

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

**Wednesday, February 18, 2015  
Meeting Room 1B  
5:45 p.m.**

**AGENDA**

1. Call to Order –Valerie Merriam, President
2. Consent Agenda – action item – Marilyn Wood
  - a. Minutes of January 21, 2015 Board Meeting (page 1-9)
  - b. Minutes of January 21, 2015 Board of Finance Meeting (page 10)
  - c. Monthly Bills for Payment (page 11-15)
  - d. Monthly Financial Report (page 16-42)
  - e. Personnel Report (page 43-51)
  - f. 2015 Board Meetings Calendar (page 52)
3. Director’s Monthly Report, 2014 Indiana State Library Annual Report – Marilyn Wood, Director (page 53-98)
4. Old Business
  - a. Renovation Update – Marilyn Wood
5. New Business – action items
  - a. 2015 Agreement with El Centro Comunal Latino (page 99-103) – Gary Lettelleir
  - b. Bank Resolution and Signatures (page 104-109) – Gary Lettelleir
  - c. Election of Officers for 2015 (page 110) – Valerie Merriam
6. Update: Teen Space and Digital Creativity – Kevin MacDowell
7. Public Comment
8. Adjournment

View the Board Packet on the Library’s website:

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Wednesday, January 21, 2015  
Auditorium**

**Immediately Following the Board of Finance Meeting**

**Present:**

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

Staff Attendance: Steve Backs, Ned Baugh, Michael Hoerger, Sara Laughlin, Gary Lettelleir, Mary Loro, Mickey Needham, Sue Sater, Brenda Seibel, Bara Swinson, Kyle Wickemeyer-Hardy, Michael White, Marilyn Wood, and CATS staff.

Others in Attendance:

Tom Bunger, and Pegi Risinger.

**Call to Order**

President Valerie Merriam called the meeting to order at 5:04pm in the Auditorium.

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

**Consent Agenda**

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

John moved to accept the consent agenda. Melissa seconded.

Valerie asked for a correction in the January 14, 2015 work session minutes, under Internet and Computer Use Policy. Sights needs to be changed to sites at the end of the last sentence in the last paragraph on page 13.

Valerie announced that Pat Firenze retired this week, after 42 years at the library.

Motion for the consent agenda passed unanimously.

## **Director's Monthly Report**

Sara Laughlin presented the Director's monthly report.

Valerie said she was impressed with the number of hours volunteered in VITAL. Sara replied that it is nice, as they provided 546 hours of volunteer service in December, and for the year the VITAL volunteers have given 5,864 hours of service.

Sara announced that Dory Lynch was named as a reviewer of the year in Library Journal. Sara stated that Dory reviews poetry and is a gorgeous writer.

Kari mentioned that she is always impressed with all that is going on in the library, and stated the library is an active vital place.

Valerie thanked the Administration receptionist, Brenda Seibel, for saving the library on Quill costs. Sara reported that Brenda had saved \$5,280 on office supply orders, by taking advantage of centralized ordering through Quill.

John pointed out he noticed in the first three months of the year circulation activity dipped, but in the last six months it picked up, which may have something to do with the renovation. Sara replied that it may have to do with parking, and with weather conditions too. Sara added we have also been very active with our school partnerships.

There was brief discussion about the programs for teens and adults in the director's report. Valerie asked if the Arduino Club is for a certain age group. Sara responded no. Valerie asked if it is offered free. Sara responded yes, and explained that we spent some of the Friends money provided to the library to pay for the cost. Hans added the instructions are plentiful for this Bloominglabs partnering program, and users can build something that is reasonable and sophisticated.

Valerie asked about the Bloominglabs Python Club. Sara stated it is a program offered on Tree House. Steve Backs added that Python is a programming language. Local clubs have wanted a space to meet; a learning space. Steve reported that at club meetings participants may make presentations of what they are doing or it may be a general intro about Python. Steve said we are hoping to partner with the clubs to increase our program opportunities in the summer.

Valerie asked if this has anything to do with robotics. Steve responded yes. Valerie asked if this was all free. Steve responded yes. We have used Friends money for related expenses.

## **Old Business**

### CATS Contracts-City of Bloomington: CATS Funding Agreement, Public Educational Governmental Programming Agreement, and Digital Underground Fiber Agreement

Michael White presented and stated when we presented it last year to the Board, Tom Bunger had some concerns about an indemnification clause. These concerns have been alleviated after discussion with the city attorney. There are three contracts presented to the Board; the digital underground contract, the PEGCP contract, and the CATS funding contract.

Valerie asked for a motion for all three contracts. John moved. Kari seconded.

Valerie asked if the indemnification issue was just in one contract. Tom Bunger responded yes, and we are fine.

Valerie asked if the PEGCP contract was for the underground. Michael explained that PEGCP stands for the Public, Education, and Government Channel Programming Agreement. The City of Bloomington has six of those channels to allocate, and the library is the steward of five of those channels, and WFIU is steward of one of those channels. Sara added that we are managing these on behalf of the city, which is what the contract is about.

There were no other questions or comments, and Valerie asked for a call on the motion.

The motion passed unanimously.

### Renovation Update

Marilyn Wood presented a renovation update, and reported renovation is nearing completion. The Information Systems staff and the Collection Services staff are now back in their newly renovated space on the third floor. Marilyn reported we are in the final stages of flooring and lighting installation, and painting in the teen center and digital creativity space. Construction is still scheduled for completion the last week of this month, and furniture will begin to be installed next week and the following week. We are targeting a mid-February soft opening, but we don't have a specific date yet because we want to assure we have all the construction complete, equipment in place, and staffing available before we choose an exact date. We also anticipate a full walk-through of all these spaces for our punch list items. Despite the fact that we did this in two phases, and did an initial walk-through for punch lists, there are several items that remain unfinished. We will do a complete walk through again of all spaces at the end of the month, to assure that everything is completed.

As of today, we received a final change order for anything in the pipe line. There are many things to add, and Marilyn described what those things are. Most are in the Teen space and we encountered as we got into the walls and ceiling.

The teen wall build out, which the Board talked about in the last meeting, was in this change order to accommodate the fact that the wall wasn't deep enough for cabling, so we had to build it out. Some above ceiling mechanical changes were needed on the 3<sup>rd</sup> floor to install light fixtures. We are installing carpet in the Bookstore work room. Originally we intended to leave the flooring that was there, but when we removed the casework and other things, the flooring could not stay as it was and we had to install carpet. The good news is that we have carpet in reserve from the last renovation which we will use, but we will have to pay for installation fees.

Marilyn reported there was a junction box relocation in the ceiling above the sound rooms. With our construction of the sound booths, this area would become inaccessible and we couldn't leave the boxes there by code. We have added a receptacle in the Teen space, and a light switch in the Children's storage room. The Teen Center had a fire strobe which was not illustrated on our drawings originally, and by code we had to add it. We relocated the door in Room 1A and had to move electrical devices. There was a ballast in the Auditorium which had to be replaced due to some light switch changes. We moved a dimmer switch in a rack to correct wiring in the Auditorium, and we added a receptacle and a three way switch in the Auditorium. We had to adjust the bulk head height in the Teen space, because when the ceiling was removed, it actually was two different heights and we had to line it up. And, although a portion of the ceiling in the Teen Area was originally noted to remain, after the mechanical work was done and duct work was removed, it had to be replaced.

We are also receiving a credit for work which will not be done. The interior of the art center will not be painted with marker paint and we'll receive a credit for this work reduction.

The total for all these change orders is \$11,651. Our previous change orders were just over \$81,000, and this one brings our change order total to \$92,700.

Valerie asked how much we had allocated for the renovation. Marilyn responded \$100,000 was the amount that Sara was authorized to approve. Marilyn stated we anticipate one additional change. A floor repair is needed in 1A. The door was expanded and there was no Terrazzo floor underneath it, so half of the door has a Terrazzo threshold and the other half has nothing. We also have two other spaces, where a Terrazzo repair will be necessary. We moved doors in the Atrium at the Teen Center and also at the Bookstore. We are getting estimates for those repairs now.

Kari asked what Terrazzo is, and Marilyn responded that it is the floor itself that you see in the Atrium area - the sparkling smooth area that is highly polished.

Valerie stated since we are doing a soft opening in the Teen area, she wondered how we are going to advertise to teens that the space is open. Marilyn replied that we have been keeping

teens in the loop here in the library and also with visits at schools. Kevin McDowell and his two new staff will be out in the schools and other places in the community to ensure they know and are spreading the word.

### **New Business**

#### Resolution to Encumber 2014 Balances

Valerie asked for a motion.

Kari moved to encumber the 2014 balances. Melissa seconded.

Gary Lettelleir presented and stated that this resolution will allow us to use funds from last year's budget to pay for some printing services that we ordered before year end, but will pay for after year end.

Motion passed unanimously.

#### Resolution to Request Advance Tax Draws

Valerie asked for a motion.

John moved to approve the resolution to request advance tax draws. Fred seconded.

Gary Lettelleir stated this resolution will allow us to submit a request twice a year, to get our tax draw early if possible.

Motion passed unanimously.

#### Internet and Computer Use Policy

Valerie asked for a motion.

Kari moved to accept the policy. Fred seconded.

Ned Baugh presented and reported this policy is reviewed on an annual basis and it covers the services we provide, and how we provide them. Specifically how we handle filtering and access to the internet. Ned stated that he is not recommending any changes at this time.

Fred asked if this is the policy that we are currently operating on now. Ned responded yes.

Valerie reminded that in last week's Board work session, David Ferguson mentioned some of the language was outdated. David said the actual discussion was during the check-out policy, which included broad statements from the American Library Association, and the check-out policy had

a section on the internet. The Internet and Computer Use policy, however, contains no language about the policy of the American Library Association, so all the things we said we would deal with in the internet policy are not in here.

Valerie stated since policies have to be reviewed, before we review the check-out policy next year, she will ask Dave to look at the policy and recommend some change in the language.

Motion passed unanimously.

### Study Room Use Policy

Sara Laughlin presented and announced she made a couple of changes to the policy. In the third line, below the reserving a study room subhead, it now reads “reservations may be made twenty-four hours in advance of intended use.” Sara stated she had inadvertently wiped that out from an earlier version.

Valerie asked for a motion on the policy.

John moved to adopt the study room policy. Fred seconded.

Valerie asked Sara to explain the study rooms to the audience. Sara explained we actually have two study rooms at our Ellettsville Branch, which we have managed very successfully informally on a first come first serve basis. We are adding two study rooms on the second floor at the Main library, and we know they will be in heavy demand as we have had frequent requests for a room like this over the years.

Sara reported that we discovered the current software we use for meeting room reservations also has a study room component to it that we can use. This policy outlines the use of the study rooms, and it will cover the two study rooms on the second floor of the Main Library, and the video studio and the two sound booths in the new Digital Creativity Center. It will not at the present time include Ellettsville or the study room in the Teen Center.

Sara added it basically says that a person can reserve a room 24 hours in advance for up to two hours. You must have a library card to make a reservation, and you have to abide by the library’s behavioral rules. In rare circumstances, we reserve the right to take over the meeting room in an emergency of some sort, or to refuse use if you have abused the behavioral policy.

Kari asked Sara to explain how the room is set-up. Sara responded that each have a table, four chairs, and a clock. Kari also asked if they were cramped. Sara replied they are actually quite nice and larger than a VITAL tutor room, but smaller than a meeting room. Sara reported that

the study rooms are located just inside the parking lot door, behind the new book area and in front of the new meeting room 2A.

Fred wondered how they will be used, and how the study rooms have been used at Ellettsville. Fred asked if they are primarily to be used by student groups or if adult groups can use them. Sara asked Mickey Needham, from the Ellettsville Branch, to respond.

Mickey responded they are used by all ages at Ellettsville. Students use them for school projects, tutors use them with students, and people making business arrangements with someone will use them for a place to meet. Also, we see them used for tax appointments.

Kari asked if food was prohibited in the study rooms. Sara responded that is right, because it is a carpeted area, but covered drinks are allowed.

Valerie called for a vote. The motion passed unanimously.

#### Recommendation to Adjust Salary Schedule

Valerie asked for a motion. Kari moved to accept the recommendation to adjust the salary schedule. Fred seconded.

Sara Laughlin presented and stated the recommendations come from two sources; internal and external. The external reason for adjusting the first three pay grades is due to Indiana University increasing its minimum starting salary to \$8.25. There was an immediate impact on our pool of candidates for jobs at those levels. Reason number two is we are on the cusp of a new service model, and we have enriched the jobs at these levels, and additional pay will go with new responsibilities. The employees at these three levels will all be impacted by the new service model, and this will be a recognition of the new tasks they are taking on.

Valerie stated that part of the increase is being paid out of what we got back from insurance. Sara replied it isn't actually anything we got back. Our 2015 health insurance contract was about 10% less than it was last year, when we switched vendors. Sara explained that we asked the Board in October to set aside some of our budgeted insurance expenses, which would not be needed, for these increases. About half of the expected additional cost for the salary changes, which we think is \$65,000.00 will be paid by the savings we set aside.

Valerie said she didn't recall if going forward we anticipate being able to cover the increase through attrition, or if we will always have to watch our numbers carefully as far as employee expenses. Sara replied yes and yes. If you study the December financial reports, you will realize we were \$236,000.00 under budget across the library, and about three quarters is in the personnel line. We budget at the beginning of the year for the positions we have and as if they are filled for



the entire year. But we have turnover in staff and when someone leaves we typically hire at the beginning of the salary scale so we save a little bit of money when we have a long term employee leave. Also, the position is typically open for a week or two weeks, or even sometimes for a month, depending on how fast we can advertise and hire, and get the person on board. Sara stated that she isn't worried about the next couple of years, but in addition to that we are a unit of local government and money is always tight for us. We always have a million things we would like to do, and we have to make hard choices so I don't anticipate that will go away.

Valerie called for a vote. The motion passed unanimously.

Valerie stated the Board looks forward to the service model going into effect and seeing the changes.

#### 2015 Slate of Officers

Valerie Merriam stated this is not for action but represents our slate of officers for next year. She reminded the Board that we vote in the February meeting for officers. The slate presented is the same as it was last year. Valerie announced all serving members have agreed to one more term.

Valerie asked if there were any additions. There were none, and Valerie reiterated that this slate will be presented next month.

#### **Public Comment**

There was no public comment.

John Walsh stated as part of public comment, and in honor of Sara and all she has done, it is our pleasure to read a proclamation jointly from the city and county. John read the proclamation along with Mickey Needham, and announced that the Mayor of the City of Bloomington and the President of the Monroe County Commissioners proclaimed today, January 21, 2015 as Sara Laughlin Day in Bloomington and Monroe County, Indiana.

Valerie introduced Barbara Wilcox, representing the Friends of the Library. Barbara stated the Friends appreciate Sara's leadership of the Library and are especially grateful of her support for the Friends. Because the Library and the Friends really are best friends forever, Barbara explained the Friends wanted to thank Sara in a way she would appreciate, and in a way that would help ensure the future of our wonderful library. Barbara announced the Friends is establishing the Sara Laughlin endowment for professional development. In all her professional work, Sara has known the staff are the heart of the library. This endowment, in her name, will ensure there will be resources to support library staff as they respond to challenging changes in

technology, as they support new and diverse audiences, and as they develop new partnerships and serve the community in new ways.

Barbara stated she is delighted to make the first contribution to the Sara Laughlin endowment for staff development, and she invited everyone to join her in thanking Sara and contributing to the endowment. Barbara spoke to the audience and told them as they leave the Auditorium they can pick up a gift card and leave a check or credit card with us tonight, or you can take a card and mail it at your leisure, or you can give online.

### **Adjournment**

Valerie asked for a motion to adjourn. John moved for adjournment. Fred seconded.

The motion passed unanimously.

The meeting adjourned at 5:48pm.

**MONROE COUNTY PUBLIC LIBRARY**  
**BOARD OF FINANCE MEETING**  
**January 21, 2015**  
**Library Auditorium**  
**5:00pm**

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

Staff in Attendance: Steve Backs, Sara Laughlin, Gary Lettelleir, Mary Loro, Mickey Needham, Sue Sater, Brenda Seibel, Kyle Wickemeyer-Hardy, Michael White, Marilyn Wood, and CATS staff.

Others in Attendance: Tom Bunger

**Call to Order**

President Valerie Merriam called the meeting to order at 5:00pm.

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

Valerie stated that the library must elect a President and a Secretary of the Board of Finance every year. She asked for a motion to elect the officers.

Kari moved that Valerie be the President of Finance, and Fred Risinger the Secretary. John seconded.

The motion passed unanimously.

**Review Investment Report and Policy**

Gary Lettelleir presented and briefly went over the highlights and finance report.

At the end of 2014, the total cash balance for all funds was \$5,295,345.00. Gary stated that we had \$200,000 invested in a C.D. earning .70%, and money in a money market account as well with a .40% earnings rate.

Kari asked how much is in the money market account. Gary replied \$4,014,256.00.

**Adjournment**

Valerie asked for a motion to adjourn.

Kari moved. John seconded, and the motion passed.

The meeting adjourned at 5:03pm.

**MONROE COUNTY PUBLIC LIBRARY**

**\*Check Summary Register©**

January 9, 2015 to February 5, 2015

Name	Check Date	Check Amt	
<b>06600 MAINSOURCE CHECKING</b>			
Paid Chk# 001437 AT&T (IL)	1/13/2015	\$418.90	PHONE-4 DEDICATED LINES
Paid Chk# 001438 BAKER & TAYLOR BOOKS	1/13/2015	\$15,936.42	BOOKS
Paid Chk# 001439 BANCTEC INC.	1/13/2015	\$31.83	FOLDER/MNTHLY FEE
Paid Chk# 001440 BOBBY OVERMAN	1/13/2015	\$227.50	EYEGLASSES FOR REFERENCE DESK
Paid Chk# 001441 BOTTOM LINE/PERSONAL	1/13/2015	\$39.00	PERIODICALS
Paid Chk# 001442 B-TECH LLC	1/13/2015	\$30.00	WEBSERVICE FOR FOB READERS
Paid Chk# 001443 CENTER POINT LARGE PRINT	1/13/2015	\$217.50	BOOKS
Paid Chk# 001444 CENTURYLINK	1/13/2015	\$30.57	LONG-DISTANCE CALLS
Paid Chk# 001445 CINTAS CORPORATION	1/13/2015	\$267.15	FIRST-AID SPLS
Paid Chk# 001446 CITY OF BLOOMINGTON UTILITIE	1/13/2015	\$686.81	WATER & SEWER
Paid Chk# 001447 CRYSTAL PRODUCTIONS	1/13/2015	\$39.90	NONPRINT
Paid Chk# 001448 DUKE ENERGY	1/13/2015	\$23,715.87	ELECTRICITY
Paid Chk# 001449 FINDAWAY WORLD, LLC	1/13/2015	\$837.48	NONPRINT
Paid Chk# 001450 FREEDOM BUSINESS	1/13/2015	\$208.00	CARTRIDGES
Paid Chk# 001451 GALE/CENGAGE LEARNING	1/13/2015	\$889.07	BOOKS
Paid Chk# 001452 JERALD W. JAMES	1/13/2015	\$200.00	TALK TO AN EXPERT/FINRA
Paid Chk# 001453 LIVE OAK MEDIA	1/13/2015	\$38.95	NONPRINT
Paid Chk# 001454 LOGISTECH, INC.	1/13/2015	\$667.71	BOOKS
Paid Chk# 001455 MIDWEST TAPE	1/13/2015	\$15,721.06	BOOKS & NONPRINT
Paid Chk# 001456 NATURE'S WAY, INC.	1/13/2015	\$85.00	INTERIOR PLANT CARE
Paid Chk# 001457 OCLC, INC.	1/13/2015	\$3,323.67	MNTHLY OCLC COST
Paid Chk# 001458 OFFICE DEPOT, INC.	1/13/2015	\$26.34	REMOVEABLE INK JET LABELS
Paid Chk# 001459 RANDOM HOUSE, LLC	1/13/2015	\$20.00	NONPRINT
Paid Chk# 001460 RJE	1/13/2015	\$19,405.20	IT & COLLECTION RENO/FURNITURE
Paid Chk# 001461 SEXSON SPRING WATER INC.	1/13/2015	\$587.10	EQUIP. REPAIR/WATER FILTER MAC
Paid Chk# 001462 SMITHVILLE COMMUNICATIONS	1/13/2015	\$177.95	PHONE
Paid Chk# 001463 TANTOR MEDIA	1/13/2015	\$197.75	NONPRINT
Paid Chk# 001464 THE GREAT COURSES	1/13/2015	\$59.95	NONPRINT
Paid Chk# 001465 UNIVERSITY OF CHICAGO	1/13/2015	\$20.00	ILL #140911587 088609228
Paid Chk# 001466 VERIZON WIRELESS	1/13/2015	\$120.05	BKM DATA LINES
Paid Chk# 001467 WHITNEY D. DRAKE	1/13/2015	\$53.90	REFUND ON LOST ITEMS
Paid Chk# 001468 AMERICAN UNITED LIFE INS. CO.	1/15/2015	\$1,385.00	403b TSA-AUL W/H
Paid Chk# 001469 COMCAST	1/15/2015	\$22.08	CABLE EQUIP. RENTAL
Paid Chk# 001470 DARCI HAWXHURST	1/15/2015	\$76.00	TUTOR MENTORING/QUIZ BOWL \$
Paid Chk# 001471 DIANE M. MILLER	1/15/2015	\$29.95	REFUND ON LOST ITEM
Paid Chk# 001472 HIGH SPEED TIRE &	1/15/2015	\$114.60	VEHICLE REPAIR
Paid Chk# 001473 JENNIFER A. FLICK	1/15/2015	\$60.00	REFUND ON LOST ITEMS
Paid Chk# 001474 STEPHANIE HOLMAN	1/15/2015	\$58.69	FD/ELL CHILD-SPLS
Paid Chk# 001475 WEX BANK	1/15/2015	\$461.98	FUEL
Paid Chk# 001476 ADTEC	1/20/2015	\$530.00	E-RATE PHASE 1 FY 2015
Paid Chk# 001477 BUNGER & ROBERTSON, LLP	1/20/2015	\$810.00	LEGAL SERVICES
Paid Chk# 001478 FEDEX	1/20/2015	\$52.25	PAYROLL DELIVERY COST
Paid Chk# 001479 J. A. SEXAUER	1/20/2015	\$324.80	BLDG SPLS
Paid Chk# 001480 JERALD W. JAMES	1/20/2015	\$200.00	FINRA-TALK TO AN EXPERT
Paid Chk# 001481 LISA D. BRUNS	1/20/2015	\$50.00	FD/CHILD PROGRAMS
Paid Chk# 001482 MIDWEST PRESORT SERVICE	1/20/2015	\$286.21	POSTAGE SERVICE
Paid Chk# 001483 QUILL CORPORATION	1/20/2015	\$435.61	OFFICE SPLS
Paid Chk# 001484 RICOH USA, INC.	1/20/2015	\$33.89	ADMIN COPIER/ADD'L IMAGES
Paid Chk# 001485 THE PRODUCTION HOUSE	1/20/2015	\$765.00	DIGITIZATION
Paid Chk# 001486 TODAY'S BUSINESS SOLUTIONS	1/20/2015	\$1,856.40	SIMPLESCAN YRLY MAINT.
Paid Chk# 001487 TOUCHSTONE MERCHANDISE	1/20/2015	\$424.31	UNIFORMS
Paid Chk# 001488 UNIQUE MANAGEMENT	1/20/2015	\$1,351.45	COLLECTION AGENCY/CIRC
Paid Chk# 001489 AT&T (IL)	1/26/2015	\$1,053.72	PHONE BILL
Paid Chk# 001490 DISH	1/26/2015	\$516.00	PAYMENT FOR ONE YEAR

**MONROE COUNTY PUBLIC LIBRARY**

02/09/15 11:13 AM

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**\*Check Summary Register©**

**January 9, 2015 to February 5, 2015**

	<b>Name</b>	<b>Check Date</b>	<b>Check Amt</b>	
Paid Chk#	001491 FALAFELS	1/26/2015	\$50.00	CHILDRENS/MKL DAY FOOD
Paid Chk#	001492 INDIANA LIBRARY FEDERATION	1/26/2015	\$4,506.65	2015 TRUSTEE MEMBERSHIP
Paid Chk#	001493 MIDWEST PRESORT SERVICE	1/26/2015	\$325.81	POSTAGE SERVICES
Paid Chk#	001494 VECTREN ENERGY DELIVERY	1/26/2015	\$54.19	NATURAL GAS
Paid Chk#	001495 AT&T MOBILITY	1/27/2015	\$375.54	CELL PHONES
Paid Chk#	001496 SUGAR DADDY'S CAKES &	1/27/2015	\$76.50	FD/SARA'S RETIREMENT
Paid Chk#	001497 VECTREN ENERGY DELIVERY	1/27/2015	\$734.74	NATURAL GAS
Paid Chk#	001498 3M	1/28/2015	\$2,254.08	E-BOOKS
Paid Chk#	001499 A1 LANDSCAPE & HAULING INC.	1/28/2015	\$1,125.00	SALT APPLICATIONS
Paid Chk#	001500 AMERICAN LIBRARY ASSOCIATIO	1/28/2015	\$60.00	STAFF DEVELOPMENT/R. STACY
Paid Chk#	001501 BAKER & TAYLOR BOOKS	1/28/2015	\$20,042.82	BOOKS
Paid Chk#	001502 CHARDON LABORATORIES, INC.	1/28/2015	\$662.00	BOILER/COOLING TWR MAINT.
Paid Chk#	001503 DEMCO, INC.	1/28/2015	\$100.70	CATALOGING SPLS/A-V
Paid Chk#	001504 EBSCO	1/28/2015	\$346.16	PERIODICALS
Paid Chk#	001505 ELECTRONIC COMMERCE, INC.	1/28/2015	\$1,685.00	PAYROLL SERVICES
Paid Chk#	001506 ELLEN ARNHOLTER	1/28/2015	\$249.19	MLK DAY SPLS/GIFT \$ CHILDREN
Paid Chk#	001507 FINDAWAY WORLD, LLC	1/28/2015	\$1,846.68	NONPRINT
Paid Chk#	001508 FREEDOM BUSINESS	1/28/2015	\$856.95	CARTRIDGES
Paid Chk#	001509 GALE/CENGAGE LEARNING	1/28/2015	\$1,228.84	BOOKS
Paid Chk#	001510 GENEALOGICAL PUBLISHING	1/28/2015	\$120.90	BOOKS
Paid Chk#	001511 HP PRODUCTS	1/28/2015	\$2,397.47	CLEANING SPLS
Paid Chk#	001512 INTERNET MINDED DESIGN AND	1/28/2015	\$198.00	CONSULTING SERVICES
Paid Chk#	001513 JIM GORDON, INC	1/28/2015	\$65.15	MNTHLY COPIER MAINT.
Paid Chk#	001514 LOGISTECH, INC.	1/28/2015	\$299.41	BOOKS
Paid Chk#	001515 M. T. PUBLISHING COMPANY,	1/28/2015	\$459.67	BOOKS
Paid Chk#	001516 MIDWEST COLLABORATIVE FOR	1/28/2015	\$249.00	FD/TRAINING FOR NEW SERVICE/SE
Paid Chk#	001517 MIDWEST TAPE	1/28/2015	\$7,357.85	NONPRINT
Paid Chk#	001518 NEWSBANK	1/28/2015	\$2,595.00	DATABASES
Paid Chk#	001519 NOLAN'S LAWN CARE SERVICE	1/28/2015	\$932.40	LAWN SERVICE
Paid Chk#	001520 PAMELA WALLACE	1/28/2015	\$27.92	FD/SARA'S RETIREMENT
Paid Chk#	001521 B,B & C POW PEST CONTROL,	1/28/2015	\$49.00	PEST SERVICE
Paid Chk#	001522 PROLITERACY	1/28/2015	\$199.00	2015 MEMBERSHIP/FD \$
Paid Chk#	001523 RANDOM HOUSE, LLC	1/28/2015	\$551.72	NONPRINT
Paid Chk#	001524 RECORDED BOOKS, INC.	1/28/2015	\$679.00	NONPRINT
Paid Chk#	001525 REPUBLIC SERVICES #694	1/28/2015	\$212.70	TRASH SERVICE
Paid Chk#	001526 RICOH USA, INC.	1/28/2015	\$66.16	ADMIN COPIER MNTHLY RENTAL
Paid Chk#	001527 RICOH USA, INC.	1/28/2015	\$51.04	VITAL COPIER IMAGES
Paid Chk#	001528 STRAUSER CONSTRUCTION	1/28/2015	\$114,160.00	BLDG RENOVATION
Paid Chk#	001529 THOMSON REUTERS - WEST	1/28/2015	\$474.00	BOOKS
Paid Chk#	001530 TINA G. HALL	1/28/2015	\$19.99	REFUND ON LOST ITEM
Paid Chk#	001531 WFHB	1/28/2015	\$2,500.00	1ST QTR '15, NEWS PROGRAM
Paid Chk#	001532 AFSCME COUNCIL 62	2/4/2015	\$1,052.50	UNION DUES W/H
Paid Chk#	001533 ALL-PHASE ELECTRIC SUPPLY	2/4/2015	\$172.32	LIGHT BULBS
Paid Chk#	001534 AMERICAN UNITED LIFE INS. CO.	2/4/2015	\$1,385.00	403b TSA-AUL W/H
Paid Chk#	001535 APPLE INC.	2/4/2015	\$8,851.00	LAPTOP COMPUTERS/ELL
Paid Chk#	001536 BLOOMINGTON PUBLIC	2/4/2015	\$230.25	STAFF BUS PASSES
Paid Chk#	001537 B-TECH LLC	2/4/2015	\$6,377.53	FIRE & SECURITY EQUIP./ELL.
Paid Chk#	001538 CARMICHAEL TRUCK &	2/4/2015	\$689.07	BKM REPAIRS
Paid Chk#	001539 CDW GOVERNMENT, INC.	2/4/2015	\$1,687.04	LAPTOPS
Paid Chk#	001540 CHASE CARD SERVICES	2/4/2015	\$5,007.36	VARIOUS
Paid Chk#	001541 CINTAS CORPORATION	2/4/2015	\$263.43	FIRST AID-SPLS
Paid Chk#	001542 DISCOUNT PAPER PRODUCTS,	2/4/2015	\$968.50	BPA PAPER/CIRC. SPLS
Paid Chk#	001543 DUKE ENERGY	2/4/2015	\$2,223.82	ELECTRICITY
Paid Chk#	001544 ELLETTSVILLE UTILITIES	2/4/2015	\$224.74	WATER & SEWER
Paid Chk#	001545 ENGRAVING AND STAMP	2/4/2015	\$13.02	NAME TAG

**MONROE COUNTY PUBLIC LIBRARY**

02/09/15 11:13 AM

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**\*Check Summary Register©**

**January 9, 2015 to February 5, 2015**

<b>Name</b>	<b>Check Date</b>	<b>Check Amt</b>	
Paid Chk# 001546 FIRST INSURANCE GROUP, INC.	2/4/2015	\$150.00	BOND INS./MARILYN WOOD
Paid Chk# 001547 GE CAPITAL INFORMATION	2/4/2015	\$50.93	MNTHLY VITAL COPIER RENT
Paid Chk# 001548 GIBSON TELDATA, INC.	2/4/2015	\$447.75	LIFT RENTAL-FOR WIRELESS ACCES
Paid Chk# 001549 GLHEC	2/4/2015	\$200.80	GARNISHMENTS W/H
Paid Chk# 001550 HP PRODUCTS	2/4/2015	\$8,242.41	CLEANING SPLS
Paid Chk# 001551 LOWE'S	2/4/2015	\$72.85	BLDG SPLS
Paid Chk# 001552 MARY FRASIER	2/4/2015	\$66.98	FD/CHILD-PROGRAM SPLS
Paid Chk# 001553 MIDWEST PRESORT SERVICE	2/4/2015	\$284.54	POSTAGE SERVICES
Paid Chk# 001554 MONROE COUNTY YMCA	2/4/2015	\$81.24	YMCA DUES W/H
Paid Chk# 001555 SCHINDLER ELEVATOR	2/4/2015	\$2,612.55	QTRLY MAINT. CONTRACT
Paid Chk# 001556 SCIAEYC	2/4/2015	\$50.00	FD/YOUNG CHILD PROMOTIONAL POS
Paid Chk# 001557 SIGNS NOW	2/4/2015	\$243.18	NEW LETTERING ON SIGNAGE/RENOV
Paid Chk# 001558 SMITHVILLE COMMUNICATIONS	2/4/2015	\$1,825.00	MNTHLY INTERNET SERVICE
Paid Chk# 001559 SYNCHRONY BANK/AMAZON	2/4/2015	\$3,745.02	NONPRINT
Paid Chk# 001560 UNITED STATES TREASURY	2/4/2015	\$76.00	GARNISHMENT W/H
Paid Chk# 001561 UNITED WAY	2/4/2015	\$96.00	UNITED WAY W/H
<b>Total Checks</b>		<b>\$312,815.63</b>	

MONROE COUNTY PUBLIC LIBRARY  
CHECKING ACCOUNTS  
01/09/14 - 02/05/15

MainSource Checking Account/Check Register Total		\$312,815.63
Add: Electronic Withdrawals		
Merchant Services-Monthly Credit Card Fees (Feb. '15)		598.38
Fifth Third Checking-Monthly Service Charge (Jan. '15)		51.75
MainSource Checking-Monthly Service Charge (Feb.'15)		35.00
MainSource Savings Acct. Service Charge ()		0.00
Add: Payrolls		
Vouchers 01/09/15 Payroll (ECI)		120,165.88
Electronic transfer (ECI) employee/employer taxes		45,920.97
Electronic transfer (ECI) employer "HSA"		29,372.50
Electronic transfer (ECI) employee "HSA"		2,694.19
Electronic PERF pymt. 01/14/15		19,356.26
Electronic transfer 01/13/15 (TASC) employee "FSA"		270.38
Vouchers 01/23/15 Payroll (ECI)		116,771.97
Electronic transfer (ECI) employee/employer taxes		44,940.23
Electronic transfer (ECI) employer "HSA"		207.00
Electronic transfer (ECI) employee "HSA"		2,744.19
Electronic PERF pymt. 01/26/15		18,889.01
Electronic transfer 01/27/15 (TASC) employee "FSA"		270.38
		\$715,103.72
TOTAL OF A/P AND PAYROLL CHECK REGISTERS		\$715,103.72

**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>CHASE CARD SERVICES</p> <p>CARDMEMBER SERVICE</p> <p>PALATINE, IL 60094-4014</p>	<p style="text-align: right;">Claim 25729</p> <p>Purchase Order No. 0</p> <p>Terms</p> <p>Date Due</p>
--	--

Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
12/31/2014		E001-008-36400 TOM CHERRY MUFFLERS/VEHICLE REPAIR	\$295.00
1/2/2015		E001-005-31700 PAYPAL/CC MNTHLY FEE	\$59.95
1/8/2015		E019-001-44100 DISPLAYS2GO/FD/DISPLAY CASE-ADMIN	\$3,242.93
12/23/2014		E019-011-21350 SELECT EMBROIDERY/FD/KIDS BOOK KIT-BAGS	\$210.00
1/21/2015		E019-011-21350 DISCOUNT SCH SPLS/FD-CHILD/PROG. SPLS	\$154.68
12/28/2014		E001-019-31500 WUNDERKINDER/MNTHLY SOFTWARE MAINT.	\$19.96
12/29/2014		E001-007-21400 FEDEX OFFICE/DUPLICATING	\$29.98
12/30/2014		E019-007-33200 MAILCHIMP/E-NEWSLETTER SERVICE	\$22.50
1/11/2015		E001-019-31500 HOOTSUITE/MNTHLY SOCIAL MEDIA FEE	\$9.99
1/12/2015		E001-001-21200 OVERNIGHTPRINTS/BUS. CARDS-WOOD	\$39.70
1/22/2015		E001-010-21200 OVERNIGHTPRINTS/BUS. CARDS-OVERMAN	\$28.30
1/7/2015		E001-018-45100 GENEALOGY/BOOKS	\$78.84
1/8/2015		E001-018-45300 BOBY ELECTRIC/NONPRINT	\$95.80
1/7/2015		E019-026-21350 KROGER/TEEN SPLS/FOOD	\$31.62
1/19/2015		E016-010-21350 KROGER/VETERANS' GRANT/FOOD	\$15.98
1/20/2015		E028-010-21350 KROGER/FINRA-FOOD	\$29.46
1/5/2015		E026-019-44600 MSFT/EQUIP SALES TAX REFUND	(\$14.91)
1/5/2015		E026-019-44600 MSFT/LAPTOP	\$212.93
1/16/2015		E020-016-31500 DREAMHOST/MNTHLY FEE	\$39.92
1/16/2015		E001-019-31500 DREAMHOST/MNTHLY FEE	\$12.00
1/20/2015		E026-019-44600 NEWEGGBUS/CHROMEBOOK LAPTOP	\$235.39
1/20/2015		E001-019-23000 MONOPRICE/IS SPLS	\$42.41
1/5/2015		E001-006-32400 SOUTH CENTRAL IN/PROF. MTG.-KYLE	\$20.00
1/11/2015		E019-003-32300 AMTRAK/TRAVEL TO MTG.	\$55.00
1/22/2015		E019-003-21350 BARNES&NOBLE/SARA'S RETIREMENT PARTY	\$29.95
1/6/2015		E019-026-21350 BLGFDS/TEENS-WATER	\$9.98
<b>Total</b>			<b>\$5,007.36</b>

VOUCHER NO. 25729

WARRANT NO. 1540

CHASE CARD SERVICES

ALLOWED

IN THE SUM OF \$ \$5,007.36

\$ \$5,007.36

ON ACCOUNT OF APPROPRIATION FO



## Financial Report Comments

Reports as of 1-31-15

Board Meeting Date 2/18/15

Monthly Budget Report:

2015 is off to a good start. The following table compares the actual percentage of the budget used so far in the major categories this year compared to the guideline which is 8.33% after one month.

	% Spending Guideline	Actual % Spending
	Jan 31, 2015	
Wages and Benefits	8.33%	7.00%
Supplies	8.33%	4.60%
Other Services & Charges	8.33%	4.30%
Capital Outlay	8.33%	11.70%
Total Operating Expenditures	8.33%	7.00%

Within each major category some lines are over the guideline and in most cases they are offset by other lines that are under the guideline . I am happy to provide more information about individual lines if needed. It is helpful to get the questions by email before the board meeting so that answers can be researched.

Overall we have spent 7% of the annual budget which is under the guideline. The capital outlay category (mainly books and other collections) is over the guideline at this point but I am not concerned. The collection purchases are well managed and I am sure that as the year goes on we will be closer to the guideline. By year end we are usually right at the budgeted amount in this category.

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY SUMMARY OF BUDGET CATEGORIES  
AS OF JANUARY 31, 2015  
ONE MONTH = 8.3%

	2015 JANUARY	2014 JANUARY	2015 Y-T-D ACTUAL	2015 BUDGET	2014 Y-T-D ACTUAL	2015 Y-T-D BUDGET REMAINING	2015 % OF BUDGET USED	2015 % OF BUDGET REMAINING
<b>PERSONNEL SERVICES</b>								
SALARIES	292,266.92	297,792.73	292,266.92	4,009,355.83	297,792.73	3,717,088.91	7.3%	92.7%
EMPLOYEE BENEFITS	99,027.58	141,811.06	99,027.58	1,539,884.30	141,811.06	1,440,856.72	6.4%	93.6%
OTHER WAGES	0.00	0.00	0.00	15,000.00	0.00	15,000.00	0.0%	100.0%
<b>TOTAL PERSONNEL SERVICES</b>	<u>391,294.50</u>	<u>439,603.79</u>	<u>391,294.50</u>	<u>5,564,240.13</u>	<u>439,603.79</u>	<u>5,172,945.63</u>	<u>7.0%</u>	<u>93.0%</u>
<b>SUPPLIES</b>								
OFFICE SUPPLIES	2,697.39	1,550.21	2,697.39	59,100.00	1,550.21	56,402.61	4.6%	95.4%
OPERATING SUPPLIES	5,889.68	3,175.43	5,889.68	118,000.00	3,175.43	112,110.32	5.0%	95.0%
REPAIR & MAINT. SUPPLIES	836.93	729.10	836.93	27,900.00	729.10	27,063.07	3.0%	97.0%
<b>TOTAL SUPPLIES</b>	<u>9,424.00</u>	<u>5,454.74</u>	<u>9,424.00</u>	<u>205,000.00</u>	<u>5,454.74</u>	<u>195,576.00</u>	<u>4.6%</u>	<u>95.4%</u>
<b>OTHER SERVICES &amp; CHARGES</b>								
PROFESSIONAL SERVICES	20,535.83	10,809.40	20,535.83	366,100.00	10,809.40	345,564.17	5.6%	94.4%
COMMUNICATION & TRANSPORTATION	4,151.55	4,348.14	4,151.55	91,600.00	4,348.14	87,448.45	4.5%	95.5%
PRINTING & ADVERTISING	0.00	249.77	0.00	11,682.79	249.77	11,682.79	0.0%	100.0%
INSURANCE	0.00	0.00	0.00	70,000.00	0.00	70,000.00	0.0%	100.0%
UTILITIES	25,417.91	30,498.22	25,417.91	351,650.00	30,498.22	326,232.09	7.2%	92.8%
REPAIR & MAINTENANCE	2,347.77	1,859.00	2,347.77	57,500.00	1,859.00	55,152.23	4.1%	95.9%
RENTALS	-583.42	9,514.40	-583.42	38,850.00	9,514.40	39,433.42	-1.5%	101.5%
ELECTRONIC SERVICES	7,130.86	3,833.09	7,130.86	289,239.89	3,833.09	282,109.03	2.5%	97.5%
OTHER CHARGES	5,589.65	7,511.35	5,589.65	219,200.00	7,511.35	213,610.35	2.6%	97.4%
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<u>64,590.15</u>	<u>68,623.37</u>	<u>64,590.15</u>	<u>1,495,822.68</u>	<u>68,623.37</u>	<u>1,431,232.53</u>	<u>4.3%</u>	<u>95.7%</u>
<b>CAPITAL OUTLAY</b>								
FURNITURE & EQUIPMENT	0.00	0.00	0.00	34,000.00	0.00	34,000.00	0.0%	100.0%
OTHER CAPITAL OUTLAY	114,763.38	64,115.20	114,763.38	946,967.11	64,115.20	832,203.73	12.1%	87.9%
<b>TOTAL CAPITAL OUTLAY</b>	<u>114,763.38</u>	<u>64,115.20</u>	<u>114,763.38</u>	<u>980,967.11</u>	<u>64,115.20</u>	<u>866,203.73</u>	<u>11.7%</u>	<u>88.3%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u><u>580,072.03</u></u>	<u><u>577,797.10</u></u>	<u><u>580,072.03</u></u>	<u><u>8,246,029.92</u></u>	<u><u>577,797.10</u></u>	<u><u>7,665,957.89</u></u>	<u><u>7.0%</u></u>	<u><u>93.0%</u></u>

2014 BUDGET 8,011,683.99  
% USED IN 2014 7.2%

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF JANUARY 31, 2015

	2015 JANUARY	2014 JANUARY	2015 Y-T-D ACTUAL	2015 BUDGET	2014 Y-T-D ACTUAL	2015 Y-T-D BUDGET REMAINING	2015 % OF BUDGET USED	2015 % OF BUDGET REMAINING
PERSONNEL SERVICES (1000'S)								
SALARIES								
1120 ADMINISTRATION	14,567.85	14,405.24	14,567.85	191,013.36	14,405.24	176,445.51	7.6%	92.4%
1130 PROFESSIONAL/SUPERVISORS	50,071.61	45,081.13	50,071.61	647,755.18	45,081.13	597,683.57	7.7%	92.3%
1140 PROFESSIONAL ASSISTANTS	93,125.08	95,672.25	93,125.08	1,268,307.00	95,672.25	1,175,181.92	7.3%	92.7%
1150 SPECIALISTS & TECHNICIANS	57,294.60	60,817.93	57,294.60	806,353.96	60,817.93	749,059.36	7.1%	92.9%
1160 CLERICAL ASSISTANTS	33,933.97	36,262.02	33,933.97	454,908.96	36,262.02	420,974.99	7.5%	92.5%
1170 PAGES	15,124.01	16,481.67	15,124.01	249,535.37	16,481.67	234,411.36	6.1%	93.9%
1190 BUILDING MAINTENANCE	28,149.80	29,072.49	28,149.80	391,482.00	29,072.49	363,332.20	7.2%	92.8%
<b>TOTAL SALARIES</b>	<b>292,266.92</b>	<b>297,792.73</b>	<b>292,266.92</b>	<b>4,009,355.83</b>	<b>297,792.73</b>	<b>3,717,088.91</b>	<b>7.3%</b>	<b>92.7%</b>
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	17,401.35	17,618.37	17,401.35	248,476.51	17,618.37	231,075.16	7.0%	93.0%
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	27,879.25	27,416.83	27,879.25	367,238.79	27,416.83	339,359.54	7.6%	92.4%
12301 ENCUMBERED PERF	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
1235 EMPLOYEE/PERF	7,561.61	7,343.83	7,561.61	98,367.75	7,343.83	90,806.14	7.7%	92.3%
1240 EMPLOYER CONT/INSURANCE	42,115.71	85,311.66	42,115.71	758,392.34	85,311.66	716,276.63	5.6%	94.4%
1250 EMPLOYER CONT/MEDICARE	4,069.66	4,120.37	4,069.66	57,408.91	4,120.37	53,339.25	7.1%	92.9%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>99,027.58</b>	<b>141,811.06</b>	<b>99,027.58</b>	<b>1,539,884.30</b>	<b>141,811.06</b>	<b>1,440,856.72</b>	<b>6.4%</b>	<b>93.6%</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	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
<b>TOTAL OTHER WAGES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.0%</b>	<b>100.0%</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>391,294.50</b>	<b>439,603.79</b>	<b>391,294.50</b>	<b>5,564,240.13</b>	<b>439,603.79</b>	<b>5,172,945.63</b>	<b>7.0%</b>	<b>93.0%</b>
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
2110 OFFICIAL RECORDS	0.00	0.00	0.00	1,100.00	0.00	1,100.00	0.0%	100.0%
2120 STATIONERY & PRINTING	0.00	0.00	0.00	1,100.00	0.00	1,100.00	0.0%	100.0%
2130 OFFICE SUPPLIES	463.09	368.99	463.09	13,650.00	368.99	13,186.91	3.4%	96.6%
2135 GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2140 DUPLICATING	2,234.30	1,181.22	2,234.30	43,250.00	1,181.22	41,015.70	5.2%	94.8%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL OFFICE SUPPLIES</b>	<b>2,697.39</b>	<b>1,550.21</b>	<b>2,697.39</b>	<b>59,100.00</b>	<b>1,550.21</b>	<b>56,402.61</b>	<b>4.6%</b>	<b>95.4%</b>

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

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF JANUARY 31, 2015

	2015 JANUARY	2014 JANUARY	2015 Y-T-D ACTUAL	2015 BUDGET	2014 Y-T-D ACTUAL	2015 Y-T-D BUDGET REMAINING	2015 % OF BUDGET USED	2015 % OF BUDGET REMAINING
<b>OPERATING SUPPLIES</b>								
2210 CLEANING SUPPLIES	4,553.37	2,006.50	4,553.37	38,200.00	2,006.50	33,646.63	11.9%	88.1%
2220 FUEL, OIL, & LUBRICANTS	461.98	1,090.47	461.98	10,500.00	1,090.47	10,038.02	4.4%	95.6%
2230 CATALOGING SUPPLIES-BOOKS	0.00	0.00	0.00	7,000.00	0.00	7,000.00	0.0%	100.0%
2240 A/V SUPPLIES-CATALOGING	298.68	0.00	298.68	9,700.00	0.00	9,401.32	3.1%	96.9%
2250 CIRCULATION SUPPLIES	26.34	78.46	26.34	35,000.00	78.46	34,973.66	0.1%	99.9%
2260 LIGHT BULBS	0.00	0.00	0.00	7,000.00	0.00	7,000.00	0.0%	100.0%
2280 UNIFORMS	424.31	0.00	424.31	1,900.00	0.00	1,475.69	22.3%	77.7%
2290 DISPLAY/EXHIBIT SUPPLIES	125.00	0.00	125.00	8,700.00	0.00	8,575.00	1.4%	98.6%
<b>TOTAL OPERATING SUPPLIES</b>	<b>5,889.68</b>	<b>3,175.43</b>	<b>5,889.68</b>	<b>118,000.00</b>	<b>3,175.43</b>	<b>112,110.32</b>	<b>5.0%</b>	<b>95.0%</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>								
2300 IS SUPPLIES	239.60	199.99	239.60	6,500.00	199.99	6,260.40	3.7%	96.3%
2310 BUILDING MATERIALS & SUPPLIES	597.33	403.55	597.33	21,000.00	403.55	20,402.67	2.8%	97.2%
2320 PAINT & PAINTING SUPPLIES	0.00	125.56	0.00	400.00	125.56	400.00	0.0%	100.0%
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>836.93</b>	<b>729.10</b>	<b>836.93</b>	<b>27,900.00</b>	<b>729.10</b>	<b>27,063.07</b>	<b>3.0%</b>	<b>97.0%</b>
<b>TOTAL SUPPLIES</b>	<b>9,424.00</b>	<b>5,454.74</b>	<b>9,424.00</b>	<b>205,000.00</b>	<b>5,454.74</b>	<b>195,576.00</b>	<b>4.6%</b>	<b>95.4%</b>
<b>OTHER SERVICES/CHARGES (3000'S)</b>								
<b>PROFESSIONAL SERVICES</b>								
3004 MISC. UNAPPROPRIATED	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3110 CONSULTING SERVICES	530.00	0.00	530.00	11,000.00	0.00	10,470.00	4.8%	95.2%
3120 ENGINEERING/ARCHITECTURAL	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
31201 ENCUM. ENGINEERING/ARCHITECT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3130 LEGAL SERVICES	810.00	0.00	810.00	15,000.00	0.00	14,190.00	5.4%	94.6%
3140 BUILDING SERVICES	4,471.80	1,970.05	4,471.80	34,000.00	1,970.05	29,528.20	13.2%	86.8%
3150 MAINTENANCE CONTRACTS	3,460.37	2,560.46	3,460.37	156,100.00	2,560.46	152,639.63	2.2%	97.8%
3160 COMPUTER SERVICES (OCLC)	5,148.67	5,323.12	5,148.67	73,000.00	5,323.12	67,851.33	7.1%	92.9%
3170 ADMIN/ACCOUNTING SERVICES	4,763.54	955.77	4,763.54	46,000.00	955.77	41,236.46	10.4%	89.6%
3175 COLLECTION AGENCY SERVICES	1,351.45	0.00	1,351.45	21,000.00	0.00	19,648.55	6.4%	93.6%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>20,535.83</b>	<b>10,809.40</b>	<b>20,535.83</b>	<b>366,100.00</b>	<b>10,809.40</b>	<b>345,564.17</b>	<b>5.6%</b>	<b>94.4%</b>
<b>COMMUNICATION &amp; TRANSPORTATION</b>								
3210 TELEPHONE	2,021.31	2,375.83	2,021.31	35,800.00	2,375.83	33,778.69	5.6%	94.4%
3215 CABLE TV	6.62	4.76	6.62	0.00	4.76	-6.62	#DIV/0!	#DIV/0!
3220 POSTAGE	1,086.37	1,832.03	1,086.37	24,000.00	1,832.03	22,913.63	4.5%	95.5%
3230 TRAVEL EXPENSE	0.00	91.52	0.00	10,000.00	91.52	10,000.00	0.0%	100.0%
3240 PROFESSIONAL MTG. (OFF-SITE)	60.00	44.00	60.00	10,000.00	44.00	9,940.00	0.6%	99.4%
3250 CONTINUING ED. (ON-SITE)	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
32501 ENCUMBERED CONTINU. ED.(ON-SITE)	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3260 FREIGHT & DELIVERY	977.25	0.00	977.25	1,800.00	0.00	822.75	54.3%	45.7%
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>4,151.55</b>	<b>4,348.14</b>	<b>4,151.55</b>	<b>91,600.00</b>	<b>4,348.14</b>	<b>87,448.45</b>	<b>4.5%</b>	<b>95.5%</b>

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF JANUARY 31, 2015

	2015 JANUARY	2014 JANUARY	2015 Y-T-D ACTUAL	2015 BUDGET	2014 Y-T-D ACTUAL	2015 Y-T-D BUDGET REMAINING	2015 % OF BUDGET USED	2015 % OF BUDGET REMAINING
<b>PRINTING &amp; ADVERTISING</b>								
3310 ADVERTISING & PUBLICATION	0.00	249.77	0.00	2,600.00	249.77	2,600.00	0.0%	100.0%
3320 PRINTING	0.00	0.00	0.00	5,000.00	0.00	5,000.00	0.0%	100.0%
33201 ENCUMBERED PRINTING	0.00	0.00	0.00	4,082.79	0.00	4,082.79	0.0%	100.0%
<b>TOTAL PRINTING &amp; ADVERTISING</b>	<b>0.00</b>	<b>249.77</b>	<b>0.00</b>	<b>11,682.79</b>	<b>249.77</b>	<b>11,682.79</b>	<b>0.0%</b>	<b>100.0%</b>
<b>INSURANCE</b>								
3410 OFFICIAL BOND	0.00	0.00	0.00	600.00	0.00	600.00	0.0%	100.0%
3420 OTHER INSURANCE	0.00	0.00	0.00	69,400.00	0.00	69,400.00	0.0%	100.0%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>70,000.00</b>	<b>0.00</b>	<b>70,000.00</b>	<b>0.0%</b>	<b>100.0%</b>
<b>UTILITIES</b>								
3510 GAS	788.93	653.52	788.93	4,950.00	653.52	4,161.07	15.9%	84.1%
3520 ELECTRICITY	23,715.87	28,843.24	23,715.87	318,400.00	28,843.24	294,684.13	7.4%	92.6%
3530 WATER	913.11	1,001.46	913.11	28,300.00	1,001.46	27,386.89	3.2%	96.8%
<b>TOTAL UTILITIES</b>	<b>25,417.91</b>	<b>30,498.22</b>	<b>25,417.91</b>	<b>351,650.00</b>	<b>30,498.22</b>	<b>326,232.09</b>	<b>7.2%</b>	<b>92.8%</b>
<b>REPAIR &amp; MAINTENANCE</b>								
3610 BUILDING REPAIR	1,430.45	1,844.00	1,430.45	25,000.00	1,844.00	23,569.55	5.7%	94.3%
3630 OTHER EQUIP/FURNITURE REPAIRS	587.10	0.00	587.10	18,500.00	0.00	17,912.90	3.2%	96.8%
3640 VEHICLE REPAIR & MAINTENANCE	114.60	15.00	114.60	11,500.00	15.00	11,385.40	1.0%	99.0%
3650 MATERIAL BINDING/REPAIR SERV.	215.62	0.00	215.62	2,500.00	0.00	2,284.38	8.6%	91.4%
<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>2,347.77</b>	<b>1,859.00</b>	<b>2,347.77</b>	<b>57,500.00</b>	<b>1,859.00</b>	<b>55,152.23</b>	<b>4.1%</b>	<b>95.9%</b>
<b>RENTALS</b>								
3710 REAL ESTATE RENTAL/PARKING	-583.42	9,514.40	-583.42	38,850.00	9,514.40	39,433.42	-1.5%	101.5%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL RENTALS</b>	<b>-583.42</b>	<b>9,514.40</b>	<b>-583.42</b>	<b>38,850.00</b>	<b>9,514.40</b>	<b>39,433.42</b>	<b>-1.5%</b>	<b>101.5%</b>
<b>ELECTRONIC SERVICES</b>								
38450 DATABASES SERVICES	4,876.78	2,520.00	4,876.78	173,210.21	2,520.00	168,333.43	2.8%	97.2%
38460 E-BOOKS SERVICES	2,254.08	1,313.09	2,254.08	116,029.68	1,313.09	113,775.60	1.9%	98.1%
<b>TOTAL ELECTRONIC SERVICES</b>	<b>7,130.86</b>	<b>3,833.09</b>	<b>7,130.86</b>	<b>289,239.89</b>	<b>3,833.09</b>	<b>282,109.03</b>	<b>2.5%</b>	<b>97.5%</b>
<b>OTHER CHARGES</b>								
3910 DUES/INSTITUTIONAL	4,506.65	6,551.35	4,506.65	8,200.00	6,551.35	3,693.35	55.0%	45.0%
3920 INTEREST/TEMPORARY LOAN	0.00	0.00	0.00	2,000.00	0.00	2,000.00	0.0%	100.0%
3940 TRANSFER TO LIRF	0.00	0.00	0.00	205,000.00	0.00	205,000.00	0.0%	100.0%
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	1,083.00	960.00	1,083.00	4,000.00	960.00	2,917.00	27.1%	72.9%
<b>TOTAL OTHER CHARGES</b>	<b>5,589.65</b>	<b>7,511.35</b>	<b>5,589.65</b>	<b>219,200.00</b>	<b>7,511.35</b>	<b>213,610.35</b>	<b>2.6%</b>	<b>20 97.4%</b>

TOTAL OTHER SERVICES/CHARGES	64,590.15	68,623.37	64,590.15	1,495,822.68	68,623.37	1,431,232.53	4.3%	95.7%
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MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF JANUARY 31, 2015

	2015 JANUARY	2014 JANUARY	2015 Y-T-D ACTUAL	2015 BUDGET	2014 Y-T-D ACTUAL	2015 Y-T-D BUDGET REMAINING	2015 % OF BUDGET USED	2015 % OF BUDGET REMAINING
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
4430 OTHER EQUIPMENT	0.00	0.00	0.00	20,000.00	0.00	20,000.00	0.0%	100.0%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4445 BUILDING RENOVATIONS	0.00	0.00	0.00	4,000.00	0.00	4,000.00	0.0%	100.0%
4460 IS EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4465 IS SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4470 EQUIPMENT - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4475 SOFTWARE - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL FURNITURE & EQUIPMENT	0.00	0.00	0.00	34,000.00	0.00	34,000.00	0.0%	100.0%
OTHER CAPITAL OUTLAY								
4510 BOOKS	70,838.86	40,680.14	70,838.86	551,699.46	40,680.14	480,860.60	12.8%	87.2%
4520 PERIODICALS & NEWSPAPERS	710.96	1,832.85	710.96	42,678.29	1,832.85	41,967.33	1.7%	98.3%
4530 NONPRINT MATERIALS	43,213.56	21,602.21	43,213.56	352,589.36	21,602.21	309,375.80	12.3%	87.7%
TOTAL OTHER CAPITAL OUTLAY	114,763.38	64,115.20	114,763.38	946,967.11	64,115.20	832,203.73	12.1%	87.9%
TOTAL CAPITAL OUTLAY	114,763.38	64,115.20	114,763.38	980,967.11	64,115.20	866,203.73	11.7%	88.3%
TOTAL OPERATING EXPENDITURES	<u>580,072.03</u>	<u>577,797.10</u>	<u>580,072.03</u>	<u>8,246,029.92</u>	<u>577,797.10</u>	<u>7,665,957.89</u>	<u>7.0%</u>	<u>93.0%</u>

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

**MONROE COUNTY PUBLIC LIBRARY**

**Operating Budget & Expenditure Report**

January 1, 2015 to January 31, 2015

1 month = 8.3%

Object	Object Descr	2015 Budget	Jan.	2015 YTD Amt	2015 YTD Balance	2015 %YTD Budget
11200	ADMINISTRATION	\$191,013.36	\$14,567.85	\$14,567.85	\$176,445.51	7.63%
11300	PROF/SUPERVISORS	\$647,755.18	\$50,071.61	\$50,071.61	\$597,683.57	7.73%
11400	PROFESSIONAL ASSISTANT	\$1,268,307.00	\$93,125.08	\$93,125.08	\$1,175,181.92	7.34%
11500	SPECIALIST/TECHNICIANS	\$806,353.96	\$57,294.60	\$57,294.60	\$749,059.36	7.11%
11600	CLERICAL ASSISTANTS	\$454,908.96	\$33,933.97	\$33,933.97	\$420,974.99	7.46%
11700	PAGES	\$249,535.37	\$15,124.01	\$15,124.01	\$234,411.36	6.06%
11800	TEMPORAY STAFF	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
11900	BUILDING	\$391,482.00	\$28,149.80	\$28,149.80	\$363,332.20	7.19%
12100	FICA/EMPLOYER	\$248,476.51	\$17,401.35	\$17,401.35	\$231,075.16	7.00%
12200	UNEMPLOYMENT	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
12300	PERF/EMPLOYER	\$367,238.79	\$27,879.25	\$27,879.25	\$339,359.54	7.59%
12350	PERF/EMPLOYEE	\$98,367.75	\$7,561.61	\$7,561.61	\$90,806.14	7.69%
12400	INS/EMPLOYER	\$758,392.34	\$42,115.71	\$42,115.71	\$716,276.63	5.55%
12500	MEDICARE/EMPLOYER	\$57,408.91	\$4,069.66	\$4,069.66	\$53,339.25	7.09%
13100	WORK STUDY	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
21100	OFFICIAL RECORDS	\$1,100.00	\$0.00	\$0.00	\$1,100.00	0.00%
21200	STATIONERY/BUS. CARDS	\$1,100.00	\$0.00	\$0.00	\$1,100.00	0.00%
21300	OFFICE SUPPLIES	\$13,650.00	\$463.09	\$463.09	\$13,186.91	3.39%
21400	DUPLICATING	\$43,250.00	\$2,234.30	\$2,234.30	\$41,015.70	5.17%
22100	CLEANING SUPPLIES	\$38,200.00	\$4,553.37	\$4,553.37	\$33,646.63	11.92%
22200	FUEL/OIL/LUBRICANTS	\$10,500.00	\$461.98	\$461.98	\$10,038.02	4.40%
22300	CATALOGING	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
22400	A/V SUPPLIES/CATALOG	\$9,700.00	\$298.68	\$298.68	\$9,401.32	3.08%
22500	CIRCULATION SUPPLIES	\$35,000.00	\$26.34	\$26.34	\$34,973.66	0.08%
22600	LIGHT BULBS	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
22800	UNIFORMS	\$1,900.00	\$424.31	\$424.31	\$1,475.69	22.33%
22900	DISPLAY/EXHIBITS	\$8,700.00	\$125.00	\$125.00	\$8,575.69	1.44%
23000	IS SUPPLIES	\$6,500.00	\$239.60	\$239.60	\$6,260.40	3.69%
23100	BUILDING MATERIAL	\$21,000.00	\$597.33	\$597.33	\$20,402.67	2.84%
23200	PAINT/PAINTING	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
31100	CONSULTING SERVICES	\$11,000.00	\$530.00	\$530.00	\$10,470.00	4.82%

Object	Object Descr	2015 Budget	Jan.	2015 YTD Amt	2015 YTD Balance	2015 %YTD Budget
31200	ENGINEERING/ARCHITECT	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
31300	LEGAL SERVICES	\$15,000.00	\$810.00	\$810.00	\$14,190.00	5.40%
31400	BUILDING SERVICES	\$34,000.00	\$4,471.80	\$4,471.80	\$29,528.20	13.15%
31500	MAINTENANCE	\$156,100.00	\$3,460.37	\$3,460.37	\$152,139.63	2.22%
31600	COMPUTER SERVICES	\$73,000.00	\$5,148.67	\$5,148.67	\$67,851.33	7.05%
31700	ADMIN/ACCOUNTING	\$46,000.00	\$4,763.54	\$4,763.54	\$41,236.46	10.36%
31750	COLLECTION AGENCY	\$21,000.00	\$1,351.45	\$1,351.45	\$19,648.55	6.44%
32100	TELEPHONE	\$35,800.00	\$2,021.31	\$2,021.31	\$33,778.69	5.65%
32150	CABLE TV SERVICE	\$0.00	\$6.62	\$6.62	-\$6.62	0.00%
32200	POSTAGE	\$24,000.00	\$1,086.37	\$1,086.37	\$22,913.63	4.53%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$60.00	\$60.00	\$9,940.00	0.60%
32500	CONTINUING	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
32600	FREIGHT/DELIVERY	\$1,800.00	\$977.25	\$977.25	\$822.75	54.29%
33100	ADVERTISING/PUBLICATI	\$2,600.00	\$0.00	\$0.00	\$2,600.00	0.00%
33200	PRINTING SERVICES	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
33201	ENCUMBERED PRINTING	\$4,082.79	\$0.00	\$0.00	\$4,082.79	0.00%
34100	OFFICIAL BOND INS.	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
34200	OTHER INSURANCE	\$69,400.00	\$0.00	\$0.00	\$69,400.00	0.00%
35100	GAS	\$4,950.00	\$788.93	\$788.93	\$4,161.07	15.94%
35200	ELECTRICITY	\$318,400.00	\$23,715.87	\$23,715.87	\$294,684.13	7.45%
35300	WATER	\$28,300.00	\$913.11	\$913.11	\$27,386.89	3.23%
36100	BUILDING REPAIRS	\$25,000.00	\$1,430.45	\$1,430.45	\$23,569.55	5.72%
36300	OTHER	\$18,500.00	\$587.10	\$587.10	\$17,912.90	3.17%
36400	VEHICLE	\$11,500.00	\$114.60	\$114.60	\$11,385.40	1.00%
36500	MATERIALS	\$2,500.00	\$215.62	\$215.62	\$2,284.38	8.62%
37100	REAL ESTATE	\$38,850.00	-\$583.42	-\$583.42	\$39,433.42	-1.50%
38450	DATABASES	\$173,210.21	\$4,876.78	\$4,876.78	\$168,333.43	2.82%
38460	E-BOOKS	\$116,029.68	\$2,254.08	\$2,254.08	\$113,775.60	1.94%
39100	DUES/INSTITUTIONAL	\$8,200.00	\$4,506.65	\$4,506.65	\$3,693.35	54.96%
39200	INTEREST/TEMPORARY	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
39400	TRANSFER TO LIRF	\$205,000.00	\$0.00	\$0.00	\$205,000.00	0.00%
39500	EDUCATIONAL/LICENSING	\$4,000.00	\$1,083.00	\$1,083.00	\$2,917.00	27.08%
44100	FURNITURE	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%



Object	Object Descr	2015 Budget	Jan.	2015 YTD Amt	2015 YTD Balance	2015 %YTD Budget
44300	OTHER EQUIPMENT	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
44450	BUILDING RENOVATION	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
45100	BOOKS	\$551,699.46	\$70,838.86	\$70,838.86	\$480,860.60	12.84%
45200	PERIODICALS/NEWSPAPERS	\$42,678.29	\$710.96	\$710.96	\$41,967.33	1.67%
45300	NONPRINT MATERIALS	\$352,589.36	\$43,213.56	\$43,213.56	\$309,375.80	12.26%
		\$8,246,029.92	\$580,072.03	\$580,072.03	\$7,665,957.89	7.03%

**MONROE COUNTY PUBLIC LIBRARY**

**LIRF Budget & Expenditure Report**

January 1, 2015 to January 31, 2015

1 month = 8.3%

Object	Object Descr	2015 Budget	Jan.	YTD Amount	2015	2015
					YTD Balance	%YTD Budget
36100	BUILDING REPAIRS	\$100,000.00	\$10,761.25	\$10,761.25	\$89,238.75	10.76%
44300	OTHER EQUIPMENT	\$100,000.00	\$266.37	\$266.37	\$99,733.63	0.27%
44450	BUILDING RENOVATION	\$150,000.00	\$3,997.00	\$3,997.00	\$146,003.00	2.66%
44600	IS EQUIPMENT	\$0.00	\$649.95	\$649.95	-\$649.95	0.00%
		\$350,000.00	\$15,674.57	\$15,674.57	\$334,325.43	4.48%

**MONROE COUNTY PUBLIC LIBRARY**

**Debt Service Budget & Expenditures Report**

January 1, 2015 to January 31, 2015

1 month = 8.3%

Object Object Descr	2015 Budget	Jan.	2015 YTD Amt	2015 YTD Balance	2015 %YTD Budget
37100 REAL ESTATE	\$620,000.00	\$0.00	\$0.00	\$620,000.00	0.00%
39200 INTEREST/TEMPO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39250 PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450 TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$620,000.00	\$0.00	\$0.00	\$620,000.00	0.00%

**MONROE COUNTY PUBLIC LIBRARY**

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**Rainy Day Budget & Expenditures Report**

January 1, 2015 to January 31, 2015

1 month = 8.3%

Object	Object Descr	2015 Budget	Jan.	2015 YTD Amt	2015 YTD Balance	2015 %YTD Budget
31100	CONSULTING SERVICES	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
31200	ENGINEERING/ARCHITECT	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
31300	LEGAL SERVICES	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
36100	BUILDING REPAIRS	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
44100	FURNITURE	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
44300	OTHER EQUIPMENT	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
44450	BUILDING RENOVATION	\$140,000.00	\$94,160.00	\$94,160.00	\$45,840.00	67.26%
		\$400,000.00	\$94,160.00	\$94,160.00	\$305,840.00	23.54%

**MONROE COUNTY PUBLIC LIBRARY**

**Special Revenue Budget & Expenditure Report**

January 1, 2015 to January 31, 2015

1 month = 8.3%

Object Object Descr	2015		2015		2015
	Budget	Jan.	YTD Amount	YTD Balance	%YTD Budget
11300 PROF/SUPERVISORS	\$0.00	\$4,940.44	\$4,940.44	-\$4,940.44	0.00%
11400 PROFESSIONAL ASSISTANT	\$0.00	\$9,606.99	\$9,606.99	-\$9,606.99	0.00%
11600 CLERICAL ASSISTANTS	\$0.00	\$11,819.49	\$11,819.49	-\$11,819.49	0.00%
12100 FICA/EMPLOYER	\$0.00	\$1,565.05	\$1,565.05	-\$1,565.05	0.00%
12300 PERF/EMPLOYER	\$0.00	\$2,068.10	\$2,068.10	-\$2,068.10	0.00%
12350 PERF/EMPLOYEE CONTRIB.	\$0.00	\$553.95	\$553.95	-\$553.95	0.00%
12400 INS/EMPLOYER	\$0.00	\$5,669.80	\$5,669.80	-\$5,669.80	0.00%
12500 MEDICARE/EMPLOYER	\$0.00	\$366.02	\$366.02	-\$366.02	0.00%
31100 CONSULTING SERVICES	\$0.00	\$198.00	\$198.00	-\$198.00	0.00%
31500 MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31600 COMPUTER SERVICES	\$0.00	\$51.92	\$51.92	-\$51.92	0.00%
31650 DIGITIZATION SERVICES	\$0.00	\$765.00	\$765.00	-\$765.00	0.00%
31700 ADMIN/ACCOUNTING	\$0.00	\$9.85	\$9.85	-\$9.85	0.00%
32100 TELEPHONE	\$0.00	\$155.42	\$155.42	-\$155.42	0.00%
32150 CABLE TV SERVICE	\$0.00	\$15.46	\$15.46	-\$15.46	0.00%
37100 REAL ESTATE	\$0.00	-\$72.40	-\$72.40	\$72.40	0.00%
39100 DUES/INSTITUTIONAL	\$0.00	\$516.00	\$516.00	-\$516.00	0.00%
39600 COMMUNITY NEWS	\$0.00	\$2,500.00	\$2,500.00	-\$2,500.00	0.00%
44700 EQUIPMENT - CATS	\$0.00	-\$59.00	-\$59.00	\$59.00	0.00%
	\$0.00	\$40,670.09	\$40,670.09	-\$40,670.09	0.00%

**MONROE COUNTY PUBLIC LIBRARY**

**Gen. Obligation Bond Budget & Expenditure**

January 1, 2015 to January 31, 2015

1 month = 8.3%

Object	Object Descr	2015		2015		2015 %YTD Budget
		Budget	Jan.	YTD Amount	YTD Balance	
31700	ADMIN/ACCOUNTING	\$0.00	\$250.00	\$250.00	-\$250.00	0.00%
44100	FURNITURE	\$100,000.00	\$19,405.20	\$19,405.20	\$80,594.80	19.41%
44450	BUILDING	\$100,000.00	\$20,000.00	\$20,000.00	\$80,000.00	20.00%
44600	IS EQUIPMENT	\$106,990.00	\$799.80	\$799.80	\$106,190.20	0.75%
44700	EQUIPMENT - CATS	\$65,306.00	\$0.00	\$0.00	\$65,306.00	0.00%
		\$372,296.00	\$40,455.00	\$40,455.00	\$331,841.00	10.87%

**MONROE COUNTY PUBLIC LIBRARY**

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**Expenditure Summary compared to last year**

2015 compared to 2014: Period Ending January

Fund	Fund Descr	2015 Budget	January 2015 Amt	2015 YTD Amt	2014 Budget	January 2014 Amt	2014 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$8,246,029.92	\$580,072.03	\$580,072.03	\$8,011,683.99	\$577,797.10	\$577,797.10	0.39%
002	JAIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
003	CLEARING	\$0.00	\$787.08	\$787.08	\$0.00	\$0.00	\$0.00	0.00%
004	GIFT UNRESTRICTED	\$0.00	\$4,400.00	\$4,400.00	\$0.00	\$0.00	\$0.00	0.00%
005	PLAC	\$0.00	\$2,450.00	\$2,450.00	\$0.00	\$2,300.00	\$2,300.00	6.52%
006	RETIREEES	\$0.00	\$74.84	\$74.84	\$0.00	\$137.37	\$137.37	-45.52%
007	LIRF	\$350,000.00	\$15,674.57	\$15,674.57	\$366,000.00	\$0.00	\$0.00	0.00%
008	DEBT SERVICE	\$620,000.00	\$0.00	\$0.00	\$607,768.00	\$0.00	\$0.00	0.00%
009	RAINY DAY	\$400,000.00	\$94,160.00	\$94,160.00	\$400,000.00	\$0.00	\$0.00	0.00%
010	PAYROLL	\$0.00	\$314,819.67	\$314,819.67	\$0.00	\$332,391.68	\$332,391.68	-5.29%
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	\$6,887.27	\$6,887.27	\$0.00	\$1,908.82	\$1,908.82	260.81%
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	\$2,528.49	\$2,528.49	\$0.00	\$4,424.13	\$4,424.13	-42.85%
020	SPECIAL REVENUE	\$0.00	\$40,670.09	\$40,670.09	\$664,141.32	\$53,120.43	\$53,120.43	-23.44%
021	CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$418,856.68	\$418,856.68	-100.00%
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	\$385.94	\$385.94	\$0.00	\$0.00	\$0.00	0.00%
025	LSTA-SMITHVILLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
026	G O BOND	\$372,296.00	\$40,455.00	\$40,455.00	\$125,000.00	\$87,881.07	\$87,881.07	-53.97%
027	COMMUNITY FDTN	\$0.00	\$900.00	\$900.00	\$27,485.00	\$895.19	\$895.19	0.54%
028	FINRA 2014	\$0.00	\$2,841.60	\$2,841.60	\$0.00	\$0.00	\$0.00	0.00%
029	GO BOND 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$9,988,325.92	\$1,107,106.58	\$1,107,106.58	\$10,202,078.31	\$1,479,712.47	\$1,479,712.47	-25.18%

**MONROE COUNTY PUBLIC LIBRARY**

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

Source Descr	2015 YTD Budget	Jan	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
<b>Fund 001 OPERATING</b>					
PROPERTY	\$5,510,398.00	\$113,618.93	\$113,618.93	\$5,396,779.07	2.06%
INTANGIBLES TAX	\$17,000.00	\$0.00	\$0.00	\$17,000.00	0.00%
LICENSE EXCISE TAX	\$265,000.00	\$9,392.24	\$9,392.24	\$255,607.76	3.54%
COUNTY OPTION	\$1,968,000.00	\$164,036.08	\$164,036.08	\$1,803,963.92	8.34%
COMMERCIAL	\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.00%
US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELL COPIERS/PRINTERS	\$0.00	\$500.08	\$500.08	-\$500.08	0.00%
LOST/DAMAGED	\$0.00	\$1,469.54	\$1,469.54	-\$1,469.54	0.00%
FINES	\$160,000.00	\$11,971.31	\$11,971.31	\$148,028.69	7.48%
COLLECTION AGENCY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
BLGTN COPIERS &	\$12,500.00	\$1,796.15	\$1,796.15	\$10,703.85	14.37%
MISCELLANEOUS	\$0.00	\$141.12	\$141.12	-\$141.12	0.00%
PUBLIC LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MEETING ROOM FEES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
GARNISHMENT FEES	\$0.00	\$5.52	\$5.52	-\$5.52	0.00%
E-RATE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PLAC DISTRIBUTION	\$12,500.00	\$0.00	\$0.00	\$12,500.00	0.00%
REALESTATE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
STATE DISTRIBUTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
READER PRINTER	\$0.00	\$28.35	\$28.35	-\$28.35	0.00%
OBITS	\$0.00	\$18.00	\$18.00	-\$18.00	0.00%
COIN TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$6,000.00	\$1,370.11	\$1,370.11	\$4,629.89	22.84%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Fund 001 OPERATING</b>	<b>\$7,997,398.00</b>	<b>\$304,347.43</b>	<b>\$304,347.43</b>	<b>\$7,693,050.57</b>	<b>3.80%</b>
<b>Fund 002 JAIL</b>					
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Fund 002 JAIL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Fund 003 CLEARING</b>					
CONFERENCE/RECEIPT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
REALESTATE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
YMCA RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PHONE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPLF CC RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPLF RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



Source Descr	2015 YTD Budget	Jan	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
ILL FINES/FEES	\$0.00	\$20.00	\$20.00	-\$20.00	0.00%
REIMBURSEMENT/CLE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE/COBRA	\$0.00	\$615.19	\$615.19	-\$615.19	0.00%
FEMA/CLEARING FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE/CLAIMS-	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 003 CLEARING	\$0.00	\$635.19	\$635.19	-\$635.19	0.00%
Fund 004 GIFT UNRESTRICTED					
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
UNRESTRICTED GIFT	\$0.00	\$1,172.96	\$1,172.96	-\$1,172.96	0.00%
INTEREST/DIVIDEND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 004 GIFT	\$0.00	\$1,172.96	\$1,172.96	-\$1,172.96	0.00%
Fund 005 PLAC					
PUBLIC LIBRARY	\$0.00	\$675.00	\$675.00	-\$675.00	0.00%
Fund 005 PLAC	\$0.00	\$675.00	\$675.00	-\$675.00	0.00%
Fund 006 RETIREES					
RETIREES INSURANCE	\$0.00	\$597.72	\$597.72	-\$597.72	0.00%
Fund 006 RETIREES	\$0.00	\$597.72	\$597.72	-\$597.72	0.00%
Fund 007 LIRF					
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIRF RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$205,000.00	\$0.00	\$0.00	\$205,000.00	0.00%
RENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 007 LIRF	\$205,000.00	\$0.00	\$0.00	\$205,000.00	0.00%
Fund 008 DEBT SERVICE					
PROPERTY	\$580,000.00	\$12,909.03	\$12,909.03	\$567,090.97	2.23%
INTANGIBLES TAX	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
LICENSE EXCISE TAX	\$30,000.00	\$1,061.14	\$1,061.14	\$28,938.86	3.54%
COMMERCIAL	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 008 DEBT	\$617,000.00	\$13,970.17	\$13,970.17	\$603,029.83	2.26%
Fund 009 RAINY DAY					
COUNTY OPTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPL OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Source Descr	2015 YTD Budget	Jan	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 009 RAINY DAY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 010 PAYROLL					
GROSS PAYROLL	\$0.00	\$324,508.23	\$324,508.23	-\$324,508.23	0.00%
Fund 010 PAYROLL	\$0.00	\$324,508.23	\$324,508.23	-\$324,508.23	0.00%
Fund 013 PETTY CASH					
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 013 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 014 CHANGE					
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 014 CHANGE	\$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%
INTEREST FROM RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RESTRICED GIFT	\$0.00	\$370.00	\$370.00	-\$370.00	0.00%
INTEREST/DIVIDEND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 016 GIFT-	\$0.00	\$370.00	\$370.00	-\$370.00	0.00%
Fund 019 GIFT-FOUNDATION					
MISCELLANEOUS	\$0.00	\$26.68	\$26.68	-\$26.68	0.00%
RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 019 GIFT-	\$0.00	\$26.68	\$26.68	-\$26.68	0.00%
Fund 020 SPECIAL REVENUE					
MISCELLANEOUS	\$0.00	\$340.00	\$340.00	-\$340.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CONTRACT-	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 020 SPECIAL	\$0.00	\$340.00	\$340.00	-\$340.00	0.00%
Fund 021 CAPITAL PROJECTS					
PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTANGIBLES TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LICENSE EXCISE TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
COMMERCIAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 021 CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 024 FINRA GRANT					
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 024 FINRA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 026 G O BOND					

Source Descr	2015 YTD Budget	Jan	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
BOND SALE	\$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%
Fund 027 COMMUNITY FDTN GRANT					
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 027 COMMUNITY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 028 FINRA 2014					
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$385.94	\$385.94	-\$385.94	0.00%
Fund 028 FINRA 2014	\$0.00	\$385.94	\$385.94	-\$385.94	0.00%
	\$8,819,398.00	\$647,029.32	\$647,029.32	\$8,172,368.68	7.34%

**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**  
Current Period: January 2015

FUND Descr	01/01/15	MTD Debit	MTD Credit	01/31/15	Bal Sht Descr
OPERATING	\$28,916.25	\$8,014.67	\$32,943.83	\$3,987.09	ONB/MONROE BANK CHECKING
OPERATING	\$23,678.84	\$8,003.84	\$27,741.30	\$3,941.38	GERMAN AMER./UNITED COMMERCE
OPERATING	-\$14,759.44	\$90.95	\$51.75	-\$14,720.24	FIFTH THIRD BANK CHECKING
OPERATING	\$39.93	\$4.56	\$0.00	\$44.49	FIFTH THIRD ESCROW ACCT
OPERATING	\$194,337.34	\$354,861.47	\$587,326.94	-\$38,128.13	MAINSOURCE CHECKING
OPERATING	\$1,565,738.62	\$1,363.73	\$0.00	\$1,567,102.35	MAINSOURCE SAVINGS
Fund 001 OPERATING	\$1,797,951.54	\$372,339.22	\$648,063.82	\$1,522,226.94	
CLEARING	\$12,485.70	\$1,250.38	\$787.08	\$12,949.00	MAINSOURCE CHECKING
Fund 003 CLEARING	\$12,485.70	\$1,250.38	\$787.08	\$12,949.00	
GIFT UNRESTRICTED	\$429.13	\$1,164.42	\$522.29	\$1,071.26	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$19.84	\$8.54	\$27.34	\$1.04	GERMAN AMER./UNITED COMMERCE
GIFT UNRESTRICTED	\$10,669.41	\$549.63	\$4,400.00	\$6,819.04	MAINSOURCE CHECKING
Fund 004 GIFT UNRESTRICTED	\$11,118.38	\$1,722.59	\$4,949.63	\$7,891.34	
PLAC	\$100.00	\$3,025.00	\$2,450.00	\$675.00	MAINSOURCE CHECKING
Fund 005 PLAC	\$100.00	\$3,025.00	\$2,450.00	\$675.00	
RETIREES	\$380.90	\$597.72	\$74.84	\$903.78	MAINSOURCE CHECKING
Fund 006 RETIREES	\$380.90	\$597.72	\$74.84	\$903.78	
LIRF	\$49,616.02	\$0.00	\$0.00	\$49,616.02	FIFTH THIRD BANK CHECKING
LIRF	\$73,880.48	\$93.36	\$15,767.93	\$58,205.91	MAINSOURCE CHECKING
LIRF	\$933,319.95	\$0.00	\$0.00	\$933,319.95	MAINSOURCE SAVINGS
LIRF	\$200,000.00	\$0.00	\$0.00	\$200,000.00	INVESTMENT CD s
Fund 007 LIRF	\$1,256,816.45	\$93.36	\$15,767.93	\$1,241,141.88	
DEBT SERVICE	\$0.00	\$13,970.17	\$0.00	\$13,970.17	MAINSOURCE CHECKING
DEBT SERVICE	\$89,094.89	\$0.00	\$0.00	\$89,094.89	MAINSOURCE SAVINGS
Fund 008 DEBT SERVICE	\$89,094.89	\$13,970.17	\$0.00	\$103,065.06	
RAINY DAY	-\$1,321.00	\$0.00	\$6,008.00	-\$7,329.00	FIFTH THIRD BANK CHECKING
RAINY DAY	\$45,601.00	\$6,008.00	\$0.00	\$51,609.00	FIFTH THIRD ESCROW ACCT
RAINY DAY	\$51,649.80	\$0.00	\$94,160.00	-\$42,510.20	MAINSOURCE CHECKING
RAINY DAY	\$1,146,102.37	\$0.00	\$0.00	\$1,146,102.37	MAINSOURCE SAVINGS
Fund 009 RAINY DAY	\$1,242,032.17	\$6,008.00	\$100,168.00	\$1,147,872.17	
PAYROLL	-\$88.96	\$0.00	\$0.00	-\$88.96	FIFTH THIRD BANK CHECKING
PAYROLL	\$11,081.48	\$324,508.23	\$314,819.67	\$20,770.04	MAINSOURCE CHECKING
Fund 010 PAYROLL	\$10,992.52	\$324,508.23	\$314,819.67	\$20,681.08	
GIFT-RESTRICED	\$11,288.63	\$50.00	\$11,288.63	\$50.00	ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$41,547.81	\$11,608.63	\$6,887.27	\$46,269.17	MAINSOURCE CHECKING
GIFT-RESTRICED	\$50,000.00	\$0.00	\$0.00	\$50,000.00	MAINSOURCE SAVINGS
Fund 016 GIFT-RESTRICED	\$102,836.44	\$11,658.63	\$18,175.90	\$96,319.17	
LEVY EXCESS	\$1,168.74	\$0.00	\$0.00	\$1,168.74	MAINSOURCE CHECKING
Fund 017 LEVY EXCESS	\$1,168.74	\$0.00	\$0.00	\$1,168.74	
GIFT-FOUNDATION	\$0.00	\$26.68	\$0.00	\$26.68	FIFTH THIRD BANK CHECKING
GIFT-FOUNDATION	\$31,511.99	\$0.08	\$2,528.51	\$28,983.56	MAINSOURCE CHECKING
Fund 019 GIFT-FOUNDATION	\$31,511.99	\$26.76	\$2,528.51	\$29,010.24	
SPECIAL REVENUE	\$621.89	\$340.00	\$826.21	\$135.68	GERMAN AMER./UNITED COMMERCE
SPECIAL REVENUE	-\$1,415.35	\$0.00	\$0.00	-\$1,415.35	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$97,053.54	\$2,707.74	\$42,551.62	\$57,209.66	MAINSOURCE CHECKING
SPECIAL REVENUE	\$230,000.00	\$0.00	\$0.00	\$230,000.00	MAINSOURCE SAVINGS
Fund 020 SPECIAL REVENUE	\$326,260.08	\$3,047.74	\$43,377.83	\$285,929.99	

FUND Descr	01/01/15	MTD Debit	MTD Credit	01/31/15	Bal Sht Descr
G O BOND	\$17,839.00	\$0.00	\$0.00	\$17,839.00	FIFTH THIRD BANK CHECKING
G O BOND	\$352,239.51	\$0.00	\$40,455.00	\$311,784.51	MAINSOURCE CHECKING
Fund 026 G O BOND	\$370,078.51	\$0.00	\$40,455.00	\$329,623.51	
COMMUNITY FDTN GRANT	\$7,708.95	\$0.00	\$900.00	\$6,808.95	MAINSOURCE CHECKING
Fund 027 COMMUNITY FDTN GRANT	\$7,708.95	\$0.00	\$900.00	\$6,808.95	
FINRA 2014	\$31,489.33	\$385.94	\$2,841.60	\$29,033.67	MAINSOURCE CHECKING
Fund 028 FINRA 2014	\$31,489.33	\$385.94	\$2,841.60	\$29,033.67	
GO BOND 2016	-\$32.45	\$0.00	\$0.00	-\$32.45	MAINSOURCE CHECKING
Fund 029 GO BOND 2016	-\$32.45	\$0.00	\$0.00	-\$32.45	
	\$5,291,994.14	\$738,633.74	\$1,195,359.81	\$4,835,268.07	

**MONROE COUNTY PUBLIC LIBRARY**

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**\*Check Reconciliation©**  
**ONB MONROE CHECKING**  
**06300 ONB/MONROE**  
**January 2015**

**Account Summary**

Beginning Balance	1/1/2015	\$41,749.26
+ Receipts/Deposits		\$9,359.09
- Payments (Checks and		\$46,000.00
Ending Balance as	1/31/2015	\$5,108.35

**Check Book**

Active	G 001-06300	OPERATING	\$3,987.09
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$1,071.26
Active	G 005-06300	PLAC	\$0.00
Active	G 006-06300	RETIRES	\$0.00
Active	G 007-06300	LIRF	\$0.00
Active	G 008-06300	DEBT SERVICE	\$0.00
Active	G 012-06300	TEEN COUNCIL	\$0.00
Active	G 015-06300	LSTA	\$0.00
Active	G 016-06300	GIFT-RESTRICED	\$50.00
Active	G 019-06300	GIFT-FOUNDATION	\$0.00
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>\$5,108.35</b>

Beginng Balance	\$41,749.26
+ Total Deposits	\$9,359.09
- Checks Written	\$46,000.00
Check Book	\$5,108.35
Difference	\$0.00

**MONROE COUNTY PUBLIC LIBRARY**

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**\*Check Reconciliation©**  
**GERMAN-AMER/UNITED C**  
**06400 GER AME/UC**  
**January 2015**

**Account Summary**

Beginning Balance	1/1/2015	\$26,170.57
+ Receipts/Deposits		\$8,907.53
- Payments (Checks and		\$31,000.00
Ending Balance as	1/31/2015	\$4,078.10

**Check Book**

Active	G 001-06400	OPERATING	\$3,941.38
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$1.04
Active	G 005-06400	PLAC	\$0.00
Active	G 016-06400	GIFT-RESTRICED	\$0.00
Active	G 020-06400	SPECIAL REVENUE	\$135.68
		Cash	<b>\$4,078.10</b>
	Beginng Balance	\$26,170.57	
	+ Total Deposits	\$8,907.53	
	- Checks Written	\$31,000.00	
	Check Book	\$4,078.10	
	Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

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**\*Check Reconciliation©  
FIFTH THIRD CHECKING  
06500 FIFTHCKNG  
January 2015**

**Account Summary**

Beginning Balance	1/1/2015	\$50,508.31
+ Receipts/Deposits		\$0.00
- Payments (Checks and		\$6,059.75
Ending Balance as	1/31/2015	\$44,448.56

**Check Book**

Active	G 001-06500	OPERATING	-\$14,720.24
Active	G 002-06500	JAIL	\$0.00
Active	G 003-06500	CLEARING	\$0.00
Active	G 004-06500	GIFT UNRESTRICTED	\$0.00
Active	G 005-06500	PLAC	\$0.00
Active	G 006-06500	RETIREES	\$0.00
Active	G 007-06500	LIRF	\$49,616.02
Active	G 008-06500	DEBT SERVICE	\$0.00
Active	G 009-06500	RAINY DAY	-\$7,329.00
Active	G 010-06500	PAYROLL	-\$88.96
Active	G 016-06500	GIFT-RESTRICED	\$0.00
Active	G 019-06500	GIFT-FOUNDATION	\$26.68
Active	G 020-06500	SPECIAL REVENUE	-\$1,415.35
Active	G 021-06500	CAPITAL PROJECTS	\$0.00
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$0.00
Active	G 025-06500	LSTA-SMITHVILLE	\$0.00
Active	G 026-06500	G O BOND	\$17,839.00
Active	G 027-06500	COMMUNITY FDTN	\$0.00
Active	G 028-06500	FINRA 2014	\$0.00
		Cash	<b>\$43,928.15</b>
	Beginng Balance	\$50,508.31	
	+ Total Deposits	\$0.00	
	- Checks Written	\$6,580.16	
	Check Book	\$43,928.15	
	O/S Checks	\$520.41	



MONROE COUNTY PUBLIC LIBRARY

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**FIFTH THIRD ESCROW**  
**06530 FIFTH ESCR**  
**January 2015**

**Account Summary**

Beginning Balance	1/1/2015	\$45,640.93
+ Receipts/Deposits		\$6,012.56
- Payments (Checks and		\$0.00
Ending Balance as	1/31/2015	\$51,653.49

**Check Book**

Active	G 001-06530	OPERATING	\$44.49
Active	G 009-06530	RAINY DAY	\$51,609.00
Active	G 026-06530	G O BOND	\$0.00
		Cash	<b>\$51,653.49</b>
	Beginng Balance	\$45,640.93	
	+ Total Deposits	\$6,012.56	
	- Checks Written	\$0.00	
	Check Book	\$51,653.49	
	Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

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**\*Check Reconciliation©**  
**MAINSOURCE CHECKING**  
**06600 MAINSO CKG**  
**January 2015**

**Account Summary**

Beginning Balance	1/1/2015	\$935,658.70
+ Receipts/Deposits		\$379,550.33
- Payments (Checks and		\$626,454.14
Ending Balance as	1/31/2015	\$688,754.89

**Check Book**

Active	G 001-06600	OPERATING	-\$38,128.13
Active	G 002-06600	JAIL	\$0.00
Active	G 003-06600	CLEARING	\$12,949.00
Active	G 004-06600	GIFT UNRESTRICTED	\$6,819.04
Active	G 005-06600	PLAC	\$675.00
Active	G 006-06600	RETIREEES	\$903.78
Active	G 007-06600	LIRF	\$58,205.91
Active	G 008-06600	DEBT SERVICE	\$13,970.17
Active	G 009-06600	RAINY DAY	-\$42,510.20
Active	G 010-06600	PAYROLL	\$20,770.04
Active	G 016-06600	GIFT-RESTRICED	\$46,269.17
Active	G 017-06600	LEVY EXCESS	\$1,168.74
Active	G 019-06600	GIFT-FOUNDATION	\$28,983.56
Active	G 020-06600	SPECIAL REVENUE	\$57,209.66
Active	G 024-06600	FINRA GRANT	\$0.00
Active	G 026-06600	G O BOND	\$311,784.51
Active	G 027-06600	COMMUNITY FDTN	\$6,808.95
Active	G 028-06600	FINRA 2014	\$29,033.67
Active	G 029-06600	GO BOND 2016	-\$32.45
		Cash	<b>\$514,880.42</b>
	Beginng Balance		\$935,658.70
	+ Total Deposits		\$379,550.33
	- Checks Written		\$800,328.61
	Check Book		\$514,880.42
	O/S Checks		\$173,874.47

**MONROE COUNTY PUBLIC LIBRARY**

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**MAINSOURCE SAVINGS**

**06610 MAINSO SAV**

**January 2015**

**Account Summary**

Beginning Balance	1/1/2015	\$4,014,255.83
+ Receipts/Deposits		\$1,363.73
- Payments (Checks and		\$0.00
Ending Balance as	1/31/2015	\$4,015,619.56

**Check Book**

Active	G 001-06610	OPERATING	\$1,567,102.35
Active	G 002-06610	JAIL	\$0.00
Active	G 003-06610	CLEARING	\$0.00
Active	G 004-06610	GIFT UNRESTRICTED	\$0.00
Active	G 005-06610	PLAC	\$0.00
Active	G 006-06610	RETIREES	\$0.00
Active	G 007-06610	LIRF	\$933,319.95
Active	G 008-06610	DEBT SERVICE	\$89,094.89
Active	G 009-06610	RAINY DAY	\$1,146,102.37
Active	G 010-06610	PAYROLL	\$0.00
Active	G 016-06610	GIFT-RESTRICED	\$50,000.00
Active	G 019-06610	GIFT-FOUNDATION	\$0.00
Active	G 020-06610	SPECIAL REVENUE	\$230,000.00
Active	G 024-06610	FINRA GRANT	\$0.00
Active	G 026-06610	G O BOND	\$0.00
Active	G 027-06610	COMMUNITY FDTN	\$0.00
Active	G 028-06610	FINRA 2014	\$0.00
Active	G 029-06610	GO BOND 2016	\$0.00

Cash **\$4,015,619.56**

Beginng Balance	\$4,014,255.83
+ Total Deposits	\$1,363.73
- Checks Written	\$0.00

Check Book **\$4,015,619.56**

Difference **\$0.00**

TO: Monroe County Public Library – Board of Trustees  
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager  
RE: Personnel Report  
DATE: February 18, 2015

### Beginning Employment

- Foster Gesten, Circulation, Clerk, Pay Grade C, 37.5 hours per week effective January 26, 2015.

### Ending Employment

- Michael Stevons, CATS, Master Control Operator, Pay Grade C, 20 hours per week effective February 6, 2015.
- Nola Hartman, Adult Services, Librarian, Pay Grade H, 37.5 Hours per week effective February 26, 2015

### Job Changes

None

Active Library Employees

As of 01-23-2015

	<i>Funds Type</i>	<i>First Name</i>	<i>Last Name</i>
<b>Operating Funds</b>			
1	Circ Pages Operating	Audra	Artzberger
2	Circ Clerical Operating	Margaret	Bruce
3	Circ Pages Operating	Trae	Carroll
4	Circ Pages Operating	Kenneth	Carter
5	Circ Pages Operating	Laura	Ciancone
6	Circ Pages Operating	Victoria	Englert
7	Circ Pages Operating	Andrew	Fak
8	Circ Pages Operating	Elizabeth	French
9	Ell Pages Operating	Cynthia	Garrison
10	Circ Pages Operating	Samuel	Hine
11	Circ Pages Operating	Logan	Holmes
12	Circ Pages Operating	Jack	Kovaleski
13	Ell Pages Operating	Elizabeth	Kubisch
14	Circ Pages Operating	Amber	Mestre
15	Ell Pages Operating	Michelle	Meyers
16	Circ Pages Operating	Irena	Micajkova Otten
17	Circ Pages Operating	Luke	Mitchell
18	Circ Pages Operating	Daniel	Mounlio
19	Circ Pages Operating	Elizabeth	Nethery
20	Circ Pages Operating	David	Niemann
21	Circ Pages Operating	Dhruvi	Patel
22	Ell Pages Operating	Elizabeth	Polley
23	Ell Pages Operating	Chrystal	Price
24	Circ Pages Operating	Mary	Stalcup
25	Circ Pages Operating	Erin	van Wesenbeeck
26	Circ Pages Operating	Jonah	Wilson
27	Cats Clerical Operating	Katrina	Blair
28	Circ Clerical Operating	Brianna	Bush
29	Circ Clerical Operating	Marion	Clark
30	Ell Clerical Operating	Rachel	Clausman
31	Ell Clerical Operating	William	Ellis
32	Circ Clerical Operating	Edwin	Fallwell
33	Ell Clerical Operating	Susan	Fletcher
34	Facilities Bldg Maint Oper	Ross	Jackson
35	Ell Clerical Operating	Jane	Kennedy
36	I/s Clerical Operating	Cody	Mullis
37	CO Spec Operating	Ann	Segraves
38	Circ Clerical Operating	Jessica	Shurr
39	A/s Clerical Operating	Timothy	Thompson
40	Admin Clerical Operating	William	Weaver
41	Circ Pages Operating	Lark	Farlee
42	Cats Clerical Operating	Andrew	Funkhouser
43	Circ Pages Operating	Evan	Gornik
44	Ell Spec Operating	Amy	Hamilton
45	Circ Pages Operating	Ian	Hoagland
46	Circ Pages Operating	Daniel	Hosler
47	Circ Clerical Operating	Amanda	Johnson
48	Children's Prof Assists Oper	Christina	Jones

Active Library Employees

As of 01-23-2015

49	CO Clerical Operating	Audra	Loudenbarger
50	A/s Prof Assistants Operating	Doris	Lynch
51	Circ Pages Operating	Lucas	Porter
52	Facilities Bldg Maint Oper	David	Simpson
53	T/s Clerical Operating	Christine	Sneed
54	Facilities Bldg Maint Oper	Cherryl	Tincher
55	Circ Clerical Operating	Tracy	Lenn
56	Admin Spec Operating	Erin	Tobey
57	Children's Prof Assists Oper	Ellen	Arnholter
58	A/s Prof Supervisors Operating	Steven	Backs
59	I/s Prof Supervisors Operating	Ned	Baugh
60	Facilities Bldg Maint Oper	Terri	Bell
61	Circ Clerical Operating	Amy	Bruce
62	Circ Spec Operating	Katherine	Bull
63	Circ Clerical Operating	Michael	Campbell
64	A/s Spec Operating	Keith	Carter
65	Children's Prof Assists Oper	Lisa	Champelli
66	Facilities Bldg Maint Oper	Jeremiah	Chandler
67	Circ Clerical Operating	Jared	Cheek
68	A/s Spec Operating	Burl	Cooper
69	T/s Prof Assistants Operating	D'Arcy	Danielson
70	A/s Prof Assistants Operating	Luann	Dillon
71	Children's Spec Operating	Aubrey	Dunnuck
72	T/s Spec Operating	Susan	Fallwell
73	Children's Spec Operating	Patricia	Firenze
74	Children's Prof Assists Oper	Mary	Frasier
75	A/s Prof Assistants Operating	Christine	Friesel
76	TSDC Professional Assistance	Rebecca	Fyolek
77	Facilities Bldg Maint Oper	Dana	Geldhof
78	Ell Prof Assistants Operating	Penelope	Gillie
79	A/s Prof Assistants Operating	James	Gossman
80	A/s Prof Assistants Operating	Elizabeth	Gray
81	Admin Spec Operating	Marla	Gray
82	Admin Prof Assistants Oper	Paula	Gray-Overtoom
83	T/s Prof Assistants Operating	Cheryl	Green
84	Facilities Bldg Maint Oper	Ronald	Greene
85	A/s Prof Assistants Operating	Nola	Hartman
86	A/s Spec Operating	Shawn	Henline
87	Admin Prof Supervisors Oper	Michael	Hoerger
88	CO Spec Operating	Jennifer	Hoffman
89	Ell Prof Assistants Operating	Stephanie	Holman
90	A/s Prof Assistants Operating	Christopher	Hosler
91	Children's Spec Operating	Virginia	Hosler
92	CO Prof Supervisors Operating	Christopher	Jackson
93	Facilities Bldg Maint Oper	Michael	Johnson
94	Circ Prof Assistants Operating	Jennifer	Kellams
95	Facilities Bldg Maint Oper	Bruce	Kelly
96	Admin Spec Operating	Merriel	Kern
97	Ell Spec Operating	Julia	Kinser
98	I/s Spec Operating	Joseph	Langfitt

Active Library Employees

As of 01-23-2015

99	Admin Administrators Operating	Sara	Laughlin
100	TSDC Professional Assistance	Jeannette	Lehr
101	Admin Prof Supervisors Oper	Gary	Lettelleir
102	Circ Prof Assistants Operating	Mary	Loro
103	CO Spec Operating	Jacqueline	Lovings
104	TS Professional Supervisors Op	Kevin	MacDowell
105	Circ Clerical Operating	John	Meador
106	Circ Clerical Operating	Tyler	Meese
107	Facilities Bldg Maint Oper	Mark	Mobley
108	Facilities Bldg Maint Oper	John	Mosora
109	Ell Prof Supervisors Operating	Michele	Needham
110	T/s Prof Assistants Operating	Martha	Ody
111	CO Prof Assistants Operating	Polly	OShea
112	A/s Prof Assistants Operating	Roberta	Overman
113	Facilities Bldg Maint Oper	Eric	Rodkin
114	A/s Spec Operating	M Brandon	Rome
115	T/s Prof Assistants Operating	Jane	Ruddick
116	Admin Prof Assistants Oper	Susan	Sater
117	I/s Prof Assistants Operating	Vanessa	Schwegman
118	Admin Clerical Operating	Brenda	Seibel
119	Circ Spec Operating	Andrew	Slater
120	A/s Spec Operating	Ryan	Stacy
121	Children's Spec Operating	Kathleen	Starks-Dyer
122	T/s Prof Assistants Operating	Sabra	Stockey
123	Circ Prof Supervisors Oper	Barbara	Swinson
124	CO Prof Assistants Operating	Bethany	Terry
	Admin Spec Operating	Pamela	Wallace
126	T/s Prof Supervisors Operating	Pamela	Wasmer
127	Admin Spec Operating	Jacoba	Wells
128	T/s Spec Operating	Pamela	White
129	Admin Prof Supervisors Oper	Kyle	Wickemeyer-Hardy
130	Circ Clerical Operating	Guadalupe	Wilson
131	Children's Prof Supers Oper	Joshua	Wolf
132	Admin Administrators Operating	Marilyn	Wood
133	Circ Clerical Operating	Leanne	Zdravecky

**Sub Total Operating Funds**

**\$147,133**

**3967.5**

Active Library Employees

As of 01-23-2015

<b>Special/GiftFunds</b>			
	<b>Funds Type</b>	<b>First Name</b>	<b>Last Name</b>
1	Cats Clerical Operating	Addison	Rogers
2	Cats Clerical Operating	Michael	Stevons
3	Cats Clerical Operating	Seth	Tackett
4	Cats Clerical Operating	Clinton	Lake
5	Cats Clerical Operating	Glenn	Myers
6	Cats Clerical Operating	Nathan	Wrigley
7	Admin Spec Operating	Michael	Burns
8	Admin Spec Operating	Mary Jean	Regoli
9	Cats Clerical Operating	Michael	Adams
10	Cats Prof Assistants Operating	Martin	O'Neill
11	Cats Prof Assistants Operating	Adam	Stillwell
12	Cats Prof Assistants Operating	Robert	Stockwell
13	Cats Clerical Operating	David	Walter
14	Cats Prof Supervisors Oper	Michael	White
<b>Sub Total Special/Gift Funds</b>		<b>\$14,273</b>	<b>420.0</b>
<b>TOTAL All EE's ALL Funds</b>		<b>\$161,406</b>	<b>4387.5</b>



Active Library Employees

As of 02-06-2015

	<i>Funds Type</i>	<i>First Name</i>	<i>Last Name</i>
<b>Operating Funds</b>			
1	Circ Pages Operating	Audra	Artzberger
2	Circ Pages Operating	Holly	Bean
3	Circ Clerical Operating	Margaret	Bruce
4	Circ Pages Operating	Trae	Carroll
5	Circ Pages Operating	Kenneth	Carter
6	Circ Pages Operating	Laura	Ciancone
7	Circ Pages Operating	Victoria	Englert
8	Circ Pages Operating	Andrew	Fak
9	Circ Pages Operating	Elizabeth	French
10	Ell Pages Operating	Cynthia	Garrison
11	Circ Pages Operating	Samuel	Hine
12	Circ Pages Operating	Logan	Holmes
13	Circ Pages Operating	Jack	Kovaleski
14	Ell Pages Operating	Elizabeth	Kubisch
15	Circ Pages Operating	Amber	Mestre
16	Ell Pages Operating	Michelle	Meyers
17	Circ Pages Operating	Irena	Micajkova Otten
18	Circ Pages Operating	Luke	Mitchell
19	Circ Pages Operating	Daniel	Mounlio
20	Circ Pages Operating	Elizabeth	Nethery
21	Circ Pages Operating	David	Niemann
22	Circ Pages Operating	Dhruti	Patel
23	Ell Pages Operating	Elizabeth	Polley
24	Ell Pages Operating	Chrystal	Price
25	Circ Pages Operating	Mary	Stalcup
26	Circ Pages Operating	Erin	van Wesenbeeck
27	Circ Pages Operating	Jonah	Wilson
28	Cats Clerical Operating	Katrina	Blair
29	Circ Clerical Operating	Brianna	Bush
30	Circ Clerical Operating	Marion	Clark
31	Ell Clerical Operating	Rachel	Clausman
32	Ell Clerical Operating	William	Ellis
33	Circ Clerical Operating	Edwin	Fallwell
34	Ell Clerical Operating	Susan	Fletcher
35	Facilities Bldg Maint Oper	Ross	Jackson
36	Ell Clerical Operating	Jane	Kennedy
37	Facilities Bldg Maint Oper	Clare	Miller
38	I/s Clerical Operating	Cody	Mullis
39	CO Spec Operating	Ann	Segraves
40	Circ Clerical Operating	Jessica	Shurr
41	Facilities Bldg Maint Oper	James	Sims
42	A/s Clerical Operating	Timothy	Thompson
43	Admin Clerical Operating	William	Weaver
44	Circ Pages Operating	Lark	Farlee
45	Cats Clerical Operating	Andrew	Funkhouser
46	Circ Pages Operating	Evan	Gornik
47	Ell Spec Operating	Amy	Hamilton
48	Circ Pages Operating	Ian	Hoagland

Active Library Employees

As of 02-06-2015

49	Circ Pages Operating	Daniel	Hosler
50	Circ Clerical Operating	Amanda	Johnson
51	Children's Prof Assists Oper	Christina	Jones
52	CO Clerical Operating	Audra	Loudenbarger
53	A/s Prof Assistants Operating	Doris	Lynch
54	Circ Pages Operating	Lucas	Porter
55	Facilities Bldg Maint Oper	David	Simpson
56	T/s Clerical Operating	Christine	Sneed
57	Facilities Bldg Maint Oper	Cherryl	Tincher
58	Circ Clerical Operating	Tracy	Len
59	Admin Spec Operating	Erin	Tobey
60	Children's Prof Assists Oper	Ellen	Arnholter
61	A/s Prof Supervisors Operating	Steven	Backs
62	I/s Prof Supervisors Operating	Ned	Baugh
63	Facilities Bldg Maint Oper	Terri	Bell
64	Circ Clerical Operating	Amy	Bruce
65	Circ Spec Operating	Katherine	Bull
66	Circ Clerical Operating	Michael	Campbell
67	A/s Spec Operating	Keith	Carter
68	Children's Prof Assists Oper	Lisa	Champelli
69	Facilities Bldg Maint Oper	Jeremiah	Chandler
70	Circ Clerical Operating	Jared	Cheek
71	A/s Spec Operating	Burl	Cooper
72	T/s Prof Assistants Operating	D'Arcy	Danielson
73	A/s Prof Assistants Operating	Luann	Dillon
74	Children's Spec Operating	Aubrey	Dunnuck
75	T/s Spec Operating	Susan	Fallwell
76	Children's Spec Operating	Patricia	Firenze
77	Children's Prof Assists Oper	Mary	Frasier
78	A/s Prof Assistants Operating	Christine	Friesel
79	TSDC Professional Assistance	Rebecca	Fyolek
80	Facilities Bldg Maint Oper	Dana	Geldhof
81	Ell Prof Assistants Operating	Penelope	Gillie
82	A/s Prof Assistants Operating	James	Gossman
83	A/s Prof Assistants Operating	Elizabeth	Gray
84	Admin Spec Operating	Marla	Gray
85	Admin Prof Assistants Oper	Paula	Gray-Overtoom
86	T/s Prof Assistants Operating	Cheryl	Green
87	Facilities Bldg Maint Oper	Ronald	Greene
88	A/s Prof Assistants Operating	Nola	Hartman
89	A/s Spec Operating	Shawn	Henline
90	Admin Prof Supervisors Oper	Michael	Hoerger
91	CO Spec Operating	Jennifer	Hoffman
92	Ell Prof Assistants Operating	Stephanie	Holman
93	A/s Prof Assistants Operating	Christopher	Hosler
94	Children's Spec Operating	Virginia	Hosler
95	CO Prof Supervisors Operating	Christopher	Jackson
96	Facilities Bldg Maint Oper	Michael	Johnson
97	Circ Prof Assistants Operating	Jennifer	Kellams
98	Facilities Bldg Maint Oper	Bruce	Kelly

Active Library Employees

As of 02-06-2015

99	Admin Spec Operating	Merriel	Kern
100	Ell Spec Operating	Julia	Kinser
101	I/s Spec Operating	Joseph	Langfitt
102	Admin Administrators Operating	Sara	Laughlin
103	TSDC Professional Assistance	Jeannette	Lehr
104	Admin Prof Supervisors Oper	Gary	Lettelleir
105	Circ Prof Assistants Operating	Mary	Loro
106	CO Spec Operating	Jacqueline	Lovings
107	TS Professional Supervisors Op	Kevin	MacDowell
108	Circ Clerical Operating	John	Meador
109	Circ Clerical Operating	Tyler	Meese
110	Facilities Bldg Maint Oper	Mark	Mobley
111	T/s Spec Operating	Allison	Moore
112	Facilities Bldg Maint Oper	John	Mosora
113	Ell Prof Supervisors Operating	Michele	Needham
114	T/s Prof Assistants Operating	Martha	Ody
115	CO Prof Assistants Operating	Polly	OShea
116	A/s Prof Assistants Operating	Roberta	Overman
117	Facilities Bldg Maint Oper	Eric	Rodkin
118	A/s Spec Operating	M Brandon	Rome
119	T/s Prof Assistants Operating	Jane	Ruddick
120	Admin Prof Assistants Oper	Susan	Sater
121	I/s Prof Assistants Operating	Vanessa	Schwegman
122	Admin Clerical Operating	Brenda	Seibel
123	Circ Spec Operating	Andrew	Slater
124	A/s Spec Operating	Ryan	Stacy
125	Children's Spec Operating	Kathleen	Starks-Dyer
126	T/s Prof Assistants Operating	Sabra	Stockey
127	Circ Prof Supervisors Oper	Barbara	Swinson
128	CO Prof Assistants Operating	Bethany	Terry
129	Admin Spec Operating	Pamela	Wallace
130	T/s Prof Supervisors Operating	Pamela	Wasmer
131	Admin Spec Operating	Jacoba	Wells
132	T/s Spec Operating	Pamela	White
133	Admin Prof Supervisors Oper	Kyle	Wickemeyer-Hardy
134	Circ Clerical Operating	Guadalupe	Wilson
135	Children's Prof Supers Oper	Joshua	Wolf
136	Admin Administrators Operating	Marilyn	Wood
137	Circ Clerical Operating	Leanne	Zdravecky

**Sub Total Operating Funds**

**\$158,170**

**4060.0**

Active Library Employees

As of 02-06-2015

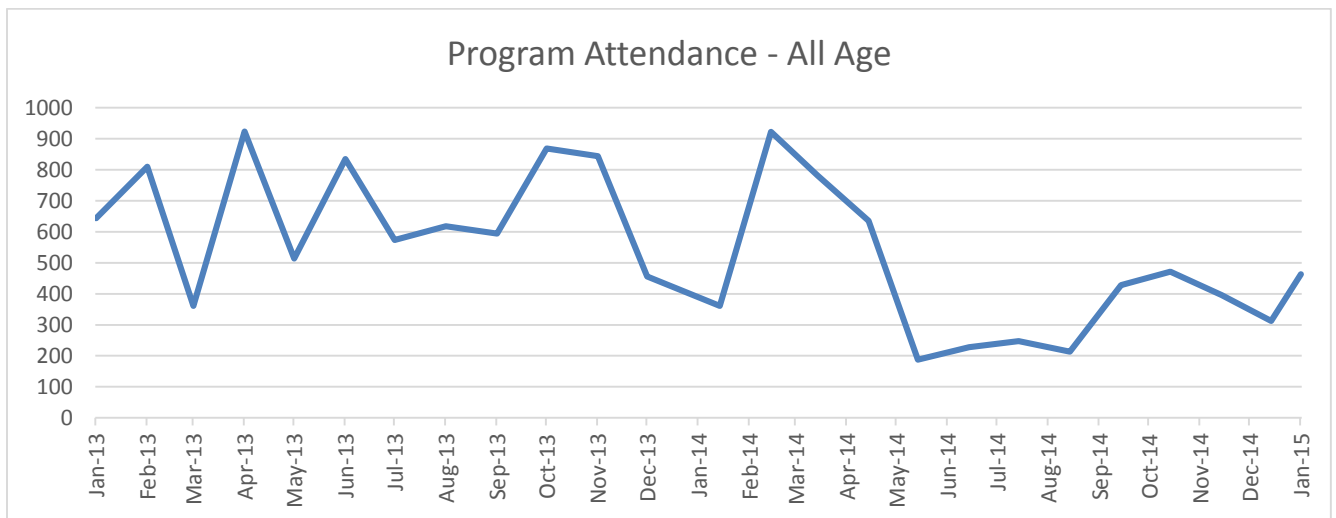
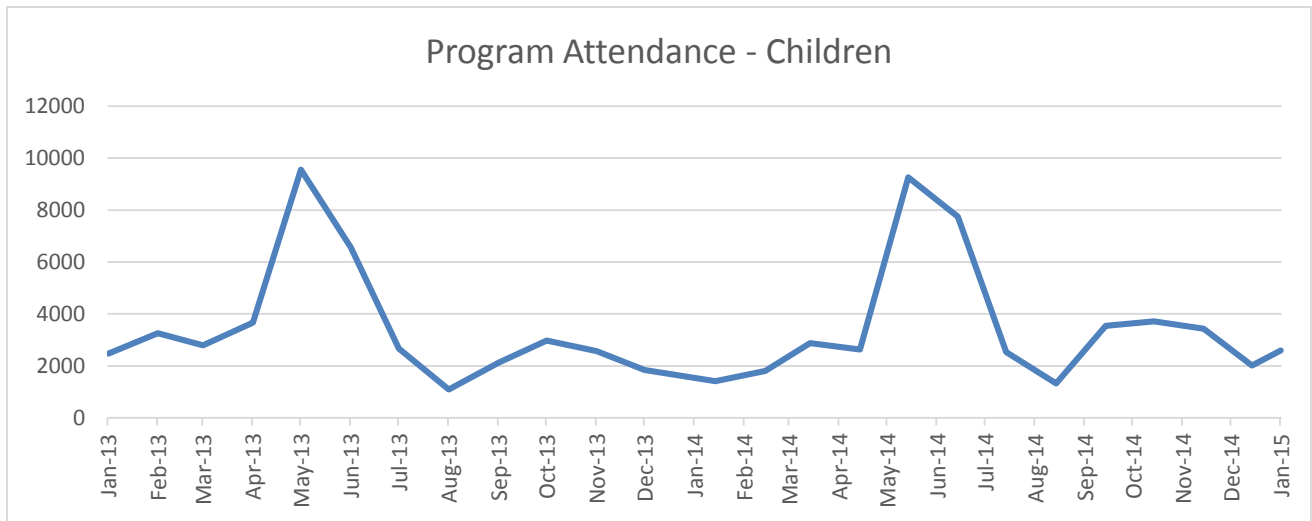
<b>Special/GiftFunds</b>			
	<b>Funds Type</b>	<b>First Name</b>	<b>Last Name</b>
1	Cats Clerical Operating	Addison	Rogers
2	Cats Clerical Operating	Michael	Stevons
3	Cats Clerical Operating	Seth	Tackett
4	Cats Clerical Operating	Clinton	Lake
5	Cats Clerical Operating	Glenn	Myers
6	Cats Clerical Operating	Nathan	Wrigley
7	Admin Spec Operating	Michael	Burns
8	Admin Spec Operating	Mary Jean	Regoli
9	Cats Clerical Operating	Michael	Adams
10	Cats Prof Assistants Operating	Martin	O'Neill
11	Cats Prof Assistants Operating	Adam	Stillwell
12	Cats Prof Assistants Operating	Robert	Stockwell
13	Cats Clerical Operating	David	Walter
14	Cats Prof Supervisors Oper	Michael	White
<b>Sub Total Special/Gift Funds</b>		<b>\$14,349</b>	<b>420.0</b>
<b>TOTAL All EE's ALL Funds</b>		<b>\$172,519</b>	<b>4480.0</b>

## 2015 Board of Trustees Calendar

2015

January	14	Work Session	Conflict of Interest forms; officer slate presented
			Early start time: 5 p.m. Budget line-item transfers; officer slate approved; followed by State of the Library presentation and reception for new director
January	21	Board Meeting	
January	21	Board of Finance	Review Investment Report and Policy
February	11	Work Session	
			El Centro contract; Election of Board Officers; Update: Teen Center and Digital Creativity
February	18	Board Meeting	
March	11	Work Session	
March	25	Board Meeting	Update: Information Technology
April	8	Work Session	
April	15	Board Meeting	Update: Building Services
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
			Adopt 2016 Budget; <b>GO Bond - Adopt final bond resolution and approve form of continuing disclosure undertaking</b> ; Update:
October	21	Board Meeting	
November	11	Work Session	
			Approve 2016 employee insurance package; review Internet and Computer Use Policy; Update:
November	18	Board Meeting	
December	9	Work Session	
			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:
December	16	Board Meeting	

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



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

- Issuing and distributing library cards in the schools continues to be active. Staff made a reminder card set for a visit to Mr. Wilson’s classes at Bloomington Graduation School, worked with many Grandview students during school library visits, prepared a current set of 1,500 new/reminder cards for North High School, and loaded our first data exchange with Richland Bean Blossom schools.
- In our first month of offering “Educator Cards” to Monroe County teachers living out of county, we have registered 3 new patrons.
- IU work study students enriched the Learn and Play Space experience for patrons in January, hosting 32 *Learning through Play* sessions for 884 children and caregivers.
- Josh Wolf and Mary Frasier presented programs for local Early Learning Centers, two offsite and two onsite.
- As part of her involvement with the EECC Partners in Education (PIE) team, Penny Gillie was invited to the Edgewood Early Childhood Center to present morning and afternoon

programs. She used hand puppets, storytelling, books, and an engaging slide show to talk with the children about safety on the playground, in the car, and at home. At the end of her talk, the children asked if they could come up to hug the puppets and the presenter.



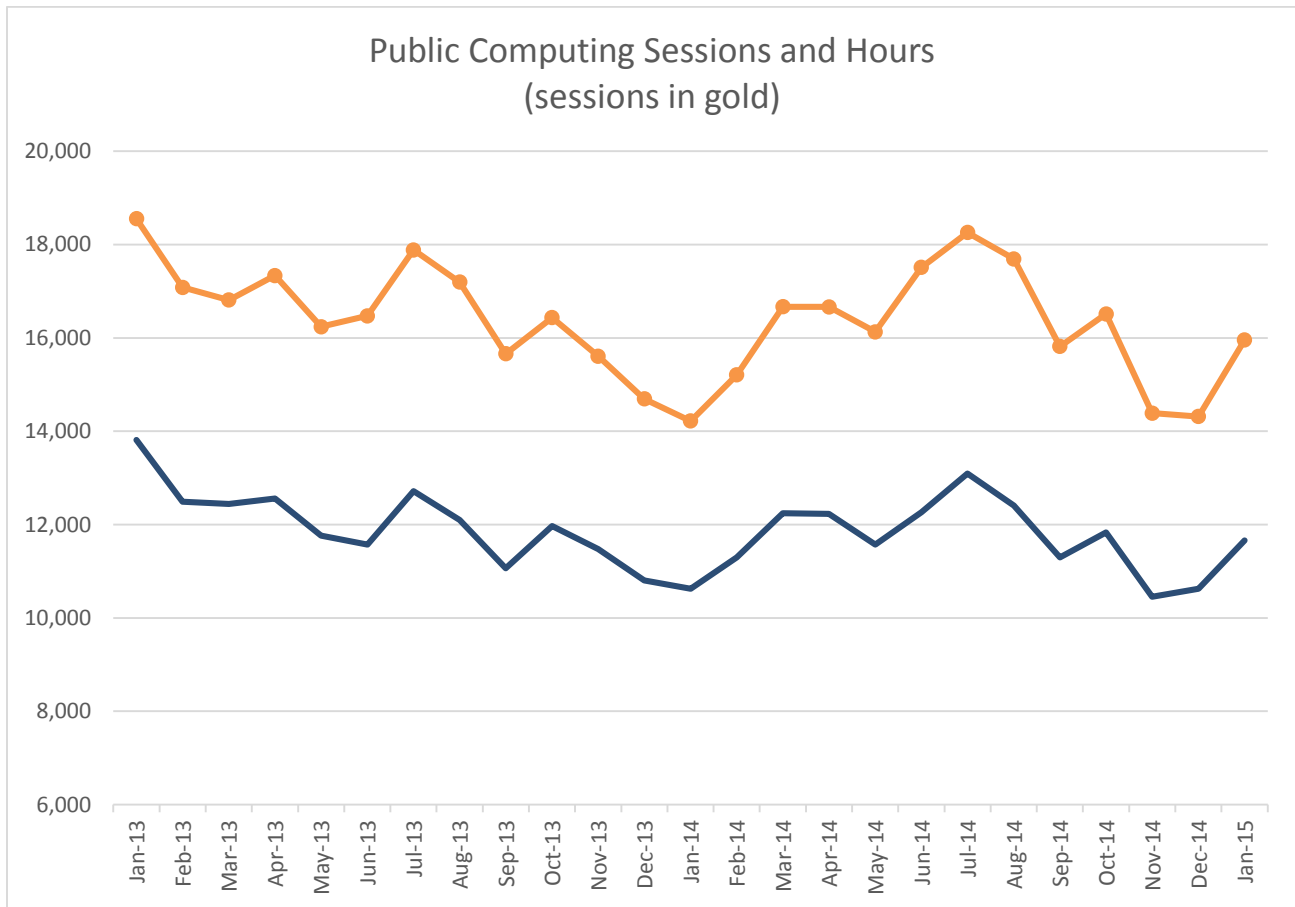
- In January, Children's Services at the Main Library presented 10 baby programs for 243 patrons and 18 preschool programs for 741 patrons. Our themes included wishes, cats, bears, blankets, and ironically...snow.
- Snowy Days was the theme for storytimes presented at 17 Head Start classrooms in January. Filled with rhythm, rhyme and repetition, the variety of activities included: a reading of Jingle-Jingle by Nicola Smee (with jingle bells) and A Hat for Minerva Louise by Janet Stoeke, a seated Dance of the Snowstorm, a snowman action song, and a new feltboard rhyme called 5 Baby Penguins.
- Outreach Librarian Polly O'Shea presented a session at the IU Early Education Mini-Conference for IU preschool teachers and staff, including the daycares we serve at Campus View, Campus Children's Center and Hoosier Courts. Her session, entitled "Building Early Literacy Skills with Books and Beyond", focused on defining pre-reading skills and exploring a range of ways we can help kids build these skills through talking, singing, reading, writing and playing in a classroom environment. A total of 20 teachers, IU students and staff attended.

### **1B. Support basic literacy skills.**

- Sunday Children's Services programs continued to be well attended at the Main Library with storytimes and a Japanese Folk Music Program that drew over 100 attendees.
- Children's Services stepped up summer program planning, booking performers and working with Communications and Marketing. For the first time in years, we will develop an in-house theme, and Erin Tobey will create the artwork. Christina Jones blocked out the script for the promotional movie with CATS and Kathy Starks Dyer ordered our prizes. We're also hoping to build on the success of last's year's outdoor fire dancers program (on Grant Street) by hosting another "block party" evening program.
- VITAL volunteers provided 460.5 hours of tutoring in January through one to one tutoring session Conversation groups, Bloomington Writing Project, Book Discussion groups, and Escuelita Para Todos. At the request of a learner, VITAL is offering a new format for English language learning – a debate club. The group meets on Saturday mornings to discuss complex issues that require the use of advanced English skills.

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

- Ellettsville staff helped area residents learn new digital skills in four different one on one sessions.



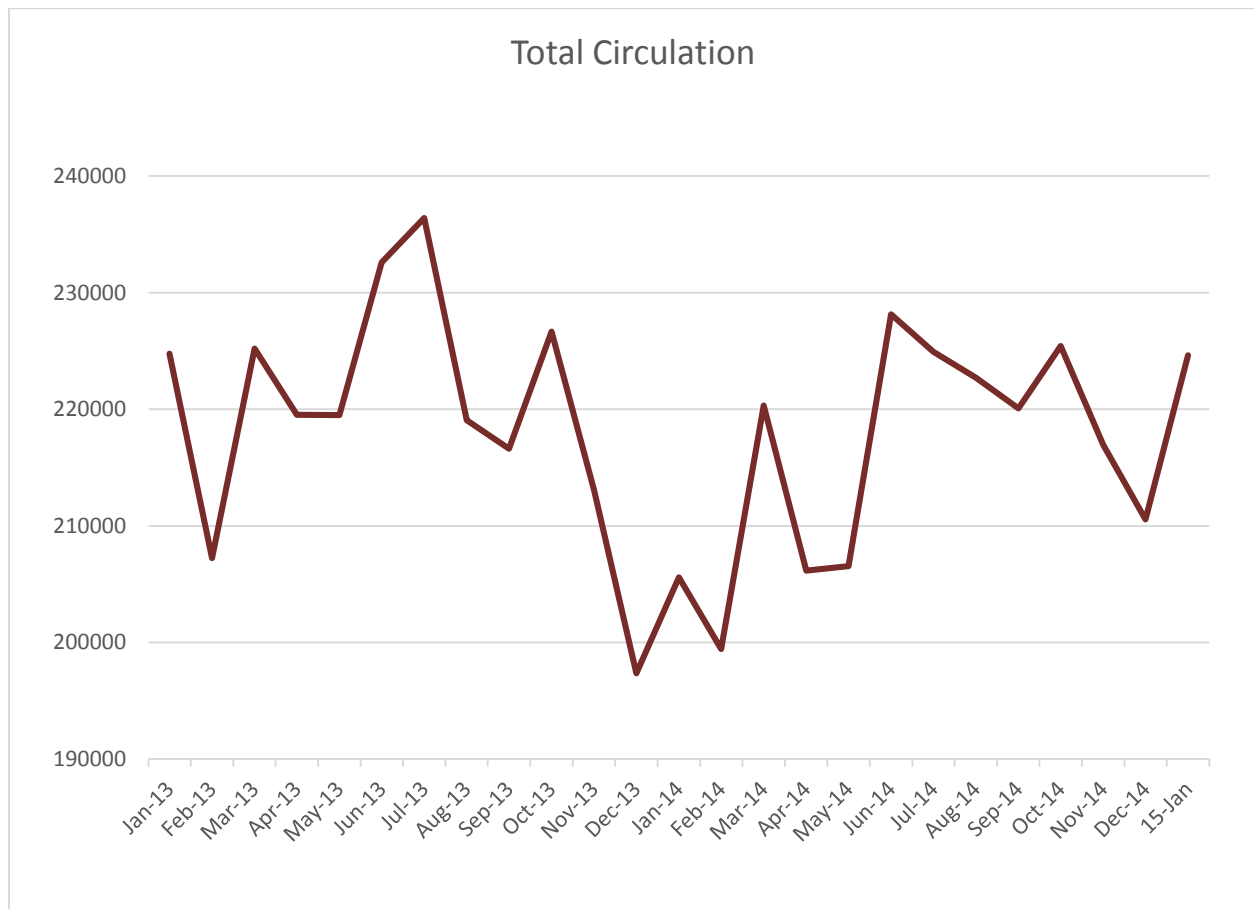
**1D. Support digital creativity.**

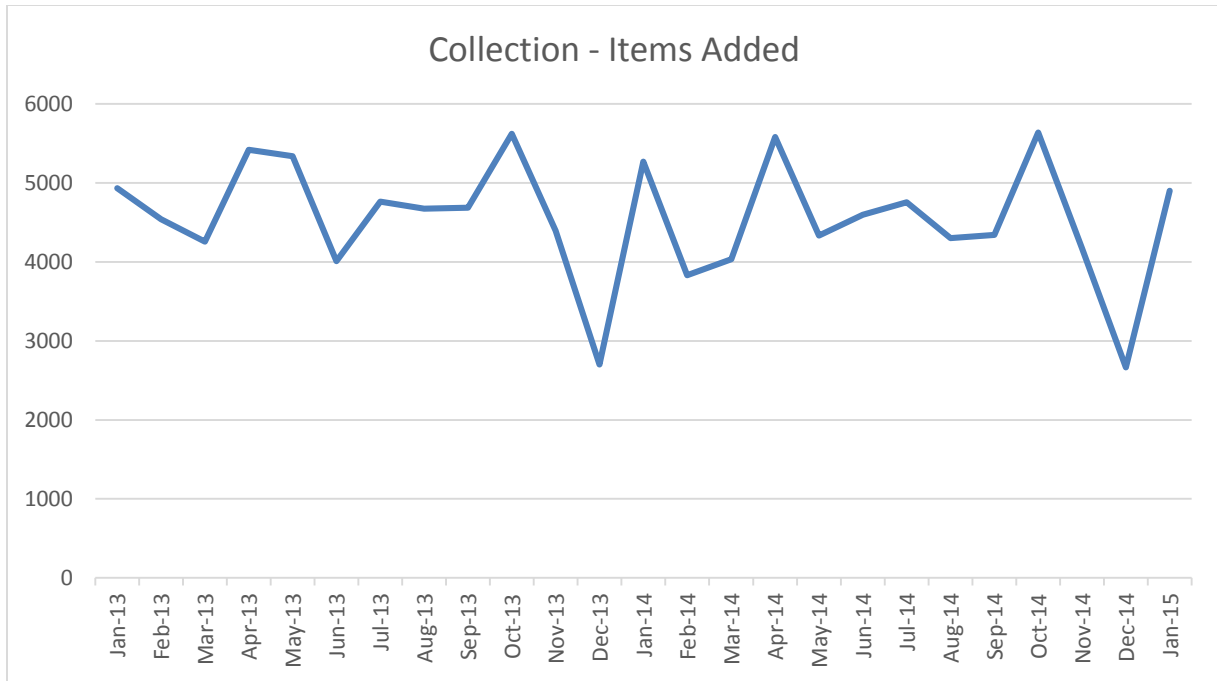
- The Indiana Room welcomed a new volunteer, Nick Divine, who is also working with the Circulation Department. Nick is contributing many hours for quality control for the *Monroe County Timeline* and providing valuable review, testing, and feedback for the site and the project as a whole.
- On Jan 12<sup>th</sup> Indiana Room Coordinator Christine Eykholt Friesel met with the Monroe County Commissioner Iris Kiesling and Administrator Angie Purdie to discuss the Alexander War Memorial restoration project with the DAR and also reviewed how County Employees might contribute content to the *Timeline*. Later, Christine was contacted by the County Recorder as to how to begin adding content and discussion is ongoing.
- The Indiana Room finished uploading the city directories that we digitized with the borrowed book scanner in 2012. Much work was done by Adult Services Assistant Brandon Rome, who provided leadership in quality control for file naming and pagination and was careful to identify missing pages. When we realized that we were missing images and in fact missing pages from our directories, Brandon borrowed books from the History Center in order to make the digital item more complete. Project was limited to digitizing items prior to 1940 due to rights permissions with copyright holder.
- Construction continues in the Digital Creativity Center, “Level-Up”, and equipment for this exciting new space is on order.



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

- The Indiana Room weeded microfilm collections for US Census of other states (available on Ancestry.com), thus opening the back room for more digital initiatives. Other microfilm collections that were in the back room were moved to the main floor for better discovery and access (church records, city and county records). New finding aids will soon be part of the **Monroe County Index**. The Indiana Room also updated subject headings for the oral history collection, mapping the obsolete taxonomy with the Monroe County Index headings, placing them all in a format that will be ready for bulk changes in consultation with Library catalogers and metadata technicians.
- Circulation activity climbed in January. January 2015 total circulation exceeded January 2014 by more than 19,000 checkouts. Activity was only 3,500 fewer than the highest months total in 2014. Nearly 12% of the circulation is attributable to downloadable categories.

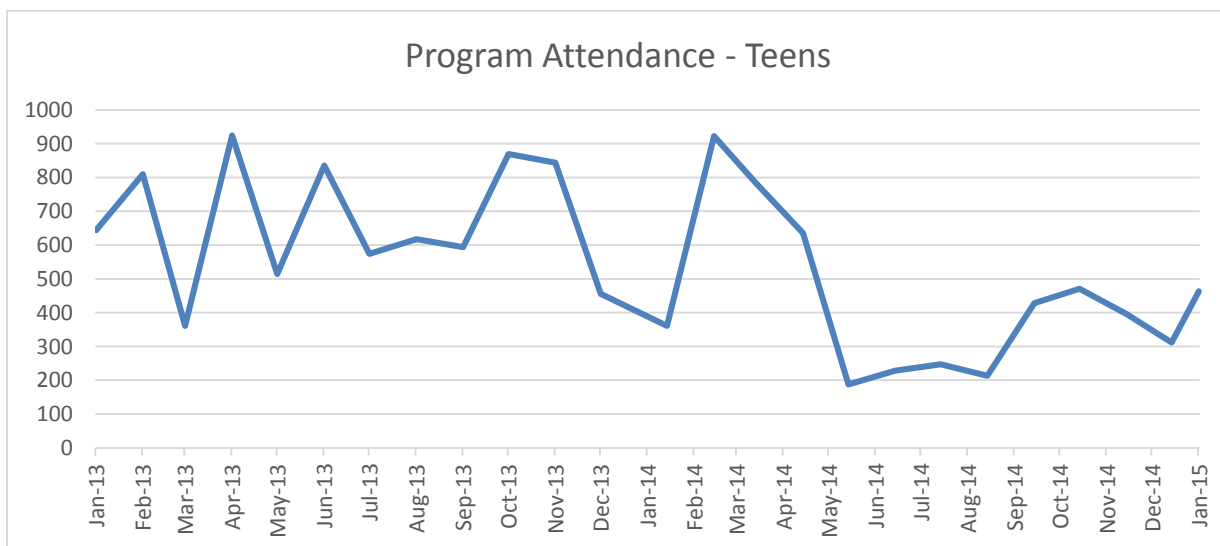


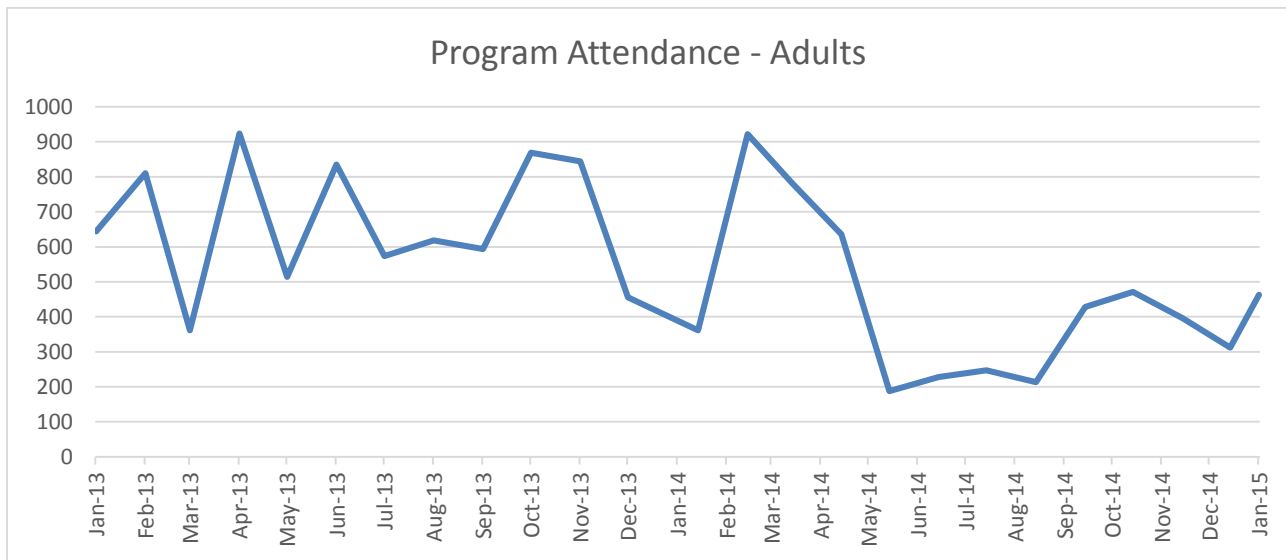


**GOAL 2: Provide shared access to the world’s information for free.**

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

- Adult Services has moved to two “Talk to an Expert” programs per month, due to popularity. It is a one on one program, offering free, unbiased financial information to participants, but the attendance is limited.
- It’s Your Money Librarian, Ryan Stacy, coordinated an information table on Earned Income Credit with the United Way, our lead partner from the Financial Stability Alliance.
- Movie programs: New Movie Monday continues to get good attendance, but we are still trying to increase attendance with Silver Screen Sundays. Attendance hovers in the teens; we would like to attract larger crowds.
- Python and Arduino Clubs (Bloominglabs partnership) are both developing. We had new attendees at Arduino Club and it turned out to be one of the best programs thus far, with an intro from 7-7:30pm, then an hour for participants (including the new folks) to experiment with Arduinos.
- Covermonroe, our partner in providing Navigators for the Affordable Care Act sign up period, reports they are getting a steady stream of visitors. The sign up period ends on February 15<sup>th</sup>; they plan to do a week long blitz at MCPL to get as many people enrolled as possible.
- Chris Hosler planned teen programs for the Ellettsville Branch in March, April, and May for inclusion in the Spring Teen Brochure.
- VITA/AARP Tax assistance. United Way coordinates tax assistance in Monroe County and MCPL is the busiest of all the sites. Jim Gossman and Ryan Stacy have been coordinating to help the tax preparers be ready for the start of the help period, beginning the first week of February. Unfortunately, MCPL is having less success procuring our annual order of bulk tax forms and we are already seeing disappointed customers, who have come to expect that IRS and INDOR forms.





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

- As part of the initiatives created and supported in the Edgewood Intermediate Schools’ “Partners in Education” (PIE) team, Children’s Librarian, Stephanie Holman, was invited to participate in both “Girl’s Night Out” and “Guys Night Out” at the school. The events bring in over 300 people each night to the school. Children and parents rotate through activities after a dinner and special speaker. Stephanie told stories in her activity time and also took a moment to teach about “prosody”, or the use of inflection, etc., to build a bridge between mechanics and comprehension in their reading lives.
- Ellettsville Branch Library staff began scheduling appointments for the Free Community Tax Service 2015, a program that provides tax assistance at no cost for area residents at the Library two days a week from February 5<sup>th</sup> to April 11<sup>th</sup>. By the end of January, 85% of our appointment slots were already filled.
- Ellen Arnholter hosted the Martin Luther King Jr. Celebration, coordinating over 50 volunteers to engage more than 300 attendees in a variety of activities. It was truly a day on, not a day off!
- January saw an uptick in Children’s program for adults. We discussed library services and Learning through Play with two School of ED classes and a SLIS class, and Lisa Champelli joined Ryan Stacy in presenting College Bound Kids, an educational program for parents.
- Bethany Terry attended meetings with Psi Iota Xi members and Work One employees to discuss opportunities for partnering with VITAL and employment support resources available at the Library.
- Overall, the community volunteered more than 932 hours in support of work inside the library, at Ellettsville, and for the Friends of the Library.

- Marilyn Wood attended the Downtown Bloomington update on downtown development on January 15.

<i>January Access</i>		
<b>Read It Off</b>	Number registered	449
	Charges waived	\$457.48
	Number individuals with charged waived	44
	Number exiting program	17
<b>Interlibrary Loan</b>	Items loaned	267
	Items borrowed	16
<b>Author Alert</b>	Alerts placed	218

**2C. Strengthen services for nonprofit organizations.**

- *Nonprofit Central’s* efforts to improve the Library’s database of Community Organizations (COF) continued as we reviewed a progress report from our IU Team. A final report will be ready in late spring but for now we have a better understanding of how we can continue to work together to make sure our listing is current, accurate, and exhaustive. Several staff were involved in contacting the 900 + groups in the COF to ask them to update their profile and to complete a survey about Nonprofit Central. The survey ends in February and results will be published in March.
- Nonprofit Central Librarian Bobby Overman taught three IU-SPEA classes for a total of 65 students on how to use the Foundation Center’s database of Grantmakers.
- Bobby had one-on-one meetings with four nonprofit groups to discuss the Foundation Center’s database, the COF, the 1023ez form and how to change bylaws of organizations.
- Bobby taught “Finding Funders through the Foundation Center for Nonprofits” with 6 people attending as well as “Finding Funders through the Foundation Center for Individuals” with 7 people attending.

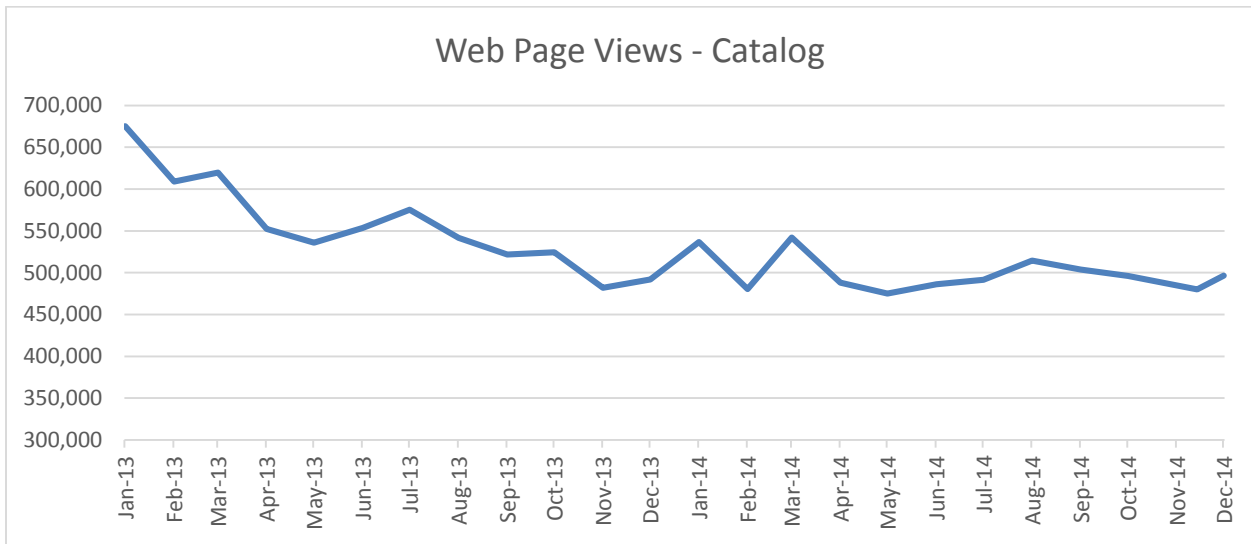
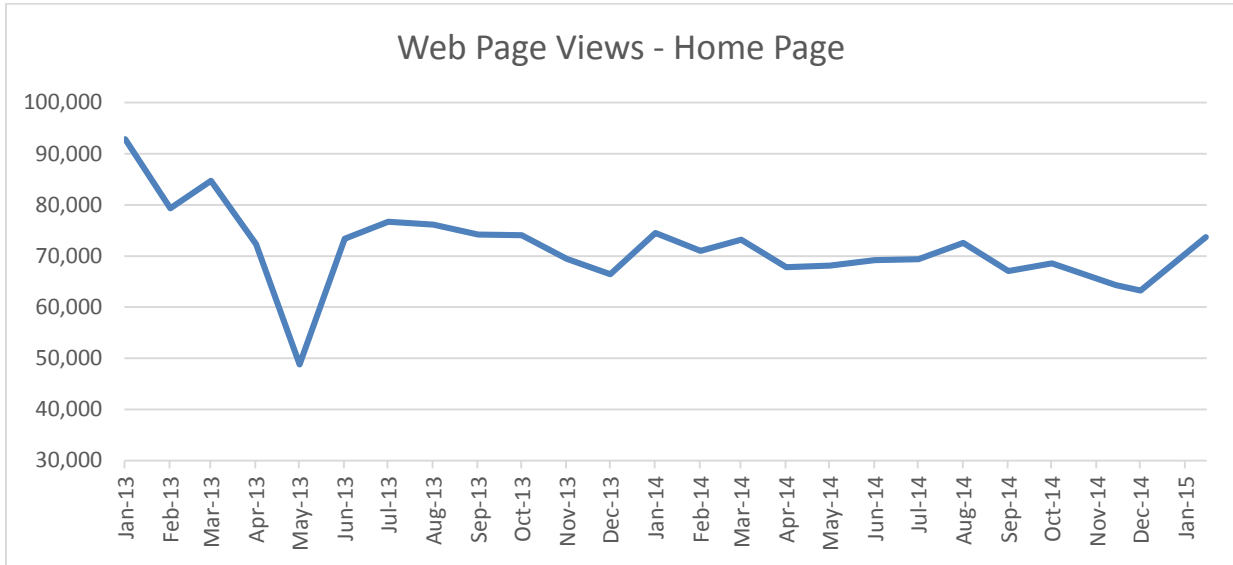
<i>January Meeting Rooms/Auditorium Use</i>		
<b>Meeting Rooms</b>	Main Library meeting rooms used	92
	Main Library auditorium used	15
	Main Library atrium	0
	Ellettsville Branch	23
	<b>TOTAL MEETING ROOMS USED</b>	<b>130</b>

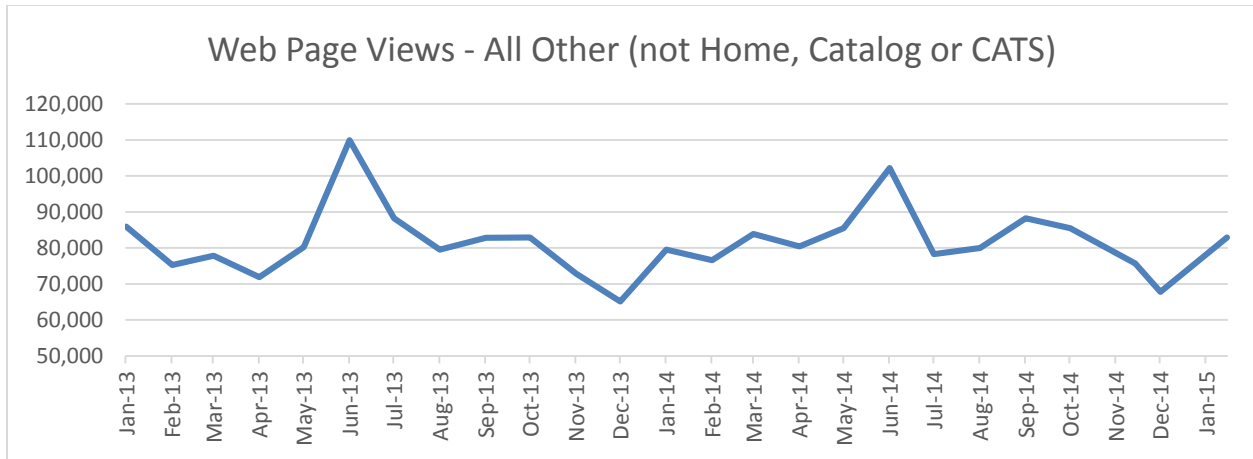
**2D. Continually refresh web content and improve usability based on principles of user-centered design.**

- With the help of Paula Gray-Overtoom the Indiana Room switched format and organization of its web pages, making room for new digital collections. The *Monroe County Index* was launched and old and obsolete pathfinders were taken off. PFD and Excel spreadsheets that were formerly available are now in one searchable interface. We now have the infrastructure in place to digitize more content from the Vertical Clipping File and other

collections, e.g. oral histories. In addition, should partnering repositories wish to share their catalogs and finding aids, we can upload them as well. The Indiana Room now has a new landing page that clearly demonstrated the three areas of focus: genealogy, local information, and **Nonprofit Central**.

- The Library's webpages with information about Health Care sign up and Tax Help were updated with current 2015 information on when and how to get assistance at the Library.
- VITAL Facebook postings about literacy were well received in January. "Reading Can Change Your life" was viewed by 436 and The VITAL Selfie Project video was viewed by 314 users.





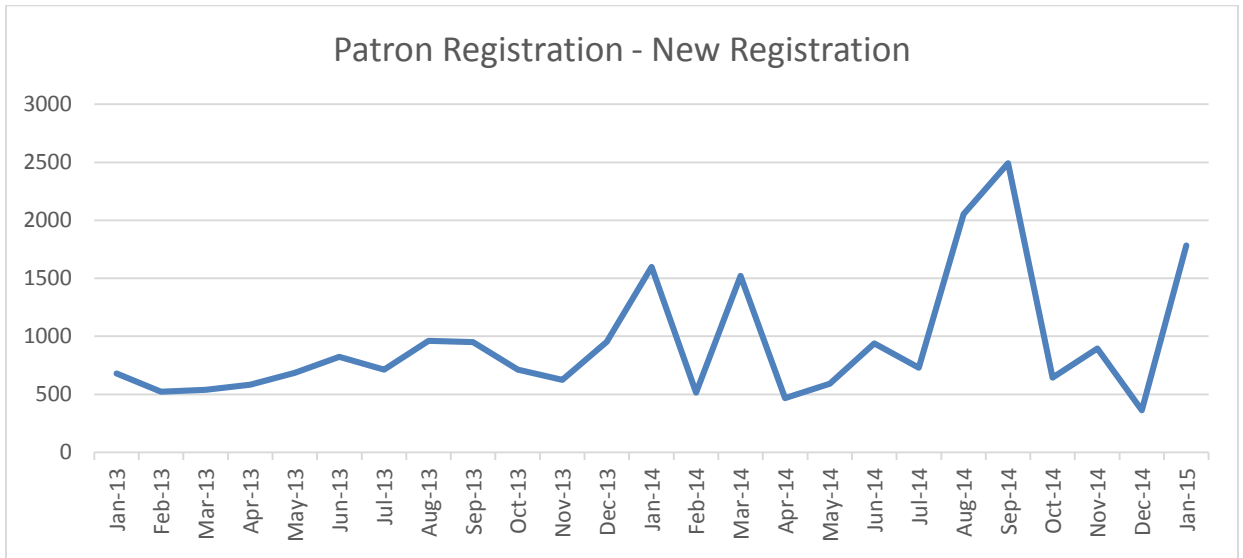
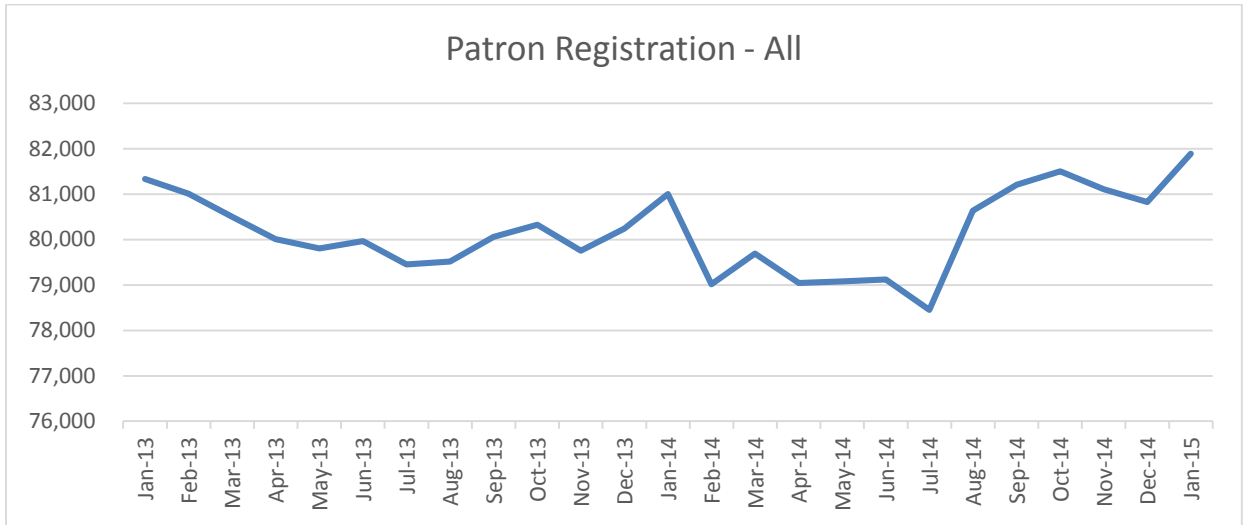
**2E. Increase technological infrastructure capacity to support increased digital focus.**

- We’ve completed the installation of most of our new wireless access points, with the exception of the new areas on the first floor which will be installed in February. Work continues with our vendor to iron out remaining network issues. Reporting on data use will also become available due to the new monitoring software installed as part of this project, we are beginning to explore the data points available.

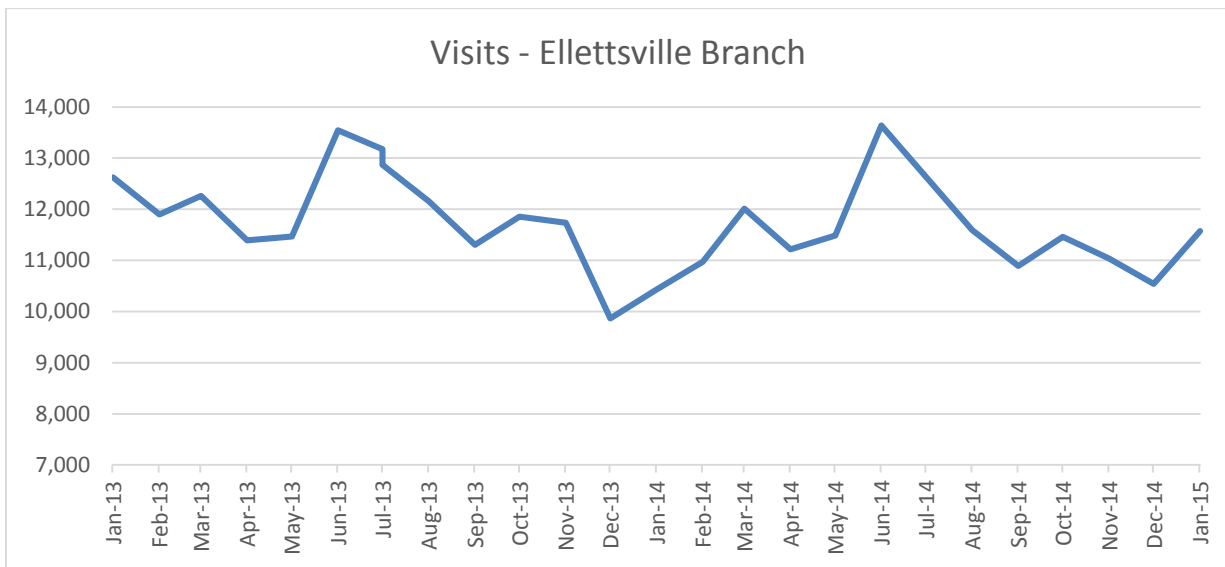
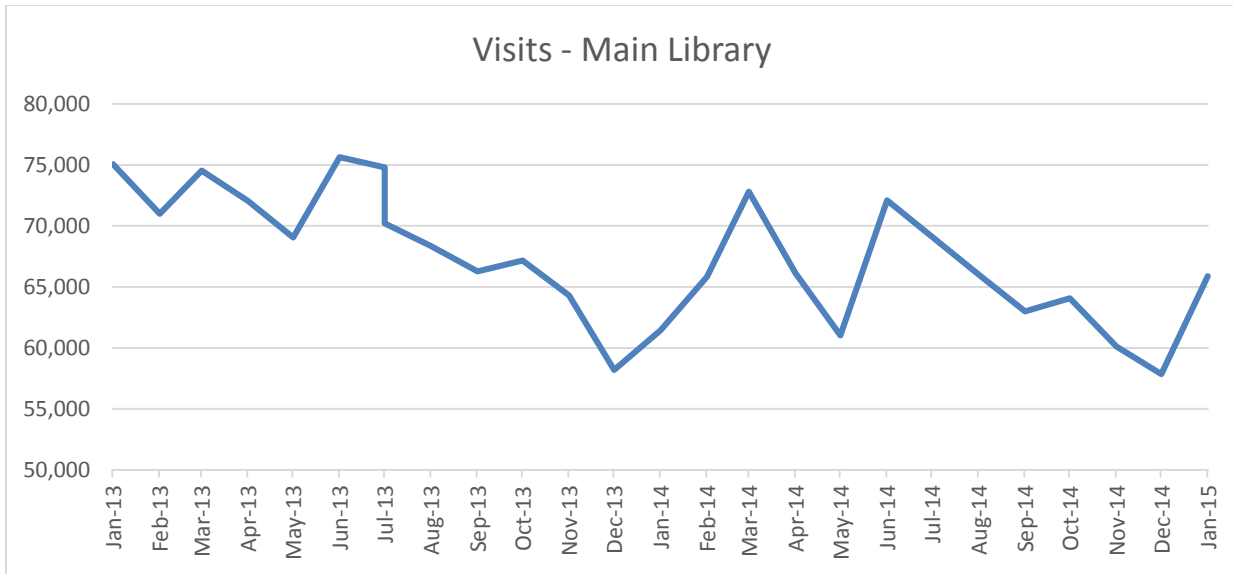
January CATS	
Government programs produced	35
Patron programs produced	112
Community programs produced	32
Public service announcements	4
Dubs delivered	120
Programs added to collection	223

January saw CATS beginning its 42<sup>nd</sup> year of operation, working throughout the community to cover a wide array of artistic, civic, educational and governmental events while providing access and equipment to library customers. CATS provided coverage of: the *Elected Officials Swearing In Ceremony* from the Monroe County Courthouse; the *Bloomington Rotary Tuesday Luncheon with Randy White*; the *League of Women Legislative Update*; the *Bloomington Rotary Tuesday Luncheon featuring Rebecca Warren*; the *Celebration of the legacy of Dr. Martin Luther King, Jr.* at the Buskirk Chumley Theater with the City of Bloomington’s presentation of *the Dr. Martin Luther King, Jr. Birthday Celebration 2015*; the *Bloomington Rotary Tuesday Luncheon featuring Mayor Mark Kruzan*; *A Community Conversation with Law Enforcement*; Judges from Monroe County including Steve Galvin and Francie Hill recorded *PSAs for CASA* in the CATS Studio; and, the *Grassroots Conservatives: Convention of States* program.

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









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

- The Serving People with Disabilities Working Group met to discuss programming and informational plans for Indiana Disability Awareness Month in March.
- The partnership with RBBSC continued with the creation of library cards for all RBBSC students.

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

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

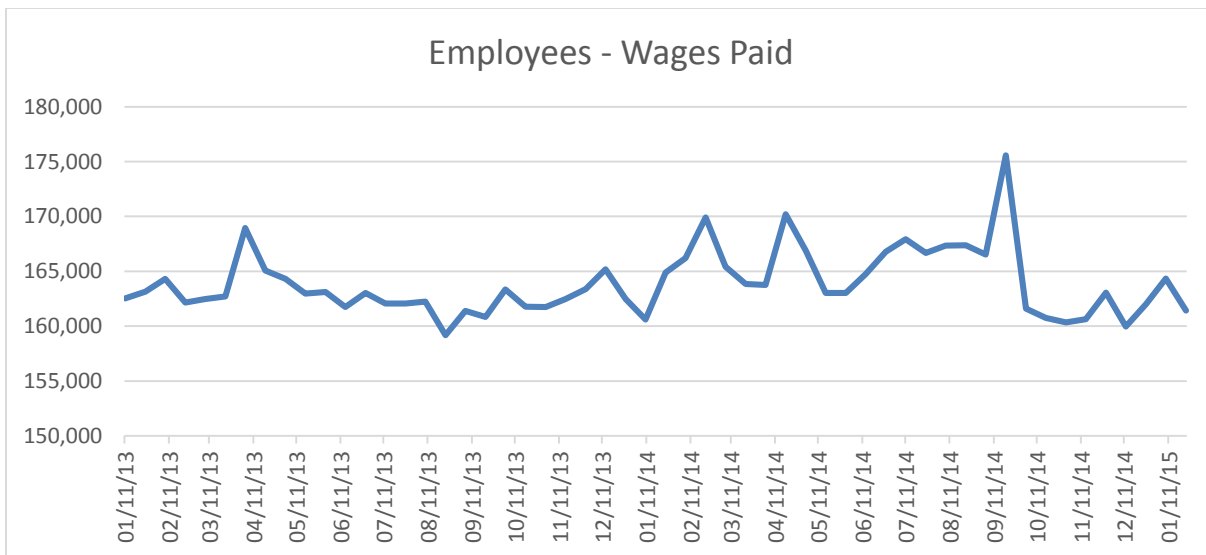
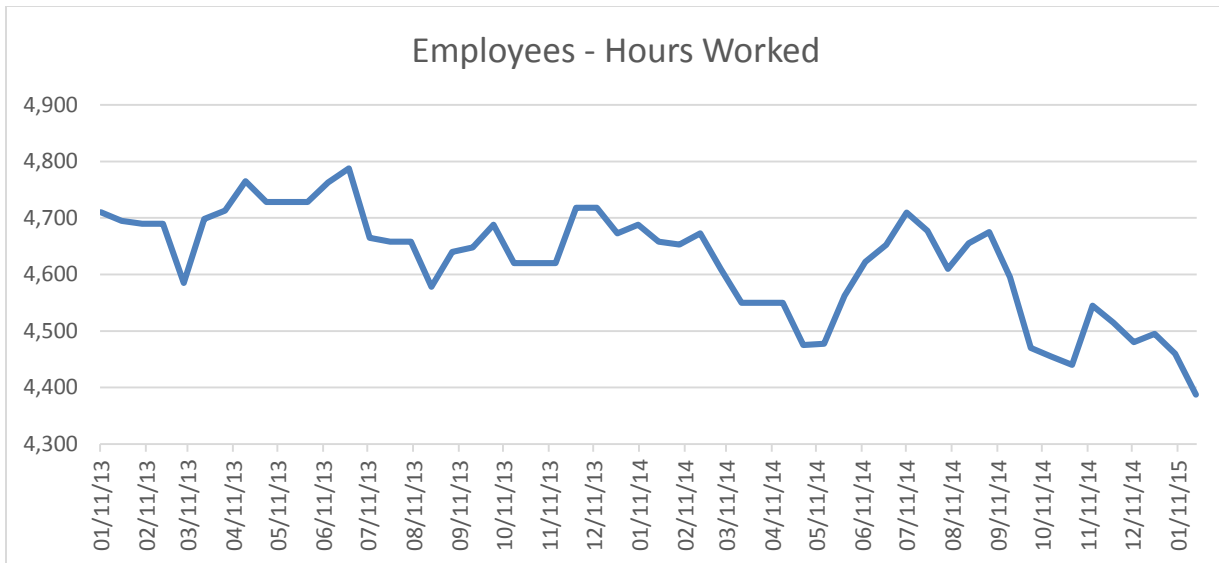
- Pam Wallace provided auditorium tech help to local organizations to aid in use of the new space and equipment.

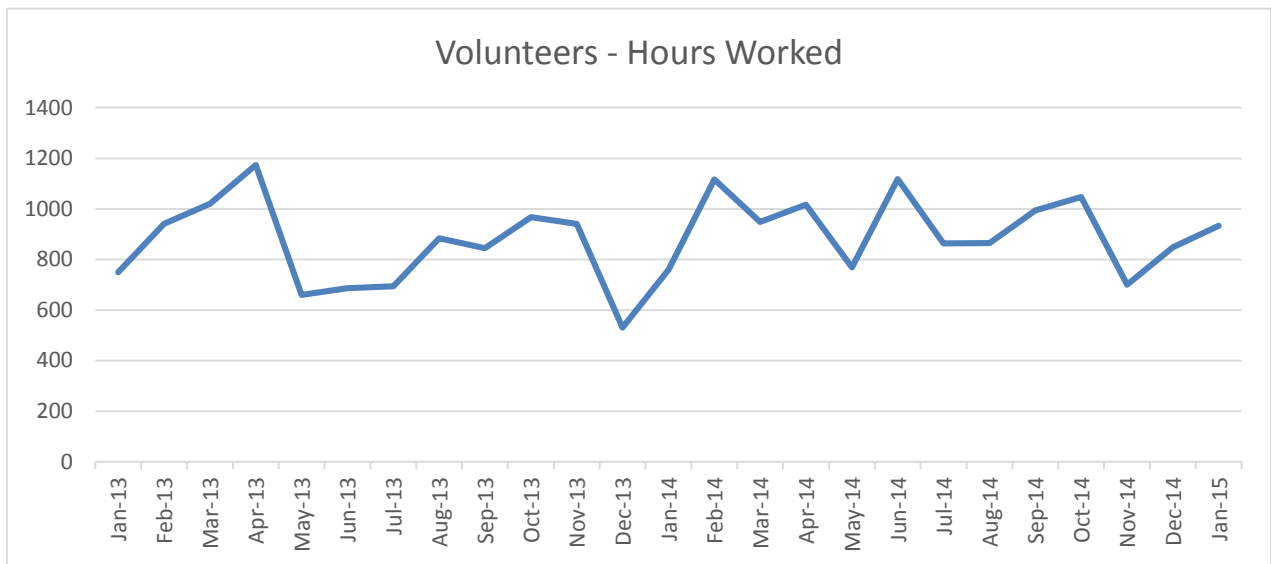
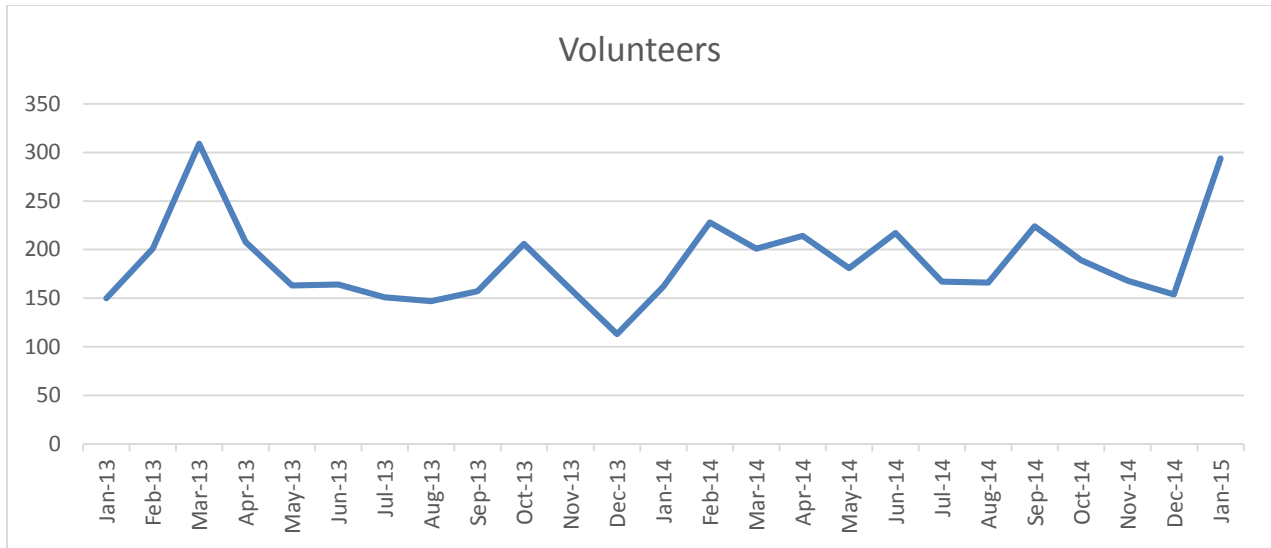
**GOAL 4: Optimize stewardship of library resources.**

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

- All Staff attended a meeting describing next steps in New Service Model Planning as well as the strength and skill assessment, and unit preferences.
- Work on the New Service Model Continued with announcement of the Managers, Assistant Manager, and Strategists. They include:
  - Access and Content Services Manager: **Pam Wasmer**
  - Access and Content Services Assistant Manager: **Jennifer Kellams**
  - Community Engagement and Learning Services Manager: **Josh Wolf**
  - Community Engagement and Learning Services Assistant Manager—Learning Services: **Bethany Terry**

- Community Engagement and Learning Services Assistant Manager—Programming: **Vacant. Position will be posted.**
- Customer Service Manager: **Mickey Needham**
- Customer Service Assistant Manager: **Mary Loro**
- Adult Audience Strategist: **Steve Banks**
- Children’s Audience Strategist: **Lisa Champelli**
- Special Audience Strategist: **Chris Jackson**
- Strategist for Professional Development and Projects: **Bara Swinson**
- Teen Audience Strategist: **Kevin MacDowell**





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

**4C. Maintain library facilities.**

- The fire system and security systems at both the Main Library and Ellettsville Branch have been updated. This update not only improved the way we monitor events, but also reduced our costs for security services as well as the associated telephone lines.
- Lighting around the exterior of the Main library has been improved with additional LED fixtures in the plaza and two on the corner of Kirkwood and Grant.
- Lighting at the Ellettsville Branch has been updated with two LED lights in the parking lot.
- Renovation is nearing completion. Furniture began to arrive for the Teen space and punch lists were being completed.

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

# MONROE COUNTY PUBLIC LIBRARY

## Indiana Public Library Annual Report 2014

CURRENT YEAR

PREVIOUS YEAR

### 1 - General Information

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Please provide the most current information available.

01-001	Name of the person preparing this report	Sara Laughlin	<i>Sara Laughlin</i>
01-002	Preparer's phone number	(812) 349-3050	<i>(812) 349-3050</i>
01-003	Time zone in which library district headquarters is located.	Eastern Time	<i>Eastern Time</i>
01-004	Library Name	MONROE COUNTY PUBLIC LIBRARY	<i>MONROE COUNTY PUBLIC LIBRARY</i>
01-005	Library Class	A	<i>A</i>
01-006	Library Director	Sara Laughlin	<i>SARA LAUGHLIN</i>
01-007	Street Address	303 EAST KIRKWOOD AVENUE	<i>303 EAST KIRKWOOD AVENUE</i>
01-008	City	BLOOMINGTON	<i>BLOOMINGTON</i>
01-009	ZIP Code	47408	<i>47408</i>
01-010	Is your mailing address the same as the address listed above?	Yes	<i>Yes</i>
01-011	Mailing Address	303 E. KIRKWOOD	<i>303 E. KIRKWOOD</i>
01-012	Mailing City	BLOOMINGTON	<i>BLOOMINGTON</i>
01-013	Mailing ZIP Code	47408	<i>47408</i>
01-014	Congressional District #	9	<i>9</i>
01-015	<b>Phone</b>	(812) 349-3050	<i>(812) 349-3050</i>
01-016	FAX	(812) 349-3051	<i>(812) 349-3051</i>
01-017	<b>Does your library have an answering machine, voice mail or other similar technology?</b>	Yes	<i>Yes</i>
01-018	<b>Library URL</b>	<a href="http://www.mcpl.info">http://www.mcpl.info</a>	<i><a href="http://www.mcpl.info">http://www.mcpl.info</a></i>
01-019	<b>Public Library E-Mail Address, or a means of electronic contact listed on the library's website</b>	<a href="http://mcpl.info/geninfo/contact-us">http://mcpl.info/geninfo/contact-us</a>	<i><a href="mailto:askus@mcpl.info">askus@mcpl.info</a></i>

#### Building Questions

01-020	The year the current central building was built	1970	<i>1970</i>
01-021	Year of the most recent structural addition or alteration to current central building	1997	<i>1997</i>
01-022	What is the square footage of the central building?	135,000	<i>135,000</i>
01-023	<b>Click <a href="#">here</a> to complete Central Library daily hours.</b>		

This link will take you to a table where you can record the regular hours that the Central Library is open.

Please enter the hours that the library is open during a typical week. These are the hours which will be made available online at <http://www.in.gov/library/pldirectory.htm> and updated as you notify us.

01-023a	If your Central library has an ATYPICAL schedule that cannot be correctly entered into the above form (e.g. 9:00AM-Noon, 2:00PM-5:00PM), please provide and describe those hours here.		
01-038	<b>Total open hours for Central Library during a typical week</b>	70	69
01-039	<b>Total number of hours Central Library is open after 6:00 p.m. per week</b>	12	12
01-040	<b>Total number of hours per week Central Library is open on Saturday</b>	8	8
01-041	<b>Total number of hours per week Central Library is open on Sunday</b>	6	
01-042	Number of Weeks Per Year Central Library was open in 2014	52	
01-043	<b>Total Central Library Hours Open per Year</b>	3,640.00	3,588

#### Internet Access

01-044	<b>Does the library have Internet Access</b>	Yes	Yes
01-045	What type of Internet Access is available in the Central Building?	Fiber Optic	Fiber Optic
01-046	<b>Specify the download speed of Internet Access in the Central Building. Use <a href="http://www.speedtest.net">http://www.speedtest.net</a> to determine speed.</b>	50 mbps	50 mbps

#### Branch Information

01-200	Total Number of Branches ( <i>If this answer = 0, skip Questions 01-200a through 01-237</i> )	1	1
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#### Individual Branch Information

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

01-200a	Branch Name	ELLETTSVILLE BRANCH	ELLETTSVILLE BRANCH
01-201a	Branch Street Address	600 WEST TEMPERANCE	600 WEST TEMPERANCE
01-202a	Branch City	ELLETTSVILLE	ELLETTSVILLE
01-203a	Branch County	MONROE	MONROE
01-204a	Branch Zip	47429	47429
01-205a	Is your mailing address the same as the address listed above	Yes	Yes
01-206a	Branch Mailing Address	600 West Temperance, Ellettsville, IN 47429	600 W. Temperance
01-207a	Phone	(812) 876-1272	(812) 349-2515
01-208a	Fax	(812) 876-2515	N/A
01-209a	Total Square Footage of Branch	12,000	12,000
01-210a	Year Built	1990	1990
01-211a	Year of the most recent structural addition or alteration to branch building	2009	2009
01-212a	<b>Number of Weeks per Year Individual Branch is Open</b>	52	52
01-213a	Monday opening time	10:00 AM	10:00 AM
01-214a	Monday closing time	9:00 PM	9:00 PM
01-215a	Tuesday opening time	10:00 AM	10:00 AM
01-216a	Tuesday closing time	9:00 PM	9:00 PM
01-217a	Wednesday opening time	10:00 AM	10:00 AM
01-218a	Wednesday closing time	9:00 PM	9:00 PM

01-219a	Thursday opening time	10:00 AM	10:00 AM
01-220a	Thursday closing time	9:00 PM	9:00 PM
01-221a	Friday opening time	10:00 AM	10:00 AM
01-222a	Friday closing time	6:00 PM	6:00 PM
01-223a	Saturday opening time	10:00 AM	9:00 AM
01-224a	Saturday closing time	6:00 PM	5:00 PM
01-225a	Sunday opening time	1:00 PM	1:00 PM
01-226a	Sunday closing time	5:00 PM	1:00 PM
01-227a	Total open hours for Branch Library during a typical week.	64	64
01-228a	Does the Branch library have Internet access?	Yes	Yes
01-229a	What type of Internet Access is available in the Branch library?	Fiber Optic	Fiber Optic
01-230a	<b>Specify the speed of Internet Access in the Branch library</b>	50 mbps	50 MB
01-231a	<b>Number of wireless hubs located in the Branch library</b>	5	1
01-237	<b>Total Annual Hours of All Branches</b>	3,328.00	3,328.00
<u>Bookmobile Information</u>			
01-300	Total Number of Bookmobiles ( <i>If this answer = 0, skip Questions 01-301a through 01-316</i> )	1	1
<u>Individual Bookmobile Information</u>			
01-301a	Bookmobile Name	Monroe County Public Library Bookmobile	<i>MONROE COUNTY PUBLIC LIBRARY BOOKMOBILE</i>
01-302a	Street Address	303 E Kirkwood Avenue	<i>303 EAST KIRKWOOD AVENUE</i>
01-303a	City	Bloomington	<i>BLOOMINGTON</i>
01-304a	County	MONROE	<i>MONROE</i>
01-305a	Zip+4	47408	<i>47408</i>
01-306a	Is your mailing address the same as the address listed above?	Yes	<i>Yes</i>
01-307a	Mail Address	303 E Kirkwood Avenue, Bloomington, IN 47408	<i>303 E. Kirkwood</i>
01-308a	Phone	(812) 349-3050	<i>(812) 349-3050</i>
01-309a	Fax	(812) 349-3051	<i>(812) 349-3051</i>
01-310a	Total number of hours Bookmobile is open during a typical week	23	23
01-311a	Number of Weeks Bookmobile is Open	52	52
01-312a	<b>Does the Bookmobile have Internet Access?</b>	Yes	<i>Yes</i>
01-313a	What type of Internet Access is available in the Bookmobile?	56K	<i>Other</i>
01-314a	<b>Specify the speed of Internet Access in the Bookmobile</b>	16Mbps	<i>N/A</i>
01-315a	<b>Number of wireless hubs located in the Bookmobile?</b>	1	<i>1</i>
01-316	<b>Total Annual Hours of All Bookmobiles</b>	1,196.00	<i>1,196.00</i>
01-500	<b>Total System Public Service Hours per Year</b>	8,164.00	<i>8,112</i>

## 2 - Registrations

### Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

02-001	Total Number of Individual Resident Registered Users	80,722	80,242
02-002	Total Number of Users from Contracting Areas	0	0
02-003	Total Number of Individual Non-Resident (non-taxed) Registered Users	9	7
02-004	Total Number of Reciprocal Users	0	0
02-005	Total Number of PLAC Users	326	344
02-006	Total Number of Non-Resident Cards Issued to Student Users	89	0
02-007	Total Number of Non-Resident Cards Issued to School Employees	0	0
02-008	Total Number of Non-Resident Cards Issued to Library Employees	14	13
02-009	<b>Amount of Individual Non-Resident Fee</b>	\$60.00	\$60.00
02-010	Date that the Library Board adopted this fee	12/17/2014	12/18/2013
02-011	<b>Does your library purge or mark inactive patron files at least every three years?</b>	Yes	Yes

### **3 - Libraries & Political Subdivisions**

#### Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

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

#### **2010 Census figures are used for all calculations**

03-001	Name of Primary County	Monroe	MONROE
03-002	Total Assessed Valuation for Library District	\$6,468,591,918	\$6,370,172,329
03-003	Operating Tax Rate	.085	.084
03-004	Source year for data	2014	2013
03-005	BIRF/Lease Rental Tax Rate	.0090	.0094
03-006	LCPF Tax Rate	0	0
03-007	Did your library roll the LCPF into the operating tax rate?	Yes	Yes
03-008	Name for additional county	n/a	
03-009	Total Assessed Valuation for additional county	N/A	
03-010	Operating Tax Rate for additional county	N/A	
03-011	BIRF/Lease Rental Tax Rate	N/A	N/A
03-012	LCPF Tax Rate	N/A	N/A
03-013	<b>Total district population without contract</b>	137,974	137,974
03-014	<b>Total district population with contracts</b>	0	0
03-015	Political Subdivision Name	Monroe County	Monroe County
03-016	Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)	3	3
03-017	Population <u>2010 Census</u> (Taxed & Served)	137,974	137,974



03-018	Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)	N/A
03-019	Population <u>2010 Census</u> (Served by Contract)	n/a

#### 4 - Library Operating Fund Income

##### Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

##### Local Government Operating Fund Income

04-001	Property Tax or CEDIT Operating Fund Income From Library Tax Rate	\$5,068,538	\$5,099,737
04-002	CAGIT Property Tax Replacement Credit	\$0	\$0
04-003	CAGIT Certified Shares	\$0	\$0
04-004	CAGIT Special Fund	\$0	\$0
04-005	County Option Income Tax (COIT)	\$1,968,168	\$2,075,631
04-006	Contractual Revenue Received for Service	\$0	\$0
04-007	Local Option Income Tax (LOIT)	\$0	\$0
04-008	<b>Total Local Operating Fund Income</b>	\$7,036,706	\$7,175,368

##### State Government Operating Fund Income

04-009	Financial Institutions Tax (FIT)	\$17,206	\$17,142
04-010	License Vehicle Excise Tax	\$359,837	\$389,604
04-011	Commercial Vehicle Excise Tax (CVET)	\$42,939	\$44,569
04-012	Other State Operating Fund Income	\$0	\$0
04-013	Source(s):		
04-014	<b>Total State Operating Fund Income</b>	\$419,982	\$451,315

##### Federal Government Operating Fund Income

04-015	LSTA Grants		
04-016	Name of Non-Operating Fund		
04-017	Amount of LSTA grant placed in Non-Operating Fund		
04-018	Other Federal Grants Operating Fund Income		
04-019	List Source		
04-020	<b>Total Federal Operating Fund Income</b>	\$0	\$0

##### Other Operating Fund Income

04-021	PLAC Reimbursement	\$17,127	\$17,280
04-022	Fines and Fees	\$159,427	\$176,563
04-023	Interest on Investments	\$25,152	\$13,268
04-024	Gift Receipts Operating Fund Income		\$0
04-025	Private and Public Foundation Grants Operating Fund Income		\$0
04-026	Miscellaneous Operating Fund Income	\$89,442	\$35,220
04-027	Source(s)		<i>Copiers, Meeting Room Rent, Reader-Printer servi</i>
04-028	Total Public and Private Foundation Grants Income (deposited into any fund)		\$0
04-029	<b>Total Other Operating Fund Income</b>	\$291,148	\$242,331
04-030	<b>Total Operating Fund Income</b>	\$7,747,836	\$7,869,014

## 5 - Expenditure Data

### Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

#### Operating Fund Expenditures

05-001	Salaries/Wages of All Library Staff	\$3,848,778	\$3,778,610
05-002	Employee benefits	\$1,424,309	\$1,317,972
05-003	Other Personal Services	\$3,913	\$5,919
05-004	<b>Total Personal Services</b>	\$5,277,000	\$5,102,501
05-005	<b>Total Staff Expenditures</b>	\$5,273,087	\$5,096,582
05-006	Total Supplies	\$152,540	\$152,817

#### Other services and charges

05-007	Professional Services	\$296,240	\$304,817
05-008	Communication and Transportation	\$51,046	\$56,873
05-009	Printing and Advertising	\$4,731	\$3,187
05-010	Insurance	\$72,108	\$63,753
05-011	Utility Services	\$358,200	\$325,467
05-012	Repairs and Maintenance	\$32,527	\$41,950
05-013	Rentals	\$31,438	\$32,024
05-014	Debt Service		
05-015	Lease Rental		
05-016	Other	\$275,896	\$222,644
05-017	<b>Total of Other Services and Charges</b>	\$1,122,186	\$1,050,715

#### Capital Outlays from Operating Fund Expenditures

05-018	Land		
05-019	Buildings		
05-020	Improvements Other Than Buildings		
05-021	Furniture and Equipment	\$23,596	\$10,318
05-022	<b>Capital outlays for Public Access Computers, electronic reading and electronic media devices DO NOT REPORT in Q05-021</b>	\$0	\$0

#### Operating Fund Expenditure Data

05-023	<b>Books (Include Book Lease)</b>	\$549,042	\$579,426
05-024	<b>Periodicals and Newspapers</b>	\$38,856	\$39,032
05-025	<b>Nonprinted (Physical) Materials, Microforms &amp; AV, not Electronic</b>	\$347,662	\$363,240
05-026	<b>Ebook and Electronic database licensing/purchase/lease expenditures</b>	\$265,070	\$165,464
05-027	<b>Electronic Physical Format, including Playaways and Ebook readers</b>	\$0	

#### Non-Operating Fund Library Materials Expenditure Data

05-028	<b>Books (Include Book Lease)</b>	\$21,785	\$20,424
05-029	<b>Periodicals and Newspapers</b>	\$902	\$0
05-030	<b>Nonprinted (Physical) Materials, Microforms &amp; AV, not Electronic</b>	\$7,732	\$7,494
05-031	<b>Ebook and Electronic database licensing/purchase/lease expenditures</b>	\$395	\$2,755

05-032	<b>Electronic Physical Format, including Playaways and Ebook readers</b>	\$0	\$0
05-033	<b>Total Expenditures for Print Materials</b>	\$610,585	\$638,882
05-034	<b>Total Expenditures for Electronic Materials</b>	\$265,465	\$191,030
05-035	<b>Total Expenditures for Other Materials</b>	\$355,394	\$370,734
05-036	<b>Total Expenditures for Collections</b>	\$1,231,444	\$1,200,646
05-037	<b>Total Operating Fund Capital Outlays</b>	\$959,156	\$1,014,827
05-038	<b>Total Operating Fund Expenditures for Collection Development</b>	\$1,200,630	\$1,169,973
05-039	<b>Total Non-Operating Fund Expenditures for Collection Development</b>	\$58,347	\$62,144
05-040	<b>Public Access Computers, electronic reading and electronic media devices from all non-operating funds</b>	\$27,533	\$31,471
05-041	<b>Total Operating Fund Expenditures</b>	\$7,775,952	\$7,486,324
05-042	<b>Other Operating Expenditures</b>	\$1,298,322	\$1,213,850
05-043	<b>Total Operating Expenditures</b>	\$7,802,853	\$7,511,078
05-044	Total Capital Fund Expenditures	\$1,439,008	\$607,325
<u>Non-Resident Fee Standard</u>			
05-045	<b>Total Collection Expenditures</b>	\$1,289,791	\$1,262,790
05-046	Total 2013 Operating Expenditures per capita	\$54.26	\$54.26
05-047	<b>Difference between 2013 OE per capita minus Non-Resident fee (subtract Q02-009 from Q05-046).</b>	-\$5.74	-\$5.74
05-047a	<b>Does your library's non-resident fee meet the standard?</b>	Yes	Yes
05-048	Total 2014 Operating Expenditures per capita.	56.36	
<u>Collection Development Standard</u>			
05-049	<b>Collection Development Expenditure as a percentage of Operating Expenditure</b>	16.1%	15.6%

## 6 - Capital Revenue

### Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

06-001	Local government capital revenue	\$575,861	\$586,751
06-002	State government capital revenue	\$47,450	\$50,560
06-003	Federal government capital revenue	\$0	\$0
06-004	Other capital revenue	\$0	\$0
06-005	<b>Total capital revenue</b>	\$623,311	\$637,311

## 7 - Employment Data

### Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

#### ALA-MLS Librarians

07-001	Total Number of ALL Librarians with an ALA-MLS	32.00	34.00
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07-002	Total number of paid hours per week for all ALA-MLS Librarians	1,175	1,230
07-003	<b>FTE for ALL Librarians with an ALA-MLS ALL Librarians</b>	29.38	30.75
07-004	Total Number of ALL Librarians, including ALA-MLS Librarians	45.00	50.00
07-005	Total Hours Paid Per Week For ALL Librarians, including ALA-MLS Librarians	1,662.5	1,830
07-006	<b>FTE for ALL Librarians ALL Staff</b>	41.56	45.75
07-007	Total Number of all other paid staff	103.00	112.00
07-008	Total number of paid hours per week for all other paid staff	2,367.5	2,460
07-009	<b>FTE for all other paid staff</b>	59.19	61.50
07-010	<b>Total number of all paid staff</b>	148.00	162.00
07-011	<b>Total number of paid hours per week for all paid staff</b>	4,030.00	4,290.00
07-012	<b>FTE for all paid staff</b>	100.75	107.25
07-013	Number of hours per week considered to be full-time employment in your library.	37.5	37.5

## 8 - Library Service and Technology

### Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

#### Interlibrary Loans

08-001	Number of interlibrary loan items (loans and photocopies) your library provided to other Indiana libraries.	2,666	2,684
08-002	Number of interlibrary loan items (loans and photocopies) your library has borrowed from other Indiana libraries.	319	300

#### Children's (0 - 11 years) Library Programs

08-003	<b>Number of Children's (0 - 11 years) Programs held in the library</b>	938	946
08-004	<b>Number of Children's (0 - 11 years) Programs held outside of the library</b>	314	330

#### Young Adult (12 - 18 years) Library Programs

08-005	<b>Number of Young Adult (12 - 18 yrs) Programs held in the library</b>	156	230
08-006	<b>Number of Young Adult (12 - 18 yrs) Programs held outside of the library</b>	13	13

#### Adult (18+ years) Library Programs

08-007	<b>Number of Adult (18+ yrs) Programs held in the library</b>	683	903
08-008	<b>Number of Adult (18+ yrs) Programs held outside of the library</b>	18	54

#### General (All Ages) Library Programs

08-009	Number of General (All ages) Programs held in the library	89	69
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08-010	Number of General (All ages) Programs held outside of the library	14	8
08-011	Total Number of Non-Library Sponsored Programs	1,565	1,520
08-012	<b>Total Number of All Library-Sponsored Programs</b>	2,225	2,553
<u>Attendance at Children's (0 - 11 years) Programs</u>			
08-013	Attendance at Children's (0 - 11 years) Programs held in the library	27,274	27,397
08-014	Attendance at Children's (0 - 11 years) Programs held outside of the library	14,501	14,204
<u>Attendance at Young Adult (12 - 18 yrs) Programs</u>			
08-015	Attendance at Young Adult (12 - 18 yrs) Programs held in the library	2,223	1,708
08-016	Attendance at Young Adult (12 - 18 yrs) Programs held outside of the library	668	427
<u>Attendance at Adult (18+ yrs) Programs</u>			
08-017	Attendance at Adult (18+ yrs) Programs held in the library	4,725	6,612
08-018	Attendance at Adult (18+ yrs) Programs held outside of the library	467	1,431
<u>Attendance at General (All ages) Programs</u>			
08-019	Attendance at General (All ages) Programs held in the library	6,283	6,765
08-020	Attendance at General (All ages) Programs held outside of the library	1,723	913
<u>Attendance Totals</u>			
08-021	Total Attendance at Non-Library Sponsored Programs	43,186	27,647
08-022	<b>Total Children's Program Attendance</b>	41,775	41,601
08-023	<b>Total Young Adult Program Attendance</b>	2,891	2,135
08-024	<b>Total Program Attendance at Library-Sponsored Programs</b>	57,864	59,457
<u>Summer Reading Program for Children</u>			
08-025	<b>How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?</b>	10	10
08-026	Total number of annual visits in the library	1,015,853	1,044,348
08-027	<b>Total number of reference transactions per year</b>	80,964	62,036
<u>Electronic Services</u>			
08-028	<b>Number of State Licensed Databases (INSPIRE databases)</b>	62	62
08-029	<b>Number of Local and Other (Not INSPIRE) Licensed Databases</b>	17	20

Children's Comprehensive

08-030	<b>Name(s) of Public Use/Commercial Databases to which the Library subscribes</b>	Literature Database, Consumer Reports, Fold3, Novelist Plus, Foundation Center, Chilton's Auto Repair Online, Reference USA, Mango Language, Mitchell on Demand, NADA Online, Ancestry Library Edition, Heritage Quest Online, Grolier Multimedia, Tumblebooks, World Book Online, Culturegrams	<i>Response has been entered</i>
08-031	<b>Total number of licensed databases</b>	79	82
<u>Public Computers</u>			
08-032	Number of Public Internet Computers uses per year	175,669	189,987
08-033	Number of Wireless hubs located in the central building?	38	7
08-034	<b>Total number of wireless hubs, system-wide</b>	44.00	9.00
08-035	Number of wireless Internet uses per year	N/A	N/A
08-036	<b>Number of Internet connected public computers system-wide</b>	131	128
08-037	<b>Number of Scanners available for the public, system-wide</b>	2	2
08-038	<b>Number of Internet connected Staff computers, connected to a printer</b>	144	142
08-039	<b>Number of Internet connected public computers per capita</b>	1,053.24	
<u>Library System Automation</u>			
08-040	Does your library have an automated bookkeeping system?	Yes	Yes
08-041	Name of bookkeeping system	Banyon	Banyon
08-042	<b>Brand and Version of Integrated Library System</b>	Polaris	Polaris
08-043	<b>Is the library catalog available online?</b>	Yes	Yes

## 9 - Circulation and Holdings

### Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

09-001	Total Circulation of All Materials	2,586,829	2,637,945
09-002	Circulation of All Children's Materials	979,481	984,686
09-003	Circulation of Electronic Materials ( <i>e.g. E-books circulated or electronic materials downloaded annually</i> )	250,170	187,132
09-004	Total In-house Usage of Materials	178,464	189,800
09-005	Number of eBook Reading or Music Playing Devices circulated annually	11,589	7,554
<u>Selected Holdings</u>			
09-007	<b>Books (Print)</b>	343,556	373,433
09-008	Does the library belong to an Ebook consortium?	Yes	Yes
09-009	Name of Ebook Consortium	Indiana Digital Media	Indiana Digital Media
09-010	Electronic books (E-books) (LOCAL HOLDINGS)	4,345	

09-011	Electronic books (E-books) (CONSORTIUM HOLDINGS)	11,070	
09-012	<b>Electronic books (E-books) (TOTAL) SUM OF 09-010 and 09-011</b>	15,415	9,442
09-013	Video Materials - Physical Units	51,587	63,770
09-014	Video Materials - Downloadable Units (LOCAL HOLDINGS)	0	
09-015	Video Materials - Downloadable Units (CONSORTIUM HOLDINGS)	296	
09-016	Video Materials - Downloadable Units (TOTAL) SUM OF 09-014 and 09-015	296	99
09-017	Audio Materials - Physical Units	49,228	56,824
09-018	Audio Materials - Downloadable Units (LOCAL HOLDINGS)	0	
09-019	Audio Materials - Downloadable Units (CONSORTIUM HOLDINGS)	4,291	
09-020	Audio Materials - Downloadable Units (TOTAL) SUM OF 09-018 and 09-019	4,291	3,898
09-021	Electronic (Physical) Format	1,060	1,048
09-022	Number of Electronic Book Reading or Music Playing Devices Owned by the Library	1,217	1,014
09-023	Current Serial Subscriptions	583	582

## 10 - Library Board

### Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

10-0001	Position: President	President	<i>President</i>
10-0002	First Name	Valerie	<i>Valerie</i>
10-0003	Middle Initial/Name		
10-0004	Last Name	Merriam	<i>Merriam</i>
10-0005	Home address	2538 S. Buttonwood Lane	<i>2538 S. Buttonwood Lane</i>
10-0006	City	Bloomington	<i>Bloomington</i>
10-0007	Zip Code	47401	<i>47401</i>
10-0008	E-mail address	valerie.merriam@gmail.com	<i>valerie.merriam@gmail.cc</i>
10-0009	Appointing Authority	Monroe County Community School Corporation	<i>Monroe County Communit School Corporation</i>
10-0010	Date Term Expires	1/31/2015	<i>1/31/2015</i>
10-0011	Number of Consecutive Terms	1	<i>1</i>
10-0012	Date Initially Appointed	2/1/2011	<i>2/1/2011</i>
10-0101	Position: Vice President	Vice President	<i>Vice President</i>
10-0102	First Name	John	<i>Stephen</i>
10-0103	Middle Initial/Name	A	<i>C.</i>
10-0104	Last Name	Walsh	<i>Moberly</i>
10-0105	Home Address	3006 S Olcott Blvd	<i>2638 E. Windermere Wood Drive</i>
10-0106	City	Bloomington	<i>Bloomington</i>
10-0107	Zip Code	47401	<i>47401</i>
10-0108	E-mail address	jawalsh@indiana.edu	<i>moberlys@iqwest.net</i>



10-0109	Appointing Authority	Monroe County Council	<i>Monroe County Commissioners</i>
10-0110	Date Term Expires	1/31/2018	<i>1/31/2014</i>
10-0111	Number of Consecutive Terms	3	<i>2</i>
10-0112	Date Initially Appointed	2/1/2006	<i>2/1/2006</i>
10-0201	Position: Secretary	Secretary	<i>Secretary</i>
10-0202	First Name	Frederick	<i>Fred</i>
10-0203	Middle Initial/Name		
10-0204	Last Name	Risinger	<i>Risinger</i>
10-0205	Home address	7039 E State Road 45	<i>7039 E. State Road 45</i>
10-0206	City	Bloomington	<i>Bloomington</i>
10-0207	Zip Code	47408	<i>47408</i>
10-0208	E-mail address	risinger@indiana.edu	<i>risinger@indiana.edu</i>
10-0209	Appointing Authority	Monroe County Council	<i>Monroe County Council</i>
10-0210	Date Term Expires	1/31/2015	<i>1/31/2015</i>
10-0211	Number of Consecutive Terms	2	<i>2</i>
10-0212	Date Initially Appointed	2/1/2007	<i>2/1/2007</i>
10-0301	Position: Treasurer (Boards may have either Treasurer or Treasurer/Employee, but not both)	Treasurer	<i>Treasurer</i>
10-0302	First Name	David	<i>David</i>
10-0303	Middle Initial/Name		
10-0304	Last Name	Ferguson	<i>Ferguson</i>
10-0305	Home address	403 E Sixth Street	<i>403 E. Sixth Street</i>
10-0306	City	Bloomington	<i>Bloomington</i>
10-0307	Zip Code	47408	<i>47408</i>
10-0308	E-mail address	dlf@ferglaw.com	<i>dlf@ferglaw.com</i>
10-0309	Appointing Authority	Monroe County Commissioners	<i>Monroe County Commissioners</i>
10-0310	Date Term Expires	1/31/2016	<i>1/31/2016</i>
10-0311	Number of Consecutive Terms	2	<i>2</i>
10-0312	Date Initially Appointed	2/1/2008	<i>2/1/2008</i>
10-0401	Position: Treasurer / Employee (Boards may have either Treasurer or Treasurer/Employee, but not both)	Treasurer / Employee	<i>Treasurer / Employee</i>
10-0402	First Name		<i>Gary</i>
10-0403	Middle Initial/Name		
10-0404	Last Name		<i>Lettelleir</i>
10-0405	Home address		<i>3933 S. Jamie Lane</i>
10-0406	City		<i>Bloomington</i>
10-0407	Zip Code		<i>47401</i>
10-0408	E-mail address		<i>glettell@mcpl.info</i>
10-0409	Appointing Authority		
10-0410	Date Term Expires		
10-0411	Number of Consecutive Terms		
10-0412	Date Initially Appointed		
10-0501	Position: Member	Member	<i>Member</i>
10-0502	First Name	Kari	<i>Kari</i>
10-0503	Middle Initial/Name		<i>Isaacson</i>
10-0504	Last Name	Isaacson	<i>Hartig</i>



10-0505	Home address	807 Brighton Court	<i>807 Brighton Court</i>
10-0506	City	Bloomington	<i>Bloomington</i>
10-0507	Zip Code	47401	<i>47401</i>
10-0508	E-mail address	kisaacso@mccsc.edu	<i>khartig@mccsc.edu</i>
10-0509	Appointing Authority	Monroe County Community School Corporation	<i>Monroe County Communit School Corporation</i>
10-0510	Date Term Expires	1/31/2017	<i>1/31/2017</i>
10-0511	Number of Consecutive Terms	2	<i>2</i>
10-0512	Date Initially Appointed	2/1/2009	<i>2/1/2009</i>
10-0601	Position: Member	Member	<i>Member</i>
10-0602	First Name	Hans	<i>John</i>
10-0603	Middle Initial/Name	Otto	<i>A.</i>
10-0604	Last Name	Meyer	<i>Walsh</i>
10-0605	Home address	6339 Wellston Drive	<i>3006 S. Olcott Boulevard</i>
10-0606	City	Bloomington	<i>Bloomington</i>
10-0607	Zip Code	47408	<i>47401</i>
10-0608	E-mail address	meyer1@indiana.edu	<i>jawalsh@indiana.edu</i>
10-0609	Appointing Authority	Monroe County Commissioners	<i>Monroe County Council</i>
10-0610	Date Term Expires	1/31/2018	<i>1/31/2014</i>
10-0611	Number of Consecutive Terms	1	<i>2</i>
10-0612	Date Initially Appointed	2/1/2014	<i>2/1/2006</i>
10-0701	Position: Member	Member	<i>Member</i>
10-0702	First Name	Melissa	<i>Melissa</i>
10-0703	Middle Initial/Name		
10-0704	Last Name	Pogue	<i>Pogue</i>
10-0705	Home address	851 W Edgewood Drive	<i>851 W. Edgewood Drive</i>
10-0706	City	Ellettsville	<i>Ellettsville</i>
10-0707	Zip Code	47429	<i>47429</i>
10-0708	E-mail address	melissapogue@gmail.com	<i>mpogue@rbbcsc.k12.in.us</i>
10-0709	Appointing Authority	Richland-Bean Blossom Community School Corporation	<i>Richland-Bean Blossom Community School Corporation</i>
10-0710	Date Term Expires	1/31/2017	<i>1/31/2017</i>
10-0711	Number of Consecutive Terms	2	<i>2</i>
10-0712	Date Initially Appointed	2/1/2009	<i>2/1/2009</i>
10-0801	Position: Member	Member	<i>Member</i>
10-0802	First Name		
10-0803	Middle Initial/Name		
10-0804	Last Name		
10-0805	Home address		
10-0806	City		
10-0807	Zip Code		
10-0808	E-mail address		
10-0809	Appointing Authority		
10-0810	Date Term Expires		
10-0811	Number of Consecutive Terms		
10-0812	Date Initially Appointed		

10-0901 Position: Member  
10-0902 First Name  
10-0903 Middle Initial/Name  
10-0904 Last Name  
10-0905 Home address  
10-0906 City  
10-0907 Zip Code  
10-0908 E-mail address  
10-0909 Appointing Authority  
10-0910 Date Term Expires  
10-0911 Number of Consecutive Terms  
10-0912 Date Initially Appointed

10-1001 Position: Member

Member

*Member*

10-1002 First Name  
10-1003 Middle Initial/Name  
10-1004 Last Name  
10-1005 Home address  
10-1006 City  
10-1007 Zip Code  
10-1008 E-mail address  
10-1009 Appointing Authority  
10-1010 Date Term Expires  
10-1011 Number of Consecutive Terms  
10-1012 Date Initially Appointed

10-1101 Position: Member

Member

*Member*

10-1102 First Name  
10-1103 Middle Initial/Name  
10-1104 Last Name  
10-1105 Home address  
10-1106 City  
10-1107 Zip Code  
10-1108 E-mail address  
10-1109 Appointing Authority  
10-1110 Date Term Expires  
10-1111 Number of Consecutive Terms  
10-1112 Date Initially Appointed

10-1201 Position: Member

Member

*Member*

10-1202 First Name  
10-1203 Middle Initial/Name  
10-1204 Last Name  
10-1205 Home address  
10-1206 City  
10-1207 Zip Code  
10-1208 E-mail address  
10-1209 Appointing Authority  
10-1210 Date Term Expires  
10-1211 Number of Consecutive Terms

10-1212	Date Initially Appointed		
10-0991	What Day of the Month is the Regular Library Board Meeting?	Third Wednesday	<i>3rd Wednesday</i>
10-0992	What is the time of the Regular Library Board Meeting?	5:45 PM	<i>5:45 p.m.</i>

## 11 - Salary Section

### Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

11-001	Annual salary of the Director	\$102,708	<i>\$97,708</i>
11-002	Does the library director have an employment contract?	No	<i>No</i>
11-003	What is the current level of certification for the library Director?	LC 1	<i>LC 1</i>
11-004	Job Title - Assistant or Associate Director	Assistant Director	<i>Assistant Director</i>
11-005	Certification Level	LC 2	<i>LC 2</i>
11-006	Minimum Hourly Wage	\$34.36	<i>\$32.32</i>
11-007	Maximum Hourly Wage	\$50.25	<i>\$48.48</i>
11-008	Job Title - Department Head, Manager or Supervisor	Department Head	<i>Department Head</i>
11-009	Certification Level	LC 2	<i>LC 2</i>
11-010	Minimum Hourly Wage	\$24.10	<i>\$23.23</i>
11-011	Maximum Hourly Wage	\$35.38	<i>\$34.85</i>
11-012	Job Title - Branch Head	Branch Head	<i>Branch Head</i>
11-013	Certification Level	LC 2	<i>LC 2</i>
11-014	Minimum Hourly Wage	\$24.10	<i>\$23.23</i>
11-015	Maximum Hourly Wage	\$35.38	<i>\$34.85</i>
11-016	Job Title - Administrative Assistant	Administrative Assistant	<i>Administrative Assistant</i>
11-017	Certification Level	None required	<i>None required</i>
11-018	Minimum Hourly Wage	\$13.16	<i>\$13.03</i>
11-019	Maximum Hourly Wage	\$18.42	<i>\$18.24</i>
11-020	Job Title - Automation, Network or System Manager	Automation / Network / System Manager	<i>Automation / Network / System Manager</i>
11-021	Certification Level	None required	<i>None required</i>
11-022	Minimum Hourly Wage	\$24.10	<i>\$23.23</i>
11-023	Maximum Hourly Wage	\$35.38	<i>\$34.85</i>
11-024	Job Title - Business Manager	Business Manager	<i>Business Manager</i>
11-025	Certification Level	None required	<i>None required</i>
11-026	Minimum Hourly Wage	\$20.61	<i>\$20.40</i>
11-027	Maximum Hourly Wage	\$30.60	<i>\$30.30</i>
11-028	Job Title - Cataloging or Technical Services Librarian	Cataloging or Technical	<i>Cataloging or Technical</i>
11-029	Certification Level	LC 3	<i>LC 3</i>
11-030	Minimum Hourly Wage	\$18.36	<i>\$18.18</i>
11-031	Maximum Hourly Wage	\$27.54	<i>\$27.27</i>
11-032	Job Title - Children's Librarian	Children's Librarian	<i>Children's Librarian</i>
		LC 3	<i>LC 3</i>

11-033	Certification Level		
11-034	Minimum Hourly Wage	\$18.36	\$18.18
11-035	Maximum Hourly Wage	\$27.54	\$27.27
11-036	Job Title - General Reference or Adult Librarian	General Reference or Adult Librarian	<i>General Reference or Adult Librarian</i>
11-037	Certification Level	LC 3	<i>LC 3</i>
11-038	Minimum Hourly Wage	\$18.36	\$18.18
11-039	Maximum Hourly Wage	\$27.54	\$27.27
11-040	Job title - Young Adult Librarian	Young Adult Librarian	<i>Young Adult Librarian</i>
11-041	Certification Level	LC 3	<i>LC 3</i>
11-042	Minimum Hourly Wage	\$18.36	\$18.18
11-043	Maximum Hourly Wage	\$27.54	\$27.27
11-044	Job Title - Indiana History, Local History, or Genealogy Librarian	Indiana History, Local History, or Genealogy Librarian	<i>Indiana History, Local History, or Genealogy Librarian</i>
11-045	Certification Level	LC 3	<i>LC 3</i>
11-046	Minimum Hourly Wage	\$18.36	\$18.18
11-047	Maximum Hourly Wage	\$27.54	\$27.27
11-048	Job Title - Genealogy Reference Service	Genealogy Reference Service	<i>Genealogy Reference Service</i>
11-049	Certification Level	LC 3	<i>LC 3</i>
11-050	Minimum Hourly Wage	\$18.36	\$18.18
11-051	Maximum Hourly Wage	\$27.54	\$27.27
11-052	Job Title - Audio Visual Librarian	Audio Visual Librarian	<i>Audio Visual Librarian</i>
11-053	Certification Level		
11-054	Minimum Hourly Wage		
11-055	Maximum Hourly Wage		
11-056	Job Title - Specialist (Professional)	Specialist (Professional)	<i>Specialist (Professional)</i>
11-057	Certification Level	None required	<i>None required</i>
11-058	Minimum Hourly Wage	\$24.10	\$23.23
11-059	Maximum Hourly Wage	\$35.38	\$34.85
11-060	Job Title - Library Assistant	Library Assistant	<i>Library Assistant</i>
11-061	Certification Level	LC 6	<i>LC 6</i>
11-062	Minimum Hourly Wage	\$14.28	\$14.14
11-063	Maximum Hourly Wage	\$20.71	\$20.50
11-064	Job Title - Bookkeeper or Treasurer	Bookkeeper or Treasurer	<i>Bookkeeper or Treasurer</i>
11-065	Certification Level	None required	<i>None required</i>
11-066	Minimum Hourly Wage	\$15.82	\$15.66
11-067	Maximum Hourly Wage	\$22.93	\$22.70
11-068	Job Title - Secretary or Receptionist	Secretary or Receptionist	<i>Secretary or Receptionist</i>
11-069	Certification Level	None required	<i>None required</i>
11-070	Minimum Hourly Wage	\$10.82	\$10.71
11-071	Maximum Hourly Wage	\$15.14	\$14.99
11-072	Job Title - Library Technician (including computer)	Library Technician	<i>Library Technician</i>
11-073	Certification Level	None required	<i>None required</i>
11-074	Minimum Hourly Level	\$13.16	\$13.03
		\$18.42	\$18.24

11-075	Maximum Hourly Level		
11-076	Job Title - Clerk, Clerical or Aide	Clerical or Aide	<i>Clerical or Aide</i>
11-077	Certification Level	None required	<i>None required</i>
11-078	Minimum Hourly Wage	\$10.82	<i>\$10.71</i>
11-079	Maximum Hourly Wage	\$18.42	<i>\$14.99</i>
11-080	Job Title - Maintenance, Custodian, Janitor, or House-keeper	Maintenance, Custodian	<i>Maintenance, Custodian</i>
11-081	Certification Level	None required	<i>None required</i>
11-082	Minimum Hourly Wage	\$10.82	<i>\$10.71</i>
11-083	Maximum Hourly Wage	\$15.14	<i>\$14.99</i>
11-084	Job Title - Security	Security	<i>Security</i>
11-085	Certification Level	None required	<i>None required</i>
11-086	Minimum Hourly Wage	\$13.16	<i>\$13.03</i>
11-087	Maximum Hourly Wage	\$18.42	<i>\$18.24</i>
11-088	Job Title - Bookmobile Driver	Bookmobile Driver	<i>Bookmobile Driver</i>
11-089	Certification Level	None required	<i>None required</i>
11-090	Minimum Hourly Wage	\$10.82	<i>\$10.71</i>
11-091	Maximum Hourly Wage	\$15.14	<i>\$14.99</i>
11-092	Job Title - Messenger/Courier	Messenger/Courier	<i>Messenger/Courier</i>
11-093	Certification Level	None required	<i>None required</i>
11-094	Minimum Hourly Wage	\$13.16	<i>\$13.03</i>
11-095	Maximum Hourly Wage	\$18.42	<i>\$18.24</i>
11-096	Job Title - Page, Intern or Student Assistant	Page, Intern or Student Assistant	<i>Page, Intern or Student Assistant</i>
11-097	Certification Level	None required	<i>None required</i>
11-098	Minimum Hourly Wage	\$7.66	<i>\$7.58</i>
11-099	Maximum Hourly Wage	\$10.72	<i>\$10.61</i>
11-100	Job Title - Temporary Substitute	Temporary Substitute	<i>Temporary Substitute</i>
11-101	Certification Level		
11-102	Minimum Hourly Wage		
11-103	Maximum Hourly Wage		
11-104	Job Title - Interlibrary Loan	Interlibrary Loan	<i>Interlibrary Loan</i>
11-105	Certification Level	LC 6	<i>LC 6</i>
11-106	Minimum Hourly Wage	\$14.28	<i>14.14</i>
11-107	Maximum Hourly Wage	\$20.71	<i>20.50</i>
11-108	Job Title - Human Resources	Human Resources	
11-109	Certification Level	None required	
11-110	Minimum Hourly Wage	\$24.10	
11-111	Maximum Hourly Wage	\$35.38	
11-112	Job Title - Marketing	Marketing	
11-113	Certification Level	None required	
11-114	Minimum Hourly Wage	\$24.10	
11-115	Maximum Hourly Wage	\$35.38	
11-116	Job Title - Circulation Librarian	Circulation Librarian	
11-117	Certification Level	LC 2	
11-118	Minimum Hourly Wage	\$20.61	

11-119	Maximum Hourly Wage	\$30.60	
11-120	Job Title - Other	Yes	<i>Yes</i>
11-121	Specify Other Job Title	Maintenance Supervisor	<i>Maintenance Supervisor</i>
11-122	Certification Level	None required	<i>None required</i>
11-123	Minimum Hourly Wage	\$20.61	<i>\$20.40</i>
11-124	Maximum Hourly Wage	\$30.60	<i>\$30.30</i>
11-125	Job Title - Other	Yes	<i>Yes</i>
11-126	Specify Other Job Title	Security Lead	<i>Security Lead</i>
11-127	Certification Level	None required	<i>None required</i>
11-128	Minimum Hourly Wage	\$14.28	<i>\$14.14</i>
11-129	Maximum Hourly Wage	\$20.71	<i>\$20.50</i>
11-130	Job Title - Other		
11-131	Specify Other Job Title		
11-132	Certification Level		
11-133	Minimum Hourly Wage		
11-134	Maximum Hourly Wage		
11-135	Job Title - Other		
11-136	Specify Other Job Title		
11-137	Certification Level		
11-138	Minimum Hourly Wage		
11-139	Maximum Hourly Wage		
11-140	Job Title - Other		
11-141	Specify Other Job Title		
11-142	Certification Level		
11-143	Minimum Hourly Wage		
11-144	Maximum Hourly Wage		
11-145	Job Title - Other		
11-146	Specify Other Job Title		
11-147	Certification Level		
11-148	Minimum Hourly Wage		
11-149	Maximum Hourly Level		
11-150	Job Title - Other		
11-151	Specify Other Job Title		
11-152	Certification Level		
11-153	Minimum Hourly Wage		
11-154	Maximum Houly Wage		
11-155	Job Title - Other		
11-156	Specify Other Job Title		
11-157	Certification Level		
11-158	Minimum Hourly Wage		
11-159	Maximum Hourly Wage		

Employee Fringe Benefit Information - Full-time Employees

11-501	PERF	Yes	<i>Yes</i>
11-502	Deferred Compensation	No	<i>No</i>
11-503	Health Insurance	Yes	<i>Yes</i>
11-504	Health Savings Account (HSA)	Yes	<i>Yes</i>

11-505	Dental Insurance	Yes	Yes
11-506	Life Insurance	Yes	Yes
11-507	Vision Insurance	Yes	Yes
11-508	Disability	Yes	Yes
11-509	Paid Time off for Continuing Education	Yes	Yes
11-510	Reimbursement for Continuing Education	Yes	Yes
11-511	Other1 (specify)	Access to Clinic w/ Health Insurance	Access to Clinic w/ Health Insur.
11-512	Other2 (specify)	Short-term Disability Insur; 403B	Short Term Disability Insu 403B

Employee Fringe Benefit Information - Part-time Employees

11-513	PERF	No	No
11-514	Deferred Compensation	No	No
11-515	Health Insurance	No	No
11-516	Health Savings Account (HSA)	No	No
11-517	Dental Insurance	Yes	Yes
11-518	Life Insurance	No	No
11-519	Vision Insurance	Yes	Yes
11-520	Disability	Yes	Yes
11-521	Paid Time off for Continuing Education	Yes	Yes
11-522	Reimbursement for Continuing Education	Yes	Yes
11-523	Other1 (specify)	Clinic without Health Insurance	Clinic without Health Insurance
11-524	Other2 (specify)	403B	403b

Paid days off per year - Full-time Librarian

11-525	Number of Vacation Days	24	24
11-526	Number of Sick Days	12	12
11-527	Number of Personal Days	0	0
11-528	Holidays	9	9
11-529	Funeral/Bereavement	5	5
11-530	Other Days (specify)	n/a	NA

Paid days off per year - Part-Time Librarian

11-531	Number of Vacation Days	24	24
11-532	Number of Sick Days	12	12
11-533	Number of Personal Days	0	0
11-534	Holidays	9	9
11-535	Funeral/Bereavement	3	3
11-536	Other Days	n/a	NA

Paid days off per year - Full-Time Support Staff

11-537	Number of Vacation Days	14-24	14-24
11-538	Number of Sick Days	12	12
11-539	Number of Personal Days	0	0
11-540	Holidays	9	9
11-541	Funeral/Bereavement	3	3
11-542	Other Days	n/a	NA

Paid days off per year - Part-Time Support Staff

11-543	Number of Vacation Days	14-24	14-24
11-544	Number of Sick Days	12	12

11-545	Number of Personal Days	0	0
11-546	Holidays	9	9
11-547	Funeral/Bereavement	3	3
11-548	Other Days	n/a	NA

## 12 - PLAC Loans

### Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Report the number of PLAC loans your library made to a home patron of the following libraries.

DO NOT report any loans made to your own library

12-001	Did your library make any PLAC loans?	Yes	Yes
12-002	Adams Public Library System		
12-003	Akron Carnegie Public Library		58
12-004	Alexandria-Monroe Public Library		
12-005	Alexandrian Public Library		
12-006	Allen County Public Library		
12-007	Anderson Public Library	387	
12-008	Andrews-Dallas Township Public Library		
12-009	Argos Public Library		
12-010	Attica Public Library		
12-011	Aurora Public Library District		
12-012	Avon-Washington Township Public Library		
12-013	Bartholomew County Public Library	116	4
12-014	Barton Rees Pogue Memorial Public Library		
12-015	Batesville Memorial Public Library		
12-016	Bedford Public Library	6,643	7,012
12-017	Beech Grove Public Library		
12-018	Bell Memorial Public Library		
12-019	Benton County Public Library		
12-020	Berne Public Library		
12-021	Bicknell-Vigo Township Public Library		
12-022	Bloomfield-Eastern Greene County Public Library	16,944	17,909
12-023	Boonville-Warrick County Public Library		1
12-024	Boswell-Grant Township Public Library		
12-025	Bourbon Public Library		
12-026	Brazil Public Library		
12-027	Bremen Public Library		
12-028	Bristol-Washington Township Public Library		
12-029	Brook-Iroquois-Washington Township Public Library		
12-030	Brookston-Prairie Township Public Library		
12-031	Brown County Public Library	15,136	14,664
12-032	Brownsburg Public Library		
12-033	Brownstown Public Library		
12-034	Butler Public Library		
12-035	Cambridge City Public Library		



12-036 Camden-Jackson Township Public Library  
 12-037 Carmel Clay Public Library  
 12-038 Carnegie Public Library Of Steuben County  
 12-039 Centerville-Center Township Public Library  
 12-040 Charlestown Clark County Public Library  
 12-041 Churubusco Public Library  
 12-042 Clayton-Liberty Township Public Library  
 12-043 Clinton Public Library  
 12-044 Coatesville-Clay Township Public Library  
 12-045 Colfax-Perry Township Public Library  
 12-046 Converse-Jackson Township Public Library  
 12-047 Covington-Veedersburg Public Library  
 12-048 Crawford County Public Library  
 12-049 Crawfordsville District Public Library  
 12-050 Crown Point Community Public Library  
 12-051 Culver-Union Township Public Library  
 12-052 Danville-Center Township Public Library  
 12-053 Darlington Public Library  
 12-054 Delphi Public Library  
 12-055 Dublin Public Library  
 12-056 Dunkirk Public Library  
 12-057 Earl Park Public Library  
 12-058 East Chicago Public Library  
 12-059 Eckhart Public Library  
 12-060 Edinburgh Wright-Hageman Public Library  
 12-061 Elkhart Public Library  
 12-062 Evansville-Vanderburgh Public Library  
 12-063 Fairmount Public Library  
 12-064 Farmland Public Library  
 12-065 Fayette County Public Library  
 12-066 Flora-Monroe Township Public Library  
 12-067 Fort Branch-Johnson Township Public Library  
 12-068 Fortville-Vernon Township Public Library  
 12-069 Francesville-Salem Township Public Library  
 12-070 Frankfort Community-Clinton County Contractual  
 Public Library  
 12-071 Franklin County Public Library District  
 12-072 Fremont Public Library  
 12-073 Fulton County Public Library  
 12-074 Garrett Public Library  
 12-075 Gary Public Library  
 12-076 Gas City-Mill Township Public Library  
 12-077 Goodland & Grant Township Public Library  
 12-078 Goshen Public Library  
 12-079 Greensburg-Decatur County Contractual Public  
 Library  
 12-080 Greentown & Eastern Howard School Public Library  
 12-081 Greenwood Public Library

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12-082	Hagerstown-Jefferson Township Public Library		
12-083	Hamilton East Public Library		
12-084	Hamilton North Public Library		
12-085	Hammond Public Library		
12-086	Hancock County Public Library		
12-087	Harrison County Public Library		
12-088	Hartford City Public Library		
12-089	Henry Henley Public Library IN0165		
12-090	Huntingburg Public Library	50	
12-091	Huntington City-Township Public Library		
12-092	Hussey-Mayfield Memorial Public Library		
12-093	Indianapolis-Marion County Public Library	55	
12-094	Jackson County Public Library	46	69
12-095	Jasonville Public Library		
12-096	Jasper County Public Library		
12-097	Jasper-Dubois County Contractual Public Library		
12-098	Jay County Public Library		
12-099	Jefferson County Public Library		
12-100	Jeffersonville Township Public Library		
12-101	Jennings County Public Library		
12-102	Johnson County Public Library	416	
12-103	Jonesboro Public Library		
12-104	Joyce Public Library		
12-105	Kendallville Public Library		
12-106	Kentland-Jefferson Township Public Library		
12-107	Kewanna-Union Township Public Library		
12-108	Kingman-Millcreek Public Library		
12-109	Kirklin Public Library		
12-110	Knightstown Public Library		
12-111	Knox County Public Library		
12-112	Kokomo-Howard County Public Library		
12-113	La Crosse Public Library		
12-114	La Grange County Public Library		
12-115	La Porte County Public Library		
12-116	Ladoga-Clark Township Public Library		
12-117	Lake County Public Library		
12-118	Lawrenceburg Public Library		
12-119	Lebanon Public Library		
12-120	Ligonier Public Library		
12-121	Lincoln Heritage Public Library		
12-122	Linden Carnegie Public Library		
12-123	Linton Public Library		
12-124	Logansport-Cass County Public Library		
12-125	Loogootee Public Library	939	775
12-126	Lowell Public Library		
12-127	Marion Public Library	101	105
12-128	Matthews Public Library		
12-129	Melton Public Library		

12-130	Michigan City Public Library		
12-131	Middlebury Community Public Library		
12-132	Middletown Fall Creek Township Public Library		
12-133	Milford Public Library		
12-134	Mishawaka-Penn_Harris Public Library		
12-135	Mitchell Community Public Library	3	249
12-136	Monon Town & Township Public Library		
12-137	Monroe County Public Library		
12-138	Monterey-Tippecanoe Township Public Library		
12-139	Montezuma Public Library		
12-140	Monticello-Union Township Public Library		
12-141	Montpelier-Harrison Township Public Library		
12-142	Mooresville Public Library		
12-143	Morgan County Public Library	3,491	3,322
12-144	Morrisson Reeves Library		
12-145	Muncie-Center Township Public Library		
12-146	Nappanee Public Library		
12-147	New Albany-Floyd County Public Library		
12-148	New Carlisle & Olive Township Public Library		
12-149	New Castle-Henry County Public Library		
12-150	New Harmony Workingmen's Institute		
12-151	Newton County Public Library		
12-152	Noble County Public Library		
12-153	North Judson-Wayne Township Public Library		
12-154	North Madison County Public Library System		
12-155	North Manchester Public Library		
12-156	North Webster Community Public Library		
12-157	Oakland City-Columbia Township Public Library		
12-158	Odon Winkelpleck Public Library	27	177
12-159	Ohio County Public Library		
12-160	Ohio Township Public Library System		
12-161	Orleans Town & Township Public Library	281	79
12-162	Osgood Public Library		
12-163	Otterbein Public Library		
12-164	Owen County Public Library	15,890	18,478
12-165	Owensville Carnegie Public Library		
12-166	Oxford Public Library		
12-167	Paoli Public Library	388	299
12-168	Peabody Public Library		
12-169	Pendleton Community Public Library		
12-170	Penn Township Public Library		
12-171	Perry County Public Library		
12-172	Peru Public Library		
12-173	Pierceton & Washington Township Public Library		
12-174	Pike County Public Library		
12-175	Plainfield-Guilford Township Public Library		
12-176	Plymouth Public Library		
12-177	Porter County Public Library System		

12-178	Poseyville Carnegie Public Library		
12-179	Princeton Public Library		
12-180	Pulaski County Public Library		
12-181	Putnam County Public Library	621	797
12-182	Remington-Carpenter Township Public Library		
12-183	Ridgeville Public Library		
12-184	Roachdale-Franklin Township Public Library		
12-185	Roann Paw-Paw Township Public Library		
12-186	Roanoke Public Library		
12-187	Rockville Public Library		
12-188	Royal Center-Boone Township Public Library		
12-189	Rushville Public Library		
12-190	Salem-Washington Township Public Library		
12-191	Scott County Public Library		
12-192	Shelby County Public Library		
12-193	Sheridan Public Library		
12-194	Shoals Public Library	509	432
12-195	South Whitley-Cleveland Township Public Library		
12-196	Speedway Public Library		
12-197	Spencer County Public Library	224	415
12-198	Spiceland Town-Township Public Library		
12-199	St. Joseph County Public Library	2	
12-200	Starke County Public Library System		
12-201	Sullivan County Public Library		
12-202	Swayzee Public Library		
12-203	Switzerland County Public Library		
12-204	Syracuse-Turkey Creek Township Public Library		
12-205	Thorntown Public Library		
12-206	Tippecanoe County Public Library	58	270
12-207	Tipton County Public Library		
12-208	Tyson Library Association, Inc		
12-209	Union City Public Library		
12-210	Union County Public Library		
12-211	Van Buren Public Library		
12-212	Vermillion County Public Library		
12-213	Vigo County Public Library	132	333
12-214	Wabash Carnegie Public Library		
12-215	Wakarusa-Olive & Harrison Township Public Library		
12-216	Walkerton-Lincoln Township Public Library		
12-217	Walton & Tipton Township Public Library		
12-218	Wanatah Public Library		
12-219	Warren Public Library		
12-220	Warsaw Community Public Library		
12-221	Washington Carnegie Public Library		19
12-222	Washington Township Public Library		
12-223	Waterloo-Grant Township Public Library		
12-224	Waveland-Brown Township Public Library		

12-225	Wells County Public Library		
12-226	West Lafayette Public Library		
12-227	West Lebanon-Pike Township Public Library		
12-228	Westchester Public Library		
12-229	Westfield-Washington Public Library		
12-230	Westville-New Durham Township Public Library		
12-231	Whiting Public Library		
12-232	Willard Library of Evansville		
12-233	Williamsport-Washington Township Public Library		
12-234	Winchester Community Public Library		
12-235	Wolcott Community Public Library		
12-236	Worthington Jefferson Township Public Library		
12-237	York Township Public Library		
12-238	Yorktown Public Library		
12-239	<b>TOTAL PLAC Loans</b>	62,476	65,506

### 13 - Compliance with Standards for Public Lib

#### Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

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

Please answer either "Yes", "No", or "N/A" if applicable.

Do not skip any questions.

13-001	<b>Does your library comply with Public Library Law under IC 36-12?</b>	Yes	Yes
13-002	<b>If the answer to 13-001 is NO, explain:</b>		
13-003	<b>Does your library comply with other Indiana laws that affect municipal corporations?</b>	Yes	Yes
13-004	<b>If the answer to 13-003 is NO, explain:</b>		
13-005	<b>Does your library comply with all federal laws affecting employment practice?</b>	Yes	Yes
13-006	<b>If the answer to 13-005 is NO, explain:</b>		
13-007	<b>Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?</b>	Yes	Yes
13-008	<b>If the answer to 13-007 is NO, explain:</b>		
13-009	<b>Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?</b>	Yes	Yes
13-010	<b>If the answer to 13-009 is NO, explain:</b>		
13-011	Do the library board and the director maintain separate functions?	Yes	Yes
13-012	<b>Is the board responsible for governance and policy?</b>	Yes	Yes
13-013	<b>Is the director responsible for administration, operation and management of the library?</b>	Yes	Yes

13-014	<b>Does the director work full-time?</b>	Yes	Yes
13-015	<b>Does the Director have the required certification under 590 IAC 5? (Check <a href="https://mylicense.in.gov/EVerification/Search.aspx">https://mylicense.in.gov/EVerification/Search.aspx</a> if any question occurs)</b>	Yes	Yes

**With the advice and recommendations of the library director, has the library board adopted the following policies and procedures?**

13-016	<b>An annual classification of employees</b>	Yes	Yes
13-017	<b>Schedules of salaries</b>	Yes	Yes
13-018	<b>A proposed library budget</b>	Yes	Yes
13-019	<b>Library policies</b>	Yes	Yes

**Employment Policies**

**Has the library board adopted the written employment practices dealing with:**

13-020	<b>Recruitment?</b>	Yes	Yes
13-021	<b>Selection?</b>	Yes	Yes
13-022	<b>Appointments?</b>	Yes	Yes
13-023	<b>Personnel actions?</b>	Yes	Yes
13-024	<b>Salary administration?</b>	Yes	Yes
13-025	<b>Employee benefits?</b>	Yes	Yes
13-026	<b>The conditions of work?</b>	Yes	Yes
13-027	<b>Leaves?</b>	Yes	Yes
13-028	<b>Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?</b>	Yes	Yes
13-029	<b>Does the library have current, written bylaws that state its purpose and its operational procedures?</b>	Yes	Yes
13-030	<b>Do the library bylaws specifically state rules governing conflicts of interest issues?</b>	Yes	Yes
13-031	<b>Do the library bylaws specifically state rules governing nepotism?</b>	Yes	Yes
13-032	<b>Have the bylaws been reviewed by the board in the last three (3) years?</b>	Yes	Yes
13-033	<b>Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board been submitted to the Indiana State Library?</b>	Yes	Yes
13-034	<b>Does your library have a written collection development plan?</b>	Yes	Yes
13-035	<b>Does your library have a written circulation policy detailing the principles of access for all library materials and service?</b>	Yes	Yes
13-036	<b>Does your library provide support for continuing education for staff and trustees?</b>	Yes	Yes

**Long Range Plan**

13-037	<b>Does the library have a written long-range plan of service?</b>	Yes	Yes
13-038	<b>What year did your current long range plan begin?</b>	2013	2013
13-039	<b>What year does your current long range plan end?</b>	2017	2017

13-040	<b>Has your long-range plan been reviewed and updated in the last three (3) to five (5) years, depending upon the length of your plan?</b>	Yes	Yes
13-041	<b>Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?</b>	Yes	Yes
13-042	<b>Does your long-range plan include a statement of community needs and goals?</b>	Yes	Yes
13-043	<b>Does your long-range plan include measurable objectives and service in response to the community's needs and goals?</b>	Yes	Yes
13-044	<b>Does your long-range plan include an assessment of facilities, services, technology, and operations?</b>	Yes	Yes
13-045	<b>Does your long-range plan include an ongoing annual evaluation process?</b>	Yes	Yes
13-046	<b>Does your long-range plan include a plan for financial resources and sustainability?</b>	Yes	Yes
13-047	<b>Does your long-range plan include a statement of collaboration with other public libraries?</b>	Yes	Yes
13-048	<b>Does your long-range plan include a statement of collaboration with other community partners?</b>	Yes	Yes

Technology Plan

13-049	<b>Does the library have a written technology plan?</b>	Yes	Yes
13-050	<b>What year did your current technology plan begin?</b>	2013	2013
13-051	<b>What year does your current technology plan end?</b>	2015	2015
13-052	<b>Has your technology plan been updated in the last three (3) years?</b>	Yes	Yes
13-053	<b>Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?</b>	Yes	Yes

**Does your technology plan include:**

13-054	<b>Realistic goals and strategies for using telecommunications and information technology?</b>	Yes	Yes
13-055	<b>A professional development strategy?</b>	Yes	Yes
13-056	<b>An assessment of telecommunication services, hardware, software, and other services needed?</b>	Yes	Yes
13-057	<b>An equipment replacement schedule?</b>	Yes	Yes
13-058	<b>A plan for financial resources and sustainability?</b>	Yes	Yes
13-059	<b>An ongoing annual evaluation process?</b>	Yes	Yes
13-060	<b>An automated, integrated library system (ILS) which conforms to a national cataloging standard?</b>	Yes	Yes

Resource Sharing

13-061	<b>Does your library provide interlibrary loan free of charge <i>to other libraries</i> within Indiana?</b>	Yes	Yes
13-062	<b>Does your library provide interlibrary loan free of charge <i>to your users</i>?</b>	Yes	
13-063	<b>Does the library lend materials via a statewide reciprocal borrowing program?</b>	No	No

13-064	<b>Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?</b>	No	No
13-065	<b>If the answer to 13-064 is yes, please list libraries with which you have reciprocal borrowing agreements.</b>		
13-066	<b>Does the library lend materials using the OCLC Resource Sharing system?</b>	Yes	Yes
13-067	<b>Is the library a member of Evergreen Indiana?</b>	No	No
13-068	<b>How many days per week does your library receive Info Express courier service?</b>	3	3

**Does the library provide adult services, including:**

13-069	<b>Programs and reference services offered by an appropriately certified librarian?</b>	Yes	Yes
13-070	<b>Access to reference materials, including INSPIRE?</b>	Yes	Yes
13-071	<b>A collection of materials for adults?</b>	Yes	Yes
13-072	<b>A space designated in the library for adult services?</b>	Yes	Yes

**Does the library provide an *Enhanced* level of service by providing:**

13-073	<b>*One (1) or more staff, with appropriate certification</b>		
	<b>*Serving at least part time,</b>	Yes	Yes
	<b>*At each fixed location?</b>		

[All conditions must apply]

**Does the library provide an *Exceptional* level of service by providing:**

13-074	<b>*One (1) full-time staff member, or the equivalent</b>		
	<b>*With appropriate certification</b>	Yes	Yes
	<b>*At each fixed location?</b>		

[All conditions must apply]

**Does the library provide Young Adult services, including:**

13-075	<b>Programs and reference services offered by an appropriately certified librarian?</b>	Yes	Yes
13-076	<b>Access to reference materials, including INSPIRE?</b>	Yes	Yes
13-077	<b>A collection of materials for young adults?</b>	Yes	Yes
13-078	<b>A space designated in the library for young adult services.</b>	Yes	Yes

**Does the library provide an *Enhanced* level of service by providing:**

13-079	<b>*One (1) or more staff, with appropriate certification</b>		
	<b>*Serving at least part time,</b>	Yes	Yes
	<b>*At each fixed location?</b>		

[All conditions must apply]



**Does the library provide an *Exceptional* level of service by providing:**

13-080	<b>*One (1) full-time staff member, or the equivalent</b>		
	<b>*With appropriate certification</b>	No	No
	<b>*At each fixed location?</b>		
	[All conditions must apply]		

**Does the library provide Children's services, including:**

13-081	<b>Programs and reference services offered by an appropriately certified librarian?</b>	Yes	Yes
13-082	<b>A collection of materials for children?</b>	Yes	Yes
13-083	<b>A space designated in the library for children's services?</b>	Yes	Yes

**Does the library provide an *Enhanced* level of service by providing:**

13-084	<b>*One (1) or more staff, with appropriate certification</b>		
	<b>*Serving at least part time,</b>	Yes	Yes
	<b>*At each fixed location?</b>		
	[All conditions must apply]		

**Does the library provide an *Exceptional* level of service by providing:**

13-085	<b>*One (1) full-time staff member, or the equivalent</b>		
	<b>*With appropriate certification</b>	Yes	Yes
	<b>*At each fixed location?</b>		
	[All conditions must apply]		

Public Access

13-086	<b>Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, Braille books, audio books, and/or enhanced media?</b>	Yes	Yes
13-087	<b>Does the library provide computers for the free use of all persons regardless of residency?</b>	Yes	Yes
13-088	<b>Does your library provide a means for the public to make copies at each location?</b>	Yes	Yes

Webpage

13-089	<b>Does your library's webpage include current hours of operation?</b>	Yes	Yes
13-090	<b>Does your library's webpage include a physical address for your library?</b>	Yes	Yes
13-091	<b>Does your library's webpage include a map for each fixed location?</b>	Yes	Yes
13-092	<b>Does your library's webpage include a telephone number?</b>	Yes	Yes
13-093	<b>Does your library's webpage include an e-mail address or other means of electronic contact?</b>	Yes	Yes
13-094	<b>Does your library's webpage include a link to INSPIRE and other free electronic resources?</b>	Yes	Yes

13-095	<b>Does your library's webpage include publicly posted policies, including, but not limited to, circulation policies, fees, and internet use policies?</b>	Yes	Yes
13-096	<b>Has your Internet Policy been reviewed by the board in the last year?</b>	Yes	Yes
13-097	<b>Does your library's webpage include a link to the library's online public access catalog?</b>	Yes	Yes
13-098	<b>Does your library's webpage include a calendar or list of events and programs which is updated at least monthly?</b>	Yes	Yes

## 14 - Statement of Intent to Comply with Standards

14-001 Please explain any NO answers given in Part 13.

## 15 - Supplement

Answer all questions with information as of 12/31/2014.

15-001	Does your library have a friends group?	Yes	
15-002	What is the name of the main contact person for your friends group?	Mary Jean Regoli, Friends Secretary	
15-003	What is their phone number?	(812) 349-3050	
15-004	What is their email?	mjregoli@mcpl.info	
15-005	Does your library have a foundation?	No	
15-006	What is the name of the main contact person for your foundation?		
15-007	What is their phone number?		
15-008	What is their email?		
15-009	What is the name of the main contact person for your interlibrary loan operation?	Elizabeth Gray	<i>Elizabeth Gray</i>
15-010	What is their phone number?	(812) 349-3228	<i>(812) 349-3228</i>
15-011	What is their email?	egray@mcpl.info	<i>egray@mcpl.info</i>
15-012	Does your library have a makerspace?	No	
15-013	If so, list items included in the space that are available for patron use.		
15-014	Do you use a non-traditional classification system (e.g. BISAC) for any part of your work collection?	No	
15-015	If so, describe the system(s) used and for which collection(s) it is used.		
15-016	Does your library work in partnership with any adult literacy programs, or offer any adult literacy training?	Yes	
15-017	If so, indicate the program(s) or describe the services offered.	Volunteers in Tutoring Adult Learners (VITAL) is a program of the library.	
15-018	Does your library provide access to digital content to your users through databases or streaming services (e.g. Freegal, Freading, hoopla, Tumblebooks, or Zinio)?	Yes	
	If so, please list which services or databases are offered.	Freegal, Hoopla, Tumblebooks, Zinio	

15-019	Provide the total number of annual circulations or downloads of these materials.	153,891
15-020	How many out-reach events did your library participate in during 2014?	61
15-021	How many personal interactions did your staff have during these outreach events? Estimates are acceptable.	610

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

This Agreement is made and entered into this 4<sup>th</sup> day of February, 2015, by and between the El Centro Comunal Latino, Inc. (the Latino Community Center), and the Monroe County Public Library (the Library).

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

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

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

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

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

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

**1. Purpose of Agreement:**

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

**2. Duration of Agreement:**

The term of this Agreement shall begin January 1, 2015 and run through December 31, 2015. The parties may agree in writing to renew or extend the term of the Agreement.

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

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

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

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

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

**5. Release of Liability**

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

**6. Insurance**

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

**7. Termination**



Termination by mutual agreement: The parties may terminate this Agreement prior to December 31, 2015 by mutual written agreement. Unilateral termination: In the event that one of the parties to this Agreement breaches any of its terms and conditions, the non-breaching party shall serve written notice of the breach to the other party by certified mail. The offending party shall then have ten (10) days from the date of mailing in which to cure the breach. If the offending party fails to cure the breach within ten (10) days, the non-breaching party may, at its option and in writing, unilaterally terminate the Agreement.

#### **8. Notice**

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

##### **El Centro Comunal Latino, Inc.**

Esther Fuentes

Board President

esther.fuentes@oldnational.com

##### **Monroe County Public Library**

Marilyn Wood, Director

303 E. Kirkwood Ave.

Bloomington, IN 47408

812-349-3050

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

##### **El Centro Comunal Latino, Inc.**

Esther Fuentes

Board President

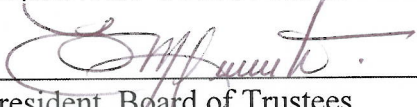
esther.fuentes@oldnational.com

##### **The Monroe County Public Library**

Sue Sater, 349-3050

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

EL CENTRO COMUNAL LATINO, INC.



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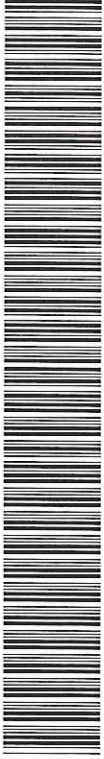
President, Board of Trustees  
El Centro Comunal Latino, Inc.

MONROE COUNTY PUBLIC LIBRARY

\_\_\_\_\_  
Monroe County Public Library

President, Board of Trustees





\*000000000001008648507501152015\*

# GOVERNMENT / MUNICIPAL / PUBLIC FUNDS BANKING RESOLUTION

(for Deposit Accounts)

**Depositor:** MONROE COUNTY PUBLIC LIBRARY  
303 E KIRKWOOD AVE  
BLOOMINGTON, IN 47408

**Financial Institution:** GERMAN AMERICAN BANCORP  
SOUTH COLLEGE, BLOOMINGTON OFFICE  
211 S COLLEGE AVENUE  
BLOOMINGTON, IN 47402

**Account No:** 0001008648

I, the undersigned Official of the Government, Municipal or Public Entity ("Entity") named above, HEREBY CERTIFY that the Entity is organized, exists and is duly authorized to transact business under the laws of the state or jurisdiction where it is located.

**ACCOUNT HOLDER. MONROE COUNTY PUBLIC LIBRARY** is the complete and correct name of the Account Holder.

I FURTHER CERTIFY that at a meeting of the governing body of the Entity, duly and regularly called and held on January 12, 2015, the following resolutions were adopted:

**RESOLVED**, that the Financial Institution named above at any one or more of its offices or branches, be and it hereby is designated as a depository for the funds of this Entity, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the following appropriate number of signatures: 1 Required Signer(s).

of the following named officers or employees of this Entity ("Agents"), whose actual and/or facsimile signatures are shown below:

**DAVID L FERGUSON, TREASURER of MONROE COUNTY PUBLIC LIBRARY**

**GARY LETTELEIR, FINANCIAL OFFICER of MONROE COUNTY PUBLIC LIBRARY**

**MARILYN D WOOD, DIRECTOR of MONROE COUNTY PUBLIC LIBRARY**

and that the Financial Institution shall be and is authorized to honor and pay the same whether or not they are payable to bearer or to the individual order of any Agent or Agents signing the same.

**FURTHER RESOLVED**, that the Financial Institution is hereby directed to accept and pay without further inquiry any item drawn against any of the Entity's accounts with the Financial Institution bearing the signature(s), facsimile signature(s), or purported facsimile signature(s) of Agents, as authorized above or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Financial Institution shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

**FURTHER RESOLVED**, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by this Entity for deposit with the Financial Institution, or for collection or discount by the Financial Institution; and to accept drafts and other items payable at the Financial Institution.

**FURTHER RESOLVED**, that the above named agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Entity may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions. The other agreements and other acts may not be contrary to the provisions contained in this Resolution.

**FURTHER RESOLVED**, that the authority hereby conferred upon the above named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institution at each location where an account is maintained. Financial Institution shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution. Any such notice shall not affect any items in process at the time notice is given.

I FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing Resolutions now stand of record on the books of the Entity; that they are in full force and effect and have not been modified in any manner whatsoever.

**IN TESTIMONY WHEREOF, I have hereunto set my hand on \_\_\_\_\_, 2015 and attest that the signatures set opposite the names listed above are their genuine signatures and/or facsimile signatures.**

CERTIFIED TO AND ATTESTED BY:

CORPORATE

SEAL

\* Official

Co.\*Official

\*NOTE: In case the Official is designated by the foregoing resolutions as one of the signing agents, this certificate should also be signed by a second Official of the Entity.

Provided to: MainSource Bank

Account Number: 7202830

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, 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  
State 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 1/14/2015. If applicable, these resolutions appear in the Minutes

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 Signature  
Name, Title
- B. David Ferguson Signature  
Name, Title
- C. Marilyn Wood Marilyn Wood  
Name, Title Signature
- See Exhibit A for additional Signers*

Agent Indicated by Letter Above	Power
ABC	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 1/14/2015  
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



Provided to: MainSource Bank

Account Number: 7202843

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, 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  
State 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 1/14/2015. 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 Signature  
Name, Title
- B. David Ferguson Signature  
Name, Title
- C. Marilyn Wood Signature  
Name, Title
- See Exhibit A for additional Signers*

Agent Indicated by Letter Above	Power
ABC	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 1/14/2015  
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

# CORPORATE BANKING RESOLUTION

(for Deposit Accounts)

**Depositor:** MONROE COUNTY PUBLIC LIBRARY  
303 E KIRKWOOD AVE  
BLOOMINGTON, IN 47408-3592

**Financial Institution:** Old National Bank  
253 BLOOMINGTON DOWNTOWN  
210 E KIRKWOOD AVE  
BLOOMINGTON, IN 47408

**Account No:** 4121098

I, the undersigned Secretary of the Corporation named above, HEREBY CERTIFY that the Corporation is organized and existing under and by virtue of the laws of the state of Indiana as a non-profit corporation, with its principal office at 303 E KIRKWOOD AVE, BLOOMINGTON, IN 47408-3592

ACCOUNT HOLDER, MONROE COUNTY PUBLIC LIBRARY is the complete and correct name of the Account Holder.

I FURTHER CERTIFY that at a meeting of the Board of Directors of the Corporation, duly and regularly called and held on January 18, 2013, at which a quorum was present and voting, the following resolutions were adopted: 1-13-15

RESOLVED, that the Financial Institution named above at any one or more of its offices or branches, be and it hereby is designated as a depository for the funds of this Corporation, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the following appropriate number of signatures: Any one (1) of the following named officers or employees of this Corporation ("Agents"), whose actual signatures are shown below:

X  
\_\_\_\_\_  
DAVID L FERGUSON

X  
\_\_\_\_\_  
GARY LETTELLEIR

X  
\_\_\_\_\_  
*Marilyn Wood*  
MARILYN WOOD

and that the Financial Institution shall be and is authorized to honor and pay the same whether or not they are payable to bearer or to the individual order of any Agent or Agents signing the same.

FURTHER RESOLVED, that the Financial Institution is hereby directed to accept and pay without further inquiry any item drawn against any of the Corporation's accounts with the Financial Institution bearing the signature or signatures of Agents, as authorized above or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Financial Institution shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

FURTHER RESOLVED, that any of the above named agents are authorized and empowered to: (i) use automated access devices (e.g. automated teller machine cards and debit cards) of the Account Holder to conduct transactions on the accounts of the Account Holder; (ii) conduct transaction's on the accounts of the Account Holder via the Financial Institutions electronic banking system; (iii) appoint and designate other officers or employees of the Account Holder to conduct transactions on the accounts of the Account Holder and execute on behalf of Account Holder such documents as such agent deems necessary for such appointment and designation; and (iv) execute on behalf of the Account Holder such documents as such agent deems necessary relating to cash management services, including but not limited to ACH and wire transfer services, that are provided to the Account Holder by the Financial Institution.

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by this Corporation for deposit with the Financial Institution, or for collection or discount by the Financial Institution; and to accept drafts and other items payable at the Financial Institution.

FURTHER RESOLVED, that the above named agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Corporation may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions. The other agreements and other acts may not be contrary to the provisions contained in this Resolution.

FURTHER RESOLVED, that the authority hereby conferred upon the above named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institution at each location where an account is maintained. Financial Institution shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution. Any such notice shall not affect any items in process at the time notice is given.

I FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing Resolutions now stand of record on the books of the Corporation; that they are in full force and effect and have not been modified in any manner whatsoever.

**CORPORATE BANKING RESOLUTION (for Deposit Accounts)  
(Continued)**

IN TESTIMONY WHEREOF, I have hereunto set my hand on 1-13-15, 2015 and attest that the signatures set opposite the names listed above are their genuine signatures.

CERTIFIED TO AND ATTESTED BY:

CORPORATE

SEAL

X

\_\_\_\_\_  
Secretary or Assistant Secretary

X

\_\_\_\_\_  
Secretary or Assistant Secretary

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

V. 2

# SAFE DEPOSIT SIGNATURE CARD - NON PERSONAL

**Renter:** MONROE COUNTY PUBLIC LIBRARY  
303 E KIRKWOOD AVE  
BLOOMINGTON, IN 47408-3592

**Financial Institution:** Old National Bank  
253 BLOOMINGTON DOWNTOWN  
210 E KIRKWOOD AVE  
BLOOMINGTON, IN 47408

## RENTAL AGREEMENT

MONROE COUNTY PUBLIC LIBRARY, hereinafter "Renter" or "Lessee", hereby applies to Old National Bank, hereinafter "Financial Institution" or "Lessor", to rent the safe deposit box in accordance with the terms and conditions contained on both sides of this card and, in consideration of the rental and the delivery of the zero key to the box, the receipt of which is hereby acknowledged, agrees to pay the rental fees and to comply in all respects with and be bound by all the terms, conditions, rules and regulations referred to or included in this Agreement.

## CORPORATE / ASSOCIATION RESOLUTION

I hereby certify that I am the duly qualified Secretary of MONROE COUNTY PUBLIC LIBRARY; that at a meeting regularly convened pursuant to its Bylaws on January 13, 2014, or by special action without a meeting, its Board of Directors adopted a resolution which has not since been modified or revoked, of which the following is a true copy:

"Agreed that any one (1) of the Authorized Signers below be and they hereby are authorized to enter into such safe deposit rental agreement(s) with Old National Bank, as they shall deem proper, to have access to and to surrender the box or boxes, to receive and receipt for any contents of the box or boxes or other property in Lessor's possession for storing or safekeeping and to execute releases of liability with respect to any such transactions, until Lessor receives at the location at which the safe deposit box or boxes may be rented a certified copy of a resolution - revoking or modifying this resolution."

I further certify that the signatures below are genuine signatures of the persons designated in the resolution.

### CERTIFIED TO AND ATTESTED BY:

CORPORATE

SEAL

X \_\_\_\_\_  
\*Secretary or Assistant Secretary

X \_\_\_\_\_

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

Renter: MONROE COUNTY PUBLIC LIBRARY

Box Number: 366

Number of Signers Required: Any one (1) of the Authorized Signer(s) shown below.

### AUTHORIZED SIGNER(S) AND TITLE(S)

### IDENTIFICATION

AUTHORIZED SIGNER(S) AND TITLE(S)	IDENTIFICATION
X DAVID L FERGUSON _____ Date	SSN: [REDACTED] Phone: (H):(812) 336-7417 (W):(812) 330-2031 Street: [REDACTED] 47408-4017 Job: ID:
X GARY LETTELLEIR _____ Date	SSN: [REDACTED] Phone: (H):(812) 334-7745 (W):(812) 323-4415 Street: [REDACTED] 47401-932 Job: DOB: [REDACTED] ID:
X Marilyn Wood 2/2/15 MARILYN WOOD _____ Date	SSN: [REDACTED] Phone: (H): Street: (W): Job: DOB: [REDACTED] ID:

M

**Monroe County Public Library**  
**2015 Slate of Officers**

President: Valerie Merriam

Vice President: John Walsh

Secretary: Fred Risinger

Treasurer: Dave Ferguson