

**BOARD OF TRUSTEES MEETING**  
**Wednesday, April 20, 2011**  
**Meeting Room 1B**  
**Immediately following Public Hearing for Library Capital Projects Fund**  
**5:45 p.m.**

**AGENDA**

1. Call to Order and Introductions – President Kari Isaacson
2. Consent Agenda – action item – Sara Laughlin
  - a. Minutes of March 23, 2011 Board Meeting (page 1-5)
  - b. Monthly Bills for Payment (page 6-10)
  - c. Monthly Financial Report (page 11-30)
  - d. Board Calendar (page 31)
  - e. Personnel Report (page 32)
3. Director’s Report (page 33-47) and First Quarter Report (page 48-49) – Sara Laughlin
4. Old Business
  - a. Adopt 2012-2014 Library Capital Projects Fund Plan (page 50-59) – action item – Sara Laughlin
5. New Business
  - a. 2011 CATS Contract with City of Bloomington (page 60-64) – action item – Michael White
6. Public Comment
7. Adjournment

**MONROE COUNTY PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Wednesday, March 23, 2011**  
**Meeting Room 1B**

**Attendance**

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

Board Members Absent: John Walsh.

Staff: Ned Baugh, Sarah Bowman, Lisa Champelli, Pat Combs, Penny Gillie, Sara Laughlin, Gary Lettelleir, Mickey Needham, Bara Swinson, Pam Wasmer, and Michael White

Others: Tom Bungler.

**Call to Order**

President Kari Isaacson called the meeting to order at 5:45 p.m. Board members introduced themselves to the viewing public.

**Consent Agenda**

The consent agenda (Minutes of February 16, 2011 Board Meeting; Minutes of March 9, 2011 Special Board Meeting; Minutes of March 9, 2011 Work Session; Monthly Bills for Payment; Monthly Financial Report; Board Calendar; and Personnel Report) was presented for approval.

Melissa Pogue moved; Fred Risinger seconded approval of the consent agenda as presented. Motion carried unanimously (Dave Ferguson absent for vote).

**Director's Report**

Sara Laughlin presented the Director's Report and discussed the new format. Sara explained new charts and how to read them. For the comparative charts Sara started with 2010 data and will continue forward.

The board discussed the new format and thanked Sara for the detailed reporting. Valerie Merriam asked how funds from the Friends are requested and received. Sara Laughlin explained that managers submit requests to Sara. Sara compiles the information and presents to the Friends on an annual basis. Sara also has informal conversations with the Friends board before the request is submitted, so that she is familiar with the approximate amount of funding available and their preferences.

## **Old Business**

### **Approve Design and Expenditure for Glass Wall on First Floor**

Sara Laughlin presented a Recommendation to Proceed with Installation of Glass Wall on First Floor. The cost of the installation will be:

|                             |               |
|-----------------------------|---------------|
| Glass wall and installation | \$5,830       |
| Electrical and data work    | <u>\$ 650</u> |
|                             | \$6,480       |

MCPL's maintenance staff will reposition the security gates, if it is possible without voiding the warranty.

Steve Moberly asked whether other materials had been investigated. Sara Laughlin responded that City Glass (who also installs Plexiglas) did not recommend Plexiglas for this job. The library facilities department also felt that glass would be better.

Fred Risinger moved; Melissa Pogue seconded approval of the Recommendation to Proceed with Installation of Glass Wall on the First Floor as presented. Motion carried unanimously.

## **New Business**

### **Approve 2012-2014 Library Capital Projects Fund Plan for Advertising**

Sara Laughlin discussed the timeline for the Capital Projects Fund Plan and stated that at this meeting the plan will be approved for advertising. It will be adopted at the April board meeting and then submitted to the County Council. A three-year plan is adopted and submitted but the Council approves only one year at a time. The proposed plan is as follows:

|   |                  |
|---|------------------|
| 2012 Plan Year:                               |                  |
| Main Library Renovation – Phase 3 and 4       | \$ 418,411       |
| Computer-related Purchases                    | \$ 125,000       |
| Allocation for Future Projects                | <u>\$ 0</u>      |
| 2012 Total                                    | \$ 543,411       |
| 2013 Plan Year:                               |                  |
| Replace Roof on Main Library Addition         | \$ 400,000       |
| Computer-related Purchases                    | \$ 133,000       |
| Replace Overgrown Landscaping at Main Library | \$ 18,096        |
| Allocation for Future Projects                | <u>\$ 0</u>      |
| 2013 Total                                    | \$ 551,096       |
| 2014 Plan Year:                               |                  |
| Replace Main Library Chiller Components       | \$ 300,000       |
| Ellettsville Courtyard                        | \$ 50,000        |
| Computer-related Purchases                    | \$ 125,000       |
| Allocation for Future Projects                | <u>\$ 87,074</u> |
| 2014 Total                                    | \$ 562,074       |

The board discussed the Library Capital Projects Plan.

Steve Moberly commented that the limestone on the south side of the building is very stained. Sara Laughlin will get quotes for cleaning.

Steve Moberly commented that he is pleased that Sara Laughlin has met with the two new County Council members and introduced them to the library.

Valerie Merriam asked if Sara Laughlin would feel comfortable in asking the Friends for funds for something like the Ellettsville courtyard should library funds run short. Sara Laughlin stated that she believes the Friends would attempt to fund whatever we need, but they prefer to fund programming and patron and staff support, rather than capital needs, and they prefer to receive an annual request.

Fred Risinger moved; Dave Ferguson seconded approval of the Capital Projects Fund Plan for Advertising as presented. Motion carried unanimously.

## **Social Media Policy**

Lisa Champelli presented the Social Media Policy. Lisa reported that MCPL staff has been using social media since 2009 for blogs (reading, music, and children's blogs). The Teen programmers have also used Facebook. The policy has been developed using staff experience, advice from other libraries, and surveys of other non-profit agencies and for-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.

Fred Risinger asked how public comments are handled. Lisa explained that comments are sent via email and are reviewed by the moderators before posting. Staff is considering setting up a Facebook page and plans to heavily monitor it. Dave Ferguson discussed legal issues with third party access to Facebook postings and lack of privacy. Lisa felt that it will be an educational process for the public, noting that they will be advised that while the library does not track information, third parties do so.

Kari Isaacson asked if there is any way to moderate Facebook comments before they are made public. Lisa stated that she is not very familiar with organizational Facebook pages but will research the matter.

Steve Moberly asked why the library feels it needs a Facebook page. Lisa stated that is another way of getting information out; a way to get feedback from the public; and is more and more expected of organizations. Steve Moberly asked if Lisa feels that more people would tune in to a Facebook page than to the library's website. Lisa felt that Facebook would get more attention. Steve Moberly asked if other libraries are doing it. Lisa confirmed.

Fred Risinger shared the concerns about monitoring entries but felt that there are some controls available now and likely will be more controls in the future.

Valerie Merriam moved; Steve Moberly seconded approval of the Social Media Policy as presented. Motion carried unanimously.

## **2011 CATS Contract with Monroe County**

Michael White presented the 2011 CATS Contract with Monroe County in the amount of \$221,000. This amount is 50% of franchise fees received by the County in 2009.

Fred Risinger asked how this amount compares with previous years. Michael White stated that it reflects about a 6% increase.

Fred Risinger asked if franchise fees are paid by Direct TV and other satellite companies. Michael explained that franchise fees are not paid by satellite companies because they do not use public rights-of-ways. Cable company lines are strung in public rights-of-way and a portion of their fees revert to the governmental agency controlling those rights-of-way.

Valerie Merriam noted that CATS channels are not carried by the satellite companies. Michael explained that due to a scarcity of spectrum satellite companies like to save their space for more commercial channels.

Valerie Merriam asked if CATS has a “rainy day fund.” Michael stated that CATS does not specifically have such a fund but there is some fund carryover every year. Rollover funds have been saved to put towards upgrading to HD sometime in the future.

Steve Moberly moved; Valerie Merriam seconded approval of the 2011 CATS Contract with Monroe County as presented. Motion carried unanimously.

### **Partnership Update**

Penny Gillie presented an update on library partnership arrangements. The library currently has 46 partners, primarily non-profit organizations and governmental units. Penny discussed various partnership programs and reported that the Marketing and Events Committee continues to look for new partners and ways to get feedback from the partners.

Fred Risinger requested a list of partners. Penny Gillie distributed a list to the board.

### **Public Comment**

None.

Meeting adjourned at 6:50 p.m.

MONROE COUNTY PUBLIC LIBRARY

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March 18, 2011 to April 14, 2011

| Name                             | Check Date                    | Check Amt |  |
|----------------------------------|-------------------------------|-----------|--|
| <b>06100 CHASE BANK CHECKING</b> |                               |           |  |
| Paid Chk# 080988                 | BUREAU OF MOTOR VEHICLES      | 3/18/2011 | \$0.00 OLD BKM TITLE APPLICATION (VOIDED)      |
| Paid Chk# 080989                 | DEPT. OF HOMELAND SECURITY    | 3/18/2011 | \$480.00 4 ELEVATOR INSPECTIONS                |
| Paid Chk# 080990                 | AMERICAN UNITED LIFE INS.     | 3/25/2011 | \$1,547.99 403b TSA-AUL W/H                    |
| Paid Chk# 080991                 | AT&T (OK)                     | 3/25/2011 | \$71.01 LONG-DISTANCE PHONE CALLS              |
| Paid Chk# 080992                 | BRENDA SEIBEL                 | 3/25/2011 | \$9.00 FD/PROF. DEV/WELLNESS COMMITTEE         |
| Paid Chk# 080993                 | ELIZABETH E. HAMLIN           | 3/25/2011 | \$29.99 REFUND ON LOST ITEM                    |
| Paid Chk# 080994                 | JENNIFER A. PIATT             | 3/25/2011 | \$25.96 REFUND ON LOST ITEMS                   |
| Paid Chk# 080995                 | JULIE KINSER                  | 3/25/2011 | \$38.98 FD/ELL-BLOCK SET/SPLS                  |
| Paid Chk# 080996                 | MIDWEST PRESORT SERVICE       | 3/25/2011 | \$381.41 POSTAGE SERVICES                      |
| Paid Chk# 080997                 | MONROE COUNTY PUBLIC          | 3/25/2011 | \$20,550.83 TRANSFER TO OPER. FROM EXCESS LEVY |
| Paid Chk# 080998                 | MONROE CTY PUBLIC             | 3/25/2011 | \$248.22 FSA W/H 3/25/11                       |
| Paid Chk# 080999                 | VECTREN ENERGY DELIVERY       | 3/25/2011 | \$54.47 NATURAL GAS                            |
| Paid Chk# 081000                 | AFSCME COUNCIL 62             | 3/31/2011 | \$1,580.58 MONTHLY DUES W/H                    |
| Paid Chk# 081001                 | AT&T (IL)                     | 3/31/2011 | \$1,312.69 TELEPHONE                           |
| Paid Chk# 081002                 | AT&T ADVERTISING              | 3/31/2011 | \$170.00 PHONE LISTINGS                        |
| Paid Chk# 081003                 | AT&T MOBILITY                 | 3/31/2011 | \$250.37 CELL PHONES                           |
| Paid Chk# 081004                 | CITGO                         | 3/31/2011 | \$843.27 VEHICLE REPAIR                        |
| Paid Chk# 081005                 | COLONIAL LIFE                 | 3/31/2011 | \$119.63 POST-TAX INS. W/H                     |
| Paid Chk# 081006                 | DARCI HAWXHURST               | 3/31/2011 | \$425.00 JAN-MAR. CONSULTING/VITAL             |
| Paid Chk# 081007                 | DAVID J. BELBUTOSKI           | 3/31/2011 | \$25.95 REFUND ON LOST ITEM                    |
| Paid Chk# 081008                 | DUKE ENERGY                   | 3/31/2011 | \$1,226.44 ELECTRICITY                         |
| Paid Chk# 081009                 | GREAT LAKES HIGHER ED         | 3/31/2011 | \$200.80 GARNISHMENT W/H                       |
| Paid Chk# 081010                 | HEALTH RESOURCES, INC.        | 3/31/2011 | \$3,406.00 DENTAL INS. - APRIL '11             |
| Paid Chk# 081011                 | MIDWEST COLLABORATIVE         | 3/31/2011 | \$575.00 WEB DEWEY 1/1/11 - 1/2/12             |
| Paid Chk# 081012                 | MONROE CIRCUIT COURT          | 3/31/2011 | \$30.00 GARNISHMENT W/H                        |
| Paid Chk# 081013                 | MONROE COUNTY YMCA            | 3/31/2011 | \$185.54 MONTHLY YMCA W/H                      |
| Paid Chk# 081014                 | MONROE CTY PUBLIC             | 3/31/2011 | \$496.44 FSA W/H                               |
| Paid Chk# 081015                 | NISHA D. BURTON               | 3/31/2011 | \$25.32 REFUND ON LOST ITEM                    |
| Paid Chk# 081016                 | PRE-PAID LEGAL SERVICES,      | 3/31/2011 | \$47.84 PRE-PAID LEGAL W/H                     |
| Paid Chk# 081017                 | UNITED WAY                    | 3/31/2011 | \$178.00 UNITED WAY W/H                        |
| Paid Chk# 081018                 | UNUM LIFE INS. CO. OF         | 3/31/2011 | \$2,415.57 LIFE INS. - APRIL '11               |
| Paid Chk# 081019                 | MONROE CTY PUBLIC             | 4/4/2011  | \$496.44 FSA W/H                               |
| Paid Chk# 081020                 | ANSWER INDIANA                | 4/5/2011  | \$9.85 PAGER                                   |
| Paid Chk# 081021                 | ANTHEM BLUE CROSS BLUE        | 4/5/2011  | \$58,499.29 HEALTH INS. - APRIL '11            |
| Paid Chk# 081022                 | BETTY L. WARREN               | 4/5/2011  | \$35.00 FD/IN RM PROGRAM                       |
| Paid Chk# 081023                 | BLGTN H.S.NORTH THEATRE       | 4/5/2011  | \$250.00 FD/CHILD/MUSIC PERFORMANCES           |
| Paid Chk# 081024                 | ELLETTSVILLE UTILITIES        | 4/5/2011  | \$232.25 WATER & SEWER                         |
| Paid Chk# 081025                 | GE MONEY BANK/AMAZON          | 4/5/2011  | \$3,576.46 BOOKS                               |
| Paid Chk# 081026                 | MIDWEST PRESORT SERVICE       | 4/5/2011  | \$443.34 POSTAGE SERVICES                      |
| Paid Chk# 081027                 | SMITHVILLE DIGITAL, INC.      | 4/5/2011  | \$1,225.00 INTERNET SERVICES                   |
| Paid Chk# 081028                 | VERIZON WIRELESS              | 4/5/2011  | \$129.03 BKM DATA LINES                        |
| Paid Chk# 081029                 | AMERICAN UNITED LIFE INS.     | 4/8/2011  | \$1,578.93 403b TSA-AUL W/H G40906             |
| Paid Chk# 081030                 | BUREAU OF MOTOR VEHICLES      | 4/8/2011  | \$15.00 TITLE FEE/OLD BKM                      |
| Paid Chk# 081031                 | CARRIE ROBBINS                | 4/8/2011  | \$58.14 REFUND ON LOST ITEMS                   |
| Paid Chk# 081032                 | CITY OF BLOOMINGTON           | 4/8/2011  | \$975.48 WATER & SEWER                         |
| Paid Chk# 081033                 | MIDWEST PRESORT SERVICE       | 4/8/2011  | \$390.09 POSTAGE SERVICES                      |
| Paid Chk# 081034                 | AT&T (IL)                     | 4/14/2011 | \$261.92 4 DEDICATED LINES                     |
| Paid Chk# 081035                 | DUKE ENERGY                   | 4/14/2011 | \$17,977.03 ELECTRICITY                        |
| Paid Chk# 081036                 | HOOSIER DISPOSAL #686         | 4/14/2011 | \$150.00 TRASH DISPOSAL                        |
| Paid Chk# 081037                 | LILLIAN A. RASMUSEN           | 4/14/2011 | \$23.95 REFUND ON LOST ITEM                    |
| Paid Chk# 081038                 | MIDWEST PRESORT SERVICE       | 4/14/2011 | \$358.14 POSTAGE SERVICES                      |
| Paid Chk# 081039                 | PUBLIC EMPLOYEES              | 4/14/2011 | \$89,086.53 1ST QTR. '11 PERF                  |
| Paid Chk# 081040                 | SMITHVILLE                    | 4/14/2011 | \$232.83 TELEPHONE                             |
| Paid Chk# 081041                 | UTILITIES DIST. OF WESTERN IN | 4/14/2011 | \$32.00 ELECTRICITY BKM                        |

**MONROE COUNTY PUBLIC LIBRARY**

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**March 18, 2011 to April 14, 2011**

|           | <b>Name</b> | <b>Check Date</b>          | <b>Check Amt</b> |   |
|-----------|-------------|----------------------------|------------------|---|
| Paid Chk# | 081042      | ABDO-SPOTLIGHT-MAGIC       | 4/14/2011        | \$6,547.55 BOOKS                            |
| Paid Chk# | 081043      | ADP, INC.                  | 4/14/2011        | \$231.32 BACKGROUND CHECKS                  |
| Paid Chk# | 081044      | ADP, INC.                  | 4/14/2011        | \$240.57 FSA & COBRA SERVICES               |
| Paid Chk# | 081045      | ALL-PHASE ELECTRIC SUPPLY  | 4/14/2011        | \$1,669.05 LIGHT BULBS                      |
| Paid Chk# | 081046      | AUDIOGO                    | 4/14/2011        | \$244.14 BOOKS                              |
| Paid Chk# | 081047      | AVCAFE                     | 4/14/2011        | \$294.27 NONPRINT                           |
| Paid Chk# | 081048      | BAKER & TAYLOR BOOKS       | 4/14/2011        | \$38,581.89 BOOKS & NONPRINT                |
| Paid Chk# | 081049      | BAKER & TAYLOR, INC.       | 4/14/2011        | \$13.21 NONPRINT                            |
| Paid Chk# | 081050      | BLACKSTONE AUDIO, INC.     | 4/14/2011        | \$114.00 NONPRINT                           |
| Paid Chk# | 081051      | BLOOMINGTON SUPPLY, INC.   | 4/14/2011        | \$65.99 BLDG SPLS                           |
| Paid Chk# | 081052      | BOOKS IN MOTION            | 4/14/2011        | \$247.42 NONPRINT                           |
| Paid Chk# | 081053      | BWI                        | 4/14/2011        | \$1,494.47 BOOKS                            |
| Paid Chk# | 081054      | CARMICHAEL TRUCK &         | 4/14/2011        | \$38.90 BKM MAINT.                          |
| Paid Chk# | 081055      | CDW GOVERNMENT, INC.       | 4/14/2011        | \$940.31 ETHERNET CABLES & RECEIPT PRINTERS |
| Paid Chk# | 081056      | CENTER POINT LARGE PRINT   | 4/14/2011        | \$172.56 BOOKS                              |
| Paid Chk# | 081057      | CINTAS FIRST AID & SAFETY  | 4/14/2011        | \$266.46 FIRST-AID SPLS                     |
| Paid Chk# | 081058      | CONFIDENTIAL DOCUMENT      | 4/14/2011        | \$75.90 DOCUMENT DESTRUCTION                |
| Paid Chk# | 081059      | CRYSTAL PURE, LLC          | 4/14/2011        | \$388.94 EQUIPMENT REPAIR                   |
| Paid Chk# | 081060      | DEMCO, INC.                | 4/14/2011        | \$1,399.90 DVD CASES & CATALOGING SPLS      |
| Paid Chk# | 081061      | DISNEY PRINCESS            | 4/14/2011        | \$31.92 8 ISSUES/PERIODICALS                |
| Paid Chk# | 081062      | DORIS B. LEISTNER          | 4/14/2011        | \$33.00 BOOKS                               |
| Paid Chk# | 081063      | EBSCO                      | 4/14/2011        | \$519.00 PERIODICALS                        |
| Paid Chk# | 081064      | ELLETTSVILLE TRUE VALUE    | 4/14/2011        | \$22.55 BLDG SPLS                           |
| Paid Chk# | 081065      | FIRST INSURANCE GROUP,     | 4/14/2011        | \$20.00 GEN LIAB FOR NEW ELL PROPERTY       |
| Paid Chk# | 081066      | FREEDOM BUSINESS           | 4/14/2011        | \$1,489.38 CARTRIDGES                       |
| Paid Chk# | 081067      | GALE                       | 4/14/2011        | \$1,582.22 BOOKS                            |
| Paid Chk# | 081068      | GLOBAL GOV/ED              | 4/14/2011        | \$3,509.00 LAPTOP COMPUTERS                 |
| Paid Chk# | 081069      | HIGHSMITH INC.             | 4/14/2011        | \$794.58 TABLE BASES W/TABLE TOPS           |
| Paid Chk# | 081070      | HP PRODUCTS                | 4/14/2011        | \$90.00 FLOOR MACHINE REPAIR                |
| Paid Chk# | 081071      | INDIANA HISTORICAL SOCIETY | 4/14/2011        | \$32.21 BOOKS                               |
| Paid Chk# | 081072      | INDIANA STATE LIBRARY      | 4/14/2011        | \$3,650.00 1ST QTR. 2011 PLAC/MAIN & ELL    |
| Paid Chk# | 081073      | INTERNET MINDED DESIGN AND | 4/14/2011        | \$90.00 POLARIS UPGRADE FIXES/CONSULTI      |
| Paid Chk# | 081074      | JIM GORDON, INC            | 4/14/2011        | \$133.80 COPIER OVERAGE MAINT.              |
| Paid Chk# | 081075      | KLEINDORFER'S HDWE         | 4/14/2011        | \$29.98 BLDG SPLS                           |
| Paid Chk# | 081076      | LAWRENCE CTY MUSEUM OF     | 4/14/2011        | \$245.00 BOOKS                              |
| Paid Chk# | 081077      | LIBRARY VIDEO COMPANY      | 4/14/2011        | \$71.83 NONPRINT                            |
| Paid Chk# | 081078      | LOGISTECH, INC.            | 4/14/2011        | \$283.89 BOOKS                              |
| Paid Chk# | 081079      | LOWE'S                     | 4/14/2011        | \$432.26 BLDG SPLS                          |
| Paid Chk# | 081080      | MAXWELLS OFFICE PRODUCTS   | 4/14/2011        | \$58.09 PAPER                               |
| Paid Chk# | 081081      | MIDWEST COLLABORATIVE      | 4/14/2011        | \$250.00 MEMBERSHIP 7/1/11 - 6/30/11        |
| Paid Chk# | 081082      | MIDWEST INSURANCE          | 4/14/2011        | \$409.00 WC AUDIT ADJUSTMENT                |
| Paid Chk# | 081083      | MIDWEST TAPE               | 4/14/2011        | \$21,298.31 NONPRINT                        |
| Paid Chk# | 081084      | MONROE COUNTY SOLID        | 4/14/2011        | \$50.00 EXTRA PICK UP                       |
| Paid Chk# | 081085      | MONROE COUNTY              | 4/14/2011        | \$1,167.25 PROPERTY TAX/702 W. TEMPERANCE   |
| Paid Chk# | 081086      | NIGHTINGALE-CONANT         | 4/14/2011        | \$68.90 NONPRINT                            |
| Paid Chk# | 081087      | PARACLETE PRESS, INC.      | 4/14/2011        | \$49.99 NONPRINT                            |
| Paid Chk# | 081088      | B,B & C POW PEST CONTROL,  | 4/14/2011        | \$84.00 PEST CONTROL                        |
| Paid Chk# | 081089      | PUCK PLAYERS PUPPET        | 4/14/2011        | \$650.00 FD/CHILD PERFORMANCES              |
| Paid Chk# | 081090      | QUILL CORPORATION          | 4/14/2011        | \$832.35 OFFICE SPLS                        |
| Paid Chk# | 081091      | RANDOM HOUSE, INC.         | 4/14/2011        | \$845.46 NONPRINT                           |
| Paid Chk# | 081092      | RECORDED BOOKS, LLC        | 4/14/2011        | \$527.25 NONPRINT                           |
| Paid Chk# | 081093      | REGENT BOOK COMPANY        | 4/14/2011        | \$24.98 BOOKS                               |
| Paid Chk# | 081094      | SCHOLASTIC INC.            | 4/14/2011        | \$3,964.38 FD/CHILD/SRP BOOK PRIZES         |
| Paid Chk# | 081095      | SPOKEN ARTS                | 4/14/2011        | \$1,800.00 NONPRINT                         |
| Paid Chk# | 081096      | STANSIFER RADIO COMPANY    | 4/14/2011        | \$153.87 VIDEO MAT'LS - CATS                |



MONROE COUNTY PUBLIC LIBRARY

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March 18, 2011 to April 14, 2011

| Name                                      | Check Date | Check Amt                             |
|---|------------|---------------------------------------|
| Paid Chk# 081097 THE ELLETTSVILLE JOURNAL | 4/14/2011  | \$118.98 BKM ADVERTISING              |
| Paid Chk# 081098 THE ENGRAVING AND STAMP  | 4/14/2011  | \$41.71 HAND STAMP                    |
| Paid Chk# 081099 THE GREAT COURSES        | 4/14/2011  | \$104.95 FD/PATRON REQUESTS-ADULT A/V |
| Paid Chk# 081100 THE GREATER BLOOMINGTON  | 4/14/2011  | \$825.00 MEMBERSHIP DUES              |
| Paid Chk# 081101 THE HERALD-TIMES, INC.   | 4/14/2011  | \$432.05 ADVERTISING/LCPF & BKM & SRP |
| Paid Chk# 081102 THE MACEXPRIENCE         | 4/14/2011  | \$1,657.97 CATS' EQUIP                |
| Paid Chk# 081103 UNIQUE MANAGEMENT        | 4/14/2011  | \$11,849.80 COLLECTION AGENCY FEES    |
| Paid Chk# 081104 VIRGINIA H. RICHEY       | 4/14/2011  | \$90.00 FD/ELL PERFORMANCES           |
| Paid Chk# 081105 WESTON WOODS STUDIOS     | 4/14/2011  | \$144.51 NONPRINT                     |
| Paid Chk# 081106 WOOLLEN, MOLZAN AND      | 4/14/2011  | \$1,805.00 ARCH SVCS/GLASS WALLS/MAIN |
| Paid Chk# 081107 WORLD ARTS INC.          | 4/14/2011  | \$1,592.55 FD/CHILD/SRP GUIDES        |
| Paid Chk# 081108 WORLD BOOK DIRECT        | 4/14/2011  | \$44.40 BOOKS                         |
| <b>Total Checks</b>                       |            | <b>\$330,017.22</b>                   |

MONROE COUNTY PUBLIC LIBRARY  
CHASE CHECKING ACCOUNT  
03/18/11 - 04/14/11

|  |  |                            |
|--|--|----------------------------|
| A/P Check Total                          |  | \$330,017.22               |
| Add: Electronic Withdrawals              |  |                            |
|  | Merchant Services-Monthly Credit Card Fees (March) | 824.60                     |
| Add: Payrolls                            |  |                            |
|  | Vouchers 03/25/11 Payroll (ECI)                    | 117,099.47                 |
|  | Electronic transfer (ECI) employee/employer taxes  | 41,356.64                  |
|  | Electronic transfer (ECI) employee/employer "HSA"  | 1,894.43                   |
|  | Vouchers & 1 Check 04/08/11 Payroll (ECI)          | 117,995.57                 |
|  | Electronic transfer (ECI) employee/employer taxes  | 41,215.08                  |
|  | Electronic transfer (ECI) employee "HSA"           | <u>1,919.43</u>            |
| TOTAL OF A/P AND PAYROLL CHECK REGISTERS |  | <u><u>\$652,322.44</u></u> |

MERCHANT SERVICES  
7300 CHAPMAN HWY  
KNOXVILLE, TN 37920



**Merchant Billing Statement**  
Cycle: CUTOFF

Statement Date: 03/31/2011  
Store Number: 0000000000  
Merchant Number: 0000008010956517  
Chain Number: 00000  
DBA Name: MONROE COUNTY PUBLIC LIBRARY

000057297 1 AT 0.357 106481021610016 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

*BL*

**Your Resources For Help**

For customer service please call 800-282-5558.

**News For You**

IF YOU RECEIVE PAPER STATEMENTS, STARTING ON YOUR MAY STATEMENT YOU WILL BE CHARGED A MONTHLY \$5.00 STATEMENT MAILING FEE. TO STOP RECEIVING PAPER STMTS AND AVOID THIS FEE VISIT WWW.MERCHANTCONNECT.COM AND CHANGE YOUR STATEMENT DELIVERY SETTING TO ELECTRONIC STATEMENTS.

**Summary**

|                         | <u>Number of Items</u> | <u>Dollar Amounts</u> | <u>Fee/Charges Category</u>         | <u>Fee Summary</u>       |
|-------------------------|------------------------|-----------------------|-------------------------------------|--------------------------|
| Sales                   | 1,185                  | 13,991.02             | Visa/MC/Discover Processing Charges | 454.10                   |
| Returns                 | 0                      | 0.00                  | Card Association Fees               | 68.10                    |
| Net Sales               | 1,185                  | 13,991.02             | Authorization Fees                  | 272.40                   |
| Chargebacks             | 0                      | 0.00                  | Other Fees                          | 30.00                    |
| Adjustments             | 0                      | 0.00                  | Total Charges and Fees              | 5.89 <sup>8</sup> 824.60 |
| Convenience Adjustments | 0                      | 0.00                  |                                     |                          |
| Total Sales             | 1,185                  | 13,991.02             |                                     |                          |

Charges and Fees have been posted to Account #: XXXXX1242

**Volume Recap**

| Card Type | Item Count | ---Sales--- |       | ---Credits--- |       | ---Net Sales--- |        | Discount Paid | Per Item Paid |
|-----------|------------|-------------|-------|---------------|-------|-----------------|--------|---------------|---------------|
|           |            | Amount      | Count | Amount        | Count | Amount          | Count  |               |               |
| VISA      | 956        | 11,400.06   | 0     | 0.00          | 0     | 11,400.06       | 282.67 | 50.50         |               |
| M/C       | 229        | 2,590.96    | 0     | 0.00          | 0     | 2,590.96        | 88.18  | 32.75         |               |

**Deposits**

| Batch Date | Settlement Date | Reference Number | Batch Number | Card Type | Paid by Merchant Payment Services | Paid by Others | Total Batch Amount |
|------------|-----------------|------------------|--------------|-----------|-----------------------------------|----------------|--------------------|
| 03/01/11   | 03/01/11        | 73060078329      | 00434        | BATCH     | 649.29                            | 0.00           | 649.29             |
| 03/02/11   | 03/02/11        | 73061298826      | 00435        | BATCH     | 724.22                            | 0.00           | 724.22             |
| 03/03/11   | 03/03/11        | 13062129635      | 00436        | BATCH     | 557.62                            | 0.00           | 557.62             |
| 03/04/11   | 03/04/11        | 13063161412      | 00437        | BATCH     | 261.29                            | 0.00           | 261.29             |
| 03/05/11   | 03/05/11        | 13064237066      | 00438        | BATCH     | 309.50                            | 0.00           | 309.50             |
| 03/06/11   | 03/06/11        | 13065036144      | 00439        | BATCH     | 428.64                            | 0.00           | 428.64             |
| 03/07/11   | 03/07/11        | 12066619371      | 00440        | BATCH     | 397.21                            | 0.00           | 397.21             |
| 03/08/11   | 03/08/11        | 13067038740      | 00441        | BATCH     | 821.91                            | 0.00           | 821.91             |
| 03/09/11   | 03/09/11        | 13068042099      | 00442        | BATCH     | 416.96                            | 0.00           | 416.96             |
| 03/10/11   | 03/10/11        | 13069031408      | 00443        | BATCH     | 554.33                            | 0.00           | 554.33             |
| 03/11/11   | 03/11/11        | 73070097010      | 00444        | BATCH     | 660.73                            | 0.00           | 660.73             |
| 03/12/11   | 03/12/11        | 13071227456      | 00445        | BATCH     | 650.49                            | 0.00           | 650.49             |
| 03/13/11   | 03/14/11        | 12073496113      | 00447        | BATCH     | 197.25                            | 0.00           | 197.25             |

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY SUMMARY OF BUDGET CATEGORIES  
AS OF MARCH 31, 2011  
THREE MONTHS = 25.0%

|                                | 2011<br>MARCH     | 2010<br>MARCH     | 2011<br>Y-T-D<br>ACTUAL | 2011<br>BUDGET               | 2010<br>Y-T-D<br>ACTUAL | 2011<br>Y-T-D<br>BUDGET<br>REMAINING | 2011<br>% OF<br>BUDGET<br>USED | 2011<br>% OF<br>BUDGET<br>REMAINING |
|--------------------------------|-------------------|-------------------|-------------------------|------------------------------|-------------------------|--------------------------------------|--------------------------------|-------------------------------------|
| PERSONNEL SERVICES             |                   |                   |                         |                              |                         |                                      |                                |                                     |
| SALARIES                       | 287,298.80        | 285,353.57        | 855,578.32              | 3,893,000.00                 | 869,264.37              | 3,037,421.68                         | 22.0%                          | 78.0%                               |
| EMPLOYEE BENEFITS              | 67,622.22         | 101,061.94        | 222,020.26              | 1,264,175.00                 | 239,950.96              | 1,042,154.74                         | 17.6%                          | 82.4%                               |
| OTHER WAGES                    | 0.00              | 3,647.75          | 3,576.38                | 1,000.00                     | 9,989.06                | -2,576.38                            | 357.6%                         | -257.6%                             |
| TOTAL PERSONNEL SERVICES       | <u>354,921.02</u> | <u>390,063.26</u> | <u>1,081,174.96</u>     | <u>5,158,175.00</u>          | <u>1,119,204.39</u>     | <u>4,077,000.04</u>                  | <u>21.0%</u>                   | <u>79.0%</u>                        |
| SUPPLIES                       |                   |                   |                         |                              |                         |                                      |                                |                                     |
| OFFICE SUPPLIES                | 3,045.43          | 2,986.47          | 13,122.02               | 42,000.00                    | 11,254.39               | 28,877.98                            | 31.2%                          | 68.8%                               |
| OPERATING SUPPLIES             | 8,417.44          | 7,350.81          | 19,737.04               | 77,100.00                    | 18,593.89               | 57,362.96                            | 25.6%                          | 74.4%                               |
| REPAIR & MAINT. SUPPLIES       | -524.82           | 1,785.55          | 7,168.31                | 13,700.00                    | 6,988.45                | 6,531.69                             | 52.3%                          | 47.7%                               |
| TOTAL SUPPLIES                 | <u>10,938.05</u>  | <u>12,122.83</u>  | <u>40,027.37</u>        | <u>132,800.00</u>            | <u>36,836.73</u>        | <u>92,772.63</u>                     | <u>30.1%</u>                   | <u>69.9%</u>                        |
| OTHER SERVICES & CHARGES       |                   |                   |                         |                              |                         |                                      |                                |                                     |
| PROFESSIONAL SERVICES          | 8,289.50          | 10,339.13         | 65,124.66               | 252,000.00                   | 63,825.55               | 186,875.34                           | 25.8%                          | 74.2%                               |
| COMMUNICATION & TRANSPORTATION | 5,694.91          | 5,555.33          | 15,692.43               | 87,000.00                    | 16,961.31               | 71,307.57                            | 18.0%                          | 82.0%                               |
| PRINTING & ADVERTISING         | 1,070.00          | 0.00              | 1,304.36                | 8,000.00                     | 346.17                  | 6,695.64                             | 16.3%                          | 83.7%                               |
| INSURANCE                      | 37,235.00         | 34,473.00         | 52,225.00               | 54,700.00                    | 45,405.00               | 2,475.00                             | 95.5%                          | 4.5%                                |
| UTILITIES                      | 23,775.79         | 26,295.23         | 81,862.06               | 314,400.00                   | 81,300.62               | 232,537.94                           | 26.0%                          | 74.0%                               |
| REPAIR & MAINTENANCE           | 1,169.96          | 1,439.58          | 2,805.20                | 102,500.00                   | 24,227.97               | 99,694.80                            | 2.7%                           | 97.3%                               |
| RENTALS                        | 0.00              | 75.00             | 9,743.50                | 32,100.00                    | 19,714.00               | 22,356.50                            | 30.4%                          | 69.6%                               |
| OTHER CHARGES                  | 250.00            | 1,277.70          | 7,311.00                | 215,500.00                   | 2,367.70                | 208,189.00                           | 3.4%                           | 96.6%                               |
| TOTAL OTHER SERVICES & CHARGES | <u>77,485.16</u>  | <u>79,454.97</u>  | <u>236,068.21</u>       | <u>1,066,200.00</u>          | <u>254,148.32</u>       | <u>830,131.79</u>                    | <u>22.1%</u>                   | <u>77.9%</u>                        |
| CAPITAL OUTLAY                 |                   |                   |                         |                              |                         |                                      |                                |                                     |
| FURNITURE & EQUIPMENT          | 1,688.34          | 0.00              | 1,688.34                | 19,744.52                    | 16,400.00               | 18,056.18                            | 8.6%                           | 91.4%                               |
| OTHER CAPITAL OUTLAY           | 107,886.43        | 86,883.33         | 259,903.95              | 1,089,000.00                 | 274,789.90              | 829,096.05                           | 23.9%                          | 76.1%                               |
| TOTAL CAPITAL OUTLAY           | <u>109,574.77</u> | <u>86,883.33</u>  | <u>261,592.29</u>       | <u>1,108,744.52</u>          | <u>291,189.90</u>       | <u>847,152.23</u>                    | <u>23.6%</u>                   | <u>76.4%</u>                        |
| TOTAL OPERATING EXPENDITURES   | <u>552,919.00</u> | <u>568,524.39</u> | <u>1,618,862.83</u>     | <u>7,465,919.52</u>          | <u>1,701,379.34</u>     | <u>5,847,056.69</u>                  | <u>21.7%</u>                   | <u>78.3%</u>                        |
|                                |                   |                   |                         | 2010 BUDGET<br>%USED IN 2010 | 7,832,838.00<br>21.7%   |                                      |                                |                                     |

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF MARCH 31, 2011

|                                    | 2011<br>MARCH     | 2010<br>MARCH     | 2011<br>Y-T-D<br>ACTUAL | 2011<br>BUDGET      | 2010<br>Y-T-D<br>ACTUAL | 2011<br>Y-T-D<br>BUDGET<br>REMAINING | 2011<br>% OF<br>BUDGET<br>USED | 2011<br>% OF<br>BUDGET<br>REMAINING |
|------------------------------------|-------------------|-------------------|-------------------------|---------------------|-------------------------|--------------------------------------|--------------------------------|-------------------------------------|
| <b>PERSONNEL SERVICES (1000'S)</b> |                   |                   |                         |                     |                         |                                      |                                |                                     |
| <b>SALARIES</b>                    |                   |                   |                         |                     |                         |                                      |                                |                                     |
| 1120 ADMINISTRATION                | 7,259.72          | 11,320.62         | 21,779.15               | 167,000.00          | 33,961.86               | 145,220.85                           | 13.0%                          | 87.0%                               |
| 1130 PROFESSIONAL/SUPERVISORS      | 37,587.48         | 34,851.26         | 104,689.43              | 545,000.00          | 104,553.78              | 440,310.57                           | 19.2%                          | 80.8%                               |
| 1140 PROFESSIONAL ASSISTANTS       | 104,938.44        | 100,392.49        | 314,815.27              | 1,351,000.00        | 301,048.10              | 1,036,184.73                         | 23.3%                          | 76.7%                               |
| 1150 SPECIALISTS & TECHNICIANS     | 58,837.99         | 57,310.74         | 177,322.83              | 814,000.00          | 172,052.81              | 636,677.17                           | 21.8%                          | 78.2%                               |
| 1160 CLERICAL ASSISTANTS           | 34,074.98         | 38,658.04         | 103,707.12              | 442,000.00          | 122,995.61              | 338,292.88                           | 23.5%                          | 76.5%                               |
| 1170 PAGES                         | 18,151.20         | 18,167.29         | 53,949.19               | 226,000.00          | 53,632.29               | 172,050.81                           | 23.9%                          | 76.1%                               |
| 1190 BUILDING MAINTENANCE          | 26,448.99         | 24,653.13         | 79,315.33               | 348,000.00          | 81,019.92               | 268,684.67                           | 22.8%                          | 77.2%                               |
| <b>TOTAL SALARIES</b>              | <b>287,298.80</b> | <b>285,353.57</b> | <b>855,578.32</b>       | <b>3,893,000.00</b> | <b>869,264.37</b>       | <b>3,037,421.68</b>                  | <b>22.0%</b>                   | <b>78.0%</b>                        |
| <b>EMPLOYEE BENEFITS</b>           |                   |                   |                         |                     |                         |                                      |                                |                                     |
| <b>EMPLOYEE BENEFITS</b>           |                   |                   |                         |                     |                         |                                      |                                |                                     |
| 1210 EMPLOYER CONTRIBUTION/FICA    | 16,943.81         | 17,051.18         | 50,486.91               | 238,100.00          | 51,866.88               | 187,613.09                           | 21.2%                          | 78.8%                               |
| 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       | 46,715.78         | 80,022.99         | 159,725.94              | 602,100.00          | 175,953.93              | 442,374.06                           | 26.5%                          | 73.5%                               |
| 1250 EMPLOYER CONT/MEDICARE        | 3,962.63          | 3,987.77          | 11,807.41               | 55,725.00           | 12,130.15               | 43,917.59                            | 21.2%                          | 78.8%                               |
| <b>TOTAL EMPLOYEE BENEFITS</b>     | <b>67,622.22</b>  | <b>101,061.94</b> | <b>222,020.26</b>       | <b>1,264,175.00</b> | <b>239,950.96</b>       | <b>1,042,154.74</b>                  | <b>17.6%</b>                   | <b>82.4%</b>                        |
| <b>OTHER WAGES</b>                 |                   |                   |                         |                     |                         |                                      |                                |                                     |
| 1310 WORKSTUDY                     | 0.00              | 0.00              | 2,961.29                | 1,000.00            | 0.00                    | -1,961.29                            | 296.1%                         | -196.1%                             |
| 1180 TEMPORARY STAFF               | 0.00              | 3,647.75          | 615.09                  | 0.00                | 9,989.06                | -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!                             |
| <b>TOTAL OTHER WAGES</b>           | <b>0.00</b>       | <b>3,647.75</b>   | <b>3,576.38</b>         | <b>1,000.00</b>     | <b>9,989.06</b>         | <b>-2,576.38</b>                     | <b>357.6%</b>                  | <b>-257.6%</b>                      |
| <b>TOTAL PERSONNEL SERVICES</b>    | <b>354,921.02</b> | <b>390,063.26</b> | <b>1,081,174.96</b>     | <b>5,158,175.00</b> | <b>1,119,204.39</b>     | <b>4,077,000.04</b>                  | <b>21.0%</b>                   | <b>79.0%</b>                        |
| <b>SUPPLIES (2000'S)</b>           |                   |                   |                         |                     |                         |                                      |                                |                                     |
| <b>OFFICE SUPPLIES</b>             |                   |                   |                         |                     |                         |                                      |                                |                                     |
| 2110 OFFICIAL RECORDS              | 0.00              | 0.00              | 839.27                  | 1,000.00            | 0.00                    | 160.73                               | 83.9%                          | 16.1%                               |
| 2120 STATIONERY & PRINTING         | 0.00              | 0.00              | 0.00                    | 1,000.00            | 1,134.18                | 1,000.00                             | 0.0%                           | 100.0%                              |
| 2130 OFFICE SUPPLIES               | 1,387.09          | 1,413.51          | 4,216.41                | 18,100.00           | 4,680.07                | 13,883.59                            | 23.3%                          | 76.7%                               |
| 2140 DUPLICATING                   | 1,658.34          | 1,572.96          | 8,066.34                | 21,900.00           | 5,440.14                | 13,833.66                            | 36.8%                          | 63.2%                               |
| 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!                             |
| <b>TOTAL OFFICE SUPPLIES</b>       | <b>3,045.43</b>   | <b>2,986.47</b>   | <b>13,122.02</b>        | <b>42,000.00</b>    | <b>11,254.39</b>        | <b>28,877.98</b>                     | <b>31.2%</b>                   | <b>68.8%</b>                        |

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

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF MARCH 31, 2011

|   | 2011<br>MARCH    | 2010<br>MARCH    | 2011<br>Y-T-D<br>ACTUAL | 2011<br>BUDGET    | 2010<br>Y-T-D<br>ACTUAL | 2011<br>Y-T-D<br>BUDGET<br>REMAINING | 2011<br>% OF<br>BUDGET<br>USED | 2011<br>% OF<br>BUDGET<br>REMAINING |
|---|------------------|------------------|-------------------------|-------------------|-------------------------|--------------------------------------|--------------------------------|-------------------------------------|
| <b>OPERATING SUPPLIES</b>                       |                  |                  |                         |                   |                         |                                      |                                |                                     |
| 2210 CLEANING SUPPLIES                          | 4,125.18         | 3,860.53         | 9,898.43                | 28,000.00         | 9,009.45                | 18,101.57                            | 35.4%                          | 64.6%                               |
| 2220 FUEL, OIL, & LUBRICANTS                    | 1,366.59         | 1,329.42         | 2,742.75                | 8,500.00          | 2,434.56                | 5,757.25                             | 32.3%                          | 67.7%                               |
| 2230 CATALOGING SUPPLIES-BOOKS                  | 60.87            | 0.00             | 389.91                  | 5,500.00          | 2,252.99                | 5,110.09                             | 7.1%                           | 92.9%                               |
| 2240 A/V SUPPLIES-CATALOGING                    | 373.56           | 1,359.94         | 784.39                  | 10,000.00         | 3,217.13                | 9,215.61                             | 7.8%                           | 92.2%                               |
| 2250 CIRCULATION SUPPLIES                       | 2,053.14         | 71.86            | 2,067.86                | 21,000.00         | 199.07                  | 18,932.14                            | 9.8%                           | 90.2%                               |
| 2260 LIGHT BULBS                                | 423.88           | 729.06           | 2,504.83                | 3,000.00          | 1,480.69                | 495.17                               | 83.5%                          | 16.5%                               |
| 2270 VIDEOTAPE - CATS                           | 0.00             | 0.00             | 0.00                    | 0.00              | 0.00                    | 0.00                                 | #DIV/0!                        | #DIV/0!                             |
| 2280 UNIFORMS                                   | 0.00             | 0.00             | 1,261.00                | 1,000.00          | 0.00                    | -261.00                              | 126.1%                         | -26.1%                              |
| 2290 DISPLAY/EXHIBIT SUPPLIES                   | 14.22            | 0.00             | 87.87                   | 100.00            | 0.00                    | 12.13                                | 87.9%                          | 12.1%                               |
| <b>TOTAL OPERATING SUPPLIES</b>                 | <b>8,417.44</b>  | <b>7,350.81</b>  | <b>19,737.04</b>        | <b>77,100.00</b>  | <b>18,593.89</b>        | <b>57,362.96</b>                     | <b>25.6%</b>                   | <b>74.4%</b>                        |
| <b>REPAIR &amp; MAINTENANCE SUPPLIES</b>        |                  |                  |                         |                   |                         |                                      |                                |                                     |
| 2300 IS SUPPLIES                                | 53.96            | 565.29           | 1,836.46                | 5,000.00          | 1,583.72                | 3,163.54                             | 36.7%                          | 63.3%                               |
| 2310 BUILDING MATERIALS & SUPPLIES              | -2,114.83        | 1,220.26         | 3,669.12                | 8,500.00          | 5,371.50                | 4,830.88                             | 43.2%                          | 56.8%                               |
| 2315 ENERGY AUDIT MATLS & SPLS                  | 1,536.05         | 0.00             | 1,536.05                | 0.00              | 0.00                    | -1,536.05                            | #DIV/0!                        | #DIV/0!                             |
| 2320 PAINT & PAINTING SUPPLIES                  | 0.00             | 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!                             |
| <b>TOTAL REPAIR &amp; MAINTENANCE SUPPLIES</b>  | <b>-524.82</b>   | <b>1,785.55</b>  | <b>7,168.31</b>         | <b>13,700.00</b>  | <b>6,988.45</b>         | <b>6,531.69</b>                      | <b>52.3%</b>                   | <b>47.7%</b>                        |
| <b>TOTAL SUPPLIES</b>                           | <b>10,938.05</b> | <b>12,122.83</b> | <b>40,027.37</b>        | <b>132,800.00</b> | <b>36,836.73</b>        | <b>92,772.63</b>                     | <b>30.1%</b>                   | <b>69.9%</b>                        |
| <b>OTHER SERVICES/CHARGES (3000'S)</b>          |                  |                  |                         |                   |                         |                                      |                                |                                     |
| <b>PROFESSIONAL SERVICES</b>                    |                  |                  |                         |                   |                         |                                      |                                |                                     |
| 3110 CONSULTING SERVICES                        | 0.00             | 0.00             | 0.00                    | 3,000.00          | 2,520.00                | 3,000.00                             | 0.0%                           | 100.0%                              |
| 3120 ENGINEERING/ARCHITECTURAL                  | 1,805.00         | 231.18           | 2,811.48                | 3,000.00          | 9,550.26                | 188.52                               | 93.7%                          | 6.3%                                |
| 31201 ENCUMBERED ENGINEER/ARCH                  | 0.00             | 0.00             | 0.00                    | 0.00              | 0.00                    | 0.00                                 | #DIV/0!                        | #DIV/0!                             |
| 3130 LEGAL SERVICES                             | 1,941.82         | 1,609.94         | 5,446.48                | 14,000.00         | 3,538.04                | 8,553.52                             | 38.9%                          | 61.1%                               |
| 3140 BUILDING SERVICES                          | 565.00           | 1,675.86         | 10,346.89               | 40,000.00         | 18,538.25               | 29,653.11                            | 25.9%                          | 74.1%                               |
| 3150 MAINTENANCE CONTRACTS                      | 278.23           | 3,095.84         | 13,727.87               | 95,000.00         | 15,018.24               | 81,272.13                            | 14.5%                          | 85.5%                               |
| 3160 COMPUTER SERVICES (OCLC)                   | 1,225.00         | 1,225.00         | 3,675.00                | 50,000.00         | 3,675.00                | 46,325.00                            | 7.4%                           | 92.7%                               |
| 3170 ADMIN/ACCOUNTING SERVICES                  | 2,474.45         | 2,501.31         | 29,116.94               | 47,000.00         | 10,985.76               | 17,883.06                            | 62.0%                          | 38.0%                               |
| <b>TOTAL PROFESSIONAL SERVICES</b>              | <b>8,289.50</b>  | <b>10,339.13</b> | <b>65,124.66</b>        | <b>252,000.00</b> | <b>63,825.55</b>        | <b>186,875.34</b>                    | <b>25.8%</b>                   | <b>74.2%</b>                        |
| <b>COMMUNICATION &amp; TRANSPORTATION</b>       |                  |                  |                         |                   |                         |                                      |                                |                                     |
| 3210 TELEPHONE                                  | 3,877.39         | 2,664.12         | 7,020.73                | 26,000.00         | 9,628.40                | 18,979.27                            | 27.0%                          | 73.0%                               |
| 3220 POSTAGE                                    | 1,757.59         | 2,720.81         | 6,169.73                | 30,000.00         | 7,127.52                | 23,830.27                            | 20.6%                          | 79.4%                               |
| 3230 TRAVEL EXPENSE                             | 0.00             | 170.40           | 1,022.04                | 10,000.00         | 187.20                  | 8,977.96                             | 10.2%                          | 89.8%                               |
| 3240 PROFESSIONAL MTG. (OFF-SITE)               | 36.00            | 0.00             | 196.00                  | 10,000.00         | 0.00                    | 9,804.00                             | 2.0%                           | 98.0%                               |
| 3250 CONTINUING ED. (ON-SITE)                   | 0.00             | 0.00             | 1,260.00                | 10,000.00         | 0.00                    | 8,740.00                             | 12.6%                          | 87.4%                               |
| 3260 FREIGHT & DELIVERY                         | 23.93            | 0.00             | 23.93                   | 1,000.00          | 18.19                   | 976.07                               | 2.4%                           | 97.6%                               |
| <b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b> | <b>5,694.91</b>  | <b>5,555.33</b>  | <b>15,692.43</b>        | <b>87,000.00</b>  | <b>16,961.31</b>        | <b>71,307.57</b>                     | <b>18.0%</b>                   | <b>82.0%</b>                        |

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

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF MARCH 31, 2011

|                                    | 2011<br>MARCH    | 2010<br>MARCH    | 2011<br>Y-T-D<br>ACTUAL | 2011<br>BUDGET   | 2010<br>Y-T-D<br>ACTUAL | 2011<br>Y-T-D<br>BUDGET<br>REMAINING | 2011<br>% OF<br>BUDGET<br>USED | 2011<br>% OF<br>BUDGET<br>REMAINING |
|------------------------------------|------------------|------------------|-------------------------|------------------|-------------------------|--------------------------------------|--------------------------------|-------------------------------------|
| <b>PRINTING &amp; ADVERTISING</b>  |                  |                  |                         |                  |                         |                                      |                                |                                     |
| 3310 ADVERTISING & PUBLICATION     | 0.00             | 0.00             | 128.19                  | 2,000.00         | 320.67                  | 1,871.81                             | 6.4%                           | 93.6%                               |
| 3320 PRINTING                      | <u>1,070.00</u>  | <u>0.00</u>      | <u>1,176.17</u>         | <u>6,000.00</u>  | <u>25.50</u>            | <u>4,823.83</u>                      | <u>19.6%</u>                   | <u>80.4%</u>                        |
| TOTAL PRINTING & ADVERTISING       | 1,070.00         | 0.00             | 1,304.36                | 8,000.00         | 346.17                  | 6,695.64                             | 16.3%                          | 83.7%                               |
| <b>INSURANCE</b>                   |                  |                  |                         |                  |                         |                                      |                                |                                     |
| 3410 OFFICIAL BOND                 | 450.00           | 0.00             | 450.00                  | 700.00           | 0.00                    | 250.00                               | 64.3%                          | 35.7%                               |
| 3420 OTHER INSURANCE               | <u>36,785.00</u> | <u>34,473.00</u> | <u>51,775.00</u>        | <u>54,000.00</u> | <u>45,405.00</u>        | <u>2,225.00</u>                      | <u>95.9%</u>                   | <u>4.1%</u>                         |
| TOTAL INSURANCE                    | 37,235.00        | 34,473.00        | 52,225.00               | 54,700.00        | 45,405.00               | 2,475.00                             | 95.5%                          | 4.5%                                |
| <b>UTILITIES</b>                   |                  |                  |                         |                  |                         |                                      |                                |                                     |
| 3510 GAS                           | 54.47            | 660.64           | 1,258.44                | 5,600.00         | 1,222.34                | 4,341.56                             | 22.5%                          | 77.5%                               |
| 3520 ELECTRICITY                   | 23,385.50        | 25,327.49        | 78,229.35               | 293,000.00       | 78,113.47               | 214,770.65                           | 26.7%                          | 73.3%                               |
| 3530 WATER                         | <u>335.82</u>    | <u>307.10</u>    | <u>2,374.27</u>         | <u>15,800.00</u> | <u>1,964.81</u>         | <u>13,425.73</u>                     | <u>15.0%</u>                   | <u>85.0%</u>                        |
| TOTAL UTILITIES                    | 23,775.79        | 26,295.23        | 81,862.06               | 314,400.00       | 81,300.62               | 232,537.94                           | 26.0%                          | 74.0%                               |
| <b>REPAIR &amp; MAINTENANCE</b>    |                  |                  |                         |                  |                         |                                      |                                |                                     |
| 3610 BUILDING REPAIR               | 0.00             | 975.00           | 0.00                    | 22,000.00        | 11,658.41               | 22,000.00                            | 0.0%                           | 100.0%                              |
| 3630 OTHER EQUIP/FURNITURE REPAIRS | 0.00             | 410.19           | 791.80                  | 70,000.00        | 5,114.86                | 69,208.20                            | 1.1%                           | 98.9%                               |
| 3640 VEHICLE REPAIR & MAINTENANCE  | 977.35           | 54.39            | 1,503.49                | 7,500.00         | 6,621.95                | 5,996.51                             | 20.0%                          | 80.0%                               |
| 3650 MATERIAL BINDING/REPAIR SERV. | <u>192.61</u>    | <u>0.00</u>      | <u>509.91</u>           | <u>3,000.00</u>  | <u>832.75</u>           | <u>2,490.09</u>                      | <u>17.0%</u>                   | <u>83.0%</u>                        |
| TOTAL REPAIR & MAINTENANCE         | 1,169.96         | 1,439.58         | 2,805.20                | 102,500.00       | 24,227.97               | 99,694.80                            | 2.7%                           | 97.3%                               |
| <b>RENTALS</b>                     |                  |                  |                         |                  |                         |                                      |                                |                                     |
| 3710 REAL ESTATE RENTAL/PARKING    | 0.00             | 75.00            | 9,743.50                | 32,000.00        | 19,714.00               | 22,256.50                            | 30.4%                          | 69.6%                               |
| 3720 EQUIPMENT RENTAL              | <u>0.00</u>      | <u>0.00</u>      | <u>0.00</u>             | <u>100.00</u>    | <u>0.00</u>             | <u>100.00</u>                        | <u>0.0%</u>                    | <u>100.0%</u>                       |
| TOTAL RENTALS                      | 0.00             | 75.00            | 9,743.50                | 32,100.00        | 19,714.00               | 22,356.50                            | 30.4%                          | 69.6%                               |
| <b>OTHER CHARGES</b>               |                  |                  |                         |                  |                         |                                      |                                |                                     |
| 3910 DUES/INSTITUTIONAL            | 250.00           | 823.00           | 6,351.00                | 6,500.00         | 953.00                  | 149.00                               | 97.7%                          | 2.3%                                |
| 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             | 454.70           | 960.00                  | 6,500.00         | 1,414.70                | 5,540.00                             | 14.8%                          | 85.2%                               |
| 3960 COMMUNITY NEWS SERVICES       | <u>0.00</u>      | <u>0.00</u>      | <u>0.00</u>             | <u>0.00</u>      | <u>0.00</u>             | <u>0.00</u>                          | <u>#DIV/0!</u>                 | <u>#DIV/0!</u>                      |
| TOTAL OTHER CHARGES                | 250.00           | 1,277.70         | 7,311.00                | 215,500.00       | 2,367.70                | 208,189.00                           | 3.4%                           | 96.6%                               |
| TOTAL OTHER SERVICES/CHARGES       | 77,485.16        | 79,454.97        | 236,068.21              | 1,066,200.00     | 254,148.32              | 830,131.79                           | 22.1%                          | 77.9%                               |

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MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF MARCH 31, 2011

|  | 2011<br>MARCH     | 2010<br>MARCH     | 2011<br>Y-T-D<br>ACTUAL | 2011<br>BUDGET      | 2010<br>Y-T-D<br>ACTUAL | 2011<br>Y-T-D<br>BUDGET<br>REMAINING | 2011<br>% OF<br>BUDGET<br>USED | 2011<br>% OF<br>BUDGET<br>REMAINING |
|--|-------------------|-------------------|-------------------------|---------------------|-------------------------|--------------------------------------|--------------------------------|-------------------------------------|
| CAPITAL OUTLAY (4000'S)                |                   |                   |                         |                     |                         |                                      |                                |                                     |
| FURNITURE & EQUIPMENT                  |                   |                   |                         |                     |                         |                                      |                                |                                     |
| 4410 FURNITURE                         | 300.82            | 0.00              | 300.82                  | 0.00                | 0.00                    | -300.82                              | #DIV/0!                        | #DIV/0!                             |
| 44105 ENCUMBERED FURNITURE             | 1,387.52          | 0.00              | 1,387.52                | 1,387.52            | 0.00                    | 0.00                                 | 100.0%                         | 0.0%                                |
| 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!                             |
| <b>TOTAL FURNITURE &amp; EQUIPMENT</b> | <b>1,688.34</b>   | <b>0.00</b>       | <b>1,688.34</b>         | <b>19,744.52</b>    | <b>16,400.00</b>        | <b>18,056.18</b>                     | <b>8.6%</b>                    | <b>91.4%</b>                        |
| OTHER CAPITAL OUTLAY                   |                   |                   |                         |                     |                         |                                      |                                |                                     |
| 4510 BOOKS                             | 64,085.61         | 58,715.89         | 142,528.80              | 593,000.00          | 157,110.79              | 450,471.20                           | 24.0%                          | 76.0%                               |
| 4520 PERIODICALS & NEWSPAPERS          | 56.25             | 87.47             | 348.32                  | 48,000.00           | 5,589.70                | 47,651.68                            | 0.7%                           | 99.3%                               |
| 4530 NONPRINT MATERIALS                | 42,389.62         | 26,685.02         | 100,814.24              | 379,000.00          | 95,744.32               | 278,185.76                           | 26.6%                          | 73.4%                               |
| 4540 ELECTRONIC RESOURCES              | 1,354.95          | 1,394.95          | 16,212.59               | 69,000.00           | 16,345.09               | 52,787.41                            | 23.5%                          | 76.5%                               |
| <b>TOTAL OTHER CAPITAL OUTLAY</b>      | <b>107,886.43</b> | <b>86,883.33</b>  | <b>259,903.95</b>       | <b>1,089,000.00</b> | <b>274,789.90</b>       | <b>829,096.05</b>                    | <b>23.9%</b>                   | <b>76.1%</b>                        |
| <b>TOTAL CAPITAL OUTLAY</b>            | <b>109,574.77</b> | <b>86,883.33</b>  | <b>261,592.29</b>       | <b>1,108,744.52</b> | <b>291,189.90</b>       | <b>847,152.23</b>                    | <b>23.6%</b>                   | <b>76.4%</b>                        |
| <b>TOTAL OPERATING EXPENDITURES</b>    | <b>552,919.00</b> | <b>568,524.39</b> | <b>1,618,862.83</b>     | <b>7,465,919.52</b> | <b>1,701,379.34</b>     | <b>5,847,056.69</b>                  | <b>21.7%</b>                   | <b>78.3%</b>                        |

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



# MONROE COUNTY PUBLIC LIBRARY

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## Operating Budget & Expenditure Report

January 1, 2011 to March 31, 2011  
3 months = 25.0%

| Object | Object Descr            | 2011 Budget    | Jan 2011     | Feb 2011     | Mar 2011     | 2011 YTD Amt | 2011 YTD Balance | 2011 %YTD Budget |
|--------|-------------------------|----------------|--------------|--------------|--------------|--------------|------------------|------------------|
| 10040  | MISCELLANEOUS           | \$0.00         | \$69.60      | \$185.85     | \$280.73     | \$536.18     | -\$536.18        | 100.00%          |
| 11200  | ADMINISTRATION          | \$167,000.00   | \$7,259.71   | \$7,259.72   | \$7,259.72   | \$21,779.15  | \$145,220.85     | 13.00%           |
| 11300  | PROF/SUPERVISORS        | \$545,000.00   | \$33,550.98  | \$33,550.97  | \$37,587.48  | \$104,689.43 | \$440,310.57     | 19.00%           |
| 11400  | PROFESSIONAL            | \$1,351,000.00 | \$104,938.41 | \$104,938.42 | \$104,938.44 | \$314,815.27 | \$1,036,184.73   | 23.00%           |
| 11500  | SPECIALIST/TECHNICIANS  | \$814,000.00   | \$59,417.93  | \$59,066.91  | \$58,837.99  | \$177,322.83 | \$636,677.17     | 22.00%           |
| 11600  | CLERICAL ASSISTANTS     | \$442,000.00   | \$35,018.53  | \$34,613.61  | \$34,074.98  | \$103,707.12 | \$338,292.88     | 23.00%           |
| 11700  | PAGES                   | \$226,000.00   | \$17,952.26  | \$17,845.73  | \$18,151.20  | \$53,949.19  | \$172,050.81     | 24.00%           |
| 11800  | TEMPORAY STAFF          | \$0.00         | \$615.09     | \$0.00       | \$0.00       | \$615.09     | -\$615.09        | 100.00%          |
| 11900  | BUILDING                | \$348,000.00   | \$26,412.12  | \$26,454.22  | \$26,448.99  | \$79,315.33  | \$268,684.67     | 23.00%           |
| 12100  | FICA/EMPLOYER           | \$238,100.00   | \$16,813.89  | \$16,729.21  | \$16,943.81  | \$50,486.91  | \$187,613.09     | 21.00%           |
| 12300  | PERF/EMPLOYER           | \$368,250.00   | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$368,250.00     | 0.00%            |
| 12400  | INS/EMPLOYER            | \$602,100.00   | \$19,616.77  | \$93,393.39  | \$46,715.78  | \$159,725.94 | \$442,374.06     | 27.00%           |
| 12500  | MEDICARE/EMPLOYER       | \$55,725.00    | \$3,932.28   | \$3,912.50   | \$3,962.63   | \$11,807.41  | \$43,917.59      | 21.00%           |
| 13100  | WORK STUDY              | \$1,000.00     | \$0.00       | \$2,961.29   | \$0.00       | \$2,961.29   | -\$1,961.29      | 296.00%          |
| 21100  | OFFICIAL RECORDS        | \$1,000.00     | \$809.53     | \$29.74      | \$0.00       | \$839.27     | \$160.73         | 84.00%           |
| 21200  | STATIONERY/PRINTING     | \$1,000.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$1,000.00       | 0.00%            |
| 21300  | OFFICE SUPPLIES         | \$18,100.00    | \$1,697.91   | \$1,131.41   | \$1,387.09   | \$4,216.41   | \$13,883.59      | 23.00%           |
| 21400  | DUPLICATING             | \$21,900.00    | \$2,272.77   | \$4,135.23   | \$1,658.34   | \$8,066.34   | \$13,833.66      | 37.00%           |
| 22100  | CLEANING SUPPLIES       | \$28,000.00    | \$3,334.36   | \$2,438.89   | \$4,125.18   | \$9,898.43   | \$18,101.57      | 35.00%           |
| 22200  | FUEL/OIL/LUBRICANTS     | \$8,500.00     | \$1,376.16   | \$0.00       | \$1,366.59   | \$2,742.75   | \$5,757.25       | 32.00%           |
| 22300  | CATALOGING              | \$5,500.00     | \$144.24     | \$184.80     | \$60.87      | \$389.91     | \$5,110.09       | 7.00%            |
| 22400  | A/V SUPPLIES/CATALOG    | \$10,000.00    | \$347.11     | \$63.72      | \$373.56     | \$784.39     | \$9,215.61       | 8.00%            |
| 22500  | CIRCULATION SUPPLIES    | \$21,000.00    | \$0.00       | \$14.72      | \$2,053.14   | \$2,067.86   | \$18,932.14      | 10.00%           |
| 22600  | LIGHT BULBS             | \$3,000.00     | \$2,080.95   | \$0.00       | \$423.88     | \$2,504.83   | \$495.17         | 83.00%           |
| 22800  | UNIFORMS                | \$1,000.00     | \$0.00       | \$1,261.00   | \$0.00       | \$1,261.00   | -\$261.00        | 126.00%          |
| 22900  | DISPLAY/EXHIBITS        | \$100.00       | \$73.65      | \$0.00       | \$14.22      | \$87.87      | \$12.13          | 88.00%           |
| 23000  | IS SUPPLIES             | \$5,000.00     | \$1,283.20   | \$499.30     | \$53.96      | \$1,836.46   | \$3,163.54       | 37.00%           |
| 23100  | BUILDING MATERIAL       | \$8,500.00     | \$4,990.51   | \$793.44     | -\$2,114.83  | \$3,669.12   | \$4,830.88       | 43.00%           |
| 23150  | ENERGY AUDIT MAT'LS &   | \$0.00         | \$0.00       | \$0.00       | \$1,536.05   | \$1,536.05   | -\$1,536.05      | 100.00%          |
| 23200  | PAINT/PAINTING SUPPLIES | \$200.00       | \$57.21      | \$69.47      | \$0.00       | \$126.68     | \$73.32          | 63.00%           |
| 31100  | CONSULTING SERVICES     | \$3,000.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$3,000.00       | 0.00%            |
| 31200  | ENGINEERING/ARCHITE     | \$3,000.00     | \$606.48     | \$400.00     | \$1,805.00   | \$2,811.48   | \$188.52         | 94.00%           |
| 31300  | LEGAL SERVICES          | \$14,000.00    | \$2,232.46   | \$1,272.20   | \$1,941.82   | \$5,446.48   | \$8,553.52       | 39.00%           |
| 31400  | BUILDING SERVICES       | \$40,000.00    | \$7,514.89   | \$2,267.00   | \$565.00     | \$10,346.89  | \$29,653.11      | 26.00%           |
| 31500  | MAINTENANCE             | \$95,000.00    | \$7,557.56   | \$5,892.08   | \$278.23     | \$13,727.87  | \$81,272.13      | 14.00%           |
| 31600  | COMPUTER SERVICES       | \$50,000.00    | \$1,225.00   | \$1,225.00   | \$1,225.00   | \$3,675.00   | \$46,325.00      | 7.00%            |
| 31700  | ADMIN/ACCOUNTING        | \$47,000.00    | \$9,966.85   | \$16,675.64  | \$2,474.45   | \$29,116.94  | \$17,883.06      | 62.00%           |
| 32100  | TELEPHONE               | \$26,000.00    | \$2,171.66   | \$971.68     | \$3,877.39   | \$7,020.73   | \$18,979.27      | 27.00%           |
| 32200  | POSTAGE                 | \$30,000.00    | \$1,994.10   | \$2,418.04   | \$1,757.59   | \$6,169.73   | \$23,830.27      | 21.00%           |
| 32300  | TRAVEL EXPENSE          | \$10,000.00    | \$320.09     | \$701.95     | \$0.00       | \$1,022.04   | \$8,977.96       | 10.00%           |
| 32400  | PROFESSIONAL MTG/OFF    | \$10,000.00    | \$160.00     | \$0.00       | \$36.00      | \$196.00     | \$9,804.00       | 2.00%            |
| 32500  | CONTINUING              | \$10,000.00    | \$0.00       | \$1,260.00   | \$0.00       | \$1,260.00   | \$8,740.00       | 13.00%           |
| 32600  | FREIGHT/DELIVERY        | \$1,000.00     | \$0.00       | \$0.00       | \$23.93      | \$23.93      | \$976.07         | 2.00%            |
| 33100  | ADVERTISING/PUBLICATI   | \$2,000.00     | \$49.00      | \$79.19      | \$0.00       | \$128.19     | \$1,871.81       | 6.00%            |
| 33200  | PRINTING                | \$6,000.00     | \$70.86      | \$35.31      | \$1,070.00   | \$1,176.17   | \$4,823.83       | 20.00%           |
| 34100  | OFFICIAL BOND INS.      | \$700.00       | \$0.00       | \$0.00       | \$450.00     | \$450.00     | \$250.00         | 64.00%           |
| 34200  | OTHER INSURANCE         | \$54,000.00    | \$3,200.00   | \$11,790.00  | \$36,785.00  | \$51,775.00  | \$2,225.00       | 96.00%           |
| 35100  | GAS                     | \$5,600.00     | \$52.72      | \$1,151.25   | \$54.47      | \$1,258.44   | \$4,341.56       | 22.00%           |
| 35200  | ELECTRICITY             | \$293,000.00   | \$26,186.07  | \$28,657.78  | \$23,385.50  | \$78,229.35  | \$214,770.65     | 27.00%           |
| 35300  | WATER                   | \$15,800.00    | \$1,153.39   | \$885.06     | \$335.82     | \$2,374.27   | \$13,425.73      | 15.00%           |
| 36100  | BUILDING REPAIRS        | \$22,000.00    | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$22,000.00      | 0.00%            |
| 36300  | OTHER                   | \$70,000.00    | \$586.80     | \$205.00     | \$0.00       | \$791.80     | \$69,208.20      | 1.00%            |
| 36400  | VEHICLE                 | \$7,500.00     | \$526.14     | \$0.00       | \$977.35     | \$1,503.49   | \$5,996.51       | 20.00%           |
| 36500  | MATERIALS               | \$3,000.00     | \$317.30     | \$0.00       | \$192.61     | \$509.91     | \$2,490.09       | 17.00%           |
| 37100  | REAL ESTATE             | \$32,000.00    | \$9,706.00   | \$37.50      | \$0.00       | \$9,743.50   | \$22,256.50      | 30.00%           |
| 37200  | EQUIPMENT RENTAL        | \$100.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$100.00         | 0.00%            |
| 39100  | DUES/INSTITUTIONAL      | \$6,500.00     | \$6,101.00   | \$0.00       | \$250.00     | \$6,351.00   | \$149.00         | 98.00%           |
| 39200  | INTEREST/TEMPORARY      | \$2,500.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$2,500.00       | 0.00%            |
| 39400  | TRANSFER TO LIRF        | \$200,000.00   | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$200,000.00     | 0.00%            |

**MONROE COUNTY PUBLIC LIBRARY**

**Operating Budget & Expenditure Report**

January 1, 2011 to March 31, 2011  
3 months = 25.0%

| <b>Object</b> | <b>Object Descr</b>  | <b>2011<br/>Budget</b> | <b>Jan<br/>2011</b> | <b>Feb<br/>2011</b> | <b>Mar<br/>2011</b> | <b>2011<br/>YTD Amt</b> | <b>2011 YTD<br/>Balance</b> | <b>2011<br/>%YTD<br/>Budget</b> |
|---------------|----------------------|------------------------|---------------------|---------------------|---------------------|-------------------------|-----------------------------|---------------------------------|
| 39500         | EDUCATIONAL/LICENSIN | \$6,500.00             | \$960.00            | \$0.00              | \$0.00              | \$960.00                | \$5,540.00                  | 15.00%                          |
| 44100         | FURNITURE            | \$0.00                 | \$0.00              | \$0.00              | \$300.82            | \$300.82                | -\$300.82                   | 100.00%                         |
| 44105         | ENCUMBERED           | \$1,387.52             | \$0.00              | \$0.00              | \$1,387.52          | \$1,387.52              | \$0.00                      | 100.00%                         |
| 44300         | OTHER EQUIPMENT      | \$18,357.00            | \$0.00              | \$0.00              | \$0.00              | \$0.00                  | \$18,357.00                 | 0.00%                           |
| 45100         | BOOKS                | \$593,000.00           | \$39,446.50         | \$38,996.69         | \$64,085.61         | \$142,528.80            | \$450,471.20                | 24.00%                          |
| 45200         | PERIODICALS/NEWSPAP  | \$48,000.00            | \$189.84            | \$102.23            | \$56.25             | \$348.32                | \$47,651.68                 | 1.00%                           |
| 45300         | NONPRINT MATERIALS   | \$379,000.00           | \$29,020.17         | \$29,404.45         | \$42,389.62         | \$100,814.24            | \$278,185.76                | 27.00%                          |
| 45400         | ELECTRONIC RESOURCES | \$69,000.00            | \$14,857.64         | \$0.00              | \$1,354.95          | \$16,212.59             | \$52,787.41                 | 23.00%                          |
|               |                      | \$7,465,919.52         | \$510,237.69        | \$555,961.59        | \$553,199.73        | \$1,619,399.01          | \$5,846,520.51              | 22.00%                          |

**MONROE COUNTY PUBLIC LIBRARY**

**LIRF Budget & Expenditure Report**

January 1, 2011 to March 31, 2011  
3 months = 25.0%

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

**MONROE COUNTY PUBLIC LIBRARY**

**Debt Service Budget & Expenditures Report**

January 1, 2011 to March 31, 2011  
3 months = 25.0%

| <b>Object</b> | <b>Object</b> | <b>2011</b>    | <b>Jan</b>   | <b>Feb</b>   | <b>Mar</b>   | <b>2011</b>    | <b>2011</b>    |               |
|---------------|---------------|----------------|--------------|--------------|--------------|----------------|----------------|---------------|
| <b>Object</b> | <b>Descr</b>  | <b>Budget</b>  | <b>2011</b>  | <b>2011</b>  | <b>2011</b>  | <b>YTD Amt</b> | <b>YTD</b>     | <b>%YTD</b>   |
|               |               |                |              |              |              |                | <b>Balance</b> | <b>Budget</b> |
| 37100         | REAL ESTATE   | \$1,996,000.00 | \$166,333.35 | \$166,333.33 | \$166,333.33 | \$499,000.01   | \$1,496,999.9  | 25.00%        |
| 39200         | INTEREST/TE   | \$0.00         | \$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         | \$0.00         | 100.00%       |
| 39450         | TRANSFER TO   | \$0.00         | \$0.00       | \$0.00       | \$0.00       | \$0.00         | \$0.00         | 100.00%       |
|               |               | \$1,996,000.00 | \$166,333.35 | \$166,333.33 | \$166,333.33 | \$499,000.01   | \$1,496,999.9  | 25.00%        |

**MONROE COUNTY PUBLIC LIBRARY**

**Rainy Day Budget & Expenditures Report**

January 1, 2011 to March 31, 2011  
3 months = 25.0%

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

**MONROE COUNTY PUBLIC LIBRARY**

**Special Revenue Budget & Expenditure Report**

January 1, 2011 to March 31, 2011  
3 months = 25.0%

| Object | Object Descr           | 2011<br>Budget | Jan<br>2011 | Feb<br>2011 | Mar<br>2011 | YTD<br>Amount | 2011<br>YTD<br>Balance | 2011<br>%YTD<br>Budget |
|--------|------------------------|----------------|-------------|-------------|-------------|---------------|------------------------|------------------------|
| 11300  | PROF/SUPERVISORS       | \$64,000.00    | \$4,564.32  | \$4,564.32  | \$4,564.32  | \$13,692.96   | \$50,307.04            | 21.00%                 |
| 11400  | PROFESSIONAL ASSISTANT | \$120,000.00   | \$9,188.18  | \$9,188.16  | \$9,188.16  | \$27,564.50   | \$92,435.50            | 23.00%                 |
| 11600  | CLERICAL ASSISTANTS    | \$173,000.00   | \$12,328.97 | \$13,195.22 | \$13,321.23 | \$38,845.42   | \$134,154.58           | 22.00%                 |
| 11800  | TEMPORAY STAFF         | \$11,000.00    | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$11,000.00            | 0.00%                  |
| 12100  | FICA/EMPLOYER          | \$21,500.00    | \$1,537.81  | \$1,588.88  | \$1,596.71  | \$4,723.40    | \$16,776.60            | 22.00%                 |
| 12300  | PERF/EMPLOYER          | \$22,000.00    | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$22,000.00            | 0.00%                  |
| 12400  | INS/EMPLOYER           | \$45,500.00    | \$2,942.80  | \$9,650.59  | \$4,254.90  | \$16,848.29   | \$28,651.71            | 37.00%                 |
| 12500  | MEDICARE/EMPLOYER      | \$5,000.00     | \$359.65    | \$371.60    | \$373.42    | \$1,104.67    | \$3,895.33             | 22.00%                 |
| 13100  | WORK STUDY             | \$500.00       | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$500.00               | 0.00%                  |
| 21200  | STATIONERY/PRINTING    | \$500.00       | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$500.00               | 0.00%                  |
| 21300  | OFFICE SUPPLIES        | \$500.00       | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$500.00               | 0.00%                  |
| 21400  | DUPLICATING            | \$200.00       | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$200.00               | 0.00%                  |
| 22200  | FUEL/OIL/LUBRICANTS    | \$1,000.00     | \$34.76     | \$0.00      | \$40.00     | \$74.76       | \$925.24               | 7.00%                  |
| 22700  | VIDEO TAPE/CATS        | \$20,000.00    | \$6,138.50  | \$0.00      | \$0.00      | \$6,138.50    | \$13,861.50            | 31.00%                 |
| 23000  | IS SUPPLIES            | \$1,000.00     | \$599.97    | \$0.00      | \$0.00      | \$599.97      | \$400.03               | 60.00%                 |
| 23500  | VIDEO MATERIALS/CATS   | \$10,000.00    | \$303.54    | \$183.50    | \$59.98     | \$547.02      | \$9,452.98             | 5.00%                  |
| 31100  | CONSULTING SERVICES    | \$10,000.00    | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$10,000.00            | 0.00%                  |
| 31200  | ENGINEERING/ARCHITECT  | \$0.00         | \$2,500.00  | \$0.00      | \$0.00      | \$2,500.00    | -\$2,500.00            | 100.00%                |
| 31300  | LEGAL SERVICES         | \$1,000.00     | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$1,000.00             | 0.00%                  |
| 31650  | DIGITIZATION SERVICES  | \$2,500.00     | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$2,500.00             | 0.00%                  |
| 32100  | TELEPHONE              | \$3,500.00     | \$0.00      | \$250.37    | \$499.49    | \$749.86      | \$2,750.14             | 21.00%                 |
| 32200  | POSTAGE                | \$1,000.00     | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$1,000.00             | 0.00%                  |
| 32300  | TRAVEL EXPENSE         | \$500.00       | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$500.00               | 0.00%                  |
| 32400  | PROFESSIONAL MTG/OFF   | \$500.00       | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$500.00               | 0.00%                  |
| 32600  | FREIGHT/DELIVERY       | \$500.00       | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$500.00               | 0.00%                  |
| 36300  | OTHER EQUIP/FURNITURE  | \$4,000.00     | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$4,000.00             | 0.00%                  |
| 37100  | REAL ESTATE            | \$2,000.00     | \$696.00    | \$0.00      | \$0.00      | \$696.00      | \$1,304.00             | 35.00%                 |
| 39100  | DUES/INSTITUTIONAL     | \$1,500.00     | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$1,500.00             | 0.00%                  |
| 39500  | EDUCATIONAL/LICENSING  | \$400.00       | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$400.00               | 0.00%                  |
| 39600  | COMMUNITY NEWS         | \$10,000.00    | \$2,500.00  | \$0.00      | \$0.00      | \$2,500.00    | \$7,500.00             | 25.00%                 |
| 44100  | FURNITURE              | \$1,200.00     | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$1,200.00             | 0.00%                  |
| 44700  | EQUIPMENT - CATS       | \$10,000.00    | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$10,000.00            | 0.00%                  |
| 44750  | SOFTWARE - CATS        | \$5,000.00     | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$5,000.00             | 0.00%                  |
|        |                        | \$549,300.00   | \$43,694.50 | \$38,992.64 | \$33,898.21 | \$116,585.35  | \$432,714.65           | 21.00%                 |

**MONROE COUNTY PUBLIC LIBRARY**

**LCPF Budget & Expenditure Report**

January 1, 2011 to March 31, 2011  
3 months = 25.0%

| Object | Object Descr     | 2011<br>Budget | Jan<br>2011 | Feb<br>2011 | Mar<br>2011 | YTD<br>Amount | 2011<br>YTD<br>Balance | 2011<br>%YTD<br>Budget |
|--------|------------------|----------------|-------------|-------------|-------------|---------------|------------------------|------------------------|
| 31105  | ENCUMBERED       | \$6,000.00     | \$0.00      | \$6,000.00  | \$0.00      | \$6,000.00    | \$0.00                 | 100.00%                |
| 31500  | MAINTENANCE      | \$0.00         | \$1,396.00  | \$0.00      | \$0.00      | \$1,396.00    | -\$1,396.00            | 100.00%                |
| 44300  | OTHER EQUIPMENT  | \$279,000.00   | \$0.00      | \$0.00      | \$572.65    | \$572.65      | \$278,427.35           | 0.00%                  |
| 44305  | ENCUMBERED       | \$95,635.00    | \$86,250.25 | \$0.00      | \$8,564.75  | \$94,815.00   | \$820.00               | 99.00%                 |
| 44600  | IS EQUIPMENT     | \$50,000.00    | \$0.00      | \$0.00      | \$3,509.00  | \$3,509.00    | \$46,491.00            | 7.00%                  |
| 44650  | IS SOFTWARE      | \$25,000.00    | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$25,000.00            | 0.00%                  |
| 44700  | EQUIPMENT - CATS | \$45,000.00    | \$0.00      | \$2,384.10  | \$0.00      | \$2,384.10    | \$42,615.90            | 5.00%                  |
| 44750  | SOFTWARE - CATS  | \$5,000.00     | \$0.00      | \$0.00      | \$0.00      | \$0.00        | \$5,000.00             | 0.00%                  |
|        |                  | \$505,635.00   | \$87,646.25 | \$8,384.10  | \$12,646.40 | \$108,676.75  | \$396,958.25           | 21.00%                 |

# MONROE COUNTY PUBLIC LIBRARY

## Expenditure Summary compared to last year

2011 compared to 2010: Period Ending March

| Fund | Fund Descr      | 2011 Budget     | March 2011 Amt | 2011 YTD Amt   | 2010 Budget     | March 2010 Amt | 2010 YTD Amt   | %Last YR YTD Diff |
|------|-----------------|-----------------|----------------|----------------|-----------------|----------------|----------------|-------------------|
| 001  | OPERATING       | \$7,465,919.52  | \$546,841.59   | \$1,619,399.01 | \$8,122,055.00  | \$568,594.34   | \$1,701,551.98 | -5.00%            |
| 002  | JAIL            | \$0.00          | \$919.41       | \$919.41       | \$6,000.00      | \$1,140.06     | \$1,140.06     | -19.00%           |
| 003  | CLEARING        | \$0.00          | \$0.00         | \$725.00       | \$27,651.18     | \$1,414.99     | \$28,742.70    | -97.00%           |
| 004  | GIFT            | \$0.00          | \$0.00         | \$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          | \$1,679.39     | \$5,284.97     | \$0.00          | \$2,930.14     | \$5,860.28     | -10.00%           |
| 007  | LIRF            | \$296,932.00    | \$0.00         | \$97,315.37    | \$525,317.75    | \$1,140.00     | \$5,700.00     | 1607.00%          |
| 008  | DEBT SERVICE    | \$1,996,000.00  | \$166,333.33   | \$499,000.01   | \$1,996,000.00  | \$166,333.33   | \$499,000.01   | 0.00%             |
| 009  | RAINY DAY       | \$473,310.00    | \$0.00         | \$0.00         | \$206,488.00    | \$2,598.50     | \$5,794.50     | -100.00%          |
| 010  | PAYROLL         | \$0.00          | \$324,910.92   | \$959,032.21   | \$0.00          | \$336,370.55   | \$993,530.01   | -3.00%            |
| 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      | \$863.35       | \$2,425.37     | -100.00%          |
| 016  | GIFT-RESTRICED  | \$7,100.00      | \$7,378.84     | \$17,292.33    | \$26,134.48     | \$5,009.67     | \$17,447.11    | -1.00%            |
| 017  | LEVY EXCESS     | \$0.00          | \$20,550.83    | \$20,550.83    | \$0.00          | \$0.00         | \$0.00         | 0.00%             |
| 018  | IN KIND         | \$0.00          | \$0.00         | \$0.00         | \$225,233.24    | \$0.00         | \$87,417.00    | -100.00%          |
| 019  | GIFT-FOUNDATION | \$0.00          | \$6,804.19     | \$13,346.19    | \$74,118.76     | \$3,151.47     | \$12,895.88    | 3.00%             |
| 020  | SPECIAL         | \$549,300.00    | \$33,898.21    | \$116,585.35   | \$554,557.00    | \$39,378.57    | \$117,449.52   | -1.00%            |
| 021  | CAPITAL         | \$505,635.00    | \$12,646.40    | \$108,676.75   | \$726,509.55    | \$80,481.40    | \$161,622.86   | -33.00%           |
| 022  | GATES           | \$0.00          | \$0.00         | \$0.00         | \$15,600.00     | \$0.00         | \$15,285.50    | -100.00%          |
| 023  | LSTA-CIVIL WAR  | \$5,274.27      | \$1,399.34     | \$4,292.76     | \$19,705.00     | \$0.00         | \$0.00         | 0.00%             |
|      |                 | \$11,299,470.79 | \$1,123,362.45 | \$3,465,007.13 | \$12,543,377.01 | \$1,209,406.37 | \$3,658,503.78 | -5.00%            |



# MONROE COUNTY PUBLIC LIBRARY

## Monthly Revenue Report (Cash Basis)

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

| Source | Source Descr                  | 2011<br>Budget | March<br>2011 Amt | 2011<br>YTD Amt | 2010<br>Budget | March<br>2010 Amt | 2010<br>YTD Amt | %Last YR<br>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      | \$521,807.25    | \$2,217,128.00 | \$201,125.42      | \$570,646.76    | -9.00%               |
| 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         | \$355.34          | \$897.94        | \$4,000.00     | \$422.94          | \$956.65        | -6.00%               |
| 03500  | LOST/DAMAGED                  | \$10,000.00    | \$3,548.89        | \$9,623.62      | \$12,000.00    | \$1,595.43        | \$4,930.83      | 95.00%               |
| 03600  | FINES/FEES                    | \$150,000.00   | \$24,626.47       | \$64,934.95     | \$180,000.00   | \$17,426.12       | \$45,697.45     | 42.00%               |
| 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     | \$781.30          | \$2,741.30      | \$12,000.00    | \$1,360.65        | \$3,407.60      | -20.00%              |
| 03900  | MISCELLANEOUS RECEIPTS        | \$0.00         | \$20,471.20       | \$22,306.10     | \$0.00         | \$1,227.00        | \$2,258.42      | 888.00%              |
| 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         | \$353.45          | \$625.79        | \$1,000.00     | \$110.23          | \$275.87        | 127.00%              |
| 18000  | COIN TELEPHONE RECEIPTS       | \$0.00         | \$0.00            | \$0.00          | \$0.00         | \$0.00            | \$0.00          | 0.00%                |
| 18500  | INTEREST FROM                 | \$0.00         | \$88.04           | \$401.05        | \$0.00         | \$7.96            | \$11.80         | 3299.00%             |
| 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%                |
| 21300  | RENT INCOME                   | \$0.00         | \$900.00          | \$900.00        | \$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 | \$225,060.44      | \$758,924.36    | \$7,696,607.00 | \$223,275.75      | \$1,252,836.07  | -39.00%              |

**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: March 2011

| <b>FUND Descr</b>          | <b>02/01/2011</b> | <b>MTD Debit</b> | <b>MTD Credit</b> | <b>02/28/2011</b> | <b>Bal Sht Descr</b>    |
|----------------------------|-------------------|------------------|-------------------|-------------------|-------------------------|
| OPERATING                  | -\$142,656.68     | \$572,686.25     | \$571,872.34      | -\$141,842.77     | CHASE/BANK ONE CHECKING |
| OPERATING                  | \$650,645.98      | \$71.89          | \$350,193.67      | \$300,524.20      | CHASE/BANK ONE SAVINGS  |
| OPERATING                  | \$28,685.59       | \$16,735.16      | \$21,503.11       | \$23,917.64       | MONROE BANK CHECKING    |
| OPERATING                  | \$115,902.82      | \$13,816.81      | \$50.00           | \$129,669.63      | UNITED COMMERCE BANK    |
| Fund 001 OPERATING         | \$652,577.71      | \$603,310.11     | \$943,619.12      | \$312,268.70      |                         |
| JAIL                       | \$6,000.00        | \$0.00           | \$919.41          | \$5,080.59        | 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       | \$652.28         | \$36.94           | \$20,372.40       | CHASE/BANK ONE CHECKING |
| GIFT UNRESTRICTED          | \$20,008.55       | \$5.02           | \$0.00            | \$20,013.57       | CHASE/BANK ONE SAVINGS  |
| GIFT UNRESTRICTED          | \$339.08          | \$766.46         | \$652.28          | \$453.26          | MONROE BANK CHECKING    |
| GIFT UNRESTRICTED          | \$2.00            | \$2.00           | \$0.00            | \$4.00            | UNITED COMMERCE BANK    |
| Fund 004 GIFT UNRESTRICTED | \$40,106.69       | \$1,425.76       | \$689.22          | \$40,843.23       |                         |
| PLAC                       | \$50.00           | \$750.00         | \$0.00            | \$800.00          | CHASE/BANK ONE CHECKING |
| PLAC                       | \$500.00          | \$550.00         | \$750.00          | \$300.00          | MONROE BANK CHECKING    |
| PLAC                       | \$1,600.00        | \$950.00         | \$0.00            | \$2,550.00        | UNITED COMMERCE BANK    |
| Fund 005 PLAC              | \$2,150.00        | \$2,250.00       | \$750.00          | \$3,650.00        |                         |
| RETIREES                   | -\$1,160.80       | \$1,280.80       | \$1,679.39        | -\$1,559.39       | CHASE/BANK ONE CHECKING |
| LIRF                       | \$82,509.58       | \$0.00           | \$0.00            | \$82,509.58       | CHASE/BANK ONE CHECKING |
| LIRF                       | \$861,402.53      | \$206.11         | \$0.00            | \$861,608.64      | CHASE/BANK ONE SAVINGS  |
| Fund 007 LIRF              | \$943,912.11      | \$206.11         | \$0.00            | \$944,118.22      |                         |
| DEBT SERVICE               | \$117,972.85      | \$50,233.89      | \$0.00            | \$168,206.74      | CHASE/BANK ONE SAVINGS  |
| RAINY DAY                  | \$2,989.54        | \$98,000.00      | \$0.00            | \$100,989.54      | CHASE/BANK ONE CHECKING |
| RAINY DAY                  | \$806,274.89      | \$169.91         | \$98,000.00       | \$708,444.80      | CHASE/BANK ONE SAVINGS  |
| Fund 009 RAINY DAY         | \$809,264.43      | \$98,169.91      | \$98,000.00       | \$809,434.34      |                         |
| PAYROLL                    | \$17,804.83       | \$318,927.81     | \$324,910.92      | \$11,821.72       | CHASE/BANK ONE CHECKING |
| GIFT-RESTRICED             | \$31,622.07       | \$21,938.03      | \$7,487.84        | \$46,072.26       | CHASE/BANK ONE CHECKING |
| GIFT-RESTRICED             | \$40,017.10       | \$9.55           | \$0.00            | \$40,026.65       | CHASE/BANK ONE SAVINGS  |
| GIFT-RESTRICED             | \$6,215.00        | \$1,146.00       | \$7,195.00        | \$166.00          | MONROE BANK CHECKING    |
| GIFT-RESTRICED             | \$320.00          | \$0.00           | \$0.00            | \$320.00          | UNITED COMMERCE BANK    |
| Fund 016 GIFT-RESTRICED    | \$78,174.17       | \$23,093.58      | \$14,682.84       | \$86,584.91       |                         |
| GIFT-FOUNDATION            | \$2,835.41        | \$37,151.71      | \$3,409.52        | \$36,577.60       | CHASE/BANK ONE CHECKING |
| SPECIAL REVENUE            | \$44,591.98       | \$1,250.00       | \$33,898.21       | \$11,943.77       | CHASE/BANK ONE CHECKING |

**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: March 2011

| <b>FUND Descr</b> | <b>02/01/2011</b> | <b>MTD<br/>Debit</b> | <b>MTD<br/>Credit</b> | <b>02/28/2011</b> | <b>Bal Sht Descr</b>    |
|-------------------|-------------------|----------------------|-----------------------|-------------------|-------------------------|
| CAPITAL PROJECTS  | \$15,201.20       | \$0.00               | \$9,137.40            | \$6,063.80        | CHASE/BANK ONE CHECKING |
| LSTA-CIVIL WAR    | -\$7,255.16       | \$0.00               | \$1,399.34            | -\$8,654.50       | CHASE/BANK ONE CHECKING |
| FINRA GRANT       | \$0.00            | \$39,791.00          | \$0.00                | \$39,791.00       | CHASE/BANK ONE CHECKING |
|                   | \$2,722,175.42    | \$1,177,090.68       | \$1,433,095.37        | \$2,466,170.73    |                         |

**MONROE COUNTY PUBLIC LIBRARY**

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**\*Check Reconciliation©  
CHASE BANK CHECKING  
06100 BANKONECK  
March 2011**

**Account**

|                                     |              |            |              |
|-------------------------------------|--------------|------------|--------------|
| Beginning Balance on 3/1/2011       | \$272,973.52 | Cleared    | \$347,853.97 |
| + Receipts/Deposits                 | \$743,713.53 | Statement  | \$347,853.97 |
| - Payments (Checks and Withdrawals) | \$668,833.08 | Difference | \$0.00       |
| Ending Balance as of 3/31/2011      | \$347,853.97 |            |              |

**Check Book Balance**

|        |                    |                   |                     |
|--------|--------------------|-------------------|---------------------|
| Active | G 001-06100        | OPERATING         | -\$141,842.77       |
| Active | G 002-06100        | JAIL              | \$5,080.59          |
| Active | G 003-06100        | CLEARING          | -\$725.00           |
| Active | G 004-06100        | GIFT UNRESTRICTED | \$20,372.40         |
| Active | G 005-06100        | PLAC              | \$800.00            |
| Active | G 006-06100        | RETIREES          | -\$1,559.39         |
| Active | G 007-06100        | LIRF              | \$82,509.58         |
| Active | G 008-06100        | DEBT SERVICE      | \$0.00              |
| Active | G 009-06100        | RAINY DAY         | \$100,989.54        |
| Active | G 010-06100        | PAYROLL           | \$11,821.72         |
| Active | G 012-06100        | TEEN COUNCIL      | \$0.00              |
| Active | G 015-06100        | LSTA              | \$0.00              |
| Active | G 016-06100        | GIFT-RESTRICED    | \$46,072.26         |
| Active | G 017-06100        | LEVY EXCESS       | \$0.00              |
| Active | G 019-06100        | GIFT-FOUNDATION   | \$36,577.60         |
| Active | G 020-06100        | SPECIAL REVENUE   | \$11,943.77         |
| Active | G 021-06100        | CAPITAL PROJECTS  | \$6,063.80          |
| Active | G 022-06100        | GATES HARDWARE    | \$0.00              |
| Active | G 023-06100        | LSTA-CIVIL WAR    | -\$8,654.50         |
| Active | G 024-06100        | FINRA GRANT       | \$39,791.00         |
|        |                    | Cash Balance      | <b>\$209,240.60</b> |
|        | Beginng Balance    | \$272,973.52      |                     |
|        | + Total Deposits   | \$743,713.53      |                     |
|        | - Checks Written   | \$807,446.45      |                     |
|        | Check Book Balance | \$209,240.60      |                     |
|        | Difference         | \$0.00            |                     |

**MONROE COUNTY PUBLIC LIBRARY**

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**\*Check Reconciliation©  
CHASE BANK SAVINGS  
06110 BANKONESV  
March 2011**

**Account**

|                      |                                   |                |            |                |
|----------------------|-----------------------------------|----------------|------------|----------------|
| Beginning Balance on | 3/1/2011                          | \$2,516,872.73 | Cleared    | \$2,098,824.60 |
| +                    | Receipts/Deposits                 | \$502.70       | Statement  | \$2,098,824.60 |
| -                    | Payments (Checks and Withdrawals) | \$418,550.83   | Difference | \$0.00         |
| Ending Balance as of | 3/31/2011                         | \$2,098,824.60 |            |                |

**Check Book Balance**

|        |             |                   |                       |
|--------|-------------|-------------------|-----------------------|
| Active | G 001-06110 | OPERATING         | \$300,524.20          |
| Active | G 004-06110 | GIFT UNRESTRICTED | \$20,013.57           |
| Active | G 007-06110 | LIRF              | \$861,608.64          |
| Active | G 008-06110 | DEBT SERVICE      | \$168,206.74          |
| Active | G 009-06110 | RAINY DAY         | \$708,444.80          |
| Active | G 016-06110 | GIFT-RESTRICED    | \$40,026.65           |
| Active | G 017-06110 | LEVY EXCESS       | \$0.00                |
| Active | G 019-06110 | GIFT-FOUNDATION   | \$0.00                |
| Active | G 021-06110 | CAPITAL PROJECTS  | \$0.00                |
|        |             | Cash Balance      | <b>\$2,098,824.60</b> |

|                    |                |                |  |
|--------------------|----------------|----------------|--|
| Beginng Balance    | \$2,516,872.73 |                |  |
| + Total Deposits   | \$502.70       |                |  |
| - Checks Written   | \$418,550.83   |                |  |
| Check Book Balance |                | \$2,098,824.60 |  |
| Difference         |                | \$0.00         |  |

**MONROE COUNTY PUBLIC LIBRARY**

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**\*Check Reconciliation©**

**MONROE BANK CHECKING**

**06300 MONROECK**

**March 2011**

**Account**

|                                     |             |            |             |
|-------------------------------------|-------------|------------|-------------|
| Beginning Balance on 3/1/2011       | \$55,324.58 | Cleared    | \$24,836.90 |
| + Receipts/Deposits                 | \$19,512.32 | Statement  | \$24,836.90 |
| - Payments (Checks and Withdrawals) | \$50,000.00 | Difference | \$0.00      |
| Ending Balance as of 3/31/2011      | \$24,836.90 |            |             |

**Check Book Balance**

|        |                    |                   |                    |
|--------|--------------------|-------------------|--------------------|
| Active | G 001-06300        | OPERATING         | \$23,917.64        |
| Active | G 002-06300        | JAIL              | \$0.00             |
| Active | G 003-06300        | CLEARING          | \$0.00             |
| Active | G 004-06300        | GIFT UNRESTRICTED | \$453.26           |
| Active | G 005-06300        | PLAC              | \$300.00           |
| 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    | \$166.00           |
| Active | G 019-06300        | GIFT-FOUNDATION   | \$0.00             |
| Active | G 020-06300        | SPECIAL REVENUE   | \$0.00             |
|        |                    | Cash Balance      | <b>\$24,836.90</b> |
|        | Beginng Balance    | \$55,324.58       |                    |
|        | + Total Deposits   | \$19,512.32       |                    |
|        | - Checks Written   | \$50,000.00       |                    |
|        | Check Book Balance | \$24,836.90       |                    |
|        | Difference         | \$0.00            |                    |

**MONROE COUNTY PUBLIC LIBRARY**

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**\*Check Reconciliation©**

**UNITED COMMERCE**

**06400 UNITED COM**

**March 2011**

**Account**

|                                     |              |            |              |
|-------------------------------------|--------------|------------|--------------|
| Beginning Balance on 3/1/2011       | \$118,549.82 | Cleared    | \$133,268.63 |
| + Receipts/Deposits                 | \$14,718.81  | Statement  | \$133,268.63 |
| - Payments (Checks and Withdrawals) | \$0.00       | Difference | \$0.00       |
| Ending Balance as of 3/31/2011      | \$133,268.63 |            |              |

**Check Book Balance**

|        |                    |                   |                     |
|--------|--------------------|-------------------|---------------------|
| Active | G 001-06400        | OPERATING         | \$129,669.63        |
| Active | G 003-06400        | CLEARING          | \$725.00            |
| Active | G 004-06400        | GIFT UNRESTRICTED | \$4.00              |
| Active | G 005-06400        | PLAC              | \$2,550.00          |
| Active | G 016-06400        | GIFT-RESTRICED    | \$320.00            |
|        |                    | Cash Balance      | <b>\$133,268.63</b> |
|        | Beginng Balance    | \$118,549.82      |                     |
|        | + Total Deposits   | \$14,718.81       |                     |
|        | - Checks Written   | \$0.00            |                     |
|        | Check Book Balance | \$133,268.63      |                     |
|        | Difference         | \$0.00            |                     |

## 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<br>Resolution to Request Advance Tax Draws<br>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<br>advertising  |
| April        | 13          | Work Session     |  |
|              | 20          | Public Hearing   | Library Capital Projects Fund Plan   |
|              | 20          | Board Meeting    | Adopt Library Capital Projects Fund Plan and<br>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<br>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

- None

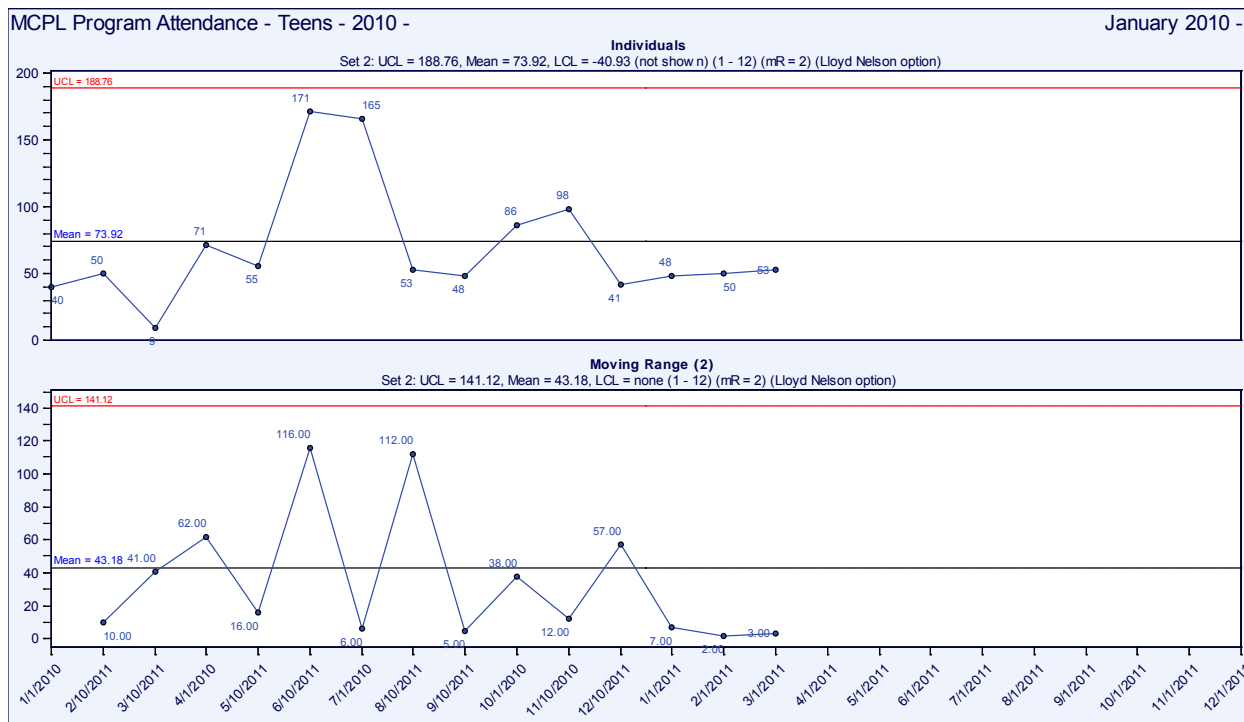
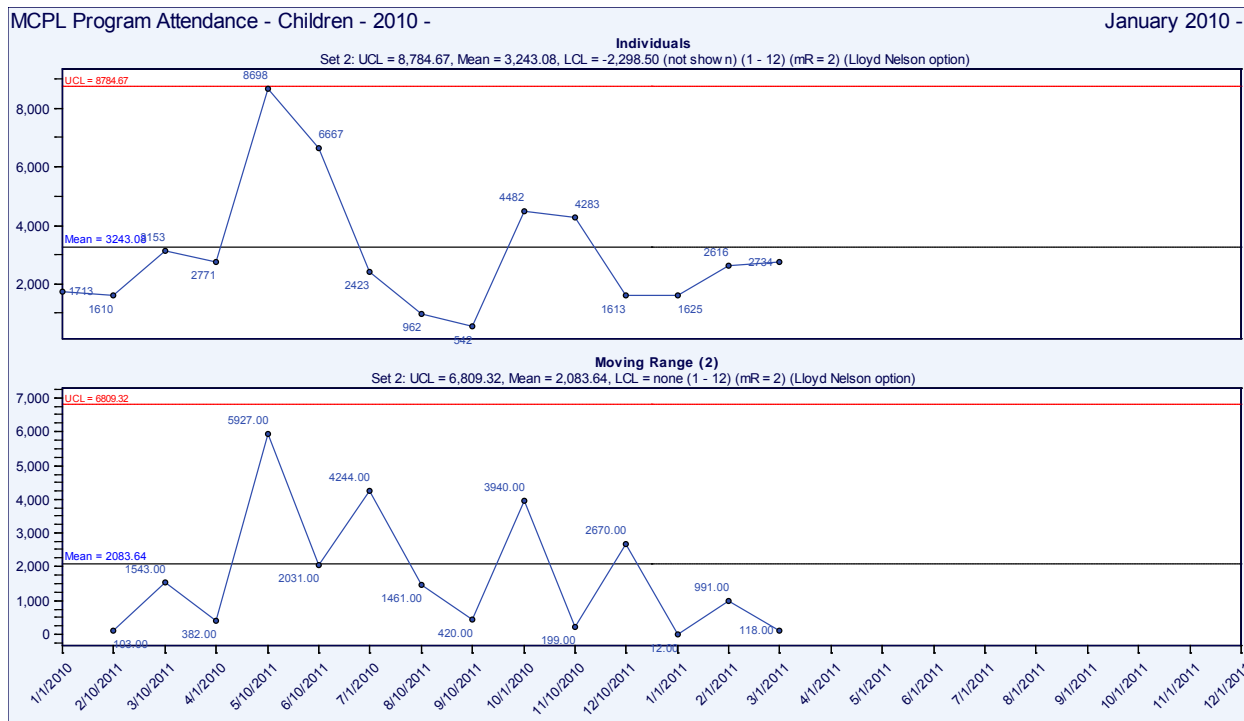
### Beginning Employment

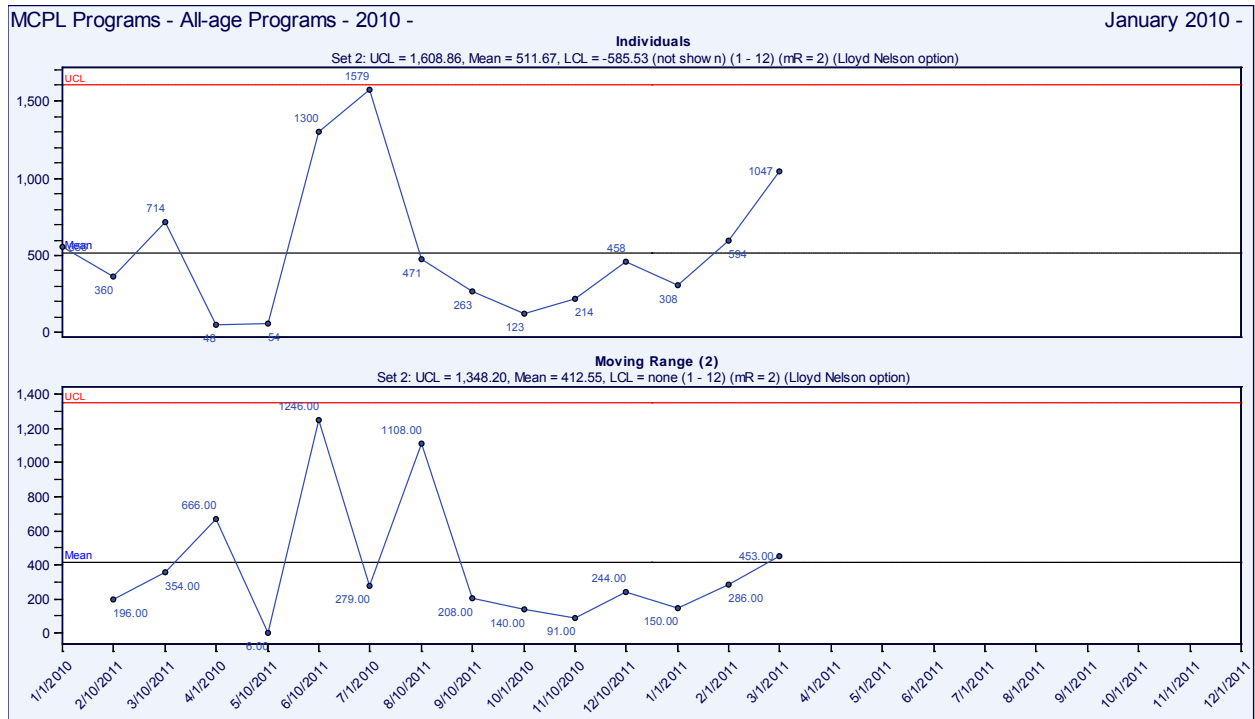
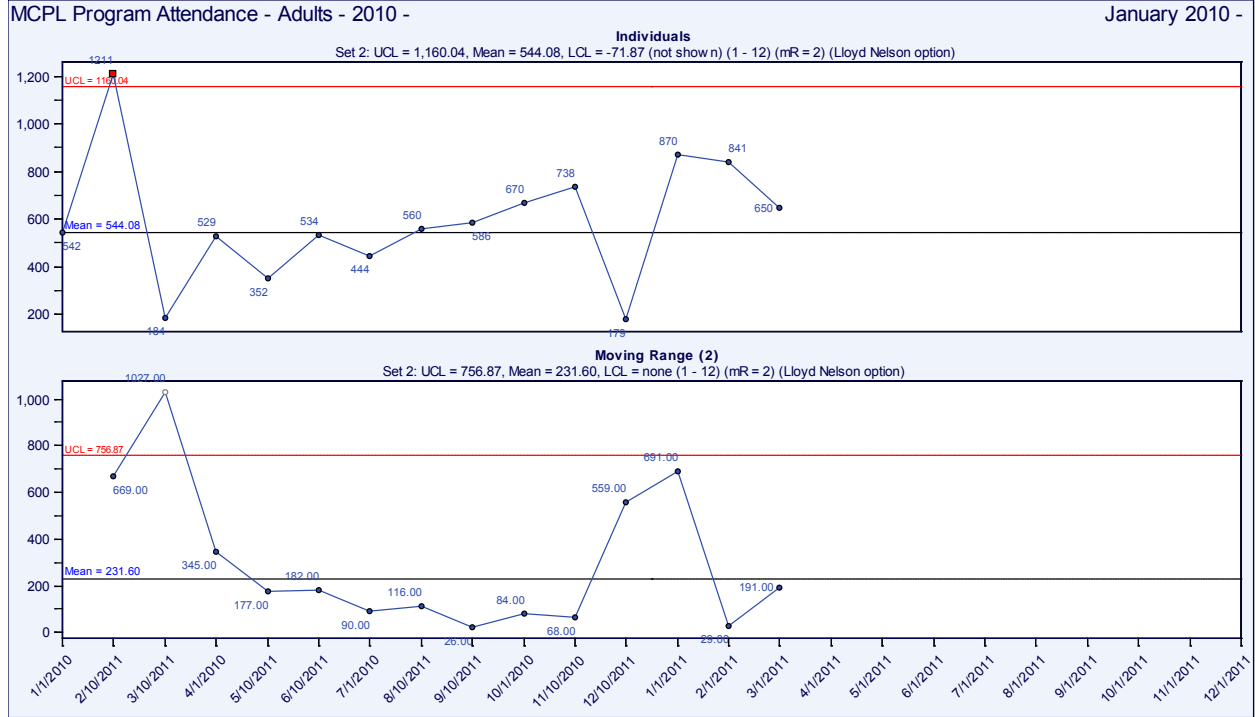
- Jason Evans Groth, Adult & Teen Services, Grant Project Librarian, Pay Grade H, 20 hours per week, effective April 4, 2011

### Ending Employment

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

## Goal 1: Strengthen support for literacy and lifelong learning.





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

- Polly Nuest reports his month's Head Start story times emphasized narrative skills, vocabulary and phonological awareness as she explored St. Patrick's Day and Ireland. Since the holiday usually falls during Spring Break, this was the first exposure for almost all of the kids. Making its first appearance this year was a Vocabulary Bag, from which we pulled St. Patrick's Day items like a picture of St. Patrick, a leprechaun and his gold, a tin whistle, and a live shamrock. A cumulative Celtic tale, *Too Many Fairies* by Margaret Read MacDonald, followed, along with a felt board performance of "Five Little Leprechauns," a movement and rhyme game based on the color green, and a little Irish song called "Rig-a-jig-jig." Audience participation was high (and delightfully loud!) throughout.
- Although Children's Services doesn't usually do outreach programs, they did get to host a Head Start class in the library this month. Josh presented stories about spring for a visiting class, then took them into the Learn and Play Space.
- Christina Jones's "Seusspicious Behavior" program continues to grow. Partners included WTIU this year, with a visit from the Cat in the Hat, book giveaways and additional activities. More than 700 people attended. Thanks for volunteer help and financial support of the Friends.
- Stephanie reported on publicity opportunities for the Monroe County Smart Start Coalition for their upcoming information blitz in April.

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

- Chris Jackson met with administrators from Lighthouse Christian Academy regarding a possible Bookmobile stop. Given our full schedule, it is often difficult to add new stops, but we think we may be able to squeeze this in on Mondays, right after school lets out.
- Spring Break was like a summer preview for Children's Services. This week used to be a dry time for program attendance, but the last few years have seen an increase in spring break activity at the library, and we have planned accordingly. In March we presented 5 school age programs which were attended by more than 260 people. Indiana Jim's Herpetology Program was a particular hit.
- Mary Frasier hosted a booth at the Lotus Blossoms World Bazaar with the help of Friends Helena Walsh and Amal Altoma; 148 children made bookmarks.
- Sara Laughlin represented the Library in planning "Bloomington Reads" week, April 25-30, sponsored by the Foundation of Monroe County Community Schools. The Library will host a program on April 27 and take a leading role in "Bloomington Reads at the Farmers' Market" on April 30.
- Children and families attended several Spring Break programs at Main and Ellettsville.
- Get Reading/Get Moving Summer Reading Program planning continued.
- Ellettsville's Reading to the dogs monthly program helped to increase reading confidence and fluency.

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

- During the three weeks it was open in March, the Homework Center served 370 children with either general Homework Help or specific literacy tutoring.
- VITAL conducted a three-part Introduction to Basic Literacy Tutoring with six attendees. Four volunteers attended the second session of ESL Tutor Training. Tutor mentor Darci Hawxhurst held eight tutor mentoring sessions. A VITAL volunteer tutor attended a four-part Literacy Tutor Training series in Washington County.

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

- VITAL coordinator Sue Murphy staffed an information table representing the Library at the Ivy Tech Open House on March 24, coordinated filming of a public service announcement about the library's Job Search Initiative, made a presentation about the Library to Bloomington Business and Professional Exchange and to IU-SLIS class about the VITAL program.
- VITAL Staff hosted a visit with representatives, including Adult Program Coordinator and Literacy Coalition Chair, from Mooresville Public Library.
- An article about the program "Reading to Dogs" appeared in the Indiana Daily Student and included an interview with a Monroe County Humane Association employee and children's librarian Stephanie Holman.

## ***1E. Strengthen literacy skills of adults.***

- 71 individual learners were matched in one-to-one tutoring pairs. 68 individuals attended group ESL Conversation Practice groups.

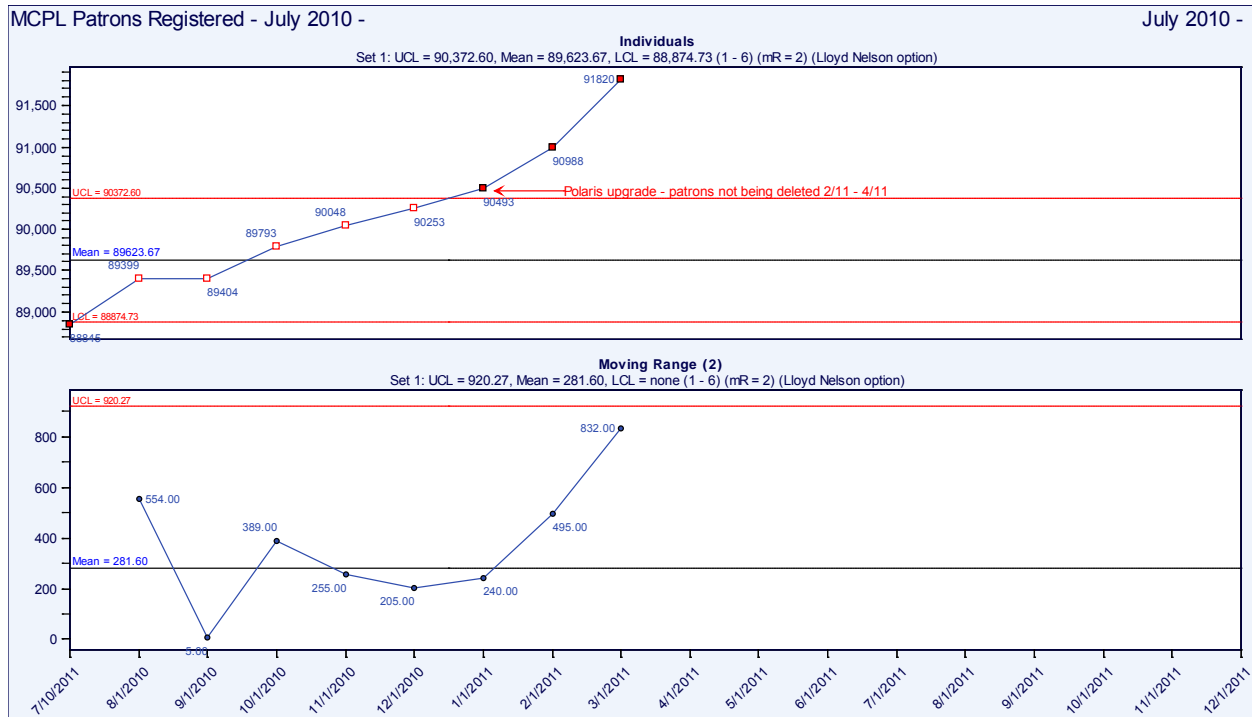
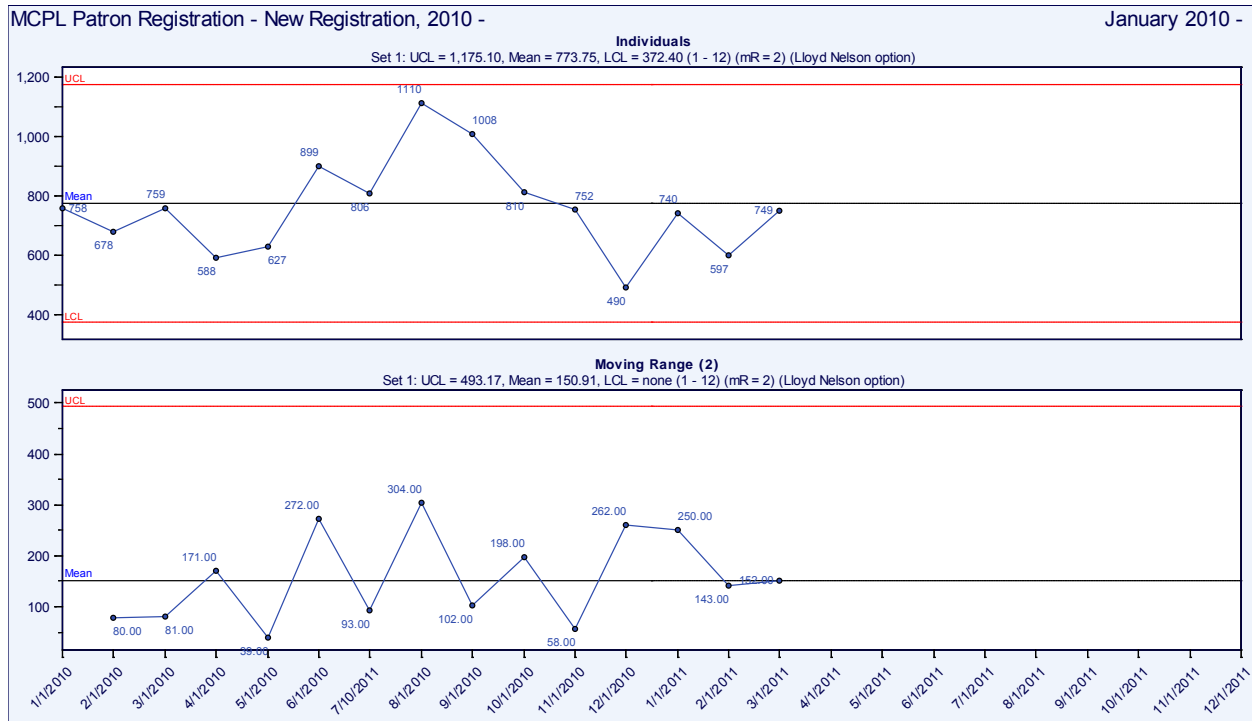
## ***1F. Strengthen readers' advisory services.***

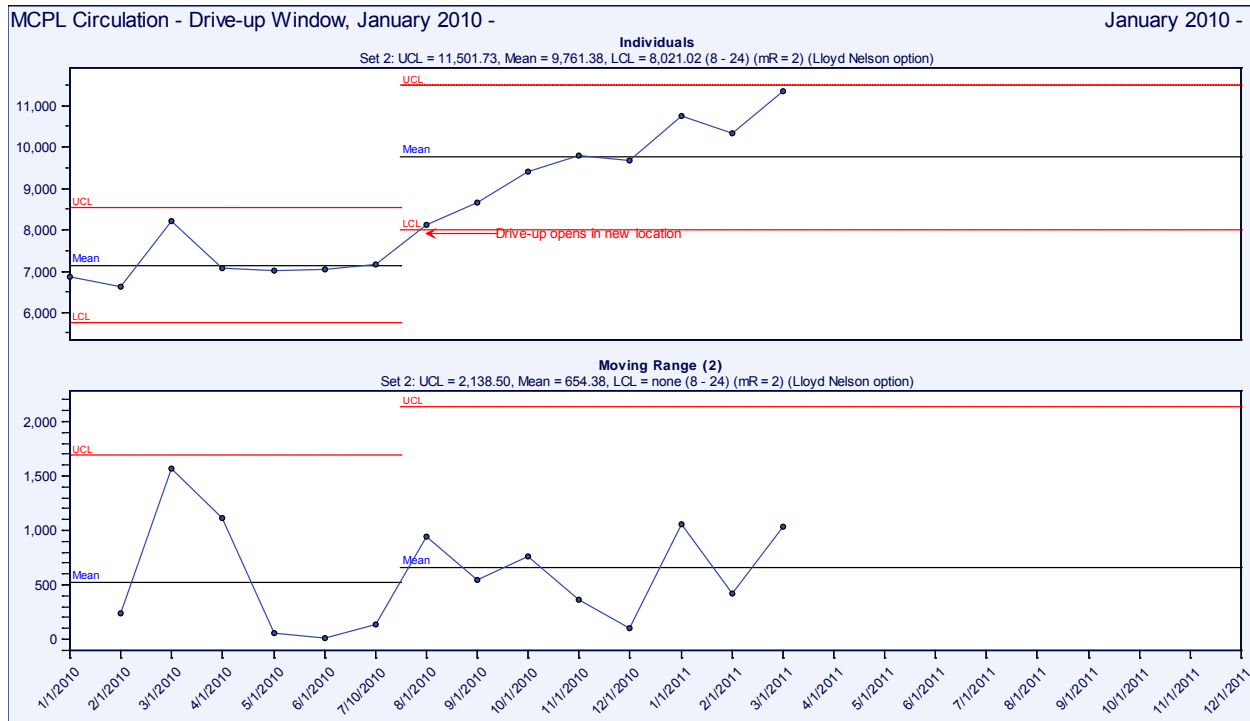
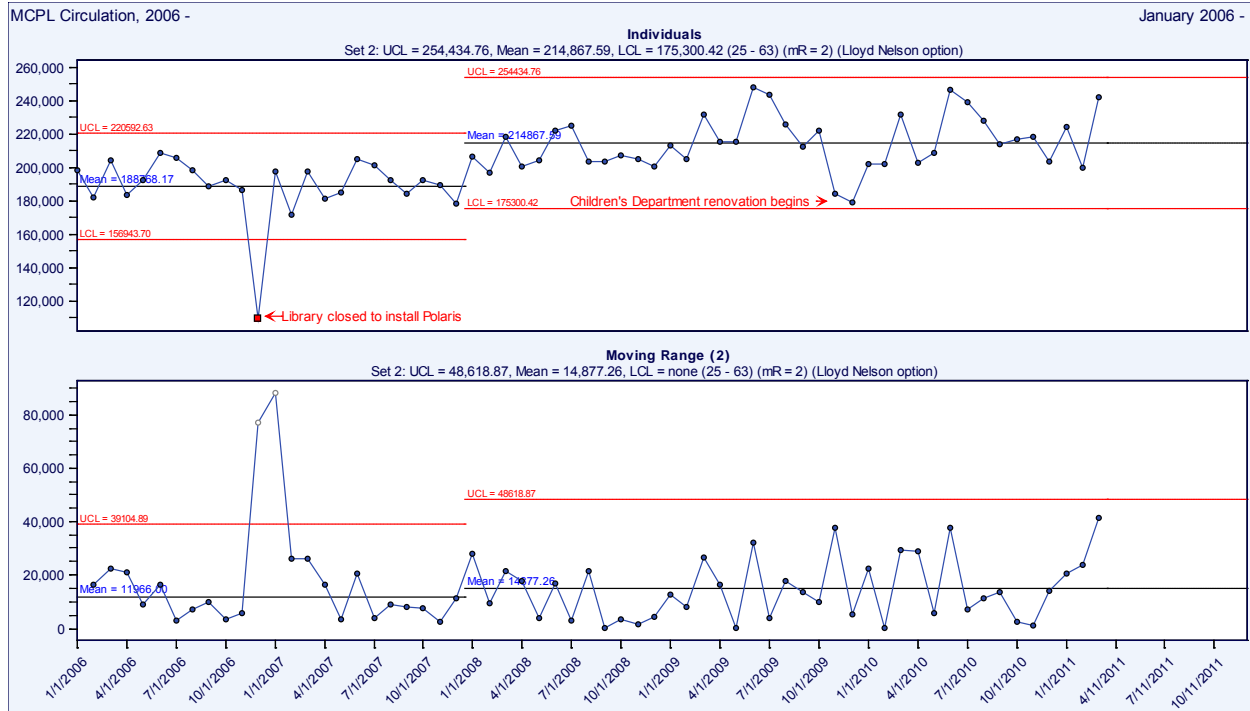
- Book lists that support the Richland-Bean Blossom C.L.A.S.S. initiatives were posted on the library's website. These book lists provide reading material for each month's life skill focus, such as "honesty" and "integrity."

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

- Sara Laughlin represented the Library at a community health needs assessment for IU Health-Bloomington Hospital.
- Stephanie Holman was invited to attend a focus group of community members who were interviewed by a state appointed accreditation team that was evaluating the RBB school system.
- Penny Gillie reported to the Board about the general state of partnerships between MCPL and area nonprofit organizations and governmental entities and organized the Marketing and Events Committee's annual updating of partnership contact information.
- Chris Hosler attended the second of three College Success Coalition meetings. In March, members of the area schools, business leaders and non-profit representatives joined to review a large amount of data relating to middle school and high school achievement, students' perspectives and goals as well as socioeconomic data for the county and state. Small groups brainstormed key concerns and developed a list of primary issues for development of action items in April.
- Margaret worked with the Commission on Aging to obtain funding for film to be shown at MCPL as part of the Creative Aging Festival in May.

## Goal 2: Expand access to information.





| <b>March Access</b> |  |       |
|---------------------|--|-------|
| <b>Read It Off</b>  | Number registered                      | 418   |
|                     | Charges waived                         | \$872 |
|                     | Number individuals with charged waived | 89    |
|                     | Number exiting program                 | 38    |

# Director's Report

March 2011

|                          |                |     |
|--------------------------|----------------|-----|
| <b>Interlibrary loan</b> | Items loaned   | 207 |
|                          | Items borrowed | 24  |

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

**2B. Improve web access.**

| <b>March Access - Website</b> |                |                  |
|-------------------------------|----------------|------------------|
| <b>Website Visits</b>         | Home page hits | 88,771           |
|                               | Catalog hits   | 4,315,783        |
|                               | Other hits     | 2,389,278        |
|                               | <b>TOTAL</b>   | <b>6,705,061</b> |

**2C. Deliver information through CATS.**

| <b>March Access - CATS</b> |                              |       |
|----------------------------|------------------------------|-------|
| <b>CATS</b>                | Government meetings produced | 38    |
|                            | Patron programs produced     | 97    |
|                            | CATS programs produced       | 30    |
|                            | Hours cablecast              | 2,153 |
|                            | In-house viewings            | 20    |
|                            | Editing sessions             | 105   |
|                            | Dubs delivered               | 99    |
|                            | Programs added to collection | 293   |

- A PSA was created inviting the public to visit the Ellettsville Children's Room began playing in March.

**2D. Replace Bookmobile. COMPLETED**

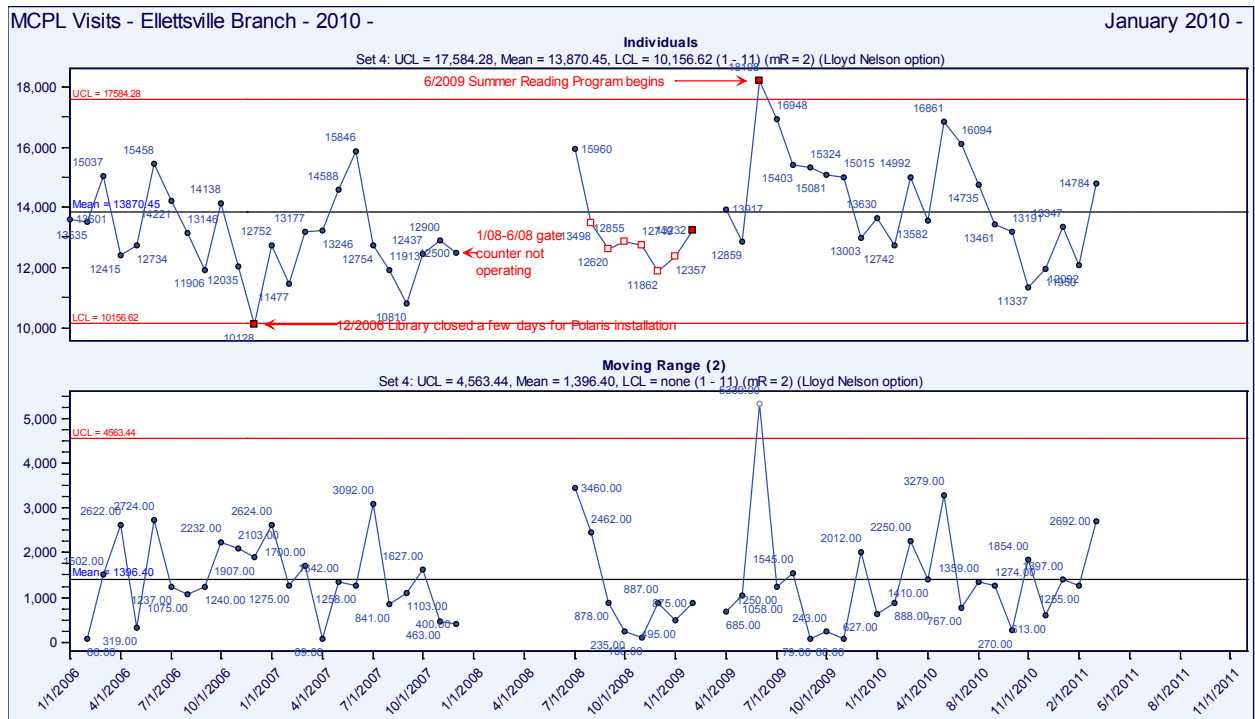
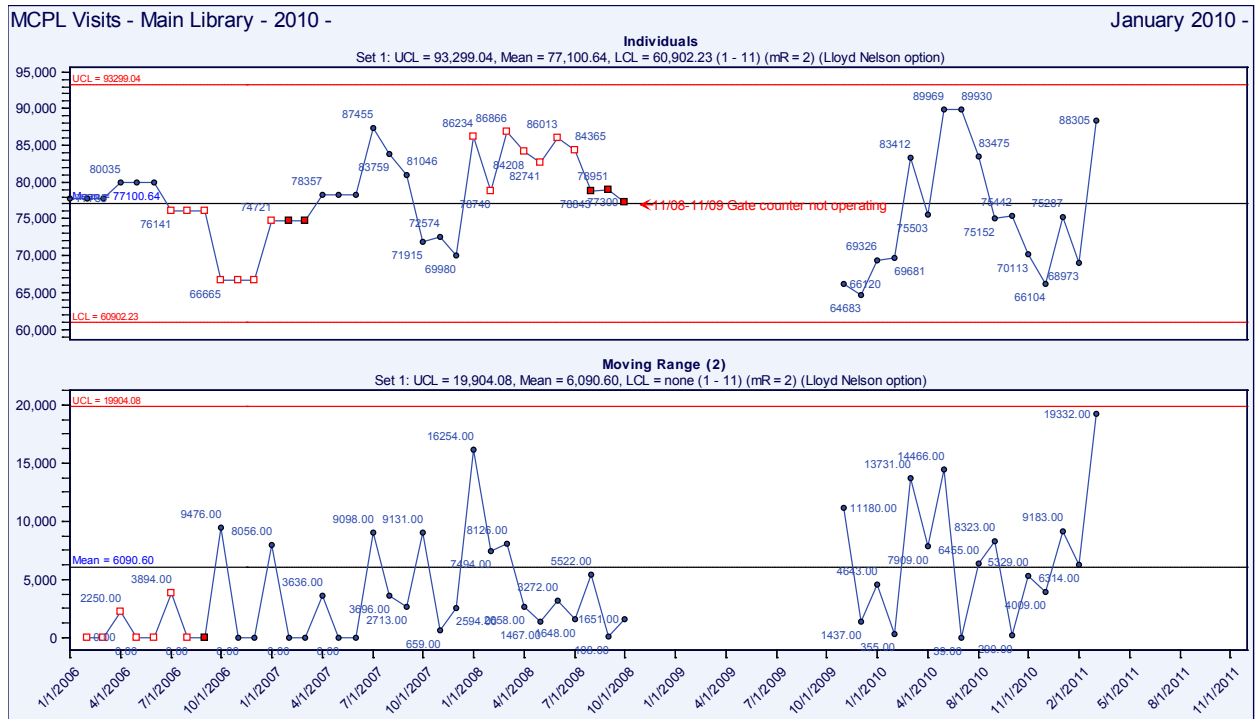
**2E. Investigate changing or expanding hours.**

**2F. Open a second branch location.**

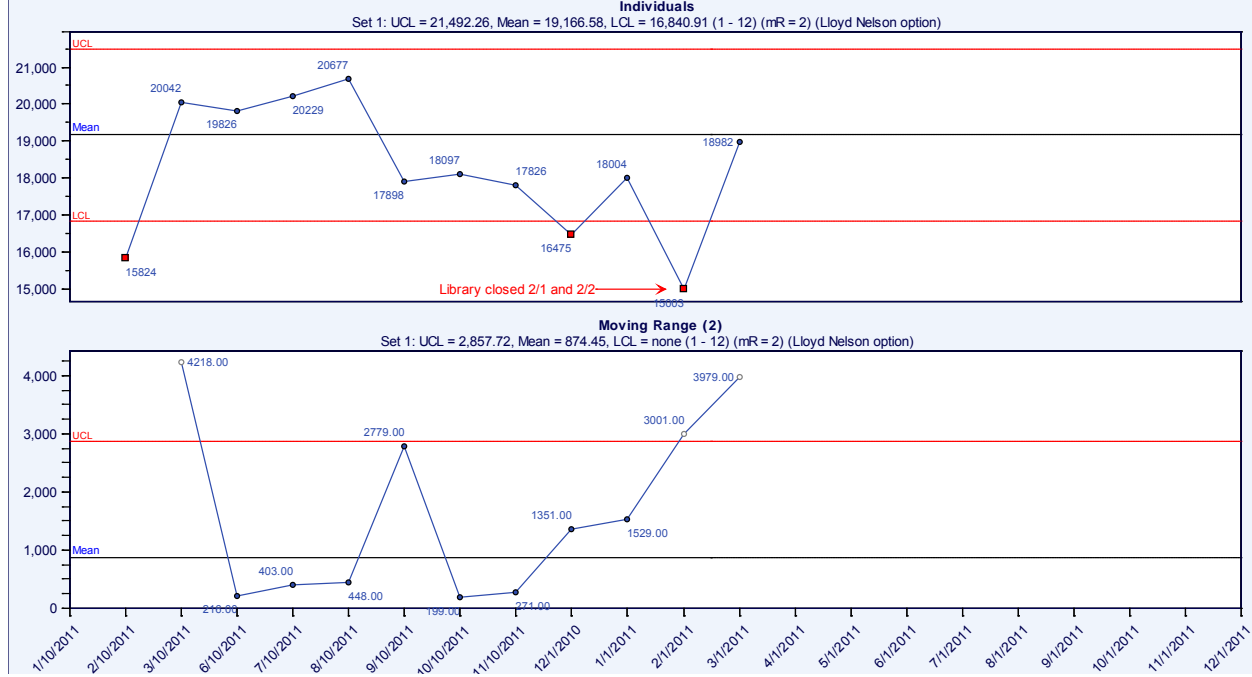
**2G. Improve service for people with disabilities.**



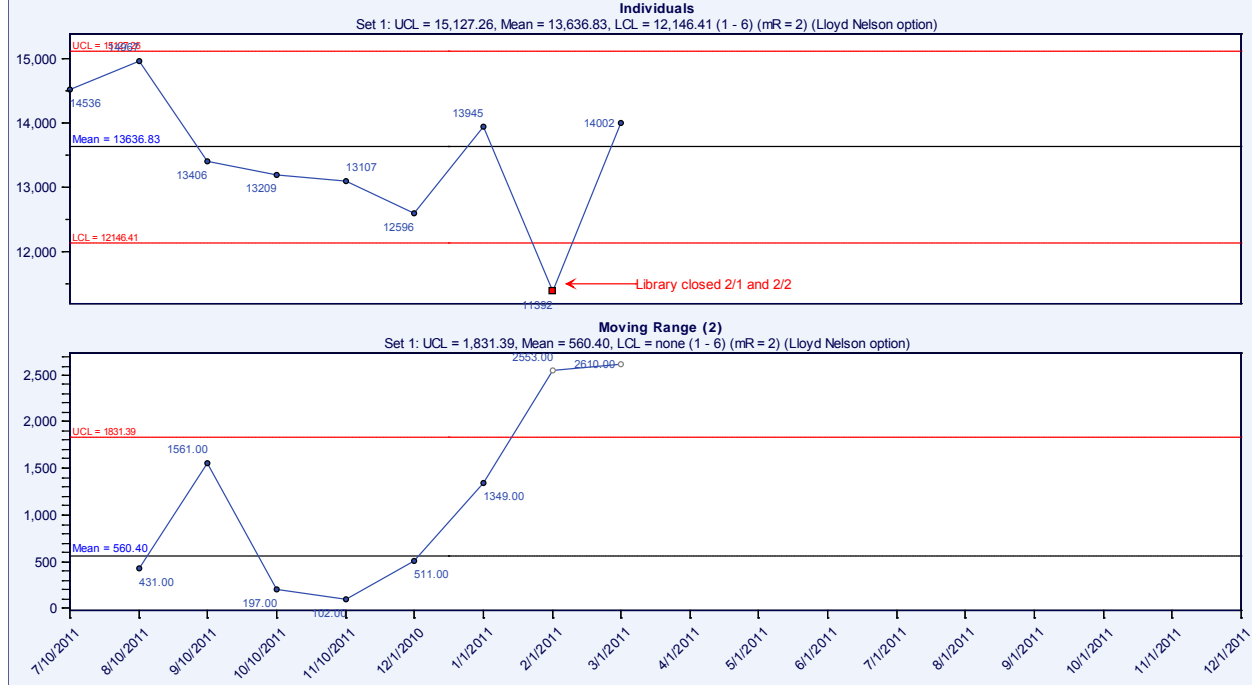
## Goal 3: Deliver exemplary service.



MCPL Public Computing Sessions, 2010 - January 2010 -



MCPL Public Computing Hours, July 2010 - July 2010 -



| <b>March Service</b>            |                                 |     |
|---------------------------------|---------------------------------|-----|
| <b>Meeting Rooms</b>            | Total reserved                  | 139 |
|                                 | Main Library meeting rooms used | 95  |
|                                 | Main Library auditorium used    | 24  |
|                                 | Main Library atrium             | 1   |
|                                 | Ellettsville Branch             | 19  |
| <b>TOTAL MEETING ROOMS USED</b> |                                 |     |
| <b>Author Alert</b>             | Holdings placed                 | 273 |

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

- Facilities added two bollards at the old drive-up window area on Grant Street at the request of the City Planning Department.

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

- Facilities ordered the glass curtain wall and electrical work for the first floor check out area, in preparation for installation of the automated materials handling equipment.

**3C. Improve materials security.**

**3D. Complete children's addition at Ellettsville Branch. COMPLETED**

**3E. Remodel Main Library to improve space utilization and update worn areas. PHASE 1, 2, and 2A COMPLETED**

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

**3G. Provide high quality public technology services.**

- Steve Backs, Ned Baugh, Paula Gray-Overtoom, Sara Laughlin, Mickey Needham, Vanessa Schwegman, Bara Swinson, Pam Wasmer, and Josh Wolf, hosted a delegation of 20 librarians from the Champaign and Urbana (IL) public libraries. The two groups are considering choosing Polaris for their integrated library system.
- Students from IU-SLIS gathered data for a survey about the Library's website.
- Penny offered a "Library Catalog Tips and Tricks" class using the Ellettsville laptop computer lab. One of the participants had never used a computer before and was delighted to learn how to use a mouse and navigate the online features of the library catalog.

**3H. Create engaging library experiences.**

- To celebrate Youth Art Month in March, approximately 300 pieces of marvelous art were displayed in the lobby and on the walls of the Ellettsville branch. Participants included students from all schools in the RBB system, local Boys and Girls Club attendees, and homeschooled children from the area. Children's art also was displayed in the Atrium Case at the Main Library in March.
- Chris Hosler set up a display, including two booklists, in the Ellettsville Branch's YA collection that highlighted fiction and non-fiction on technology for Teen Tech Week.
- At the end of March, Community Relations set up an interactive "Spring into Reading" display in the Atrium Case that invited visitors to help "build" a picture of spring. (They nominated items to include and we found a way to add them.)

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

### 3J. Offer regular customer service training and updates.

- Staff Development committee, co-chaired by Stephanie Holman and Jennifer Kellams, began planning Staff Day and other staff development initiatives.

### 3K. Implement training to enhance technology core competencies.

### 3L. Offer regular feedback opportunities for employees.

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

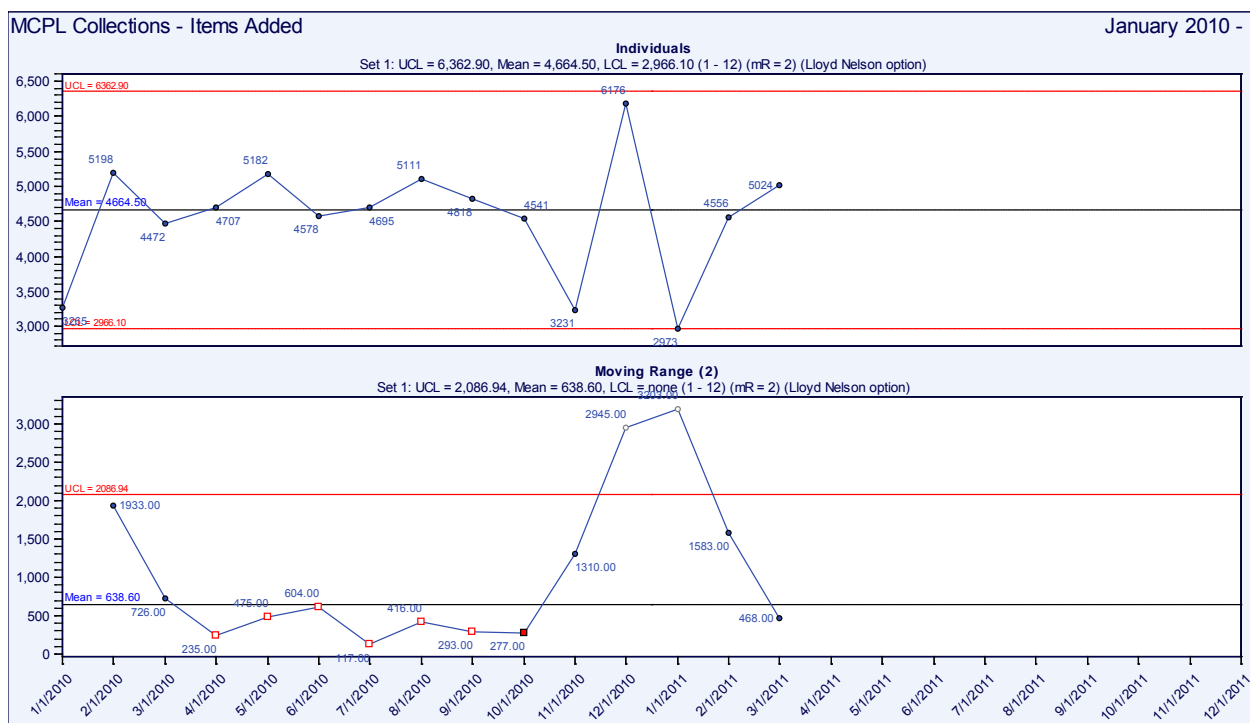
- Sara Laughlin responded to subscriber questions via the *Herald-Times* online chat on March 9.

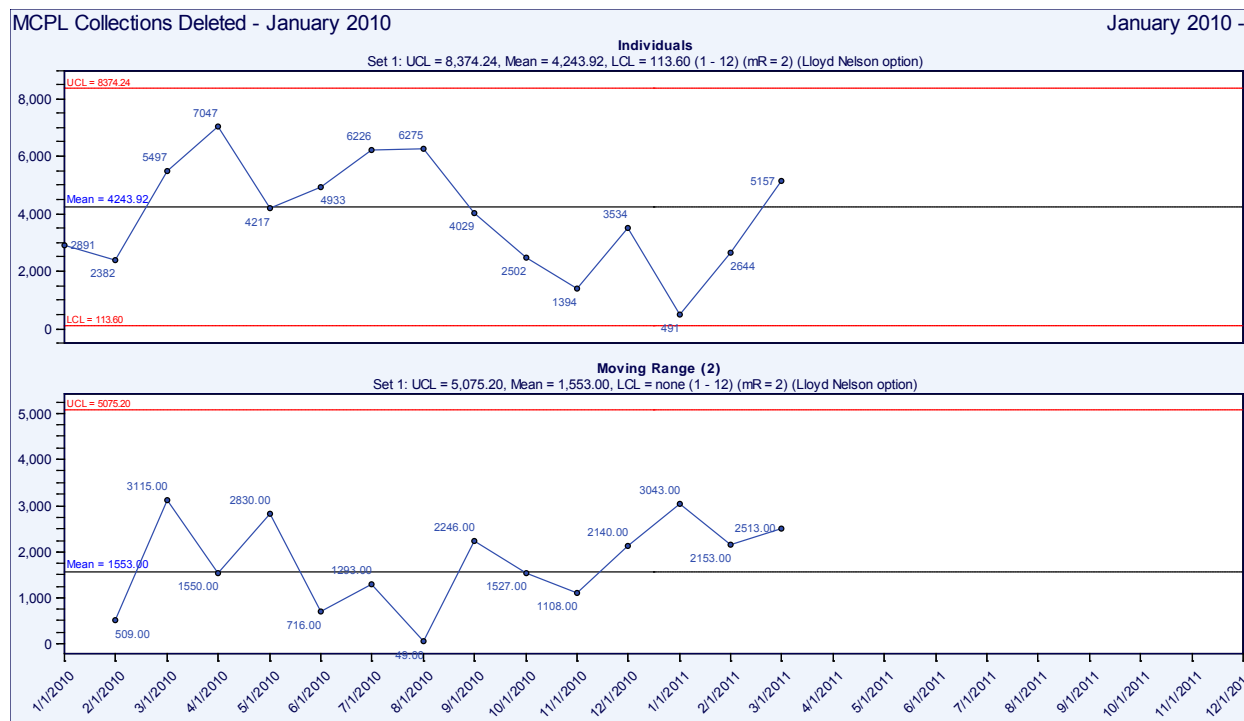
## Goal 4: Maintain High Quality Collections

| March Collections           |                                  |                 |
|-----------------------------|----------------------------------|-----------------|
| Items returned/not returned | Items returned                   | <b>182,114</b>  |
|                             | Accounts to collection agency    | <b>268</b>      |
|                             | Value recovered (cash and items) | <b>\$20,717</b> |

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

- The Magazine and Standing Order subcommittees of the Collection Development Committee met during March and recommended dropping subscriptions in both areas totaling over \$8,000.
- Based on circulation statistics, Stephanie Holman made more room for the popular Juvenile Early Readers at the Ellettsville Branch. Many new items are coming from Collection Services based on communication about this area.





#### 4B. Maintain functional and attractive library collections.

- Mickey Needham and Penny Gillie met with Jane Ruddick and Pam Wasmer from Collection Services to discuss how best to utilize relative use statistics to allocate funds and to set weeding goals for the juvenile and adult print collections at Ellettsville.

#### 4C. Continue to explore new formats.

- Wasmer contacted three libraries in Indiana (Bartholomew County, Vanderburgh County and Anderson) who have recently added Freegal downloadable music subscription to their services. All gave the service positive reviews. After a meeting with IS staff several questions were submitted to Freegal. Tentative plans call for adding Freegal during the summer of 2011.
- Selectors ordered additional pop-up books for the Children's collection. New board games will be purchased for summer use.

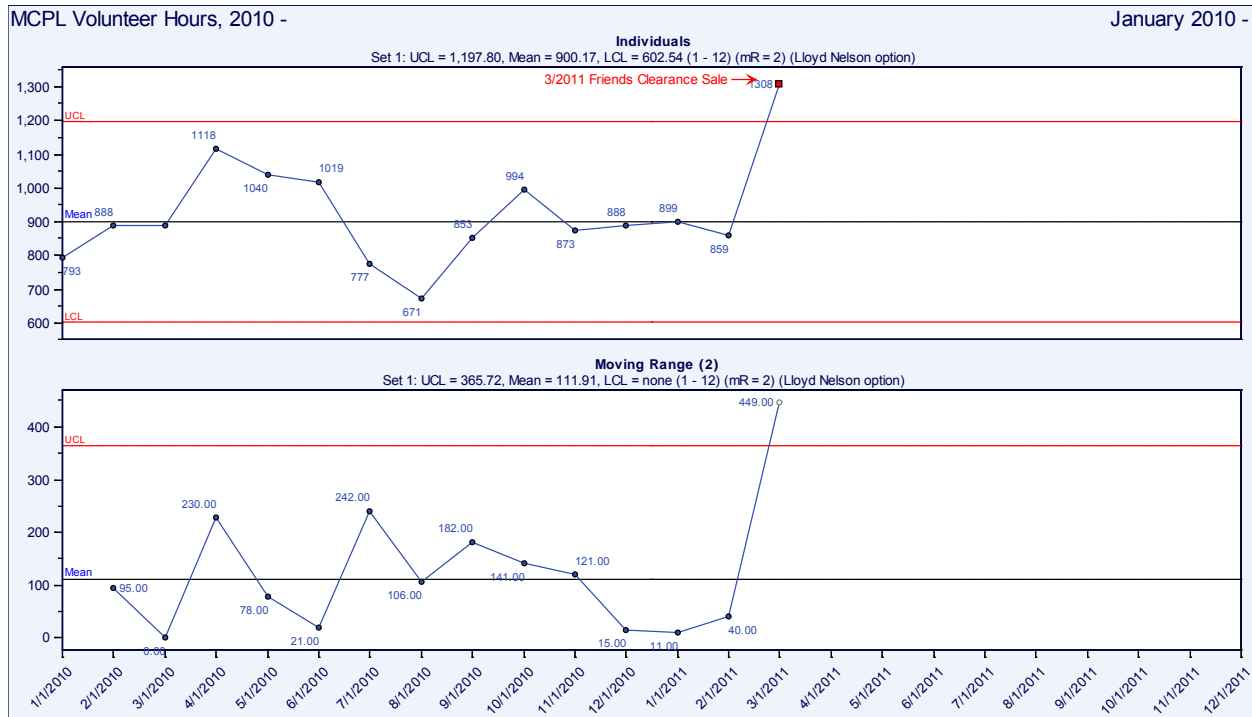
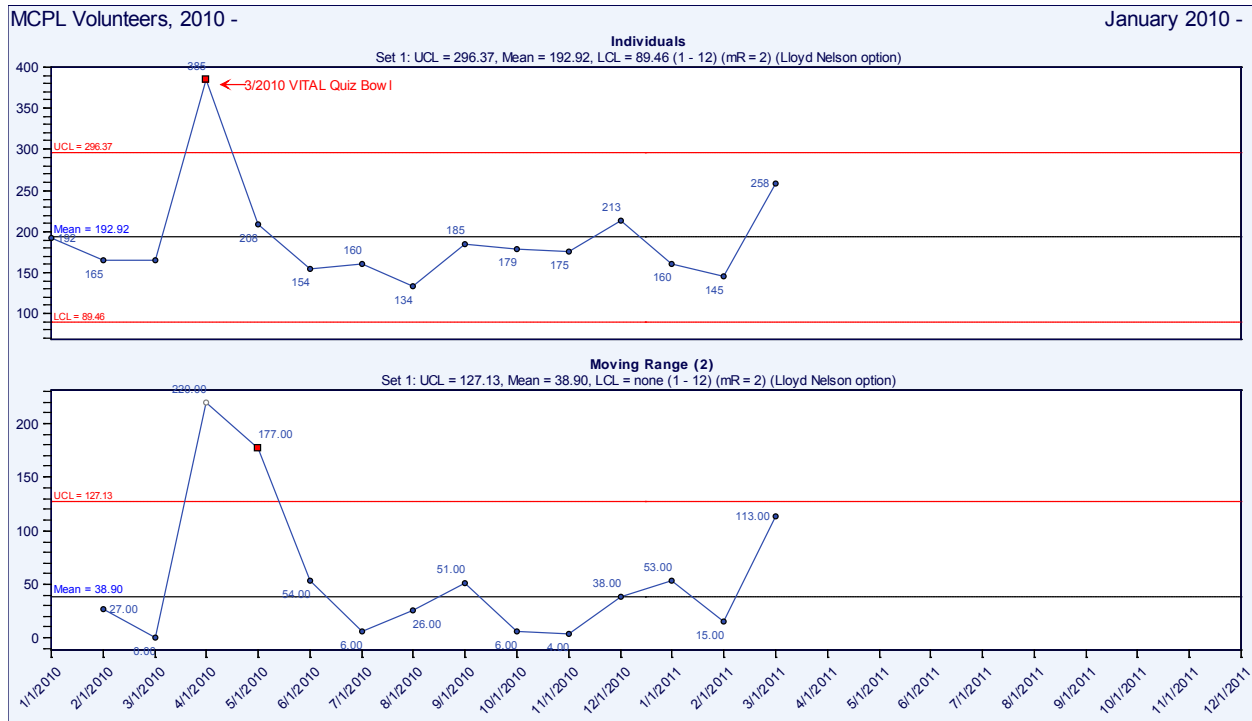
#### 4D. Improve patron satisfaction with movies collection.

- Bestseller Express DVD collection has been a big hit at the Ellettsville Branch. The 82 current items have been moving off and on the shelves like accelerated particles! Movies and Music Department reports similar high interest at the Main Library.

#### 4E. Improve the weeding process.

#### 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.**

- Sara Laughlin shared the 2011 staff development budget with managers; in addition to library-wide events and major conferences, each department has some funding to allocate. She agreed to present the “staff development study group” content during two upcoming managers’ meetings.

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

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

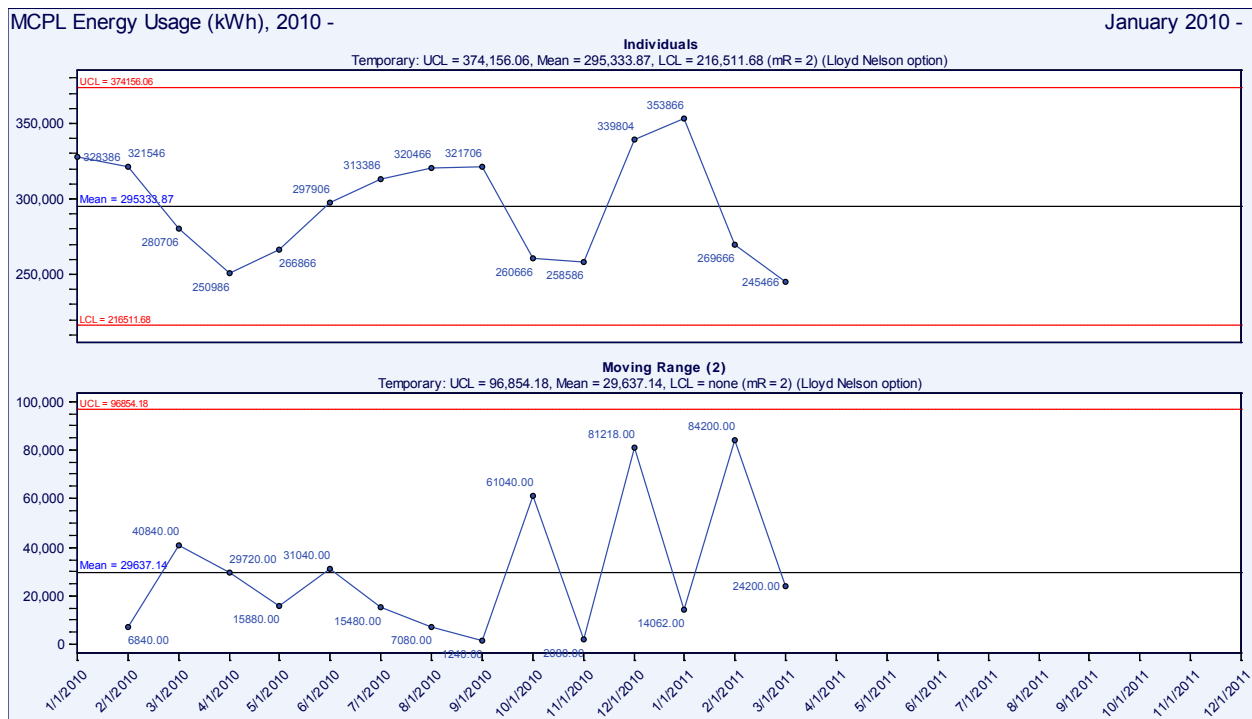
**5F. Increase efforts to be an inclusive and attractive employer.**

- Kyle Wickemeyer-Hardy and Marla Gray trained managers and offered trouble-shooting for employees during the first pay period with online time management.
- Facilities cleaned an area in the maintenance department for a staff wellness treadmill and stationary bike.
- Sara Laughlin represented the Library at the final session of the Indiana Librarians Leading in Diversity, a project to recruit students from diverse backgrounds to the library profession.

**5G. Support improvement of key processes.**

- Sara Laughlin met with each manager to review 2011 department work plans.
- Sara Laughlin gave a guest lecture on using market research for the IU-SLIS Research and Evaluation course and on strategic planning for the Public Library Management course.
- Process improvement teams met for the second session with Ray Wilson.
- Jennifer Kellams introduced employees to process behavior charts at the March all-staff meetings.
- 2010 Process Improvement Teams met for a final wrap-up.

**5H. Continue sustainability efforts to reduce energy consumption.**



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

***5J. Maximize tax support.***

- Sara Laughlin represented the Library at the Chamber's legislative update on March 25.
- Sara Laughlin hosted Hal Turner, from U.S. Representative Todd Young's local office, on March 31 for a tour and introduction to the Library.

***5K. Increase funding from non-tax sources.***

- Lenore, Carl, and Anne Rosenberg gave a \$3,000 gift to the Library in memory of their father Sidney Rosenberg.
- The Friends received funding from two grant proposals: \$2,000 from the Indiana Humanities Council will support the visit of author James McBride in March, as well as scholars for two related programs; \$500 from Utilities District of Western Indiana REMC will support participation of the Bookmobile in the Get Reading/Get Moving summer reading program.
- The first week of March concluded the "Clean Up" project with collection accounts owing \$25 or outstanding since January 2008. With older accounts, we saw a greater rate of recovery of resources through cash and less through return of materials.

***5L. Work closely with Friends of the Library.***

- Sara Laughlin, Margaret Harter, and Sue Sater serve on the Friends 2011 Campaign Committee.
- Sara Laughlin, Dana Burton, Wendy Rubin, and Sue Sater attended the Friends Author Event Committee.
- Community Relations worked closely with the Friends to produce Dine-Out Materials, new window signage for the Clearance Sale, and "Create a Story" bookmark for Friends tea.
- Ellettsville staff began work with Barbara Wilcox and the Friends to staff a Fall Book Sale event.
- Sue Sater met with the Friends Bookstore Committee.



# Quarterly Services Report

## 2011



### Library Circulation

Includes Main Library, Ellettsville Branch, and Bookmobile  
beginning 1994

|      | 100,000+ | 125,000+ | 150,000+ | 175,000+ | 200,000+ | 225,000+ |         |         |         |         |         |         |           |          |       |  |  |
|------|----------|----------|----------|----------|----------|----------|---------|---------|---------|---------|---------|---------|-----------|----------|-------|--|--|
|      | Jan      | Feb      | Mar      | Apr      | May      | June     | July    | Aug     | Sept    | Oct     | Nov     | Dec     | TOTAL     | Increase | %     |  |  |
| 1994 | 91,400   | 86,804   | 105,092  | 95,928   | 90,161   | 109,116  | 105,030 | 100,764 | 91,581  | 96,209  | 95,879  | 77,104  | 1,145,068 | 40,646   | 3.7%  |  |  |
| 1995 | 104,347  | 94,669   | 104,140  | 93,934   | 92,215   | 109,590  | 104,095 | 105,387 | 89,181  | 98,036  | 94,454  | 78,981  | 1,169,029 | 23,961   | 2.1%  |  |  |
| 1996 | 99,083   | 97,969   | 100,332  | 97,724   | 92,557   | 102,389  | 100,506 | 72,677  | 78,476  | 109,334 | 96,766  | 64,366  | 1,112,179 | -56,850  | -4.9% |  |  |
| 1997 | 102,297  | 80,417   | 108,333  | 99,623   | 99,660   | 113,370  | 115,565 | 105,481 | 98,538  | 104,353 | 103,578 | 92,649  | 1,223,864 | 111,685  | 10.0% |  |  |
| 1998 | 116,835  | 105,194  | 123,885  | 109,977  | 103,656  | 129,291  | 126,959 | 113,247 | 108,779 | 115,966 | 114,187 | 102,124 | 1,370,100 | 146,236  | 11.9% |  |  |
| 1999 | 110,233  | 114,354  | 130,356  | 115,485  | 106,471  | 133,561  | 127,946 | 116,536 | 110,365 | 119,753 | 118,931 | 101,731 | 1,405,722 | 35,622   | 2.6%  |  |  |
| 2000 | 121,815  | 120,968  | 131,933  | 118,453  | 116,142  | 133,324  | 130,490 | 125,569 | 114,408 | 124,389 | 126,687 | 106,259 | 1,470,437 | 64,715   | 4.6%  |  |  |
| 2001 | 135,604  | 130,721  | 149,383  | 128,818  | 131,845  | 155,769  | 149,605 | 140,771 | 128,799 | 139,696 | 137,810 | 122,983 | 1,651,804 | 181,367  | 12.3% |  |  |
| 2002 | 153,544  | 139,737  | 155,582  | 146,765  | 142,675  | 158,285  | 164,134 | 152,802 | 142,870 | 157,269 | 149,439 | 129,504 | 1,792,606 | 140,802  | 8.5%  |  |  |
| 2003 | 165,033  | 152,780  | 169,828  | 152,491  | 158,807  | 177,377  | 177,894 | 164,227 | 162,784 | 166,539 | 159,777 | 150,057 | 1,957,594 | 164,988  | 9.2%  |  |  |
| 2004 | 176,266  | 168,978  | 192,225  | 168,365  | 163,194  | 190,965  | 189,404 | 173,782 | 163,761 | 168,290 | 169,478 | 141,357 | 2,066,065 | 108,471  | 5.5%  |  |  |
| 2005 | 182,879  | 171,080  | 194,707  | 180,853  | 175,874  | 203,419  | 197,892 | 196,619 | 178,987 | 185,622 | 179,184 | 164,071 | 2,211,187 | 145,122  | 7.0%  |  |  |
| 2006 | 198,702  | 182,066  | 204,622  | 183,375  | 192,548  | 209,081  | 205,823 | 198,671 | 188,688 | 192,392 | 186,547 | 109,366 | 2,251,881 | 40,694   | 1.8%  |  |  |
| 2007 | 197,973  | 171,889  | 197,962  | 181,352  | 184,840  | 205,370  | 201,607 | 192,456 | 184,509 | 192,278 | 189,825 | 178,494 | 2,278,555 | 26,674   | 1.2%  |  |  |
| 2008 | 206,697  | 197,227  | 218,760  | 200,849  | 204,840  | 222,018  | 225,175 | 203,624 | 203,581 | 207,154 | 205,469 | 200,919 | 2,496,313 | 217,758  | 9.6%  |  |  |
| 2009 | 213,633  | 205,451  | 232,000  | 215,647  | 215,771  | 248,189  | 244,064 | 226,378 | 212,681 | 222,453 | 184,819 | 179,522 | 2,600,608 | 104,295  | 4.6%  |  |  |
| 2010 | 202,229  | 202,607  | 232,050  | 202,717  | 208,775  | 246,755  | 239,330 | 228,111 | 214,194 | 216,913 | 218,296 | 202,893 | 2,614,870 | 14,262   | 0.5%  |  |  |
| 2011 | 224,404  | 200,312  | 242,073  |          |          |          |         |         |         |         |         |         |           |          |       |  |  |

## Library Visits

|                              | 1st Qtr        |                | Year to Date   |                |
|------------------------------|----------------|----------------|----------------|----------------|
|                              | 2010           | 2011           | 2010           | 2011           |
| Main Library                 | 222,419        | 232,565        | 222,419        | 232,565        |
| Ellettsville Branch          | 41,364         | 40,223         | 41,364         | 40,223         |
| <b>Main and Ellettsville</b> | <b>263,783</b> | <b>272,788</b> | <b>263,783</b> | <b>272,788</b> |

## Library Programs

|                    | 1st Qtr    |               |            |               | Year to Date |               |            |               |
|--------------------|------------|---------------|------------|---------------|--------------|---------------|------------|---------------|
|                    | 2010       |               | 2011       |               | 2010         |               | 2011       |               |
|                    | Programs   | People        | Programs   | People        | Programs     | People        | Programs   | People        |
| Children           | 260        | 6,476         | 255        | 6,975         | 260          | 6,476         | 255        | 6,975         |
| Young Adult        | 17         | 99            | 34         | 151           | 17           | 99            | 34         | 151           |
| Adult              | 98         | 1,937         | 189        | 2,361         | 98           | 1,937         | 189        | 2,361         |
| General - All Ages | 19         | 1,630         | 12         | 1,949         | 19           | 1,630         | 12         | 1,949         |
| <b>Total</b>       | <b>394</b> | <b>10,142</b> | <b>490</b> | <b>11,436</b> | <b>394</b>   | <b>10,142</b> | <b>490</b> | <b>11,436</b> |

## CATS Programs

|                                   | 1st Quarter |       | Year to Date |       |
|-----------------------------------|-------------|-------|--------------|-------|
|                                   | 2010        | 2011  | 2010         | 2011  |
| Programs added                    | 776         | 868   | 776          | 868   |
| New programs produced             | 302         | 377   | 302          | 377   |
| Government meetings produced      | 92          | 110   | 92           | 110   |
| Programs Cablecast (all channels) | 6,482       | 6,711 | 6,482        | 6,711 |

## Meeting Room Use

|                            | 1st Quarter |            | Year to Date |            |
|----------------------------|-------------|------------|--------------|------------|
|                            | 2010        | 2011       | 2010         | 2011       |
| Main Library Meeting Rooms | 159         | 275        | 159          | 275        |
| Main Library Auditorium    | 87          | 67         | 87           | 67         |
| Main Library Atrium        | 1           | 2          | 1            | 2          |
| Ellettsville Meeting Rooms | 63          | 44         | 63           | 44         |
| <b>Total</b>               | <b>310</b>  | <b>388</b> | <b>310</b>   | <b>388</b> |

## Technology Use

|                          | 1st Quarter |            | Year to Date |            |
|--------------------------|-------------|------------|--------------|------------|
|                          | 2010        | 2011       | 2010         | 2011       |
| Public Computer Sessions | 53,269      | 51,989     | 53,269       | 51,989     |
| Web Site Home Page Hits  | 480,312     | 259,895    | 480,312      | 259,895    |
| All Web Pages Hits       | 14,576,446  | 18,493,639 | 14,576,446   | 18,493,639 |
| Catalog Hits             | 9,137,876   | 11,249,892 | 9,137,876    | 11,249,892 |

## Collection Development

|                 | 1st Quarter |        | Year to Date |        |
|-----------------|-------------|--------|--------------|--------|
|                 | 2010        | 2011   | 2010         | 2011   |
| Items cataloged | 14,639      | 15,005 | 14,639       | 15,005 |
| Items discarded | 8,807       | 9,814  | 8,807        | 9,814  |

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

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

# 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:            | <a href="mailto:laughlin@mcpl.info">laughlin@mcpl.info</a> |

## 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.

|  |
|--|
| <b>Library Service Area and Statistics</b> |
|--|

- 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> |
| <b><i>Total Circulation</i></b>  |   | <b><i>2,615,926</i></b> |

**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> |                  |
| <b>Total Circulation</b>  |               | <b>2,615,926</b> |

\*includes downloadable formats

**Holdings:**

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

\*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<br>(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<br>(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 21<sup>st</sup>-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**

|  | <b>2012</b>     | <b>2013</b>     | <b>2014</b>     |
|--|-----------------|-----------------|-----------------|
| 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**

|   | <b>2012</b>      | <b>2013</b>      | <b>2014</b>      |
|---|------------------|------------------|------------------|
| 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              |
| <b>Total funds available for plan</b>                         | <b>\$543,411</b> | <b>\$551,096</b> | <b>\$562,074</b> |

**Expenditures**

|  | <b>2012</b>      | <b>2013</b>      | <b>2014</b>      |
|--|------------------|------------------|------------------|
| 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        |
| <b>Sub Total of Expenditures</b>   | <b>\$543,411</b> | <b>\$551,096</b> | <b>\$475,000</b> |
| 7. Allocation for Future Projects  | \$0              | \$0              | \$87,074         |
| <b>Total Expenditures and Allocations</b>                                  | <b>\$543,411</b> | <b>\$551,096</b> | <b>\$562,074</b> |

**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**

**CITY OF BLOOMINGTON**  
**and**  
**MONROE COUNTY PUBLIC LIBRARY**  
**TELECOMMUNICATIONS FUNDING AGREEMENT for 2011**

**This Agreement** is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2011 at Bloomington, Indiana, by and between the Board of Public Works of the City of Bloomington, hereinafter referred to as the "City", the Monroe County Public Library, hereinafter referred to as the "Library" or "MCPL", and Community Access Television Services as CATS. CATS and the Library agree to provide services as set forth below and comply with all provisions of this Agreement, and the City agrees to provide funding as set forth below.

**Article I. Services to be provided by the Library.**

Cats and the Library agree as follows:

- (a) To cablecast live coverage of City of Bloomington Common Council, Plan Commission, Board of Public Works, Board of Zoning Appeals, Board of Parks Commissioners and Utilities Service Board meetings, if given at least one week's notice by the City of the meeting times. These meetings will also be replayed at least twice during the week they occur, and will be webcast as feasible by CATS. Upon request by the Office of the Mayor or City ITS Department, the Library will provide the City with free copies in the specified format of any of the above cablecast meetings or other meetings and events described elsewhere in this agreement.
- (b) To produce weekly editions of "Pets Without Partners" and provide cablecasts of other meetings and events, and to produce programs on community services and issues as requested by the City. The content of all City public meetings broadcast by CATS shall be placed in the public domain, meaning that the work may be freely reproduced, distributed, transmitted, used, modified, built upon, or otherwise exploited by anyone for any purpose, commercial or non-commercial, and in any way, including by methods that have not yet been invented or conceived. CATS may not assert any copyright claim and no right shall attach to City public meeting broadcasts.
- (c) To provide live internet streaming and online digital storage of meetings that CATS cablecasts through a browse-able and searchable website.
- (d) To provide quarterly financial reports to the City delineating the utilization of funds which MCPL has received for the support of CATS from the City of Bloomington, the Town of Ellettsville, Monroe County and any other source as well as funding received directly from MCPL.

The financial reports may be submitted in the format compatible with MCPL's normal budgeting information as is readily available through its existing accounting software. Budget lines shall include comparison of actual expenditures with budgeted amounts. Reports shall include a listing of all revenues designated for CATS by all entities contributing, including in kind contributions from MCPL and other gifts, grants, etc., CATS receives.

Reports shall be submitted to the Information & Technology Services Department, the Office of the City Controller and the Office of the Mayor no later than 30 days after the following dates: March 31; June 30; September 30 and December 31. In addition, the MCPL shall provide on a timely basis such financial reports as requested by the City in addition to quarterly reports in the format as referenced above.

- (e) To oversee its allocation of the cable channels available to the City through the City's franchise, for the purposes of public access, educational and governmental cablecasting
- (f) To use all grants and monies received by the MCPL from the City of Bloomington for the support of and usage by CATS only on costs directly related to the operations of CATS.

**Article II. Designated use of Agreement Funds and Equipment.**

The Library agrees to use Agreement funds and equipment as follows:

- (a) To pay for services rendered in accordance with this Agreement.
- (b) To utilize to the maximum extent feasible funds received from all sources of revenue.
- (c) To refund to the City of Bloomington funds received under this Agreement which may later be determined to have been received or expended in noncompliance with the Agreement as a result of audit by the State Board of Accounts or MCPL, pursuant to the terms of this Agreement.
- (d) To return all equipment made available through this Agreement within one week if requested by the City or upon termination of this Agreement.
- (e) To utilize equipment made available through this Agreement solely in the provision of services as outlined herein.

**Article III. Data on Affirmative Action**

The Library agrees to implement an affirmative action plan which complies with the City's regulations for contractors. The Library will submit its affirmative action plan to the City's

Contract Compliance Officer for review within ten days of signing this Funding Agreement, and shall make all necessary and reasonable changes to its plan to bring it into compliance within twenty days of notice from the Officer of any deficiencies.

**Article IV.**    **Funding Procedure.** To outline the system by which funds are to be transferred by the City to the Library, and to assure adequate documentation of disbursements by the City:

- (a)    The Library will submit a signed claim voucher or invoice to the Information and Technology Services Department of the City of Bloomington, ITS, which will be processed in accordance with the City's normal practice for payments and reimbursements. Invoices may be submitted at the beginning of each quarter – January, April, July, and October.
- (b)    The City will provide funding at the rate of \$93,584.25 quarterly for the calendar year beginning January 1, 2011, with the total not to exceed \$374,337.00.

**Article V.**    **Accounting Procedures.**

The Library agrees to maintain accounting procedures that shall provide for:

- (a) All grants and monies received by the MCPL from the City of Bloomington, the Town of Ellettsville, Monroe County and any other source are solely intended for the support of and usage by CATS and shall not on any account be made available for use as MCPL general operating funds. If at the end of any fiscal year such grants or monies have not been expended on costs directly related to the operations of CATS, said grants or monies shall remain for future usage for support of the operations of CATS and shall not revert or be otherwise transferred to any fund for general usage by, or support of, MCPL.
- (b) Accurate, current, and complete disclosure of the financial results of its service program.
- (c) Records which identify adequately the source and application of funds for program supported activities.
- (d) Effective control over and accountability for all funds, property and other assets. The Library will adequately safeguard all such assets and shall assure that they are used solely for authorized purposes.

**Article VI.**    **Program Monitoring and Library Reporting Requirements.**

In addition to the financial reports described in Article I (d), the Library agrees to submit to the Information & Technology Services Department and the Board of Public Works at least quarterly a report which shall cover each month of the previous quarter's programming and usage of the cable channels, proposed or planned special programming for the future and an analysis of services provided to city residents.

**Article VII.**    **Access to Records.**

The Library agrees that it will give the City of Bloomington, through an authorized representative, access to, and the right to examine all records, books, papers or documents related to the funding provided by this Agreement, for the purpose of making surveys, audits, examinations, excerpts, and transcripts.

**Article VIII. Retention of Records.**

The Library agrees that it will retain for a period of three years financial records, supporting documents, statistical records, and all other records pertinent to the funding provided by this Agreement, with the following exceptions:

- (a) These records shall be retained beyond the three year period if audit findings have not been resolved, in which case such records shall be retained until any audit findings are resolved.
- (b) At the request of the City any records pertinent to the program funded by this Agreement are to be transferred to the City if the City determines that the records possess long-term retention value, in which case the Library shall be exempt from the three-year retention period above.

The three-year period mentioned herein is to be determined from the date of the Library's biennial audit.

**Article IX. Termination of Agreement.**

The Library agrees that this Agreement is subject to the availability of funds and that if funds become unavailable for the performance of this Agreement, the City may terminate the Agreement. If funds become unavailable, the City shall promptly notify the Library in writing of the termination and the effective date which must be at least 30 days from notification.

It is further agreed that the City or the Library may terminate funding in whole or in part when both parties agree that the continuation of the program would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date, and, in the case of partial terminations, the portion to be terminated. The Library shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The City shall allow full credit to the Library for the allocable portion of noncancellable obligations, properly incurred by the Library prior to termination.

**Article X. Forfeiture of Funds for Noncompliance.**

It is agreed that the City may terminate any funding, in whole or in part, at any time before the date of completion of the program, whenever it is determined that the Library has failed to comply with the conditions of this Agreement, or with other conditions imposed by the laws, rules and regulations to which this Agreement refers. The City shall promptly notify the Library



in writing of the determination and the reasons for the determination, together with the effective date. Payments made to the Library or recoveries by the City under funding terminated for cause shall be in accord with the legal rights and liabilities of the parties.

**In Witness whereof**, the parties hereto have caused this Agreement to be executed on the dates following their signatures. The latest of the dates shall constitute the starting date of this Agreement.

**CITY OF BLOOMINGTON**

By: \_\_\_\_\_  
Charlotte Zietlow, President  
Board of Public Works

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Mark Kruzan, Mayor

\_\_\_\_\_  
Date

**MONROE COUNTY PUBLIC LIBRARY:**

By: \_\_\_\_\_  
Sara Laughlin, Director

\_\_\_\_\_  
Date

**COMMUNITY ACCESS TELEVISION SERVICES:**

By: \_\_\_\_\_  
Michael White, General Manager

\_\_\_\_\_  
Date