

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

**Wednesday, September 16, 2015
Meeting Room 1B**

Immediately following Public Hearing on 2016 Budget at 5:45 p.m.

AGENDA

1. Call to Order –Valerie Merriam, President
2. Consent Agenda – action item – Marilyn Wood
 - a. Minutes of August 19 Board Meeting (page 1-3)
 - b. Minutes of September 9 Work Session (page 4-5)
 - c. Monthly Bills for Payment (page 6-13)
 - d. Monthly Financial Report (page 14-40)
 - e. Personnel Report (page 41-49)
 - f. 2015 Board Meetings Calendar (page 50)
3. Director’s Monthly Report – Marilyn Wood (Page 51-72)
4. Old Business
5. New Business – action items
 - a. Policy Review: Bylaws of Monroe County Public Library Board (page 73-98)
 - b. Policy Review: Customer Service (page 99-101)
 - c. Policy Review: Gift (page 102-108)
 - d. Policy Review: Personnel Manual 5:13: Business Travel (page 109-113)
6. Update: Access and Content Services – Pam Wasmer
7. Public Comment
8. Adjournment

View the Board Packet on the Library’s website: <http://mcpl.info/library-trustees/meetings>

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING
August 19, 2015
Meeting Room 1C
5:45 p.m.**

Present

Board members: David Ferguson, Melissa Pogue, Fred Risinger, John Walsh

Library staff: Michael Hoerger, Chris Jackson, Gary Lettelleir, Ryan Stacy, Bara Swinson, Michael White, Marilyn Wood

Others: Tom Bunger

Call to Order

The meeting was called to order at 5:47 p.m. by John Walsh, Board Vice President. Members of the Board and Library Director Marilyn Wood introduced themselves and reported which books they were currently reading.

Consent Agenda

Fred Risinger moved to approve the consent agenda; Melissa Pogue seconded the motion.

Library Director Marilyn Wood answered questions the Board had about specific items in the information packets for this meeting.

Director's Monthly Report

Marilyn Wood presented the director's monthly report for July. Items reported and discussed included:

- July visits to the Library and traffic counts for use of services reflect recent changes to the school year calendar, with traffic slowing near the end of July, as opposed to later in the summer as has been typical.
- The teen area of the Library continues to attract visitors, with increased use of the Ground Floor and about double the participation in the Teen Summer Reading Program compared to last year.
- Fall Program Guides are now available, featuring expanded offerings for teens and patrons of the Ellettsville branch.
- This year's Power of Words author event, to be held in September, is gaining momentum in the community, with the Library's share of event tickets nearly all distributed.

Old Business- 2016 Budget.

Library Financial Officer Gary Lettelleir resumed his update on the 2016 budget, fielding the Board's questions on specific items.

New Business

David Ferguson moved to approve the 2016 budget for advertising; Fred seconded the motion. The Board approved the measure unanimously.

Special audience services update. Chris Jackson, the Library's Special Audience Strategist, gave a report and update:

- While the Library is typically perceived as a physical place, a significant portion of county residents do not have easy access to the Main Library or the Ellettsville Branch. The Library offers well-established services to these populations, and is in the process of developing new services under the New Service Model as well.
- The Library Bookmobile, where circulation doubled from 2000 to 2010 and continues to increase, remains one of the most popular special services. The Bookmobile's 28 weekly stops are designated according to patron need; while some stops attempt to "bridge" the distance between a physical Library location and patrons in remote areas of the county, others address the difficulties of conventional Library for certain groups (e.g., elderly patrons or those with disabilities), or aim to increase Library use in underserved areas (e.g., low-income neighborhoods).
- The Library's Outreach Van makes the collection even more accessible by establishing service inside area nursing homes, day care facilities, and at the Spanish-language masses at St. Paul's Catholic Center in Bloomington.
- The Library's Homebound Service delivers collection items to county residents with a disability or illness that prevents them from using a physical location or mobile service. Currently 75 residents receive Homebound Service.
- Inmates at the Monroe County Correctional Center are eligible to receive collection items through the Library's Jail Service. Benefits of this service are therapeutic or remedial in nature (e.g., through materials that address addiction issues, religion-themed materials, or educational items) as well as practical; both inmates and staff benefit from time spent productively with Library items.
- Although the former Outreach Department staff now work in the Customer Service Unit in the New Service Model, no changes in Unit staff assignments have been made.
- Anticipated developments vis-à-vis the New Service Model include increased partnerships with area agencies and organizations, the continued identification of new audiences, and enhanced staff development opportunities for Library staff. Digital media presents opportunities for innovation in all of these efforts.

Public Comment

None.

Adjournment

At 6:39 p.m., John asked for a motion to adjourn the meeting; Melissa made the motion to adjourn, with Fred seconding the motion.

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
WORK SESSION
September 9, 2015
Meeting Room 1B
5:45 p.m.**

Present

Board members: David Ferguson, Kari Isaacson, Kathy Loser, Valerie Merriam, Melissa Pogue, Fred Risinger

Library staff: Steve Backs, Michael Hoerger, Ryan Stacy, Kyle Wickemeyer-Hardy, Marilyn Wood

Others: James Whitlatch.

Call to Order

The work session was called to order at 5:46 p.m. by Valerie Merriam, Board President. Members of the Board introduced themselves and welcomed new member Kathy Loser.

Review of Policies

As part of its regular schedule of Library policy review, and in accordance with Indiana law, the Board reviewed the following:

- **Bylaws of Monroe County Public Library Board.** The written bylaws governing the Library Board's role and authority were reviewed and discussed. Several changes were suggested. Proposed changes will be presented for approval at the Board meeting on 9/16.
- **Customer Service Policy.** The Library proposed that the current public customer service statement be reaffirmed and the internal customer service philosophy document (used mainly for training purposes) be removed from the policy statement. A new training document that reflects the objectives of the Library's New Service Model was shared with the Board. Proposed changes will be presented for approval at the Board meeting on 9/16.
- **Gift Policy.** The Library proposed that its policy governing donations be revised to streamline the handling of gifts of money or materials from the public. The proposed changes, reviewed and discussed by the Board, would shift acceptance of restricted gifts to the Monroe County Public Library Foundation. Proposed changes will be presented for approval at the Board meeting on 9/16.
- **Business Travel Policy.** A proposal was made by the Library that the language of its Business Travel policy be clarified, and to include new language concerning the cancellation of travel plans. The proposed changes were reviewed and discussed by the Board. Proposed changes will be presented for approval at the Board meeting on 9/16.

Public Comment

None.

Adjournment

At 6:37 p.m., Valerie adjourned the work session.

MONROE COUNTY PUBLIC LIBRARY

***Check Summary Register©**

August 6, 2015 to September 3, 2015

Name	Check Date	Check Amt	
06600 MAINSOURCE CHECKING			
Paid Chk# 002385 BLOOMINGTON CAR WASH	8/7/2015	\$63.00	VEHICLE MAINT.
Paid Chk# 002386 CDW GOVERNMENT, INC.	8/7/2015	\$55.22	IT SPLS
Paid Chk# 002387 CHASE CARD SERVICES	8/7/2015	\$6,280.07	VARIOUS
Paid Chk# 002388 CITY OF BLOOMINGTON	8/7/2015	\$19,868.00	LOT 5 YRLY PARKING PERMITS
Paid Chk# 002389 DELL MARKETING L.P.	8/7/2015	\$119.98	IT SPLS
Paid Chk# 002390 ELECTRONIC COMMERCE, INC.	8/7/2015	\$2,316.80	PAYROLL SERVICES
Paid Chk# 002391 JACQUELINE CUSHMAN	8/7/2015	\$300.00	FD/CHILD PROGRAMS
Paid Chk# 002392 JIM GORDON, INC	8/7/2015	\$61.50	COPIERS MNTHLY MAINT.
Paid Chk# 002393 MATRIX INTEGRATION LLC	8/7/2015	\$500.00	WIFI ACCESS POINTS
Paid Chk# 002394 NATURE'S WAY, INC.	8/7/2015	\$85.00	INTERIOR PLANT SERVICE
Paid Chk# 002395 SECURE CONTENT	8/7/2015	\$2,550.00	SOPHOS RENEWAL
Paid Chk# 002396 SWEETWATER	8/7/2015	\$598.00	EDITING SOFTWARE/TDC
Paid Chk# 002397 TEACHERGAMING LLC	8/7/2015	\$99.00	5 MINECRAFTEDU LICENSES/SOFTWARE
Paid Chk# 002398 VERIZON WIRELESS	8/7/2015	\$120.03	BKM DATA LINES
Paid Chk# 002399 AMERICAN UNITED LIFE INS. CO.	8/12/2015	\$1,607.30	403b TSA-AUL W/H
Paid Chk# 002400 BARRACUDA NETWORKS, INC.	8/12/2015	\$5,599.00	3 YRS IR MAINT. ON BACKUP SERV
Paid Chk# 002401 CITY OF BLOOMINGTON UTILITIE	8/12/2015	\$2,089.25	WATER & SEWER
Paid Chk# 002402 DELL MARKETING L.P.	8/12/2015	\$1,441.42	2 COMPUTERS
Paid Chk# 002403 DUKE ENERGY	8/12/2015	\$21,884.93	ELECTRICITY
Paid Chk# 002404 ELLETTSVILLE TRUE VALUE	8/12/2015	\$23.96	BLDG SPLS
Paid Chk# 002405 MCCSC-TRANSPORTATION	8/12/2015	\$70.62	BUS TRANSFFORTATION/CHILD PROG
Paid Chk# 002406 MIDWEST PRESORT SERVICE	8/12/2015	\$383.62	POSTAGE SERVICES
Paid Chk# 002407 SMITHVILLE COMMUNICATIONS	8/12/2015	\$174.55	TELEPHONE
Paid Chk# 002408 STAR MEDIA	8/12/2015	\$460.90	AD POSTING/INDY STAR
Paid Chk# 002409 SUPPLYWORKS	8/12/2015	\$689.04	BLDG SPLS
Paid Chk# 002410 WEX BANK	8/12/2015	\$465.36	FUEL
Paid Chk# 002411 3M	8/13/2015	\$4,000.00	E-BOOKS/MAS3733 YR. RENEWAL
Paid Chk# 002412 ALL-PHASE ELECTRIC SUPPLY	8/13/2015	\$536.48	LIGHT BULBS
Paid Chk# 002413 BAKER & TAYLOR BOOKS	8/13/2015	\$23,827.52	BOOKS & BOOK PRIZES
Paid Chk# 002414 BANCTEC INC.	8/13/2015	\$31.83	FOLDER MNTHLY MAINT.
Paid Chk# 002415 BUNGER & ROBERTSON, LLP	8/13/2015	\$460.00	LEGAL SERVICES
Paid Chk# 002416 FINDAWAY WORLD, LLC	8/13/2015	\$1,218.28	NONPRINT
Paid Chk# 002417 FREEDOM BUSINESS	8/13/2015	\$983.92	PRINT CARTRIDGES
Paid Chk# 002418 GALE/CENGAGE LEARNING	8/13/2015	\$782.69	BOOKS
Paid Chk# 002419 GENEALOGICAL PUBLISHING	8/13/2015	\$36.90	BOOKS
Paid Chk# 002420 H.J. UмбаUGH & ASSOCIATES	8/13/2015	\$210.00	ACCT. SERVICES - GENERAL OBLIG
Paid Chk# 002421 HIGH SPEED TIRE &	8/13/2015	\$357.25	VEHICLE REPAIR
Paid Chk# 002422 MENARDS - BLOOMINGTON	8/13/2015	\$13.26	BLDG SPLS
Paid Chk# 002423 MIDWEST TAPE	8/13/2015	\$11,572.55	NONPRINT & E-BOOKS
Paid Chk# 002424 OCLC, INC.	8/13/2015	\$3,445.60	OCLC MNTLY USEAGE DISC
Paid Chk# 002425 PC GAMER	8/13/2015	\$14.95	PERIODICALS - 12 ISSUES
Paid Chk# 002426 PENGUIN RANDOM HOUSE, LLC	8/13/2015	\$302.05	NONPRINT
Paid Chk# 002427 QUILL CORPORATION	8/13/2015	\$678.58	SHREDDERS
Paid Chk# 002428 RECORDED BOOKS, INC.	8/13/2015	\$497.82	NONPRINT
Paid Chk# 002429 SAM'S CLUB/SYNCHRONY BANK	8/13/2015	\$102.06	WELLNESS PROGRAM/FOOD
Paid Chk# 002430 TANTOR MEDIA	8/13/2015	\$166.85	NONPRINT
Paid Chk# 002431 THE DAILY WORLD	8/13/2015	\$150.00	12 MONTHS SUBSCRIPTION
Paid Chk# 002432 UNIQUE MANAGEMENT	8/13/2015	\$1,091.90	COLLECTION AGENCY
Paid Chk# 002433 WHITE CTY HISTORICAL	8/13/2015	\$23.50	BOOKS
Paid Chk# 002434 B-TECH LLC	8/18/2015	\$40.00	SECURITY/MONTHLY WEBSERVICE
Paid Chk# 002435 CARMICHAEL TRUCK &	8/18/2015	\$922.70	BKM REPAIRS
Paid Chk# 002436 CENTURYLINK	8/18/2015	\$20.13	LONG-DISTANCE CALLS
Paid Chk# 002437 CITY OF BLOOMINGTON	8/18/2015	\$862.00	AUG. PARKING GARAGES PERMITS
Paid Chk# 002438 COMCAST	8/18/2015	\$22.08	CABLE RENTAL EQUIP.

MONROE COUNTY PUBLIC LIBRARY

09/08/15 10:28 AM

Page 2

***Check Summary Register©**

August 6, 2015 to September 3, 2015

Name	Check Date	Check Amt	
Paid Chk# 002439 JERALD W. JAMES	8/18/2015	\$200.00	TALK TO AN EXPERT/FINRA
Paid Chk# 002440 MCHA	8/18/2015	\$150.00	READERS TO THE RESCUE/SRP-PRIZ
Paid Chk# 002441 MIDWEST PRESORT SERVICE	8/18/2015	\$306.16	POSTAGE SERVICE
Paid Chk# 002442 REBECCA FYOLEK	8/18/2015	\$19.68	FD/TEEN FOOD
Paid Chk# 002443 RICOH USA, INC.	8/18/2015	\$17.30	ADMIN. COPIER IMAGES
Paid Chk# 002444 STEPHANIE HOLMAN	8/18/2015	\$38.30	FD/ELL. FOOD
Paid Chk# 002445 SWEETWATER	8/18/2015	\$2,742.73	DCC STARTUP EQUIPMENT
Paid Chk# 002446 WEX BANK	8/18/2015	\$25.46	FUEL
Paid Chk# 002447 3M	8/26/2015	\$8,737.60	E-BOOKS
Paid Chk# 002448 AL'S TWO-WAY RADIO SERVICE	8/26/2015	\$5,729.00	8 RADIOS/RADIO EQUIP.
Paid Chk# 002449 AMERICAN LIBRARY ASSOCIATIO	8/26/2015	\$64.10	BOOKS
Paid Chk# 002450 AT&T (IL)	8/26/2015	\$983.75	TELEPHONE
Paid Chk# 002451 BAKER & TAYLOR BOOKS	8/26/2015	\$15,554.37	BOOKS
Paid Chk# 002452 BLACKMESH	8/26/2015	\$650.00	MONTHLY MANAGED CLOUD HOSTING
Paid Chk# 002453 BLACKSTONE AUDIO, INC.	8/26/2015	\$50.00	NONPRINT
Paid Chk# 002454 CARMICHAEL TRUCK &	8/26/2015	\$884.44	SPRINTER REPAIRS
Paid Chk# 002455 CENTER POINT LARGE PRINT	8/26/2015	\$217.50	BOOKS
Paid Chk# 002456 CINTAS CORPORATION	8/26/2015	\$308.05	FIRST-AID SPLS
Paid Chk# 002457 DEMCO, INC.	8/26/2015	\$351.40	CATALOGING SPLS/A-V
Paid Chk# 002458 EDGEWOOD HIGH SCHOOL	8/26/2015	\$90.00	2 COPIES OF '15 YEARBOOKS
Paid Chk# 002459 F. SCOTT ANDERSON	8/26/2015	\$41.23	REFUND ON LOST ITEM
Paid Chk# 002460 GALE/CENGAGE LEARNING	8/26/2015	\$149.94	BOOKS
Paid Chk# 002461 GENEALOGICAL PUBLISHING	8/26/2015	\$133.90	BOOKS
Paid Chk# 002462 HP PRODUCTS	8/26/2015	\$1,992.13	CLEANING SPLS
Paid Chk# 002463 J & S LOCKSMITH, INC.	8/26/2015	\$74.95	EQUIP. REPAIR
Paid Chk# 002464 JEFFREY A. YEAGER	8/26/2015	\$500.00	FINRA PROGRAM
Paid Chk# 002465 JIM GORDON, INC	8/26/2015	\$85.72	MAINT. CONTRACT/COPIERS
Paid Chk# 002466 LOGISTECH, INC.	8/26/2015	\$53.83	BOOKS
Paid Chk# 002467 M. T. PUBLISHING COMPANY,	8/26/2015	\$247.47	BOOKS
Paid Chk# 002468 MARILYN WOOD	8/26/2015	\$40.00	MILEAGE/ISL WORKSHOP
Paid Chk# 002469 MIDWEST PRESORT SERVICE	8/26/2015	\$316.33	POSTAGE SERVICES
Paid Chk# 002470 MIDWEST TAPE	8/26/2015	\$10,709.81	E-BOOKS & NONPRINT
Paid Chk# 002471 NOLAN'S LAWN CARE SERVICE	8/26/2015	\$2,076.88	LAWN CARE
Paid Chk# 002472 PENGUIN RANDOM HOUSE, LLC	8/26/2015	\$310.38	NONPRINT
Paid Chk# 002473 RECORDED BOOKS, INC.	8/26/2015	\$1,404.26	NONPRINT
Paid Chk# 002474 RICOH USA, INC.	8/26/2015	\$33.09	VITAL COPIER IMAGES
Paid Chk# 002475 SADDLEBACK EDUCATIONAL	8/26/2015	\$995.55	BOOKS
Paid Chk# 002476 SHARON PATMORE	8/26/2015	\$60.00	BOOKS
Paid Chk# 002477 STANSIFER RADIO COMPANY	8/26/2015	\$58.35	VIDEO MAT'LS
Paid Chk# 002478 TANTOR MEDIA	8/26/2015	\$146.14	NONPRINT
Paid Chk# 002479 THOMSON REUTERS - WEST	8/26/2015	\$502.44	BOOKS
Paid Chk# 002480 VECTREN ENERGY DELIVERY	8/26/2015	\$54.67	NATURAL GAS
Paid Chk# 002481 ACTIVATE HEALTHCARE	9/2/2015	\$720.00	2015-2016 FLU VACCINES
Paid Chk# 002482 ADTEC	9/2/2015	\$530.00	E-RATE YEAR 2014/PHASE 3
Paid Chk# 002483 AFSCME COUNCIL 62	9/2/2015	\$906.84	UNION DUES W/H
Paid Chk# 002484 AMERICAN HERITAGE LIFE INS.	9/2/2015	\$535.52	AUG. '15 OTHER INS. W/H
Paid Chk# 002485 AMERICAN UNITED LIFE INS. CO.	9/2/2015	\$1,607.30	403b TSA-AUL W/H
Paid Chk# 002486 AT&T MOBILITY	9/2/2015	\$395.76	CELL PHONE
Paid Chk# 002487 B & H PHOTO-VIDEO	9/2/2015	\$332.85	TC/DCC START UP EQUIPMENT
Paid Chk# 002488 BANYON DATA SYSTEMS, INC.	9/2/2015	\$195.00	YRLY ACCTG. SOFTWARE SUPPORT
Paid Chk# 002489 BIBLIOTHECA LLC	9/2/2015	\$52,945.41	ANNUAL SUPPORT & MAINT.
Paid Chk# 002490 CARPETSPLUS COLORTILE WES	9/2/2015	\$500.00	BLDG SPLS
Paid Chk# 002491 CDW GOVERNMENT, INC.	9/2/2015	\$92.14	IT SPLS
Paid Chk# 002492 CHASE CARD SERVICES	9/2/2015	\$3,873.03	VARIOUS
Paid Chk# 002493 DUKE ENERGY	9/2/2015	\$1,417.36	ELECTRICITY

MONROE COUNTY PUBLIC LIBRARY

09/08/15 10:28 AM

Page 3

***Check Summary Register©**

August 6, 2015 to September 3, 2015

Name	Check Date	Check Amt	
Paid Chk# 002494 ELLETTSVILLE UTILITIES	9/2/2015	\$245.43	WATER & SEWER
Paid Chk# 002495 FREEDOM BUSINESS	9/2/2015	\$2,573.95	PRINT CARTRIDGES
Paid Chk# 002496 GLHEC	9/2/2015	\$200.80	GARNISHMENT W/H
Paid Chk# 002497 GUARDIAN LIFE INS. CO.	9/2/2015	\$8,363.01	SEPT. '15 DENTAL, VISION, STD, & LIFE INS.
Paid Chk# 002498 HFI MECHANICAL CONTRACTOR	9/2/2015	\$754.40	ELL-BLDG REPAIR
Paid Chk# 002499 HP PRODUCTS	9/2/2015	\$531.63	CLEANING SPLS
Paid Chk# 002500 INNOVATIVE INTERFACES, INC.	9/2/2015	\$31,682.09	POLARIS SOFTWARE MAINT.
Paid Chk# 002501 JAYANT A, GUPTA	9/2/2015	\$11.98	REFUND ON LOST ITEM
Paid Chk# 002502 KLEINDORFER'S HDWE	9/2/2015	\$50.70	BLDG SPLS
Paid Chk# 002503 LOWE'S	9/2/2015	\$108.50	BLDG SPLS
Paid Chk# 002504 MENARDS - BLOOMINGTON	9/2/2015	\$187.36	BLDG SPLS
Paid Chk# 002505 MIDWEST PRESORT SERVICE	9/2/2015	\$268.49	POSTAGE SERVICES
Paid Chk# 002506 MONROE COUNTY YMCA	9/2/2015	\$84.92	YMCA MEMBERSHIP W/H
Paid Chk# 002507 QUILL CORPORATION	9/2/2015	\$319.64	PAPER & OFFICE SPLS
Paid Chk# 002508 RICOH USA, INC.	9/2/2015	\$66.16	ADMIN COPIER RENTAL
Paid Chk# 002509 SIHO INSURANCE SERVICES	9/2/2015	\$45,011.57	SEPT. '15 HEALTH INS.
Paid Chk# 002510 SMITHVILLE COMMUNICATIONS	9/2/2015	\$325.00	INTERNET - ELL
Paid Chk# 002511 TASC	9/2/2015	\$603.72	COBRA & FSA 4TH QTR. ADM. FEES
Paid Chk# 002512 THE HERALD-TIMES, INC.	9/2/2015	\$382.80	2 COPIES FOR 6 MOS.
Paid Chk# 002513 UNITED STATES TREASURY	9/2/2015	\$76.00	GARNISHMENT W/H
Paid Chk# 002514 UNITED WAY	9/2/2015	\$54.00	UNITED WAY W/H
	Total Checks	\$333,337.72	

MONROE COUNTY PUBLIC LIBRARY
CHECKING ACCOUNTS
08/06/15 - 09/03/15

MainSource Checking Account/Check Register Total	\$333,337.72
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (Sept. '15)	612.04
MainSource Checking-Monthly Service Charge (Sept. '15)	35.00
MainSource Checking-ACH Block Charge (Aug. '15)	20.00
Add: Payrolls	
Vouchers 08/07/15 Payroll (ECI)	123,446.77
Electronic transfer (ECI) employee/employer taxes	45,919.65
Electronic transfer (ECI) employee "HSA"	2,861.46
Electronic PERF pymt. 08/10/15	18,745.72
Electronic transfer 07/11/15 (TASC) employee "FSA"	270.38
Vouchers 08/21/15 Payroll (ECI)	127,386.23
Electronic transfer (ECI) employee/employer taxes	49,266.46
Electronic transfer (ECI) employee "HSA"	2,861.46
Electronic PERF pymt. 08/28/15	19,838.20
Electronic transfer 08/25/15 (TASC) employee "FSA"	270.38
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	\$724,871.47

ck# 2387

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 26686</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
6/23/2015		E001-024-31500 WHENTOWORK/6 MOS. CALENDAR USEAGE	\$300.00
7/1/2015		E001-006-33100 JOB POST/ASSOC DIRECTOR JOB	\$99.00
7/2/2015		E001-005-31700 PAYPAL/CC MNTHLY FEE	\$59.95
7/9/2015		E007-026-44650 PLAYSTATION/DOWNLOADABLE GAMES- STARTUP COSTS	\$49.99
7/11/2015		E001-001-44100 HOUZZ/COBRA BOOKSHELF	\$585.00
7/16/2015		E019-026-21350 AMAZON/FD TEEN SPLS	\$147.62
7/19/2015		E016-026-21350 AMAZON/TEEN CENTER SPLS	\$92.72
7/19/2015		E019-026-21350 AMAZON/FD TEEN SPLS	\$0.41
7/18/2015		E016-026-21350 AMAZON/TEEN CENTER SPLS	\$7.28
7/20/2015		E007-026-44300 AMAZON/TS&DC STARTUP COSTS	\$104.95
7/17/2015		E019-011-21350 ITUNES/FD-CHILD PROGRAM SPLS	\$5.34
6/28/2015		E001-019-31500 WUNDENKINDER/SOFTWARE MAINT.	\$24.95
6/30/2015		E019-007-33200 MAILCHIMP/E-NEWSLETTER	\$22.50
7/11/2015		E001-019-31500 HOOTSUITE/FACEBOOK MAINT.	\$9.99
7/17/2015		E001-019-31500 FLICKR PRO/1YR. SUBSCRIP/MAINT.	\$24.95
7/2/2015		E001-018-45100 PAYPAL *SAM/BOOKS	\$27.50
7/8/2015		E001-018-38450 NEW YORK TIMES/DATABASES	\$19.97
6/26/2015		E019-001-32300 BART SFIA/ALA TRAIN TRAVEL	\$8.65
6/26/2015		E019-001-32300 HOUSE OF NANKING/ALA FOOD	\$25.32
6/27/2015		E019-001-32300 THE BELL TOWER/ALA FOOD	\$22.80
6/27/2015		E019-001-32300 SMG F&B RETAIL/ALA FOOD	\$12.50
6/28/2015		E019-001-32300 HOG ISLAND/ALA FOOD	\$34.12
6/29/2015		E019-001-32300 BART-POWELL/ALA TRAIN TRAVEL	\$8.65
6/30/2015		E019-001-32300 INDPLS AIRPORT/ALA PARKING	\$45.00
6/29/2015		E019-001-32300 HAPPY DONUT/ALA FOOD	\$17.04
7/7/2015		E019-010-21350 ADAFRUIT INDUSTRIES/FD-ADULT SPLS	\$42.45
7/10/2015		E019-010-21350 KROGER/FD-ADULT FOOD	\$14.22
6/26/2015		E026-019-44600 APPLE/MBP COMPUTER	\$1,457.00
7/10/2015		E001-019-23000 MONOPRICE/IT SPLS	\$84.09
7/16/2015		E020-016-31500 DREAMHOST/YRLY ARCHIVE & MNTLY FEE	\$169.40
6/26/2015		E020-016-21400 BEST BUY/INK	\$105.94
6/26/2015		E026-016-44700 BEST BUY/DVD-VHS RECORDER	\$219.99
6/30/2015		E020-016-39100 FILMFREEWAY/3 PHILOS ENTRIES	\$78.75
6/26/2015		E019-001-32300 LORI'S DINER/ALA FOOD	\$20.32
6/26/2015		E019-001-32300 WYNDHAM REST/ALA FOOD	\$16.68
6/29/2015		E019-001-32300 SUPERSHUTTLE/ALA AIRPORT VAN SERVICE	\$20.00
6/29/2015		E019-001-32300 INDPLS AIRPORT/ALA TRANSPORTATION	\$72.00
6/29/2015		E019-001-32300 LGTO MARKETPLACE/ALA FOOD	\$10.60
6/29/2015		E019-001-32300 WILLOW CRK/ALA FOOD	\$13.91
6/26/2015		E004-001-21350 AMAZON/WELLNESS PROGRAM SPLS	\$66.98

6/26/2015	E001-006-33100 JOB POST/COM ENGAGE LIBRARIAN JOB	\$99.00
6/26/2015	E001-006-33100 BLACKCAUCUS/ASSOC DIRECTOR JOB	\$175.00
6/26/2015	E004-001-21350 AMAZON/WELLNESS PROGRAM SPLS	\$63.96
7/2/2015	E001-006-33100 ALA/ASSOC DIRECTOR JOB	\$287.50
7/2/2015	E001-006-33100 ALA/COM ENGAGE LIBRARIAN JOB	\$287.50
7/16/2015	E001-004-32200 USPS/POSTAGE	\$3.22
6/24/2015	E019-026-21350 BADGE A MINIT/FD-TEEN SPLS	\$24.95
6/26/2015	E007-026-44600 AMAZON/TC/DCC EQUIP STARTUP COSTS	\$115.71
6/28/2015	E007-026-44100 AMAZON/FURNITURE TDC STARTUP COSTS	\$73.90
6/30/2015	E007-026-44300 IKANCORP/TDC EQUIP STARTUP COSTS	\$104.85
6/30/2015	E007-026-44600 AMAZON/TDC EQUIP STARTUP COSTS	\$29.24
7/2/2015	E019-026-21350 MICHAELS/FD-TEEN SPLS	\$24.95
7/3/2015	E019-026-21350 JOANN FABRIC/FD-TEEN SPLS	\$14.97
7/7/2015	E019-026-21350 DOMINO'S/FD-TEEN FOOD	\$87.41
7/9/2015	E007-026-44300 AMAZON/TDC EQUIP STARTUP COSTS	\$279.00
7/9/2015	E007-026-44650 NINTENDO/DOWNLOADABLE GAMES- STARTUP COSTS	\$100.00
7/10/2015	E007-026-44600 AMAZON/TDC EQUIP STARTUP COSTS	\$59.97
7/10/2015	E007-026-44600 AMAZON/TDC EQUIP STARTUP COSTS	\$191.12
7/14/2015	E007-026-44300 AMAZON/TDC EQUIP STARTUP COSTS	\$17.48
7/14/2015	E007-026-44600 AMAZON/TDC EQUIP STARTUP COSTS	\$6.44
7/14/2015	E007-026-44600 AMAZON/TDC EQUIP STARTUP COSTS	\$30.37
7/16/2015	E019-001-32400 ALA/TECHSOURCE WORKSHOP	\$55.00
Total		\$6,280.07

VOUCHER NO. 26686

WARRANT NO. *2387*

CHASE CARD SERVICES

ALLOWED

IN THE SUM OF \$ \$6,280.07

\$ \$6,280.07

ON ACCOUNT OF APPROPRIATION FO

Board/Council Member

COST DITRIBUTION LEDGER CLASSIFICATION
IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND

Acct. No.	Account Title	Amount
E001-024-31500		\$300.00
E001-006-33100		\$99.00
E001-005-31700		\$59.95
E007-026-44650		\$49.99
E001-001-44100		\$585.00
E019-026-21350		\$147.62
E016-026-21350		\$92.72
E019-026-21350		\$0.41
E016-026-21350		\$7.28
E007-026-44300		\$104.95
E019-011-21350		\$5.34
E001-019-31500		\$24.95
E019-007-33200		\$22.50

ck # 2492

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 26823</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
7/28/2015		E019-026-21350 AMAZON/TEEN CTR SPLS	\$51.24
7/28/2015		E019-026-21350 AMAZON/TEEN CTR SPLS	\$85.50
8/3/2015		E001-005-31700 PAYPAL/CC MNTHLY FEE	\$59.95
8/5/2015		E019-001-32400 ILF/CYPD CONF.	\$90.00
7/23/2015		E019-007-33200 DRRI PRINTING/CARDSTOCK/POWER OF WORDS	\$195.51
7/28/2015		E001-019-31500 WUNDERKINDER/MNTHLY FEE	\$24.95
7/30/2015		E019-007-33200 OVERNIGHTPRINTS/RACKCARDS/POWER OF WORKS	\$279.52
7/30/2015		E019-007-33200 MAILCHIMP/ENEWSLETTER MNTLY CHG	\$36.00
8/4/2015		E001-025-21200 OVERNIGHT/BUSINESS CARDS	\$66.65
8/11/2015		E001-019-31500 HOOTSUITE/MNTLY SOCIAL MEDIA CHG	\$9.99
8/14/2015		E019-007-33200 DRI PRINTING/CARDSTOCK/POWER OF WORDS	\$73.86
7/28/2015		E001-018-45300 MYBIGBREAK/NONPRIT	\$19.99
8/9/2015		E001-018-45200 BOOK CORNER/NEWSPAPERS	\$12.25
8/19/2015		E001-018-45100 JOSTENS/BOOKS	\$90.00
8/19/2015		E001-018-45100 FASTFORWARD/BOOKS	\$19.95
8/19/2015		E001-018-45100 DUENDECINEMA/NONPRINT	\$23.95
8/20/2015		E001-018-45100 ALA/BOOKS	\$192.60
8/2/2015		E019-010-21350 KROGER/BOOK PLUS REFRESHMENTS	\$38.30
8/14/2015		E026-019-44650 ITUNES/SALES TAX REFUND	(\$21.00)
7/23/2015		E026-019-44600 AMAZON/KINDLE PAPERWHITE	\$139.00
7/23/2015		E026-019-44650 FS SMIGHMICRO/SOFTWARE-MANGA STUDIO 5	\$95.98
7/24/2015		E026-019-44650 ITUNES/SOFTWARE-FINAL CUT PRO	\$320.99
7/29/2015		E001-019-23000 APPLESTORE/IT SPLS	\$49.00
7/28/2015		E001-019-23000 MONOPRICE/IT SPLS	\$20.79
8/5/2015		E026-019-44650 APPLESTORE/LOGIC PRO SOFTWARE	\$199.99
8/16/2015		E020-016-31500 DREAMHOST/MNTHLY CATS WEBSITE CHG.	\$50.00
7/23/2015		E020-016-31500 DACAST/1YR. VIDEO STREAMING	\$228.00
7/31/2015		E020-016-21400 BEST BUY/INK	\$17.83
7/31/2015		E026-016-44700 BEST BUY/TV WALL MOUNT	\$329.98
7/31/2015		E020-016-23100 BEST BUY/VIDEO MAT'LS	\$59.99
8/17/2015		E019-001-32400 ILF/ILF CONF. - NOV	\$170.00
7/23/2015		R001-024-03600 MCPL/ URL ERROR FIX TEST	\$0.30
7/24/2015		E004-001-21350 BIG LOTS/WELLNESS PROGRAM SPLS	\$17.12
7/25/2015		E004-001-21350 AVERS PIZZA/WELLNESS PROGRAM FOOD	\$288.04
8/6/2015		E001-004-32200 USPS/POSTAGE	\$2.72
8/6/2015		E020-016-32200 USPS/CANIDATES LETTERS	\$148.28
8/14/2015		E019-001-32400 ILF/CYPD CONF.	\$150.00
8/19/2015		E016-015-38450 ESL LIBRARY/VITAL GEN./DATABASE	\$55.00

7/30/2015	E007-026-44100 WAYFAIR/FURNITURE-TDC STARTUP COSTS	\$139.95
8/3/2015	E007-026-44650 NINTENDO/DOWNLOADABLE GAMES-TDC STARTUP COSTS	\$3.29
8/14/2015	E007-026-44600 AMAZON/EQUIP-TDC STARTUP COSTS	\$37.57
Total		\$3,873.03

VOUCHER NO. 26823

WARRANT NO. 2492

CHASE CARD SERVICES

ALLOWED

IN THE SUM OF \$ \$3,873.03

\$ \$3,873.03

ON ACCOUNT OF APPROPRIATION FO

Board/Council Member

COST DISTRIBUTION LEDGER CLASSIFICATION
IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND

Acct. No.	Account Title	Amount
	E019-026-21350	\$51.24
	E019-026-21350	\$85.50
	E001-005-31700	\$59.95
	E019-001-32400	\$90.00
	E019-007-33200	\$195.51
	E001-019-31500	\$24.95
	E019-007-33200	\$279.52
	E019-007-33200	\$36.00
	E001-025-21200	\$66.65
	E001-019-31500	\$9.99
	E019-007-33200	\$73.86
	E001-018-45300	\$19.99
	E001-018-45200	\$12.25
	E001-018-45100	\$90.00
	E001-018-45100	\$19.95
	E001-018-45100	\$23.95
	E001-018-45100	\$192.60
	E019-010-21350	\$38.30
	E026-019-44650	(\$21.00)
	E026-019-44600	\$139.00
	E026-019-44650	\$95.98
	E026-019-44650	\$320.99
	E001-019-23000	\$49.00
	E001-019-23000	\$20.79
	E026-019-44650	\$199.99
	E020-016-31500	\$50.00
	E020-016-31500	\$228.00
	E020-016-21400	\$17.83
	E026-016-44700	\$329.98
	E020-016-23100	\$59.99
	E019-001-32400	\$170.00

Financial Report Comments

Reports as of 8-31-15

Board Meeting Date 9/16/15

Monthly Budget Report:

The following table compares the actual percentage of the budget used so far in the major expense categories this year compared to the guideline which is 66.7% after eight months.

	% Spending Guideline	Actual % Spending
	August 31, 2015	
Wages and Benefits	66.7%	61.4%
Supplies	66.7%	50.3%
Other Services & Charges	66.7%	65.9%
Capital Outlay	66.7%	68.8%
Total Operating Expenditures	66.7%	63.0%

The "Other Services and Charges" category includes the \$580,000 additional appropriation entry that was made in June to transfer funds to LIRF. If the impact of the additional appropriation is removed, the percent of the operating budget used would be 60.4%.

I am cautiously optimistic that this year's revenue will exceed normal operating spending less the additional appropriation.

MONROE COUNTY PUBLIC LIBRARY
MONTHLY SUMMARY OF BUDGET CATEGORIES
AS OF AUGUST 31, 2015
EIGHT MONTHS = 66.6%

	2015 AUGUST	2014 AUGUST	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								
SALARIES	307,779.35	298,801.03	2,553,330.89	4,009,355.83	2,531,735.67	1,456,024.94	63.7%	36.3%
EMPLOYEE BENEFITS	101,326.44	114,138.53	861,511.16	1,539,884.30	932,669.68	678,373.14	55.9%	44.1%
OTHER WAGES	0.00	544.36	0.00	15,000.00	1,358.72	15,000.00	0.0%	100.0%
TOTAL PERSONNEL SERVICES	<u>409,105.79</u>	<u>413,483.92</u>	<u>3,414,842.05</u>	<u>5,564,240.13</u>	<u>3,465,764.07</u>	<u>2,149,398.08</u>	<u>61.4%</u>	<u>38.6%</u>
SUPPLIES								
OFFICE SUPPLIES	1,085.24	2,967.95	26,917.31	59,100.00	22,360.54	32,182.69	45.5%	54.5%
OPERATING SUPPLIES	3,409.11	12,662.80	61,405.81	118,000.00	60,751.54	56,594.19	52.0%	48.0%
REPAIR & MAINT. SUPPLIES	1,748.90	2,200.81	14,784.48	27,900.00	10,584.32	13,115.52	53.0%	47.0%
TOTAL SUPPLIES	<u>6,243.25</u>	<u>17,831.56</u>	<u>103,107.60</u>	<u>205,000.00</u>	<u>93,696.40</u>	<u>101,892.40</u>	<u>50.3%</u>	<u>49.7%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	26,948.09	14,379.82	151,243.65	366,100.00	231,058.98	214,856.35	41.3%	58.7%
COMMUNICATION & TRANSPORTATION	2,615.62	4,654.56	30,625.89	91,600.00	32,937.68	60,974.11	33.4%	66.6%
PRINTING & ADVERTISING	1,408.90	0.00	2,337.58	11,682.79	2,445.32	9,345.21	20.0%	80.0%
INSURANCE	0.00	0.00	72,281.00	70,000.00	72,093.00	-2,281.00	103.3%	-3.3%
UTILITIES	24,321.03	33,789.52	207,969.57	351,650.00	232,181.23	143,680.43	59.1%	40.9%
REPAIR & MAINTENANCE	2,633.59	1,266.80	23,499.51	57,500.00	25,787.73	34,000.49	40.9%	59.1%
RENTALS	21,748.73	3,193.93	23,201.98	38,850.00	31,271.13	15,648.02	59.7%	40.3%
ELECTRONIC SERVICES	16,867.46	61,059.19	132,758.94	289,239.89	133,895.21	156,480.95	45.9%	54.1%
OTHER CHARGES	17,083.33	0.00	723,296.33	799,200.00	8,511.35	75,903.67	90.5%	9.5%
TOTAL OTHER SERVICES & CHARGES	<u>113,626.75</u>	<u>118,343.82</u>	<u>1,367,214.45</u>	<u>2,075,822.68</u>	<u>770,181.63</u>	<u>708,608.23</u>	<u>65.9%</u>	<u>34.1%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	6,806.58	15,605.79	24,786.27	34,000.00	22,457.23	9,213.73	72.9%	27.1%
OTHER CAPITAL OUTLAY	60,537.00	95,826.61	649,644.98	946,967.11	623,240.37	297,322.13	68.6%	31.4%
TOTAL CAPITAL OUTLAY	<u>67,343.58</u>	<u>111,432.40</u>	<u>674,431.25</u>	<u>980,967.11</u>	<u>645,697.60</u>	<u>306,535.86</u>	<u>68.8%</u>	<u>31.2%</u>
TOTAL OPERATING EXPENDITURES	<u><u>596,319.37</u></u>	<u><u>661,091.70</u></u>	<u><u>5,559,595.35</u></u>	<u><u>8,826,029.92</u></u>	<u><u>4,975,339.70</u></u>	<u><u>3,266,434.57</u></u>	<u><u>63.0%</u></u>	<u><u>37.0%</u></u>

2014 BUDGET 8,011,683.99
% USED IN 2014 62.1%

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

	2015 AUGUST	2014 AUGUST	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/DIRECTORS	9,803.29	14,405.23	92,027.01	191,013.36	122,444.53	98,986.35	48.2%	51.8%
1130 MANAGERS/ASST. MANAGERS	75,446.43	48,850.33	542,509.27	647,755.18	396,381.74	105,245.91	83.8%	16.2%
1140 LIBRARIANS, EXPERTS	81,036.98	90,147.84	720,178.54	1,268,307.00	787,307.33	548,128.46	56.8%	43.2%
1150 SPECIALISTS	14,759.73	58,514.51	304,458.26	806,353.96	518,786.39	501,895.70	37.8%	62.2%
1160 ASSISTANTS/PARAPROFESSIONALS	51,167.75	37,651.26	372,119.74	454,908.96	306,727.85	82,789.22	81.8%	18.2%
1170 TECH/OPERATORS/SECRETARIES	4,275.01	19,655.40	85,762.59	249,535.37	154,571.14	163,772.78	34.4%	65.6%
1190 BUILDING SERVICES/MAINTENANCE	10,431.26	29,576.46	166,185.63	391,482.00	245,516.69	225,296.37	42.5%	57.5%
1200 BUILDING SERVICES/SECURITY	6,960.44	0.00	37,467.05	0.00	0.00	-37,467.05	#DIV/0!	#DIV/0!
1280 PRODUCTION ASSISTANTS	1,253.24	0.00	5,839.08	0.00	0.00	-5,839.08	#DIV/0!	#DIV/0!
1290 INFORMTION ASST/MATERIAL/SUPPORT	34,886.14	0.00	155,656.36	0.00	0.00	-155,656.36	#DIV/0!	#DIV/0!
1300 SUPPORT/MATERIAL HANDLERS	17,184.31	0.00	66,532.77	0.00	0.00	-66,532.77	#DIV/0!	#DIV/0!
1320 TECHNICIANS	574.77	0.00	4,594.59	0.00	0.00	-4,594.59	#DIV/0!	#DIV/0!
TOTAL SALARIES	307,779.35	298,801.03	2,553,330.89	4,009,355.83	2,531,735.67	1,456,024.94	63.7%	36.3%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	18,408.98	17,750.67	152,392.16	248,476.51	149,978.39	96,084.35	61.3%	38.7%
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	28,468.84	27,170.36	236,883.15	367,238.79	231,812.32	130,355.64	64.5%	35.5%
12301 ENCUMBERED PERF	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
1235 EMPLOYEE/PERF	7,471.65	7,277.80	63,662.56	98,367.75	62,092.68	34,705.19	64.7%	35.3%
1240 EMPLOYER CONT/INSURANCE	42,671.53	57,788.31	372,933.11	758,392.34	453,710.75	385,459.23	49.2%	50.8%
1250 EMPLOYER CONT/MEDICARE	4,305.44	4,151.39	35,640.18	57,408.91	35,075.54	21,768.73	62.1%	37.9%
TOTAL EMPLOYEE BENEFITS	101,326.44	114,138.53	861,511.16	1,539,884.30	932,669.68	678,373.14	55.9%	44.1%
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	544.36	0.00	10,000.00	1,358.72	10,000.00	0.0%	100.0%
TOTAL OTHER WAGES	0.00	544.36	0.00	15,000.00	1,358.72	15,000.00	0.0%	100.0%
TOTAL PERSONNEL SERVICES	409,105.79	413,483.92	3,414,842.05	5,564,240.13	3,465,764.07	2,149,398.08	61.4%	38.6%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
2110 OFFICIAL RECORDS	0.00	0.00	0.00	1,100.00	162.84	1,100.00	0.0%	100.0%
2120 STATIONERY & PRINTING	0.00	39.70	336.84	1,100.00	72.70	763.16	30.6%	69.4%
2130 OFFICE SUPPLIES	0.00	86.83	3,935.37	13,650.00	3,624.39	9,714.63	28.8%	71.2%
2135 GENERAL SUPPLIES	0.00	0.00	0.00	0.00	-0.53	0.00	#DIV/0!	#DIV/0!
2140 DUPLICATING	1,085.24	2,841.42	22,645.10	43,250.00	18,301.14	20,604.90	52.4%	47.6%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	200.00	0.00	#DIV/0!	#DIV/0!
TOTAL OFFICE SUPPLIES	1,085.24	2,967.95	26,917.31	59,100.00	22,360.54	32,182.69	45.5%	54.5%

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

	2015 AUGUST	2014 AUGUST	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
OPERATING SUPPLIES								
2210 CLEANING SUPPLIES	1,992.13	4,986.14	22,995.56	38,200.00	27,644.29	15,204.44	60.2%	39.8%
2220 FUEL, OIL, & LUBRICANTS	465.36	793.43	3,448.49	10,500.00	5,626.15	7,051.51	32.8%	67.2%
2230 CATALOGING SUPPLIES-BOOKS	191.40	426.57	2,894.13	7,000.00	1,626.65	4,105.87	41.3%	58.7%
2240 A/V SUPPLIES-CATALOGING	160.00	0.00	1,943.16	9,700.00	1,466.15	7,756.84	20.0%	80.0%
2250 CIRCULATION SUPPLIES	6.82	4,252.98	18,809.60	35,000.00	15,927.35	16,190.40	53.7%	46.3%
2260 LIGHT BULBS	593.40	366.02	8,375.69	7,000.00	5,819.14	-1,375.69	119.7%	-19.7%
2280 UNIFORMS	0.00	1,837.66	1,352.01	1,900.00	1,837.66	547.99	71.2%	28.8%
2290 DISPLAY/EXHIBIT SUPPLIES	0.00	0.00	1,587.17	8,700.00	804.15	7,112.83	18.2%	81.8%
TOTAL OPERATING SUPPLIES	3,409.11	12,662.80	61,405.81	118,000.00	60,751.54	56,594.19	52.0%	48.0%
REPAIR & MAINTENANCE SUPPLIES								
2300 IT SUPPLIES	259.29	66.68	3,656.03	6,500.00	1,467.43	2,843.97	56.2%	43.8%
2310 BUILDING MATERIALS & SUPPLIES	1,489.61	2,134.13	11,015.04	21,000.00	8,897.16	9,984.96	52.5%	47.5%
2320 PAINT & PAINTING SUPPLIES	0.00	0.00	113.41	400.00	219.73	286.59	28.4%	71.6%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL REPAIR & MAINTENANCE SUPPLIES	1,748.90	2,200.81	14,784.48	27,900.00	10,584.32	13,115.52	53.0%	47.0%
TOTAL SUPPLIES	6,243.25	17,831.56	103,107.60	205,000.00	93,696.40	101,892.40	50.3%	49.7%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
3004 MISC. UNAPPROPRIATED	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3110 CONSULTING SERVICES	0.00	0.00	1,593.75	11,000.00	6,385.00	9,406.25	14.5%	85.5%
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	10,000.00	0.00	#DIV/0!	#DIV/0!
3130 LEGAL SERVICES	3,956.80	814.68	9,099.56	15,000.00	5,352.74	5,900.44	60.7%	39.3%
3140 BUILDING SERVICES	3,355.88	1,017.93	21,931.59	34,000.00	25,426.76	12,068.41	64.5%	35.5%
3150 MAINTENANCE CONTRACTS	12,535.12	3,368.23	42,330.38	156,100.00	107,876.65	113,769.62	27.1%	72.9%
3160 COMPUTER SERVICES (OCLC)	5,270.60	5,158.66	41,926.80	73,000.00	39,652.49	31,073.20	57.4%	42.6%
3170 ADMIN/ACCOUNTING SERVICES	737.79	2,874.72	23,782.67	46,000.00	26,331.24	22,217.33	51.7%	48.3%
3175 COLLECTION AGENCY SERVICES	1,091.90	1,145.60	10,578.90	21,000.00	10,034.10	10,421.10	50.4%	49.6%
TOTAL PROFESSIONAL SERVICES	26,948.09	14,379.82	151,243.65	366,100.00	231,058.98	214,856.35	41.3%	58.7%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	1,298.46	3,776.50	14,937.95	35,800.00	18,864.17	20,862.05	41.7%	58.3%
3215 CABLE TV	6.62	4.45	46.34	0.00	31.77	-46.34	#DIV/0!	#DIV/0!
3220 POSTAGE	1,270.54	873.61	10,721.12	24,000.00	10,757.38	13,278.88	44.7%	55.3%
3230 TRAVEL EXPENSE	40.00	0.00	2,658.16	10,000.00	1,657.74	7,341.84	26.6%	73.4%
3240 PROFESSIONAL MTG. (OFF-SITE)	0.00	0.00	285.00	10,000.00	364.00	9,715.00	2.9%	97.2%
3250 CONTINUING ED. (ON-SITE)	0.00	0.00	0.00	10,000.00	1,246.00	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	0.00	0.00	1,977.32	1,800.00	16.62	-177.32	109.9%	-9.9%
TOTAL COMMUNICATION & TRANSPORTATION	2,615.62	4,654.56	30,625.89	91,600.00	32,937.68	60,974.11	33.4%	66.6%

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

	2015 AUGUST	2014 AUGUST	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
PRINTING & ADVERTISING								
3310 ADVERTISING & PUBLICATION	1,408.90	0.00	1,947.82	2,600.00	2,015.32	652.18	74.9%	25.1%
3320 PRINTING	0.00	0.00	389.76	5,000.00	430.00	4,610.24	7.8%	92.2%
33201 ENCUMBERED PRINTING	0.00	0.00	0.00	4,082.79	0.00	4,082.79	0.0%	100.0%
TOTAL PRINTING & ADVERTISING	1,408.90	0.00	2,337.58	11,682.79	2,445.32	9,345.21	20.0%	80.0%
INSURANCE								
3410 OFFICIAL BOND	0.00	0.00	450.00	600.00	450.00	150.00	75.0%	25.0%
3420 OTHER INSURANCE	0.00	0.00	71,831.00	69,400.00	71,643.00	-2,431.00	103.5%	-3.5%
TOTAL INSURANCE	0.00	0.00	72,281.00	70,000.00	72,093.00	-2,281.00	103.3%	-3.3%
UTILITIES								
3510 GAS	100.67	100.10	2,434.82	4,950.00	1,827.39	2,515.18	49.2%	50.8%
3520 ELECTRICITY	21,884.93	30,767.38	193,124.58	318,400.00	217,889.20	125,275.42	60.7%	39.3%
3530 WATER	2,335.43	2,922.04	12,410.17	28,300.00	12,464.64	15,889.83	43.9%	56.1%
TOTAL UTILITIES	24,321.03	33,789.52	207,969.57	351,650.00	232,181.23	143,680.43	59.1%	40.9%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	0.00	0.00	11,096.37	25,000.00	18,288.48	13,903.63	44.4%	55.6%
3630 OTHER EQUIP/FURNITURE REPAIRS	406.20	232.16	3,589.02	18,500.00	2,239.89	14,910.98	19.4%	80.6%
3640 VEHICLE REPAIR & MAINTENANCE	2,227.39	741.17	8,205.11	11,500.00	4,520.10	3,294.89	71.3%	28.7%
3650 MATERIAL BINDING/REPAIR SERV.	0.00	293.47	609.01	2,500.00	739.26	1,890.99	24.4%	75.6%
TOTAL REPAIR & MAINTENANCE	2,633.59	1,266.80	23,499.51	57,500.00	25,787.73	34,000.49	40.9%	59.1%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	21,748.73	3,193.93	23,201.98	38,850.00	31,271.13	15,648.02	59.7%	40.3%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL RENTALS	21,748.73	3,193.93	23,201.98	38,850.00	31,271.13	15,648.02	59.7%	40.3%
ELECTRONIC SERVICES								
38450 DATABASES SERVICES	-4,175.27	57,780.00	75,474.71	173,210.21	92,501.21	97,735.50	43.6%	56.4%
38460 E-BOOKS SERVICES	21,042.73	3,279.19	57,284.23	116,029.68	41,394.00	58,745.45	49.4%	50.6%
TOTAL ELECTRONIC SERVICES	16,867.46	61,059.19	132,758.94	289,239.89	133,895.21	156,480.95	45.9%	54.1%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	0.00	0.00	5,546.65	8,200.00	7,551.35	2,653.35	67.6%	32.4%
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	17,083.33	0.00	716,666.68	785,000.00	0.00	68,333.32	91.3%	8.7%
3945 TRANSFER TO ANOTHER FUND (R.DAY)	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3950 EDUCATIONAL SERV/LICENSING	0.00	0.00	1,083.00	4,000.00	960.00	2,917.00	27.1%	72.9%
TOTAL OTHER CHARGES	17,083.33	0.00	723,296.33	799,200.00	8,511.35	75,903.67	90.5%	9.5%
TOTAL OTHER SERVICES/CHARGES	113,626.75	118,343.82	1,367,214.45	2,075,822.68	770,181.63	708,608.23	65.9%	34.1%

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

	2015 AUGUST	2014 AUGUST	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	1,263.58	0.00	7,936.34	10,000.00	1,107.99	2,063.66	79.4%	20.6%
4430 OTHER EQUIPMENT	5,543.00	12,955.79	15,242.98	20,000.00	16,840.36	4,757.02	76.2%	23.8%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4445 BUILDING RENOVATIONS	0.00	2,650.00	1,606.95	4,000.00	4,543.39	2,393.05	40.2%	59.8%
4460 IS EQUIPMENT	0.00	0.00	0.00	0.00	-34.51	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	6,806.58	15,605.79	24,786.27	34,000.00	22,457.23	9,213.73	72.9%	27.1%
OTHER CAPITAL OUTLAY								
4510 BOOKS	36,102.04	55,435.24	400,250.63	551,699.46	386,190.42	151,448.83	72.5%	27.5%
4520 PERIODICALS & NEWSPAPERS	164.95	871.77	8,921.80	42,678.29	5,598.80	33,756.49	20.9%	79.1%
4530 NONPRINT MATERIALS	24,270.01	39,519.60	240,472.55	352,589.36	231,451.15	112,116.81	68.2%	31.8%
TOTAL OTHER CAPITAL OUTLAY	60,537.00	95,826.61	649,644.98	946,967.11	623,240.37	297,322.13	68.6%	31.4%
TOTAL CAPITAL OUTLAY	67,343.58	111,432.40	674,431.25	980,967.11	645,697.60	306,535.86	68.8%	31.2%
TOTAL OPERATING EXPENDITURES	596,319.37	661,091.70	5,559,595.35	8,826,029.92	4,975,339.70	3,266,434.57	63.0%	37.0%

MONROE COUNTY PUBLIC LIBRARY

09/08/15 2:16 PM

Page 1

Operating Budget & Expenditure Report

January 1, 2015 to August 31, 2015

8 months = 66.6%

Object	Object Descr	2015 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	2015 YTD Amt	2015 YTD Balance	2015 %YTD Budget
11200	ADMINISTRATION	\$191,013.36	\$14,567.85	\$26,617.38	\$7,461.54	\$7,461.54	\$11,192.32	\$7,461.55	\$7,461.54	\$9,803.29	\$92,027.01	\$98,986.35	48.18%
11300	MANAGERS/ASST.	\$647,755.18	\$50,071.61	\$50,071.64	\$50,071.64	\$50,071.63	\$114,384.52	\$76,190.40	\$76,201.40	\$75,446.43	\$542,509.27	\$105,245.91	83.75%
11400	LIBRARIANS, EXPERTS	\$1,268,307.00	\$93,125.08	\$93,807.64	\$100,459.21	\$89,676.24	\$112,300.34	\$74,898.30	\$74,874.75	\$81,036.98	\$720,178.54	\$548,128.46	56.78%
11500	SPECIALISTS	\$806,353.96	\$57,294.60	\$65,474.99	\$56,374.65	\$60,243.88	\$21,657.09	\$14,328.63	\$14,324.69	\$14,759.73	\$304,458.26	\$501,895.70	37.76%
11600	ASSISTANTS/PARAPROFES	\$454,908.96	\$33,933.97	\$33,383.22	\$35,189.64	\$38,572.68	\$77,184.79	\$51,440.14	\$51,247.55	\$51,167.75	\$372,119.74	\$82,789.22	81.80%
11700	TECH/OPERATORS/SECRE	\$249,535.37	\$15,124.01	\$17,459.40	\$17,464.40	\$16,473.74	\$6,416.01	\$4,275.00	\$4,275.02	\$4,275.01	\$85,762.59	\$163,772.78	34.37%
11800	TEMPORAY STAFF	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
11900	BUILDING	\$391,482.00	\$28,149.80	\$30,112.72	\$31,015.52	\$30,051.62	\$15,589.61	\$10,443.35	\$10,391.75	\$10,431.26	\$166,185.63	\$225,296.37	42.45%
12000	BUILDING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,104.80	\$8,720.35	\$8,681.46	\$6,960.44	\$37,467.05	-\$37,467.05	0.00%
12100	FICA/EMPLOYER	\$248,476.51	\$17,401.35	\$18,969.30	\$17,766.10	\$17,432.27	\$26,674.83	\$17,787.79	\$17,951.54	\$18,408.98	\$152,392.16	\$96,084.35	61.33%
12200	UNEMPLOYMENT	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
12300	PERF/EMPLOYER	\$367,238.79	\$27,879.25	\$29,342.54	\$28,271.37	\$27,513.01	\$27,197.19	\$40,932.30	\$27,278.65	\$28,468.84	\$236,883.15	\$130,355.64	64.50%
12350	PERF/EMPLOYEE	\$98,367.75	\$7,561.61	\$8,131.23	\$7,572.73	\$7,369.55	\$7,284.98	\$10,964.03	\$7,306.78	\$7,471.65	\$63,662.56	\$34,705.19	64.72%
12400	INS/EMPLOYER	\$758,392.34	\$42,115.71	\$37,346.69	\$81,395.29	\$3,843.78	\$55,834.85	\$39,523.05	\$70,202.21	\$42,671.53	\$372,933.11	\$385,459.23	49.17%
12500	MEDICARE/EMPLOYER	\$57,408.91	\$4,069.66	\$4,436.35	\$4,154.96	\$4,076.93	\$6,238.47	\$4,160.11	\$4,198.26	\$4,305.44	\$35,640.18	\$21,768.73	62.08%
12800	PRODUCTION ASSISTANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,091.84	\$1,247.00	\$1,247.00	\$1,253.24	\$5,839.08	-\$5,839.08	0.00%
12900	INFORMATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,824.13	\$34,205.23	\$34,740.86	\$34,886.14	\$155,656.36	-\$155,656.36	0.00%
13000	SUPPORT/MATERIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,280.67	\$13,852.39	\$16,215.40	\$17,184.31	\$66,532.77	-\$66,532.77	0.00%
13100	WORK STUDY	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
13200	TECHNICIANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,720.74	\$1,145.97	\$1,153.11	\$574.77	\$4,594.59	-\$4,594.59	0.00%
21100	OFFICIAL RECORDS	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100.00	0.00%
21200	STATIONERY/BUS. CARDS	\$1,100.00	\$0.00	\$68.00	\$0.00	\$0.00	\$0.00	\$268.84	\$0.00	\$0.00	\$336.84	\$763.16	30.62%
21300	OFFICE SUPPLIES	\$13,650.00	\$463.09	\$738.92	\$551.68	\$716.21	\$35.34	\$567.76	\$862.37	\$0.00	\$3,935.37	\$9,714.63	28.83%
21400	DUPLICATING	\$43,250.00	\$2,234.30	\$3,231.29	\$1,614.47	\$3,357.10	\$1,200.28	\$4,001.45	\$5,920.97	\$1,085.24	\$22,645.10	\$20,604.90	52.36%
22100	CLEANING SUPPLIES	\$38,200.00	\$4,553.37	\$1,685.64	\$3,312.35	\$3,614.29	\$2,993.71	\$1,929.10	\$2,914.97	\$1,992.13	\$22,995.56	\$15,204.44	60.20%
22200	FUEL/OIL/LUBRICANTS	\$10,500.00	\$461.98	\$385.85	\$420.28	\$346.59	\$475.04	\$421.27	\$472.12	\$465.36	\$3,448.49	\$7,051.51	32.84%
22300	CATALOGING	\$7,000.00	\$0.00	\$177.39	\$0.00	\$0.00	\$2,502.83	\$0.00	\$22.51	\$191.40	\$2,894.13	\$4,105.87	41.34%
22400	A/V SUPPLIES/CATALOG	\$9,700.00	\$298.68	\$0.00	\$0.00	\$175.27	\$915.84	\$0.00	\$393.37	\$160.00	\$1,943.16	\$7,756.84	20.03%

Object	Object Descr	2015 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	2015 YTD Amt	2015 YTD Balance	%YTD Budget
22500	CIRCULATION SUPPLIES	\$35,000.00	\$26.34	\$1,007.90	\$4,408.00	\$0.00	\$0.00	\$13,314.00	\$46.54	\$6.82	\$18,809.60	\$16,190.40	53.74%
22600	LIGHT BULBS	\$7,000.00	\$0.00	\$273.25	\$193.25	\$0.00	\$4,481.85	\$2,743.58	\$90.36	\$593.40	\$8,375.69	-\$1,375.69	119.65%
22800	UNIFORMS	\$1,900.00	\$424.31	\$0.00	\$0.00	\$0.00	\$927.70	\$0.00	\$0.00	\$0.00	\$1,352.01	\$547.99	71.16%
22900	DISPLAY/EXHIBITS	\$8,700.00	\$125.00	\$0.00	\$366.37	\$0.00	\$1,095.80	\$0.00	\$0.00	\$0.00	\$1,587.17	\$7,112.83	18.24%
23000	IT SUPPLIES	\$6,500.00	\$239.60	\$439.22	\$211.95	\$633.46	\$428.62	\$390.98	\$1,052.91	\$259.29	\$3,656.03	\$2,843.97	56.25%
23100	BUILDING MATERIAL	\$21,000.00	\$597.33	\$594.20	\$2,050.17	\$1,390.62	\$1,136.19	\$83.90	\$3,673.02	\$1,489.61	\$11,015.04	\$9,984.96	52.45%
23200	PAINT/PAINTING	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$113.41	\$0.00	\$0.00	\$0.00	\$113.41	\$286.59	28.35%
31100	CONSULTING SERVICES	\$11,000.00	\$530.00	\$0.00	\$183.75	\$880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,593.75	\$9,406.25	14.49%
31200	ENGINEERING/ARCHITECT	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
31300	LEGAL SERVICES	\$15,000.00	\$810.00	\$705.00	\$210.00	\$685.00	\$846.82	\$720.11	\$1,165.83	\$3,956.80	\$9,099.56	\$5,900.44	60.66%
31400	BUILDING SERVICES	\$34,000.00	\$4,471.80	\$1,755.00	\$6,739.40	\$219.00	\$874.18	\$1,312.73	\$3,203.60	\$3,355.88	\$21,931.59	\$12,068.41	64.50%
31500	MAINTENANCE	\$156,100.00	\$3,460.37	\$2,686.33	\$2,782.70	\$6,345.41	\$2,894.33	\$2,784.69	\$8,841.43	\$12,535.12	\$42,330.38	\$113,769.62	27.12%
31600	COMPUTER SERVICES	\$73,000.00	\$5,148.67	\$5,764.18	\$5,148.67	\$5,148.67	\$5,148.67	\$5,148.67	\$5,148.67	\$5,270.60	\$41,926.80	\$31,073.20	57.43%
31700	ADMIN/ACCOUNTING	\$46,000.00	\$4,763.54	\$3,209.43	\$3,404.93	\$810.34	\$3,953.75	\$3,695.03	\$3,207.86	\$737.79	\$23,782.67	\$22,217.33	51.70%
31750	COLLECTION AGENCY	\$21,000.00	\$1,351.45	\$1,351.45	\$1,226.15	\$1,378.30	\$1,414.10	\$1,235.10	\$1,530.45	\$1,091.90	\$10,578.90	\$10,421.10	50.38%
32100	TELEPHONE	\$35,800.00	\$2,021.31	\$1,947.16	\$1,984.43	\$1,940.57	\$1,704.76	\$823.18	\$3,218.08	\$1,298.46	\$14,937.95	\$20,862.05	41.73%
32150	CABLE TV SERVICE	\$0.00	\$6.62	\$0.00	\$6.62	\$6.62	\$6.62	\$6.62	\$6.62	\$6.62	\$46.34	-\$46.34	0.00%
32200	POSTAGE	\$24,000.00	\$1,086.37	\$1,549.02	\$1,159.99	\$1,062.74	\$1,044.37	\$2,115.74	\$1,432.35	\$1,270.54	\$10,721.12	\$13,278.88	44.67%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$1,070.96	\$0.00	\$0.00	\$92.40	\$1,454.80	\$0.00	\$40.00	\$2,658.16	\$7,341.84	26.58%
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$60.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$285.00	\$9,715.00	2.85%
32500	CONTINUING	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
32600	FREIGHT/DELIVERY	\$1,800.00	\$977.25	\$44.05	\$9.25	\$21.77	\$0.00	\$0.00	\$925.00	\$0.00	\$1,977.32	-\$177.32	109.85%
33100	ADVERTISING/PUBLICATI	\$2,600.00	\$0.00	\$0.00	\$221.03	\$302.46	\$15.43	\$0.00	\$0.00	\$1,408.90	\$1,947.82	\$652.18	74.92%
33200	PRINTING SERVICES	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$389.76	\$0.00	\$0.00	\$389.76	\$4,610.24	7.80%
33201	ENCUMBERED PRINTING	\$4,082.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,082.79	0.00%
34100	OFFICIAL BOND INS.	\$600.00	\$0.00	\$150.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$150.00	75.00%
34200	OTHER INSURANCE	\$69,400.00	\$0.00	\$15,536.00	\$56,149.00	\$0.00	\$0.00	\$0.00	\$146.00	\$0.00	\$71,831.00	-\$2,431.00	103.50%
35100	GAS	\$4,950.00	\$788.93	\$51.56	\$993.14	\$51.30	\$206.42	\$140.20	\$102.60	\$100.67	\$2,434.82	\$2,515.18	49.19%
35200	ELECTRICITY	\$318,400.00	\$23,715.87	\$26,118.24	\$27,574.91	\$19,171.35	\$26,376.08	\$23,720.75	\$24,562.45	\$21,884.93	\$193,124.58	\$125,275.42	60.65%
35300	WATER	\$28,300.00	\$913.11	\$1,129.94	\$1,610.01	\$576.16	\$1,698.66	\$2,214.82	\$1,932.04	\$2,335.43	\$12,410.17	\$15,889.83	43.85%
36100	BUILDING REPAIRS	\$25,000.00	\$1,430.45	\$2,500.00	\$0.00	\$6,845.00	\$0.00	\$320.92	\$0.00	\$0.00	\$11,096.37	\$13,903.63	44.39%
36300	OTHER	\$18,500.00	\$587.10	\$150.00	\$1,199.73	\$0.00	\$149.00	\$214.99	\$882.00	\$406.20	\$3,589.02	\$14,910.98	19.40%

Object	Object Descr	2015 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	2015 YTD Amt	2015 YTD Balance	%YTD Budget
36400	VEHICLE	\$11,500.00	\$114.60	\$1,052.07	\$0.00	\$3,256.00	\$80.00	\$0.00	\$1,475.05	\$2,227.39	\$8,205.11	\$3,294.89	71.35%
36500	MATERIALS	\$2,500.00	\$215.62	\$0.00	\$0.00	\$177.92	\$0.00	\$0.00	\$215.47	\$0.00	\$609.01	\$1,890.99	24.36%
37100	REAL ESTATE	\$38,850.00	-\$583.42	-\$353.31	-\$583.56	\$1,732.36	\$877.30	\$173.28	\$190.60	\$21,748.73	\$23,201.98	\$15,648.02	59.72%
38450	DATABASES	\$173,210.21	\$4,876.78	\$0.00	\$480.00	\$10,000.00	\$44,522.46	\$10,275.00	\$9,495.74	-\$4,175.27	\$75,474.71	\$97,735.50	43.57%
38460	E-BOOKS	\$116,029.68	\$2,254.08	\$3,542.48	\$6,651.62	\$2,839.26	\$4,426.82	\$0.00	\$16,527.24	\$21,042.73	\$57,284.23	\$58,745.45	49.37%
39100	DUES/INSTITUTIONAL	\$8,200.00	\$4,506.65	\$0.00	\$750.00	\$290.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,546.65	\$2,653.35	67.64%
39200	INTEREST/TEMPORARY	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
39400	TRANSFER TO LIRF	\$785,000.00	\$0.00	\$34,166.68	\$17,083.33	\$17,083.33	\$17,083.33	\$597,083.33	\$17,083.35	\$17,083.33	\$716,666.68	\$68,333.32	91.30%
39500	EDUCATIONAL/LICENSING	\$4,000.00	\$1,083.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,083.00	\$2,917.00	27.08%
44100	FURNITURE	\$10,000.00	\$0.00	\$0.00	\$1,659.95	\$4,373.82	\$0.00	\$638.99	\$0.00	\$1,263.58	\$7,936.34	\$2,063.66	79.36%
44300	OTHER EQUIPMENT	\$20,000.00	\$0.00	\$8,100.00	\$599.98	\$500.00	\$0.00	\$500.00	\$0.00	\$5,543.00	\$15,242.98	\$4,757.02	76.21%
44450	BUILDING RENOVATION	\$4,000.00	\$0.00	\$0.00	\$0.00	\$1,606.95	\$0.00	\$0.00	\$0.00	\$0.00	\$1,606.95	\$2,393.05	40.17%
45100	BOOKS	\$551,699.46	\$70,838.86	\$47,822.29	\$47,299.24	\$47,138.39	\$53,333.12	\$37,975.04	\$59,741.65	\$36,102.04	\$400,250.63	\$151,448.83	72.55%
45200	PERIODICALS/NEWSPAPERS	\$42,678.29	\$710.96	\$1,045.61	\$3,374.99	\$580.46	\$424.99	\$2,198.87	\$420.97	\$164.95	\$8,921.80	\$33,756.49	20.90%
45300	NONPRINT MATERIALS	\$352,589.36	\$43,213.56	\$25,581.97	\$32,405.64	\$24,157.32	\$28,921.92	\$21,962.84	\$39,959.29	\$24,270.01	\$240,472.55	\$112,116.81	68.20%
		\$8,826,029.92	\$580,072.03	\$610,655.87	\$670,950.47	\$522,200.91	\$782,379.32	\$1,152,401.93	\$644,615.45	\$596,319.37	\$5,559,595.35	\$3,266,434.57	62.99%

MONROE COUNTY PUBLIC LIBRARY

LIRF Budget & Expenditure Report

January 1, 2015 to August 31, 2015

8 months = 66.6%

Object	Object Descr	2015 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	YTD Amount	2015	2015
												YTD	%YTD
												Balance	Budget
31400	BUILDING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,573.00	\$0.00	\$0.00	\$2,573.00	-\$2,573.00	0.00%
36100	BUILDING REPAIRS	\$100,000.00	\$10,761.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,329.00	\$0.00	\$12,090.25	\$87,909.75	12.09%
36300	OTHER EQUIP/FURNITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,263.93	\$0.00	\$1,263.93	-\$1,263.93	0.00%
44100	FURNITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$532.59	\$242.59	\$1,608.63	\$2,383.81	-\$2,383.81	0.00%
44300	OTHER EQUIPMENT	\$100,000.00	\$266.37	\$6,377.53	\$0.00	\$5,937.11	\$35.96	\$383.07	\$201.34	\$506.28	\$13,707.66	\$86,292.34	13.71%
44450	BUILDING RENOVATION	\$150,000.00	\$3,997.00	\$0.00	\$23,730.00	\$0.00	\$27,236.00	\$0.00	\$0.00	\$0.00	\$54,963.00	\$95,037.00	36.64%
44600	IS EQUIPMENT	\$0.00	\$649.95	\$26,281.00	\$28,595.74	\$9,023.20	\$271.19	\$4,146.35	\$1,244.37	\$1,640.85	\$71,852.65	-\$71,852.65	0.00%
44650	IS SOFTWARE	\$0.00	\$0.00	\$2,679.92	\$898.00	\$0.00	\$839.92	\$149.00	\$98.00	\$149.99	\$4,814.83	-\$4,814.83	0.00%
		\$350,000.00	\$15,674.57	\$35,338.45	\$53,223.74	\$14,960.31	\$28,383.07	\$7,784.01	\$4,379.23	\$3,905.75	\$163,649.13	\$186,350.87	46.76%

MONROE COUNTY PUBLIC LIBRARY

09/08/15 12:41 PM

Page 1

Debt Service Budget & Expenditures Report

January 1, 2015 to August 31, 2015

8 months = 66.6%

Object Object Descr	2015 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	2015 YTD Amt	2015 YTD Balance	2015 %YTD Budget
37100 REAL ESTATE	\$620,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$307,383.75	\$0.00	\$0.00	\$307,383.75	\$312,616.25	49.58%
39200 INTEREST/TEMPO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39250 PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450 TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$620,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$307,383.75	\$0.00	\$0.00	\$307,383.75	\$312,616.25	49.58%

MONROE COUNTY PUBLIC LIBRARY

09/08/15 2:24 PM

Page 1

Rainy Day Budget & Expenditures Report

January 1, 2015 to August 31, 2015

8 months = 66.6%

Object	Object Descr	2015 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	2015 YTD Amt	2015	2015
												YTD	%YTD
												Balance	Budget
31100	CONSULTING SERVICES	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
31200	ENGINEERING/ARCHITECT	\$20,000.00	\$0.00	\$0.00	\$0.00	\$4,663.40	\$0.00	\$0.00	\$0.00	\$0.00	\$4,663.40	\$15,336.60	23.32%
31300	LEGAL SERVICES	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
36100	BUILDING REPAIRS	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
44100	FURNITURE	\$50,000.00	\$0.00	\$52,870.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52,870.00	-\$2,870.00	105.74%
44300	OTHER EQUIPMENT	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
44450	BUILDING RENOVATION	\$140,000.00	\$94,160.00	\$690.93	\$42,695.60	\$240.00	-\$6,000.00	\$0.00	\$0.00	\$0.00	\$131,786.53	\$8,213.47	94.13%
44600	IS EQUIPMENT	\$0.00	\$0.00	\$16,170.00	\$0.00	\$2,255.80	\$0.00	\$0.00	\$0.00	\$0.00	\$18,425.80	-\$18,425.80	0.00%
		\$400,000.00	\$94,160.00	\$69,730.93	\$42,695.60	\$7,159.20	-\$6,000.00	\$0.00	\$0.00	\$0.00	\$207,745.73	\$192,254.27	51.94%

MONROE COUNTY PUBLIC LIBRARY

09/08/15 2:38 PM

Page 1

Special Revenue Budget & Expenditure Report

January 1, 2015 to August 31, 2015

8 month = 66.6%

Object	Object Descr	2015 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	YTD Amount	2015 YTD Balance	2015 %YTD Budget
11300	MANAGERS/ASST.	\$63,912.46	\$4,940.44	\$4,940.45	\$4,940.44	\$4,940.44	\$17,586.61	\$11,724.40	\$11,724.40	\$11,724.41	\$72,521.59	-\$8,609.13	113.47%
11400	LIBRARIANS, EXPERTS	\$128,658.54	\$9,606.99	\$9,606.96	\$9,616.37	\$9,630.50	\$0.00	\$0.00	\$0.00	\$0.00	\$38,460.82	\$90,197.72	29.89%
11600	ASSISTANTS/PARAPROFESS	\$185,713.17	\$11,819.49	\$10,984.74	\$10,359.87	\$10,876.79	\$0.00	\$0.00	\$0.00	\$0.00	\$44,040.89	\$141,672.28	23.71%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$23,453.61	\$1,565.05	\$1,523.86	\$1,480.78	\$1,511.70	\$2,500.57	\$1,632.80	\$1,643.11	\$1,612.45	\$13,470.32	\$9,983.29	57.43%
12300	PERF/EMPLOYER	\$32,881.40	\$2,068.10	\$2,076.32	\$2,083.49	\$2,094.64	\$2,079.24	\$3,115.76	\$2,075.96	\$2,085.99	\$17,679.50	\$15,201.90	53.77%
12350	PERF/EMPLOYEE CONTRIB.	\$8,807.52	\$553.95	\$556.16	\$558.07	\$561.06	\$556.93	\$834.57	\$556.06	\$558.75	\$4,735.55	\$4,071.97	53.77%
12400	INS/EMPLOYER	\$78,141.22	\$5,669.80	\$3,282.00	\$5,534.54	\$249.72	\$4,251.99	\$2,573.29	\$6,766.91	\$2,937.31	\$31,265.56	\$46,875.66	40.01%
12500	MEDICARE/EMPLOYER	\$5,485.12	\$366.02	\$356.38	\$346.32	\$353.55	\$584.81	\$381.86	\$384.27	\$377.12	\$3,150.33	\$2,334.79	57.43%
12800	PRODUCTION ASSISTANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,703.83	\$10,074.52	\$10,052.70	\$10,278.13	\$46,109.18	-\$46,109.18	0.00%
12900	INFORMATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,526.48	\$2,834.07	\$3,015.91	\$2,262.54	\$12,639.00	-\$12,639.00	0.00%
13100	WORK STUDY	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
13200	TECHNICIANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,234.50	\$2,823.01	\$2,823.01	\$2,823.00	\$12,703.52	-\$12,703.52	0.00%
21200	STATIONERY/BUS. CARDS	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
21300	OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21400	DUPLICATING	\$500.00	\$0.00	\$0.00	\$0.00	\$149.92	\$0.00	\$0.00	\$60.97	\$105.94	\$316.83	\$183.17	63.37%
22200	FUEL/OIL/LUBRICANTS	\$1,000.00	\$0.00	\$20.11	\$24.95	\$0.00	\$22.55	\$92.94	\$27.81	\$25.46	\$213.82	\$786.18	21.38%
22700	VIDEO TAPE/MEDIA	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,498.85	\$0.00	\$5,498.85	\$9,501.15	36.66%
23000	IT SUPPLIES	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0.00%
23100	BUILDING MATERIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
23500	VIDEO MATERIALS/CATS	\$10,000.00	\$0.00	\$200.16	\$0.00	\$186.56	\$0.00	\$1,280.00	\$2,280.33	\$58.35	\$4,005.40	\$5,994.60	40.05%
31100	CONSULTING SERVICES	\$10,000.00	\$198.00	\$0.00	\$225.00	\$222.00	\$0.00	\$0.00	\$1,086.00	\$0.00	\$1,731.00	\$8,269.00	17.31%
31300	LEGAL SERVICES	\$750.00	\$0.00	\$0.00	\$0.00	\$94.47	\$14.31	\$0.00	\$0.00	\$0.00	\$108.78	\$641.22	14.50%
31500	MAINTENANCE	\$250.00	\$0.00	\$39.92	\$39.92	\$39.84	\$39.98	\$45.00	\$50.00	\$169.40	\$424.06	-\$174.06	169.62%
31600	COMPUTER SERVICES	\$700.00	\$51.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51.92	\$648.08	7.42%
31650	DIGITIZATION SERVICES	\$22,000.00	\$765.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$765.00	\$21,235.00	3.48%
31700	ADMIN/ACCOUNTING	\$100.00	\$9.85	\$2.09	\$7.60	\$3.34	\$19.31	\$8.70	\$8.59	\$9.25	\$68.73	\$31.27	68.73%
32100	TELEPHONE	\$3,700.00	\$155.42	\$0.00	\$246.00	\$140.20	\$0.00	\$124.74	\$315.48	\$0.00	\$981.84	\$2,718.16	26.54%

Object Object Descr	2015									YTD	2015	2015
	Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Amount	YTD	%YTD
											Balance	Budget
32150 CABLE TV SERVICE	\$150.00	\$15.46	\$15.46	\$15.46	\$0.00	\$15.46	\$15.46	\$15.46	\$15.46	\$108.22	\$41.78	72.15%
32200 POSTAGE	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
32300 TRAVEL EXPENSE	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
32400 PROFESSIONAL MTG/OFF	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
32600 FREIGHT/DELIVERY	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
36300 OTHER EQUIP/FURNITURE	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%
37100 REAL ESTATE	\$4,000.00	-\$72.40	-\$72.40	-\$72.40	-\$72.40	-\$104.36	-\$78.16	-\$78.16	\$1,990.60	\$1,440.32	\$2,559.68	36.01%
39100 DUES/INSTITUTIONAL	\$2,000.00	\$516.00	\$0.00	\$1,200.00	\$0.00	\$250.00	\$0.00	\$0.00	\$78.75	\$2,044.75	-\$44.75	102.24%
39500 EDUCATIONAL/LICENSING	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
39600 COMMUNITY NEWS	\$10,000.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$7,500.00	\$2,500.00	75.00%
44100 FURNITURE	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
44700 EQUIPMENT - CATS	\$45,000.00	-\$59.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$59.00	\$45,059.00	-0.13%
	\$675,103.04	\$40,670.09	\$33,532.21	\$36,606.41	\$33,482.33	\$52,282.21	\$37,482.96	\$50,807.66	\$37,112.91	\$321,976.78	\$353,126.26	47.69%

MONROE COUNTY PUBLIC LIBRARY

09/08/15 12:48 PM

Page 1

Gen. Obligation Bond Budget & Expenditure

January 1, 2015 to August 31, 2015

8 months = 66.6%

Object	Object Descr	2015 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	YTD Amount	2015 YTD Balance	2015 %YTD Budget
31500	MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,950.00	\$650.00	\$2,600.00	-\$2,600.00	0.00%
31700	ADMIN/ACCOUNTING	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$210.00	\$460.00	-\$460.00	0.00%
44100	FURNITURE	\$100,000.00	\$19,405.20	\$54,378.52	\$0.00	\$0.00	\$13,803.63	\$0.00	\$0.00	\$0.00	\$87,587.35	\$12,412.65	87.59%
44300	OTHER EQUIPMENT	\$0.00	\$0.00	\$445.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$445.00	-\$445.00	0.00%
44450	BUILDING	\$100,000.00	\$20,000.00	\$30,217.10	\$0.00	\$0.00	\$6,000.00	\$0.00	\$52,510.00	\$0.00	\$108,727.10	-\$8,727.10	108.73%
44600	IS EQUIPMENT	\$106,990.00	\$799.80	\$12,210.30	\$5,067.60	\$2,674.98	\$735.09	\$266.98	\$12,201.84	\$3,398.42	\$37,355.01	\$69,634.99	34.91%
44650	IS SOFTWARE	\$0.00	\$0.00	\$3,298.68	\$144.00	\$125.00	\$392.00	\$0.00	\$96.29	\$697.00	\$4,752.97	-\$4,752.97	0.00%
44700	EQUIPMENT - CATS	\$65,306.00	\$0.00	\$0.00	\$0.00	\$5,015.11	\$0.00	\$0.00	\$0.00	\$219.99	\$5,235.10	\$60,070.90	8.02%
44750	SOFTWARE - CATS	\$0.00	\$0.00	\$1,398.00	\$3,058.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,456.92	-\$4,456.92	0.00%
		\$372,296.00	\$40,455.00	\$101,947.60	\$8,270.52	\$7,815.09	\$20,930.72	\$266.98	\$66,758.13	\$5,175.41	\$251,619.45	\$120,676.55	67.59%

MONROE COUNTY PUBLIC LIBRARY

Expenditure Summary compared to last year
2015 compared to 2014: Period Ending August

Fund	Fund Descr	2015 Budget	August 2015 Amt	2015 YTD Amt	2014 Budget	August 2014 Amt	2014 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$8,826,029.92	\$596,319.37	\$5,559,595.35	\$8,011,683.99	\$661,091.70	\$4,975,339.70	11.74%
002	JAIL	\$0.00	\$1,148.31	\$2,304.94	\$0.00	\$104.32	\$2,398.99	-3.92%
003	CLEARING	\$0.00	\$94.48	\$16,267.80	\$0.00	\$50.00	\$8,292.11	96.18%
004	GIFT UNRESTRICTED	\$0.00	\$204.23	\$5,478.63	\$0.00	\$0.00	\$2,728.64	100.78%
005	PLAC	\$0.00	\$0.00	\$7,285.00	\$0.00	\$0.00	\$8,100.00	-10.06%
006	RETIREEES	\$0.00	\$202.79	\$2,440.06	\$0.00	\$462.87	\$2,400.96	1.63%
007	LIRF	\$350,000.00	\$3,905.75	\$163,649.13	\$366,000.00	\$47,700.00	\$64,835.00	152.41%
008	DEBT SERVICE	\$620,000.00	\$0.00	\$307,383.75	\$607,768.00	\$0.00	\$304,333.75	1.00%
009	RAINY DAY	\$400,000.00	\$0.00	\$207,745.73	\$400,000.00	\$221,268.59	\$431,114.39	-51.81%
010	PAYROLL	\$0.00	\$340,969.60	\$2,829,803.29	\$0.00	\$332,915.49	\$2,812,811.91	0.60%
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	\$5,864.83	\$58,530.55	\$0.00	\$4,393.04	\$50,255.87	16.47%
017	LEVY EXCESS	\$0.00	\$0.00	\$1,168.74	\$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	\$9,439.08	\$60,986.85	\$0.00	\$2,499.84	\$66,476.46	-8.26%
020	SPECIAL REVENUE	\$675,103.04	\$37,112.91	\$321,976.78	\$664,141.32	\$43,640.67	\$386,087.01	-16.61%
021	CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$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	\$5,175.41	\$251,619.45	\$125,000.00	\$44,893.00	\$906,054.27	-72.23%
027	COMMUNITY FDTN	\$0.00	\$900.00	\$7,650.00	\$27,485.00	\$1,203.62	\$13,672.32	-44.05%
028	FINRA 2014	\$0.00	\$1,834.36	\$21,853.43	\$0.00	\$2,176.27	\$4,707.69	364.21%
029	GO BOND 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$11,243,428.96	\$1,003,171.12	\$9,826,125.42	\$10,202,078.31	\$1,362,399.41	\$10,458,465.75	-6.05%

MONROE COUNTY PUBLIC LIBRARY

Revenue Totals Budget Forms (all funds)

Source Descr	2015 YTD Budget	Jan	Feb	Mar	April	May	June	July	Aug	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
Fund 001 OPERATING												
PROPERTY	\$5,510,398.00	\$113,618.93	\$0.00	\$0.00	\$0.00	\$0.00	\$3,014,957.82	\$0.00	\$0.00	\$3,128,576.75	\$2,381,821.25	56.78%
INTANGIBLES TAX	\$17,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,375.65	\$0.00	\$0.00	\$8,375.65	\$8,624.35	49.27%
LICENSE EXCISE TAX	\$265,000.00	\$9,392.24	\$0.00	\$0.00	\$0.00	\$0.00	\$179,444.49	\$0.00	\$0.00	\$188,836.73	\$76,163.27	71.26%
COUNTY OPTION	\$1,968,000.00	\$164,036.08	\$164,036.08	\$164,036.08	\$164,036.08	\$164,036.08	\$164,036.08	\$164,036.08	\$164,036.08	\$1,312,288.64	\$655,711.36	66.68%
COMMERCIAL	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,667.11	\$0.00	\$0.00	\$0.00	\$24,667.11	\$20,332.89	54.82%
US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELL COPIERS/PRINTERS	\$0.00	\$500.08	\$422.91	\$434.51	\$687.04	\$402.35	\$461.20	\$453.10	\$609.30	\$3,970.49	-\$3,970.49	0.00%
LOST/DAMAGED	\$0.00	\$1,469.54	\$2,456.82	\$2,166.51	\$1,671.46	\$1,151.33	\$1,732.88	\$1,740.20	\$1,480.10	\$13,868.84	-\$13,868.84	0.00%
FINES	\$160,000.00	\$11,971.31	\$13,112.32	\$13,226.72	\$11,740.37	\$11,689.39	\$12,520.76	\$11,554.62	\$10,869.82	\$96,685.31	\$63,314.69	61.92%
COLLECTION AGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
BLGTN COPIERS &	\$12,500.00	\$1,796.15	\$704.55	\$807.15	\$1,270.65	\$1,609.61	\$1,515.75	\$1,435.40	\$1,377.41	\$10,516.67	\$1,983.33	86.52%
MISCELLANEOUS	\$0.00	\$141.12	\$97.18	\$124.02	\$539.89	\$0.00	\$100.00	\$100.78	\$8.04	\$1,111.03	-\$1,111.03	0.00%
PUBLIC LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MEETING ROOM FEES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	\$700.00	30.00%
GARNISHMENT FEES	\$0.00	\$5.52	\$5.52	\$5.52	\$5.52	\$8.28	\$5.52	\$11.07	\$16.62	\$63.57	-\$63.57	0.00%
E-RATE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PLAC DISTRIBUTION	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00	0.00%
REALESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
STATE DISTRIBUTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
READER PRINTER	\$0.00	\$28.35	\$13.40	\$19.15	\$20.87	\$70.28	\$81.40	\$44.55	\$30.05	\$308.05	-\$308.05	0.00%
OBITS	\$0.00	\$18.00	\$371.00	\$514.00	\$213.99	\$192.00	\$117.00	\$167.55	\$150.00	\$1,743.54	-\$1,743.54	0.00%
COIN TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$6,000.00	\$1,370.11	\$1,108.93	\$1,043.13	\$886.53	\$839.85	\$1,364.78	\$1,558.05	\$1,341.29	\$9,512.67	-\$3,512.67	158.54%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INVESTMENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$85.15	\$791.50	\$90.41	\$93.42	\$90.41	\$1,150.89	-\$1,150.89	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$1,725.00	\$0.00	\$0.00	\$0.00	\$1,800.00	-\$1,800.00	0.00%
LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 001 OPERATING	\$7,997,398.00	\$304,347.43	\$182,328.71	\$182,376.79	\$181,232.55	\$207,182.78	\$3,385,103.74	\$181,194.82	\$180,009.12	\$4,803,775.94	\$3,193,622.06	60.10%

Source Descr	2015 YTD Budget	Jan	Feb	Mar	April	May	June	July	Aug	2015 YTD Amt	2015 YTD Balance	% of Budget
Fund 002 JAIL												
RECEIPTS	\$0.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	-\$6,000.00	0.00%
Fund 002 JAIL	\$0.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	-\$6,000.00	0.00%
Fund 003 CLEARING												
CONFERENCE/RECEIPT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
REALESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
YMCA RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PHONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPLF CC RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPLF RECEIPTS	\$0.00	\$0.00	\$575.40	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,575.40	-\$1,575.40	0.00%
ILL FINES/FEES	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	-\$20.00	0.00%
REIMBURSEMENT/CLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE/COBRA	\$0.00	\$615.19	\$0.00	\$0.00	\$1,026.56	\$0.00	\$0.00	\$0.00	\$0.00	\$1,641.75	-\$1,641.75	0.00%
FEMA/CLEARING FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE/CLAIMS-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 003 CLEARING	\$0.00	\$635.19	\$575.40	\$0.00	\$1,026.56	\$0.00	\$0.00	\$1,000.00	\$0.00	\$3,237.15	-\$3,237.15	0.00%
Fund 004 GIFT UNRESTRICTED												
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
UNRESTRICTED GIFT	\$0.00	\$1,172.96	\$116.25	\$238.80	\$109.79	\$350.42	\$143.79	\$3,080.15	\$1,960.61	\$7,172.77	-\$7,172.77	0.00%
INTEREST/DIVIDEND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 004 GIFT	\$0.00	\$1,172.96	\$116.25	\$238.80	\$109.79	\$350.42	\$143.79	\$3,080.15	\$1,960.61	\$7,172.77	-\$7,172.77	0.00%
Fund 005 PLAC												
PUBLIC LIBRARY	\$0.00	\$675.00	\$715.00	\$1,300.00	\$650.00	\$585.00	\$910.00	\$910.00	\$1,040.00	\$6,785.00	-\$6,785.00	0.00%
Fund 005 PLAC	\$0.00	\$675.00	\$715.00	\$1,300.00	\$650.00	\$585.00	\$910.00	\$910.00	\$1,040.00	\$6,785.00	-\$6,785.00	0.00%
Fund 006 RETIREES												
RETIREES INSURANCE	\$0.00	\$597.72	\$210.88	\$421.76	\$0.00	\$210.88	\$210.88	\$210.88	\$303.11	\$2,166.11	-\$2,166.11	0.00%
Fund 006 RETIREES	\$0.00	\$597.72	\$210.88	\$421.76	\$0.00	\$210.88	\$210.88	\$210.88	\$303.11	\$2,166.11	-\$2,166.11	0.00%
Fund 007 LIRF												
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIRF RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$682,500.00	\$0.00	\$0.00	\$682,500.00	-\$682,500.00	0.00%

Source Descr	2015 YTD Budget	Jan	Feb	Mar	April	May	June	July	Aug	2015 YTD Amt	2015 YTD Balance	% of 2015 Budget
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$205,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$205,000.00	0.00%
RENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 007 LIRF	\$205,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$682,500.00	\$0.00	\$0.00	\$682,500.00	-\$477,500.00	332.93%
Fund 008 DEBT SERVICE												
PROPERTY	\$580,000.00	\$12,909.03	\$0.00	\$0.00	\$0.00	\$0.00	\$266,693.97	\$0.00	\$0.00	\$279,603.00	\$300,397.00	48.21%
INTANGIBLES TAX	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$736.10	\$0.00	\$0.00	\$736.10	\$1,263.90	36.81%
LICENSE EXCISE TAX	\$30,000.00	\$1,061.14	\$0.00	\$0.00	\$0.00	\$0.00	\$15,770.67	\$0.00	\$0.00	\$16,831.81	\$13,168.19	56.11%
COMMERCIAL	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,167.89	\$0.00	\$0.00	\$0.00	\$2,167.89	\$2,832.11	43.36%
US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 008 DEBT	\$617,000.00	\$13,970.17	\$0.00	\$0.00	\$0.00	\$2,167.89	\$283,200.74	\$0.00	\$0.00	\$299,338.80	\$317,661.20	48.52%
Fund 009 RAINY DAY												
COUNTY OPTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPL OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,168.74	\$0.00	\$1,168.74	-\$1,168.74	0.00%
Fund 009 RAINY DAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,168.74	\$0.00	\$1,168.74	-\$1,168.74	0.00%
Fund 010 PAYROLL												
GROSS PAYROLL	\$0.00	\$324,508.23	\$348,230.18	\$328,904.28	\$323,665.41	\$497,802.46	\$331,494.31	\$335,334.39	\$341,788.18	\$2,831,727.44	-\$2,831,727.44	0.00%
Fund 010 PAYROLL	\$0.00	\$324,508.23	\$348,230.18	\$328,904.28	\$323,665.41	\$497,802.46	\$331,494.31	\$335,334.39	\$341,788.18	\$2,831,727.44	-\$2,831,727.44	0.00%
Fund 013 PETTY CASH												
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 013 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 014 CHANGE												
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 014 CHANGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 016 GIFT-RESTRICED												
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Source Descr	2015 YTD Budget	Jan	Feb	Mar	April	May	June	July	Aug	2015 YTD Amt	2015 YTD Balance	% of 2015 Budget
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$12,488.67	\$9,630.28	\$0.00	\$5,982.37	\$0.00	\$28,101.32	-\$28,101.32	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RESTRICED GIFT	\$0.00	\$370.00	\$480.00	\$545.00	\$2,657.00	\$7,017.32	\$819.00	\$920.00	\$0.00	\$12,808.32	-\$12,808.32	0.00%
INTEREST/DIVIDEND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 016 GIFT-	\$0.00	\$370.00	\$480.00	\$545.00	\$15,145.67	\$16,647.60	\$819.00	\$6,902.37	\$0.00	\$40,909.64	-\$40,909.64	0.00%
Fund 019 GIFT-FOUNDATION												
MISCELLANEOUS	\$0.00	\$26.68	\$0.00	\$0.00	\$9.16	\$0.00	\$0.00	\$0.00	\$0.00	\$35.84	-\$35.84	0.00%
RESTRICED GIFT	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$42,042.74	\$0.00	\$15,000.00	\$87,042.74	-\$87,042.74	0.00%
Fund 019 GIFT-	\$0.00	\$26.68	\$15,000.00	\$0.00	\$9.16	\$15,000.00	\$42,042.74	\$0.00	\$15,000.00	\$87,078.58	-\$87,078.58	0.00%
Fund 020 SPECIAL REVENUE												
MISCELLANEOUS	\$0.00	\$340.00	\$36.55	\$210.00	\$120.00	\$660.00	\$290.00	\$215.00	\$200.00	\$2,071.55	-\$2,071.55	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$59,826.25	\$104,627.50	\$0.00	\$104,627.50	\$0.00	\$0.00	\$0.00	\$269,081.25	-\$269,081.25	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$59,826.25	\$0.00	\$0.00	\$59,826.25	\$119,652.50	-\$119,652.50	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$3,624.25	\$0.00	\$0.00	\$3,624.25	\$0.00	\$0.00	\$7,248.50	-\$7,248.50	0.00%
CONTRACT-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 020 SPECIAL	\$0.00	\$340.00	\$59,862.80	\$108,461.75	\$120.00	\$165,113.75	\$3,914.25	\$215.00	\$60,026.25	\$398,053.80	-\$398,053.80	0.00%
Fund 021 CAPITAL PROJECTS												
PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTANGIBLES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LICENSE EXCISE TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
COMMERCIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 021 CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 024 FINRA GRANT												
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 024 FINRA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 026 G O BOND												
BOND SALE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 026 G O BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 027 COMMUNITY FDTN GRANT												
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Source Descr	2015 YTD Budget	Jan	Feb	Mar	April	May	June	July	Aug	2015 YTD Amt	2015 YTD Balance	% of Budget
Fund 027 COMMUNITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 028 FINRA 2014												
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$385.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$385.94	-\$385.94	0.00%
Fund 028 FINRA 2014	\$0.00	\$385.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$385.94	-\$385.94	0.00%
	\$8,819,398.00	\$647,029.32	\$607,519.22	\$628,248.38	\$521,959.14	\$905,060.78	\$4,730,339.45	\$530,016.35	\$600,127.27	\$9,170,299.91	-\$350,901.91	104.01%

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: August 2015

FUND Descr	08/01/15	MTD Debit	MTD Credit	08/31/15	Bal Sht Descr
OPERATING	\$9,267.58	\$6,453.53	\$0.00	\$15,721.11	ONB/MONROE BANK CHECKING
OPERATING	\$9,559.30	\$8,036.92	\$0.00	\$17,596.22	GERMAN AMER./UNITED COMMERCE
OPERATING	-\$288,236.47	\$565,846.58	\$580,995.65	-\$303,385.54	MAINSOURCE CHECKING
OPERATING	\$1,743,874.84	\$1,341.29	\$400,000.00	\$1,345,216.13	MAINSOURCE SAVINGS
OPERATING	\$1,060.48	\$90.41	\$0.00	\$1,150.89	INVESTMENT CD s
Fund 001 OPERATING	\$1,475,525.73	\$581,768.73	\$980,995.65	\$1,076,298.81	
JAIL	\$4,843.37	\$0.00	\$1,148.31	\$3,695.06	MAINSOURCE CHECKING
Fund 002 JAIL	\$4,843.37	\$0.00	\$1,148.31	\$3,695.06	
CLEARING	\$164.72	\$0.00	\$94.48	\$70.24	MAINSOURCE CHECKING
Fund 003 CLEARING	\$164.72	\$0.00	\$94.48	\$70.24	
GIFT UNRESTRICTED	\$3,097.31	\$1,945.61	\$0.00	\$5,042.92	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$1.00	\$15.00	\$0.00	\$16.00	GERMAN AMER./UNITED COMMERCE
GIFT UNRESTRICTED	\$7,957.83	\$0.00	\$204.23	\$7,753.60	MAINSOURCE CHECKING
Fund 004 GIFT UNRESTRICTED	\$11,056.14	\$1,960.61	\$204.23	\$12,812.52	
PLAC	\$65.00	\$260.00	\$0.00	\$325.00	ONB/MONROE BANK CHECKING
PLAC	\$845.00	\$780.00	\$0.00	\$1,625.00	GERMAN AMER./UNITED COMMERCE
Fund 005 PLAC	\$910.00	\$1,040.00	\$0.00	\$1,950.00	
RETIREEES	\$210.88	\$303.11	\$0.00	\$513.99	ONB/MONROE BANK CHECKING
RETIREEES	-\$204.25	\$0.00	\$202.79	-\$407.04	MAINSOURCE CHECKING
Fund 006 RETIREEES	\$6.63	\$303.11	\$202.79	\$106.95	
LIRF	\$61,158.23	\$0.00	\$3,905.75	\$57,252.48	MAINSOURCE CHECKING
LIRF	\$1,118,414.84	\$0.00	\$0.00	\$1,118,414.84	MAINSOURCE SAVINGS
LIRF	\$600,000.00	\$0.00	\$0.00	\$600,000.00	INVESTMENT CD s
Fund 007 LIRF	\$1,779,573.07	\$0.00	\$3,905.75	\$1,775,667.32	
DEBT SERVICE	\$1,049.94	\$0.00	\$0.00	\$1,049.94	MAINSOURCE CHECKING
DEBT SERVICE	\$80,000.00	\$0.00	\$0.00	\$80,000.00	MAINSOURCE SAVINGS
Fund 008 DEBT SERVICE	\$81,049.94	\$0.00	\$0.00	\$81,049.94	
RAINY DAY	\$85,352.81	\$0.00	\$0.00	\$85,352.81	MAINSOURCE CHECKING
RAINY DAY	\$950,102.37	\$0.00	\$0.00	\$950,102.37	MAINSOURCE SAVINGS
Fund 009 RAINY DAY	\$1,035,455.18	\$0.00	\$0.00	\$1,035,455.18	
PAYROLL	\$12,098.09	\$341,788.18	\$340,969.60	\$12,916.67	MAINSOURCE CHECKING
Fund 010 PAYROLL	\$12,098.09	\$341,788.18	\$340,969.60	\$12,916.67	
GIFT-RESTRICED	\$6,902.37	\$0.00	\$0.00	\$6,902.37	ONB/MONROE BANK CHECKING

FUND Descr	08/01/15	MTD Debit	MTD Credit	08/31/15	Bal Sht Descr
GIFT-RESTRICTED	\$34,177.99	\$400.00	\$6,264.83	\$28,313.16	MAINSOURCE CHECKING
GIFT-RESTRICTED	\$50,000.00	\$0.00	\$0.00	\$50,000.00	MAINSOURCE SAVINGS
Fund 016 GIFT-RESTRICTED	\$91,080.36	\$400.00	\$6,264.83	\$85,215.53	
GIFT-FOUNDATION	\$25.00	\$16,052.80	\$0.00	\$16,077.80	ONB/MONROE BANK CHECKING
GIFT-FOUNDATION	\$52,017.86	\$0.30	\$10,492.18	\$41,525.98	MAINSOURCE CHECKING
Fund 019 GIFT-FOUNDATION	\$52,042.86	\$16,053.10	\$10,492.18	\$57,603.78	
SPECIAL REVENUE	\$245.30	\$200.00	\$9.25	\$436.05	GERMAN AMER./UNITED COMMERCE
SPECIAL REVENUE	\$29,178.46	\$59,905.59	\$37,183.00	\$51,901.05	MAINSOURCE CHECKING
SPECIAL REVENUE	\$350,000.00	\$0.00	\$0.00	\$350,000.00	MAINSOURCE SAVINGS
Fund 020 SPECIAL REVENUE	\$379,423.76	\$60,105.59	\$37,192.25	\$402,337.10	
G O BOND	\$93,634.47	\$0.00	\$5,175.41	\$88,459.06	MAINSOURCE CHECKING
G O BOND	\$30,000.00	\$0.00	\$0.00	\$30,000.00	MAINSOURCE SAVINGS
Fund 026 G O BOND	\$123,634.47	\$0.00	\$5,175.41	\$118,459.06	
COMMUNITY FDTN GRANT	\$958.95	\$0.00	\$900.00	\$58.95	MAINSOURCE CHECKING
Fund 027 COMMUNITY FDTN GRANT	\$958.95	\$0.00	\$900.00	\$58.95	
FINRA 2014	\$11,856.20	\$0.00	\$1,834.36	\$10,021.84	MAINSOURCE CHECKING
Fund 028 FINRA 2014	\$11,856.20	\$0.00	\$1,834.36	\$10,021.84	
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	
	\$5,059,647.02	\$1,003,419.32	\$1,389,379.84	\$4,673,686.50	

MONROE COUNTY PUBLIC LIBRARY

09/04/15 3:02 PM
Page 1

***Check Reconciliation©**
ONB MONROE CHECKING
06300 ONB/MONROE
August 2015

Account Summary

Beginning Balance	8/1/2015	\$19,568.14
+ Receipts/Deposits		\$25,015.05
- Payments (Checks and		\$0.00
Ending Balance as	8/31/2015	\$44,583.19

Check Book

Active	G 001-06300	OPERATING	\$15,721.11
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$5,042.92
Active	G 005-06300	PLAC	\$325.00
Active	G 006-06300	RETIRES	\$513.99
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	\$6,902.37
Active	G 019-06300	GIFT-FOUNDATION	\$16,077.80
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	\$44,583.19
	Beginng Balance	\$19,568.14	
	+ Total Deposits	\$25,015.05	
	- Checks Written	\$0.00	
	Check Book	\$44,583.19	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

09/04/15 3:08 PM
Page 1

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

Account Summary

Beginning Balance	8/1/2015	\$10,650.60
+ Receipts/Deposits		\$9,022.67
- Payments (Checks and		\$0.00
Ending Balance as	8/31/2015	\$19,673.27

Check Book

Active	G 001-06400	OPERATING	\$17,596.22
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$16.00
Active	G 005-06400	PLAC	\$1,625.00
Active	G 016-06400	GIFT-RESTRICED	\$0.00
Active	G 020-06400	SPECIAL REVENUE	\$436.05
		Cash	\$19,673.27
	Beginng Balance	\$10,650.60	
	+ Total Deposits	\$9,022.67	
	- Checks Written	\$0.00	
	Check Book	\$19,673.27	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

09/04/15 3:39 PM
Page 1

***Check Reconciliation©
MAINSOURCE CHECKING
06600 MAINSO CKG**

August 2015

Account Summary

Beginning Balance	8/1/2015	\$171,568.86
+ Receipts/Deposits		\$623,965.19
- Payments (Checks and		\$680,614.76
Ending Balance as	8/31/2015	\$114,919.29

Check Book

Active	G 001-06600	OPERATING	-\$303,385.54
Active	G 002-06600	JAIL	\$3,695.06
Active	G 003-06600	CLEARING	\$70.24
Active	G 004-06600	GIFT UNRESTRICTED	\$7,753.60
Active	G 005-06600	PLAC	\$0.00
Active	G 006-06600	RETIREEES	-\$407.04
Active	G 007-06600	LIRF	\$57,252.48
Active	G 008-06600	DEBT SERVICE	\$1,049.94
Active	G 009-06600	RAINY DAY	\$85,352.81
Active	G 010-06600	PAYROLL	\$12,916.67
Active	G 016-06600	GIFT-RESTRICED	\$28,313.16
Active	G 017-06600	LEVY EXCESS	\$0.00
Active	G 019-06600	GIFT-FOUNDATION	\$41,525.98
Active	G 020-06600	SPECIAL REVENUE	\$51,901.05
Active	G 024-06600	FINRA GRANT	\$0.00
Active	G 026-06600	G O BOND	\$88,459.06
Active	G 027-06600	COMMUNITY FDTN	\$58.95
Active	G 028-06600	FINRA 2014	\$10,021.84
Active	G 029-06600	GO BOND 2016	-\$32.45
		Cash	\$84,545.81

Beginng Balance	\$171,568.86
+ Total Deposits	\$623,965.19
- Checks Written	\$710,988.24

Check Book	\$84,545.81
O/S Checks	\$30,373.48

MONROE COUNTY PUBLIC LIBRARY

09/04/15 3:17 PM
Page 1

***Check Reconciliation©**
MAINSOURCE SAVINGS
06610 MAINSO SAV
August 2015

Account Summary

Beginning Balance	8/1/2015	\$4,322,392.05
+ Receipts/Deposits		\$1,341.29
- Payments (Checks and		\$400,000.00
Ending Balance as	8/31/2015	\$3,923,733.34

Check Book

Active	G 001-06610	OPERATING	\$1,345,216.13
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	\$1,118,414.84
Active	G 008-06610	DEBT SERVICE	\$80,000.00
Active	G 009-06610	RAINY DAY	\$950,102.37
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	\$350,000.00
Active	G 024-06610	FINRA GRANT	\$0.00
Active	G 026-06610	G O BOND	\$30,000.00
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	\$3,923,733.34
	Beginng Balance	\$4,322,392.05	
	+ Total Deposits	\$1,341.29	
	- Checks Written	\$400,000.00	
	Check Book	\$3,923,733.34	
	Difference	\$0.00	

TO: Monroe County Public Library – Board of Trustees
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager
RE: Personnel Report
DATE: September 16, 2015

Beginning Employment

- Nathan Kroeger, CATS, Master Control Operator, Pay Grade 3, 20 hours per week effective August 24, 2015.
- Ashley Barrett, Facilities, Security Technician, Pay Grade 5, 20 hours per week effective September 9, 2015.
- Deanna Crane, Facilities, Custodian, Pay Grade 3, 20 hours per week effective September 8, 2015.

Ending Employment

- Katrina Blair, CATS, Master Control Operator, Pay Grade 3, 20 hours per week effective August 15, 2015.
- Chrystal Price, Access & Content, Material Handler, Pay Grade 1, 15-18 hours per week effective August 21, 2015.
- Max Bloodworth, Access & Content, Material Handler, Pay Grade 1, 15-18 hours per week effective August 29, 2015.
- Lucas Porter, Access & Content, Senior Material Handler, Pay Grade 3, 25 hours per week effective September 12, 2015.

Job Changes

None

Active Library Employees
As of 08-21-2015

Operating Funds

	<i>Operating Funds</i>	<i>First Name</i>	<i>Last Name</i>
1	AC Services Operating	Alexander	Axthelm
2	AC Services Operating	Maxwell	Bloodworth
3	AC Services Operating	Mark	Carpenter
4	AC Services Operating	Craig	Clark
5	AC Services Operating	Edwin	Czerniakowski
6	AC Services Operating	Alexander	Doane
7	AC Services Operating	Andrew	Fak
8	AC Services Operating	Logan	Farlee
9	AC Services Operating	Sarah	Feid
10	AC Services Operating	Cynthia	Garrison
11	AC Services Operating	Arielle	Hacker
12	AC Services Operating	Mary	Heaps
13	AC Services Operating	Hannah	Helton
14	AC Services Operating	Logan	Holmes
15	AC Services Operating	Lillian	Jenness
16	AC Services Operating	Sara	Jennings
17	AC Services Operating	Elizabeth	Kubisch
18	AC Services Operating	Michelle	Meyers
19	AC Services Operating	Juliann	Nelson
20	AC Services Operating	Princess	Ostine
21	AC Services Operating	Dhruti	Patel
22	AC Services Operating	Brigid	Phillips
23	AC Services Operating	Elizabeth	Polley
24	AC Services Operating	Chrystal	Price
25	AC Services Operating	Emily	Purcell
26	AC Services Operating	Emily	Rardin
27	AC Services Operating	Rebecca	Ray
28	AC Services Operating	Riley	Reynolds
29	AC Services Operating	Brandon	Seals
30	AC Services Operating	Karen	Smith
31	AC Services Operating	Mary	Stalcup
32	AC Services Operating	Alicia	Thomas
33	AC Services Operating	Jonah	Wilson
34	CS Special/Asst/Para Oper	Audra	Artzberger
35	CS Special/Asst/Para Oper	Cynthia	Balzer
36	CA Technician Oper	Katrina	Blair
37	CS Special/Asst/Para Oper	Brianna	Bush
38	CS Special/Asst/Para Oper	Marion	Clark
39	CS Special/Asst/Para Oper	Rachel	Clausman
40	CS Special/Asst/Para Oper	William	Ellis
41	CS Special/Asst/Para Oper	Edwin	Fallwell
42	CS Special/Asst/Para Oper	Elizabeth	French
43	BS Security/Protect Operating	Ross	Jackson
44	CS Special/Asst/Para Oper	Jack	Kovaleski
45	CS Special/Asst/Para Oper	Amber	Mestre
46	BL Service/Maintenance Oper	Clare	Miller
47	CS Special/Asst/Para Oper	Daniel	Mounlio

Active Library Employees
As of 08-21-2015

48	IT Technicians Operating	Cody	Mullis
49	CS Special/Asst/Para Oper	Ann	Segraves
50	BS Security/Protect Operating	James	Sims
51	CM Support Operating	William	Weaver
52	CS Special/Asst/Para Oper	Kristina	Wiltsee
53	AC Services Operating	Trae	Carroll
54	AC Services Operating	Kenneth	Carter
55	CS Special/Asst/Para Oper	Lark	Farlee
56	CA Technician Special Oper	Andrew	Funkhouser
57	AC Services Operating	Evan	Gornik
58	CS Special/Asst/Para Oper	Amy	Hamilton
59	AC Services Operating	Samuel	Hine
60	CS Special/Asst/Para Oper	Ian	Hoagland
61	CS Special/Asst/Para Oper	Daniel	Hosler
62	CS Special/Asst/Para Oper	Amanda	Johnson
63	EG Librarians, Experts Oper	Christina	Jones
64	CS Special/Asst/Para Oper	Audra	Loudenbarger
65	EG Librarians, Experts Oper	Doris	Lynch
66	AC Services Operating	Lucas	Porter
67	BL Service/Maintenance Oper	David	Simpson
68	AC Services Operating	Christine	Sneed
69	AC Services Operating	Timothy	Thompson
70	BL Service/Maintenance Oper	Cherryl	Tincher
71	CS Special/Asst/Para Oper	Tracy	Lenn
72	CM Special/Asst/Para Oper	Erin	Tobey
73	EG Librarians, Experts Oper	Ellen	Arnholter
74	SA Manager/Asst/Strat Oper	Steven	Backs
75	IT Manager/Asst/Strat Oper	Ned	Baugh
76	BL Service/Maintenance Oper	Terri	Bell
77	CS Special/Asst/Para Oper	Amy	Bruce
78	CS Special/Asst/Para Oper	Michael	Campbell
79	CS Special/Asst/Para Oper	Keith	Carter
80	SC Manager/Asst/Strat Oper	Lisa	Champelli
81	BL Manager/Asst/Strat Oper	Jeremiah	Chandler
82	CS Special/Asst/Para Oper	Jared	Cheek
83	CS Special/Asst/Para Oper	Burl	Cooper
84	AC Librarians, Experts Oper	D'Arcy	Danielson
85	EG Librarians, Experts Oper	Luann	Dillon
86	CS Special/Asst/Para Oper	Aubrey	Dunnuck
87	AC Specialist/Asst/Para Oper	Susan	Fallwell
88	EG Librarians, Experts Oper	Mary	Frasier
89	EG Librarians, Experts Oper	Christine	Friesel
90	EG Librarians, Experts Oper	Rebecca	Fyolek
91	BS Security/Protect Operating	Dana	Geldhof
92	CS Special/Asst/Para Oper	Joshua	Gesten
93	EG Librarians, Experts Oper	Penelope	Gillie
94	EG Librarians, Experts Oper	James	Gossman
95	AD Specialist/Asst/Para Oper	Marla	Gray
96	EG Librarians, Experts Oper	Elizabeth	Gray

Active Library Employees
As of 08-21-2015

97	CM Librarians, Experts Oper	Paula	Gray-Overtoom
98	AC Librarians, Experts Oper	Cheryl	Green
99	BL Service/Maintenance Oper	Ronald	Greene
100	CS Special/Asst/Para Oper	Shawn	Henline
101	CM Manager/Asst/Strat Oper	Michael	Hoerger
102	CS Special/Asst/Para Oper	Jennifer	Hoffman
103	EG Librarians, Experts Oper	Stephanie	Holman
104	CS Special/Asst/Para Oper	Virginia	Hosler
105	EG Manager/Asst/Strat Oper	Christopher	Hosler
106	SS Manager/Asst/Strat Oper	Christopher	Jackson
107	BS Security/Protect Operating	Michael	Johnson
108	CS Special/Asst/Para Oper	Kelly	Jordan
109	AC Manager/Asst/Strat Oper	Jennifer	Kellams
110	BL Service/Maintenance Oper	Bruce	Kelly
111	AD Specialist/Asst/Para Oper	Merriel	Kern
112	CS Special/Asst/Para Oper	Julia	Kinser
113	IT Specialist/Asst/Para Oper	Joseph	Langfitt
114	EG Librarians, Experts Oper	Jeannette	Lehr
115	AD Manager/Asst/Strat Oper	Gary	Lettelleir
116	CS Manager/Asst/Strat Oper	Mary	Loro
117	CS Special/Asst/Para Oper	Jacqueline	Lovings
118	ST Manager/Asst/Strat Oper	Kevin	MacDowell
119	CS Special/Asst/Para Oper	John	Meador
120	CS Special/Asst/Para Oper	Tyler	Meese
121	BL Manager/Asst/Strat Oper	Mark	Mobley
122	AC Specialist/Asst/Para Oper	Allison	Moore
123	BL Service/Maintenance Oper	John	Mosora
124	CS Manager/Asst/Strat Oper	Michele	Needham
125	AC Librarians, Experts Oper	Martha	Ody
126	EG Librarians, Experts Oper	Polly	OShea
127	EG Librarians, Experts Oper	Roberta	Overman
128	CS Special/Asst/Para Oper	Jonathon	Paull
129	CS Special/Asst/Para Oper	M Brandon	Rome
130	AC Librarians, Experts Oper	Jane	Ruddick
131	AD Manager/Asst/Strat Oper	Susan	Sater
132	IT Librarians Experts Oper	Vanessa	Schwegman
133	AD Support Operating	Brenda	Seibel
134	CS Special/Asst/Para Oper	Andrew	Slater
135	CM Special/Asst/Para Oper	Ryan	Stacy
136	CS Special/Asst/Para Oper	Kathleen	Starks-Dyer
137	AC Librarians, Experts Oper	Sabra	Stockey
138	SD Manager/Asst/Strat Oper	Barbara	Swinson
139	EG Manager/Asst/Strat Oper	Bethany	Terry
140	AD Tech/Oper/Secretaries Oper	Pamela	Wallace
141	AC Manager/Asst/Strat Oper	Pamela	Wasmer
142	CS Special/Asst/Para Oper	Jacoba	Wells
143	AC Specialist/Asst/Para Oper	Pamela	White
144	AD Manager/Asst/Strat Oper	Kyle	Wickemeyer-Hardy
145	CS Special/Asst/Para Oper	Guadalupe	Wilson

Active Library Employees

As of 08-21-2015

146	EG Manager/Asst/Strat Oper	Joshua	Wolf
147	AD Director/Assoc Operating	Marilyn	Wood
148	CS Special/Asst/Para Oper	Leanne	Zdravecky

Sub Total Operating Funds **\$159,119** **4235.0**

Special/Gift Funds

	Special Funds	First Name	Last Name
1	S CA Technician Oper	Joshua	Brewer
2	S CA Technician Oper	Addison	Rogers
3	S CA Technician Special Oper	Eric	Ayotte
4	S CA Technician Special Oper	Clinton	Lake
5	S CA Technician Special Oper	Glenn	Myers
6	S CA Technician Special Oper	Jacob	Saffold
7	S CA Technician Special Oper	Nathan	Wrigley
8	S FL Support Operating	Michael	Burns
9	S CA Technician Special Oper	Michael	Adams
10	S CA Manager/Asst/Strat Oper	Martin	O`Neill
11	S FL Office Coordinator, Exper	Mary Jean	Regoli
12	S CA Manager/Asst/Strat Oper	Adam	Stillwell
13	S CA Technician Oper	Robert	Stockwell
14	S CA Technician Special Oper	David	Walter
15	S CA Manager/Asst/Strat Oper	Michael	White

Sub Total Special/Gift Funds **\$15,951** **457.5**

TOTAL All EE's ALL Funds **\$175,070** **4692.5**

Active Library Employees

As of 09-04-2015

Operating Funds

Operating Funds	First Name	Last Name
AC Services Operating	Alexander	Axthelm
AC Services Operating	Maxwell	Bloodworth
AC Services Operating	Mark	Carpenter
AC Services Operating	Craig	Clark
AC Services Operating	Edwin	Czerniakowski
AC Services Operating	Alexander	Doane
AC Services Operating	Andrew	Fak
AC Services Operating	Logan	Farlee
AC Services Operating	Sarah	Feid
AC Services Operating	Cynthia	Garrison
AC Services Operating	Arielle	Hacker
AC Services Operating	Mary	Heaps
AC Services Operating	Hannah	Helton
AC Services Operating	Logan	Holmes
AC Services Operating	Lillian	Jenness
AC Services Operating	Sara	Jennings
AC Services Operating	Michelle	Meyers
AC Services Operating	Juliann	Nelson
AC Services Operating	Princess	Ostine
AC Services Operating	Dhruvi	Patel
AC Services Operating	Brigid	Phillips
AC Services Operating	Elizabeth	Polley
AC Services Operating	Chrystal	Price
AC Services Operating	Emily	Purcell
AC Services Operating	Emily	Rardin
AC Services Operating	Rebecca	Ray
AC Services Operating	Riley	Reynolds
AC Services Operating	Brandon	Seals
AC Services Operating	Karen	Smith
AC Services Operating	Mary	Stalcup
AC Services Operating	Alicia	Thomas
AC Services Operating	Jonah	Wilson
CS Special/Asst/Para Oper	Audra	Artzberger
CS Special/Asst/Para Oper	Cynthia	Balzer
CA Technician Oper	Katrina	Blair
CS Special/Asst/Para Oper	Brianna	Bush
CS Special/Asst/Para Oper	Marion	Clark
CS Special/Asst/Para Oper	Rachel	Clausman
CS Special/Asst/Para Oper	William	Ellis
CS Special/Asst/Para Oper	Edwin	Fallwell
CS Special/Asst/Para Oper	Elizabeth	French
BS Security/Protect Operating	Ross	Jackson
CS Special/Asst/Para Oper	Jack	Kovaleski
CS Special/Asst/Para Oper	Amber	Mestre
BL Service/Maintenance Oper	Clare	Miller
CS Special/Asst/Para Oper	Daniel	Mounlio
IT Technicians Operating	Cody	Mullis

Active Library Employees

As of 09-04-2015

CS Special/Asst/Para Oper	Ann	Segraves
BS Security/Protect Operating	James	Sims
CM Support Operating	William	Weaver
CS Special/Asst/Para Oper	Kristina	Wiltsee
AC Services Operating	Trae	Carroll
AC Services Operating	Kenneth	Carter
CS Special/Asst/Para Oper	Lark	Farlee
CA Technician Special Oper	Andrew	Funkhouser
AC Services Operating	Evan	Gornik
CS Special/Asst/Para Oper	Amy	Hamilton
AC Services Operating	Samuel	Hine
CS Special/Asst/Para Oper	Ian	Hoagland
CS Special/Asst/Para Oper	Daniel	Hosler
CS Special/Asst/Para Oper	Amanda	Johnson
EG Librarians, Experts Oper	Christina	Jones
CS Special/Asst/Para Oper	Audra	Loudenbarger
EG Librarians, Experts Oper	Doris	Lynch
AC Services Operating	Lucas	Porter
BL Service/Maintenance Oper	David	Simpson
AC Services Operating	Christine	Sneed
AC Services Operating	Timothy	Thompson
BL Service/Maintenance Oper	Cherryl	Tincher
CS Special/Asst/Para Oper	Tracy	Len
CM Special/Asst/Para Oper	Erin	Tobey
EG Librarians, Experts Oper	Ellen	Arnholter
SA Manager/Asst/Strat Oper	Steven	Backs
IT Manager/Asst/Strat Oper	Ned	Baugh
BL Service/Maintenance Oper	Terri	Bell
CS Special/Asst/Para Oper	Amy	Bruce
CS Special/Asst/Para Oper	Michael	Campbell
CS Special/Asst/Para Oper	Keith	Carter
SC Manager/Asst/Strat Oper	Lisa	Champelli
BL Manager/Asst/Strat Oper	Jeremiah	Chandler
CS Special/Asst/Para Oper	Jared	Cheek
CS Special/Asst/Para Oper	Burl	Cooper
AC Librarians, Experts Oper	D'Arcy	Danielson
EG Librarians, Experts Oper	Luann	Dillon
CS Special/Asst/Para Oper	Aubrey	Dunnuck
AC Specialist/Asst/Para Oper	Susan	Fallwell
EG Librarians, Experts Oper	Mary	Frasier
EG Librarians, Experts Oper	Christine	Friesel
EG Librarians, Experts Oper	Rebecca	Fyolek
BS Security/Protect Operating	Dana	Geldhof
CS Special/Asst/Para Oper	Joshua	Gesten
EG Librarians, Experts Oper	James	Gossman
AD Specialist/Asst/Para Oper	Marla	Gray
EG Librarians, Experts Oper	Elizabeth	Gray
CM Librarians, Experts Oper	Paula	Gray-Overtoom
AC Librarians, Experts Oper	Cheryl	Green

Active Library Employees

As of 09-04-2015

BL Service/Maintenance Oper	Ronald	Greene
CS Special/Asst/Para Oper	Shawn	Henline
CM Manager/Asst/Strat Oper	Michael	Hoerger
CS Special/Asst/Para Oper	Jennifer	Hoffman
EG Librarians, Experts Oper	Stephanie	Holman
CS Special/Asst/Para Oper	Virginia	Hosler
EG Manager/Asst/Strat Oper	Christopher	Hosler
SS Manager/Asst/Strat Oper	Christopher	Jackson
BS Security/Protect Operating	Michael	Johnson
CS Special/Asst/Para Oper	Kelly	Jordan
AC Manager/Asst/Strat Oper	Jennifer	Kellams
BL Service/Maintenance Oper	Bruce	Kelly
AD Specialist/Asst/Para Oper	Merriel	Kern
CS Special/Asst/Para Oper	Julia	Kinser
IT Specialist/Asst/Para Oper	Joseph	Langfitt
EG Librarians, Experts Oper	Jeannette	Lehr
AD Manager/Asst/Strat Oper	Gary	Lettelleir
CS Manager/Asst/Strat Oper	Mary	Loro
CS Special/Asst/Para Oper	Jacqueline	Lovings
ST Manager/Asst/Strat Oper	Kevin	MacDowell
CS Special/Asst/Para Oper	John	Meador
CS Special/Asst/Para Oper	Tyler	Meese
BL Manager/Asst/Strat Oper	Mark	Mobley
AC Specialist/Asst/Para Oper	Allison	Moore
BL Service/Maintenance Oper	John	Mosora
CS Manager/Asst/Strat Oper	Michele	Needham
AC Librarians, Experts Oper	Martha	Ody
EG Librarians, Experts Oper	Polly	OShea
EG Librarians, Experts Oper	Roberta	Overman
CS Special/Asst/Para Oper	Jonathon	Paull
CS Special/Asst/Para Oper	M Brandon	Rome
AC Librarians, Experts Oper	Jane	Ruddick
AD Manager/Asst/Strat Oper	Susan	Sater
IT Librarians Experts Oper	Vanessa	Schwegman
AD Support Operating	Brenda	Seibel
CS Special/Asst/Para Oper	Andrew	Slater
CM Special/Asst/Para Oper	Ryan	Stacy
CS Special/Asst/Para Oper	Kathleen	Starks-Dyer
AC Librarians, Experts Oper	Sabra	Stockey
SD Manager/Asst/Strat Oper	Barbara	Swinson
EG Manager/Asst/Strat Oper	Bethany	Terry
AD Tech/Oper/Secretaries Oper	Pamela	Wallace
AC Manager/Asst/Strat Oper	Pamela	Wasmer
CS Special/Asst/Para Oper	Jacoba	Wells
AC Specialist/Asst/Para Oper	Pamela	White
AD Manager/Asst/Strat Oper	Kyle	Wickemeyer-Hardy
CS Special/Asst/Para Oper	Guadalupe	Wilson
EG Manager/Asst/Strat Oper	Joshua	Wolf
AD Director/Assoc Operating	Marilyn	Wood

Active Library Employees
As of 09-04-2015

CS Special/Asst/Para Oper	Leanne	Zdravecky
otal Operating Funds	\$149,311	4182.5

Special/GiftFunds

Special Funds	First Name	Last Name
S CA Technician Oper	Addison	Rogers
S CA Technician Oper	Joshua	Brewer
S CA Technician Special Oper	Clinton	Lake
S CA Technician Special Oper	Eric	Ayotte
S CA Technician Special Oper	Glenn	Myers
S CA Technician Special Oper	Jacob	Saffold
S CA Technician Special Oper	Nathan	Wrigley
S FL Support Operating	Michael	Burns
S CA Manager/Asst/Strat Oper	Adam	Stillwell
S CA Technician Special Oper	David	Walter
S CA Manager/Asst/Strat Oper	Martin	O`Neill
S FL Office Coordinator, Exper	Mary Jean	Regoli
S CA Manager/Asst/Strat Oper	Michael	White
S CA Technician Special Oper	Michael	Adams
S CA Technician Oper	Robert	Stockwell

otal Special/Gift Funds	\$15,996	457.5
L All EE's ALL Funds	\$165,308	4640.0

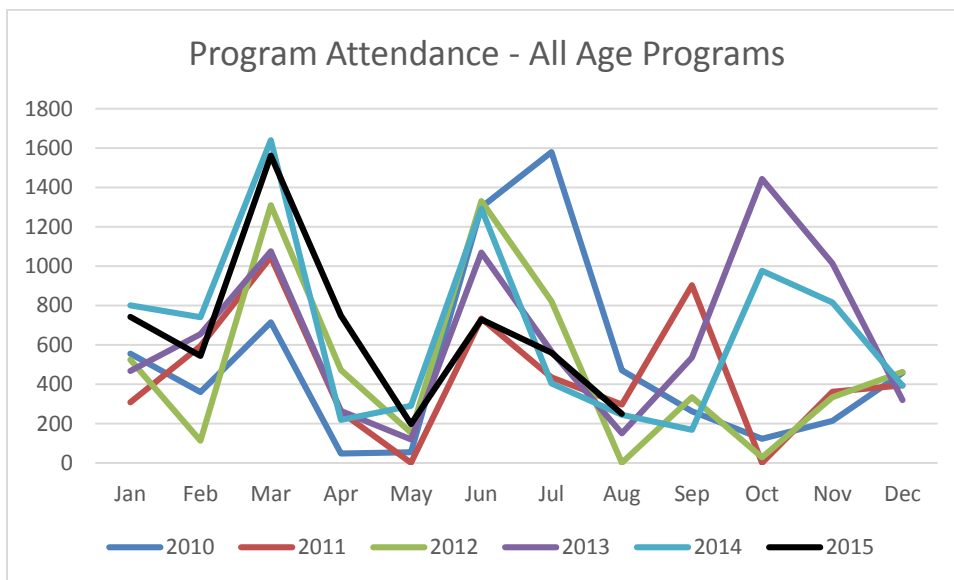
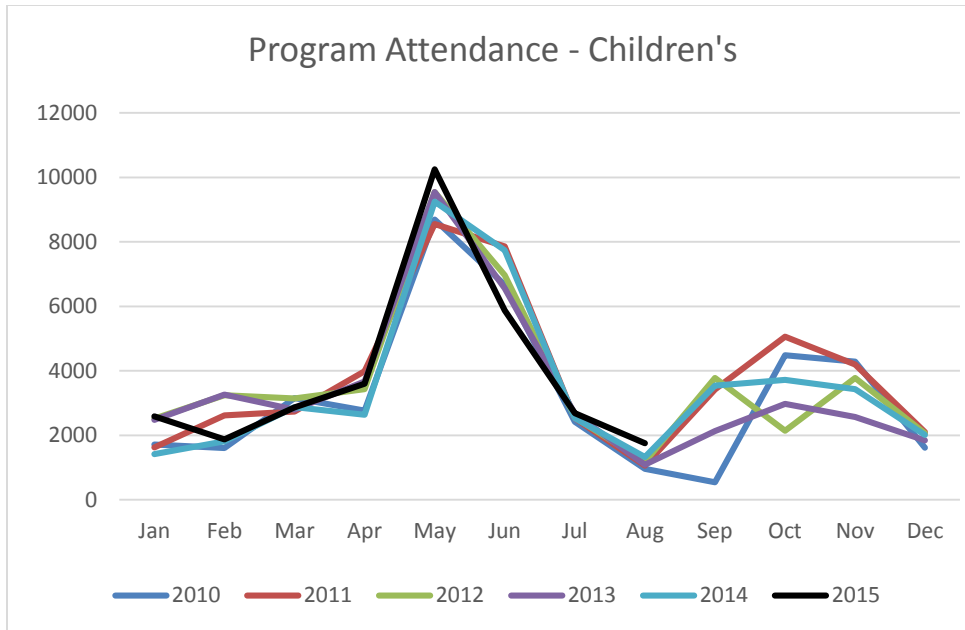
2015 Board of Trustees Calendar

2015			
January	14	Work Session	Conflict of Interest forms; officer slate presented
January	21	Board Meeting	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 of Finance	Review Investment Report and Policy
February	11	Work Session	
February	18	Board Meeting	El Centro contract; Election of Board Officers; Update: Teen Center and Digital Creativity
March	11	Work Session	
March	25	Board Meeting	Update: Building Services
April	8	Work Session	
April	15	Board Meeting	Update: Information Technology
May	13	Work Session	
May	20	Board Meeting	Update: Children's Services and Summer Reading
June	10	Work Session	
June	17	Board Meeting - Ellettsville	Update: Adult Services and Strategies
July	8	Work Session	
July	15	Board Meeting	Draft 2016 Budget; Update: VITAL
August	12	Work Session	Revise 2016 Budget
August	19	Board Meeting	Approve 2016 Budget for advertising; Update: Special Audiences
September	9	Work Session	
September	16	Board Meeting	2016 Budget; ; review Library Board By-laws; Update: Access & Content
September	16	Public Hearing	Public Hearing on 2016 Budget
October	14	Work Session	2016 Budget, as recommended by County Council
October	21	Board Meeting	Adopt 2016 Budget; GO Bond - Adopt final bond resolution and approve form of continuing disclosure undertaking; Update: CATS
November	11	Work Session	
November	18	Board Meeting	Approve 2016 employee insurance package; Update: Community Engagement and Learning Services
December	9	Work Session	
December	16	Board Meeting	Approve: Technology Plan for 2016-2018, 2016 salary and wage schedule, pay date schedule, holiday schedule, fee schedule, director's salary, CATS contracts, GO Bond- Award GO bonds and sign closing documents; Update: El Centro

GOAL 1: Strengthen 21st century literacy skills.

1A. Strengthen early literacy skills.

- Librarian Christina Jones and Senior Information Assistant Ginny Hosler regularly model early literacy behaviors (singing, talking, reading, writing, and playing) in “Tuesday Tales” storytimes and “Little Makers” open-ended art activity programs. Christina and Librarian Mary Frasier planned a transportation theme for the Learn and Play Space, starting in August. This theme is carried into other activities for preschoolers. In one of the Little Makers sessions, children used pre-cut circles for wheels and created imaginary vehicles. Children participating in the Sensory Storytime this month responded enthusiastically to an assortment of vehicles with various textures.
- Attendance regularly fluctuate at preschool storytimes this time of year as preschoolers move on to Kindergarten, and as families move in and out of Bloomington and establish new back-to-school routines. Many of Ellettsville’s regular preschool attendees graduated to kindergarten this month. Stephanie Holman offered two “first of the year preschool storytimes” on August 10th to promote early literacy skills and attract new children or families. Over 60 parents and caregivers attended the two programs, many of them first time attendees.
- The Ellettsville Branch evening baby program had six attendees in August. At the Main Library, three evening baby programs averaged 34 attendees per session. This disparity may be caused by the fact that evening baby programs are not part of the weekly routine for patrons at Ellettsville. In order to better achieve our stated outcome of promoting early literacy skills, and kindergarten readiness for Monroe County Residents, the Library is working toward offering evening baby programs three times a month at the Ellettsville Branch.
- The morning “Baby and Me” program conducted by Mary Frasier on August 12 had 32 babies and 34 adults at the 10 am session! The “Tuneful Twos” program on August 19 also had 50+ participants. Typically, only one morning session for infant and toddler programs is offered June-August since attendance often drops in summer. However, based on the experience this year, the library is planning to offer two sessions in August next year. With an earlier school start date parents may have additional time in August to attend with their babies. The Library has also received requests for more programs especially for 2-year-olds. This option would help families by providing an evening option, too.
- Librarian Polly O’Shea began a new schedule of preschool storytimes to Head Start classes. Sessions have been added at the new Head Start class at Stinesville Elementary.



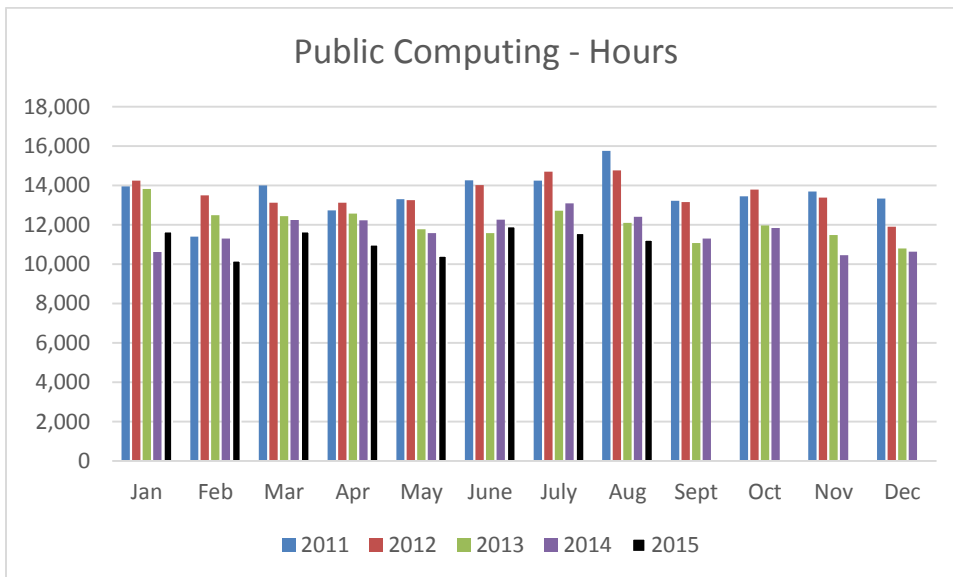
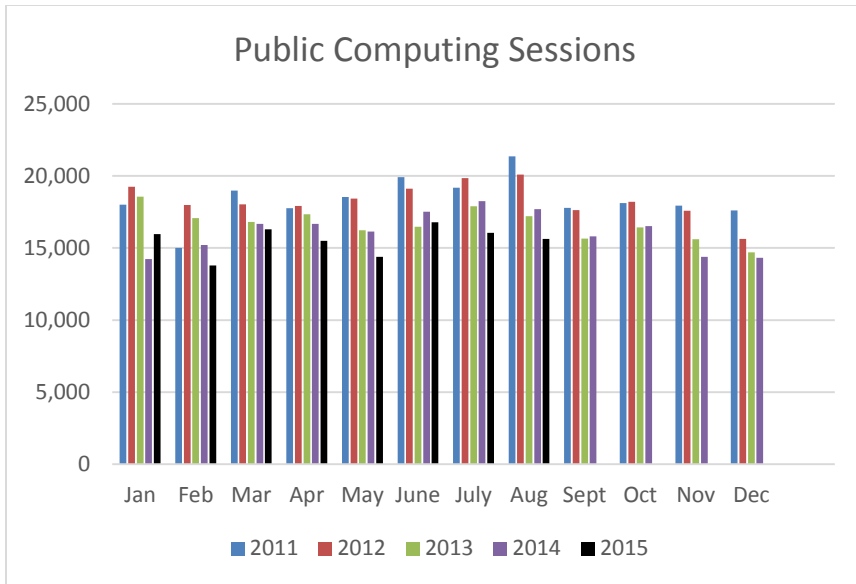
1B. Support basic literacy skills.

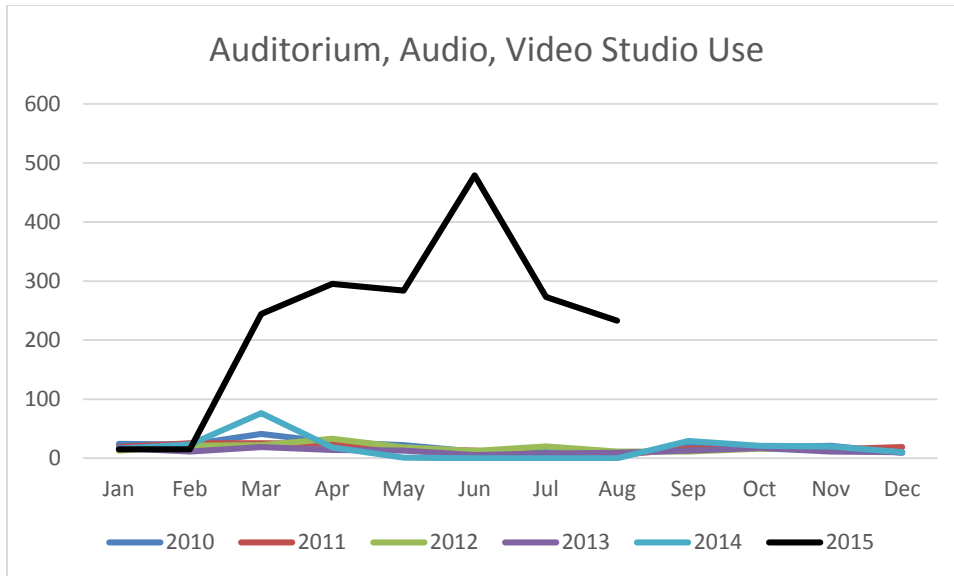
- Children’s Strategist Lisa Champelli and Customer Service Manager and Assistant Manager Mickey Needham and Mary Loro updated plans for distributing library cards to MCCSC and RBB students. MCCSC shared data for students at Fairview, Grandview, Templeton and Highland Park. Lisa is communicating with MCCSC about informational materials to schools and families.
- Summer Reading Program concluded August 2 and Children’s Librarians resumed Back-to-School activities. During the second week of school, Lisa Champelli contacted every MCCSC elementary school to learn the numbers of first grade students and to schedule first grade classes for a special visit to the Library in September and October. MCCSC provides bus transportation for these visits which are designed to introduce first grade students to the fun things they can do at the public library and the variety of materials they can find here – for kids!

- Stephanie Holman helped a 2nd grade author share her work with the preschool group at evening family storytime, reinforcing print motivation for both the reader and the listeners at the same time.
- Mary Frasier visited the special needs classroom at Grandview Elementary School for the first time. The children ranged in age from K through 6th grade. She has in the past presented a storytime for special needs students at Highland Park Elementary preschool class. Mary incorporated many of the elements she has used previously with Highland Park students, and which she and Librarian Christina Jones have used successfully in the "Sensory Storytimes" held in the Library, such as puppets, books, songs, therabands and using shakers with a CD.
- There was a great example of learning through play recently in the Learn and Play Space. A little boy was overheard as he took his grandmother into the LAPS. He said: "This is my place. This is where I buy groceries. This is where I draw and do my math." This child thought of the LAPS as his own space and he was using it as planned. This is certainly an outcome we hope to achieve.

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

- Community Engagement Specialist Jeannette Lehr and Teen Audience Strategist Kevin MacDowell participated in Makevention, a regional event that brings together a variety of hacking and making projects, from robots and 3D printing to medieval arts and crafts and even giant origami. MCPL is a partner and supporter of Makevention; a free, regional event that promotes the culture of Do-It-Yourself creativity, attracting well over 2000 visitors this year. Kevin and Jeannette had a busy time, showing attendees of all ages how to use green screen technology and a mobile recording studio. Adult Audience Strategist Steven Backs and Communication and Marketing Manager Michael Hoerger been involved with Makevention since it began. Steven is a member of the organizing committee and Michael has produced the graphic images and artwork for all three Makeventions.
- Information Assistant, Edwin Falwell, interacted with a young patron whose family had purchased an older iPod shuffle. After doing some research with them using [Apple's ID methods](#), they found their iPod was a 2nd generation model, and the current generation of iPod shuffle interconnects only worked with the newer models. Their model required a specialty cable. So, with a bit of googling, they found a cable for only \$2 and free shipping on amazon. Edwin assisted with their set up of an Amazon account, and they ordered it. A few days later, they came in, showed Edwin the cable and said they wanted to put some music on it. After some configuration with iTunes, it was ready to work! Edwin helped them with some simple methods for converting online video into downloadable mp3s, and taught them how to transfer music to the shuffle. They were very happy the library could help them get set up their iPod, where it might have otherwise been useless.
- A report from Level Up one day: At one point, between the iMacs and production rooms, we had half a dozen regulars in here working on well-developed independent projects. All were eager to learn (and share) on their own but no one hesitated to ask for assistance if they got stuck on something. One patron told me that two of the other three people on the computers were actually roommates. So patrons are definitely spreading the word (down their apartment hallways, at least).



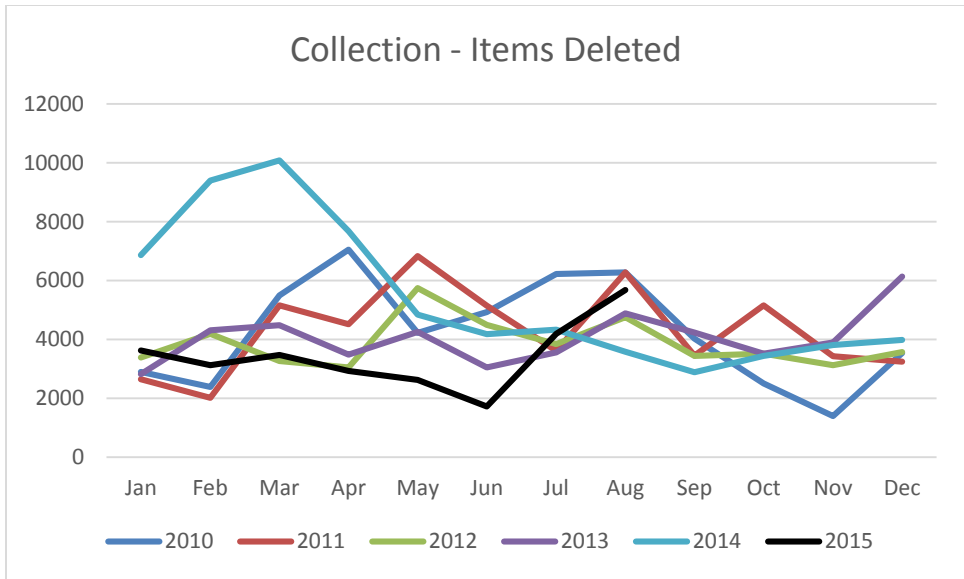
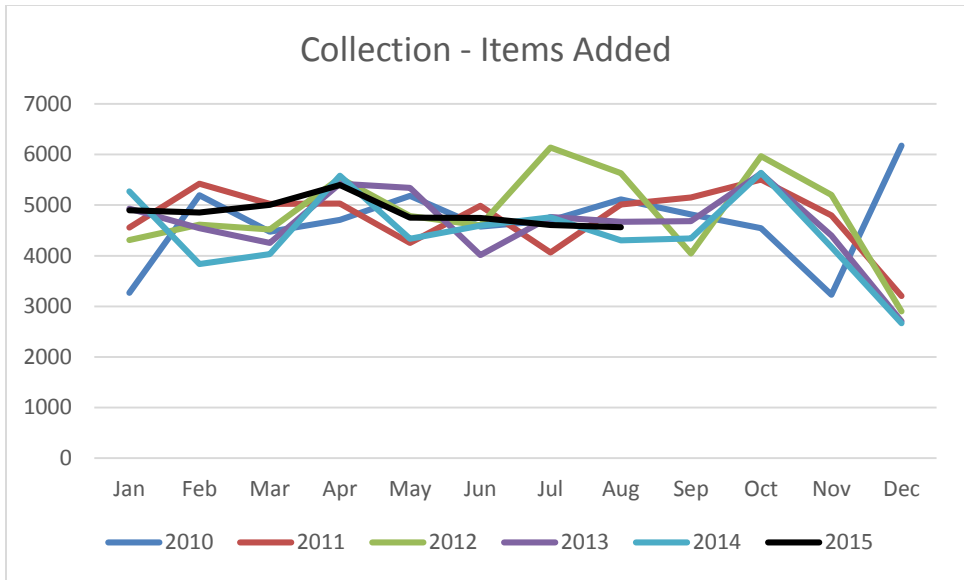


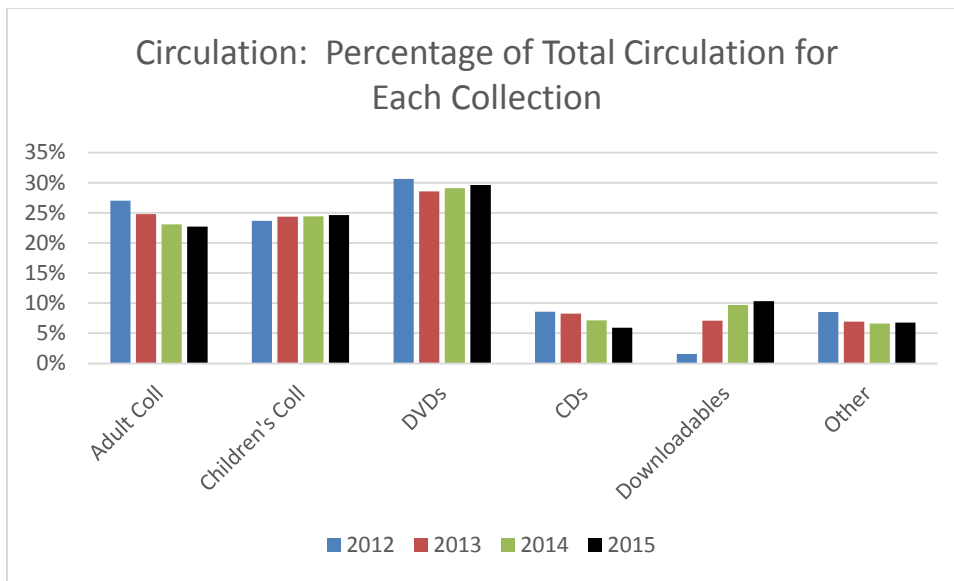
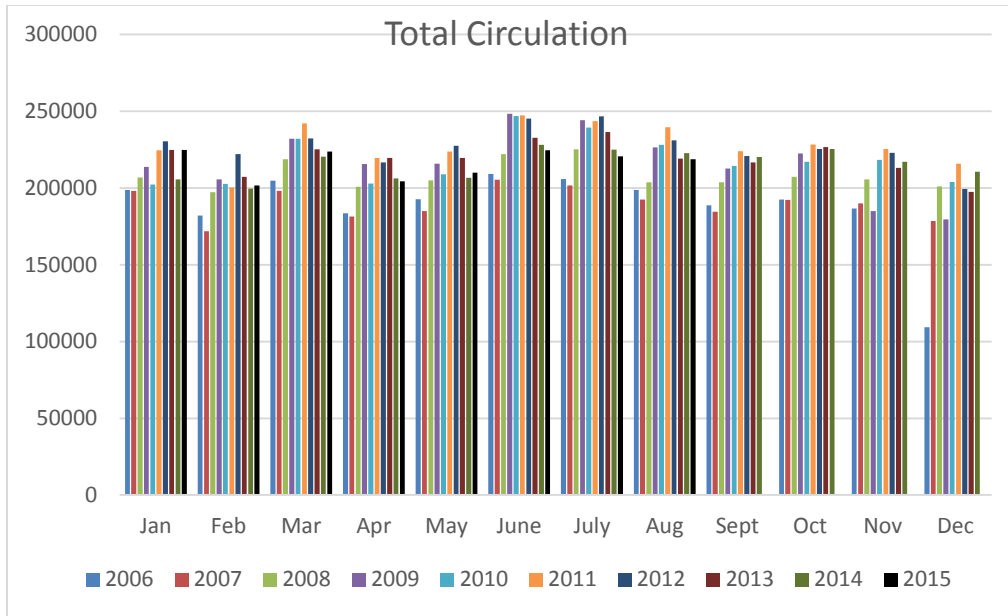
1D. Support digital creativity.

- The audio studios in Level Up continue to be popular spots. Customers are making use of the new electronic drum set as well as other musical instruments, including those they bring on their own. One Saturday, three teen girls came into The Ground Floor and worked together on writing a song for about two hours. Then they moved into the video studio to shoot the music video for the song! They brought their footage home to review it, but intended to return to edit the video and record the song in an audio studio!

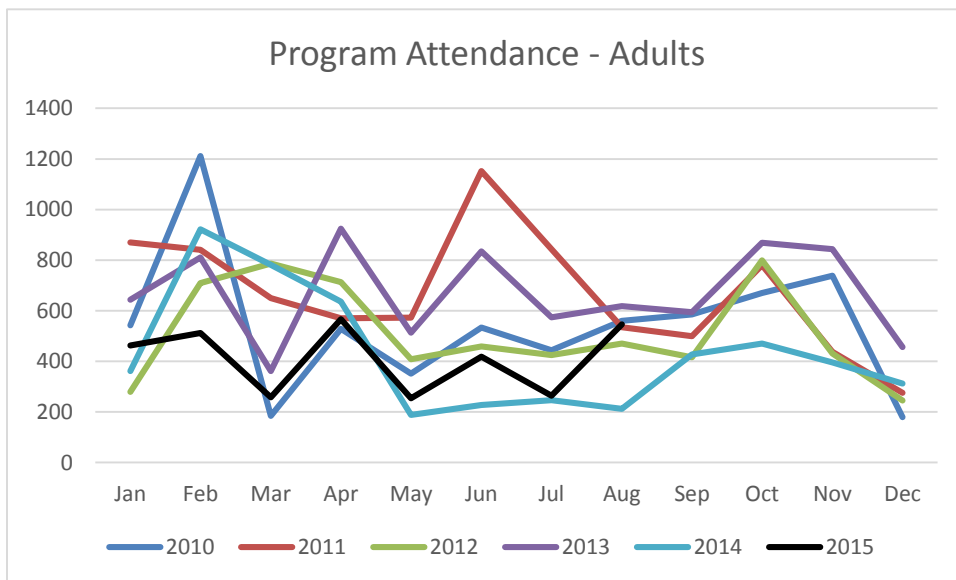
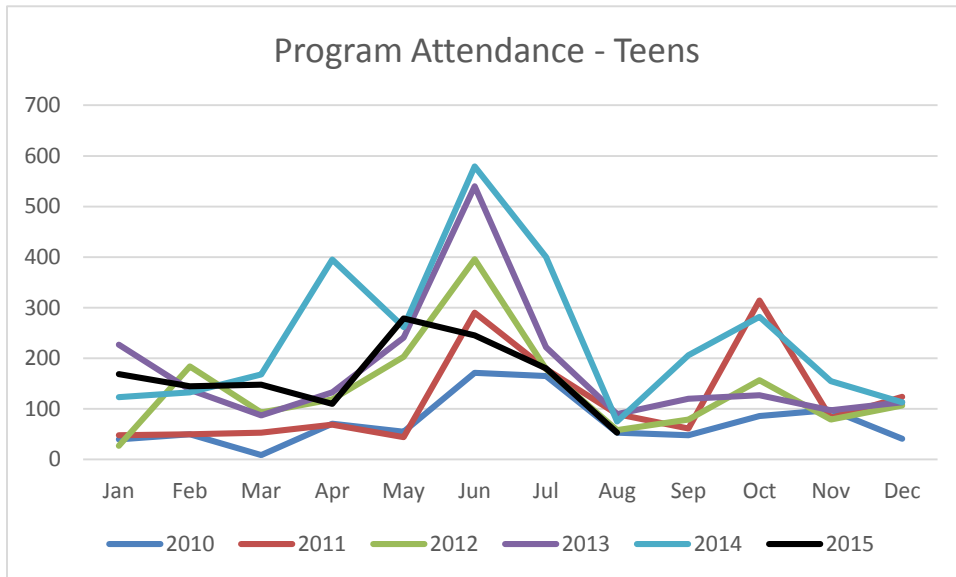
1E. Maintain collections to meet current needs, adding new formats and removing obsolete formats.

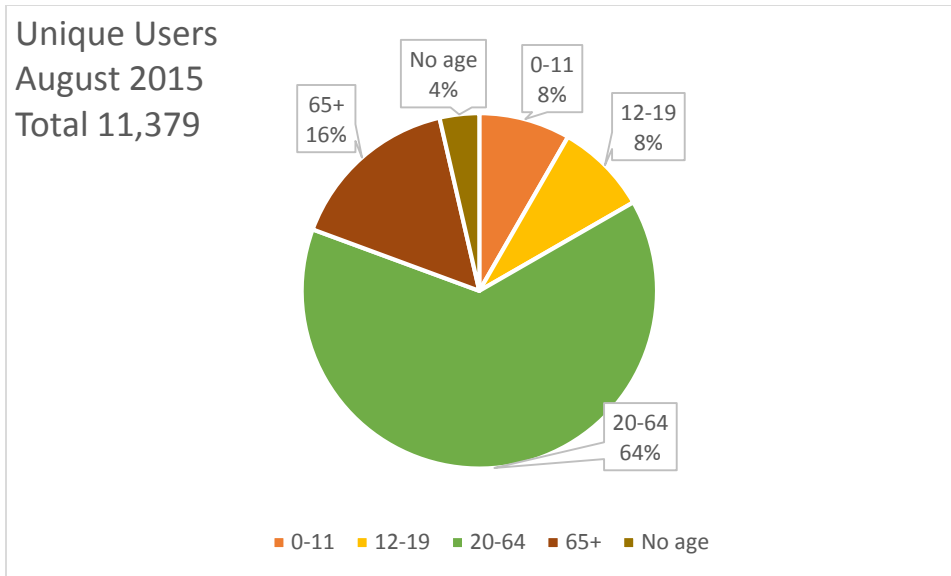
- Children’s Strategist Lisa Champelli and Selector Martha Ody met with Todd Kendall, from World Book Online. He shared information about a new module emphasizing science experiments. He also noted that Monroe County Public Library has among the highest usage of World Book Online as compared to any other library in the state. This is due to our partnership with county schools where school librarians have been using WBO with their students.
- Lisa and Pam Wasmer met with a representative from Playaway to review Launchpads – a tablet with pre-selected apps installed and designed for circulation with minimum maintenance. The Library is considering a start-up collection for children.
- The Southern Indiana Renewable Energy Network (SIREN) donated to the library eight TrickleStar plug-in energy monitors for library circulation. All eight monitors are currently checked out or on hold, and 3 more patrons are on the hold list. In less than a month, they have been borrowed 11 times (1 week checkout).





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





2A. Provide programs for teens and adults.

- Community Engagement Librarian Luann Dillon led Books Plus this month, making what she thought might be a risky choice for the group. She chose *The Destiny of the Republic* by Candice Millard, a nonfiction book about President James Garfield and the aftermath of his assassination. To her surprise, the largest group she has ever had (17) attended and all but one person said they very much enjoyed the book. A lively discussion followed. Three participants had mental health and nursing experience so contributed much to the discussion of the assassin and Garfield's very bad medical condition after he was shot. With Luann's experience, and community input, the library will continue to investigate possible topics and titles for the future.
- New Movie Monday continues to draw a steady crowd. Community Engagement Librarian Elizabeth Gray showed *Insurgent* this month, with 28 attendees.
- Adult Community Engagement Librarians met to discuss outcomes assessment strategies for adult programs. It was agreed the first place to start is determining what the key outcomes are for our programs, or "What are we trying to accomplish here?" For instance, some programs are designed to provide free, entertaining options for the community, while others are meant specifically to provide skills training, new information, awareness, etc. Adult Audience Strategist Steven Backs is collecting examples of outcomes for the fall programming schedule and will create evaluation tools for each adult program.

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

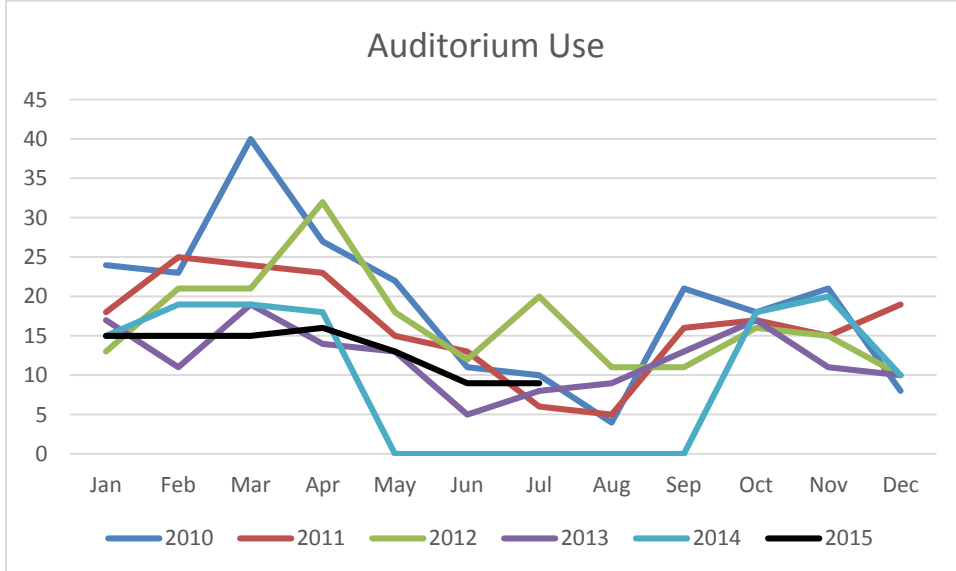
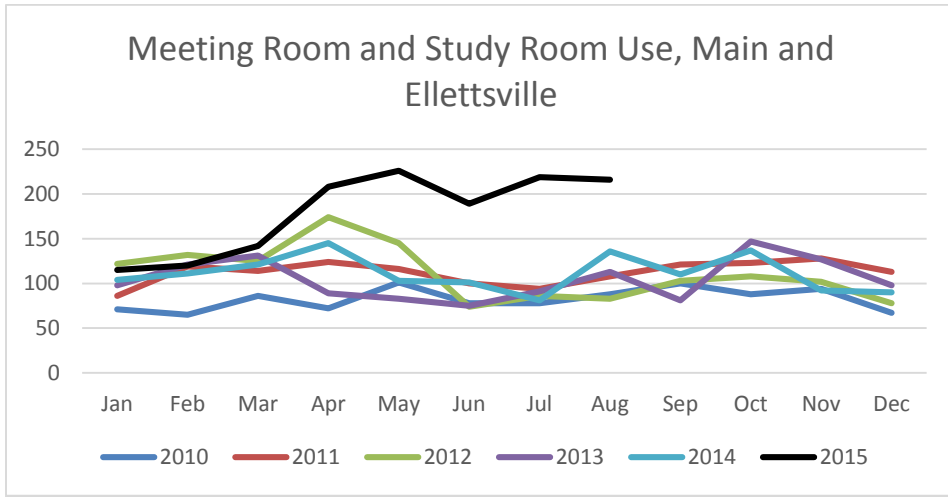
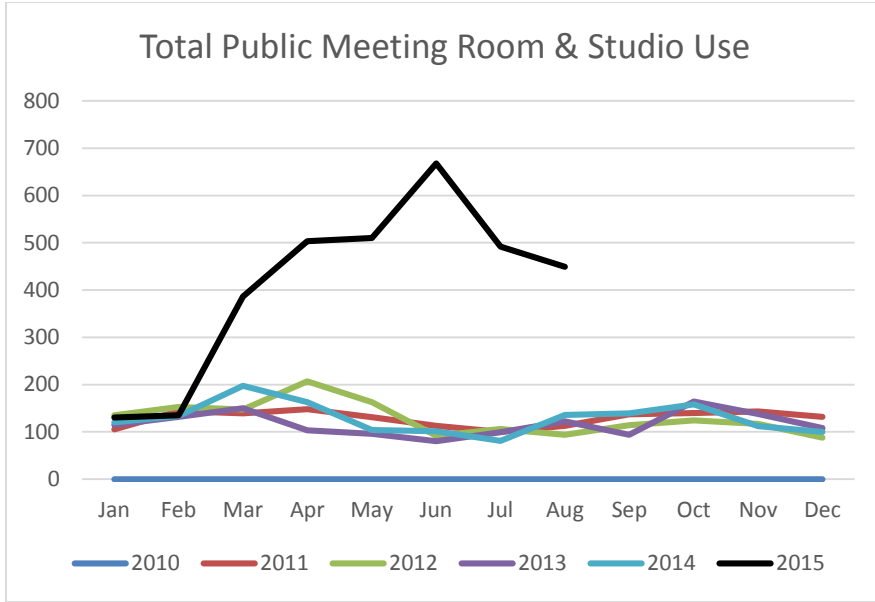
- Events at the Library in support of The Friends of the Library, Power of Word event began in August. The Power of Words featuring the authors of *March*: civil rights icon Congressman John Lewis, Andrew Aydin, and local artist Nate Powell is a free, ticketed event and takes place Monday, September 21 at the IU Auditorium. Events at the Library in August included viewing of two films: *Mississippi Burning*, and *Heat of the Night*. There were 19 and 10 attendees respectively, who were invited to remain for a discussion after the film.
- CATS invited local political candidates to participate in Candidates on Demand. Since 1999 CATS has provided free studio production time, cable time, internet streaming and archiving of short 3-5

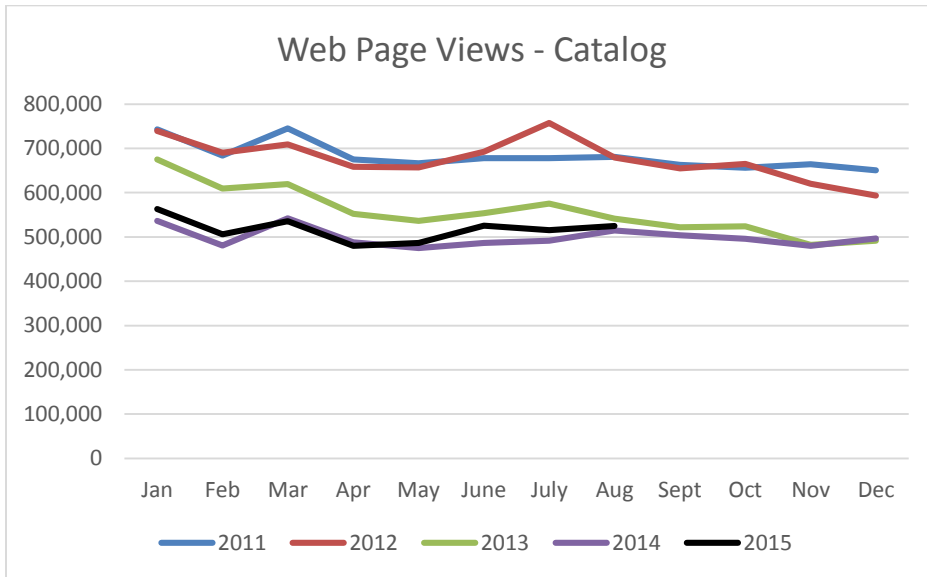
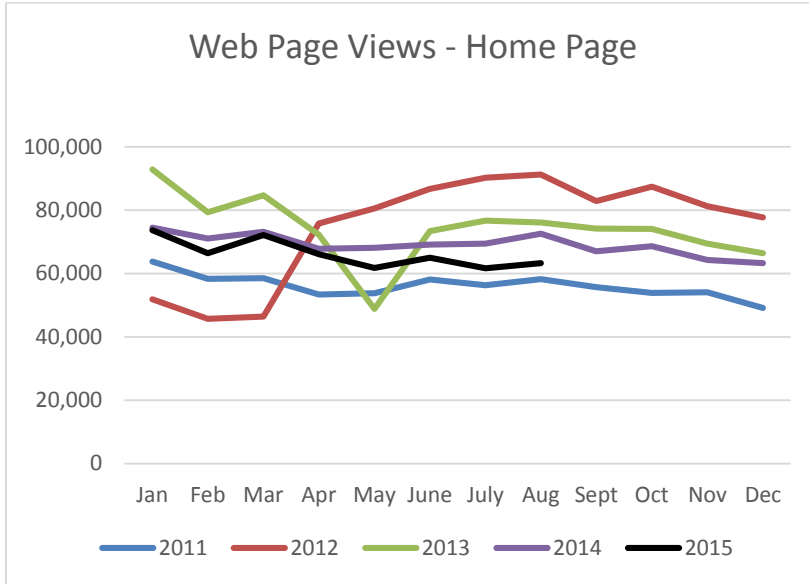
minute statements from all local candidates. The statements will be available for public viewing and downloading from the first week of October until the November election.

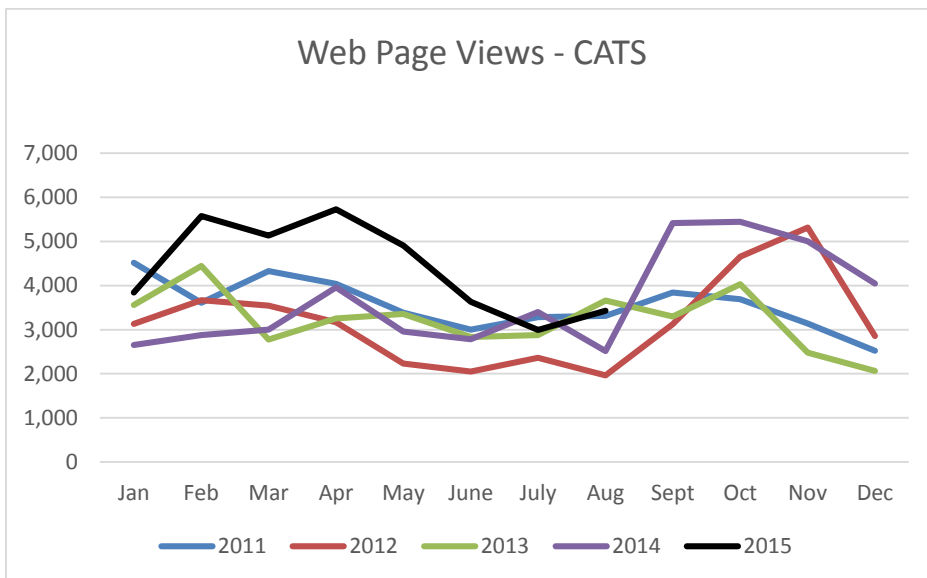
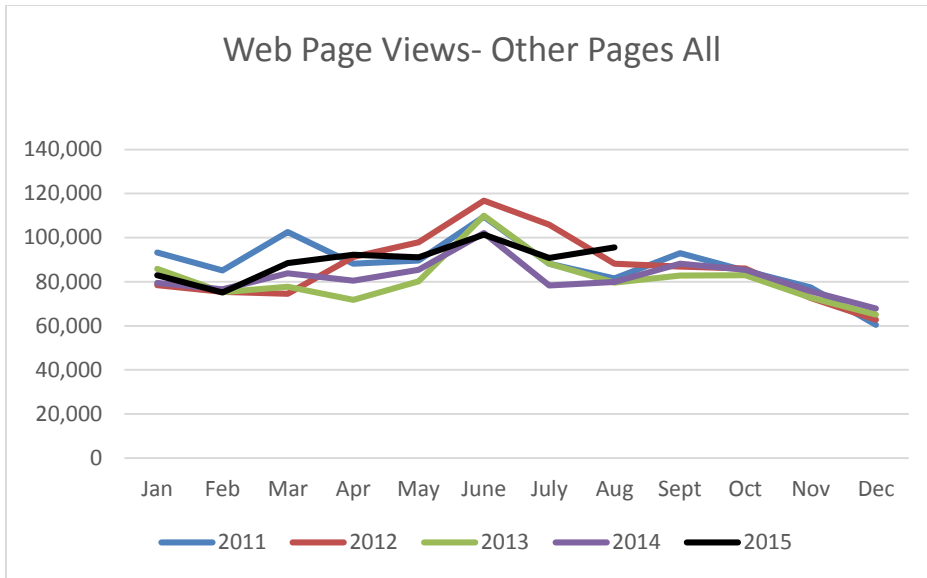
- The 10th annual "MCCSC International Family Welcome and Orientation" event was sponsored by MCCSC's Office for ELL, Cultural Competency & Diversity. The event is designed to provide an opportunity for new international students and families to meet school staff and people from participating organizations in Bloomington and learn as much as possible about various community agencies. Lisa Champelli supplied information about Library services, a craft activity for children to do and demonstrated World Book Online since this resource can translate articles into numerous languages. One family asked if it could translate into Thai. The answer: Yes! This event was also a chance to share information with the other community agencies in attendance.
- One of the social workers from Fairview Elementary School, contacted Children's Strategist Lisa Champelli to invite the Library to participate in their Open House for Fairview students and families. Lisa brought information about the Library, children's programs and a craft activity for children to do. She also demonstrated Worldbook Online (WBO) since students and teachers can access this resource directly from Fairview school. The social worker who invited Lisa to attend was excited to see that Wordbook Online included eBooks about bullying since she counsels students on this topic and wanted to incorporate some digital resources into the programs she conducts. She also put a flyer about WBO in every teacher's mailbox.
- Materials available in our spaces often provide opportunities for staff to engage with patrons. Mary Frasier shares two interactions she had with patrons in the Children's area in August:
 - A girl came out of the LAPS with a stack of papers and asked me for a stapler to staple the coloring book she had just written. I asked her if the picture on the cover was from Frozen. She said, "No, it is just from my imagination."
 - A father came in with two boys. The eldest, a second grader had recently gotten his youth starter library card. After a brief discussion, he and his dad decided to upgrade to a regular card. We celebrated by giving him a bookmark and a tattoo. He went straight to the self-check station to check out a book. The dad smiled over at us and said: "You've really started something, now."
- Christine Friesel attended the grand reopening of the Small Business Development Center where she promoted library services and learned of plans at the History Center to create programming to get girls interested in the local history of women in government and current events.

2C. Strengthen services for nonprofit organizations.

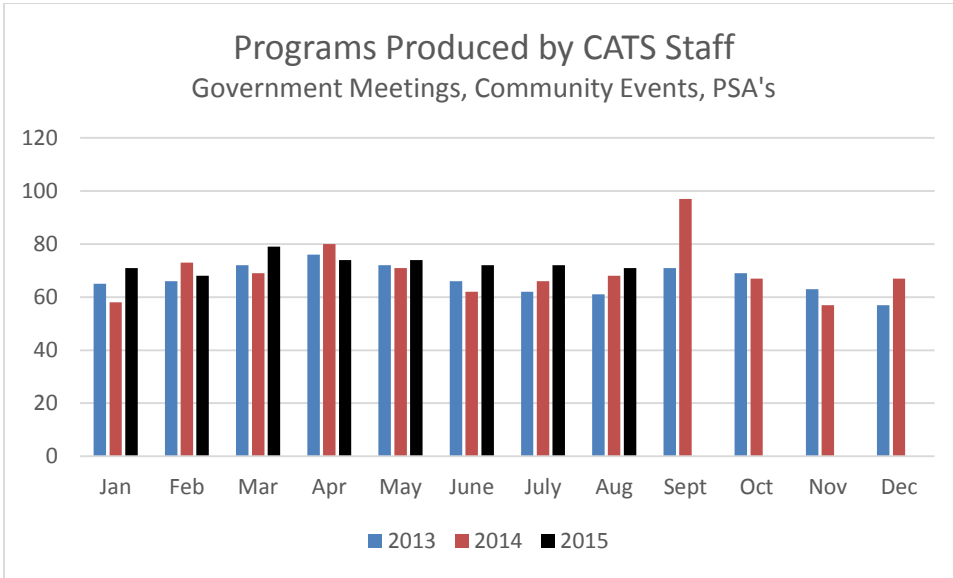
- With the start of school, Kevin MacDowell attended the semesters' first monthly meeting of the Bloomington After School Network. Many youth serving organizations send a representative to this monthly meeting to coordinate initiatives and services. The Library's Ground Floor will be the location of September's monthly BASN meeting.
- Kevin met with Bloomington Parks and Recreation's Will Rose, who is the program specialist for the Banneker Center. The two discussed ways to motivate and encourage teens to try new things and to attend programs and events. Kevin encouraged Banneker teen programming staff to bring teens to the Ground Floor and Level Up to drop in, hang out, and mess around.







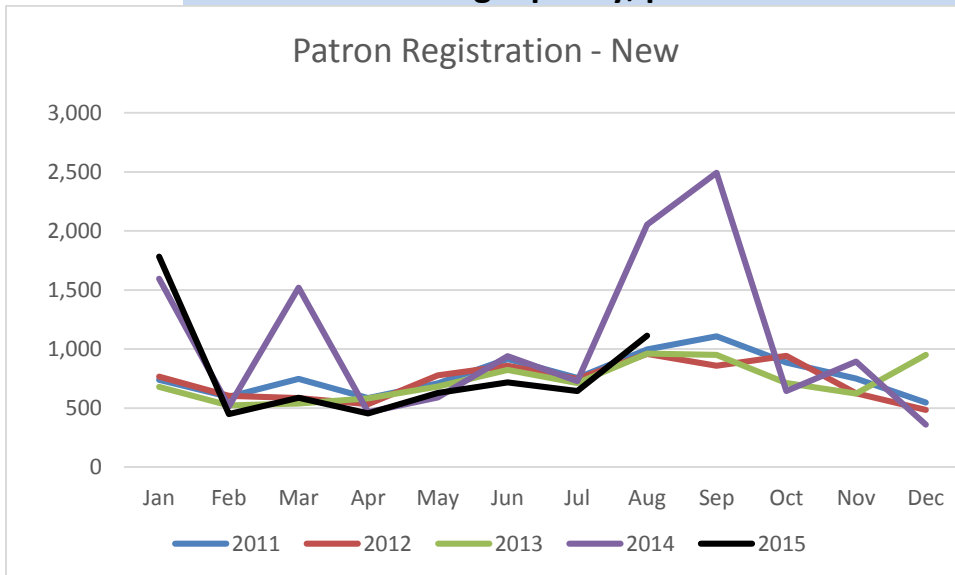
2D. Continually refresh web content and improve usability based on principles of user-centered design.

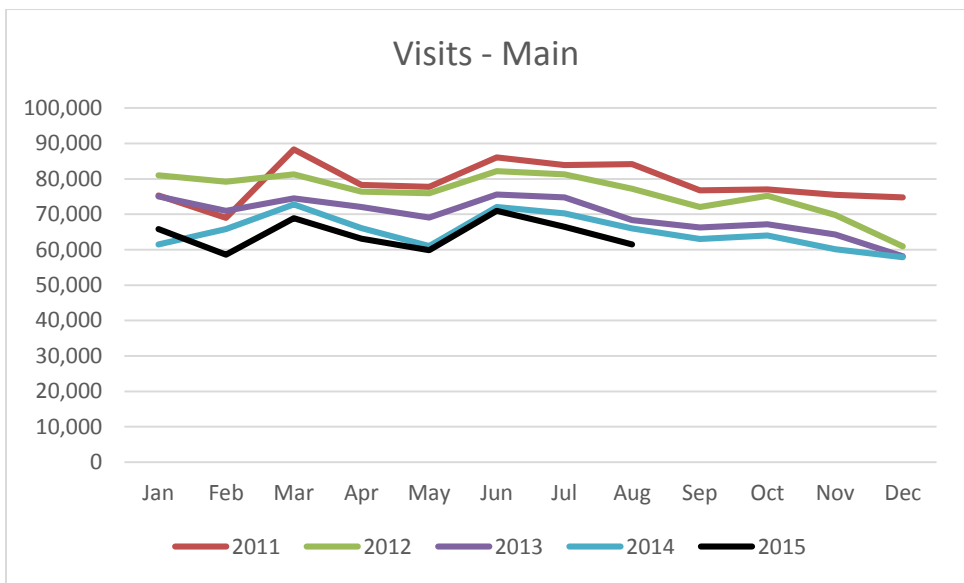
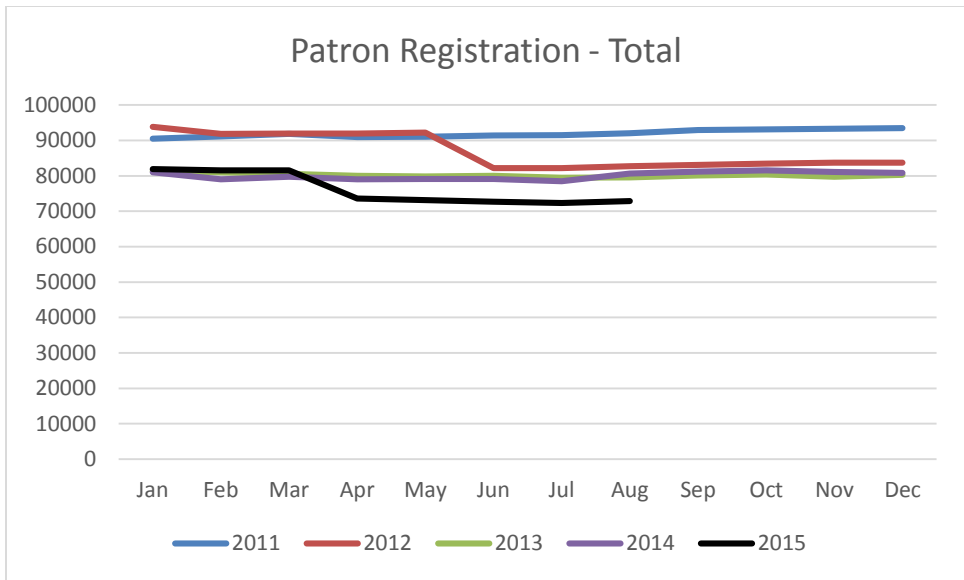


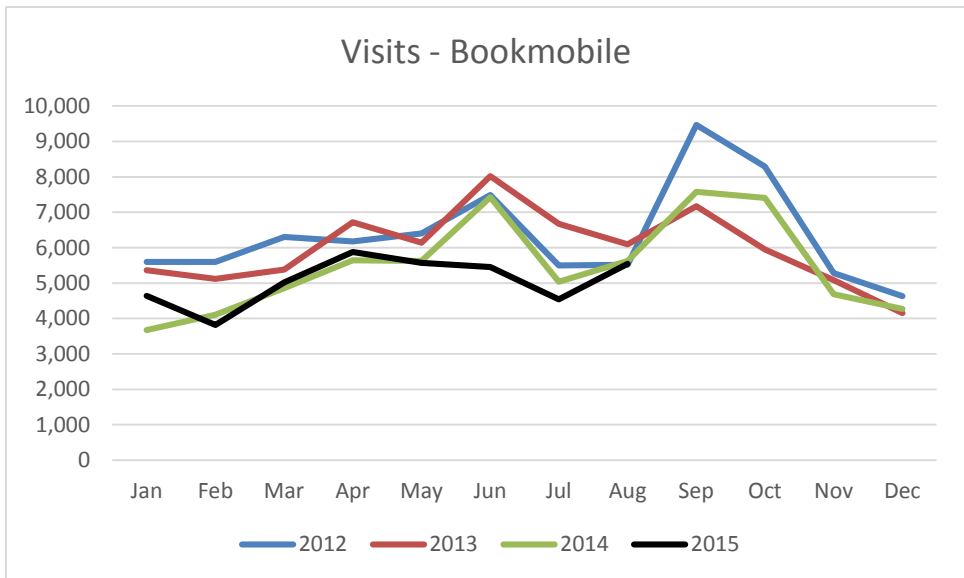
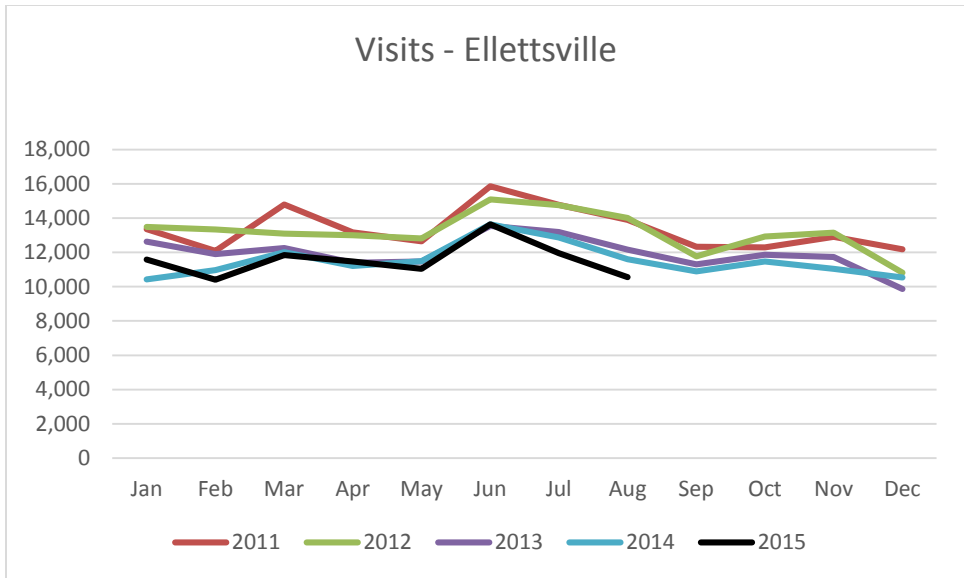
2E. Increase technological infrastructure capacity to support increased digital focus.

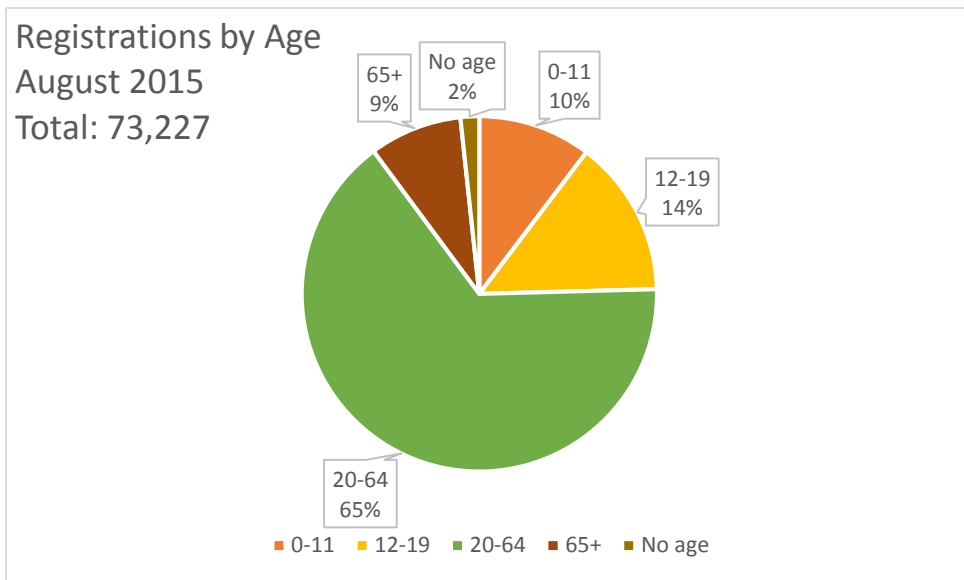
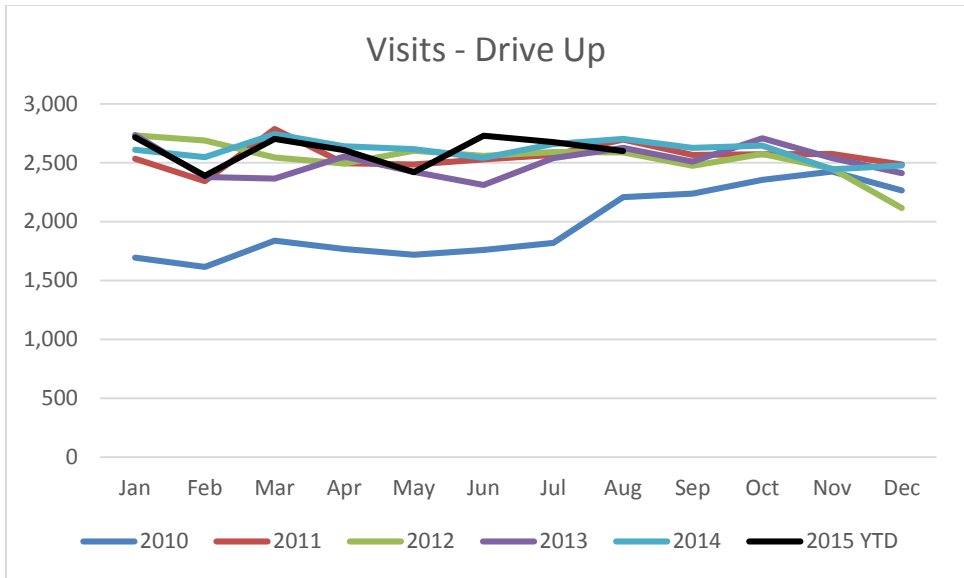
On Monday morning, August 8, 2015, our website migrated to a new hosted server. In the past we have generally hosted our websites in-house on servers managed by the library. One exception has been the CATS website (catstv.net) which has been hosted remotely. This change provides access to greater flexibility in keeping the library server up to date, as well as a range of support resources not previously available. Library website users should see much better performance and response times with this move.

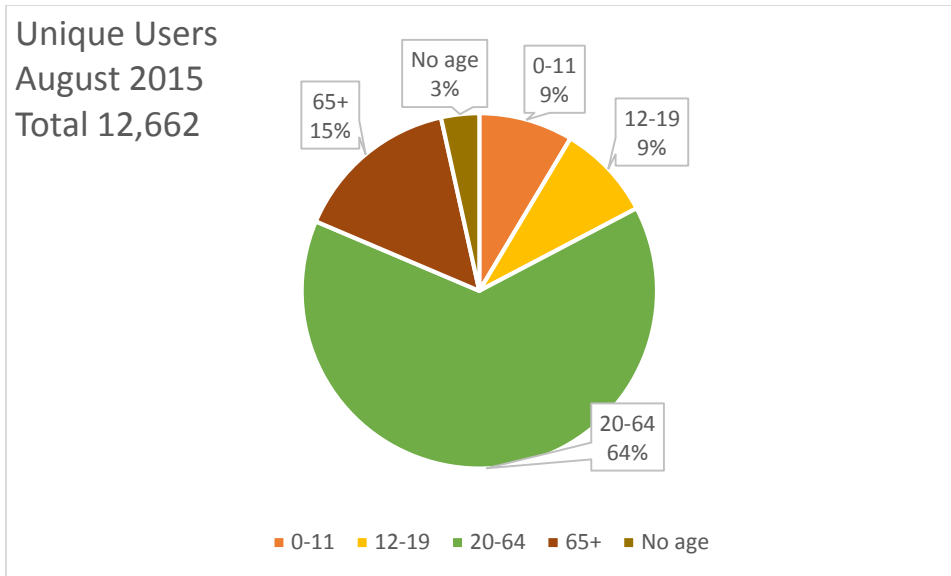
GOAL 3: Provide high quality, personalized customer service.











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

- The lead article in the current edition of *Safety-Net* focuses on the Library's Homebound Service, free home delivery of any circulating library materials to county residents unable to access our physical locations due to a disability, extended illness, or significant transportation barriers.
- Chris Jackson, Special Audiences Strategist, participated as an instructor at iCan Bike Camp which teaches children and young adults with disabilities how to ride a bicycle. It was a chance to meet area families and promote accessibility at Monroe County Public Library while at the same time helping kids discover new skills, gain confidence, and achieve a measure of independence.
- Chris also gave a presentation on library services at Stone Belt, promoting library services to adults with developmental disabilities.
- Community engagement librarians now wear scanning radios whenever they are on duty as Person-In-Charge. They can monitor security channels, as well as respond to calls for information or service assistance from anywhere in the building. This will improve communication among staff to better meet customer service needs.

3B. Develop a unified communication strategy.

-

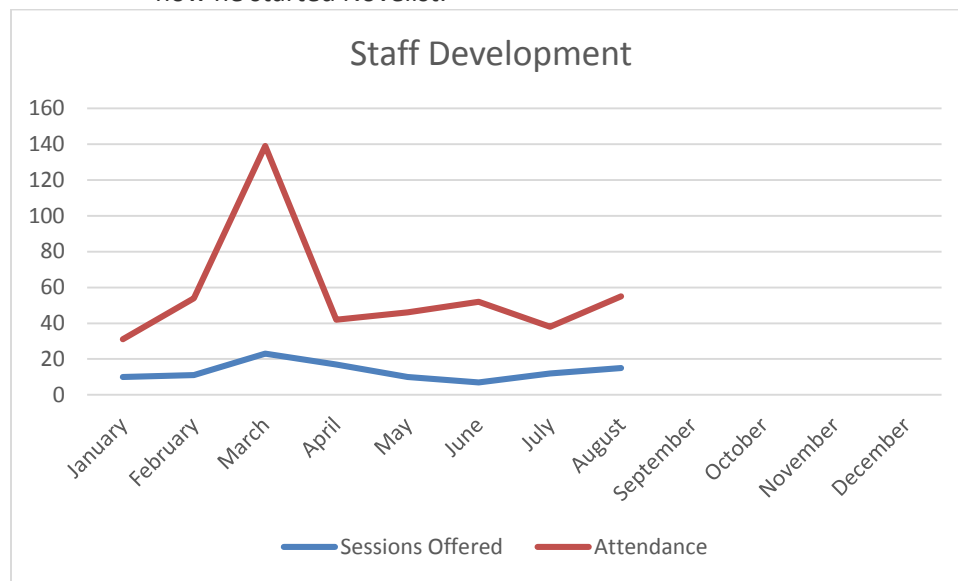
3C. Position auditorium as a valued local performance venue.

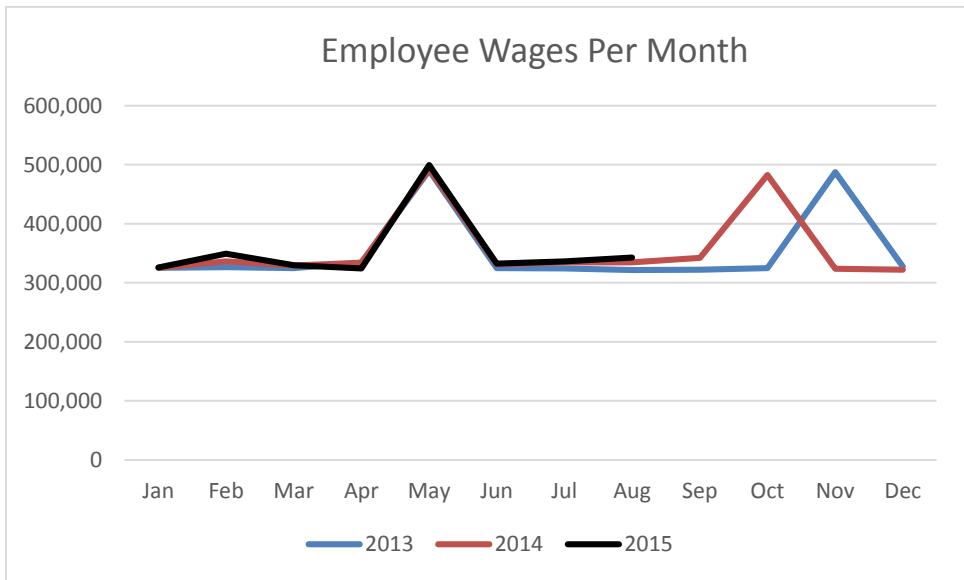
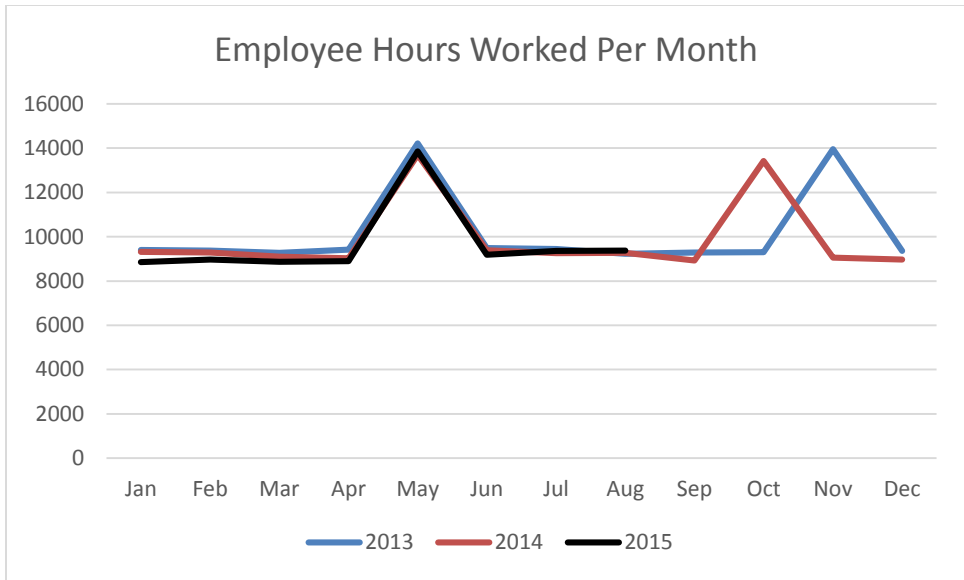
GOAL 4: Optimize stewardship of library resources.

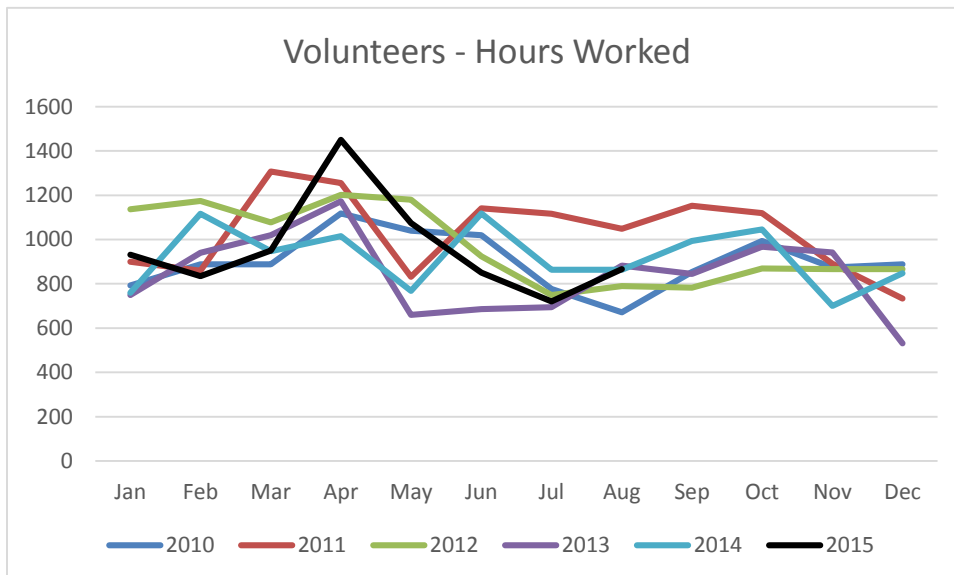
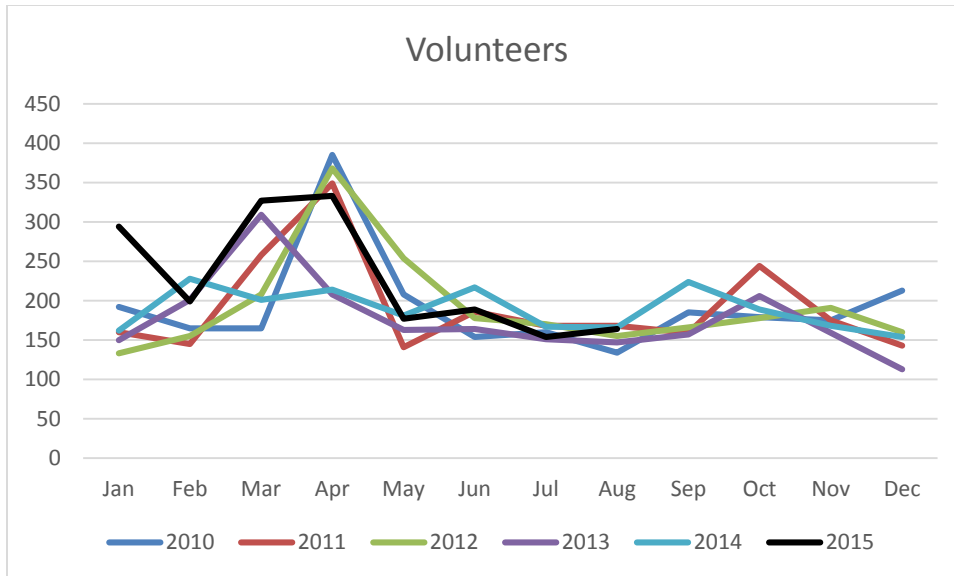
4A. Recruit and retain quality employees.

- Applications were received and interviews for several key positions began in August. Positions include the Associate Director, Community Engaged Librarians for: Teen & Jail, and for Children and Teens, as well as several other positions in Building Services, Customer Service, Access and Content, and CATS.

- Lisa Champelli presented a Children’s Reader’s Advisory class for staff. Many Senior Information Assistants requested additional training on this topic. Lisa offered the class three times in August.
- Lisa attended the Indiana Library Federation’s Children’s and Young Persons Division Conference August 24 in Indianapolis. Sessions presented by Sylvia Martinez who authored the book *Invent to Learn* and by librarians from Evansville who have conducted robotics and other “Maker” camps for children, were especially informative.
- Chris Hosler began work in earnest as the new Assistant Manager of Community Engagement. He began design on a new procedure for managing program planning and implementation which will increase efficiency among librarians, strategists and managers as the library moves toward more coordinated, system-wide program planning.
- Selected comments from staff attending development classes in August:
 - “There are a couple different databases and a chart I now have at my fingertips, to use for book recommendation questions based on [children’s] reading level. I’ll be a lot more timely and knowledgeable when answering these types of questions.”
 - “I didn’t realize that Novelist also did non-fiction. I use Novelist to find the name of fiction series, but also to add a summary field if the bib record doesn’t have one. I will try to use it for more nonfiction summaries. It was interesting to hear the story of Duncan Smith and how he started Novelist.”







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

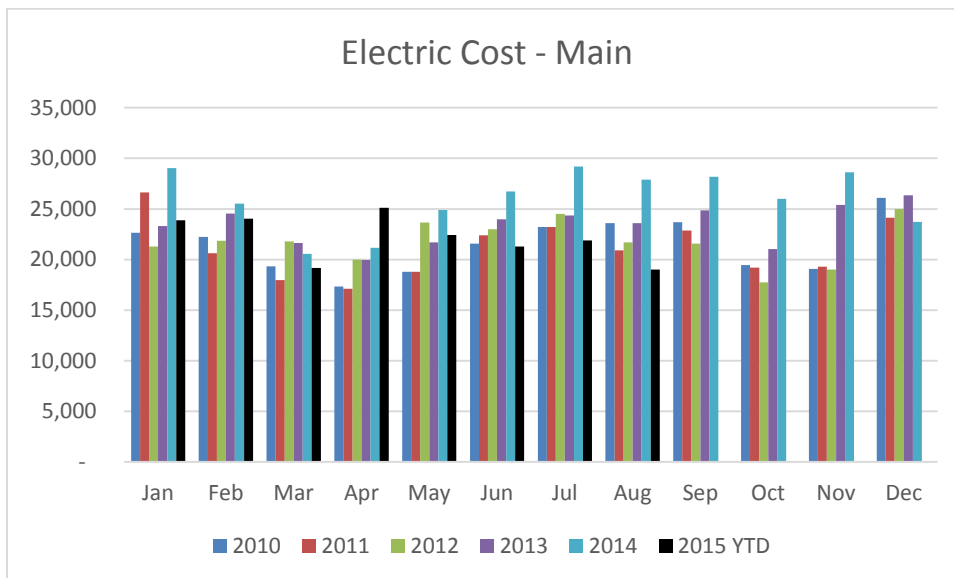
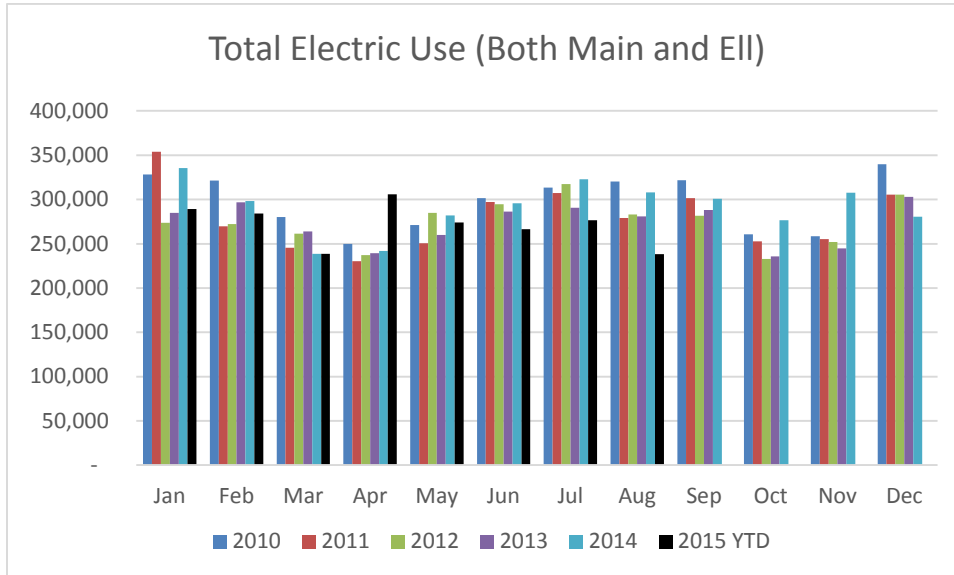
- Gary Lettelleir and Marilyn Wood submitted the County Council Review worksheet and Notice to Taxpayers forms in Gateway for the 2016 budget.

4C. Maintain library facilities.

- Planning began for renovation of the Baby Learn and Play Space. Mary Frasier and Lisa Champelli met with facilities staff and Marilyn Wood to review lighting and flooring options. The same type of flooring used in the Children's Program Room and Learn and Play Space has been ordered for the Baby LAPS. Lisa also met with Pam Wasmer and Jennifer Kellams to determine plans for relocating the Children's CD-ROM collection to accommodate moving the Parent Teacher Resource Collection opposite the Juvenile Toy Collection in the Children's area.

4D. Improve stewardship of library assets and records.

- Marilyn Wood attended the New Director's workshop at the Indiana State Library on August 19.
- After several months of reduced electric use and cost at the Main Library, we are cautiously optimistic we have reduced our usage with new chiller equipment and settings.



Review of Bylaws of Monroe County Public Library Board

Indiana Public libraries are required to follow the standards in 590 IAC 6 to receive state and federal funding. These standards require, among other things, the Library to have written bylaws which are submitted to the Indiana State Library. The bylaws must contain specific rules governing conflicts of interest issues and nepotism. Individual libraries may choose to add additional articles.

The State Library provides a template as a sample format but its use is not required. The template is attached for your review.

Standards require that bylaws must be reviewed every three years, with any amendments submitted with the Library's annual report. The Bylaws of Monroe County Public Library Board were **last reviewed in September 2012**.

The current bylaws are below. All statements required for inclusion are in the current document. The major difference noted of information included in the template but not in the current policy appears to be the inclusion of specific Indiana Codes, and information about the Open Door Law of Indiana.

Current Policy for review 9/16/15

Bylaws of Monroe County Public Library Board

ARTICLE I AUTHORITY

The activities of the Monroe County Public Library Board shall be governed by the 1947 Indiana Library Law (IC 36-12) as amended and these Bylaws. In the event of conflict between the provisions of any Indiana Laws and these Bylaws, the former shall apply and be followed by the Board.

ARTICLE II MEMBERSHIP

The Monroe County Public Library Board shall consist of seven (7) members chosen in accordance with the provisions of 1947 Library Law as amended for their fitness for public library trusteeships.

ARTICLE III OFFICERS

SECTION 1. The officers shall consist of a president, vice-president, secretary and a treasurer.

SECTION 2. The officers shall be elected at a February meeting for a term of one year. Vacancies in office shall be filled at the next regular meeting of the board after the vacancy occurs.

SECTION 3. The duties of the officers shall be such as by custom and law and the rules of this board usually devolve upon such officers in accordance with their titles.

ARTICLE IV MEETINGS

SECTION 1. The library board shall meet at least once a month at a regularly scheduled meeting at the Monroe County Public Library.

SECTION 2. Special meetings may be called by the President, or upon written request of two (2) members, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given to the public, the media, and each member of the board at least forty-eight (48) hours in advance of such meeting.

SECTION 3. A quorum for transaction of business shall consist of a simple majority.

SECTION 4. Order of business shall be:

- Call to order
- Approval of minutes
- Approval of bills
- Personnel report
- Report of the director
- Old business

- New business
- Public comment
- Adjournment

SECTION 5. *Sturgis Standard Code of Parliamentary Procedure*, last revised edition, shall govern the parliamentary procedure of the board.

**ARTICLE V
COMMITTEES**

Special committees for carrying out projects passed by the board, and for study and investigation of proposed projects, may be appointed by the president as occasion demands, such committees to serve until completion of the work for which they were appointed.

**ARTICLE VI
LIBRARIAN**

SECTION 1. The Director shall be appointed by the Board in accordance with the Certification Law of Indiana.

SECTION 2. The Director shall be considered the chief executive officer of the Board and shall have responsibility for the administration of the Library under the direction and review of the Board. The Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings, except those at which his/her appointment, salary, or performance is to be discussed and decided.

SECTION 3. Appointments on the staff shall be recommended by the Director and approved by the Board. All appointments shall conform to the Indiana Library Certification Board Rules and existing personnel policies which have been approved by this Board.

**ARTICLE VII
NEPOTISM**

It shall be the policy of the Board not to employ any close relative of any member of the Board or the Director.

**ARTICLE VIII
CONFLICT OF INTEREST**

SECTION 1. Board members, in the capacity of trust imposed upon them, shall observe high ethical standards and abide by the library's Values as adopted by the Board.

SECTION 2. Board members shall avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

SECTION 3. Board members shall complete the Uniform Conflict of Interest Disclosure Form annually and declare any conflict of interest between their personal or business interests and their position on the Board. Board members will recuse themselves from voting immediately whenever the appearance of a conflict of interest exists.

**ARTICLE IX
AMENDMENTS**

These Bylaws may be amended at any regular meeting of the Library Board with a quorum present, by a majority vote of the members present, providing the Amendment was either read at the last previous regular meeting or was stated in the call for the meeting.

Revised February 22, 1980; January 20, 2010; and September 19, 2012

INTRODUCTION

Indiana Public Library Trustee Bylaws Template

As of January 1, 2011, public libraries in Indiana are required to follow the standards in [590 IAC 6](#) in order to be eligible for the receipt of state and federal funds. These standards require that public libraries report bylaws, long-range, and technology plans to the Indiana State Library and file these documents with the Indiana State Library. This template and its accompanying documents are designed to help public libraries in meeting the reporting requirements outlined in the standards.

Indiana State Library Templates

Public libraries are welcome to craft bylaws which do not make use of the provided template. In this case, it is recommended to use the included Checklist to ensure all requirements are met.

Templates for library long-range and technology plans are also available.

What's Inside

The template packet includes the following items:

- **Checklist**
Already have bylaws and need to check them against the standards? Use the checklist to make sure you've included all of the requirements.
- **Template**
A simple document that arranges content as outlined in the standards. Use the template if you need a format to use that's acceptable in reporting your bylaws to the Indiana State Library. Examples are included to help get you started.
- **Instructions**
Detailed instructions on how to complete the template. Use the instructions for help in completing the template document mentioned above.

Trustee Bylaws Template

The Indiana public library standards indicate that a public library's bylaws must contain specific statements addressing nepotism and conflicts of interest. Localities may dictate the need for other articles to be included. Bylaws must also be reviewed every three years, and amendments must be submitted with the library's annual report. This template is provided in order to give a basic structure to follow for those libraries that may need help in writing general bylaws for their board.

The instructions in Appendix A explain both the required elements and give details about suggested additional elements for the bylaws.

In addition to the title page, there are several Articles that the library should consider including in the bylaws. These are listed below. Note that some parts of the bylaws are required by standards, statute, or both.

INTRODUCTION

Indiana Public Library Trustee Bylaws Template

- **Article I. Identification (REQUIRED)**
Sets the name of the public library and the public library board and identifies the boundaries of the public library district
- **Article II. Authority and purpose (REQUIRED)**
Defines the authority and purpose of the public library board.
- **Article III. Personnel (REQUIRED)**
Outlines any specific methods by which personnel are governed.
- **Article IV. Conflicts of Interest (REQUIRED)**
Defines ethical standards and consequences. May be incorporated into another section, if not in its own.
- **Article V. Nepotism (REQUIRED)**
Defines the allowable familial relationship of employees and board members. May be incorporated into another section, if not in its own.
- **Article VI. Amendments (REQUIRED)**
Describes how the bylaws may be amended.
- **Article VII. Membership (SUGGESTED)**
Defines the membership of the public library board, and how the members are appointed. Although defined in state law (IC 36-12-2-7 through IC 36-12-2-21), you may want to consider addressing this in the bylaws.
- **Article VIII. Officers (SUGGESTED)**
Lists the required officers, method of election and term. Although certain aspects of this operational procedure are defined in state law (IC 36-12-2-22 through IC 36-12-2-23), you may want to consider including specific rules in the bylaws.
- **Article IX. Meetings (SUGGESTED)**
Sets forth the specifics of when the library board meets. Although defined in state law (IC 36-12-2-22 through IC 36-12-2-23), you may want to consider including this information in the bylaws.
- **Article X. Committees (SUGGESTED)**
Creates subcommittees to assist the board.
- **Article XI. Indemnification of Board Members (SUGGESTED)**
Indicates by what means, if any, board members are indemnified.
- **Article XII. Policies, Plans, Rules, and Regulations (SUGGESTED)**
Provides details on how library policies, plans, rules, and regulations are created and managed.
- **Article XIII. Review of bylaws (SUGGESTED)**
Review required every three (3) years by 590 IAC 6-1-4(g).

Other sections may be added as required to address unique local circumstances or to elaborate on a library's efforts to provide structure to the board of trustees.

INTRODUCTION

Indiana Public Library Trustee Bylaws Template

The following conventions are used throughout the template:

Text Style	Definition
Plain	This text is optional.
<i>Italics</i>	This text is suggested.
Bold	This text is required by standards, statute, or both.
[BRACKETED]	This is text to be filled in by the user.
<u>Underlined</u>	This text is informational or provides instructions.

TRUSTEE BYLAWS CHECKLIST

for Indiana Public Library Standards

In order to be in compliance with Indiana Public Library standards (590 IAC 6-1-4(g)), use the checklist below to ensure that the following elements are included in your submission to the Indiana State Library.

This template covers only what is required by the public library standards. You may need to consult other resources, such as Indiana state library laws, for further information. See the Library Development Office website for a list: <http://www.in.gov/library/ldoresources.htm>

Do the bylaws include:	Yes
Procedures regarding the library's	
Purpose?	<input type="checkbox"/>
Operations	<input type="checkbox"/>
Specific rules governing:	
Nepotism?	<input type="checkbox"/>
Conflict of interest?	<input type="checkbox"/>

In addition to the standards mentioned above, a library's bylaws must:

- Be submitted to the Indiana state library within 60 days of adoption,
- Be reviewed by the board of trustees every 3 years, and
- Include any amendments for a given year with the library's annual report.

Please contact Edie Huffman at (317) 232-3681 or (800) 451-6028, or ehuffman@library.in.gov with any questions.

Indiana Public Library Bylaws Template

Article I. Identification

Section 1. The name of this Board is the “Board of Trustees of the [LIBRARY NAME] Public Library”, hereinafter referred to as “the Board.” The [LIBRARY NAME] Public Library will be hereinafter referred to as “the Library”.

Section 2. Geographical boundaries of the Library and taxed library district include the [describe boundaries].

Article II. Authority and Purpose

Section 1. The Board shall govern the Library, a municipal corporation and Class [#] library organized under the public library provisions, according to the purposes and authority set forth in IC 36-12, as amended, and such other Indiana and federal laws as affect the operation of the Library.

Section 2. Members of the Board (Trustees) shall serve without compensation, except that the Treasurer may be paid, per IC 36-12-2-21. A Board member may not serve as a paid employee of the public library.

Section 3. Necessary travel and/or meal expenses of any Board member incurred in the interest and business of the library may be reimbursed out of library funds, per policy or board resolution. Such travel on behalf of the Library shall be approved by the Board.

Section 4. The Board may engage legal counsel as needed for legal advice. The President of the Board or the library director may request the legal opinions of legal counsel for any matter which comes within the jurisdiction of the Board, and shall report the opinion to the Board.

Article III. Personnel

Section 1. The library board shall select a librarian who holds a certificate under IC 36-12-11 to serve as the director of the library. The selection shall be made solely upon the basis of the candidate's training and proficiency in the science of library administration. The board shall fix the compensation of the director. The director, as the administrative head of the library, is responsible to the board for the operation and management of the library, per IC 36-12-2-24(a)

Section 2. The director shall have the power to write and enforce administrative regulations or procedures governing the Library which logically stem from adopted and approved Board policies. Such regulations or procedures shall be consistent with the policies of the Board.

Section 3. The director shall be held responsible for the care of the building(s) and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, for the

Indiana Public Library Bylaws Template

administration of the long range plan and short term goals, and for the operation of the library under the financial conditions set forth in the annual budget.

Section 4. The director shall attend all library Board meetings, except those at which her/his appointment, salary, or performance is to be discussed or decided.

Article IV. Conflicts of Interest

Section 1. Board members, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity and honor.

Section 2. Board members shall promote a high level of service while observing ethical standards.

Section 3. Board members shall avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.

Section 4. Board members will not use the library for personal advantage or the personal advantage of friends or relatives.

Section 5. Board members will declare any conflict of interest between their personal life and their position on the Library Board and avoid voting on issues that appear to be a conflict of interest. It is incumbent upon any Board member to disqualify or recuse himself/herself from voting immediately whenever the appearance of a conflict of interest exists.

Section 6. If the possibility of a long-term conflict of interest exists, the Board member shall complete the Uniform Conflict of Interest Disclosure Form annually.

Article V. Nepotism

Section 1. The Library will not employ the spouse, child, parent, or sibling of the Director or these relatives of any member of the Board.

OR

Section 1. The Library will always hire employees based on their experience, skills and merit. If a family member of a Board member or current staff member is interested in a position with the Library, that person should apply through standard channels.

Section 2. No immediate family member of a current staff member will be considered for a position wherein one member would have supervisory duties over the other.

Indiana Public Library Bylaws Template

Article VI. Amendments

Section 1. These bylaws may be amended at any regular meeting of the Board by majority vote of the members.

Section 2. Amendments shall be proposed one month in advance of voting, and a copy provided to each Board member at least 15 days before the meeting.

Section 3. Amendments may be proposed by any member of the Board

Section 4. The amendments for each year shall be sent to the Indiana State Library upon submission of the annual report.

Article VII. Membership

Section 2. Members of the Board shall be appointed pursuant to IC 36-12-2-9, and as follows:

Class 1 library (town/city, township, multiple townships, county library)	Appointing authority
Trustee 1 IC 36-12-2-9(1)	County executive
Trustee 2 IC 36-12-2-9(2)	County fiscal body
Trustee 3 IC 36-12-2-9(3)	School board
Trustee 4 IC 36-12-2-9(3)	School board
Trustee 5 IC 36-12-2-9(3)	School board
Trustee 6 IC 36-12-2-9(4) (IC 36-12-2-10(1), 11(b1), 12(1), 13(1), or 14(1))	See Instructions
Trustee 7 IC 36-12-2-9(5) (IC 36-12-2-10(2), 11(b2), 12(2), 13(2), or 14(2))	See Instructions

See the instructions for details, including for districts which are constructed differently. Insert the appropriate text in the bylaws that applies to your library district.

Article VIII. Officers

Section 1. Officers of the Board shall be a President, Vice President, Secretary and Treasurer, per IC 36-12-2-22 and IC 36-12-2-23.

Section 2. The officers shall be elected by ballot at the [MONTH] meeting for a term on one year, per IC 36-12-2-23.

Section 3. Vacancies in office shall be filled by ballot at the next regular meeting of the Board after the vacancy occurs.

Indiana Public Library Bylaws Template

Section 4. Any officer may be removed by the Board at any regular or special meeting by a majority vote of the entire membership of the Board.

Section 5. The duties of the officers shall be such as by custom and law, including IC 36-12-2-22 et seq. and the rules of this Board usually devolve upon such officers in accordance with their titles.

Section 6. The President shall preside at Board meetings, appoint committees deemed necessary, certify all bills allowed by the Board, sign all warrants on the Treasurer for the payment of money, enforce the observance of these rules, and perform such other duties as pertain to the office of the President and are necessary to carry out the wishes of the Board.

Sec. 7. The Vice-President shall perform the duties of the President in the absence of the latter.

Sec. 8. The Secretary shall record all proceedings of the Board and countersign all warrants on the Treasurer for the payment of money; shall notify the proper appointing powers of vacancies on the Board, such notice shall be given when possible, two weeks before the vacancy occurs; shall certify the rate of taxation as determined by the Library Board to the County Auditor, and see that the levy is properly made and recorded; shall keep a record of attendance at Board meetings, and if any member is absent without reasonable excuse from six consecutive meetings for any cause other than illness, it shall be the duty of the Secretary to inform the appointing authority that the member is not serving the best interests of the Library and should be replaced by someone who will take an active part in the work.

Section 9. In addition to duties outlined in IC 36-12-2-22, the Treasurer shall be responsible for and keep a detailed account of receipts and expenditures and be responsible for monthly reports and an annual report of receipts and expenditures; shall sign all warrants approved by the Board; will be responsible for and keep one key to the lock box at [BANK NAME], and the second key shall be kept in the Library safe.

Article IX. Meetings

Section 1. The Board shall meet monthly. The Board shall set the meeting days for the year at the first annual meeting. The [MONTH] meeting shall be the annual meeting, per IC 36-12-2-23.

Section 2. The full Board and its officers constitutes The Board of Finance and shall meet annually in January, after the first Monday and on or before the last day of January, to review finances and depositories, per IC 5-13-7-5 et seq.

Section 3. Regular, special and executive session meetings will be publicized and conducted in accordance with the Open Door Law of Indiana (IC 5-14-1.5).

Section 4. Special meetings may be called by the President, or upon written request of two (2)

Indiana Public Library Bylaws Template

members, for the transaction of business as stated in the call, per IC 36-12-2-23. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board at least 2 days in advance of such meeting and to the local media 48 hours in advance, excluding holidays and weekends, per IC 5-14-1.5-5

Section 5. A quorum for the transaction of business shall consist of a simple majority, which is equal to 50% of the seats established by law plus one, regardless of any current vacancies on a library's board.

Section 6. Order of business shall be:

Call to order	Reading and approval of minutes
Reading and approval of financial report	Approval of bills
Report of the librarian	Committee reports
Communications	Unfinished business
New business	Public input (optional)
Adjournment	

Section 7. Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the Board.

Article X. Committees

Section 1. Standing committees will be appointed by the President, with the approval of the Board, at the first meeting following the annual meeting, and will serve for one year. They may include but are not limited to:

[COMMITTEE NAMES]

Section 2. Special committees for the study of special problems may be appointed by the President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed at a regular library Board meeting.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act. All committee reports and/or recommendations shall be submitted in writing upon request. Reports of committees shall be signed by at least two members thereof.

Section 4. Committees may have citizen members, as deemed appropriate for their purpose by the Board.

Article XI. Indemnification of Board Members

See the instructions for details about indemnifying members of the Board.

Indiana Public Library Bylaws Template

Article XII.

Policies, Plans, Rules, and Regulations

Section 1. In addition to operating in accordance with these Bylaws and the laws of the State of Indiana, the Board shall adopt policies, plans, rules, and regulations to govern its operations, and may affirm policies, plans, rules and regulations proposed by the Library Director for the management and administration of the Library, as required by 590 IAC 6-1-4(d), 590 IAC 6-1-4(e) and 590 IAC 6-1-4(h) .

Section 2. All of these policies, plans, rules, and regulations shall be compiled and organized in a manual to be known as “The Policies, Plans, Rules, and Regulations of the [LIBRARY NAME] Public Library.”

Article XIII.

Review of Bylaws

Section 1. The bylaws will be reviewed at the [MONTH} meeting. The secretary shall affix the date of review to the bylaws for audit as well as indicating the action in the minutes.

APPENDIX A INSTRUCTIONS

Indiana Public Library Bylaws Template

These instructions provide the basic information you need to complete the sample bylaws which follows. Most public libraries in Indiana are “Class 1” in the context of Indiana public library laws. Except where indicated, it is assumed that the template is being used by the board of a Class 1 public library. For the legal definitions of Class 1 and Class 2, see [IC 36-12-1-9](#) for more information.

Several resources are mentioned in which laws governing public libraries are addressed. In order to effectively govern the library and write bylaws, a familiarity with them will be helpful. Indiana Code and Indiana Administrative Code may be located from the Indiana Legislative webpage available at <http://www.in.gov/legislative>, or use the links below to access a specific resource.

Resource (in order of appearance)	Citation/Location
Public Library Laws	IC 36-12
Indiana Open Door Law	IC 5-14-1.5
Local Boards of Finance	IC 5-13-7-5
IN the Public Trust (Trustee manual)	http://www.in.gov/library/3274.htm
Public Library Standards (effective Jan. 1, 2011)	590 IAC 6
Accounting and Uniform Compliance Guidelines Manual for Libraries	http://www.in.gov/sboa/2802.htm

ARTICLE I - IDENTIFICATION

This article sets the name of the public library and the public library board. It also identifies the boundaries of the public library district.

Fill In	Instructions
[LIBRARY NAME]	Insert the library’s name where indicated.
[describe boundaries]	Describe the geographical and/or corporate boundaries of the library district.

APPENDIX A

Indiana Public Library Bylaws Template

ARTICLE II - AUTHORITY AND PURPOSE

This article defines the authority and purpose of the public library board. Sections 1 and 2 are required. Include other sections which pertain to actions which the Board may take in certain situations. Some examples are provided in the template.

Fill In	Instructions
[#]	Enter 1 or 2 for the public library's class.

ARTICLE III - PERSONNEL

This article outlines any specific methods by which personnel are governed. Public library law (IC 36-12-2-24(a)) requires that the board hire a director. Public library standards expand upon this with certification and other requirements (590 IAC 6-1-4(b)) for the director. Include any local practices in this article, if applicable.

ARTICLE IV - CONFLICTS OF INTEREST

The inclusion of a statement on conflicts of interest is required by public library standards (590 IAC 6-1-4(g)). It need not be a separate article if included elsewhere in the bylaws. The template contains suggested language for these sections.

Part N (Board Member Ethics) of *IN the Public Trust* (<http://www.in.gov/library/3274.htm>) also has a suggested code of ethics which library boards may choose to adopt.

Additionally, the Uniform Conflict of Interest Disclosure Statement (Form 236), which is required to be completed for long-term conflicts of interest, is found in the *Accounting and Uniform Compliance Guidelines Manual for Libraries* (<http://www.in.gov/sboa/2802.htm>), published by the Indiana State Board of Accounts.

ARTICLE V - NEPOTISM

The inclusion of a statement on nepotism is required by public library standards (590 IAC 6-1-4(g)). It need not be a separate article if included elsewhere in the bylaws. The template contains suggested language for these sections.

APPENDIX A

Indiana Public Library Bylaws Template

ARTICLE VI AMENDMENTS

This article describes how the bylaws may be amended. Suggested text appears in the template.

ARTICLE VII - MEMBERSHIP

This article defines the membership of the public library board, and how the members are appointed. Specific laws govern these appointments, starting with [IC 36-12-2-9](#) for Class 1 libraries. Use the following table to determine which of the other appointment laws may fit with your library district.

Note that Class 2 public libraries use a different set of laws for board appointments. Consult the table below for more information.

Please review the actual Indiana Code for specific details and utilize a local legal consultant for interpretation.

IC Citation	Description
36-12-2-10	<p>Library board serving district located in more than one county and more than one municipality</p> <p>This section applies to the appointment of members to the library board of a public library serving a library district that is located in more than one (1) county and is not entirely located within the boundaries of one (1) municipality. For a public library under this section, the appointments under section 9(4) and 9(5) of this chapter shall be made as follows:</p> <p>(1) One (1) member appointed jointly by the executive of the respective counties.</p> <p>(2) One (1) member appointed jointly by the fiscal bodies of the respective counties.</p>
36-12-2-11	<p>Library board serving district created in one county</p> <p>Sec. 11. (a) This section applies to the appointment of members to the library board of a public library serving a library district that is located in one (1) county and:</p> <p>(1) has been established by a county or merged into a county public library;</p> <p>(2) results from the merger of a public library into a county public library under IC 36-12-4;</p> <p>(3) is located in part or all of two (2) or more townships and is not entirely located within the boundaries of one (1) municipality; or</p> <p>(4) is located in part or all of two (2) or more municipalities.</p> <p>(b) Subject to subsection (c), in a public library described in subsection (a), the appointments under section 9(4) and 9(5) of this chapter shall be made as follows:</p> <p>(1) One (1) member appointed by the executive of the county in which the library district is located.</p> <p>(2) One (1) member appointed by the fiscal body of the county in which the library district is located.</p> <p>(c) This subsection applies to a county containing only two (2) Class 1 public libraries</p>

APPENDIX A

Indiana Public Library Bylaws Template

IC Citation	Description
	<p>and having a population of more than one hundred thirty thousand (130,000) but less than one hundred forty-five thousand (145,000), or more than one hundred forty-eight thousand (148,000) but less than one hundred seventy thousand (170,000). In a public library that is the result of a merger occurring after December 31, 1979, between a public library and a county contractual public library, the appointments under section 9(4) and 9(5) of this chapter shall be made as follows:</p> <p>(1) One (1) member appointed by the executive of the municipality in which the principal administrative offices of the public library are located.</p> <p>(2) One (1) member appointed by the legislative body of the municipality in which the principal administrative offices of the public library are located.</p>
36-12-2-12	<p>Library board serving district located in unincorporated areas of township</p> <p>Sec. 12. This section applies to the appointment of members to the library board of a public library serving a library district that is entirely located in the unincorporated areas of the township. For a public library under this section, the appointments under section 9(4) and 9(5) of this chapter shall be made as follows:</p> <p>(1) One (1) member appointed by the executive of the township in which the library district is located.</p> <p>(2) One (1) member appointed by the legislative body of the township in which the library district is located.</p>
36-12-2-13	<p>Library board serving district located in one township</p> <p>This section applies to the appointment of members to the library board of a public library serving a library district that is entirely located in one (1) township and includes part or all of only one (1) municipality. For a public library under this section, the appointments under section 9(4) and 9(5) of this chapter shall be made as follows:</p> <p>(1) One (1) member appointed by the legislative body of the township in which the library district is located.</p> <p>(2) One (1) member appointed by the legislative body of the municipality in which the library district is located.</p>
36-12-2-14	<p>Library board serving district located in one municipality</p> <p>This section applies to the appointment of members to the library board of a public library serving a library district that is entirely located within the boundaries of one (1) municipality. For a public library under this section, the appointments under section 9(4) and 9(5) of this chapter shall be made as follows:</p> <p>(1) One (1) member appointed by the executive of the municipality in which the library district is located.</p> <p>(2) One (1) member appointed by the legislative body of the municipality in which the library district is located.</p>
36-12-2-15 (1 library)	<p>Library board serving district in certain counties ((1) located in a county having a population of more than fifty-five thousand (55,000) but less than sixty-five thousand (65,000); and (2) containing all or part of the territory of each school corporation in the county.</p>

APPENDIX A

Indiana Public Library Bylaws Template

IC Citation	Description
	<p>(1) One (1) member appointed by the executive of the county in which the library district is located and who is not a member of the county executive.</p> <p>(2) One (1) member appointed by the fiscal body of the county in which the library district is located and who is not a member of the county fiscal body.</p> <p>(3) One (1) member appointed by the legislative body of the most populous city in the library district and who is not a member of the city legislative body.</p> <p>(4) One (1) member appointed by the school board of each school corporation having territory in the library district and who is not a member of a governing body of a school corporation.</p>
36-12-2-16	<p>Library board serving district located partly or fully within consolidated city within one county (Indianapolis is the only consolidated city in Indiana)</p> <p>(a) This section applies to the appointment of members to a library board of a public library serving a library district that is:</p> <p>(1) partly or fully within the boundaries of a consolidated city; and</p> <p>(2) fully within the boundaries of one (1) county.</p> <p>(b) Seven (7) members of a library board shall be appointed in the following order as the terms of previously appointed members expire:</p> <p>(1) One (1) member appointed by the board of county commissioners of the county in which the library district is located.</p> <p>(2) One (1) member appointed by the fiscal body of the county in which the library district is located.</p> <p>(3) One (1) member appointed by the board of county commissioners of the county in which the library district is located.</p> <p>(4) Two (2) members appointed by the school board of the school corporation in which the principal administrative offices of the public library are located.</p> <p>(5) One (1) member appointed by the board of county commissioners of the county in which the library district is located.</p> <p>(6) One (1) member appointed by the fiscal body of the county</p>
36-12-2-17 (4 libraries)	<p>Additional members of county contractual library board</p> <p>The four (4) additional members of a county contractual library board required by IC 36-12-6-2 shall be appointed as follows:</p> <p>(1) Two (2) members appointed by the executive of the county in which the county contractual library district is located.</p> <p>(2) Two (2) members appointed by the county superintendent of schools, or if there is no county superintendent of schools, by the county auditor of the county in which the library district is located.</p>
36-12-7-4	<p>(Class 2 only) Board of 1901 city or town library</p> <p>(a) The library board of any public library established as a 1901 city or town library consists of qualified and experienced individuals at least eighteen (18) years of age who have been residents of the municipality where the library is located for at least two (2) years immediately preceding the appointment of the individual. The members</p>

APPENDIX A

Indiana Public Library Bylaws Template

IC Citation	Description
	shall be appointed for two (2) year terms as follows: (1) The board of commissioners of the county where the library is located shall appoint one (1) member. (2) The fiscal body of the county where the library is located shall appoint one (1) member. (3) The municipal executive shall appoint one (1) member. (4) The municipal legislative body shall appoint one (1) member. (5) The school board of the school corporation where the library is located shall appoint three (3) members, who may be members of the school board
36-12-7-6	(Class 2 only) 1852 subscription libraries (b) The shareholders of the 1852 subscription library are the inhabitants of the municipality who have subscribed money for the establishment of the library. The shareholders shall annually elect seven (7) directors
36-12-7-7 (2 libraries)	(Class 2 only) Board of 1899 township library (a) The library board of a library established as an 1899 township library consists of the school township trustee in the township where the library is located and two (2) residents of the township who are appointed by the board of commissioners of the county where the library is located.
36-12-7-8	(Class 2 only) Certain libraries established by private donation (located in a city having a population of more than one hundred twenty thousand (120,000) but less than one hundred fifty thousand (150,000) Trustees of the library board and an appointee of the county fiscal body

ARTICLE VIII - OFFICERS

This article identifies which offices will be filled by members of the board. Certain offices are required by law: president, vice president, secretary, and treasurer. Other offices are allowed and may be selected by the board. Include mention of any such additional officers in this article in a separate section. See [IC 36-12-2-23](#) for more information. Election and duties of the treasurer are detailed in [IC 36-12-2-22](#).

Elections of officers (including the treasurer) are to be held annually. The board may determine the method of election. The method should be specified in the bylaws. Include sections that address any vacancies or removal of members which may occur.

Duties of officers may be outlined specifically in addition to what is stated in the Indiana Code. See the template for examples.

APPENDIX A

Indiana Public Library Bylaws Template

Fill In	Instructions
[MONTH]	Enter the month during which the election will take place.
[BANK NAME]	Enter the name of the bank in which the Library keeps a lock box, if applicable.

ARTICLE IX - MEETINGS

This article sets forth the specifics of when the library board meets. The board is required to meet at least monthly and may meet any other time it is deemed necessary. Board regular and special meetings and executive sessions of the board are governed by Indiana’s Open Door Law ([IC 5-14-1.5](#)).

Include the regular meeting time and day of the board meeting in this article. Identify the annual meeting of the library board, during which officers are elected.

[IC 5-13-7-5](#) et seq. specifies when the library’s financial board meets, as well as its membership. Include this information in the library’s bylaws. Include any local rules the board wishes in the same section.

Indiana Code provides for which members may call meetings, how many members are necessary to conduct business, and what notice of meetings must be given. Include sections outlining these items in the bylaws.

This article may include a section which prescribes an optional order of business.

Parliamentary procedure should govern the board meeting. *Robert’s Rules of Order* (www.robertsrules.com) is a popular resource. Include a section outlining which procedures will be used in the bylaws.

Fill In	Instructions
[#]	Enter the number of the day the library board will meet.
[DAY]	Enter the name of the day of the week on which the library board will meet.
[HOUR] [TOD]	Enter the hour and time of day (a.m. or p.m.) at which the library board will meet.

APPENDIX A

Indiana Public Library Bylaws Template

[LOCATION]	Enter the location of the board meeting.
[MONTH]	Enter the month of the library board’s annual meeting.

ARTICLE X - COMMITTEES

This article outlines the rules for creating committees of the library board. The authority of a committee is defined in [IC 5-14-1.5-2\(b\)\(3\)](#) and is part of Indiana’s Open Door Law (see the instructions for Article IX, above). More information on library board committees can be found in Part L of the library trustee manual, *IN the Public Trust*, available online at <http://www.in.gov/library/3274.htm>.

It is important to clearly define standing committees; the library’s bylaws are an appropriate place to do this. *Ad hoc* committees may also be formed at the discretion of the board, according to the rules delineated in the bylaws.

Identify how committees will be formed, how their members will be chosen, and how long their members will serve. Specify how committees will communicate with the board and how frequently those communications will occur.

The board may choose to invite citizens to participate in committees. Outline how these invitations shall be made, and to which standing committees citizens should belong.

Fill In	Instructions
[COMMITTEE NAMES]	Enter the names for the library board’s standing committees. Examples of standing committees include, but are not limited to the following: Budget, Building/Maintenance, Personnel, Library Programs, Outreach.

ARTICLE XI - INDEMNIFICATION OF BOARD MEMBERS

Language regarding the indemnification of board members should be included in this article. Please note that specific sections are not included, as each library must determine what insurance is appropriate for their board members.

Part M (Managing Liability as a Board Member) of *IN the Public Trust* (<http://www.in.gov/library/3274.htm>) provides information related to liability concerns for library board members.

APPENDIX A

Indiana Public Library Bylaws Template

ARTICLE XII - POLICIES, PLANS, RULES, AND REGULATIONS

This article should be a statement of compliance indicating that the library adheres to applicable federal, state, and local laws. These include, but are not limited to the following:

- Americans with Disabilities Act,
- Federal employment law,
- Indiana laws governing municipal corporations,
- Indiana library law ([IC 36-12](#)),
- Indiana public library standards ([590 IAC 6](#)),
- Indiana public librarian certification ([590 IAC 5](#)),
- Indiana Library and History Department law ([IC 4-23-7](#)), and
- Any building or health and safety codes for your locality.

The library board is also responsible for writing and adopting public library policies which include but are not limited to collection development, principles of access, and employment. In addition, the library's long-range plan and technology plan must also be adopted by the board according to the schedules in the public library standards (590 IAC 6-1-4(h)).

Guidelines for policy review, planning schedules, and so forth should be identified in the bylaws.

<u>Fill In</u>	<u>Instructions</u>
[LIBRARY NAME]	Insert the library's name where indicated.

ARTICLE XIII REVIEW OF BYLAWS

This article is optional. However, a review of the board's bylaws is required by public library standards at least every three (3) years (590 IAC 6-1-4(g)).

Proposed 9/16/15

Bylaws of Monroe County Public Library Board

**ARTICLE I
AUTHORITY**

The activities of the Monroe County Public Library Board shall be governed by the 1947 Indiana Library Law (IC 36-12) as amended and these Bylaws. In the event of conflict between the provisions of any Indiana Laws and these Bylaws, the former shall apply and be followed by the Board.

**ARTICLE II
MEMBERSHIP**

The Monroe County Public Library Board shall consist of seven (7) members chosen in accordance with the provisions of 1947 Library Law as amended for their fitness for public library trusteeships.

Commented [MW1]: Awaiting advice from counsel about potential changes in wording.

**ARTICLE III
OFFICERS**

SECTION 1. The officers shall consist of a president, vice-president, secretary and a treasurer.

SECTION 2. The officers shall be elected at a February meeting for a term of one year. Vacancies in office shall be filled at the next regular meeting of the board after the vacancy occurs.

SECTION 3. The duties of the officers shall be such as by custom and law and the rules of this board usually devolve upon such officers in accordance with their titles.

**ARTICLE IV
MEETINGS**

SECTION 1. The library board shall meet at least once a month at a regularly scheduled meeting at the Monroe County Public Library. Notice stating the time and place of any meeting and the purpose for which it is called shall be given to the public, the media, and each member of the board at least forty-eight (48) hours in advance of such meeting and in accordance with the Open Door Law of Indiana.

SECTION 2. Regular, special, and executive session meetings will be publicized and conducted in accordance with the Open Door Law of Indiana (IC 5-14-1.5).

SECTION 2.3. Special meetings may be called by the President, or upon written request of two (2) members, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given to the public, the media, and each member of the board at least forty-eight (48) hours in advance of such meeting and in accordance with the Open Door Law of Indiana.

SECTION 3. A quorum for transaction of business shall consist of a simple majority.

SECTION 4. Order of business shall be:

- Call to order

- Approval of minutes
- Approval of bills
- Personnel report
- Report of the director
- Old business
- New business
- Public/Board of Trustees comments
- Adjournment

SECTION 5. *Sturgis Standard Code of Parliamentary Procedure*, last revised edition, shall govern the parliamentary procedure of the board.

**ARTICLE V
COMMITTEES**

Special committees for carrying out projects passed by the board, and for study and investigation of proposed projects, may be appointed by the president as occasion demands, such committees to serve until completion of the work for which they were appointed.

**ARTICLE VI
LIBRARIAN**

SECTION 1. The Director shall be appointed by the Board in accordance with the Certification Law of Indiana.

SECTION 2. The Director shall be considered the chief executive officer of the Board and shall have responsibility for the administration of the Library under the direction and review of the Board. The Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings, except those at which his/her appointment, salary, or performance is to be discussed and decided.

SECTION 3. Appointments on the staff shall be recommended by the Director and approved by the Board. All appointments shall conform to the Indiana Library Certification Board Rules and existing personnel policies which have been approved by this Board.

**ARTICLE VII
NEPOTISM**

~~It shall be the policy of the Board not to employ any close relative of any member of the Board or the Director.~~

SECTION 1. Persons related to any MCPL Board of Trustees member or to the Library Director as father, mother, brother, sister, uncle, aunt, husband, wife, son, daughter, son-in-law, daughter-in-law, niece, or nephew, or a person living in the same household, shall not be eligible to hold any paid position with MCPL. Nor shall any such relative or person be entitled to receive any compensation for his or her services out of any appropriation.

SECTION 2. Persons related to MCPL employees as father, mother, brother, sister, uncle, aunt, husband, wife, son, daughter, son-in-law, daughter-in-law, niece, or nephew, or person living in the same household of the employee, may not be hired or transferred to a position that causes a direct supervisory-subordinate relationship.

Commented [MW2]: Awaiting advice from counsel. Are these meetings subject to the open door law? If so, add Open Door Law statement.

Formatted: Font: +Headings (Calibri), 11 pt, Not Bold

Formatted: Font: +Headings (Calibri), 11 pt

Formatted: Font: +Headings (Calibri), 11 pt, Not Bold

Formatted: Font: +Headings (Calibri), 11 pt

Formatted: Font: +Headings (Calibri), 11 pt, Not Bold

Formatted: Font: +Headings (Calibri), 11 pt, Not Bold

**ARTICLE VIII
CONFLICT OF INTEREST**

SECTION 1. Board members, in the capacity of trust imposed upon them, shall observe high ethical standards and abide by the library's Values as adopted by the Board.

SECTION 2. Board members shall avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

SECTION 3. Board members shall complete the Uniform Conflict of Interest Disclosure Form annually and declare any conflict of interest between their personal or business interests and their position on the Board. Board members will recuse themselves from voting immediately whenever the appearance of a conflict of interest exists.

**ARTICLE IX
AMENDMENTS**

These Bylaws may be amended at any regular meeting of the Library Board with a quorum present, by a majority vote of the members present, providing the Amendment was either read at the last previous regular meeting or was stated in the call for the meeting.

Revised February 22, 1980; January 20, 2010; ~~and~~ September 19, 2012; September 16, 2015

Customer Service Policy

On October 18, 2006, the Board approved a public Customer Service Policy which is posted on the Library's website.

The public policy statement has been reviewed by the Leadership Team and the Library would like to reaffirm it at this time.

Current policy for review and proposed reaffirmation 9/16/15 **Customer Service Policy**

Monroe County Public Library is committed to providing courteous, responsive, quality service to our customers by fostering a respectful, positive, and welcoming environment for all.

Our customer service philosophy:

- We care about all of our customers and seek to give each one attentive service.
- Our customers are entitled to efficient service from knowledgeable, motivated, and well-trained staff members.
- We listen to our customers and respond to their suggestions and concerns.
- We seek out innovative approaches to serve our customers in the best ways possible.
- We act responsibly to fulfill our mission of fair and equitable access to information and our commitment to the best stewardship possible of library resources.

Adopted by the MCPL [Board of Trustees](#) October 18, 2006, proposed for reaffirmation 9/16/2015.

As part of the Customer Service Policy, the Board also approved (in 2006) the Expanded Customer Service Philosophy for Staff (see below). This is an internal document only and was once used for training. The Library is proposing to remove the Expanded Customer Service Philosophy for Staff from the Customer Service Policy, retaining the **public** policy only.

With the new service model in place, we are focusing on customers at the center and our training documentation has changed. The Expanded Customer Service Philosophy for Staff has been replaced with a revised training document.

Current Policy proposed to be removed 9/16/15

Expanded Customer Service Philosophy for Staff

As library staff, we recognize that every aspect of our jobs impacts our customers, both external and internal. Internal customer service is what we provide fellow employees and other departments within our own organization. Superior internal customer service is the foundation for exceptional external customer service.

Our customer service philosophy:

We care about all of our customers and seek to give each one attentive service.

- *Serving customers well is our first priority.*
- *We seek out ways to better serve the underserved and those with special needs.*

Our customers are entitled to efficient service from knowledgeable, motivated, and well-trained staff members.

- *We value continuous training and the highest professionalism.*
- *We encourage each other and do our part to maintain a positive work environment.*

We listen to our customers and respond to their suggestions and concerns.

- *We build into our processes a variety of ways to find out what our customers want and need.*
- *We evaluate outcomes as well as outputs.*

We seek out innovative approaches to serve our customers--external and internal--in the best ways possible.

- *Every person can make a difference. We need everyone's ideas, and each person's ideas are valued.*

- *We take advantage of our committee assignments, conferences, continuing education, and other opportunities to interact with colleagues and exchange ideas.*

All staff members are important in achieving quality customer service.

- *We treat each other with respect.*
- *We value teamwork within and among departments.*
- *We encourage differing points of view, creativity, and risk-taking.*

We act responsibly to fulfill our mission of fair and equitable access to information and our commitment to the best stewardship possible of library resources.

- *We strive to make decisions with input from those most likely to be affected, both externally and internally.*
- *We regularly review and evaluate our policies and procedures with our customers in mind.*

Approved by MCPL Board of Trustees

October 18, 2006, **proposal to remove this as part of the Customer Service Policy as of 9/16/2015**

Gift Policy

The current gift policy has been in place since 2003. At that time, the MCPL Foundation's efforts in fund raising were less strategic than they are now. Today, the Foundation plays a key role in obtaining gifts and nurturing relationships with donors to the library. They are well equipped to deal with restricted accounts, endowments, and funds with donor specifications. Dealing with these restricted or memorial funds create excessive administrative overhead for the Library.

The proposed changes to the policy reflect a shift which would direct restricted gifts or donations to the Foundation rather than directly to the Library. 100% of any restricted gift donation is returned to the Library.

Current policy

Monroe County Public Library Gift Policy

Policy Statement

The Monroe County Public Library (MCPL) Board of Trustees encourages gifts to the library consistent with the library's mission and policies. Donations are not intended to replace regularly budgeted library expenditures; however, private resources can extend and enrich library services.

In addition to making direct library donations, the community may make gifts to the Monroe County Public Library (MCPL) Foundation, a 501(c)(3) organization. The foundation exists to handle gifts of materials, bequests, endowments and other gifts of an enduring nature.

Acceptance of Gifts

1. The library accepts **donations of materials** on behalf of the MCPL Foundation. Only outright gifts in usable condition are accepted. Materials are added to the library's collection as prescribed in the [Collection Development Policy](#). Materials not added to the collection typically are included in booksales to benefit the library.
2. **Unrestricted gifts of money** are gratefully accepted by the library to be used at its discretion. Unrestricted funds allow the library to address its most pressing needs. The director of the library will consult with the MCPL Board of Trustees on the use of gifts greater than \$5,000.
3. Those wishing to **honor** or **memorialize** a person or occasion through the gift of a library purchase may do so using the library's gift form.
4. Because monetary gifts with restrictions are expensive to handle, expend, and track, the library discourages restricted gifts. The library will accept **restricted gifts of money** only if the amount is \$1,000 or more, and the conditions attached are acceptable to the board of trustees.
5. Restricted gifts, **gifts-in-kind** (i.e., furnishings, equipment, art, and other decorative objects) and all **gifts of consequence** (i.e., real property, stocks, annuities, and large monetary gifts) will be considered individually and accepted at the discretion of the the MCPL Board of Trustees, in consultation with the library director.
6. All **grants** are approved by the director of the library. Grants are approved based on their ability to assist the library in pursuit of its mission.
7. The MCPL Board of Trustees and library staff reserve the right to refuse any gift. Because the library does not serve the function of a museum, gifts of items for permanent display or preservation are not normally accepted.
8. Once a gift is accepted by the library, it becomes the property of the library, and may be disposed of accordingly. The gift will not be returned to the donor.

Donor Responsibilities

1. The library cannot assume the responsibility for estimating the value of donated materials for income tax or other purposes.
2. Gifts to the library are tax-deductible as provided by law. Donors should consult their tax adviser. The library gift form, or the acknowledgment letter, serves as the donor's record and receipt.
3. The library gift form will be the usual way for donors to express preferences regarding use of gifts. Donor preferences will be given first consideration.

Acknowledgment and Recognition of Gifts

1. All gifts will be acknowledged in writing by the library, provided that a library gift form is submitted, or a gift check with current address is made out to "Monroe County Public Library."
2. Gifts of materials are generally acknowledged only through the library gift form, which must be filled out at the time of donation.
3. Monetary gifts and gifts of consequence to the library will be acknowledged by letter from the library director (or the director's designate). Gifts of consequence also will be acknowledged by a letter from the president of the board of trustees. Acknowledgments are sent to individuals whom donors wish to notify of the gift.
4. The MCPL Board of Trustees will decide on appropriate levels of recognition commensurate with contributions to any library fundraising campaign and for gifts of consequence to the library.

Policy Administration

1. The library director is responsible for the administration of this policy.
2. The MCPL Board of Trustees reserves the right to amend this policy at any time.

*Approved by the [Board of Trustees](#) June 12, 2003
Effective September 1, 2003*

Proposed policy for review September 16, 2015

Monroe County Public Library Gift Policy

Policy Statement

The Monroe County Public Library (MCPL) Board of Trustees encourages gifts to the Library consistent with the Library's mission and policies. Donations are not intended to replace regularly budgeted library expenditures; however, private resources can extend and enrich library services.

Donations can also be made directly to the Monroe County Public Library (MCPL) Foundation, a 501(c)(3) nonprofit organization. The Foundation (commonly known as the Friends of the Library) exists to handle monetary gifts, gifts of materials, bequests, endowments and other gifts of an enduring nature to support the Library's vital role in our community. Additional information about the Friends of the Library is available online at www.mcpl.info/friends

Acceptance of Gifts

1. The library accepts **donations of materials** on behalf of the MCPL Foundation. Only outright gifts in usable condition are accepted. Materials are added to the library's collection as prescribed in the [Collection Development Policy](#). Materials not added to the collection typically are included in booksales to benefit the library.
2. **Unrestricted gifts of money** are gratefully accepted by the library to be used at its discretion. Unrestricted funds allow the library to address its most pressing needs. The director of the library will consult with the MCPL Board of Trustees on the use of gifts greater than \$5,000.
3. **Gifts-in-kind** (i.e., furnishings, equipment, art, and other decorative objects) and all **gifts of consequence** (i.e., real property, stocks, annuities, and large monetary gifts) will be considered individually and accepted at the discretion of the MCPL Board of Trustees, in consultation with the library director.
4. The MCPL Board of Trustees reserves the right to refuse any gift. Because the library does not serve the function of a museum, gifts of items for permanent display or preservation are not normally accepted.
5. Once a gift is accepted by the library, it becomes the property of the library, and may be disposed of accordingly. The gift will not be returned to the donor.
6. All **grants** are approved by the director of the library. Grants are approved based on their ability to assist the library in pursuit of its mission.
7. Those wishing to **honor** or **memorialize** a person or occasion through a gift may do so through the MCPL Foundation.
8. Because monetary gifts with restrictions are expensive to handle, expend, and track, the library does not accept restricted gifts directly. Any **restricted gifts of money** must be made directly to the MCPL Foundation.

Donor Responsibilities

1. The library cannot assume the responsibility for estimating the value of donated materials for income tax or other purposes.
2. Gifts to the library are tax-deductible as provided by law. Donors should consult their tax adviser. The library gift form, or the acknowledgment letter, serves as the donor's record and receipt.

Acknowledgment and Recognition of Gifts

1. All gifts will be acknowledged in writing by the library. Checks should have the donor's current address and be made out to "Monroe County Public Library."
2. Gifts of materials are generally acknowledged only through the library gift form, which must be filled out at the time of donation.
3. Monetary gifts and gifts of consequence to the library will be acknowledged by letter from the library director (or the director's designate). Gifts of consequence also will be acknowledged by a letter from the president of the MCPL Board of Trustees. Acknowledgments are sent to individuals whom donors wish to notify of the gift.

Policy Administration

1. The library director is responsible for the administration of this policy.
2. The MCPL Board of Trustees reserves the right to amend this policy at any time.

*Approved by the [Board of Trustees](#) June 12, 2003
Effective September 1, 2003 Proposed updates: 9/16/2015*

Track Changes

Proposed Monroe County Public Library Gift Policy

Policy Statement

The Monroe County Public Library (MCPL) Board of Trustees encourages gifts to the library consistent with the library's mission and policies. Donations are not intended to replace regularly budgeted library expenditures; however, private resources can extend and enrich library services.

~~Donations can also be made directly~~ In addition to making direct library donations, the community may make gifts to the Monroe County Public Library (MCPL) Foundation, a 501(c)(3) nonprofit organization. The foundation (commonly known as the Friends of the Library) exists to handle monetary gifts, gifts of materials, bequests, endowments and other gifts of an enduring nature to support the Library's vital role in our community. Additional information about the Friends of the Library is available online at www.mcpl.info/friends.

Acceptance of Gifts

1. The library accepts **donations of materials** on behalf of the MCPL Foundation. Only outright gifts in usable condition are accepted. Materials are added to the library's collection as prescribed in the [Collection Development Policy](#). Materials not added to the collection typically are included in booksales to benefit the library.
2. **Unrestricted gifts of money** are gratefully accepted by the library to be used at its discretion. Unrestricted funds allow the library to address its most pressing needs. The director of the library will consult with the MCPL Board of Trustees on the use of gifts greater than \$5,000.
- ~~3. Those wishing to honor or memorialize a person or occasion through the gift of a library purchase may do so using the library's gift form.~~
- ~~4. Because monetary gifts with restrictions are expensive to handle, expend, and track, the library discourages restricted gifts. The library will accept **restricted gifts of money** only if the amount is \$1,000 or more, and the conditions attached are acceptable to the board of trustees.~~
- ~~5.3.~~ Restricted gifts, g**Gifts-in-kind** (i.e., furnishings, equipment, art, and other decorative objects) and all **gifts of consequence** (i.e., real property, stocks, annuities, and large monetary gifts) will be considered individually and accepted at the discretion of the the MCPL Board of Trustees, in consultation with the library director.
- ~~6. All grants are approved by the director of the library. Grants are approved based on their ability to assist the library in pursuit of its mission.~~
- ~~7.4.~~ The MCPL Board of Trustees and library staff reserves the right to refuse any gift. Because the library does not serve the function of a museum, gifts of items for permanent display or preservation are not normally accepted.

5. Once a gift is accepted by the library, it becomes the property of the library, and may be disposed of accordingly. The gift will not be returned to the donor.
6. All grants are approved by the director of the library. Grants are approved based on their ability to assist the library in pursuit of its mission.
7. Those wishing to honor or memorialize a person or occasion through the gift may do so through the MCPL Foundation.
8. Because monetary gifts with restrictions are expensive to handle, expend, and track, the library does not accept restricted gifts directly. Any restricted gift of money must be made directly to the MCPL Foundation.

Donor Responsibilities

1. The library cannot assume the responsibility for estimating the value of donated materials for income tax or other purposes.
2. Gifts to the library are tax-deductible as provided by law. Donors should consult their tax adviser. The library gift form, or the acknowledgment letter, serves as the donor's record and receipt.
3. ~~The library gift form will be the usual way for donors to express preferences regarding use of gifts. Donor preferences will be given first consideration.~~

Acknowledgment and Recognition of Gifts

1. All gifts will be acknowledged in writing by the library ~~_, provided that a library gift form is submitted, or a gift check with~~ Checks should have the donor's current address and be is made out to "Monroe County Public Library."
2. Gifts of materials are generally acknowledged only through the library gift form, which must be filled out at the time of donation.
3. Monetary gifts and gifts of consequence to the library will be acknowledged by letter from the library director (or the director's designate). Gifts of consequence also will be acknowledged by a letter from the president of the board of trustees. Acknowledgments are sent to individuals whom donors wish to notify of the gift.
4. ~~The MCPL Board of Trustees will decide on appropriate levels of recognition commensurate with contributions to any library fundraising campaign and for gifts of consequence to the library.~~

Policy Administration

1. The library director is responsible for the administration of this policy.
2. The MCPL Board of Trustees reserves the right to amend this policy at any time.

Approved by the [Board of Trustees](#) June 12, 2003
Effective September 1, 2003 ~~Proposed 9/16/15~~

Proposed changes are being made to the current Business Travel Policy to clarify language and add information regarding cancellation of travel plans.

Current Policy

5.13 BUSINESS TRAVEL

Managerial/supervisory/confidential employees. MCPL is responsible for authorizing employee business travel and reimbursement of travel expenses. All employees must obtain authorization from the administration before business travel or reimbursement of expenses.

Whenever possible, travel will be accomplished in a MCPL vehicle or via common carrier. If an MCPL vehicle is not available and a personal vehicle must be used for authorized travel, the employees shall be reimbursed at prevailing rates authorized by the MCPL Board of Trustees. Employees will be reimbursed for use of a personal vehicle only in exceptional circumstances and when approved in advance by Administration.

Employee pay for travel time shall be determined according to applicable provisions of the Fair Labor Standards Act.

Bargaining unit employees. Employees traveling on Library business should use Library vehicles whenever possible, in order to eliminate personal expenses and time-consuming paperwork. However, if an employee so chooses, he/she may use his/her own vehicle despite there being a Library vehicle available.

Employees choosing to use their own vehicle when there is a Library vehicle available will not be compensated for mileage and understand that any insurance claims associated with such a trip will use the employee's insurance as the primary provider and the Library as the secondary provider. The employee must sign an acknowledgement of this policy. Any employee that is required to use his/her personal vehicle for travel between any branch of the Library and the Main Library, or to attend training, conferences, or workshops, shall be compensated at the rate set by the Indiana Department of Revenue for mileage reimbursement.

Proposed policy for approval 9/16/15
Personnel Manual 5:13 – Business Travel Policy

Section 5: Working Conditions

5.13 BUSINESS TRAVEL

MCPL recognizes our employees may need to travel while conducting Library business and furthering the mission of the organization. Employees are also encouraged to participate in professional meetings, training, seminars, and other professional development activities requiring involving travel and related accommodations. *See 4.14 Training and Continuing Education for scheduling and funding*

The purpose of this policy is to ensure that adequate cost controls are in place; travel and other expenditures are appropriate and reasonable; and reimbursements are handled in a consistent and timely manner. Employees are also expected to use discretion and good judgement with respect to expenditures, to be cost conscious (i.e. *early-bird registration fees, advance planning for airline and lodging arrangements*), and to submit expense receipts according to the finance office procedures.

Whenever possible, employees traveling on Library business should use Library vehicles in order-to minimize library and employee expenses and time-consuming paperwork.

If an MCPL vehicle is not available and a personal vehicle must be used to conduct local business; or to attend training, conferences, or workshops; the employee shall be compensated at the rate set by the Indiana State Budget Agency (“SBA”) and Department of Administration (“DOA”) for mileage reimbursement.

Employee pay for travel time shall be determined according to applicable provisions of the Fair Labor Standards Act. *See <http://www.dol.gov/>, search on Hours Worked and Travel.*

Employees choosing to use their own vehicle when a Library vehicle is readily available will *not* be compensated for mileage.

The unit manager of an employee is responsible for prior authorization of employee business travel and associated reimbursements of travel expenses. Recurring travel to local destinations may be approved by the manager as part of the employee’s job assignments.

Employees must request and submit itemized receipts for every expense for which they are seeking reimbursement. Failure to submit an itemized receipt may result in the Library denying reimbursement.

In the event an employee has to cancel a trip or registered event due to circumstances outside of the employee’s control, the employee is required to immediately notify their manager or supervisor, the Director/Associate Director, or the Human Resources Manager. A situation outside of the employee’s control is described as the employee being physically unable to attend, an illness or death in the family,

or other bona-fied emergency situations as determined by the manager in consultation with the library Associate Director or Director. Measures should be taken to either assign a substitute or to cancel the arrangements to minimize penalties or loss of fees.

Should an employee choose to cancel or not attend a pre-registered event, the employee will be held responsible for reimbursing the library for any fees, hotel, or travel expenses which were not refundable. Exceptions due to unusual circumstances may be made with the Library Director's express consent.

Proposed Business Travel Policy with track changes

Section 5: Working Conditions

5.13 BUSINESS TRAVEL

~~**Managerial/supervisory/confidential employees.** MCPL is responsible for authorizing employee business travel and reimbursement of travel expenses. All employees must obtain authorization from the administration before business travel or reimbursement of expenses.~~

Formatted: Strikethrough

MCPL recognizes our employees may need to travel while conducting Library business and furthering the mission of the organization. Employees are also encouraged to participate in professional meetings, training, seminars, and other professional development activities which may involveing travel and related accommodations. See 4.14 Training and Continuing Education for scheduling and funding

Formatted: Underline

Formatted: Underline, Strikethrough

Formatted: Underline

The purpose of this policy is to ensure that adequate cost controls are in place; travel and other expenditures are appropriate and reasonable; and reimbursements are handled in a consistent and timely manner. Employees are also expected to use discretion and good judgement with respect to expenditures, to be cost conscious (i.e. early-bird registration fees, advance planning for airline and lodging arrangements), and to submit expense receipts according to the finance office procedures.

Formatted: Underline

~~**Bargaining unit employees.** Whenever possible, travel will be accomplished in an MCPL vehicle or travel via common carrier. Employees traveling on Library business should use Library vehicles in order to eliminate minimize library and personal employee expenses and time-consuming paperwork. However, if an employee so chooses, he/she may use his/her own vehicle despite there being a Library vehicle available.~~

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Employees will be reimbursed for use of a personal vehicle only in exceptional circumstances and when approved in advance by Administration.

If an MCPL vehicle is not available and a personal vehicle must be used to for authorized travel, conduct local business; Any employee that is required to use his/her personal vehicle for travel between any branch of the Library and the Main Library, or to attend training, conferences, or workshops; shall be compensated at the rate set by the Indiana Department of Revenue for mileage reimbursement, the employee shall be reimbursed prevailing rates authorized by the MCPL Board of Trustees, compensated at the rate set by the Indiana State Budget Agency ("SBA") and Department of Administration ("DOA") for mileage reimbursement.

Formatted: Underline

Formatted: Strikethrough

Formatted: Underline

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Underline

Formatted: Strikethrough

Formatted: Underline

Formatted: Underline

Formatted: Underline

Employee pay for travel time shall be determined according to applicable provisions of the Fair Labor Standards Act. See <http://www.dol.gov/>, search on Hours Worked and Travel.

Employees choosing to use their own vehicle when there is a Library vehicle is readily available will not be compensated for mileage, and understand that any insurance claims associated with such a trip will use the employee's insurance as the primary provider and the Library as the secondary provider. The employee must sign an acknowledgement of this policy.

Formatted: Strikethrough

Formatted: Underline

Formatted: Font: Italic, Underline

Formatted: Strikethrough

The unit manager of an employee is responsible for prior authorization of employee business travel and associated reimbursements of travel expenses. Recurring travel to local destinations may be approved by the manager as part of the employee's job assignments.

Formatted: Underline

Employees must request and submit itemized receipts for every expense for which they are seeking reimbursement. Failure to submit an itemized receipt may result in the Library denying reimbursement.

In the event an employee has to cancel a trip or registered event due to circumstances outside of the employee's control, the employee is required to immediately notify their manager or supervisor, the Director/Associate Director, or the Human Resources Manager. A situation outside of the employee's control is described as the employee being physically unable to attend, an illness or death in the family, or other bona-fied emergency situations as determined by the manager in consultation with the library Associate Director or Director. Measures should be taken to either assign a substitute or to cancel the arrangements to minimize penalties or loss of fees.

Should an employee choose to cancel or not attend a pre-registered event, the employee will be held responsible for reimbursing the library for any fees, hotel, or travel expenses which were not refundable. Exceptions due to unusual circumstances may be made with the Library Director's express consent.