

BOARD OF TRUSTEES MEETING
Wednesday, March 23, 2011
Meeting Room 1B
5:45 p.m.

AGENDA

1. Call to Order and Introductions – President Kari Isaacson
2. Consent Agenda – action item – Sara Laughlin
 - a. Minutes of February 16, 2011 Board Meeting (page 1-6)
 - b. Minutes of March 9, 2011 Special Board Meeting (page 7-9)
 - c. Minutes of March 9, 2011 Work Session (page 1-13)
 - d. Monthly Bills for Payment (page 14-20)
 - e. Monthly Financial Report (page 21-44)
 - f. Board Calendar (page 45)
 - g. Personnel Report (page 46-49)
3. Director’s Report (page 50-66) and 2010 Indiana Public Library Standards Report (page 67-69) – Sara Laughlin
4. Old Business
 - a. Approve Design and Expenditure for Glass Wall on First Floor (page 70-75) – Sara Laughlin
5. New Business
 - a. Approve 2012-2014 Library Capital Projects Fund Plan for Advertising (page 76-85) – Sara Laughlin
 - b. Social Media Policy (page 86) – Lisa Champelli
 - c. 2011 CATS Contract with Monroe County – Michael White
6. Partnership Update – Penny Gillie
7. Public Comment
8. Adjournment

MONROE COUNTY PUBLIC LIBRARY
Board of Trustees Meeting
Wednesday, February 16, 2011
Meeting Room 1B

Attendance

Board Members Present: Dave Ferguson, Kari Isaacson, Valerie Merriam, Steve Moberly, Fred Risinger, and John Walsh.

Board Members Absent: Melissa Pogue.

Staff: Ned Baugh, Pat Combs, Margaret Harter, Chris Jackson, Sara Laughlin, Gary Lettelleir, Mark Mobley, Martin O'Neill, Adam Stillwell, Bara Swinson, Pam Wasmer, and Michael White

Others: Tom Bunger and Lillian Casillas.

Call to Order

President Kari Isaacson called the meeting to order at 5:50 p.m. Board members introduced themselves to the viewing public.

Consent Agenda

The consent agenda (Minutes of January 19, 2011 Board meeting; Minutes of January 19, 2011 Board of Finance meeting; monthly bills for payment; monthly financial report; Board calendar; and personnel report) was presented for approval.

Steve Moberly asked about the payment to Ice Miller. Sara Laughlin explained that there will be occasional issues related to the collective bargaining agreement on which we need advice.

Valerie Merriam asked how many cell phones are provided for staff. Sara Laughlin stated that some security and facilities staff have cell phones. She will check on the exact number.

Valerie Merriam commented on the cost of Indiana Library Federation (ILF) trustee dues (\$6,021). Sara Laughlin explained that the dues are based on a formula of .0008 of total budget for the year. The rate is set by ILF and funds go towards member communications, professional development activities, and maintaining the ILF offices. Personal membership dues cover the cost of advocacy, since public funds cannot be used for that purpose.

Steve Moberly moved; Fred Risinger seconded approval of the consent agenda as presented. Motion carried unanimously.

Director's Report

Sara Laughlin presented the director's report. Sara reported that January was another very busy month at the library. Sara discussed the annual report (included in packet) highlighting an increase in non-tax revenue; increase in registered users; and an increase in programs and program attendance even in a year of renovation.

Regarding circulation statistics, Valerie Merriam asked about Overdrive. Sara Laughlin explained that it is downloadable audio and e-books. MCPL is a member of the Indiana Digital Consortium which provides for sharing digital items with other libraries.

Valerie Merriam asked about the time period for submitting overdue accounts to the collection agency. Bara Swinson explained that many notices are involved prior to collection agency involvement: a two-day reminder before the item is due; an overdue notice four days after item is due; a second notice 10 days later. When an item is 40 days overdue a bill notification is sent. Only balances of \$25 or more overdue for one month are eligible for the collection agency. There are no fines for children's materials, but children checking out adult materials receive fines and parents sometimes use a child's card to check out items from the adult collection.

Dave Ferguson commented that he would like to be able to compare the monthly statistics with other months as a way of putting it in context. Sara Laughlin responded that the quarterly report shows comparison with the previous year's quarter. Sara will investigate a way of providing this information without making the director's report too bulky.

Valerie Merriam asked for an example of adult programs outside the library. Sara Laughlin stated that this would include any presentations off-site, primarily

invited presentations. Sara will report back to the board on types of programs included in this statistics.

Sara Laughlin discussed a recent systems failure with the Polaris system (checking in/out items) and commended staff for pitching in to help Circulation during this period.

Old Business

None.

New Business

2011 Agreement with El Centro Comunal Latino

Lillian Casillas, board member of El Centro Comunal Latino, stated that El Centro Comunal Latino appreciates the space in the library, particularly the new more visible space since renovation. The Center has about 40 hours of staffing plus volunteers. The 2011 agreement is unchanged from the previous year.

Valerie Merriam asked how many individuals are served weekly. Ms. Casillas could not provide an exact figure but plans to provide such information on a regular basis in the future.

John Walsh moved; Valerie Merriam seconded approval of the 2011 Agreement with El Centro Comunal Latino as presented. Motion carried unanimously.

2011 Agreement with Old National Bank for Lease of 19 Parking Spaces

Mark Mobley, Facilities manager, reported that this is a continuation of an agreement previously held with Monroe Bank. One change to the agreement is adding Old National Bank as an additional insured under the library's liability insurance policy.

Valerie Merriam asked about the cost impact of the insurance change. Sara Laughlin stated that the cost will be minimal as the spaces are already covered in the policy.

John Walsh moved; Steve Moberly seconded approval of the 2011 Agreement with Old National Bank for Lease of 19 Parking Spaces as presented. Motion carried unanimously.

Agreement with Woollen, Molzan and Partners to Design Glass Wall for First Floor

Sara Laughlin presented background information on this request. The Radio Frequency Identification (RFID) system was selected and planned before renovations were completed. Ellettsville and the Main Library second floor plans are workable. An engineering site visit has shown that the configuration on the first floor is problematic. It was previously thought that the book sorting feature could be installed utilizing an existing conveyor belt, but the site visit confirmed that the conveyor belt is too old and the space too narrow for that plan to be feasible. It is planned to have a three-bin sorter instead of a five-bin and to place it outside the existing circulation work room surrounded by glass walls. The glass walls would also provide a weather barrier to staff working at the circulation desk.

Steve Moberly suggested investigating other materials to determine if there is anything less expensive than glass.

Valerie Merriam asked if funding is available for the project. Sara Laughlin responded that the RFID sorting system will be funded through the 2011 Capital Projects Fund. She anticipates that the cost will be less than anticipated partly due to switching from a five-bin sorter to a three-bin sorter; however, the Capital Projects Fund revenue will also be less than anticipated. The additional construction will likely be funded from the Library Improvement Reserve Fund (LIRF).

Steve Moberly moved; John Walsh seconded removing the word “glass” from the agreement thus allowing investigation of alternative materials. Motion carried unanimously.

John Walsh moved, Fred Risinger seconded approval of the Agreement with Woollen, Molzan and Partners to Design a Wall for the First Floor as amended above. Motion carried unanimously. Sara Laughlin will bring construction estimates and possible alternative designs to the next Board meeting.

Agreement with Specialty Vehicle Systems to Assist with Advertising Old Bookmobile

Chris Jackson reported that the new bookmobile is back in the shop due to a problem with the heating/cooling not interacting with the generator. It was discovered that the installation did not meet specs; it is being repaired at no cost to the library.

Chris Jackson presented the agreement with Specialty Vehicle Systems. This is the same company that helped with the purchase and specs of the new bookmobile. The commission would apply only if the sale comes through SVS, not if sold locally. SVS has wide exposure and is more likely to generate interest in the old bookmobile. The sale of the bookmobile will be advertised with a date on which sealed bids will be accepted. A reserve price will be set but not advertised. MCPL will set the reserve price.

Steve Moberly moved; Fred Risinger seconded approval of the Agreement with Specialty Vehicle Systems to Assist with Advertising Old Bookmobile for Sale as presented. Motion carried unanimously.

Department Update: Community Outreach

Chris Jackson reported that the “open truck” event for the new bookmobile received a lot of publicity and many visitors. Chris showed a public service announcement produced by CATS.

John Walsh asked Chris to cover other areas of the Outreach Department for the benefit of the new board member and the public.

Chris reported that the goal of the Outreach Department is to provide service to all Monroe County residents. This is done in four ways: 1) Bookmobile – service six days a week, 28 stops; 2) Homebound Delivery – monthly personalized delivery to persons confined to their homes due to disability or illness; 3) Van – monthly service to persons who cannot utilize the bookmobile, i.e., nursing home residents and daycare and Headstart centers. Carts of books are delivered as well as some personalized requests. For the Headstart centers monthly drop-offs are made and a program is presented. 4) Jail Program – operated on a cooperative basis between the Monroe County Correctional Center, which provides space for the library and funds for purchase of materials, and the Library, which provides staff to open the library three afternoons a week as well as ordering of materials.

Other Business

Dave Ferguson asked several clarifying questions about the annual report. Sara Laughlin explained items and noted that part of the report is used in a national collection process. Library statistics are published on the Indiana State Library website.

Sara Laughlin announced that a Financial Officer has been hired. The board welcomed Gary Lettelleir to this position.

Public Comment

None.

The meeting adjourned at 7:05 p.m.

MONROE COUNTY PUBLIC LIBRARY
Board of Trustees Special Meeting
Wednesday, March 9, 2011
Meeting Room 1B

Attendance

Board Members Present: Kari Isaacson, Valerie Merriam, Steve Moberly, Melissa Pogue, Fred Risinger, and John Walsh.

Board Members Absent: Dave Ferguson.

Staff: Ned Baugh, Lisa Champelli, Pat Combs, Margaret Harter, Sara Laughlin, Gary Lettelleir, Bara Swinson, Pam Wasmer, and Michael White

Others: Tom Bunger and Rita Lichtenberg.

Call to Order

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

Resolution to Add Financial Officer Gary Lettelleir as Authorized Signer for Library Bank Accounts

Sara Laughlin presented a resolution to add Gary Lettelleir as authorized signer for the library bank accounts. Current authorized signers are Sara Laughlin and David Ferguson. Current banks are Chase Bank, Monroe Bank, a division of Old National Bank, and United Commerce Bank.

Steve Moberly moved; John Walsh seconded the Resolution to Add Financial Officer Gary Lettelleir as Authorized Signer for Library Bank Accounts. Motion carried unanimously (Fred Risinger absent for vote).

Confirm Purchase of 702 E. Temperance Property from Rainy Day Fund

Sara Laughlin reported that the purchase of the 702 E. Temperance Property closed on February 28. The board had previously approved the negotiation of the purchase and at this meeting will decide whether it will be funded from the Rainy

Day Fund or the Library Improvement Reserve Fund. Sara Laughlin recommended the Rainy Day Fund, based on the board's direction to keep a LIRF balance of at least \$1,000,000. The current Rainy Day Fund balance is \$809,091 and the LIRF balance is \$1,000,041.

John Walsh preferred not to use the Rainy Day Fund since it can be used for non-capital expenses.

Steve Moberly asked for clarification of the statutory purpose of LIRF. Sara Laughlin responded that it is for capital improvements and real estate purchases.

Fred Risinger shared John Walsh's concern about using the Rainy Day Fund.

Valerie Merriam asked how the Rainy Day Fund has been used in the past. Sara Laughlin stated that two recent uses have been a small amount for unemployment insurance and attorney fees for union negotiations.

Valerie Merriam was concerned with using the Rainy Day Fund when other funds are available.

Steve Moberly felt that the appropriate choice would be LIRF.

John Walsh moved; Melissa Pogue seconded approval of funding the purchase of the 702 E. Temperance property from the Library Improvement Reserve Fund (LIRF). Motion carried unanimously.

Agreement with Jeanne Walters Property Management for Management of 702 E. Temperance

Sara Laughlin presented an agreement with Jeanne Walters Property Management for management of 702 E. Temperance, Ellettsville. Sara noted that some small clarifications have been made to the agreement since it was sent to the board earlier in the week. The changes are: 1) 1st paragraph: clarify that the property management company receives 35% of first month's rent when tenants renew; 2) clarify that the property management company can initiate repairs costing less than \$20, whereas items costing more than \$250 require advance authorization by the owner, with the owner paying for both large and small repairs; 3) note, in the special note above signatures that the property management company will provide a cost estimate before doing annual inspections.

Sara recommended signing the contract through November 2011 when the last lease will expire. For repairs requiring immediate attention but costing more than \$250, Sara Laughlin or Gary Lettelleir would approve.

Fred Risinger moved; Melissa Pogue seconded approval of the agreement with Jeanne Walters Property Management for management of 702 E. Temperance property as presented. Motion carried unanimously.

Public Comment

None.

Meeting adjourned at 6:05 p.m.

MONROE COUNTY PUBLIC LIBRARY
Board of Trustees Work Session
Wednesday, March 9, 2011
Meeting Room 1B

Attendance

Board Members Present: Kari Isaacson, Valerie Merriam, Steve Moberly, Melissa Pogue, Fred Risinger, and John Walsh.

Board Members Absent: Dave Ferguson.

Staff: Ned Baugh, Lisa Champelli, Pat Combs, Margaret Harter, Sara Laughlin, Gary Lettelleir, Bara Swinson, Pam Wasmer, and Michael White

Others: Tom Bunger and Rita Lichtenberg.

Call to Order

President Kari Isaacson called the meeting to order at 6:10 p.m. following a brief special board meeting.

2012-2014 Library Capital Projects Fund Plan

Sara Laughlin presented the 2012-2014 Capital Projects Fund Plan and explained that each year a three-year plan is adopted by the board and then forwarded to the County Council for approval. This year the plan will be approved for advertising at the March board meeting; a public hearing will be held before the board meeting on April 20, after which the plan will be forwarded to the County Council; the County Council will hold a public hearing within 30 days, and must approve the plan before July 31. The last step is to forward the plan to the Department of Local Government Finance for final approval. Funding is approved for only one year at a time.

<i>Fund</i>	<i>Project</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>
LCPF	Main Renovation, Phase 3 and 4 Equipment - Information Systems	\$415,292 \$75,000	\$75,000	\$75,000

Equipment - CATS	\$50,000	\$50,000	\$50,000
Roof Replacement - Main Library Addition		\$400,000	
Ellettsville Yellow House Demolition		\$18,096	
Ellettsville Phone System		\$8,000	
Chillers - Main Library			\$300,000
Courtyard - Ellettsville Branch			\$50,000
Future Projects			\$87,074
TOTAL LCPF EXPENSES	\$540,292	\$551,096	\$562,074

Sara Laughlin also presented a list of anticipated withdrawals from and transfers to the Library Improvement Reserve Fund (LIRF), noting that the balances must be modified as a result of the board’s action at the special board meeting just prior to this meeting:

		2012	2013	2014
LIRF	Demolition of Yellow House - Ellettsville	\$25,000		
	Replace Elevator Controls - Main Library	\$100,000		
	TOTAL LIRF EXPENSES	\$125,000	\$0	\$0
	LIRF Transfer	\$200,000	\$200,000	\$200,000
	LIRF Balance (2011 Balance: \$1,000,000)	\$1,075,000	\$1,275,000	\$1,475,000

Steve Moberly commented that past Capital Projects Fund Plans have shown a line item for the purchase of property for a branch. It is not in this plan and, while he regrets that it is not in the plan, he feels that it is time to give it up as it is not economically feasible. He felt that it was good to be up front about this fact.

Sara Laughlin agreed and stated that it may be possible to find a partner for this project in the future. In the meantime it is necessary to take care of the facilities that we do have.

Fred Risinger asked if Sara thought roof replacement could wait until 2013. Sara stated that in 2008, a structural engineer had given a time estimate of 6-8 years when previous roof repairs were done. Six years would be 2014.

Valerie Merriam asked at what level we are required to bid out jobs. Sara Laughlin thought that it is \$25,000 and commented that we always get two or three quotes and conduct public bids when required.

The Capital Projects Fund Plan approval for advertising will be an action item at the regular March meeting.

Social Media Policy

Lisa Champelli presented the Social Media Policy and Social Media Guidelines for Staff. Lisa explained that MCPL staff has been using social media for some time in the form of blogs. The proposed policy and guidelines have been developed using staff experience, advice from other libraries, and surveys of other non-profit agencies. Lisa explained that current blogs are topic specific and are moderated by a staff member and a back-up moderator. This policy is looking ahead to future social media tools.

The board discussed the policy and asked clarifying questions.

This will be an action item at the regular board meeting.

Additional Insurance Coverage

Sara Laughlin presented a request for additional insurance coverage for the library. Sara reported that Gary Lettelleir met with First Insurance Group representative Frank Eberle to review MCPL coverage. Mr. Eberle has recommended adding two additional types of coverage to our existing policy: 1) Removing umbrella exclusion for claims related to sexual molestation (estimated cost \$800); and 2) Adding privacy breach coverage (estimated cost \$2,000). The library currently has \$2 million of coverage relating to sexual molestation claims. Removing the umbrella exclusion from the \$4 million umbrella policy would effectively give us \$6 million of coverage.

The board discussed the sexual molestation coverage issue. Attorney Jim Whitlatch offered some explanations and opinions. He stated that a big concern with molestation claims is the possibility of multiple claims.

Valerie Merriam asked if the policy would cover issues with staff as well as patrons. Jim Whitlatch explained that it would cover both but is geared more towards staff.

Fred Risinger asked if claims related to patrons would require a proof of negligence on the part of library staff. Jim Whitlatch confirmed.

The board discussed the privacy breach coverage. Little information was available.

Valerie Merriam suggested that in the future the insurance representative attend meetings where insurance issues are discussed. Valerie had several questions regarding other insurance issues.

Sara Laughlin suggested that questions should be submitted before the regular meeting. She will request that the agent attend the meeting.

Public Comment

None.

Meeting adjourned at 6:45 p.m.

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*Check Summary Register©

February 11, 2011 to March 17, 2011

Name	Check Date	Check Amt	
06100 CHASE BANK CHECKING			
Paid Chk# 080828 AT&T (IL)	2/16/2011	\$277.43	4 DEDICATED LINES
Paid Chk# 080829 CITY OF BLOOMINGTON	2/16/2011	\$659.07	WATER & SEWER
Paid Chk# 080830 DUKE ENERGY	2/16/2011	\$26,637.27	ELECTRICITY
Paid Chk# 080831 ELECTRONIC COMMERCE, INC.	2/16/2011	\$3,868.00	PAYROLL SERVICES
Paid Chk# 080832 ELIZABETH WILLIAMSON	2/16/2011	\$44.95	REFUND ON LOST ITEM
Paid Chk# 080833 FIRST INSURANCE GROUP,	2/16/2011	\$42.00	NEW BKM ADDL PREMIUM
Paid Chk# 080834 MADELINE BORNSTEIN	2/16/2011	\$27.93	REFUND ON LOST ITEMS
Paid Chk# 080835 MIDWEST INSURANCE	2/16/2011	\$11,748.00	WORKS COMP ANNL PREMIUM 2-1 TO
Paid Chk# 080836 MIDWEST PRESORT SERVICE	2/16/2011	\$328.80	POSTAGE SERVICES
Paid Chk# 080837 MONROE COUNTY YMCA	2/16/2011	\$185.54	YMCA W/H
Paid Chk# 080838 UTILITIES DIST. OF WESTERN IN	2/16/2011	\$32.00	BKM ELECTRICITY
Paid Chk# 080839 VERIZON WIRELESS	2/16/2011	\$105.43	CELL PHONES
Paid Chk# 080840 AMERICAN UNITED LIFE INS.	2/21/2011	\$1,571.67	403b TSA-AUL W/H C30048
Paid Chk# 080841 AT&T (OK)	2/21/2011	\$47.27	LONG-DISTANCE CALLS
Paid Chk# 080842 INDIANA UNIVERSITY	2/21/2011	\$2,961.29	WORKSTUDY
Paid Chk# 080843 JOSHUA WOLF	2/21/2011	\$8.00	FD/CHILD SPLS
Paid Chk# 080844 JPMORGAN CHASE BANK, NA	2/21/2011	\$4,192.67	VARIOUS
Paid Chk# 080845 MIDWEST PRESORT SERVICE	2/21/2011	\$684.94	POSTAGE SERVICES
Paid Chk# 080846 MOLLY L. FARMER	2/21/2011	\$29.99	REFUND ON LOST ITEM
Paid Chk# 080847 MONROE CTY PUBLIC	2/21/2011	\$248.22	FSA W/H
Paid Chk# 080848 SARA LAUGHLIN	2/21/2011	\$862.90	ALA EXPENSES/BOOKS FOR LIBRARY
Paid Chk# 080849 SOUTH CENTRAL INDIANA REMC	2/21/2011	\$43.89	BKM ELECTRICITY
Paid Chk# 080850 ACTIVATE HEALTHCARE	2/24/2011	\$17,972.00	STARTUP FEES & FIRST QTR. FOR CLINIC
Paid Chk# 080851 HOOSIER DISPOSAL #686	2/24/2011	\$155.00	TRASH SERVICE
Paid Chk# 080852 MIDWEST PRESORT SERVICE	2/24/2011	\$475.69	POSTAGE SERVICE
Paid Chk# 080853 SHERLOCK HOMES	2/24/2011	\$400.00	BLDG INSPECTION
Paid Chk# 080854 VECTREN ENERGY DELIVERY	2/24/2011	\$51.87	NATURAL GAS
Paid Chk# 080855 VIRGINIA H. RICHEY	2/24/2011	\$60.00	FD/ELL-PERFORMANCES
Paid Chk# 080856 WILLIAM R. MORRIS, JR.	2/24/2011	\$300.00	TUTOR TRAINING/\$ GENERAL FUND
Paid Chk# 080857 BUREAU OF MOTOR VEHICLES	3/1/2011	\$21.00	ADD'L LICENSE FEE/NEW BKM
Paid Chk# 080858 MONROE CTY PUBLIC	3/1/2011	\$248.22	02/25/11 FSA W/H
Paid Chk# 080859 AMERICAN UNITED LIFE INS.	3/3/2011	\$1,569.27	403b TSA-AUL W/H C10048
Paid Chk# 080860 ANTHEM BLUE CROSS BLUE	3/3/2011	\$56,131.72	HEALTH INS. W/H - MAR. '11
Paid Chk# 080861 AT&T (IL)	3/3/2011	\$1,393.24	PHONE CALLS & SERVICE
Paid Chk# 080862 AT&T ADVERTISING	3/3/2011	\$170.00	PHONE LISTINGS
Paid Chk# 080863 AT&T MOBILITY	3/3/2011	\$249.12	CELL PHONES
Paid Chk# 080864 CITGO	3/3/2011	\$768.64	FUEL
Paid Chk# 080865 COLONIAL LIFE	3/3/2011	\$119.63	POST-TAX INS. W/H
Paid Chk# 080866 DUKE ENERGY	3/3/2011	\$1,449.00	ELECTRICITY
Paid Chk# 080867 ELLETTSVILLE UTILITIES	3/3/2011	\$225.99	WATER & SEWER
Paid Chk# 080868 GE MONEY BANK/AMAZON	3/3/2011	\$5,188.94	BOOKS & NONPRINT
Paid Chk# 080869 GREAT LAKES HIGHER ED	3/3/2011	\$200.80	GARNISHMENT W/H
Paid Chk# 080870 HEALTH RESOURCES, INC.	3/3/2011	\$3,441.30	DENTAL INS. - MAR. '11
Paid Chk# 080871 MONROE CIRCUIT COURT	3/3/2011	\$30.00	GARNISHMENT W/H
Paid Chk# 080872 MONROE COUNTY YMCA	3/3/2011	\$185.54	YMCA FEES W/H
Paid Chk# 080873 OBS INC.	3/3/2011	\$8,564.75	FINAL PYAMENT ON NEW BKM
Paid Chk# 080874 PRE-PAID LEGAL SERVICES,	3/3/2011	\$47.84	PRE-PAID LEGAL W/H
Paid Chk# 080875 UNITED WAY	3/3/2011	\$178.00	UNITED WAY W/H
Paid Chk# 080876 UNUM LIFE INS. CO. OF	3/3/2011	\$2,265.81	LIFE & ADD'L LIFE INS. - MAR. '11
Paid Chk# 080877 AFSCME COUNCIL 62	3/14/2011	\$1,682.34	MONTHLY DUES
Paid Chk# 080878 AMERICAN UNITED LIFE INS.	3/14/2011	\$1,547.99	403b TSA-AUL W/H G40906
Paid Chk# 080879 ANSWER INDIANA	3/14/2011	\$9.85	PAGER
Paid Chk# 080880 AT&T (IL)	3/14/2011	\$263.27	4 DEDICATED LINES
Paid Chk# 080881 BLOOMINGTON PARK	3/14/2011	\$150.00	EXHIBIT SPACE/SENIOR EXPO

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***Check Summary Register©**

February 11, 2011 to March 17, 2011

Name	Check Date	Check Amt	
Paid Chk# 080882	BUFFALOUIE'S AT THE GABLES	3/14/2011	\$100.00 FD/ADULT-FOOD
Paid Chk# 080883	CENTRAL INDIANA HARDWARE	3/14/2011	\$243.24 BLDG SPLS
Paid Chk# 080884	CITY OF BLOOMINGTON	3/14/2011	\$109.83 WATER & SEWER
Paid Chk# 080885	DUKE ENERGY	3/14/2011	\$20,635.34 ELECTRICITY
Paid Chk# 080886	ELLEN ARNHOLTER	3/14/2011	\$245.40 MKL DAY EXPENSES
Paid Chk# 080887	IU ASIAN CULTURE CENTER	3/14/2011	\$64.32 LUNAR NEW YEAR CELEBRATION
Paid Chk# 080888	JAMES R. HORTON	3/14/2011	\$300.00 FD/CHILD/PROGRAMS
Paid Chk# 080889	JONI A. GREENE	3/14/2011	\$39.99 REFUND ON LOST ITEM
Paid Chk# 080890	JULIA E. RUST	3/14/2011	\$42.70 REFUND ON LOST ITEMS
Paid Chk# 080891	MIDWEST PRESORT SERVICE	3/14/2011	\$759.23 POSTAGE SERVICES
Paid Chk# 080892	MINDI G. ST. PETER	3/14/2011	\$65.82 REFUND ON LOST ITEMS
Paid Chk# 080893	MONROE CTY PUBLIC	3/14/2011	\$248.22 FSA W/H 3/11/11
Paid Chk# 080894	NAOMI POSNER-HORIE	3/14/2011	\$37.50 SPLS FOR MLK DAY
Paid Chk# 080895	SARA LAUGHLIN	3/14/2011	\$4.50 FD/STAFF DEVELOPMENT
Paid Chk# 080896	SMITHVILLE	3/14/2011	\$232.67 TELEPHONE
Paid Chk# 080897	SMITHVILLE DIGITAL, INC.	3/14/2011	\$1,225.00 INTERNET MNTHLY SERVICE
Paid Chk# 080898	STEFANIE LEE MCCREA	3/14/2011	\$100.00 FD/CHILD/PERFORMANCES
Paid Chk# 080899	TERESA D. COLBY	3/14/2011	\$25.00 REFUND ON LOST ITEM
Paid Chk# 080900	UNIVENTURE	3/14/2011	\$373.56 CATALOGING A/V
Paid Chk# 080901	UTILITIES DIST. OF WESTERN IN	3/14/2011	\$32.00 BKM ELECTRICITY
Paid Chk# 080902	VERIZON WIRELESS	3/14/2011	\$129.03 BKM DATA LINES
Paid Chk# 080903	JPMORGAN CHASE BANK, NA	3/17/2011	\$2,218.44 VARIOUS
Paid Chk# 080904	MIDWEST PRESORT SERVICE	3/17/2011	\$372.76 POSTAGE SERVICES
Paid Chk# 080905	SOUTH CENTRAL INDIANA REMC	3/17/2011	\$42.72 BKM ELECTRICITY
Paid Chk# 080906	VERIZON WIRELESS	3/17/2011	\$125.63 CELL PHONES
Paid Chk# 080907	A1 LANDSCAPE & HAULING	3/17/2011	\$1,450.00 SALT APP. & SNOW REMOVAL
Paid Chk# 080908	ABC-CLIO, LLC	3/17/2011	\$59.40 BOOKS
Paid Chk# 080909	ADP, INC.	3/17/2011	\$22.70 BACKGROUND CHECKS
Paid Chk# 080910	ADP, INC.	3/17/2011	\$240.57 FSA SERVICES
Paid Chk# 080911	ADP, INC.	3/17/2011	\$1,361.75 YEAR END PAYROLL SERVICES
Paid Chk# 080912	ALICE J. ROBERTSON	3/17/2011	\$500.00 ADULT/WAHL GRANT
Paid Chk# 080913	ALL-PHASE ELECTRIC SUPPLY	3/17/2011	\$404.88 LIGHT BUBLS
Paid Chk# 080914	ANBRO ELECTRIC CO., INC.	3/17/2011	\$500.00 WIRING FOR SIGN
Paid Chk# 080915	AUDIOGO	3/17/2011	\$229.57 BOOKS
Paid Chk# 080916	AVCAFE	3/17/2011	\$330.46 NONPRINT
Paid Chk# 080917	BAKER & TAYLOR BOOKS	3/17/2011	\$54,441.48 BOOKS
Paid Chk# 080918	BLACKSTONE AUDIO, INC.	3/17/2011	\$246.00 NONPRINT
Paid Chk# 080919	BLOOMINGTON PAINT &	3/17/2011	\$69.47 PAINT
Paid Chk# 080920	A. E. BOYCE CO., INC.	3/17/2011	\$29.74 PAYROLL FORMS/OFFICIAL RECORDS
Paid Chk# 080921	BRODART CO.	3/17/2011	\$572.65 BUDGET MASTER CART/RFID EQUIP.
Paid Chk# 080922	BUNGER & ROBERTSON, LLP	3/17/2011	\$1,212.50 LEGAL SERVICES
Paid Chk# 080923	BWI	3/17/2011	\$1,356.88 BOOKS
Paid Chk# 080924	CARMICHAEL TRUCK &	3/17/2011	\$649.68 SPRINTER REPAIR
Paid Chk# 080925	CD BABY	3/17/2011	\$18.45 NONPRINT
Paid Chk# 080926	CDW GOVERNMENT, INC.	3/17/2011	\$5.15 IS SPLS
Paid Chk# 080927	CENTER POINT LARGE PRINT	3/17/2011	\$172.56 BOOKS
Paid Chk# 080928	CINTAS FIRST AID & SAFETY	3/17/2011	\$169.69 FIRST-AID SPLS
Paid Chk# 080929	COABE	3/17/2011	\$109.00 MEMBER SHIP/VITAL
Paid Chk# 080930	DEMCO, INC.	3/17/2011	\$354.45 CATALOGING/BKS
Paid Chk# 080931	EBSCO	3/17/2011	\$36.30 PERIODICALS
Paid Chk# 080932	ELECTRONIC COMMERCE, INC.	3/17/2011	\$1,328.00 MONTHLY PAYROLL SERVICES
Paid Chk# 080933	ENVIRONMENTS, INC.	3/17/2011	\$25.12 NONPRINT
Paid Chk# 080934	EVANSVILLE BINDERY, INC.	3/17/2011	\$192.61 MATERIAL BINDING REPAIRS
Paid Chk# 080935	FEDEX	3/17/2011	\$23.93 GRANT PROPOSAL SHIPPED
Paid Chk# 080936	FIRST INSURANCE GROUP,	3/17/2011	\$37,235.00 UMBRELLA, AUTO, & PACKAGE POLI

MONROE COUNTY PUBLIC LIBRARY

03/17/11 3:19 PM

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*Check Summary Register©

February 11, 2011 to March 17, 2011

Name	Check Date	Check Amt	
Paid Chk# 080937 FREEDOM BUSINESS	3/17/2011	\$5,107.02	CARTRIDGES
Paid Chk# 080938 GALE	3/17/2011	\$3,692.14	BOOKS
Paid Chk# 080939 GAYLORD BROS., INC.	3/17/2011	\$60.87	CATALOGING SPLS/BKS
Paid Chk# 080940 GENEALOGICAL PUBLISHING	3/17/2011	\$500.45	BOOKS
Paid Chk# 080941 HAINES & COMPANY, INC.	3/17/2011	\$448.50	BOOKS
Paid Chk# 080942 HFI MECHANICAL	3/17/2011	\$78.00	BFP CERTIFICATION
Paid Chk# 080943 HIGHSMITH INC.	3/17/2011	\$893.76	6 BLACK FRAME SEATS
Paid Chk# 080944 HP PRODUCTS	3/17/2011	\$3,422.35	BUILDING MATERIALS
Paid Chk# 080945 ICE MILLER LLP	3/17/2011	\$622.50	LEGAL SERVICES
Paid Chk# 080946 INDIANA CHAMBER OF	3/17/2011	\$136.95	BOOKS
Paid Chk# 080947 J. A. SEXAUER	3/17/2011	\$122.44	BLDG SPLS
Paid Chk# 080948 JANET A. PIERSON	3/17/2011	\$500.00	TEEN/MATH TUTOR COORDINATOR
Paid Chk# 080949 JIM GORDON, INC	3/17/2011	\$115.39	COPIERS OVERAGES
Paid Chk# 080950 JOHN J. BROWN	3/17/2011	\$500.00	ADULT/WAHL GRANT
Paid Chk# 080951 KLEINDORFER'S HDWE	3/17/2011	\$32.87	BLDG SPLS
Paid Chk# 080952 LEARNING TREASURES	3/17/2011	\$198.31	FD/CHILD/LAPS FUND
Paid Chk# 080953 LIBRARY VIDEO COMPANY	3/17/2011	\$31.90	NONPRINT
Paid Chk# 080954 LOGISTECH, INC.	3/17/2011	\$521.70	BOOKS
Paid Chk# 080955 LOWE'S	3/17/2011	\$76.62	BLDG SPLS
Paid Chk# 080956 MAXWELLS OFFICE PRODUCTS	3/17/2011	\$603.31	PAPER & COPIER OVERAGE
Paid Chk# 080957 MERGENT, INC.	3/17/2011	\$1,517.00	BOOKS
Paid Chk# 080958 MIDWEST TAPE	3/17/2011	\$37,656.76	NONPRINT
Paid Chk# 080959 OMNIGRAPHICS	3/17/2011	\$105.93	BOOKS
Paid Chk# 080960 POSTMASTER	3/17/2011	\$185.00	PERMIT #307 FOR BULK MAILING
Paid Chk# 080961 B,B & C POW PEST CONTROL,	3/17/2011	\$84.00	PEST CONTROL
Paid Chk# 080962 PRO LINGUA ASSOCIATES	3/17/2011	\$185.42	BOOKS
Paid Chk# 080963 QUIK LUBE	3/17/2011	\$82.35	OIL CHANGES
Paid Chk# 080964 QUILL CORPORATION	3/17/2011	\$1,315.53	PAPER & OFFICE SPLS
Paid Chk# 080965 RANDOM HOUSE, INC.	3/17/2011	\$1,399.10	NONPRINT
Paid Chk# 080966 RAY WILSON & ASSOCIATES	3/17/2011	\$1,260.00	PROCESS IMPROVEMENT/SESSION 1
Paid Chk# 080967 RECORDED BOOKS, LLC	3/17/2011	\$882.15	NONPRINT
Paid Chk# 080968 REGENT BOOK COMPANY	3/17/2011	\$13.62	BOOKS
Paid Chk# 080969 RUBBERSTAMPADNESS	3/17/2011	\$19.95	1 YEAR SUBSCRIPTION
Paid Chk# 080970 SAM'S CLUB	3/17/2011	\$89.00	FD/CR/LUNAR NEW YEAR & BLDG SPLS
Paid Chk# 080971 SELECT EMBROIDERY	3/17/2011	\$1,261.00	SHIRTS PER UNION AGREEMENT
Paid Chk# 080972 SPOKEN ARTS	3/17/2011	\$10.00	NONPRINT
Paid Chk# 080973 SUZANNE KERN - PETTY CASH	3/17/2011	\$62.24	POSTAGE
Paid Chk# 080974 TABCO BUSINESS FORMS, INC.	3/17/2011	\$1,987.45	CIRC. NOTICES
Paid Chk# 080975 THE CLCD COMPANY, LLC	3/17/2011	\$449.95	ELECTRONIC RESOURCE
Paid Chk# 080976 THE ENGRAVING AND STAMP	3/17/2011	\$26.81	BOARD MEMBER NAMEPLATE
Paid Chk# 080977 THE GREAT COURSES	3/17/2011	\$99.95	NONPRINT
Paid Chk# 080978 THE HERALD-TIMES, INC.	3/17/2011	\$79.19	ANNUAL REPORT PUBLICATION
Paid Chk# 080979 U.S. VOICE & DATA, LLC	3/17/2011	\$140.00	PHONE EXT. MOVED
Paid Chk# 080980 UNIQUE MANAGEMENT	3/17/2011	\$10,382.00	CIRC/COLLECTION SERVICE
Paid Chk# 080981 VIRGINIA H. RICHEY	3/17/2011	\$60.00	FD/ELL-PERFORMANCES
Paid Chk# 080982 WASHINGTON COUNTY SOAR	3/17/2011	\$25.00	VITAL MAT'LS
Paid Chk# 080983 WESTON WOODS STUDIOS	3/17/2011	\$138.75	NONPRINT
Paid Chk# 080984 WHITE RIVER PICTURES	3/17/2011	\$21.70	NONPRINT
Paid Chk# 080985 WOMEN MAKE MOVIES	3/17/2011	\$104.00	PATRON REQUEST/ADULT AV
Paid Chk# 080986 WORLD ARTS INC.	3/17/2011	\$1,068.00	WLCOME BROCHURES & BOOKMARKS
Paid Chk# 080987 WTIU	3/17/2011	\$119.70	NONPRINT
Total Checks		\$369,741.60	

MONROE COUNTY PUBLIC LIBRARY
 CHASE CHECKING ACCOUNT
 02/11/11 - 03/17/11

A/P Check Total		\$369,741.60
Add: Electronic Withdrawals		
	Merchant Services-Monthly Credit Card Fees (Feb.)	708.03
	Land purchased at Ellettsville 2/28/11	97,315.37
Add: Payrolls		
	Vouchers & 1 Check 02/11/11 Payroll (ECI)	117,818.06
	Electronic transfer (ECI) employee/employer taxes	42,573.59
	Electronic transfer (ECI) employee/employer "HSA"	1,944.43
	Vouchers 02/25/11 Payroll (ECI)	115,726.14
	Electronic transfer (ECI) employee/employer taxes	42,270.35
	Electronic transfer (ECI) employee "HSA"	1,944.43
	Vouchers 03/11/11 Payroll (ECI)	119,119.88
	Electronic transfer (ECI) employee/employer taxes	41,435.67
	Electronic transfer (ECI) employee "HSA"	1,944.43
		<u>1,944.43</u>
TOTAL OF A/P AND PAYROLL CHECK REGISTERS		<u><u>\$952,541.98</u></u>

MERCHANT SERVICES
7300 CHAPMAN HWY
KNOXVILLE, TN 37920



MERCHANT Billing Statement
Cycle: CUTOFF

Statement Date: 02/28/2011
Store Number: 0000000000
Merchant Number: 0000008010956517
Chain Number: 00000
DBA Name: MONROE COUNTY PUBLIC LIBRARY



000057027 1 AT 0.357 106481979327180 P
MONROE COUNTY PUBLIC LIBRARY
ATTN BONNIE ESTELL
303 E KIRKWOOD AVE
BLOOMINGTON IN 47408-3534

Client Group: 00009
Principal Chain: 00000
Parent Chain: 00000
Parent Entity: 43155

Page 1 of 3

Your Resources For Help

For customer service please call 800-282-5558.

News For You

EFFECTIVE MARCH 1, 2011, VISA, MASTERCARD AND DISCOVER QUALIFIED AND MID-QUALIFIED RATES WILL INCREASE BY 0.05% + \$0.05. COMMERCIAL NON-QUALIFIED, NON-QUALIFIED AND FLAT RATES WILL INCREASE BY 0.75% + \$0.15. THANK YOU FOR SELECTING ELAVON FOR YOUR MERCHANT PROCESSING SERVICES.

Summary

	Number of Items	Dollar Amounts	Fee/Charges Category	Fee Summary
Sales	1,131	13,072.84	Visa/MC/Discover Processing Charges	355.28
Returns	0	0.00	Card Association Fees	65.15
Net Sales	1,131	13,072.84	Authorization Fees	257.60
Chargebacks	0	0.00	Other Fees	30.00
Adjustments	0	0.00	Total Charges and Fees	708.03
Convenience Adjustments	0	0.00		
Total Sales	1,131	13,072.84		

5.4%

Charges and Fees have been posted to Account #: XXXXX1242

Volume Recap

6/3/2/11

Card Type	--Sales--		--Credits--		--Net Sales--		Discount Paid	Per Item Paid
	Item Count	Amount	Item Count	Amount	Amount	Amount		
VISA	899	10,480.20	0	0.00	10,480.20	252.64	1.80	
M/C	232	2,592.64	0	0.00	2,592.64	84.24	16.60	

Deposits

Batch Date	Settlement Date	Reference Number	Batch Number	Card Type	Paid by Merchant Payment Services	Paid by Others	Total Batch Amount
02/01/11	02/01/11	13032968138	00406	BATCH	471.18	0.00	471.18
02/02/11	02/02/11	15033931266	00407	BATCH	56.74	0.00	56.74
02/03/11	02/03/11	12034896619	00408	BATCH	17.00	0.00	17.00
02/04/11	02/04/11	13035050843	00409	BATCH	907.95	0.00	907.95
02/05/11	02/05/11	13036175875	00410	BATCH	542.93	0.00	542.93
02/06/11	02/06/11	13037010047	00411	BATCH	415.62	0.00	415.62
02/07/11	02/07/11	12038593437	00412	BATCH	321.94	0.00	321.94
02/08/11	02/08/11	13039892597	00413	BATCH	618.60	0.00	618.60
02/09/11	02/09/11	13040956234	00414	BATCH	475.85	0.00	475.85
02/10/11	02/10/11	12041992216	00415	BATCH	413.22	0.00	413.22
02/11/11	02/11/11	13042071860	00416	BATCH	593.47	0.00	593.47
02/12/11	02/12/11	73043516145	00417	BATCH	915.47	0.00	915.47
02/13/11	02/13/11	13044101215	00418	BATCH	166.49	0.00	166.49

ACCOUNTS PAYABLE VOUCHER
MONROE COUNTY PUBLIC LIBRARY*303 E KIRKWOOD AVEBLOOMINGTON, IN 47408**

Payee JPMORGAN CHASE BANK, NA PALATINE, IL 60094-4016	Claim 18178 Purchase Order No. 0 Terms Date Due
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Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
1/13/2011		E001-005-31700 PAYPAL/MNTHLY CC FEE	\$80.45
1/14/2011		E019-015-22900 AMAZON.COM/BKM SPLS	\$27.45
1/17/2011		E019-015-22900 AMAZON.COM/BKM SPLS	\$34.34
1/17/2011		E019-015-22900 BRODART/BKM HOLDERS	\$205.79
1/20/2011		E021-016-44700 SMALL TREE/CATS STREAM-LINE EQUIP.	\$2,384.10
2/3/2011		E001-001-33200 FEDEX OFFICE/PRINTING FOR MGR. MTG.	\$35.31
1/11/2011		E001-015-23000 WPSANTENNAS/BKM ADAPTER	\$24.15
1/19/2011		E019-017-21350 KROGER/FD-VITAL SPLS	\$18.74
1/24/2011		E019-017-21350 KROGER/FD-VITAL SPLS	\$63.68
1/28/2011		E019-017-21350 IU HEALTH GIFT SHOP/VITAL SPLS	\$22.46
1/28/2011		E019-006-21350 ROLY POLY/HR TRANING	\$68.59
1/27/2011		E019-015-21350 SHOPLET.COM/BKM CELEBRATION SPLS	\$37.43
1/17/2011		E020-016-23500 B&H PHOTO/EMF LAMP	\$183.50
1/20/2011		E001-018-45300 PLAYNORMOUS/NONPRINT	\$63.95
1/21/2011		E001-018-45300 BOOKMASTERS/NONPRINT	\$18.38
1/31/2011		E001-018-45300 BARNES&NOBLE/NONPRINT	\$20.85
1/5/2011		E019-011-21350 LITTLE PEOPLES/FD-CHILD PLAYING SPLS	\$719.96
1/6/2011		E019-011-21350 MICHAELS/FD-CHILD SPLS	\$8.49
1/7/2011		E019-011-21350 MARSH/FD-CHILD REFRESHMENTS	\$19.85
1/7/2011		E019-011-21350 STAPLES/FD-CHILD HOMEWORK CTR	\$17.00
1/17/2011		E019-011-21350 STAPLES/FD-CHILD HOMEWORK HELP CTR.	\$12.00
1/19/2011		E019-011-21350 STAPLES/FD-CHILD HOMEWORK HELP CTR.	\$27.48
1/20/2011		E019-011-21350 BLOOMINGFDS/FD-CHILD SPLS	\$4.58
1/26/2011		E019-011-21350 BLGTN HDWARE/FD-CHILD HOMEWORK HELP CTR	\$3.99
1/26/2011		E019-011-21350 BLGTN HDWARE/FD-CHILD SPLS	\$9.95
1/28/2011		E019-011-21350 KLEINDORFER'S/FD-CHILD SPLS	\$21.48
2/4/2011		E019-011-21350 MARSH/FD-CHILD REFRESHMENTS	\$30.89
1/19/2011		E019-010-21350 KROGER/FD-TEEN SPLS	\$14.24
1/13/2011		E019-010-21350 FAST MAX/FD-TEEN SPLS	\$8.59
1/24/2011		E001-012-10040 MCPL/POLARIS CC MACHINE TEST	\$5.00
Total			\$4,192.67

VOUCHER NO. 18178 WARRANT NO. 80844

JPMORGAN CHASE BANK, NA

ALLOWED

IN THE SUM OF \$ \$4,192.67

ACCOUNTS PAYABLE VOUCHER
MONROE COUNTY PUBLIC LIBRARY*303 E KIRKWOOD AVEBLOOMINGTON, IN 47408**

Payee JPMORGAN CHASE BANK, NA PALATINE, IL 60094-4016	Claim 18334 Purchase Order No. 0 Terms Date Due
---	--

Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
2/15/2011		E001-005-31700 PAY FLOW/MNTHLY CC FEE	\$100.95
2/23/2011		E019-001-21350 MARSH/PROCESS IMPROV. REFRESHMENTS	\$46.80
2/8/2011		E001-001-32400 GREATER BLGTN CH/MTG./HEALTHY BUS.	\$36.00
2/25/2011		E019-017-21350 KROGER/VITAL REFRESHMENTS	\$34.26
3/1/2011		E016-017-21350 CIRCLE K/SCHOLARSHIP \$/GIFT CARD	\$50.00
2/7/2011		E019-016-21350 TARGET/SPLS	\$279.67
2/7/2011		E020-016-23500 BEST BUY/VIDEO MAT'LS	\$59.98
2/21/2011		E001-016-21300 BEST BUY/OFFICE SPLS	\$325.23
2/21/2011		E001-016-21300 BEST BUY/OFFICE SPLS CREDIT	(\$21.28)
2/21/2011		E020-016-22200 CIRCLE K/FUEL	\$40.00
2/4/2011		E001-018-45100 COMSUMER REPORTS/CREDIT/CANCELLED	(\$2.17)
2/9/2011		E001-018-45300 MERAKOH PHOTO/NONPRINT	\$104.97
2/11/2011		E001-018-45400 NADA USED CAR/ELECTRONIC RESOURCE	\$330.00
3/2/2011		E001-018-45300 TUNING IN/NONPRINT	\$36.27
3/3/2011		E001-018-45300 HAY HOUSE/NONPRINT	\$33.04
2/9/2011		E001-018-45100 17 DAY DIET/BOOK	\$28.45
2/4/2011		E019-011-21350 BLGFDS MKT/FD-CHILD-REFRESHMENTS	\$6.87
2/10/2011		E019-011-21350 FACTORY CARD OUTLET/FD-CHILD SPLS	\$29.90
2/12/2011		E019-011-21350 HOBBY-LOBBY/FD-CHILD SPLS	\$31.90
2/14/2011		E016-011-21350 EVANSCONCEP/CHILD SPLS/BREEDEN-LEE	\$49.72
2/16/2011		E019-011-21350 O'MALIA/FD-CHILD REFRESHMENTS	\$1.99
3/2/2011		E019-011-21350 PETSMAKRT/FD-CHILD SPLS	\$21.21
3/2/2011		E019-011-21350 MICHAELS/FD-CHILD SPLS	\$7.94
2/11/2011		E019-007-21350 CHINA BUFFET/LUNAR NEW YEAR FOOD	\$370.00
2/4/2011		E019-010-21350 KROGER/FD-ADULT/FOOD	\$25.85
2/4/2011		E019-010-21350 KROGER/FD-TEEN/FOOD	\$27.91
2/9/2011		E019-010-21350 BLGFDS MKT/FD-ADULT/FOOD	\$16.75
2/11/2011		E019-010-21350 SUGAR DADDY'S/FD-ADULT/FOOD	\$55.00
3/3/2011		E019-010-21350 KROGER/FD-ADULT/FOOD	\$37.27
2/17/2011		E001-019-23000 DELL/IS SPLS	\$53.96
Total			\$2,218.44

VOUCHER NO. 18334 WARRANT NO. 80903

JPMORGAN CHASE BANK, NA

ALLOWED

IN THE SUM OF \$ \$2,218.44

\$ \$2,218.44

MONROE COUNTY PUBLIC LIBRARY
MONTHLY SUMMARY OF BUDGET CATEGORIES
AS OF FEBRUARY 28, 2011
TWO MONTHS = 16.7%

	2011 FEBRUARY	2010 FEBRUARY	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
PERSONNEL SERVICES								
SALARIES	283,729.58	294,062.25	568,279.52	3,893,000.00	583,910.80	3,324,720.48	14.6%	85.4%
EMPLOYEE BENEFITS	114,035.10	62,053.74	154,398.04	1,264,175.00	138,889.02	1,109,776.96	12.2%	87.8%
OTHER WAGES	2,961.29	3,464.81	3,576.38	1,000.00	6,341.31	-2,576.38	357.6%	-257.6%
TOTAL PERSONNEL SERVICES	<u>400,725.97</u>	<u>359,580.80</u>	<u>726,253.94</u>	<u>5,158,175.00</u>	<u>729,141.13</u>	<u>4,431,921.06</u>	<u>14.1%</u>	<u>85.9%</u>
SUPPLIES								
OFFICE SUPPLIES	5,296.38	5,254.75	10,076.59	42,000.00	8,267.92	31,923.41	24.0%	76.0%
OPERATING SUPPLIES	3,963.13	2,383.29	11,319.60	77,100.00	11,243.08	65,780.40	14.7%	85.3%
REPAIR & MAINT. SUPPLIES	1,362.21	3,240.06	7,693.13	13,700.00	5,202.90	6,006.87	56.2%	43.8%
TOTAL SUPPLIES	<u>10,621.72</u>	<u>10,878.10</u>	<u>29,089.32</u>	<u>132,800.00</u>	<u>24,713.90</u>	<u>103,710.68</u>	<u>21.9%</u>	<u>78.1%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	27,731.92	26,592.78	56,835.16	252,000.00	53,486.42	195,164.84	22.6%	77.4%
COMMUNICATION & TRANSPORTATION	5,351.67	4,605.43	9,997.52	87,000.00	11,405.98	77,002.48	11.5%	88.5%
PRINTING & ADVERTISING	114.50	285.21	234.36	8,000.00	346.17	7,765.64	2.9%	97.1%
INSURANCE	11,790.00	10,932.00	14,990.00	54,700.00	10,932.00	39,710.00	27.4%	72.6%
UTILITIES	30,694.09	26,021.09	58,086.27	314,400.00	55,005.39	256,313.73	18.5%	81.5%
REPAIR & MAINTENANCE	205.00	6,331.73	1,635.24	102,500.00	22,788.39	100,864.76	1.6%	98.4%
RENTALS	37.50	37.50	9,743.50	32,100.00	19,639.00	22,356.50	30.4%	69.6%
OTHER CHARGES	0.00	100.00	7,061.00	215,500.00	1,090.00	208,439.00	3.3%	96.7%
TOTAL OTHER SERVICES & CHARGES	<u>75,924.68</u>	<u>74,905.74</u>	<u>158,583.05</u>	<u>1,066,200.00</u>	<u>174,693.35</u>	<u>907,616.95</u>	<u>14.9%</u>	<u>85.1%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	0.00	0.00	0.00	19,744.52	16,400.00	19,744.52	0.0%	100.0%
OTHER CAPITAL OUTLAY	68,503.37	70,215.56	152,017.52	1,089,000.00	187,906.57	936,982.48	14.0%	86.0%
TOTAL CAPITAL OUTLAY	<u>68,503.37</u>	<u>70,215.56</u>	<u>152,017.52</u>	<u>1,108,744.52</u>	<u>204,306.57</u>	<u>956,727.00</u>	<u>13.7%</u>	<u>86.3%</u>
TOTAL OPERATING EXPENDITURES	<u>555,775.74</u>	<u>515,580.20</u>	<u>1,065,943.83</u>	<u>7,465,919.52</u>	<u>1,132,854.95</u>	<u>6,399,975.69</u>	<u>14.3%</u>	<u>85.7%</u>

2010 BUDGET
%USED IN 2010 7,832,838.00
 14.5%

MONROE COUNTY PUBLIC LIBRARY

Monthly Revenue Report (Cash Basis)

Current Period compared to Prior Period
 Current Period: February 2011
 Operating Fund

Source	Source Descr	2011 Budget	February 2011 Amt	2011 YTD Amt	2010 Budget	February 2010 Amt	2010 YTD Amt	%Last YR YTD Diff
00100	PROPERTY TAX/ADVANCES	\$4,521,806.00	\$0.00	\$116,647.66	\$4,861,253.00	\$0.00	\$450,137.10	-74.00%
00200	INTANGIBLES TAX	\$8,500.00	\$0.00	\$0.00	\$12,699.00	\$0.00	\$0.00	0.00%
00300	LICENSE EXCISE TAX	\$263,000.00	\$0.00	\$18,038.70	\$346,364.00	\$0.00	\$174,513.59	-90.00%
00400	COUNTY OPTION INCOME TAX	\$1,817,000.00	\$173,935.75	\$347,871.50	\$2,217,128.00	\$184,760.67	\$369,521.34	-6.00%
00500	COMMERCIAL VEHICLE EXCISE TAX	\$30,000.00	\$0.00	\$0.00	\$40,163.00	\$0.00	\$0.00	0.00%
00600	US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03400	ELL COPIERS/PRINTERS	\$0.00	\$294.15	\$542.60	\$4,000.00	\$324.30	\$533.71	2.00%
03500	LOST/DAMAGED	\$10,000.00	\$3,051.98	\$6,074.73	\$12,000.00	\$1,969.57	\$3,335.40	82.00%
03600	FINES/FEES	\$150,000.00	\$21,649.42	\$40,308.48	\$180,000.00	\$14,132.01	\$28,271.33	43.00%
03650	COLLECTION AGENCY FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03700	BLGTN COPIERS/PRINTERS	\$5,700.00	\$1,035.55	\$1,960.00	\$12,000.00	\$947.45	\$2,046.95	-4.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$276.65	\$1,834.90	\$0.00	\$427.98	\$1,031.42	78.00%
04100	PUBLIC LIBRARY ACCESS CARD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
04500	PLAC DISTRIBUTION	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	0.00%
10000	REALESTATE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
11500	STATE DISTRIBUTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
17000	READER PRINTER RECEIPTS	\$0.00	\$210.45	\$272.34	\$1,000.00	\$127.69	\$165.64	64.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM	\$0.00	\$152.87	\$313.01	\$0.00	\$3.34	\$3.84	8051.00%
19000	TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
20000	CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
20100	CABLE ACCESS FEES - COUNTY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
20200	CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
53000	LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$6,816,006.00	\$200,606.82	\$533,863.92	\$7,696,607.00	\$202,693.01	\$1,029,560.32	-48.00%

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: February 2011

FUND Descr	MTD 02/01/2011	MTD Debit	Credit	02/28/2011	Bal Sht Descr
OPERATING	\$241,172.90	\$174,368.62	\$558,198.20	-\$142,656.68	CHASE/BANK ONE CHECKING
OPERATING	\$650,506.02	\$139.96	\$0.00	\$650,645.98	CHASE/BANK ONE SAVINGS
OPERATING	\$14,298.13	\$14,387.51	\$0.05	\$28,685.59	MONROE BANK CHECKING
OPERATING	\$103,759.17	\$12,143.65	\$0.00	\$115,902.82	UNITED COMMERCE BANK
Fund 001 OPERATING	\$1,009,736.22	\$201,039.74	\$558,198.25	\$652,577.71	
JAIL	\$0.00	\$6,000.00	\$0.00	\$6,000.00	CHASE/BANK ONE CHECKING
CLEARING	-\$725.00	\$0.00	\$0.00	-\$725.00	CHASE/BANK ONE CHECKING
CLEARING	\$725.00	\$0.00	\$0.00	\$725.00	UNITED COMMERCE BANK
Fund 003 CLEARING	\$0.00	\$0.00	\$0.00	\$0.00	
GIFT UNRESTRICTED	\$19,757.06	\$0.00	\$0.00	\$19,757.06	CHASE/BANK ONE CHECKING
GIFT UNRESTRICTED	\$20,004.23	\$4.32	\$0.00	\$20,008.55	CHASE/BANK ONE SAVINGS
GIFT UNRESTRICTED	\$152.58	\$186.50	\$0.00	\$339.08	MONROE BANK CHECKING
GIFT UNRESTRICTED	\$1.00	\$1.00	\$0.00	\$2.00	UNITED COMMERCE BANK
Fund 004 GIFT UNRESTRICTED	\$39,914.87	\$191.82	\$0.00	\$40,106.69	
PLAC	\$50.00	\$0.00	\$0.00	\$50.00	CHASE/BANK ONE CHECKING
PLAC	\$250.00	\$250.00	\$0.00	\$500.00	MONROE BANK CHECKING
PLAC	\$950.00	\$650.00	\$0.00	\$1,600.00	UNITED COMMERCE BANK
Fund 005 PLAC	\$1,250.00	\$900.00	\$0.00	\$2,150.00	
RETIREES	\$525.39	\$1,862.79	\$3,548.98	-\$1,160.80	CHASE/BANK ONE CHECKING
LIRF	\$179,824.95	\$0.00	\$97,315.37	\$82,509.58	CHASE/BANK ONE CHECKING
LIRF	\$861,217.71	\$184.82	\$0.00	\$861,402.53	CHASE/BANK ONE SAVINGS
Fund 007 LIRF	\$1,041,042.66	\$184.82	\$97,315.37	\$943,912.11	
DEBT SERVICE	\$50,193.67	\$0.00	\$0.00	\$50,193.67	CHASE/BANK ONE CHECKING
DEBT SERVICE	\$117,947.45	\$25.40	\$0.00	\$117,972.85	CHASE/BANK ONE SAVINGS
Fund 008 DEBT SERVICE	\$168,141.12	\$25.40	\$0.00	\$168,166.52	
RAINY DAY	\$2,989.54	\$97,315.37	\$97,315.37	\$2,989.54	CHASE/BANK ONE CHECKING
RAINY DAY	\$806,101.96	\$172.93	\$0.00	\$806,274.89	CHASE/BANK ONE SAVINGS
Fund 009 RAINY DAY	\$809,091.50	\$97,488.30	\$97,315.37	\$809,264.43	
PAYROLL	\$31,544.34	\$315,537.06	\$329,276.57	\$17,804.83	CHASE/BANK ONE CHECKING
GIFT-RESTRICED	\$36,546.32	\$0.00	\$4,924.25	\$31,622.07	CHASE/BANK ONE CHECKING
GIFT-RESTRICED	\$40,008.45	\$8.65	\$0.00	\$40,017.10	CHASE/BANK ONE SAVINGS
GIFT-RESTRICED	\$4,450.00	\$1,765.00	\$0.00	\$6,215.00	MONROE BANK CHECKING
GIFT-RESTRICED	\$320.00	\$0.00	\$0.00	\$320.00	UNITED COMMERCE BANK
Fund 016 GIFT-RESTRICED	\$81,324.77	\$1,773.65	\$4,924.25	\$78,174.17	
LEVY EXCESS	\$20,546.51	\$4.32	\$0.00	\$20,550.83	CHASE/BANK ONE SAVINGS
GIFT-FOUNDATION	\$6,974.35	\$0.00	\$4,138.94	\$2,835.41	CHASE/BANK ONE CHECKING
GIFT-FOUNDATION	\$19,584.91	\$0.00	\$0.00	\$19,584.91	MONROE BANK CHECKING

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: February 2011

FUND Descr	MTD 02/01/2011	MTD Debit	Credit	02/28/2011	Bal Sht Descr
Fund 019 GIFT-FOUNDATION	\$26,559.26	\$0.00	\$4,138.94	\$22,420.32	
SPECIAL REVENUE	\$89,488.13	\$0.00	\$44,896.15	\$44,591.98	CHASE/BANK ONE CHECKING
CAPITAL PROJECTS	\$23,585.30	\$0.00	\$8,384.10	\$15,201.20	CHASE/BANK ONE CHECKING
LSTA-CIVIL WAR	-\$5,571.44	\$0.00	\$1,683.72	-\$7,255.16	CHASE/BANK ONE CHECKING
	\$3,337,178.63	\$625,007.90	\$1,149,681.70	\$2,812,504.83	

MONROE COUNTY PUBLIC LIBRARY

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***Check Reconciliation©
CHASE BANK CHECKING
06100 BANKONECK
January 2011**

Account

Beginning Balance on	1/1/2011	\$2,875,857.65	Cleared	\$805,169.33
+	Receipts/Deposits	\$412,533.40	Statement	\$805,169.33
-	Payments (Checks and Withdrawals)	\$2,483,221.72	Difference	\$0.00
Ending Balance as of	1/31/2011	\$805,169.33		

Check Book Balance

Active	G 001-06100	OPERATING	\$241,172.90
Active	G 002-06100	JAIL	\$0.00
Active	G 003-06100	CLEARING	-\$725.00
Active	G 004-06100	GIFT UNRESTRICTED	\$19,757.06
Active	G 005-06100	PLAC	\$50.00
Active	G 006-06100	RETIREES	\$525.39
Active	G 007-06100	LIRF	\$179,824.95
Active	G 008-06100	DEBT SERVICE	\$50,193.67
Active	G 009-06100	RAINY DAY	\$2,989.54
Active	G 010-06100	PAYROLL	\$31,544.34
Active	G 012-06100	TEEN COUNCIL	\$0.00
Active	G 015-06100	LSTA	\$0.00
Active	G 016-06100	GIFT-RESTRICED	\$36,546.32
Active	G 017-06100	LEVY EXCESS	\$0.00
Active	G 019-06100	GIFT-FOUNDATION	\$6,974.35
Active	G 020-06100	SPECIAL REVENUE	\$89,488.13
Active	G 021-06100	CAPITAL PROJECTS	\$23,585.30
Active	G 022-06100	GATES HARDWARE	\$0.00
Active	G 023-06100	LSTA-CIVIL WAR	-\$5,571.44
		Cash Balance	\$676,355.51
	Beginng Balance	\$2,875,857.65	
	+ Total Deposits	\$412,533.40	
	- Checks Written	\$2,612,035.54	
	Check Book Balance	\$676,355.51	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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CHASE BANK SAVINGS

06110 BANKONESV

January 2011

Account

Beginning Balance on	1/1/2011	\$1,767,435.87	Cleared	\$2,516,332.33
+	Receipts/Deposits	\$748,896.46	Statement	\$2,516,332.33
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	1/31/2011	\$2,516,332.33		

Check Book Balance

Active	G 001-06110	OPERATING	\$650,506.02
Active	G 004-06110	GIFT UNRESTRICTED	\$20,004.23
Active	G 007-06110	LIRF	\$861,217.71
Active	G 008-06110	DEBT SERVICE	\$117,947.45
Active	G 009-06110	RAINY DAY	\$806,101.96
Active	G 016-06110	GIFT-RESTRICED	\$40,008.45
Active	G 017-06110	LEVY EXCESS	\$20,546.51
Active	G 019-06110	GIFT-FOUNDATION	\$0.00
Active	G 021-06110	CAPITAL PROJECTS	\$0.00

Cash Balance **\$2,516,332.33**

Beginng Balance	\$1,767,435.87
+ Total Deposits	\$748,896.46
- Checks Written	\$0.00

Check Book Balance \$2,516,332.33

Difference \$0.00

MONROE COUNTY PUBLIC LIBRARY

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MONROE BANK CHECKING

06300 MONROECK

January 2011

Account

Beginning Balance on	1/1/2011	\$41,263.12	Cleared	\$38,735.62
+	Receipts/Deposits	\$37,518.25	Statement	\$38,735.62
-	Payments (Checks and Withdrawals)	\$40,045.75	Difference	\$0.00
Ending Balance as of	1/31/2011	\$38,735.62		

Check Book Balance

Active	G 001-06300	OPERATING	\$14,298.13
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$152.58
Active	G 005-06300	PLAC	\$250.00
Active	G 006-06300	RETIREEES	\$0.00
Active	G 007-06300	LIRF	\$0.00
Active	G 008-06300	DEBT SERVICE	\$0.00
Active	G 012-06300	TEEN COUNCIL	\$0.00
Active	G 015-06300	LSTA	\$0.00
Active	G 016-06300	GIFT-RESTRICED	\$4,450.00
Active	G 019-06300	GIFT-FOUNDATION	\$19,584.91
Active	G 020-06300	SPECIAL REVENUE	\$0.00
		Cash Balance	\$38,735.62
	Beginng Balance	\$41,263.12	
	+ Total Deposits	\$37,518.25	
	- Checks Written	\$40,045.75	
	Check Book Balance	\$38,735.62	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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UNITED COMMERCE

06400 UNITED COM

January 2011

Account

Beginning Balance on	1/1/2011	\$93,782.81	Cleared	\$105,755.17
+	Receipts/Deposits	\$13,480.36	Statement	\$105,755.17
-	Payments (Checks and Withdrawals)	\$1,508.00	Difference	\$0.00
Ending Balance as of	1/31/2011	\$105,755.17		

Check Book Balance

Active	G 001-06400	<i>OPERATING</i>	\$103,759.17
Active	G 003-06400	<i>CLEARING</i>	\$725.00
Active	G 004-06400	<i>GIFT UNRESTRICTED</i>	\$1.00
Active	G 005-06400	<i>PLAC</i>	\$950.00
Active	G 016-06400	<i>GIFT-RESTRICED</i>	\$320.00
		Cash Balance	\$105,755.17
	Beginng Balance	\$93,782.81	
	+ Total Deposits	\$13,480.36	
	- Checks Written	\$1,508.00	
	Check Book Balance	\$105,755.17	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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***Check Reconciliation©**
CHASE BANK CHECKING
06100 BANKONECK
February 2011

Account

Beginning Balance on 2/1/2011	\$805,169.33	Cleared	\$272,973.52
+ Receipts/Deposits	\$181,798.54	Statement	\$272,973.52
- Payments (Checks and Withdrawals)	\$713,994.35	Difference	\$0.00
Ending Balance as of 2/28/2011	\$272,973.52		

Check Book Balance

Active	G 001-06100	OPERATING	-\$142,656.68
Active	G 002-06100	JAIL	\$6,000.00
Active	G 003-06100	CLEARING	-\$725.00
Active	G 004-06100	GIFT UNRESTRICTED	\$19,757.06
Active	G 005-06100	PLAC	\$50.00
Active	G 006-06100	RETIREEES	-\$1,160.80
Active	G 007-06100	LIRF	\$82,509.58
Active	G 008-06100	DEBT SERVICE	\$50,193.67
Active	G 009-06100	RAINY DAY	\$2,989.54
Active	G 010-06100	PAYROLL	\$17,804.83
Active	G 012-06100	TEEN COUNCIL	\$0.00
Active	G 015-06100	LSTA	\$0.00
Active	G 016-06100	GIFT-RESTRICED	\$31,622.07
Active	G 017-06100	LEVY EXCESS	\$0.00
Active	G 019-06100	GIFT-FOUNDATION	\$2,835.41
Active	G 020-06100	SPECIAL REVENUE	\$44,591.98
Active	G 021-06100	CAPITAL PROJECTS	\$15,201.20
Active	G 022-06100	GATES HARDWARE	\$0.00
Active	G 023-06100	LSTA-CIVIL WAR	-\$7,255.16

Cash Balance **\$121,757.70**

Beginng Balance	\$805,169.33
+ Total Deposits	\$181,798.54
- Checks Written	\$865,210.17

Check Book Balance	\$121,757.70
Difference	\$0.00

MONROE COUNTY PUBLIC LIBRARY

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CHASE BANK SAVINGS

06110 BANKONESV

February 2011

Account

Beginning Balance on	2/1/2011	\$2,516,332.33	Cleared	\$2,516,872.73
+	Receipts/Deposits	\$540.40	Statement	\$2,516,872.73
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	2/28/2011	\$2,516,872.73		

Check Book Balance

Active	G 001-06110	OPERATING	\$650,645.98
Active	G 004-06110	GIFT UNRESTRICTED	\$20,008.55
Active	G 007-06110	LIRF	\$861,402.53
Active	G 008-06110	DEBT SERVICE	\$117,972.85
Active	G 009-06110	RAINY DAY	\$806,274.89
Active	G 016-06110	GIFT-RESTRICED	\$40,017.10
Active	G 017-06110	LEVY EXCESS	\$20,550.83
Active	G 019-06110	GIFT-FOUNDATION	\$0.00
Active	G 021-06110	CAPITAL PROJECTS	\$0.00

Cash Balance **\$2,516,872.73**

Beginng Balance	\$2,516,332.33
+ Total Deposits	\$540.40
- Checks Written	\$0.00

Check Book Balance	\$2,516,872.73
Difference	\$0.00

MONROE COUNTY PUBLIC LIBRARY

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MONROE BANK CHECKING

06300 MONROECK

February 2011

Account

Beginning Balance on 2/1/2011	\$38,735.62	Cleared	\$55,324.58
+ Receipts/Deposits	\$16,588.96	Statement	\$55,324.58
- Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of 2/28/2011	\$55,324.58		

Check Book Balance

Active	G 001-06300	OPERATING	\$28,685.59
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$339.08
Active	G 005-06300	PLAC	\$500.00
Active	G 006-06300	RETIREEES	\$0.00
Active	G 007-06300	LIRF	\$0.00
Active	G 008-06300	DEBT SERVICE	\$0.00
Active	G 012-06300	TEEN COUNCIL	\$0.00
Active	G 015-06300	LSTA	\$0.00
Active	G 016-06300	GIFT-RESTRICED	\$6,215.00
Active	G 019-06300	GIFT-FOUNDATION	\$19,584.91
Active	G 020-06300	SPECIAL REVENUE	\$0.00
		Cash Balance	\$55,324.58
	Beginng Balance	\$38,735.62	
	+ Total Deposits	\$16,588.96	
	- Checks Written	\$0.00	
	Check Book Balance	\$55,324.58	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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UNITED COMMERCE

06400 UNITED COM

February 2011

Account

Beginning Balance on	2/1/2011	\$105,755.17	Cleared	\$118,549.82
+	Receipts/Deposits	\$12,794.65	Statement	\$118,549.82
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	2/28/2011	\$118,549.82		

Check Book Balance

Active	G 001-06400	OPERATING	\$115,902.82
Active	G 003-06400	CLEARING	\$725.00
Active	G 004-06400	GIFT UNRESTRICTED	\$2.00
Active	G 005-06400	PLAC	\$1,600.00
Active	G 016-06400	GIFT-RESTRICED	\$320.00
		Cash Balance	\$118,549.82
	Beginng Balance	\$105,755.17	
	+ Total Deposits	\$12,794.65	
	- Checks Written	\$0.00	
	Check Book Balance	\$118,549.82	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF FEBRUARY 28, 2011

	2011 FEBRUARY	2010 FEBRUARY	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
PERSONNEL SERVICES (1000'S)								
SALARIES								
1120 ADMINISTRATION	7,259.72	11,320.62	14,519.43	167,000.00	22,641.24	152,480.57	8.7%	91.3%
1130 PROFESSIONAL/SUPERVISORS	33,550.97	34,851.26	67,101.95	545,000.00	69,702.52	477,898.05	12.3%	87.7%
1140 PROFESSIONAL ASSISTANTS	104,938.42	100,392.49	209,876.83	1,351,000.00	200,655.61	1,141,123.17	15.5%	84.5%
1150 SPECIALISTS & TECHNICIANS	59,066.91	57,313.91	118,484.84	814,000.00	114,742.07	695,515.16	14.6%	85.4%
1160 CLERICAL ASSISTANTS	34,613.61	41,006.09	69,632.14	442,000.00	84,337.57	372,367.86	15.8%	84.2%
1170 PAGES	17,845.73	19,411.69	35,797.99	226,000.00	35,465.00	190,202.01	15.8%	84.2%
1190 BUILDING MAINTENANCE	26,454.22	29,766.19	52,866.34	348,000.00	56,366.79	295,133.66	15.2%	84.8%
TOTAL SALARIES	283,729.58	294,062.25	568,279.52	3,893,000.00	583,910.80	3,324,720.48	14.6%	85.4%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	16,729.21	17,580.99	33,543.10	238,100.00	34,815.70	204,556.90	14.1%	85.9%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
1230 EMPLOYER CONTRIBUTION/PERF	0.00	0.00	0.00	368,250.00	0.00	368,250.00	0.0%	100.0%
1240 EMPLOYER CONT/INSURANCE	93,393.39	40,361.06	113,010.16	602,100.00	95,930.94	489,089.84	18.8%	81.2%
1250 EMPLOYER CONT/MEDICARE	3,912.50	4,111.69	7,844.78	55,725.00	8,142.38	47,880.22	14.1%	85.9%
TOTAL EMPLOYEE BENEFITS	114,035.10	62,053.74	154,398.04	1,264,175.00	138,889.02	1,109,776.96	12.2%	87.8%
OTHER WAGES								
1310 WORKSTUDY	2,961.29	0.00	2,961.29	1,000.00	0.00	-1,961.29	296.1%	-196.1%
1180 TEMPORARY STAFF	0.00	3,464.81	615.09	0.00	6,341.31	-615.09	#DIV/0!	#DIV/0!
1350 STIPEND/RECLASSIFICATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OTHER WAGES	2,961.29	3,464.81	3,576.38	1,000.00	6,341.31	-2,576.38	357.6%	-257.6%
TOTAL PERSONNEL SERVICES	400,725.97	359,580.80	726,253.94	5,158,175.00	729,141.13	4,431,921.06	14.1%	85.9%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
2110 OFFICIAL RECORDS	29.74	0.00	839.27	1,000.00	0.00	160.73	83.9%	16.1%
2120 STATIONERY & PRINTING	0.00	1,134.18	0.00	1,000.00	1,134.18	1,000.00	0.0%	100.0%
2130 OFFICE SUPPLIES	1,131.41	1,688.08	2,829.32	18,100.00	3,266.56	15,270.68	15.6%	84.4%
2140 DUPLICATING	4,135.23	2,432.49	6,408.00	21,900.00	3,867.18	15,492.00	29.3%	70.7%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2160 PUBLIC USE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2170 TRAINING MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OFFICE SUPPLIES	5,296.38	5,254.75	10,076.59	42,000.00	8,267.92	31,923.41	24.0%	76.0%

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MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF FEBRUARY 28, 2011

	2011 FEBRUARY	2010 FEBRUARY	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
OPERATING SUPPLIES								
2210 CLEANING SUPPLIES	2,438.89	607.65	5,773.25	28,000.00	5,148.92	22,226.75	20.6%	79.4%
2220 FUEL, OIL, & LUBRICANTS	0.00	25.98	1,376.16	8,500.00	1,105.14	7,123.84	16.2%	83.8%
2230 CATALOGING SUPPLIES-BOOKS	184.80	857.48	329.04	5,500.00	2,252.99	5,170.96	6.0%	94.0%
2240 A/V SUPPLIES-CATALOGING	63.72	470.93	410.83	10,000.00	1,857.19	9,589.17	4.1%	95.9%
2250 CIRCULATION SUPPLIES	14.72	0.00	14.72	21,000.00	127.21	20,985.28	0.1%	99.9%
2260 LIGHT BULBS	0.00	421.25	2,080.95	3,000.00	751.63	919.05	69.4%	30.6%
2270 VIDEOTAPE - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2280 UNIFORMS	1,261.00	0.00	1,261.00	1,000.00	0.00	-261.00	126.1%	-26.1%
2290 DISPLAY/EXHIBIT SUPPLIES	0.00	0.00	73.65	100.00	0.00	26.35	73.7%	26.4%
TOTAL OPERATING SUPPLIES	3,963.13	2,383.29	11,319.60	77,100.00	11,243.08	65,780.40	14.7%	85.3%
REPAIR & MAINTENANCE SUPPLIES								
2300 IS SUPPLIES	499.30	67.82	1,782.50	5,000.00	1,018.43	3,217.50	35.7%	64.4%
2310 BUILDING MATERIALS & SUPPLIES	793.44	3,172.24	5,783.95	8,500.00	4,151.24	2,716.05	68.0%	32.0%
2320 PAINT & PAINTING SUPPLIES	69.47	0.00	126.68	200.00	33.23	73.32	63.3%	36.7%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2350 VIDEO MATERIALS - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL REPAIR & MAINTENANCE SUPPLIES	1,362.21	3,240.06	7,693.13	13,700.00	5,202.90	6,006.87	56.2%	43.8%
TOTAL SUPPLIES	10,621.72	10,878.10	29,089.32	132,800.00	24,713.90	103,710.68	21.9%	78.1%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
3110 CONSULTING SERVICES	0.00	2,520.00	0.00	3,000.00	2,520.00	3,000.00	0.0%	100.0%
3120 ENGINEERING/ARCHITECTURAL	400.00	8,943.54	1,006.48	3,000.00	9,319.08	1,993.52	33.5%	66.5%
31201 ENCUMBERED ENGINEER/ARCH	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3130 LEGAL SERVICES	1,272.20	962.80	3,504.66	14,000.00	1,928.10	10,495.34	25.0%	75.0%
3140 BUILDING SERVICES	2,267.00	4,064.01	9,781.89	40,000.00	16,862.39	30,218.11	24.5%	75.5%
3150 MAINTENANCE CONTRACTS	5,892.08	4,988.73	13,449.64	95,000.00	11,922.40	81,550.36	14.2%	85.8%
3160 COMPUTER SERVICES (OCLC)	1,225.00	1,225.00	2,450.00	50,000.00	2,450.00	47,550.00	4.9%	95.1%
3170 ADMIN/ACCOUNTING SERVICES	16,675.64	3,888.70	26,642.49	47,000.00	8,484.45	20,357.51	56.7%	43.3%
TOTAL PROFESSIONAL SERVICES	27,731.92	26,592.78	56,835.16	252,000.00	53,486.42	195,164.84	22.6%	77.4%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	971.68	2,114.28	3,143.34	26,000.00	6,964.28	22,856.66	12.1%	87.9%
3220 POSTAGE	2,418.04	2,456.16	4,412.14	30,000.00	4,406.71	25,587.86	14.7%	85.3%
3230 TRAVEL EXPENSE	701.95	16.80	1,022.04	10,000.00	16.80	8,977.96	10.2%	89.8%
3240 PROFESSIONAL MTG. (OFF-SITE)	0.00	0.00	160.00	10,000.00	0.00	9,840.00	1.6%	98.4%
3250 CONTINUING ED. (ON-SITE)	1,260.00	0.00	1,260.00	10,000.00	0.00	8,740.00	12.6%	87.4%
3260 FREIGHT & DELIVERY	0.00	18.19	0.00	1,000.00	18.19	1,000.00	0.0%	100.0%
TOTAL COMMUNICATION & TRANSPORTATION	5,351.67	4,605.43	9,997.52	87,000.00	11,405.98	77,002.48	11.5%	88.5%

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MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF FEBRUARY 28, 2011

	2011 FEBRUARY	2010 FEBRUARY	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
PRINTING & ADVERTISING								
3310 ADVERTISING & PUBLICATION	79.19	274.41	128.19	2,000.00	320.67	1,871.81	6.4%	93.6%
3320 PRINTING	35.31	10.80	106.17	6,000.00	25.50	5,893.83	1.8%	98.2%
TOTAL PRINTING & ADVERTISING	114.50	285.21	234.36	8,000.00	346.17	7,765.64	2.9%	97.1%
INSURANCE								
3410 OFFICIAL BOND	0.00	0.00	0.00	700.00	0.00	700.00	0.0%	100.0%
3420 OTHER INSURANCE	11,790.00	10,932.00	14,990.00	54,000.00	10,932.00	39,010.00	27.8%	72.2%
TOTAL INSURANCE	11,790.00	10,932.00	14,990.00	54,700.00	10,932.00	39,710.00	27.4%	72.6%
UTILITIES								
3510 GAS	1,151.25	507.41	1,203.97	5,600.00	561.70	4,396.03	21.5%	78.5%
3520 ELECTRICITY	28,657.78	24,694.43	54,843.85	293,000.00	52,785.98	238,156.15	18.7%	81.3%
3530 WATER	885.06	819.25	2,038.45	15,800.00	1,657.71	13,761.55	12.9%	87.1%
TOTAL UTILITIES	30,694.09	26,021.09	58,086.27	314,400.00	55,005.39	256,313.73	18.5%	81.5%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	0.00	1,312.50	0.00	22,000.00	10,683.41	22,000.00	0.0%	100.0%
3630 OTHER EQUIP/FURNITURE REPAIRS	205.00	3,791.92	791.80	70,000.00	4,704.67	69,208.20	1.1%	98.9%
3640 VEHICLE REPAIR & MAINTENANCE	0.00	1,056.04	526.14	7,500.00	6,567.56	6,973.86	7.0%	93.0%
3650 MATERIAL BINDING/REPAIR SERV.	0.00	171.27	317.30	3,000.00	832.75	2,682.70	10.6%	89.4%
TOTAL REPAIR & MAINTENANCE	205.00	6,331.73	1,635.24	102,500.00	22,788.39	100,864.76	1.6%	98.4%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	37.50	37.50	9,743.50	32,000.00	19,639.00	22,256.50	30.4%	69.6%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	100.00	0.00	100.00	0.0%	100.0%
TOTAL RENTALS	37.50	37.50	9,743.50	32,100.00	19,639.00	22,356.50	30.4%	69.6%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	0.00	100.00	6,101.00	6,500.00	130.00	399.00	93.9%	6.1%
3920 INTEREST/TEMPORARY LOAN	0.00	0.00	0.00	2,500.00	0.00	2,500.00	0.0%	100.0%
3930 TAXES & ASSESSMENTS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3940 TRANSFER TO LIRF	0.00	0.00	0.00	200,000.00	0.00	200,000.00	0.0%	100.0%
3950 EDUCATIONAL SERV/LICENSING	0.00	0.00	960.00	6,500.00	960.00	5,540.00	14.8%	85.2%
3960 COMMUNITY NEWS SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OTHER CHARGES	0.00	100.00	7,061.00	215,500.00	1,090.00	208,439.00	3.3%	96.7%
TOTAL OTHER SERVICES/CHARGES	75,924.68	74,905.74	158,583.05	1,066,200.00	174,693.35	907,616.95	14.9%	85.1%

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MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF FEBRUARY 28, 2011

	2011 FEBRUARY	2010 FEBRUARY	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
44105 ENCUMBERED FURNITURE	0.00	0.00	0.00	1,387.52	0.00	1,387.52	0.0%	100.0%
4420 AUDIO VISUAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	0.00	0.00	0.00	18,357.00	0.00	18,357.00	0.0%	100.0%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
44450 BUILDING RENOVATIONS	0.00	0.00	0.00	0.00	16,400.00	0.00	#DIV/0!	#DIV/0!
444451 ENCUMBERED BLDG RENOVATIONS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4460 IS EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4465 IS SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4470 EQUIPMENT - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4475 SOFTWARE - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL FURNITURE & EQUIPMENT	0.00	0.00	0.00	19,744.52	16,400.00	19,744.52	0.0%	100.0%
OTHER CAPITAL OUTLAY								
4510 BOOKS	38,996.69	44,563.35	78,443.19	593,000.00	98,394.90	514,556.81	13.2%	86.8%
4520 PERIODICALS & NEWSPAPERS	102.23	1,236.63	292.07	48,000.00	5,502.23	47,707.93	0.6%	99.4%
4530 NONPRINT MATERIALS	29,404.45	24,415.58	58,424.62	379,000.00	69,059.30	320,575.38	15.4%	84.6%
4540 ELECTRONIC RESOURCES	0.00	0.00	14,857.64	69,000.00	14,950.14	54,142.36	21.5%	78.5%
TOTAL OTHER CAPITAL OUTLAY	68,503.37	70,215.56	152,017.52	1,089,000.00	187,906.57	936,982.48	14.0%	86.0%
TOTAL CAPITAL OUTLAY	68,503.37	70,215.56	152,017.52	1,108,744.52	204,306.57	956,727.00	13.7%	86.3%
TOTAL OPERATING EXPENDITURES	555,775.74	515,580.20	1,065,943.83	7,465,919.52	1,132,854.95	6,399,975.69	14.3%	85.7%

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MONROE COUNTY PUBLIC LIBRARY

Operating Budget & Expenditure Report

January 1, 2011 to February 28, 2011
2 months = 16.7%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	2011 YTD Amt	2011 YTD Balance	2011 %YTD Budget
10040	MISCELLANEOUS	\$0.00	\$3,362.96	\$3,250.63	\$6,613.59	-\$6,613.59	100.00%
11200	ADMINISTRATION	\$167,000.00	\$7,259.71	\$7,259.72	\$14,519.43	\$152,480.57	9.00%
11300	PROF/SUPERVISORS	\$545,000.00	\$33,550.98	\$33,550.97	\$67,101.95	\$477,898.05	12.00%
11400	PROFESSIONAL	\$1,351,000.00	\$104,938.41	\$104,938.42	\$209,876.83	\$1,141,123.17	16.00%
11500	SPECIALIST/TECHNICIANS	\$814,000.00	\$59,417.93	\$59,066.91	\$118,484.84	\$695,515.16	15.00%
11600	CLERICAL ASSISTANTS	\$442,000.00	\$35,018.53	\$34,613.61	\$69,632.14	\$372,367.86	16.00%
11700	PAGES	\$226,000.00	\$17,952.26	\$17,845.73	\$35,797.99	\$190,202.01	16.00%
11800	TEMPORAY STAFF	\$0.00	\$615.09	\$0.00	\$615.09	-\$615.09	100.00%
11900	BUILDING	\$348,000.00	\$26,412.12	\$26,454.22	\$52,866.34	\$295,133.66	15.00%
12100	FICA/EMPLOYER	\$238,100.00	\$16,813.89	\$16,729.21	\$33,543.10	\$204,556.90	14.00%
12300	PERF/EMPLOYER	\$368,250.00	\$0.00	\$0.00	\$0.00	\$368,250.00	0.00%
12400	INS/EMPLOYER	\$602,100.00	\$19,616.77	\$93,393.39	\$113,010.16	\$489,089.84	19.00%
12500	MEDICARE/EMPLOYER	\$55,725.00	\$3,932.28	\$3,912.50	\$7,844.78	\$47,880.22	14.00%
13100	WORK STUDY	\$1,000.00	\$0.00	\$2,961.29	\$2,961.29	-\$1,961.29	296.00%
21100	OFFICIAL RECORDS	\$1,000.00	\$809.53	\$29.74	\$839.27	\$160.73	84.00%
21200	STATIONERY/PRINTING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
21300	OFFICE SUPPLIES	\$18,100.00	\$1,697.91	\$1,131.41	\$2,829.32	\$15,270.68	16.00%
21400	DUPLICATING	\$21,900.00	\$2,272.77	\$4,135.23	\$6,408.00	\$15,492.00	29.00%
22100	CLEANING SUPPLIES	\$28,000.00	\$3,334.36	\$2,438.89	\$5,773.25	\$22,226.75	21.00%
22200	FUEL/OIL/LUBRICANTS	\$8,500.00	\$1,376.16	\$0.00	\$1,376.16	\$7,123.84	16.00%
22300	CATALOGING	\$5,500.00	\$144.24	\$184.80	\$329.04	\$5,170.96	6.00%
22400	A/V SUPPLIES/CATALOG	\$10,000.00	\$347.11	\$63.72	\$410.83	\$9,589.17	4.00%
22500	CIRCULATION SUPPLIES	\$21,000.00	\$0.00	\$14.72	\$14.72	\$20,985.28	0.00%
22600	LIGHT BULBS	\$3,000.00	\$2,080.95	\$0.00	\$2,080.95	\$919.05	69.00%
22800	UNIFORMS	\$1,000.00	\$0.00	\$1,261.00	\$1,261.00	-\$261.00	126.00%
22900	DISPLAY/EXHIBITS	\$100.00	\$73.65	\$0.00	\$73.65	\$26.35	74.00%
23000	IS SUPPLIES	\$5,000.00	\$1,283.20	\$499.30	\$1,782.50	\$3,217.50	36.00%
23100	BUILDING MATERIAL	\$8,500.00	\$4,990.51	\$793.44	\$5,783.95	\$2,716.05	68.00%
23200	PAINT/PAINTING SUPPLIES	\$200.00	\$57.21	\$69.47	\$126.68	\$73.32	63.00%
31100	CONSULTING SERVICES	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
31200	ENGINEERING/ARCHITE	\$3,000.00	\$606.48	\$400.00	\$1,006.48	\$1,993.52	34.00%
31300	LEGAL SERVICES	\$14,000.00	\$2,232.46	\$1,272.20	\$3,504.66	\$10,495.34	25.00%
31400	BUILDING SERVICES	\$40,000.00	\$7,514.89	\$2,267.00	\$9,781.89	\$30,218.11	24.00%
31500	MAINTENANCE	\$95,000.00	\$7,557.56	\$5,892.08	\$13,449.64	\$81,550.36	14.00%
31600	COMPUTER SERVICES	\$50,000.00	\$1,225.00	\$1,225.00	\$2,450.00	\$47,550.00	5.00%
31700	ADMIN/ACCOUNTING	\$47,000.00	\$9,966.85	\$16,675.64	\$26,642.49	\$20,357.51	57.00%
32100	TELEPHONE	\$26,000.00	\$2,171.66	\$971.68	\$3,143.34	\$22,856.66	12.00%
32200	POSTAGE	\$30,000.00	\$1,994.10	\$2,418.04	\$4,412.14	\$25,587.86	15.00%
32300	TRAVEL EXPENSE	\$10,000.00	\$320.09	\$701.95	\$1,022.04	\$8,977.96	10.00%
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$160.00	\$0.00	\$160.00	\$9,840.00	2.00%
32500	CONTINUING	\$10,000.00	\$0.00	\$1,260.00	\$1,260.00	\$8,740.00	13.00%
32600	FREIGHT/DELIVERY	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
33100	ADVERTISING/PUBLICATI	\$2,000.00	\$49.00	\$79.19	\$128.19	\$1,871.81	6.00%
33200	PRINTING	\$6,000.00	\$70.86	\$35.31	\$106.17	\$5,893.83	2.00%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
34200	OTHER INSURANCE	\$54,000.00	\$3,200.00	\$11,790.00	\$14,990.00	\$39,010.00	28.00%
35100	GAS	\$5,600.00	\$52.72	\$1,151.25	\$1,203.97	\$4,396.03	22.00%
35200	ELECTRICITY	\$293,000.00	\$26,186.07	\$28,657.78	\$54,843.85	\$238,156.15	19.00%
35300	WATER	\$15,800.00	\$1,153.39	\$885.06	\$2,038.45	\$13,761.55	13.00%
36100	BUILDING REPAIRS	\$22,000.00	\$0.00	\$0.00	\$0.00	\$22,000.00	0.00%
36300	OTHER	\$70,000.00	\$586.80	\$205.00	\$791.80	\$69,208.20	1.00%
36400	VEHICLE	\$7,500.00	\$526.14	\$0.00	\$526.14	\$6,973.86	7.00%
36500	MATERIALS	\$3,000.00	\$317.30	\$0.00	\$317.30	\$2,682.70	11.00%
37100	REAL ESTATE	\$32,000.00	\$9,706.00	\$37.50	\$9,743.50	\$22,256.50	30.00%
37200	EQUIPMENT RENTAL	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
39100	DUES/INSTITUTIONAL	\$6,500.00	\$6,101.00	\$0.00	\$6,101.00	\$399.00	94.00%
39200	INTEREST/TEMPORARY	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
39400	TRANSFER TO LIRF	\$200,000.00	\$0.00	\$0.00	\$0.00	\$200,000.00	0.00%
39500	EDUCATIONAL/LICENSIN	\$6,500.00	\$960.00	\$0.00	\$960.00	\$5,540.00	15.00%

MONROE COUNTY PUBLIC LIBRARY

Operating Budget & Expenditure Report

January 1, 2011 to February 28, 2011
2 months = 16.7%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	2011 YTD Amt	2011 YTD Balance	2011 %YTD Budget
44105	ENCUMERED	\$1,387.52	\$0.00	\$0.00	\$0.00	\$1,387.52	0.00%
44300	OTHER EQUIPMENT	\$18,357.00	\$0.00	\$0.00	\$0.00	\$18,357.00	0.00%
45100	BOOKS	\$593,000.00	\$39,446.50	\$38,996.69	\$78,443.19	\$514,556.81	13.00%
45200	PERIODICALS/NEWSPAP	\$48,000.00	\$189.84	\$102.23	\$292.07	\$47,707.93	1.00%
45300	NONPRINT MATERIALS	\$379,000.00	\$29,020.17	\$29,404.45	\$58,424.62	\$320,575.38	15.00%
45400	ELECTRONIC RESOURCES	\$69,000.00	\$14,857.64	\$0.00	\$14,857.64	\$54,142.36	22.00%
		\$7,465,919.52	\$513,531.05	\$559,026.37	\$1,072,557.42	\$6,393,362.10	14.00%

MONROE COUNTY PUBLIC LIBRARY

LIRF Budget & Expenditure Report

January 1, 2011 to February 28, 2011
2 months = 16.7%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	YTD Amount	2011 YTD Balance	2011 %YTD Budget
31200	ENGINEERING/ARCHITECTU	\$42,100.00	\$0.00	\$0.00	\$0.00	\$42,100.00	0.00%
36100	BUILDING REPAIRS	\$21,458.00	\$0.00	\$0.00	\$0.00	\$21,458.00	0.00%
44300	OTHER EQUIPMENT	\$83,374.00	\$0.00	\$0.00	\$0.00	\$83,374.00	0.00%
44400	LAND/BUILDINGS	\$0.00	\$0.00	\$97,315.37	\$97,315.37	-\$97,315.37	100.00%
44450	BUILDING RENOVATION	\$150,000.00	\$0.00	\$0.00	\$0.00	\$150,000.00	0.00%
		\$296,932.00	\$0.00	\$97,315.37	\$97,315.37	\$199,616.63	33.00%

MONROE COUNTY PUBLIC LIBRARY

Debt Service Budget & Expenditures Report

January 1, 2011 to February 28, 2011
2 months = 16.7%

Object	Object	2011	Jan	Feb	2011	2011	2011
Object	Descr	Budget	2011	2011	YTD Amt	YTD	%YTD
						Balance	Budget
37100	REAL ESTATE	\$1,996,000.00	\$166,333.35	\$166,333.33	\$332,666.68	\$1,663,333.3	17.00%
39200	INTEREST/TE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
39250	PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
39450	TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
		\$1,996,000.00	\$166,333.35	\$166,333.33	\$332,666.68	\$1,663,333.3	17.00%

MONROE COUNTY PUBLIC LIBRARY

Rainy Day Budget & Expenditures Report

January 1, 2011 to February 28, 2011
2 months = 16.7%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	2011 YTD Amt	2011 YTD Balance	2011 %YTD Budget
12200	UNEMPLOYMENT	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
21300	OFFICE SUPPLIES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
22100	CLEANING SUPPLIES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
22500	CIRCULATION SUPPLIES	\$87,048.00	\$0.00	\$0.00	\$0.00	\$87,048.00	0.00%
31100	CONSULTING SERVICES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
31300	LEGAL SERVICES	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0.00%
36100	BUILDING REPAIRS	\$78,794.00	\$0.00	\$0.00	\$0.00	\$78,794.00	0.00%
44300	OTHER EQUIPMENT	\$29,825.00	\$0.00	\$0.00	\$0.00	\$29,825.00	0.00%
44450	BUILDING RENOVATION	\$105,643.00	\$0.00	\$0.00	\$0.00	\$105,643.00	0.00%
		\$473,310.00	\$0.00	\$0.00	\$0.00	\$473,310.00	0.00%

MONROE COUNTY PUBLIC LIBRARY

Special Revenue Budget & Expenditure Report

January 1, 2011 to February 28, 2011
2 months = 16.7%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	YTD Amount	2011 YTD Balance	2011 %YTD Budget
11300	PROF/SUPERVISORS	\$64,000.00	\$4,564.32	\$4,564.32	\$9,128.64	\$54,871.36	14.00%
11400	PROFESSIONAL ASSISTANT	\$120,000.00	\$9,188.18	\$9,188.16	\$18,376.34	\$101,623.66	15.00%
11600	CLERICAL ASSISTANTS	\$173,000.00	\$12,328.97	\$13,195.22	\$25,524.19	\$147,475.81	15.00%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$0.00	\$1,537.81	\$1,588.88	\$3,126.69	-\$3,126.69	100.00
12400	INS/EMPLOYER	\$0.00	\$2,942.80	\$9,650.59	\$12,593.39	-\$12,593.39	100.00
12500	MEDICARE/EMPLOYER	\$0.00	\$359.65	\$371.60	\$731.25	-\$731.25	100.00
22200	FUEL/OIL/LUBRICANTS	\$0.00	\$34.76	\$0.00	\$34.76	-\$34.76	100.00
22700	VIDEO TAPE/CATS	\$0.00	\$6,138.50	\$0.00	\$6,138.50	-\$6,138.50	100.00
23000	IS SUPPLIES	\$0.00	\$599.97	\$0.00	\$599.97	-\$599.97	100.00
23500	VIDEO MATERIALS/CATS	\$0.00	\$303.54	\$183.50	\$487.04	-\$487.04	100.00
31200	ENGINEERING/ARCHITECT	\$0.00	\$2,500.00	\$0.00	\$2,500.00	-\$2,500.00	100.00
32100	TELEPHONE	\$0.00	\$0.00	\$250.37	\$250.37	-\$250.37	100.00
37100	REAL ESTATE	\$0.00	\$696.00	\$0.00	\$696.00	-\$696.00	100.00
39600	COMMUNITY NEWS	\$10,000.00	\$2,500.00	\$0.00	\$2,500.00	\$7,500.00	25.00%
		\$378,000.00	\$43,694.50	\$38,992.64	\$82,687.14	\$295,312.86	22.00%

MONROE COUNTY PUBLIC LIBRARY

LCPF Budget & Expenditure Report

January 1, 2011 to February 28, 2011
2 months = 16.7%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	YTD Amount	2011 YTD Balance	2011 %YTD Budget
31105	ENCUMBERED	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	100.00%
31500	MAINTENANCE	\$0.00	\$1,396.00	\$0.00	\$1,396.00	-\$1,396.00	100.00%
44300	OTHER EQUIPMENT	\$279,000.00	\$0.00	\$0.00	\$0.00	\$279,000.00	0.00%
44305	ENCUMBERED	\$95,635.00	\$86,250.25	\$0.00	\$86,250.25	\$9,384.75	90.00%
44600	IS EQUIPMENT	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
44700	EQUIPMENT - CATS	\$45,000.00	\$0.00	\$2,384.10	\$2,384.10	\$42,615.90	5.00%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
		\$505,635.00	\$87,646.25	\$8,384.10	\$96,030.35	\$409,604.65	19.00%

MONROE COUNTY PUBLIC LIBRARY

Expenditure Summary compared to last year

2011 compared to 2010: Period Ending January

Fund	Fund Descr	2011 Budget	February 2011 Amt	2011 YTD Amt	2010 Budget	February 2010 Amt	2010 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,465,919.52	\$559,026.37	\$1,072,557.42	\$8,122,055.00	\$515,610.15	\$1,132,957.64	-5.00%
002	JAIL	\$0.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	0.00%
003	CLEARING	\$0.00	\$0.00	\$725.00	\$27,651.18	\$26,940.22	\$27,327.71	-97.00%
004	GIFT	\$0.00	\$36.94	\$36.94	\$12,738.00	\$0.00	\$0.00	0.00%
005	PLAC	\$0.00	\$0.00	\$2,550.00	\$0.00	\$0.00	\$2,641.00	-3.00%
006	RETIREEES	\$0.00	\$3,548.98	\$3,605.58	\$0.00	\$1,465.07	\$2,930.14	23.00%
007	LIRF	\$296,932.00	\$97,315.37	\$97,315.37	\$525,317.75	\$1,140.00	\$4,560.00	2034.00%
008	DEBT SERVICE	\$1,996,000.00	\$166,333.33	\$332,666.68	\$1,996,000.00	\$166,333.33	\$332,666.68	0.00%
009	RAINY DAY	\$473,310.00	\$0.00	\$0.00	\$206,488.00	\$202.50	\$3,196.00	-100.00%
010	PAYROLL	\$0.00	\$329,276.57	\$634,121.29	\$0.00	\$332,311.36	\$657,159.46	-4.00%
011	INVESTMENT-	\$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	\$5,269.05	\$1,223.02	\$1,562.02	-100.00%
016	GIFT-RESTRICED	\$7,100.00	\$5,033.25	\$9,913.49	\$26,134.48	\$4,584.73	\$12,437.44	-20.00%
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	\$225,233.24	\$87,417.00	\$87,417.00	-100.00%
019	GIFT-FOUNDATION	\$0.00	\$3,790.85	\$6,542.00	\$74,118.76	\$3,002.31	\$9,744.41	-33.00%
020	SPECIAL	\$378,000.00	\$38,992.64	\$82,687.14	\$554,557.00	\$40,369.29	\$78,070.95	6.00%
021	CAPITAL	\$505,635.00	\$8,384.10	\$96,030.35	\$726,509.55	\$51,570.56	\$81,141.46	18.00%
022	GATES	\$0.00	\$0.00	\$0.00	\$15,600.00	\$15,285.50	\$15,285.50	-100.00%
023	LSTA-CIVIL WAR	\$5,274.27	\$1,683.72	\$2,893.42	\$19,705.00	\$0.00	\$0.00	0.00%
		\$11,128,170.79	\$1,213,422.12	\$2,341,644.68	\$12,543,377.01	\$1,247,455.04	\$2,449,097.41	-4.00%

2011 BOARD OF TRUSTEES CALENDAR

<i>Month</i>	<i>Date</i>	<i>Date</i>	<i>Topic</i>
January	12	Work Session	
	19	Board Meeting	Annual Transfer of Appropriations Resolution to Request Advance Tax Draws Election of Board Officers
	19	Board of Finance	Review Investment Report and Policy
February	9	Work Session	
	16	Board Meeting	
March	9	Work Session	Draft Library Capital Projects Fund
	23	Board Meeting	Approve Library Capital Projects Fund Plan for advertising
April	13	Work Session	
	20	Public Hearing	Library Capital Projects Fund Plan
	20	Board Meeting	Adopt Library Capital Projects Fund Plan and forward to County Council
May	11	Work Session	
	18	Board Meeting	Program Update: Summer Reading
June	8	Work Session	Budget Timeline and Priorities
	15	Board Meeting	Program Update: Indiana Bedrock Project
July	13	Work Session	Draft 2012 Budget
	20	Board Meeting	
August	10	Work Session	Revised 2011 Budget
	17	Board Meeting	Approve 2012 Budget for advertising
September	14	Work Session	
	21	Public Hearing	2012 Budget
	21	Board Meeting	
October	19	Work Session	2012 Budget, as recommended by County Council
	26	Board Meeting	Adopt 2012 Budget
November	9	Work Session	Approve 2012 employee insurance package
	16	Board Meeting	
December	14	Work Session	
	21	Board Meeting	Approve 2012 salary schedule

TO: Monroe County Public Library – Board of Trustees
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager
RE: Personnel Report
DATE: March 23, 2011

Job Changes

Beginning Employment

- Jason Evans Groth, Adult & Teen Services, Grant Project Librarian, Pay Grade H, 20 hours per week, effective April 4, 2011

Ending Employment

- Rachel Taylor, Circulation, Page Team Leader, Pay Grade B, 25 hours per week, effective February 25, 2011.

Monroe County Public Library: 2010 Active Employees/Hours/Funds for each Pay Date

Pay Date	Employees			Hours/Status			Funds		
	Operating Fund	Special/ Other	Total EEs	Operating Fund	Special/ Other	Total Hours	Operating Fund	Special/ Other	Total Funds
January 15, 2010	154	21	175	4,370	560	4,930	142,872	16,520	159,393
January 29, 2010	160	24	184	4,470	610	5,080	147,421	17,582	165,003
February 12, 2010	160	24	184	4,490	610	5,100	148,044	17,428	165,471
February 26, 2010	158	24	182	4,425	610	5,035	149,770	17,993	167,763
March 12, 2010	157	24	181	4,400	610	5,010	143,389	18,366	161,754
March 26, 2010	153	24	177	4,328	610	4,938	144,153	17,880	162,032
April 9, 2010	158	24	182	4,425	610	5,035	149,770	17,228	166,998
April 23, 2010	157	24	181	4,400	610	5,010	143,389	17,880	161,268
May 7, 2010	155	24	179	4,348	610	4,958	142,259	18,357	160,616
May 21, 2010	157	22	179	4,388	580	4,968	143,434	17,173	160,607
June 4, 2010	156	22	178	4,343	575	4,918	143,981	17,037	161,018
June 18, 2010	153	21	174	4,328	560	4,888	144,153	16,936	161,089
July 2, 2010	155	25	180	4,328	625	4,953	144,334	17,729	162,063
July 16, 2010	153	21	174	4,328	560	4,888	144,153	16,936	161,089
July 30, 2010	152	24	176	4,315	600	4,915	144,321	18,406	162,727
August 13, 2010	153	23	176	4,330	575	4,905	149,879	18,907	168,786
August 27, 2010	151	23	174	4,330	575	4,905	149,879	18,907	168,786
September 10, 2010	153	23	176	4,305	575	4,880	146,193	18,625	164,819
September 24, 2010	152	23	175	4,295	575	4,870	144,752	16,901	161,653
October 8, 2010	150	23	173	4,265	585	4,850	142,106	18,027	160,133
October 22, 2010	147	23	170	4,215	575	4,790	141,748	17,329	159,077
November 5, 2010	152	22	174	4,285	560	4,845	142,239	17,061	159,300
November 19, 2010	151	21	172	4,260	545	4,805	145,889	16,697	162,586
December 3, 2010	149	22	171	4,208	560	4,768	140,295	16,998	157,293
December 17, 2010	150	22	172	4,223	560	4,783	138,766	16,613	155,379
December 30, 2010	150	22	172	4,223	560	4,783	140,025	16,683	156,708

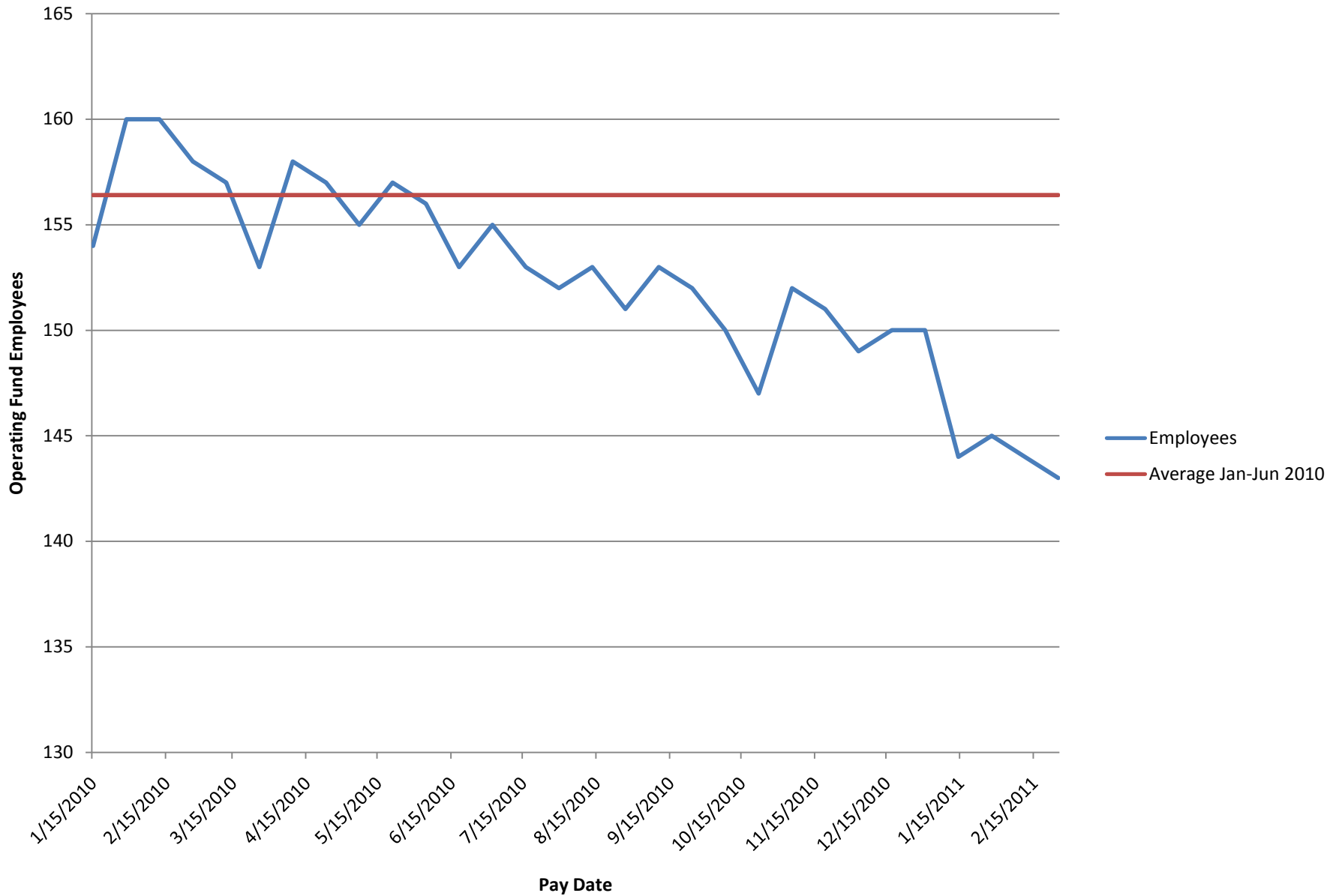
Note: "Active Employee" is defined as actively receiving payroll. Does not include non-benefitted staff taking unpaid time off lasting entire pay period.

Monroe County Public Library: 2011 Active Employees/Hours/Funds for each Pay Date

<i>Pay Date</i>	<i>Employees</i>			<i>Hours/Status</i>			<i>Funds</i>		
	<i>Operating Fund</i>	<i>Special/ Other</i>	<i>Total EEs</i>	<i>Operating Fund</i>	<i>Special/ Other</i>	<i>Total Hours</i>	<i>Operating Fund</i>	<i>Special/ Other</i>	<i>Total Funds</i>
January 14, 2011	144	22	166	4,158	560	4,718	142,503	16,346	158,848
January 28, 2011	145	22	167	4,128	530	4,658	140,762	16,770	157,532
February 11, 2011	144	22	166	4,113	560	4,673	140,709	17,471	158,180
February 25, 2010	143	22	165	4,068	560	4,628	140,146	17,062	157,208
			0			0			0
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			0			0			0
			0			0			0

Note: "Active Employee" is defined as actively receiving payroll. Does not include non-benefitted staff taking unpaid time off lasting entire pay period.

Monroe County Active Employees, compared with Jan-Jul 2010 Average



Director's Report

Process Behavior Charts Replace Previous One-Month Data

I have taken advantage of your request to replace the one-month-only data in the director's report with trending data to introduce a very important process improvement tool – the Process Behavior Chart.

The director's report for February includes 16 process behavior charts. Where available, I included data from the 12 months in 2010, and will add 2011 data each month as it becomes available. In a couple of charts (Patrons Registered, Public Computing Hours), we didn't collect this data prior to July 2010, so I've started with that month.

A brief explanation about how to read the charts:

Top chart, called "Individuals." Each month's data is represented by a dot and the value is above. The solid line, titled "Mean" represents the average of the 2010 points. The two dotted lines – one above and one below the "Mean" line, titled UCL "Upper Control Limit" and LCL "Lower Control Limit," represent three standard deviations above and three below the average, a statistical calculation (this is where "Six Sigma" gets its name). In an ongoing process with normal variation, there is a 99%+ likelihood that the next data point will fall within these limits. Good examples of this are the charts for Program Attendance (Children, Teens, and All-age), Patron Registration – New Registration, Total Circulation, Visits-Main Library, Visits-Ellettsville Branch, Collections-Items Added, Collections-Items Deleted, and Volunteer Hours.

When points fall outside the upper and lower limits, it usually can be accounted for by a "special cause." See, for example, the chart MCPL Volunteers. You'll notice the April 2010 point is well above the UCL dotted line. We know why. That's the month of the VITAL Quiz Bowl, which involves many volunteers.

In a second example, MCPL Circulation – Drive-up Window, the October 2010 - January 2011 points are also above the UCL dotted line. The fact that these points are above the UCL and that the previous three points were above the Mean suggests that a process improvement may have occurred. A single point above the UCL is a very strong indicator, and seven points above the average, including five above the UCL is about the most solid evidence of a process change I can imagine. We won't know for sure until we have 8 points in a row above the line, so this is a chart to watch closely over the next month. What happened in August 2010? We opened the new drive-up window in the parking lot, with hours extended from 40 to 69 a week.

Bottom chart, titled "Moving Range." This chart is a picture of variation from one data point to the next. As in the "Individuals" chart, the Chartrunner software calculates the average and the UCL. The calculations identify (that's the "Lloyd Nelson

option”) anomalous points. These points are then excluded from the calculations of Mean and UCL and LCL in the “Individuals” chart.

Two examples in our charts: MCPL Program Attendance – Adults. Notice that the second point in the “Moving Range” chart falls above the UCL limit and is a hollow circle. That means it has been excluded from the calculations in the chart above. We can explain the very high number in February – the Winter Reading Program.

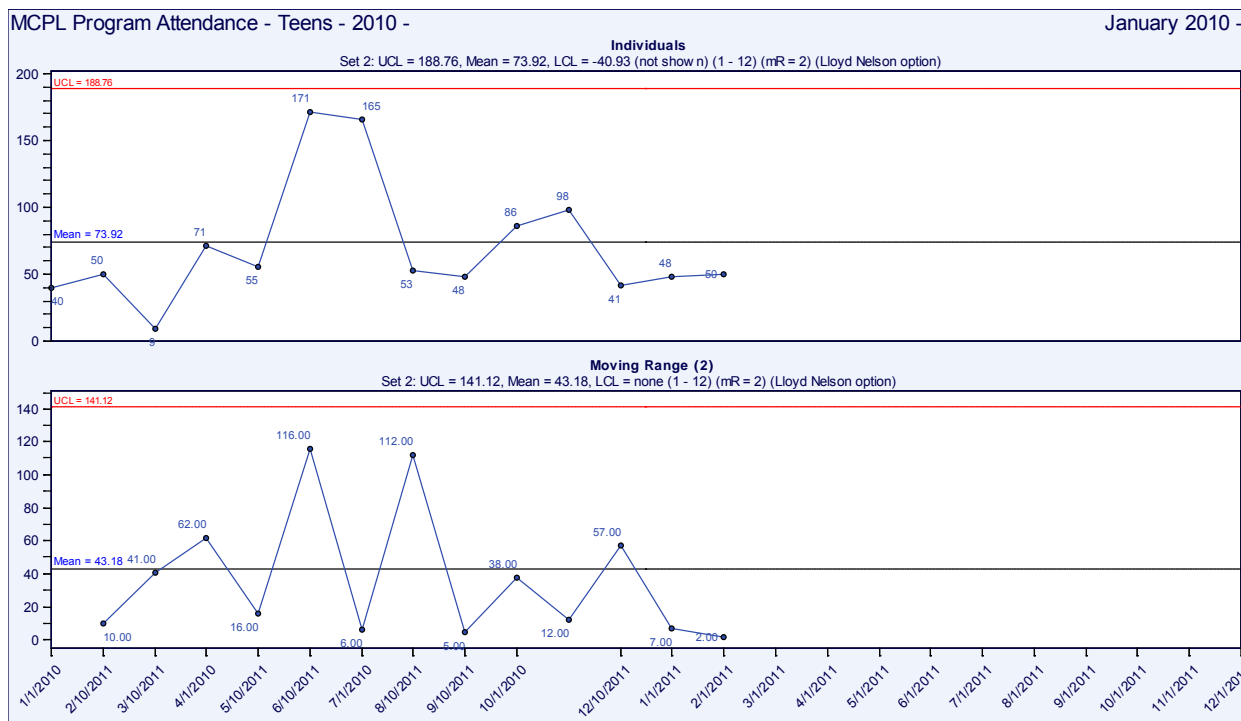
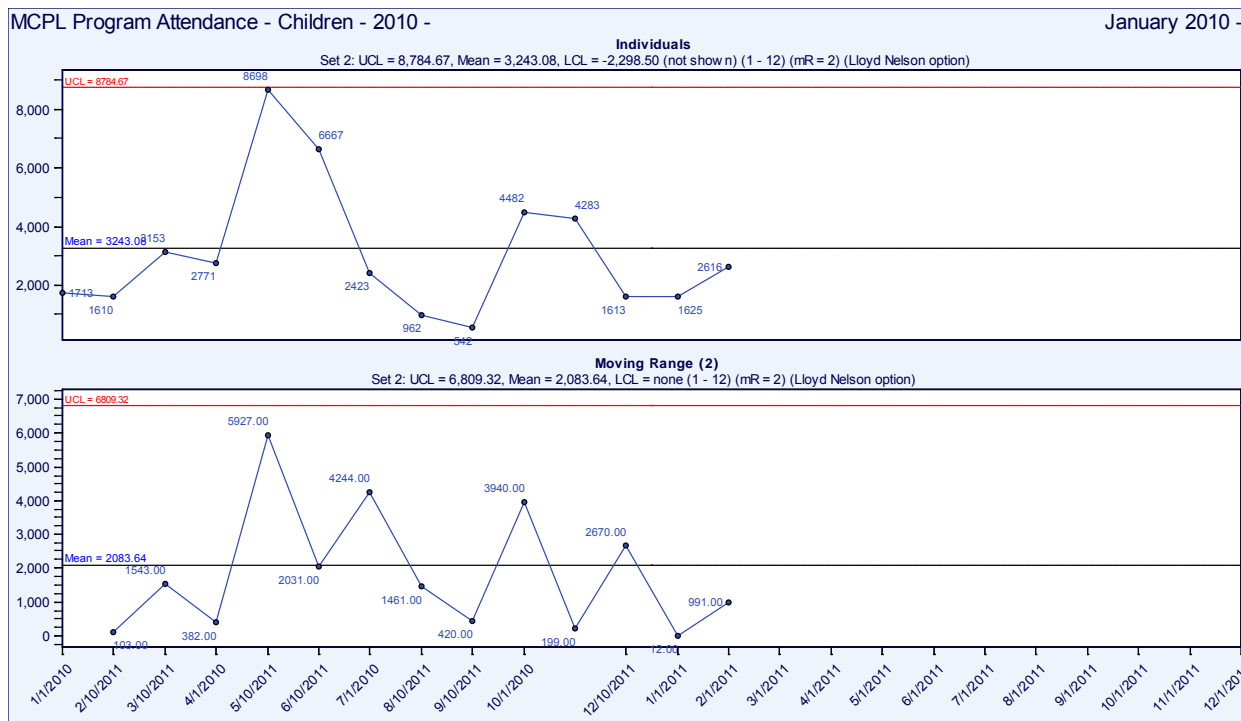
MCPL Collections – Items Added. Notice that two points in the bottom chart are not filled in. When you look at the top chart, you can see that variation from November to December 2010 and then from December 2010 to January 2011 was extreme. Therefore, those two points have been excluded. We can explain the variation: We stop ordering for the year in late October, so items received in November decrease. By early December, we have resumed ordering against the following year’s budget.

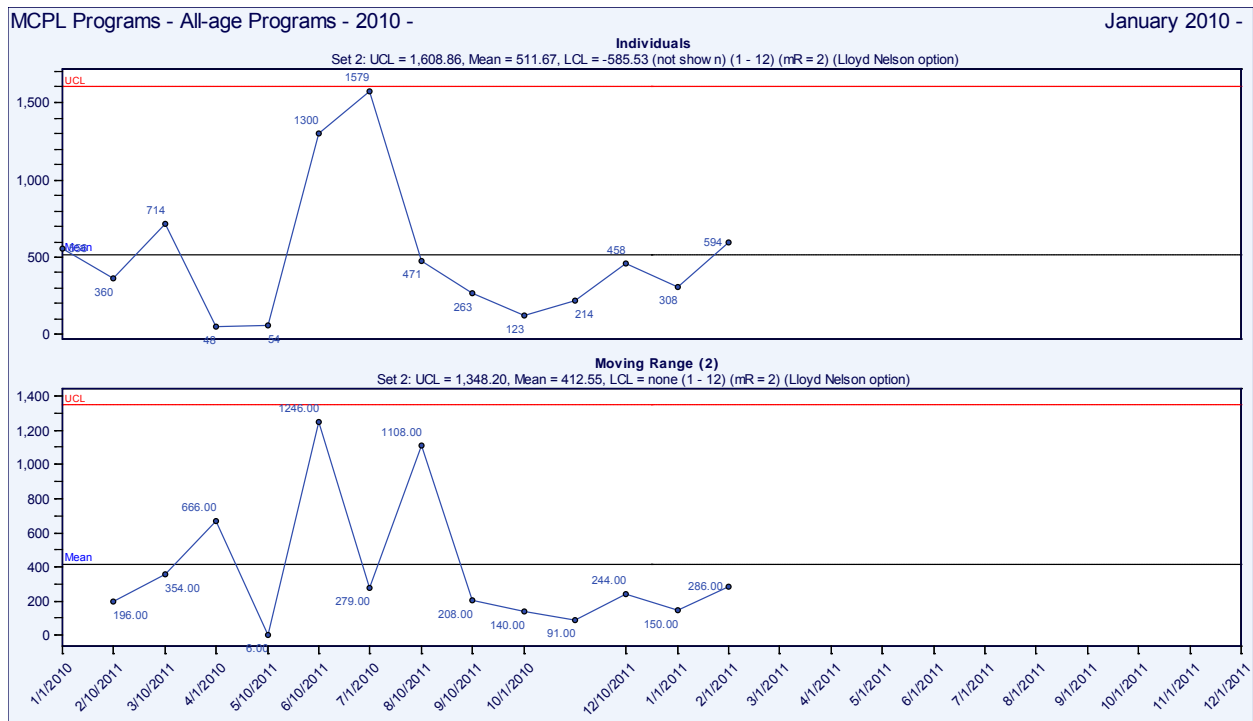
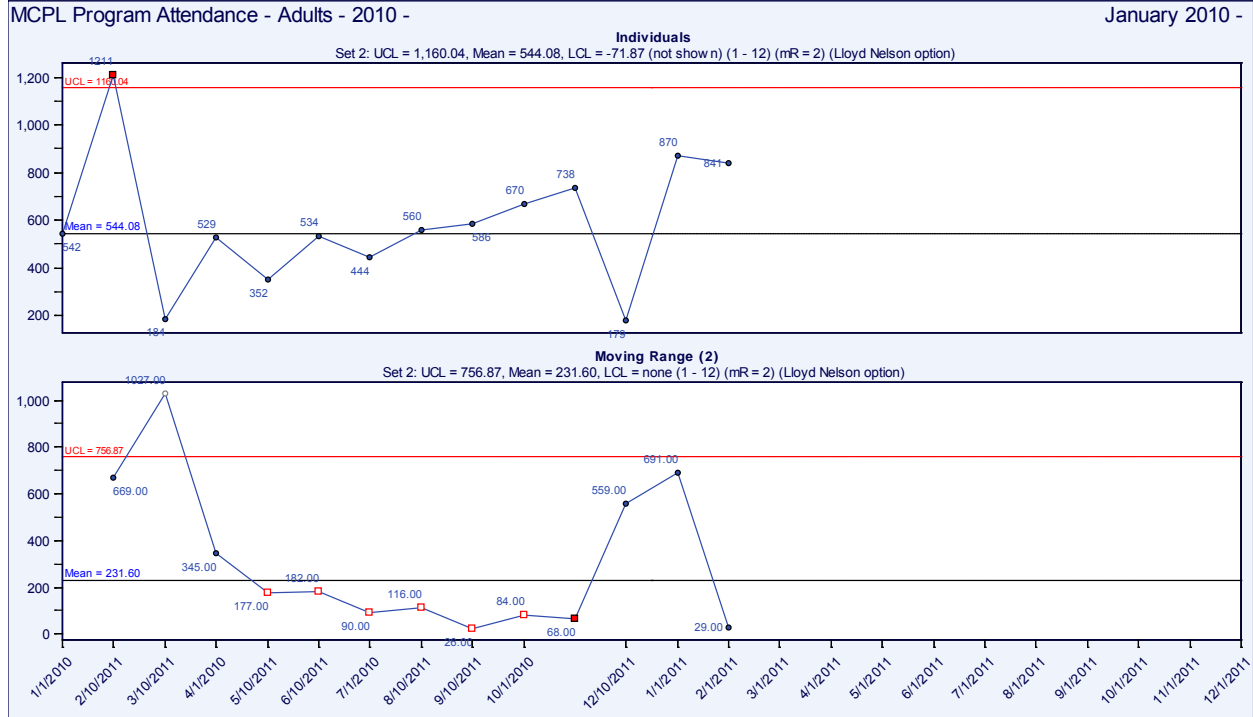
Normal Variation vs. Process Change. The most important reason for using these statistical techniques to study our monthly data is that it makes it possible to separate normal variation from true process changes. The charts discussed above are pretty good examples of this. When the points in a process behavior chart are above and below the mean and inside the upper and lower limits, the process is running normally and performance and variation are predictable. To improve the processes documented in these charts, we want the average to increase. In other processes, we might measure errors or turnaround time; then we would want the average to decrease.

To confirm that a process has changed (for better or worse) there are three easy-to-read patterns in the charts:

1. One or more points outside the control limits. The MCPL Patrons Registered and MCPL Circulation – Drive-up Window charts show this condition.
2. Eight points in a row above or below the average line. The MCPL Circulation – Drive-up Window chart is an example of seven points above the average line. It’s not yet a process change, but we’re one month away, and the fact that the latest five points are above the UCL is a very strong indication. In the MCPL Public Computing Sessions chart, the last six points are below the average line, including two below the lower control limit. Again, it’s not yet proof of a process change, but it’s strong evidence.
3. Eight points in a row trending upward or downward. The MCPL Patrons Registered chart is a good example of this. Even though the first point in the trend is below the average line, every one of the last five points is above the one before.

Goal 1: Strengthen support for literacy and lifelong learning.





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

- Children's Department received an e-mail from Lucy Heath, following communication regarding the toy collection: "I can't thank you enough for such valuable information, from someone with great experience. To this day I have never seen a better children's library than what you have right there in Bloomington."
- Head Start story times for this month included folktales, songs, music and dance from Africa. The folktale "Abiyoyowas" a particular crowd pleaser, even prompting "That was a good story!" from boys in several classes. Children had fun trying South African gumboot dancing.
- Ellettsville Branch is experimenting with a second season of Thursday preschool story times offered by Ginny Richey. With limited staffing, it is not possible to offer a second story time each week, yet many families are enrolled at daycares or preschools that make certain days of the week impossible for library visits. While attendance at the Thursday story time was low, the program will continue until end of May and then be reevaluated.
- In an effort to expand programming, Children's Services staff provided two programs at the Ellettsville Branch this month. Mary Frasier presented a musical program for families with young children and Josh Wolf joined Chris Hosler in the launch of a new series, X-treme Team, for "tween" age patrons.
- In addition to presenting ongoing Alef Ba and YaYa language immersion storytimes in the LAPS, two excellent work-study students and a handful of volunteers are conducting learning-through-play activities throughout the week - in February, 37 sessions for 1008 children and parents.

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

- Kindergarten classes from Stinesville Elementary came to the Ellettsville Branch in February for their annual tour, which give all kindergartners the opportunity to get a library card and learn how to locate age-appropriate books. This visit also included a puppet show titled "Don't Monkey Around with Books."
- Two groups of children from the Banneker Center after-school program (grades K-2 and 3-6) visited the library for folktales and films as well as a discussion of library services and programs.
- After putting together a resource collection of materials about bullying, we received a nice compliment from MCPL patron and Greene County teacher Eva Sullivan. "Thanks you SO much. Your time and effort is much appreciated. We were challenged to find stories about bullying 'from the bully's point of view.'"
- Ellen Arnholter created an in-house reserve collection of World War II materials for a Binford Elementary fifth grade class. Many children have used it and our circulating collection.

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

- Mickey Needham, Chris Hosler, Penny Gillie, Sarah Bowman and Allie Reynolds (Ellettsville Reading and Writing Homework Coordinator) met to brainstorm ways to increase attendance in the Teen Homework sessions. We will be implementing some structural changes in the fall and will focus on increased publicity for the rest of this semester.

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

1E. Strengthen literacy skills of adults.

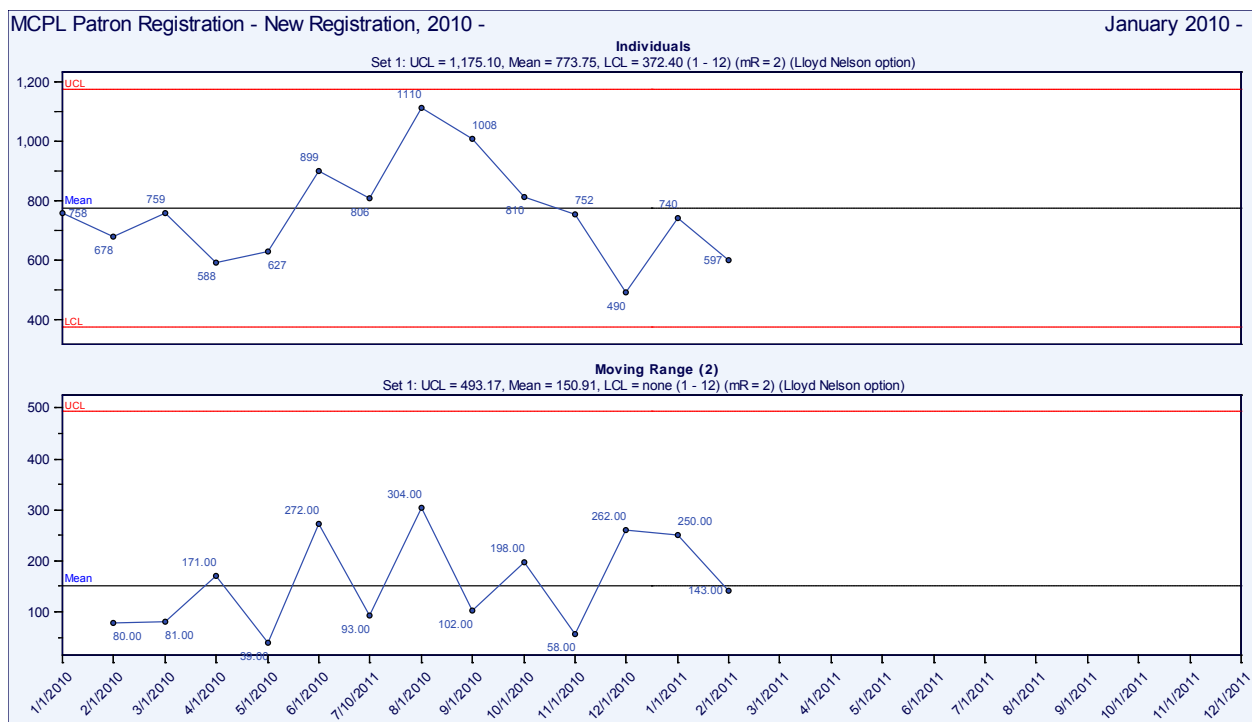
- 66 VITAL learners were matched with individual tutors; 89 students attended an ESL conversation practice class; 5 attended ESL Book Club weekly meetings and 3 attended ABE Transitions weekly meetings.

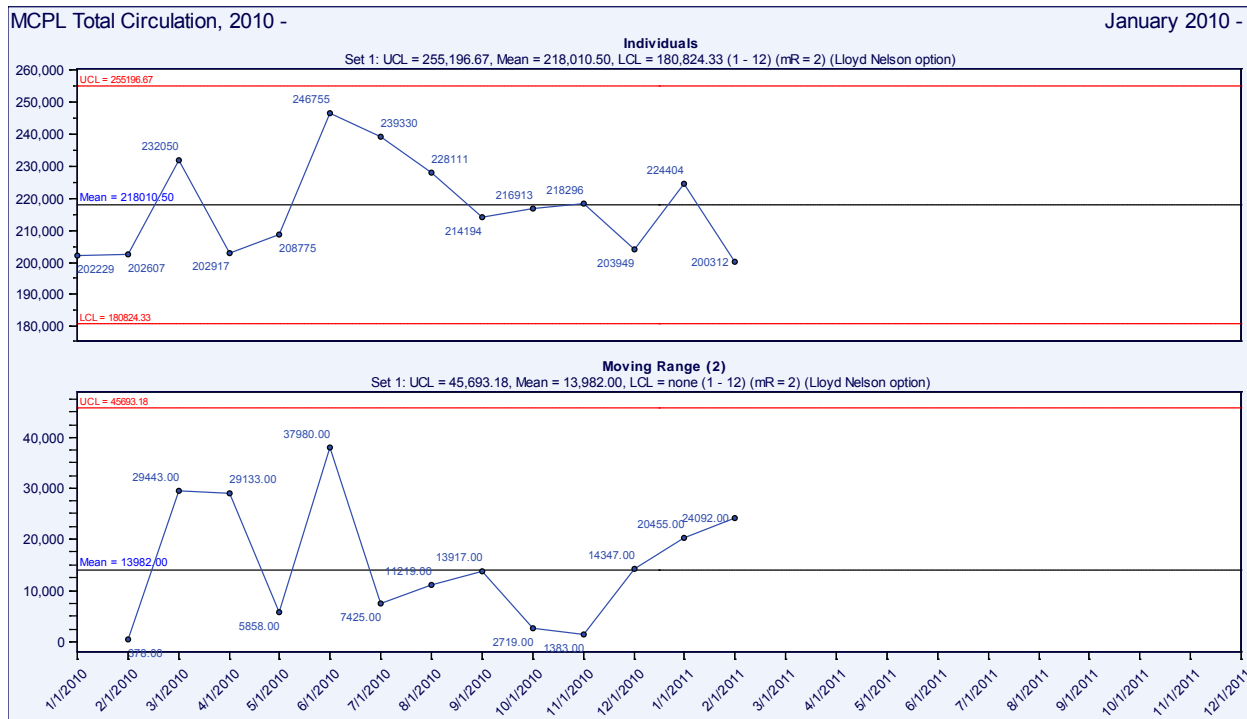
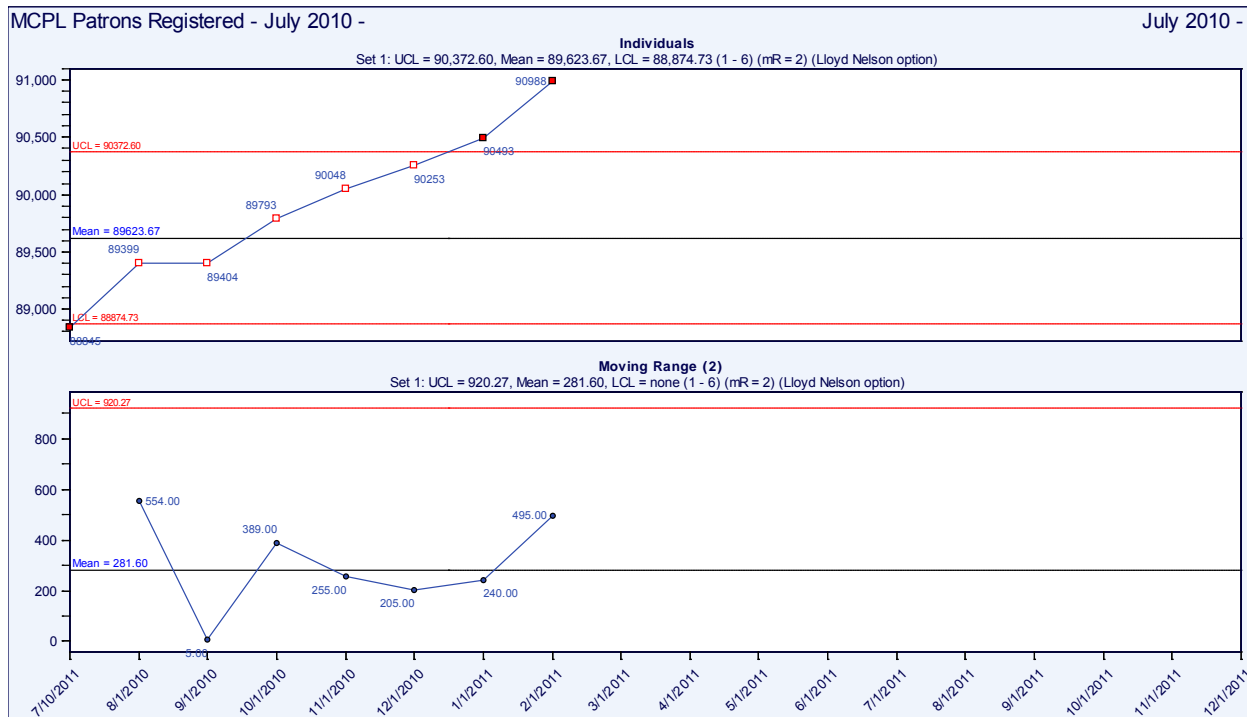
1F. Strengthen readers' advisory services.

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

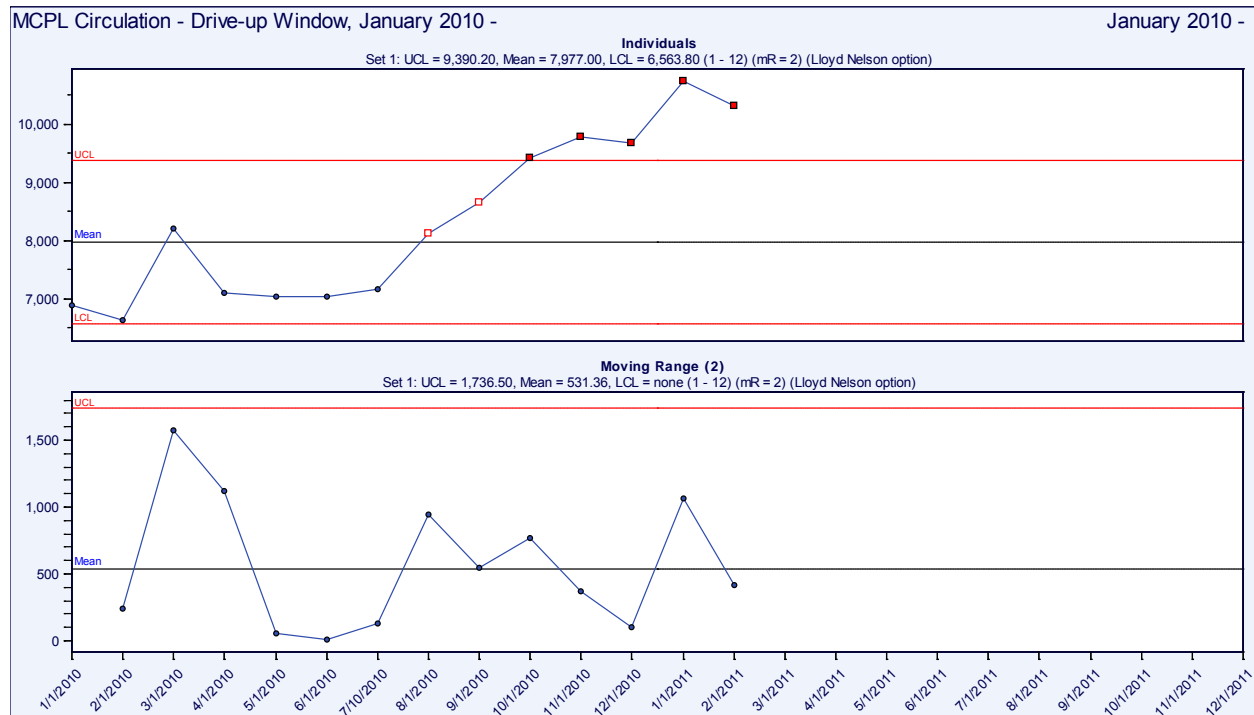
- Stephanie Holman attended a "Partners in Education" meeting at Edgewood Primary School. To help publicize the school's monthly "Lifelines," Stephanie will post a book list supporting each lifeline on the Ellettsville Branch web page. The page will be advertised through the school.
- Stephanie Holman continues to represent the Library in the Monroe County Smart Start Coalition and its work to enhance awareness of needs of children age birth through five. She worked with a subcommittee from the Community group to help write short advertisements.
- Chris Hosler continued to attend Partners in Education meetings at Edgewood High School. The team has recently been discussing how the Library can help spread the word about important events and initiatives to parents. Chris and Mickey Needham briefly discussed a space in the Ellettsville Branch to display paper copies of such communications. Ground rules and expectations for the space and what it may display are being considered.
- Director Sara Laughlin and Community Relations Coordinator Mickey Needham met with members of Bloomington's Commission on Aging to plan participation in the Creative Aging Festival in May. The Library will host a film series, panel on "Aging in (This) Place," photography exhibit by Bloomington Photography Club, and showing of three filmed plays and a CATS Eye from Senior Expo on CATS.
- Laughlin and Harter also met with Scott Witzke of WTIU to plan a showing of the documentary *Digital Media: New Learners of the 21st Century* with discussion led by Alan Veach, New Tech High School, during Bloomington Reads Week (April 25-30).

Goal 2: Expand access to information.





The Library was closed on February 1 and 2 due to a severe snow and ice storm.



February Access		
Website Visits	Home page hits	81,258
	Catalog hits	3,575,135
	Other hits	2,242,655
	TOTAL	5,817,790
Read It Off	Number registered	416
	Charges waived	\$399.48
	Number individuals with charged waived	52
	Number exiting program	12
Interlibrary loan	Items loaned	140
	Items borrowed	12
CATS	Government programs produced	33
	Patron programs produced	101
	CATS programs produced	29
	Hours cablecast	1,910
	In-house viewings	18
	Editing sessions	100
	Dubs delivered	120
	Programs added to collection	283

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

- Information Systems department installed new server hardware and completed an ILS (Polaris) upgrade. Polaris 4.0 offers many new patron-friendly features, which the Polaris Implementation Team is reviewing and rolling out. Experimenting and early feedback is underway for mobile device services including text notifications (holds, overdues), catalog searching, call numbers texted from catalog searches, and patron account access (hold requests, renewals).
- Staff from several departments provided quick response to interruption in ILS/processor service on the busy weekend of February 12 and 13. Hardware problems made access to the catalog and most circulation transactions unavailable to the public. The challenge became an opportunity for creative service like laptops set out on meeting room tables to substitute for missing Express Checks, and using Internet sites and print sources to answer reference questions. For circulation, check-out was on paper, scanned into word files, or through offline circ programs. Check-in and processing holds halted. It was "all-hands on deck" for data entry on Monday when service was restored. Staff checked out 13,979 (nearly double the February average of 7,562), checked in 13,162 (triple the usual 5,163) items, and processed 1,394 holds (compared with average 924). Before the end of day both the backlog and current service were completed. The disruption made everyone aware of the power technology gives us in locating and distributing library materials!

2B. Improve web access.

- Along with the Polaris upgrade, the library went live with the first revision of a mobile version of our Polaris catalog. This means patrons accessing the catalog via their mobile devices get a specially-formatted version of the website designed for readability on small screens. We plan to further enhance this functionality over time, as well as make the mobile version more closely match the look and feel of our regular website.
- The Polaris 4.0 upgrade caused problems with Author Alert; we placed 345 holds manually to satisfy patrons.

2C. Deliver information through CATS.

2D. Replace Bookmobile.

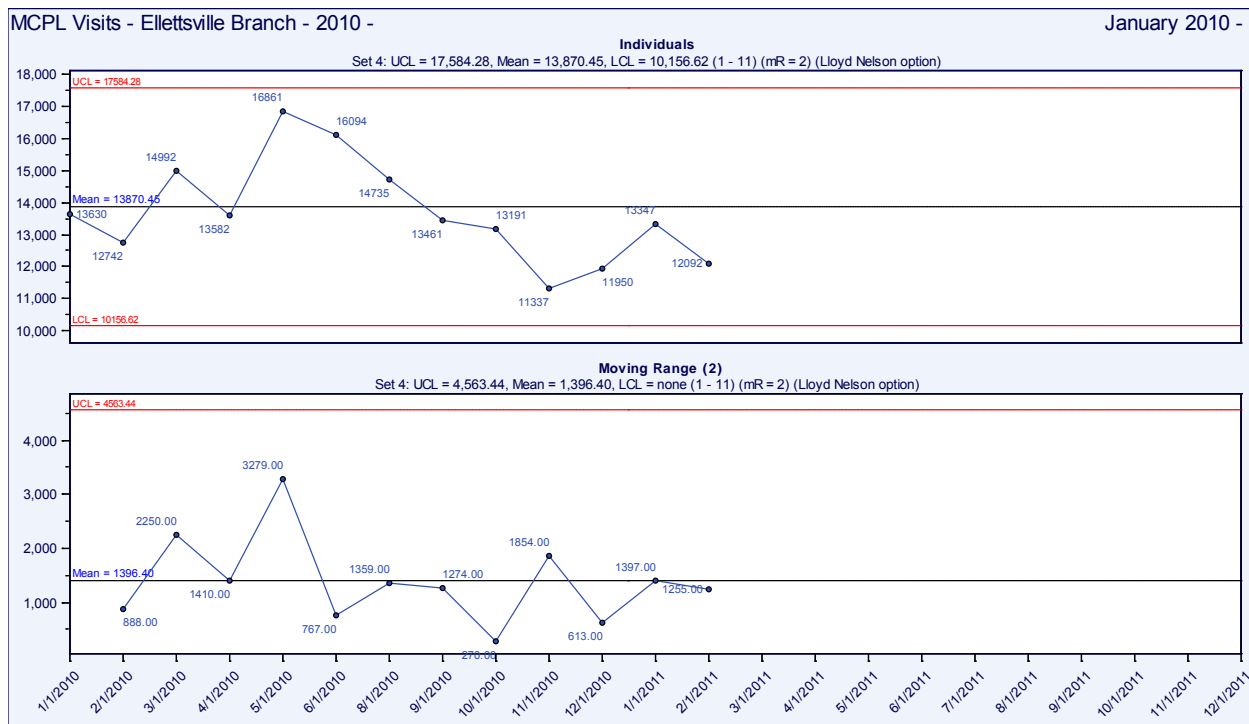
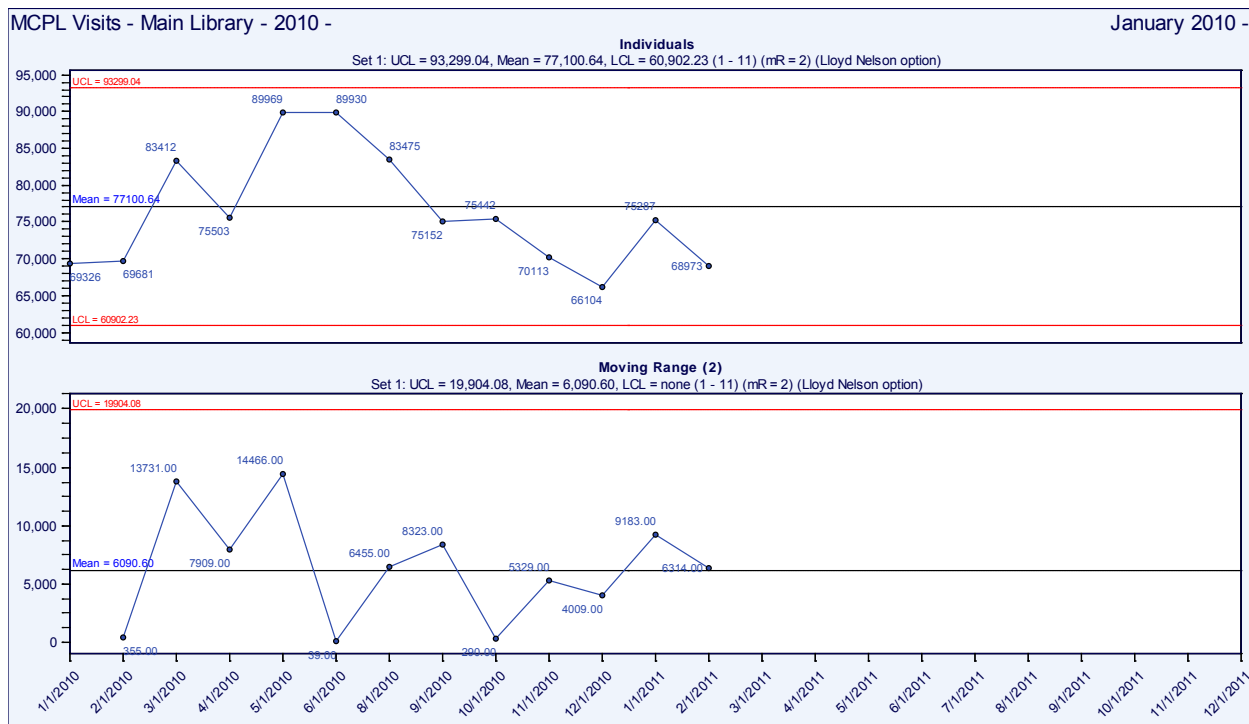
- On February 4th we held an "Open Truck" event, inviting the Board, local stakeholders, staff, and the general public to take a look at our new vehicle. Community Relations provided promotional items (cookies, three-dimensional desktop mini-bookmobile, and fact sheet) and contacted the media; the Library had great coverage from the media, with interviews and subsequent feature articles in the *Herald Times*, the *Indiana Daily Student*, the "Wednesday Word" (Indiana State Library) plus video coverage on WTIU and CATSweek. We also submitted an article for the quarterly social services newspaper *Safety-Net*. Reaction from regular Bookmobile patrons has been very positive.

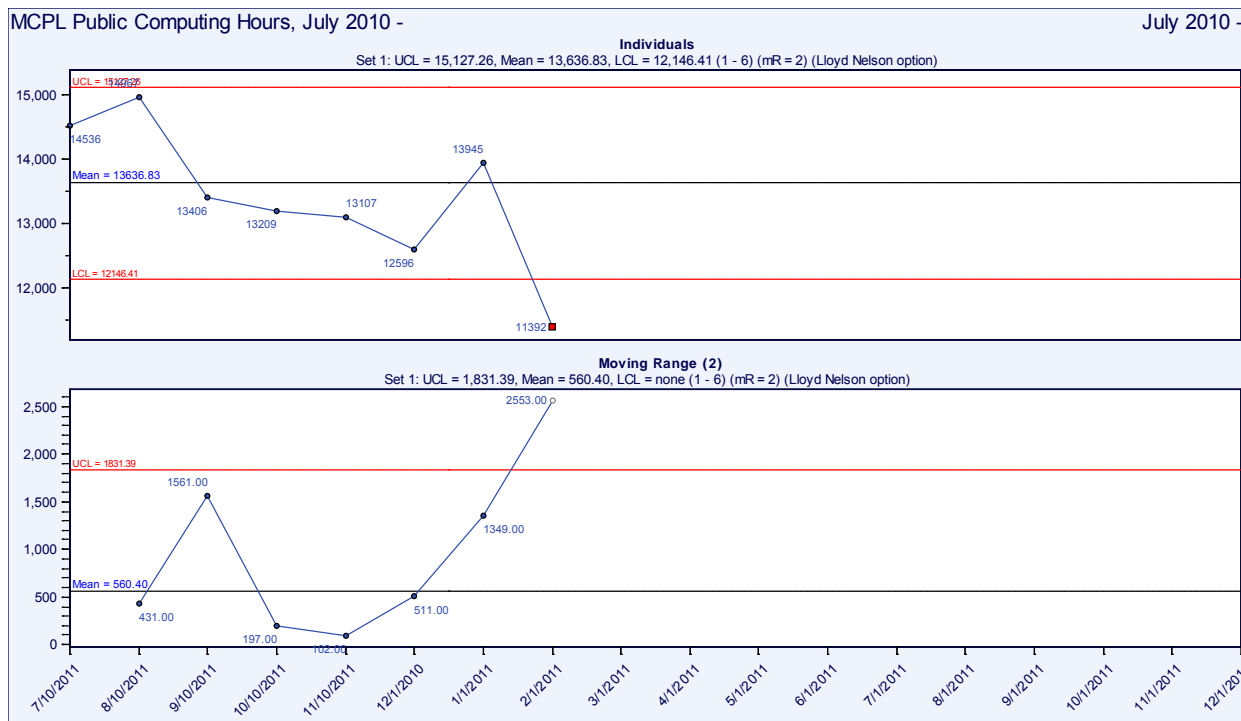
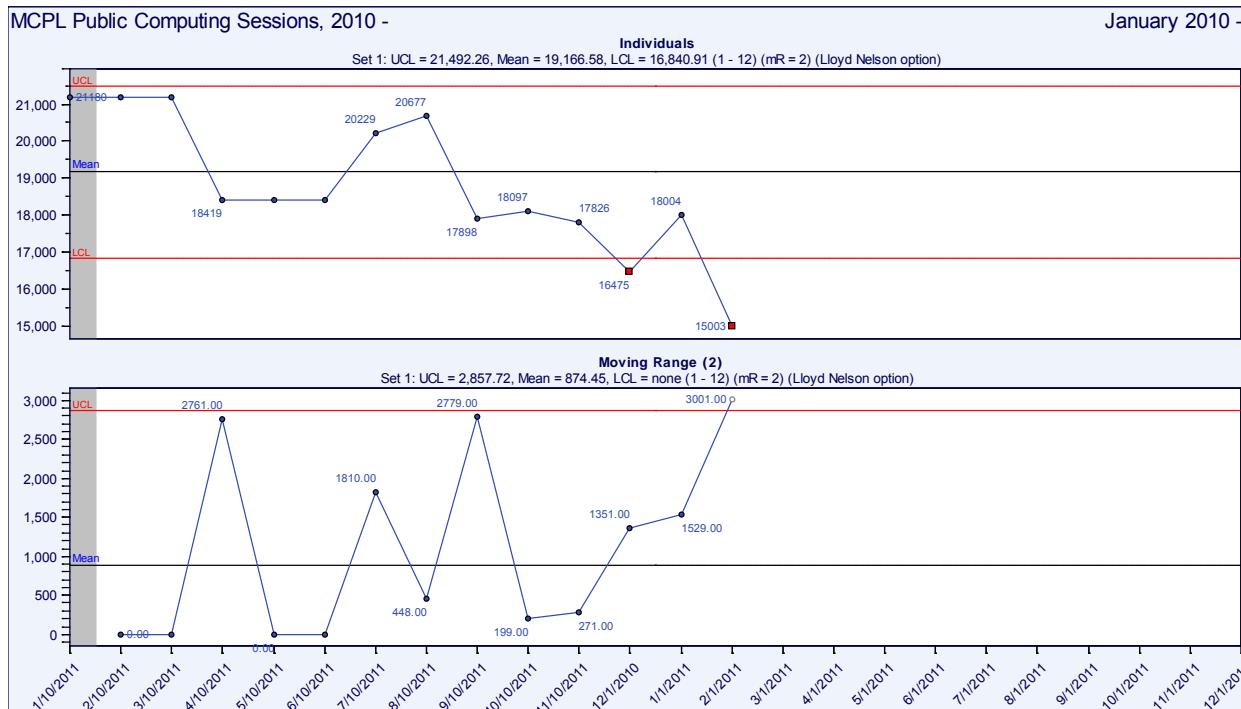
2E. Investigate changing or expanding hours.

2F. Open a second branch location.

2G. Improve service for people with disabilities.

Goal 3: Deliver exemplary service.





3A. Improve parking for patrons and staff at Main Library. COMPLETED

3B. Improve efficiency of checkout, check-in, and holds processes.

- All Main Library and Ellettsville check-out and check-in now take place with RFID readers. Staff attended mini-training sessions to prepare them to assist patrons at Express Checks.

3C. Improve materials security.

- New security gates went "live" at Main Library on February 15 and at Ellettsville Branch on February 28.

3D. Complete children's addition at Ellettsville Branch. COMPLETE

3E. Remodel Main Library to improve space utilization and update worn areas. PHASE 1-2 COMPLETE

3F. Make exterior improvements and replace landscaping at Main Library and Ellettsville.

3G. Provide high quality public technology services. (See charts above under Goal 3)

3H: Create engaging library experiences. (See chart of program attendance under Goal 1)

- The "Renovation + Recycle = Art" program was proposed by the owner of Pygmalion's, John, who had collected scrap linoleum from our renovation project out of the dumpster. For two nights, participants met at the Main Library to plan, sketch, and carve. They spent two other nights across the street at Pygmalions to do the messy printing. The goal is to have a showing of all the prints in the Library's gallery. John was very pleased with the turnout and is interested in repeating in the future.
- Mosaic Diversity Film Festival attracted 65 participants for a full day's worth of programming, thanks to a reinvigorated partnership with several departments at IU and the Diversity Theater at the City of Bloomington. A drama group from the Boys and Girls club performed a live theater piece. After the showings, a presentation of documentary films and a discussion rounded out the day.
- The Winter Reading Program drew 454 patron and 105 staff entries at the Main Library.
- Monroe County GIS Coordinator Kurt Babcock returned to the Library for another GIS class for our patrons. "Navigating the New Monroe County GIS" was attended by 10 people, including the new Indiana Room interns. Patrons were interested in finding sales disclosures (on the Indiana Department of Local Government Finance site) and how to find a listing of property owners who are behind in paying their taxes. Kurt mentioned a statewide GIS site in BETA called Indiana Map: <http://www.indianamap.org/>.
- The Marketing Committee met to plan a new interactive booth for the Monroe County Fair; Community Relations created a new Children's Services brochure and delivered it to WonderLab.
- Ellettsville Branch celebrated Black History Month with a lobby display. Books and posters celebrated the Coretta Scott King Award given to celebrate African-American authors and illustrators. Teen librarian Chris Hosler also created three booklists and a display in the Young Adult section to celebrate Black History Month.

3I. Improve signage, maps, and promotional capacity inside Main Library and Ellettsville Branch.

3J. Offer regular customer service training and updates.

- Technology trainer Phil Eskew's technology classes continue at the branch. Ellettsville staff have planned three "Catalog and Author Alert" training sessions to be offered this spring.

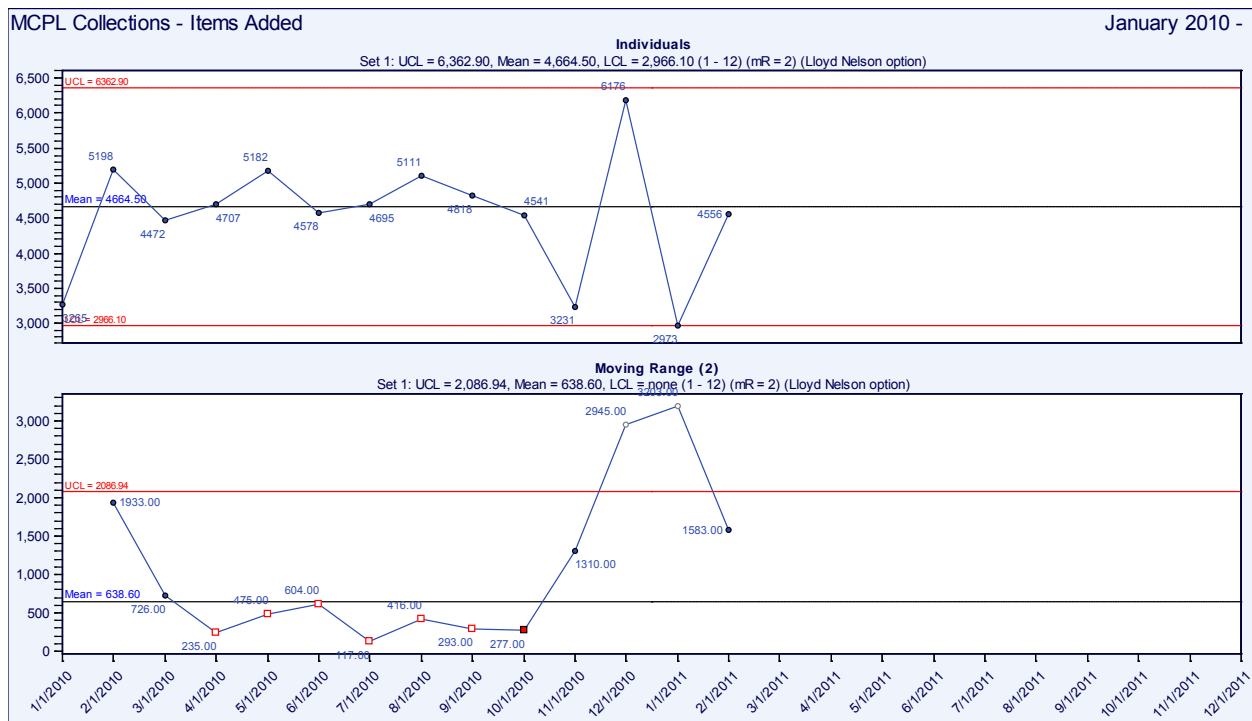
3K. Implement training to enhance technology core competencies.

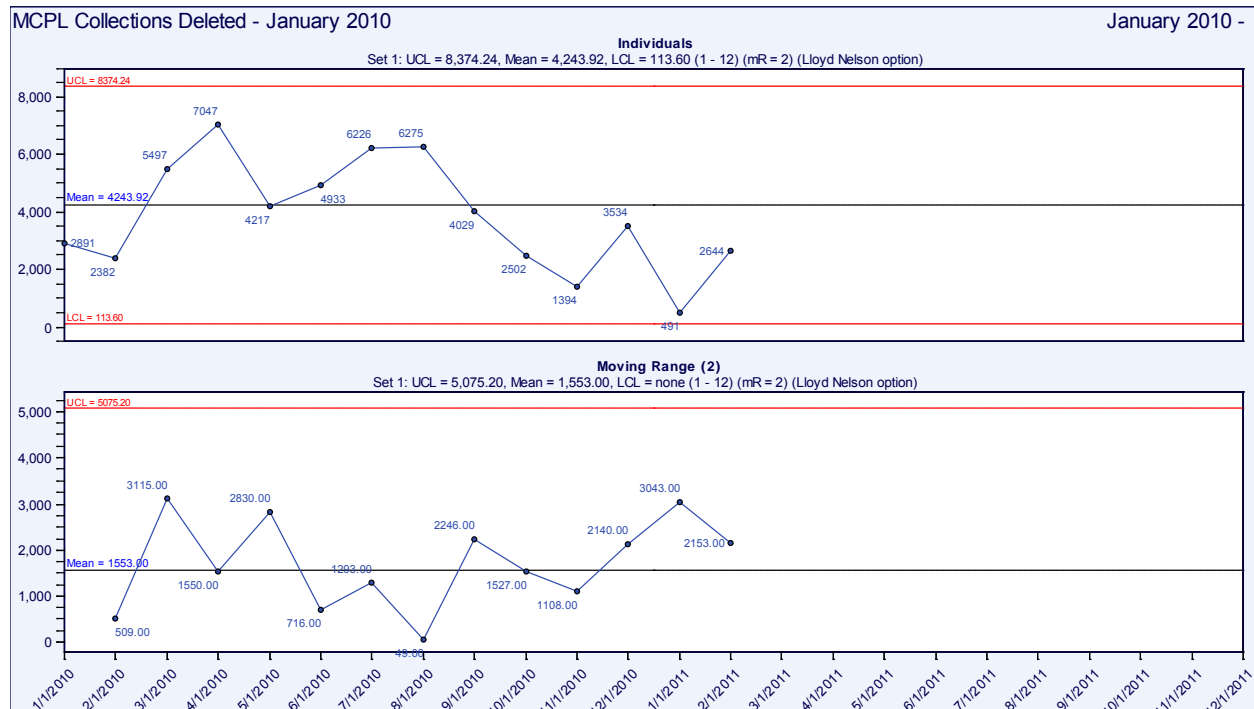
- All Main Library clerks attended Phil's "Polaris Refresher Class." The curriculum was developed through staff input about features and functions they wanted to review, including collection agency information in financial transactions, locating notification history associated with overdue items and charges, short-cut key entries to replace mouse clicks, reviewing claims-returned/claims-never-had function and history.

3L. Offer regular feedback opportunities for employees.

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

Goal 4: Maintain High Quality Collections





February Collections		
Items reviewed	Reviewed (main)	2,983
	Discarded	310
Items returned/not returned	Items returned	137,086
	Accounts to collection agency	1324
	Value recovered (cash and items)	\$16,119.53

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

- Annual collection analysis was completed and distributed to public service departments and the Collection Development Committee. Areas with several years of low relative use have been identified and targeted for more weeding and/or changes in spending.
- Collection Services staff attended a webinar for Collection HQ, an online source that would provide access to a more complex and frequent collection analysis and give us more selection tools. A second webinar is planned for members of the CDC.

4B. Maintain functional and attractive library collections.

- Circulation Staff cleaned/buffed 113 discs. Items that were scratched and would not play returned to circulation in good condition. With an average cost of \$18. per CD/DVD, the cleaning project returned a value of \$2034.00.
- Community Relations continued to update and replace cart and stack signage.

4C. Continue to explore new formats.

- Elizabeth Gray, Sabra Stockey, and Pam Wasmer met with a representative of Freegal, a downloadable music site. Information about the service was shared with the CDC and with Movies & Music staff. We continue to investigate this service.
- Numbers from 2010 circulation reveal many things, including the popularity of the Juvenile Early Readers and AV collections. Stephanie Holman began assessing how to make more room for this in the Children's room. Then she will place an order with help from selector Martha Olya.
- Work on the Library Futures team gains momentum. New format discussions will be a significant part of these discussions.

4D. Improve patron satisfaction with movies collection.

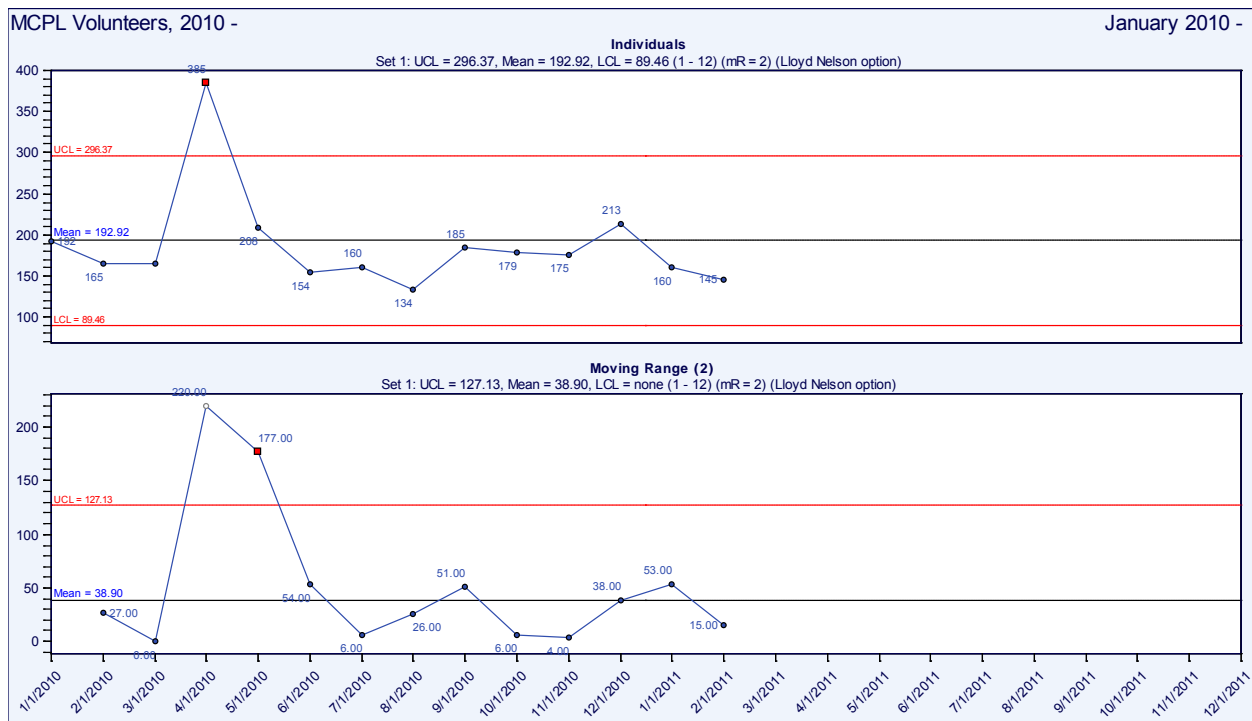
- Bestseller Express movies went live on February 16. Community Relations developed a brand image for promotional signs at the Main Library and Ellettsville. Early statistics show that the collection is heavily used; the 215 items in the collection at Main have circulated 923 times in just two weeks.
- Best Seller Express began at the Ellettsville Branch and employees are hearing regular comments of appreciation from the public.

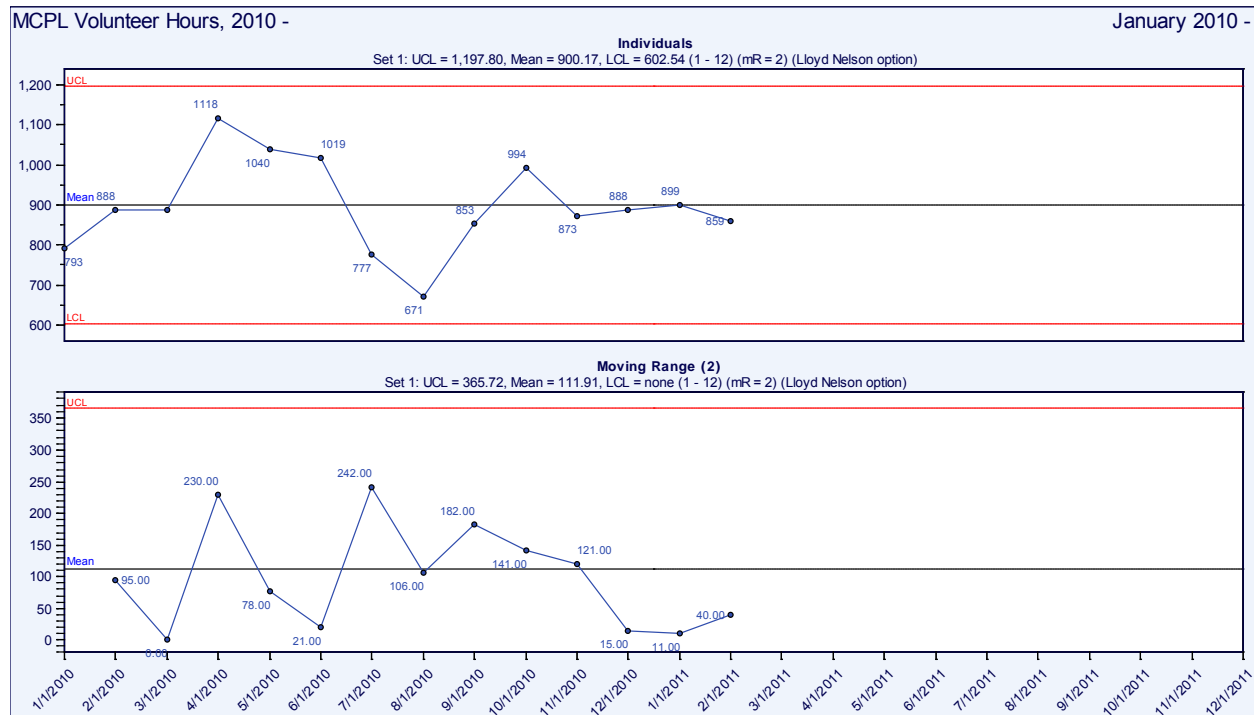
4E. Improve the weeding process. COMPLETED

- Information from the relative use study will inform our 2011 weeding calendar and suggest selection guideline changes that will be discussed with Collection Services in March. (ELL)
- Lisa Champelli created a stats sheet for Children's staff to record their use of reference resources. We hope to use this data to make better selection recommendations for print and electronic references resources.

4F. Develop a children's collection endowment.

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





5A. Implement recommendations from classification and compensation study.

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

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

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

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

- VITAL conducted an ESL Tutor Training workshop on February 26.

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

5G. Support improvement of key processes.

- On February 3, managers and 2010 process improvement team members met to rate the importance and condition of more than 80 broad processes within the Library.
- Four employee teams, including all managers who had not participated in 2010, started the second series of process improvement. Four important processes were selected for standardization and improvement – check-in materials, communicate with employees, prepare the budget, and provide security.

5H. Continue sustainability efforts to reduce energy consumption.

- Jason from Facilities assessed and addressed Ellettsville heat problems.

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

- Sara Laughlin and Gary Lettelreir completed purchase of the property at 702 E. Temperance in Ellettsville on February 28.

5J. Maximize tax support.

5K. Increase funding from non-tax sources.

- Sara Laughlin met with Barbara Wilcox and Sarah Baumgart to begin work on the 2011 Friends Campaign for Excellence.
- Christine Friesel submitted a proposal to the State Library for \$19,997 in LSTA funds to continue digitization of Civil War era documents. The 2011 project is titled "Hard Fighting," a quote from a Monroe County soldier's letter now held at the Indiana Historical Society.

5L. Work closely with Friends of the Library.

- Ellettsville Staff is working with Barbara Wilcox to plan the Branch's fall Book Sale.
- Community Relations worked with the Friends on promotional materials for February's Love Your Library campaign, the March Bookstore Clearance Sale and dine-out opportunities at local restaurants to benefit the Friends, and designed a Ryder ad for the Friends.
- Sara Laughlin worked with Friends author event chair Patty Callison and intern Ellie Craig to submit a \$2,000 proposal to the Indiana Humanities Council, to partially underwrite the expenses of author James McBride's visit.

**Public Library Standards Checklist
Monroe County Public Library
January 2011**

Standard	Minimum	Enhanced	Excellent
a. Library operates in compliance with Indiana laws (Public Library Law, Indiana Library & Historical Department Law, and other laws affected municipal units.	X		
b. Library board hires a full-time director certified at Librarian I level	X		
c. Library board and director maintain separate functions (board for governance and policy, director for administration)	X		
d. Board adopts annual classification of employees, schedule of salaries, library budget, and library policies	X		
e. Library complies with federal laws regarding employment practices, has written personnel policies and procedures that address employment practices, personnel actions, salary administration, employee benefits, conditions of work, and leaves	X		
f. Library board adheres to principles in approved Indiana State Library publications for library trustees	X		
g. Library has written by-laws, reviewed at least every 3 years with amendments submitted to Indiana State Library	X		
h. Library has written plans and policies covering collection development, principles of access, long-range plan, and technology plan			
h-1 Collection development	X		
h-2 Principles of access	X		
h-3 Long-range plan	X		
h-4 Technology plan	X		
i. Library facilities are in compliance with local, state, and federal building and health and safety codes	X		
j. Library complies with federal Americans with Disabilities Act	X		
k. Library provides minimum services:			
k-1 Acquisition, organization, and loan of print, audiovisual, digital, and other collections	X		
k-2 Availability of general collections to the public during regular library hours of operation	X		
k-3 Expenditure of operating fund for collections	7.5%	15%	20%
k-4 Communication with the public: telephone, voicemail to provide hours of library, e-mail address, photocopy machine, fax machine	X		
k-5 Website with:			

**Public Library Standards Checklist
Monroe County Public Library
January 2011**

k-5-i Hours of operation, physical address, map, phone number, e-mail address	X		
k-5-ii Electronic resources provided by state - INSPIRE	X		
k-5-iii Public service policies regarding circulation, fees, internet use, adopted by board	X		
k-5-iv Library online public access catalog	X		
k-5-v Calendar of events and programs updated at least monthly	X		
k-6 Interlibrary loan free of charge within Indiana through one of the following: statewide reciprocal borrowing, OCLC Resource Sharing, Evergreen Indiana, local reciprocal borrowing	X		
k-7 Participate in statewide delivery service	3/week	4 /week	5/week
k-8 Adult services			
k-8-i Adult programs and reference by certified librarian	1 librarian	1 part-time/ location	1 full-time/ location
k-8-ii Knowledge of and access to reference materials including INSPIRE	X		
k-8-iii Collection of materials for adults	X		
k-8-iv Space in facility for adult services	X		
k-9 Young adult services			
k-9-i Young adult programs and reference by certified librarian	1 librarian	1 part-time/ location	1 full-time/ location
k-9-ii Knowledge of and access to reference materials including INSPIRE	X		
k-9-iii Collection of materials for young adults	X		
k-9-iv Space in facility for adult services	X		
k-10 Children's services			
k-10-i Children's programs and reference by certified librarian	1 librarian	1 part-time/ location	1 full-time/ location
k-10-ii Collection of materials for children and parents and caregivers at each location	X		
k-10-iii Space in facility for children's services	X		
k-10-iv Annual summer reading program for minimum of six weeks at each location	X		
k-11 Library sponsored programming	5/1,000 residents/ year	10/1,000 residents/ year	15/1,000 residents/ year
k-11(b) Access to large print, Braille, and audio books and enhanced media to patrons unable to read regular print because of a visual or physical disability	X		
k-12 Integrated Library System with online public access catalog (see also k-5-iv)	X		
k-13 Public access computers with minimum 1.5 Mbps at each fixed location offered to all regardless of residency, so long as use does not violate other laws or prohibitions imposed by the library or others	X		
k-14 Technology			
k-14-i One staff computer with office software and operating systems connected to internet	X		

**Public Library Standards Checklist
Monroe County Public Library
January 2011**

and printer			
k-14-ii Public access computers	1 per 2,000 population; wireless in one location	1 per 1,000 served; wireless in one location; scanner for patrons	1 per 500 served; wireless in all public locations; scanner for patrons
k-15 Inactive unused library patron cards purged at least once every 3 years (unless patrons owe materials, fines, or fees)	X		
l. Hours of service (total unique hours for all locations)	55 hours/week, including 6 evening hours and 1 weekend day	60 hours/week, inc: 8 evening hours and 1 weekend day or 6 evening hours and 2 weekend days	65 hours/week, inc: 8 evening hours, 2 weekend days or 10 evening hours and 1 weekend day
m. Support for continuing education for staff and trustees	X		
n. Annual report filed by February 1 of each year	X		

Recommendation to Proceed with Installation of Glass Wall on First Floor

Kevin Huse, Woollen Molzan and Partners, completed drawings of the glass partition to support the automated materials handling equipment. His detailed drawings are attached.

His letter of transmittal states: "I asked for the cost for Lucite in lieu of tempered glass. He [City Glass bidder] did not do this, but he told me that it would likely cost more and be less desirable."

The cost of the installation will be as follows:

Glass wall and installation (see bid from City Glass)	\$5,830
Electrical and data work (Woods Electric)	\$ 650
Reposition security gates (our maintenance staff)	\$ 0

TOTAL	\$6,480

City Glass of Bloomington, Inc.

**719 W. 17th Street,
Bloomington, IN 47404
Phone: (812) 331-2988
Fax: (812) 335-7627**

Proposal

Project: Monroe County Library

C/O: Kevin Huse

Date: March 14, 2011

City Glass, Inc. hereby submits a quotation to furnish and install the following:

Aluminum Storefront

(1) F1, F2, F3, F4, F5 and F6

Finish: Manufacturers Standard Range

Glass: 1/4" Clear Tempered

Includes:

-Perimeter Caulking

-1/4" Panel at book drop

-4 1/2" posts and horizontals were shown

Lead Times:

-Metal 3-4 weeks upon order

-Glass 5 days

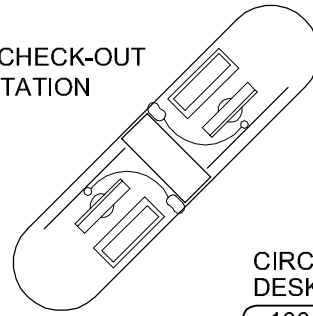
Price: \$5830.00

Contact Jason Zehr if you have any questions regarding this proposal. Thanks

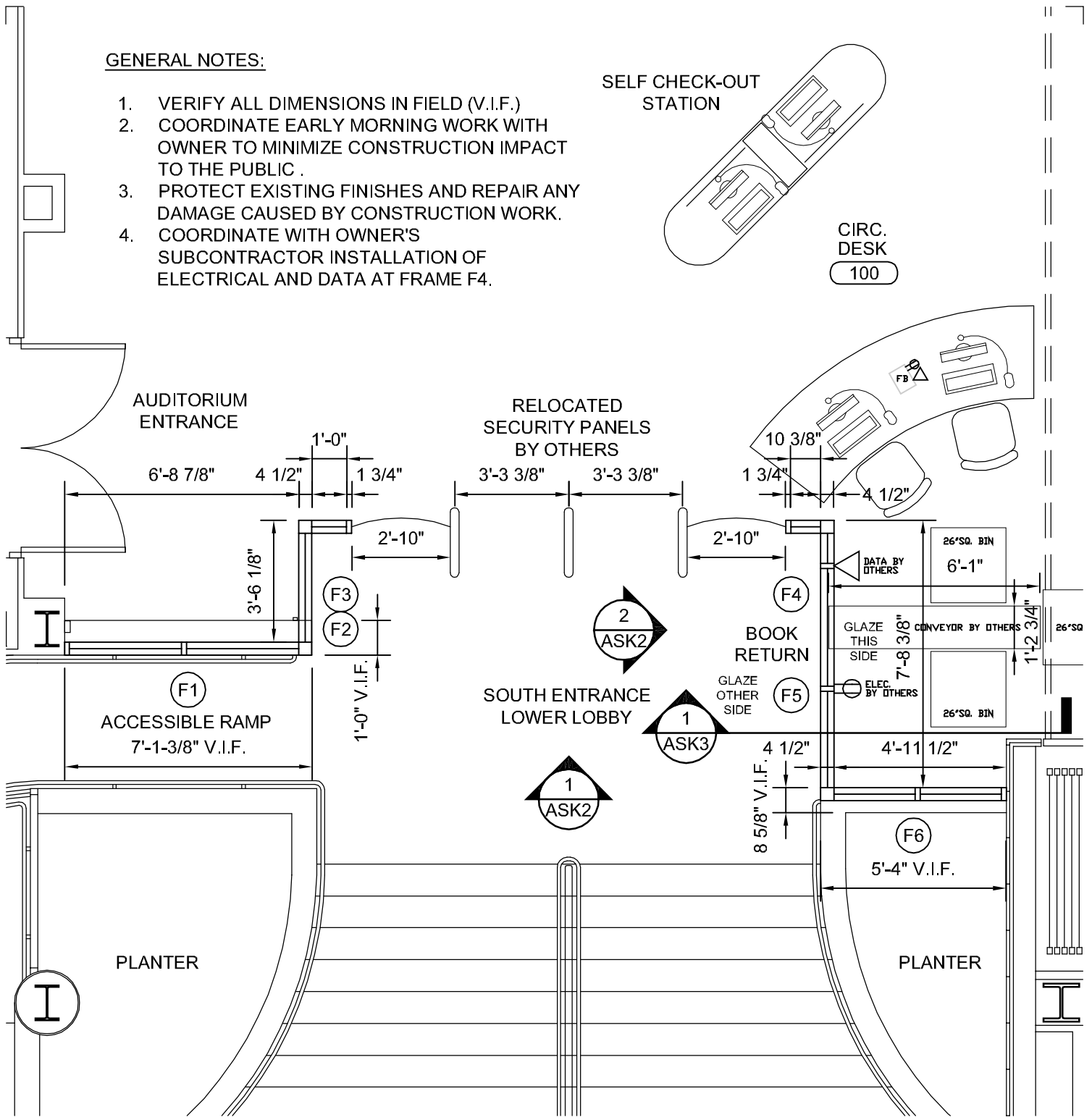
GENERAL NOTES:

1. VERIFY ALL DIMENSIONS IN FIELD (V.I.F.)
2. COORDINATE EARLY MORNING WORK WITH OWNER TO MINIMIZE CONSTRUCTION IMPACT TO THE PUBLIC.
3. PROTECT EXISTING FINISHES AND REPAIR ANY DAMAGE CAUSED BY CONSTRUCTION WORK.
4. COORDINATE WITH OWNER'S SUBCONTRACTOR INSTALLATION OF ELECTRICAL AND DATA AT FRAME F4.

SELF CHECK-OUT
STATION



CIRC.
DESK
100



1

PARTIAL
FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"

**WOOLLEN, MOLZAN
AND PARTNERS, INC.**
ARCHITECTURE

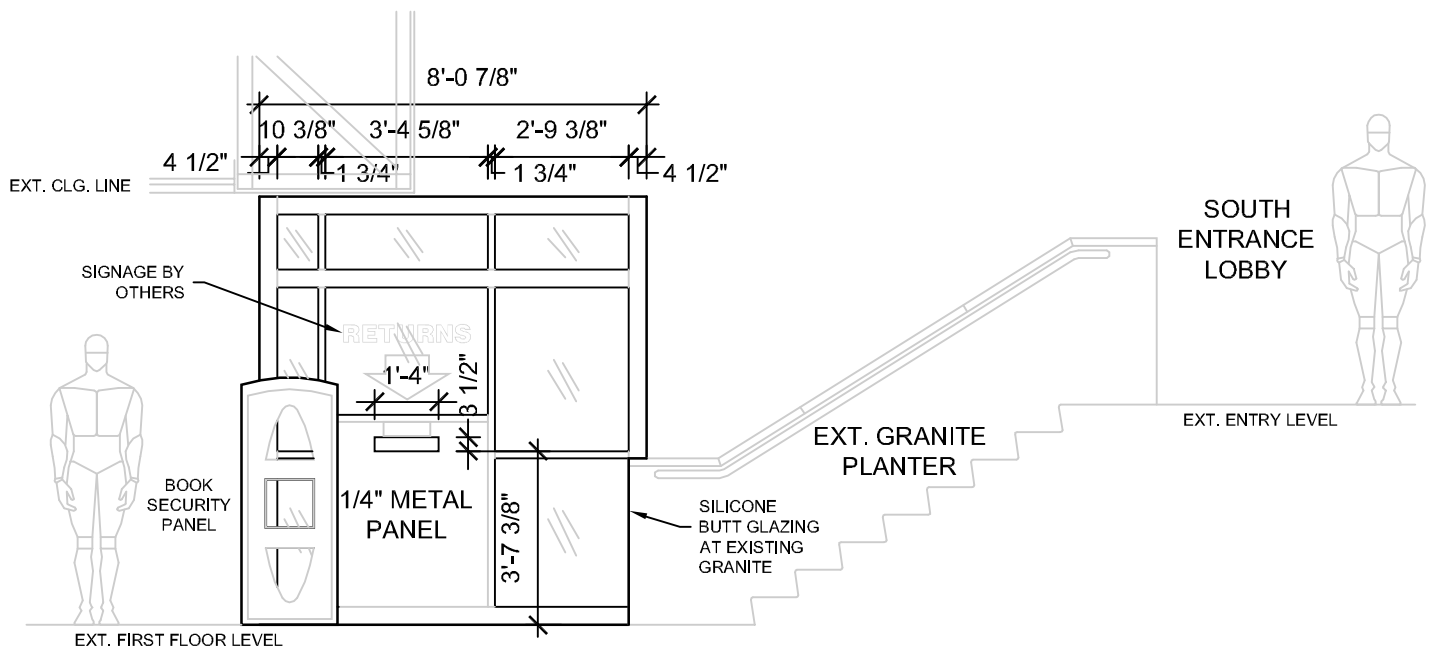
600 Kentucky Avenue Suite 101 Indianapolis, IN 46225
317.632.7484 317.687.2064(f) www.woollenmolzan.com

Refer to Architectural Drawings
PHASE 1, 2, & 2a - RENOVATION OF
**MONROE COUNTY PUBLIC
LIBRARY**
303 E. KIRKWOOD AVE.
BLOOMINGTON, IN 47408

March 9, 2011

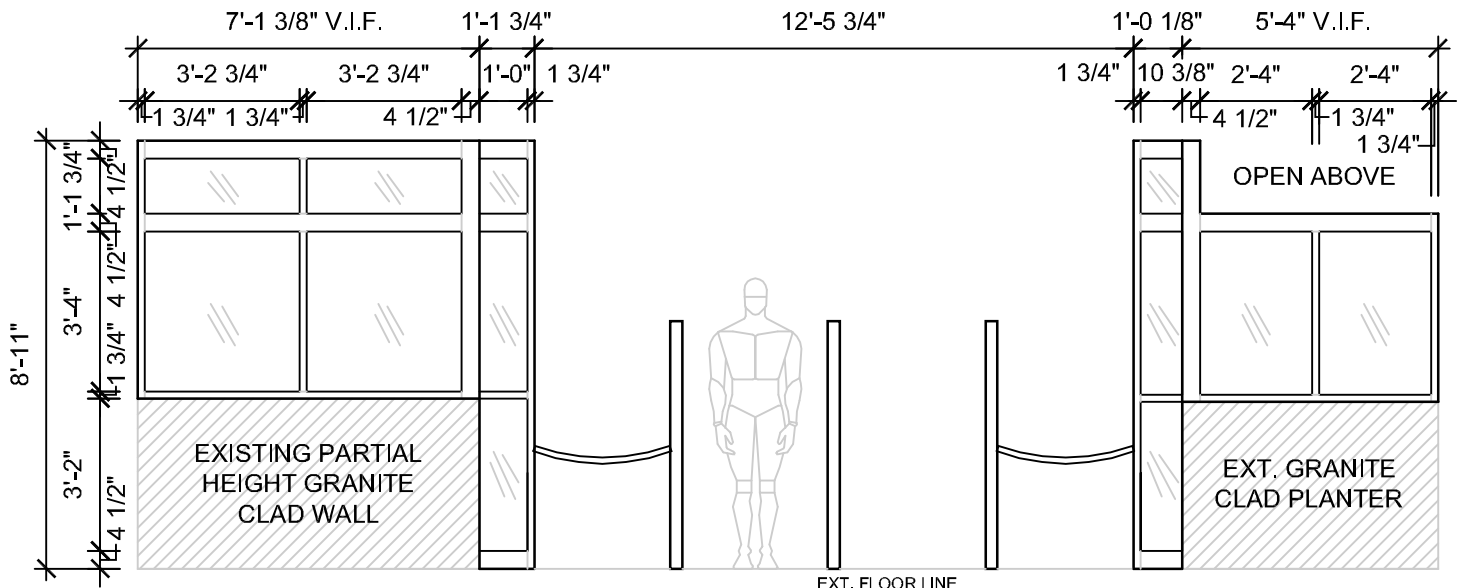
ARCHITECTURAL SKETCH

ASK01



2 ELEVATION

SCALE: 1/4" = 1'-0"



1 ELEVATION

SCALE: 1/4" = 1'-0"

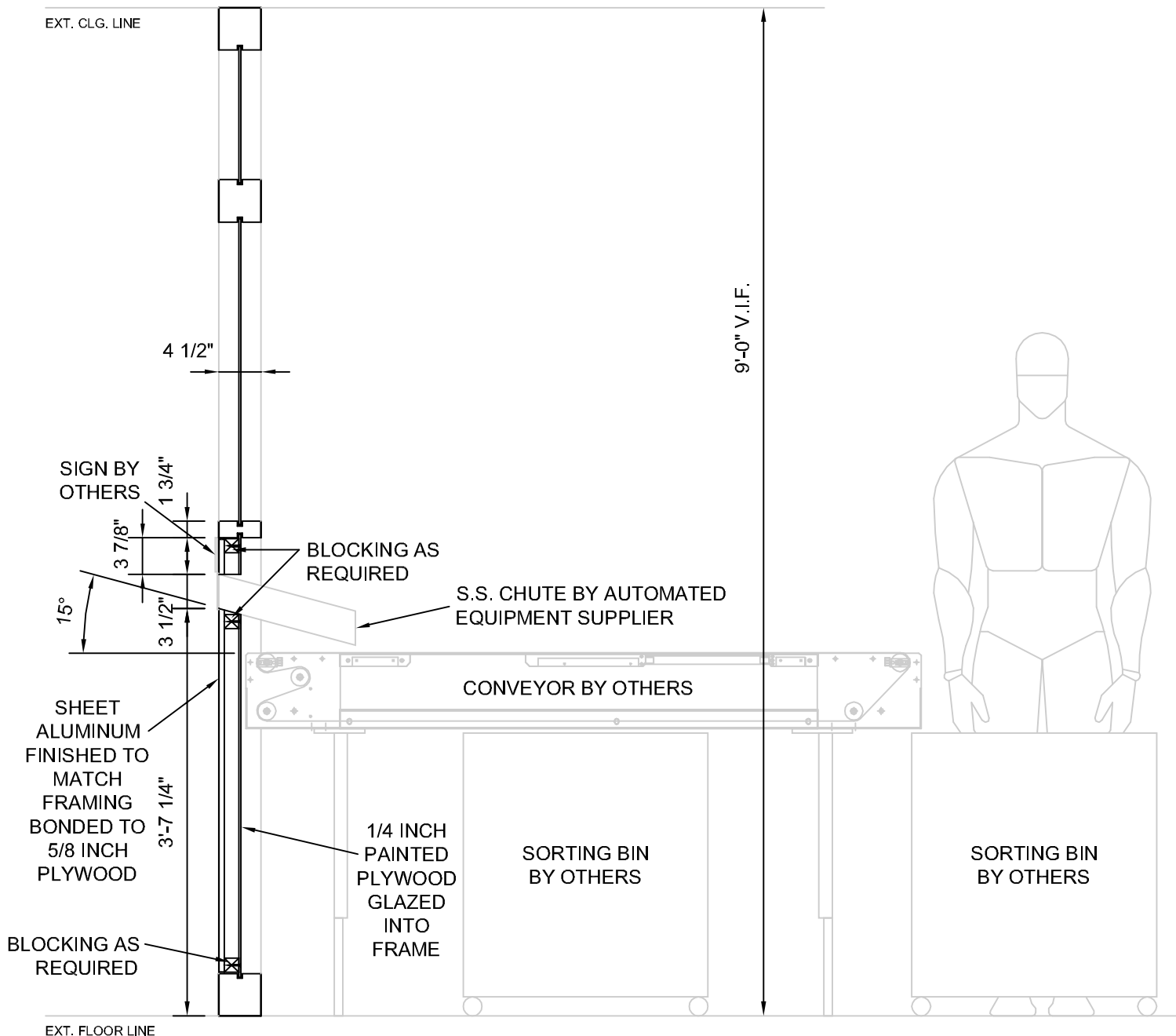
NOTES:

1. VERIFY ALL DIMENSIONS IN FIELD (V.I.F.)
2. FRAMING SYSTEM: KAWNEER TRIFAB VG 450, CENTER GLAZED, TUBE DIMENSIONS 1-3/4 X 4-1/2 INCHES AND 4-1/2 X 4-1/2 INCHES AS NOTED.
3. ALL GLAZING: 1/4 INCH TEMPERED - ALTERNATE: 1/4" PLEXIGLASS

WOOLLEN, MOLZAN AND PARTNERS, INC.
ARCHITECTURE
 600 Kentucky Avenue Suite 101 Indianapolis, IN 46225
 317.632.7484 317.687.2064(f) www.woollenmolzan.com

Refer to Architectural Drawings
 PHASE 1, 2, & 2a - RENOVATION OF
MONROE COUNTY PUBLIC LIBRARY
 303 E. KIRKWOOD AVE.
 BLOOMINGTON, IN 47408

March 9, 2011
 ARCHITECTURAL SKETCH
ASK02



1 SECTION
SCALE: 3/4" = 1'-0"

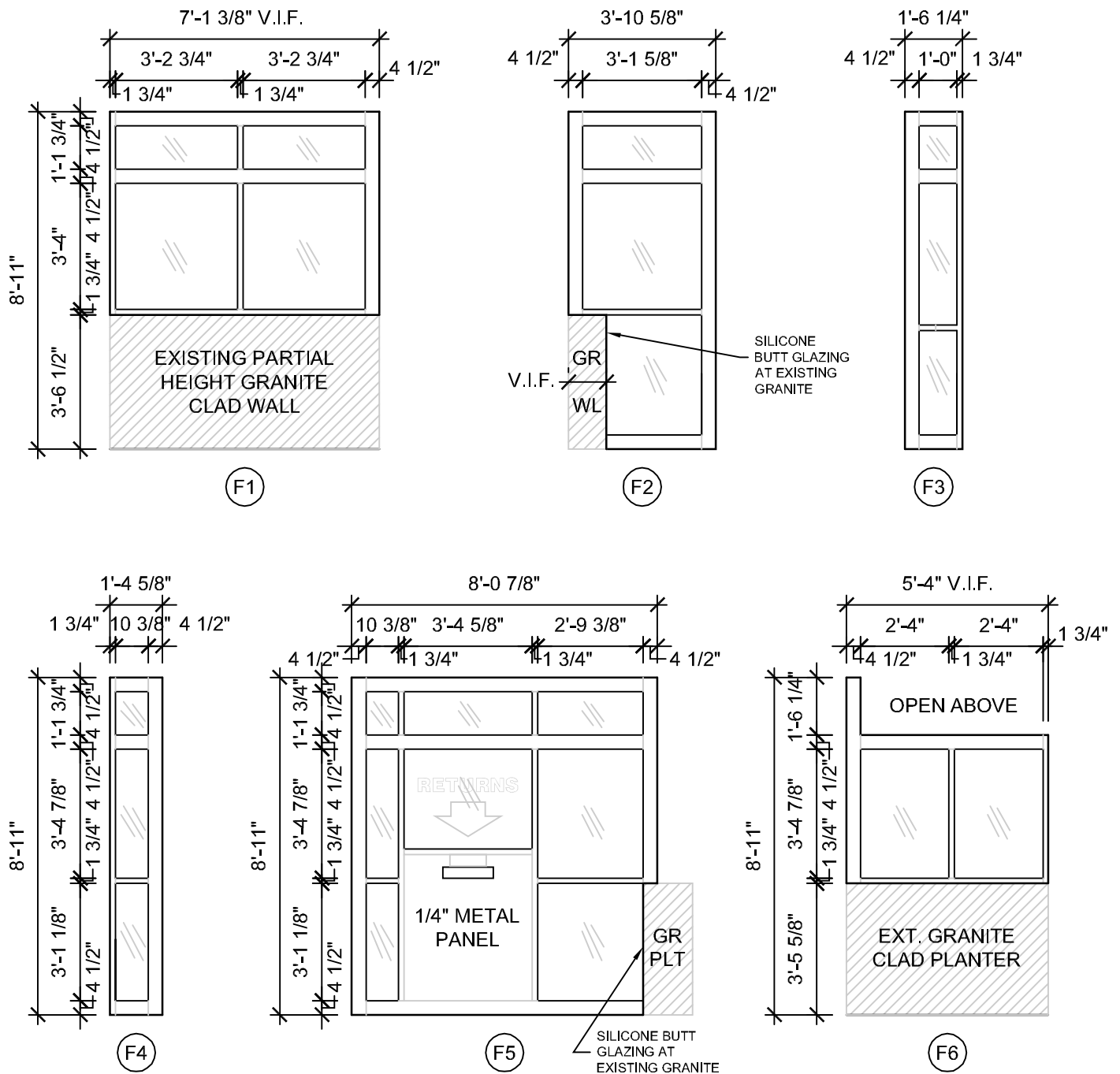
NOTES:

1. VERIFY ALL DIMENSIONS IN FIELD (V.I.F.)
2. FRAMING SYSTEM: KAWNEER TRIFAB VG 450, CENTER GLAZED, TUBE DIMENSIONS 1-3/4 X 4-1/2 INCHES AND 4-1/2 X 4-1/2 INCHES AS NOTED.
3. ALL GLAZING: 1/4 INCH TEMPERED - ALTERNATE: 1/4" PLEXIGLASS


**WOOLLEN, MOLZAN
AND PARTNERS, INC.**
 ARCHITECTURE
600 Kentucky Avenue Suite 101 Indianapolis, IN 46225
 317.632.7484 317.687.2064(f) www.woollenmolzan.com

Refer to Architectural Drawings
 PHASE 1, 2, & 2a - RENOVATION OF
**MONROE COUNTY PUBLIC
LIBRARY**
 303 E. KIRKWOOD AVE.
 BLOOMINGTON, IN 47408

March 9, 2011
 ARCHITECTURAL SKETCH
ASK03



1 FRAME ELEVATIONS

NOTES:

SCALE: 1/4" = 1'-0"

1. VERIFY ALL DIMENSIONS IN FIELD (V.I.F.)
2. FRAMING SYSTEM: KAWNEER TRIFAB VG 450, CENTER GLAZED, TUBE DIMENSIONS 1-3/4 X 4-1/2 INCHES AND 4-1/2 X 4-1/2 INCHES AS NOTED.
3. ALL GLAZING: 1/4 INCH TEMPERED - ALTERNATE: 1/4 " PLEXIGLASS

WOOLLEN, MOLZAN AND PARTNERS, INC.
 ARCHITECTURE
 600 Kentucky Avenue Suite 101 Indianapolis, IN 46225
 317.632.7484 317.687.2064(f) www.woollenmolzan.com

Refer to Architectural Drawings
 PHASE 1, 2, & 2a - RENOVATION OF
MONROE COUNTY PUBLIC LIBRARY
 303 E. KIRKWOOD AVE.
 BLOOMINGTON, IN 47408

March 9, 2011
 ARCHITECTURAL SKETCH
ASK04

**Monroe County Public Library/Library Capital Projects Fund (LCPF) Timeline
Plan Years: 2012 - 2014**

Steps		State Requirements	Deadlines
Development of written LCPF plan by Library Board			2011
	1. Prepare Plan - work session	Before public hearing	3/9
	Board of Trustees Meeting approval		3/23
Library Board Public Hearing			
	Library sends to newspaper		4/1
	2. Advertise public hearing (1 time in 2 newspapers)	At least 10 day before the public hearing	4/6
	3. Conduct public hearing; pass resolution <i>adopting</i> the plan	Must be before May 15	4/20
County Council Review and Public Hearing			
	4. Library submits certified copy of plan to County Council for approval or rejection	Within 10 days of Library's public hearing.	4/21
	County sends to newspaper		4/22
	5. County Council advertises public hearing (1 time in 2 newspapers). (Library prepares paperwork to facilitate.)	At least 10 days before the Council public hearing	4/27
	6. County Council conducts public hearing. - County Council work session	Within 30 days after receipt of LCPF plan from Library; this year by 5/20/2011	5/10?
	7. County Council either approves or rejects the LCPF plan.	On or before July 31	5/10?
If approved by County Council:			
	8. Library submits resolution and plan to Department of Local Government Finance	Prior to September 20	
	9. DLGF reviews for format and procedures.		
	10. DLGF prepares Notice of Adoption to be advertised by the Library.	Petition due within 10 days of notice	
	Notice starts a 10 day remonstrance period allowing 10 or more taxpayers to object to the plan by filing a petition.		
	11. If there is a petition, DLGF sets a hearing.		
	12. Library requests Certificate of No Remonstrance from County Auditor.		
	13. If no objections, Library submits to DLGF a Certificate of No Remonstrance (obtained from County Auditor)	Within 10 days following objection period.	

Monroe County Public Library Library Capital Projects Fund Proposal 2012-2014

Contact Information

Library Director:	Sara Laughlin
Mailing Address:	303 E. Kirkwood, Bloomington, IN 47408
Phone Number:	812-349-3050
Fax Number:	812-349-3051
Email:	laughlin@mcpl.info

Description of Library District

a) Taxing District: **Monroe County, Indiana**

b) Name and Location:

Main library:

**Monroe County Public Library, 303 E. Kirkwood, Monroe County,
Bloomington, IN 47408**

Branch:

**Ellettsville Branch Library, 600 W. Temperance, Monroe County,
Ellettsville, IN 47429**

c) Contractual Agreements:

The Library contracts with the City of Bloomington, Monroe County, and Town of Ellettsville to provide five Community Access Television stations, funded in part through franchise fees provided by the local cable service provider, Comcast.

The City of Bloomington provides Internet connectivity to MCPL.

The Library also contracts with El Centro Comunal Latino for space rental, United Way of Monroe County to provide Foundation Center databases, as well as several other organizations for a variety of services.

d) Composition of Governing Body:

The Board of Trustees includes seven members:

**two appointed by the Monroe County Council,
two appointed by the Monroe County Commissioners,
two appointed by Monroe County Community School Corporation, and
one appointed by Richland-Bean Blossom Community School Corporation**

Current board members:

Kari Isaacson, President
Melissa Pogue, Vice President
Stephen Moberly, Secretary
David Ferguson, Treasurer
Valerie Merriam
Fred Risinger
John Walsh

d) Number of Employees:

119.6 FTE employees, including 45.3 librarians and 74.3 other employees.

f) Current (2011) annual budget, property tax rates and levies:

	<u>Budget</u>	<u>Tax Rate</u>	<u>Tax Levy</u>
Operating	\$7,464,532	.0739	\$4,542,348
Debt Service	\$1,996,000	.0302	\$1,847,883
Library Capital Projects	\$ 361,021	.0056	\$ 342,654
Rainy Day	\$ 473,310	.00	\$ 0
LIRF	\$ 296,932	.00	\$ 0

The Library Improvement Reserve Fund (LIRF) balance as of December 31, 2010 was \$1,040,847. The Library has appropriated \$361,021 in expenditures from this fund in 2011 to be able to address emergencies. The transfer to LIRF for 2011 from the Library's Operating Budget has been set at \$200,000.

Present Library Facilities

Main Library

303 E. Kirkwood
 Bloomington, IN 47408

Constructed: Original building 1970; renovation and addition completed 1997; renovation of children's area, CATS hallways, second floor, and drive-up window completed 2010.

Estimated current value: \$28,496,000 (building); \$1,688,839 (contents)

Current condition: Good. Phase 1 and 2 of renovation in 2010 addressed areas showing heaviest wear and captured underutilized space in an effort to relieve crowding. Some equipment is reaching replacement age, after 15 years of heavy use. One chiller was replaced in 2005; the roof on the older portion of the building was replaced in 2008; control boxes for HVAC system were replaced in early 2009. Phases 3 and 4 will complete renovation of Movies & Music area, Friends bookstore, Community Outreach offices, and public meeting rooms.

Additional Comments:

- The Library's technology plan calls for replacing computers on a four-year cycle.
- CATS continues to convert from analog to digital technology.
- Landscaping is difficult to maintain and needs updating.

- The Library is developing a comprehensive maintenance plan in order to better anticipate and plan for repair and replacement.
- The Library completed an energy audit in 2010 and is implementing recommendations in order of priority for reducing energy use and generating cost savings.

Ellettsville Branch Library

600 W. Temperance
Ellettsville, IN 47429

Constructed: Original building 1990; renovation and addition 2005; children’s room addition completed in 2009.

Estimated current value: \$2,600,000 (building); \$276,048 (contents)

Current condition: Good. The building got a new roof and new wiring during the 2005 renovation; HVAC was not updated.

Additional Comments:

- The addition to the children’s room relieved congestion and allowed more space for services for children and families.
- In late 2010, updated exterior signage was ordered.

Bookmobile

A new energy-efficient vehicle was delivered in early 2011.

Estimated current value: \$ 186,875

Current condition: Excellent

Land

In early 2011, the Library purchased a house on .15 acres adjacent to the Ellettsville Branch. The Library plans to hold the property for future expansion.

Library Service Area and Statistics
--

- a) **Square Miles:** 394 square miles
- b) **Population:** 137,974 (2010 Census)
- c) **2009 Annual Statistics:**

Circulation (system-wide, by format):

Books, adult & young adult (34%)	894,222 (print, CD, cassette, downloadable)	
Books, children (23%)	605,699	
Magazines/newspapers (2%)	<u>47,140</u>	
<i>Total Books</i>		<i>1,547,061</i>
Music (10%)	256,173	
Movies (31%)	802,656	
Other (CD-ROM, Kits, Toys)	10,036	
<i>Total Movies/Music/Other</i>		<u><i>1,068,865</i></u>
<i>Total Circulation</i>		<i>2,615,926</i>

Circulation (by location):

Main Library (83%)	2,162,847	
Ellettsville Branch (12%)	309,516	
Bookmobile (4%)	100,169	
Outreach Van/Jail (1%)	2,978	
Overdrive downloadable	<u>10,416</u>	
Total Circulation		2,615,926

*includes downloadable formats

Holdings:

Books* and bound serials (79%)	391,043	
Current serial subscriptions	491	
Audio/Music* (10%)	51,852	
Movies* (11%)	53,088	
Total Holdings		496,474

*includes downloadable materials

Library Card Holders:

In 2010, 88,666 individuals held library cards, 64 percent of Monroe County's population of 137,974 (2010 Census).

Facility Use:

1,085,108 individuals visited Library facilities in 2010, an average of 3,056 people every day the Library was open. The Library hosted 219,728 public computing sessions on its 130 computers.

Program Attendance:

54,269 people attended 2,091 programs sponsored by the Library in 2010 and community organizations held 1,229 events in Library meeting rooms and auditorium—an average of 9.4 events per day.

Virtual Visits:

The Library website received 59,668,816 hits.

Hours:

Main Library (69 hrs/week)	Monday-Thursday	9 am – 9 pm
	Friday	9 am – 6 pm
	Saturday	9 am – 5 pm
	Sunday	1 pm – 5 pm
Ellettsville Branch (64 hrs/week)	Monday-Thursday	10 am – 9 pm
	Friday	10 am – 6 pm
	Saturday	9 am – 5 pm
	Sunday	1 pm – 5 pm

Bookmobile and outreach hours vary, including 27 bookmobile stops, 75 homebound visits, three-day jail service, and van stops at nursing homes, senior facilities, Youth Shelter, and day care centers each week.

Special Programs:

Community Access Television Services (CATS), a department of the library, provides programming for five channels, including live coverage of community and governmental meetings on cable and on the web via video streaming and podcasting.

Volunteers in Tutoring Adult Learners (VITAL), another library department, provides literacy tutoring and ESL training.

The Job Search initiative, in partnership with Work One-Bloomington, provides resources and programs for individuals interested in updating their resumes, improving interview skills, and learning 21st-century job search strategies.

In 2010, the Library continued the “Read It Off” program, designed to help children and teens clear fines and fees and restore their library check-out privileges. The program is the counterpart of the adult Fine Option Program that allows adults to reduce fines owed by volunteering.

Several community partnerships enhance the role of the library. Examples are:

- In 2011, the Library will partner with Bloomington Hospital, City Parks & Recreation, the Y, Southern Indiana Pediatrics, and the Smart Start Coalition for “Get Reading, Get Moving,” an initiative to improve summer reading and activity outcomes for children.
- Library service to the Monroe County Correctional Center, through an ongoing contract with the Sheriff.
- Office space for the Spanish-speaking community, through a contract with El Centro Comunal Latino, Inc.
- Reading and Writing Homework Help, added in 2010 at the Main Library and Ellettsville Branch, to complement Math Homework Help, a 20-year partnership with MCCSC and the Monroe County Education Association.
- Homework Center for K-6 students, hosted by the Children’s Department, staffed by service learning volunteers from Indiana University.
- Participation in Bloomington Entertainment and Arts District, Downtown Merchants Association, Bloomington Area Chamber of Commerce, Bloomington Lifelong Learning Coalition, and Non-profit Alliance.

Recognition:

In 2010, the Library was ranked a “Top Ten Library” for the sixth year in a row, in the Hennen American Public Library Ratings (HAPLR) index. This year the Library ranked third in the country among all libraries serving 100,000-250,000 population,

CATS won two national “Hometown” awards and six Central States “Philo” awards for programming excellence.

Funding Resources

Library Capital Projects Fund Revenue Projections

	2012	2013	2014
Anticipated assessed valuation	\$6,118,800,000	\$6,210,582,000	\$6,303,740,730
Projected property tax resources	\$495,000	\$502,000	\$512,000
Projected tax rate for Library Capital Projects Fund	.0081	.0081	.0081

Sources and Estimates of Revenue

	2012	2013	2014
January 1 cash balance	\$98,516	\$0	\$0
Less encumbered appropriations	\$98,516	\$0	\$0
Cash balance available for current plan (line 1 minus line 2)	\$0	\$0	\$0
Property tax revenue (projected levy)	\$495,000	\$502,000	\$512,000
Auto excise and financial institutions tax receipts	\$48,411	\$49,096	\$50,074
Other revenue	\$0	\$0	\$0
Total funds available for plan	\$543,411	\$551,096	\$562,074

Expenditures

	2012	2013	2014
1. Planned Construction, Repair, Replacement or Remodeling	\$418,411	\$400,000	\$350,000
2. Acquisition of Real Property	\$0	\$0	\$0
3. Site Development	\$0	\$18,096	\$0
4. Emergency Allocation	\$0	\$0	\$0
5. Purchase, Lease, Repair and Maintenance of Equipment	\$0	\$0	\$0
6. Purchase, Lease, Repair and Maintenance of Computer Hardware & Software	\$125,000	\$133,000	\$125,000
Sub Total of Expenditures	\$543,411	\$551,096	\$475,000
7. Allocation for Future Projects	\$0	\$0	\$87,074
Total Expenditures and Allocations	\$543,411	\$551,096	\$562,074

Proposed Use of the LCPF

2012 Plan Year:

Main Library Renovation – Phase 3 and 4 **\$ 418,411**

This funding will complete Phase 3 and 4 of the renovation, including relocating Community Outreach offices into the former drive-up window space, expanding and renovating the Movies and Music area, consolidating the Friends Bookstore space and giving it a lockable atrium entrance, expanding the Learn and Play Space for children, building out the Lifelong Learning Center in the former circulation office area, reconfiguring the silent reading room and microform areas, and replacing flooring in Indiana Room and meeting rooms.

Computer-related Purchases **\$ 125,000**

MCPL will continue its investment in technology. The Library will upgrade, replace, or purchase computer hardware, software, and CATS equipment.

Allocation for Future Projects **\$ 0**

2012 Total **\$ 543,411**

2013 Plan Year:

Replace Roof on Main Library Addition **\$ 400,000**

In 2008, when the roof on the original portion of the Main Library was replaced, a structural engineer inspected the roof on the addition, a 4,000 square foot area. At that time, he estimated the roof had 6-8 years remaining.

Computer-related Purchases **\$ 133,000**

MCPL will continue its investment in technology. The Library will upgrade, replace, or purchase computer hardware and software and CATS equipment.

Replace Overgrown Landscaping at Main Library **\$ 18,096**

The landscaping at the Main Library is 16 years old. It includes many invasive species and has overgrown its spaces. The Library plans to remove existing plantings and use the design completed by a local landscape architect, which includes drought-resistant plants that will be attractive and easy to maintain.

Allocation for Future Projects **\$ 0**

2013 Total **\$ 551,096**

2014 Plan Year:

Replace Main Library Chiller Components **\$ 300,000**

The coolant used by the Main Library's two chillers will no longer be available in 2015.

Ellettsville Courtyard **\$ 50,000**

A courtyard enclosing the east-facing window in the children's room at the Ellettsville Branch was eliminated from the children's room project in 2008 in order to stay within the budget. The courtyard will improve security at the Branch and allow for outdoor programming.

Computer-related Purchases **\$ 125,000**

MCPL will continue its investment in technology. The Library will upgrade, replace, or purchase computer hardware, software, and CATS equipment.

Allocation for Future Projects **\$ 87,074**

2013 Total **\$ 562,074**

SOCIAL MEDIA POLICY

Purpose

This policy governs Monroe County Public Library's participation in online venues and social media, defined here as any facility for online publication and commentary, including but not limited to blogs, wikis, and social networking sites (e.g. *Facebook*, *Twitter*, and *Flickr*). The Library makes use of these tools to reach out and be more easily accessible to current and potential library users. Social media allow the Library to meet users where they are and give staff and public a convenient way to interact and share information, ideas, and opinions on a range of topics related to the Library's mission, collections and services.

Rights and Responsibilities of the Library

The Library's social media sites serve as "limited public forums." The Library sets rules for use of its online venues and social media sites, just as it does for use of its other resources and communications. Comments/posts will be moderated by Library staff for content and relevancy. The Library reserves the right to deny or remove any comments, tags, and/or images that violate the law, the rights of any third party, or library policies.

The Library is not responsible for the content on the pages of friends, fans, or followers of the Library. The Library does not endorse or review content of third-party sites.

User Responsibilities and Use Restrictions

Users of all ages have the responsibility to protect their privacy and should not post personally identifying information, such as last name, school, age, phone number or address. The Library does not act in place of, or in the absence of, a parent.

Users may not post comments, tags and images that impinge on another's privacy or that may be considered objectionable or inflammatory. Violations include, but are not limited to:

- off-topic and/or disruptive posts
- commercial promotions or spam
- duplicated posts from the same individual
- threatening language and personal attacks
- private, personal information published without consent
- obscene or libelous content
- copyright infringement/plagiarized material
- political advocacy
- posts that violate laws or Library policies

MCPL will periodically evaluate the role and utility of its online venues and social media, which may be terminated at any time.

Related Library policies include:

- Internet and Computer Use Policy
- Privacy Policy Regarding Web and Email Communications

Adopted by MCPL Board of Trustees _____
2/15/11 (mh/lc)