

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

Wednesday, March 22, 2017

Meeting Room 1B

**Immediately following Public Hearing for an Additional Appropriation at
5:45 p.m.**

AGENDA

1. Call to Order –John Walsh, President
2. Consent Agenda – action item – Marilyn Wood
 - a. Minutes of February 15, 2017 Board Meeting (page 1-4)
 - b. Minutes of March 8, 2017 Board Work Session (page 5-6)
 - c. Monthly Bills for Payment (page 7-13)
 - d. Monthly Financial Report (page 14-37)
 - e. Personnel Report (page 38-46)
 - f. 2017 Board Meetings Calendar (page 47)
3. Director’s Monthly Report – Marilyn Wood, Director (page 48-64)
4. Old Business
5. New Business
 - a. 2016 Annual Report – Marilyn Wood (page 65-128)
 - b. Review Long Range Strategic Plan – Marilyn Wood (page 129-142)
 - c. Approval of Small Purchase Policy. Action Item. Marilyn Wood (page 143)
 - d. Proposal to Hire an Architect for Ellettsville Renovation. Action Item. – Jane Cronkhite (page 144-147)
 - e. Proposal to Hire Contractor for Exterior Stone Repair. Action Item. – Gary Lettelleir, Jason Chandler (page 148-149)
6. Department Update – Teen, and Digital Creativity Service Strategy – Kevin MacDowell
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
February 15, 2017
Main Library – Meeting Room 1B
5:45 p.m.

Present

Board members: Kari Esarey, David Ferguson, Christine Harrison, Kathy Loser, Valerie Merriam, Fred Risinger, John Walsh

Library staff: Eric Ayotte, Mark Bookwalter, Jane Cronkhite, Michael Hoerger, Gary Lettelleir, Ryan Stacy, Michael White, Kyle Wickemeyer-Hardy, Marilyn Wood

Others: Jim Whitlatch, two members of the public

Call to Order

The meeting was called to order at 5:47 p.m. by Board President John Walsh.

Consent Agenda

Fred Risinger moved to approve the consent agenda; Kathy Loser seconded the motion. After Library Director Marilyn Wood clarified specific items in the Board Packet in response to the Board's questions, the consent agenda passed unanimously.

Director's Monthly Report

Library Director Marilyn Wood presented the director's monthly report for January. Among the items she discussed were:

- About 85,000 visits to Library locations were recorded in January. Meeting room use was especially high, with 97 different groups using the Library's meeting rooms a total of 363 times.
- After careful consideration by the Library's Outreach unit and consultation with the partners involved, the decision was made to add new Bookmobile stops while discontinuing others. The adjusted schedule goes into effect on February 20th, and is available in the Library Program Guide and on the Library's website.
- Changes in the Indiana Room are underway, with an emphasis on research and access and improved customer service. In addition to retaining the expertise of Indiana history subject specialists, additional staff will be trained on providing service in the Indiana Room, and a number of duplicate items in the collection will be made available for borrowing in the general collection. Additionally, the

collection will be reorganized to improve discoverability and ease of use. Marilyn then clarified specific points in response to the Board's questions.

Old Business

Proposed renovation at the Ellettsville Branch. Library Associate Director Jane Cronkhite provided an update to plans to renovate the Branch. Among the items she discussed:

- The Library has met with architects interested in responding to the RFP.
- The Library expects to make a recommendation at the March Board meeting as to which firm to hire.

New Business

Resolution Declaring Property Surplus. Kari Esarey moved to adopt the resolution put forth by Library Financial Officer Gary Lettelleir declaring certain obsolete equipment surplus, with Valerie Merriam seconding her motion. After Gary answered a specific question from the Board about the resolution, the motion passed unanimously.

Resolution to Transfer to LIRF. Valerie moved to adopt a resolution put forth by Gary to approve the transfer of surplus Library operating funds into the Library Improvement Reserve Fund. This transfer occurred in 2016 and this resolution occurs after the transfer to satisfy auditing requirements; Kari seconded the motion. After the Board clarified specific points with Gary regarding the resolution, the motion passed unanimously.

Approval of Notice for Public Hearing for Additional Appropriation. Valerie moved to approve the Library's plans, described by Gary, to hold a public hearing on an additional transfer of surplus operating funds in 2017 in compliance with State regulations, with Fred Risinger seconding her motion. The motion passed unanimously without discussion.

Conflict of Interest Annual Review

Kari moved to approve the annual review of the Conflict of Interest disclosure document; David Ferguson seconded the motion. In the brief discussion that followed, Marilyn and Jim Whitlatch, legal representative for the Library, answered specific questions by the Board. The motion then passed unanimously.

Second Floor Design Consulting Contract

Valerie moved to approve the contract securing a consultant for the Main Library's second floor redesign, with Kathy Loser seconding her motion. Marilyn answered specific questions in the brief discussion that followed regarding anticipated changes. The contract was then approved unanimously.

Strategic Plan Request for Proposals

David seconded Valerie's motion to approve the Library's plan to issue a request for proposals for consultants on the Library's upcoming Strategic Plan. After Marilyn described the purpose of hiring a consultant and answered the Board's questions, the motion passed unanimously.

Update: Communication and Marketing

Michael Hoerger, the Library's Communication and Marketing Manager, updated the Board on the unit's activities. Items he reported included:

- The unit of five Library staff strategically plan and support the Library's communication and marketing efforts. These include promoting the Library's collections, resources, services, and programs through in-house and external channels, as well as creating digital content for the Library website and social media.
- The unit's partnerships include Community Access Television Services (CATS) and WFHB Community Radio, where Library news and events can be promoted.
- Plans for the upcoming year include continued improvement to the Library website, which was recently upgraded to feature responsive design and https security. A user study will be conducted soon to assess the end user's experience with the website's design and functionality.
- A Content Creation Team, made up of Librarians and Senior Information Assistants, has been established to expand the Library's online presence and effectiveness. Directed by the unit, the team will submit new content regularly to be used on the Library's website and social media platforms.
- Along with the consultants handling the second floor redesign, the unit will play a significant role in the new visual merchandising effort currently underway at the Main Library and the Ellettsville Branch.

- In addition to regular Library programming, support for various special projects including the newly acquired Book Bike, Summer Reading, Power of Words, and others, is planned.

Michael then fielded specific questions by the Board about the unit.

Public Comment

One member of the public commented on the importance of the Indiana Room at the Library and its unique value to the community.

Adjournment

Fred moved to adjourn the meeting; David seconded the motion. The meeting adjourned at 6:39 p.m.

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
WORK SESSION
March 8, 2017
Main Library, Meeting Room 1B
5:45 p.m.**

Present

Board members: Kari Esarey, David Ferguson, Chris Harrison, Valerie Merriam, Fred Risinger

Library staff: Eric Ayotte, Gary Lettelleir, Ryan Stacy, David Walter, Kyle Wickemeyer-Hardy, Marilyn Wood

Others: Tom Bunger

Call to Order

The work session was called to order at 5:45 p.m. by John Walsh, Board President.

Update and Status on Building Envelope Repairs

Library Financial Officer Gary Lettelleir reported that with the assistance of STR engineering, bids from contractors were requested for the maintenance and repair of the Main Library's exterior. The projected cost of this project is about \$150,000. The public opening of the bids is scheduled for March 15. Gary passed around the engineering document describing the project.

In the brief discussion that followed, Gary and Library Director Marilyn Wood answered specific questions by the Board. The Library anticipates presenting a proposal to hire a contractor at the March 22 board meeting.

Review of Small Purchase Policy

Per the advice of the Library's legal counsel, Marilyn submitted the Library's policy on small purchases to the Board for review. The policy will be presented for discussion and approval at the March 15 Board Meeting.

Recommendation to Hire an Architect for Ellettsville Renovation

Marilyn updated the Board on renovation plans for the Ellettsville Branch, reporting that four firms responded to the Library's recent request for proposals. After careful consideration of the submissions and interviews with two of the firms, the Library recommends that Christine Matheu Architects be awarded the project. The renovation has a construction budget of \$1 million.

In the discussion that followed, Marilyn related the criteria by which the proposals were evaluated, and answered specific questions by the Board.

Public Comment

John Walsh mentioned there have been several questions and confusion about changes in the Indiana Room and asked Marilyn to clarify. Marilyn reiterated the Library's commitment to maintaining the Indiana Room. The Library is making changes to improve service including reorganizing the collection for greater discoverability, improving signage and finding aids, and by increasing staff training, as well as making subject expert staff available for appointments. The collection in the Indiana Room exceeds 14,000 items.

Adjournment

Valerie Merriam moved to adjourn the meeting, with David Ferguson seconding her motion. At 6:09 p.m. the meeting was adjourned by John.

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February 3, 2017 to March 10, 2017

Name	Check Date	Check Amt
06600 MAINSOURCE CHECKING		
Paid Chk# 004992	A1 LANDSCAPE & HAULING INC.	2/9/2017 \$1,650.00 SALT APPLICATIONS
Paid Chk# 004993	AMERICAN HERITAGE LIFE INS.	2/9/2017 \$326.92 JAN.'17 OTHER INS.
Paid Chk# 004994	AMERICAN UNITED LIFE INS.	2/9/2017 \$1,557.30 403b TSA-AUL W/H
Paid Chk# 004995	APPLE INC.	2/9/2017 \$1,588.00 MBP LAPTOP
Paid Chk# 004996	BAKER & TAYLOR BOOKS	2/9/2017 \$13,584.90 BOOKS
Paid Chk# 004997	BLACKMESH	2/9/2017 \$650.00 MANAGED CLOUD HOSTING
Paid Chk# 004998	BLOOMINGTON PUBLIC	2/9/2017 \$174.00 4TH QTR '16 BUS PASSES
Paid Chk# 004999	B-TECH LLC	2/9/2017 \$1,068.00 MNTHLY WEBSERVICE FEE
Paid Chk# 005000	CDW GOVERNMENT, INC.	2/9/2017 \$33.76 IT SPLS
Paid Chk# 005001	CENTER POINT LARGE PRINT	2/9/2017 \$224.10 BOOKS
Paid Chk# 005002	CIM TECHNOLOGY SOLUTIONS	2/9/2017 \$1,099.00 IT EQUIP.
Paid Chk# 005003	DARCI HAWXHURST	2/9/2017 \$380.00 TUTOR TRAINING COORDINATOR
Paid Chk# 005004	DORIS LYNCH	2/9/2017 \$21.67 ADULT SPLS
Paid Chk# 005005	DUKE ENERGY	2/9/2017 \$22,594.56 ELECTRICITY
Paid Chk# 005006	ELECTRONIC COMMERCE, INC.	2/9/2017 \$2,435.59 PAYROLL SERVICES
Paid Chk# 005007	ELLETTSVILLE UTILITIES	2/9/2017 \$246.61 WATER & SEWER
Paid Chk# 005008	ENGRAVING AND STAMP	2/9/2017 \$45.81 NAME TAG & PLATE/NEW BOARD MEMBER
Paid Chk# 005009	FINDAWAY WORLD, LLC	2/9/2017 \$1,806.49 NONPRINT
Paid Chk# 005010	FREEDOM BUSINESS	2/9/2017 \$1,260.88 PRINT CARTRIDGES
Paid Chk# 005011	GALE/CENGAGE LEARNING	2/9/2017 \$352.82 BOOKS
Paid Chk# 005012	HP PRODUCTS	2/9/2017 \$434.91 CLEANING SPLS
Paid Chk# 005013	MIDWEST PRESORT SERVICE	2/9/2017 \$522.77 POSTAGE SERVICE
Paid Chk# 005014	MIDWEST TAPE	2/9/2017 \$19,164.13 NONPRINT, E-BOOKS
Paid Chk# 005015	MONROE COUNTY CLERK	2/9/2017 \$25.00 GARNISHMENT/BI-WEEKLY W/H
Paid Chk# 005016	MONROE COUNTY TREASURER	2/9/2017 \$522.22 GARNISHMENT W/H
Paid Chk# 005017	NATURE'S WAY, INC.	2/9/2017 \$85.00 INTERIOR PLANT MAINT./MONTHLY
Paid Chk# 005018	NOLAN'S LAWN CARE SERVICE	2/9/2017 \$659.58 LAWN SERVICE
Paid Chk# 005019	ORA ENTERPRISES, INC.	2/9/2017 \$32.00 CONFIDENTIAL DOCUMENT SHREDDING
Paid Chk# 005020	PENGUIN RANDOM HOUSE, LLC	2/9/2017 \$35.65 NONPRINT
Paid Chk# 005021	B,B & C POW PEST CONTROL,	2/9/2017 \$95.00 PEST CONTROL
Paid Chk# 005022	QUILL CORPORATION	2/9/2017 \$944.68 OFFICE SPLS
Paid Chk# 005023	RECORDED BOOKS, INC.	2/9/2017 \$91.05 NONPRINT
Paid Chk# 005024	RICOH USA, INC.	2/9/2017 \$31.98 COPIERS/ADDT'L IMAGES
Paid Chk# 005025	RJE	2/9/2017 \$1,238.89 8 TABLES FOR RM 2A - FINAL PAYMENT
Paid Chk# 005026	SARAH M. SCHMIECHEN	2/9/2017 \$23.00 REFUND ON LOST ITEM
Paid Chk# 005027	SCOTT COUNTY GENEALOGICAL	2/9/2017 \$35.00 BOOKS
Paid Chk# 005028	SIMONE HALL	2/9/2017 \$29.99 REFUND ON LOST ITEM
Paid Chk# 005029	SMITHVILLE COMMUNICATIONS	2/9/2017 \$1,776.00 INTERNET SERVICES
Paid Chk# 005030	SWEETWATER	2/9/2017 \$378.98 IT SPLS
Paid Chk# 005031	UNIQUE MANAGEMENT	2/9/2017 \$1,512.55 COLLECTION AGENCY
Paid Chk# 005032	WELLS FARGO VENDOR	2/9/2017 \$50.93 VITAL COPIER RENTAL
Paid Chk# 005033	WESTON WOODS STUDIOS	2/9/2017 \$305.76 NONPRINT
Paid Chk# 005034	AT&T (IL)	2/14/2017 \$127.63 2 DEDICATED LINES
Paid Chk# 005035	BANCTEC INC.	2/14/2017 \$31.83 MONTHLY FOLDER MAINT.
Paid Chk# 005036	CENTURYLINK	2/14/2017 \$39.72 LONG-DISTANCE CALLS
Paid Chk# 005037	CITY OF BLOOMINGTON	2/14/2017 \$749.74 WATER & SEWER
Paid Chk# 005038	COMCAST	2/14/2017 \$29.68 EQUIP. RENTAL
Paid Chk# 005039	DARREN B. HAGGERTY	2/14/2017 \$64.94 REFUND ON LOST ITEMS
Paid Chk# 005040	ELIZABETH GRAY	2/14/2017 \$28.24 ADULT PROGRAM SPLS
Paid Chk# 005041	FIRST INSURANCE GROUP, INC.	2/14/2017 \$654.00 3 OFFICIALS BONDS
Paid Chk# 005042	FREEDOM BUSINESS	2/14/2017 \$693.94 PRINT CARTRIDGES
Paid Chk# 005043	HP PRODUCTS	2/14/2017 \$323.63 3 SWEEPERS
Paid Chk# 005044	MALKE J. ROSENFELD	2/14/2017 \$75.00 CHILDREN MAKE & CREATE PROGRAM
Paid Chk# 005045	MARIA V. CLOR	2/14/2017 \$36.18 REFUND ON LOST ITEMS

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Name		Check Date	Check Amt	
Paid Chk#	005046	MIDWEST INSURANCE	2/14/2017	\$17,357.00 WORKERS' COMP. INS.
Paid Chk#	005047	MIDWEST PRESORT SERVICE	2/14/2017	\$287.77 POSTAGE SERVICE
Paid Chk#	005048	NETWORK SERVICES COMPANY	2/14/2017	\$2,036.65 CLEANING SPLS
Paid Chk#	005049	OCLC, INC.	2/14/2017	\$4,240.12 OCLC USAGE
Paid Chk#	005050	PATRICIA G. CALLISON	2/14/2017	\$300.00 WINTERTELLING PROGRAM/ADULT
Paid Chk#	005051	PYGMALION' S ART SUPPLIES	2/14/2017	\$176.45 GRAPHIC SPLS
Paid Chk#	005052	QUILL CORPORATION	2/14/2017	\$1,009.40 PAPER
Paid Chk#	005053	RICOH USA, INC.	2/14/2017	\$36.66 ADMIN COPIER/ADD'L IMAGES
Paid Chk#	005054	SAM'S CLUB/SYNCHRONY BANK	2/14/2017	\$22.58 DINNER FORKS
Paid Chk#	005055	SMITHVILLE COMMUNICATIONS	2/14/2017	\$178.67 TELEPHONE
Paid Chk#	005056	STEPHANIE HOLMAN	2/14/2017	\$73.15 CHILDREN'S SPLS
Paid Chk#	005057	THE ELLETTSVILLE JOURNAL	2/14/2017	\$20.18 LEGAL NOTICE
Paid Chk#	005058	TOWN & COUNTRY	2/14/2017	\$153.33 GRAND CARAVAN REPAIR
Paid Chk#	005059	VECTREN ENERGY DELIVERY	2/14/2017	\$343.82 NATURAL GAS
Paid Chk#	005060	VIRGINIA H. RICHEY	2/14/2017	\$80.00 2 STORYTIMES/CHILDREN'S PROGRAMS
Paid Chk#	005061	WFHB	2/14/2017	\$3,000.00 CATS/WFHB NEWS-1S QTR.'17
Paid Chk#	005062	CITY OF BLOOMINGTON	2/15/2017	\$1,197.00 PARKING PERMITS AT GARAGES
Paid Chk#	005063	DARCI HAWXHURST	2/15/2017	\$399.00 VITAL TUTOR MEMTORING
Paid Chk#	005064	LISA CHAMPELLI	2/15/2017	\$1,353.59 CHILDREN'S PROGRAM SPLS
Paid Chk#	005065	MONSTER TRASH	2/15/2017	\$187.02 TRASH SERVICE
Paid Chk#	005066	ORGANIC TRANSIT, INC.	2/15/2017	\$6,197.15 ELF DEPOSIT--1/2 OF COST (BOOK BIKE)
Paid Chk#	005067	RICOH USA, INC.	2/15/2017	\$6.60 ADD'L IMAGES ON COPIER
Paid Chk#	005068	SCHINDLER ELEVATOR	2/15/2017	\$2,943.36 QTRLY BILLING
Paid Chk#	005069	AMERICAN UNITED LIFE INS.	2/22/2017	\$1,532.30 403b TSA-AUL W/H
Paid Chk#	005070	MONROE COUNTY CLERK	2/22/2017	\$25.00 GARNISHMENT W/H
Paid Chk#	005071	PAMELA WASMER	2/22/2017	\$105.85 FOOD FOR NEW STAFF RECEPTION
Paid Chk#	005072	VECTREN ENERGY DELIVERY	2/22/2017	\$50.41 NATURAL GAS
Paid Chk#	005073	WEX BANK	2/22/2017	\$20.06 FUEL
Paid Chk#	005074	ACTIVATE HEALTHCARE	2/23/2017	\$3,751.36 APRIL '17 CLINIC
Paid Chk#	005075	AFSCME COUNCIL 62	2/23/2017	\$951.62 UNION DUES W/H
Paid Chk#	005076	AMELIA K. LAHN	2/23/2017	\$49.67 REFUND ON LOST ITEMS
Paid Chk#	005077	BAKER & TAYLOR BOOKS	2/23/2017	\$17,821.27 BOOKS
Paid Chk#	005078	BIBLIOTHECA LLC	2/23/2017	\$1,981.84 E-BOOKS
Paid Chk#	005079	BLACKSTONE AUDIO, INC.	2/23/2017	\$127.56 NONPRINT
Paid Chk#	005080	DIGITAL RIVER, INC.	2/23/2017	\$3,898.44 RENEWAL OF ADOBE/ALL APPS - TDC
Paid Chk#	005081	ELECTRONIC COMMERCE, INC.	2/23/2017	\$1,907.50 PAYROLL SERVICES
Paid Chk#	005082	FINDAWAY WORLD, LLC	2/23/2017	\$1,014.68 NONPRINT
Paid Chk#	005083	GALE/CENGAGE LEARNING	2/23/2017	\$1,172.54 BOOKS
Paid Chk#	005084	GREENHAVEN PUBLISHING	2/23/2017	\$152.10 BOOKS
Paid Chk#	005085	GUARDIAN LIFE INS. CO.	2/23/2017	\$8,520.84 MAR.'17 DENTAL, VISION, STD, & LIFE INS.
Paid Chk#	005086	JIM GORDON, INC	2/23/2017	\$19.51 COPIER OVERAGE
Paid Chk#	005087	KATIE M. RICHARDSON	2/23/2017	\$25.00 REFUND ON LOST ITEM
Paid Chk#	005088	LEGAL SHIELD	2/23/2017	\$141.70 IDENTITY THEFT/PRE-PAID LEGAL
Paid Chk#	005089	LUANN DILLON	2/23/2017	\$20.14 ADULT PROGRAM SPLS
Paid Chk#	005090	MIDWEST PRESORT SERVICE	2/23/2017	\$248.45 POSTAGE SERVICES
Paid Chk#	005091	MIDWEST TAPE	2/23/2017	\$9,948.30 NONPRINT
Paid Chk#	005092	OSCAR SOTO	2/23/2017	\$39.72 RFUND ON LOST ITEMS
Paid Chk#	005093	PENGUIN RANDOM HOUSE, LLC	2/23/2017	\$964.39 NONPRINT
Paid Chk#	005094	QUILL CORPORATION	2/23/2017	\$413.99 PODIUM W/POWER FOR MTG. RM
Paid Chk#	005095	RECORDED BOOKS, INC.	2/23/2017	\$547.20 NONPRINT
Paid Chk#	005096	RICOH USA, INC.	2/23/2017	\$249.02 VITAL COPIER/ADD'L IMAGES
Paid Chk#	005097	SCHOLASTIC LIBRARY	2/23/2017	\$304.20 BOOKS
Paid Chk#	005098	SIHO INSURANCE SERVICES	2/23/2017	\$41,645.96 MAR. '17 HEALTH INS.
Paid Chk#	005099	THOMSON REUTERS - WEST	2/23/2017	\$442.34 BOOKS
Paid Chk#	005100	UNITED STATES TREASURY	2/23/2017	\$76.00 GARNISHMENTS W/H

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Name	Check Date	Check Amt
Paid Chk# 005101 UNITED WAY	2/23/2017	\$54.00 UNITED WAY W/H
Paid Chk# 005102 WESTON WOODS STUDIOS	2/23/2017	\$407.68 NONPRINT
Paid Chk# 005103 ADP, INC.	3/2/2017	\$162.80 BACKGROUND CHECKS
Paid Chk# 005104 AMERICAN HERITAGE LIFE INS.	3/2/2017	\$326.92 FEB. '17 OTHER INS. W/H
Paid Chk# 005105 ANIA D. PECZALSKA	3/2/2017	\$28.00 REFUND ON LOST ITEM
Paid Chk# 005106 AT&T (IL)	3/2/2017	\$1,034.00 PHONE SERVICE
Paid Chk# 005107 AT&T MOBILITY	3/2/2017	\$345.83 CELL PHONES
Paid Chk# 005108 BLGTN H.S.NORTH DRAMA	3/2/2017	\$250.00 SEUSSICAL PLAYS
Paid Chk# 005109 CHRIS HOSLER	3/2/2017	\$87.94 MATH HOMEWORK PROGRAM SPLS
Paid Chk# 005110 DUKE ENERGY	3/2/2017	\$1,730.26 ELECTRICITY
Paid Chk# 005111 FREEDOM BUSINESS	3/2/2017	\$248.99 PRINTER CARTRIDGES
Paid Chk# 005112 MIDWEST PRESORT SERVICE	3/2/2017	\$235.14 POSTAGE SERVICE
Paid Chk# 005113 POSTMASTER	3/2/2017	\$225.00 BULK MAILING/ PI #307/PERMIT
Paid Chk# 005114 RICOH USA, INC.	3/2/2017	\$66.16 ADMIN COPIER RENTAL
Paid Chk# 005115 SCHINDLER ELEVATOR	3/2/2017	\$1,404.26 ELEVATOR REPAIRS
Paid Chk# 005116 SHAWN R. LEWIS	3/2/2017	\$29.99 REFUND ON LOST ITEM
Paid Chk# 005117 TASC	3/2/2017	\$617.48 2ND QTR. COBRA & FSA FEES
Paid Chk# 005118 VICTORIA M. GABHART	3/2/2017	\$34.13 REFUND ON LOST ITEM
Paid Chk# 005119 VIRGINIA H. RICHEY	3/2/2017	\$80.00 PRESCHOOL STORYTIME
Paid Chk# 005120 4IMPRINT, INC.	3/8/2017	\$3,183.55 STAFF DAY GIFTS & VOLUNTEER GIFTS
Paid Chk# 005121 ALL-PHASE ELECTRIC SUPPLY	3/8/2017	\$533.04 BLDG SPLS
Paid Chk# 005122 AMERICAN UNITED LIFE INS.	3/8/2017	\$1,532.30 403b TSA-AUL W/H
Paid Chk# 005123 ANN DORWIN	3/8/2017	\$600.00 CIRCUS WORKSHOP PROGRAMS
Paid Chk# 005124 B & H PHOTO-VIDEO	3/8/2017	\$18,730.88 CATS EQUIPMENT
Paid Chk# 005125 BAKER & TAYLOR BOOKS	3/8/2017	\$17,352.37 BOOKS
Paid Chk# 005126 BLOOMINGTON PAINT &	3/8/2017	\$85.48 PAINT SPLS
Paid Chk# 005127 CENTRAL INDIANA	3/8/2017	\$144.37 INTERPRETING SERVICE
Paid Chk# 005128 CHASE CARD SERVICES	3/8/2017	\$17,173.99 VARIOUS
Paid Chk# 005129 CHRIS JACKSON	3/8/2017	\$90.00 BOOK CARTS REPAIRED
Paid Chk# 005130 CREDO REFERENCE LIMITED	3/8/2017	\$6,675.00 DATABASES
Paid Chk# 005131 CRYSTAL CLEAR	3/8/2017	\$1,190.00 WINDOW CLEANING
Paid Chk# 005132 EBSCO	3/8/2017	\$10.99 PERIODICALS
Paid Chk# 005133 ELECTRONIC COMMERCE, INC.	3/8/2017	\$1,884.15 PAYROLL SERVICES
Paid Chk# 005134 ELLETTSVILLE UTILITIES	3/8/2017	\$263.83 WATER & SEWER
Paid Chk# 005135 FINDAWAY WORLD, LLC	3/8/2017	\$599.96 NONPRINT
Paid Chk# 005136 FIRST INSURANCE GROUP, INC.	3/8/2017	\$58,431.00 17/18 INS.--PKG/AUTO/UMBRELLA/
Paid Chk# 005137 FREEDOM BUSINESS	3/8/2017	\$288.99 TONER CARTRIDGES
Paid Chk# 005138 GALE/CENGAGE LEARNING	3/8/2017	\$872.57 BOOKS
Paid Chk# 005139 GUITAR PLAYER	3/8/2017	\$23.99 PERIODICALS
Paid Chk# 005140 HFI MECHANICAL CONTRACTOR	3/8/2017	\$82.00 BLDG SERVICES
Paid Chk# 005141 IU HEALTH BLOOMINGTON, INC.	3/8/2017	\$75.00 CHILDREN'S PROGRAM
Paid Chk# 005142 JERALD W. JAMES	3/8/2017	\$300.00 TALK TO AN EXPERT
Paid Chk# 005143 KIMBERLY BOLAN & ASSOC., LLC	3/8/2017	\$2,200.00 ARCHITECT FEES
Paid Chk# 005144 KLEINDORFER'S HDWE	3/8/2017	\$49.44 BLDG SPLS
Paid Chk# 005145 LOWE'S	3/8/2017	\$204.02 BLDG SPLS
Paid Chk# 005146 MIDWEST PRESORT SERVICE	3/8/2017	\$218.56 POSTAGE
Paid Chk# 005147 MIDWEST TAPE	3/8/2017	\$17,172.05 NONPRINT, E-BOOKS
Paid Chk# 005148 MONROE COUNTY CLERK	3/8/2017	\$25.00 GARNISHMENT W/H
Paid Chk# 005149 PENGUIN RANDOM HOUSE, LLC	3/8/2017	\$308.10 NONPRINT
Paid Chk# 005150 QUILL CORPORATION	3/8/2017	\$1,035.50 OFFICE SPLS
Paid Chk# 005151 RECORDED BOOKS, INC.	3/8/2017	\$415.80 NONPRINT
Paid Chk# 005152 RICOH USA, INC.	3/8/2017	\$36.35 ADD'L IMAGES
Paid Chk# 005153 SHOWCASES	3/8/2017	\$748.44 A-V CATALOGING SPLS
Paid Chk# 005154 SMITHVILLE COMMUNICATIONS	3/8/2017	\$1,776.00 INTERNET SERVICES
Paid Chk# 005155 STR BUILDING RESOURCES LLC	3/8/2017	\$7,350.00 BLDG EXTERIOR

MONROE COUNTY PUBLIC LIBRARY

03/14/17 12:58 PM

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*Check Summary Register©

February 3, 2017 to March 10, 2017

	Name	Check Date	Check Amt	
Paid Chk#	005156 SUZANNE KERN - PETTY CASH	3/8/2017	\$109.81	REPLENISH PETTY CASH
Paid Chk#	005157 SYNCHRONY BANK/AMAZON	3/8/2017	\$3,192.69	BOOKS, NONPRINT
Paid Chk#	005158 THE ELLETTSVILLE JOURNAL	3/8/2017	\$107.67	PUBLICATIONS
Paid Chk#	005159 THE GREAT COURSES	3/8/2017	\$204.95	NONPRINT
Paid Chk#	005160 THE GREATER BLOOMINGTON	3/8/2017	\$780.00	2017 YEARLY DUES
Paid Chk#	005161 WELLS FARGO VENDOR	3/8/2017	\$50.93	RENTAL OF VITAL COPIER
		Total Checks	\$395,195.82	

MONROE COUNTY PUBLIC LIBRARY
CHECKING ACCOUNTS
02/03/17 - 03/10/17

MainSource Checking Account/Check Register Total \$395,195.82

Add: Electronic Withdrawals

MainSource Checking-Monthly Service Charge (Mar. '17)	0.00
MainSource Checking-ACH Block Charge (Feb. '17)	21.00
MainSource Checking-Bank cleared ck incorrect amount	50.00
German-American Bank-TSYS Fees/new system (Mar. '17)	415.78

Add: Payrolls

Vouchers 02/03/17 Payroll (ECI)	142,576.73
Electronic transfer (ECI) employee/employer taxes	59,617.82
Electronic transfer (ECI) employee "HSA"	2,325.05
Electronic PERF pymt. 02/07/17	22,518.53
Electronic transfer 02/07/17 (TASC) employee/employer "FSA"	219.99

Vouchers 02/17/17 Payroll (ECI)	128,266.20
Electronic transfer (ECI) employee/employer taxes	50,527.65
Electronic transfer (ECI) employee "HSA"	2,296.20
Electronic PERF pymt. 02/17/17	19,508.73
Electronic transfer 02/22/17 (TASC) employee/employer "FSA"	219.99

Vouchers 03/03/17 Payroll (ECI)	129,002.15
Electronic transfer (ECI) employee/employer taxes	50,385.02
Electronic transfer (ECI) employee "HSA"	2,296.20
Electronic PERF pymt. 03/03/17	19,470.34
Electronic transfer 03/07/17 (TASC) employee/employer "FSA"	219.99

TOTAL OF A/P AND PAYROLL CHECK REGISTERS	\$1,025,133.19
--	----------------

Check # 5128

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 PALATINE, IL 60094-4014</p>	<p style="text-align: right;">Claim 29780</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
1/24/2017		E016-011-21350 OTC BRANDS/MLK DAY SPLS	\$30.93
2/16/2017		E019-011-21350 DISCOUNT SCHOOL SPLS/CHILD SPLS	\$73.80
2/16/2017		E019-011-21350 DISCOUNT SCHOOL SPLS/CHILC PROGRAM SPLS	\$42.98
2/17/2017		E019-011-21350 AMAZON/MOKO CASES	\$139.50
2/20/2017		E019-011-21350 AMAZON/STORAGE CARTS	\$119.99
1/28/2017		E001-019-31500 WUNDERKINDER/SOFTWARE MAINT.	\$24.95
1/30/2017		E001-007-33200 MAILCHIMP/ENEWSLETTER SERVICE	\$45.00
2/11/2017		E001-019-31500 HOOTSUITE/SOCIAL MEDIA SERVICE	\$9.99
1/24/2017		E001-018-38450 NADA USED CAR/DATABASES	\$425.00
1/26/2017		E001-018-45100 IN DEPT NATURAL/BOOKS	\$54.00
2/8/2017		E001-018-38450 VALUE LINE/DATABASES	\$2,400.00
2/13/2017		E001-018-45100 CIRCEINSTITUTE/BOOKS	\$18.62
2/15/2017		E001-018-45300 BETHEL CHURCH/NONPRINT	\$23.66
2/22/2017		E019-018-45100 SMALLCRAFT/PATRON REQUEST/ADULT BKS	\$25.45
1/25/2017		E029-016-44700 B&H PHOTO/CATS EQUIP	\$833.79
2/13/2017		E029-016-44700 B7h PHOTO/CATS EQUIP	\$699.00
1/23/2017		E019-001-32300 INDPLS AIRPORT/ALA PARKING	\$72.00
1/23/2017		E019-001-32300 OMNI ATLANTA/ALA HOTEL	\$708.60
1/27/2017		E016-015-39100 NEW READERS/PROLITERACY/GENERAL	\$169.00
2/3/2017		E001-004-32200 USPS/POSTAGE	\$3.44
2/8/2017		E001-006-33100 BLACKCAUCUS/JOB POSTING	\$150.00
2/8/2017		E019-001-32400 SO. CENTRAL IN/ACTIVE SHOOTER MTG	\$40.00
2/15/2017		E001-004-32200 USPS/POSTAGE	\$5.94
2/16/2017		E001-004-32200 USPS/POSTAGE	\$5.32
2/17/2017		E001-006-33100 HOOSIER TIMES/JOB POSTING	\$282.17
1/25/2017		E001-008-22200 CIRCLE S/FUEL	\$57.17
1/27/2017		E019-011-44100 COMMUNITY PLAYTHING/LAPS FURNITURE	\$372.00
1/31/2017		E001-024-21600 SMITHGEAR/HEADPHONES	\$229.00
2/1/2017		E001-007-21400 PRINTING SERVICES/SPRING'17 PROGRAM GUIDES	\$3,073.01
2/14/2017		E001-008-22200 CIRCLE S/FUEL	\$60.66
2/15/2017		E029-016-44700 BEST BUY/CATS TV	\$399.00
2/15/2017		E020-016-23500 BEST BUY/AUDIO/VISUAL SPLS	\$258.43
2/22/2017		E016-011-45300 LEGO EDUWAHL/PROGRAM MAT'LS/TOYS	\$1,766.03
1/23/2017		E029-019-44600 MICROSOFT/2 SURFACE PRO 4 "S, ETC.	\$2,362.52
1/26/2017		E019-021-44650 TECHSOUP/SOFTWARE UPGRADE/FRIENDS	\$50.00
1/28/2017		E001-019-23000 AMAZON/IT SPLS	\$27.39
2/10/2007		E001-026-23000 EBAY/LAPZONE/ IT SPLS	\$39.95
2/10/2017		E019-001-32400 INNOVATIVE/IUG CONF.	\$550.00
2/10/2017		E019-001-32300 UNITED/IUG CONF. FLIGHT	\$221.40

2/16/2017	E001-019-23000 AMAZON/IT SPLS	\$67.96
2/16/2017	E020-016-31500 DREAMHOST/CATS WEB SERVICE	\$50.00
2/22/2017	E029-019-44600 MICROSOFT//IT EQUIP.	\$139.09
2/22/2017	E001-019-23000 MONOPRICE/IT SPLS	\$19.41
2/15/2017	E001-019-23000 AMAZON/IT SPLS	\$23.44
2/14/2017	E019-002-21350 DRDONSBUTTONS/STAFF DAY SPLS	\$69.64
1/31/2017	E001-026-23000 AMAZON/IT SPLS	\$23.98
1/31/2017	E019-026-21350 AMAZON/TEEN SPLS	\$13.92
1/30/2017	E019-026-21350 TARGET/TEEN SPLS	\$25.64
2/2/2017	E019-026-21350 AMAZON/TEEN SPLS	\$111.09
2/2/2017	E001-026-36300 VANCE MUSIC/EQUIP. REPAIR	\$85.00
2/7/2017	E019-026-21350 AMAZON/TEEN SPLS	\$18.29
2/7/2017	E019-026-21350 KROGER/TEEN SPLS	\$21.92
2/8/2017	E019-001-32400 ALA/ALA '17 CONF.	\$175.00
2/10/2017	E004-001-21350 KROGER/STAFF ASSOC. EXPENSE	\$67.39
2/10/2017	E019-026-21350 AMAZON/TEEN SPLS	\$119.60
2/11/2017	E019-011-21350 KROGER/CHILD FOOD	\$2.04
1/24/2017	E001-015-22200 EXXONMOBIL/GAS REBATE	(\$0.22)
1/23/2017	E001-015-22200 CIRCLE S/FUEL	\$74.82
2/6/2017	E001-015-22200 CIRCLE S/FUEL	\$55.54
2/10/2017	E001-015-22200 BINA'S FUEL/FUEL	\$36.40
2/13/2017	E001-015-22200 CIRCLE S/FUEL	\$53.32
2/20/2017	E001-015-22200 CIRCLE S/FUEL	\$51.03
Total		\$17,173.99

VOUCHER NO. 29780

WARRANT NO. *5128*

CHASE CARD SERVICES

ALLOWED

IN THE SUM OF \$ \$17,173.99

\$ \$17,173.99

ON ACCOUNT OF APPROPRIATION FOR

Board/Council Member

COST DITRIBUTION LEDGER CLASSIFICATION
IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND

Acct. No.	Account Title	Amount
E016-011-21350		\$30.93
E019-011-21350		\$73.80
E019-011-21350		\$42.98
E019-011-21350		\$139.50
E019-011-21350		\$119.99
E001-019-31500		\$24.95
E001-007-33200		\$45.00
E001-019-31500		\$9.99
E001-018-38450		\$425.00
E001-018-45100		\$54.00
E001-018-38450		\$2,400.00
E001-018-45100		\$18.62
E001-018-45300		\$23.66

Financial Report Comments

Reports as of 02-28-17

Board Meeting Date 03/22/17

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 16.7% after two months.

	% Spending Guideline February 28, 2017	Actual % Spending
Wages and Benefits	16.7%	16.3%
Supplies	16.7%	9.9%
Other Services & Charges	16.7%	13.2%
Capital Outlay	16.7%	17.0%
Total Operating Expenditures	16.7%	15.6%

The wages and benefits category includes prepayment of March health insurance premiums which adds about \$40,000 this month. For the rest of our insurance, last year we paid the annual premium in February which was about \$70,000. This year the annual premium will not show on the report until March.

The Capital Outlay line is over the guideline mainly due to our timing of book and nonprint purchases. I do not foresee a problem here because we can control our spending for collections.

MONROE COUNTY PUBLIC LIBRARY
MONTHLY SUMMARY OF BUDGET CATEGORIES
AS OF FEBRUARY 28, 2017
TWO MONTHS = 16.7%

	2017 FEBRUARY	2016 FEBRUARY	2017 Y-T-D ACTUAL	2017 BUDGET	2016 Y-T-D ACTUAL	2017 Y-T-D BUDGET REMAINING	2017 % OF BUDGET USED	2017 % OF BUDGET REMAINING
PERSONNEL SERVICES								
SALARIES	339,566.93	304,626.26	666,701.35	4,272,462.81	632,089.32	3,605,761.46	15.6%	84.4%
EMPLOYEE BENEFITS	106,252.95	100,159.77	281,083.38	1,513,808.89	279,266.03	1,232,725.51	18.6%	81.4%
OTHER WAGES	0.00	0.00	0.00	13,300.00	0.00	13,300.00	0.0%	100.0%
TOTAL PERSONNEL SERVICES	<u>445,819.88</u>	<u>404,786.03</u>	<u>947,784.73</u>	<u>5,799,571.70</u>	<u>911,355.35</u>	<u>4,851,786.97</u>	<u>16.3%</u>	<u>83.7%</u>
SUPPLIES								
OFFICE SUPPLIES	4,542.20	2,155.99	5,985.06	57,550.00	4,428.04	51,564.94	10.4%	89.6%
OPERATING SUPPLIES	4,356.69	4,971.54	12,995.06	111,400.00	11,840.97	98,404.94	11.7%	88.3%
REPAIR & MAINT. SUPPLIES	169.29	924.49	752.20	29,400.00	3,390.33	28,647.80	2.6%	97.4%
TOTAL SUPPLIES	<u>9,068.18</u>	<u>8,052.02</u>	<u>19,732.32</u>	<u>198,350.00</u>	<u>19,659.34</u>	<u>178,617.68</u>	<u>9.9%</u>	<u>90.1%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	24,151.92	36,302.40	38,203.56	413,500.00	50,935.45	375,296.44	9.2%	90.8%
COMMUNICATION & TRANSPORTATION	1,435.81	3,253.11	4,112.11	81,300.00	5,944.46	77,187.89	5.1%	94.9%
PRINTING & ADVERTISING	65.18	447.47	65.18	7,850.00	492.47	7,784.82	0.8%	99.2%
INSURANCE	18,011.00	71,728.00	18,011.00	81,100.00	71,728.00	63,089.00	22.2%	77.8%
UTILITIES	23,985.14	24,805.67	52,536.65	362,750.00	48,295.19	310,213.35	14.5%	85.5%
REPAIR & MAINTENANCE	471.28	4,492.69	3,797.93	59,000.00	5,641.30	55,202.07	6.4%	93.6%
RENTALS	717.24	634.25	1,268.20	32,900.00	2,085.31	31,631.80	3.9%	96.1%
ELECTRONIC SERVICES	12,138.83	5,642.31	34,245.79	350,000.00	21,528.29	315,754.21	9.8%	90.2%
OTHER CHARGES	35,583.00	24,833.33	88,322.83	440,978.00	54,173.21	352,655.17	20.0%	80.0%
TOTAL OTHER SERVICES & CHARGES	<u>116,559.40</u>	<u>172,139.23</u>	<u>240,563.25</u>	<u>1,829,378.00</u>	<u>260,823.68</u>	<u>1,588,814.75</u>	<u>13.2%</u>	<u>86.8%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	737.62	1,713.82	1,536.62	34,000.00	3,515.82	32,463.38	4.5%	95.5%
OTHER CAPITAL OUTLAY	60,041.93	60,691.49	169,616.60	975,500.00	173,457.62	805,883.40	17.4%	82.6%
TOTAL CAPITAL OUTLAY	<u>60,779.55</u>	<u>62,405.31</u>	<u>171,153.22</u>	<u>1,009,500.00</u>	<u>176,973.44</u>	<u>838,346.78</u>	<u>17.0%</u>	<u>83.0%</u>
TOTAL OPERATING EXPENDITURES	<u>632,227.01</u>	<u>647,382.59</u>	<u>1,379,233.52</u>	<u>8,836,799.70</u>	<u>1,368,811.81</u>	<u>7,457,566.18</u>	<u>15.6%</u>	<u>84.4%</u>

2016 BUDGET 8,455,883.89
% USED IN 2016 16.2%

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF FEBRUARY 28, 2017

	2017 FEBRUARY	2016 FEBRUARY	2017 Y-T-D ACTUAL	2017 BUDGET	2016 Y-T-D ACTUAL	2017 Y-T-D BUDGET REMAINING	2017 % OF BUDGET USED	2017 % OF BUDGET REMAINING
PERSONNEL SERVICES (1000'S)								
SALARIES								
1120 ADMINISTRATION/DIRECTORS	14,619.82	7,655.54	29,239.64	187,507.61	15,311.09	158,267.97	15.6%	84.4%
1130 MANAGERS/ASST. MANAGERS	88,556.82	77,080.34	171,823.27	1,036,770.16	172,470.35	864,946.89	16.6%	83.4%
1140 LIBRARIANS, EXPERTS	85,568.79	73,375.70	164,401.64	1,099,735.35	154,392.85	935,333.71	14.9%	85.1%
1150 SPECIALISTS	16,448.41	14,650.95	32,896.81	217,914.23	29,116.41	185,017.42	15.1%	84.9%
1160 ASSISTANTS/PARAPROFESSIONALS	57,097.66	54,673.48	115,729.28	719,284.83	108,295.88	603,555.55	16.1%	83.9%
1170 TECH/OPERATORS/SECRETARIES	4,728.88	4,503.69	9,461.61	60,449.80	9,011.11	50,988.19	15.7%	84.3%
1190 BUILDING SERVICES/MAINTENANCE	12,296.80	12,146.53	24,642.07	159,100.83	24,566.55	134,458.76	15.5%	84.5%
1200 BUILDING SERVICES/SECURITY	8,480.93	8,106.36	16,939.66	107,837.60	16,131.60	90,897.94	15.7%	84.3%
1280 PRODUCTION ASSISTANTS	1,459.52	1,325.31	2,929.66	17,836.00	2,647.32	14,906.34	16.4%	83.6%
1290 INFORMATION ASST/MATERIAL/SUPPORT	32,003.33	32,482.17	61,669.75	428,875.20	64,324.38	367,205.45	14.4%	85.6%
1300 SUPPORT/MATERIAL HANDLERS	18,305.97	17,416.27	36,967.96	221,000.00	33,394.42	184,032.04	16.7%	83.3%
1320 TECHNICIANS	0.00	1,209.92	0.00	16,151.20	2,427.36	16,151.20	0.0%	100.0%
TOTAL SALARIES	339,566.93	304,626.26	666,701.35	4,272,462.81	632,089.32	3,605,761.46	15.6%	84.4%
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	20,403.20	18,175.45	39,978.28	265,942.92	37,739.38	225,964.64	15.0%	85.0%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
1230 EMPLOYER CONTRIBUTION/PERF	30,315.03	26,908.79	59,271.92	377,097.47	56,630.90	317,825.55	15.7%	84.3%
1235 EMPLOYEE/PERF	8,120.08	7,207.71	15,876.37	101,008.27	15,169.01	85,131.90	15.7%	84.3%
1240 EMPLOYER CONT/INSURANCE	42,642.90	41,316.79	156,607.03	697,563.86	158,600.37	540,956.83	22.5%	77.5%
1245 EMPLOYER INS/FSA	0.00	2,300.25	0.00	0.00	2,300.25	0.00	#DIV/0!	#DIV/0!
1250 EMPLOYER CONT/MEDICARE	4,771.74	4,250.78	9,349.78	62,196.37	8,826.12	52,846.59	15.0%	85.0%
TOTAL EMPLOYEE BENEFITS	106,252.95	100,159.77	281,083.38	1,513,808.89	279,266.03	1,232,725.51	18.6%	81.4%
OTHER WAGES								
1310 WORKSTUDY	0.00	0.00	0.00	3,300.00	0.00	3,300.00	0.0%	100.0%
1180 TEMPORARY STAFF	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
TOTAL OTHER WAGES	0.00	0.00	0.00	13,300.00	0.00	13,300.00	0.0%	100.0%
TOTAL PERSONNEL SERVICES	445,819.88	404,786.03	947,784.73	5,799,571.70	911,355.35	4,851,786.97	16.3%	83.7%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
2110 OFFICIAL RECORDS	0.00	0.00	0.00	1,100.00	0.00	1,100.00	0.0%	100.0%
2120 STATIONERY & PRINTING	74.81	0.00	74.81	550.00	0.00	475.19	13.6%	86.4%
2130 OFFICE SUPPLIES	974.62	323.83	1,006.91	11,500.00	902.33	10,493.09	8.8%	91.2%
2135 GENERAL SUPPLIES	0.00	0.00	0.00	200.00	0.00	200.00	0.0%	100.0%
2140 DUPLICATING	3,492.77	1,832.16	4,903.34	44,200.00	3,405.74	39,296.66	11.1%	88.9%
21600 PUBLIC USE SUPPLIES	0.00	0.00	0.00	0.00	119.97	0.00	#DIV/0!	#DIV/0!
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OFFICE SUPPLIES	4,542.20	2,155.99	5,985.06	57,550.00	4,428.04	51,564.94	10.4%	89.6%

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF FEBRUARY 28, 2017

	2017 FEBRUARY	2016 FEBRUARY	2017 Y-T-D ACTUAL	2017 BUDGET	2016 Y-T-D ACTUAL	2017 Y-T-D BUDGET REMAINING	2017 % OF BUDGET USED	2017 % OF BUDGET REMAINING
OPERATING SUPPLIES								
2210 CLEANING SUPPLIES	2,471.56	2,604.49	4,138.39	40,000.00	5,498.92	35,861.61	10.3%	89.7%
2220 FUEL, OIL, & LUBRICANTS	383.04	200.78	426.45	9,000.00	506.45	8,573.55	4.7%	95.3%
2230 CATALOGING SUPPLIES-BOOKS	1,502.09	472.00	1,703.17	6,000.00	678.75	4,296.83	28.4%	71.6%
2240 A/V SUPPLIES-CATALOGING	0.00	481.68	72.93	6,000.00	481.68	5,927.07	1.2%	98.8%
2250 CIRCULATION SUPPLIES	0.00	0.00	6,479.35	32,500.00	3,249.00	26,020.65	19.9%	80.1%
2260 LIGHT BULBS	0.00	1,212.59	0.00	12,000.00	1,426.17	12,000.00	0.0%	100.0%
2280 UNIFORMS	0.00	0.00	174.77	1,900.00	0.00	1,725.23	9.2%	90.8%
2290 DISPLAY/EXHIBIT SUPPLIES	0.00	0.00	0.00	4,000.00	0.00	4,000.00	0.0%	100.0%
TOTAL OPERATING SUPPLIES	4,356.69	4,971.54	12,995.06	111,400.00	11,840.97	98,404.94	11.7%	88.3%
REPAIR & MAINTENANCE SUPPLIES								
2300 IT SUPPLIES	169.29	35.00	299.38	6,500.00	35.00	6,200.62	4.6%	95.4%
2310 BUILDING MATERIALS & SUPPLIES	0.00	889.49	452.82	22,000.00	3,355.33	21,547.18	2.1%	97.9%
2320 PAINT & PAINTING SUPPLIES	0.00	0.00	0.00	900.00	0.00	900.00	0.0%	100.0%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL REPAIR & MAINTENANCE SUPPLIES	169.29	924.49	752.20	29,400.00	3,390.33	28,647.80	2.6%	97.4%
TOTAL SUPPLIES	9,068.18	8,052.02	19,732.32	198,350.00	19,659.34	178,617.68	9.9%	90.1%
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	105.00	0.00	39,000.00	105.00	39,000.00	0.0%	100.0%
3120 ENGINEERING/ARCHITECTURAL	0.00	0.00	0.00	7,000.00	0.00	7,000.00	0.0%	100.0%
3130 LEGAL SERVICES	0.00	240.00	400.00	15,500.00	862.98	15,100.00	2.6%	97.4%
3140 BUILDING SERVICES	2,716.60	4,437.62	5,271.72	40,000.00	6,667.04	34,728.28	13.2%	86.8%
3150 MAINTENANCE CONTRACTS	9,695.04	19,460.77	11,996.95	170,500.00	21,552.32	158,503.05	7.0%	93.0%
3160 COMPUTER SERVICES (OCLC)	5,346.65	5,221.09	10,693.83	72,500.00	10,442.69	61,806.17	14.8%	85.2%
3170 ADMIN/ACCOUNTING SERVICES	4,881.08	5,593.87	7,326.11	51,000.00	8,951.57	43,673.89	14.4%	85.6%
3175 COLLECTION AGENCY SERVICES	1,512.55	1,244.05	2,514.95	18,000.00	2,353.85	15,485.05	14.0%	86.0%
TOTAL PROFESSIONAL SERVICES	24,151.92	36,302.40	38,203.56	413,500.00	50,935.45	375,296.44	9.2%	90.8%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	346.02	1,934.87	1,968.95	31,300.00	3,402.28	29,331.05	6.3%	93.7%
3215 CABLE TV	8.90	8.90	26.70	0.00	17.80	-26.70	#DIV/0!	#DIV/0!
3220 POSTAGE	1,058.99	1,238.89	2,094.56	19,000.00	2,453.93	16,905.44	11.0%	89.0%
3230 TRAVEL EXPENSE	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
3240 PROFESSIONAL MTG. (OFF-SITE)	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
3250 CONTINUING ED. (ON-SITE)	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
3260 FREIGHT & DELIVERY	21.90	70.45	21.90	1,000.00	70.45	978.10	2.2%	97.8%
TOTAL COMMUNICATION & TRANSPORTATION	1,435.81	3,253.11	4,112.11	81,300.00	5,944.46	77,187.89	5.1%	94.9%

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF FEBRUARY 28, 2017

	2017 FEBRUARY	2016 FEBRUARY	2017 Y-T-D ACTUAL	2017 BUDGET	2016 Y-T-D ACTUAL	2017 Y-T-D BUDGET REMAINING	2017 % OF BUDGET USED	2017 % OF BUDGET REMAINING
PRINTING & ADVERTISING								
3310 ADVERTISING & PUBLICATION	20.18	402.47	20.18	2,850.00	402.47	2,829.82	0.7%	99.3%
3320 PRINTING	45.00	45.00	45.00	5,000.00	90.00	4,955.00	0.9%	99.1%
TOTAL PRINTING & ADVERTISING	65.18	447.47	65.18	7,850.00	492.47	7,784.82	0.8%	99.2%
INSURANCE								
3410 OFFICIAL BOND	654.00	150.00	654.00	600.00	150.00	-54.00	109.0%	-9.0%
3420 OTHER INSURANCE	17,357.00	71,578.00	17,357.00	80,500.00	71,578.00	63,143.00	21.6%	78.4%
TOTAL INSURANCE	18,011.00	71,728.00	18,011.00	81,100.00	71,728.00	63,089.00	22.2%	77.8%
UTILITIES								
3510 GAS	394.23	456.38	819.38	4,450.00	757.82	3,630.62	18.4%	81.6%
3520 ELECTRICITY	22,594.56	22,354.28	49,537.36	332,000.00	44,188.31	282,462.64	14.9%	85.1%
3530 WATER	996.35	1,995.01	2,179.91	26,300.00	3,349.06	24,120.09	8.3%	91.7%
TOTAL UTILITIES	23,985.14	24,805.67	52,536.65	362,750.00	48,295.19	310,213.35	14.5%	85.5%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	240.00	3,582.03	1,938.27	29,000.00	3,732.03	27,061.73	6.7%	93.3%
3630 OTHER EQUIP/FURNITURE REPAIRS	77.95	478.46	497.95	16,000.00	583.36	15,502.05	3.1%	96.9%
3640 VEHICLE REPAIR & MAINTENANCE	153.33	432.20	1,118.59	12,500.00	1,325.91	11,381.41	8.9%	91.1%
3650 MATERIAL BINDING/REPAIR SERV.	0.00	0.00	243.12	1,500.00	0.00	1,256.88	16.2%	83.8%
TOTAL REPAIR & MAINTENANCE	471.28	4,492.69	3,797.93	59,000.00	5,641.30	55,202.07	6.4%	93.6%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	717.24	634.25	1,268.20	32,900.00	2,085.31	31,631.80	3.9%	96.1%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3730 EVENTS-BOOTH & EQUIP. RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL RENTALS	717.24	634.25	1,268.20	32,900.00	2,085.31	31,631.80	3.9%	96.1%
ELECTRONIC SERVICES								
38450 DATABASES SERVICES	669.47	642.18	1,664.47	190,000.00	3,342.18	188,335.53	0.9%	99.1%
38460 E-BOOKS SERVICES	11,469.36	5,000.13	32,581.32	160,000.00	18,186.11	127,418.68	20.4%	79.6%
TOTAL ELECTRONIC SERVICES	12,138.83	5,642.31	34,245.79	350,000.00	21,528.29	315,754.21	9.8%	90.2%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	0.00	0.00	5,133.83	7,500.00	4,506.53	2,366.17	68.5%	31.5%
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	35,583.00	24,833.33	71,166.00	426,978.00	49,666.68	355,812.00	16.7%	83.3%
3944 TRANSFER TO CATS SUBSIDY	0.00	0.00	12,023.00	0.00	0.00	-12,023.00	#DIV/0!	#DIV/0!
3950 EDUCATIONAL SERV/LICENSING	0.00	0.00	0.00	4,500.00	0.00	4,500.00	0.0%	100.0%
TOTAL OTHER CHARGES	35,583.00	24,833.33	88,322.83	440,978.00	54,173.21	352,655.17	20.0%	80.0%
TOTAL OTHER SERVICES/CHARGES	116,559.40	172,139.23	240,563.25	1,829,378.00	260,823.68	1,588,814.75	13.2%	86.8%

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF FEBRUARY 28, 2017

	2017 FEBRUARY	2016 FEBRUARY	2017 Y-T-D ACTUAL	2017 BUDGET	2016 Y-T-D ACTUAL	2017 Y-T-D BUDGET REMAINING	2017 % OF BUDGET USED	2017 % OF BUDGET REMAINING
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	413.99	0.00	413.99	10,000.00	1,412.03	9,586.01	4.1%	95.9%
4430 OTHER EQUIPMENT	323.63	1,713.82	1,122.63	19,000.00	2,103.79	17,877.37	5.9%	94.1%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4445 BUILDING RENOVATIONS	0.00	0.00	0.00	5,000.00	0.00	5,000.00	0.0%	100.0%
4460 IT EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4465 IT 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	737.62	1,713.82	1,536.62	34,000.00	3,515.82	32,463.38	4.5%	95.5%
OTHER CAPITAL OUTLAY								
4510 BOOKS	34,420.84	41,945.00	101,102.32	582,000.00	111,374.78	480,897.68	17.4%	82.6%
4520 PERIODICALS & NEWSPAPERS	0.00	43.95	1,084.86	43,000.00	1,285.19	41,915.14	2.5%	97.5%
4530 NONPRINT MATERIALS	25,621.09	18,702.54	67,429.42	350,500.00	60,797.65	283,070.58	19.2%	80.8%
TOTAL OTHER CAPITAL OUTLAY	60,041.93	60,691.49	169,616.60	975,500.00	173,457.62	805,883.40	17.4%	82.6%
TOTAL CAPITAL OUTLAY	60,779.55	62,405.31	171,153.22	1,009,500.00	176,973.44	838,346.78	17.0%	83.0%
TOTAL OPERATING EXPENDITURES	632,227.01	647,382.59	1,379,233.52	8,836,799.70	1,368,811.81	7,457,566.18	15.6%	84.4%

MONROE COUNTY PUBLIC LIBRARY

Operating Budget & Expenditure Report

January 1, 2017 to February 28, 2017
2 months = 16.7%

Object	Object Descr	2017 Budget	Jan.	Feb.	2017 YTD Amt	2017 YTD Balance	2017 %YTD Budget
11200	ADMINISTRATION	\$187,507.61	\$14,619.82	\$14,619.82	\$29,239.64	\$158,267.97	15.59%
11300	MANAGERS/ASST.	\$1,036,770.16	\$83,266.45	\$88,556.82	\$171,823.27	\$864,946.89	16.57%
11400	LIBRARIANS, EXPERTS	\$1,099,735.35	\$78,832.85	\$85,568.79	\$164,401.64	\$935,333.71	14.95%
11500	SPECIALISTS	\$217,914.23	\$16,448.40	\$16,448.41	\$32,896.81	\$185,017.42	15.10%
11600	ASSISTANTS/PARAPRO	\$719,284.83	\$58,631.62	\$57,097.66	\$115,729.28	\$603,555.55	16.09%
11700	TECH/OPERATORS/SEC	\$60,449.80	\$4,732.73	\$4,728.88	\$9,461.61	\$50,988.19	15.65%
11800	TEMPORAY STAFF	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
11900	BUILDING	\$159,100.83	\$12,345.27	\$12,296.80	\$24,642.07	\$134,458.76	15.49%
12000	BUILDING	\$107,837.60	\$8,458.73	\$8,480.93	\$16,939.66	\$90,897.94	15.71%
12100	FICA/EMPLOYER	\$265,942.92	\$19,575.08	\$20,403.20	\$39,978.28	\$225,964.64	15.03%
12200	UNEMPLOYMENT	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
12300	PERF/EMPLOYER	\$377,097.47	\$28,956.89	\$30,315.03	\$59,271.92	\$317,825.55	15.72%
12350	PERF/EMPLOYEE	\$101,008.27	\$7,756.29	\$8,120.08	\$15,876.37	\$85,131.90	15.72%
12400	INS/EMPLOYER	\$697,563.86	\$113,964.13	\$42,642.90	\$156,607.03	\$540,956.83	22.45%
12500	MEDICARE/EMPLOYER	\$62,196.37	\$4,578.04	\$4,771.74	\$9,349.78	\$52,846.59	15.03%
12800	PRODUCTION	\$17,836.00	\$1,470.14	\$1,459.52	\$2,929.66	\$14,906.34	16.43%
12900	INFORMATION	\$428,875.20	\$29,666.42	\$32,003.33	\$61,669.75	\$367,205.45	14.38%
13000	SUPPORT/MATERIAL	\$221,000.00	\$18,661.99	\$18,305.97	\$36,967.96	\$184,032.04	16.73%
13100	WORK STUDY	\$3,300.00	\$0.00	\$0.00	\$0.00	\$3,300.00	0.00%
13200	TECHNICIANS	\$16,151.20	\$0.00	\$0.00	\$0.00	\$16,151.20	0.00%
21100	OFFICIAL RECORDS	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00	0.00%
21200	STATIONERY/BUS.	\$550.00	\$0.00	\$74.81	\$74.81	\$475.19	13.60%
21300	OFFICE SUPPLIES	\$11,500.00	\$32.29	\$974.62	\$1,006.91	\$10,493.09	8.76%
21350	GENERAL SUPPLIES	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
21400	DUPLICATING	\$44,200.00	\$1,410.57	\$3,492.77	\$4,903.34	\$39,296.66	11.09%
21600	PUBLIC USE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
22100	CLEANING SUPPLIES	\$40,000.00	\$1,666.83	\$2,471.56	\$4,138.39	\$35,861.61	10.35%
22200	FUEL/OIL/LUBRICANTS	\$9,000.00	\$43.41	\$383.04	\$426.45	\$8,573.55	4.74%
22300	CATALOGING	\$6,000.00	\$201.08	\$1,502.09	\$1,703.17	\$4,296.83	28.39%
22400	A/V	\$6,000.00	\$72.93	\$0.00	\$72.93	\$5,927.07	1.22%
22500	CIRCULATION	\$32,500.00	\$6,479.35	\$0.00	\$6,479.35	\$26,020.65	19.94%
22600	LIGHT BULBS	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0.00%
22800	UNIFORMS	\$1,900.00	\$174.77	\$0.00	\$174.77	\$1,725.23	9.20%
22900	DISPLAY/EXHIBITS	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00%
23000	IT SUPPLIES	\$6,500.00	\$130.09	\$169.29	\$299.38	\$6,200.62	4.61%
23100	BUILDING MATERIAL	\$22,000.00	\$452.82	\$0.00	\$452.82	\$21,547.18	2.06%
23200	PAINT/PAINTING	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0.00%
31100	CONSULTING SERVICES	\$39,000.00	\$0.00	\$0.00	\$0.00	\$39,000.00	0.00%
31200	ENGINEERING/ARCHITE	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0.00%
31300	LEGAL SERVICES	\$15,500.00	\$400.00	\$0.00	\$400.00	\$15,100.00	2.58%
31400	BUILDING SERVICES	\$40,000.00	\$2,555.12	\$2,716.60	\$5,271.72	\$34,728.28	13.18%
31500	MAINTENANCE	\$170,500.00	\$2,301.91	\$9,695.04	\$11,996.95	\$158,503.05	7.04%
31600	COMPUTER SERVICES	\$72,500.00	\$5,347.18	\$5,346.65	\$10,693.83	\$61,806.17	14.75%

Object	Object Descr	2017 Budget	Jan.	Feb.	2017 YTD Amt	2017 YTD Balance	2017 %YTD Budget
31700	ADMIN/ACCOUNTING	\$51,000.00	\$2,445.03	\$4,881.08	\$7,326.11	\$43,673.89	14.36%
31750	COLLECTION AGENCY	\$18,000.00	\$1,002.40	\$1,512.55	\$2,514.95	\$15,485.05	13.97%
32100	TELEPHONE	\$31,300.00	\$1,622.93	\$346.02	\$1,968.95	\$29,331.05	6.29%
32150	CABLE TV SERVICE	\$0.00	\$17.80	\$8.90	\$26.70	-\$26.70	0.00%
32200	POSTAGE	\$19,000.00	\$1,035.57	\$1,058.99	\$2,094.56	\$16,905.44	11.02%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
32400	PROFESSIONAL	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
32500	CONTINUING	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
32600	FREIGHT/DELIVERY	\$1,000.00	\$0.00	\$21.90	\$21.90	\$978.10	2.19%
33100	ADVERTISING/PUBLICA	\$2,850.00	\$0.00	\$20.18	\$20.18	\$2,829.82	0.71%
33200	PRINTING SERVICES	\$5,000.00	\$0.00	\$45.00	\$45.00	\$4,955.00	0.90%
34100	OFFICIAL BOND INS.	\$600.00	\$0.00	\$654.00	\$654.00	-\$54.00	109.00%
34200	OTHER INSURANCE	\$80,500.00	\$0.00	\$17,357.00	\$17,357.00	\$63,143.00	21.56%
35100	GAS	\$4,450.00	\$425.15	\$394.23	\$819.38	\$3,630.62	18.41%
35200	ELECTRICITY	\$332,000.00	\$26,942.80	\$22,594.56	\$49,537.36	\$282,462.64	14.92%
35300	WATER	\$26,300.00	\$1,183.56	\$996.35	\$2,179.91	\$24,120.09	8.29%
36100	BUILDING REPAIRS	\$29,000.00	\$1,698.27	\$240.00	\$1,938.27	\$27,061.73	6.68%
36300	OTHER	\$16,000.00	\$420.00	\$77.95	\$497.95	\$15,502.05	3.11%
36400	VEHICLE	\$12,500.00	\$965.26	\$153.33	\$1,118.59	\$11,381.41	8.95%
36500	MATERIALS	\$1,500.00	\$243.12	\$0.00	\$243.12	\$1,256.88	16.21%
37100	REAL ESTATE	\$32,900.00	\$550.96	\$717.24	\$1,268.20	\$31,631.80	3.85%
38450	DATABASES	\$190,000.00	\$995.00	\$669.47	\$1,664.47	\$188,335.53	0.88%
38460	E-BOOKS	\$160,000.00	\$21,111.96	\$11,469.36	\$32,581.32	\$127,418.68	20.36%
39100	DUES/INSTITUTIONAL	\$7,500.00	\$5,133.83	\$0.00	\$5,133.83	\$2,366.17	68.45%
39200	INTEREST/TEMPORARY	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
39400	TRANSFER TO LIRF	\$426,978.00	\$35,583.00	\$35,583.00	\$71,166.00	\$355,812.00	16.67%
39440	TRANSFER TO CATS	\$0.00	\$12,023.00	\$0.00	\$12,023.00	-\$12,023.00	0.00%
39500	EDUCATIONAL/LICENSI	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0.00%
44100	FURNITURE	\$10,000.00	\$0.00	\$413.99	\$413.99	\$9,586.01	4.14%
44300	OTHER EQUIPMENT	\$19,000.00	\$799.00	\$323.63	\$1,122.63	\$17,877.37	5.91%
44450	BUILDING RENOVATION	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
45100	BOOKS	\$582,000.00	\$66,681.48	\$34,420.84	\$101,102.32	\$480,897.68	17.37%
45200	PERIODICALS/NEWSPA	\$43,000.00	\$1,084.86	\$0.00	\$1,084.86	\$41,915.14	2.52%
45300	NONPRINT MATERIALS	\$350,500.00	\$41,808.33	\$25,621.09	\$67,429.42	\$283,070.58	19.24%
		\$8,836,799.70	\$747,006.51	\$632,227.01	\$1,379,233.52	\$7,457,566.18	15.61%

LIRF Budget & Expenditure Report

January 1, 2017 to February 28, 2017

2 months = 16.7%

Object	Object Descr	2017 Budget	Jan.	Feb.	YTD Amount	2017 YTD Balance	2017 %YTD Budget
36100	BUILDING REPAIRS	\$125,000.00	\$0.00	\$0.00	\$0.00	\$125,000.00	0.00%
44100	FURNITURE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
44300	OTHER EQUIPMENT	\$125,000.00	\$0.00	\$0.00	\$0.00	\$125,000.00	0.00%
44450	BUILDING	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	0.00%
		\$525,000.00	\$0.00	\$0.00	\$0.00	\$525,000.00	0.00%

MONROE COUNTY PUBLIC LIBRARY

Debt Service Budget & Expenditures Report

January 1, 2017 to February 28, 2017
2 months = 16.7%

Object Object Descr	2017 Budget	Jan.	Feb.	2017 YTD Amt	2017 YTD Balance	2017 %YTD Budget
37100 REAL ESTATE	\$688,500.00	\$0.00	\$0.00	\$0.00	\$688,500.00	0.00%
39200 INTEREST/TEMPO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39250 PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450 TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$688,500.00	\$0.00	\$0.00	\$0.00	\$688,500.00	0.00%

MONROE COUNTY PUBLIC LIBRARY

Rainy Day Budget & Expenditures Report

January 1, 2017 to February 28, 2017

2 months = 16.7%

Object	Object Descr	2017 Budget	Jan.	Feb.	2017 YTD Amt	2017 YTD Balance	2017 %YTD Budget
31100	CONSULTING SERVICES	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
31200	ENGINEERING/ARCHITE	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
31300	LEGAL SERVICES	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
36100	BUILDING REPAIRS	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
44100	FURNITURE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
44300	OTHER EQUIPMENT	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
44450	BUILDING RENOVATION	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.00%
		\$150,000.00	\$0.00	\$0.00	\$0.00	\$150,000.00	0.00%

MONROE COUNTY PUBLIC LIBRARY

Special Revenue Budget & Expenditure Report
January 1, 2017 to February 28, 2017
2 months = 16.7%

Object Object Descr	2017 Budget	Jan.	Feb.	YTD Amount	2017 YTD Balance	2017 %YTD Budget
11300 MANAGERS/ASST.	\$161,722.61	\$12,538.59	\$13,047.48	\$25,586.07	\$136,136.54	15.82%
11800 TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100 FICA/EMPLOYER	\$22,670.58	\$1,584.87	\$1,640.64	\$3,225.51	\$19,445.07	14.23%
12300 PERF/EMPLOYER	\$28,776.77	\$2,247.78	\$2,308.18	\$4,555.96	\$24,220.81	15.83%
12350 PERF/EMPLOYEE CONTRIB.	\$7,708.06	\$602.08	\$618.27	\$1,220.35	\$6,487.71	15.83%
12400 INS/EMPLOYER	\$44,475.30	\$10,396.65	\$2,942.08	\$13,338.73	\$31,136.57	29.99%
12500 MEDICARE/EMPLOYER	\$5,301.99	\$370.65	\$383.70	\$754.35	\$4,547.64	14.23%
12800 PRODUCTION ASSISTANTS	\$125,833.50	\$8,454.80	\$8,437.77	\$16,892.57	\$108,940.93	13.42%
12900 INFORMATION	\$38,792.00	\$2,439.40	\$2,765.69	\$5,205.09	\$33,586.91	13.42%
13100 WORK STUDY	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
13200 TECHNICIANS	\$39,306.35	\$3,053.08	\$3,058.16	\$6,111.24	\$33,195.11	15.55%
21200 STATIONERY/BUS. CARDS	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
21300 OFFICE SUPPLIES	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
21400 DUPLICATING	\$700.00	\$0.00	\$66.26	\$66.26	\$633.74	9.47%
22200 FUEL/OIL/LUBRICANTS	\$1,000.00	\$23.26	\$20.06	\$43.32	\$956.68	4.33%
22700 VIDEO TAPE/MEDIA	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%
23000 IT SUPPLIES	\$1,200.00	\$310.08	\$21.98	\$332.06	\$867.94	27.67%
23500 AUDIO/VIDEO	\$8,000.00	\$2,844.88	\$0.00	\$2,844.88	\$5,155.12	35.56%
31100 CONSULTING SERVICES	\$8,000.00	\$180.00	\$0.00	\$180.00	\$7,820.00	2.25%
31300 LEGAL SERVICES	\$500.00	\$32.56	\$0.00	\$32.56	\$467.44	6.51%
31500 MAINTENANCE	\$1,000.00	\$0.00	\$50.00	\$50.00	\$950.00	5.00%
31600 COMPUTER SERVICES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
31650 DIGITIZATION SERVICES	\$11,000.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
31700 ADMIN/ACCOUNTING	\$400.00	\$5.99	\$4.15	\$10.14	\$389.86	2.54%
32100 TELEPHONE	\$3,000.00	\$203.09	\$0.00	\$203.09	\$2,796.91	6.77%
32150 CABLE TV SERVICE	\$300.00	\$41.56	\$20.78	\$62.34	\$237.66	20.78%
32200 POSTAGE	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
32300 TRAVEL EXPENSE	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
32400 PROFESSIONAL MTG/OFF	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
32600 FREIGHT/DELIVERY	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
36300 OTHER EQUIP/FURNITURE	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%
37100 REAL ESTATE	\$3,000.00	\$1.08	-\$86.80	-\$85.72	\$3,085.72	-2.86%
39100 DUES/INSTITUTIONAL	\$3,000.00	\$1,200.00	\$0.00	\$1,200.00	\$1,800.00	40.00%
39500 EDUCATIONAL/LICENSIN	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
39600 COMMUNITY NEWS	\$12,000.00	\$0.00	\$3,000.00	\$3,000.00	\$9,000.00	25.00%
44100 FURNITURE	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
44700 EQUIPMENT - CATS	\$147,000.00	\$0.00	\$0.00	\$0.00	\$147,000.00	0.00%
	\$703,787.16	\$46,530.40	\$38,298.40	\$84,828.80	\$618,958.36	12.05%

MONROE COUNTY PUBLIC LIBRARY

Gen. Obligation Bond Budget & Expenditure 2016

January 1, 2017 to February 28, 2017

2 months = 16.7%

Object	Object Descr	2017 Budget	Jan.	Feb.	YTD Amount	2017 YTD Balance	2017 %YTD Budget
31500	MAINTENANCE	\$0.00	\$1,006.45	\$650.00	\$1,656.45	-\$1,656.45	0.00%
44452	BLDG LONG-TERM	\$0.00	\$539.97	\$1,238.89	\$1,778.86	-\$1,778.86	0.00%
44600	IT EQUIPMENT	\$0.00	\$1,848.49	\$2,687.00	\$4,535.49	-\$4,535.49	0.00%
44650	IT SOFTWARE	\$0.00	\$800.00	\$96.00	\$896.00	-\$896.00	0.00%
44700	EQUIPMENT - CATS	\$0.00	\$17,755.90	\$282.97	\$18,038.87	-\$18,038.87	0.00%
		\$0.00	\$21,950.81	\$4,954.86	\$26,905.67	-\$26,905.67	0.00%

MONROE COUNTY PUBLIC LIBRARY

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Expenditure Summary compared to last year

2017 compared to 2016: Period Ending February

Fund	Fund Descr	2017 Budget	February 2017 Amt	2017 YTD Amt	2016 Budget	February 2016 Amt	2016 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$8,836,799.70	\$632,227.01	\$1,379,233.52	\$8,455,883.89	\$647,382.59	\$1,368,811.81	0.76%
002	JAIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
003	CLEARING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
004	GIFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
005	PLAC	\$0.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$2,080.00	-37.50%
006	RETIREEES	\$0.00	\$0.00	\$0.00	\$0.00	\$80.29	\$264.75	-100.00%
007	LIRF	\$525,000.00	\$0.00	\$0.00	\$350,000.00	\$16,735.19	\$16,750.64	-100.00%
008	DEBT SERVICE	\$688,500.00	\$0.00	\$0.00	\$730,000.00	\$0.00	\$0.00	0.00%
009	RAINY DAY	\$150,000.00	\$0.00	\$0.00	\$324,500.00	\$0.00	\$0.00	0.00%
010	PAYROLL	\$0.00	\$371,996.74	\$737,892.78	\$0.00	\$338,539.44	\$708,003.88	4.22%
011	INVESTMENT-GIFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
012	TEEN COUNCIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
015	LSTA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
016	GIFT-RESTRICED	\$0.00	\$7,627.44	\$18,212.85	\$0.00	\$7,275.40	\$14,387.31	26.59%
017	LEVY EXCESS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
018	IN KIND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
019	GIFT-	\$0.00	\$13,672.12	\$19,397.94	\$0.00	\$14,004.24	\$28,043.87	-30.83%
020	SPECIAL REVENUE	\$703,787.16	\$38,298.40	\$84,828.80	\$615,509.07	\$39,771.98	\$85,154.13	-0.38%
021	CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
022	GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
023	LSTA-CIVIL WAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
024	FINRA GRANT	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
027	COMMUNITY FDTN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
028	FINRA 2014	\$0.00	\$0.00	\$0.00	\$0.00	\$7,069.27	\$11,825.09	-100.00%
029	GO BOND 2016	\$0.00	\$4,954.86	\$26,905.67	\$0.00	\$5,565.33	\$7,854.33	242.56%
		\$10,904,086.86	\$1,068,776.57	\$2,267,771.56	\$10,475,892.96	\$1,076,423.73	\$2,243,175.81	1.10%

MONROE COUNTY PUBLIC LIBRARY

Revenue Totals Budget Forms (all funds)

Source Descr	2017 YTD Budget	Jan	Feb	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
Fund 001 OPERATING						
PROPERTY	\$5,799,004.00	\$0.00	\$0.00	\$0.00	\$5,799,004.00	0.00%
INTANGIBLES TAX	\$18,023.00	\$0.00	\$0.00	\$0.00	\$18,023.00	0.00%
LICENSE EXCISE TAX	\$323,852.00	\$0.00	\$0.00	\$0.00	\$323,852.00	0.00%
LOCAL/COUNTY	\$2,198,787.00	\$0.00	\$366,464.50	\$366,464.50	\$1,832,322.50	16.67%
COMMERCIAL	\$42,510.00	\$0.00	\$0.00	\$0.00	\$42,510.00	0.00%
US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELL	\$0.00	\$525.25	\$513.30	\$1,038.55	-\$1,038.55	0.00%
LOST/DAMAGED	\$0.00	\$1,306.22	\$1,323.78	\$2,630.00	-\$2,630.00	0.00%
FINES	\$150,000.00	\$9,032.48	\$7,593.29	\$16,625.77	\$133,374.23	11.08%
COLLECTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
BLGTN COPIERS &	\$12,500.00	\$929.25	\$1,304.75	\$2,234.00	\$10,266.00	17.87%
MISCELLANEOUS	\$0.00	\$50.90	-\$50.00	\$0.90	-\$0.90	0.00%
PUBLIC LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MEETING ROOM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GARNISHMENT FEES	\$0.00	\$7.74	\$7.74	\$15.48	-\$15.48	0.00%
E-RATE RECEIPTS	\$0.00	\$7,155.84	\$0.00	\$7,155.84	-\$7,155.84	0.00%
PLAC DISTRIBUTION	\$12,500.00	\$0.00	\$0.00	\$0.00	\$12,500.00	0.00%
REALESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
STATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
READER PRINTER	\$0.00	\$7.25	\$17.90	\$25.15	-\$25.15	0.00%
OBITS	\$0.00	\$107.00	\$50.00	\$157.00	-\$157.00	0.00%
COIN TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$3,362.36	\$2,816.55	\$6,178.91	-\$6,178.91	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INVESTMENT	\$4,000.00	\$1,007.93	\$1,034.45	\$2,042.38	\$1,957.62	51.06%
CABLE ACCESS FEES	\$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%
CABLE ACCESS FEES	\$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%
RENT INCOME	\$4,000.00	\$1,800.00	\$0.00	\$1,800.00	\$2,200.00	45.00%
LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 001 OPERATING	\$8,565,176.00	\$25,292.22	\$381,076.26	\$406,368.48	\$8,158,807.52	4.74%
Fund 002 JAIL						
RECEIPTS	\$0.00	\$0.00	\$6,000.00	\$6,000.00	-\$6,000.00	0.00%
Fund 002 JAIL	\$0.00	\$0.00	\$6,000.00	\$6,000.00	-\$6,000.00	0.00%
Fund 003 CLEARING						
CONFERENCE/RECEI	\$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%
REALESTATE	\$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%
PHONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Source Descr	2017 YTD Budget	Jan	Feb	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
MCPLF CC RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPLF RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ILL FINES/FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
REIMBURSEMENT/CL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE/COBRA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FEMA/CLEARING FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE/CLAIMS-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 003 CLEARING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 004 GIFT UNRESTRICTED						
MISCELLANEOUS	\$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%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
UNRESTRICTED GIFT	\$0.00	\$115.75	\$160.26	\$276.01	-\$276.01	0.00%
INTEREST/DIVIDEND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 004 GIFT	\$0.00	\$115.75	\$160.26	\$276.01	-\$276.01	0.00%
Fund 005 PLAC						
PUBLIC LIBRARY	\$0.00	\$650.00	\$715.00	\$1,365.00	-\$1,365.00	0.00%
Fund 005 PLAC	\$0.00	\$650.00	\$715.00	\$1,365.00	-\$1,365.00	0.00%
Fund 006 RETIREES						
RETIREES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 006 RETIREES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 007 LIRF						
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIRF RECEIPTS	\$426,978.00	\$0.00	\$0.00	\$0.00	\$426,978.00	0.00%
INTEREST FROM	\$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%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 007 LIRF	\$426,978.00	\$0.00	\$0.00	\$0.00	\$426,978.00	0.00%
Fund 008 DEBT SERVICE						
PROPERTY	\$688,500.00	\$0.00	\$0.00	\$0.00	\$688,500.00	0.00%
INTANGIBLES TAX	\$2,300.00	\$0.00	\$0.00	\$0.00	\$2,300.00	0.00%
LICENSE EXCISE TAX	\$36,000.00	\$0.00	\$0.00	\$0.00	\$36,000.00	0.00%
COMMERCIAL	\$5,300.00	\$0.00	\$0.00	\$0.00	\$5,300.00	0.00%
US FORESTRY FUND	\$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%
INTEREST FROM	\$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%
RECEIPTS	\$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%
Fund 008 DEBT	\$732,100.00	\$0.00	\$0.00	\$0.00	\$732,100.00	0.00%
Fund 009 RAINY DAY						

Source Descr	2017 YTD Budget	Jan	Feb	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
LOCAL/COUNTY	\$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%
MCPL OPERATING	\$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%
Fund 009 RAINY DAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 010 PAYROLL						
GROSS PAYROLL	\$0.00	\$358,504.53	\$371,775.27	\$730,279.80	-\$730,279.80	0.00%
Fund 010 PAYROLL	\$0.00	\$358,504.53	\$371,775.27	\$730,279.80	-\$730,279.80	0.00%
Fund 013 PETTY CASH						
RECEIPTS	\$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%
Fund 014 CHANGE						
RECEIPTS	\$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%
Fund 016 GIFT-RESTRICED						
MISCELLANEOUS	\$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%
RECEIPTS	\$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%
RESTRICED GIFT	\$0.00	\$500.00	\$1,500.00	\$2,000.00	-\$2,000.00	0.00%
INTEREST/DIVIDEND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 016 GIFT-	\$0.00	\$500.00	\$1,500.00	\$2,000.00	-\$2,000.00	0.00%
Fund 019 GIFT-FOUNDATION						
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 019 GIFT-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 020 SPECIAL REVENUE						
MISCELLANEOUS	\$12,022.96	\$190.00	\$130.00	\$320.00	\$11,702.96	2.66%
CABLE ACCESS FEES	\$433,685.17	\$0.00	\$108,421.25	\$108,421.25	\$325,263.92	25.00%
CABLE ACCESS FEES	\$254,856.78	\$63,714.25	\$0.00	\$63,714.25	\$191,142.53	25.00%
CABLE ACCESS FEES	\$15,439.61	\$0.00	\$0.00	\$0.00	\$15,439.61	0.00%
CONTRACT-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPL OPERATING	\$0.00	\$12,023.00	\$0.00	\$12,023.00	-\$12,023.00	0.00%
Fund 020 SPECIAL	\$716,004.52	\$75,927.25	\$108,551.25	\$184,478.50	\$531,526.02	25.77%
Fund 021 CAPITAL PROJECTS						
PROPERTY	\$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%
LICENSE EXCISE TAX	\$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%
INTEREST FROM	\$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%
Fund 021 CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Source Descr	2017 YTD Budget	Jan	Feb	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
Fund 024 FINRA GRANT						
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 024 FINRA GRANT	\$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%
Fund 026 G O BOND	\$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%
Fund 027	\$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%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 028 FINRA 2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 029 GO BOND 2016						
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 029 GO BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$10,440,258.52	\$460,989.75	\$869,778.04	\$1,330,767.79	\$9,109,490.73	14.42%

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: February 2017

FUND Descr	2/01/17	MTD Debit	MTD Credit	2/28/17	Bal Sht Descr	Act Status
OPERATING	\$18,063.30	\$9,017.31	\$0.00	\$27,080.61	OLD NATIONAL BANK CHECKING	Active
OPERATING	\$17,277.85	\$6,012.21	\$481.67	\$22,808.39	GERMAN AMER./CHECKING	Active
OPERATING	\$190,647.67	\$471,019.35	\$604,985.95	\$56,681.07	MAINSOURCE CHECKING	Active
OPERATING	\$1,229,722.55	\$2,816.55	\$100,000.00	\$1,132,539.10	MAINSOURCE SAVINGS	Active
OPERATING	\$1,524.59	\$381.15	\$0.00	\$1,905.74	ONB CD INVESTMENT	Active
OPERATING	\$4,782.91	\$653.30	\$0.00	\$5,436.21	INVEST. CD/MAINSOURCE	Active
Fund 001 OPERATING	\$1,462,018.87	\$489,899.87	\$705,467.62	\$1,246,451.12		
JAIL	\$0.00	\$6,000.00	\$0.00	\$6,000.00	MAINSOURCE CHECKING	Active
Fund 002 JAIL	\$0.00	\$6,000.00	\$0.00	\$6,000.00		
GIFT UNRESTRICTED	\$416.75	\$159.26	\$0.00	\$576.01	OLD NATIONAL BANK CHECKING	Active
GIFT UNRESTRICTED	\$30.50	\$1.00	\$0.00	\$31.50	GERMAN AMER./CHECKING	Active
GIFT UNRESTRICTED	\$6,558.03	\$0.00	\$0.00	\$6,558.03	MAINSOURCE CHECKING	Active
Fund 004 GIFT UNRESTRICTED	\$7,005.28	\$160.26	\$0.00	\$7,165.54		
PLAC	\$455.00	\$65.00	\$0.00	\$520.00	OLD NATIONAL BANK CHECKING	Active
PLAC	\$910.00	\$650.00	\$0.00	\$1,560.00	GERMAN AMER./CHECKING	Active
PLAC	-\$715.00	\$0.00	\$0.00	-\$715.00	MAINSOURCE CHECKING	Active
Fund 005 PLAC	\$650.00	\$715.00	\$0.00	\$1,365.00		
LIRF	\$41,299.60	\$300,000.00	\$297,735.57	\$43,564.03	MAINSOURCE CHECKING	Active
LIRF	\$1,150,708.56	\$0.00	\$300,000.00	\$850,708.56	MAINSOURCE SAVINGS	Active
LIRF	\$900,000.00	\$297,735.57	\$0.00	\$1,197,735.57	INVEST. CD/MAINSOURCE	Active
Fund 007 LIRF	\$2,092,008.16	\$597,735.57	\$597,735.57	\$2,092,008.16		
DEBT SERVICE	\$263.58	\$0.00	\$0.00	\$263.58	MAINSOURCE CHECKING	Active
DEBT SERVICE	\$76,000.00	\$0.00	\$0.00	\$76,000.00	MAINSOURCE SAVINGS	Active
Fund 008 DEBT SERVICE	\$76,263.58	\$0.00	\$0.00	\$76,263.58		
RAINY DAY	\$20,384.18	\$0.00	\$0.00	\$20,384.18	MAINSOURCE CHECKING	Active
RAINY DAY	\$1,116,269.19	\$0.00	\$0.00	\$1,116,269.19	MAINSOURCE SAVINGS	Active
RAINY DAY	\$500,000.00	\$0.00	\$0.00	\$500,000.00	ONB CD INVESTMENT	Active
Fund 009 RAINY DAY	\$1,636,653.37	\$0.00	\$0.00	\$1,636,653.37		
PAYROLL	\$875.31	\$371,775.27	\$371,996.74	\$653.84	MAINSOURCE CHECKING	Active
Fund 010 PAYROLL	\$875.31	\$371,775.27	\$371,996.74	\$653.84		
GIFT-RESTRICED	\$19,327.54	\$1,000.00	\$0.00	\$20,327.54	OLD NATIONAL BANK CHECKING	Active
GIFT-RESTRICED	\$41,812.34	\$502.24	\$7,629.68	\$34,684.90	MAINSOURCE CHECKING	Active
Fund 016 GIFT-RESTRICED	\$61,139.88	\$1,502.24	\$7,629.68	\$55,012.44		
GIFT-FOUNDATION	\$11,550.00	\$0.00	\$0.00	\$11,550.00	OLD NATIONAL BANK CHECKING	Active
GIFT-FOUNDATION	\$24,168.17	\$0.00	\$13,672.12	\$10,496.05	MAINSOURCE CHECKING	Active
Fund 019 GIFT-FOUNDATION	\$35,718.17	\$0.00	\$13,672.12	\$22,046.05		

FUND Descr	2/01/17	MTD Debit	MTD Credit	2/28/17	Bal Sht Descr	Act Status
SPECIAL REVENUE	\$425.80	\$130.00	\$4.15	\$551.65	GERMAN AMER./CHECKING	Active
SPECIAL REVENUE	\$71,998.43	\$108,521.49	\$38,394.49	\$142,125.43	MAINSOURCE CHECKING	Active
SPECIAL REVENUE	\$575,000.00	\$0.00	\$0.00	\$575,000.00	MAINSOURCE SAVINGS	Active
Fund 020 SPECIAL REVENUE	\$647,424.23	\$108,651.49	\$38,398.64	\$717,677.08		
GO BOND 2016	\$7,809.15	\$0.00	\$4,954.86	\$2,854.29	MAINSOURCE CHECKING	Active
GO BOND 2016	\$1,700,886.39	\$0.00	\$0.00	\$1,700,886.39	MAINSOURCE SAVINGS	Active
Fund 029 GO BOND 2016	\$1,708,695.54	\$0.00	\$4,954.86	\$1,703,740.68		
	\$7,728,452.39	\$1,576,439.70	\$1,739,855.23	\$7,565,036.86		

MONROE COUNTY PUBLIC LIBRARY

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**ONB CHECKING
06300 ONB/MONROE**

February 2017

Account Summary

Beginning Balance on	2/1/2017	\$49,812.59
+		\$10,241.57
-	Payments (Checks and Withdrawals)	\$0.00
Ending Balance as of	2/28/2017	\$60,054.16

Check Book

Active	G 001-06300	OPERATING	\$27,080.61
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$576.01
Active	G 005-06300	PLAC	\$520.00
Active	G 006-06300	RETIREES	\$0.00
Active	G 007-06300	LIRF	\$0.00
Active	G 008-06300	DEBT SERVICE	\$0.00
Active	G 009-06300	RAINY DAY	\$0.00
Active	G 012-06300	TEEN COUNCIL	\$0.00
Active	G 015-06300	LSTA	\$0.00
Active	G 016-06300	GIFT-RESTRICED	\$20,327.54
Active	G 019-06300	GIFT-FOUNDATION	\$11,550.00
Active	G 020-06300	SPECIAL REVENUE	\$0.00
Active	G 024-06300	FINRA GRANT	\$0.00
Active	G 027-06300	COMMUNITY FDTN	\$0.00
Active	G 028-06300	FINRA 2014	\$0.00
Active	G 029-06300	GO BOND 2016	\$0.00

Cash Balance **\$60,054.16**

Beginng Balance	\$49,812.59
+ Total Deposits	\$10,241.57
- Checks Written	\$0.00

Check Book	\$60,054.16
Difference	\$0.00

MONROE COUNTY PUBLIC LIBRARY

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GERMAN-AMER/CHECKING

06400 GER AME/UC

February 2017

Account Summary

Beginning Balance on	2/1/2017	\$18,644.15
+		\$6,789.06
-	Payments (Checks and Withdrawals)	\$481.67
Ending Balance as of	2/28/2017	\$24,951.54

Check Book

Active	G 001-06400	OPERATING	\$22,808.39
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$31.50
Active	G 005-06400	PLAC	\$1,560.00
Active	G 007-06400	LIRF	\$0.00
Active	G 009-06400	RAINY DAY	\$0.00
Active	G 016-06400	GIFT-RESTRICED	\$0.00
Active	G 020-06400	SPECIAL REVENUE	\$551.65
Active	G 029-06400	GO BOND 2016	\$0.00
		Cash Balance	\$24,951.54

Beginng Balance	\$18,644.15
+ Total Deposits	\$6,789.06
- Checks Written	\$481.67

Check Book	\$24,951.54
Difference	\$0.00

MONROE COUNTY PUBLIC LIBRARY

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MAINSOURCE CHECKING
06600 MAINSO CKG
February 2017**

Account Summary

Beginning Balance on	2/1/2017	\$499,703.89
+		\$877,424.43
-	Payments (Checks and Withdrawals)	\$962,241.04
Ending Balance as of	2/28/2017	\$414,887.28

Check Book

Active	G 001-06600	OPERATING	\$56,681.07
Active	G 002-06600	JAIL	\$6,000.00
Active	G 003-06600	CLEARING	\$0.00
Active	G 004-06600	GIFT UNRESTRICTED	\$6,558.03
Active	G 005-06600	PLAC	-\$715.00
Active	G 006-06600	RETIREES	\$0.00
Active	G 007-06600	LIRF	\$43,564.03
Active	G 008-06600	DEBT SERVICE	\$263.58
Active	G 009-06600	RAINY DAY	\$20,384.18
Active	G 010-06600	PAYROLL	\$653.84
Active	G 016-06600	GIFT-RESTRICED	\$34,684.90
Active	G 017-06600	LEVY EXCESS	\$0.00
Active	G 019-06600	GIFT-FOUNDATION	\$10,496.05
Active	G 020-06600	SPECIAL REVENUE	\$142,125.43
Active	G 024-06600	FINRA GRANT	\$0.00
Active	G 026-06600	G O BOND	\$0.00
Active	G 027-06600	COMMUNITY FDTN	\$0.00
Active	G 028-06600	FINRA 2014	\$0.00
Active	G 029-06600	GO BOND 2016	\$2,854.29

Cash Balance **\$323,550.40**

Beginng Balance	\$499,703.89
+ Total Deposits	\$877,424.43
- Checks Written	\$1,053,577.92

Check Book	\$323,550.40
O/S Checks	\$91,336.88

MONROE COUNTY PUBLIC LIBRARY

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MAINSOURCE SAVINGS

06610 MAINSO SAV

February 2017

Account Summary

Beginning Balance on	2/1/2017	\$5,848,586.69
+		\$2,816.55
-	Payments (Checks and Withdrawals)	\$400,000.00
Ending Balance as of	2/28/2017	\$5,451,403.24

Check Book

Active	G 001-06610	OPERATING	\$1,132,539.10
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	\$850,708.56
Active	G 008-06610	DEBT SERVICE	\$76,000.00
Active	G 009-06610	RAINY DAY	\$1,116,269.19
Active	G 010-06610	PAYROLL	\$0.00
Active	G 016-06610	GIFT-RESTRICED	\$0.00
Active	G 019-06610	GIFT-FOUNDATION	\$0.00
Active	G 020-06610	SPECIAL REVENUE	\$575,000.00
Active	G 024-06610	FINRA GRANT	\$0.00
Active	G 026-06610	G O BOND	\$0.00
Active	G 027-06610	COMMUNITY FDTN	\$0.00
Active	G 028-06610	FINRA 2014	\$0.00
Active	G 029-06610	GO BOND 2016	\$1,700,886.39

Cash Balance **\$5,451,403.24**

Beginng Balance	\$5,848,586.69
+ Total Deposits	\$2,816.55
- Checks Written	\$400,000.00

Check Book \$5,451,403.24

Difference \$0.00

TO: Monroe County Public Library – Board of Trustees
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager
RE: Personnel Report
DATE March 22, 2017

Beginning Employment

- Sarina King Criss, Access & Content Service, Material Handler, Pay Grade 1, 15 hours per week effective February 10, 2017.
- Felicity Young, Access & Content Service, Material Handler, Pay Grade 1, 15 hours per week effective February 10, 2017.
- Meghan Adams, Access & Content Services, Copy Cataloger, Pay Grade 6, 37.5 hours per week effective February 20, 2017.

Ending Employment

- Sarina King Criss, Access & Content Service, Material Handler, Pay Grade 1, 15 hours per week effective February 10, 2017.
- William Kessler, Building Services/Security, Security Technician, Pay Grade 5, 20 hours per week effective February 16, 2017.
- Miriam Boyken, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week effective March 1, 2017.

Job Changes

- Elizabeth Salvaggio, Customer Service, from Information Assistant, Pay Grade 3, 20 hours per week to Senior Information Assistant, Pay Grade 6, 25 hours per week effective March 6, 2017.

Active Library EmployeesPay Date: **02-17-2017**Pay Period: **01-23-2017 to 02-05-2017**

<i>Fund</i>	<i>First Name</i>	<i>Last Name</i>
Operating		
1	AC Services Operating	Calan Blevins
2	AC Services Operating	Miriam Boyken
3	AC Services Operating	Joseph Camacho-Roy
4	AC Services Operating	Vincent Desjardins
5	AC Services Operating	Victoria Englert
6	AC Services Operating	Andrew Fak
7	AC Services Operating	Logan Farlee
8	AC Services Operating	Madison Funk
9	AC Services Operating	Cynthia Garrison
10	AC Services Operating	Charles Gillespie
11	AC Services Operating	Sarah Harrison
12	AC Services Operating	Ashley Hinshaw
13	AC Services Operating	Logan Holmes
14	AC Services Operating	Chelsea Hoover
15	AC Services Operating	Claire Jenness
16	AC Services Operating	Deborah Lang
17	AC Services Operating	Elias McDermott-Sipe
18	AC Services Operating	Amber McGarr
19	AC Services Operating	Michelle Meyers
20	AC Services Operating	Sydney Overtoom
21	AC Services Operating	Brigid Phillips
22	AC Services Operating	Brooke Plummer
23	AC Services Operating	Elizabeth Polley
24	AC Services Operating	Daniel Price
25	AC Services Operating	Rebecca Ray
26	AC Services Operating	Karen Smith
27	AC Services Operating	Kimberly Smith
28	AC Services Operating	Benjamin Snider
29	AC Services Operating	Jennifer Speer
30	CS Special/Asst/Para Oper	Cynthia Balzer
31	CS Special/Asst/Para Oper	Michael Champion
32	CS Special/Asst/Para Oper	Marion Clark
33	CS Special/Asst/Para Oper	Katelynn Dockerty
34	CS Special/Asst/Para Oper	Paul Duszynski
35	CS Special/Asst/Para Oper	Rebekah Edelman
36	CS Special/Asst/Para Oper	Jennifer Festa
37	CS Special/Asst/Para Oper	Israel Horton
38	BS Security/Protect Operating	Ross Jackson
39	CS Special/Asst/Para Oper	Seth James
40	BS Security/Protect Operating	William Kessler
41	CS Special/Asst/Para Oper	Clinton Lake
42	BL Service/Maintenance Oper	Clare Miller
43	CS Special/Asst/Para Oper	Emily Purcell
44	BL Service/Maintenance Oper	Marjorie Robinson
45	CA Technician Oper	Addison Rogers
46	CS Special/Asst/Para Oper	Elizabeth Salvaggio
47	CS Special/Asst/Para Oper	Ann Segraves
48	BS Security/Protect Operating	James Sims
49	CM Support Operating	William Weaver

Active Library EmployeesPay Date: **02-17-2017**Pay Period: **01-23-2017 to 02-05-2017**

	Fund	First Name	Last Name
50	AC Services Operating	Kenneth	Carter
51	AC Services Operating	Craig	Clark
52	BL Service/Maintenance Oper	Deanna	Crane
53	CS Special/Asst/Para Oper	William	Ellis
54	CS Special/Asst/Para Oper	Edwin	Fallwell
55	AC Services Operating	Evan	Gornik
56	AC Services Operating	Arielle	Hacker
57	CS Special/Asst/Para Oper	Ian	Hoagland
58	CS Special/Asst/Para Oper	Daniel	Hosler
59	CS Special/Asst/Para Oper	Lillian	Jeness
60	EG Librarians, Experts Oper	Christina	Jones
61	CS Special/Asst/Para Oper	Kelly	Jordan
62	CS Special/Asst/Para Oper	Jack	Kovaleski
63	CS Special/Asst/Para Oper	Audra	Loudenbarger
64	EG Librarians, Experts Oper	Doris	Lynch
65	AC Services Operating	Juliann	Nelson
66	BL Service/Maintenance Oper	Cherryl	Tincher
67	CA Technician Special Oper	Nathan	Wrigley
68	CS Special/Asst/Para Oper	Tracy	Lenn
69	CM Special/Asst/Para Oper	Erin	Tobey
70	EG Librarians, Experts Oper	Ellen	Arnholter
71	IT Manager/Asst/Strat Oper	Ned	Baugh
72	BL Service/Maintenance Oper	Terri	Bell
73	AC Librarians, Experts Oper	Melissa	Bruecks
74	CS Special/Asst/Para Oper	Michael	Campbell
75	SC Manager/Asst/Strat Oper	Lisa	Champelli
76	BL Manager/Asst/Strat Oper	Jeremiah	Chandler
77	CS Special/Asst/Para Oper	Jared	Cheek
78	CS Special/Asst/Para Oper	Burl	Cooper
79	AD Director/Assoc Operating	Jane	Cronkhite
80	EG Librarians, Experts Oper	Luann	Dillon
81	CS Special/Asst/Para Oper	Aubrey	Dunnuck
82	AC Specialist/Asst/Para Oper	Susan	Fallwell
83	EG Librarians, Experts Oper	Mary	Frasier
84	CS Special/Asst/Para Oper	Elizabeth	French
85	EG Librarians, Experts Oper	Christine	Friesel
86	EG Librarians, Experts Oper	Rebecca	Fyolek
87	EG Librarians, Experts Oper	Alejandria	Galarza
88	BS Security/Protect Operating	Dana	Geldhof
89	CS Special/Asst/Para Oper	Joshua	Gesten
90	EG Librarians, Experts Oper	James	Gossman
91	AD Specialist/Asst/Para Oper	Marla	Gray
92	EG Librarians, Experts Oper	Elizabeth	Gray
93	CM Librarians, Experts Oper	Paula	Gray-Overtoom
94	AC Librarians, Experts Oper	Cheryl	Green
95	BL Service/Maintenance Oper	Ronald	Greene
96	CS Special/Asst/Para Oper	Shawn	Henline
97	CM Manager/Asst/Strat Oper	Michael	Hoerger
98	EG Librarians, Experts Oper	Jennifer	Hoffman
99	EG Librarians, Experts Oper	Stephanie	Holman
100	SP Manager/Asst/Strat Oper	Christopher	Hosler

Active Library Employees

Pay Date: **02-17-2017**

Pay Period: **01-23-2017 to 02-05-2017**

<i>Fund</i>	<i>First Name</i>	<i>Last Name</i>
101	SS Manager/Asst/Strat Oper	Christopher Jackson
102	BS Security/Protect Operating	Michael Johnson
103	AC Manager/Asst/Strat Oper	Jennifer Kellams
104	BL Service/Maintenance Oper	Bruce Kelly
105	AD Specialist/Asst/Para Oper	Merriel Kern
106	CS Special/Asst/Para Oper	Julia Kinser
107	EG Librarians, Experts Oper	Jeannette Lehr
108	AD Manager/Asst/Strat Oper	Gary Lettelleir
109	CS Manager/Asst/Strat Oper	Mary Loro
110	CS Special/Asst/Para Oper	Jacqueline Lovings
111	ST Manager/Asst/Strat Oper	Kevin MacDowell
112	BL Manager/Asst/Strat Oper	Jason Matney
113	CS Special/Asst/Para Oper	John Meador
114	CS Special/Asst/Para Oper	Amber Mestre
115	BL Service/Maintenance Oper	John Mosora
116	CS Special/Asst/Para Oper	Daniel Mounlio
117	IT Specialist/Asst/Para Oper	Cody Mullis
118	CS Manager/Asst/Strat Oper	Michele Needham
119	AC Librarians, Experts Oper	Martha Ody
120	EG Librarians, Experts Oper	Polly OShea
121	CS Special/Asst/Para Oper	Samuel Ott
122	EG Librarians, Experts Oper	Roberta Overman
123	CS Special/Asst/Para Oper	Jonathon Paull
124	CS Special/Asst/Para Oper	M Brandon Rome
125	AC Librarians, Experts Oper	Jane Ruddick
126	AD Manager/Asst/Strat Oper	Susan Sater
127	IT Librarians Experts Oper	Vanessa Schwegman
128	AD Support Operating	Brenda Seibel
129	CS Special/Asst/Para Oper	Andrew Slater
130	AC Specialist/Asst/Para Oper	Christine Sneed
131	CM Special/Asst/Para Oper	Ryan Stacy
132	CS Special/Asst/Para Oper	Kathleen Starks-Dyer
133	SD Manager/Asst/Strat Oper	Barbara Swinson
134	AC Services Operating	Timothy Thompson
135	EG Manager/Asst/Strat Oper	Bethany Turrentine
136	AD Tech/Oper/Secretaries Oper	Pamela Wallace
137	AC Manager/Asst/Strat Oper	Pamela Wasmer
138	AC Specialist/Asst/Para Oper	Pamela White
139	AD Manager/Asst/Strat Oper	Kyle Wickemeyer-Hardy
140	EG Manager/Asst/Strat Oper	Joshua Wolf
141	AD Director/Assoc Operating	Marilyn Wood
142	CS Special/Asst/Para Oper	Leanne Zdravecky

	Gross Pay	Hours Paid
Sub-Total Operating Funds	159,349.39	8,231.25

Special		
1	S CA Technician Oper	Nile Arena
2	S CA Technician Oper	Nathan Kroeger
3	S CA Technician Oper	Casey Muyskens-Toth
4	S CA Technician Special Oper	Eric Ayotte

Active Library Employees

Pay Date: **02-17-2017**

Pay Period: **01-23-2017 to 02-05-2017**

<i>Fund</i>	<i>First Name</i>	<i>Last Name</i>
5 S CA Technician Special Oper	Mark	Bookwalter
6 S CA Technician Special Oper	Glenn	Myers
7 S FL Support Operating	Michael	Burns
8 S CA Technician Special Oper	Michael	Adams
9 S CA Manager/Asst/Strat Oper	Martin	ONeill
10 S FL Office Coordinator, Exper	Mary Jean	Regoli
11 S CA Manager/Asst/Strat Oper	Adam	Stillwell
12 S CA Technician Oper	Robert	Stockwell
13 S CA Technician Special Oper	David	Walter
14 S CA Manager/Asst/Strat Oper	Michael	White
	Gross Pay	Hours Paid
<i>Sub-Total Special Funds</i>	16,485.58	882.50
TOTAL Employees/All Funds	175,834.97	9,113.75

Active Library Employees

Pay Date: 03-03-2017

Pay Period: 02-06-2017 to 02-19-2017

<i>Fund</i>	<i>First Name</i>	<i>Last Name</i>
Operating		
AC Services Operating	Calan	Blevins
AC Services Operating	Miriam	Boyken
AC Services Operating	Joseph	Camacho-Roy
AC Services Operating	Vincent	Desjardins
AC Services Operating	Victoria	Englert
AC Services Operating	Andrew	Fak
AC Services Operating	Logan	Farlee
AC Services Operating	Madison	Funk
AC Services Operating	Cynthia	Garrison
AC Services Operating	Charles	Gillespie
AC Services Operating	Sarah	Harrison
AC Services Operating	Ashley	Hinshaw
AC Services Operating	Logan	Holmes
AC Services Operating	Chelsea	Hoover
AC Services Operating	Claire	Jenness
AC Services Operating	Sarina	King Criss
AC Services Operating	Deborah	Lang
AC Services Operating	Elias	McDermott-Sipe
AC Services Operating	Amber	McGarr
AC Services Operating	Michelle	Meyers
AC Services Operating	Sydney	Overtoom
AC Services Operating	Brigid	Phillips
AC Services Operating	Brooke	Plummer
AC Services Operating	Elizabeth	Polley
AC Services Operating	Daniel	Price
AC Services Operating	Rebecca	Ray
AC Services Operating	Karen	Smith
AC Services Operating	Kimberly	Smith
AC Services Operating	Benjamin	Snider
AC Services Operating	Jennifer	Speer
AC Services Operating	Felicity	Young
CS Special/Asst/Para Oper	Cynthia	Balzer
CS Special/Asst/Para Oper	Michael	Champion
CS Special/Asst/Para Oper	Marion	Clark
CS Special/Asst/Para Oper	Katelynn	Dockerty
CS Special/Asst/Para Oper	Paul	Duszynski
CS Special/Asst/Para Oper	Rebekah	Edelman
CS Special/Asst/Para Oper	Jennifer	Festa
CS Special/Asst/Para Oper	Israel	Horton
BS Security/Protect Operating	Ross	Jackson
CS Special/Asst/Para Oper	Seth	James
BS Security/Protect Operating	William	Kessler
CS Special/Asst/Para Oper	Clinton	Lake
BL Service/Maintenance Oper	Clare	Miller
CS Special/Asst/Para Oper	Emily	Purcell
BL Service/Maintenance Oper	Marjorie	Robinson

Active Library Employees

Pay Date: 03-03-2017

Pay Period: 02-06-2017 to 02-19-2017

Fund	First Name	Last Name
CA Technician Oper	Addison	Rogers
CS Special/Asst/Para Oper	Elizabeth	Salvaggio
CS Special/Asst/Para Oper	Ann	Segraves
BS Security/Protect Operating	James	Sims
CM Support Operating	William	Weaver
AC Services Operating	Kenneth	Carter
AC Services Operating	Craig	Clark
BL Service/Maintenance Oper	Deanna	Crane
CS Special/Asst/Para Oper	William	Ellis
CS Special/Asst/Para Oper	Edwin	Fallwell
AC Services Operating	Evan	Gornik
AC Services Operating	Arielle	Hacker
CS Special/Asst/Para Oper	Ian	Hoagland
CS Special/Asst/Para Oper	Daniel	Hosler
CS Special/Asst/Para Oper	Lillian	Jenness
EG Librarians, Experts Oper	Christina	Jones
CS Special/Asst/Para Oper	Kelly	Jordan
CS Special/Asst/Para Oper	Jack	Kovaleski
CS Special/Asst/Para Oper	Audra	Loudenbarger
EG Librarians, Experts Oper	Doris	Lynch
AC Services Operating	Juliann	Nelson
BL Service/Maintenance Oper	Cherryl	Tincher
CA Technician Special Oper	Nathan	Wrigley
CS Special/Asst/Para Oper	Tracy	Lenn
CM Special/Asst/Para Oper	Erin	Tobey
EG Librarians, Experts Oper	Ellen	Arnholter
IT Manager/Asst/Strat Oper	Ned	Baugh
BL Service/Maintenance Oper	Terri	Bell
AC Librarians, Experts Oper	Melissa	Bruecks
CS Special/Asst/Para Oper	Michael	Campbell
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
AD Director/Assoc Operating	Jane	Cronkhite
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
CS Special/Asst/Para Oper	Elizabeth	French
EG Librarians, Experts Oper	Christine	Friesel
EG Librarians, Experts Oper	Rebecca	Fyolek
EG Librarians, Experts Oper	Alejandria	Galarza
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

Active Library Employees

Pay Date: 03-03-2017

Pay Period: 02-06-2017 to 02-19-2017

<i>Fund</i>	<i>First Name</i>	<i>Last Name</i>
EG Librarians, Experts Oper	Elizabeth	Gray
CM Librarians, Experts Oper	Paula	Gray-Overtoom
AC Librarians, Experts Oper	Cheryl	Green
BL Service/Maintenance Oper	Ronald	Greene
CS Special/Asst/Para Oper	Shawn	Henline
CM Manager/Asst/Strat Oper	Michael	Hoerger
EG Librarians, Experts Oper	Jennifer	Hoffman
EG Librarians, Experts Oper	Stephanie	Holman
SP Manager/Asst/Strat Oper	Christopher	Hosler
SS Manager/Asst/Strat Oper	Christopher	Jackson
BS Security/Protect Operating	Michael	Johnson
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
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
BL Manager/Asst/Strat Oper	Jason	Matney
CS Special/Asst/Para Oper	John	Meador
CS Special/Asst/Para Oper	Amber	Mestre
BL Service/Maintenance Oper	John	Mosora
CS Special/Asst/Para Oper	Daniel	Mounlio
IT Specialist/Asst/Para Oper	Cody	Mullis
CS Manager/Asst/Strat Oper	Michele	Needham
AC Librarians, Experts Oper	Martha	Ody
EG Librarians, Experts Oper	Polly	OShea
CS Special/Asst/Para Oper	Samuel	Ott
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
AC Specialist/Asst/Para Oper	Christine	Sneed
CM Special/Asst/Para Oper	Ryan	Stacy
CS Special/Asst/Para Oper	Kathleen	Starks-Dyer
SD Manager/Asst/Strat Oper	Barbara	Swinson
AC Services Operating	Timothy	Thompson
EG Manager/Asst/Strat Oper	Bethany	Turrentine
AD Tech/Oper/Secretaries Oper	Pamela	Wallace
AC Manager/Asst/Strat Oper	Pamela	Wasmer
AC Specialist/Asst/Para Oper	Pamela	White

Active Library Employees
 Pay Date: 03-03-2017
 Pay Period: 02-06-2017 to 02-19-2017

<i>Fund</i>	<i>First Name</i>	<i>Last Name</i>
AD Manager/Asst/Strat Oper	Kyle	Wickemeyer-Hardy
EG Manager/Asst/Strat Oper	Joshua	Wolf
AD Director/Assoc Operating	Marilyn	Wood
CS Special/Asst/Para Oper	Leanne	Zdravecky

	Gross Pay	Hours Paid
Sub-Total Operating Funds	159,184.48	8,234.85

Special

S CA Technician Oper	Nile	Arena
S CA Technician Oper	Nathan	Kroeger
S CA Technician Oper	Casey	Muyskens-Toth
S CA Technician Special Oper	Eric	Ayotte
S CA Technician Special Oper	Mark	Bookwalter
S CA Technician Special Oper	Glenn	Myers
S FL Support Operating	Michael	Burns
S CA Technician Special Oper	Michael	Adams
S CA Manager/Asst/Strat Oper	Martin	O'Neill
S FL Office Coordinator, Exper	Mary Jean	Regoli
S CA Manager/Asst/Strat Oper	Adam	Stillwell
S CA Technician Oper	Robert	Stockwell
S CA Technician Special Oper	David	Walter
S CA Manager/Asst/Strat Oper	Michael	White

	Gross Pay	Hours Paid
Sub-Total Special Funds	16,323.65	878.00

TOTAL Employees/All Funds	175,508.13	9,112.85
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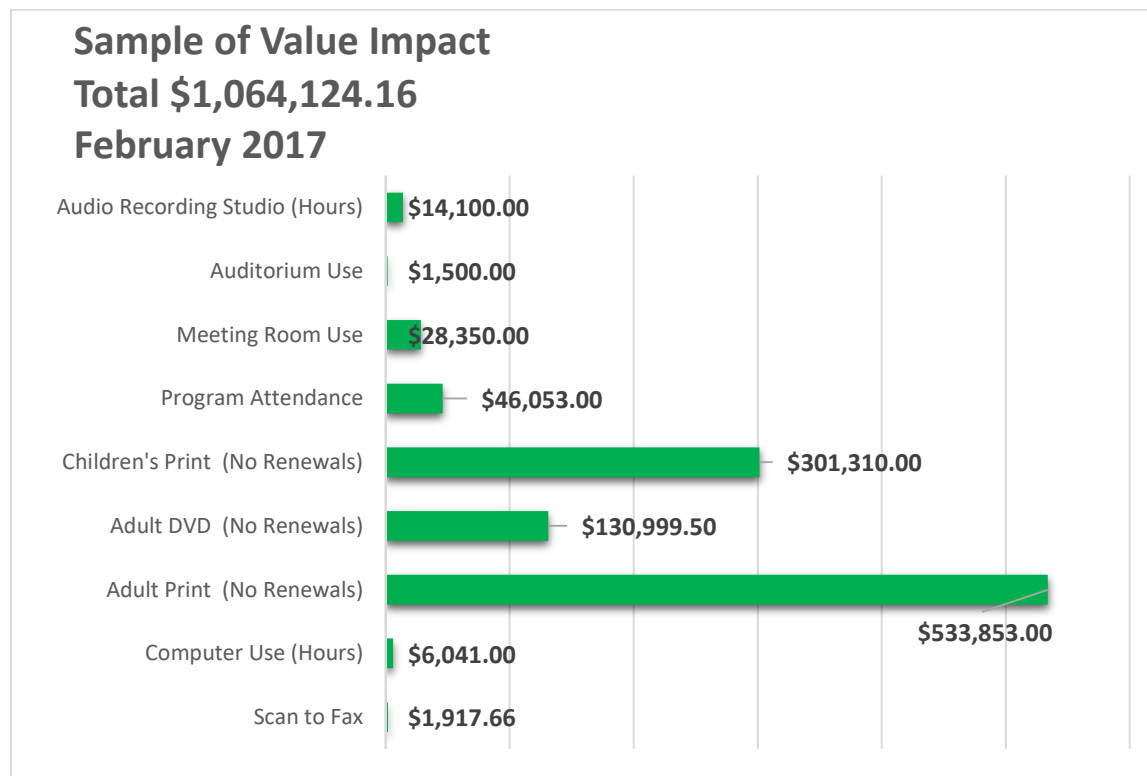
2017 BOARD OF TRUSTEE'S CALENDER

All meetings in Room 1B unless otherwise noted

Month	Date	Meeting Type	Potential Topics
January	11	Work Session*	
January	18	Board Meeting	Budget line-item transfers; officer slate approved; El Centro Contract; review Internet and Computer Use Policy; Update: El-Centro
January	18	Board of Finance	Review Investment Report and Policy
February	8	Work Session*	
February	15	Board Meeting	Election of Board Officers; Conflict of Interest forms; Update: Communications and Marketing
March	8	Work Session*	
March	22	Board Meeting	2016 Annual Report review; Review Long Range Strategic Plan; Update: Teen Services
April	12	Work Session*	
April	19	Board Meeting	Update: Customer Service
May	10	Work Session*	
May	17	Board Meeting	Update: Children's Services
June	14	Work Session*	
June	21	Board Meeting at Ellettsville	Update: Programming and Branch Services
July	12	Work Session*	
July	19	Board Meeting	Draft 2018 Budget; Update: Community Engagement & VITAL
August	9	Work Session*	
August	16	Board Meeting	Review any revisions to 2018 Budget, Approve 2018 Budget for advertising; Update: Special Audience Services
September	13	Work Session*	
September	20	Board Meeting	2018 Budget; Update: Building Services
September	20	Public Hearing	Public Hearing on 2018 Budget
October	11	Work Session*	
October	18	Board Meeting	Adopt 2018 Budget; approve 2018 employee insurance package; Update: Adult Services
November	8	Work Session*	
November	15	Board Meeting	Update: Staff Development
December	6	Work Session*	
December	13	Board Meeting	Approve 2018 salary schedule, Pay Schedule(dates), director's salary; 2018 Holiday & Closing Schedule;CATS contracts, Fines and Fees schedule; Update: CATS
*Work session dates are placeholders. Meetings are held only as needed.			
December 7, 2016			

The Library averaged 2,864 visits per day and an overall visitor count of more than 80,000 in February. On average the following visitor counts occurred daily at the Main Library: 2,252; Ellettsville: 382; the Bookmobile: 167; and 87 at the Drive Up window. 7,858 items were checked out or renewed daily and 1,099 of those were downloaded electronic content. There are currently 70,013 registered borrowers and 527 new accounts were added in February and 576 inactive accounts were deleted.

In addition to borrowing books, DVD's, or downloading electronic resources for circulation, 2,709 attendees enjoyed one of 168 different Library sponsored programs. Customers used the Library's computers more than 12,082 hours and 1,020 uses of the scanner helped customers fax or scan 3,243 pages of information. The Library served as a community resource for civic engagement or learning to nonprofit groups and individuals who made use of the meeting rooms, audio or video studios, or auditorium 659 times or an average of 24 times per day. The value of a few services offered by the Library is highlighted below.



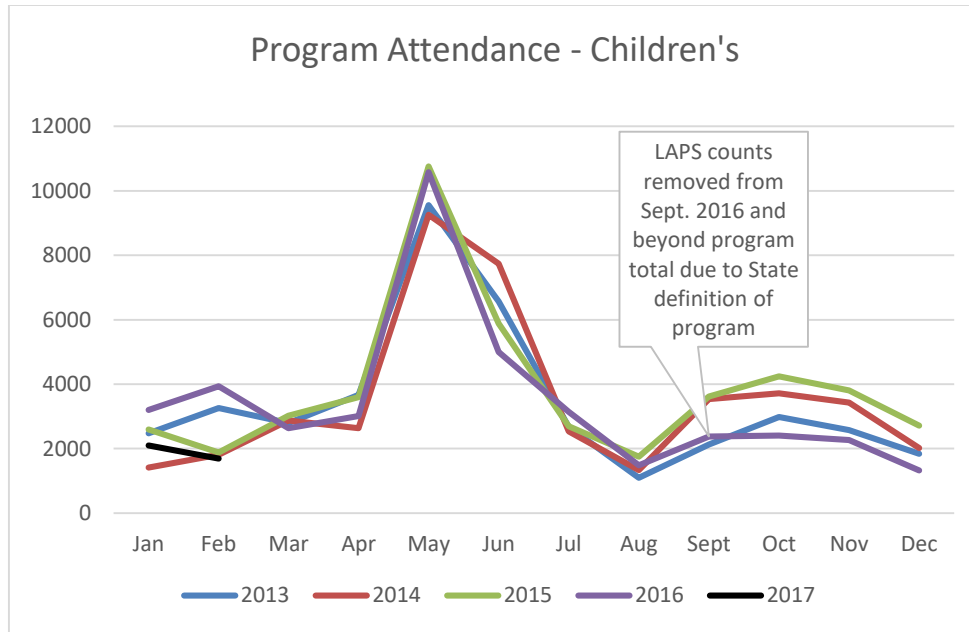
GOAL 1: Strengthen 21st century literacy skills

1A. Strengthen early literacy skills

- Parents and caregivers have multiple opportunities throughout the week to foster and practice early literacy skills with young children in Library programs that model reading, talking, singing and

playing together. Highest attendance occurs at programs that recur on a consistent schedule as adults plan to attend as part of their weekly activities and the Library's experience is more attend during the weekday when both families and small daycare groups visit. Evening and weekend "storytimes" have lower attendance than those occurring during the week. Sometimes the same families who attend during the week, come again to evening and weekend sessions, along with families who are not able to attend during the weekday. Librarians continually review participation and make adjustments to scheduled times in an effort to meet community needs. During this mild (weather-wise) February, 60 is average attendance at "preschool storytime" on Tuesdays at Main Library, and 30 at Ellettsville on Monday mornings. The morning session of the monthly "Storyhour Extravaganza" in the Auditorium continues to have large daycare groups attend along with individual families for typical total attendance of 75. No daycares attended the afternoon session and just a few families for total attendance at 11. In February-May, Librarian Mary Frasier is surveying the individuals and groups who attend "Storyhour Extravaganza" with an aim for adjusting times of this program for fall schedule. Librarian Stephanie Holman has shifted the schedule of "preschool storytimes" at Ellettsville. Starting in March, this program will repeat in the afternoon at 1:30 pm instead of offering back-back 10:15 and 11:30 am sessions.

- February's "Little Makers" art activities featured a mix of popular favorites (valentine hearts) and the unusually creative musical instruments based on the Ancient Egyptian Sistrum. Children used "Y" shaped tree branches, copper wire, and buttons to create their instruments and had a great time demonstrating them when done.
- Children and families from St. Marks Preschool enjoyed a special storytime visit with Librarian Christina Jones. After listening to stories, participants engaged in a variety of hands-on science exploration stations related to weather and took a behind-the-scenes look at the garage where they climbed aboard the Bookmobile.
- Special presenters help us expand our capacity to offer programs on evenings and weekends. New families, as well as some of our storytime regulars enjoyed the accordion music, puppets, egg shakers and colorful scarves that award-winning musician and early childhood educator Emmy Brockman incorporated into her "Musical Storytime" on a Saturday morning.
- Children's Strategist Lisa Champelli responded to Monroe County Smart Start's request for help in describing how the Library currently supports early learning programs and initiatives and the family engagement services the Library provides. The request for information was issued by the State of Indiana's Office of Early Childhood and Out-of-School Learning (OECOSL) to pre-selected counties that may be interested in providing pre-K services as part of the potential expansion of the State's On-My-Way Pre-K Pilot Program from five counties to ten.



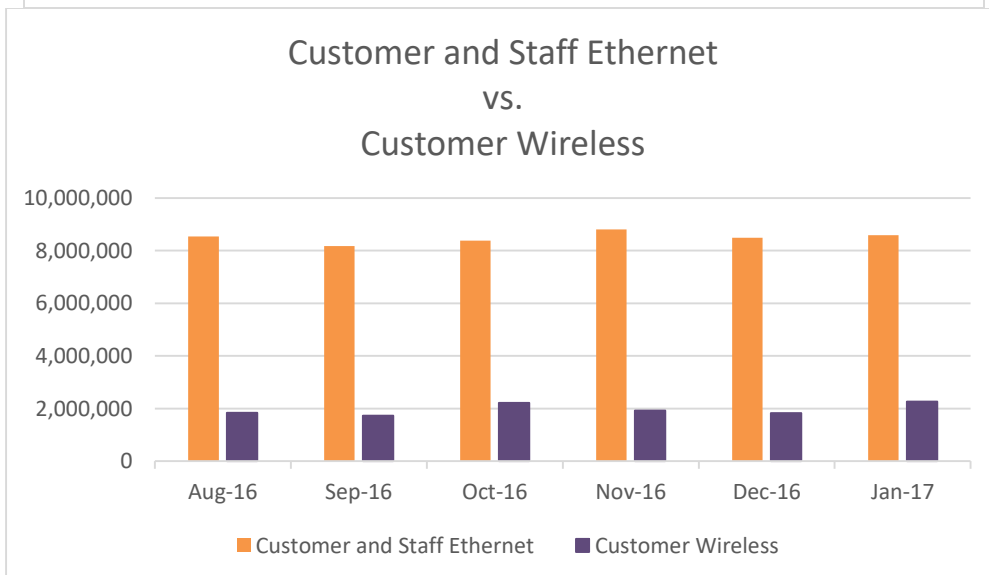
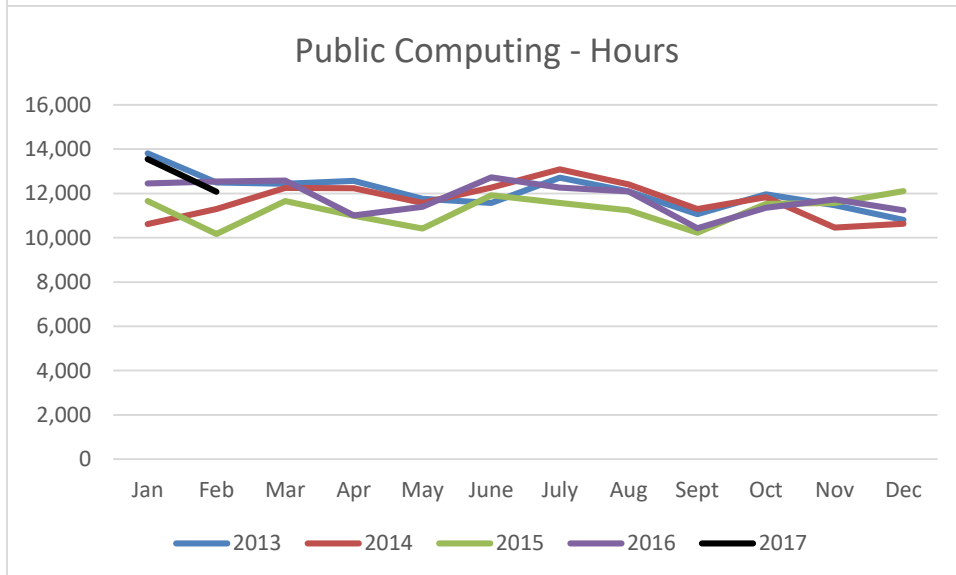
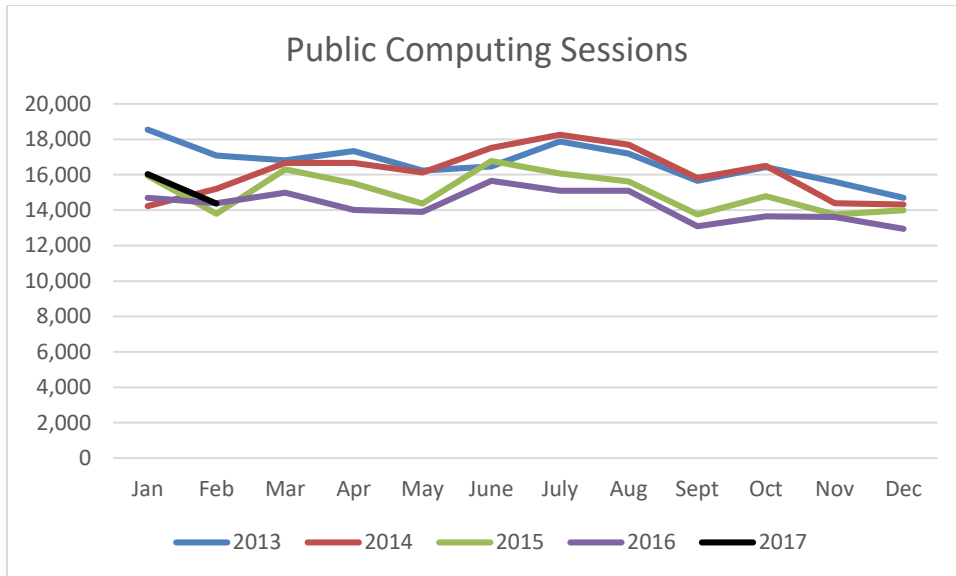
*2016 Sendak exhibit and second grade visits in Feb. & March

1B. Support basic literacy skills

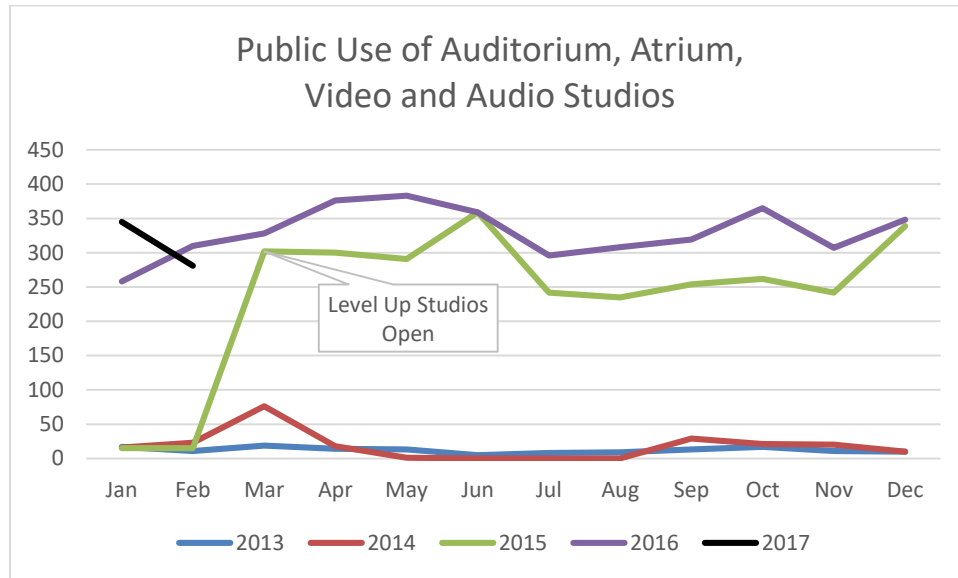
- Library Staff reviewed goals and objectives for the new eAccess Cards issued to area schools and developed a survey to help gather feedback from principals and teachers about how they use the cards and the library's online resources. The survey will be distributed in March. The Library hopes to use this information to improve or extend usage of electronic resources and better understand resource needs that might be supported by the Library.
- A twelve year old bookmobile patron is looking forward to spring and has kept himself busy this winter by checking out birdhouse books from the bookmobile. He recently brought two of his creations on board to share with staff. They admired a big butterfly box and a smaller yellow birdhouse he and his Papaw made. Staff had never heard this young man talk so much as he shared the building techniques and designs he learned about.

1C. Serve as a community resource for digital literacy

- An enthusiastic group of 8-12 year olds took part in the second "Mario Kart Tournament" conducted by Librarian Alex Galarza. Alex is considering how to structure the program in a true tournament style as one child requested. Currently, the program allows children to play and socialize with peers on a more casual drop-in basis.
- During three different "Tech Days" programs (two in Bloomington and one at Ellettsville) 24 people received help with a variety of issues, from managing their mobile devices to mastering basic computing skills.

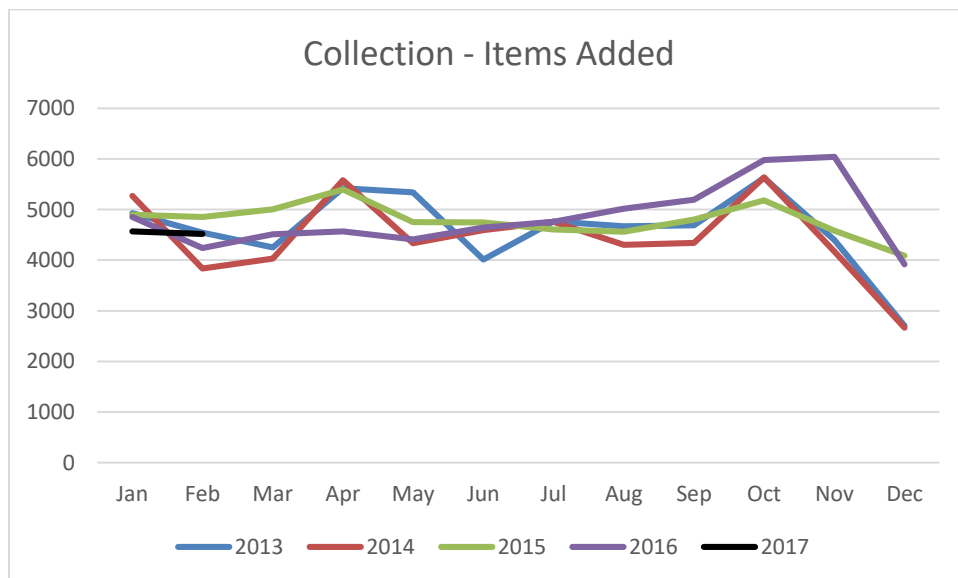


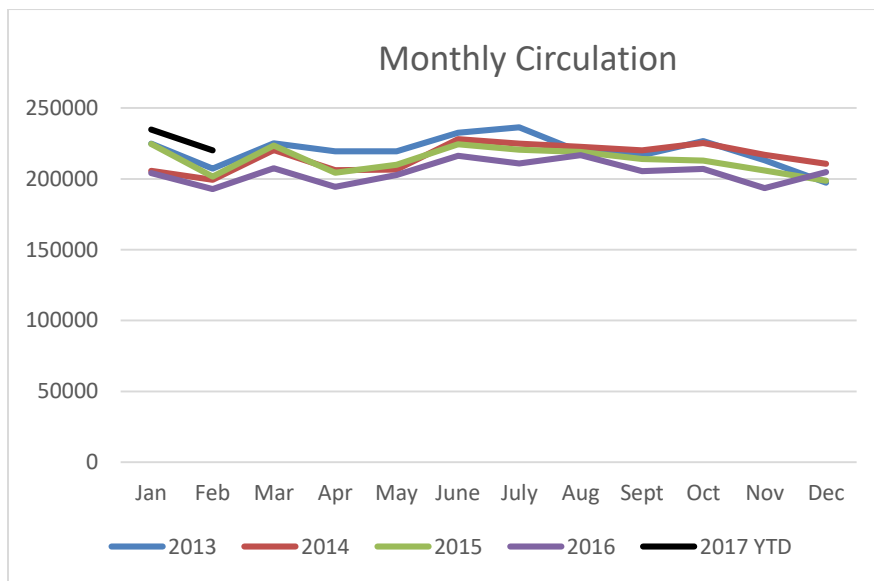
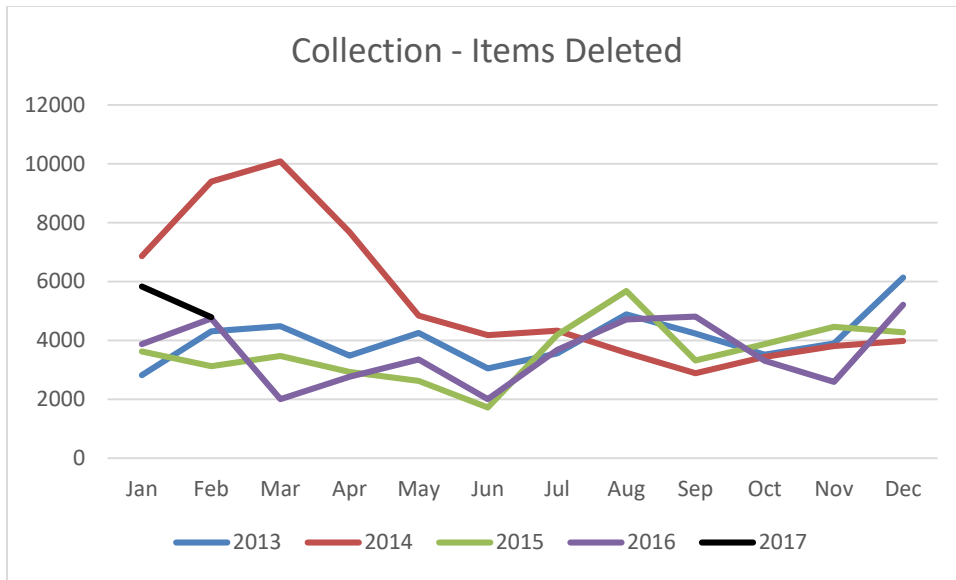
1D. Support digital creativity

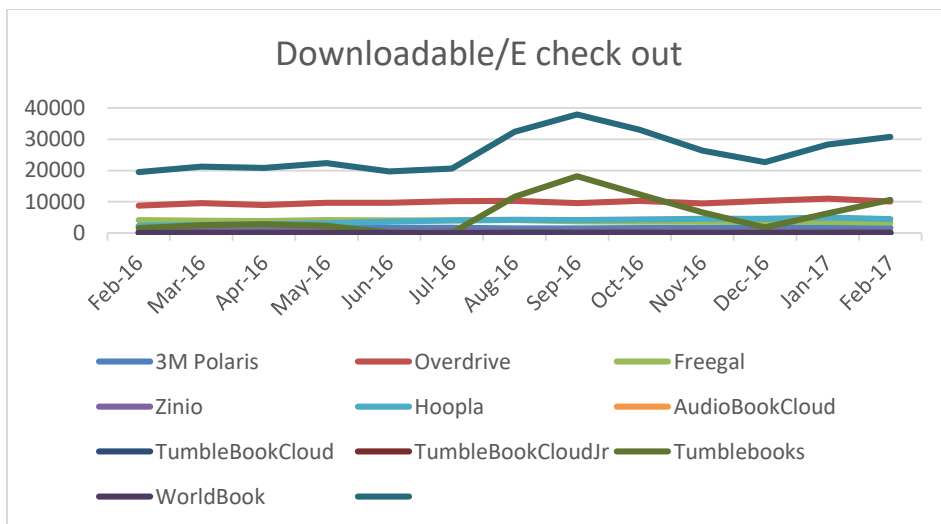
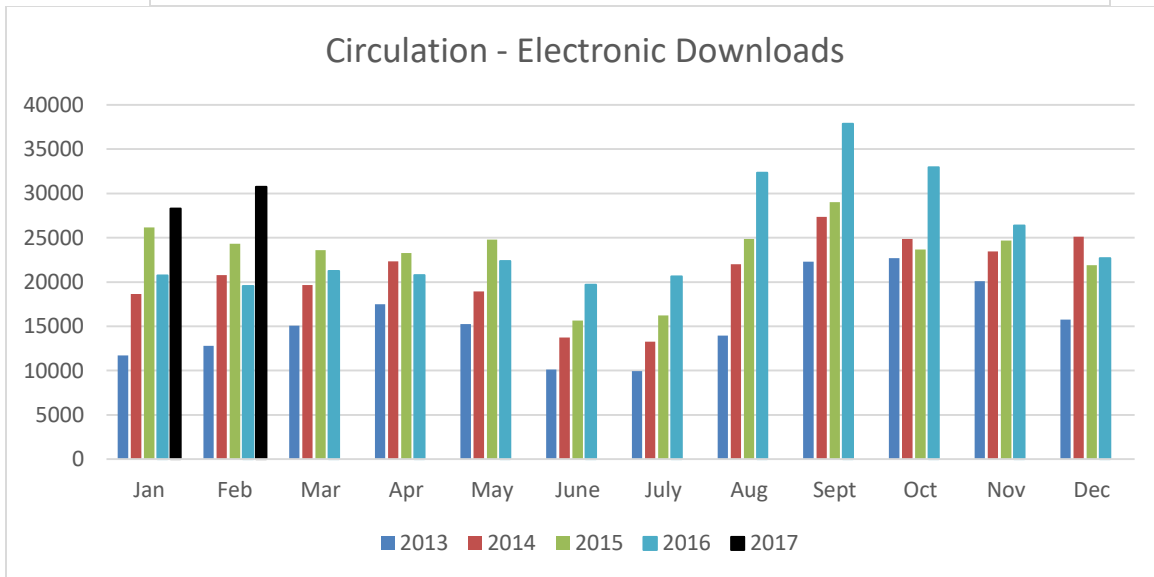
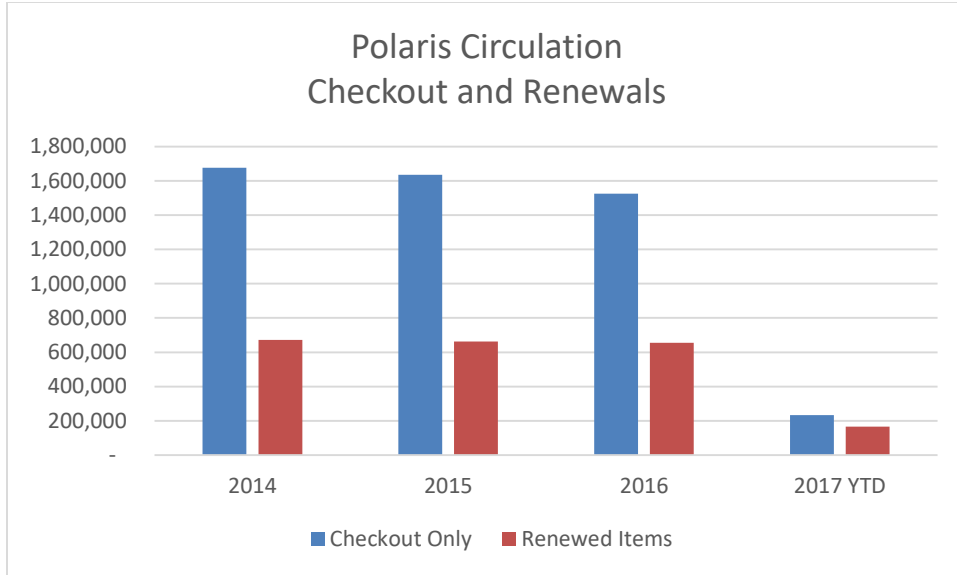


- With money received from the Wahl Family Grant, Children’s Strategist Lisa Champelli ordered a set of Lego WeDos and iPad minis to use with developing coding and robotics programs for tween audiences. Librarian Alex Galarza started experimenting with the Lego WeDos and incorporating them into her “Tween Tech” programs.

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







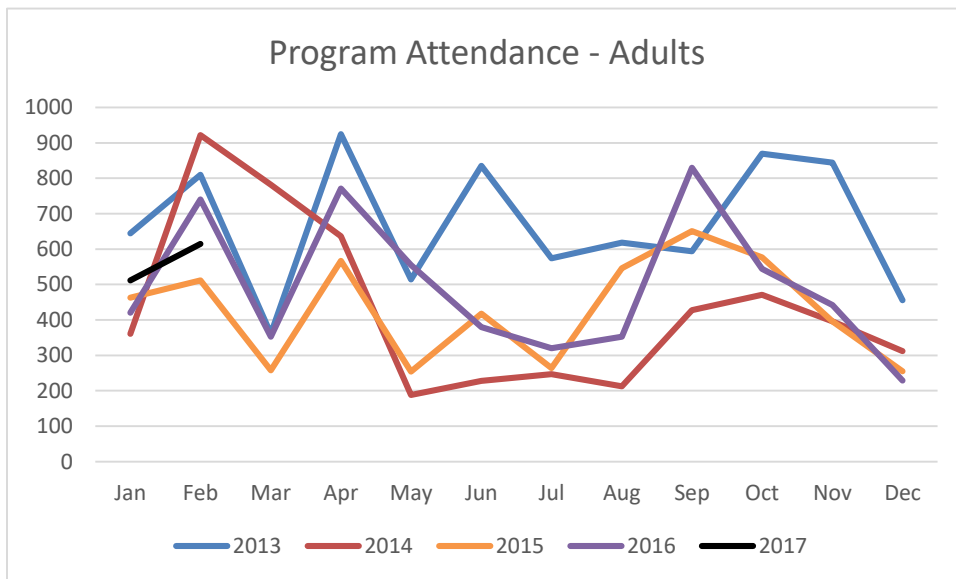
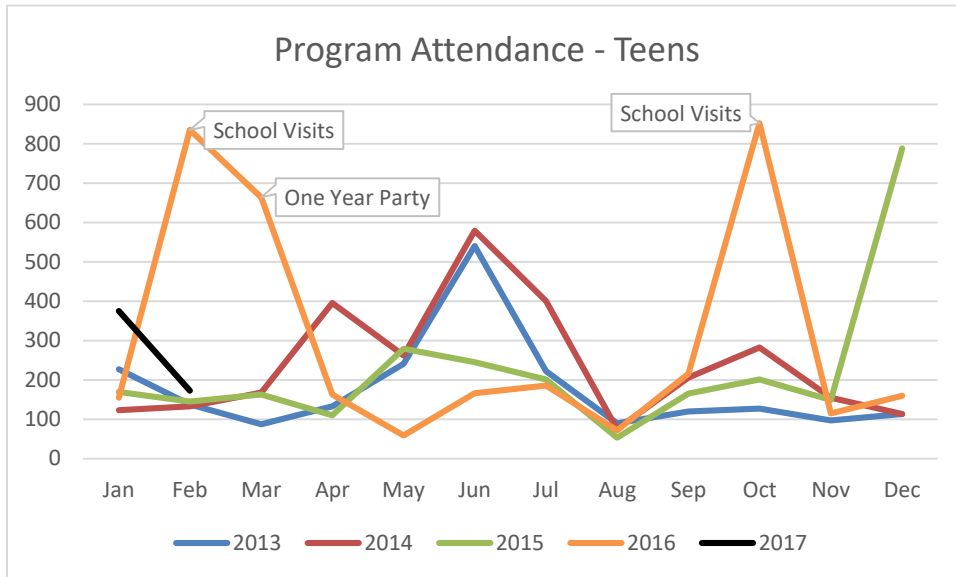
- The Library has created an adult local authors collection which accepts self-published items by Monroe County authors. This new collection provides an opportunity to support local authors and also gives patrons a chance to read some of the books local residents have written. Items will be shelved in the new arrival area.
- A grandparent reported to Librarian Stephanie Holman that her granddaughter's math grade went up after the school-age child started using the Launchpad Stephanie recommended featuring a collection of games and activities to practice math skills. The Launchpad collection as a whole has been popular with families. The Library continues to seek funding to maintain and grow this collection, which was initially funded with a grant from the Wahl Family Charitable Trust. Currently, the budget allows only for the purchase of two additional LaunchPad titles with a copy each for Main and Ellettsville. The LaunchPads fill a need for educational games and will in the next couple of years replace the CD-ROM collection which is being phased out as publishers have stopped producing educational games in a CD-ROM format. The LaunchPads differ from the equally important videogame collection in that they do not require families to already have a home device required for playing the borrowed item. The LaunchPad is all-in-one device and we have prioritized selection of titles that support development of math, science and reading skills for school-age children.
- Staff working in the Children's area weeded worn picturebooks and titles with too many duplicate copies in order to alleviate crowding on the shelves for this collection, as well as to aid adjustment of the shelving dimensions to better meet ADA guidelines. While the rows of shelving in this area were set to the required 3 feet apart, some wider picturebooks extended into the aisles, reducing the aisle width. Staff in Access and Collections moved the shelving and shifted the collection. It is noticeably easier now to browse the picturebook collection.

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

2A. Provide programs for teens and adults

- Librarian Becky Fyolek facilitated a program to call for submissions from teens to the *Voice of Youth Advocates, or (VOYA)*, magazine Teen Poetry Contest. Five poems are chosen for publication and one of those was from a teen from MCPL. VOYA is the leading library journal dedicated to the needs of young adult librarians, the advocacy of young adults, and the promotion of young adult literature and reading.
- On Wednesday, February 1, the Ground Floor opened one hour earlier for the day to meet the high level of need for services to teens on Wednesdays due to early release of students at the Project School. Approximately 20 students have attended each Wednesday since this pilot began.
- The *Girl on the Train* drew 37 patrons to "New Movie Monday" this month. This ongoing program increases patron expectations of being able to see a prized DVD release on the big screen rather than having to wait through our tremendously long holds list.
- Ten amateur genealogists attended a presentation on who the loyalists were in the Revolutionary War, where they escaped, and their fate after the War. Several people had what they thought were loyalist ancestors, one person's ancestor was hung as a spy, one person's ancestor was a major in the British army, one was forced to flee to Canada leaving a wife and children behind. He later was granted many acres of land in Canada and started another family. His left behind wife and family

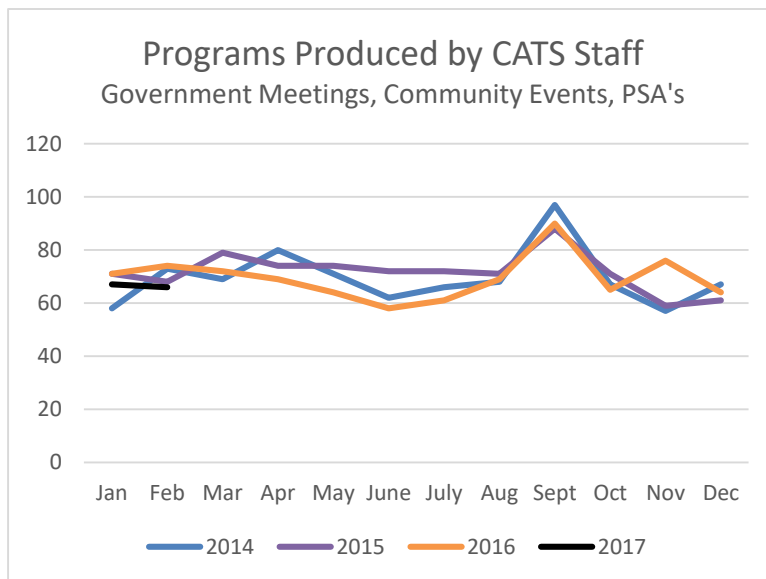
wound up in Indiana. He was easily found in the records, but the patron always wondered how the wife came to end up in Indiana. Let her hunt begin!



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

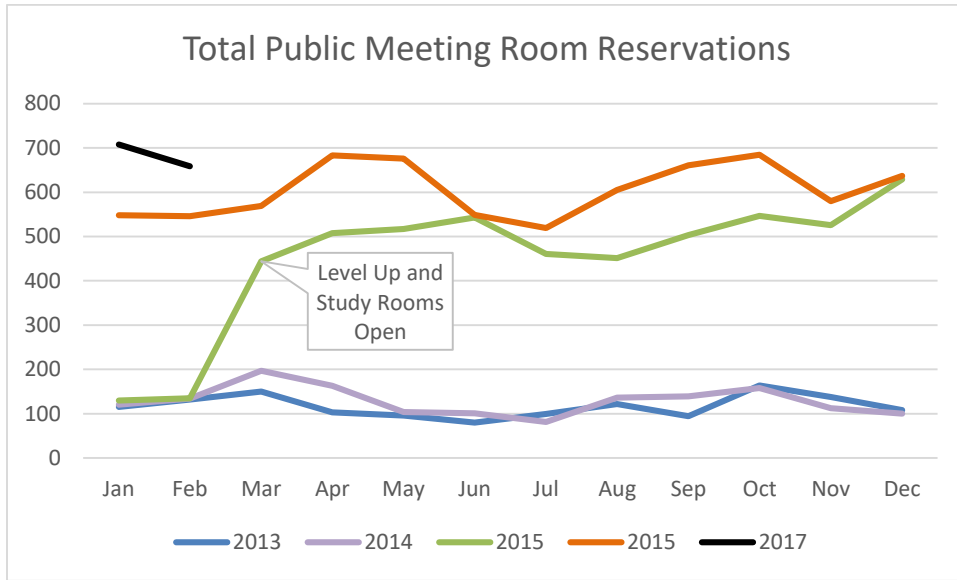
- More than 70 attended the “Griot Drum Ensemble” performance on a Sunday afternoon in honor of Black History Month. The Ensemble’s inspiring and educational performance features music and stories from West Africa and emphasizes themes of respect and inclusivity. The artist’s close their performance by inviting children to remember: *the only time I will look down on another is when I am reaching out to offer a hand up.*

- A dozen different families took part in the “Celebration of Children’s Literature” program proposed and co-sponsored by the Neal Marshall Black Culture Center Library. They selected wonderful books to share with children, prepared a booklist of titles featuring African American characters, and recruited some volunteer readers. They also conducted an art activity to help children think about their dreams and creating an inclusive community.
- In response to a community member’s request for a display of books written by authors from countries included in the recent travel ban, both the adult and children’s areas featured displays of books written by authors or featuring characters from Iraq, Syria, Iran, Sudan, Libya, Somalia and Yemen.
- Marilyn Wood presented to an Indiana University Library Science class on the “Library as a social institution”. There was lively and thoughtful discussion about changes in Libraries and support for the community. Students also had many outstanding questions about managing resources and staff.
- Librarian Becky Fyolek presented to ILS class Z572 (Youth Services) on teen programming, teen spaces, and library services to teens.
- Teen Services and Digital Creativity Strategist Kevin MacDowell gave a tour of the digital creativity space to staff from Bloomington High School North. The school Librarian, IT manager, and Head of Facilities attended to get ideas on how they might repurpose or renovate some of their unused space in the media center to become a digital media production space for their students and faculty.

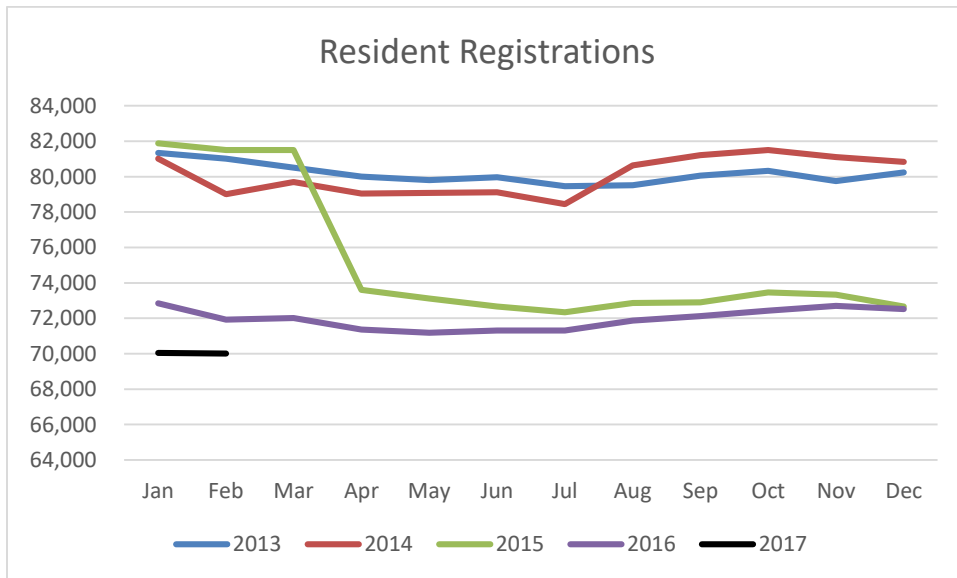


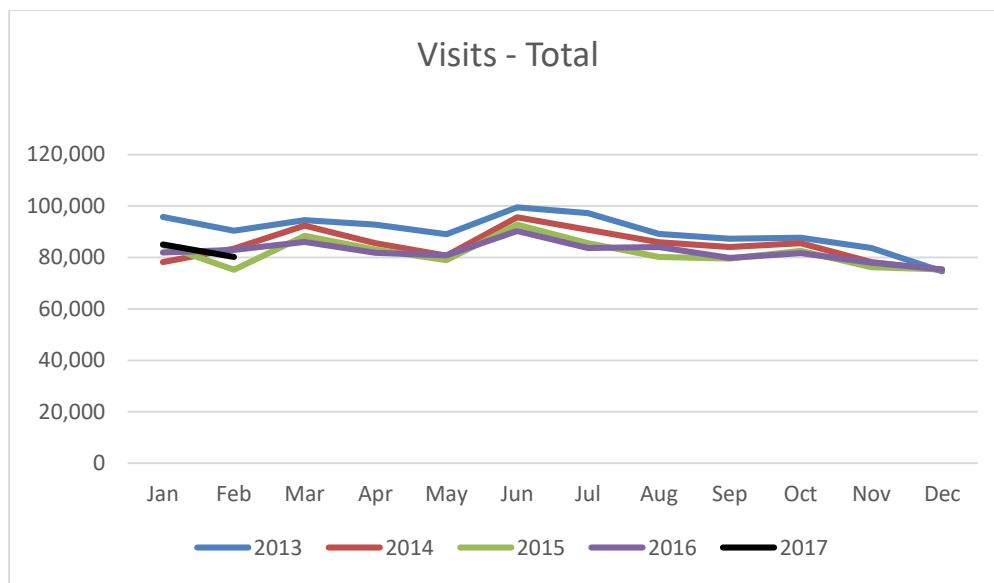
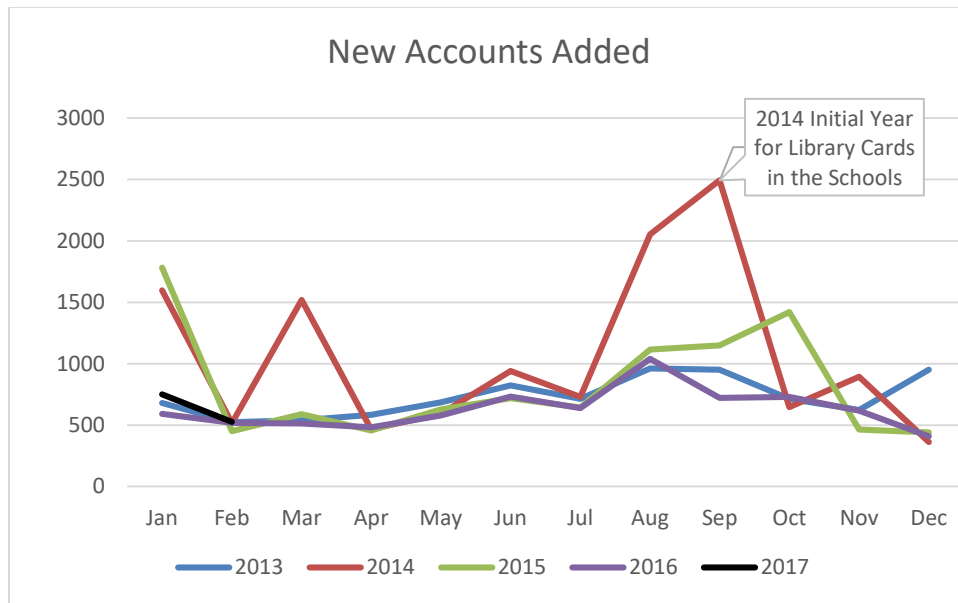
2C. Strengthen services for nonprofit organizations

- In February, the unseasonably warm temperatures mirrored the heart-warming television that CATS crews produced for the community. From Black History Month events to long discussions of annexation by the City of Bloomington to a new series about what’s taking place at the Monroe County Public Library, CATS coverage included a wide variety of of community and governmental events.
- Bobby Overman hosted six one-on-one nonprofit coaching sessions in February and presented two programs on “Finding Funders through the Nonprofit Center Database”.



GOAL 3: Provide high quality, personalized customer service.

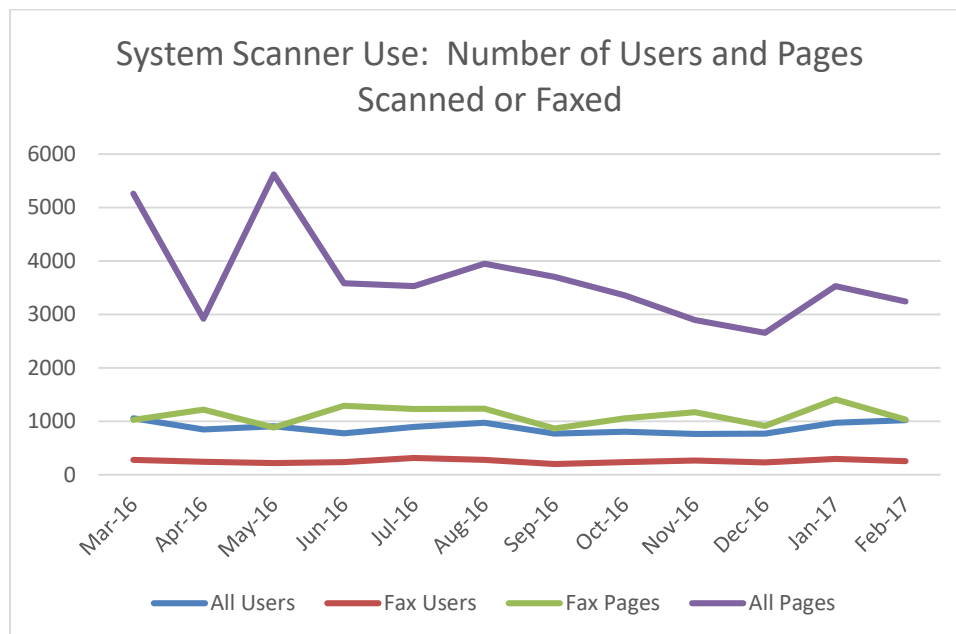




3A. Provide quality customer service to increasingly diverse audiences

- It often takes six months to a year for a new Bookmobile stop to reach its potential, since it requires users to build a visit into their weekly schedule. That said, among the new stops launched in late February, the Northwest YMCA location is already off to a very strong start, and Stinesville is not far behind. The Library will continue to promote all the new stops as we strive to reach additional residents throughout the county.

- The Library is a partner in “Blooming Memories Thru Music”, a program where local high school students will develop personalized music playlists to share with elders living with dementia. In February, the library screened the documentary *Alive Inside* that demonstrates the remarkable transformations that music can engender among those with Alzheimer’s. In May, we will start training adult liaisons who will work with the students. Then in September we begin working with Bloomington High School North students, first helping them understand dementia and its effect on the brain, then developing communication strategies, and finally working on creating customized music that will resonate with elders who may have lost touch with their personal histories.
- Of the eight attendees at the “Many Shades of Zen” coloring program in February, one was an IU student who stated that this is the best place for her to de-stress.
- Second floor service updates continue. The Library hired Kim Bolan & Associates to assist in the space planning of the second floor in support of roving reference and information services. Kim & staff visited the library on 2/22, toured spaces, held staff focus groups and discussed service needs and options. Staff continue to test technology to support roving reference and staff communication, including Surface Tablets. Collections in the Indiana room have been reorganized for increased accessibility and browse ability and the vertical files will soon be moved into the public area. Information about improvements to the Indiana Room can be found here: <https://mcpl.info/blogs/information-answers-reviews/improvements-changes-indiana-room> In March, library staff will begin a series of Indiana Room trainings, including genealogy and local history resources.

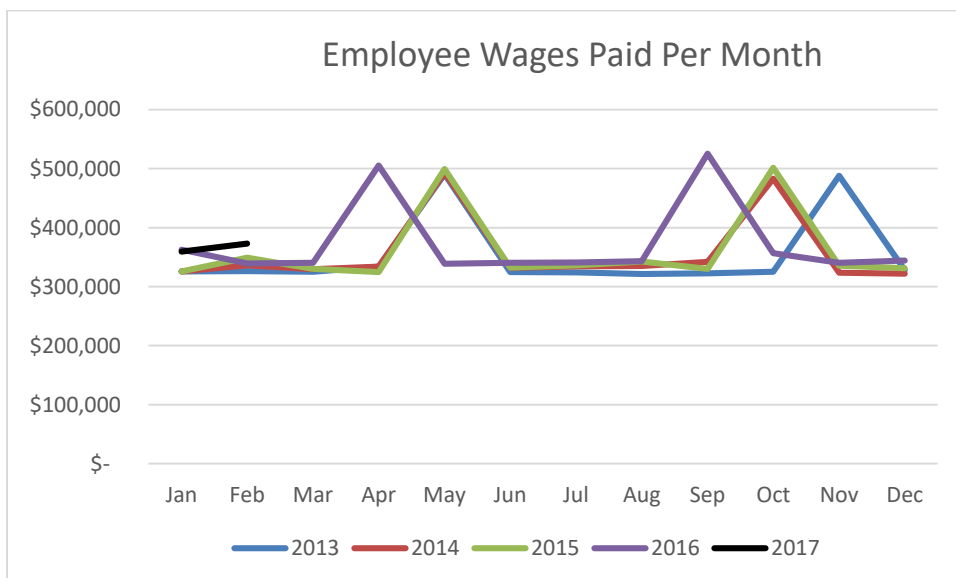
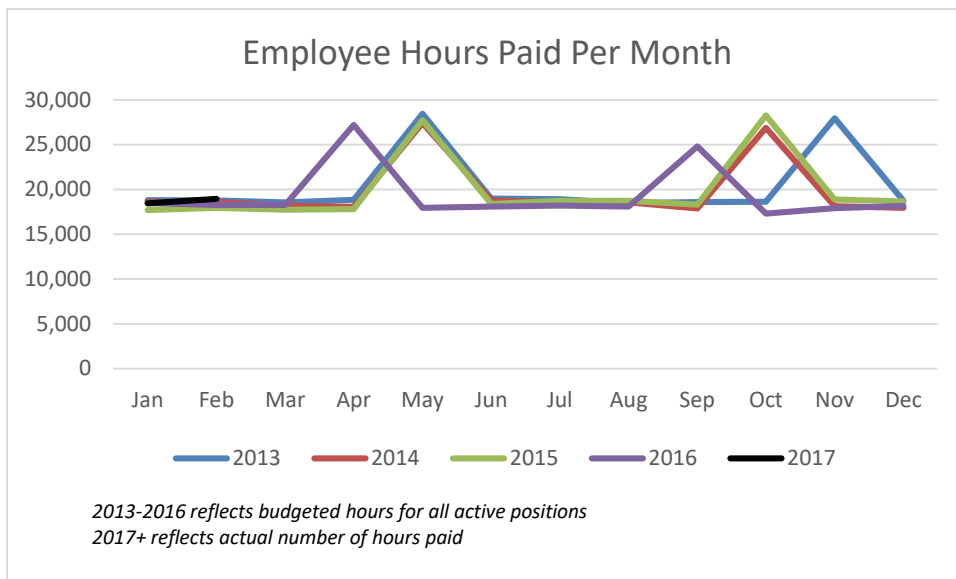


GOAL 4: Optimize stewardship of library resources

4A. Recruit and retain quality employees

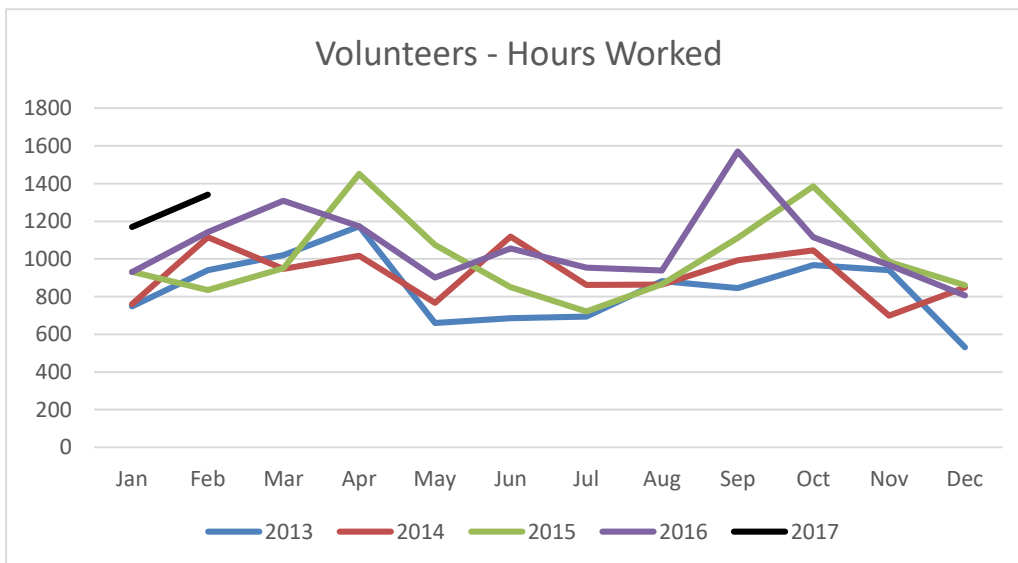
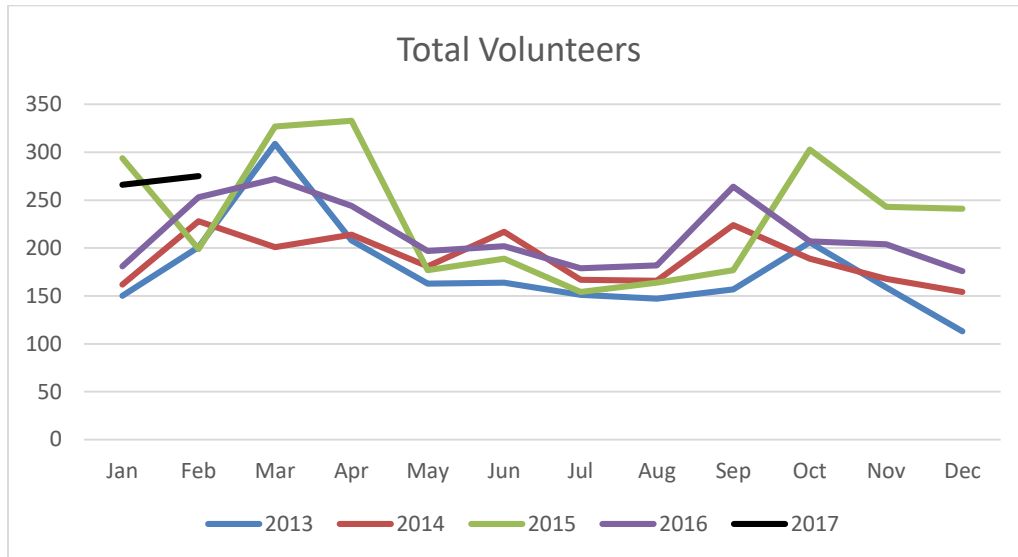
- 16 new employees, hired since November 2016, were welcomed at the New Employee Reception.

- Marilyn Wood and Jane Cronkhite met with Amber Painter of the Indiana State Library to discuss initiatives at MCPL and learn more about staff development and training opportunities from the State Library.
- A team of six staff members who attended the American Library Association's Harwood Institute training conducted "Community Conversations" with small groups of library staff from December 2016 – February 2017. Nearly all staff participated in a 45 minute informal conversation, which included sharing their aspirations and concerns about the Library, and recommendations for improvement. The nineteen conversations will be integrated to create shared aspirations and goals for all staff, and goals for individual units will be developed. As part of Staff Day on March 28, members of the team will provide training in leading community conversations in support of community engagement.



4B. Assure adequate, stable funding for library operations

- All annual reports to the State Library and State Board of Accounts (Gateway) were submitted in advance of their deadlines.

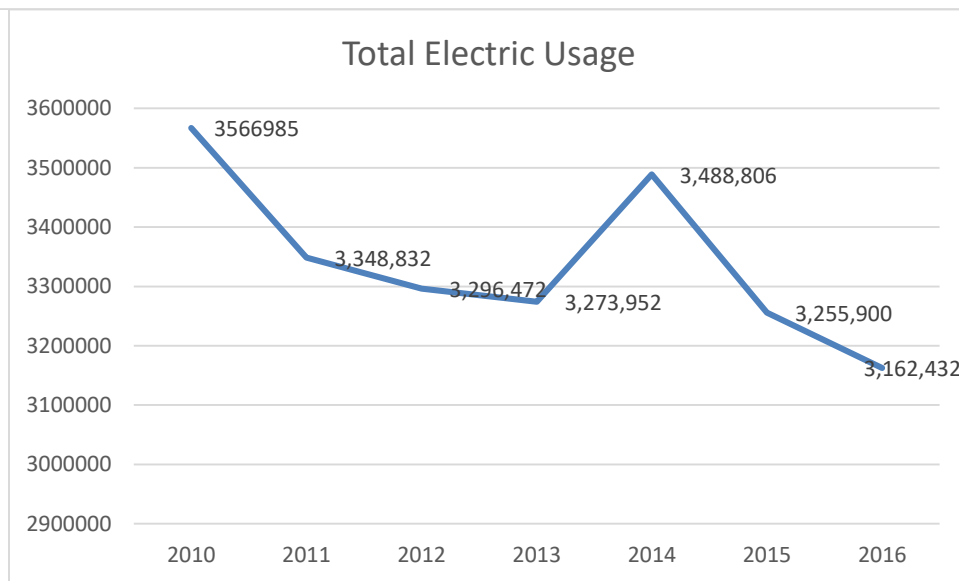
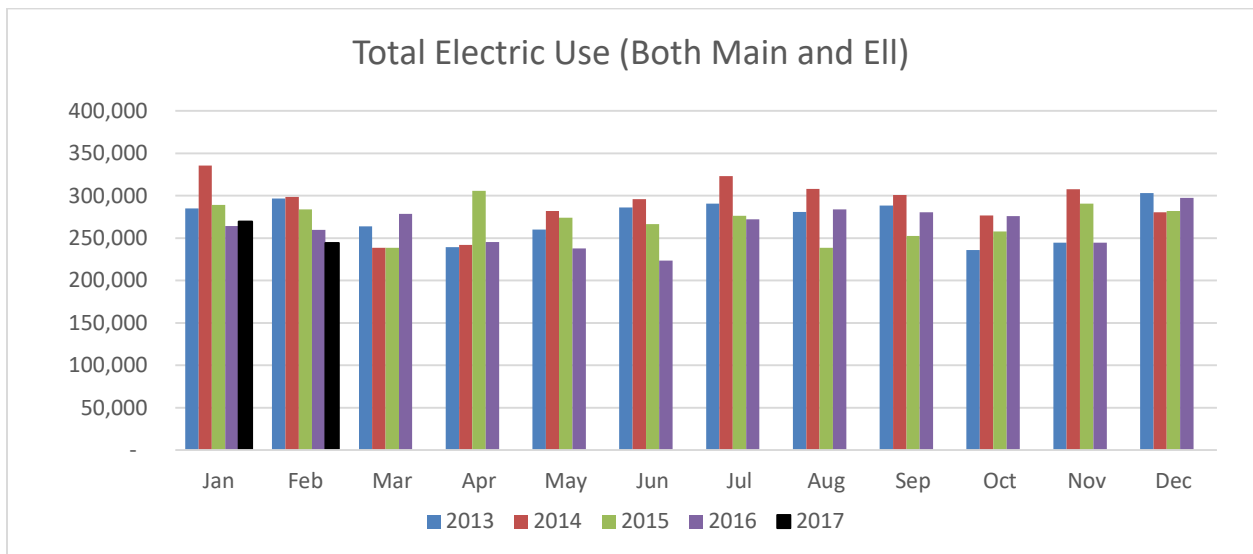


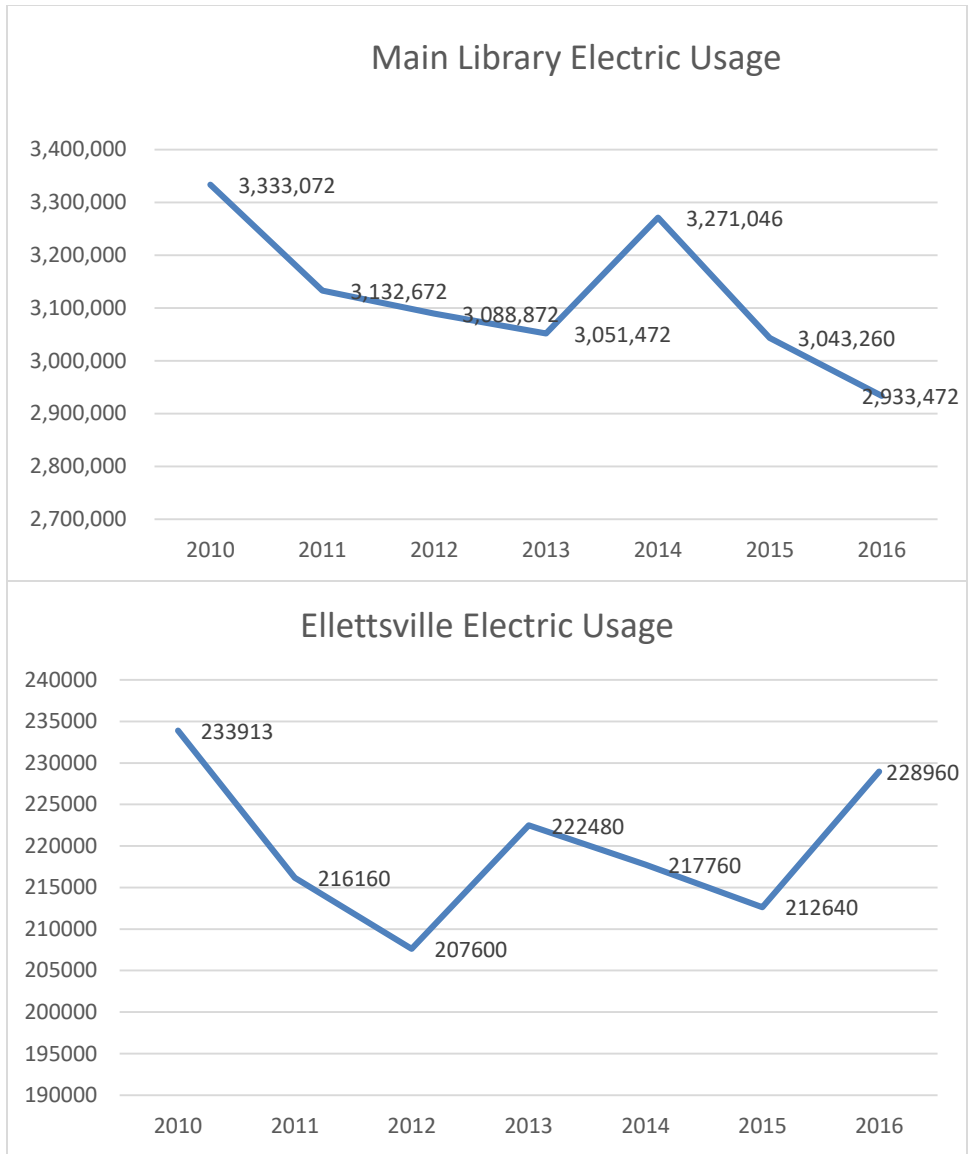
4C. Maintain library facilities

- Four proposals were received from architects for the Ellettsville renovation. Marilyn Wood, Jane Cronkhite, Gary Lettelleir, and Chris Hosler interviewed two firms and prepared a recommendation for the Board of Trustees to hire Christine Matheu Architects.
- Building Services staff began to update and refresh the second level entry vestibule.

4D. Improve stewardship of library assets and records

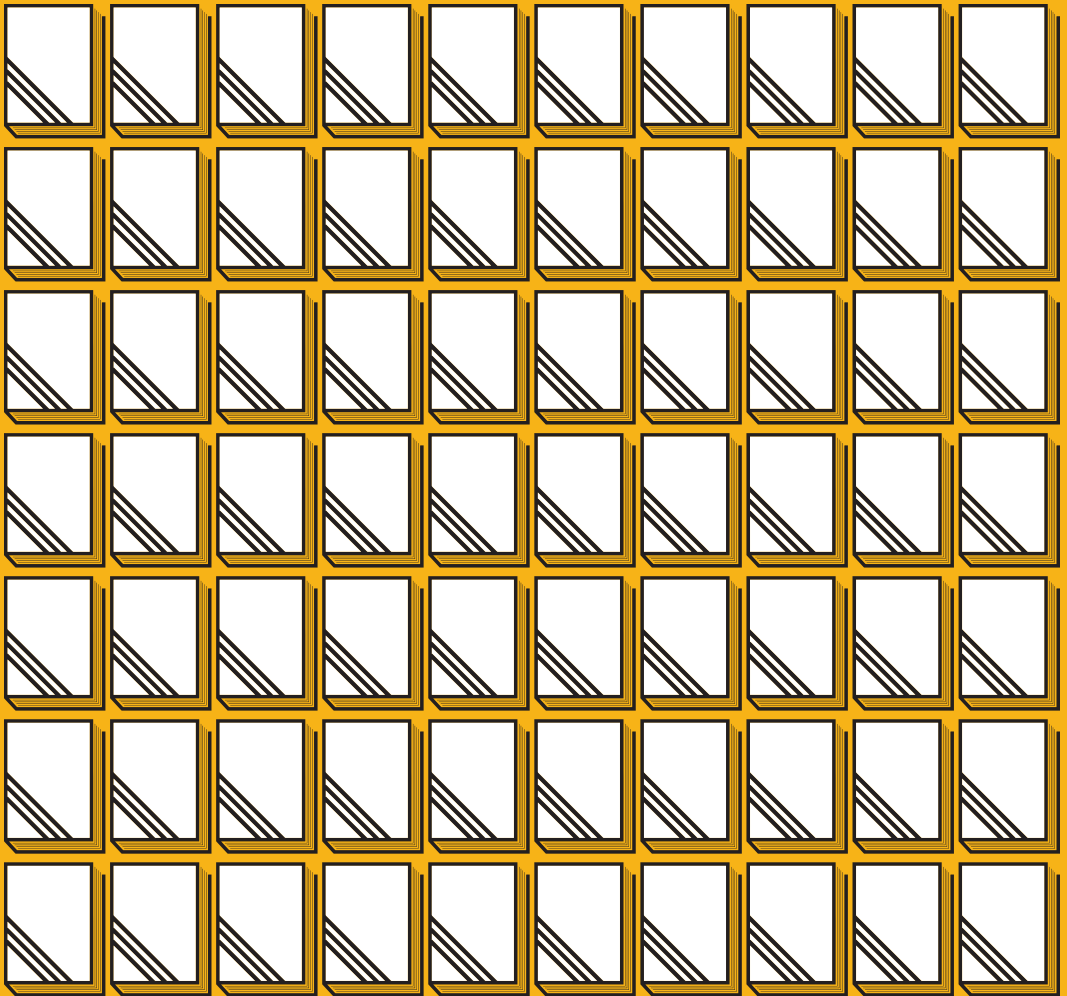
-





Monroe County Public Library
Annual Report 2016





1 book image = 2,500 books in the Library's collection

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Our Mission

To enrich lives and strengthen our community by providing equitable access to information and opportunities to read, learn, discover, and create.

From the Maurice Sendak Exhibit to opening the Baby Space, 2016 was filled with entertaining and educational Library programs and community engaged services. The Library's staff provided high quality, personalized customer service that engaged the community to read, learn, discover, and create. Look inside to see highlight's of the Library's impact in the community over the past year.



Marilyn Wood
Director, Monroe County Public Library



In 2016 . . .

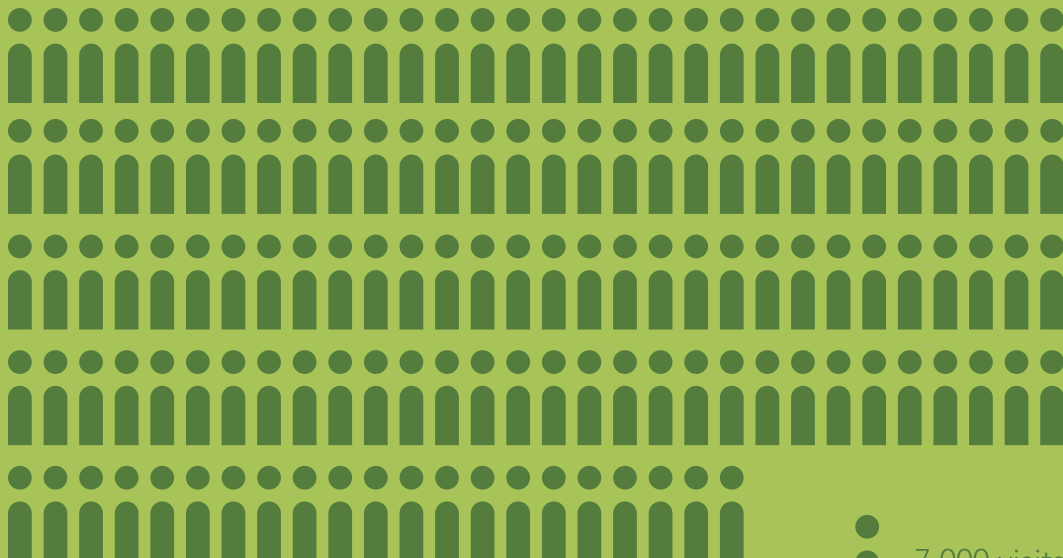


72,519
people had
a library card



The Library was
OPEN
8,095
hours

986,663 visits to the Main Library,
Ellettsville Branch,
& Bookmobile



i = 7,000 visits
68

171,147

public computer sessions



meetings were held at the Library by

270

unique nonprofits & organizations



58,893

program participants



1,783

programs for all ages

In 2016 . . .

The Library's collection held:



348,738
books



39,872
eBooks



103,317
DVDs & CDs



19,288
downloadables

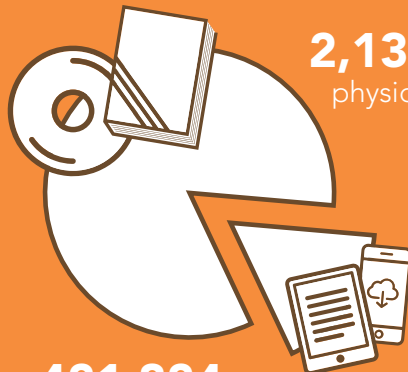
*See the inside covers
for a visualization of the
Library's book collection*

The Library spent:



\$1,446,049
building the collection

The Library circulated:



2,138,168
physical items

421,824
digital items

County Option
Income Tax:
\$2,026,293



Property taxes:
\$5,554,636

\$8,287,038
Operating fund income



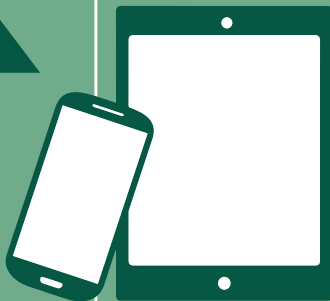
The Friends
of the Library
raised over
\$100,000



There were **127** full-time Library employees

LITERACY

Strengthen 21st century literacy skills



Tech Days

Tech Days is an ongoing program offering community members one-on-one help with their digital devices and accessing the Library's free eBooks, movies, music, and more.



Job Search

With Job Search, employment professionals from the community come to the Library and offer free 30-minute consultations on creating resumes, reviewing job listings, and answering tough questions.

Wireless Mobile Hotspots

Take the Internet with you! This year the Library began circulating mobile hotspots, providing free Wi-Fi access to the internet on any computer or mobile device. Take it anywhere that receives a cellular signal, at home or on the go.





The Ground Floor & Level Up

The Ground Floor and Level Up were open for their first full year at the Main Library.

The Ground Floor is a giant space just for teens designed to facilitate leadership, creativity, collaborative work, quiet study, and recreation.

Level Up is the Library's digital creativity center—a place for video & music production, graphic & web design, coding, and game creation—with all the software and computer resources needed to assist your creativity.



LITERACY



The Baby Space at the Main Library opened. The Baby Space is an early literacy center for caregivers to explore and learn with their baby in a cozy environment.

BABY SPACE

The Baby Space features calm colors & soft lighting, toys & books promoting early literacy, a quiet place for mothers to nurse, and a place to meet other families with infants.



Strengthen 21st
century literacy skills

“If you can smile, be patient, be a good listener, you can make a difference in a person’s life.”

–Tom, VITAL tutor



Volunteers in Tutoring Adult Learners

VITAL facilitates tutoring for anyone in Monroe County seeking to improve their reading, writing, comprehension, and basic math skills. Tutoring is also available for beginning English as a new language learners.

“VITAL gives me hope that I can read better and keep on going!”

– Daisy, VITAL learner



75

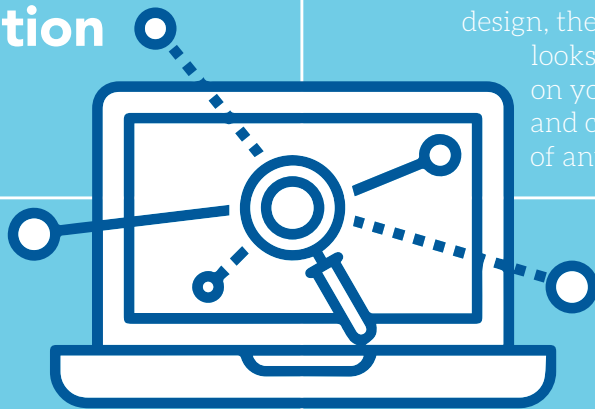
ACCESS

Provide shared **access** to the world's **information for free**



Updated Website

The Library updated the usability of its website in 2016. With responsive design, the Library website looks great and works on your phone, tablet, and computer screen of any size.



Public Computing

To meet the educational, informational, and recreational needs of the community, the Library provides free access to the internet, computers, and software for all residents and visitors.

Online Resources

The Library provides free access to dozens of resources for all ages on its website, from self-paced learning with Lynda.com to in-depth reference with World Book and Credo Reference.

eAccess School Partnership

The Library partnered with MCCSC and RBBCSC, as well as other local schools, to provide over 17,750 students in Monroe County with free eAccess library cards. The cards enable free access to the Library's top-quality online learning content for work in the classroom, homework, independent study, and entertainment.

Popular Library resources include:

World Book Online: the premier reference encyclopedia

Credo Reference: easy-to-use tool for research projects and homework

CultureGrams: information on the world's countries and peoples

Tumblebooks: eBooks just for kids

eBooks: Fiction and nonfiction books in electronic format

Lynda: self-paced online learning



ACCESS



Community Access Television Services (CATS)

CATS is a department of the Library and is the steward for the City of Bloomington's five cable access channels. CATS is a dedicated forum for the purpose of providing citizens of Bloomington and Monroe County access to electronic media for the distribution of information, opinion, and other constitutionally protected forms of speech.



Provide shared access to the world's information for free

Programs & Meeting Rooms

The Library provides access to its meeting rooms and auditorium at no cost to all area nonprofit organizations. The Library's ten meeting spaces are in constant use and support an educated and engaged Monroe County with the Library at its center.

The Library offered over 1,700 programs in 2016, creating connections among the community and the Library's resources to enrich lives and provide opportunities to read, learn, discover, and create. In addition, over 4,700 people participated in the Library's annual Summer Reading Program for all ages.



SERVICE

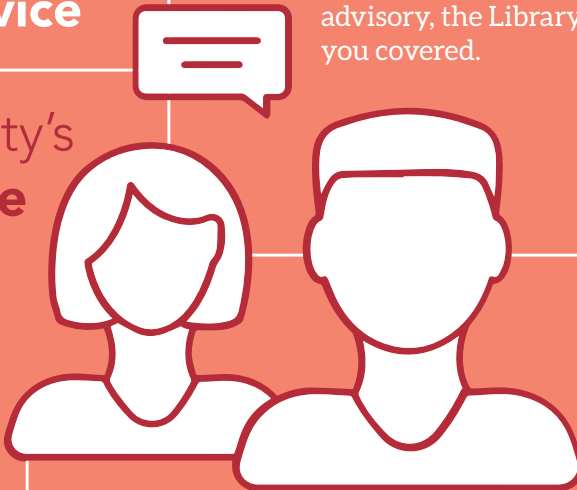
Provide high quality, personalized **customer service**

Subject Experts

Our librarians continually evolve their skills to address needs in the community. From a nonprofit expert to a digital creativity guru, to personalized reader's advisory, the Library has you covered.

Monroe County's Search Engine

Navigating the web for reputable sources and answers is no easy task. The Library's outstanding staff can help you find the right answers and right sources.



All the Little Things

The Library's staff are focused on providing the best customer experience possible and are well known for going the extra mile. No question or request is too small or too much.





Community Outreach

The Library's Community Outreach initiatives expand access to Library materials and services by reducing barriers of literacy, mobility, and geography. We are dedicated to delivering library services and materials to county residents who do not have easy access to our Library buildings.

Outreach services include the Bookmobile, Homebound service, Outreach Van, Jail Service, and early literacy support for all Head Start locations and other large preschool facilities.

SERVICE

Accessibility

Monroe County Public Library is committed to making its buildings, collections, programs, and services accessible to all members of the community.

The Library is accessible to all through outreach services, specialized public computing and equipment, programs, accessible collections, and building amenities, like wheelchair access and the drive-up window.



Provide high quality,
personalized customer service

Specialized Programming

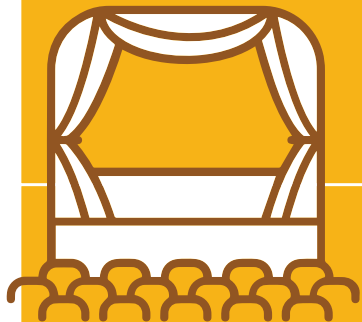
The Library is responsive to specific community needs through its program offerings. The Library offers special sensory storytimes and autism-friendly movies for children on the autism spectrum and those dealing with sensory integration issues. Last year the Library also offered a special series of programs for caregivers of people living with Alzheimers and dementia.



STEWARDSHIP



Optimize stewardship of library resources



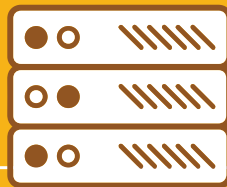
Green Room

To improve customer experience with using the auditorium, a Green Room space was created.



Infrastructure

The Library works to keep its infrastructure up-to-date to ensure the community has access to the latest features and current technology. In 2016, the Library upgraded its computer servers, its telephone software, central clock system, and the Integrated Library System was upgraded to the latest version.



Improvements

Exterior improvements included improved lighting and use of energy with the installation of LED fixtures in an exterior stairwell and doorways.

Grants

- **Wahl Family Charitable Trust** grant in support of digital literacy learning for young children
- **Rock-to-Read** proceeds in support of the Summer Reading Program
- **Smart Investing @your library** grant supporting the It's Your Money project
- **Midwest Collaborative for Library Services** grant to train MCPL librarians in the Harwood method of community conversations



STEWARDSHIP



Staff Development

The Library continued its commitment to staff development with the objectives of improving Library services and 21st century literacy skills. Library staff completed 681 training opportunities in 2016. Highlights include readers advisory classes, introductions to digital creativity and tools, and a community engagement session with Library Journal's 2016 Mover & Shaker Shanika Heyward. In addition, all required staff completed Internal Control Training, ensuring good stewardship of Library resources.

Optimize stewardship
of library resources



Friends of the Library



The Friends of Monroe County Public Library support the mission, vision, and values of the Library. The Friends advocate for Monroe County Public Library and support Library collections, services, programs, and staff development.

The Friends were strategic partners in bringing Maurice Sendak's artwork to the Library, providing funding and daily volunteers in the exhibit. Through the Friends Bookstore, membership, and the Campaign for Excellence, the Friends provided over \$100,000 in funding to the Library in 2016.

AWARDS

Indiana Library Federation's Programming Award

for The Power of Words with John Lewis, Andrew Aydin, & Nate Powell

IU Black Graduate Student Association's Collaboration Award

for Martin Luther King, Jr. Day programming

Stepping Stones' Benham Award

to Kevin MacDowell for exceptional work with young people





The Art of Maurice Sendak Exhibit

In celebration of the 50th anniversary of the children's classic *Where the Wild Things Are*, the Library and the Friends proudly presented an exhibit of 50 original works by Maurice Sendak and programs for all ages.

Over 11,000 people went wild visiting the exhibit, including every 2nd grade classroom in Monroe County. Visitors viewed the artwork and participated in interactive craft and art activities. The Library also displayed Wild Thing inspired artwork by K-6 students from MCCSC art classes.



PARTNERSHIPS

Community partnerships are integral to providing Library services and programs. 2016 highlights include:

- **MCCSC & RBBCSC:** Maurice Sendak exhibit, eAccess cards, and programming in support of STEM teaching goals
- **Cardinal Stage Company:** Preview performance programming and study guides in support of Cardinal's productions for children
- **El Centro:** Programming, resource collaboration, and permanent office space in the Library
- **BloomingLabs:** Hack Days programming and the annual Makeeventon, a convention celebrating local makers



NEW DIRECTIONS

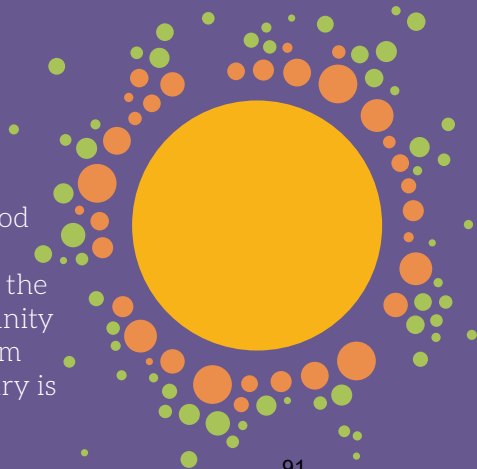
Associate Director

The Library hired Jane Cronkhite as the new Associate Director. “Jane’s passion for serving the community makes her a great fit for Monroe County,” noted director Marilyn Wood. “She cares deeply about building community relationships and brings a substantial background in planning, budgeting, and delivering high quality library service.”



Harwood Approach

Since joining the Library, Jane Cronkhite has taken the lead on utilizing the Harwood method for community engagement. Training and community conversations began in 2016 with the Library turning outward to center the community as our main reference point for decisions—from strategies and growth efforts to how the Library is structured and run internally.



LOOKING FORWARD

Ellettsville Branch **Renovation**

Planning is underway to update and improve the Ellettsville branch to ensure it is positioned to best serve the community now and in the future. Early plans include the addition of a teen destination space, a Learn and Play space for Children, and improvements for accessibility.





Continuously Improving

As the size, demographics, and needs of Monroe County continue to grow and evolve, so does the Library. In 2017 the Library is planning and making changes to the design and layout of desks and equipment and opportunities to engage Library users on the second floor of the Main Library. To better support genealogical and local history research—and celebrate Monroe County's bicentennial in 2018—improvements are being made to the layout and services in the Indiana Room. The Library's website is also undergoing changes in 2017 to better serve the diverse online needs of every Library user.

STAY IN TOUCH



Want to keep up with what's going on at your Library?

Subscribe to **Think Library**—a monthly eNewsletter about all the exciting things happening at Monroe County Public Library. Check out the latest issue and subscribe to our monthly newsletter online: [**mcpl.info/thinklibrary**](https://mcpl.info/thinklibrary)

You can support Library programming, collections, and VITAL tutoring by becoming a Friends of the Library. Learn more and join online: [**mcpl.info/friends**](https://mcpl.info/friends)

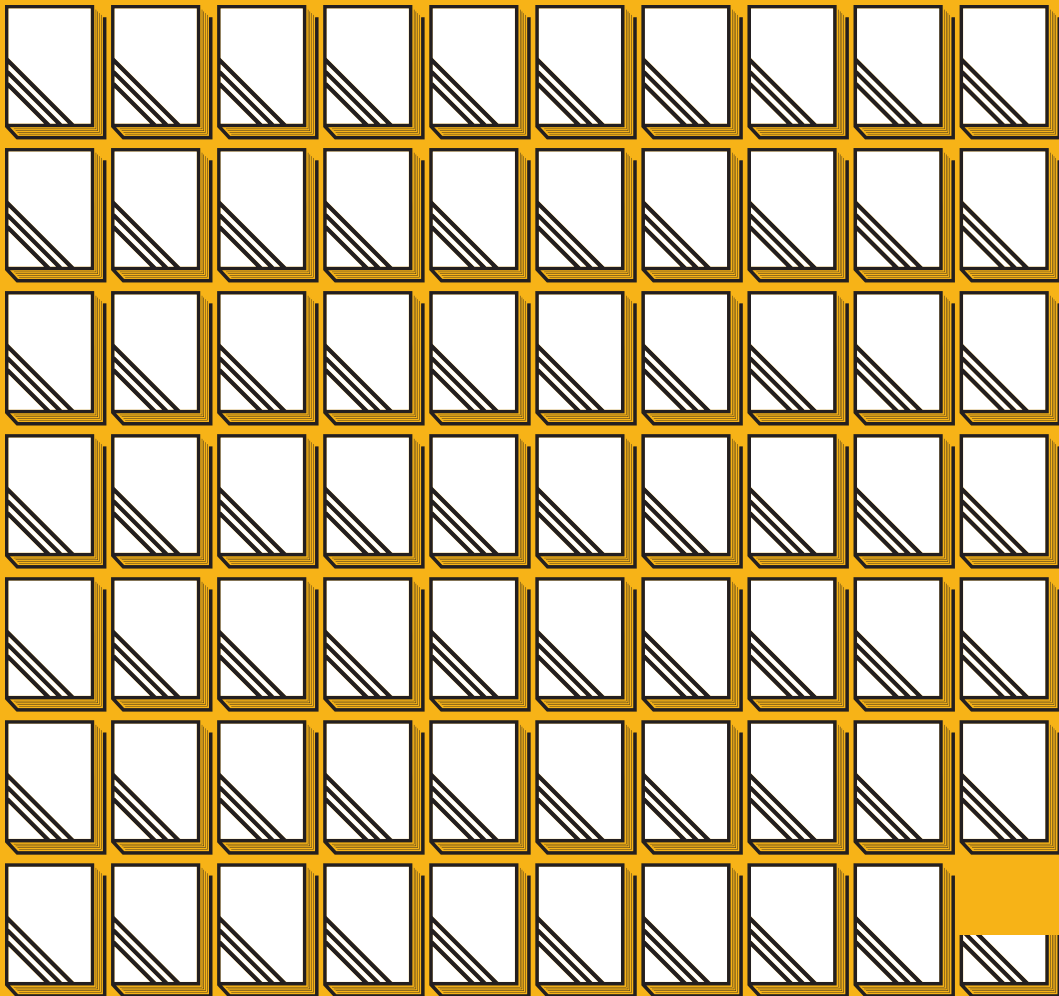
We want to hear from you!

Contact us with your questions, suggestions, and concerns via phone, email, or through our website:

(812) 349-3050

community@mcpl.info

<https://mcpl.info>





Monroe County Public Library

Main Library
303 E. Kirkwood Ave.
Bloomington, IN 47408
(812) 349-3050

Ellettsville Branch
600 W. Temperance St.
Ellettsville, IN 47429
(812) 876-1272

MONROE COUNTY PUBLIC LIBRARY

Indiana Public Library Annual Report 2016

CURRENT YEAR

PREVIOUS YEAR

1 - General Information

Questions relating to standards are in bolded blue font

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

Please provide the most current information available.

01-001	Name of the person preparing this report	Marilyn Wood	<i>Marilyn Wood</i>
01-002	Preparer's phone number	(812) 349-3058	<i>(812) 349-3050</i>
01-003	Time zone in which library district headquarters is located.	Eastern Time	<i>Eastern Time</i>
01-004	Library Name	MONROE COUNTY PUBLIC LIBRARY	<i>MONROE COUNTY PUBLI LIBRARY</i>
01-005	Library Class	A	<i>A</i>
01-006	Library Director	Marilyn Wood	<i>Marilyn Wood</i>
01-007	Street Address	303 EAST KIRKWOOD AVENUE	<i>303 EAST KIRKWOOD AV</i>
01-008	City	BLOOMINGTON	<i>BLOOMINGTON</i>
01-009	ZIP Code	47408	<i>47408</i>
01-010	Is your mailing address the same as the address listed above?	Yes	<i>Yes</i>
01-011	Mailing Address	303 E. KIRKWOOD	<i>303 E. KIRKWOOD</i>
01-012	Mailing City	BLOOMINGTON	<i>BLOOMINGTON</i>
01-013	Mailing ZIP Code	47408	<i>47408</i>
01-014	Congressional District #	9	<i>9</i>
01-015	Phone	(812) 349-3050	<i>(812) 349-3050</i>
01-016	FAX	(812) 349-3051	<i>(812) 349-3051</i>
01-017	Does your library have an answering machine, voice mail or other similar technology?	Yes	<i>Yes</i>
01-018	Library URL	http://www.mcpl.info	<i>http://www.mcpl.info</i>
01-019	Public Library E-Mail Address, or a means of electronic contact listed on the library's website	http://mcpl.info/geninfo/contact-us	<i>http://mcpl.info/geninfo/co</i>

Building Questions

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

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

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

01-023a	If your Central library has an ATYPICAL schedule that cannot be correctly entered into the above form (e.g. 9:00AM-Noon, 2:00PM-5:00PM), please provide and describe those hours here.		
01-038	Total open hours for Central Library during a typical week	70	70
01-039	Total number of hours Central Library is open after 6:00 p.m. per week	12	12
01-040	Total number of hours per week Central Library is open on Saturday	8	8
01-041	Total number of hours per week Central Library is open on Sunday	6.0	6
01-042	Number of Weeks Per Year Central Library was open in 2016	52	52
01-043	Total Central Library Hours Open per Year	3,640.00	3,640.00

Internet Access

01-044	Does the library have Internet Access	Yes	Yes
01-045	What type of Internet Access is available in the Central Building?	Fiber Optic	Fiber Optic
01-046	Specify the download speed of Internet Access in the Central Building. Use http://www.speedtest.net to determine speed. Please specify the unit of measurement (e.g. 20 MBPS)	147.81 Mbps	65.78 mbps

Branch Information

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

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

01-200a	Branch Name	ELLETTSVILLE BRANCH	ELLETTSVILLE BRANCH
01-201a	Branch Street Address	600 WEST TEMPERANCE	600 WEST TEMPERANCE
01-202a	Branch City	ELLETTSVILLE	ELLETTSVILLE
01-203a	Branch County	MONROE	MONROE
01-204a	Branch Zip	47429	47429
01-205a	Is your mailing address the same as the address listed above	Yes	Yes
01-206a	Branch Mailing Address	600 West Temperance, Ellettsville, IN 47429	600 West Temperance, Ellettsville, IN 47429
01-207a	Phone	(812) 876-1272	(812) 876-1272
01-208a	Fax	(812) 876-2515	(812) 876-2515
01-209a	Total Square Footage of Branch	12,000	12,000
01-210a	Year Built	1990	1990
01-211a	Year of the most recent structural addition or alteration to branch building	2009	2009
01-212a	Number of Weeks per Year Individual Branch is Open	52	52
01-213a	Monday opening time	10:00 AM	10:00 AM
01-214a	Monday closing time	09:00 PM	09:00 PM
01-215a	Tuesday opening time	10:00 AM	10:00 AM
01-216a	Tuesday closing time	09:00 PM	09:00 PM

01-217a	Wednesday opening time	10:00 AM	10:00 AM
01-218a	Wednesday closing time	09:00 PM	09:00 PM
01-219a	Thursday opening time	10:00 AM	10:00 AM
01-220a	Thursday closing time	09:00 PM	09:00 PM
01-221a	Friday opening time	10:00 AM	10:00 AM
01-222a	Friday closing time	06:00 PM	06:00 PM
01-223a	Saturday opening time	10:00 AM	10:00 AM
01-224a	Saturday closing time	06:00 PM	06:00 PM
01-225a	Sunday opening time	01:00 PM	01:00 PM
01-226a	Sunday closing time	05:00 PM	05:00 PM
01-227a	Total open hours for Branch Library during a typical week.	64	64
01-228a	Does the Branch library have Internet access?	Yes	Yes
01-229a	What type of Internet Access is available in the Branch library?	Fiber Optic	Fiber Optic
01-230a	Specify the speed of Internet Access in the Branch library	83 Mbps	65.78 Mbps
01-231a	Number of wireless hubs located in the Branch library	5	6
01-237	Total Annual Hours of All Branches	3,328.00	3,328.00

Bookmobile Information

01-300	Total Number of Bookmobiles (<i>If this answer = 0, skip Questions 01-301a through 01-316</i>)	1	1
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Individual Bookmobile Information

01-301a	Bookmobile Name	Monroe County Public Library Bookmobile	Monroe County Public Lib Bookmobile
01-302a	Street Address	303 East Kirkwood Avenue	303 East Kirkwood Avenue
01-303a	City	Bloomington	Bloomington
01-304a	County	MONROE	MONROE
01-305a	Zip+4	47408	47408
01-306a	Is your mailing address the same as the address listed above?	Yes	Yes
01-307a	Mail Address	303 E Kirkwood Avenue, Bloomington, IN 47408	303 E Kirkwood Avenue, Bloomington, IN 47408
01-308a	Phone	(812) 349-3050	(812) 349-3050
01-309a	Fax	(812) 349-3051	(812) 349-3051
01-310a	Total number of hours Bookmobile is open during a typical week	21.67	21.67
01-311a	Number of Weeks Bookmobile is Open	52	52
01-312a	Does the Bookmobile have Internet Access?	Yes	Yes
01-313a	What type of Internet Access is available in the Bookmobile?	56K	Other
01-314a	Specify the speed of Internet Access in the Bookmobile	56K	17.38 mbps
01-315a	Number of wireless hubs located in the Bookmobile?	1	1
01-316	Total Annual Hours of All Bookmobiles	1,126.84	1,126.84
01-500	Total System Public Service Hours per Year	8,094.84	8,094.84

2 - Registrations

Questions relating to standards are in bolded blue font

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

02-001	Total Number of Individual Resident Registered Users	72,519	72,663
02-002	Total Number of Users from Contracting Areas	0	0
02-003	Total Number of Individual Non-Resident (non-taxed) Registered Users	61	37
02-004	Total Number of Reciprocal Users	0	0
02-005	Total Number of PLAC Users	257	289
02-006	Total Number of Non-Resident Cards Issued to Student Users	26	343
02-007	Total Number of Non-Resident Cards Issued to School Employees	22	10
02-008	Total Number of Non-Resident Cards Issued to Library Employees	12	15
02-009	Amount of Individual Non-Resident Fee	\$60.00	\$60.00
02-010	Date that the Library Board adopted this fee	12/14/2016	12/16/2015
02-011	Does your library purge or mark inactive patron files at least every three years?	Yes	Yes

3 - Libraries & Political Subdivisions

Questions relating to standards are in bolded blue font

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

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

See the Instructions for a description of the Political Divisions. If your library did not make changes to your service area, carry the unit type from the previous year.

2010 Census figures are used for all calculations

03-001	Name of Primary County	Monroe	Monroe
03-002	Total Assessed Valuation for Library District	\$6,718,593,869	\$6,605,505,317
03-003	Operating Tax Rate	.0845	.0847
03-004	Source year for data	2016	2015
03-005	BIRF/Lease Rental Tax Rate	.0105	.0106
03-006	LCPF Tax Rate	0	0
03-007	Did your library roll the LCPF into the operating tax rate?	Yes	Yes
03-008	Name for additional county	n/a	n/a
03-009	Total Assessed Valuation for additional county		N/A
03-010	Operating Tax Rate for additional county		N/A
03-011	BIRF/Lease Rental Tax Rate		N/A
03-012	LCPF Tax Rate		N/A
03-013	Total district population without contract	137,974	137,974
03-014	Total district population with contracts	0	0
03-015	Political Subdivision Name	Monroe County	Monroe County ¹⁰⁰

03-016	Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)	3	3
03-017	Population <u>2010 Census</u> (Taxed & Served)	137,974	137,974
03-018	Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)	N/A	N/A
03-019	Population <u>2010 Census</u> (Served by Contract)	n/a	n/a

4 - Library Operating Fund Income

Questions relating to standards are in bolded blue font

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

Local Government Operating Fund Income

04-001	Property Tax or CEDIT Operating Fund Income From Library Tax Rate	\$5,554,636	\$5,516,664
04-002	CAGIT Property Tax Replacement Credit	\$0	\$0
04-003	CAGIT Certified Shares	\$0	\$0
04-004	CAGIT Special Fund	\$0	\$0
04-005	County Option Income Tax (COIT)	\$2,026,293	\$1,968,433
04-006	Contractual Revenue Received for Service	\$0	\$0
04-007	Local Option Income Tax (LOIT)	\$0	\$0
04-008	Total Local Operating Fund Income	\$7,580,929	\$7,485,097

State Government Operating Fund Income

04-009	Financial Institutions Tax (FIT)	\$19,971	\$18,666
04-010	License Vehicle Excise Tax	\$383,565	\$376,927
04-011	Commercial Vehicle Excise Tax (CVET)	\$42,526	\$49,334
04-012	Other State Operating Fund Income	\$0	\$0
04-013	Source(s):		
04-014	Total State Operating Fund Income	\$446,062	\$444,927

Federal Government Operating Fund Income

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

Other Operating Fund Income

04-021	PLAC Reimbursement	\$18,306	\$16,704
04-022	Fines and Fees	\$154,363	\$163,014
04-023	Interest on Investments	\$33,264	\$16,789
04-024	Gift Receipts Operating Fund Income		
04-025	Private and Public Foundation Grants Operating Fund Income		
04-026	Miscellaneous Operating Fund Income	\$54,114	\$51,527
04-027	Source(s)	copiers, meeting rooms, erate	copiers, meeting rooms, E-
04-028	Total Public and Private Foundation Grants Income (deposited into any fund)		
04-029	Total Other Operating Fund Income	\$260,047	\$248,034

04-030	Total Operating Fund Income	\$8,287,038	\$8,178,058
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5 - Expenditure Data

Questions relating to standards are in bolded blue font

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

Operating Fund Expenditures

05-001	Salaries/Wages of All Library Staff	\$4,034,896	\$3,896,766
05-002	Employee benefits	\$1,342,426	\$1,291,913
05-003	Other Personal Services	\$6,396	\$1,994
05-004	Total Personal Services	\$5,383,718	\$5,190,673
05-005	Total Staff Expenditures	\$5,377,322	\$5,188,679
05-006	Total Supplies	\$157,307	\$162,426

Other services and charges

05-007	Professional Services	\$265,321	\$305,073
05-008	Communication and Transportation	\$44,782	\$45,322
05-009	Printing and Advertising	\$1,975	\$2,808
05-010	Insurance	\$72,163	\$72,281
05-011	Utility Services	\$294,945	\$305,300
05-012	Repairs and Maintenance	\$31,997	\$50,774
05-013	Rentals	\$27,361	\$23,291
05-014	Debt Service		
05-015	Lease Rental		
05-016	Other	\$306,342	\$794,305
05-017	Total of Other Services and Charges	\$1,044,886	\$1,599,154

Capital Outlays from Operating Fund Expenditures

05-018	Land		
05-019	Buildings		
05-020	Improvements Other Than Buildings		\$1,607
05-021	Furniture and Equipment	\$18,906	\$33,027
05-022	Capital outlays for Public Access Computers, electronic reading and electronic media devices DO NOT REPORT in Q05-021	\$0	\$0

Operating Fund Expenditure Data

05-023	Books (Include Book Lease)	\$572,496	\$570,167
05-024	Periodicals and Newspapers	\$39,271	\$42,548
05-025	Audio/Visual Materials, Nonprinted (Physical) Materials, Microforms & AV, not Electronic	\$318,305	\$348,739
05-026	Ebook, electronic collections, and database licensing/purchase/lease expenditures	\$316,505	\$274,712
05-027	Electronic Physical Format, including Playaways and Ebook readers	\$22,142	\$0

Non-Operating Fund Library Materials Expenditure Data

05-028	Books (Include Book Lease)	\$36,556	\$22,256
05-029	Periodicals and Newspapers	\$2,215	\$0
05-030	Audio/Visual Materials, Nonprinted (Physical) Materials, & Microforms, not Electronic	\$9,538	\$6,607

05-031	Ebook and Electronic database licensing/purchase/lease expenditures	\$8,000	\$2,045
05-032	Electronic Physical Format, including Playaways and Ebook readers	\$0	\$0
05-033	Total Expenditures for Print Materials	\$650,538	\$634,971
05-034	Total Expenditures for Electronic Materials	\$346,647	\$276,757
05-035	Total Expenditures for Other Materials	\$327,843	\$355,346
05-036	Total Expenditures for Collections	\$1,325,028	\$1,267,074
05-037	Total Operating Fund Capital Outlays	\$971,120	\$996,088
05-038	Total Operating Fund Expenditures for Collection Development	\$1,268,719	\$1,236,166
05-039	Total Non-Operating Fund Expenditures for Collection Development	\$121,021	\$79,408
05-040	Public Access Computers, electronic reading and electronic media devices from all non-operating funds	\$64,712	\$48,500
05-041	Total Operating Fund Expenditures	\$7,873,536	\$8,223,053
05-042	Other Operating Expenditures	\$1,292,207	\$1,846,708
05-043	Total Operating Expenditures	\$7,994,557	\$8,302,461
05-044	Total Capital Fund Expenditures	\$712,319	\$1,058,386
<u>Non-Resident Fee Standard</u>			
05-045	Total Collection Expenditures	\$1,446,049	\$1,346,482
05-046	Total 2015 Operating Expenditures per capita	\$59.60	56.36
05-047	Difference between 2015 OE per capita minus Non-Resident fee (subtract Q02-009 from Q05-046). If the output is a positive number, then your library's non-resident fee needs to be raised to match or exceed the operating expenditure per capita at the next scheduled board meeting.	\$-0.40	\$-3.64
05-047a	Does your library's non-resident fee meet the standard? (Select YES if 05-047 is a negative number; Select NO if 05-047 is a positive number)	Yes	Yes
05-048	Total 2016 Operating Expenditures per capita.	57.07	59.60
<u>Collection Development Standard</u>			
05-049	Collection Development Expenditure as a percentage of Operating Expenditure	17.3%	15.8%

6 - Capital Revenue

Questions relating to standards are in bolded blue font

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

06-001	Local government capital revenue	\$693,730	\$490,798
06-002	State government capital revenue	\$55,366	\$39,339
06-003	Federal government capital revenue	\$0	\$0
06-004	Other capital revenue	\$0	\$0
06-005	Total capital revenue	\$749,096	\$530,137

7 - Employment Data

Questions relating to standards are in bolded blue font

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

ALA-MLS Librarians

07-001	Total Number of ALL Librarians with an ALA-MLS	33.00	33.00
07-002	Total number of paid hours per week for all ALA-MLS Librarians	1,212.5	1,212.5
07-003	FTE for ALL Librarians with an ALA-MLS	30.31	30.31

ALL Librarians

07-004	Total Number of ALL Librarians, including ALA-MLS Librarians	34.00	33.00
07-005	Total Hours Paid Per Week For ALL Librarians, including ALA-MLS Librarians	1,250	1,212.5
07-006	FTE for ALL Librarians	31.25	30.31

ALL Other Staff

07-007	Total Number of all other paid staff	133.00	133.00
07-008	Total number of paid hours per week for all other paid staff	3,527.5	3,527.5
07-009	FTE for all other paid staff	88.19	88.19
07-010	Total number of all paid staff	167.00	166.00
07-011	Total number of paid hours per week for all paid staff	4,777.50	4,740.00
07-012	FTE for all paid staff	119.44	118.50
07-013	Number of hours per week considered to be full-time employment in your library.	37.5	37.5

8 - Library Service and Technology

Questions relating to standards are in bolded blue font

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

Interlibrary Loans

08-001	Number of interlibrary loan items (loans and photocopies) your library has provided to other libraries.	2,752	3,217
08-002	Evergreen Transits to other libraries (number will be supplied by the Indiana State Library)	0	0
08-003	SRCS materials provided to other libraries (number will be supplied by the Indiana State Library)	0	
08-004	Total number of loans provided to other libraries	2,752	
08-005	Number of interlibrary loan items (loans and photocopies) your library has borrowed from other libraries.	258	246
08-006	Evergreen Transits received from other libraries (number will be supplied by the Indiana State Library)	0	0
08-007	SRCS materials received from other libraries (number will be supplied by the Indiana State Library)	0	
08-008	Total number of loans received from other libraries	258	

08-009	Net Lending Rate (Number of items loaned divided by number of items borrowed)	10	13
<u>Children's (0 - 11 years) Library Programs</u>			
08-010	Number of Children's (0 - 11 years) Programs held in the library	844	988
08-011	Number of Children's (0 - 11 years) Programs held outside of the library	276	283
<u>Young Adult (12 - 18 years) Library Programs</u>			
08-012	Number of Young Adult (12 - 18 yrs) Programs held in the library	239	208
08-013	Number of Young Adult (12 - 18 yrs) Programs held outside of the library	9	8
<u>Adult (18+ years) Library Programs</u>			
08-014	Number of Adult (18+ yrs) Programs held in the library	668	711
08-015	Number of Adult (18+ yrs) Programs held outside of the library	40	19
<u>General (All Ages) Library Programs</u>			
08-016	Number of General (All ages) Programs held in the library	159	134
08-017	Number of General (All ages) Programs held outside of the library	17	16
08-018	Total Number of Non-Library Sponsored Programs	7,239	5,394
08-019	Total Number of All Library-Sponsored Programs	2,252	2,367
<u>Attendance at Children's (0 - 11 years) Programs</u>			
08-020	Attendance at Children's (0 - 11 years) Programs held in the library	30,077	32,050
08-021	Attendance at Children's (0 - 11 years) Programs held outside of the library	11,285	14,486
<u>Attendance at Young Adult (12 - 18 yrs) Programs</u>			
08-022	Attendance at Young Adult (12 - 18 yrs) Programs held in the library	2,382	1,896
08-023	Attendance at Young Adult (12 - 18 yrs) Programs held outside of the library	1,261	772
<u>Attendance at Adult (18+ yrs) Programs</u>			
08-024	Attendance at Adult (18+ yrs) Programs held in the library	5,432	5,296
08-025	Attendance at Adult (18+ yrs) Programs held outside of the library	505	352
<u>Attendance at General (All ages) Programs</u>			
08-026	Attendance at General (All ages) Programs held in the library	6,390	5,817
08-027	Attendance at General (All ages) Programs held outside of the library	1,561	3,288
<u>Attendance Totals</u>			
08-028	Total Attendance at Non-Library Sponsored Programs	48,139	44,523
08-029	Total Children's Program Attendance	41,362	46,536
08-030	Total Young Adult Program Attendance	3,643	2,668

08-031	Total Program Attendance at Library-Sponsored Programs	58,893	63,957
<u>Summer Reading Program for Children</u>			
08-032	How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?	10	10
08-033	Total number of annual visits in the library	986,663	982,904
08-034	Total number of reference transactions per year	103,532	142,844
<u>Electronic Collections (includes Licensed Databases)</u>			
08-035	Number of State Licensed Databases (INSPIRE databases)	75	51
08-036	Number of Local and Other (Not INSPIRE) Licensed Databases	18	17
08-037	Name(s) of Public Use/Commercial Databases to which the Library subscribes	America's Historical Newspapers, Ancestry Library Edition, Children's Literature Comprehensive Database, Consumer Reports, Credo, eSequels, Foundation Center, Heritage Quest, NewsBank, Lynda.com, Mango, Mitchell on Demand, NADA, NovelList Plus, Reference USA, ValueLine, and World Book Online	<i>Response has been entered</i>
08-038	Total electronic collections	93	68
<u>Public Computers</u>			
08-039	Number of Public Internet Computers uses per year	180,374	180,721
08-040	Number of Wireless hubs located in the central building?	44	41
08-041	Total number of wireless hubs, system-wide	50.00	48.00
08-042	Number of wireless Internet uses per year	N/A	N/A
08-043	Number of Internet connected public computers system-wide	177	155
08-044	Number of Scanners available for the public, system-wide	4	2
08-045	Number of Internet connected Staff computers, connected to a printer	156	144
08-046	Number of persons potentially served by each public computer	779.51	890.15
<u>Library System Automation</u>			
08-047	Does your library have an automated bookkeeping system?	Yes	Yes
08-048	Name of bookkeeping system	Banyon	<i>Banyon</i>
08-049	Brand and Version of Integrated Library System	Innovative - Polaris	<i>Innovative - Polaris</i>
08-050	Is the library catalog available online?	Yes	Yes

9 - Circulation and Holdings

Questions relating to standards are in bolded blue font

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

09-001 Circulation of Physical Items 2,138,168

09-002	Use of Electronic Materials (e.g. E-books circulated or electronic materials downloaded annually)	297,224	278,112
09-003	Successful Retrieval of Electronic Information (e.g. Electronic material usage or views not meeting the definition of circulation and not otherwise reported in 09-002)	124,600	
09-004	Total Electronic Content Use (total of 09-002, 09-003)	421,824	
09-005	Circulation of All Children's Materials	669,940	869,828
09-006	Total Circulation of All Materials (total of 09-001, 09-002)	2,435,392	2,559,405
09-007	Total Collection Use (total of 09-001, 09-004)	2,559,992	
09-008	Total In-house Usage of Materials	156,364	116,948
09-009	Number of eBook Reading or Music Playing Devices circulated annually	13,794	13,855
<u>Selected Holdings</u>			
09-010	Books (Print)	348,738	365,786
09-011	Does the library belong to an Ebook consortium?	Yes	Yes
09-012	Name of Ebook Consortium	Indiana Digital Media	Indiana Digital Media
09-013	Electronic books (E-books) (LOCAL HOLDINGS)	8,239	5,901
09-014	Electronic books (E-books) (CONSORTIUM HOLDINGS)	31,633	32,510
09-015	Electronic books (E-books) (TOTAL) SUM OF 09-013 and 09-014	39,872	38,411
09-016	Video Materials - Physical Units	54,245	62,657
09-017	Video Materials - Downloadable Units (LOCAL HOLDINGS)	7,691	2,500
09-018	Video Materials - Downloadable Units (CONSORTIUM HOLDINGS)	373	296
09-019	Video Materials - Downloadable Units (TOTAL) SUM OF 09-017 and 09-018	8,064	2,796
09-020	Audio Materials - Physical Units	49,069	53,666
09-021	Audio Materials - Downloadable Units (LOCAL HOLDINGS)	6,535	10,000
09-022	Audio Materials - Downloadable Units (CONSORTIUM HOLDINGS)	4,689	4,291
09-023	Audio Materials - Downloadable Units (TOTAL) SUM OF 09-021 and 09-022	11,224	14,291
09-024	Electronic (Physical) Format	3,151	1,105
09-025	Number of Electronic Book Reading or Music Playing Devices Owned by the Library	1,989	1,682
09-026	Current Print Serial Subscriptions	565	598
09-027	Current Electronic Serials Subscriptions	85	81

10 - Library Board

Questions relating to standards are in bolded blue font

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

10-0001	Position: President	President	President
10-0002	First Name	John	John

10-0003	Middle Initial/Name	A.	A.
10-0004	Last Name	Walsh	<i>Walsh</i>
10-0005	Home address	3006 South Olcott Blvd.	<i>3006 South Olcott Blvd.</i>
10-0006	City	Bloomington	<i>Bloomington</i>
10-0007	Zip Code	47401	<i>47401</i>
10-0008	E-mail address	jawalsh@indiana.edu	<i>jawalsh@indiana.edu</i>
10-0009	Appointing Authority	Monroe County Council	<i>Monroe County Council</i>
10-0010	Date Term Expires	1/31/2018	<i>1/31/2018</i>
10-0011	Number of Consecutive Terms	3	<i>3</i>
10-0012	Date Initially Appointed	2/1/2006	<i>2/1/2006</i>
10-0101	Position: Vice President	Vice President	<i>Vice President</i>
10-0102	First Name	Kari	<i>Melissa</i>
10-0103	Middle Initial/Name		
10-0104	Last Name	Esarey	<i>Pogue</i>
10-0105	Home Address	848 N. Abigail Lane	<i>4374 Silverthorne St.</i>
10-0106	City	Ellettsville	<i>Bloomington</i>
10-0107	Zip Code	47429	<i>47404</i>
10-0108	E-mail address	kesarey@mccsc.edu	<i>melissaspogue@gmail.com</i>
10-0109	Appointing Authority	Monroe County Community School Corporation	<i>Riichland Bean Blossome Community School Corpor</i>
10-0110	Date Term Expires	1/31/2021	<i>1/31/2017</i>
10-0111	Number of Consecutive Terms	3	<i>2</i>
10-0112	Date Initially Appointed	3/1/2009	<i>2/1/2008</i>
10-0201	Position: Secretary	Secretary	<i>Secretary</i>
10-0202	First Name	Frederick	<i>Frederick</i>
10-0203	Middle Initial/Name		
10-0204	Last Name	Risinger	<i>Risinger</i>
10-0205	Home address	7039 E State Road 45	<i>7039 E State Road 45</i>
10-0206	City	Bloomington	<i>Bloomington</i>
10-0207	Zip Code	47408	<i>47408</i>
10-0208	E-mail address	risinger@indiana.edu	<i>risinger@indiana.edu</i>
10-0209	Appointing Authority	Monroe County Council	<i>Monroe County Council</i>
10-0210	Date Term Expires	1/31/2019	<i>1/31/2019</i>
10-0211	Number of Consecutive Terms	3	<i>3</i>
10-0212	Date Initially Appointed	2/1/2007	<i>2/1/2007</i>
10-0301	Position: Treasurer (Boards may have either Treasurer or Treasurer/Employee, but not both)	Treasurer	<i>Treasurer</i>
10-0302	First Name	David	<i>David</i>
10-0303	Middle Initial/Name	L.	<i>L.</i>
10-0304	Last Name	Ferguson	<i>Ferguson</i>
10-0305	Home address	403 E Sixth Street	<i>403 E Sixth Street</i>
10-0306	City	Bloomington	<i>Bloomington</i>
10-0307	Zip Code	47408	<i>47408</i>
10-0308	E-mail address	dlf@ferglaw.com	<i>dlf@ferglaw.com</i>
10-0309	Appointing Authority	Monroe County Commissioners	<i>Monroe County Commissi</i>
10-0310	Date Term Expires	1/31/2020	<i>1/31/2020</i>
10-0311	Number of Consecutive Terms	3	<i>3</i>
		2/1/2008	<i>2/1/2008</i>

10-0312	Date Initially Appointed		
10-0401	Position: Treasurer / Employee (Boards may have either Treasurer or Treasurer/Employee, but not both)	Treasurer / Employee	<i>Treasurer / Employee</i>
10-0402	First Name		
10-0403	Middle Initial/Name		
10-0404	Last Name		
10-0405	Home address		
10-0406	City		
10-0407	Zip Code		
10-0408	E-mail address		
10-0409	Appointing Authority		
10-0410	Date Term Expires		
10-0411	Number of Consecutive Terms		
10-0412	Date Initially Appointed		
10-0501	Position: Member	Member	<i>Member</i>
10-0502	First Name	Christine	<i>Kari</i>
10-0503	Middle Initial/Name		
10-0504	Last Name	Harrison	<i>Esarey</i>
10-0505	Home address	3801 S Bainbridge Dr	<i>848 N Abigail Lane</i>
10-0506	City	Bloomington	<i>Ellettsville</i>
10-0507	Zip Code	47401	<i>47429</i>
10-0508	E-mail address	c_harrison@yahoo.com	<i>kisaacso@mccsc.edu</i>
10-0509	Appointing Authority	Richland Bean Blossom Community School Corporation	<i>Monroe County Communit School Corporation</i>
10-0510	Date Term Expires	1/31/2021	<i>1/31/2017</i>
10-0511	Number of Consecutive Terms	1	<i>2</i>
10-0512	Date Initially Appointed	2/1/2017	<i>2/1/2009</i>
10-0601	Position: Member	Member	<i>Member</i>
10-0602	First Name	Katherine	<i>Katherine</i>
10-0603	Middle Initial/Name		
10-0604	Last Name	Loser	<i>Loser</i>
10-0605	Home address	4400 Etter Dr	<i>4400 Etter Dr</i>
10-0606	City	Bloomington	<i>Bloomington</i>
10-0607	Zip Code	47408	<i>47408</i>
10-0608	E-mail address	keloser@mac.com	<i>keloser@mac.com</i>
10-0609	Appointing Authority	Monroe County Commissioners	<i>Monroe County Commissi</i>
10-0610	Date Term Expires	1/31/2018	<i>1/31/2018</i>
10-0611	Number of Consecutive Terms	1	<i>1</i>
10-0612	Date Initially Appointed	8/1/2015	<i>8/1/2015</i>
10-0701	Position: Member	Member	<i>Member</i>
10-0702	First Name	Valerie	<i>Valerie</i>
10-0703	Middle Initial/Name		
10-0704	Last Name	Merriam	<i>Merriam</i>
10-0705	Home address	2538 S. Buttonwood Lane	<i>2538 S. Buttonwood Lane</i>
10-0706	City	Bloomington	<i>Bloomington</i>
10-0707	Zip Code	47401	<i>47401</i>
10-0708	E-mail address	valerie.merriam@gmail.com	<i>valerie.merriam@gmail.cc</i>

10-0709	Appointing Authority	Monroe County Community School Corporation	<i>Monroe County Communit School Corporation</i>
10-0710	Date Term Expires	1/31/2019	<i>1/31/2019</i>
10-0711	Number of Consecutive Terms	2	<i>2</i>
10-0712	Date Initially Appointed	2/1/2011	<i>2/1/2011</i>
10-0801	Position: Member	Member	<i>Member</i>
10-0802	First Name		
10-0803	Middle Initial/Name		
10-0804	Last Name		
10-0805	Home address		
10-0806	City		
10-0807	Zip Code		
10-0808	E-mail address		
10-0809	Appointing Authority		
10-0810	Date Term Expires		
10-0811	Number of Consecutive Terms		
10-0812	Date Initially Appointed		
10-0901	Position: Member	Member	<i>Member</i>
10-0902	First Name		
10-0903	Middle Initial/Name		
10-0904	Last Name		
10-0905	Home address		
10-0906	City		
10-0907	Zip Code		
10-0908	E-mail address		
10-0909	Appointing Authority		
10-0910	Date Term Expires		
10-0911	Number of Consecutive Terms		
10-0912	Date Initially Appointed		
10-1001	Position: Member	Member	<i>Member</i>
10-1002	First Name		
10-1003	Middle Initial/Name		
10-1004	Last Name		
10-1005	Home address		
10-1006	City		
10-1007	Zip Code		
10-1008	E-mail address		
10-1009	Appointing Authority		
10-1010	Date Term Expires		
10-1011	Number of Consecutive Terms		
10-1012	Date Initially Appointed		
10-1101	Position: Member	Member	<i>Member</i>
10-1102	First Name		
10-1103	Middle Initial/Name		
10-1104	Last Name		
10-1105	Home address		
10-1106	City		

10-1107	Zip Code		
10-1108	E-mail address		
10-1109	Appointing Authority		
10-1110	Date Term Expires		
10-1111	Number of Consecutive Terms		
10-1112	Date Initially Appointed		
10-1201	Position: Member	Member	<i>Member</i>
10-1202	First Name		
10-1203	Middle Initial/Name		
10-1204	Last Name		
10-1205	Home address		
10-1206	City		
10-1207	Zip Code		
10-1208	E-mail address		
10-1209	Appointing Authority		
10-1210	Date Term Expires		
10-1211	Number of Consecutive Terms		
10-1212	Date Initially Appointed		
10-0991	What Day of the Month is the Regular Library Board Meeting?	Third Wednesday	<i>Third Wednesday</i>
10-0992	What is the time of the Regular Library Board Meeting?	5:45 PM	<i>5:45 PM</i>

11 - Salary Section

Questions relating to standards are in bolded blue font

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

11-001	Annual salary of the Director	\$102,508	<i>\$99,522</i>
11-002	Does the library director have an employment contract?	No	<i>No</i>
11-003	What is the current level of certification for the library Director?	LC 1	<i>LC 1</i>
11-004	Job Title - Assistant or Associate Director	Assistant Director	<i>Assistant Director</i>
11-005	Certification Level	LC 2	<i>LC 2</i>
11-006	Minimum Hourly Wage	\$36.31	<i>\$35.25</i>
11-007	Maximum Hourly Wage	\$54.46	<i>\$52.88</i>
11-008	Job Title - Department Head, Manager or Supervisor	Department Head	<i>Department Head</i>
11-009	Certification Level	LC 2	<i>LC 2</i>
11-010	Minimum Hourly Wage	\$25.47	<i>\$24.73</i>
11-011	Maximum Hourly Wage	\$38.21	<i>\$37.09</i>
11-012	Job Title - Branch Head	Branch Head	<i>Branch Head</i>
11-013	Certification Level		
11-014	Minimum Hourly Wage		
11-015	Maximum Hourly Wage		
11-016	Job Title - Administrative Assistant	Administrative Assistant	<i>Administrative Assistant</i>
11-017	Certification Level	None required	<i>None required</i>
11-018	Minimum Hourly Wage	\$14.66	<i>\$13.91</i>

11-019	Maximum Hourly Wage	\$21.99	\$20.87
11-020	Job Title - Automation, Network or System Manager	Automation / Network / System Manager	<i>Automation / Network / System Manager</i>
11-021	Certification Level	None required	<i>None required</i>
11-022	Minimum Hourly Wage	\$25.47	\$24.73
11-023	Maximum Hourly Wage	\$38.21	\$37.09
11-024	Job Title - Business Manager	Business Manager	<i>Business Manager</i>
11-025	Certification Level	None required	<i>None required</i>
11-026	Minimum Hourly Wage	\$22.10	\$21.36
11-027	Maximum Hourly Wage	\$33.16	\$32.03
11-028	Job Title - Cataloging or Technical Services Librarian	Cataloging or Technical	<i>Cataloging or Technical</i>
11-029	Certification Level	LC 3	<i>LC 3</i>
11-030	Minimum Hourly Wage	\$19.86	\$19.11
11-031	Maximum Hourly Wage	\$29.79	\$28.67
11-032	Job Title - Children's Librarian	Children's Librarian	<i>Children's Librarian</i>
11-033	Certification Level	LC 3	<i>LC 3</i>
11-034	Minimum Hourly Wage	\$19.86	\$19.11
11-035	Maximum Hourly Wage	\$29.79	\$28.67
11-036	Job Title - General Reference or Adult Librarian	General Reference or Adult Librarian	<i>General Reference or Adult Librarian</i>
11-037	Certification Level	LC 3	<i>LC 3</i>
11-038	Minimum Hourly Wage	\$19.86	\$19.11
11-039	Maximum Hourly Wage	\$29.79	\$28.67
11-040	Job title - Young Adult Librarian	Young Adult Librarian	<i>Young Adult Librarian</i>
11-041	Certification Level	LC 3	<i>LC 3</i>
11-042	Minimum Hourly Wage	\$19.86	\$19.11
11-043	Maximum Hourly Wage	\$29.79	\$28.67
11-044	Job Title - Indiana History, Local History, or Genealogy Librarian	Indiana History, Local History, or Genealogy Librarian	<i>Indiana History, Local History, or Genealogy Librarian</i>
11-045	Certification Level	LC 3	<i>LC 3</i>
11-046	Minimum Hourly Wage	\$19.86	\$19.11
11-047	Maximum Hourly Wage	\$29.79	\$28.67
11-048	Job Title - Genealogy Reference Service	Genealogy Reference Service	<i>Genealogy Reference Service</i>
11-049	Certification Level	LC 3	<i>LC 3</i>
11-050	Minimum Hourly Wage	\$19.86	\$19.11
11-051	Maximum Hourly Wage	\$29.79	\$28.67
11-052	Job Title - Audio Visual Librarian	Audio Visual Librarian	<i>Audio Visual Librarian</i>
11-053	Certification Level		
11-054	Minimum Hourly Wage		
11-055	Maximum Hourly Wage		
11-056	Job Title - Specialist (Professional)	Specialist (Professional)	<i>Specialist (Professional)</i>
11-057	Certification Level	None required	<i>None required</i>
11-058	Minimum Hourly Wage	\$15.78	\$15.03
11-059	Maximum Hourly Wage	\$23.67	\$22.55
11-060	Job Title - Library Assistant	Library Assistant	<i>Library Assistant</i>

11-061	Certification Level	None required	<i>None required</i>
11-062	Minimum Hourly Wage	\$15.78	<i>\$15.03</i>
11-063	Maximum Hourly Wage	\$23.67	<i>\$22.55</i>
11-064	Job Title - Bookkeeper or Treasurer	Bookkeeper or Treasurer	<i>Bookkeeper or Treasurer</i>
11-065	Certification Level	None required	<i>None required</i>
11-066	Minimum Hourly Wage	\$17.32	<i>\$16.57</i>
11-067	Maximum Hourly Wage	\$25.98	<i>\$24.86</i>
11-068	Job Title - Secretary or Receptionist	Secretary or Receptionist	<i>Secretary or Receptionist</i>
11-069	Certification Level	None required	<i>None required</i>
11-070	Minimum Hourly Wage	\$12.43	<i>\$11.68</i>
11-071	Maximum Hourly Wage	\$18.65	<i>\$17.52</i>
11-072	Job Title - Library Technician (including computer)	Library Technician	<i>Library Technician</i>
11-073	Certification Level	None required	<i>None required</i>
11-074	Minimum Hourly Level	\$14.66	<i>\$13.91</i>
11-075	Maximum Hourly Level	\$21.99	<i>\$20.87</i>
11-076	Job Title - Clerk, Clerical or Aide	Clerical or Aide	<i>Clerical or Aide</i>
11-077	Certification Level	None required	<i>None required</i>
11-078	Minimum Hourly Wage	\$12.43	<i>\$11.68</i>
11-079	Maximum Hourly Wage	\$18.65	<i>\$17.52</i>
11-080	Job Title - Maintenance, Custodian, Janitor, or House-keeper	Maintenance, Custodian	<i>Maintenance, Custodian</i>
11-081	Certification Level	None required	<i>None required</i>
11-082	Minimum Hourly Wage	\$12.43	<i>\$11.68</i>
11-083	Maximum Hourly Wage	\$18.65	<i>\$17.52</i>
11-084	Job Title - Security	Security	<i>Security</i>
11-085	Certification Level	None required	<i>None required</i>
11-086	Minimum Hourly Wage	\$14.66	<i>\$13.91</i>
11-087	Maximum Hourly Wage	\$21.99	<i>\$20.87</i>
11-088	Job Title - Bookmobile Driver	Bookmobile Driver	<i>Bookmobile Driver</i>
11-089	Certification Level	None required	<i>None required</i>
11-090	Minimum Hourly Wage	\$15.78	<i>\$15.03</i>
11-091	Maximum Hourly Wage	\$23.67	<i>\$22.55</i>
11-092	Job Title - Messenger/Courier	Messenger/Courier	<i>Messenger/Courier</i>
11-093	Certification Level		
11-094	Minimum Hourly Wage		
11-095	Maximum Hourly Wage		
11-096	Job Title - Page, Intern or Student Assistant	Page, Intern or Student Assistant	<i>Page, Intern or Student As</i>
11-097	Certification Level	None required	<i>None required</i>
11-098	Minimum Hourly Wage	\$9.75	<i>\$9.00</i>
11-099	Maximum Hourly Wage	\$14.63	<i>\$13.50</i>
11-100	Job Title - Temporary Substitute	Temporary Substitute	<i>Temporary Substitute</i>
11-101	Certification Level		
11-102	Minimum Hourly Wage		
11-103	Maximum Hourly Wage		
11-104	Job Title - Interlibrary Loan	Interlibrary Loan	<i>Interlibrary Loan</i>
11-105	Certification Level	None required	<i>None required</i>

11-106	Minimum Hourly Wage	\$12.43	\$11.68
11-107	Maximum Hourly Wage	\$18.65	\$17.52
11-108	Job Title - Human Resources	Human Resources	<i>Human Resources</i>
11-109	Certification Level	None required	
11-110	Minimum Hourly Wage	\$25.47	
11-111	Maximum Hourly Wage	\$38.21	
11-112	Job Title - Marketing	Marketing	<i>Marketing</i>
11-113	Certification Level	None required	
11-114	Minimum Hourly Wage	\$25.47	
11-115	Maximum Hourly Wage	\$38.21	
11-116	Job Title - Circulation Librarian	Circulation Librarian	<i>Circulation Librarian</i>
11-117	Certification Level		
11-118	Minimum Hourly Wage		
11-119	Maximum Hourly Wage		
11-120	Job Title - Other		<i>Yes</i>
11-121	Specify Other Job Title		<i>Assistant Manager</i>
11-122	Certification Level	None required	<i>LC 3</i>
11-123	Minimum Hourly Wage	\$22.10	<i>\$21.36</i>
11-124	Maximum Hourly Wage	\$33.16	<i>\$32.03</i>
11-125	Job Title - Other		<i>Yes</i>
11-126	Specify Other Job Title	Security Lead	<i>Security Lead</i>
11-127	Certification Level		<i>None required</i>
11-128	Minimum Hourly Wage	\$15.78	<i>\$15.03</i>
11-129	Maximum Hourly Wage	\$23.67	<i>\$22.55</i>
11-130	Job Title - Other		<i>Yes</i>
11-131	Specify Other Job Title	Audience Strategist	<i>Audience Strategist</i>
11-132	Certification Level	LC 2	<i>LC 2</i>
11-133	Minimum Hourly Wage	25.47	<i>24.73</i>
11-134	Maximum Hourly Wage	38.21	<i>37.09</i>
11-135	Job Title - Other		<i>Yes</i>
11-136	Specify Other Job Title	Managers	<i>Managers(IT, HR, FI,MKT Srv)</i>
11-137	Certification Level	None required	<i>None required</i>
11-138	Minimum Hourly Wage	25.47	<i>24.73</i>
11-139	Maximum Hourly Wage	38.21	<i>37.09</i>
11-140	Job Title - Other		<i>Yes</i>
11-141	Specify Other Job Title	Specialists	<i>Specialists (Acquisitions,Graphics,HR IT)</i>
11-142	Certification Level	None required	<i>None required</i>
11-143	Minimum Hourly Wage	17.32	<i>16.57</i>
11-144	Maximum Hourly Wage	25.98	<i>24.86</i>

Employee Fringe Benefit Information - Full-time Employees

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

11-505	Dental Insurance	Yes	Yes
11-506	Life Insurance	Yes	Yes
11-507	Vision Insurance	Yes	Yes
11-508	Disability	Yes	Yes
11-509	Paid Time off for Continuing Education	Yes	Yes
11-510	Reimbursement for Continuing Education	Yes	Yes
11-511	Other1 (specify)	Clinic w/ & without Health Insurance	Clinic w/ & without Health Insurance
11-512	Other2 (specify)	Parking/Retire Option	Parking/Retire Option

Employee Fringe Benefit Information - Part-time Employees

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

Paid days off per year - Full-time Librarian

11-525	Number of Vacation Days	24	24
11-526	Number of Sick Days	12	12
11-527	Number of Personal Days	0	0
11-528	Holidays	9	9
11-529	Funeral/Bereavement	3 - 5	3 - 5
11-530	Other Days (specify)		n/a

Paid days off per year - Part-Time Librarian

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

Paid days off per year - Full-Time Support Staff

11-537	Number of Vacation Days	14-24	14-24
11-538	Number of Sick Days	12	12
11-539	Number of Personal Days	0	0
11-540	Holidays	9	9
11-541	Funeral/Bereavement	3 - 5	3 - 5
11-542	Other Days		n/a

Paid days off per year - Part-Time Support Staff

11-543	Number of Vacation Days	14-24	14-24
11-544	Number of Sick Days	12	12
11-545	Number of Personal Days	0	0
11-546	Holidays	9	9

11-547	Funeral/Bereavement	3 - 5	3 - 5
11-548	Other Days		n/a

12 - PLAC Loans

Questions relating to standards are in bolded blue font

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

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

DO NOT report any loans made to your own library. You may SKIP any libraries with no loans; you do not need to enter "0" if loans were made.

12-001	Did your library make any PLAC loans?	Y	Yes
12-002	Adams Public Library System		
12-003	Akron Carnegie Public Library	17	
12-004	Alexandria-Monroe Public Library	18	7
12-005	Alexandrian Public Library		
12-006	Allen County Public Library		
12-007	Anderson Public Library	378	795
12-008	Andrews-Dallas Township Public Library		
12-009	Argos Public Library		
12-010	Attica Public Library		
12-011	Aurora Public Library District		
12-012	Avon-Washington Township Public Library		
12-013	Bartholomew County Public Library	22	50
12-014	Barton Rees Pogue Memorial Public Library		
12-015	Batesville Memorial Public Library		
12-016	Bedford Public Library	3,583	6,529
12-017	Beech Grove Public Library		
12-018	Bell Memorial Public Library		
12-019	Benton County Public Library		
12-020	Berne Public Library		
12-021	Bicknell-Vigo Township Public Library		
12-022	Bloomfield-Eastern Greene County Public Library	10,479	13,537
12-023	Boonville-Warrick County Public Library		
12-024	Boswell-Grant Township Public Library		
12-025	Bourbon Public Library		
12-026	Brazil Public Library		
12-027	Bremen Public Library		
12-028	Bristol-Washington Township Public Library		
12-029	Brook-Iroquois-Washington Township Public Library		
12-030	Brookston-Prairie Township Public Library		
12-031	Brown County Public Library	10,493	15,373
12-032	Brownsburg Public Library		
12-033	Brownstown Public Library		
12-034	Butler Public Library		
12-035	Cambridge City Public Library		
12-036	Camden-Jackson Township Public Library		

12-037 Carmel Clay Public Library
 12-038 Carnegie Public Library Of Steuben County
 12-039 Centerville-Center Township Public Library
 12-040 Charlestown Clark County Public Library
 12-041 Churubusco Public Library
 12-042 Clayton-Liberty Township Public Library
 12-043 Clinton Public Library
 12-044 Coatesville-Clay Township Public Library
 12-045 Colfax-Perry Township Public Library
 12-046 Converse-Jackson Township Public Library
 12-047 Covington-Veedersburg Public Library
 12-048 Crawford County Public Library
 12-049 Crawfordsville District Public Library
 12-050 Crown Point Community Public Library
 12-051 Culver-Union Township Public Library
 12-052 Danville-Center Township Public Library
 12-053 Darlington Public Library
 12-054 Delphi Public Library
 12-055 Dublin Public Library
 12-056 Dunkirk Public Library
 12-057 Earl Park Public Library
 12-058 East Chicago Public Library
 12-059 Eckhart Public Library
 12-060 Edinburgh Wright-Hageman Public Library
 12-061 Elkhart Public Library
 12-062 Evansville-Vanderburgh Public Library
 12-063 Fairmount Public Library
 12-064 Farmland Public Library
 12-065 Fayette County Public Library
 12-066 Flora-Monroe Township Public Library
 12-067 Fort Branch-Johnson Township Public Library
 12-068 Fortville-Vernon Township Public Library
 12-069 Francesville-Salem Township Public Library
 12-070 Frankfort Community-Clinton County Contractual
 Public Library
 12-071 Franklin County Public Library District
 12-072 Fremont Public Library
 12-073 Fulton County Public Library
 12-074 Garrett Public Library
 12-075 Gary Public Library
 12-076 Gas City-Mill Township Public Library
 12-077 Goodland & Grant Township Public Library
 12-078 Goshen Public Library
 12-079 Greensburg-Decatur County Contractual Public
 Library
 12-080 Greentown & Eastern Howard School Public Library
 12-081 Greenwood Public Library
 12-082 Hagerstown-Jefferson Township Public Library

12-083	Hamilton East Public Library		
12-084	Hamilton North Public Library		
12-085	Hammond Public Library		
12-086	Hancock County Public Library		
12-087	Harrison County Public Library		
12-088	Hartford City Public Library		
12-089	Henry Henley Public Library IN0165		
12-090	Huntingburg Public Library		5
12-091	Huntington City-Township Public Library		
12-092	Hussey-Mayfield Memorial Public Library		
12-093	Indianapolis-Marion County Public Library		45
12-094	Jackson County Public Library		
12-095	Jasonville Public Library		
12-096	Jasper County Public Library		
12-097	Jasper-Dubois County Contractual Public Library	1,053	531
12-098	Jay County Public Library		
12-099	Jefferson County Public Library		
12-100	Jeffersonville Township Public Library		
12-101	Jennings County Public Library		
12-102	Johnson County Public Library	52	830
12-103	Jonesboro Public Library		
12-104	Joyce Public Library		
12-105	Kendallville Public Library		
12-106	Kentland-Jefferson Township Public Library		
12-107	Kewanee-Union Township Public Library		
12-108	Kingman-Millcreek Public Library		
12-109	Kirklin Public Library		
12-110	Knightstown Public Library		
12-111	Knox County Public Library		
12-112	Kokomo-Howard County Public Library		
12-113	La Crosse Public Library		
12-114	La Grange County Public Library		
12-115	La Porte County Public Library		
12-116	Ladoga-Clark Township Public Library		
12-117	Lake County Public Library		
12-118	Lawrenceburg Public Library		
12-119	Lebanon Public Library		
12-120	Ligonier Public Library		
12-121	Lincoln Heritage Public Library		
12-122	Linden Carnegie Public Library		
12-123	Linton Public Library		
12-124	Logansport-Cass County Public Library		
12-125	Loogootee Public Library		212
12-126	Lowell Public Library		
12-127	Marion Public Library	122	159
12-128	Matthews Public Library		
12-129	Melton Public Library		
12-130	Michigan City Public Library		

12-131	Middlebury Community Public Library		
12-132	Middletown Fall Creek Township Public Library		
12-133	Milford Public Library		
12-134	Mishawaka-Penn_Harris Public Library		
12-135	Mitchell Community Public Library	12	93
12-136	Monon Town & Township Public Library		
12-137	Monroe County Public Library		
12-138	Monterey-Tippecanoe Township Public Library		
12-139	Montezuma Public Library		
12-140	Monticello-Union Township Public Library		
12-141	Montpelier-Harrison Township Public Library		
12-142	Mooresville Public Library		
12-143	Morgan County Public Library	3,234	3,388
12-144	Morrisson Reeves Library		
12-145	Muncie-Center Township Public Library		
12-146	Nappanee Public Library		
12-147	New Albany-Floyd County Public Library		106
12-148	New Carlisle & Olive Township Public Library		
12-149	New Castle-Henry County Public Library		
12-150	New Harmony Workingmen's Institute		
12-151	Newton County Public Library		
12-152	Noble County Public Library		
12-153	North Judson-Wayne Township Public Library		
12-154	North Madison County Public Library System		
12-155	North Manchester Public Library		
12-156	North Webster Community Public Library		
12-157	Oakland City-Columbia Township Public Library		
12-158	Odon Winkelpleck Public Library		
12-159	Ohio County Public Library		
12-160	Ohio Township Public Library System		
12-161	Orleans Town & Township Public Library	241	266
12-162	Osgood Public Library		
12-163	Otterbein Public Library		
12-164	Owen County Public Library	14,517	14,234
12-165	Owensville Carnegie Public Library		
12-166	Oxford Public Library		
12-167	Paoli Public Library	85	145
12-168	Peabody Public Library		
12-169	Pendleton Community Public Library	13	5
12-170	Penn Township Public Library		
12-171	Perry County Public Library		
12-172	Peru Public Library		
12-173	Pierceton & Washington Township Public Library		
12-174	Pike County Public Library		
12-175	Plainfield-Guilford Township Public Library		
12-176	Plymouth Public Library		
12-177	Porter County Public Library System		
12-178	Poseyville Carnegie Public Library		

12-179	Princeton Public Library		
12-180	Pulaski County Public Library		
12-181	Putnam County Public Library	388	217
12-182	Remington-Carpenter Township Public Library		
12-183	Ridgeville Public Library		
12-184	Roachdale-Franklin Township Public Library		
12-185	Roann Paw-Paw Township Public Library		
12-186	Roanoke Public Library		
12-187	Rockville Public Library		
12-188	Royal Center-Boone Township Public Library		
12-189	Rushville Public Library		
12-190	Salem-Washington Township Public Library		
12-191	Scott County Public Library		
12-192	Shelby County Public Library		
12-193	Sheridan Public Library		
12-194	Shoals Public Library	1,213	1,409
12-195	South Whitley-Cleveland Township Public Library		
12-196	Speedway Public Library		
12-197	Spencer County Public Library		
12-198	Spiceland Town-Township Public Library		
12-199	St. Joseph County Public Library		
12-200	Starke County Public Library System		
12-201	Sullivan County Public Library		
12-202	Swayzee Public Library		
12-203	Switzerland County Public Library		
12-204	Syracuse-Turkey Creek Township Public Library		
12-205	Thorntown Public Library		
12-206	Tippecanoe County Public Library		
12-207	Tipton County Public Library		
12-208	Tyson Library Association, Inc		
12-209	Union City Public Library		
12-210	Union County Public Library		
12-211	Van Buren Public Library		
12-212	Vermillion County Public Library		
12-213	Vigo County Public Library	15	114
12-214	Wabash Carnegie Public Library		
12-215	Wakarusa-Olive & Harrison Township Public Library		
12-216	Walkerton-Lincoln Township Public Library		
12-217	Walton & Tipton Township Public Library		
12-218	Wanatah Public Library		
12-219	Warren Public Library		
12-220	Warsaw Community Public Library		
12-221	Washington Carnegie Public Library		
12-222	Washington Township Public Library		
12-223	Waterloo-Grant Township Public Library		
12-224	Waveland-Brown Township Public Library		
12-225	Wells County Public Library		

12-226	West Lafayette Public Library		
12-227	West Lebanon-Pike Township Public Library		
12-228	Westchester Public Library		
12-229	Westfield-Washington Public Library		
12-230	Westville-New Durham Township Public Library		
12-231	Whiting Public Library		
12-232	Willard Library of Evansville		
12-233	Williamsport-Washington Township Public Library		
12-234	Winchester Community Public Library		
12-235	Wolcott Community Public Library		
12-236	Worthington Jefferson Township Public Library		
12-237	York Township Public Library		
12-238	Yorktown Public Library		
12-239	TOTAL PLAC Loans	45,996	58,050

13 - Compliance with Standards for Public Lib

The following questions refer to the library's compliance with the Indiana Public Library Standards (560 IAC 6).

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

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

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

Do not skip any questions.

13-001	Does your library comply with Public Library Law under IC 36-12?	Yes	Yes
13-002	If the answer to 13-001 is NO, explain:		
13-003	Does your library comply with other Indiana laws that affect municipal corporations?	Yes	Yes
13-004	If the answer to 13-003 is NO, explain:		
13-005	Does your library comply with all federal laws affecting employment practice?	Yes	Yes
13-006	If the answer to 13-005 is NO, explain:		
13-007	Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?	Yes	Yes
13-008	If the answer to 13-007 is NO, explain:		
13-009	Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?	Yes	Yes
13-010	If the answer to 13-009 is NO, explain:		
13-011	Do the library board and the director maintain separate functions?	Yes	Yes
13-012	Is the board responsible for governance and policy?	Yes	Yes
13-013	Is the director responsible for administration, operation and management of the library?	Yes	Yes
13-014	Does the director work full-time?	Yes	Yes

13-015	Does the Director have the required certification under 590 IAC 5? (Check https://mylicense.in.gov/EVerification/Search.aspx if any question occurs)	Yes	Yes
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With the advice and recommendations of the library director, has the library board adopted the following policies and procedures?

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

Employment Policies

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

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

Long Range Plan

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

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

Technology Plan

13-049	Does the library have a written technology plan?	Yes	Yes
13-050	What year did your current technology plan begin?	2016	2016
13-051	What year does your current technology plan end?	2018	2018
13-052	Has your technology plan been updated in the last three (3) years?	Yes	Yes
13-053	Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?	Yes	Yes

Does your technology plan include:

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

Resource Sharing

13-061	Does your library provide interlibrary loan free of charge <i>to other libraries</i> within Indiana?	Yes	Yes
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Answer YES if your policy is to lend, even if no loans were requested.

13-062	Does your library provide interlibrary loan free of charge <i>to your users</i> ?	Yes	Yes
	Answer YES if your policy is to lend, even if no loans were requested.		
13-063	Does the library lend materials via a statewide reciprocal borrowing program?	No	No
13-064	Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?	No	No
13-065	If the answer to 13-064 is yes, please list libraries with which you have reciprocal borrowing agreements.		
13-066	Does the library lend materials using the OCLC Resource Sharing system?	Yes	Yes
13-067	Is the library a member of Evergreen Indiana?	No	No
13-068	How many days per week does your library receive Info Express courier service?	3	3
Does the library provide adult services, including:			
13-069	Programs and reference services offered by an appropriately certified librarian?	Yes	Yes
13-070	Access to reference materials, including INSPIRE?	Yes	Yes
13-071	A collection of materials for adults?	Yes	Yes
13-072	A space designated in the library for adult services?	Yes	Yes
Does the library provide an <i>Enhanced</i> level of service by providing:			
13-073	*One (1) or more staff, with appropriate certification		
	*Serving at least part time,	Yes	Yes
	*At each fixed location?		
	[All conditions must apply]		
Does the library provide an <i>Exceptional</i> level of service by providing:			
13-074	*One (1) full-time staff member, or the equivalent		
	*With appropriate certification	Yes	Yes
	*At each fixed location?		
	[All conditions must apply]		
Does the library provide Young Adult services, including:			
13-075	Programs and reference services offered by an appropriately certified librarian?	Yes	Yes
13-076	Access to reference materials, including INSPIRE?	Yes	Yes
13-077	A collection of materials for young adults?	Yes	Yes
13-078	A space designated in the library for young adult services.	Yes	Yes
Does the library provide an <i>Enhanced</i> level of service by providing:			

13-079 ***One (1) or more staff, with appropriate certification**

***Serving at least part time,** Yes Yes

***At each fixed location?**

[All conditions must apply]

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

13-080 ***One (1) full-time staff member, or the equivalent**

***With appropriate certification** No No

***At each fixed location?**

[All conditions must apply]

Does the library provide Children's services, including:

13-081 **Programs and reference services offered by an appropriately certified librarian?** Yes Yes

13-082 **A collection of materials for children?** Yes Yes

13-083 **A space designated in the library for children's services?** Yes Yes

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

13-084 ***One (1) or more staff, with appropriate certification**

***Serving at least part time,** Yes Yes

***At each fixed location?**

[All conditions must apply]

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

13-085 ***One (1) full-time staff member, or the equivalent**

***With appropriate certification** Yes Yes

***At each fixed location?**

[All conditions must apply]

Public Access

13-086 **Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, Braille books, audio books, and/or enhanced media?** Yes Yes

13-087 **Does the library provide computers for the free use of all persons regardless of residency?** Yes Yes

13-088 **Does your library provide a means for the public to make copies at each location?** Yes Yes

Webpage

13-089 **Does your library's webpage include current hours of operation?** Yes Yes

13-090 **Does your library's webpage include a physical address for your library?** Yes Yes

13-091	Does your library's webpage include a map for each fixed location?	Yes	Yes
13-092	Does your library's webpage include a telephone number?	Yes	Yes
13-093	Does your library's webpage include an e-mail address or other means of electronic contact?	Yes	Yes
13-094	Does your library's webpage include a link to INSPIRE and other free electronic resources?	Yes	Yes
13-095	Does your library's webpage include publicly posted policies, including, but not limited to, circulation policies, fees, and internet use policies?	Yes	Yes
13-096	Has your Internet Policy been reviewed by the board in the last year?	Yes	Yes
13-097	Does your library's webpage include a link to the library's online public access catalog?	Yes	Yes
13-098	Does your library's webpage include a calendar or list of events and programs which is updated at least monthly?	Yes	Yes

14 - Statement of Intent to Comply with Standar

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

15 - Supplemental Questions

INTERLIBRARY LOAN CONTACT INFORMATION

Please provide the contact information for the main contact person for your interlibrary loan operation.

15-001	ILL Contact full name	Jared Thompson
15-002	ILL Contact telephone number	812-349-3050 ext 2054
15-003	ILL Contact email address	jthomps@mcpl.info

DNR STATE PARKS PASS PROGRAM

The Indiana State Library and Department of Natural Resources are interested in hearing your feedback on the parks pass prog this year.

15-004	How many times was the pass (or passes) checked out?	71
15-005	Did the Parks Pass Program bring any new patrons to the library?	Yes

SUMMER READING PROGRAM

Please answer the following questions about your summer reading program.

15-006	How many individuals participated in your library's summer reading program in 2016?	5,127
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How did this compare with the previous year (2015)?

Please only choose one option:

	The number of participants increased this year	No
	About the same	Yes
	The number of participants decreased this year	No
15-008	If the number of participants has increased or decreased, can you provide an explanation why?	

15-009 If you are offering a non-traditional program (e.g. "Winter Reading" or "Summer Learning"), please briefly describe the program, format, and timeline. Summer Adult Reading Program (same 10 weeks as Children's Teen) Winter Adult Reading Program (January - February) Self-Directed, fill out reading card form with author, title, comments for weekly and grand prize drawing. OR Self-directed, fill out a "Read-o" (Bingo) game card with activities/reading topics for weekly and grand prize drawing.

15-010 Does your library promote any other major reading programs outside of Summer Reading?

15-011 Does your library offer any programming based on book lists? (e.g. Young Hoosiers Book Award or Eliot Rosewater (Rosie) Book Award) If so, please describe.

LIBRARY WI-FI

Please let us know if your library provides any of the following wireless services:

15-012 Does your library circulate wireless (Wi-Fi) hotspots to users? Yes

15-013 Does your library provide wireless access when the library is not open (e.g. wireless accessible from the parking lot)? Yes

15-014 If your library provides wireless access when the library is not open, please briefly describe how access is provided. Wireless access points are installed on the exterior of the building and accessed in the parking lot or seating areas around the library

ELECTRONIC ACCESS CARDS

15-015 Does your library issue electronic access (e-access) cards or numbers, or otherwise provide a method for users or students to access digital resources without being registered card holders? Yes

15-016 If so, please provide the number of e-access cards provided. 18,000

LOCALLY-ISSUED LIBRARY EDUCATION UNITS

15-017 Did your library provide any in-house educational opportunities (e.g. Staff Days) for which LEUs were awarded? If so, please provide the number of LEU hours awarded in 2016. Please do not include LEUs awarded for external trainings, conferences or webinar attendance. 509

LIBRARY FINES

15-018 Does your library charge fines for late materials? Yes

15-019 If so, how much do you charge per item, per day for books? \$0.25

15-020 If so, how much do you charge per item, per day for audio/visual materials? \$0.25

Read It Off for children: \$5 credit

- 15-021 Does your library offer fine forgiveness or amnesty?
If so, please briefly describe alternatives offered. earned for reading/checked out-returned book. Fine Option Program for Adults: \$5 credit earned for any hour of volunteer work at the library. Food For Fines: \$1 credit for each non-perishable food item donated to local food bank during designated event.

2016 LIBRARY SUCCESS STORIES

The Indiana State Library is collecting stories from public libraries to highlight in our 2016 Indiana Public Libraries Annual Report booklet. We are interested in the creative and fun things happening in your library. If you would like to share any stories of new programs or partnerships from 2016, or examples of ways the library benefitted patron's lives, please provide a description here

- 15-022 Description In celebration of the 50th anniversary of the children's classic "Where the Wild Things Are," Monroe County Public Library presented "The Art of Maurice Sendak," an exhibit featuring 50 original artworks by Sendak from February 12 to March 26. In conjunction with the exhibit, the Library also presented 18 related programs, provided interactive art experiences in the exhibit room, and displayed Wild Thing inspired art made by local elementary students. Over 11,000 people visited the exhibit, including class visits by all the second graders in Monroe County. The exhibit brought many new people to the Library and left nearly everyone in awe. Comments included, "So cool!", "Loved it!", "Terrific!", and "Thank you for bringing such great things to our library."

CERTIFICATION

Click [here](#) to print a copy of the Signature Page. This needs to be signed by both the director and board president in ink and returned via mail to the Indiana State Library Development Office. This is also due by March 1, 2017.



mcpl

Monroe County
Public Library

**Strategic Plan
2013-2017**

**Adopted by the Board of Trustees
December 19, 2012**

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Strategic Plan

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Overview of the Strategic Planning Process

At a pivotal moment in the world of public libraries, the Monroe County Public Library set about creating a new strategic plan.

The library serves 138,000 residents of Monroe County, Indiana, home of Indiana University. The library provides service through a Main Library in downtown Bloomington, a branch in Ellettsville, and outreach services including Bookmobile, Homebound, Van, and Jail service. In addition to comprehensive library services, the library also hosts homework help, an active adult literacy program, and a community access television station with five channels.

The library enjoys strong community support and is consistently ranked among the top public libraries of its size in the country. In 2011, circulation exceeded 2.7 million items (ranked 15th in the nation in per capita circulation) and patrons made more than a million visits. The library supported nearly 220,000 public computer sessions. 61,599 people participated in 2,466 library programs and the library hosted 1,152 meetings of local community groups.

The library Board has taxing authority, limited by state law and review by County Council. In 2012, the library had an operating budget of just over \$7.6 million. In 2012, the library secured a three-year \$1.8 million general obligation bond that will help the library keep its facilities and technology current. At the same time, the state's property tax caps and slow recovery from recession will continue to impact the library's budget, resulting in unknown, but almost certainly tight funding.

During the next few years, the library anticipates rapid change in its operating environment:

- Dramatic changes in the publishing industry, as primary producers of books, music, and movies move toward digital distribution of content
- Dramatic changes in the telecommunications/information industry, as mobile devices become ever-more utilized in individuals' lives
- Significant changes in patrons' learning, information seeking, and entertainment behaviors
- Constrictions in funding and to the library Board's decision-making authority, as state government takes an activist role in local government control

The library saw the planning process as an opportunity to connect even more deeply to the community and involve stakeholders in a planning process that was big, fun and future-oriented. It contracted with Consensus, a consulting group based in Kansas City, to facilitate the process.

A complete record of the planning process from beginning to end, including a slide show of the community engagement event, is available at <http://www.monroe.lib.in.us/about/strategic-planning-2012>.

A Community Steering Committee Guided the Effort

The library convened a Strategic Planning Steering Committee to oversee the planning process. Many thanks to these community leaders representing the business, nonprofit, and education sectors, as well as Library Board and Friends of the Library, who reviewed information at every step of the planning and contributed valuable insights:

John Baumert, Friends of the Library

Kyla Cox, Indiana University Office of the Vice Provost for Undergraduate Education

Judith DeMuth, Monroe County Community School Corporation

Carol Gardiner, Richland-Bean Blossom Community School Corporation
Barry Lessow, United Way of Monroe County
Valerie Merriam, Monroe County Public Library Board of Trustees
Stephen Moberly, Monroe County Public Library Board of Trustees
Frederick Risinger, Monroe County Public Library Board of Trustees
Ron Walker, Bloomington Economic Development Corporation
Barbara Wilcox, Friends of the Library

Joining community representatives were nine library representatives, who formed the “core team” and led staff input, reviewed mountains of notes, and prepared and revised many, many drafts:

Ned Baugh, Information Services	Mickey Needham, Ellettsville Branch
Margaret Harter, Community Relations	Jane Ruddick, Collection Services
Chris Jackson, Community Outreach	Kyle Wickemeyer-Hardy, Human Resources
Sara Laughlin, Director	Josh Wolf, Children’s Services
Doris Lynch, Adult and Teen Services	

The Library’s Futures Committee Set the Stage

The library chartered a Futures Committee to study the future of library services. After some research, the Futures Committee formulated six questions:

- In ten years, what will the library’s core services be?
- How can libraries meet the challenge of promoting, delivering and discussing books with the community in the new era of e-books?
- Should the library become involved in the production, distribution and/or archiving of local content?
- What impact will new literacies have on library services?
- How will the library incorporate new technologies and services that will transform facilities from places where things are stored into spaces where community members are encouraged to work, create and build?
- Will the library’s role as a gathering space and community center become more central to our success?

The committee gathered information from staff members, conducted site visits to four digital creativity centers, attended conferences to hear library trend experts, and read books, articles, and research reports. The committee’s report, exploring possible answers to these questions, became input for the Future Search Conference.

The Library Compared Well with Other Libraries of Similar Size

Tom Hennen prepared a report that benchmarked the Monroe County Public Library against other Indiana libraries serving similar populations and against libraries across the nation ranked in the top 10 in the Hennen American Public Library Rankings. Because the latest data available was from 2008 (for HAPLR rankings) and 2009 for other rankings, just before many communities and libraries were hit by a recession, the report was of limited use for future planning, but nevertheless confirmed that the library has a record of performing well and is among the top tier of libraries in the country.

Hennen reported that, compared with its Indiana and regional peers in 2009, the Monroe County Public Library:

- Spent more per capita overall, more per capita on print materials, and less on print periodicals.

- Spent a higher percentage of its operating funds for materials than peers in the region and about the same as Indiana peers.
- Owned more print volumes.
- Had substantially more staff than peers, but spent less per circulation and had a higher circulation per hour and per FTE staff hour.
- Answered marginally more reference questions.
- Checked out substantially more items per capita and less per visit.
- Maintained a higher turnover rate – circulation per collection.
- Had a higher number of visits per hour.
- Had more public access Internet terminals per capita, hosted more public Internet sessions per capita and per open hour, and matched the Internet use per visit rate.

The full report is available at <http://www.monroe.lib.in.us/about/strategic-planning-2012>.

Monroe County's Population is Expected to Grow

The library also researched population projections, which showed that Monroe County's population will likely increase by 33 percent by 2050. While the largest age group will continue to be between 20 and 29 years old, the age group which will experience the largest increase is those 60 and older.

The Library Future Search Conference Built Common Ground for Action

What trends are likely to have the biggest impact on library services? What should the library look like years in the future? Over three days in May 2012, the library brought together a diverse mix of 61 community and staff members to answer these questions.

Penny Austin	Jason Evans Groth	Kathleen Plucker
Diane Ballard	Paige Halliday	Mary Jean Regoli
Katie Bannon	Deb Hutton	James Robinson
Erika Barnhill	Chris Jackson	Jennifer Robinson
Daniel Baron	January Jones	Howard Rosenbaum
Ned Baugh	Sara Laughlin	Rick Routon
John Baumert	Gary Lettelleir	Tom Saccone
Sarah Bowman	Jackie Lovings	Ellen Sieber
Kalynn Brower	Shaun McDermott	Paul Simacek
George'ann Cattelona	Geoff McKim	Paul Smedberg
Lisa Champelli	Valerie Merriam	Maggie Sullivan
Kenneth Childers	Miah Michaelsen	Diane Thayer
Talisha Coppock	Steve Moberly	Brad Thurmond
Tori Dillinger	Robert Moore	Gracia Valliant
Mary Ducette	Mickey Needham	Steve Volan
David Ernst	Jenny Noble-Kuchera	Jane Walter
Cathy Fuentes-Rohwer	David Nosko	Carol Weiss-Kennedy
Christine Friesel	Brian O'Neill	Josh Wolf
Thom Gillespie	Martin O'Neill	Charlotte Zietlow
Scott Gillie	Bobby Overman	
Paula Gray-Overtoom	Tina Peterson	

The Future Search Conference model relies on four core principles:

- Get the whole system in the room.
- Explore the whole elephant before seeking to fix any part.
- Focus on common ground and future action, not problems and conflicts.
- Have people self-manage their own groups and be responsible for action.

Together, participants explored the past, present and future. They created and analyzed a timeline of the past and a mind map of current trends. Then they developed future scenarios that represented their hopes for the library. The group developed the following common themes for action, stating them in terms of what the library has accomplished in the future:

1. 24/7 library. The Library has expanded access to library services in three ways:
 - Extended full-service library hours in response to patron demand.
 - Certain spaces (e.g. meeting rooms, performance areas) accessible after library hours.
 - Added offerings online.
2. Changing demographics. The library is a local resource for free information, providing access to increased and enhanced services to populations reflecting changing demographics, with special emphasis on multilingual, diverse, new, and underserved audiences.
3. Customer service. The library provides high touch services, as well as new, personalized services throughout the library.
4. Digital literacy. The library teaches and supports the learning of tools and skills for people to work and enjoy their lives in the digital world. The library adapts and adopts the models and techniques of traditional literacy teaching and learning to “digital literacy.” The library understands and treats digital literacy as workforce development.
5. Expanded marketing. The library seeks to carry out its mission by leveraging and extending its brand presence through community and customer engagement.
6. Funding. The library’s funding strategy is focused on supporting equitable and free access to information, technology, and services. Taxes continue to be a primary revenue source. The library uses innovative and diversified income-generating activities to support programming and capital needs, including public/private partnerships, development/fundraising, and grants.
7. Local Content. MCPL’s digital creativity lab offers space, tools and coaching to facilitate the development of original content. By tapping into the vibrant local community of artists, musicians, entrepreneurs and innovators, the library cultivates a new generation of content creators. The library, together with partners, is ideally positioned to take on the role of curating and presenting our unique culture and history.
8. Location and Space. The Main Library in downtown Bloomington is well-maintained, with flexible points of service and reallocate space for varied uses in response to community needs. The library also has satellite services and/or locations such as Bookmobile, branches, pop-ups or shared community locations.
9. Partnerships. The library actively partners with other organizations to address community needs. Partnerships leverage library expertise and resources and are mutually beneficial and locally focused. Partnerships can be ongoing, project-centered or event-based, e.g., to address solutions to transportation and parking or to provide resources and expertise to support education and nonprofit agencies.

10. **Programs.** The library offers a wide array of free multi-age, multi-generational, educational and entertaining programs which cater to the interests reflected in our county. The library often works in conjunction with local groups and agencies.
11. **Staff.** Library employees work in flexible, interchangeable and untethered teams to engage their evolving skills and capacities to support a diverse community in accessing and generating information through multiple modalities. As experts in process as well as content, library staff are able to “tell,” “show,” “guide practice,” and “coach,” according to customer needs.
12. **Sustainability.** The library is a model of sustainability for our community. LEED guidelines inform the process of greening the library. Areas of focus include energy efficiency, water savings, use of local materials, and improving indoor and outdoor environmental quality.

These 12 “common themes for action” provided the framework for discussion and the language for the goals and actions incorporated in the final planning document. The passion and the ideas from the Future Search Conference

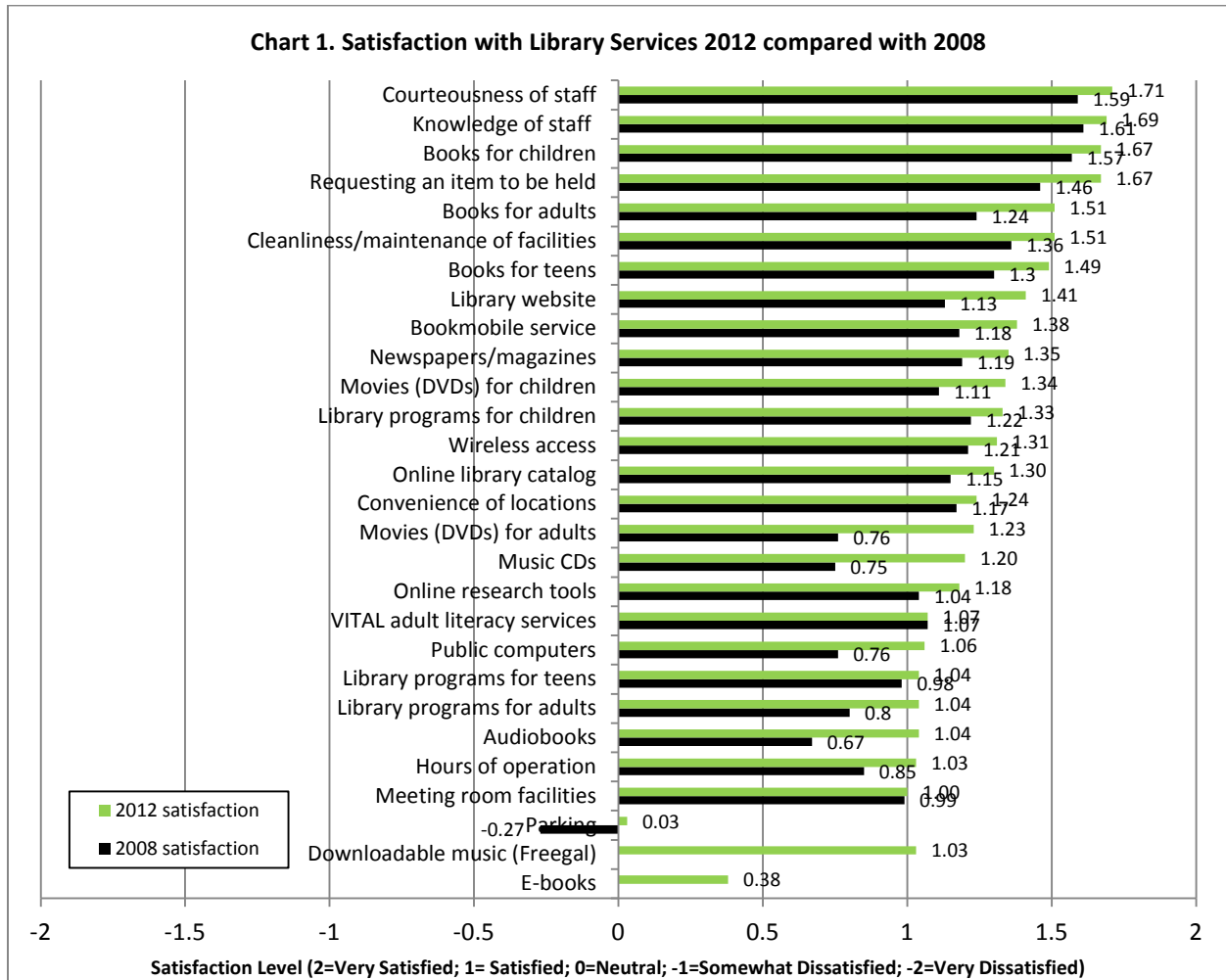
A Community Survey Drew a Strong Response

Seven hundred forty-six county residents responded to a survey, which was mailed to 3,000 Monroe County households in August 2013. The survey asked about current use and satisfaction with library services and priorities for the future. Complete survey results are available at:

<http://www.monroe.lib.in.us/about/strategic-planning-2012>.

Highlights from the survey:

- Satisfaction with current services has improved since the library’s 2008 community survey, with satisfaction ratings exceeding “somewhat satisfied” for all services except parking and e-books (Chart 1). Staff courteousness and knowledge received the highest ratings.
- 79% of community members believe the library is very important and an additional 18% believe the library is somewhat important to the future of the community (Chart 2).
- Thirty-nine percent of Monroe County households reported having at least one e-reader device; an additional 11% planned to purchase one by the end of 2012. The figures are more than double the national average of 19% with e-readers reported by a 2012 Pew Research report.
- Top roles for the library in the future were the traditional roles of “education and literacy” (73%), “resources for reading/viewing/listening” (45%), “source of free information” (41%), and “quiet place for reading and study” (38%). One of four respondents chose “help with technology tools” and “support for job seekers and workforce development” as top roles for the library in the next few years.
- Respondents also commented on what the library could do to improve. The most frequently mentioned comments suggested improving parking, addressing safety and civility, and focusing on physical collections and e-books.



Library Staff Brainstormed Actions to Achieve Goals

The library staff core team reviewed and discussed the results of Steering Committee, community, and staff input and drafted four goals – broad focuses of the library’s efforts over the next three to five years – and eight strategies – methods the library will use to reach the goals.

During Staff Day on October 10, every library employee had the chance to suggest specific, practical action steps the library could use to reach each goal. The core team then used the action steps to complete the strategic plan with action plans, and to assign responsibility, set a timeline, and identify desired outcomes and measures.

The Library Board Approved the Plan and Submitted to the Indiana State Library

After presenting the draft plan to the Steering Committee in early November, the core team made final revisions and presented the plan to the Board of Trustees for approval in December. Following approval, the plan was submitted to the Indiana State Library to fulfill one of the requirements in the Public Library Standards, was posted to the library’s website and shared widely.

MISSION

The mission of the Monroe County Public Library is to enrich lives and strengthen our community by providing equitable access to information and opportunities to read, learn, discover, and create.

VISION

An educated, engaged, curious, and creative Monroe County, with the library at its center.

VALUES

Accessibility	Lifelong learning
Freedom of expression	Respect
Inclusiveness	Service
Integrity	

GOALS

GOAL 1: Strengthen 21st century literacy skills.

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

GOAL 3: Provide high quality, personalized customer service.

GOAL 4: Optimize stewardship of library resources.

STRATEGIES

- A. Market research and promotion to engage customers
- B. Staff development (process as well as content knowledge)
- C. Clean, safe, comfortable, and energy efficient facilities
- D. Technology
- E. Free educational and entertaining programs
- F. Active partnerships
- G. Collections/resources
- H. Continual improvement of library processes

GOAL 1: Strengthen 21st century literacy skills.

1A. Strengthen early literacy skills.

- i. Furnish expanded Learn and Play Space
- ii. Incorporate “Every Child Ready to Read” concepts into training, collections, programs, spaces, and messages.
- iii. Launch parent support groups.
- iv. Develop programs for parents with infants.
- v. Present literacy programs for low-income children.
- vi. Add children's library programs to CATS website for streaming.

1B. Support basic literacy skills.

- i. Design and present multi-sensory programs which are welcoming to all, including people with disabilities.
- ii. Develop programs and services for non-English speakers.
- iii. Support literacy efforts by developing digital audio and video content.

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

- i. Continually expand staff technology mastery to support technology literacy.
- ii. Partner with schools to promote literacy and technology skills.
- iii. Integrate digital literacy into program content.
- iv. Continue one-on-one sessions on digital literacy topics.
- v. Expand CATS web content to include technology literacy programs.
- vi. Enhance the coordinated initiative (programs, resources, and one-on-one support) for job search and career development, with community partners.

1D. Support digital creativity.

- i. Develop staff technology mastery to support digital creativity.
- ii. Create defined space for digital creativity and collaborative work during Main Library renovation.
- iii. Develop "maker space" workshops for building things and creating projects collaboratively.
- iv. Develop digital creativity learning experiences.

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

- i. Prepare employees to support patron use of collections in new formats.
- ii. Continue to investigate and experiment with e-content delivery systems.
- iii. Improve access to, availability of, and satisfaction with e-books.

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

2A. Provide programs for adult and teens.

- i. Continue quarterly schedule of programs for adults and teens.
- ii. Support and encourage continued participant conversations after programs to deepen impact.
- iii. Update adult and teen programming philosophy.
- iv. Implement program evaluation for every program and location.

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

- i. Develop an e-newsletter.
- ii. Coordinate social media content across the library's platforms.
- iii. Increase awareness and use of online databases.
- iv. Improve awareness and promotion of CATS programs.
- v. Expand cooperation with WFHB community radio on news, public affairs, and music programming.

2C. Strengthen services for nonprofit organizations.
i. Update and refurbish Main Library meeting rooms.
ii. Continue partnership with United Way of Monroe County, Nonprofit Alliance of Monroe County, and IU-SPEA to present programs.
iii. Update and increase use of community organization file.
2D. Continually refresh web content and improve usability based on principles of user-centered design.
i. Develop mobile access for a variety of library services.
ii. Create integrated access to content across formats.
iii. Increase web access to CATS educational and cultural program content.
iv. Digitize and curate local content and promote use by targeted audiences.
v. Investigate expanding curation of local content to include locally produced creative works
vi. Digitize essential CATS archive content.
2E. Increase technological infrastructure capacity to support increased digital focus.
i. Upgrade phone systems at Main Library and Ellettsville Branch.
ii. Implement recommendations from 2012 technology audit.
iii. Upgrade CATS signal path to HD.
iv. Work with governmental partners to upgrade their CATS origination facilities to HD.
GOAL 3: Provide high quality, personalized customer service.
3A. Provide quality customer service to increasingly diverse audiences.
i. Recruit and retain quality employees.
ii. Provide orientation, ongoing training, and support to ensure quality customer service.
iii. Prepare staff to represent the library effectively in the community.
iv. Develop an employee mentoring program.
v. Coordinate efforts to strengthen services for people with disabilities.
vi. Take a leading role in promoting a community focus on civility.

3B. Develop a unified communication strategy.

- i. Develop common messages about the value of library services to use across platforms, departments, etc.
- ii. Regularly involve community members in assessing needs to determine service priorities.
- iii. Regularly seek feedback from partners.

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

- i. Explore use of auditorium by the community after library hours.
- ii. Renovate library auditorium as part of Main Library renovation.

GOAL 4: Optimize stewardship of library resources.

4A. Recruit and retain quality employees.

- i. Explore new staffing models to support library goals.
- ii. Support staff wellness efforts.
- iii. Complete review of employee benefits.
- iv. Improve internal communications processes.
- v. Provide self-service tools for employees to access their personal information.
- vi. Regularly seek feedback from employees.
- vii. Develop processes to support idea sharing and innovation and implementation of ideas.

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

- i. Sustain tax support for library operations.
- ii. Encourage and support the Friends of the Library.
- iii. Expand non-tax revenues.
- iv. Renew general obligation bond for capital expenditures.
- v. Plan and secure funding and site for a new facility to provide convenient access to growing community.

4C. Maintain library facilities.

- i. Complete third phase of Main Library renovation.
- ii. Reduce energy costs and improve sustainability.
- iii. Implement landscaping design at Main Library and Ellettsville Branch.
- iv. Investigate adding additional pick-up and drop-off sites in the community.
- v. Reconfigure Ellettsville Branch to improve circulation desk area, reference desk, and teen area.

4D. Improve stewardship of library assets and records.

- i. Complete disaster plan and crisis communications plan and prepare all persons-in-charge to carry out.
- ii. Update maintenance and replacement schedule for facilities, equipment, furnishings.
- iii. Develop and implement records retention schedule to comply with state and local regulations and meet library needs.
- iv. Update maintenance and replacement schedule for technology.
- v. Implement backup plan for key business data - patron and circulation data, HR data, financial data, CATS data
- vi. Update the library's strategy for collecting and displaying art.

Small Purchase Policy

The Monroe County Library Board of Trustees is a governmental body that is authorized to disburse payment for purchases according to Indiana Code 36-12-3-16. The Monroe County Public Library Board is the "Purchasing Agency."

Purchases costing less than \$50,000 and not included in the Library law (IC 36-12) are governed by this policy as required by IC 5-22-8-2.

In making purchases of less than \$50,000 the following guidelines shall be followed:

The purchasing agent shall compare prices from as many responsible suppliers of the goods or services required as is practical, and shall purchase from that supplier where total costs are lowest, when quality and timeliness of delivery are comparable. Comparison pricing can be obtained via telephone, letter, email, fax, or website.

Preferences will be given to products manufactured in the United States.

Preferences will be given to purchasing from Monroe County businesses when total cost, quality and timeliness of delivery are comparable.

Purchases will not be artificially divided so as to constitute a "small purchase."

If the purchasing agent expects the purchase to be more than \$50,000 but not more than \$150,000, the purchasing agent shall solicit quotes from at least three vendors known to provide the goods or services required, as specified in IC 5-22-8-3.

Proposed March 22, 2017

Recommendation to Hire Architect for Ellettsville Renovation

March 22, 2017

Planning for Renovation

In September 2016, the Library appointed an Ellettsville Renovation Planning Team. The seven member staff team was charged with delivering a written report which outlined their top priorities and outcomes for the Ellettsville renovation project. They were asked to address wear and tear issues, and consider areas of concern in the current building (e.g. A/C or HVAC). They also considered the incorporation of new formats and services offered since the building was designed and renovated, and how customer and staff needs or expectations have changed patterns (or will change) use of the building. They reviewed services to our babies and teens, configuration of the circulation and reference area, the materials handling area and addressed the parking lot and ADA issues.

The Team reached out to other staff to get their input and feedback and also conducted a public survey from October 14-November 5, 2016. The survey was shared on receipts, on computers, the web site, and with local stakeholders and media. 265 people responded. In addition, the Team reviewed:

- Current use statistics
- Other libraries, and library literature concerning how to most effectively make use of public space
- Our mission and strategic objectives
- 2012 community survey

The team focused on existing facility and service barriers, the survey responses, demographic and usage data, and cost. Final recommendations prioritized enhancements beneficial to existing customers, forecasting services for the next 15-20 years, and improving services to underserved populations.

Portions of the Team's final report were included in the RFP background document provided to architects to serve as the program plan. Prioritized areas of scope for the renovation include:

- Infrastructure improvements to the HVAC system, lighting, and accessible parking and restrooms.
- Service improvements include creating an engaging teen space, adding a Learn and Play Space, expanding the sorter room, increasing study space and/or increasing the size of the Program Room, along with other enhancements to improve usability and staff and customer efficiencies.

Funding

One million dollars for construction costs is currently available from the Library's 2015 General Obligation Bond, or the Library Improvement Reserve Fund. Additional construction related costs, up to \$500,000 is also earmarked for expenses such as the architect, furniture and equipment and other soft costs.

March 1, 2017

RFP Process & Proposals Received

On December 14, the Library Board of Trustees approved issuing a Request for Proposal for the project. The RFP required the firms should include the following information:

1. Architectural and interior design capability available to the firm.
2. Demonstrated experience with library or other public facility (hospital, school, etc.) construction or renovation, especially with facilities receiving usage comparable to that of the Library.
3. Location of the firm in or within easy driving distance of Monroe County.
4. Detailed description of recent similar projects, with contact information for clients familiar with the firm's work on these projects
5. Anticipated scope of work.
6. Design concepts that fit an estimated \$1,000,000 construction cost.
7. Fee structure and estimated total architectural and design costs with a "not-to-exceed" contract fee to complete the following tasks:
 - Architectural, engineering, and design services for design development and construction documents
 - Cost estimate verification
 - Bidding services
 - Construction administration

On January 9, 2017 the RFP was sent to 11 architectural firms. On January 18, the Library hosted a tour of the facility and a chance for all architects to ask additional questions. Five firms attended. An additional firm toured at a later date. On February 21, four firms submitted a proposal.

The proposals were reviewed by Marilyn Wood, Jane Cronkhite, Chris Hosler, and Gary Lettelier. Two firms were selected for interviews:

- Christine Matheu Architect, Bloomington
- KrM Architecture

On February 28, Marilyn, Jane, Chris and Gary interviewed the two finalists. Each firm provided a brief presentation highlighting areas of their proposal they felt would be of significant value to our project, and answered a number of our follow-up questions.

Recommendation

We recommend that the firm Christine Matheu Architects serve as the architect for the Ellettsville Renovation.

Their project team will include:

- Christine Matheu, Lead architect
- Kristopher Floyd, project manager
- Circle Design Group, Inc., mechanical, electrical and plumbing engineer
- Lynch, Harrison & Brumleve, Inc., structural engineers
- Bledsoe Riggert Cooper James, Inc., Civil engineers

- J.R. Keller, LLC, library planning and design consultant

Christine Matheu Architects is recommended based on the following:

- Their team credentials and experience. They have assembled a team with extensive experience in all areas of our design and construction need. They were responsive to our concerns about HVAC and structural and engineering changes and assembled a team to respond.
- Their commitment to engage the community and staff in planning to achieve a design to meet community and staff needs.
- Location. This firm is based in Bloomington.
- Our prior working experience with this firm during the most recent Main Library renovation was extremely positive. They are very pro-active, communicate often, and have a commitment to projects which enhance our community.
- Creative solutions for our building challenges and willingness to explore alternative designs.
- Cost. Of all the designs submitted, their fee had the most comprehensive inclusion of fees for services we desired. Their fee, based on an estimated \$1 million total construction cost is a not to exceed fee of \$76,000 to complete basic services including architectural, site/civil, structural, mechanical, electrical, plumbing, and interior design services from design through construction phases. This includes a construction cost estimate verification provided by a local contractor who would be familiar with the local construction bidding climate.

**Monroe County Public Library
Ellettsville Renovation Timeline 2017-2018**

Date	Task
December 14, 2016	Board discusses renovation planning and architect RFP.
January 9, 2017	RFP sent via email to architects
January 18, 2017	Facility walkthrough (Optional)
February 21, 2017	Architect Proposals due
February 28, 2017	Architect Interviews
March 8 and March 22	Board discusses recommendation to select architect and approves at Board meeting; authorizes proceeding with contract
March 23 – April 19, 2017	Finalize and sign contract with architect
TBD	Architects lead program development, including community engagement and staff forums or feedback
TBD	Architects work with staff to prepare construction document details
TBD	Board reviews construction contract and approves
TBD	Construction



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March 16, 2017

Mr. Gary Lettelleir
Monroe County Public Library
303 E. Kirkwood Avenue
Bloomington, IN 47408

Re: Monroe County Public Library – 2017 Building Envelope Repairs
STRBR Project No. 13936

Dear Mr. Lettelleir:

Proposals for the 2017 Building Envelope Repair Project at Monroe County Public Library were received at the Monroe County Public Library until 1:00 p.m., local time, Wednesday, March 15, 2017. Four contractors submitted proposals for the envelope repairs and related work. Based upon the solicitation for proposals, review of the bids for completeness and response to the specifications and scope of work, it was determined that Browning Chapman was the apparent low bidder for the envelope repair project.

We recommend that the following work be awarded to Browning Chapman for a combined total contract of **\$ 118,990.00**:

Base Bid #1: Monroe County Public Library Envelope Repairs

A typed copy of the bid tabulation sheet is attached for your use and reference.

Upon board approval and award of the above recommendations, STR Building Resources will prepare the A.I.A. Contract between Browning Chapman and the Monroe County Public Library.

STR Building Resources would like to thank you and the Monroe County Public Library for your continued support and consideration. We look forward to an early and successful completion of the 2017 envelope repair project.

Yours truly,
STR Building Resources LLC

Patrick Wells
Account Manager

Enclosures

Cc: Ben Brown, STR-SEG
Andy Robison, STR-SEG
John Dorrer, STR-SEG

**BID TABULATION FORM
MONROE COUNTY PUBLIC LIBRARY
BLOOMINGTON BRANCH
Building Envelope Repairs
STRBR #13936**

	Browning	CDI	Kemna Rest	MMI	Wells Masonry	Atlas Builders
BASE BIDS						
Base Bid	\$ 118,990.00	No Bid	\$ 149,500.00	\$ 176,116.00	No Bid	\$ 196,899.00
UNIT PRICES						
Replace existing sealant joints including proper backer materials/LF	\$ 8.10		\$ 10.00	\$ 7.00		\$ 11.00
Rout and seal cracks in limestone panels/LF	\$ 9.50		\$ 12.60	\$ 7.00		\$ 20.00
Patch spalled limestone surfaces/SF	\$ 82.00		\$ 60.00	\$ 170.00		\$ 118.00
Wet seal window gaskets/LF	\$ 2.20		\$ 5.00	\$ 7.50		\$ 4.00
CHANGES TO THE WORK						
Overhead/profit on own Work/%	18%		25%	35%		30%
On cost of Work by Subcontractor/%	18%		15%	15%		15%
BID SUBMITTALS						
Acknowledge Addenda Y/N	Y		Y	Y		Y
Executed Form 96 (rev 2013)	Y,Y,Y		Y,Y,Y	Y,Y,Y		Y,Y,Y
Bid Bond	Y		Y	Y		Y
Financials	Y		N	Y		Y
Proposed Subcontractors Form	Y		Y	Y		Y
Certificate as to Corporate Principal	Y		Y	Y		Y
Statement of Bidder's Qual/Affirm Action	Y		Y	Y		Y
Current Rate Sheet	N		N	N		N