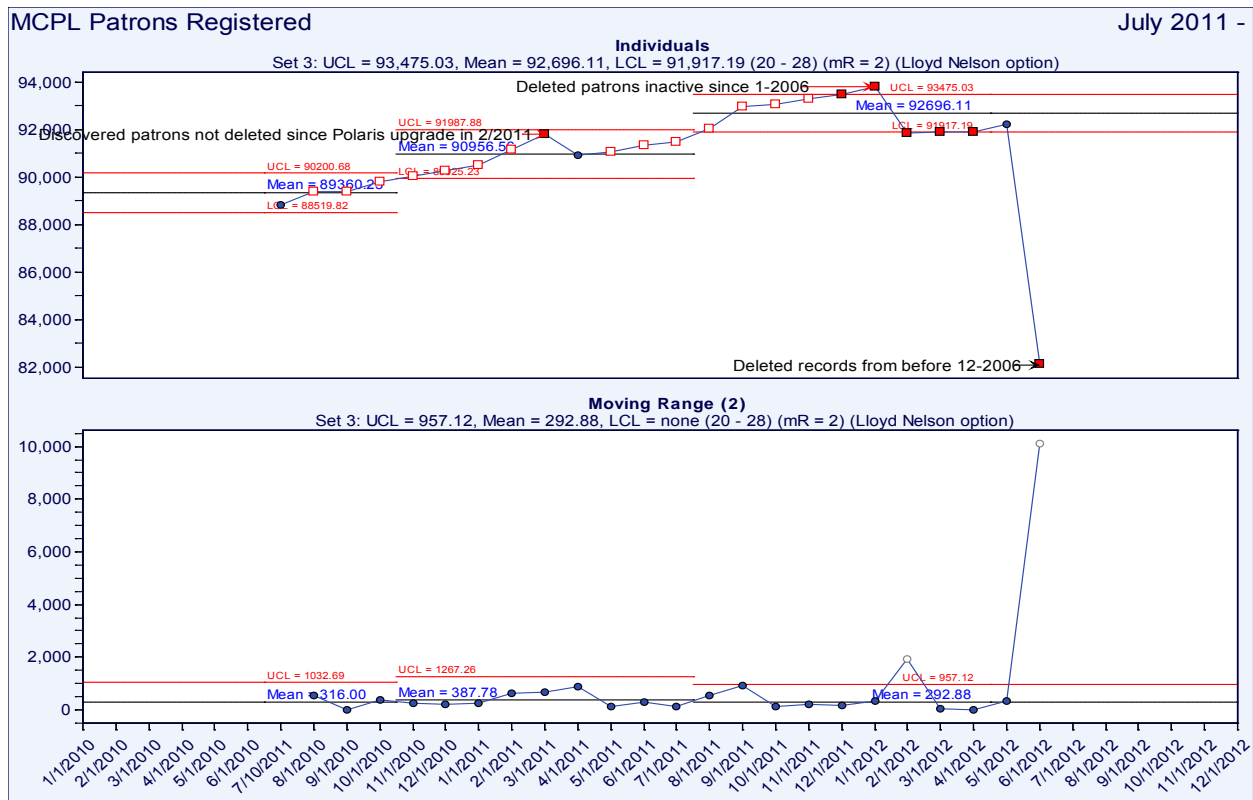
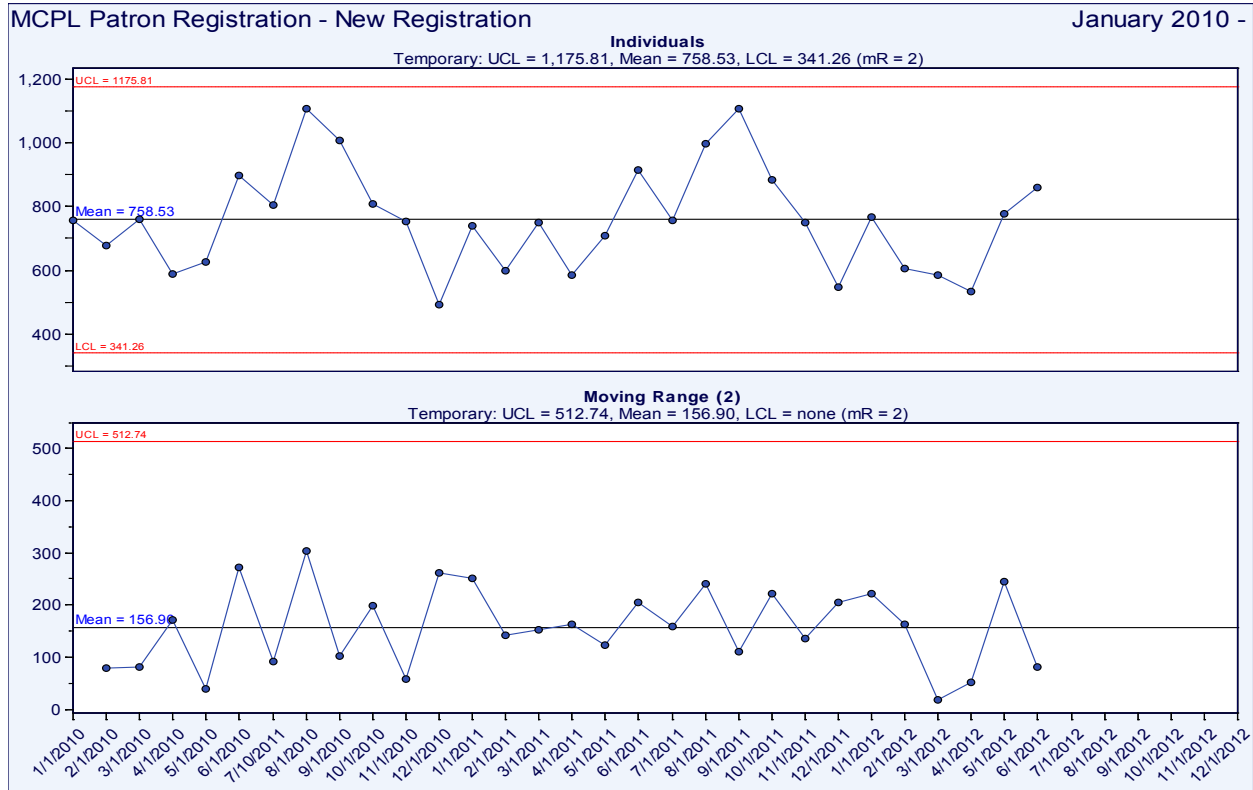
1G. Develop and evaluate partnerships to better serve target audiences.

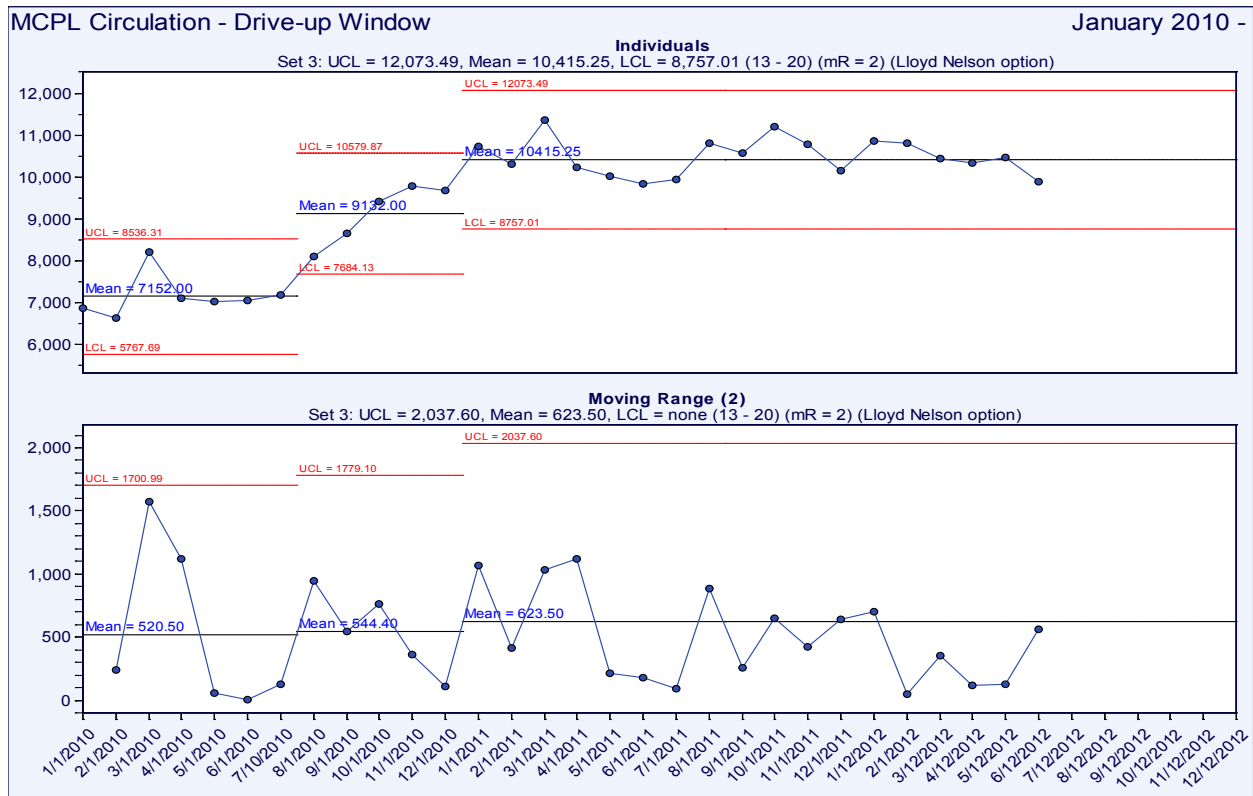
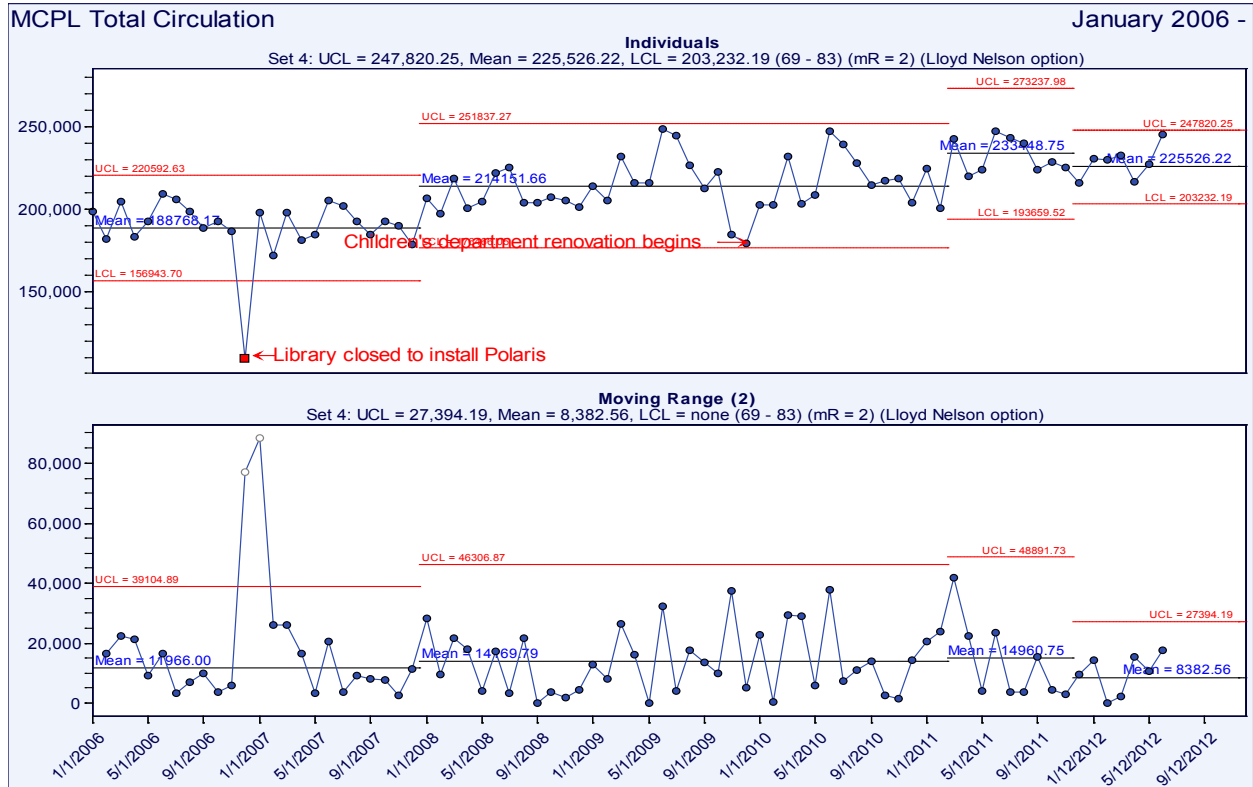
- Two theatrical partnerships bore fruit in June when library patrons enjoyed teaser performances of Cardinal Stage's *Go, Dog. Go!* and Indiana Festival Theatre's *The True Story of the Three Little Pigs*. Attendees made crafts at each program, and stuck around after *Go, Dog. Go!* for a performance of dog acrobatics by the Flying Paws Agility Club.
- Stephanie Holman increased the numbers of partners involved in her outreach programs that occur at Flatwoods Park and the Westside Skating Rink. This year partners included the: I.U. Health Bloomington, Monroe County Parks & Recreation, RBB Coordinated School Health, Purdue University Cooperative Extension Service -Monroe County Office, and the Youth and Community Center of Ellettsville and Friends of the Library.
- The Indiana Room has a new partnership with the Nonprofit Alliance of Monroe County. The Indiana Room will expand its listings of places where nonprofits, businesses, churches and other organizations can hold meetings and workshops. This content will be shared with the Visitors Bureau, Convention Center, Downtown Bloomington, the Chamber of Commerce, and the Bloomington Independent Restaurants Association. Many thanks to Indiana Room's Cristina Bonini and Volunteer Emilia Packard, who worked to update the listings and the site. Emilia continues to enhance the site and is now working with library webmaster Paula Gray-Overtom to create a Google map view of meeting space locations.

Goal 2: Expand access to information.

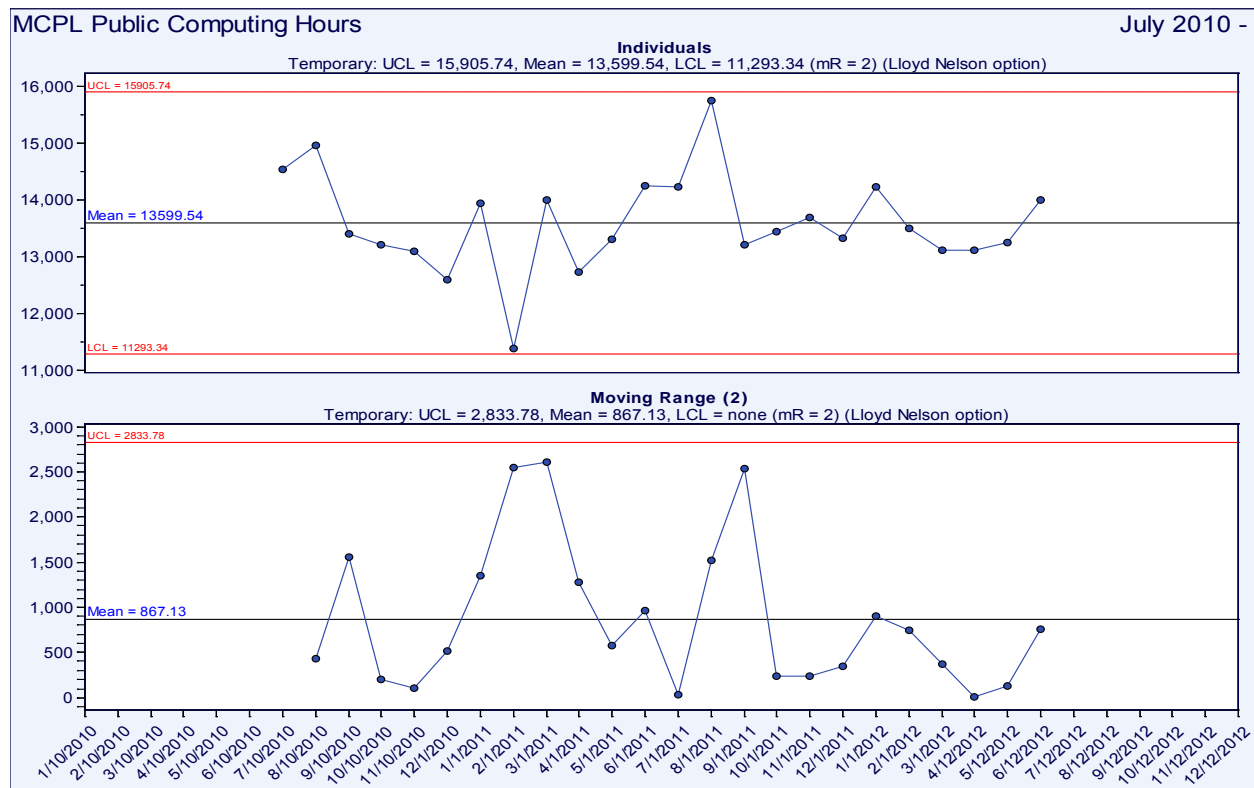
2A. Employ technology to facilitate better access to information.

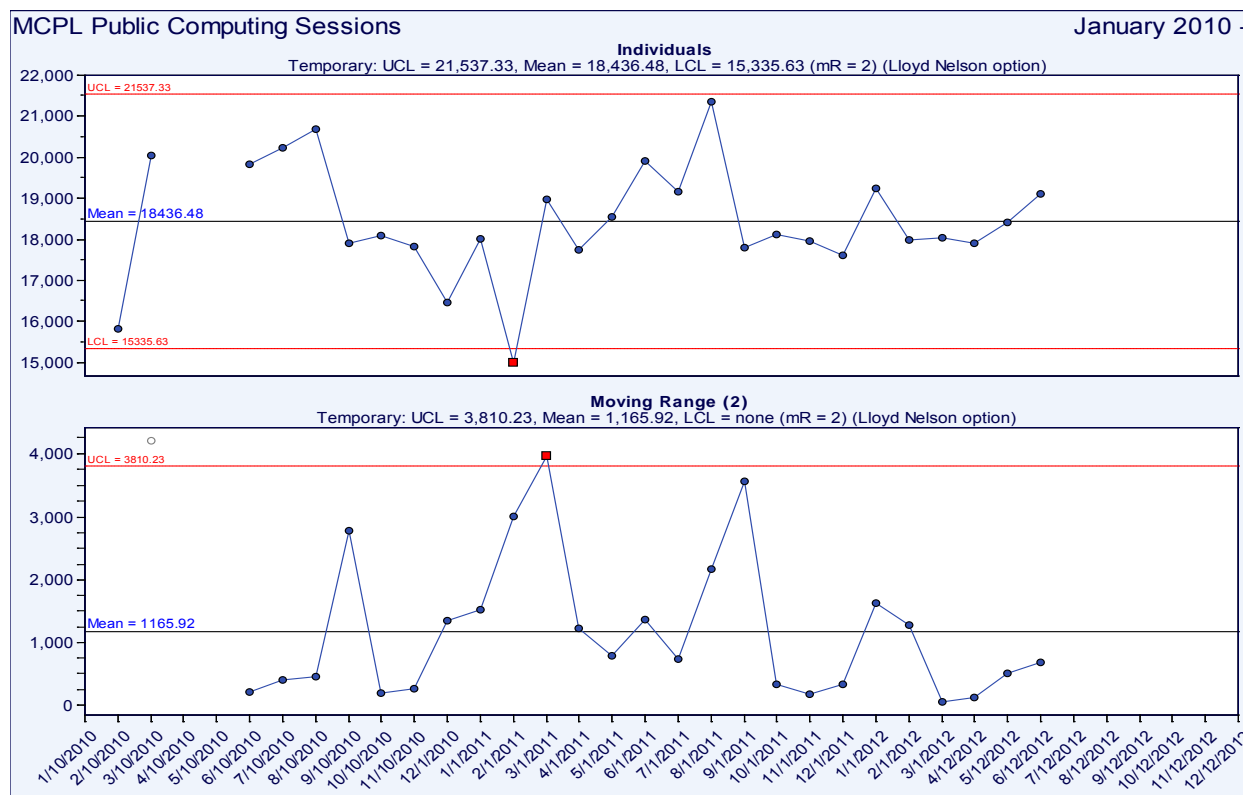
- We have not been able to purge patron accounts inactive (with money owed) for six years because all "last activity dates" collapsed to the migration date, December 2006. In February 2012 we tested cleanup processes beginning with Public Library Access Card (PLAC) accounts. In June 2012, we purged 10,332 accounts still on the books even though they had been inactive for 6-12 years. The cleanup waived around \$500,000 in outstanding charges. The project is ongoing. By December we will clear accounts that become eligible in the next 6 months. The "MCPL Patrons Registered" chart below shows the steep drop in total patron registration resulting from the cleanup. By the end of the year, registration data will much more closely reflect actual, current card holders.





(Month) Access		
Website Visits	Home page views	86,720
	Catalog page views	692,593
	CATS page views	2,053
	Other page views	116,790
	TOTAL PAGE VIEWS	898,156
Read It Off	Number registered	464
	Charges waived	\$915.50
	Number individuals with charged waived	104
	Number exiting program	38
Interlibrary loan	Items loaned	211
	Items borrowed	35
CATS	Government programs produced	31
	Patron programs produced	120
	Community programs produced	28
	Library events produced	15
	Dubs delivered	104
	Programs added to collection	194





2B. Improve web access.

- Mickey Needham contributed entries for the first week of the library's new Facebook page.
- Ellettsville staff wrote blog entries on "Hoosier Connections" and "Reads that Rhyme" to help Ellettsville patrons locate good reading material.
- Indiana Room volunteer Lee Ehman completed indexing the old newspapers for the library's Obituary Index, going back to 1824. While the project could not have happened without the vision and support of the Indiana Room team and webmaster Paula Gray-Overtoom, it was Lee who pushed through to complete the index. While there were gaps in coverage due to lack of a newspaper for some time periods, Lee exhausted the library collection. Currently, there are more than 177,000 names listed, and he continues to update the index for recently published obituaries. The obituary index is available via the library website and is the source of regular inquiries from genealogists throughout the United States.

The Indiana Room has a new finding aid to the more than 1,000 popular "Looking Back" articles written by Rose McIlveen from 1978 - 2001. Many of these articles have been clipped and can be found in the Vertical File. The Indiana Room plans to digitize them before the County's bicentennial in 2018. Many thanks to Indiana Room volunteer Mita Glass and intern Megan-Marie Johnson for helping us apply subject headings. Thanks also to work-study student Joanne Thomassen for helping photocopy and organize them for digitization.

- Years ago the Indiana Room set out to transcribe the 1914 School Census, a very fragile book unavailable to patrons. The finding aid, compiled by Mita Glass and other Indiana Room team members is now available online in PDF and Excel formats on the Indiana Room's Local Information page as well as in the Genealogy Research Guide. The book itself, however, provides much more information that will be highly desirable to our patrons, e.g., the address of the child. Indiana Room staff plan to digitize it and provide images online via Indiana Memory, in partnership with the Indiana State Library.

2C. Deliver information through CATS.

- Michael White, Gary Lettelleir, and Sara Laughlin met with County Commissioners and County Council members to discuss 2013 contracts.
- In addition to producing Public Service Announcements for the *Friends of the Library* and the *Love Your Library* campaign, CATS crews were on hand for *Bloomington High School North and Bloomington High School South Graduation Ceremonies*; *WFHB's Firehouse Follies*; the *72nd IU Annual Writer's Conference Reading Series*; *Bloomington Rotary Tuesday Luncheons* featuring *Keith Klein, Nancy Parker and Paula McDevitt*, and *J.T. Warring*; *CAMP S.O.U.L. (Students Obtaining Unique Musical Levels)*; *Monroe County History Center's Third Thursday Lecture Series* with *Limestone and Memory in Indiana*; *Comics Night* from *Max's Place*; and *Infinity Pro Wrestling's Grand Tournament*. At the library, CATS captured Wellness Committee event *Eat This, Not That* with *Katie Shepard*, and *Friends of the Library Annual Meeting* with guest author *Adeleke Adeyemi*.

2D. Replace Bookmobile. COMPLETED

2E. Investigate changing or expanding hours.

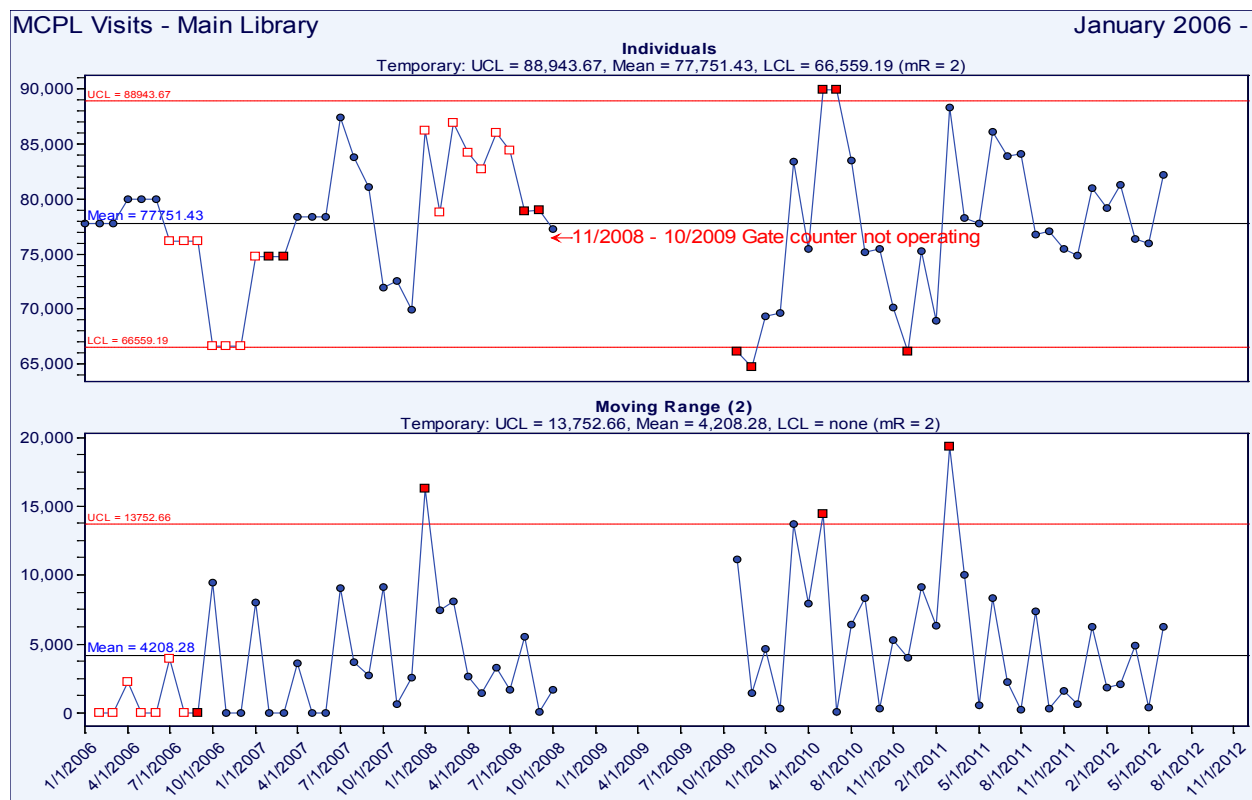
- A question about hours is included in the 2012 survey, to be mailed in late July.

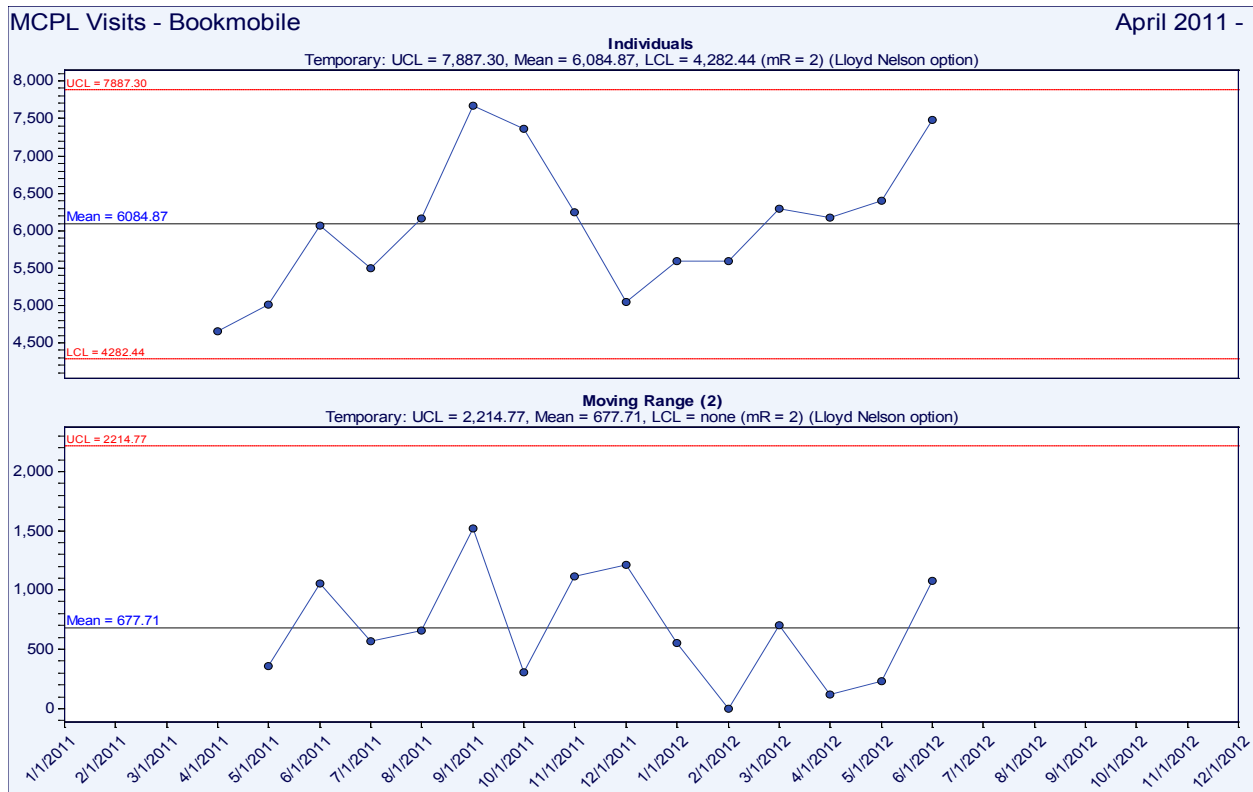
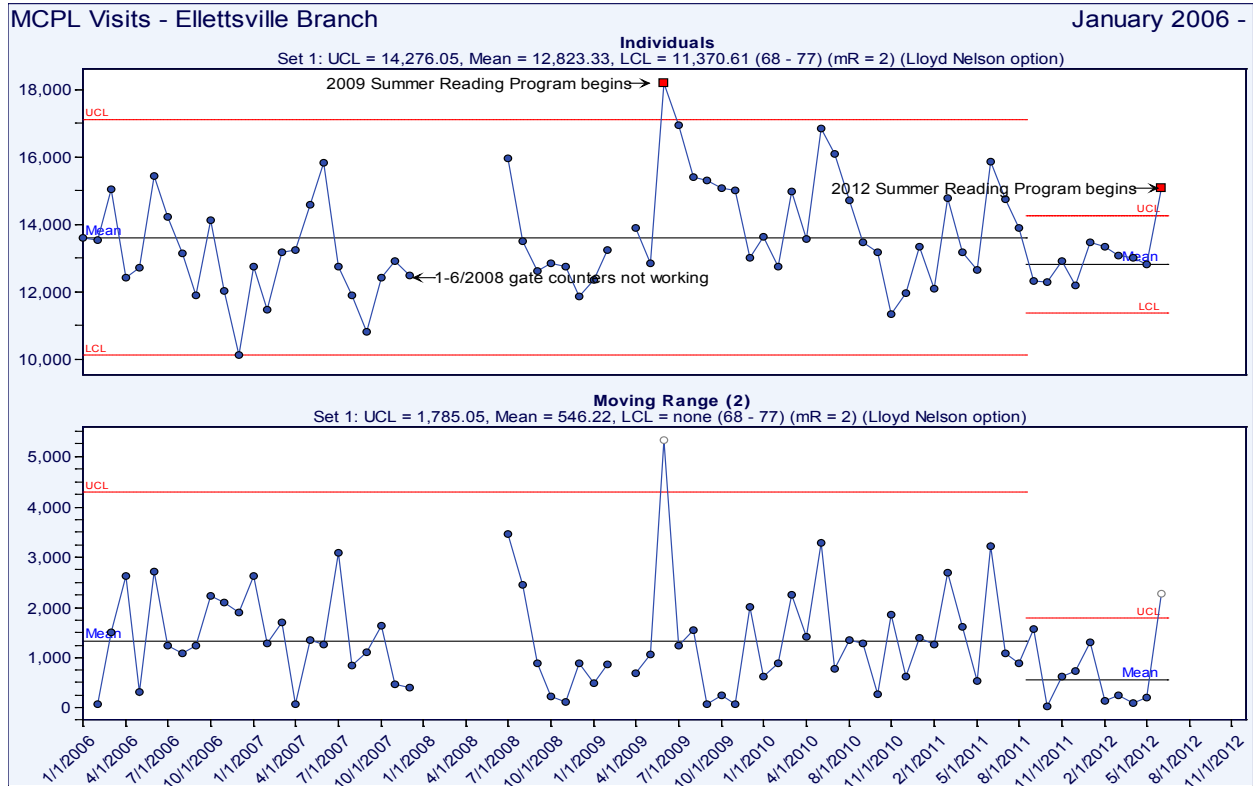
2F. Open a second branch location.

- A question about additional locations is included in the 2012 survey, to be mailed in late July.

2G. Improve service for people with disabilities.

Goal 3: Deliver exemplary service.





(Month) Service		
Meeting Rooms	Main Library meeting rooms used	67
	Main Library auditorium used	12
	Main Library atrium	0
	Ellettsville Branch	13
	TOTAL MEETING ROOMS USED	92
Author Alert	Holds placed	277

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.

- Thanks to a \$500 grant from the Bloomington Board of Realtors and three Boy Scouts working on their Eagle projects, the library's landscaping will be seeing some improvements. The Scouts will be removing invasive euonymous ground cover and overgrown shrubs and replacing them with new drought-resistant native shrubs, perennials, and grasses.

3G. Provide high quality public technology services.

- Lisa Champelli hosted two digital programs: "Digital Downloads for Kids" and "Make Your Own Animoto Video." Both programs were well attended.
- Ned Baugh, Josh Wolf, Chris Jackson, and Sara Laughlin attended a webinar presented by ENA, the Internet filtering provider for the Indiana Public Library Consortium on June 5.
- Adult and Teen Services and Ellettsville Branch staff began offering one-on-one technology help sessions for individual patrons in June. In Ellettsville, reference staff helped one patron with her Kindle Fire and another with Amazon searching and buying. At the Main Library, 10 patrons received assistance with e-readers, general computer questions, setting up email accounts, and Microsoft Office tools. The response from patrons has been very positive.
- After Google purchased Meebo in June and announced that it would be discontinued in early July, Jim Gossman, Burl Cooper and Steve Backs worked with Paula Gray-Overtoom to settle on a new product to replace Meebo for reference chat. Thanks to Paula, we installed and configured Libraryh3lp.com and were prepared to switch services in July.
- The Indiana Room began promoting a hand held digital scanner for use with documents and sources that patrons may not check out from the collection.
- Information Systems installed two new computers for patron use in the Indiana Room, replacing two that had outlived their utility. Cody Mullis updated microfilm computers to Windows 7 and solved the problems we had been encountering with speed.
- CATS partnered with Ivy Tech to facilitate video instruction for middle school students as part of the *Kids for College* program. Local video icon Duane Busick instructed nine middle school students in basic camera operation, scriptwriting, and editing. The students interviewed participants taking part in the John Waldron Arts Center's painting and ceramics programs, as well as students attending the Bloomington Playwrights Project's summer theater camp. With the assistance of Mr. Busick, the students scripted their projects and worked on editing their pieces. The final program will be shown on CATS.

- CATS purchased four Panasonic HDC-HS900 HD camcorders for usage by local producers. The camcorders allow for high definition recording to an internal hard drive, as well as to SD cards, and will be available for public use in late July.

3H. Create engaging library experiences.

- The library's Facebook page went live on June 25.
- At the Ellettsville Branch, Penny Gillie put up an interactive bulletin board on superheroes in the Children's Room. Kids added their own trivia questions to the board throughout June. A display in the Ellettsville lobby advertised all of children's, teen and adult reading programs for the summer. Chris Hosler set up and maintained a Rosie High School Book Award nominee display in the YA area for our many Rosie Readers.
- During "Teen Summer Hackjam!" 25 teens spent the day with educators from the IU Center for Research on Learning and Technology, where they learned about designing and manipulating website HTML, as well as journalism. Using Mozilla's X-Ray Goggles online tool, the teens learned how to "hack" existing online newspapers and manipulate the text and pictures without changing the actual websites. This session-based exercise in social learning led to teens getting deeper into website design, and learning to write their own HTML to design personal websites. Hacks completed that day can be seen here:
<http://hackjam.wikispaces.com/Summer+2012+Hackjam>
- The fifth annual "12-hour Comic Book Day" continues to see growth year by year. This year, we set attendance records with 112 participants, as well as a record in the number of finished comics submitted by the kids. Five young people stayed the entire 12 hours (also a record)! Of special interest is the graphic novel *12* submitted by Ursa and Natalia, two teens who showed up at 9 a.m. with a promise to write and illustrate an entire full-length graphic novel from scratch. With minutes to spare, the two young women turned in their masterpiece, the first such high-level, publication-worthy graphic novel we've had at "12-hour Comic Book Day." Amazing! The graphic novel, as well as the other submissions, can be reached from the following "12 Hour Comic Book Day" homepage: <http://mcpl.info//teens/12-hour-comic-book-day>
- Indiana Room Volunteer Mita Glass and Christine Friesel set up a booth at the annual Smithville High School reunion to share the *Smithville News* project. The school closed in 1972, but every year many people travel to the reunion. An estimated 45- 50 people attended.
- Scanning Old Family Photos. On 6/6/2012 Joan Hostetler, Heritage Photo and Research Services, gave a presentation with librarian Luann Dillon on using scanners and digital cameras to copy and store photos; 21 people attended.

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.

3L. Offer regular feedback opportunities for employees.

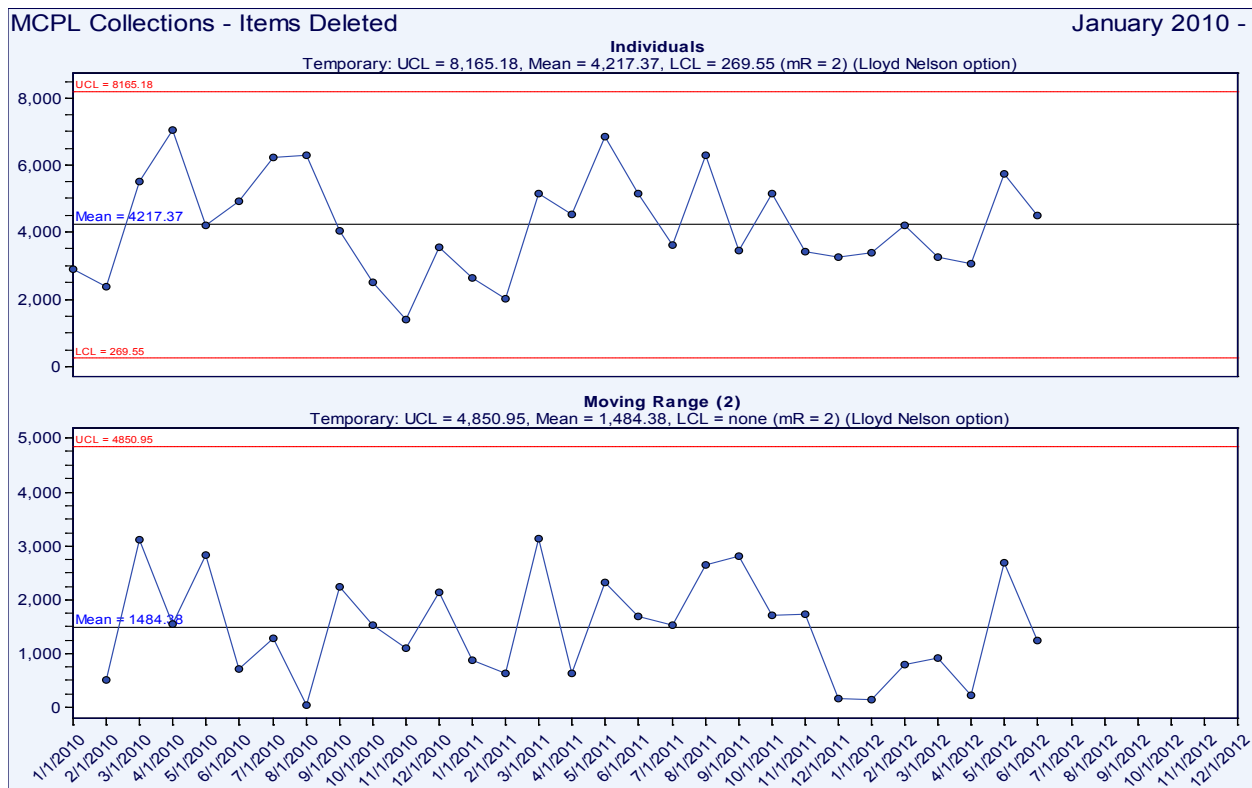
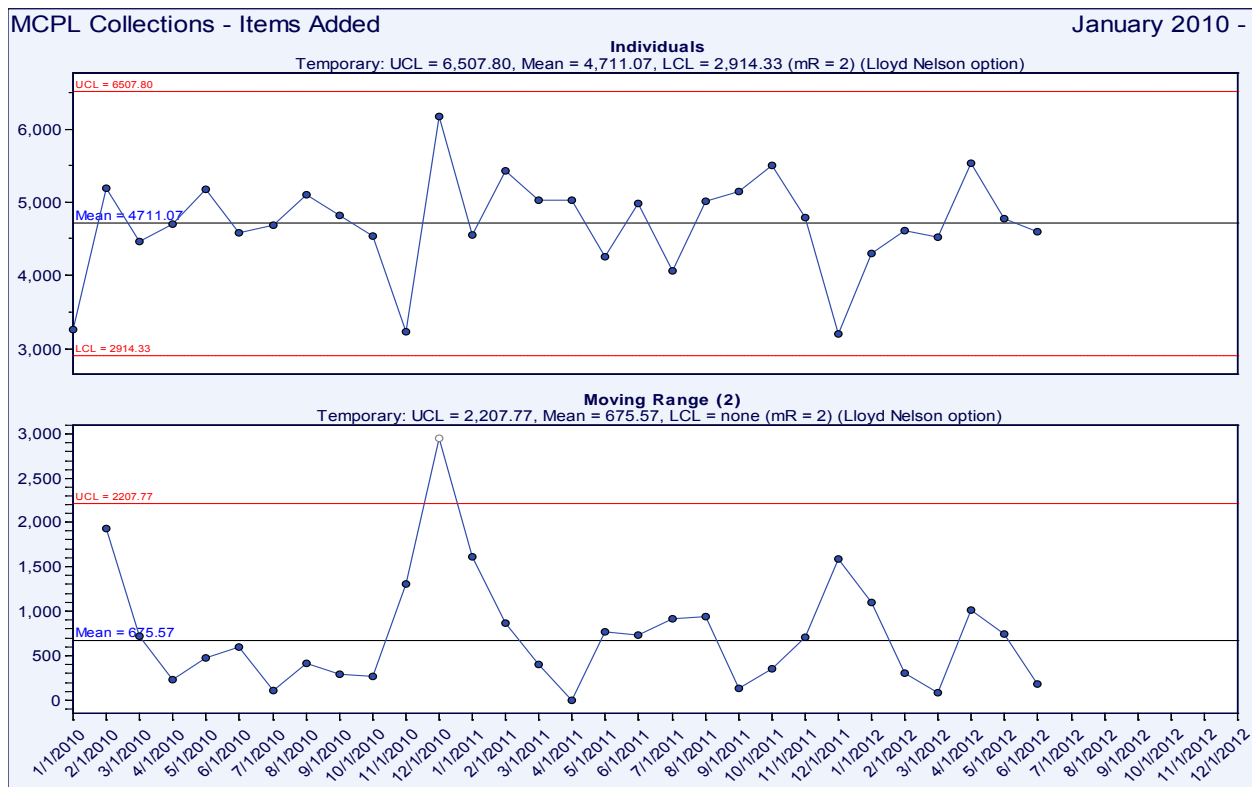
- Task Force surveyed all main pages about patron interactions and customer service needs in the stacks. Input will help identify training needs to implement new process where pages will serve a more active service role both to answer directional questions and make more personal handoffs/referrals with staff at information and checkout desks.

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

- The strategic planning core team of staff met weekly to finalize questions for the 2012 community survey, to be mailed in late July.

Goal 4: Maintain High Quality Collections

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



4B. Maintain functional and attractive library collections.

- The library accepted the papers of the Nineteenth Century Club, the women's organization that was instrumental in submitting the application to the Carnegie Foundation that resulted in the Bloomington Public Library, now the History Center. Still in existence, the Club was also involved in the decision to build the Indiana Memorial Union and Bloomington Hospital.
- With recent weeding in the children's room and in juvenile non-fiction completed, Ellettsville Branch staff moved display items to face-out position on the regular shelves—making the area look much cleaner and less cluttered.

4C. Continue to explore new formats.

- Library patrons now have access to 15,343 items included in the Overdrive downloadable collection, including 10,934 e-books, 3,542 audiobooks, 672 Disney online books, 108 music titles, and 87 videos.
- Mickey Needham, Pam Wasmer, and Chris Jackson continued work on developing a recommendation for e-content strategy. Chris Jackson, Mickey Needham, and Sara Laughlin attended the American Library Association Annual Conference to explore and discuss e-content (among other topics) with James LaRue, director of the Douglas County (CO) Public Library and e-content vendors.

4D. Improve patron satisfaction with movies collection.

- Major DVD weeding is underway in both the general and children's collections at Ellettsville.

4E. Improve the weeding process. COMPLETED

4F. Develop a children's collection endowment.

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

5A. Implement recommendations from classification and compensation study.

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

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

- Twenty managers and staff participated in a webinar presented by James LaRue, director of the Douglas County (CO) Public Library, which is conducting an experiment to negotiate e-books contracts directly with publishers, as well as host local content and self-published titles.
- At the American Library Association Annual Conference, Sara Laughlin began a three-year term as president-elect, president, and past president of the Association of State and Cooperative Library Agencies.

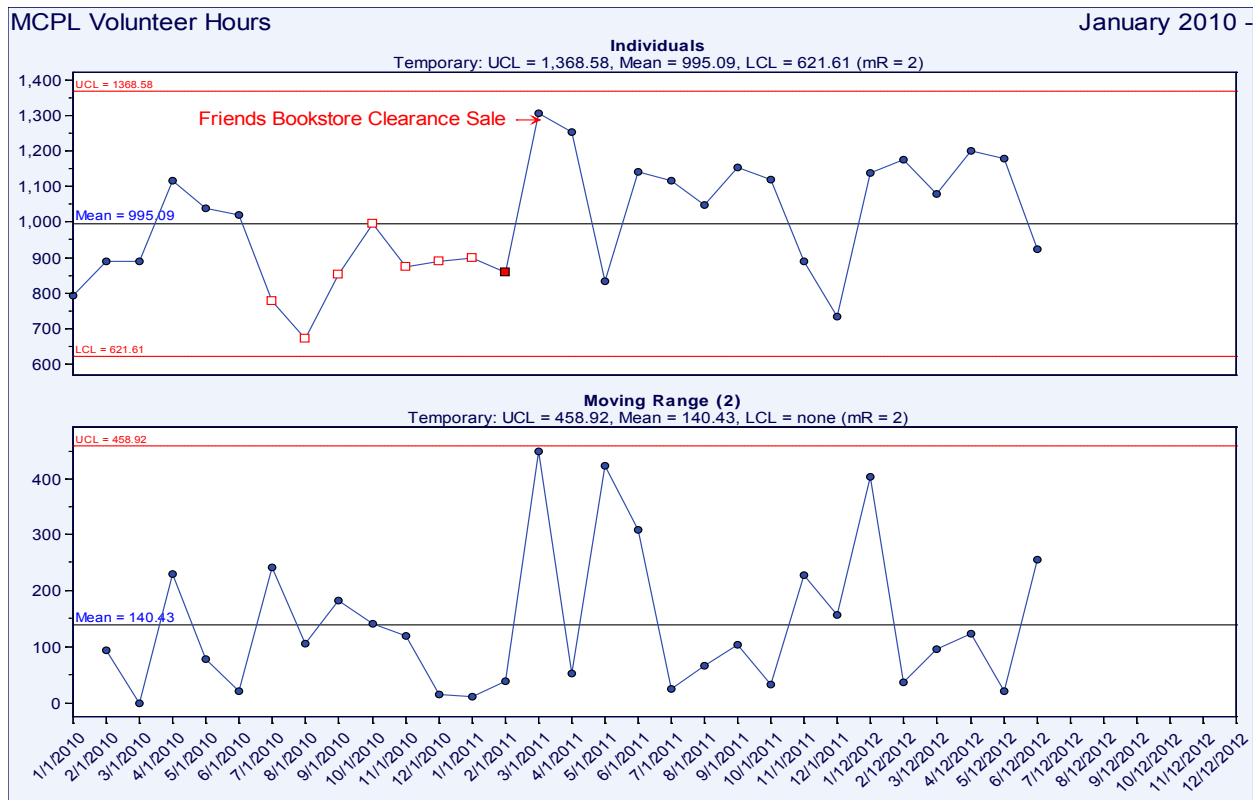
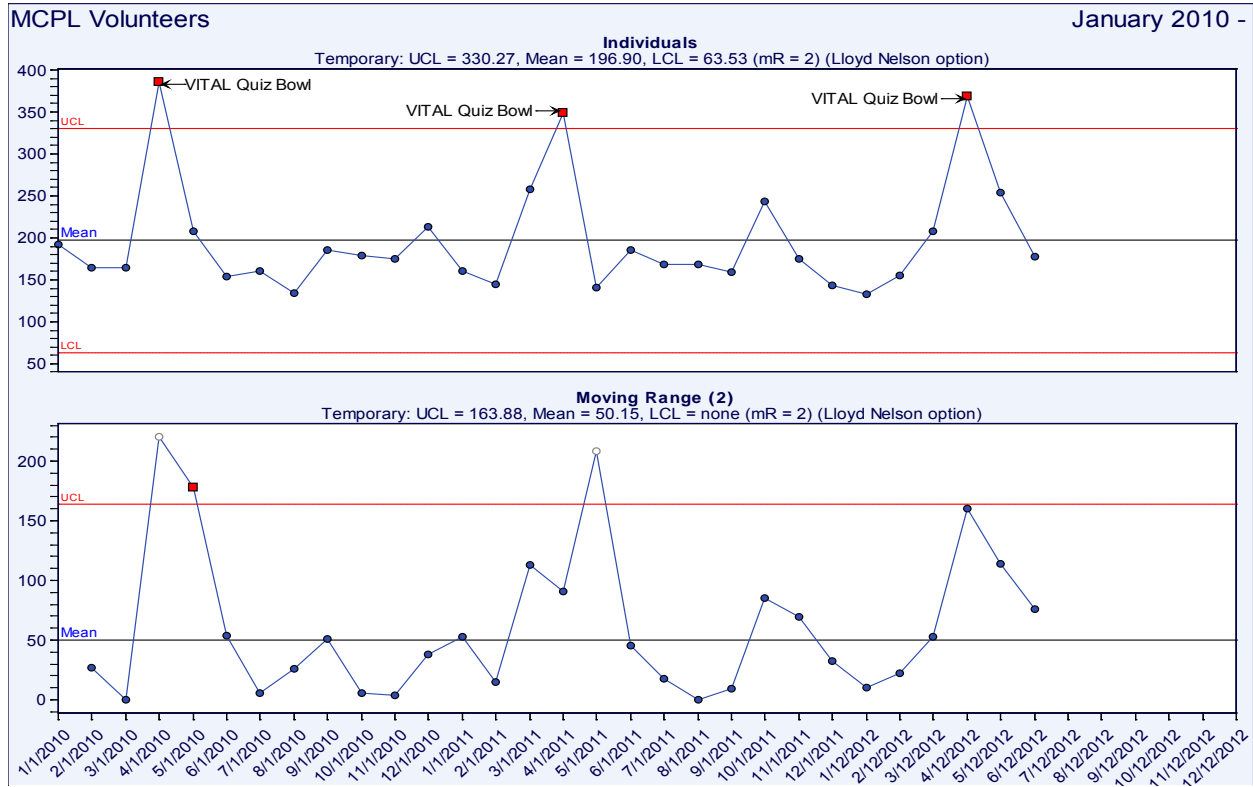
5D. Complete negotiations for and begin implementation of first union contract.

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

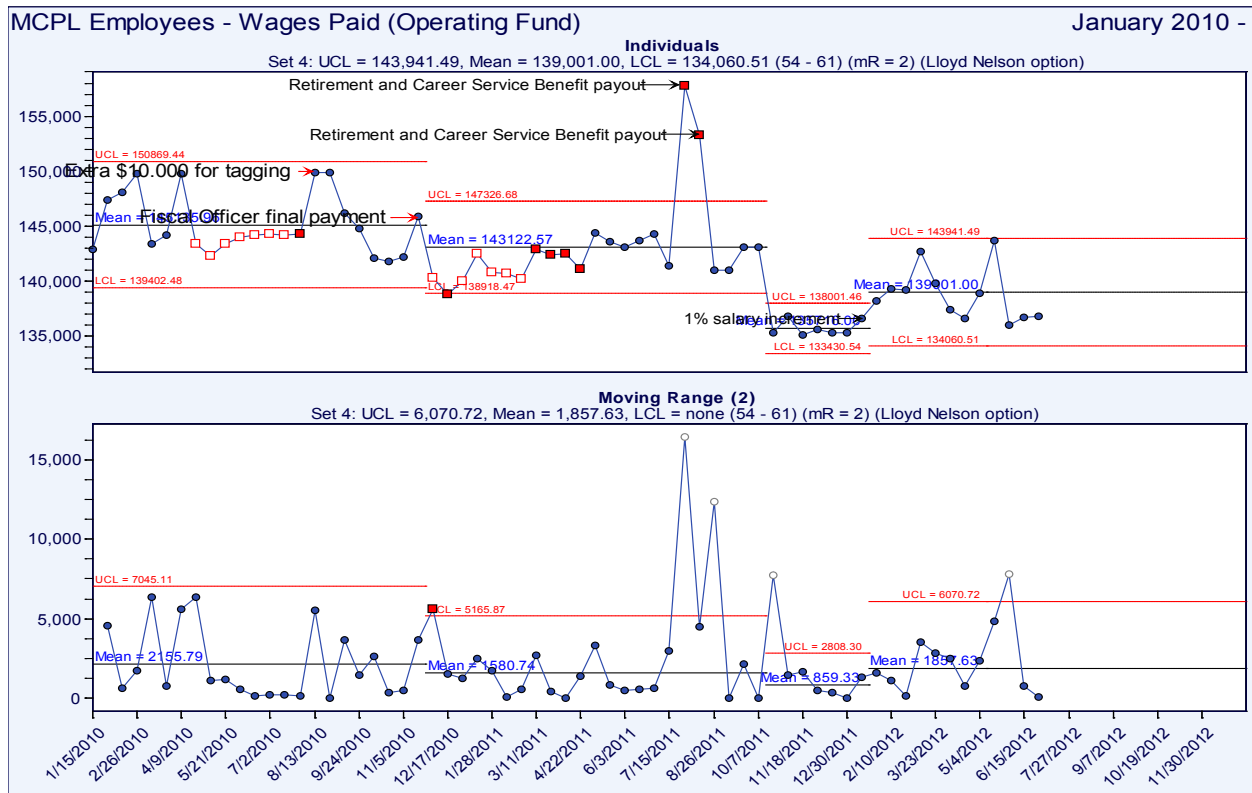
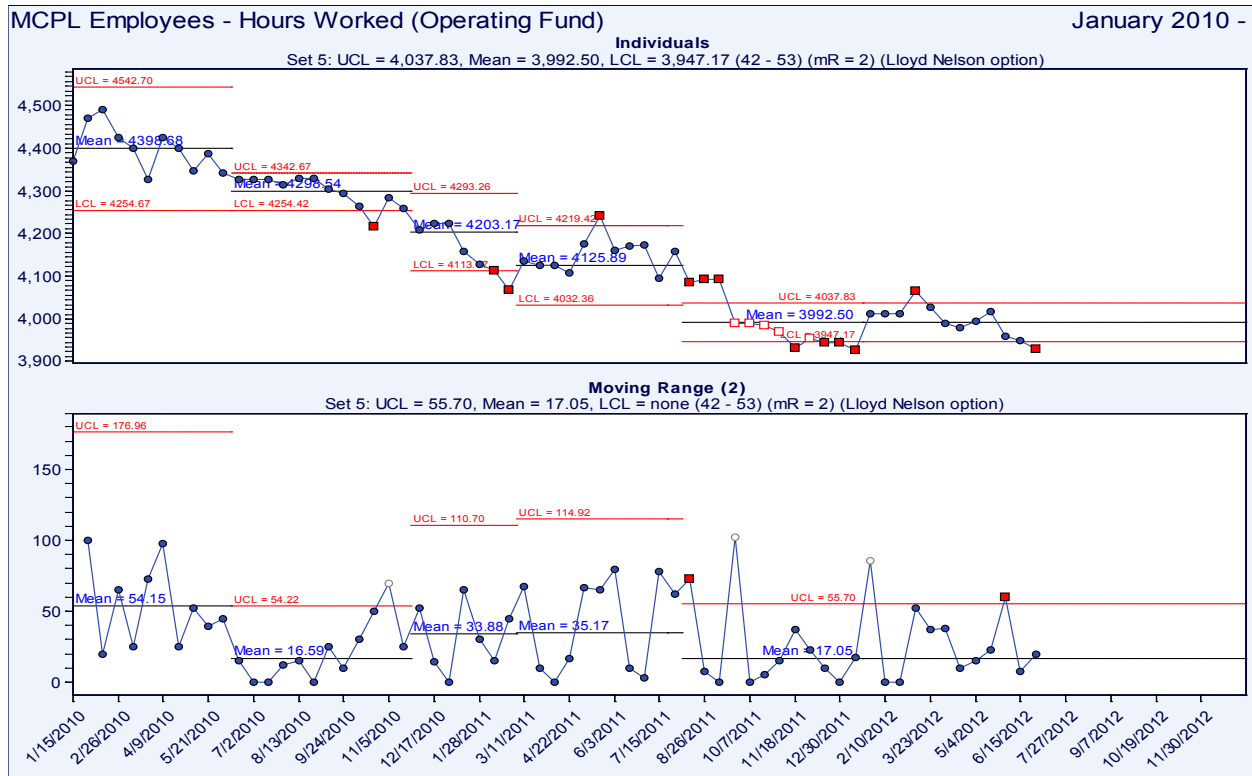
- Sara Laughlin gave a guest lecture in the IU SLIS collection development class on changes in collection development.

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

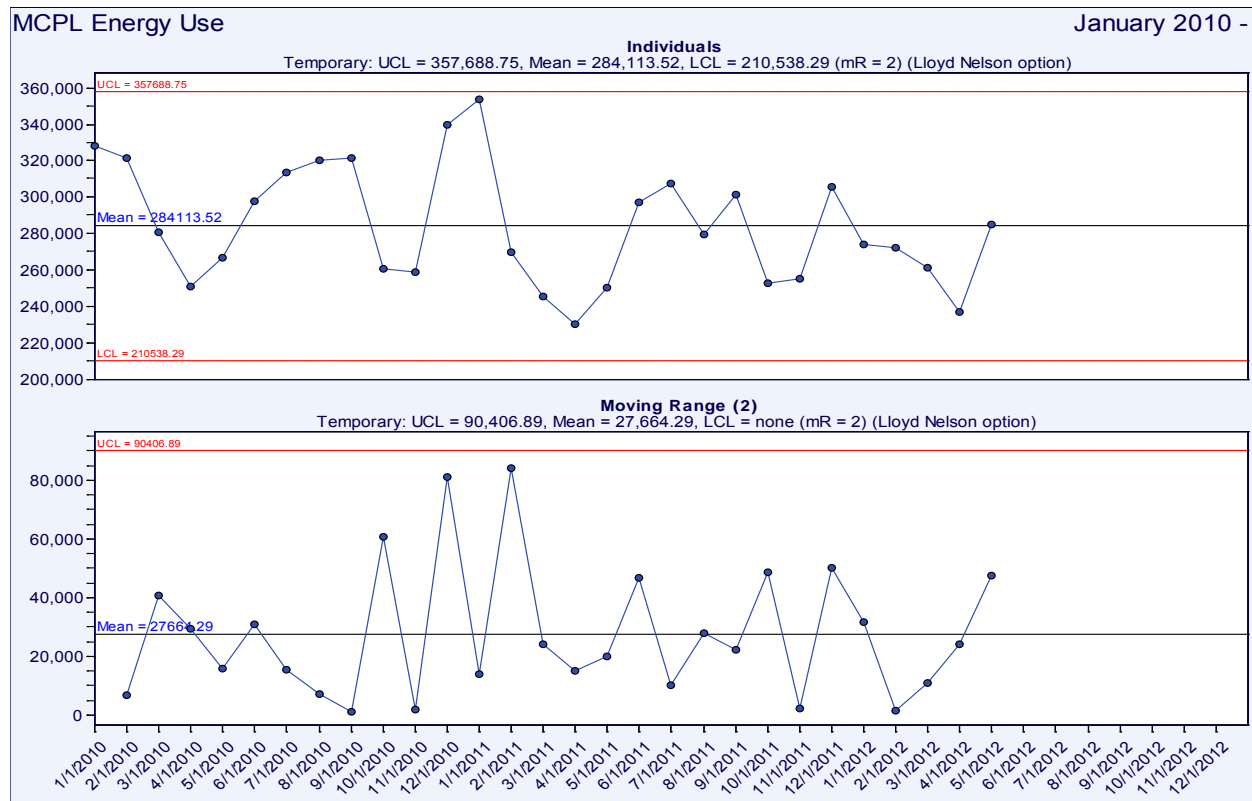
- New Associate Director Marilyn Wood began work on June 26. She introduced herself to staff during all-staff meetings on June 27 and 28.
- The Wellness Committee hosted a "Lunch and Learn" session related to the book *Eat This, Not That*.



5G. Support improvement of key processes.



5H. Continue sustainability efforts to reduce energy consumption.



- Gary Lettelleir, Mark Mobley, and Jason Chandler submitted a request to Duke Energy and hosted an inspection, after which the library received a \$5,720 rebate. Additional rebates are possible through the Energize Indiana consortium as more energy-saving equipment is installed.

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

5J. Maximize tax support.

- The library hosted training presented by the Indiana Department of Local Government Finance for local officials using the new Gateway online budget submission process.

5K. Increase funding from non-tax sources.

5L. Work closely with Friends of the Library.

- Sara Laughlin and Margaret Harter attended a meeting of the Friends Campaign for Excellence. Sara and Stephanie Holman met with the Friends 2013 Author Event committee on June 8 and the Friends 50th Anniversary planning committee on June 21.
- Penny Gillie, Friends liaison from the library, helped publicize the Friends Annual Meeting on June 27, and Sara Laughlin gave the director's report. Speaker at the well-attended meeting was Adeleke Adeyemi, Bloomington resident and winner of the 2011 Nigeria Prize for Literature. Adeyemi is using the \$100,000 prize and working to build a network of libraries across Africa.

Overview: Circulation Policy Committee Recommendations

In November 2010, the Circulation Policy Committee convened to review the policy that was last updated in 2006. The attached document is the outcome of the Committee's work and has been reviewed by managers.

Highlights of the recommended changes:

- Adding a new "Purpose" section emphasizing "responsible lifelong library use."
- Explicitly adding provision for sharing basic account information for delinquent accounts to the collection agency.
- Omitting specific fee amounts and instead referring to the Fines and Fee Schedule.
- Adding and approving circulation fee amounts to the 2012 Fines and Fee Schedule.
- Adding two sections addressing "front end" solutions to abuse of kids cards:
 - Explicitly stating one patron may NOT use someone else's account to avoid responsibility for outstanding charges on their own account.
 - Adding requirements for children to verify name and address to receive a card.

Please note the committee has not reviewed the last two sections "Exceptions to Financial Penalties" and "Structure and Maintenance." They are presented "as is" pending potential recommendations at some future date.

For the "Issuing Library Cards" section, we request an effective date of September 1, 2012, the beginning of National Library Card Sign Up Month. All other sections we request that, if accepted, the changes take effect following the vote.

Draft of Circulation Policy Revisions 2012

July 5, 2012

~~strike outs~~= sections to remove from existing policy

underlined = proposed new language

Purpose

Monroe County Public Library promotes responsible lifelong library use with minimal barriers to facilitate fair and equitable sharing of the community's collections. This policy is designed to encourage users to keep their accounts in good standing so they may continue to borrow and return materials. Abuse of circulation privileges will result in the suspension of library privileges.

Intellectual Freedom

Individual patrons determine for themselves what library materials are appropriate for personal checkout or viewing. Parents or guardians are responsible for determining what their children borrow, view, or use in the library. Library staff will not monitor or restrict any patron's borrowing or use of the library, its materials, or its resources based on a patron's age, background or views. The Monroe County Public Library endorses and defends the concepts of intellectual freedom, as protected by the United States Constitution and as described in the Library Bill of Rights.

The library adheres to and supports 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).

<http://www.ala.org/advocacy/intfreedom/librarybill>

<http://www.ala.org/offices/oif/statementspols/ftstatement/freedomreadstatement>

<http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview>

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

Confidentiality

~~The policy of the Monroe County Public Library is not to reveal borrowing, reserve, or fine records to any person other than the owner of the library card.~~

~~All circulation records, records identifying names of users with specific materials and all library registration files identifying names, addresses, and telephone numbers are confidential. No records can be made available to any inquiries, government or otherwise, unless a warrant or subpoena has been served by a court of competent jurisdiction. Library staff will immediately contact library administration concerning court requests.~~

~~This prohibition applies to the release of information to the parents or guardians of minors who have their own cards. However, MCPL recognizes that instances may arise when it may be necessary for a parent or legal guardian to be provided with information about his or her child's library records (for example, when a child's library materials have incurred fines, or the materials have been misplaced). In this case, there are procedures that will enable parents or other parties who are financially responsible for the child's library materials to obtain information about the records of a minor child under 18 years of age.~~

Library users' account information, including names, addresses, telephone numbers, email addresses, items borrowed, items requested, activity dates, and all other data particular to an account, is confidential. The library does not provide such information to anyone other than the account's owner, with the following exceptions:

- When issued with a valid subpoena or warrant;
- When requested by the parent or legal guardian of a minor for the purpose of paying fines or recovering lost items;
- When an account with lost materials or unpaid fines is turned over to a collection agency.

Within these exceptions, only limited and precise information is disclosed to satisfy the specific need of the request.

Eligibility for Library Cards

Resident Library Card

Individuals of all ages are eligible for a Monroe County Public Library card if they meet the following criteria:

1. ~~They are members of the Monroe County community as evidenced by:~~
 - a. ~~Living at a Monroe County address OR~~
 - b. ~~Owning Real Property in Monroe County~~

~~AND~~
2. ~~They can demonstrate an ability to receive notices.~~

1. Live at a Monroe County address
OR
2. Own real property in Monroe County
AND
3. Can demonstrate an ability to receive notices.

Indiana University students who meet the above criteria are eligible for a library card.

~~All staff~~ Employees of Monroe County Public Library will receive a library card for the duration of their employment.

As circumstances change any of the above criteria, card eligibility will also change.

Individuals who are not eligible for a resident card under these criteria may apply under the policy for non-resident cards.

Non-resident Library Card

Individuals living outside of Monroe County who hold a valid Indiana public library card may purchase a PLAC Public Library Access Card (PLAC). A PLAC provides access to all public libraries in the state of Indiana. PLAC holders must provide a valid Indiana public Library card and proper identification in order to obtain a non-resident Monroe County Public Library Card.

Individuals living outside of Monroe County in an area that does not receive library service may purchase an annual subscription card ~~for \$60;~~ cost of the card is included in the fee schedule adopted by the Board of Trustees. (See <http://www.monroe.lib.in.us/geninfo/board-policies>) This subscription card provides access to the Monroe County Public Library only. Individuals eligible for this subscription card include:

- those who do not live in a library taxing district
- those whose home library service is received under annual contract
- those who are out-of-state residents.

Institutional Cards

Only Institutions receiving deposit collection service from MCPL's Community Outreach department are eligible for an institutional card. The card can only be used for items delivered to the institution by Community Outreach.

Issuing Cards

Patrons may apply online or in person. ~~Proper~~ Acceptable identification and address verification must be provided in person before initial checkout ~~for those 18 years of age and older.~~

Homebound patrons and eligible institutions register separately through the library's Community Outreach Department.

Institutional cards

~~Only Institutions receiving deposit collection service from MCPL's Community Outreach department are eligible for an institutional card. The card can only be used for items delivered to the institution by Community Outreach.~~

Use of Library Card

Patron Obligations

Use of the library card implies acceptance of and adherence to all regulations of the Monroe County Public Library.

The library assumes no liability for any damage caused by the use or misuse of any library materials.

Patrons are financially responsible for all materials checked out on their library card.

Patrons must inform the library of ~~address changes~~ any change in contact information for account notifications.

Patrons are required to report lost or stolen cards to the library immediately The charge for a replacement card is included in the fee schedule adopted by the Board of Trustees.(See <http://www.monroe.lib.in.us/geninfo/board-policies>)

~~The library assumes no liability for any damage caused by the use or misuse of any library materials.~~

Patrons Who Do Not Have Cards With Them Present Card at Checkout

Patrons may borrow materials without a library card, if they can verify identity.

Patrons Using Other Patrons' Library Cards

Patrons who have a library card in their possession are assumed to have the authority to use that library card. Patrons may not check out items on another patron's account as a means of avoiding payment of fines and fees on their own account.

Picking Up Holds for Another Patron

Due to confidentiality concerns, patrons must have permission to pick up holds for other patrons.

Following confidentiality guidelines, holds for patrons under 18 will be given to parents without prior permission.

Suspension of Borrowing Privileges

The library may suspend borrowing privileges when patrons abuse circulation policies.

Financial Penalties

Fines

Due date information is provided at checkout and materials are expected to be returned on time. Overdue fines are charged on most materials and are assessed on a per item/per day basis. ~~Fines are charged at twentyfive (25) cents per day, per item. Maximum overdue fine is \$10.00 per item.~~ Daily fines and maximum overdue amounts are charged at a daily rate established in the fee schedule adopted by the Board of Trustees. (See <http://www.monroe.lib.in.us/geninfo/board-policies>) ~~Due date information is provided at checkout and materials are expected to be returned on time. Patrons will be charged for replacement of an item if it is unreturned or damaged.~~

Fines are not charged for children's materials housed in juvenile shelving areas. (Parent/Teacher Resource Room Collection materials intended for an adult audience do incur fines.)

Fines are not charged for items ~~with~~ checked out from Community Outreach locations. Homebound patrons and institutional cards registered with Community Outreach Services do not incur fines.

~~All staff~~Employees of Monroe County Public Library ~~does~~ not incur fines.

Replacement and Processing Fees

Patrons (including Monroe County Public Library employees) are charged replacement charges for items that are lost, damaged or unreturned.

~~Patrons are charged an additional non-refundable processing fee when charges are issued for lost, damaged or unreturned items. Processing fee is \$10.00 per item.~~

Legal Action

~~After the third notice is sent, if the value of the unreturned materials exceeds \$50 for an individual or \$100 for an institutional card, legal action may be taken.~~

~~The library may use the service of a collection agency.~~

~~The library may file in Small Claims Court on specific problem cases.~~

Collection Agency and Legal Action

The library may use the service of a collection agency. When an account is submitted, the library will add a fee as established in the fee schedule adopted by the Board of Trustees.

The library reserves the right to take legal action to recover fines or fees owed.

Exceptions to Financial Penalties

Patron Claims Not Responsible

Patrons may request removal of responsibility in the cases of "Claims Not Checked Out," "Claims Not Damaged," and "Claims Returned." The library imposes limits for the number of each type of claim.

Credits and Refunds for Found Lost/Paid items

Patrons may be issued credit or refunded the replacement cost if the complete item is found and returned in good condition within 90 days of payment. Refunds will not be given for single parts of a set. Refunds will not be issued for less than \$10.

Fine Option Programs

Fine Option Program: Volunteer Work for Credit

In cases of financial hardship, patrons age 14 and over may make arrangements with a circulation supervisor to do volunteer work in lieu of payment of fines and fees. Five dollars (\$5) credit may be earned for each hour of designated work. Credit may only be applied against fines/fees and is not applicable against replacement costs.

Fine Option Program for Children: Literacy and Learning for Credit

The library is committed to developing children's reading skills and library habits so that they become responsible lifelong library users. Patrons under the age of 18 may choose to enroll in a reading/literacy program in lieu of payment of all types of charges. Five dollars (\$5) credit may be earned through each use and return of designated library material. Limited borrowing privileges apply to participants enrolled in this program.

Removal of Patron Obligations

Patrons may request removal of financial obligations in part or whole in the case of catastrophic loss or extraordinary hardship situations.

Structure and Maintenance

Borrowing limits

The library may impose borrowing limits when necessary.

Loan periods

Loan periods for materials are established for fair and equitable periods of time.

Inactive library cards

The library will conduct periodic purges of inactive library cards.

Adopted by Board of Trustees: December 20, 2006

Revised _____

Monroe County Public Library 2012 Fee Schedule

Overdue fines	\$0.25/day (Maximum \$10/item) (No charge for children's materials)
<u>Collection Agency Fee</u>	<u>\$10.00</u>
<u>Replacement Library Card</u>	<u>\$1.00</u>
<u>Annual Subscription Card – Non-resident</u>	<u>\$60.00</u>
Lost items	Varies
Photocopies	\$0.10/page (No charge for first 3 pages/day)
Printing	\$0.10/page (No charge for first 3 pages/day)
Obituaries for those who live out-of-county	\$3/name
Genealogy research for those who live out-of-county	\$10/request
Test proctoring	\$30/test
CATS dubs	\$10/dub (No charge for dubs of public meetings for elected officials from units with contracts with CATS)
Supplies	
Reusable bags	\$1/bag
Floppy discs	\$0.50
Blank CDs	\$1/disc
Meeting Room Clean-up Fee	Maintenance (reset room, clean carpet, repair furniture, etc.): \$25/hour. Equipment damage or replacement: Cost + \$10 service fee

Adopted by the Board of Trustees December 15, 2010
Revised October 26, 2011
Revised _____

RESOLUTION TO UPDATE MONROE COUNTY PUBLIC LIBRARY'S POLICY 5.01 – SAFETY

WHEREAS, it is now necessary to update Section 5.01 – **SAFETY** of the Monroe County Public Library Personnel Manual, to allow for a flexible purchase option in providing appropriate apparel for work wear requirements;

Be it resolved that the Library Board of the Monroe County Public Library, Monroe County, Indiana, approve the following changes to selected parts of sections 5.01:

Recommendation to Amend Personnel Policy Section 5.01

5.01 SAFETY

Clothing, Tools, Vehicles, and Equipment

The Library will provide five (5) Library shirts for each staff employee in Facilities ~~and Security~~ and any other employee required, by management, to wear them. A combination of shirts and/or jackets may be substituted without exceeding the customary budgeted amount for each staff member per year.

The Library shall furnish and maintain in good condition tools and equipment as determined by the Library as necessary to perform the job. Each Employee is responsible for the return of such equipment or tools as per the directions of the supervisor. The Library shall train employees whom it designates in the safe use of equipment.

If an Employee believes that a vehicle or other equipment is unsafe and does not meet the requirements of any federal, state, or local law, the employee shall report that fact to the employee's immediate supervisor who shall then determine the status of the vehicle or equipment, and confirm such status in writing to the employee. If the supervisor determines the vehicle or equipment meets the requirements of federal, state or local law, the employee shall operate the vehicle or equipment. An employee may grieve the supervisor's determination.