

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

**Wednesday, September 17, 2014  
Meeting Room 1B**

**Immediately following Public Hearing on 2015 Budget at 5:45 p.m.**

**AGENDA**

1. Call to Order –Valerie Merriam, President
2. Consent Agenda – action item – Sara Laughlin
  - a. Minutes of August 20, 2014 Board Meeting (page 1-12)
  - b. Monthly Bills for Payment (page 13-16)
  - c. Monthly Financial Report (page 17-48)
  - d. Personnel Report (page 49)
  - e. 2014 Board Meetings Calendar (page 50-51)
3. Director’s Monthly Report (page 52-67) and Retirement Announcement (page 68) – Sara Laughlin, Director
4. Old Business
  - a. Renovation Update – Marilyn Wood
5. New Business – action items
  - a. Public Comment Policy (page 69) – Hans Otto Meyer
  - b. Personnel Manual Update to Section 3.20 Emergency Closing and Addition of 3.21 Premium Pay (page 70-74) – Kyle Wickemeyer-Hardy
  - c. Preliminary Bond Resolution and Declaration of Official Intent to Reimburse Expenditures (page 75-87) – Tom Bunger and Gary Lettelleir
  - d. Resolution to Open Checking and Savings Accounts at Main Source Bank (page 88-92) – Gary Lettelleir
6. Public Comment
7. Adjournment

**MONROE COUNTY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**Wednesday, July 20, 2014**  
**Meeting Room 1B**  
**5:45 pm**

**Present:**

David Ferguson, Kari Isaacson, Valerie Merriam, Hans-Otto Meyer, Melissa Pogue, Fred Risinger, and John Walsh.

Staff Attendance: Michael Hoerger, Sara Laughlin, Gary Lettelleir, Sue Sater, Bara Swinson, Kyle Wickemeyer-Hardy, Marilyn Wood, and CATS staff.

**Others in Attendance:**

Tom Bunger and Rachel Bunn.

**Call to Order**

President Valerie Merriam called the meeting to order at 5:46 pm in Meeting Room 1B.

The Board introduced themselves to the public, and announced what book they are currently reading.

**Consent Agenda**

The consent agenda items were presented to the Board. Valerie asked for a motion to approve.

Kari moved to accept the consent agenda. John seconded.

Kari had a question on page 5 regarding the payment to Bibliotheca ITG, LLC for \$43,409.07. She wondered if it was for material handling equipment. Sara responded it was.

Kari also asked about the comment in Gary's Monthly Financial Report comments about "things breaking" on page 12. Sara responded that we have had a number of small and not so small things happen this year, including the flood in January, the flood in the restroom in CATS, and other equipment failures.

Valerie had a question under the Financial Report Comments, regarding parking (3710). She asked if the amount paid was not Zone 4, but lot 5. Sara responded that yes it was for lot 5. This is an annual payment, made in August. We will not see any more in the year, unless we need to transfer Zone 4 permits, at \$10 each.

Brief discussion followed regarding our parking leases. Valerie asked if we were able to accommodate all employees who wanted a parking place. Sara replied yes. The surprise was that we had more employees choose the bus pass and fewer in the garage.

Valerie called for a vote to accept the consent agenda. Motion passed unanimously.

### **Director's Monthly Report**

Sara Laughlin presented the Director's monthly report.

Kari made a comment about the top chart on page 47 regarding children's program attendance. Kari stated that the numbers seemed odd to her. Sara responded that May was the highest month, because children's librarians visit schools. Program attendance was still high in June and July. Sara stated we are focusing on family and intergenerational programming, but we do fewer of those in the summer, since we spend more time with children.

With the resignation of Marc Tschida in Nonprofit Central, Valerie was glad to see that the library's capacity building plan had worked with the training of other employees. Sara replied that she was very pleased that the efforts to move the Indiana Room desk forward that allowed Adult Services staff to learn how to handle questions coming into Nonprofit Central. Several Adult Services librarians got nonprofit certification through the City's program. We also asked them to become involved with an actual nonprofit organization. Bobby Overman has worked at the desk, was certified, has been involved as a grants maker, and she is an active participant in a number of nonprofit organizations. In addition to that, she is a certified navigator through the Affordable Care Act volunteer program, is very engaged in the Spanish speaking community in town and has been a Spanish-language selector. Sara added that we reported to the Community Foundation that Marc was leaving and because our succession plan was in place, we were able to integrate the service into the library a few months ahead of schedule.

### **Old Business**

#### Renovation Update

Marilyn Wood reported the first phase of construction is coming to an end. Many of the spaces will be available within the next couple of weeks. Work in the Children's Program Room, their storage room, the CATS office and equipment room, Community Outreach and the second floor meeting room will be completed enough for occupancy by September 2. Due to delays in arrival of some materials, we will still have items on the punch list that will need to be taken care of later in September, including flooring for Children's program room, but they won't delay our occupation of the spaces.

Next week contractors will be installing shelving in the Bookstore, CATS equipment room, and Community Outreach. The week of Labor Day, the library will begin to move staff into the

renovated spaces. IS staff moved to their temporary space last week, and Collection Services will be moving into their temporary space in the second floor meeting room while their offices on the third floor are renovated. Work on the Auditorium is ongoing. Vinyl wall covering was scheduled to be installed today. Floor covering will begin this weekend, and A-V and lighting systems are scheduled to be completed in the next two weeks. Target date for completion of the Auditorium is September 8. We currently are investigating opening the Auditorium after hours on weekends, making it available to musicians and others who are interested in charging a fee. We hope to have the policy proposals at the September or October Board meeting.

The second phase of renovation, including the Teen/Digital Creativity space, Collection Services, Information System Office, and the Bookstore workroom and storage space, will begin the week of September 8.

David asked Marilyn what the library did about removing glue left from removing carpet in the Auditorium. Marilyn responded that contractors were not able to remove it. Sara added the bolts that hold the seats (the embedded anchors) are in the concrete and the contractors wanted to be careful not to damage them. Sanding was a possibility, but they said it would take a lot of time and be expensive and dusty. Marilyn reported, due to concerns about bolts, dust, and time wasted, we chose to install vinyl.

Valerie came in to see progress on her return from vacation and noticed that the glue was still there. She asked if we had considered painting, and Sara said it had been considered, but it wouldn't cover well and might peel and need to be repainted frequently.

Valerie asked if we were still within the change order limit set by the Board. Sara responded yes. The quote for vinyl was slightly higher than for carpet, but our Facilities manager urged choosing vinyl, so we chose to pay a little more now and have a lower total cost of maintenance.

Sara stated that we have used about 60% of change order allocation. We don't know what is ahead for the second half, but are hopeful we can contain costs and remain within the budget. If not, she will return to the Board and request authority for additional funding.

Kari asked if the Information Services department had moved yet. Marilyn responded they have not, but they have moved out of their former office into temporary office locations. Renovation of their offices is included in the second phase. Sara added that two Community Outreach staff are in temporary locations for a couple of weeks until their cabinets and shelves are moved and while they await counter tops.

John asked when the first public event is scheduled in the Auditorium. Marilyn responded that the auditorium will be open to the public on October 1.

Valerie asked when proposals would be coming to the Board regarding after-hour reservation of the auditorium and wondered if there would be gates across the stairs to the second floor. Marilyn responded that a staff committee is drafting policies and investigating how to secure the building above the first floor. Valerie was glad to hear the Board would receive recommendations soon.

## **New Business**

### Approval of 2015 Budget for Advertising

Valerie asked for a motion to approve. John moved. Fred seconded.

Gary Lettelleir presented the 2015 budget for advertising. He stated there had been minor changes. The Operating Fund revenue estimate increased slightly because it included an excess levy appeal. There were minor adjustments to the expense side of the budget so that the increase from last year's budget has reached the 2.7% AVGQ limit.

Gary stated the Notice to Taxpayers is on page 63 in the Board packets. State regulations require the library to publish the notice twice. The first Notice needs to be published before September 13 and at least 10 days before the public hearing on the budget. The Notice provides an estimate of the total library spending and tax levy for 2015 and includes the time and place of the public hearing on the budget and the budget adoption meeting. The public hearing on the budget will be at the September 17 Board meeting. The adoption of the budget is scheduled for the October 15 Board meeting.

Gary reported this is the last year that the Notice will appear in the Herald Times and the Ellettsville Journal. Starting this year, and for future years, the budget notice will be available online through the Department of Local Government Finance Gateway web site. The library web site will direct taxpayers to the new DLGF site: <http://budgetnotices.IN.gov>.

Gary added that he, Marilyn, and Sara will be reviewing the Notice and the budget with a DLGF representative tomorrow, so there is a remote possibility that the notice could change before it is submitted for publication on August 27.

Valerie asked if this change in publication form was a legislative mandate. Gary replied that it was passed by the General Assembly this year. For the 2015 budget, local government units publish Notices in the newspaper and online. Starting next year, they will no longer be printed, but will just be online. Valerie stated it would save money for units of government, but might make it more difficult for members of the public to find information. Gary responded that he thought it might make it easier on the public. Sara added that it may be half and half, because fewer people take the paper today.

If something were to change as a result of the meeting with DLGF, John asked if the Board needed to schedule a meeting. Gary replied the chances of a material change were slim. He offered to let Board members know by e-mail if there was a change, but he would need to make the change in order to meet the publication deadline, which falls before the next scheduled Board meeting. Sara reminded we must publish the Notice by September 2 and suggested the Board direct Gary to publish it as is, or reflect any changes that the DLGF asked him to make.

Fred asked for clarification that she was recommending that we approve publishing this or an amended one that DLGF might approve. Sara responded yes.

Fred asked Gary if there would be any changes that would be so significant that we might want to meet. Gary responded that he didn't think so, as the budget is at the AVGQ limit and he didn't think we would be asked to cut it.

Fred said he amends his recommendation to approve this, to amend it by saying to publish the Notice as presented or as amended at the recommendation of DLGF.

Valerie asked for a second to Fred's amendment. David seconded.

Valerie called for a vote. The motion passed unanimously. Valerie then asked for a vote on the amended motion to approve the 2015 budget for advertising as stated by Fred.

The motion passed unanimously.

Sara reported that the assessed value of property in the county has increased slightly, which is a good thing for property owners and the library too. Sara stated that the County Option Income Tax total for the county is known, but she doesn't know what the library's portion will be.

Valerie asked if the number for the county as large as it was last year. Sara responded that the number for the county is larger, but may be offset by a much higher contribution to the juvenile detention fund, thereby reducing the amount available for other units.

Valerie also asked if the budget we are advertising is our maximum. Gary responded that the only thing we show is the property tax levy. The advertisement doesn't include the library's estimated revenue from other sources. Sara added that the property tax is the last money raised. The County Option Income Tax is very important for the library.

#### Petition to Appeal for Increase in Maximum Levy

Valerie asked for a motion to approve the petition to appeal. John moved to approve. Kari seconded.

Gary stated the petition to appeal for an increase to the maximum levy is on page 82 of the Board packet. The appeal is related to a tax refund that was paid by the county to Inland American Bloomington Fields LLC. The refund amounted to \$732,840 and the impact to the library is a reduction of this year's levy of \$32,698.

Gary stated that county auditor Steve Saulter notified the library DLGF has indicated the library could be eligible for an excess levy appeal. If the Board approves the petition to appeal, then Gary will proceed.

Valerie noted the last time we appealed, we were turned down; she asked what our chances were this time. Gary said last year DLGF turned us down because of the balance in our Rainy Day Fund. He will ask for advice when he meets with DLGF tomorrow.

Valerie asked if we think we will have a response by tomorrow, or if it will be taken under advisement. Gary responded he expects the decision to be made in Indianapolis as part of the review of the budget.

Valerie called for a vote. The motion passed unanimously.

#### Timeline and Resolution to Authorize Proceeding with General Obligation Bond Process

Valerie asked for a motion.

Kari moved. John seconded.

Gary stated this is the first step in the process of getting approval to issue a general obligation bond to fund the library's facility and equipment needs for three years, 2016-2018. The timeline for the process is on page 86 and resolution to proceed with hiring Ice Miller as bond counsel and Umbaugh as financial advisor is on page 88 of the Board packet. If approved, this process will result in renewing the library's general obligation bond issue. The 2013-2015 bond was \$1.8 million; the new bond will be \$1.95 million, with approximately a \$.01/\$100 tax rate.

Gary reported the most exciting projects made possible with the funds from the new bond will be a new learn and play space for children at the Ellettsville Branch and a feasibility study and land acquisition for a second branch, probably in the southwest portion of the county. The other facility and equipment related needs of the library include keeping technology equipment and software up to date, elevator maintenance or replacement, replacing sliding doors at the entrances to the Main Library, upgrading fire and security systems, and replacing components of the HVAC system.

The next steps in the bond approval process include a public hearing at the October board meeting and request for approval by the County Council sometime before the end of December.

Valerie asked if a bond council representative would come to that meeting where the Board voted. Sara replied they will be happy to come if we need them, but she doesn't think it will be necessary, as we have talked to them and worked on the timeline with them. If the Board would like, however, Sara said she would ask them to come in September.

Sara reminded the Board in 2012 we were facing a \$500,000 cut in the budget resulting from a 2005 state law that changed the way County Option Income Tax is apportioned. Prior to 2005, the formula included operating budgets and debt service budgets for all local units of government. The library's portion of the COIT allocation was about 10% of the total, including 7% for operating fund and 3% for debt service from the bond issue for the Main Library addition. As a result of the change in the law, debt service revenue is no longer included in the COIT distribution formula. It was a permanent loss to the operating fund, and the library was faced with having to reduce services. We realized we could combine our capital project fund tax rate, which yielded about \$500,000/year, into the operating fund and issued a general obligation bond to replace the capital funds. We issued the bond knowing full well that we would have to do it every three years or face the cuts. As a result, Sara stated it is essential to renew this bond.

Kari asked about the list of capital projects. Gary responded that we do have a list and will include it in the September packet for the Board.

Kari said she is concerned with technology needs for the library and how they change constantly. It is nice to have flexibility.

Valerie asked if the bond resolution will allow us to be seamless and continuing. Sara responded yes and explained why we are doing this in the fall of 2014 for the 2016 budget. If, for some reason, the Board or Council does not approve the general obligation bond, the library will have a year to reduce services, hours, and staff. If Board and Council do approve, the approval is "durable," and would remain in place until the library sold the bonds at the end of 2015. If Board and Council approve this year, we won't do anything else until next fall, when the Board would give final approval for the sale.

Valerie called for a vote. The motion passed unanimously.

#### Resolution Declaring Property Surplus

Valerie asked for a motion on this resolution. John moved. Fred seconded.

Gary presented and stated this resolution to declare certain property surplus is on the last two pages in the Board packet.



Gary reported that the computers on the list are either obsolete or broken. Gary added that we have a recycling service that picks up old computers at no fee to the library.

Valerie asked for any questions. There were none, and Valerie called for a vote.

Motion passed unanimously.

#### Communication from Board of Trustees

Hans discussed with the Board a recent e-mail that the Board President, sent in the name of the Board to a patron. Hans stated the Board was informed after the fact. He acknowledged it was a minor matter done in good faith no doubt, but was not in compliance with the library board rules described in the trustee reference manual from the Indiana State Library. There it says the Board President has no power beyond that of any other Board member, unless the full board has granted that power to the president. Hans stated this was not a motion; he just wanted to bring it up.

Valerie replied a number of current Board members have served as President and could speak to this. She noted that she was asked by the director to write the response. It was the only time in a year and a half she has been asked to write an e-mail to a patron. In nonprofits, there is an expectation the President speaks for the Board when needed.

Valerie added that she would never speak publicly, or to the media, on the behalf of the Board without the Board's approval. She only did so as a directive.

Valerie stated because of the open door law, a Board member can't canvas each board member as to what they would like them to do in a particular instance. She concluded by saying it is defined as a serial meeting and doesn't meet the law.

She asked to hear the wishes of the Board.

Fred said it seemed to him the Director of the library, or whomever she might appoint from her staff, should respond to questions that come to the Board about library policies and actions. When an issue comes up, that may be inappropriate for her to handle, he felt it would be OK for her to invite a member of the Board or the President to do so. He would like to see the policy be that the library staff, including the library director, be the primary respondents, not someone from the Board.

Valerie replied that she thinks that has always been the case and she hopes that if Board members individually receive an e-mail from a patron, they will forward it to Sara, as she does.

Many times the Board receives e-mails addressed to all, but sometimes they are addressed to a single individual Board member.

David stated it seemed to him Valerie was reiterating library policy in her e-mail to the patron, and he thought it was fine. David agreed with Fred that Sara generally responds to everything until the Board can meet. Then if the Board needs to say something, it can take action.

Valerie said Board members have to be careful not to make judgments without all the facts. Sometimes it is easier for one designee of the Board, which is usually the President, to confer with the director to get all the facts and the background, which Valerie did on several occasions before she wrote the e-mail. Valerie added that in general, when she is just the member of the Board, she doesn't want to know all those things about an individual situation. She wants them to be taken care of by the director, when it is possible, and only rarely by the Board.

Valerie commented it seems the Board has had an informal understanding, but she hears that Hans wants it to be written in policy.

Hans responded that the policy is written in the manual in clear language, the President did not follow it, and it should not happen again.

Sara explained that the State Library manual isn't law or a policy, but guidelines for best practice written by the State Library. If the Board wishes to adopt the guidelines, it should make it policy.

Hans replied, "Are you saying we shouldn't pay any attention to this?" Sara responded she wasn't saying we shouldn't pay attention; what she meant was that the Board should integrate it into its own policy.

David asked if we don't have a policy about this. Sara replied no.

Valerie read from IC-36-12-2-23a. Under that it says any power exercised by the Board president must first be granted by the full board in policy or in commonly accepted and understood practice of the Board. In other words, the Board president does not speak for the Board unless the full board has formally or informally delegated that privilege to the President. Our precedent for years has been an informal delegation to the President, but if it needs to be formally written into our policies, Valerie stated that she finds that quite appropriate.

John stated that he doesn't think the Board has ever been explicit. The Board's practice has been to defer to the President when the Board needs to speak. In the case of this e-mail, if I had seen it before I might have suggested some changes of phrase of a couple of things, but I don't know

if we can legally do that and work over an e-mail in a letter together because of open meeting laws. Valerie replied that our attorney in the room is shaking his head yes. John said, well we are left with that alternative, we can deal with these fairly mundane trivial issues in an open board meeting, crafting an e-mail together, or we formally grant that power to somebody.

Valerie said as far as other informal delegations, as President I have represented the board at meetings and accepting awards, and it's been done on behalf of the Board. This has just been standard procedure. If we need to formalize that the President is allowed to represent the Board in such cases, then we can do so. Valerie said she didn't know if any of the Board members present have been asked to respond to a patron before or not, but she thinks it's been rare when a situation like this arises.

Hans said there are actually two issues: One is the fact that Valerie got involved in a something that was actually within the library; a complaint by a customer that was referred to the Board President. And, what options do we as a Board have that we have to agree with whatever the library has decided, because the alternative would be to fire her.

Valerie responded that everyone on the Board received the original e-mail, but she doesn't know if any one contacted the director to respond to it. Because of the situation, and because the director felt she needed to recuse herself from responding again, she was asked to respond. Hans stated that it was not the way to do it; the Board needs a policy. Valerie said she has no problem with the library developing a policy, but stated she thought she was in full rights to act in an informally delegated privilege given to the Board president for years.

David suggested that Sara prepare a suggested policy for the Board to review.

Fred said he wanted to make sure it stated that the library through the director and other staff if necessary be the primary spokespersons. In cases where the director feels the President should speak then she could ask the President to speak. Valerie added we don't want to hamstring the director's ability to do what she needs to do. Fred added that we might not have time to get together to approve that designation.

Hans asked the Director to produce a draft of such a policy please. Sara responded that she would.

Kari spoke in support of Valerie. She said when she was President for two years, she did spend more time with Sara and more time on library issues than as a normal Board member. She said she was grateful to Valerie for speaking up and working with Sara on issues.

David added there are certain powers granted to the President such as forming the agenda.

Hans made one final comment, stating that he likes Valerie as President and the last thing he wanted to do was criticize her personally. What he was looking at is what was happening and how consistent it was with the “bible” he was given and told to live up to when he joined the Board. Valerie replied there are a lot of inconsistencies in that manual, and going through it she could understand that.

Sara said the local school board has had this exact same discussion recently, and this is a matter of discussion for the Board. The typical nonprofit board model is imperfectly matched with the open meetings requirements of local government. Sara added that this discussion has been a good one, about informal practice and trust and confidence, and being aware that there are times when the Board really does need to discuss something as a whole before getting comfortable with whether some action is needed. We have a body of policy that serves us very well, but if there is something we don’t have, that’s appropriate work for the Board to do.

Valerie said it’s unfortunate the way the open door rules don’t allow us to have an executive session to discuss these types of issues, whereas the school board has much greater leeway in what they can meet about and discuss. It can become a bit awkward to address individual situations, but Valerie stated that the staff and administration more often than not handle things very smoothly and keep us informed. This has been a unique instance.

Fred said we can have executive sessions to discuss personnel issues. Sara said yes, but not to address a patron concern.

Valerie asked Sara to share the draft and get feedback from Hans before she brings it back to the Board.

### **Public Comment**

There was no public comment.

Valerie asked Sara to talk about recent awards the Library has received.

Sara reported that we received notice from the City of Bloomington Commission on Spanish and Latino Affairs that we have won the Agency Award for 2014. The award ceremony is Monday, September 15, at the Mathers Museum at 4:00 pm. We will be driving over from here in the library van. If any Board members are interested in a ride, let Sara know.

The award recognizes the library’s VITAL efforts, Children’s programs in Spanish and English, Circulation materials translated into Spanish, hosting of El Centro and now the Escuelita para Todos, as well as collection efforts and programs supported by the Friends, including the

Hispanic Heritage Day celebration. The nomination came from a member of the Spanish-speaking community, who shared the nomination with us.

Valerie announced that we have an individual employee who was recognized in a national magazine this past month,. Nola Hartman was recognized in *American Patchwork Quilting* magazine for making a difference in her community by raising more \$25,000 for different animal shelters with the sale of her small animal quilts.

Hans asked about the ILF award announcement that was made a couple of weeks ago. Sara announced again that we received the 2014 Programming Award from the Indiana Library Federation for efforts to improve services to people with disabilities. The Board updated policy, the library made some facilities improvements, gathered information together on a new web page, and trained every employee last spring before hosting four programs during Indiana Disability Awareness month in March. Two programs have become part of regular rotation: “Autism Friendly Movie” and the “Sensory Storytime”. The award dinner is on November 18 in Indianapolis at 7:00 pm. We will have cars going up for the day for the conference, but we will also have cars going up for the dinner. Let Sara know if any Board members are interested in going, as they can be her guest.

### **Adjournment**

Valerie asked for a motion to adjourn. David moved. John seconded.

The meeting adjourned at 6:53 pm.

**MONROE COUNTY PUBLIC LIBRARY**

09/10/14 8:16 AM

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**\*Check Summary Register©**

August 9, 2014 to September 4, 2014

Name	Check Date	Check Amt	
<b>06500 FIFTH THIRD CHECKING</b>			
Paid Chk# 006204	AMERICAN UNITED LIFE INS. CO.	8/12/2014	\$1,510.00 403b TSA-AUL W/H
Paid Chk# 006205	AT&T (IL)	8/12/2014	\$447.05 4 DEDICATED LINES
Paid Chk# 006206	CENTURYLINK	8/12/2014	\$23.80 LONG-DISTANCE CALLS
Paid Chk# 006207	CITY OF BLOOMINGTON	8/12/2014	\$617.00 MONTHLY PARKING GARAGE PERMITS
Paid Chk# 006208	CITY OF BLOOMINGTON UTILITIE	8/12/2014	\$2,682.59 WATER & SEWER
Paid Chk# 006209	DUKE ENERGY	8/12/2014	\$29,190.13 ELECTRICITY
Paid Chk# 006210	ELECTRONIC COMMERCE, INC.	8/12/2014	\$2,127.25 PAYROLL SERVICES
Paid Chk# 006211	LIBRARY IDEAS LLC	8/12/2014	\$28,850.00 DATABASES
Paid Chk# 006212	MIDWEST PRESORT SERVICE	8/12/2014	\$312.97 POSTAGE SERVICES
Paid Chk# 006213	RAINBOW PRINTING	8/12/2014	\$3,625.00 LIBRARY CARDS
Paid Chk# 006214	SMITHVILLE	8/12/2014	\$1,825.00 MNTHLY INTERNET SERVICE
Paid Chk# 006215	TERRYBERRY	8/12/2014	\$80.52 15, 20, 25 YR. STAFF PINS
Paid Chk# 006216	A.M. BEST COMPANY, INC.	8/15/2014	\$171.25 BOOKS
Paid Chk# 006217	ACTIVATE HEALTHCARE	8/15/2014	\$10,634.75 4TH QTR.'14 CLINIC SERVICES
Paid Chk# 006218	AVCAFE	8/15/2014	\$61.99 NONPRINT
Paid Chk# 006219	BAKER & TAYLOR BOOKS	8/15/2014	\$13,663.06 BOOKS
Paid Chk# 006220	BLOOMINGTON CAR WASH	8/15/2014	\$80.00 CAR WASHES
Paid Chk# 006221	BUNGER & ROBERTSON, LLP	8/15/2014	\$660.00 LEGAL SERVICES
Paid Chk# 006222	CENTER POINT LARGE PRINT	8/15/2014	\$217.50 BOOKS
Paid Chk# 006223	DISCOUNT BLINDS	8/15/2014	\$395.00 MINI BLINDS
Paid Chk# 006224	FINDAWAY WORLD, LLC	8/15/2014	\$898.68 NONPRINT
Paid Chk# 006225	FREEDOM BUSINESS	8/15/2014	\$1,035.90 CARTRIDGES
Paid Chk# 006226	GALE/CENGAGE LEARNING	8/15/2014	\$595.31 BOOKS
Paid Chk# 006227	HP PRODUCTS	8/15/2014	\$2,337.08 CLEANING SPLS
Paid Chk# 006228	INDIANA VOICE AND DATA, INC.	8/15/2014	\$14,170.00 BLDG RENO. - CABLING
Paid Chk# 006229	J.F.J DISC REPAIR INC.	8/15/2014	\$98.24 CIRC SPLS
Paid Chk# 006230	JPMORGAN CHASE BANK, NA	8/15/2014	\$394.95 VARIOUS
Paid Chk# 006231	MCGRAW-HILL EDUCATION	8/15/2014	\$131.99 BOOKS
Paid Chk# 006232	MIDWEST TAPE	8/15/2014	\$13,605.97 NONPRINT
Paid Chk# 006233	NOLAN'S LAWN CARE SERVICE	8/15/2014	\$600.53 LAWN SERVICE
Paid Chk# 006234	OCLC, INC.	8/15/2014	\$3,323.67 OCLC MONTHLY USAGE
Paid Chk# 006235	PROQUEST LLC	8/15/2014	\$3,640.00 DATABASES
Paid Chk# 006236	RANDOM HOUSE, LLC	8/15/2014	\$129.45 NONPRINT
Paid Chk# 006237	RECORDED BOOKS, LLC	8/15/2014	\$419.15 NONPRINT
Paid Chk# 006238	SAM'S CLUB/SYNCHRONY BANK	8/15/2014	\$303.00 CLEANING SPLS
Paid Chk# 006239	SCHOLASTIC LIBRARY	8/15/2014	\$59.93 NONPRINT
Paid Chk# 006240	SMITHVILLE COMMUNICATIONS	8/15/2014	\$0.00 PHONE SERVICE
Paid Chk# 006241	TANTOR MEDIA	8/15/2014	\$165.04 NONPRINT
Paid Chk# 006242	THE MACEXPERIENCE	8/15/2014	\$298.00 INTERNAL HARD DRIVES
Paid Chk# 006243	TOUCHSTONE MERCHANDISE	8/15/2014	\$1,837.66 UNIFORMS
Paid Chk# 006244	WESTON WOODS STUDIOS	8/15/2014	\$29.95 NONPRINT
Paid Chk# 006245	WEX BANK	8/15/2014	\$374.36 FUEL
Paid Chk# 006246	ACTIVATE HEALTHCARE	8/20/2014	\$840.00 70 DOSES OF FLU VACCINE
Paid Chk# 006247	CCI SOLUTIONS	8/20/2014	\$45.57 CIRC SPLS
Paid Chk# 006248	COMCAST	8/20/2014	\$14.84 EQUIP. RENTAL
Paid Chk# 006249	EVY J. WALGENBACH	8/20/2014	\$25.36 REFUND ON LOST ITEM
Paid Chk# 006250	MARK BLACKWELL	8/20/2014	\$10.91 ANTHEM REBATE
Paid Chk# 006251	MIDWEST PRESORT SERVICE	8/20/2014	\$271.57 POSTAGE SERVICES
Paid Chk# 006252	RICOH USA, INC.	8/20/2014	\$25.00 VITAL MNTHLY COPIER RENTAL
Paid Chk# 006253	ROSA N. PEREZ	8/20/2014	\$200.00 DEPOSIT FOR 10/5/14 PERFORMANC
Paid Chk# 006254	SMITHVILLE COMMUNICATIONS	8/20/2014	\$177.67 TELEPHONE SERVICE
Paid Chk# 006255	WEX BANK	8/20/2014	\$455.97 FUEL
Paid Chk# 006256	GIBSON TELDATA, INC.	8/21/2014	\$33,530.00 WIRELESS INTERNET EQUIPMENT/DEPOSIT
Paid Chk# 006257	3M	8/25/2014	\$3,279.19 E-BOOKS

**MONROE COUNTY PUBLIC LIBRARY**

**\*Check Summary Register©**

**August 9, 2014 to September 4, 2014**

<b>Name</b>	<b>Check Date</b>	<b>Check Amt</b>	
Paid Chk# 006258 AT&T (IL)	8/25/2014	\$1,215.08	PHONE SERVICE
Paid Chk# 006259 AT&T MOBILITY	8/25/2014	\$344.91	CELL PHONES
Paid Chk# 006260 CINTAS CORPORATION	8/25/2014	\$369.43	FIRST-AID SPLS
Paid Chk# 006261 DUKE ENERGY	8/25/2014	\$1,577.25	ELECTRICITY
Paid Chk# 006262 ELLEN L. DAVIDSON	8/25/2014	\$61.15	REFUND ON LOST ITEMS
Paid Chk# 006263 LUCAS EDWARDS	8/25/2014	\$24.58	REFUND ON LOST ITEMS
Paid Chk# 006264 NATASHA KOMODA	8/25/2014	\$24.95	REFUND ON LOST ITEM
Paid Chk# 006265 PLANET LABEL	8/25/2014	\$47.85	CIRC SPLS
Paid Chk# 006266 VECTREN ENERGY DELIVERY	8/25/2014	\$54.10	NATURAL GAS
Paid Chk# 006267 YP	8/25/2014	\$135.00	PHONE LISTINGS
Paid Chk# 006268 BAKER & TAYLOR BOOKS	8/28/2014	\$21,593.14	BOOKS
Paid Chk# 006269 CHRISTINE MATHEU	8/28/2014	\$4,548.59	ARCHITECT'S PROJECT #1303
Paid Chk# 006270 DEMCO, INC.	8/28/2014	\$559.97	CIRCULATION SPLS
Paid Chk# 006271 EBSCO	8/28/2014	\$14.42	PERIODICALS
Paid Chk# 006272 EVANSVILLE BINDERY, INC.	8/28/2014	\$175.76	BOOK BINDING
Paid Chk# 006273 FINDAWAY WORLD, LLC	8/28/2014	\$953.26	NONPRINT
Paid Chk# 006274 GALE/CENGAGE LEARNING	8/28/2014	\$1,008.60	BOOKS
Paid Chk# 006275 GENEALOGICAL PUBLISHING	8/28/2014	\$13.45	BOOKS
Paid Chk# 006276 GREY HOUSE PUBLISHING, INC.	8/28/2014	\$443.05	PERIODICALS
Paid Chk# 006277 HP PRODUCTS	8/28/2014	\$13,122.95	CLEANING EQUIPMENT
Paid Chk# 006278 INNOVATIVE LABEL TECH., INC.	8/28/2014	\$42.93	CIRC. SPLS
Paid Chk# 006279 INSIDE INDIANA	8/28/2014	\$52.95	PERIODICALS
Paid Chk# 006280 INTERNET MINDED DESIGN AND	8/28/2014	\$1,710.00	APRIL-JUNE CATS CONSULTING
Paid Chk# 006281 JIM GORDON, INC	8/28/2014	\$75.85	MNTHLY COPIER MAINT.
Paid Chk# 006282 LOGISTECH, INC.	8/28/2014	\$45.33	BOOKS
Paid Chk# 006283 MCPL FOUNDATION	8/28/2014	\$50.00	CREDIT CARD MEMBERSHIP
Paid Chk# 006284 MIDWEST TAPE	8/28/2014	\$7,880.01	BOOKS
Paid Chk# 006285 QUILL CORPORATION	8/28/2014	\$237.58	PAPER
Paid Chk# 006286 RANDOM HOUSE, LLC	8/28/2014	\$221.35	NONPRINT
Paid Chk# 006287 RECEIVER GENERAL FOR	8/28/2014	\$201.75	NONPRINT
Paid Chk# 006288 RECORDED BOOKS, INC.	8/28/2014	\$1,178.90	NONPRINT
Paid Chk# 006289 RICOH USA, INC.	8/28/2014	\$66.16	ADMIN. COPIER MNTHLY RENTAL
Paid Chk# 006290 STEWART ELECTRIC SUPPLY	8/28/2014	\$366.02	LIGHT BULBS
Paid Chk# 006291 STRAUSER CONSTRUCTION	8/28/2014	\$216,720.00	PROJECT #14-153
Paid Chk# 006292 THE HERALD-TIMES, INC.	8/28/2014	\$191.40	6 MONTHS OF NEWSPAPERS
Paid Chk# 006293 THOMSON REUTERS - WEST	8/28/2014	\$474.00	BOOKS
Paid Chk# 006294 UNIQUE MANAGEMENT	8/28/2014	\$1,145.60	COLLECTION AGENCY - CIRC.
Paid Chk# 006295 UNITED LABORTORIES	8/28/2014	\$262.04	CLEANING SPLS
Paid Chk# 006296 VECTREN ENERGY DELIVERY	8/28/2014	\$46.00	NATURAL GAS
Paid Chk# 006297 WIESER EDUCATIONAL	8/28/2014	\$62.49	BOOKS
<b>Total Checks</b>		<b>\$457,817.65</b>	

MONROE COUNTY PUBLIC LIBRARY  
CHECKING ACCOUNTS  
08/09/14 - 09/04/14

Fifth Third Checking Account/Check Register Total	\$457,817.65
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (Sept. '14)	625.07
Fifth Third Checking-Monthly Service Charge (Aug. '14)	51.75
Fifth Third Checking-MCH MPS Charge (Aug. '14)	10.00
Fifth Third Escrow-Service Charge (Aug. '14)	10.00
Add: Payrolls	
Electronic PERF pymt. 08/11/14	18,874.79
Electronic transfer 08/12/14 (TASC) employee "FSA"	325.38
Vouchers 08/22/14 Payroll (ECI)	120,634.53
Electronic transfer (ECI) employee/employer taxes	46,916.45
Electronic transfer (ECI) employee "HSA"	2,101.06
Electronic PERF pymt. 08/27/14	19,088.19
Electronic transfer 08/26/14 (TASC) employee "FSA"	325.38
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	\$666,780.25



**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>CAROL STREAM, IL 60197-4475</p>	<p style="text-align: right;">Claim 24800</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
7/16/2014		E020-016-31600 DREAMHOST/MNTHLY CATS/WEBSITE	\$169.30
7/21/2014		E001-019-31600 HOOTSUITE/MNTHLY-FACEBOOK WEBSITE	\$9.99
7/3/2014		E001-005-31700 PAYPAL/MNTHLY CC FEE	\$59.95
7/13/2014		E001-019-31500 WUNDERKINDER/MNTHLY FEE	\$4.99
7/13/2014		E001-019-31500 WUNDERKINDER/MNTHLY FEE	\$4.99
7/10/2014		E019-011-38460 ITUNES/REUND ON SALES TAX	(\$0.98)
7/12/2014		E019-011-21350 AMAZON/TOYS-FD-LPS	\$146.71
<b>Total</b>			<b>\$394.95</b>

VOUCHER NO. 24800     WARRANT NO. 6230

JPMORGAN CHASE BANK, NA

ALLOWED

IN THE SUM OF     \$     \$394.95

\$     \$394.95

ON ACCOUNT OF APPROPRIATION FO

COST DITRIBUTION LEDGER CLASSIFICATION  
IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND

Board/Council Member

Acct. No.	Account Title	Amount
	E020-016-31600	\$169.30
	E001-019-31600	\$9.99
	E001-005-31700	\$59.95
	E001-019-31500	\$4.99
	E001-019-31500	\$4.99
	E019-011-38460	(\$0.98)
	E019-011-21350	\$146.71

## Financial Report Comments

Reports as of 8-31-14

Board Meeting Date 9/17/14

Monthly Budget Report:

The guideline for the portion of the annual budget spent after eight months is 66.7% or eight twelfths. The actual operating fund spending for January to August is 62.1% of the annual total budget.

### Monthly Budget Report:

**Cleaning Supplies (2210)** – This line is over the guideline at this point(72.4%). It will be watched closely.

**Supplies - Light Bulbs (2260)** – This line is over the guideline at this point(80.8%). It will be watched closely.

**Uniforms (2280)** - This line is over the guideline at this point(96.7%). It will be watched closely.

**Building Services (3140)** - Snow removal and salt application has caused this line to be over the guideline at this point(84.8%).

**Maintenance Contracts (3150)** – In July we paid the annual amount for Polaris (about 30K) and the annual amount for our self check and material handling equipment (about 40K). We are over the guideline for now (74.6%) but the rest of the maintenance contracts we will pay this year are relatively small. We should be under budget by year end.

**Advertising and Publication (3310)** – The public notices related to the renovation, roof, and chillers along with job postings for several positions have caused this line to be over(74.6%).

**Insurance (3420)**– We pay the annual amount usually by March. We have also purchased additional insurance for coverage related to some of our major facility projects this year. We are over budget on this line but it is offset in other areas.

**Electricity (3520)**– (73.5%) The harsh winter in early 2014 is the reason for this.

**Building Repairs (3610)** – Over the guideline at this point (83.1%). We are hoping to go for a while without anything breaking.

**Parking (3710)** – We paid the annual cost for parking at the 6<sup>th</sup> & Lincoln lot and Zone 4 permits in July which has caused us to be over the guideline (81.9%).

**Dues (3910)** – We pay the annual I.L.F. dues at the beginning of the year so we are at 100% of the budget..

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

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY SUMMARY OF BUDGET CATEGORIES  
AS OF AUGUST 31, 2014  
EIGHT MONTHS = 66.7%

	2014 AUGUST	2013 AUGUST	2014 Y-T-D ACTUAL	2014 BUDGET	2013 Y-T-D ACTUAL	2014 Y-T-D BUDGET REMAINING	2014 % OF BUDGET USED	2014 % OF BUDGET REMAINING
PERSONNEL SERVICES								
SALARIES	298,801.03	283,393.80	2,531,735.67	3,979,955.67	2,475,695.15	1,448,220.00	63.6%	36.4%
EMPLOYEE BENEFITS	114,138.53	148,316.85	932,669.68	1,554,141.00	960,545.13	621,471.32	60.0%	40.0%
OTHER WAGES	544.36	2,533.97	1,358.72	15,000.00	3,193.39	13,641.28	9.1%	90.9%
TOTAL PERSONNEL SERVICES	<u>413,483.92</u>	<u>434,244.62</u>	<u>3,465,764.07</u>	<u>5,549,096.67</u>	<u>3,439,433.67</u>	<u>2,083,332.60</u>	<u>62.5%</u>	<u>37.5%</u>
SUPPLIES								
OFFICE SUPPLIES	2,967.95	3,707.31	22,360.54	58,250.00	26,626.20	35,889.46	38.4%	61.6%
OPERATING SUPPLIES	12,662.80	11,523.05	60,751.54	114,400.00	64,081.02	53,648.46	53.1%	46.9%
REPAIR & MAINT. SUPPLIES	2,200.81	1,871.25	10,584.32	27,900.00	15,939.64	17,315.68	37.9%	62.1%
TOTAL SUPPLIES	<u>17,831.56</u>	<u>17,101.61</u>	<u>93,696.40</u>	<u>200,550.00</u>	<u>106,646.86</u>	<u>106,853.60</u>	<u>46.7%</u>	<u>53.3%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	14,379.82	32,645.68	231,058.98	381,937.32	193,826.13	150,878.34	60.5%	39.5%
COMMUNICATION & TRANSPORTATION	4,654.56	5,212.70	32,937.68	89,300.00	36,990.06	56,362.32	36.9%	63.1%
PRINTING & ADVERTISING	0.00	248.00	2,445.32	7,700.00	2,680.56	5,254.68	31.8%	68.2%
INSURANCE	0.00	0.00	72,093.00	64,000.00	63,753.00	-8,093.00	112.6%	-12.6%
UTILITIES	33,789.52	28,607.73	232,181.23	326,450.00	215,276.35	94,268.77	71.1%	28.9%
REPAIR & MAINTENANCE	1,266.80	977.19	25,787.73	57,200.00	36,808.37	31,412.27	45.1%	54.9%
RENTALS	3,193.93	2,400.00	31,271.13	38,200.00	31,857.00	6,928.87	81.9%	18.1%
ELECTRONIC SERVICES	61,059.19	25,000.00	133,895.21	264,053.00	90,353.58	130,157.79	50.7%	49.3%
OTHER CHARGES	0.00	17,833.33	8,511.35	14,050.00	149,766.68	5,538.65	60.6%	39.4%
TOTAL OTHER SERVICES & CHARGES	<u>118,343.82</u>	<u>112,924.63</u>	<u>770,181.63</u>	<u>1,242,890.32</u>	<u>821,311.73</u>	<u>472,708.69</u>	<u>62.0%</u>	<u>38.0%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	15,605.79	250.00	22,457.23	83,000.00	9,954.62	60,542.77	27.1%	72.9%
OTHER CAPITAL OUTLAY	95,826.61	105,532.53	623,240.37	936,147.00	664,886.33	312,906.63	66.6%	33.4%
TOTAL CAPITAL OUTLAY	<u>111,432.40</u>	<u>105,782.53</u>	<u>645,697.60</u>	<u>1,019,147.00</u>	<u>674,840.95</u>	<u>373,449.40</u>	<u>63.4%</u>	<u>36.6%</u>
TOTAL OPERATING EXPENDITURES	<u>661,091.70</u>	<u>670,053.39</u>	<u>4,975,339.70</u>	<u>8,011,683.99</u>	<u>5,042,233.21</u>	<u>3,036,344.29</u>	<u>62.1%</u>	<u>37.9%</u>

2013 BUDGET 7,818,019.99  
% USED IN 2013 64.5%

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF AUGUST 31, 2014

	2014 AUGUST	2013 AUGUST	2014 Y-T-D ACTUAL	2014 BUDGET	2013 Y-T-D ACTUAL	2014 Y-T-D BUDGET REMAINING	2014 % OF BUDGET USED	2014 % OF BUDGET REMAINING
PERSONNEL SERVICES (1000'S)								
SALARIES								
1120 ADMINISTRATION	14,405.23	13,635.98	122,444.53	187,268.00	115,905.83	64,823.47	65.4%	34.6%
1130 PROFESSIONAL/SUPERVISORS	48,850.33	42,398.80	396,381.74	628,111.73	334,256.21	231,729.99	63.1%	36.9%
1140 PROFESSIONAL ASSISTANTS	90,147.84	93,813.51	787,307.33	1,243,966.80	816,328.59	456,659.47	63.3%	36.7%
1150 SPECIALISTS & TECHNICIANS	58,514.51	56,156.97	518,786.39	868,268.28	540,205.51	349,481.89	59.7%	40.3%
1160 CLERICAL ASSISTANTS	37,651.26	30,056.87	306,727.85	430,085.63	270,126.03	123,357.78	71.3%	28.7%
1170 PAGES	19,655.40	19,705.97	154,571.14	247,000.00	160,503.49	92,428.86	62.6%	37.4%
1190 BUILDING MAINTENANCE	29,576.46	27,625.70	245,516.69	375,255.23	238,369.49	129,738.54	65.4%	34.6%
<b>TOTAL SALARIES</b>	<b>298,801.03</b>	<b>283,393.80</b>	<b>2,531,735.67</b>	<b>3,979,955.67</b>	<b>2,475,695.15</b>	<b>1,448,220.00</b>	<b>63.6%</b>	<b>36.4%</b>
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	17,750.67	16,734.78	149,978.39	245,484.46	145,522.38	95,506.07	61.1%	38.9%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
1230 EMPLOYER CONTRIBUTION/PERF	27,170.36	23,373.08	231,812.32	364,667.22	202,441.36	132,854.90	63.6%	36.4%
12301 ENCUMBERED PERF	0.00	0.00	0.00	0.00	15,335.99	0.00	#DIV/0!	#DIV/0!
1235 EMPLOYEE/PERF	7,277.80	7,011.90	62,092.68	97,678.73	60,732.19	35,586.05	63.6%	36.4%
1240 EMPLOYER CONT/INSURANCE	57,788.31	97,283.24	453,710.75	778,898.82	502,479.70	325,188.07	58.3%	41.7%
1250 EMPLOYER CONT/MEDICARE	4,151.39	3,913.85	35,075.54	57,411.77	34,033.51	22,336.23	61.1%	38.9%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>114,138.53</b>	<b>148,316.85</b>	<b>932,669.68</b>	<b>1,554,141.00</b>	<b>960,545.13</b>	<b>621,471.32</b>	<b>60.0%</b>	<b>40.0%</b>
OTHER WAGES								
1310 WORKSTUDY	0.00	0.00	0.00	5,000.00	0.00	5,000.00	0.0%	100.0%
1180 TEMPORARY STAFF	544.36	2,533.97	1,358.72	10,000.00	3,193.39	8,641.28	13.6%	86.4%
<b>TOTAL OTHER WAGES</b>	<b>544.36</b>	<b>2,533.97</b>	<b>1,358.72</b>	<b>15,000.00</b>	<b>3,193.39</b>	<b>13,641.28</b>	<b>9.1%</b>	<b>90.9%</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>413,483.92</b>	<b>434,244.62</b>	<b>3,465,764.07</b>	<b>5,549,096.67</b>	<b>3,439,433.67</b>	<b>2,083,332.60</b>	<b>62.5%</b>	<b>37.5%</b>
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
2110 OFFICIAL RECORDS	0.00	0.00	162.84	1,100.00	979.76	937.16	14.8%	85.2%
2120 STATIONERY & PRINTING	39.70	33.50	72.70	1,100.00	130.65	1,027.30	6.6%	93.4%
2130 OFFICE SUPPLIES	86.83	521.60	3,624.39	13,650.00	4,101.91	10,025.61	26.6%	73.4%
2135 GENERAL SUPPLIES	0.00	0.00	-0.53	0.00	142.79	0.53	#DIV/0!	#DIV/0!
2140 DUPLICATING	2,841.42	3,152.21	18,301.14	42,400.00	21,271.09	24,098.86	43.2%	56.8%
2150 PROMOTIONAL MATERIALS	0.00	0.00	200.00	0.00	0.00	-200.00	#DIV/0!	#DIV/0!
<b>TOTAL OFFICE SUPPLIES</b>	<b>2,967.95</b>	<b>3,707.31</b>	<b>22,360.54</b>	<b>58,250.00</b>	<b>26,626.20</b>	<b>35,889.46</b>	<b>38.4%</b>	<b>61.6%</b>

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

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF AUGUST 31, 2014

	2014 AUGUST	2013 AUGUST	2014 Y-T-D ACTUAL	2014 BUDGET	2013 Y-T-D ACTUAL	2014 Y-T-D BUDGET REMAINING	2014 % OF BUDGET USED	2014 % OF BUDGET REMAINING
<b>OPERATING SUPPLIES</b>								
2210 CLEANING SUPPLIES	4,986.14	2,459.23	27,644.29	38,200.00	20,027.59	10,555.71	72.4%	27.6%
2220 FUEL, OIL, & LUBRICANTS	793.43	577.55	5,626.15	10,000.00	5,842.19	4,373.85	56.3%	43.7%
2230 CATALOGING SUPPLIES-BOOKS	426.57	207.52	1,626.65	7,000.00	3,030.15	5,373.35	23.2%	76.8%
2240 A/V SUPPLIES-CATALOGING	0.00	78.00	1,466.15	9,500.00	1,821.91	8,033.85	15.4%	84.6%
2250 CIRCULATION SUPPLIES	4,252.98	8,075.75	15,927.35	33,900.00	27,539.40	17,972.65	47.0%	53.0%
2260 LIGHT BULBS	366.02	0.00	5,819.14	7,200.00	3,243.13	1,380.86	80.8%	19.2%
2280 UNIFORMS	1,837.66	125.00	1,837.66	1,900.00	1,282.00	62.34	96.7%	3.3%
2290 DISPLAY/EXHIBIT SUPPLIES	0.00	0.00	804.15	6,700.00	1,294.65	5,895.85	12.0%	88.0%
<b>TOTAL OPERATING SUPPLIES</b>	<b>12,662.80</b>	<b>11,523.05</b>	<b>60,751.54</b>	<b>114,400.00</b>	<b>64,081.02</b>	<b>53,648.46</b>	<b>53.1%</b>	<b>46.9%</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>								
2300 IS SUPPLIES	66.68	453.05	1,467.43	6,500.00	3,979.04	5,032.57	22.6%	77.4%
2310 BUILDING MATERIALS & SUPPLIES	2,134.13	1,279.68	8,897.16	21,000.00	11,756.39	12,102.84	42.4%	57.6%
2320 PAINT & PAINTING SUPPLIES	0.00	138.52	219.73	400.00	204.21	180.27	54.9%	45.1%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL REPAIR &amp; MAINTENANCE SUPPLIES</b>	<b>2,200.81</b>	<b>1,871.25</b>	<b>10,584.32</b>	<b>27,900.00</b>	<b>15,939.64</b>	<b>17,315.68</b>	<b>37.9%</b>	<b>62.1%</b>
<b>TOTAL SUPPLIES</b>	<b>17,831.56</b>	<b>17,101.61</b>	<b>93,696.40</b>	<b>200,550.00</b>	<b>106,646.86</b>	<b>106,853.60</b>	<b>46.7%</b>	<b>53.3%</b>
<b>OTHER SERVICES/CHARGES (3000'S)</b>								
<b>PROFESSIONAL SERVICES</b>								
3110 CONSULTING SERVICES	0.00	80.00	6,385.00	13,500.00	11,070.53	7,115.00	47.3%	52.7%
3120 ENGINEERING/ARCHITECTURAL	0.00	0.00	0.00	30,000.00	0.00	30,000.00	0.0%	100.0%
31201 ENCUM. ENGINEERING/ARCHITECT	0.00	0.00	10,000.00	10,000.00	0.00	0.00	100.0%	0.0%
3130 LEGAL SERVICES	814.68	12,266.45	5,352.74	17,300.00	23,756.90	11,947.26	30.9%	69.1%
3140 BUILDING SERVICES	1,017.93	4,034.74	25,426.76	30,000.00	18,535.53	4,573.24	84.8%	15.2%
3150 MAINTENANCE CONTRACTS	3,368.23	3,609.20	107,876.65	144,600.00	63,826.88	36,723.35	74.6%	25.4%
3160 COMPUTER SERVICES (OCLC)	5,158.66	7,938.82	39,652.49	69,637.32	37,294.16	29,984.83	56.9%	43.1%
3170 ADMIN/ACCOUNTING SERVICES	2,874.72	3,150.22	26,331.24	46,900.00	27,080.63	20,568.76	56.1%	43.9%
3175 COLLECTION AGENCY SERVICES	1,145.60	1,566.25	10,034.10	20,000.00	12,261.50	9,965.90	50.2%	49.8%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>14,379.82</b>	<b>32,645.68</b>	<b>231,058.98</b>	<b>381,937.32</b>	<b>193,826.13</b>	<b>150,878.34</b>	<b>60.5%</b>	<b>39.5%</b>
<b>COMMUNICATION &amp; TRANSPORTATION</b>								
3210 TELEPHONE	3,776.50	2,623.80	18,864.17	32,700.00	20,070.17	13,835.83	57.7%	42.3%
3215 CABLE TV	4.45	4.74	31.77	0.00	38.25	-31.77	#DIV/0!	#DIV/0!
3220 POSTAGE	873.61	1,426.35	10,757.38	25,000.00	10,919.40	14,242.62	43.0%	57.0%
3230 TRAVEL EXPENSE	0.00	70.31	1,657.74	10,000.00	312.94	8,342.26	16.6%	83.4%
3240 PROFESSIONAL MTG. (OFF-SITE)	0.00	0.00	364.00	10,000.00	272.00	9,636.00	3.6%	96.4%
3250 CONTINUING ED. (ON-SITE)	0.00	0.00	1,246.00	10,000.00	660.00	8,754.00	12.5%	87.5%
32501 ENCUMBERED CONTINU. ED.(ON-SITE)	0.00	0.00	0.00	0.00	3,500.00	0.00	#DIV/0!	#DIV/0!
3260 FREIGHT & DELIVERY	0.00	1,087.50	16.62	1,600.00	1,217.30	1,583.38	1.0%	99.0%
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>4,654.56</b>	<b>5,212.70</b>	<b>32,937.68</b>	<b>89,300.00</b>	<b>36,990.06</b>	<b>56,362.32</b>	<b>36.9%</b>	<b>63.1%</b>

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF AUGUST 31, 2014

	2014 AUGUST	2013 AUGUST	2014 Y-T-D ACTUAL	2014 BUDGET	2013 Y-T-D ACTUAL	2014 Y-T-D BUDGET REMAINING	2014 % OF BUDGET USED	2014 % OF BUDGET REMAINING
<b>PRINTING &amp; ADVERTISING</b>								
3310 ADVERTISING & PUBLICATION	0.00	140.00	2,015.32	2,700.00	1,393.95	684.68	74.6%	25.4%
3320 PRINTING	0.00	108.00	430.00	5,000.00	1,286.61	4,570.00	8.6%	91.4%
<b>TOTAL PRINTING &amp; ADVERTISING</b>	<b>0.00</b>	<b>248.00</b>	<b>2,445.32</b>	<b>7,700.00</b>	<b>2,680.56</b>	<b>5,254.68</b>	<b>31.8%</b>	<b>68.2%</b>
<b>INSURANCE</b>								
3410 OFFICIAL BOND	0.00	0.00	450.00	600.00	450.00	150.00	75.0%	25.0%
3420 OTHER INSURANCE	0.00	0.00	71,643.00	63,400.00	63,303.00	-8,243.00	113.0%	-13.0%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>72,093.00</b>	<b>64,000.00</b>	<b>63,753.00</b>	<b>-8,093.00</b>	<b>112.6%</b>	<b>-12.6%</b>
<b>UTILITIES</b>								
3510 GAS	100.10	383.67	1,827.39	2,750.00	1,825.63	922.61	66.5%	33.5%
3520 ELECTRICITY	30,767.38	25,865.11	217,889.20	296,400.00	197,150.61	78,510.80	73.5%	26.5%
3530 WATER	2,922.04	2,358.95	12,464.64	27,300.00	16,300.11	14,835.36	45.7%	54.3%
<b>TOTAL UTILITIES</b>	<b>33,789.52</b>	<b>28,607.73</b>	<b>232,181.23</b>	<b>326,450.00</b>	<b>215,276.35</b>	<b>94,268.77</b>	<b>71.1%</b>	<b>28.9%</b>
<b>REPAIR &amp; MAINTENANCE</b>								
3610 BUILDING REPAIR	0.00	0.00	18,288.48	22,000.00	24,439.31	3,711.52	83.1%	16.9%
3630 OTHER EQUIP/FURNITURE REPAIRS	232.16	395.00	2,239.89	21,200.00	4,292.63	18,960.11	10.6%	89.4%
3640 VEHICLE REPAIR & MAINTENANCE	741.17	582.19	4,520.10	11,000.00	7,114.03	6,479.90	41.1%	58.9%
3650 MATERIAL BINDING/REPAIR SERV.	293.47	0.00	739.26	3,000.00	962.40	2,260.74	24.6%	75.4%
<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>1,266.80</b>	<b>977.19</b>	<b>25,787.73</b>	<b>57,200.00</b>	<b>36,808.37</b>	<b>31,412.27</b>	<b>45.1%</b>	<b>54.9%</b>
<b>RENTALS</b>								
3710 REAL ESTATE RENTAL/PARKING	3,193.93	2,400.00	31,271.13	38,200.00	31,857.00	6,928.87	81.9%	18.1%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL RENTALS</b>	<b>3,193.93</b>	<b>2,400.00</b>	<b>31,271.13</b>	<b>38,200.00</b>	<b>31,857.00</b>	<b>6,928.87</b>	<b>81.9%</b>	<b>18.1%</b>
<b>ELECTRONIC SERVICES</b>								
38450 DATABASES SERVICES	57,780.00	25,000.00	92,501.21	161,917.00	58,096.38	69,415.79	57.1%	42.9%
38460 E-BOOKS SERVICES	3,279.19	0.00	41,394.00	102,136.00	32,257.20	60,742.00	40.5%	59.5%
<b>TOTAL ELECTRONIC SERVICES</b>	<b>61,059.19</b>	<b>25,000.00</b>	<b>133,895.21</b>	<b>264,053.00</b>	<b>90,353.58</b>	<b>130,157.79</b>	<b>50.7%</b>	<b>49.3%</b>
<b>OTHER CHARGES</b>								
3910 DUES/INSTITUTIONAL	0.00	0.00	7,551.35	7,550.00	7,100.00	-1.35	100.0%	0.0%
3920 INTEREST/TEMPORARY LOAN	0.00	0.00	0.00	2,500.00	0.00	2,500.00	0.0%	100.0%
3940 TRANSFER TO LIRF	0.00	17,833.33	0.00	0.00	142,666.68	0.00	#DIV/0!	#DIV/0!
3945 TRANSFER TO ANOTHER FUND (R.DAY)	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3950 EDUCATIONAL SERV/LICENSING	0.00	0.00	960.00	4,000.00	0.00	3,040.00	24.0%	76.0%
<b>TOTAL OTHER CHARGES</b>	<b>0.00</b>	<b>17,833.33</b>	<b>8,511.35</b>	<b>14,050.00</b>	<b>149,766.68</b>	<b>5,538.65</b>	<b>60.6%</b>	<b>39.4%</b>
<b>TOTAL OTHER SERVICES/CHARGES</b>	<b>118,343.82</b>	<b>112,924.63</b>	<b>770,181.63</b>	<b>1,242,890.32</b>	<b>821,311.73</b>	<b>472,708.69</b>	<b>62.0%</b>	<b>22 38.0%</b>

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF AUGUST 31, 2014

	2014 AUGUST	2013 AUGUST	2014 Y-T-D ACTUAL	2014 BUDGET	2013 Y-T-D ACTUAL	2014 Y-T-D BUDGET REMAINING	2014 % OF BUDGET USED	2014 % OF BUDGET REMAINING
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	0.00	250.00	1,107.99	10,000.00	6,236.55	8,892.01	11.1%	88.9%
4430 OTHER EQUIPMENT	12,955.79	0.00	16,840.36	68,000.00	3,718.07	51,159.64	24.8%	75.2%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4445 BUILDING RENOVATIONS	2,650.00	0.00	4,543.39	5,000.00	0.00	456.61	90.9%	9.1%
4460 IS EQUIPMENT	0.00	0.00	-34.51	0.00	0.00	34.51	#DIV/0!	#DIV/0!
4465 IS SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4470 EQUIPMENT - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4475 SOFTWARE - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL FURNITURE &amp; EQUIPMENT</b>	<b>15,605.79</b>	<b>250.00</b>	<b>22,457.23</b>	<b>83,000.00</b>	<b>9,954.62</b>	<b>60,542.77</b>	<b>27.1%</b>	<b>72.9%</b>
OTHER CAPITAL OUTLAY								
4510 BOOKS	55,435.24	62,696.20	386,190.42	548,250.00	406,877.51	162,059.58	70.4%	29.6%
4520 PERIODICALS & NEWSPAPERS	871.77	2,652.05	5,598.80	41,936.00	7,311.34	36,337.20	13.4%	86.6%
4530 NONPRINT MATERIALS	39,519.60	40,184.28	231,451.15	345,961.00	250,697.48	114,509.85	66.9%	33.1%
<b>TOTAL OTHER CAPITAL OUTLAY</b>	<b>95,826.61</b>	<b>105,532.53</b>	<b>623,240.37</b>	<b>936,147.00</b>	<b>664,886.33</b>	<b>312,906.63</b>	<b>66.6%</b>	<b>33.4%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>111,432.40</b>	<b>105,782.53</b>	<b>645,697.60</b>	<b>1,019,147.00</b>	<b>674,840.95</b>	<b>373,449.40</b>	<b>63.4%</b>	<b>36.6%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>661,091.70</b>	<b>670,053.39</b>	<b>4,975,339.70</b>	<b>8,011,683.99</b>	<b>5,042,233.21</b>	<b>3,036,344.29</b>	<b>62.1%</b>	<b>37.9%</b>

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



**MONROE COUNTY PUBLIC LIBRARY**

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**Operating Budget & Expenditure Report**

January 1, 2014 to August 31, 2014

8 months = 66.7%

Object	Object Descr	2014 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	2014 YTD Amt	2014 YTD Balance	2014 %YTD Budget
11200	ADMINISTRATION	\$187,268.00	\$14,405.24	\$14,405.24	\$14,405.24	\$14,405.24	\$21,607.86	\$14,405.24	\$14,405.24	\$14,405.23	\$122,444.53	\$64,823.47	65.38%
11300	PROF/SUPERVISORS	\$628,111.73	\$45,081.13	\$45,081.12	\$45,081.10	\$45,081.10	\$69,506.28	\$48,850.34	\$48,850.34	\$48,850.33	\$396,381.74	\$231,729.99	63.11%
11400	PROFESSIONAL	\$1,243,966.80	\$95,672.25	\$99,263.35	\$92,437.12	\$92,437.08	\$138,093.76	\$89,627.96	\$89,627.97	\$90,147.84	\$787,307.33	\$456,659.47	63.29%
11500	SPECIALIST/TECHNICIA	\$868,268.28	\$60,817.93	\$60,861.49	\$60,884.91	\$60,843.12	\$95,590.65	\$61,063.33	\$60,210.45	\$58,514.51	\$518,786.39	\$349,481.89	59.75%
11600	CLERICAL ASSISTANTS	\$430,085.63	\$36,262.02	\$35,691.34	\$35,544.61	\$35,563.86	\$53,191.08	\$35,711.27	\$37,112.41	\$37,651.26	\$306,727.85	\$123,357.78	71.32%
11700	PAGES	\$247,000.00	\$16,481.67	\$18,063.31	\$18,017.22	\$16,981.87	\$25,016.49	\$21,190.75	\$19,164.43	\$19,655.40	\$154,571.14	\$92,428.86	62.58%
11800	TEMPORAY STAFF	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85.61	\$278.77	\$449.98	\$544.36	\$1,358.72	\$8,641.28	13.59%
11900	BUILDING	\$375,255.23	\$29,072.49	\$29,158.48	\$28,375.28	\$32,098.09	\$41,014.72	\$26,642.15	\$29,579.02	\$29,576.46	\$245,516.69	\$129,738.54	65.43%
12100	FICA/EMPLOYER	\$245,484.46	\$17,618.37	\$17,916.61	\$17,433.00	\$17,604.45	\$26,308.21	\$17,643.11	\$17,703.97	\$17,750.67	\$149,978.39	\$95,506.07	61.09%
12200	UNEMPLOYMENT	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
12300	PERF/EMPLOYER	\$364,667.22	\$27,416.83	\$13,724.27	\$41,191.43	\$27,544.18	\$27,485.67	\$40,094.55	\$27,185.03	\$27,170.36	\$231,812.32	\$132,854.90	63.57%
12350	PERF/EMPLOYEE	\$97,678.73	\$7,343.83	\$3,676.14	\$11,033.44	\$7,377.93	\$7,362.24	\$10,739.62	\$7,281.68	\$7,277.80	\$62,092.68	\$35,586.05	63.57%
12400	INS/EMPLOYER	\$778,898.82	\$85,311.66	\$102,087.17	\$46,243.59	\$44,412.76	\$10,289.20	\$38,900.97	\$68,677.09	\$57,788.31	\$453,710.75	\$325,188.07	58.25%
12500	MEDICARE/EMPLOYER	\$57,411.77	\$4,120.37	\$4,190.22	\$4,077.09	\$4,117.13	\$6,152.74	\$4,126.23	\$4,140.37	\$4,151.39	\$35,075.54	\$22,336.23	61.09%
13100	WORK STUDY	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
21100	OFFICIAL RECORDS	\$1,100.00	\$0.00	\$0.00	\$31.49	\$0.00	\$0.00	\$131.35	\$0.00	\$0.00	\$162.84	\$937.16	14.80%
21200	STATIONERY/BUS.	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33.00	\$0.00	\$39.70	\$72.70	\$1,027.30	6.61%
21300	OFFICE SUPPLIES	\$13,650.00	\$368.99	\$396.68	\$791.18	\$78.16	\$928.16	\$291.59	\$682.80	\$86.83	\$3,624.39	\$10,025.61	26.55%
21350	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$0.53	\$0.00	\$0.00	\$0.00	-\$0.53	\$0.53	0.00%
21400	DUPLICATING	\$42,400.00	\$1,181.22	\$1,499.88	\$3,052.67	\$1,353.31	\$2,229.76	\$3,650.34	\$2,492.54	\$2,841.42	\$18,301.14	\$24,098.86	43.16%
21500	PROMOTIONAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	-\$200.00	0.00%
22100	CLEANING SUPPLIES	\$38,200.00	\$2,006.50	\$6,451.70	\$3,314.50	\$0.00	\$4,212.10	\$4,230.11	\$2,443.24	\$4,986.14	\$27,644.29	\$10,555.71	72.37%
22200	FUEL/OIL/LUBRICANTS	\$10,000.00	\$1,090.47	\$167.99	\$703.27	\$608.52	\$728.48	\$629.83	\$904.16	\$793.43	\$5,626.15	\$4,373.85	56.26%
22300	CATALOGING	\$7,000.00	\$0.00	\$111.89	\$0.00	\$480.88	\$0.00	\$607.31	\$0.00	\$426.57	\$1,626.65	\$5,373.35	23.24%
22400	A/V SUPPLIES/CATALOG	\$9,500.00	\$0.00	\$0.00	\$95.00	\$90.95	\$238.00	\$1,042.20	\$0.00	\$0.00	\$1,466.15	\$8,033.85	15.43%
22500	CIRCULATION SUPPLIES	\$33,900.00	\$78.46	\$0.00	\$988.56	\$7,409.00	\$756.89	\$127.95	\$2,313.51	\$4,252.98	\$15,927.35	\$17,972.65	46.98%
22600	LIGHT BULBS	\$7,200.00	\$0.00	\$1,501.32	\$776.45	\$1,446.90	\$128.23	\$1,408.73	\$191.49	\$366.02	\$5,819.14	\$1,380.86	80.82%
22800	UNIFORMS	\$1,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,837.66	\$1,837.66	\$62.34	96.72%

Object	Object Descr	2014 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	2014 YTD Amt	2014 YTD Balance	%YTD Budget
22900	DISPLAY/EXHIBITS	\$6,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$804.15	\$0.00	\$0.00	\$804.15	\$5,895.85	12.00%
23000	IS SUPPLIES	\$6,500.00	\$199.99	\$0.00	\$408.87	\$388.03	\$259.26	\$144.60	\$0.00	\$66.68	\$1,467.43	\$5,032.57	22.58%
23100	BUILDING MATERIAL	\$21,000.00	\$403.55	\$1,136.05	\$1,282.57	\$582.53	\$852.53	\$1,074.99	\$1,430.81	\$2,134.13	\$8,897.16	\$12,102.84	42.37%
23200	PAINT/PAINTING	\$400.00	\$125.56	\$94.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$219.73	\$180.27	54.93%
31100	CONSULTING SERVICES	\$13,500.00	\$0.00	\$2,730.00	\$125.00	\$530.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$6,385.00	\$7,115.00	47.30%
31200	ENGINEERING/ARCHITEC	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00%
31201	ENCUMBERED	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	100.00%
31300	LEGAL SERVICES	\$17,300.00	\$0.00	\$2,008.95	\$1,365.00	\$0.00	\$608.86	\$375.25	\$180.00	\$814.68	\$5,352.74	\$11,947.26	30.94%
31400	BUILDING SERVICES	\$30,000.00	\$1,970.05	\$6,426.00	\$7,648.51	\$2,215.87	\$819.40	\$415.55	\$4,913.45	\$1,017.93	\$25,426.76	\$4,573.24	84.76%
31500	MAINTENANCE	\$144,600.00	\$2,560.46	\$5,296.41	\$1,408.78	\$2,804.61	\$8,471.41	\$9,312.52	\$74,654.23	\$3,368.23	\$107,876.65	\$36,723.35	74.60%
31600	COMPUTER SERVICES	\$69,637.32	\$5,323.12	\$4,915.16	\$4,981.69	\$4,755.31	\$4,505.59	\$4,955.05	\$5,057.91	\$5,158.66	\$39,652.49	\$29,984.83	56.94%
31700	ADMIN/ACCOUNTING	\$46,900.00	\$955.77	\$7,426.22	\$4,434.42	\$3,204.63	\$937.38	\$3,503.83	\$2,994.27	\$2,874.72	\$26,331.24	\$20,568.76	56.14%
31750	COLLECTION AGENCY	\$20,000.00	\$0.00	\$1,652.80	\$1,342.50	\$1,602.05	\$1,109.80	\$1,910.45	\$1,270.90	\$1,145.60	\$10,034.10	\$9,965.90	50.17%
32100	TELEPHONE	\$32,700.00	\$2,375.83	\$2,551.58	\$2,341.97	\$2,419.91	\$2,443.00	\$1,964.85	\$990.53	\$3,776.50	\$18,864.17	\$13,835.83	57.69%
32150	CABLE TV SERVICE	\$0.00	\$4.76	\$4.76	\$4.45	\$4.45	\$0.00	\$4.45	\$4.45	\$4.45	\$31.77	-\$31.77	0.00%
32200	POSTAGE	\$25,000.00	\$1,832.03	\$950.99	\$1,761.60	\$1,200.15	\$1,096.31	\$1,619.52	\$1,423.17	\$873.61	\$10,757.38	\$14,242.62	43.03%
32300	TRAVEL EXPENSE	\$10,000.00	\$91.52	\$0.00	\$1,247.12	\$0.00	\$0.00	\$231.10	\$88.00	\$0.00	\$1,657.74	\$8,342.26	16.58%
32400	PROFESSIONAL	\$10,000.00	\$44.00	\$0.00	\$175.00	\$130.00	\$0.00	\$15.00	\$0.00	\$0.00	\$364.00	\$9,636.00	3.64%
32500	CONTINUING	\$10,000.00	\$0.00	\$199.00	\$199.00	\$0.00	\$0.00	\$0.00	\$848.00	\$0.00	\$1,246.00	\$8,754.00	12.46%
32600	FREIGHT/DELIVERY	\$1,600.00	\$0.00	\$16.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.62	\$1,583.38	1.04%
33100	ADVERTISING/PUBLICAT	\$2,700.00	\$249.77	\$368.42	\$1,117.09	\$250.16	\$29.88	\$0.00	\$0.00	\$0.00	\$2,015.32	\$684.68	74.64%
33200	PRINTING SERVICES	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$430.00	\$0.00	\$0.00	\$430.00	\$4,570.00	8.60%
34100	OFFICIAL BOND INS.	\$600.00	\$0.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$150.00	75.00%
34200	OTHER INSURANCE	\$63,400.00	\$0.00	\$14,714.00	\$51,856.00	\$756.00	\$1,459.00	\$0.00	\$2,858.00	\$0.00	\$71,643.00	-\$8,243.00	113.00%
35100	GAS	\$2,750.00	\$653.52	\$244.03	\$99.10	\$52.32	\$480.68	\$98.34	\$99.30	\$100.10	\$1,827.39	\$922.61	66.45%
35200	ELECTRICITY	\$296,400.00	\$28,843.24	\$31,350.10	\$27,265.24	\$22,094.70	\$22,521.55	\$24,892.87	\$30,154.12	\$30,767.38	\$217,889.20	\$78,510.80	73.51%
35300	WATER	\$27,300.00	\$1,001.46	\$1,704.66	\$347.17	\$1,196.13	\$1,282.36	\$1,804.27	\$2,206.55	\$2,922.04	\$12,464.64	\$14,835.36	45.66%
36100	BUILDING REPAIRS	\$22,000.00	\$1,844.00	\$6,471.81	\$5,000.00	\$0.00	\$1,996.55	\$1,228.62	\$1,747.50	\$0.00	\$18,288.48	\$3,711.52	83.13%
36300	OTHER	\$21,200.00	\$0.00	\$416.50	\$98.00	\$390.90	\$0.00	\$240.84	\$861.49	\$232.16	\$2,239.89	\$18,960.11	10.57%
36400	VEHICLE	\$11,000.00	\$15.00	\$2,685.99	\$343.53	\$14.00	\$420.95	\$270.91	\$28.55	\$741.17	\$4,520.10	\$6,479.90	41.09%
36500	MATERIALS	\$3,000.00	\$0.00	\$244.03	\$0.00	\$201.76	\$0.00	\$0.00	\$0.00	\$293.47	\$739.26	\$2,260.74	24.64%
37100	REAL ESTATE	\$38,200.00	\$9,514.40	-\$464.52	-\$71.80	-\$36.80	\$658.96	-\$1.52	\$18,478.48	\$3,193.93	\$31,271.13	\$6,928.87	81.86%

Object	Object Descr	2014 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	2014 YTD Amt	2014 YTD Balance	%YTD Budget
38450	DATABASES	\$161,917.00	\$2,520.00	\$976.00	\$0.00	\$10,000.00	\$5,250.00	\$15,975.21	\$0.00	\$57,780.00	\$92,501.21	\$69,415.79	57.13%
38460	E-BOOKS	\$102,136.00	\$1,313.09	\$0.00	\$18,975.93	\$0.00	\$3,759.33	\$10,616.29	\$3,450.17	\$3,279.19	\$41,394.00	\$60,742.00	40.53%
39100	DUES/INSTITUTIONAL	\$7,550.00	\$6,551.35	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,551.35	-\$1.35	100.02%
39200	INTEREST/TEMPORARY	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
39500	EDUCATIONAL/LICENSIN	\$4,000.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$960.00	\$3,040.00	24.00%
44100	FURNITURE	\$10,000.00	\$0.00	\$768.00	\$0.00	\$0.00	\$0.00	\$0.00	\$339.99	\$0.00	\$1,107.99	\$8,892.01	11.08%
44300	OTHER EQUIPMENT	\$68,000.00	\$0.00	\$2,716.39	\$1,168.18	\$0.00	\$0.00	\$0.00	\$0.00	\$12,955.79	\$16,840.36	\$51,159.64	24.77%
44450	BUILDING RENOVATION	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,893.39	\$0.00	\$2,650.00	\$4,543.39	\$456.61	90.87%
44600	IS EQUIPMENT	\$0.00	\$0.00	\$661.49	-\$661.49	\$0.00	-\$34.51	\$0.00	\$0.00	\$0.00	-\$34.51	\$34.51	0.00%
45100	BOOKS	\$548,250.00	\$40,680.14	\$35,841.52	\$50,181.59	\$42,470.05	\$54,376.98	\$60,584.11	\$46,620.79	\$55,435.24	\$386,190.42	\$162,059.58	70.44%
45200	PERIODICALS/NEWSPAPE	\$41,936.00	\$1,832.85	\$1.78	\$975.10	\$9.90	\$51.20	\$1,812.25	\$43.95	\$871.77	\$5,598.80	\$36,337.20	13.35%
45300	NONPRINT MATERIALS	\$345,961.00	\$21,602.21	\$24,729.71	\$30,382.67	\$24,258.95	\$26,483.14	\$35,502.81	\$28,972.06	\$39,519.60	\$231,451.15	\$114,509.85	66.90%
		\$8,011,683.99	\$577,797.10	\$623,086.82	\$641,729.94	\$531,430.14	\$670,765.21	\$603,306.40	\$666,132.39	\$661,091.70	\$4,975,339.70	\$3,036,344.29	62.10%

**MONROE COUNTY PUBLIC LIBRARY**

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**LIRF Budget & Expenditure Report**

January 1, 2014 to August 31, 2014

8 months = 66.7%

Object	Object Descr	2014 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	YTD Amount	2014 YTD Balance	2014 %YTD Budget
36100	BUILDING REPAIRS	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
44300	OTHER EQUIPMENT	\$46,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,000.00	0.00%
44450	BUILDING RENOVATION	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,890.00	\$14,170.00	\$16,060.00	\$133,940.00	10.71%
44600	IS EQUIPMENT	\$70,000.00	\$0.00	\$0.00	\$15,245.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,530.00	\$48,775.00	\$21,225.00	69.68%
		\$366,000.00	\$0.00	\$0.00	\$15,245.00	\$0.00	\$0.00	\$0.00	\$1,890.00	\$47,700.00	\$64,835.00	\$301,165.00	17.71%

**MONROE COUNTY PUBLIC LIBRARY**

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**Debt Service Budget & Expenditures Report**

January 1, 2014 to August 31, 2014

8 months = 66.7%

Object Object Descr	2014 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	2014 YTD Amt	2014 YTD Balance	2014 %YTD Budget
37100 REAL ESTATE	\$607,768.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$304,333.75	\$0.00	\$0.00	\$304,333.75	\$303,434.25	50.07%
39200 INTEREST/TEMPO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39250 PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450 TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$607,768.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$304,333.75	\$0.00	\$0.00	\$304,333.75	\$303,434.25	50.07%

**MONROE COUNTY PUBLIC LIBRARY**

**Rainy Day Budget & Expenditures Report**

January 1, 2014 to August 31, 2014

8 months = 66.7%

Object	Object Descr	2014									2014	2014	
		Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	YTD Amt	YTD Balance	%YTD Budget
31100	CONSULTING SERVICES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
31200	ENGINEERING/ARCHITECT	\$0.00	\$0.00	\$0.00	\$17,602.16	\$6,055.50	\$0.00	\$4,388.14	\$0.00	\$4,548.59	\$32,594.39	-\$32,594.39	0.00%
31300	LEGAL SERVICES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
36100	BUILDING REPAIRS	\$100,000.00	\$0.00	\$0.00	\$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	\$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	\$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	\$181,800.00	\$216,720.00	\$398,520.00	-\$298,520.00	398.52%
		\$400,000.00	\$0.00	\$0.00	\$17,602.16	\$6,055.50	\$0.00	\$4,388.14	\$181,800.00	\$221,268.59	\$431,114.39	-\$31,114.39	107.78%

**MONROE COUNTY PUBLIC LIBRARY**

**Special Revenue Budget & Expenditure Report**

January 1, 2014 to August 31, 2014

8 months = 66.7%

Object	Object Descr	2014	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	YTD	2014	2014
		Budget									Amount	YTD	%YTD
11300	PROF/SUPERVISORS	\$62,658.60	\$4,819.94	\$4,819.94	\$4,819.94	\$4,819.94	\$7,229.91	\$4,819.94	\$4,819.94	\$4,819.94	\$40,969.49	\$21,689.11	65.39%
11400	PROFESSIONAL ASSISTANT	\$126,136.26	\$9,702.74	\$9,702.74	\$9,702.76	\$11,630.41	\$10,313.31	\$9,377.09	\$9,372.50	\$9,372.50	\$79,174.05	\$46,962.21	62.77%
11600	CLERICAL ASSISTANTS	\$181,897.62	\$14,077.62	\$14,185.13	\$13,748.70	\$7,169.78	\$22,154.81	\$19,027.48	\$13,664.79	\$14,055.57	\$118,083.88	\$63,813.74	64.92%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$22,950.00	\$1,691.79	\$1,700.17	\$1,672.13	\$1,787.86	\$2,351.59	\$1,578.59	\$1,647.24	\$1,675.04	\$14,104.41	\$8,845.59	61.46%
12300	PERF/EMPLOYER	\$32,238.12	\$2,487.06	\$1,244.13	\$3,735.77	\$2,714.74	\$2,224.72	\$3,472.19	\$2,452.43	\$2,452.34	\$20,783.38	\$11,454.74	64.47%
12350	PERF/EMPLOYEE CONTRIB.	\$8,635.32	\$666.16	\$333.24	\$1,000.63	\$727.15	\$595.90	\$930.04	\$656.88	\$656.86	\$5,566.86	\$3,068.46	64.47%
12400	INS/EMPLOYER CONTRIBUTION	\$73,000.00	\$12,936.51	\$10,190.94	\$4,743.25	\$4,711.85	\$1,369.90	\$3,291.26	\$9,906.09	\$4,922.68	\$52,072.48	\$20,927.52	71.33%
12500	MEDICARE/EMPLOYER	\$5,375.40	\$395.66	\$397.63	\$391.07	\$418.12	\$549.98	\$369.19	\$385.24	\$391.75	\$3,298.64	\$2,076.76	61.37%
13100	WORK STUDY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21200	STATIONERY/BUS. CARDS	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
21300	OFFICE SUPPLIES	\$500.00	\$0.00	\$111.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$111.96	\$388.04	22.39%
21350	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.51	\$0.00	\$57.24	\$182.75	0.00%
21400	DUPLICATING	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$502.91	\$0.00	\$0.00	\$0.00	\$502.91	-\$2.91	100.58%
22200	FUEL/OIL/LUBRICANTS	\$1,000.00	\$0.00	\$0.00	\$37.29	\$0.00	\$36.30	\$46.66	\$0.00	\$36.90	\$157.15	\$842.85	15.72%
22700	VIDEO TAPE/MEDIA STORAGE	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,072.51	\$0.00	\$0.00	\$8,072.51	\$11,927.49	40.36%
23000	IS SUPPLIES	\$1,000.00	\$0.00	\$87.00	\$0.00	\$0.00	\$99.00	\$151.36	\$199.00	\$0.00	\$536.36	\$463.64	53.64%
23500	VIDEO MATERIALS/CATS	\$10,000.00	\$871.12	\$0.00	\$349.62	\$0.00	\$328.24	\$1,077.90	\$0.00	-\$0.02	\$2,626.86	\$7,373.14	26.27%
31100	CONSULTING SERVICES	\$10,000.00	\$0.00	\$361.00	\$0.00	\$1,362.00	\$2,500.00	\$0.00	\$0.00	\$1,710.00	\$5,933.00	\$4,067.00	59.33%
31300	LEGAL SERVICES	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43.82	\$0.00	\$0.00	\$43.82	\$706.18	5.84%
31500	MAINTENANCE CONTRACTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$99.00	\$0.00	\$99.00	-\$99.00	0.00%
31600	COMPUTER SERVICES	\$500.00	\$49.90	\$49.90	\$49.90	\$49.83	\$49.90	\$49.90	\$49.90	\$169.30	\$518.53	-\$18.53	103.71%
31650	DIGITIZATION SERVICES	\$21,000.00	\$4,055.00	\$4,105.00	\$2,710.00	\$1,975.00	\$2,290.00	\$0.00	\$0.00	\$0.00	\$15,135.00	\$5,865.00	72.07%
31700	ADMIN/ACCOUNTING SERVICES	\$0.00	\$5.56	\$1.39	\$4.85	\$5.80	\$24.33	\$6.57	\$2.09	\$2.64	\$53.23	-\$53.23	0.00%
32100	TELEPHONE	\$3,700.00	\$251.13	\$0.00	\$499.99	\$232.01	\$99.98	\$0.00	\$250.50	\$125.19	\$1,458.80	\$2,241.20	39.43%
32150	CABLE TV SERVICE	\$0.00	\$11.12	\$11.12	\$10.39	\$10.39	\$10.39	\$10.39	\$10.39	\$10.39	\$84.58	-\$84.58	0.00%
32200	POSTAGE	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.85	\$0.00	\$0.00	\$19.15	\$26.00	\$474.00	5.20%
32300	TRAVEL EXPENSE	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%

Object	Object Descr	2014										2014	2014
		Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	YTD Amount	YTD Balance	%YTD Budget
32400	PROFESSIONAL MTG/OFF SITE	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32600	FREIGHT/DELIVERY	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
36300	OTHER EQUIP/FURNITURE	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%
37100	REAL ESTATE RENTAL/PARKING	\$3,500.00	\$1,099.12	-\$78.16	-\$95.44	-\$95.44	-\$134.52	-\$89.68	\$1,298.32	\$663.20	\$2,567.40	\$932.60	73.35%
39100	DUES/INSTITUTIONAL	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$925.00	\$0.00	\$0.00	\$0.00	\$925.00	\$1,075.00	46.25%
39500	EDUCATIONAL/LICENSING	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
39600	COMMUNITY NEWS SERVICES	\$10,000.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$7,500.00	\$2,500.00	75.00%
44100	FURNITURE	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0.00%
44700	EQUIPMENT - CATS	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,498.96	\$0.00	\$0.00	\$5,498.96	\$34,501.04	13.75%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
		\$664,141.32	\$53,120.43	\$49,723.13	\$43,380.85	\$37,519.44	\$56,028.50	\$57,859.68	\$44,814.31	\$43,640.67	\$386,087.01	\$278,054.31	58.13%



**MONROE COUNTY PUBLIC LIBRARY**

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**LCPF Budget & Expenditure Report**

January 1, 2014 to August 31, 2014

8 months = 66.7%

Object	Object Descr	2014									2014	2014	
		Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	YTD Amount	YTD Balance	%YTD Budget
39450	TRANSFER TO ANOTHER	\$0.00	\$418,856.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$418,856.68	-\$418,856.68	0.00%
		\$0.00	\$418,856.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$418,856.68	-\$418,856.68	0.00%

**MONROE COUNTY PUBLIC LIBRARY**

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**Gen. Obligation Bond Budget & Expenditure**

January 1, 2014 to August 31, 2014

8 months = 66.7%

Object	Object Descr	2014 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	YTD Amount	2014 YTD Balance	2014 %YTD Budget
31100	CONSULTING	\$0.00	\$0.00	\$0.00	\$4,375.00	\$4,375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,750.00	-\$8,750.00	0.00%
31200	ENGINEERING/ARCHIT	\$0.00	\$13,200.00	\$22,402.16	-\$16,402.16	\$0.00	\$13,930.00	\$0.00	\$2,400.00	\$0.00	\$35,530.00	-\$35,530.00	0.00%
31700	ADMIN/ACCOUNTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$260.00	\$0.00	\$260.00	-\$260.00	0.00%
44100	FURNITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87,752.00	\$0.00	\$0.00	\$0.00	\$87,752.00	-\$87,752.00	0.00%
44300	OTHER EQUIPMENT	\$0.00	\$44,831.57	\$0.00	\$22,415.78	\$0.00	\$3,254.48	\$38,972.64	\$0.00	\$0.00	\$109,474.47	-\$109,474.47	0.00%
44450	BUILDING	\$0.00	\$3,977.50	\$0.00	\$0.00	\$19,351.80	\$280,514.70	\$211,590.02	\$25,145.00	\$44,541.00	\$585,120.02	-\$585,120.02	0.00%
44600	IS EQUIPMENT	\$50,000.00	\$5,192.00	\$0.00	\$4,974.03	\$13,952.00	\$1,428.00	\$5,400.00	\$346.50	\$0.00	\$31,292.53	\$18,707.47	62.59%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$56.20	\$0.00	\$0.00	\$26.73	\$54.00	\$136.93	\$24,863.07	0.55%
44700	EQUIPMENT - CATS	\$45,000.00	\$20,680.00	\$2,797.00	\$8,056.97	\$0.00	\$15,906.35	\$0.00	\$0.00	\$298.00	\$47,738.32	-\$2,738.32	106.09%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
		\$125,000.00	\$87,881.07	\$25,199.16	\$23,419.62	\$37,735.00	\$402,785.53	\$255,962.66	\$28,178.23	\$44,893.00	\$906,054.27	-\$781,054.27	724.84%

**MONROE COUNTY PUBLIC LIBRARY**

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**Expenditure Summary compared to last year**  
**2014 compared to 2013: Period Ending August**

Fund	Fund Descr	2014 Budget	August 2014 Amt	2014 YTD Amt	2013 Budget	August 2013 Amt	2013 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$8,011,683.99	\$661,091.70	\$4,975,339.70	\$7,818,019.99	\$670,053.39	\$5,042,233.21	-1.33%
002	JAIL	\$0.00	\$104.32	\$2,398.99	\$0.00	\$1,069.83	\$3,448.26	-30.43%
003	CLEARING	\$0.00	\$50.00	\$8,292.11	\$0.00	\$3,670.45	\$17,048.38	-51.36%
004	GIFT UNRESTRICTED	\$0.00	\$0.00	\$2,728.64	\$0.00	\$0.00	\$6,466.67	-57.80%
005	PLAC	\$0.00	\$0.00	\$8,100.00	\$0.00	\$50.00	\$8,100.00	0.00%
006	RETIREEES	\$0.00	\$462.87	\$2,400.96	\$0.00	\$264.44	\$5,668.44	-57.64%
007	LIRF	\$366,000.00	\$47,700.00	\$64,835.00	\$350,000.00	\$0.00	\$0.00	0.00%
008	DEBT SERVICE	\$607,768.00	\$0.00	\$304,333.75	\$600,000.00	\$0.00	\$296,436.14	2.66%
009	RAINY DAY	\$400,000.00	\$221,268.59	\$431,114.39	\$400,000.00	\$12,631.01	\$12,631.01	3313.14%
010	PAYROLL	\$0.00	\$332,915.49	\$2,812,811.91	\$0.00	\$334,630.57	\$2,771,978.50	1.47%
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	\$4,393.04	\$50,255.87	\$0.00	\$8,542.13	\$51,051.15	-1.56%
017	LEVY EXCESS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
018	IN KIND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
019	GIFT-FOUNDATION	\$0.00	\$2,499.84	\$66,476.46	\$101,850.00	\$10,176.27	\$56,806.86	17.02%
020	SPECIAL REVENUE	\$664,141.32	\$43,640.67	\$386,087.01	\$632,213.49	\$47,270.63	\$373,919.23	3.25%
021	CAPITAL PROJECTS	\$0.00	\$0.00	\$418,856.68	\$10,975.00	\$0.00	\$10,817.71	3771.95%
022	GATES HARDWARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
023	LSTA-CIVIL WAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
024	FINRA GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,644.33	-100.00%
025	LSTA-SMITHVILLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
026	G O BOND	\$125,000.00	\$44,893.00	\$906,054.27	\$133,000.00	\$19,870.58	\$220,151.11	311.56%
027	COMMUNITY FDTN	\$27,485.00	\$1,203.62	\$13,672.32	\$26,000.00	\$2,262.22	\$11,391.81	20.02%
028	FINRA 2014	\$0.00	\$2,176.27	\$4,707.69	\$0.00	\$0.00	\$0.00	0.00%
		\$10,202,078.31	\$1,362,399.41	\$10,458,465.75	\$10,072,058.48	\$1,110,491.52	\$8,905,792.81	17.43%

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**Revenue Totals Budget Forms (all funds)**

Source Descr	2014 YTD Budget	Jan	Feb	Mar	April	May	June	July	Aug	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
<b>Fund 001 OPERATING</b>												
PROPERTY	\$5,350,596.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,909,777.97	\$0.00	\$0.00	\$2,909,777.97	\$2,440,818.03	54.38%
INTANGIBLES TAX	\$18,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,019.52	\$0.00	\$0.00	\$9,019.52	\$8,980.48	50.11%
LICENSE EXCISE TAX	\$279,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$181,384.31	\$0.00	\$0.00	\$181,384.31	\$97,615.69	65.01%
COUNTY OPTION	\$1,968,168.00	\$164,013.98	\$164,013.98	\$164,013.98	\$164,013.98	\$164,013.98	\$164,013.98	\$164,013.98	\$164,013.98	\$1,312,111.84	\$656,056.16	66.67%
COMMERCIAL	\$45,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,469.37	\$0.00	\$0.00	\$0.00	\$21,469.37	\$24,230.63	46.98%
US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELL COPIERS/PRINTERS	\$0.00	\$466.30	\$384.79	\$301.85	\$633.19	\$332.30	\$427.00	\$563.53	\$435.52	\$3,544.48	-\$3,544.48	0.00%
LOST/DAMAGED	\$0.00	\$2,791.83	\$1,925.10	\$2,068.66	\$1,850.18	\$1,364.53	\$1,663.09	\$1,602.82	\$1,470.13	\$14,736.34	-\$14,736.34	0.00%
FINES	\$175,000.00	\$12,077.48	\$12,857.50	\$13,864.48	\$11,003.57	\$10,618.17	\$12,263.89	\$10,231.44	\$10,163.82	\$93,080.35	\$81,919.65	53.19%
COLLECTION AGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
BLGTN COPIERS &	\$12,500.00	\$767.70	\$1,287.50	\$0.00	\$1,729.36	\$873.70	\$1,360.45	\$1,772.61	\$972.26	\$8,763.58	\$3,736.42	70.11%
MISCELLANEOUS	\$0.00	\$88.76	\$101.40	\$116.25	\$134.60	\$92.10	\$3,562.43	\$5,111.81	-\$4,430.48	\$4,776.87	-\$4,776.87	0.00%
PUBLIC LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MEETING ROOM FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GARNISHMENT FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.55	\$9.55	-\$9.55	0.00%
E-RATE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,092.97	\$17,092.97	-\$17,092.97	0.00%
PLAC DISTRIBUTION	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00	0.00%
REALESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
STATE DISTRIBUTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
READER PRINTER	\$0.00	\$28.77	\$16.00	\$50.40	\$28.62	\$38.05	\$26.10	\$14.80	\$24.20	\$226.94	-\$226.94	0.00%
OBITS	\$0.00	\$184.00	\$99.00	\$174.00	\$573.00	\$135.00	\$312.00	\$201.00	\$249.00	\$1,927.00	-\$1,927.00	0.00%
COIN TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$11,000.00	\$1,312.98	\$1,106.77	\$1,107.10	\$515.97	\$632.14	\$14,371.25	\$1,310.49	\$1,161.08	\$21,517.78	-\$10,517.78	195.62%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RENT INCOME	\$1,000.00	\$0.00	\$0.00	\$225.00	\$0.00	\$0.00	\$300.00	\$900.00	\$1,800.00	\$3,225.00	-\$2,225.00	322.50%
LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Source Descr	2014 YTD Budget	Jan	Feb	Mar	April	May	June	July	Aug	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
Fund 001 OPERATING	\$7,873,464.00	\$181,731.80	\$181,792.04	\$181,921.72	\$180,482.47	\$199,569.34	\$3,298,481.99	\$185,722.48	\$192,962.03	\$4,602,663.87	\$3,270,800.13	58.46%
Fund 002 JAIL												
RECEIPTS	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	-\$6,000.00	0.00%
Fund 002 JAIL	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	-\$6,000.00	0.00%
Fund 003 CLEARING												
CONFERENCE/RECEIPT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
REALESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
YMCA RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PHONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPLF CC RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	-\$50.00	0.00%
MCPLF RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00	\$5.00	-\$5.00	0.00%
ILL FINES/FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
REIMBURSEMENT/CLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$99.16	\$0.00	\$0.00	\$99.16	-\$99.16	0.00%
INSURANCE/COBRA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FEMA/CLEARING FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE/CLAIMS-	\$0.00	\$0.00	\$135.57	\$0.00	\$8,003.45	\$0.00	\$0.00	\$12,949.00	\$0.00	\$21,088.02	-\$21,088.02	0.00%
Fund 003 CLEARING	\$0.00	\$0.00	\$135.57	\$0.00	\$8,003.45	\$0.00	\$104.16	\$12,949.00	\$50.00	\$21,242.18	-\$21,242.18	0.00%
Fund 004 GIFT UNRESTRICTED												
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
UNRESTRICTED GIFT	\$0.00	\$96.81	\$170.11	\$1,113.58	\$237.32	\$287.92	\$1,236.03	\$194.10	\$179.08	\$3,514.95	-\$3,514.95	0.00%
INTEREST/DIVIDEND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 004 GIFT	\$0.00	\$96.81	\$170.11	\$1,113.58	\$237.32	\$287.92	\$1,236.03	\$194.10	\$179.08	\$3,514.95	-\$3,514.95	0.00%
Fund 005 PLAC												
PUBLIC LIBRARY	\$0.00	\$1,100.00	\$950.00	\$1,400.00	\$950.00	\$500.00	\$900.00	\$600.00	\$550.00	\$6,950.00	-\$6,950.00	0.00%
Fund 005 PLAC	\$0.00	\$1,100.00	\$950.00	\$1,400.00	\$950.00	\$500.00	\$900.00	\$600.00	\$550.00	\$6,950.00	-\$6,950.00	0.00%
Fund 006 RETIREES												
RETIREES INSURANCE	\$0.00	\$137.37	\$137.37	\$137.37	\$600.24	\$462.87	\$0.00	\$925.74	\$462.87	\$2,863.83	-\$2,863.83	0.00%
Fund 006 RETIREES	\$0.00	\$137.37	\$137.37	\$137.37	\$600.24	\$462.87	\$0.00	\$925.74	\$462.87	\$2,863.83	-\$2,863.83	0.00%

Source Descr	2014 YTD Budget	Jan	Feb	Mar	April	May	June	July	Aug	2014 YTD Amt	2014 YTD Balance	% of Budget
Fund 007 LIRF												
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIRF RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 007 LIRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 008 DEBT SERVICE												
PROPERTY	\$600,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$330,589.99	\$0.00	\$0.00	\$330,589.99	\$269,410.01	55.10%
INTANGIBLES TAX	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,019.03	\$0.00	\$0.00	\$1,019.03	\$980.97	50.95%
LICENSE EXCISE TAX	\$32,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,492.95	\$0.00	\$0.00	\$20,492.95	\$11,507.05	64.04%
COMMERCIAL	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,425.63	\$0.00	\$0.00	\$0.00	\$2,425.63	\$2,574.37	48.51%
US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 008 DEBT	\$639,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,425.63	\$352,101.97	\$0.00	\$0.00	\$354,527.60	\$284,472.40	55.48%
Fund 009 RAINY DAY												
COUNTY OPTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPL OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$418,856.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$418,856.68	-\$418,856.68	0.00%
Fund 009 RAINY DAY	\$0.00	\$418,856.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$418,856.68	-\$418,856.68	0.00%
Fund 010 PAYROLL												
GROSS PAYROLL	\$0.00	\$328,758.87	\$334,953.02	\$328,093.13	\$332,789.16	\$491,136.90	\$330,352.40	\$333,443.75	\$333,544.71	\$2,813,071.94	-\$2,813,071.94	0.00%
Fund 010 PAYROLL	\$0.00	\$328,758.87	\$334,953.02	\$328,093.13	\$332,789.16	\$491,136.90	\$330,352.40	\$333,443.75	\$333,544.71	\$2,813,071.94	-\$2,813,071.94	0.00%
Fund 013 PETTY CASH												
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 013 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Source Descr	2014 YTD Budget	Jan	Feb	Mar	April	May	June	July	Aug	2014 YTD Amt	2014 YTD Balance	% of Budget
Fund 014 CHANGE												
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 014 CHANGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 016 GIFT-RESTRICED												
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RECEIPTS	\$0.00	\$0.00	\$0.00	\$4,073.97	\$0.00	\$7,213.70	\$0.00	\$7,136.15	\$0.00	\$18,423.82	-\$18,423.82	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RESTRICED GIFT	\$0.00	\$740.00	\$1,440.00	\$4,205.60	\$3,000.00	\$12,199.69	\$930.00	\$7,135.00	\$0.00	\$29,650.29	-\$29,650.29	0.00%
INTEREST/DIVIDEND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 016 GIFT-	\$0.00	\$740.00	\$1,440.00	\$8,279.57	\$3,000.00	\$19,413.39	\$930.00	\$14,271.15	\$0.00	\$48,074.11	-\$48,074.11	0.00%
Fund 019 GIFT-FOUNDATION												
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$48,474.15	\$0.00	\$0.00	-\$3,500.00	\$18,812.50	\$0.00	\$63,786.65	-\$63,786.65	0.00%
Fund 019 GIFT-	\$0.00	\$0.00	\$0.00	\$48,474.15	\$0.00	\$0.00	-\$3,500.00	\$18,812.50	\$0.00	\$63,786.65	-\$63,786.65	0.00%
Fund 020 SPECIAL REVENUE												
MISCELLANEOUS	\$0.00	\$200.00	\$50.00	\$175.00	\$210.00	\$840.00	\$190.00	\$60.00	\$95.00	\$1,820.00	-\$1,820.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$99,392.00	\$0.00	\$99,392.00	\$0.00	\$0.00	\$0.00	\$107,144.75	\$305,928.75	-\$305,928.75	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$58,310.00	\$0.00	\$58,310.00	\$0.00	\$0.00	\$58,310.00	\$174,930.00	-\$174,930.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$3,532.50	\$0.00	\$0.00	\$3,532.50	\$0.00	\$0.00	\$7,065.00	-\$7,065.00	0.00%
CONTRACT-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 020 SPECIAL	\$0.00	\$200.00	\$99,442.00	\$62,017.50	\$99,602.00	\$59,150.00	\$3,722.50	\$60.00	\$165,549.75	\$489,743.75	-\$489,743.75	0.00%
Fund 021 CAPITAL PROJECTS												
PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTANGIBLES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LICENSE EXCISE TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
COMMERCIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 021 CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Source Descr	2014 YTD Budget	Jan	Feb	Mar	April	May	June	July	Aug	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
Fund 024 FINRA GRANT												
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 024 FINRA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 026 G O BOND												
BOND SALE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 026 G O BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 027 COMMUNITY FDTN GRANT												
RECEIPTS	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	-\$10,000.00	0.00%
Fund 027 COMMUNITY	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	-\$10,000.00	0.00%
Fund 028 FINRA 2014												
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,615.00	\$0.00	\$0.00	\$0.00	\$43,615.00	-\$43,615.00	0.00%
Fund 028 FINRA 2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,615.00	\$0.00	\$0.00	\$0.00	\$43,615.00	-\$43,615.00	0.00%
	\$8,512,464.00	\$931,621.53	\$625,020.11	\$641,437.02	\$625,664.64	\$816,561.05	\$3,984,329.05	\$566,978.72	\$693,298.44	\$8,884,910.56	-\$372,446.56	104.38%



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Cash Balances by fund

Current Period: August 2014

FUND Descr	08/01/14	MTD Debit	MTD Credit	08/31/14	Bal Sht Descr
OPERATING	\$1,915.79	\$0.28	\$0.00	\$1,916.07	CHASE/BANK ONE SAVINGS
OPERATING	\$10,997.98	\$13,705.82	\$0.00	\$24,703.80	ONB/MONROE BANK CHECKING
OPERATING	\$8,876.37	\$7,592.67	\$1.90	\$16,467.14	GERMAN AMER./UNITED COMMERCE
OPERATING	\$12,736.30	\$597,855.61	\$668,451.91	-\$57,860.00	FIFTH THIRD BANK CHECKING
OPERATING	\$1,621,934.03	\$1,157.04	\$420,000.00	\$1,203,091.07	FIFTH THIRD BANK SAVINGS
OPERATING	-\$9.74	\$22.72	\$10.00	\$2.98	FIFTH THIRD ESCROW ACCT
Fund 001 OPERATING	\$1,656,450.73	\$620,334.14	\$1,088,463.81	\$1,188,321.06	
JAIL	\$3,705.33	\$0.00	\$104.32	\$3,601.01	FIFTH THIRD BANK CHECKING
Fund 002 JAIL	\$3,705.33	\$0.00	\$104.32	\$3,601.01	
CLEARING	\$0.00	\$50.00	\$0.00	\$50.00	GERMAN AMER./UNITED COMMERCE
CLEARING	\$14,770.94	\$0.00	\$50.00	\$14,720.94	FIFTH THIRD BANK CHECKING
Fund 003 CLEARING	\$14,770.94	\$50.00	\$50.00	\$14,770.94	
GIFT UNRESTRICTED	\$126.32	\$161.52	\$0.00	\$287.84	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$14.00	\$17.56	\$0.00	\$31.56	GERMAN AMER./UNITED COMMERCE
GIFT UNRESTRICTED	\$9,812.58	\$0.00	\$0.00	\$9,812.58	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$9,952.90	\$179.08	\$0.00	\$10,131.98	
PLAC	\$50.00	\$50.00	\$0.00	\$100.00	ONB/MONROE BANK CHECKING
PLAC	\$450.00	\$500.00	\$0.00	\$950.00	GERMAN AMER./UNITED COMMERCE
PLAC	\$100.00	\$0.00	\$0.00	\$100.00	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$600.00	\$550.00	\$0.00	\$1,150.00	
RETIREEES	\$0.00	\$462.87	\$0.00	\$462.87	ONB/MONROE BANK CHECKING
Fund 006 RETIREEES	\$0.00	\$462.87	\$0.00	\$462.87	
LIRF	\$10,013.55	\$0.00	\$0.00	\$10,013.55	CHASE/BANK ONE SAVINGS
LIRF	\$3,557.32	\$55,000.00	\$47,700.00	\$10,857.32	FIFTH THIRD BANK CHECKING
LIRF	\$1,304,018.58	\$0.00	\$55,000.00	\$1,249,018.58	FIFTH THIRD BANK SAVINGS
Fund 007 LIRF	\$1,317,589.45	\$55,000.00	\$102,700.00	\$1,269,889.45	
DEBT SERVICE	\$123,744.88	\$0.00	\$0.00	\$123,744.88	FIFTH THIRD BANK SAVINGS
Fund 008 DEBT SERVICE	\$123,744.88	\$0.00	\$0.00	\$123,744.88	
RAINY DAY	\$23,751.05	\$200,000.00	\$221,268.59	\$2,482.46	FIFTH THIRD BANK CHECKING
RAINY DAY	\$1,741,569.21	\$0.00	\$224,080.00	\$1,517,489.21	FIFTH THIRD BANK SAVINGS
RAINY DAY	\$20,200.00	\$24,080.00	\$0.00	\$44,280.00	FIFTH THIRD ESCROW ACCT
Fund 009 RAINY DAY	\$1,785,520.26	\$224,080.00	\$445,348.59	\$1,564,251.67	
PAYROLL	\$14,860.91	\$334,341.14	\$333,711.92	\$15,490.13	FIFTH THIRD BANK CHECKING

FUND Descr	08/01/14	MTD Debit	MTD Credit	08/31/14	Bal Sht Descr
Fund 010 PAYROLL	\$14,860.91	\$334,341.14	\$333,711.92	\$15,490.13	
GIFT-RESTRICED	\$375.00	\$0.00	\$0.00	\$375.00	ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$38,245.72	\$0.63	\$4,393.67	\$33,852.68	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$50,000.00	\$0.00	\$0.00	\$50,000.00	FIFTH THIRD BANK SAVINGS
Fund 016 GIFT-RESTRICED	\$88,620.72	\$0.63	\$4,393.67	\$84,227.68	
GIFT-FOUNDATION	\$0.06	\$0.00	\$0.00	\$0.06	ONB/MONROE BANK CHECKING
GIFT-FOUNDATION	\$23,119.51	\$88.50	\$2,588.34	\$20,619.67	FIFTH THIRD BANK CHECKING
Fund 019 GIFT-FOUNDATION	\$23,119.57	\$88.50	\$2,588.34	\$20,619.73	
SPECIAL REVENUE	\$53.24	\$95.00	\$2.64	\$145.60	GERMAN AMER./UNITED COMMERCE
SPECIAL REVENUE	\$21,323.54	\$166,093.54	\$44,276.82	\$143,140.26	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$210,000.00	\$0.00	\$0.00	\$210,000.00	FIFTH THIRD BANK SAVINGS
Fund 020 SPECIAL REVENUE	\$231,376.78	\$166,188.54	\$44,279.46	\$353,285.86	
FINRA GRANT	\$385.94	\$0.00	\$0.00	\$385.94	FIFTH THIRD BANK CHECKING
Fund 024 FINRA GRANT	\$385.94	\$0.00	\$0.00	\$385.94	
G O BOND	\$30,641.87	\$25,000.00	\$44,893.00	\$10,748.87	FIFTH THIRD BANK CHECKING
G O BOND	\$594,574.02	\$0.00	\$25,000.00	\$569,574.02	FIFTH THIRD BANK SAVINGS
G O BOND	\$5,860.00	\$0.00	\$0.00	\$5,860.00	FIFTH THIRD ESCROW ACCT
Fund 026 G O BOND	\$631,075.89	\$25,000.00	\$69,893.00	\$586,182.89	
COMMUNITY FDTN GRANT	\$3,049.76	\$0.00	\$1,203.62	\$1,846.14	FIFTH THIRD BANK CHECKING
Fund 027 COMMUNITY FDTN GRANT	\$3,049.76	\$0.00	\$1,203.62	\$1,846.14	
FINRA 2014	\$41,083.58	\$0.00	\$2,176.27	\$38,907.31	FIFTH THIRD BANK CHECKING
Fund 028 FINRA 2014	\$41,083.58	\$0.00	\$2,176.27	\$38,907.31	
	\$5,945,907.64	\$1,426,274.90	\$2,094,913.00	\$5,277,269.54	

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**CHASE BANK SAVINGS**

**06110 BANKONESV**

**August 2014**

**Account Summary**

Beginning Balance	8/1/2014	\$11,929.34
+ Receipts/Deposits		\$0.28
- Payments (Checks and		\$0.00
Ending Balance as	8/29/2014	\$11,929.62

**Check Book**

Active	G 001-06110	OPERATING	\$1,916.07
Active	G 004-06110	GIFT UNRESTRICTED	\$0.00
Active	G 007-06110	LIRF	\$10,013.55
Active	G 008-06110	DEBT SERVICE	\$0.00
Active	G 009-06110	RAINY DAY	\$0.00
Active	G 010-06110	PAYROLL	\$0.00
Active	G 016-06110	GIFT-RESTRICED	\$0.00
Active	G 017-06110	LEVY EXCESS	\$0.00
Active	G 019-06110	GIFT-FOUNDATION	\$0.00
Active	G 021-06110	CAPITAL PROJECTS	\$0.00
		Cash	<b>\$11,929.62</b>

Beginng Balance	\$11,929.34
+ Total Deposits	\$0.28
- Checks Written	\$0.00

Check Book	\$11,929.62
Difference	\$0.00

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ONB MONROE CHECKING  
06300 ONB/MONROE**

**August 2014**

**Account Summary**

Beginning Balance	8/1/2014	\$11,196.52
+ Receipts/Deposits		\$14,733.05
- Payments (Checks and		\$0.00
Ending Balance as	8/31/2014	\$25,929.57

**Check Book**

Active	G 001-06300	OPERATING	\$24,703.80
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$287.84
Active	G 005-06300	PLAC	\$100.00
Active	G 006-06300	RETIREEES	\$462.87
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	\$375.00
Active	G 019-06300	GIFT-FOUNDATION	\$0.06
Active	G 020-06300	SPECIAL REVENUE	\$0.00
Active	G 024-06300	FINRA GRANT	\$0.00
Active	G 027-06300	COMMUNITY FDTN	\$0.00
		Cash	<b>\$25,929.57</b>
	Beginng Balance	\$11,196.52	
	+ Total Deposits	\$14,733.05	
	- Checks Written	\$0.00	
	Check Book	\$25,929.57	
	Difference	\$0.00	

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**GERMAN-AMER/UNITED C**  
**06400 GER AME/UC**  
**August 2014**

**Account Summary**

Beginning Balance	8/1/2014	\$9,393.61
+ Receipts/Deposits		\$8,250.69
- Payments (Checks and		\$0.00
Ending Balance as	8/29/2014	\$17,644.30

**Check Book**

Active	G 001-06400	OPERATING	\$16,467.14
Active	G 003-06400	CLEARING	\$50.00
Active	G 004-06400	GIFT UNRESTRICTED	\$31.56
Active	G 005-06400	PLAC	\$950.00
Active	G 016-06400	GIFT-RESTRICED	\$0.00
Active	G 020-06400	SPECIAL REVENUE	\$145.60
		Cash	<b>\$17,644.30</b>
	Beginng Balance	\$9,393.61	
	+ Total Deposits	\$8,250.69	
	- Checks Written	\$0.00	
	Check Book	\$17,644.30	
	Difference	\$0.00	

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**FIFTH THIRD CHECKING**

**06500 FIFTHCKNG**

**August 2014**

**Account Summary**

Beginning Balance	8/1/2014	\$327,821.67
+ Receipts/Deposits		\$1,041,132.15
- Payments (Checks and		\$841,066.75
Ending Balance as	8/31/2014	\$527,887.07

**Check Book**

Active	G 001-06500	OPERATING	-\$57,860.00
Active	G 002-06500	JAIL	\$3,601.01
Active	G 003-06500	CLEARING	\$14,720.94
Active	G 004-06500	GIFT UNRESTRICTED	\$9,812.58
Active	G 005-06500	PLAC	\$100.00
Active	G 006-06500	RETIREES	\$0.00
Active	G 007-06500	LIRF	\$10,857.32
Active	G 008-06500	DEBT SERVICE	\$0.00
Active	G 009-06500	RAINY DAY	\$2,482.46
Active	G 010-06500	PAYROLL	\$15,490.13
Active	G 016-06500	GIFT-RESTRICED	\$33,852.68
Active	G 019-06500	GIFT-FOUNDATION	\$20,619.67
Active	G 020-06500	SPECIAL REVENUE	\$143,140.26
Active	G 021-06500	CAPITAL PROJECTS	\$0.00
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$385.94
Active	G 025-06500	LSTA-SMITHVILLE	\$0.00
Active	G 026-06500	G O BOND	\$10,748.87
Active	G 027-06500	COMMUNITY FDTN	\$1,846.14
Active	G 028-06500	FINRA 2014	\$38,907.31
		Cash	<b>\$248,705.31</b>

Begining Balance	\$327,821.67
+ Total Deposits	\$1,041,132.15
- Checks Written	\$1,120,248.51

Check Book	\$248,705.31
O/S Checks	\$279,181.76

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**FIFTH THIRD SAVINGS**

**06510 FIFTHSAVG**

**August 2014**

**Account Summary**

Beginning Balance	8/1/2014	\$5,645,840.72
+ Receipts/Deposits		\$1,157.04
- Payments (Checks and		\$724,080.00
Ending Balance as	8/31/2014	\$4,922,917.76

**Check Book**

Active	G 001-06510	OPERATING	\$1,203,091.07
Active	G 007-06510	LIRF	\$1,249,018.58
Active	G 008-06510	DEBT SERVICE	\$123,744.88
Active	G 009-06510	RAINY DAY	\$1,517,489.21
Active	G 016-06510	GIFT-RESTRICED	\$50,000.00
Active	G 020-06510	SPECIAL REVENUE	\$210,000.00
Active	G 021-06510	CAPITAL PROJECTS	\$0.00
Active	G 025-06510	LSTA-SMITHVILLE	\$0.00
Active	G 026-06510	G O BOND	\$569,574.02
		Cash	<b>\$4,922,917.76</b>

Beginng Balance	\$5,645,840.72
+ Total Deposits	\$1,157.04
- Checks Written	\$724,080.00

Check Book	\$4,922,917.76
Difference	\$0.00

MONROE COUNTY PUBLIC LIBRARY

09/08/14 6:12 PM  
Page 1

\*Check Reconciliation©

FIFTH THIRD ESCROW

06530 FIFTH ESCR

August 2014

**Account Summary**

Beginning Balance	8/1/2014	\$26,050.26
+ Receipts/Deposits		\$24,102.72
- Payments (Checks and		\$10.00
Ending Balance as	8/31/2014	\$50,142.98

**Check Book**

Active	G 001-06530	OPERATING	\$2.98
Active	G 009-06530	RAINY DAY	\$44,280.00
Active	G 026-06530	G O BOND	\$5,860.00
		Cash	<b>\$50,142.98</b>
	Beginng Balance	\$26,050.26	
	+ Total Deposits	\$24,102.72	
	- Checks Written	\$10.00	
	Check Book	\$50,142.98	
	Difference	\$0.00	



## General Obligation Bond and Other Capital Spending

Update: August 2014

Projects	Bond	Operating Fund 2013-14	Rainy Day Fund 2013-14	Rainy Day Addt'l App	LIRF 2014	Total	Spending as of		
	Budget	Budget	Budget			Budget	Contract	Variance	8-31-14
Renovation	\$375,000		\$370,000	\$500,000	\$190,755	\$1,435,755	\$1,357,541	(\$78,214)	\$500,400
Renovation Architect 2013-2014	\$0	\$20,000	\$60,000			\$80,000	\$90,749	\$10,749	\$76,229
Digital Creativity Equipment - 2014		\$46,000			\$54,000	\$100,000			
Cable / wifi install - renovation					\$90,000				\$49,590
Assistive Hearing Eq							\$14,000	\$14,000	
Other soft cost							\$2,194		
Chillers (inc engineer \$24,000)	\$300,000					\$300,000	\$335,700	\$35,700	\$287,217
Library Technology Allocation - 3 yrs	\$233,000					\$233,000			\$94,373
CATS Technology Allocation - 3 yrs	\$150,000					\$150,000			\$84,693
<b>Completed:</b>									
Landscaping-Main Library	\$42,000					\$42,000	\$42,829	\$829	\$42,829
Scanner - Indiana Room					\$15,245				\$15,245
Phone System (inc consultant \$11,375)	\$100,000					\$100,000	\$117,595	\$17,595	\$117,595
Roof (inc. engineer \$19,900)	\$400,000					\$400,000	\$266,400	(\$133,600)	\$266,400
Ellettsville Reference Desk	\$25,000					\$25,000	\$7,995	(\$17,005)	\$7,955
IT Network Upgrade	\$80,000					\$80,000	\$68,931	(\$11,069)	\$68,931
1B/1C Meeting Room Partition	\$20,000					\$20,000	\$10,910	(\$9,090)	\$10,910
Replace 1993 Van	\$25,000					\$25,000	\$24,075	(\$925)	\$24,075
Bond issuance cost/legal expenses	\$50,000					\$50,000	\$47,873	(\$2,127)	\$47,873
<b>Total</b>	<b>\$1,800,000</b>	<b>\$66,000</b>	<b>\$430,000</b>	<b>\$500,000</b>	<b>\$350,000</b>	<b>\$3,040,755</b>	<b>\$2,386,792</b>	<b>(\$173,157)</b>	<b>\$1,694,315</b>

Current balance Rainy Day Fund: \$1,564,252

Current balance Library Improvement Reserve Fund: \$1,269,889

TO: Monroe County Public Library – Board of Trustees  
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager  
RE: Personnel Report  
DATE: September 17, 2014

**Beginning Employment**

None

**Ending Employment**

- Janet Lambert, Children’s Services, Reference Assistant, Pay Grade F, 37.5 hours per week effective August 20, 2014.
- Valerie Owens, Ellettsville, Page, Pay Grade A, 15-18 hours per week effective August 29, 2014.
- Landon Henderson, Circulation, Page, Pay Grade A, 15-18 hours per week effective August 31, 2014.
- Amy Anderson, Circulation, Page, Pay Grade A, 15-18 hours per week effective August 19, 2014.
- Matt Stockwell, CATS, Master Control Operator, Pay Grade C, 20 hours per week effective September 2, 2014.
- Kari Jorgensen, Circulation, Page, Pay Grade A, 15-18 hours per week effective September 13, 2014.
- Eric Cervantes, Circulation, Page, Pay Grade A, 15-18 hours per week effective September 19, 2014.

**Job Changes**

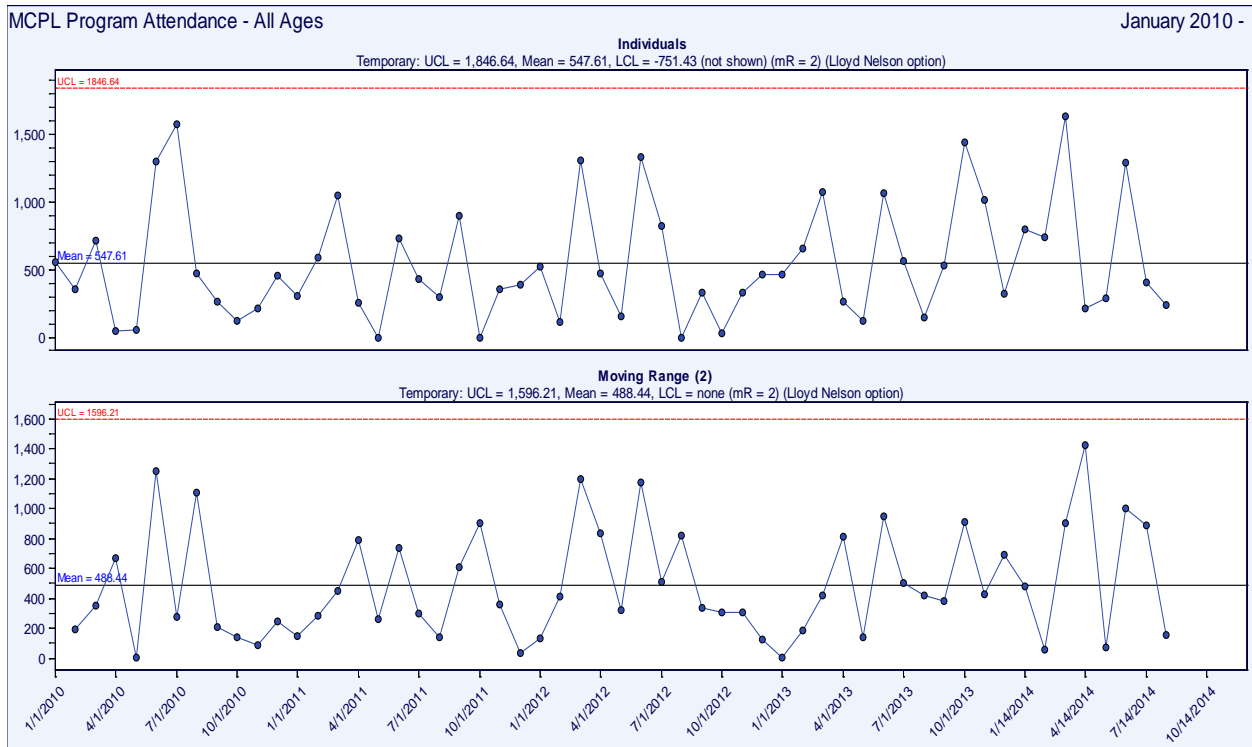
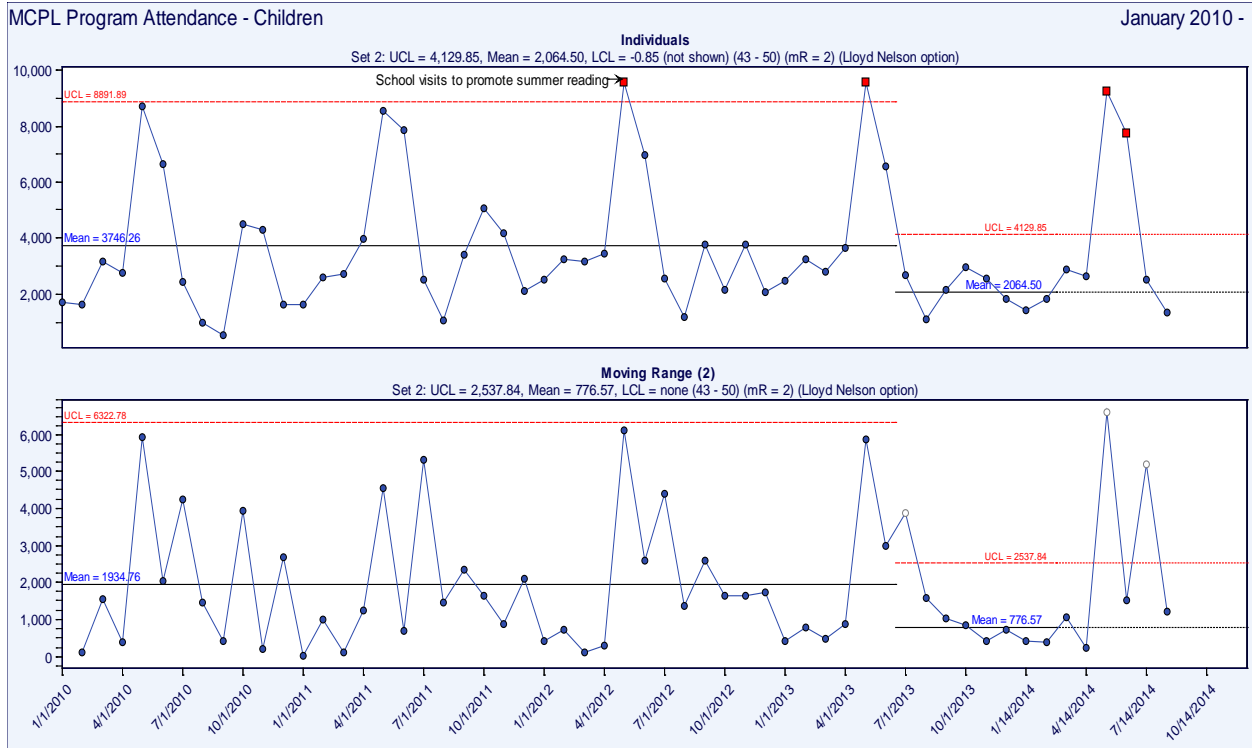
- Virginia Hosler, Circulation, Clerk, Pay Grade C, 37.5 hours per week to Children’s Services, Reference Assistant, Pay Grade F, 37.5 hours per week, effective September 22, 2014

## 2014 Board of Trustees Calendar

January	8	Work Session	Conflict of Interest forms; officer slate presented
	15	Board Meeting	Budget line-item transfers; officer slate approved; El Centro contract
	15	Board of Finance	Review Investment Report and Policy
February	12	Work Session	
	19	Board Meeting	Election of Board Officers
March	12	Work Session	
	26	Board Meeting	Update: Communications & Marketing/Michael Hoerger
April	2	Special Work Session	Presentation of Renovation Contractor Recommendation for Main Renovation
	9	Special Board Meeting/Work Session	Action item: Contractor for Main Renovation
	16	Board Meeting	Update: It's Your Money/Steve Backs
May	14	Work Session	
	21	Board Meeting	Update: Partnerships/Josh Wolf
June	11	Work Session	
	18	Board Meeting	Update: Staff Development/Marilyn Wood
July	9	Work Session	Draft 2015 Budget
	16	Board Meeting	Update: Value of HR/Kyle Wickemeyer-Hardy
August	13	Work Session	Revise 2015 Budget
	20	Board Meeting	Approve 2015 Budget for advertising; <b>General Obligation Bond - review list of capital projects and hire bond attorney and financial advisor;</b> Update: Content and Collections - Mickey Needham and Pam Wasmer
September	10	Work Session	
	17	Board Meeting	2015 Budget; <b>GO Bond - adopt reimbursement resolution and adopt preliminary bond resolution;</b> Update: Ellettsville/Mickey Needham
	17	Public Hearing	Public Hearing on 2015 Budget
October	8	Work Session	2015 Budget, as recommended by County Council
	15	Board Meeting	Adopt 2015 Budget; <b>GO Bond - public hearing and adopt additional appropriation resolution;</b> Update: Community Outreach/Chris Jackson
November	12	Work Session	
	19	Board Meeting	Approve 2015 employee insurance package; review Internet and Computer Use Policy; Update: CATS/Michael White
December	10	Work Session	
	17	Board Meeting	Approve 2015 salary schedule, holiday schedule, pay grade schedule, director's salary; CATS contracts; Update: Social Media/Michael Hoerger
<b>2015</b>			
January	14	Work Session	Conflict of Interest forms; officer slate presented
January	21	Board Meeting	Budget line-item transfers; officer slate approved; El Centro contract
January	21	Board of Finance	Review Investment Report and Policy
February	11	Work Session	
February	18	Board Meeting	Election of Board Officers
March	11	Work Session	
March	18	Board Meeting	Update:
April	8	Work Session	
April	15	Board Meeting	Update:
May	13	Work Session	
May	20	Board Meeting	Update:
June	10	Work Session	
June	17	Board Meeting	Update:

July	8	Work Session	
July	15	Board Meeting	Draft 2016 Budget; Update:
August	12	Work Session	Revise 2016 Budget
August	19	Board Meeting	Approve 2016 Budget for advertising; Update:
September	9	Work Session	
September	16	Board Meeting	2015 Budget; Update:
16-Sep	16	Public Hearing	Public Hearing on 2015 Budget
October	14	Work Session	2016 Budget, as recommended by County Council
October	21	Board Meeting	Adopt 2016 Budget; <b>GO Bond - Adopt final bond resolution and approve form of continuing disclosure undertaking</b> ; Update:
November	11	Work Session	
November	18	Board Meeting	Approve 2016 employee insurance package; review Internet and Computer Use Policy; Update:
December	9	Work Session	
December	16	Board Meeting	Approve 2016 salary schedule, holiday schedule, pay grade schedule, director's salary; CATS contracts; <b>GO Bond- Award GO bonds and sign closing documents</b> ; Update:

**GOAL 1: Strengthen 21<sup>st</sup> century literacy skills.**



**1A. Strengthen early literacy skills.**

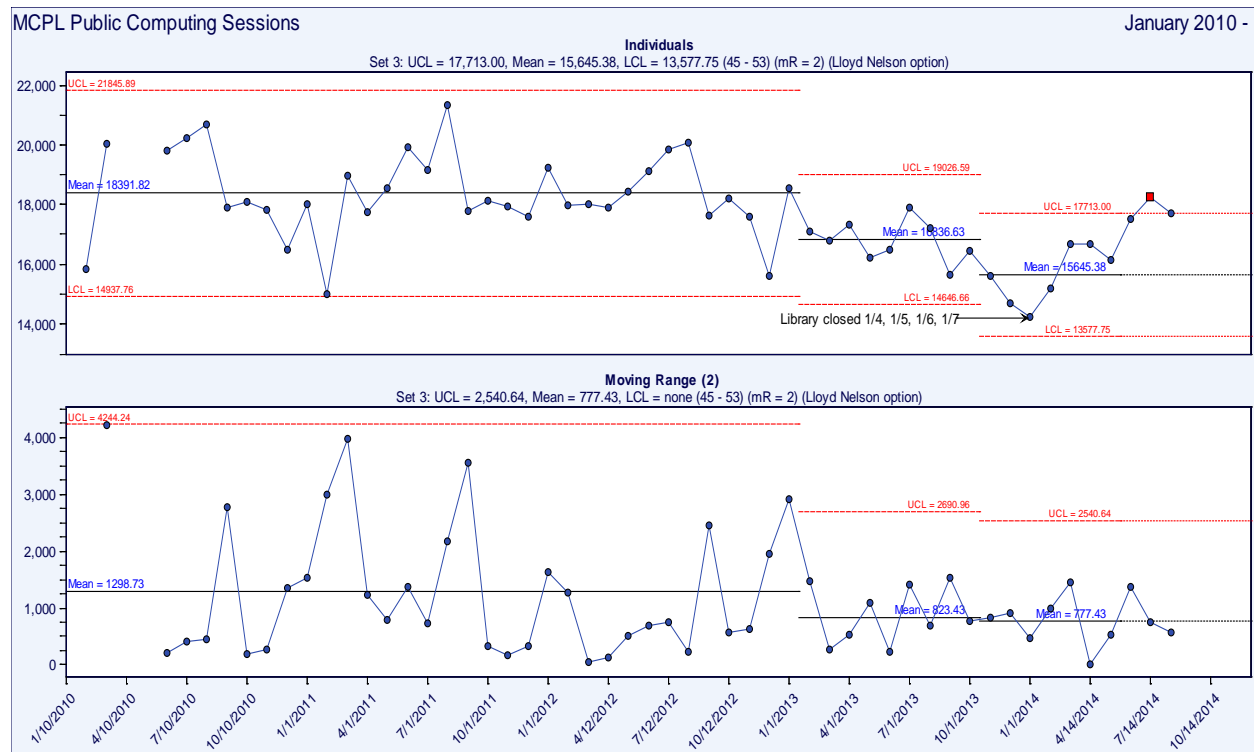
- Mary Frasier presented an ECRR workshop for more than 50 parents and children at WIC. The Children's department is very pleased to have such broad access to one of its target audiences.

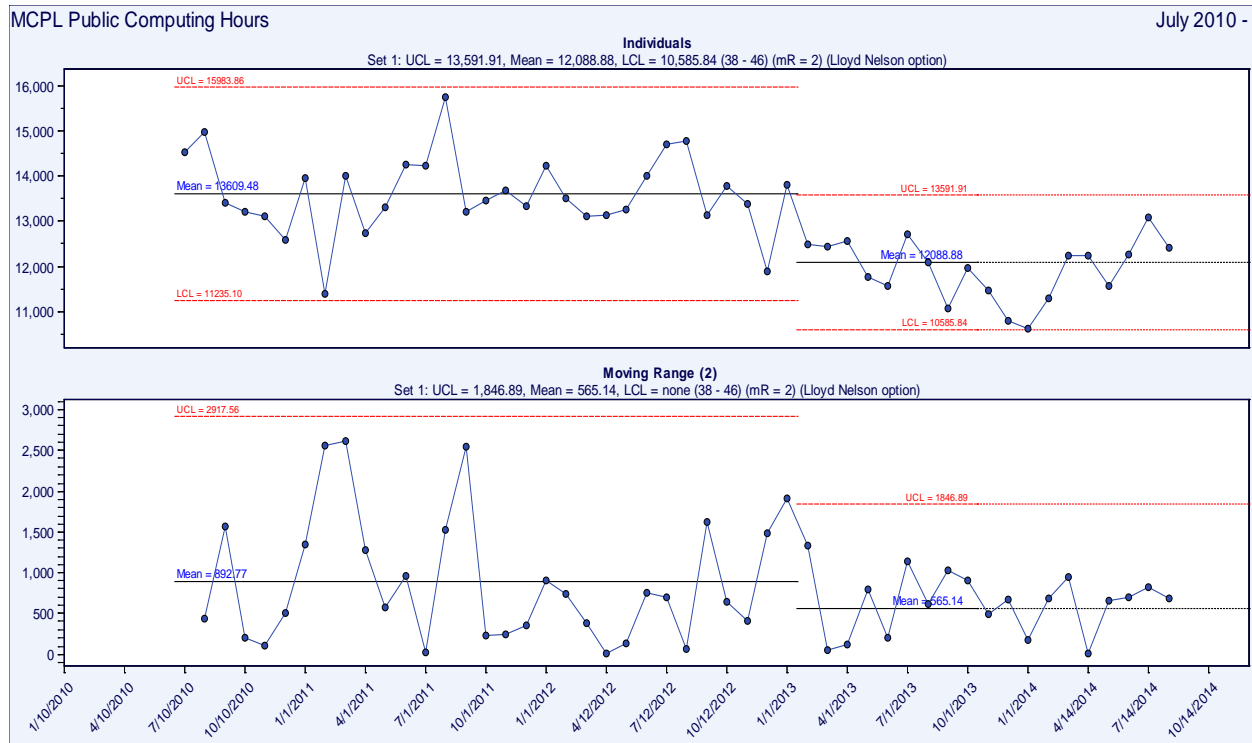
## 1B. Support basic literacy skills.

- The final numbers for the summer reading program are in: Of the 4,086 participants library-wide, 1,673 (41%) children completed the program and picked out a prize book. Many thanks to the Friends of the library for helping create this special moment for so many children.
- With an early August school start in the Richland Bean Blossom Community Schools, the Ellettsville Branch received calls and emails from teachers to pull materials for classes and present programs. The Edgewood Early Childhood Center, for example, has requested two book related story times for their September classes.
- August's Head Start storytime theme was "The Clothes We Wear". Outreach librarian Polly O'Shea read *Joseph Had a Little Overcoat* by Simms Taback, *The Magic Hat* by Mem Fox, and a silly rhyming book called *Pants* by Giles Andreae. The children danced during a movement activity based on their outfits, played a feltboard guessing game called "What's in the Pocket?", and sang the action song "Sticky Bubblegum".
- VITAL volunteers provided 409 hours of tutoring for 142 learners in August, through one-to-one meetings, five conversation groups and two book discussion groups.

August Read It Off		
Read It Off	Number registered	459
	Charges waived	\$462.49
	Number individuals with charged waived	56
	Number exiting program	21

## 1C. Serve as a community resource for digital literacy.





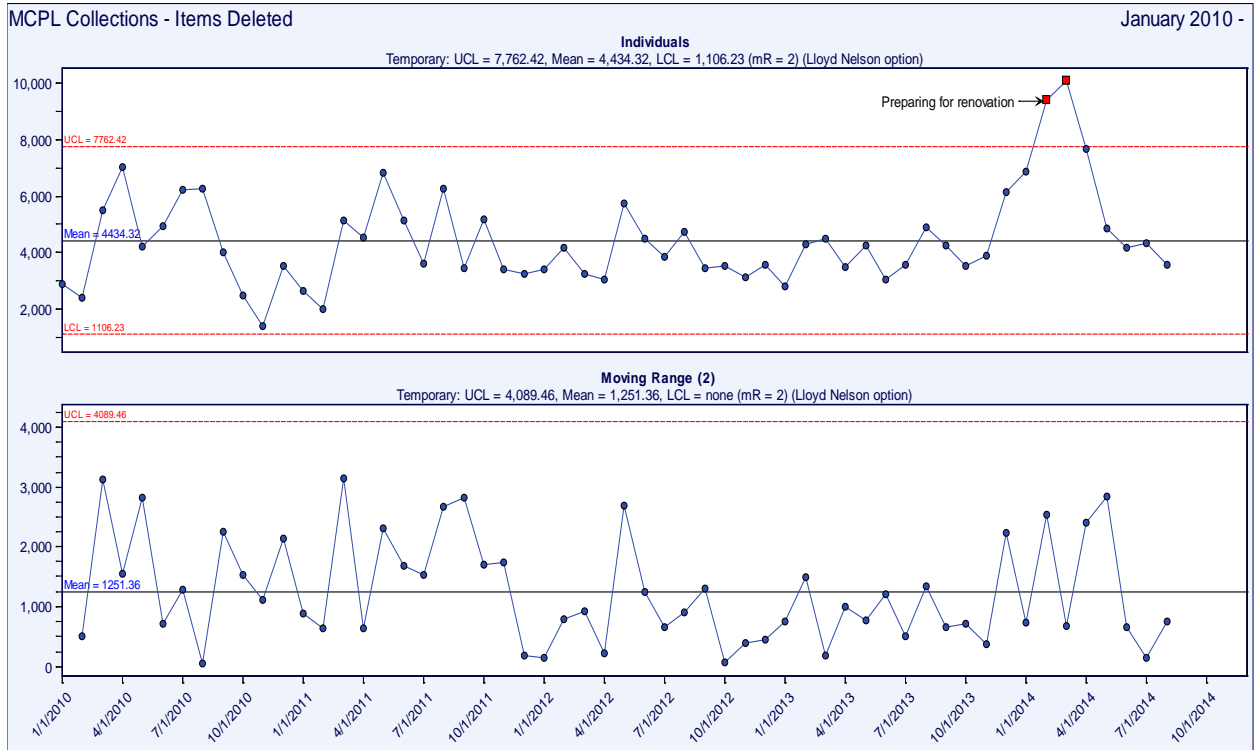
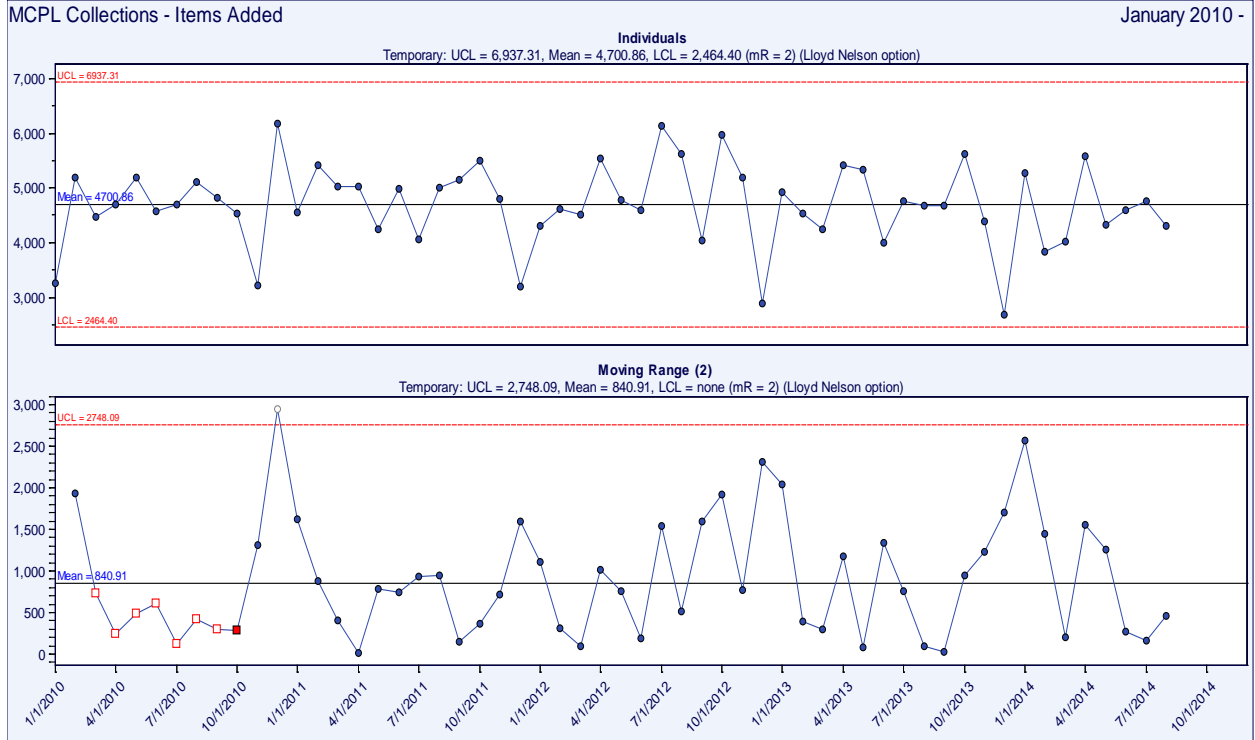
- Adult Services provided seven “One-on-One Computer Help” sessions in August. These sessions are an ideal way to help beginners with eBooks, tablets, PCs and many other tasks that require computer skills.
- Steve Backs, Kevin MacDowell, and Marilyn Wood from the library, along with Jan Bergeson (MCCSC secondary curriculum coordinator), Alan DaFoe (MCCSC Vocational Technical High School principal), and Katie Birge (Bloomington Technology Partnership) held a phone conversation with Michael Ward, Louisville Free Public Library, about use of Treehouse to support high school curriculum.
- Lisa Champelli arranged a special World Book Online training for staff. The session covered ebook features, database articles, timelines, and a host of other resources. Lisa also followed up with teachers and librarians at MCCSC to promote the database and answer questions. Initial tracking shows heavy use at Childs (526), Lakeview (352), and Marlin (293) elementary schools.

**1D. Support digital creativity.**

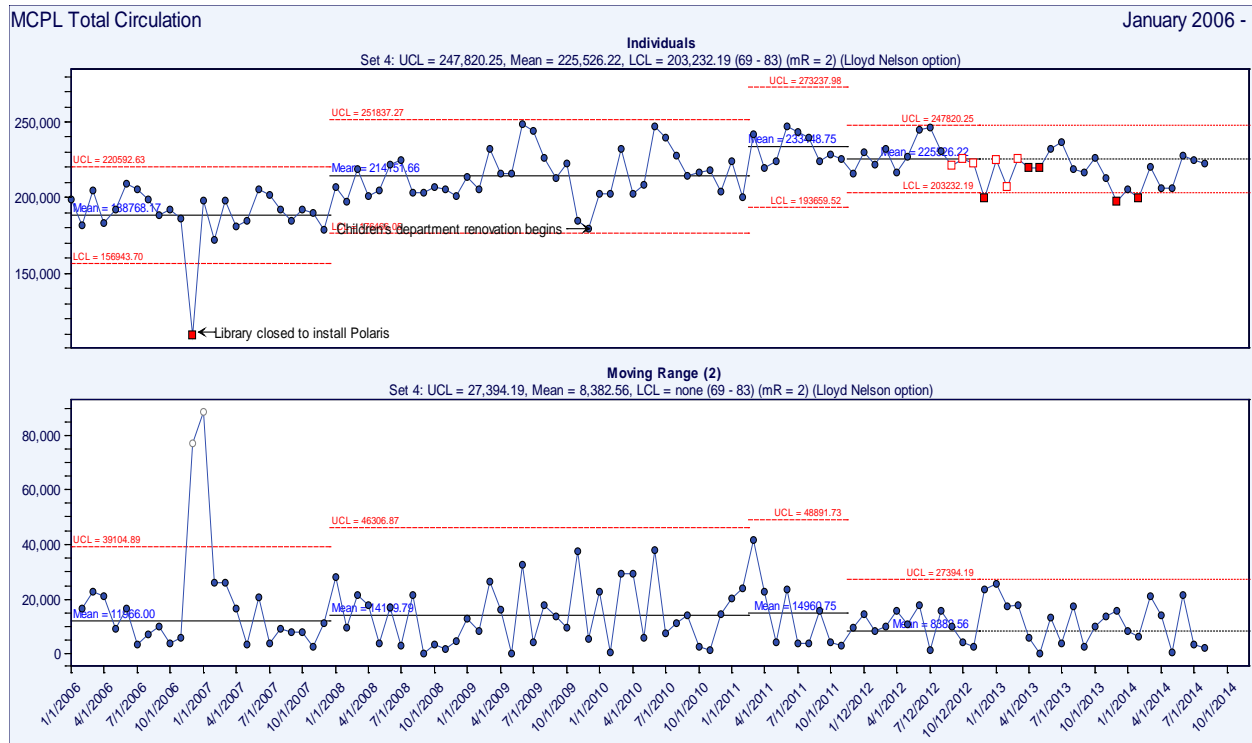
**1E. Maintain collections to meet current needs, adding new formats and removing obsolete formats.**

- August returns filled the Ellettsville Branch shelves as summer borrowers got ready to start school. As a result of these returns, staff are weeding areas – in particular children’s – to brighter and enhance access to the collections.

<b>August Extended Collection Services</b>		
<b>Interlibrary Loan</b>	Items loaned	233
	Items borrowed	24
<b>Author Alert</b>	Alerts placed	351







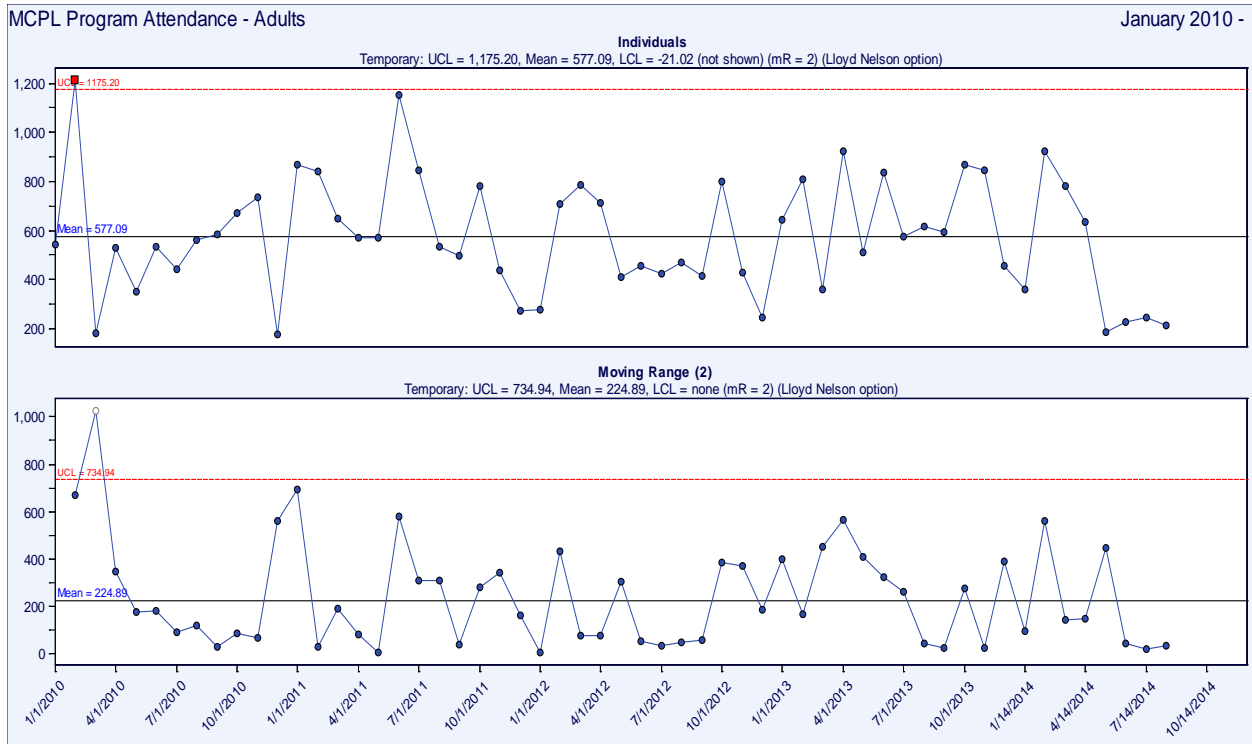
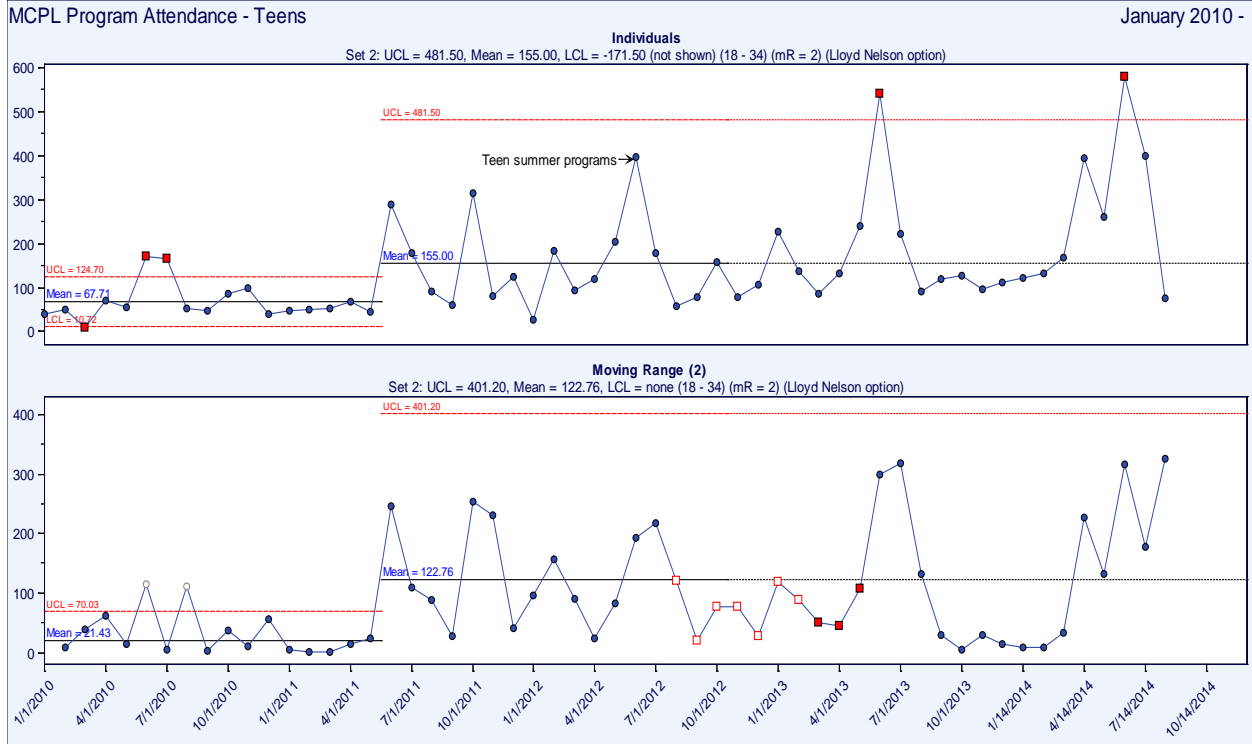
**GOAL 2: Provide shared access to the world's information for free.**

**2A. Provide programs for teens and adults.**

- “Preserving Your Family Documents Electronically” attracted 21 attendees. Bethany Feichter, rare books librarian from the Indiana State Library, returned to talk about digitizing personal family documents and photos.
- Four young people participated in “Duct Tape Fashion” and made wallets, earrings, and necklaces. A member of Discardia helped the others with some freestyle duct tape fashion.
- Elizabeth Gray and Ryan Stacy did a “Learn to Code with Treehouse” session, with a full class of ten.

**2B. Increase community awareness of and engagement with the library.**

- Kevin MacDowell and his office will be featured in an upcoming issue of *H&L Magazine*, in its feature called “On the Desk Of”. Look for a rubber duck and a library-branded ukulele.
- Chris Hosler manned the library booth at Makevention on August 30, with an all-day circuit bending exhibit. He recorded 94 people – a mix of children, teens, and adults – participating. Steve Backs served on the Makevention Committee.
- Kevin MacDowell and Chris Hosler visited Tri-North Middle School on August 26 to introduce Fall programs and the new Teen/Digital Creativity space.
- VITAL attended the City of Bloomington Community Volunteer Fair and the IU School of Education Graduate Student resource fair to discuss volunteer opportunities and promote library services.
- In preparation for International Literacy Day on September 8, VITAL contacted more than 200 local organizations including social service agencies, philanthropic groups, and state and local legislators to promote VITAL services and provide opportunities for referrals.



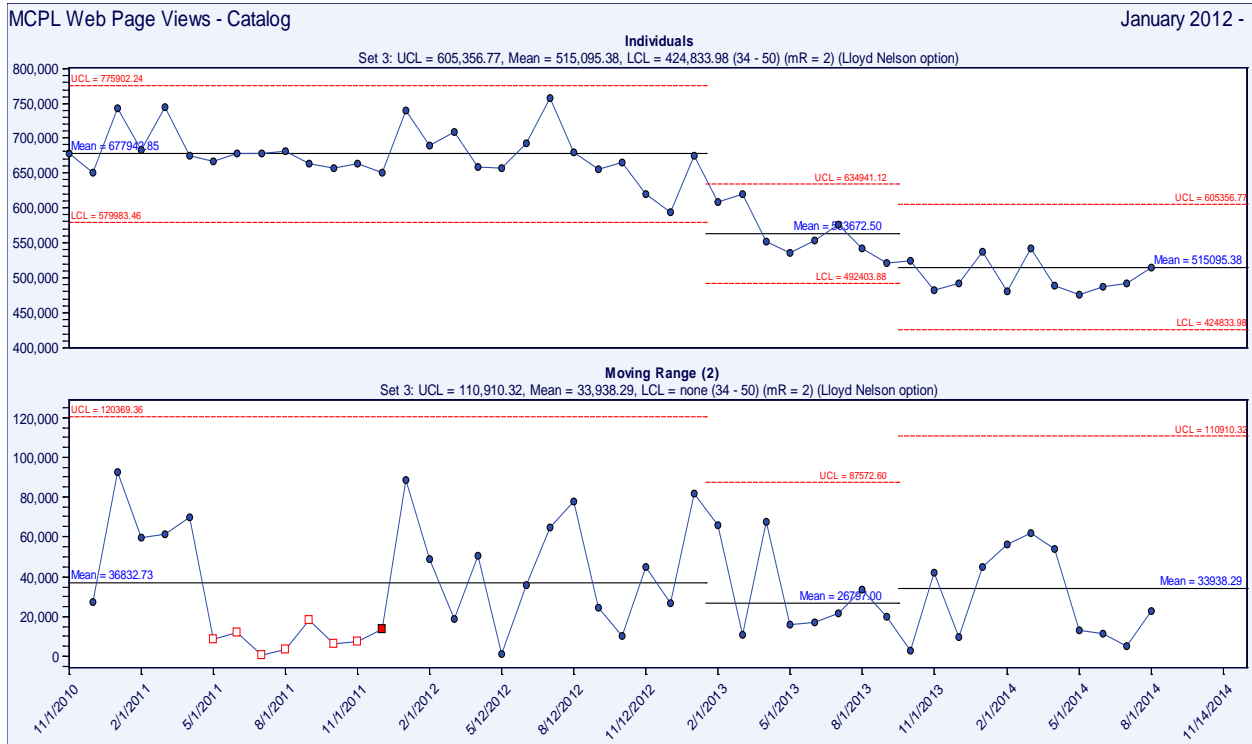
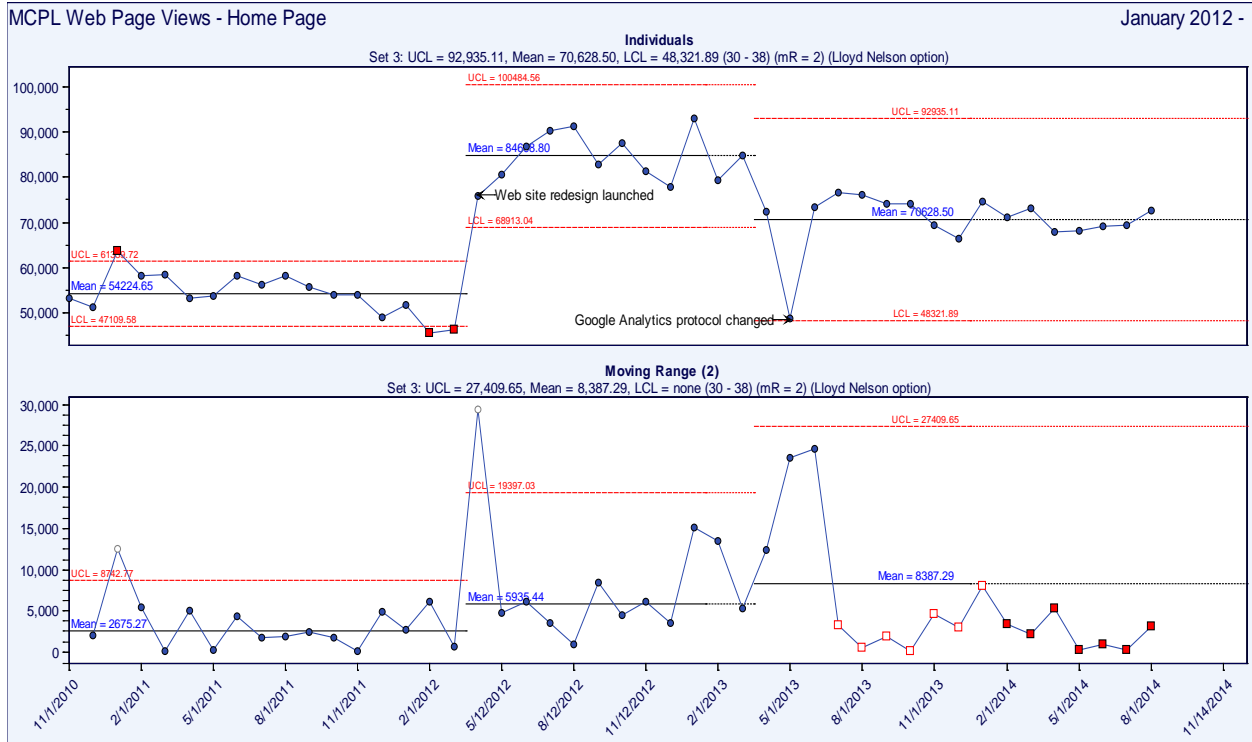
- Elizabeth Gray attended a meeting of the Monroe-Owen Military Support Network at the American Legion, chaired by Tom Triplett, American Red Cross Armed Services Coordinator. The American Red Cross of Monroe County sponsors this group, which works collaboratively to share expertise and information and raise awareness of local needs for service members, veterans, and their families. Attending the meeting were members of various organizations throughout the community, including Area 10 Agency on Aging, Indiana University Veteran's Services, St. Vincent DePaul Society, Vet to Vet Support Group, National Guard Support Services, and Work One, as well as representatives from VFW posts and ladies' auxiliaries. Elizabeth spoke to the group about starting a veteran's book club with a grant from Indiana Humanities, as well as providing other services to both the groups represented and to the veterans themselves. Those in attendance were very supportive of starting book clubs, as well as using the library as a resource and connection for their services and veterans.
- Sara Laughlin attended a meeting of the community policing initiative, hosted by the City.
- Stephanie Holman recorded another Public Service Announcement to run on WCLS radio. This one promoted this fall's early literacy opportunities. Many families comment that they hear these PSAs on the radio.

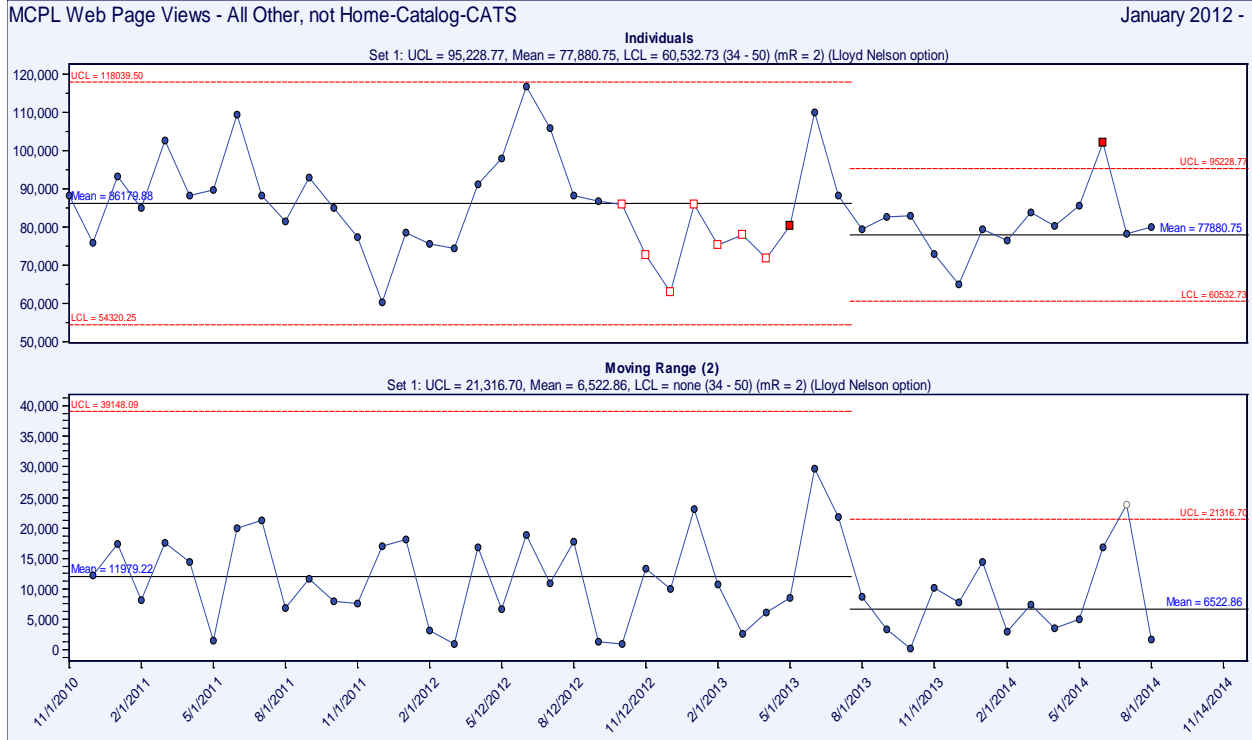
## 2C. Strengthen services for nonprofit organizations.

<i>August Meeting Rooms/Auditorium Use</i>		
<b>Meeting Rooms</b>	Main Library meeting rooms used	123
	Main Library auditorium used	0
	Main Library atrium	20
	Ellettsville Branch	13
	<b>TOTAL MEETING ROOMS USED</b>	<b>156</b>

- Christine Friesel attended the Nonprofit Alliance's Training and Networking Committee to update the group about the leadership changes with Nonprofit Central.
- Nonprofit Central librarian Bobby Overman met several times with an ad hoc team from the Nonprofit Alliance to plan the Sept 23 "Meet the Funders" program. She secured a presenter from the George E. Archer Foundation.
- Bobby Overman met with New Leaf/New Life.
- Christine Friesel attended the IU Work Study Job Fair to recruit students to help with the Library's Community Organization File. Nonprofit Central plans to improve the quality of records as well as refine the process for maintenance.
- Christine Friesel met with Barry Lessow, Executive Director of the United Way, to discuss changes with Nonprofit Central, the Monroe County Timeline, and the MOU for the Foundation Center's underwriting.
- Christine Friesel and Bobby Overman met with Renee Chambers, Community Foundation Program Director. They discussed Bobby's new role with Nonprofit Central and the library's commitment to making this a sustainable service.
- The three sponsoring partners of the 7<sup>th</sup> Annual "Picnic at Flatwoods Park" met to plan the next year's picnic and to strengthen its goals and content. Stephanie Holman met with Stacey Matavuli, IU Health, and Kelli Witmer, Monroe County Parks & Recreation. While these groups coordinate the event, there are at least six other nonprofits that are present at the event for families.

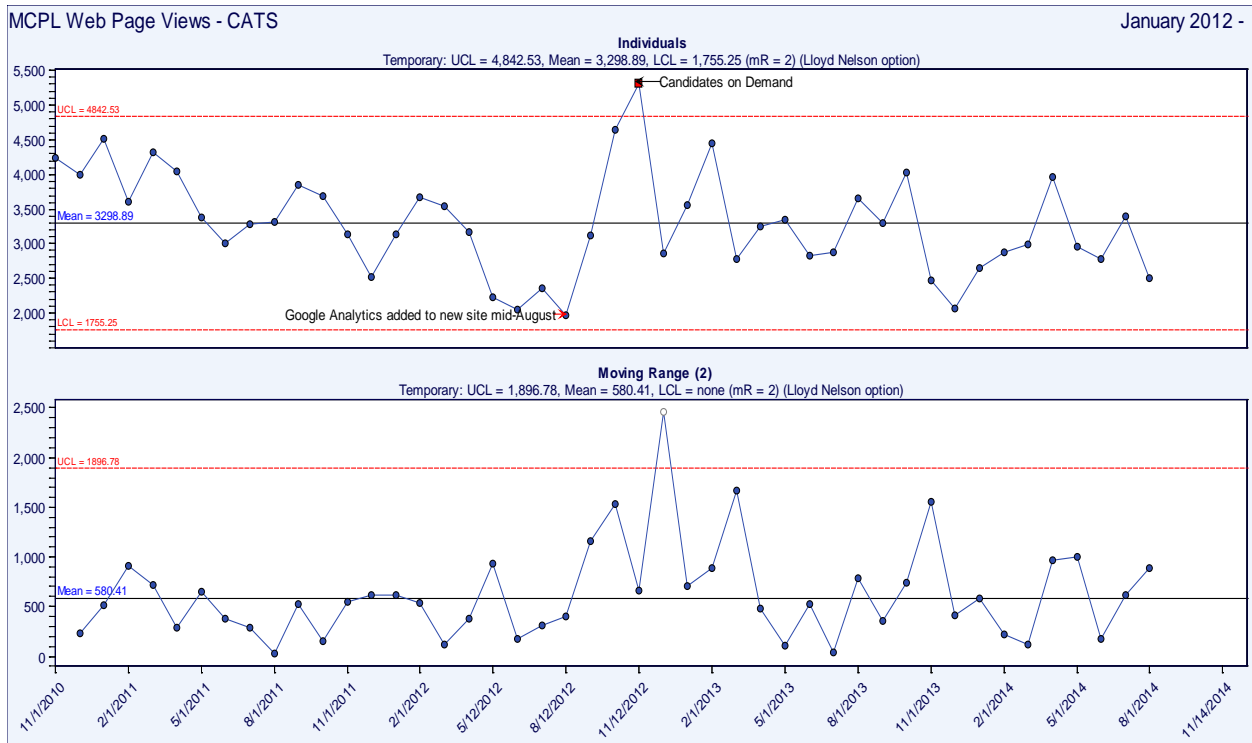
## 2D. Continually refresh web content and improve usability based on principles of user-centered design.





## 2E. Increase technological infrastructure capacity to support increased digital focus.

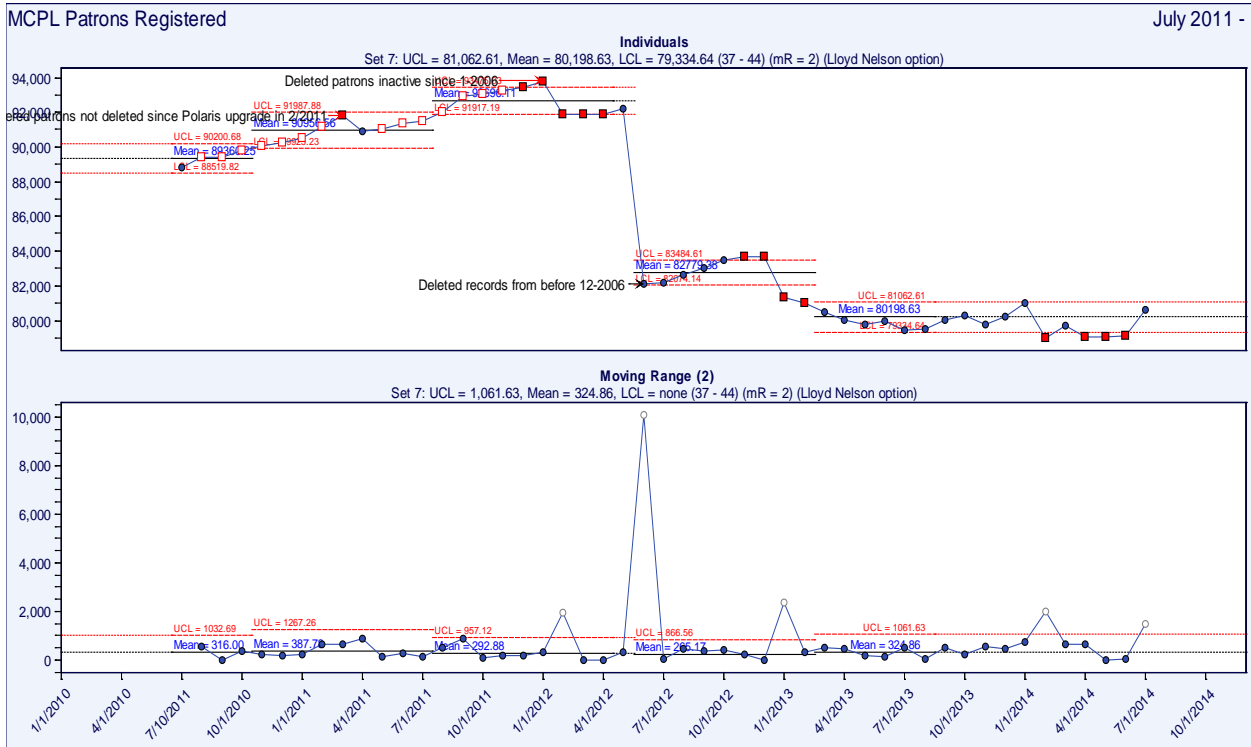
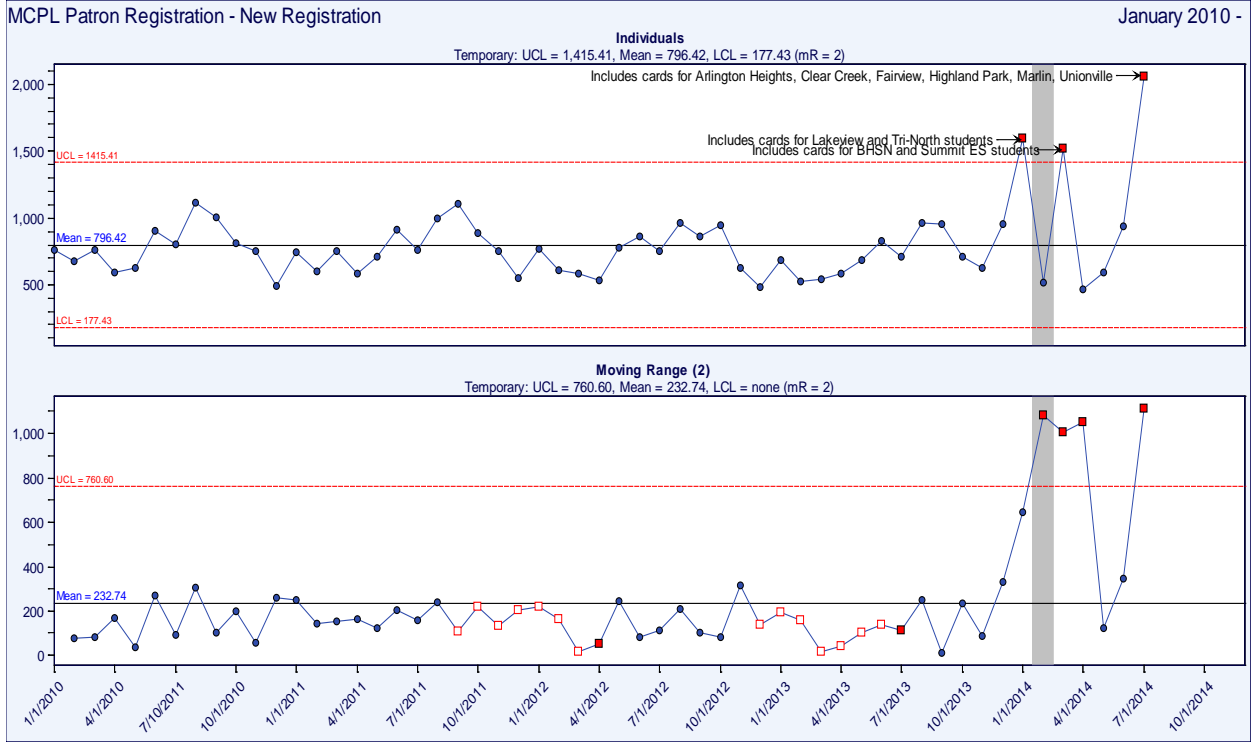
- The Library nominated CATS for the Chamber's 2014 Community Engagement Award.



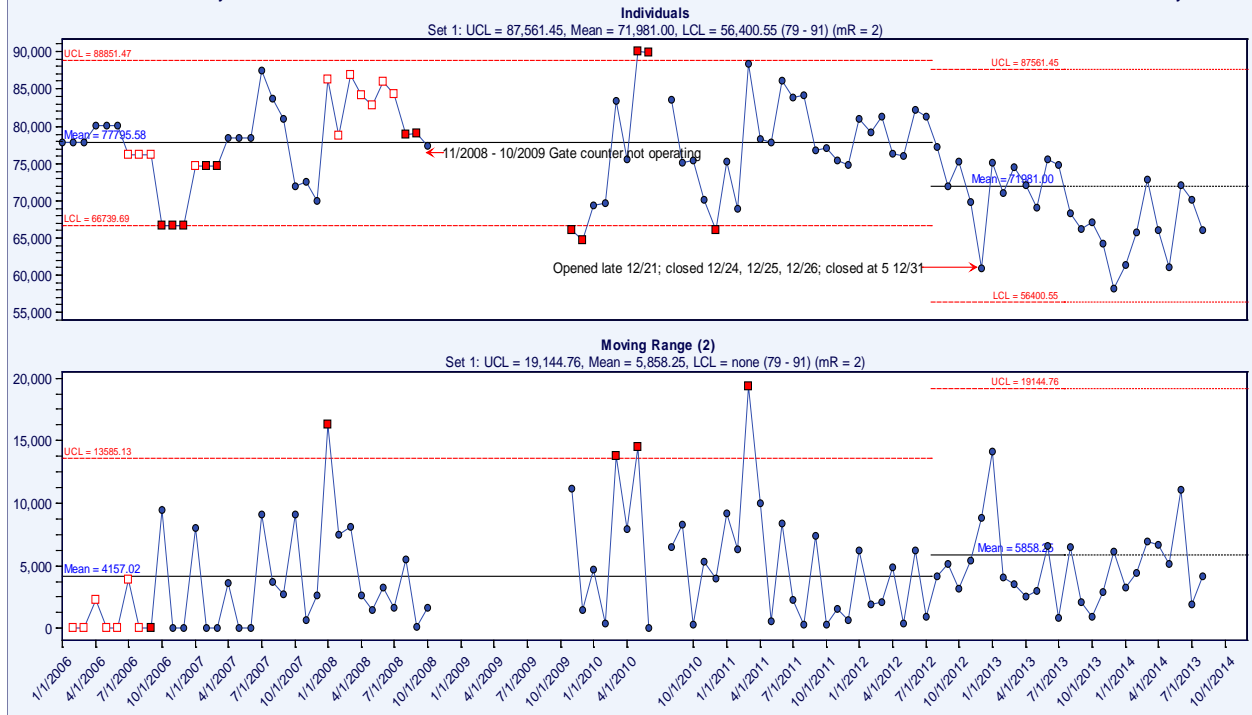
<i>August CATS</i>	
Government programs produced	32
Patron programs produced	114
Community programs produced	32
Public service announcements	4
Dubs delivered	133
Programs added to collection	182

- CATS non-governmental productions included *Monroe County Fair 2014 Demolition Derby* from the Monroe County Fairgrounds, *Bloomington Rotary Tuesday Luncheons featuring Jim Graham, Bob Gutmann, Rotary District Governor Shari Sherman, and Lindsey Campbell-Badger* from IMU's Frangipani Room, *Advocate Bloomington* from CATS Studio A, *Dancing with the Celebrities 2014* from the Buskirk-Chumley Theater, *Raw Shorts LIVE, Each One, Feed One Community Food Drive, Annual Salsa Contest* from the Farmers Market.
- CATS covered *Bloomington City Budget Hearings* in August.
- CATS continued planning post-renovation protocols and procedures for video ingest. As the process of digitizing and remastering reel-to-reel video materials concludes in 2014, CATS will turn its attention to analog to HD video conversions. Operations Specialist Robert Stockwell continues the process of comparing and contrasting encoding set-ups, determining the optimal way to eliminate unnecessary variables.
- CATS began recording candidate statements for *Candidates on Demand* in August. All eligible candidates for local office were afforded the opportunity to visit CATS Studio A and record up to five minutes of unedited material for voters. Recordings continue through September, with the presentation of candidate statements scheduled to play throughout the month of October.
- S. Chandler Lighty, Indiana Historic Newspaper Digitization Project Manager & with the Indiana State Library Digital Initiatives Consultant, met with Luann Dillon, Christine Friesel, and Brandon Rome to review agreements that digital content uploaded to the Indiana Memory site be eligible for sharing with the Digital Public Library, increasing discovery and access. Christine will review the change with digitization partners. Chandler also reviewed the State Library's newspaper digitization initiatives and new online portal and discussed how local newspapers (some digitized by with LSTA funding in 2000) might be eligible for the program. Chandler also discussed providing staff with LEU opportunities to learn more about the Indiana Newspapers portal.
- Christine Friesel, Ryan Stacy, and Brandon Rome met with the Monroe County History Center to review next steps for site enhancements to the Monroe County Timeline. The History Center will lead a new call out for editors to periodically review and adjust the historical significance rank settings of events. Database consultant David Ernst signed a contract to implement enhancements in time for the Sept 30 application deadline for the State of Indiana Bicentennial endorsement. Christine has asked the Mayor's Office for a letter of support for this application.
- Christine Friesel met with Dr. Phil Bantin at the IU Archives to review its role with the Timeline.
- Christine met with Regina Moore and Andrew Larabee, new staff member in charge of digitization with the City Clerk's office. They toured the Indiana Room and reviewed the collection of city records, budgets, and departmental reports.
- Christine attended a meeting for the State Bicentennial committee at the History Center, led by Laura Newton of the Visitor's Bureau. There remains a strong interest in digital content, especially photographs, and also in ways to engage youth and teens in intergenerational programming.

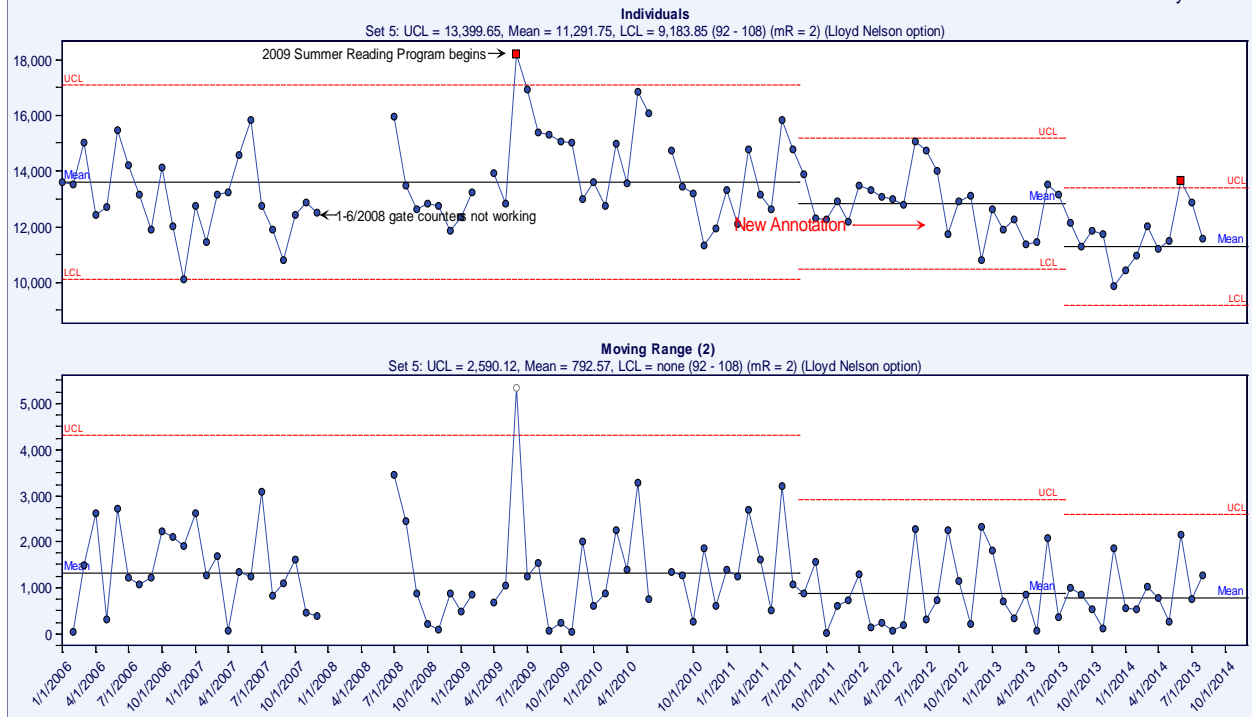
**GOAL 3: Provide high quality, personalized customer service.**



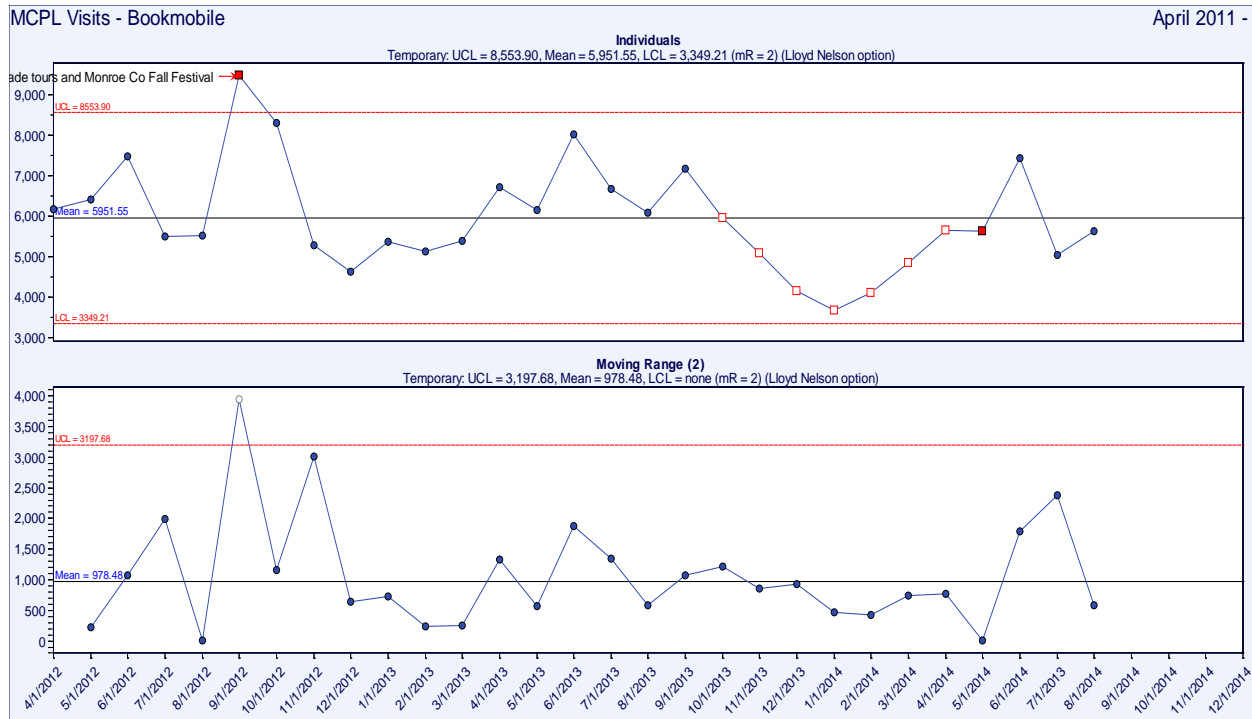
MCPL Visits - Main Library January 2006 -



MCPL Visits - Ellettsville Branch January 2006 -







### 3A. Provide quality customer service to increasingly diverse audiences.

- Along with changes in Library hours system-wide, Indiana Room hours have also been expanded. New hours, which began September 2:

Mon - Thu 1 – 9 pm (no changes)  
 Fri & Sat 1 – 6 pm (one additional hour)  
 Sun Noon – 6 pm (two additional hours, aligned with Library hours)

- The City of Bloomington Commission on Hispanic and Latino Affairs selected the Monroe County Public Library as the recipient of its Agency Award for 2014. The award ceremony is September 15, 4 p.m., at the Mathers Museum.
- Josh Wolf manned a table at the MCCSC International Family Orientation, where he handed out information and described library and VITAL services to caregivers and children who are new to Monroe County. He also helped children make paper airplanes, designed by Erin Tobey, that advertise the library.

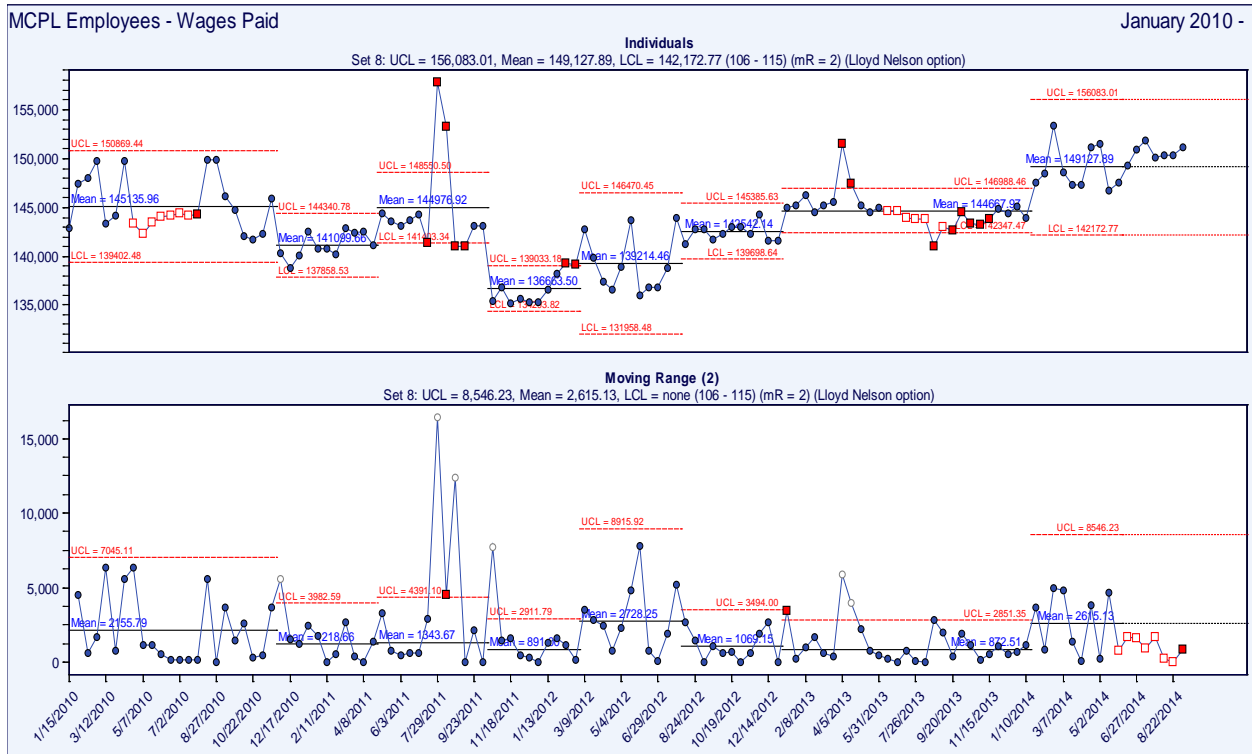
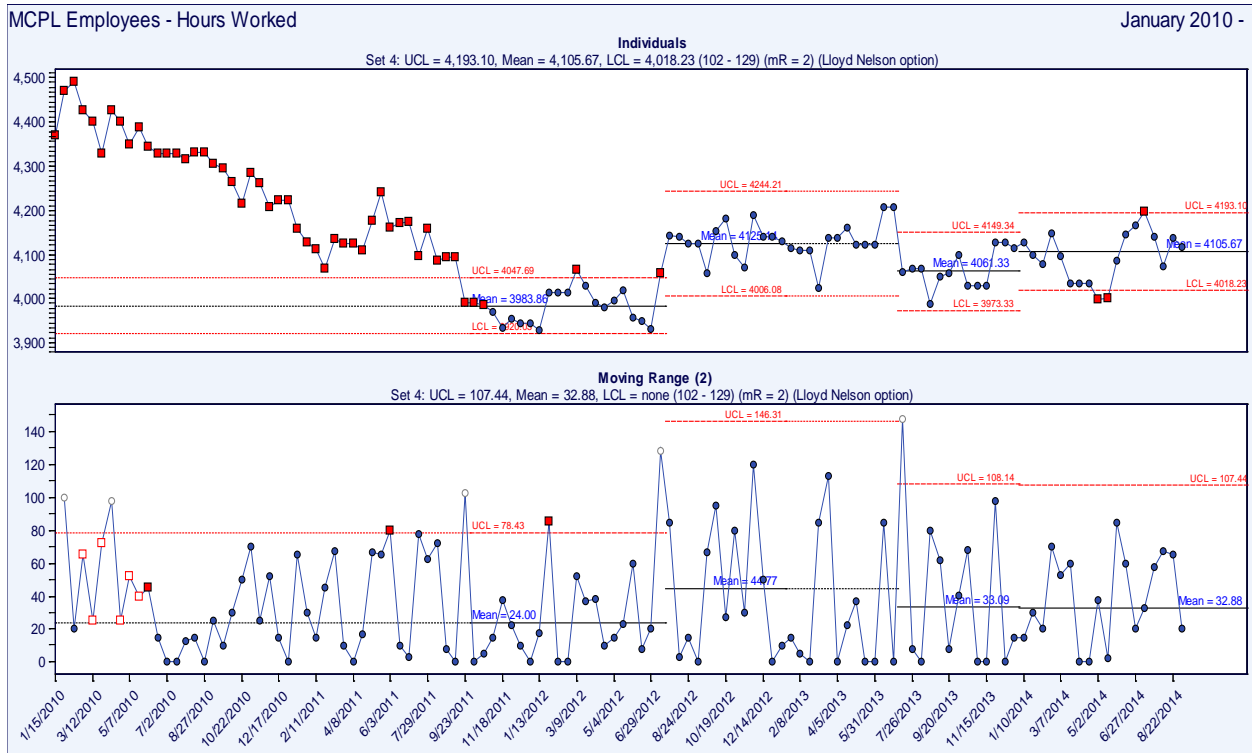
### 3B. Develop a unified communication strategy.

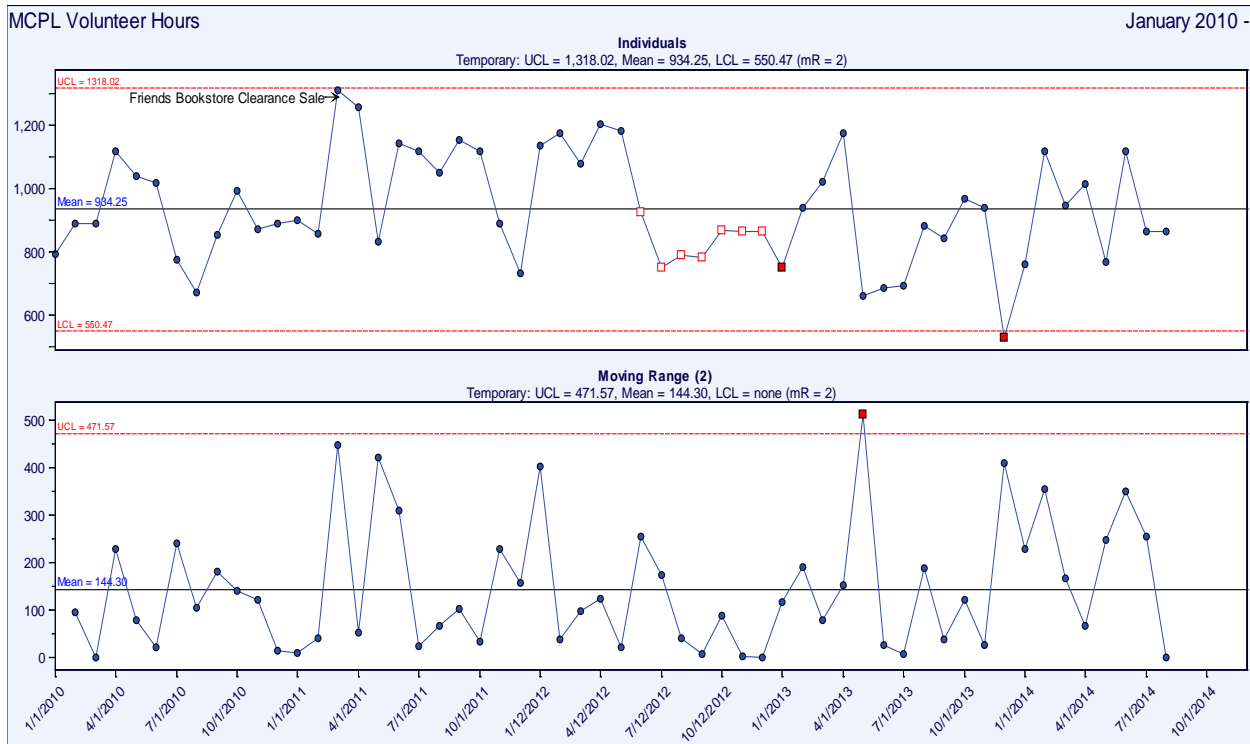
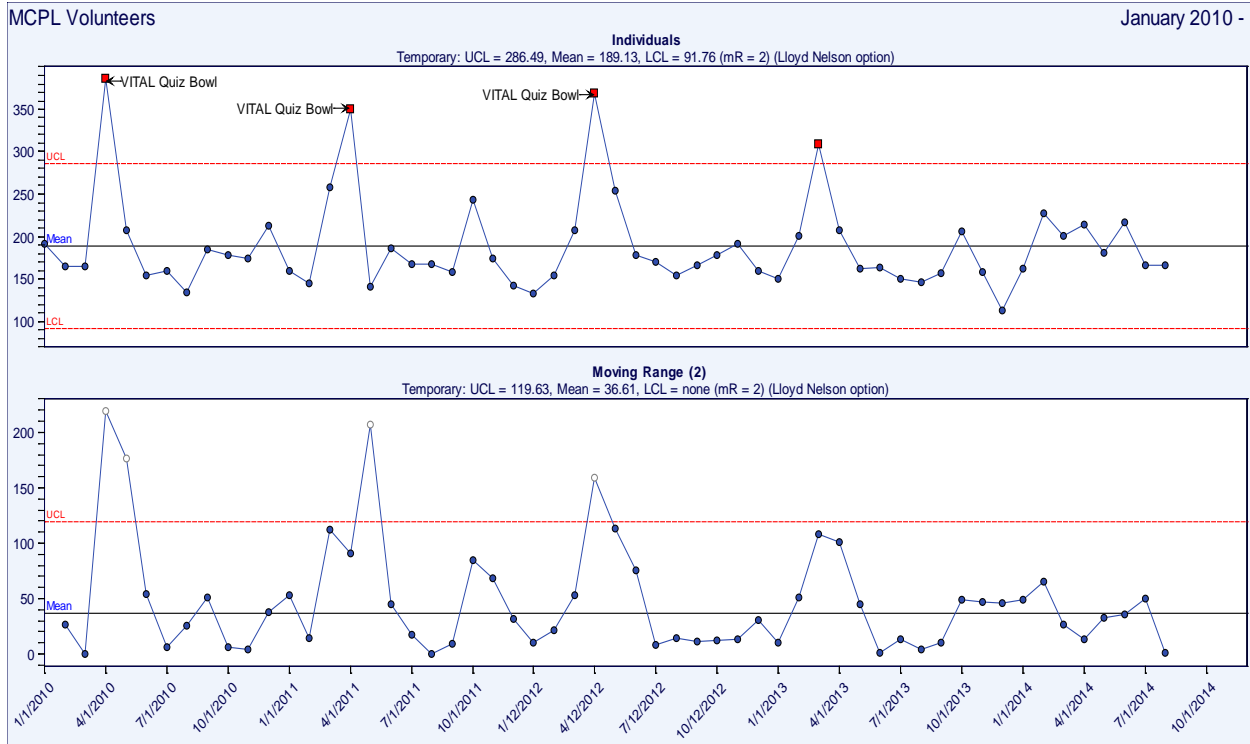
- Think Library*, the library's e-newsletter, launched in early August. Marketing and Communications manager Michael Hoerger emailed an invitation to subscribe to 46,000 current library card holders. By the end of the month 1,600 had subscribed.

### 3C. Position auditorium as a valued local performance venue.

- Renovation of the auditorium continued, with lighting and sound engineers closely monitoring construction.
- Sue Sater and Pam Wallace began work on new policy language that would accommodate after-hours use of the auditorium.

## GOAL 4: Optimize stewardship of library resources.





#### 4A. Recruit and retain quality employees.

- 93 staff members participated in professional learning opportunities in August, including “Think Different” sessions for staff and managers/supervisors, “Library 101”, World Book Resources”, “New Staff LINT Training”, “MAC Beyond the Basics”, “The New Indiana Room”, “Garage Band for iPads”, iMovie for Beginners”, “Neutralizing Stress and Heart Math”, and “What is Digital Literacy?”.

- Mickey Needham and Jennifer Kellams began working with a library team tasked with doing process improvement related to the library's utilization of volunteers.
- Long-time staff members Janice Harris and Brenda Sarber retired at the end of August, after being well-feted by their colleagues.

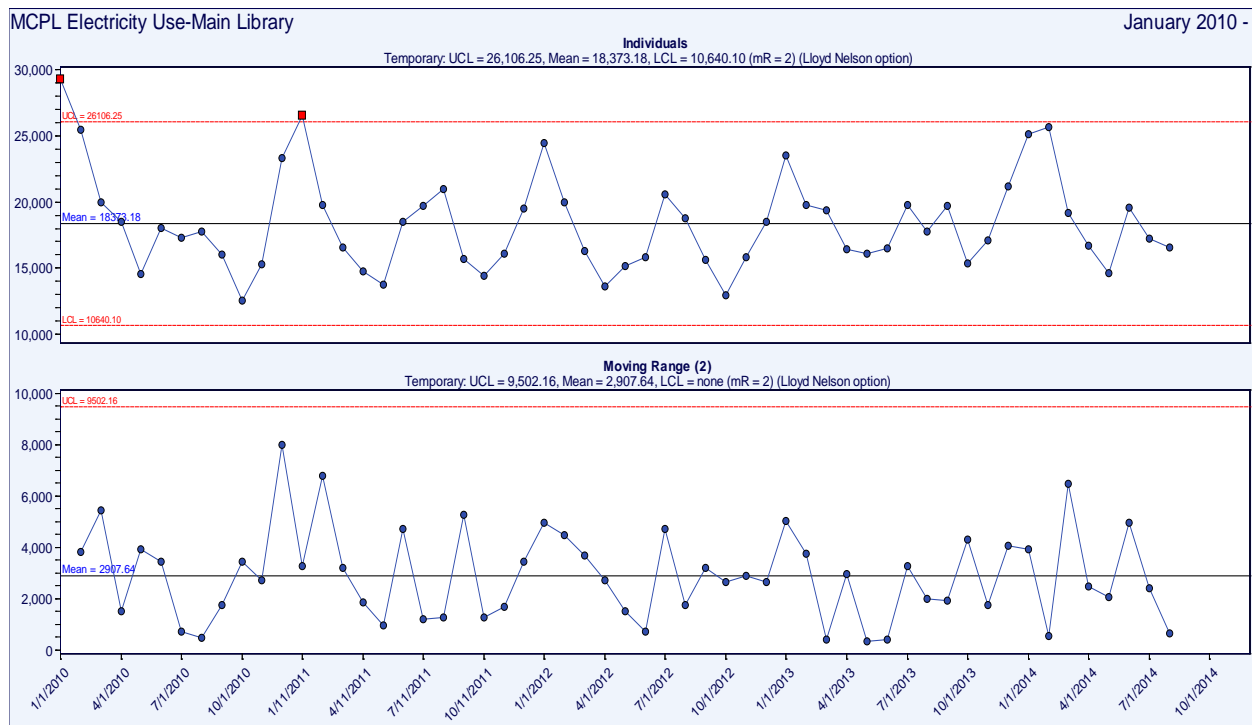
#### 4B. Assure adequate, stable funding for library operations.

- Gary Lettelleir, Marilyn Wood, and Sara Laughlin met with a representative of the Indiana Department of Local Government Finance on August 21 to review the library's 2015 budget.
- The library submitted a letter of intent to the Community Foundation of Bloomington and Monroe County, requesting funding for two part-time digital creativity interns. If the library is chosen to proceed, the full proposal will be due in October.
- Erin Tobey and Sara Laughlin traveled to East Lansing as guests of the East Lansing Public Library, to participate in two presentations by Rep. John Lewis (GA), Andrew Aydin, and Nate Powell, as their graphic novel, *March: Book One*, was the freshman read at Michigan State University and the One Book One Community choice of the city. The Friends are planning similar events for the Power of Words author visit in November 2015.
- Bobby Overman, Pam Wasmer, Michael Hoerger, and Sara Laughlin participated in a meeting of the Friends 50<sup>th</sup> anniversary planning committee.

#### 4C. Maintain library facilities.

- The first phase of renovation neared completion, with a flurry of activity in every area. "Punch list" walk-through with architect and contractors was postponed until September 9, due to delays in arrival of some doors, door hardware, and other essential materials.

#### 4D. Improve stewardship of library assets and records.



September 10, 2014

To: Library Board of Trustees

From: Sara Laughlin, Director

Re: Retirement announcement

After seven years at the library, it is time for me to announce my retirement. I have been honored to serve as your director, representing the library in our community.

We've made progress in many areas of service:

- Improved our facilities. Many of the changes are visible, but I'm also happy that we addressed flooding on the Grant Street side of the Main Library, fixed a water leak in the plaza, replaced roofs and chillers, and improved functionality of the drive-up window and auditorium.
- Reached out to new audiences, including people with disabilities, teens, and parents of pre-school children.
- Added "create" to our mission, and committed resources to digital creativity and other 21<sup>st</sup> century literacy activities that will prepare our community for jobs in the creative economy.
- Stabilized our tax-supported revenue, worked with the Friends on an annual Campaign, and submitted successful grant proposals that allowed the library to initiate new services, including *Nonprofit Central*, financial literacy, digitized local history, and early literacy programs.
- Improved processes across the library by emphasizing questioning, data-driven decision-making, and professional learning.
- Strengthened partnerships with schools, social service agencies, City and county government, Indiana University, and many others.

There is plenty of work still to do, as the pace of change in publishing and telecommunications continues to increase and pressure to spend tax dollars wisely continues. With abundant community support, creative staff, and a dedicated board, I believe the library is well-positioned to face these challenges.

I anticipate that January 31, 2015, will be my last day. I'll be staying in Bloomington and will be happy to become one of the library's biggest supporters and users.

Thank you for the opportunity to lead one of the best libraries in the country.

## **Patron Comment Policy**

The Library welcomes ideas, suggestions, and complaints (henceforth called “comments”).

Comments may be submitted in a variety of ways, including via the website, phone, in person, or by using one of the comment boxes in a Library. In addition, meetings of the Board of Trustees include an opportunity for public comment.

Comments will be routed to the proper department (see ‘Privacy Policy regarding Web and Email Communications’) and handled promptly. Patrons who provide contact information will receive a reply.

If the patron is not satisfied by the initial reply, he/she may request that the comment be brought to the attention of the director for final resolution.

Comments sent to members of the Board of Trustees shall also be referred to the library director for resolution.

Separate procedures apply to complaints about library holdings (Collection Development Policy) and about the accommodation of persons with disabilities (Grievances under the Americans with Disabilities Act).

Adopted by the Board of Trustees (date)

### **3.20 EMERGENCY CLOSING**

Periodic emergencies, such as severe weather, power failures, or public health concerns can disrupt MCPL operations, sometimes requiring closing of a work facility. When such emergencies occur, ~~during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.~~ staff is responsible for seeking information from emergency closing notification channels as identified by the library. When a MCPL work facility is officially closed by the Library Director for emergency conditions, before the beginning of the workday, the time off from scheduled work will be paid to regular full-time and regular part-time employees affected by the facility closing. If the employee is on paid leave, they will use the benefit time as requested and not be paid for the emergency closing.

~~Any~~ Employees who report to work ~~and the~~ before a facility is ~~later~~ closed due to an emergency ~~after his/her arrival~~ shall be paid for time scheduled to be worked on that work day without being penalized by using personal leave or by making up this time within the pay period.

## *Proposed New Section*

### **3.21 PREMIUM PAY for CRITICAL and ESSENTIAL STAFF – (regular, non-exempt staff)**

The library recognizes the extra effort and responsibility of employees who must respond to emergency situations outside of standard operations and therefore should receive additional compensation in the form of premium pay.

Premium pay is a special pay rate provided to hourly employees who are required to work hours on the day of a library scheduled holiday and/or in response to emergency situations. The premium pay rate is 1 ½ times an employee's regular rate. Premium pay converts to the overtime pay category when the 40 hours/week threshold is met by the employee as defined by library policy and the Department of Labor (DOL).

Premium pay must be approved in advance by the employee's supervisor, the department manager, and the Library Director and clearly communicated to the employee. The employee is responsible for documenting premium pay hours. (*See 3.05 Overtime and 3.06 Work Records for related information*).

#### **DEFINITIONS**

**Emergency Conditions** – An *Emergency Condition* is defined as an unexpected or serious situation that requires an immediate response. Examples include heavy snowfall/ice, utility outages/damage, flood, fire, security breaches, or similar events. A standard workday response to any of the above does not constitute a requirement for premium pay. Emergency conditions do not include situations such as scheduled overtime or other conditions not described below.

**Critical Function** – A *Critical Function* is an activity, service, or department so vital to the library that the incapacity to provide or delay delivery of services has a debilitating impact on the physical infrastructure, operations, and/or public safety of the library.

**Critical Staff** – *Critical Staff* are employees who are responsible for the delivery of Critical Functions.

**Alternative Critical Staff** – *Alternative Critical Staff* are employees identified by the library director and/or associate director who possess the requisite knowledge, skill, or ability to perform Critical Functions in the absence of formally designated Critical Staff.

In the event a formally designated Critical Staff member is unable to report to work, the *Alternative Critical Staff* shall assume the duties and responsibilities for the delivery of Critical Functions.



**Essential Function** – *Essential Functions* are those functions that are absolutely essential to provide for the consistency of operations and services. *Essential Functions* may also include operations essential to the library but not critical for the sustainment or protection of infrastructure and/or public safety of the library.

**Essential Staff** – *Essential Staff* are those staff identified by an individual department's and/or the library's emergency plan, whose services is required to provide and/or maintain said essential function.

The above designations, as applicable, will be included in the employee's job description.

**Willful Failure** – *Willful Failure* is the intentional and deliberate neglect of duties and/or responsibilities for which a person has been tasked.

## **PROCESS AND PROCEDURES**

The following list includes departments and groups that perform Critical Functions, including hourly employees identified as Critical Staff; however, this list is not inclusive and could be added to, depending upon emergency situation and conditions.

- CATS
- Facilities
- Finance
- Information Services
- Human Resources

Identified critical or essential hourly employees who are called in, asked to remain, or called back to work for purposes of responding to an emergency, are compensated at the premium rate (1 ½ times their regular hourly rate) for a minimum of two hours. Should the employee exceed the two hour minimum, they will be compensated at premium pay for actual hours worked, until regular or delayed library operating hours commence, as identified by the Library Director or Associate Director.

*While exempt staff may be asked to remain at work or to respond to an emergency situation when the library is closed, they are not eligible for Premium Pay. (See 3.05 Overtime and 3.20 Emergency Closing for further information.)*

An employee may also be instructed not to report to work, or to leave before completing a shift, as determined by the manager and/or supervisor. The employee will be paid for time previously scheduled to be worked on that work day without being penalized by using personal leave or by making up this time within the pay period.

Non-exempt employees designated as Critical Staff, Alternative Critical Staff, and Essential Staff shall be notified of any and all specific job related requirements, expectations, and duties to be performed in an emergency situation. Such designation will be included in the position's job description.

Designated employees must make every reasonable effort to fulfill Critical and/or Essential Functions during applicable emergencies. Immediate notification during an emergency situation must be given to the employee's supervisor should any reason result in the employee's inability to fulfill the designated functions. Willful Failure to fulfill responsibilities of critical/essential functions is subject to disciplinary action, up to and including termination of employment. *(See 6.02 Attendance and Punctuality and 6.10 Employment Termination for further information.)*

#### **NON-EXEMPT VOLUNTEERS**

The decision to make a request for voluntary assistance from non-critical/essential staff is made in consultation between library director/associate director and the manager/supervisor on a case-by-case basis. Hourly employees, who are specifically invited to volunteer by providing assistance at the time of an emergency, will be provided direct instructions and approval from their department manager/supervisor or designee.

#### **ADEQUATE REST**

In rare instances, emergency conditions occasionally require employees to work continuously beyond normal work assignments. When these conditions occur, the employee will be expected to obtain "adequate rest", which is defined as six or more hours free from work, before reporting to their next scheduled work hours.

*Existing Language, for reference (no changes proposed)*

### **3.05 OVERTIME**

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

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

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

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

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

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### **3.06 WORK RECORDS**

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

#### **NON-EXEMPT**

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

#### **EXEMPT**

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

**EXCERPTS FROM MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES  
MONROE COUNTY PUBLIC LIBRARY**

A meeting of the Board of Trustees of Monroe County Public Library was held at the Main Library, 303 East Kirkwood, Bloomington, Indiana, on September 17, 2014 at the hour of 5:45 p.m. (Local Time), pursuant to notice duly given in accordance with the rules of the Board.

The meeting was called to order by the President of the Board of Trustees.

On call of the roll, the members of the Board of Trustees were shown to be present or absent as follows:

Present:

Absent:

(Among other proceedings had and actions taken were the following:)

The Board President presided over the meeting, welcoming everyone and introducing members of the Board and speakers.

Mr. Tom Bunger stated that, pursuant to the direction of the Board, he had consulted the firm of Ice Miller LLP, bond counsel of Indianapolis, Indiana, relative to the procedure to be followed in connection with the proposed bond issue and the rendering of an opinion approving the legality of the bonds. He then presented to the Board a form of resolution approved by Ice Miller LLP, and recommended by them for adoption for the purpose of authorizing the issuance of bonds.

After due consideration of the preliminary bond resolution, on motion duly made, seconded and unanimously carried, the same was adopted and is attached hereto as Exhibit A.

The President next stated that the Board needed to consider a Reimbursement Resolution.  
On motion duly made, the resolution attached as Exhibit B was adopted by a vote of \_\_\_-\_\_\_.

Upon motion made and seconded the meeting adjourned.

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Secretary, Board of Trustees

APPROVED:

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President, Board of Trustees

## **EXHIBIT A**

### **PRELIMINARY BOND RESOLUTION**

WHEREAS, Monroe County Public Library (the "Issuer" or "Library") is a library organized and existing under the provisions of IC 36-12-2; and

WHEREAS, the Board of Trustees finds that the present facilities of the Library will need renovation and improvement in order to provide the proper library services to its patrons; and

WHEREAS, the Board finds that there are not sufficient funds available or provided for in existing tax levies with which to pay the total cost of the renovation of and improvements to Monroe County Main Library and the Ellettsville Branch Library including the purchase of equipment and technology in the library district and the cost of a facilities plan and the potential purchase of real estate (the "Project"), and that the Library should issue bonds in an amount not to exceed One Million Nine Hundred Ninety Five Thousand Dollars (\$1,995,000) for the purpose of providing funds to be applied on the Project, and that bonds in such amount should now be authorized; now therefore,

BE IT RESOLVED by the Board of Trustees of the Issuer that, for the purpose of obtaining funds to be applied on the cost of the Project, there shall be issued and sold the negotiable, general obligations of the Library to be designated as "General Obligation Bonds." Said bonds shall be in a principal amount not to exceed One Million Nine Hundred Ninety Five Thousand Dollars (\$1,995,000), bearing interest at a rate or rates not exceeding six percent (6.00%) per annum (the exact rate or rates to be determined by bidding), which interest shall be payable on January 15 and July 15 in each year beginning no sooner than July 15, 2016. The bonds shall be fully registered in the denomination of Five Thousand Dollars (\$5,000) or integral multiples thereof (or other denominations as requested by the winning bidder), and shall mature serially or be subject to mandatory redemption on January 15 and July 15 beginning no sooner than July 15, 2016 through not later than January 15, 2019. The Bonds shall be redeemable on the dates and in the amounts as determined by the Issuer.

BE IT FURTHER RESOLVED that prior to the sale of said bonds at public sale, notice of such sale shall be published once each week for two (2) weeks in The Herald Times and the Ellettsville Journal, the first of said publications to be at least fifteen (15) days prior to the date fixed for the sale of said bonds and the last at least three (3) days prior, and in the Court and Commercial Record, a newspaper published in the City of Indianapolis, Indiana. At the time fixed for the opening of bids, the Board or its designated committee shall meet, all bids shall be opened in the presence of the Board or such committee, and the award shall be made by the Board or Committee.

BE IT FURTHER RESOLVED by the Board of Trustees of the Issuer that the matter of appropriating the proceeds of the bonds authorized at this meeting be taken up for consideration as soon as notice of the hearing on said appropriation can be given as provided by law, and that the Secretary of the Board be and he hereby is directed to give notice of the public hearing to be held prior to the final action on such appropriation, which notice shall be published twice, one

week apart, in The Herald Times and the Ellettsville Journal; also, that said notice shall be posted in three (3) public places in the library district, and that such first publication and posting shall be made at least ten (10) days prior to the date set for such public hearing.

*Passed and Adopted this 17<sup>th</sup> day of September, 2014.*

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President, Board of Trustees

ATTEST:

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Secretary, Board of Trustees

**EXHIBIT B**

**DECLARATION OF OFFICIAL INTENT TO REIMBURSE EXPENDITURES**

WHEREAS, Monroe County Public Library (the "Library") intends to renovate and improve Monroe County Main Library and the Ellettsville Branch Library including the purchase of equipment and technology and the cost of a facilities plan and the potential purchase of real estate (the "Project"); and

WHEREAS, the Library reasonably expects to reimburse certain costs of the Project with proceeds of debt to be incurred by or on behalf of the Library in an amount not to exceed \$1,995,000; and

WHEREAS, the Library, expects to issue debt for the Project and to use the proceeds to reimburse or pay costs of the Project; and

NOW, THEREFORE, BE IT RESOLVED that the Library declares its official intent to acquire, construct or rehabilitate the Project with proceeds of debt incurred by the Library in an amount not to exceed \$1,995,000 for the purpose of paying or reimbursing costs of the Project.

BE IT FURTHER RESOLVED, that the Library reasonably expects to reimburse itself from proceeds of obligations issued by the Library for costs of the Project paid prior to the issuance of the obligations.

*Passed and Adopted this 17<sup>th</sup> day of September, 2014.*

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President

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Secretary



**NOTICE TO TAXPAYERS  
OF ADDITIONAL APPROPRIATION**

Notice is hereby given to the taxpayers of the library district known as Monroe County Public Library that the Board of Trustees of said library district will meet at 303 E. Kirkwood, Bloomington, Indiana, at the hour of 5:45 P.M. (Local Time) on October 15, 2014, to consider the following additional appropriation of the bonds which the Board of Trustees has determined to issue. The Board considers such additional appropriation necessary to meet the need existing at this time:

An appropriation in the amount of \$1,995,000 on account of the renovation of and improvements to Monroe County Main Library and the Ellettsville Branch Library including the purchase of equipment and technology in said library district and the cost of a facilities plan and the potential purchase of real estate, including the incidental expenses necessary to be incurred in connection with said project and the issuance of bonds on account thereof. The funds to meet such additional appropriation are to be provided by the issuance and sale of bonds by the Library.

The foregoing appropriation is in addition to all appropriations provided for in the existing budget and tax levy, and a need for such appropriation exists by reason of the needed renovations and improvements of the present buildings to provide necessary library facilities in the library district.

Taxpayers of said library district appearing at said meeting shall have the right to be heard in respect to said additional appropriation.

Dated this 18<sup>th</sup> day of September, 2014.

/s/

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Secretary, Board of Trustees  
Monroe County Public Library

(Note: Publish once each week, for two weeks in 2 newspapers; also post in three public places in the library district - such first publication and posting to be at least ten days prior to the date set for the public hearing.)

AFFIDAVIT RE POSTING OF A NOTICE

STATE OF INDIANA        )  
  ) SS:  
COUNTY OF MONROE    )

\_\_\_\_\_, being first duly sworn, upon his/her oath deposes and says:

That he/she did, on September 18, 2014, post in three public places in the library district known as Monroe County Public Library a copy of the notice advising taxpayers of the library district of a public hearing regarding a certain proposed additional appropriation for said library, which notice is in the form attached hereto.

Affiant further says that said notice was posted in the following places in said library district:

- 1.
- 2.
- 3.

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Notary Public

My commission expires:

County of Residence:

\_\_\_\_\_

\_\_\_\_\_

## 2016-2018 General Obligation Bond

rev 9-10-2014

<i>PROJECT</i>	<i>TOTAL</i>
CATS IT equipment/software (\$50,000/year)	\$150,000
IT equipment/software (\$110,000/year)	\$330,000
2016-2018 items from Life Cycle Replacement List	\$300,000
Feasibility study for Ellettsville Learn and Play Space	\$10,000
Construct Ellettsville Learn and Play Space	\$605,000
Feasibility study for new branch	\$25,000
Purchase land for new branch	\$500,000
Bond issuance expenses	\$75,000
<b>TOTAL</b>	<b>\$1,995,000</b>

Life Cycle Replacement  
Long Term Maintenance and Replacement Schedule Cost

Facility part or Equipment	Facility	Life cycle	Maint. cycle	Maintenance Cost	Replacement cost estimate	Quote Y/N	Installation or purchase date	Estimated replacement date	2015 plan cost
100 hp VFD(AHU1)	Main	12 yrs.	annual	\$ 100.00	\$ 20,000.00	Y	May-96	2015	\$ 20,000.00
a/c unit 1	Ell	15yrs.	annual	\$ 200.00	\$ 3,000.00		1992-2013	2015	\$ 3,000.00
AHU2 (1 motor)	Main	15 yrs.	bi-annual	\$ 200.00	\$ 3,500.00		1997	2015	\$ 3,500.00
Auto sliding doors. Cost per door	Main	15 yrs.	annual	\$ 1,000.00	\$ 12,500.00	Y	May-96	2015	\$ 37,500.00
Exterior light upgrade	Ell	20yrs.	annual	\$ 100.00	\$ 5,000.00		Nov-90	2015	\$ 5,000.00
Fire alarm panel	Main	15 yrs.	annual	\$ 350.00	\$ 6,000.00	Y	May-96	2015	\$ 6,000.00
Fire field devices	Main	15 yrs.	annual	\$ 350.00	\$ 10,000.00	Y	May-96	2015	\$ 10,000.00
Landscape plan and plant	Ell				\$ 7,000.00			2015	\$ 7,000.00
Landscaping (complete planting around building)	Main				\$ 10,000.00			2015	\$ 10,000.00
Parking lot reseal (main lot)/restripe	Ell	5 yrs.	5 yrs.		\$ 5,700.00	Y		2015	\$ 5,700.00
Parking lot reseal/restripe	Main	5 yrs.	5 yrs.		\$ 5,700.00	Y	May-96	2015	\$ 5,700.00
Secondary Pump motors 40hp, chiller.	Main	15 yrs.	bi-annual	\$ 100.00	\$ 6,000.00		May-96	2015	\$ 6,000.00
Resealing/tuckpointing limestone - inspect & repair as needed	Main & Ell	20 yrs.	20yrs.		need price		May-96	2015	TBD
Security camera	Ell				\$ 5,000.00			2015	\$ 5,000.00
Security camera system	Main	15 yrs.	N/A	N/A	\$ 15,000.00		May-96	2015	\$ 15,000.00
Security system (Honeywell entry, sensors, etc)	Main	15 yrs.	annual	\$ 100.00	\$ 4,000.00		May-96	2015	\$ 4,000.00
Parking lot (staff lot) resurface, restripe	Ell	20 yrs.	5 yrs.		\$ 11,000.00	Y	Oct-90	2015	\$11,000
Sump pump 1 plus backup	Main	15 yrs.	as needed		\$ 4,440.00	Y		2015	\$ 4,440.00
Sump pump 2	Main	15 yrs.	as needed		\$ 4,440.00	Y		2015	\$ 4,440.00
AHU1 50hp motors (1 of 2)	Main	15 yrs.	bi-annual	\$ 200.00	\$ 3,500.00		Aug.-2001	2016	
Carpet replacement - various areas	Main	15 yrs.					1997	2016	
Lobby carpet/flooring replacement	Ell	15 yrs.						2016	
Central clock sys.	Main	20 yrs.	bi-annual	\$ 50.00	\$ 5,000.00		May-96	2016	
Curtain wall 2B/2C	Main	20 yrs.	annual	\$ 200.00	\$ 10,000.00		May-96	2016	
Linoleum floor repair/replacement in Ch Rm	Ell							2016	
Replace broken curbs by parking lot/staff entrance	Main				need price			2016	
Server room a/c unit	Main	20 yrs.	annual	\$ 100.00	\$ 10,000.00		May-96	2016	
Sewer ejector pumps	Main	20 yrs.	annual	\$ 200.00	\$ 15,000.00		May-96	2016	
Storm ejector pumps	Main	20 yrs.	annual	\$ 200.00	\$ 12,000.00		May-96	2016	
UPS batteries	Main			w/o install price	\$ 15,500.00	Y		2016	
a/c unit 2	Ell	15yrs.	annual	\$ 200.00	\$ 3,000.00			2017	
Elevator 1 (north public)	Main	20 yrs.	annual	\$ 3,000.00	\$ 56,000.00	Y	May-96	2017	
Elevator 2 (south public)	Main	20 yrs.	annual	\$ 3,000.00	\$ 56,000.00	Y	May-96	2017	
Elevator 3 (staff in old building)	Main	20 yrs.	annual	\$ 3,000.00	\$ 56,000.00	Y	May-96	2017	
Elevator 4 (staff near garage)	Main	20 yrs.	annual	\$ 3,000.00	\$ 56,000.00	Y	May-96	2017	
Washer	Main	5 yrs.	N/A	N/A	\$ 1,000.00	Y	2012	2017	
Dryer	Main	5 yrs.	N/A	N/A	\$ 1,000.00	Y	2012	2017	
a/c unit 3	Ell	15yrs.	annual	\$ 200.00	\$ 3,000.00			2019	
AHU1 50hp motors (2 of 2)	Main	15 yrs.	bi-annual	\$ 200.00	\$ 3,500.00		2004	2019	
HVAC controls	Main	10-15 yrs	5 yrs.	\$ 3,000.00	\$ 50,000.00		Mar-08	2020	
Red dodge van	Librarywide	20 yrs.	annual	\$ 500.00	\$ 25,000.00		1999	2020	
a/c unit 4	Ell	15yrs.	annual	\$ 200.00	\$ 3,000.00			2021	
a/c unit 5	Ell	15yrs.	annual	\$ 200.00	\$ 3,000.00			2023	
Auto door opener 1 (accessible handles)	Ell	20 yrs.	as needed		\$ 2,000.00		approx. 2004	2024	
Auto door opener 2 (accessible handles)	Ell	20 yrs.	as needed		\$ 2,000.00		approx. 2004	2024	
Vehicle-Outreach van	Librarywide	20 yrs.	annual	\$ 1,000.00	\$ 50,000.00		2004	2024	

\$ 300,000.00

Life Cycle Replacement  
Long Term Maintenance and Replacement Schedule Cost

a/c unit 6	Ell	15yrs.	annual	\$ 200.00	\$ 3,000.00			2025
Vehicle-Black Dodge van	Librarywide	20 yrs.	annual	\$ 500.00	\$ 25,000.00		Oct-06	2026
Cooling towers	Main	30 yrs	annual	\$ 500.00	\$ 50,000.00		May-96	2026
Garage door and opener 1	Main	30 yrs.	annual	\$ 200.00			May-96	2026
Garage door and opener 2	Main	30 yrs.	annual	\$ 200.00			May-96	2026
Garage door and opener 3	Main	30 yrs.	annual	\$ 200.00			May-96	2026
a/c unit 7	Ell	15yrs.	annual	\$ 200.00	\$ 3,000.00			2027
Vehicle-Honda	Librarywide	20 yrs.	annual	\$ 500.00	\$ 20,000.00		Jun-08	2028
a/c unit 8	Ell	15yrs.	annual	\$ 200.00	\$ 3,000.00			2029
a/c unit 9	Ell	15yrs.	annual	\$ 200.00	\$ 3,000.00			2029
AHU3 (1 motor)	Main	15 yrs.	bi-annual	\$ 200.00	\$ 3,500.00		2014	2029
Natural gas furnace unit 1	Ell	25 yrs.	annual	\$ 200.00	\$ 2,000.00		2004	2029
Natural gas furnace unit 2	Ell	25 yrs.	annual	\$ 200.00	\$ 2,000.00		2004	2029
Natural gas furnace unit 3	Ell	25 yrs.	annual	\$ 200.00	\$ 2,000.00		2004	2029
Natural gas furnace unit 4	Ell	25 yrs.	annual	\$ 200.00	\$ 2,000.00		2004	2029
Natural gas furnace unit 5	Ell	25 yrs.	annual	\$ 200.00	\$ 2,000.00		2004	2029
Natural gas furnace unit 6	Ell	25 yrs.	annual	\$ 200.00	\$ 2,000.00		2004	2029
Natural gas furnace unit 7	Ell	25 yrs.	annual	\$ 200.00	\$ 2,000.00		2004	2029
Natural gas furnace unit 8	Ell	25 yrs.	annual	\$ 200.00	\$ 2,000.00		2004	2029
Natural gas furnace unit 9	Ell	25 yrs.	annual	\$ 200.00	\$ 2,000.00		2004	2029
Roof 1970 building	Main	20 yrs.	annual inspection		\$ 125,000.00		Jul-05	2029
Bookmobile	Librarywide	20 yrs.	annual	\$ 1,000.00	\$ 225,000.00		2010	2030
Generator	Main	35yrs.	bi-annual	\$ 1,800.00	\$ 100,000.00		May-96	2030
Tractor	Main	25 yrs.	every other y	\$ 150.00	\$ 7,500.00		2006-used	2031
Vehicle-Blue Dodge van	Librarywide	20 yrs.	annual	\$ 500.00	\$ 25,000.00		Feb-13	2033
Chillers (2)	Main	20 yrs.	annual	\$ 3,000.00	350,000 (both chillers)		Jun-14	2034
Roof 1997 addition	Main	20 yrs.	annual inspection		\$ 325,000.00		May-14	2034
Integrated library system	Librarywide		annual	contract			2007	TBD
Sorter/AMH-3-bin	Ell		annual	contract				TBD
Sorter/AMH-9-bin	Main		annual	contract				TBD
Sorter/AMH-3-bin	Main		annual	contract				TBD
Windows	Ell		as needed					TBD
Windows	Main		as needed					TBD

\$ 163,280.00

revised 9.10.14

MONROE COUNTY PUBLIC LIBRARY  
GENERAL OBLIGATION BONDS  
PROPOSED TIMETABLE  
(Revised July 10, 2014)

<b>2014</b>	
<b>Aug 20, 2014</b>	<b>Board of Trustees meeting</b> <input type="checkbox"/> Review list of capital projects to be included in bond <input type="checkbox"/> Adopt resolution to hire bond attorney and financial advisor
<b>Sep 17, 2014</b>	<b>Board of Trustees meeting</b> <input type="checkbox"/> Adopt reimbursement resolution; and <input type="checkbox"/> Adopt preliminary bond resolution
<b>Oct – Dec 2014</b>	<b>County Council meeting to approve borrowing*</b>
Sep 18, 2014	Deliver Notice of Hearing on Additional Appropriation to the newspapers
Sep 24, 2014	Publish Notice of Hearing on Additional Appropriation ( <i>first publication</i> )
Oct 1, 2014	Publish Notice of Hearing on Additional Appropriation ( <i>second publication</i> )
<b>Oct 15, 2014</b>	<b>Board of Trustees meeting</b> <input type="checkbox"/> Hold public hearing on additional appropriation; and <input type="checkbox"/> Adopt Additional Appropriation Resolution
<b>Oct – Dec 2014</b>	<b>County Council meeting to approve borrowing*</b>
	<i>Note: Approvals are completed. Proceeds are not needed until 1/2016; however, if market moves, Financial Advisor may suggest selling earlier than assumed here.</i>
<b>2015</b>	
<b>Oct 21, 2015</b>	<b>Board of Trustees meeting</b> <input type="checkbox"/> Adopt final Bond Resolution; and <input type="checkbox"/> Approve form of Continuing Disclosure Undertaking
Oct 22, 2015	Post and publish Notice of Intent to Sell Bonds** ( <i>first publication</i> )
Oct 29, 2015	Publish Notice of Intent to Sell Bonds** ( <i>second publication</i> )
Nov 10, 2015	Bond sale**

Nov 18, 2015	<b>Board of Trustees meeting</b> <input type="checkbox"/> Award general obligation bonds <input type="checkbox"/> Sign closing documents
Nov 24, 2015	Closing - Deliver bonds and receive money
Dec 23, 2015	File Post Bond Sale Information Sheet

\* See I.C. 6-1.1-17-20.5. Before appointed Board can issue bonds, it must receive approval from elected County Council. If (a) the assessed value of the library district is entirely within Town or (b) the Library was originally formed by Town (contact State Library to verify) then Town Council approves; otherwise County Council is correct approving body

***Assumptions:***

All bodies comply with Indiana Open Door Law

Board of Trustees meets regularly on the third Wednesday of each month (except in October when it is 4<sup>th</sup> Wednesday)

Board of Trustees meets for a work session on the second Wednesday of each month

*The Herald Times* publishes daily (5 day lead time); *Ellettsville Journal* publishes on Wednesday (Friday lead time)

All actions taken during regularly scheduled meetings, unless otherwise noted

County Council meets the second and fourth Tuesday of each month

\*\* Bond sale can occur anytime after final approval of Library Board and County Council

**Bond Counsel Contacts:**



One American Square, Suite 2900  
Indianapolis, IN 46282-0200

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Phone (317) 236-2437  
[jane.herndon@icemiller.com](mailto:jane.herndon@icemiller.com)

Kristin McClellan, Esq.  
Phone (317) 236-5943  
[kristin.mcclellan@icemiller.com](mailto:kristin.mcclellan@icemiller.com)



ACCOUNT HOLDER NAMES: Monroe County Public Library

Account Holder Names: <b>MONROE COUNTY PUBLIC LIBRARY</b> Operating <h1 style="text-align: center; opacity: 0.5;">MULTI-PURPOSE</h1> Mailing Address: 303 E KIRKWOOD AVE BLOOMINGTON, IN 47408	<b>ACCOUNT NUMBER:</b> 7202830  <b>Business Checking</b> <b>ACCOUNT PURPOSE:</b> Non Consumer <b>OWNERSHIP TYPE:</b> Public Funds <b>DATE OPENED:</b> 8/28/2014 <b>VERIFIED BY:</b>  Public Funds Checking
Home Phone: (812) 349-3279 Work Phone: Number of Signatures Required: 1 CIF Number: MONROECP00 Special Instructions: New Business DDA Account	<b>ACCOUNT TYPE:</b> Unincorporated Association  <b>DATE REVISED:</b>  <b>OPENED BY:</b> Julie A Holbrook

Signatures of Authorized Individuals. This Agreement is subject to all terms below.

<b>1x</b> Name Gary Lettelair	<b>2x</b> Name Sara Laughlin
<b>3x</b> Name David Ferguson	<b>4x</b> Name

Each of the authorized Individual(s) certify that they have all required authority to act with respect to this account(s) and, jointly and severally, agree to indemnify and hold Financial Institution harmless from and against any loss or damage arising from such authority or lack thereof. Financial Institution has no responsibility or duty to assure or verify that Authorized Individual(s) have or are acting within the authority given them by the authorizing document or that such authorizing document is genuine or valid, even if Financial Institution has seen or retained a copy of such document.

The Authorized Individual(s) signing agree(s), jointly and severally if multiple signers, to the terms set forth in the Deposit Account Agreement and Disclosure, the Time Certificate of Deposit or Confirmation of Time Deposit Agreement (if applicable), the Rate and Fee Schedule, the Funds Availability Policy Disclosure, Substitute Check Policy Disclosure, and the Electronic Funds Transfer Agreement and Disclosure, (if applicable), as amended by the Financial Institution from time to time. Each of the Authorized Individual(s) signing also acknowledges that the Financial Institution provided at least one copy of these deposit account documents.

<b>TIN/BACKUP WITHHOLDING</b>	<b>Reporting SSN/TIN:</b> 35-6000257
<b>Important:</b> Under penalties of perjury, I certify that the number shown above is my correct taxpayer identification number, I am a U.S. person (including a U.S. resident alien), and that (check appropriate box):	
<input checked="" type="checkbox"/> I am not subject to backup withholding, because I am exempt from backup withholding, or because I have not been notified by the IRS that I am subject to backup withholding as a result of failure to report all interest or dividends, or because the IRS has notified me that I am no longer subject to backup withholding.	
<input type="checkbox"/> I am subject to backup withholding.	
Signature of Authorized Individual <b>X</b>	<b>Date:</b>

**For instructions, see Internal Revenue Service Form W-9 that is available at the financial institution.**

The following information may be used to further identify individual(s) for telephone instructions, large transactions, or if a signature varies. MMN = Mother's Maiden Name

<b>Signer #1: Gary Lettelair</b>	<b>SSN:</b> 111-11-1111
----------------------------------	-------------------------

Street: 303 E KIRKWOOD AVE BLOOMINGTON IN 47408	
Mailing:	
Home Phone #: (812) 349-3279	Work Phone #:
Employer:	Occupation:
DOB: 1/1/1951	Birth Place:
DL/ID#:	MMN:

<b>Signer #2: Sara Laughlin</b>	<b>SSN:</b> 111-11-1111
---------------------------------	-------------------------

Street: 303 E KIRKWOOD AVE BLOOMINGTON IN 47408	
Mailing:	
Home Phone #: (812) 349-3279	Work Phone #:
Employer:	Occupation:
DOB: 1/1/1951	Birth Place:
DL/ID#:	MMN:

<b>Signer #3: David Ferguson</b>	<b>SSN:</b> 111-11-1111
----------------------------------	-------------------------

Street: 303 E KIRKWOOD AVE BLOOMINGTON IN 47408	
Mailing:	
Home Phone #: (812) 349-3279	Work Phone #:
Employer:	Occupation: Unknown/Not Available
DOB: 1/1/1951	Birth Place:
DL/ID#:	MMN:

<b>Signer #4:</b>	<b>SSN:</b>
-------------------	-------------

Street:	
Mailing:	
Home Phone #:	Work Phone #:
Employer:	Occupation:
DOB:	Birth Place:
DL/ID#:	MMN:

**NOTE:** There may be only one Custodian for an account under the Uniform Transfers to Minors Act or the Uniform Gifts to Minors Act. All fiduciaries appointed by order of a court must each sign this signature card. Depositor's Authorization Documents have not been filed.

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 To reorder, call Harland Financial Solutions at 877-505-8278.

ACCOUNT NUMBER: 7202830



Provided to: MainSource Bank

Account Number: 7202830

DDA

Business Type:

- Corporation       Public Funds       LLC  
 Partnership       Lodge, Non-Profit, Association, etc

Whichever Business Type if checked shall be referenced hereinafter as "Business".

**Business Authorization Resolution**

I, David Ferguson Fred Risinger Certify that I am  Secretary  Partner  Sole Proprietor of Monroe County Public Library  
Secretary/Partner/Sole Proprietor of Business (Check One) Name of Business

Organized under the laws of Indiana, Federal Employer I.D. Number 35-6000257, engaged in  
State EIN/SSN

Business under the trade name of Monroe County Public Library If Business is not a Partnership or Sole Proprietorship, the  
Name of Business

Resolutions on this document are a true and accurate copy of the resolutions adopted by written consent of the Principal(s), Board of Directors of the business duly and properly executed on 8/28/2014 9-17-14. If applicable, these resolutions appear in the Minutes  
Date

Book of the Business pursuant to the written consent and have not been rescinded or modified.

**Agents**

Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

- A. Gary Lettelleir, Financial Off Signature  
Name, Title
- B. Sara Laughlin, Director Signature  
Name, Title
- C. David Ferguson, Treasurer Signature  
Name, Title
- See Exhibit A for additional Signers*

Agent Indicated by Letter Above	Power
<u>A, B, C</u>	Exercise all of the powers listed below.
	Open any deposit or share accounts in the name of the business.
	Endorse checks and orders for the payment of money or otherwise withdrawal or transfer funds on deposit with MainSource Bank.
	Borrow money on behalf of and in the name of the Business, sign, execute and deliver promissory notes or other evidences of indebtedness.
	Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Business as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated, or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.
	Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in MainSource Bank.
	Other:

**Powers Granted**

This resolution supersedes any previous resolutions.

**Certification of Authority**

I further certify that the Principal(s), Board of Directors, Partner(s), Sole Proprietor of the Business have, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. Apply seal where appropriate.

In Witness Whereof, I have subscribed my name to this document and if applicable, affixed the seal of the Business on 9-17-14  
8/28/2014 Date

**Note**

In case the Secretary or other certifying officer is designated by the foregoing resolutions as one of the signing officers, this certificate must also be signed by a **second officer** or **Director of the Corporation**.

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Signature of second Officer/Director, if Necessary



ACCOUNT HOLDER NAMES: MONROE COUNTY PUBLIC LIBRARY

Account Holder Names: <b>MONROE COUNTY PUBLIC LIBRARY</b> <h2 style="text-align: center; margin: 0;">MULTI-PURPOSE</h2>		<b>ACCOUNT NUMBER:</b> 7202843  <b>Business Checking</b> <b>ACCOUNT PURPOSE:</b> Non Consumer <b>OWNERSHIP TYPE:</b> Public Funds <b>DATE OPENED:</b> 8/28/2014 <b>VERIFIED BY:</b>		<b>ACCOUNT TYPE:</b> Unincorporated Association  <b>DATE REVISED:</b>  <b>OPENED BY:</b> Julie A Holbrook	
Mailing Address: 303 E KIRKWOOD AVE BLOOMINGTON, IN 47408		<b>Public Funds Interest Checking</b>			
Home Phone: (812) 349-3279	Work Phone:				
Number of Signatures Required: 1	CIF Number: MONROECP00				
Special Instructions: New Business DDA Account					

Signatures of Authorized Individuals. This Agreement is subject to all terms below.

<b>1x</b> Name GARY LETTELLEIR	<b>2x</b> Name SARA LAUGHLIN
<b>3x</b> Name DAVID FERGUSON	<b>4x</b> Name

Each of the authorized Individual(s) certify that they have all required authority to act with respect to this account(s) and, jointly and severally, agree to indemnify and hold Financial Institution harmless from and against any loss or damage arising from such authority or lack thereof. Financial Institution has no responsibility or duty to assure or verify that Authorized Individual(s) have or are acting within the authority given them by the authorizing document or that such authorizing document is genuine or valid, even if Financial Institution has seen or retained a copy of such document.

The Authorized Individual(s) signing agree(s), jointly and severally if multiple signers, to the terms set forth in the Deposit Account Agreement and Disclosure, the Time Certificate of Deposit or Confirmation of Time Deposit Agreement (if applicable), the Rate and Fee Schedule, the Funds Availability Policy Disclosure, Substitute Check Policy Disclosure, and the Electronic Funds Transfer Agreement and Disclosure, (if applicable), as amended by the Financial Institution from time to time. Each of the Authorized Individual(s) signing also acknowledges that the Financial Institution provided at least one copy of these deposit account documents.

<b>TIN/BACKUP WITHHOLDING</b>	<b>Reporting SSN/TIN:</b> 35-6000257	
Important: Under penalties of perjury, I certify that the number shown above is my correct taxpayer identification number, I am a U.S. person (including a U.S. resident alien), and that (check appropriate box):		
<input checked="" type="checkbox"/> I am not subject to backup withholding, because I am exempt from backup withholding, or because I have not been notified by the IRS that I am subject to backup withholding as a result of failure to report all interest or dividends, or because the IRS has notified me that I am no longer subject to backup withholding.		
<input type="checkbox"/> I am subject to backup withholding.		
Signature of Authorized Individual	X	Date: _____

**For instructions, see Internal Revenue Service Form W-9 that is available at the financial institution.**

The following information may be used to further identify individual(s) for telephone instructions, large transactions, or if a signature varies. MMN = Mother's Maiden Name

<b>Signer #1: GARY LETTELLEIR</b>	<b>SSN: 111-11-1111</b>
Street: 303 E KIRKWOOD AVE BLOOMINGTON IN 47408	
Mailing:	
Home Phone #: (812) 349-3279	Work Phone #:
Employer:	Occupation:
DOB: 1/1/1951	Birth Place:
DL/ID#:	MMN:
<b>Signer #2: SARA LAUGHLIN</b>	<b>SSN: 111-11-1111</b>
Street: 303 E KIRKWOOD AVE BLOOMINGTON IN 47408	
Mailing:	
Home Phone #: (812) 349-3279	Work Phone #:
Employer:	Occupation:
DOB: 1/1/1951	Birth Place:
DL/ID#:	MMN:
<b>Signer #3: DAVID FERGUSON</b>	<b>SSN: 111-11-1111</b>
Street: 303 E KIRKWOOD AVE BLOOMINGTON IN 47408	
Mailing:	
Home Phone #: (812) 349-3279	Work Phone #:
Employer:	Occupation: Unknown/Not Available
DOB: 1/1/1951	Birth Place:
DL/ID#:	MMN:
<b>Signer #4:</b>	<b>SSN:</b>
Street:	
Mailing:	
Home Phone #:	Work Phone #:
Employer:	Occupation:
DOB:	Birth Place:
DL/ID#:	MMN:

**NOTE:** There may be only one Custodian for an account under the Uniform Transfers to Minors Act or the Uniform Gifts to Minors Act. All fiduciaries appointed by order of a court must each sign this signature card. Depositor's Authorization Documents have not been filed.

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ACCOUNT NUMBER: 7202843



Provided to: MainSource Bank

Account Number: 7202843

DDA

Business Type:

- Corporation       Public Funds       LLC  
 Partnership       Lodge, Non-Profit, Association, etc

Whichever Business Type if checked shall be referenced hereinafter as "Business".

**Business Authorization Resolution**

I, David Ferguson Fred Risinger Certify that I am  Secretary  Partner  Sole Proprietor of MONROE COUNTY PUBLIC LIBRARY  
Secretary/Partner/Sole Proprietor of Business (Check One) Name of Business  
Organized under the laws of Indiana, Federal Employer I.D. Number 35-6000257, engaged in

Business under the trade name of MONROE COUNTY PUBLIC LIBRARY If Business is not a Partnership or Sole Proprietorship, the  
Name of Business EIN/SSN

Resolutions on this document are a true and accurate copy of the resolutions adopted by written consent of the Principal(s), Board of Directors of the business duly and properly executed on 8/28/2014 9-17-14. If applicable, these resolutions appear in the Minutes  
Date

Book of the Business pursuant to the written consent and have not been rescinded or modified.

**Agents**

Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

- A. Gary Lettelier, Financial Off Signature  
Name, Title
- B. Sara Laughlin, Director Signature  
Name, Title
- C. David Ferguson, Treasurer Signature  
Name, Title

See Exhibit A for additional Signers

Agent Indicated by Letter Above	Power
<u>A, B, C</u>	Exercise all of the powers listed below.
	Open any deposit or share accounts in the name of the business.
	Endorse checks and orders for the payment of money or otherwise withdrawal or transfer funds on deposit with MainSource Bank.
	Borrow money on behalf of and in the name of the Business, sign, execute and deliver promissory notes or other evidences of indebtedness.
	Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Business as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated, or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.
	Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in MainSource Bank.
	Other:

**Powers Granted**

This resolution supersedes any previous resolutions.

**Certification of Authority**

I further certify that the Principal(s), Board of Directors, Partner(s), Sole Proprietor of the Business have, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. Apply seal where appropriate.

In Witness Whereof, I have subscribed my name to this document and if applicable, affixed the seal of the Business on 9-17-14  
8/28/2014 Date

**Note**

In case the Secretary or other certifying officer is designated by the foregoing resolutions as one of the signing officers, this certificate must also be signed by a **second officer** or **Director of the Corporation**.

Signature of Secretary

Signature of second Officer/Director, if Necessary

# Resolution of Governing Body Unincorporated Association

**RAYMOND JAMES®**

New Accounts  
Service Center  
Scan or Fax

01016 <small>Form #</small>	30336440 <small>Account #</small>	
4EC21 <small>Branch #</small>	4737 <small>FA #</small>	9738 <small>Speed Dial #</small>

Be it resolved, that the ~~XXXXXX~~ Gary Lettelleir, Financial Officer \_\_\_\_\_ (Name)  
~~XXXXXX~~ Sara Laughlin, Director \_\_\_\_\_, Treasurer Dave Ferguson \_\_\_\_\_ (Name)  
 and \_\_\_\_\_ or any authorized officer \_\_\_\_\_ (Name & Title)

acting individually, be and they are hereby authorized to sell, assign, transfer and/or deliver any and all stocks, bonds or other securities now or hereafter registered in the name of this Association.

I, Fred Risinger Secretary of \_\_\_\_\_  
Monroe County Public Library  
 (Name of Association)

hereby certify that the foregoing is true and complete copy of a resolution duly adopted by the governing body of the said unincorporated association at a meeting duly held on the 17<sup>th</sup> day of September year 2014, at which a quorum, was present and voting throughout, and that same has not been repealed or amended, and remains in full force and effect and does not conflict with the by-laws of said Association.

Secretary  <div style="text-align: center;">(X)</div>	Date
---	------

President Signature  <div style="text-align: center;">(X)</div>	Vice President Signature  <div style="text-align: center;">(X)</div>
Treasurer Signature  <div style="text-align: center;">(X)</div>	Other Officer Signature, specify title

Note: This certification should be used in conjunction with either assignment provided on each certificate of stock and registered bond, or a separate assignment. The officer certifying the resolution must not execute the assignment. The certification and assignment must both bear the same date.

