

BOARD OF TRUSTEES MEETING
Wednesday, July 20, 2011
Meeting Room 1B
5:45 p.m.

AGENDA

1. Call to Order and Introductions – President Kari Isaacson
2. Consent Agenda – action item – Sara Laughlin
 - a. Minutes of June 15, 2011 Board Meeting (page 1-7)
 - b. Minutes of July 13, 2011 Work Session (page 8-12)
 - c. Monthly Bills for Payment (page 13-18)
 - d. Monthly Financial Report (page 19-40)
 - e. Board Calendar (page 41)
 - f. Personnel Report (page 42-43)
3. Director’s Report (page 44-60) – Sara Laughlin
4. Old Business
5. New Business
 - a. Resolution to Proceed with General Obligation Bond Process (page 61-67) – action item – Sara Laughlin
 - b. Amend 2011 Fee Schedule to Add Meeting Room Clean-up Charges (page 68) – action item – Sara Laughlin
 - c. Approve Contract for \$8,650 with Indiana State Library for Smithville News Digitization Project (page 69-98) – action item – Christine Friesel
 - d. Approve Contract with Smithville Digital for Additional Bandwidth (page 99-110) – action item – Ned Baugh
6. Public Comment
7. Adjournment

MONROE COUNTY PUBLIC LIBRARY

Board of Trustees Meeting

Wednesday, June 15, 2011

Meeting Room 1B

Attendance

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

Board Member Absent: Fred Risinger

Staff: Margaret Harter, Sara Laughlin, Gary Lettelleir, Mickey Needham, Sue Sater, Jean Schelm, Bara Swinson, Pam Wasmer, and Kyle Wickemeyer-Hardy.

Others: Tom Bunger

Call to Order

President Kari Isaacson called the meeting to order at 5:46 pm with introductions of the Board.

Consent Agenda

The minutes of May 18, 2011 Board Meeting, and June 8, 2011 Work Session were presented, as well as the monthly bills for payment, monthly financial report, board calendar, and personnel report.

Kari commented that she noticed the clinic fees are \$12 a quarter, and asked if people are using it. Kyle responded that she spoke to our broker yesterday, and stated that we are getting ready for our annual watch file. At that time we will get information of the 6 month usage of the clinic.

Steve moved for approval. Valerie seconded. The vote was unanimous.

Director's Report

Sara Laughlin presented the director's report and reported that this has been another busy month at the library. We now have a new sorter on the first floor. Returning books has become a lot more fun. The second floor sorter is scheduled for installation the week of June 27.

Ellettsville's sorter will be installed on June 28. Sara also announced that the summer reading program has started.

Valerie asked Sara if there was anything out of the ordinary on the graphs. Sara replied no, everything running normally.

Kari commented that patrons can watch movies now at the library on portable DVDs. Sara replied that patrons can now check out a DVD player. The library purchased eight portable DVD players, each equipped with two sets of headphones. Sara expressed appreciation to staff member Bobby Overman and her husband, Michael Lindsay, whose family foundation made a gift to underwrite the purchase. Sara said the DVD players are for use in the library only. Sara announced that we are ready to open our downloadable music service on June 22. Sara reported that patrons will be able to download three songs per week from the catalog of 500,000 songs and will no longer have to wait on a long holds list.

Kari asked if patrons can download songs at home or just at the library. Sara replied they can download from home or anywhere with an Internet connection.

Steve asked if patrons will wear headphones for the sound. Pam Wasmer responded yes.

Sara stated the library will purchase a suite of reference E-books and will subscribe to a new auto repair reference service, Chilton Online Library, available to patrons from their own computers. Sara reported that Evansville-Vanderburgh Public Library will spend \$125,000 of their \$1.2 million 2011 collection budget on e-book content. Sara stated that we probably will be going more in the direction of e-books in the future.

Valerie pointed out that individuals will have access on many levels to e-books, and that many of the books are free. Sara also added that the Library of Congress has been digitizing and making available classics that are no longer under copyright. Sara stated that patrons are still reading, just in new formats, including e-books, cell phones, and audiobooks.

Valerie thanked Sara for including her on the trip with staff to Chicago to visit the YOUMedia Center recently and asked her to share what they are doing. Sara reported that she, Valerie, Mickey Needham, Chris Hosler, Michael Hoerger, and Phil Eskew went to the Harold Washington Library in Chicago. The Chicago Public Library was invited by the MacArthur Foundation to explore teens' digital learning behavior. Research by Mimi Ito has identified three behaviors – hanging out, messing around, and “geeking out.” The Harold Washington Library developed a space open 1-9 p.m.; patrons must be high school age and have a public library card to enter. The “geeking out” area has couches, a giant TV screen, and a keyboard. It is a noisy teen center after school, where teens often bring other instruments. In the messing around area, teens play digital and board games. One of the purposes is for teens to study game design and learn to create their own. They have 100 laptops to checkout in the room, tables with scanners, and a poster printer. They also have 30 computers reserved for use in classes in the “geeking out” area. They have a virtual space where teens can join groups around their interests and deposit their work for feedback from other teens and coaches. Coaches are actually practicing artists. Their job is to encourage teens to move from the hanging out to “geeking out.” In the

“geeking out” area, some teens were working with an artist preparing for a show at the Chicago Museum of Contemporary Art; some teens had won a national poetry competition and were traveling to Washington DC; some were producing original music for the Center’s music label. With additional funding from the MacArthur Foundation, YOUMedia will be expanding to three branches. The Foundation is offering up to 30 \$100,000 grants to replicate digital learning centers in libraries, using the YOUMedia model.

Valerie added that use can be independent or it can be school based. The feedback from coaches is iterative. Assessment data is not yet available, but when it is, it will be interesting to see what impact the initiative has made.

Sara commented that we don’t have 5,500 ft of square space for such a center, but we are thinking about how we might add a digital media lab and areas in our library that might be appropriate for it. Sara concluded by stating that we are not ready to jump into it, but it was very exciting to see this center addressing the skill sets teens will need to be prepared for the creative jobs in the digital future.

Old Business

There was no old business.

New Business

Behavioral Rules Policy Update to Address SEA 292

Sara presented the proposed policy and reported, “Based on your comments last time, and Tom’s advice, you will see the change in the first bullet point, which now reads “except as permitted under Indiana Code 35-47-11.1.” In the second bullet we have added the word “threatening.” The only other change in the policy is changing the third bullet point under other rules from “the library reserves the right to designate specific areas for food and drink” to now read “the library has designated specific areas for food and drink.”

Steve asked how a patron would know what the Indiana Code says. Would staff have the language ready to show someone? Sara replied that she thinks we will have to do that.

Brief discussion followed, which also included concern over Senate Enrolled Act No. 292 relating to firearms.

John commented that hopefully people will assume this covers every weapon. Presumably, I assume there are any legal firearms allowed. Sara replied yes. Valerie stated that she hopes that the General Assembly will revisit this, as she thinks it is a poor policy.

David wondered what the purpose of the statute was and asked, “Did people feel we weren’t carrying enough weapons into our meetings? The library can still prohibit them in a public meeting, right?” Sara replied yes, as long as the Board adopts the proposed “Prohibition of Firearms at Public Meetings Policy,” also on the agenda of this meeting.

John moved for the Board to adopt the revised language for the Behavior Rules. Steve seconded. The motion carried.

Meeting Room Policy Update to Address SEA 292

Sara presented proposed change to the meeting room policy under general guidelines (paragraph 6), where it reads “The library reserves the right to refuse or discontinue any use which is disruptive to the normal operation of the library, destructive to the building or equipment, fails to follow the library’s Behavioral Rules, or if information is falsified on the meeting room application.”

John moved to adopt the proposed language changes to the meeting room policy. David seconded.

Valerie asked if the library had had problems in the past with clean-up fees. Sara responded she was not aware of problems during her tenure.

The motion passed.

Prohibition of Firearms at Public Meetings Policy

Sara presented the policy and commented that this proposed policy would address an exception allowed in SEA 292 – prohibiting firearms at public meetings.

David asked if it was just intentional display. Sara replied that people could have a weapon hidden and we wouldn’t know it.

David moved to adopt the policy. John seconded. The motion carried.

Revision to Financial and Investment Policy to Allow Additional Electronic Funds Transfers

Gary presented the proposed changes to this policy. The first change is in the section on interest earnings, to allow investment earnings to be received into the operating fund. Gary reported that last year’s investment earnings were about \$10,000, of which only \$1,800 was deposited into the Operating Fund. The advantage to the library would be there would be fewer restrictions on how the funds could be used.

Kari asked where the remaining interest was deposited. Gary responded that \$4,000 went to LIRF, \$3,000 to the Rainy Day Fund, \$1,200 to Debt Service and to Library Capital Projects Fund. Gary said that another advantage would be that people could look at our interest earnings and get a complete picture.

Gary stated there was a perception that we had to credit interest according to the percentage of cash invested from each fund. The State Board of Accounts confirmed that was not necessary.

The second change would allow electronic funds transfer in additional situations. Right now our policy allows for a transfer of electronic funds for payroll. The suggestion would be to provide for electronic funds transfer to cover debt service payments and for other situations as authorized by the director.

Steve asked if the State Board of Accounts permitted this. Sara replied yes

Gary added that MCCCSC make their debt payments with wire transfers.

John asked what the advantage was. Gary responded that it would allow the funds to remain in our interest-bearing accounts until the day they needed to be moved.

David asked how we would initiate a wire transfer. Gary responded that he would go to a bank branch and present ID, then give them information needed for the transfer, or set up the transfer in advance and complete it over the phone.

David replied he just wanted to make sure there was protection.

John asked if this was done by a bank. Gary responded, "Absolutely."

David moved approval for the revision of the policy. Valerie seconded. The motion carried.

Program Update – Children’s Homework Center

Sara introduced Homework Center Librarian Stori Snyder and announced that she would be leaving soon to become the interim director at the Bloomfield Public Library.

Stori Snyder presented a program update to the Board. Stori explained that 16 work-study students and four volunteers worked in the Center during the 2010-11 school year. They were trained by literacy specialists from MCCCSC. The program saw an increase of 70% in drop-in homework help participation, up from 310 last year to 528 students this year. Scheduled reading sessions saw an increase of 15%, with 100 individuals participating. She added an online

registration this year and it was successful. The Homework Center will reopen on September 20, 2011.

Project feedback from both parents and children was overwhelmingly is quite positive. 51 students completed the survey. 78% said they had fun during the reading sessions; 94% said they wanted to continue with their tutors; 74% thought reading was fun; 86% said they felt better about sounding out more words; 75% said they understood more of what they read; 51% felt better about reading out loud; 82% could sound out words better; 73% felt like they knew the meaning of more words; and 86% said they wanted to read more books than before and wanted to visit the library more often.

Stori concluded her report with a few recommendations for next year: 1) Expand sessions (beyond reading only), 2) Restructure the tutors to work with scheduled or drop-in students, 3) Change the homework center hours in response to later school ending time, 4) Implement a database that will help keep track of participants and correspondence, and 5) Add more games.

Questions from the Board followed. Valerie mentioned that she couldn't help noticing that there was a drop in the years prior to the last two years. She wondered if Stori knew why that happened. Stori responded no to the question, but commented that there were other areas in the community that offered help, like the Boys and Girls Clubs.

Valerie stated that she wasn't sure how many years the schools had been offering Homework Centers, but it would be interesting to know. Sara responded that she felt some of it was turnover on our staff. Stori has been here 2 years, but many in the past have only been here for a year. Stori agreed there was value in having consistent staffing.

Melissa wondered how many other libraries offered a Homework Center. Sara responded that it depended on the community and whether there was another organization doing it.

Kari asked if a child got reading tutoring once a week or more often. Stori replied sessions were once a week. Kari stated that we could have it two or three times a week if student tutors were available.

Kari also asked if the program was advertised in the schools. Stori replied that we advertised through CATS, radio stations, e-mails to all the principals at the beginning of the school year and again at the beginning of spring semester, to be forwarded to teachers and included in e-mails to parents. We also put out fliers in the library.

David asked how the number of tutors compared to the number of learners. Story replied that we had 72 students who came every week and 22 tutors.

David asked if that was enough tutors not to have to turn anyone away. Story replied that the library didn't have to turn anyone away.

Valerie commented that she wished we could do this type of program in summer too, especially since the one-on-one tutoring has been very effective. Sara responded that we do participate in a summer program sponsored by the Area 10 Agency on Aging, America Reads. Stori explained that tutors meet four times during the month of July with struggling students.

David asked Stori about the games that she indicated she would like to have. She said she recommended additional board games to help with reading comprehension and math.

David wondered if computers with software available for learning to read would be effective. Sara responded that she would talk to the children's department to see what we already had and what was proven effective and available.

Stori added that the library has a variety of software that patrons can check out and take home.

David stated that it would be great if we had a space set-up for using it in the library too.

Valerie agreed and felt that raised an interesting question. MCCSC pays for the rights to use these types of software packages over the year, but they don't use the software two months in the summer. Valerie commented that MCCSC might be interested in collaborating with the library to get additional value from the software. Sara agreed to investigate.

Public Comment Adjournment

There was no public comment.

Adjournment

The meeting adjourned at 6:41pm.

MONROE COUNTY PUBLIC LIBRARY
Board of Trustees Work Session
Wednesday, July 13, 2011
Meeting Room 1B

Attendance

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

Absent: Steve Moberly

Staff Present: Jason Chandler, Margaret Harter, Gary Lettelleir, Mickey Needham, Karen Sater, Sue Sater, Bara Swinson, Pam Wasmer, Michael White, Kyle Wickemeyer-Hardy, and CATS crew.

Others: Tom Bunger and Rita Lichtenburg

Call to Order

President Kari Isaacson called the meeting to order at 5:46 p.m. in Meeting Room 1B. The Board of Trustees introduced themselves to the public.

2012 Budget

Director Sara Laughlin introduced Karen Sater to the Board as the new Administration Secretary.

Financial Officer Gary Lettelleir and Sara presented the 2012 Budget to the Board. Sara presented the budget overview.

Sara reminded that the library will pay off its bond in mid-2012. As a result, COIT receipts will fall nearly \$500,000 by 2013 and remain at that level thereafter.

In the 2008 survey, a question asked which 2 options would you most support in making up the loss of COIT revenue. The top choice was to increase revenues from other tax sources to make up for all of the \$500,000 in lost revenues and continue services without cuts. Second choice was to increase revenues through a combination of sources, including user fees for library services, raising revenues from fund-raising efforts, and continue services without cuts. Fewer than 20 percent of respondent chose one of the two options that reduced service.

Sara reviewed what the library has done in 2010 and 2011 to prepare for the downturn. As of the end of July, we have eliminated 8 positions and delayed start dates for two weeks on all other positions. As of August 1st we will open the Indiana Room at 1 p.m. every day, reducing 24

hours of service. We are still working on reducing energy costs, have increased fee recovery, and as of last Friday have installed the 9-bin automated materials handling system. We have increased private support. In 2010, we raised \$200,000+ in grants and an additional \$225,000 value in volunteer hours.

Sara and Gary presented two budget scenarios for the Board to consider. Scenario 1 is based on approval by the Board and County Council of a general obligation bond. It continues 2011 levels of service and hours of operation, including reduced Indiana Room hours, 8 fewer employee positions, slight reductions in collection expenditures, and transfer to LIRF or Rainy Day Fund for emergency facilities upkeep.

Scenario 2, without \$600,000 Bond includes more severe cuts: reduction of at least four hours of service; elimination of 2.5 or more additional employee positions through attrition or layoff, limits on salary increases to 1% and health insurance increase to 2% (\$64,000), further reductions in collection expenditures, and reduction or elimination of the transfer to LIRF or Rainy Day Fund.

Sara stated she prefers Scenario 1.

Sara went over the expected 2012 revenue estimates for the operating fund. The estimate includes a conservative estimate for meeting room rental fees. The Library recently sent a meeting room survey to local non-profit organizations, including a question addressing rental fees.

The major initiatives for 2012 are to reduce operating expenses, align staffing levels with core priorities, take advantage of technology, add fees for meeting room use, maintain facilities, and complete 2013-16 strategic plan, after extending the current strategic plan through 2012;.

Sara briefly went over the facilities needs for 2013-2015. In 2013; replace roof on main library, update computer equipment, landscaping at Main, replace 1993 van, demolish Ellettsville house. In 2014; replace chillers at Main, update computer equipment, replace elevator controls at Main, add Ellettsville courtyard. In 2015; renovate auditorium, renovate third floor, replace frequency drives for air handlers, replace cobbled sidewalks at Kirkwood and parking lot, and update computer equipment.

Sara reported that Gary has been tightening the Library's cash management. He recommends that we establish target reserves of \$1,000,000 for the Rainy Day Fund and \$300,000 for the Operating Fund. We borrow from the LIRF and Rainy Day Funds between tax draws, so the money is actually being used, even while it serves as a reserve.

Valerie stated that it looked like we were trying to figure out ways to maintain services. She wondered whether a three-year bond was preferable time period. Sara replied that bond issuance expenses made a one- or two-year period prohibitively expensive for the Library; a longer period increased interest costs for taxpayers. A bond of \$2,000,000 or more would add the requirement for a petition and remonstrance process, in addition to approval by the County Council. We are asking to replace the loss revenue and are maintaining the current operating level, which will still require some cuts and careful management. With the bond, taxpayers will still experience a decrease in taxes paid for the Library.

John asked about the PERF increase from 12.25% to 13%, which includes the mandated increase in Library contribution from 9.25% to 10% and continues the Library's contribution of the employee portion of 3%. Gary responded that the increase works out to about \$24,000. John commented that the Board has reviewed this before and has questioned why the staff do not make a contribution to PERF.

Valerie asked how our salaries compared with those of other government entities. Sara replied that almost every unit offered a 3% increase last year. We are asking people to take on more work as we don't replace positions. But she added she is perfectly happy to make changes as the Board directs.

Valerie noticed that on line 30, page 10 (operating funds for legal cost), the amount didn't match the 2011 budget. Sara explained that the \$50,000 was in the Rainy Day Fund, while the Operating Fund budget for legal expenses was \$15,000, similar to last year's expenditures.

Sara reminded the Board that we would need to present benefits changes to the Labor-Management Committee before bringing them to the Board. We won't know health insurance costs for 2012 until mid-October.

Valerie noticed there was no money in the Operating Fund budget for software. Sara replied that those expenses come from the Library Capital Projects Fund, which contains \$15,000 on that line.

Valerie asked if travel expenses are combined for Main Library and Ellettsville. Sara responded yes.

Valerie asked about the children's department being listed on phase 3 and 4, as she was concerned with additional expenses after we have just renovated the children's area. Sara responded that expanding the Learn and Play Space is included in the upcoming renovation.

On the proposed fee schedule, Valerie noticed a \$.25 per day overdue fine with a charge of \$10 for a lost item. Sara replied that she had used an earlier version by mistake and that we actually charge the price of the item. She will make the correction before the Board meeting.

Fred commented that, on page 12, the proposed budget is almost 2 million dollars less than in 2011.

Kari stated that, even with the bond, we are curbing our expenses a lot.” Sara responded yes.

Fred was impressed by the new automated equipment. In addition, he asked if the doors to the Indiana Room would be closed. Sara replied yes, but noted that library staff will be available at the reference desk to answer Indiana Room questions after August 1st.”

David responded that we are going to have to make cuts, but it is tough to decide what to do at this point because we need to know how much health insurance will increase.

Kari asked when the Board would like to make a decision on whether to pursue the bond. Sara responded that she hasn’t had any conversations with the County Council and doesn’t have a sense of their timeline yet.

She added that we have a year to sell the bond (we need to sell in late 2012). The bond counsel proposed that we adopt a resolution at the end of this year, and then ask the County Council to approve it the following month. The actual bonds would not be sold until the end of 2012.”

John wondered why we would have to wait until the end of the year. He felt it would be helpful to need to make a decision about the bond in order to plan which scenario to implement. Sara replied that the earlier we know about the choice, the more time we have to work on it.

John asked whether we needed to know about the bond option before deciding to pursue a Library Capital Projects Fund in 2012 for 2013. Sara replied yes, we would need to know before February or March 2012, in order to decide whether to prepare an LCPF plan.

John asked would it be preferable to have a vote next week. Fred said he was ready to vote next week. All other Board members agreed. David said his concern is the overall effect on the taxpayer. He asked about the impact with and without the bond. Sara replied the tax rate would decrease from the current \$.11 per \$100 assessed value to \$.08 per \$100 without the bond and to \$.09 with the bond as proposed.

Kari asked Sara to add the bond resolution to the July 20 Board meeting agenda as an action item. If at that time, the Board needs more information, the action could be postponed to next month.

Contract with State Library for Special Digitization Project

Sara presented an overview of the contract and acknowledged Christine Friesel, who quickly submitted a proposal to the State Library. Less than two weeks ago, Lou Malcolm at the IU Library called Christine with a real find; turn-of-the-20th-century issues of *Smithville News* and photographs and other documents held by the Smithville Association. The Board will receive the contract for \$8,650 next week in the Board packet.

Revision to 2011 Fee Schedule to Add Meeting Room Damage Charges

Sara presented the change she proposed, after hearing Fred's suggestions in last month's Board meeting. David felt that \$25/hour for damage was too low and reported he charges \$40.

Fred confirmed this was not a room rental fee. Sara replied that it was a charge for loss or damage, not for use of the room.

David asked if we had insurance coverage for major damage. Sara responded yes.

David commented that he would like to return briefly to the discussion of a potential bond issue. He requested information about the impact on the average taxpayer. He stated that, if the Library didn't get a bond, there would be tax savings, but if we get the bond there would still be a savings.

The loss and damage fee will be added to meeting room software application. In addition to giving their library card number, patrons will sign the application and agree to pay the fee if necessary.

Kari asked that this be put on the agenda for next week for further discussion.

Valerie stated that she wanted the Board to recognize retirees before the meeting closed. Sara responded that so far, we have three retirees: Jean Schelm has retired, Dana Burton's last day is Friday July 15, and Dirk Fraser's last day is Friday, July 29. Sara stated that Dana actually worked at the Carnegie Library at the beginning of her 36 years of service with our library, and the other remaining staff person who worked at the Carnegie Library and is still on staff is Sue Sater.

Public Comment

There was no public comment.

Adjournment

The meeting adjourned at 7:14pm.

Financial Report Comments

Reports as of 6-30-11

Board Meeting Date 7/20/11

Monthly Budget Report:

After six months the spending guideline is 50% of the annual budget. As of June 30, 43.5% of the Operating Fund has been expended. Some of the major contributing factors for being under budget are:

- We have 24 weeks of payroll expense instead of 26. It is due to the timing of the last payroll for the six month period falling on July 1. July will have 6 weeks of payroll expense. Approximate dollar impact is about \$160,000.
- The second quarter PERF payment was not made as of June 30. Approximate dollar impact is about \$89,000.
- The Associate Director position and the Development Officer position have not been filled. Approximate dollar impact is about \$60,000.

MONROE COUNTY PUBLIC LIBRARY

07/14/11 4:32 PM

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*Check Summary Register©

June 10, 2011 to July 14, 2011

Name	Check Date	Check Amt
06500 FIFTH THIRD CHECKING		
Paid Chk# 001068 ANSWER INDIANA	6/15/2011	\$9.85 PAGER
Paid Chk# 001069 AT&T (IL)	6/15/2011	\$275.29 4 DEDICATED LINES
Paid Chk# 001070 CHRYSANDRA D. FORD	6/15/2011	\$25.95 REFUND ON LOST ITEM
Paid Chk# 001071 CITY OF BLOOMINGTON	6/15/2011	\$841.55 WATER & SEWER
Paid Chk# 001072 DORIS LYNCH	6/15/2011	\$10.54 FD/ADULT SPLS
Paid Chk# 001073 DUKE ENERGY	6/15/2011	\$18,793.31 ELECTRICITY
Paid Chk# 001074 FEDEX	6/15/2011	\$49.08 ECI DELIVERY
Paid Chk# 001075 HOOSIER DISPOSAL #686	6/15/2011	\$155.00 TRASH SERVICE
Paid Chk# 001076 JASPER S. MACLEAN	6/15/2011	\$49.47 REFUND ON LOST ITEMS
Paid Chk# 001077 JONI A. GREENE	6/15/2011	\$28.00 REFUND ON LOST ITEM
Paid Chk# 001078 KHALIL G. MUHAMMAD	6/15/2011	\$24.98 REFUND ON LOST ITEMS
Paid Chk# 001079 LEMLEY'S CATERING	6/15/2011	\$500.00 STAFF DAY FOOD DEPOSIT
Paid Chk# 001080 MIDWEST PRESORT SERVICE	6/15/2011	\$378.79 POSTAGE SERVICES
Paid Chk# 001081 MONROE CTY PUBLIC	6/15/2011	\$496.44 ADVANCE ON FSA W/H
Paid Chk# 001082 NATHAN L. POWELL	6/15/2011	\$100.00 FD/CHILD/PERFORMANCE
Paid Chk# 001083 PATRICIA J. LAND	6/15/2011	\$28.95 REFUND ON LOST ITEM
Paid Chk# 001084 SMITHVILLE	6/15/2011	\$234.81 PHONE
Paid Chk# 001085 STANLEY CONVERGENT	6/15/2011	\$2,969.64 7/1-12/31/11 MAINT. CONTRACT
Paid Chk# 001086 STEPHANIE HOLMAN	6/15/2011	\$23.90 FD/ELL SPLS
Paid Chk# 001087 SUNOCO	6/15/2011	\$42.26 FUEL
Paid Chk# 001088 UTILITIES DIST. OF WESTERN IN	6/15/2011	\$32.00 BKM ELECTRICITY
Paid Chk# 001089 VERIZON WIRELESS	6/15/2011	\$234.31 CELL PHONES
Paid Chk# 001090 AMERICAN UNITED LIFE INS.	6/22/2011	\$1,501.58 403b TSA-AUL W/H C10048
Paid Chk# 001091 AT&T (OK)	6/22/2011	\$51.18 L-D SERVICE
Paid Chk# 001092 CHRISTINA RUNNACLES-	6/22/2011	\$10.50 REFUND ON DOUBLE PAYMENT
Paid Chk# 001093 CITY OF BLOOMINGTON	6/22/2011	\$480.00 PARKING PERMITS
Paid Chk# 001094 CITY OF BLOOMINGTON	6/22/2011	\$9,922.00 LOT 5 PARKING PERMITS
Paid Chk# 001095 GREAT LAKES HIGHER ED	6/22/2011	\$200.80 GARNISHMENT W/H
Paid Chk# 001096 JPMORGAN CHASE BANK, NA	6/22/2011	\$3,921.60 VARIOUS
Paid Chk# 001097 MIDWEST PRESORT SERVICE	6/22/2011	\$395.16 POSTAGE SERVICES
Paid Chk# 001098 MONROE CIRCUIT COURT	6/22/2011	\$30.00 GARNISHMENT W/H
Paid Chk# 001099 SARA LAUGHLIN	6/22/2011	\$50.00 ADOLPLI MTG. COST
Paid Chk# 001100 SOUTH CENTRAL INDIANA REMC	6/22/2011	\$44.47 BKM ELECTRICITY
Paid Chk# 001101 CHASING4LIFE	6/27/2011	\$450.00 FD/PERFORMANCES
Paid Chk# 001102 NEW PEOPLE, INC.	6/30/2011	\$200.00 DVD SCREENING RENTAL
Paid Chk# 001103 ADDIE HIRSCHTEN	7/1/2011	\$100.00 FD/CHILD PROGRAMS
Paid Chk# 001104 AFSCME COUNCIL 62	7/1/2011	\$1,524.58 UNION DUES W/H
Paid Chk# 001105 ANTHEM BLUE CROSS BLUE	7/1/2011	\$56,385.18 HEALTH INS. - JULY '11
Paid Chk# 001106 AT&T (IL)	7/1/2011	\$1,272.61 TELEPHONE
Paid Chk# 001107 AT&T ADVERTISING	7/1/2011	\$170.00 NUMBER LISTING
Paid Chk# 001108 AT&T MOBILITY	7/1/2011	\$251.93 CELL PHONES
Paid Chk# 001109 CITGO	7/1/2011	\$702.26 FUEL
Paid Chk# 001110 DUKE ENERGY	7/1/2011	\$1,333.59 ELECTRICITY
Paid Chk# 001111 GE MONEY BANK/AMAZON	7/1/2011	\$4,003.65 BOOKS
Paid Chk# 001112 HEALTH RESOURCES, INC.	7/1/2011	\$3,149.50 DENTAL INS. - JULY '11
Paid Chk# 001113 INDIANA STATE LIBRARY/ILL	7/1/2011	\$650.00 ILL DELIVERY SERVICE
Paid Chk# 001114 MIDWEST PRESORT SERVICE	7/1/2011	\$810.92 POSTAGE SERVICES
Paid Chk# 001115 MONROE COUNTY YMCA	7/1/2011	\$150.46 YMCA W/H - JULY '11
Paid Chk# 001116 PRE-PAID LEGAL SERVICES,	7/1/2011	\$47.84 PRE-PAID LEGAL W/H
Paid Chk# 001117 PROMPTCARE CENTER	7/1/2011	\$59.00 SECURITY/VACCINATION
Paid Chk# 001118 STEPHANIE HOLMAN	7/1/2011	\$133.11 FD/ELL SPLS & REFRESHMENTS
Paid Chk# 001119 UNITED WAY	7/1/2011	\$178.00 UNITED WAY W/H
Paid Chk# 001120 UNUM LIFE INS. CO. OF	7/1/2011	\$2,298.32 LIFE & ADD'L LIFE INS. - JULY '11
Paid Chk# 001121 VECTREN ENERGY DELIVERY	7/1/2011	\$91.50 NATURAL GAS

MONROE COUNTY PUBLIC LIBRARY

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June 10, 2011 to July 14, 2011

Name	Check Date	Check Amt	
Paid Chk# 001122 AMERICAN UNITED LIFE INS.	7/8/2011	\$1,532.52	403b TSA-AUL W/H C30048
Paid Chk# 001123 BARBARA H. REGER	7/8/2011	\$400.00	FD/CHILD/PROGRAMING
Paid Chk# 001124 CITY OF BLOOMINGTON	7/8/2011	\$1,397.80	WATER & SEWER
Paid Chk# 001125 COLONIAL LIFE	7/8/2011	\$119.63	POST-TAX W/H
Paid Chk# 001126 ELLETTSVILLE UTILITIES	7/8/2011	\$351.15	WATER & SEWER
Paid Chk# 001127 MICHAEL WHITE	7/8/2011	\$132.54	CREW PROVISIONS-POP'S
Paid Chk# 001128 SMITHVILLE DIGITAL, INC.	7/8/2011	\$1,225.00	INTERNET SERVICE
Paid Chk# 001129 VERIZON WIRELESS	7/14/2011	\$129.03	BKM DATA LINES
Paid Chk# 001130 HOOSIER DISPOSAL #686	7/14/2011	\$155.00	TRASH REMOVAL
Paid Chk# 001131 PUBLIC EMPLOYEES	7/14/2011	\$88,516.80	2ND QTR. '11 PERF
Paid Chk# 001132 ADP, INC.	7/14/2011	\$55.44	BACKGROUND CHECKS
Paid Chk# 001133 ADP, INC.	7/14/2011	\$238.82	COBRA SERVICES
Paid Chk# 001134 ALL-PHASE ELECTRIC SUPPLY	7/14/2011	\$1,395.45	ENERGY AUDIT SPLS & LIGHT BULBS
Paid Chk# 001135 ART VIDEO WORLD	7/14/2011	\$234.96	NONPRINT
Paid Chk# 001136 AUDIOGO	7/14/2011	\$340.19	BOOKS
Paid Chk# 001137 AVCAFE	7/14/2011	\$158.95	NONPRINT
Paid Chk# 001138 B & H PHOTO-VIDEO	7/14/2011	\$9,231.46	CAMERA KITS & TRIPOD KIT
Paid Chk# 001139 BAKER & TAYLOR BOOKS	7/14/2011	\$38,738.27	BOOKS
Paid Chk# 001140 BANCTEC INC.	7/14/2011	\$612.72	PRESSURE SEALER MAINT.
Paid Chk# 001141 BIBLIOTHECA ITG, INC.	7/14/2011	\$199,665.00	BIN SORTERS/ 2 ND FLOOR & ELL
Paid Chk# 001142 BLACKSTONE AUDIO, INC.	7/14/2011	\$397.00	NONPRINT
Paid Chk# 001143 BLOOMINGTON COMMUNITY	7/14/2011	\$2,500.00	2ND QTR' 11
Paid Chk# 001144 BRODART CO.	7/14/2011	\$98.29	A-V CATALOGING SPLS
Paid Chk# 001145 BUNGER & ROBERTSON, LLP	7/14/2011	\$612.50	LEGAL SERVICES
Paid Chk# 001146 BWI	7/14/2011	\$54.19	BOOKS
Paid Chk# 001147 CARMICHAEL TRUCK &	7/14/2011	\$458.95	BKM REPAIR
Paid Chk# 001148 CENTER POINT LARGE PRINT	7/14/2011	\$172.56	BOOKS
Paid Chk# 001149 CINTAS FIRST AID & SAFETY	7/14/2011	\$331.94	FIRST-AID SPLS
Paid Chk# 001150 DEMCO, INC.	7/14/2011	\$346.06	SPLS
Paid Chk# 001151 DUNCAN SUPPLY COMPANY,	7/14/2011	\$281.68	BLDG SPLS
Paid Chk# 001152 DUNCAN VIDEO, INC.	7/14/2011	\$923.94	EQUIP REPAIRS
Paid Chk# 001153 ELECTRONIC COMMERCE, INC.	7/14/2011	\$1,937.00	PAYROLL SERVICES
Paid Chk# 001154 ELLETTSVILLE TRUE VALUE	7/14/2011	\$201.62	BLDG SPLS
Paid Chk# 001155 FRAMEMAKERS	7/14/2011	\$15.75	DISPLAY SPLS
Paid Chk# 001156 FREEDOM BUSINESS	7/14/2011	\$946.87	TONER CARTRIDGES
Paid Chk# 001157 GALE	7/14/2011	\$1,369.91	BOOKS
Paid Chk# 001158 GAYLORD BROS., INC.	7/14/2011	\$2,078.20	A/V CATALOGING SPLS
Paid Chk# 001159 GENEALOGICAL PUBLISHING	7/14/2011	\$35.00	BOOKS
Paid Chk# 001160 GENERAL BINDING	7/14/2011	\$372.30	LAMINATOR MAINT. CONTRACT
Paid Chk# 001161 HARRINGTON'S POWER	7/14/2011	\$250.00	NEW ENGINE FOR BILLYGOAT
Paid Chk# 001162 HP PRODUCTS	7/14/2011	\$3,390.39	CLEANING SPLS
Paid Chk# 001163 ICE MILLER LLP	7/14/2011	\$457.00	LEGAL SERVICES
Paid Chk# 001164 IN CASE OF EMERGENCY	7/14/2011	\$80.00	MIC COVERS
Paid Chk# 001165 INDIANA STATE LIBRARY	7/14/2011	\$2,452.00	2ND QTR. '11 PLAC/ELL
Paid Chk# 001166 INDIANA UNIVERSITY	7/14/2011	\$27.70	PERIODICALS
Paid Chk# 001167 INJOY PRODUCTIONS INC.	7/14/2011	\$211.95	NONPRINT
Paid Chk# 001168 INTERVIEW	7/14/2011	\$14.97	10 ISSUES
Paid Chk# 001169 JIM GORDON, INC	7/14/2011	\$101.39	OVERAGE MAINT.
Paid Chk# 001170 KEY CURRICULUM PRESS	7/14/2011	\$10.00	BOOKS
Paid Chk# 001171 KLEINDORFER'S HDWE	7/14/2011	\$23.73	BLDG SPLS
Paid Chk# 001172 LATIN-AMERICAN	7/14/2011	\$802.48	PERIODICALS
Paid Chk# 001173 LEARNING TREASURES	7/14/2011	\$157.15	TOYS
Paid Chk# 001174 LIBRARY VIDEO COMPANY	7/14/2011	\$36.90	NONPRINT
Paid Chk# 001175 LOGISTECH, INC.	7/14/2011	\$76.48	BOOKS
Paid Chk# 001176 LOWE'S	7/14/2011	\$260.14	BLDG SPLS

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June 10, 2011 to July 14, 2011

Name	Check Date	Check Amt	
Paid Chk# 001177 MENARDS - BLOOMINGTON	7/14/2011	\$29.24	BLDG SPLS
Paid Chk# 001178 MIDWEST TAPE	7/14/2011	\$22,337.55	NONPRINT
Paid Chk# 001179 NAPA AUTO PARTS	7/14/2011	\$13.96	OIL
Paid Chk# 001180 NEW READERS PRESS	7/14/2011	\$1,034.58	WORKBOOKS/VITAL
Paid Chk# 001181 NOLAN'S LAWN CARE SERVICE	7/14/2011	\$1,021.25	LAWN SERVICES
Paid Chk# 001182 OXMOOR HOUSE, INC.	7/14/2011	\$36.91	BOOKS
Paid Chk# 001183 POLARIS LIBRARY SYSTEMS,	7/14/2011	\$29,138.77	POLARIS MAINT. CONTRACT
Paid Chk# 001184 B,B & C POW PEST CONTROL,	7/14/2011	\$84.00	PEST CONTROL SERVICE
Paid Chk# 001185 QUILL CORPORATION	7/14/2011	\$1,033.34	FOOD SPLS
Paid Chk# 001186 RANDOM HOUSE, INC.	7/14/2011	\$285.70	NONPRINT
Paid Chk# 001187 RECORDED BOOKS, LLC	7/14/2011	\$1,112.65	NONPRINT
Paid Chk# 001188 ROCKFORD MAP PUBLISHERS,	7/14/2011	\$527.95	BOOKS
Paid Chk# 001189 SAM'S CLUB	7/14/2011	\$37.40	FD/ELL FOOD
Paid Chk# 001190 SHARON PATMORE	7/14/2011	\$57.00	BOOKS
Paid Chk# 001191 SIERRA	7/14/2011	\$25.00	PERIODICALS
Paid Chk# 001192 STANSIFER RADIO COMPANY	7/14/2011	\$81.77	VIDEO MAT'LS
Paid Chk# 001193 SUZANNE KERN - PETTY CASH	7/14/2011	\$47.93	POSTAGE
Paid Chk# 001194 TANTOR MEDIA	7/14/2011	\$291.00	NONPRINT
Paid Chk# 001195 THE AWARDS CENTER	7/14/2011	\$198.00	QUIZ BOWL PLAQUES/VITAL
Paid Chk# 001196 THE ELLETTSVILLE JOURNAL	7/14/2011	\$69.78	LCPF NOTICE
Paid Chk# 001197 THE GREAT COURSES	7/14/2011	\$194.95	NONPRINT
Paid Chk# 001198 THE HERALD-TIMES, INC.	7/14/2011	\$216.65	HELP-WANTED
Paid Chk# 001199 THE MACEXPRIENCE	7/14/2011	\$1,168.00	VIDEO MAT'LS
Paid Chk# 001200 TOSHIBA BUSINESS	7/14/2011	\$127.00	INK
Paid Chk# 001201 UNIQUE MANAGEMENT	7/14/2011	\$1,559.15	CIRC COLLECTION AGENCY FEES
Paid Chk# 001202 UNIVERSITY OF ARKANSAS	7/14/2011	\$20.00	ILL FEE
Paid Chk# 001203 WEST PAYMENT CENTER	7/14/2011	\$250.56	PERIODICALS
Paid Chk# 001204 WESTON WOODS STUDIOS	7/14/2011	\$35.95	NONPRINT
Total Checks		\$543,026.67	

MONROE COUNTY PUBLIC LIBRARY
CHECKING ACCOUNTS
06/11/11 - 07/14/11

Fifth Third Checking Account/Check Register Total	\$543,026.67
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (June '11)	758.99
Fifth Third Checking-Monthly Service Charge	18.00
Fifth Third Savings-Semi-Annual Lease Pymt.	998,000.00
Old National Checking-Monthly Service Charge	49.11
United Commerce Account-4 HSA Accts Set Up	100.00
Add: Payrolls	
Vouchers & Check 06/17/11 Payroll (ECI)	115,577.69
Electronic transfer (ECI) employee/employer taxes	40,852.28
Electronic transfer (ECI) employee/employer "HSA"	1,919.43
Vouchers 07/01/11 Payroll (ECI)	120,104.03
Electronic transfer (ECI) employee/employer taxes	42,092.85
Electronic transfer (ECI) employee "HSA"	1,919.43
Electronic transfer (ECI) employee semi-annual "HSA"	<u>17,302.50</u>
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	<u><u>\$1,881,720.98</u></u>

ACCOUNTS PAYABLE VOUCHER

MONROE COUNTY PUBLIC LIBRARY*Address Line 1*303 E KIRKWOOD AVENUE*BLOOMINGTON, IN 47408

Payee JPMORGAN CHASE BANK, NA PALATINE, IL 60094-4016	Claim 19007 Purchase Order No. 0 Terms Date Due
---	--

Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
5/12/2011		E001-005-31700 PAY FLOW/CC MNTHLY FEE	\$95.75
5/26/2011		E019-001-21350 MARSH/FOOD-PROCESS IMPROV.	\$14.42
5/7/2011		E001-001-32300 MARRIOTT/HOTEL (ADOLPHI)	\$156.39
5/24/2011		E001-001-32300 CHICAGO/PARKING	\$29.00
5/27/2011		E001-001-32300 ENTERPRISE/VEHICLE RENTAL	\$179.65
6/1/2011		E001-001-32300 COURT STREET/PARKING	\$15.00
5/24/2011		E001-001-32300 SHELL/GASOLINE	\$58.74
5/25/2011		E001-001-32300 CIRCL S/GASOLINE	\$20.04
5/11/2011		E001-007-33200 OVERNIGHTPRINTS/BUS. CARDS	\$33.50
5/11/2011		E001-007-21400 ARVEY PAPER/PAPER	\$918.82
5/20/2011		E021-016-44700 PC MALL/IPAD	\$577.16
5/29/2011		E020-016-32600 FEDEX/FREIGHT	\$85.93
5/14/2011		E019-011-21350 MENARDS/FD-CHILD SPLS	\$10.97
5/16/2011		E019-011-21350 MAY'S GREENHOUSE/FD-CHILD SPLS	\$41.37
5/19/2011		E019-011-32400 ALA/CALA CONF.	\$380.00
5/11/2011		E019-010-21350 KROGER/FD TEEN REFRESH.	\$16.16
5/19/2011		E001-010-21300 BLGTN HDWR/SPLS	\$25.16
5/31/2011		E019-010-21350 KROGER/FD TEEN REFRESH	\$78.65
5/31/2011		E019-010-21350 JOANN/FD TEEN SPLS	\$13.96
6/2/2011		E019-010-21350 BADGE A MINIT/FD TEEN SPLS	\$66.95
5/4/2011		E001-001-32500 AMAZON/KINDLE TRAINING MAT;LS	\$10.69
5/5/2011		E016-010-44300 BIKE SECURITY/BIKE RACK-BICYCLE CLUB	\$1,090.00
5/12/2011		E001-004-32200 USPS/CERTIFIED MAIL	\$3.29
Total			\$3,921.60

VOUCHER NO. 19007 WARRANT NO. 1096

JPMORGAN CHASE BANK, NA

ALLOWED
 IN THE SUM OF \$ \$3,921.60

\$ \$3,921.60

ON ACCOUNT OF APPROPRIATION FO

COST DITRIBUTION LEDGER CLASSIFICATION
 IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND

Board/Council Member

Acct. No.	Account Title	Amount

MONROE COUNTY PUBLIC LIBRARY
MONTHLY SUMMARY OF BUDGET CATEGORIES
AS OF JUNE 30, 2011
SIX MONTHS = 50.0%

	2011 JUNE	2010 JUNE	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
PERSONNEL SERVICES								
SALARIES	285,024.87	286,145.20	1,713,371.08	3,893,000.00	1,723,249.30	2,179,628.92	44.0%	56.0%
EMPLOYEE BENEFITS	20,889.74	103,478.74	519,133.16	1,264,175.00	506,330.89	745,041.84	41.1%	58.9%
OTHER WAGES	2,090.08	3,944.28	7,695.97	1,000.00	20,985.91	-6,695.97	769.6%	-669.6%
TOTAL PERSONNEL SERVICES	<u>308,004.69</u>	<u>393,568.22</u>	<u>2,240,200.21</u>	<u>5,158,175.00</u>	<u>2,250,566.10</u>	<u>2,917,974.79</u>	<u>43.4%</u>	<u>56.6%</u>
SUPPLIES								
OFFICE SUPPLIES	5,642.89	4,866.44	23,812.38	42,000.00	21,916.21	18,187.62	56.7%	43.3%
OPERATING SUPPLIES	7,535.52	3,469.61	34,159.87	77,100.00	29,225.13	42,940.13	44.3%	55.7%
REPAIR & MAINT. SUPPLIES	846.44	454.23	10,184.31	13,700.00	11,960.14	3,515.69	74.3%	25.7%
TOTAL SUPPLIES	<u>14,024.85</u>	<u>8,790.28</u>	<u>68,156.56</u>	<u>132,800.00</u>	<u>63,101.48</u>	<u>64,643.44</u>	<u>51.3%</u>	<u>48.7%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	42,237.28	16,321.33	147,841.02	252,000.00	103,566.97	104,158.98	58.7%	41.3%
COMMUNICATION & TRANSPORTATION	3,870.96	7,115.57	31,474.65	87,000.00	31,099.93	55,525.35	36.2%	63.8%
PRINTING & ADVERTISING	183.32	70.07	2,343.78	8,000.00	1,420.42	5,656.22	29.3%	70.7%
INSURANCE	-1,409.00	0.00	53,247.00	54,700.00	47,705.00	1,453.00	97.3%	2.7%
UTILITIES	19,961.71	21,466.03	141,628.88	314,400.00	143,609.75	172,771.12	45.0%	55.0%
REPAIR & MAINTENANCE	1,510.76	5,310.32	7,084.56	102,500.00	36,277.02	95,415.44	6.9%	93.1%
RENTALS	9,706.00	9,448.00	29,424.50	32,100.00	29,267.00	2,675.50	91.7%	8.3%
OTHER CHARGES	0.00	0.00	8,136.00	215,500.00	2,450.17	207,364.00	3.8%	96.2%
TOTAL OTHER SERVICES & CHARGES	<u>76,061.03</u>	<u>59,731.32</u>	<u>421,180.39</u>	<u>1,066,200.00</u>	<u>395,396.26</u>	<u>645,019.61</u>	<u>39.5%</u>	<u>60.5%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	1,295.67	10,586.82	2,984.01	19,744.52	30,192.61	16,760.51	15.1%	84.9%
OTHER CAPITAL OUTLAY	102,476.29	81,004.36	511,749.06	1,089,000.00	491,592.30	577,250.94	47.0%	53.0%
TOTAL CAPITAL OUTLAY	<u>103,771.96</u>	<u>91,591.18</u>	<u>514,733.07</u>	<u>1,108,744.52</u>	<u>521,784.91</u>	<u>594,011.45</u>	<u>46.4%</u>	<u>53.6%</u>
TOTAL OPERATING EXPENDITURES	<u>501,862.53</u>	<u>553,681.00</u>	<u>3,244,270.23</u>	<u>7,465,919.52</u>	<u>3,230,848.75</u>	<u>4,221,649.29</u>	<u>43.5%</u>	<u>56.5%</u>
				2010 BUDGET %USED IN 2010	7,832,838.00 41.2%			

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF JUNE 30, 2011

	2011 JUNE	2010 JUNE	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
PERSONNEL SERVICES (1000'S)								
SALARIES								
1120 ADMINISTRATION	7,259.72	11,320.62	43,558.31	167,000.00	67,923.72	123,441.69	26.1%	73.9%
1130 PROFESSIONAL/SUPERVISORS	37,587.53	34,851.26	217,451.94	545,000.00	209,107.56	327,548.06	39.9%	60.1%
1140 PROFESSIONAL ASSISTANTS	104,938.45	100,444.24	629,630.67	1,351,000.00	602,277.31	721,369.33	46.6%	53.4%
1150 SPECIALISTS & TECHNICIANS	57,990.72	57,286.29	353,001.81	814,000.00	343,967.98	460,998.19	43.4%	56.6%
1160 CLERICAL ASSISTANTS	32,909.41	39,338.59	204,770.16	442,000.00	241,156.26	237,229.84	46.3%	53.7%
1170 PAGES	17,806.85	17,067.94	106,181.35	226,000.00	102,709.67	119,818.65	47.0%	53.0%
1190 BUILDING MAINTENANCE	26,532.19	25,836.26	158,776.84	348,000.00	156,106.80	189,223.16	45.6%	54.4%
TOTAL SALARIES	285,024.87	286,145.20	1,713,371.08	3,893,000.00	1,723,249.30	2,179,628.92	44.0%	56.0%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	16,930.31	17,131.00	101,107.45	238,100.00	102,914.39	136,992.55	42.5%	57.5%
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	83,114.03	368,250.00	81,729.17	285,135.97	22.6%	77.4%
1240 EMPLOYER CONT/INSURANCE	0.00	82,341.31	311,222.04	602,100.00	297,618.66	290,877.96	51.7%	48.3%
1250 EMPLOYER CONT/MEDICARE	3,959.43	4,006.43	23,689.64	55,725.00	24,068.67	32,035.36	42.5%	57.5%
TOTAL EMPLOYEE BENEFITS	20,889.74	103,478.74	519,133.16	1,264,175.00	506,330.89	745,041.84	41.1%	58.9%
OTHER WAGES								
1310 WORKSTUDY	0.00	102.59	2,961.29	1,000.00	102.59	-1,961.29	296.1%	-196.1%
1180 TEMPORARY STAFF	2,090.08	3,841.69	4,734.68	0.00	20,883.32	-4,734.68	#DIV/0!	#DIV/0!
1350 STIPEND/RECLASSIFICATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OTHER WAGES	2,090.08	3,944.28	7,695.97	1,000.00	20,985.91	-6,695.97	769.6%	-669.6%
TOTAL PERSONNEL SERVICES	308,004.69	393,568.22	2,240,200.21	5,158,175.00	2,250,566.10	2,917,974.79	43.4%	56.6%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
2110 OFFICIAL RECORDS	773.99	0.00	1,613.26	1,000.00	0.00	-613.26	161.3%	-61.3%
2120 STATIONERY & PRINTING	0.00	1,092.75	301.57	1,000.00	2,226.93	698.43	30.2%	69.8%
2130 OFFICE SUPPLIES	320.94	1,941.74	7,326.72	18,100.00	8,494.74	10,773.28	40.5%	59.5%
2140 DUPLICATING	4,547.96	1,831.95	14,570.83	21,900.00	11,194.54	7,329.17	66.5%	33.5%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2160 PUBLIC USE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2170 TRAINING MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OFFICE SUPPLIES	5,642.89	4,866.44	23,812.38	42,000.00	21,916.21	18,187.62	56.7%	43.3%

*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 JUNE 30, 2011

	2011 JUNE	2010 JUNE	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
OPERATING SUPPLIES								
2210 CLEANING SUPPLIES	3,537.52	2,108.75	17,093.94	28,000.00	14,872.95	10,906.06	61.0%	39.0%
2220 FUEL, OIL, & LUBRICANTS	0.00	1,263.63	3,877.32	8,500.00	4,380.82	4,622.68	45.6%	54.4%
2230 CATALOGING SUPPLIES-BOOKS	129.09	0.00	2,022.10	5,500.00	2,522.61	3,477.90	36.8%	63.2%
2240 A/V SUPPLIES-CATALOGING	1,726.75	0.00	2,856.77	10,000.00	5,230.48	7,143.23	28.6%	71.4%
2250 CIRCULATION SUPPLIES	2,142.16	97.23	4,226.78	21,000.00	722.76	16,773.22	20.1%	79.9%
2260 LIGHT BULBS	0.00	0.00	2,646.63	3,000.00	1,495.51	353.37	88.2%	11.8%
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	0.00	0.00	175.33	100.00	0.00	-75.33	175.3%	-75.3%
TOTAL OPERATING SUPPLIES	7,535.52	3,469.61	34,159.87	77,100.00	29,225.13	42,940.13	44.3%	55.7%
REPAIR & MAINTENANCE SUPPLIES								
2300 IS SUPPLIES	167.25	104.00	3,133.01	5,000.00	4,129.24	1,866.99	62.7%	37.3%
2310 BUILDING MATERIALS & SUPPLIES	679.19	350.23	5,274.57	8,500.00	7,752.20	3,225.43	62.1%	37.9%
2315 ENERGY AUDIT MAT'LS & SPLS	0.00	0.00	1,650.05	0.00	0.00	-1,650.05	#DIV/0!	#DIV/0!
2320 PAINT & PAINTING SUPPLIES	0.00	0.00	126.68	200.00	78.70	73.32	63.3%	36.7%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2350 VIDEO MATERIALS - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL REPAIR & MAINTENANCE SUPPLIES	846.44	454.23	10,184.31	13,700.00	11,960.14	3,515.69	74.3%	25.7%
TOTAL SUPPLIES	14,024.85	8,790.28	68,156.56	132,800.00	63,101.48	64,643.44	51.3%	48.7%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
3110 CONSULTING SERVICES	0.00	1,260.00	90.00	3,000.00	6,300.00	2,910.00	3.0%	97.0%
3120 ENGINEERING/ARCHITECTURAL	51.18	7,271.20	2,862.66	3,000.00	17,259.29	137.34	95.4%	4.6%
31201 ENCUMBERED ENGINEER/ARCH	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3130 LEGAL SERVICES	0.00	187.50	7,875.12	14,000.00	5,678.92	6,124.88	56.3%	43.7%
3140 BUILDING SERVICES	802.75	705.12	12,613.64	40,000.00	23,046.52	27,386.36	31.5%	68.5%
3150 MAINTENANCE CONTRACTS	2,969.64	2,801.58	27,746.53	95,000.00	24,656.25	67,253.47	29.2%	70.8%
3160 COMPUTER SERVICES (OCLC)	35,161.46	1,225.00	41,286.46	50,000.00	7,350.00	8,713.54	82.6%	17.4%
3170 ADMIN/ACCOUNTING SERVICES	3,252.25	2,870.93	22,878.11	47,000.00	19,275.99	24,121.89	48.7%	51.3%
3175 COLLECTION AGENCY SERVICES	0.00	0.00	32,488.50	0.00	0.00	-32,488.50	#DIV/0!	#DIV/0!
TOTAL PROFESSIONAL SERVICES	42,237.28	16,321.33	147,841.02	252,000.00	103,566.97	104,158.98	58.7%	41.3%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	754.26	3,568.34	12,346.44	26,000.00	16,422.48	13,653.56	47.5%	52.5%
3220 POSTAGE	1,239.56	2,842.58	11,635.00	30,000.00	13,737.97	18,365.00	38.8%	61.2%
3230 TRAVEL EXPENSE	458.82	44.80	2,029.06	10,000.00	232.00	7,970.94	20.3%	79.7%
3240 PROFESSIONAL MTG. (OFF-SITE)	50.00	0.00	246.00	10,000.00	22.00	9,754.00	2.5%	97.5%
3250 CONTINUING ED. (ON-SITE)	1,270.69	0.00	5,072.58	10,000.00	0.00	4,927.42	50.7%	49.3%
3260 FREIGHT & DELIVERY	97.63	659.85	145.57	1,000.00	685.48	854.43	14.6%	85.4%
TOTAL COMMUNICATION & TRANSPORTATION	3,870.96	7,115.57	31,474.65	87,000.00	31,099.93	55,525.35	36.2%	63.8%

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MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF JUNE 30, 2011

	2011 JUNE	2010 JUNE	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
PRINTING & ADVERTISING								
3310 ADVERTISING & PUBLICATION	146.84	70.07	468.14	2,000.00	685.87	1,531.86	23.4%	76.6%
3320 PRINTING	<u>36.48</u>	<u>0.00</u>	<u>1,875.64</u>	<u>6,000.00</u>	<u>734.55</u>	<u>4,124.36</u>	<u>31.3%</u>	<u>68.7%</u>
TOTAL PRINTING & ADVERTISING	183.32	70.07	2,343.78	8,000.00	1,420.42	5,656.22	29.3%	70.7%
INSURANCE								
3410 OFFICIAL BOND	0.00	0.00	450.00	700.00	300.00	250.00	64.3%	35.7%
3420 OTHER INSURANCE	<u>-1,409.00</u>	<u>0.00</u>	<u>52,797.00</u>	<u>54,000.00</u>	<u>47,405.00</u>	<u>1,203.00</u>	<u>97.8%</u>	<u>2.2%</u>
TOTAL INSURANCE	-1,409.00	0.00	53,247.00	54,700.00	47,705.00	1,453.00	97.3%	2.7%
UTILITIES								
3510 GAS	0.00	154.06	1,364.14	5,600.00	1,517.83	4,235.86	24.4%	75.6%
3520 ELECTRICITY	18,869.78	19,818.15	134,416.75	293,000.00	135,955.76	158,583.25	45.9%	54.1%
3530 WATER	<u>1,091.93</u>	<u>1,493.82</u>	<u>5,847.99</u>	<u>15,800.00</u>	<u>6,136.16</u>	<u>9,952.01</u>	<u>37.0%</u>	<u>63.0%</u>
TOTAL UTILITIES	19,961.71	21,466.03	141,628.88	314,400.00	143,609.75	172,771.12	45.0%	55.0%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	320.00	580.00	760.31	22,000.00	14,119.04	21,239.69	3.5%	96.5%
3630 OTHER EQUIP/FURNITURE REPAIRS	395.94	4,633.09	2,178.68	70,000.00	13,636.80	67,821.32	3.1%	96.9%
3640 VEHICLE REPAIR & MAINTENANCE	671.85	97.23	3,512.69	7,500.00	7,497.24	3,987.31	46.8%	53.2%
3650 MATERIAL BINDING/REPAIR SERV.	<u>122.97</u>	<u>0.00</u>	<u>632.88</u>	<u>3,000.00</u>	<u>1,023.94</u>	<u>2,367.12</u>	<u>21.1%</u>	<u>78.9%</u>
TOTAL REPAIR & MAINTENANCE	1,510.76	5,310.32	7,084.56	102,500.00	36,277.02	95,415.44	6.9%	93.1%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	9,706.00	9,448.00	29,424.50	32,000.00	29,267.00	2,575.50	92.0%	8.0%
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	9,706.00	9,448.00	29,424.50	32,100.00	29,267.00	2,675.50	91.7%	8.3%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	0.00	0.00	7,176.00	6,500.00	953.00	-676.00	110.4%	-10.4%
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/LICENSES	0.00	0.00	960.00	6,500.00	1,497.17	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	0.00	0.00	8,136.00	215,500.00	2,450.17	207,364.00	3.8%	96.2%
TOTAL OTHER SERVICES/CHARGES	76,061.03	59,731.32	421,180.39	1,066,200.00	395,396.26	645,019.61	39.5%	60.5%

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MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF JUNE 30, 2011

	2011 JUNE	2010 JUNE	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	0.00	350.00	300.82	0.00	350.00	-300.82	#DIV/0!	#DIV/0!
44105 ENCUMBERED FURNITURE	0.00	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	1,295.67	0.00	1,295.67	18,357.00	55.79	17,061.33	7.1%	92.9%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
44450 BUILDING RENOVATIONS	0.00	10,236.82	0.00	0.00	26,636.82	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	3,150.00	0.00	#DIV/0!	#DIV/0!
4470 EQUIPMENT - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4475 SOFTWARE - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL FURNITURE & EQUIPMENT	1,295.67	10,586.82	2,984.01	19,744.52	30,192.61	16,760.51	15.1%	84.9%
OTHER CAPITAL OUTLAY								
4510 BOOKS	47,292.78	47,958.73	282,057.54	593,000.00	286,090.06	310,942.46	47.6%	52.4%
4520 PERIODICALS & NEWSPAPERS	208.80	748.21	4,735.27	48,000.00	7,174.71	43,264.73	9.9%	90.1%
4530 NONPRINT MATERIALS	50,974.71	32,297.42	204,743.66	379,000.00	181,982.44	174,256.34	54.0%	46.0%
4540 ELECTRONIC RESOURCES	4,000.00	0.00	20,212.59	69,000.00	16,345.09	48,787.41	29.3%	70.7%
TOTAL OTHER CAPITAL OUTLAY	102,476.29	81,004.36	511,749.06	1,089,000.00	491,592.30	577,250.94	47.0%	53.0%
TOTAL CAPITAL OUTLAY	103,771.96	91,591.18	514,733.07	1,108,744.52	521,784.91	594,011.45	46.4%	53.6%
TOTAL OPERATING EXPENDITURES	501,862.53	553,681.00	3,244,270.23	7,465,919.52	3,230,848.75	4,221,649.29	43.5%	56.5%

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MONROE COUNTY PUBLIC LIBRARY
Operating Budget & Expenditure Report

January 1, 2011 to June 30, 2011
6 months = 50.0%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	2011 YTD Amt	2011 YTD Balance	2011 %YTD Budget
10040	MISCELLANEOUS	\$0.00	\$69.60	\$185.85	\$280.73	\$82.09	\$96.93	\$303.78	\$1,018.98	-\$1,018.98	0.00%
11200	ADMINISTRATION	\$167,000.00	\$7,259.71	\$7,259.72	\$7,259.72	\$7,259.72	\$7,259.72	\$7,259.72	\$43,558.31	\$123,441.69	26.08%
11300	PROF/SUPERVISORS	\$545,000.00	\$33,550.98	\$33,550.97	\$37,587.48	\$37,587.49	\$37,587.49	\$37,587.53	\$217,451.94	\$327,548.06	39.90%
11400	PROFESSIONAL	\$1,351,000.00	\$104,938.41	\$104,938.42	\$104,938.44	\$104,938.48	\$104,938.47	\$104,938.45	\$629,630.67	\$721,369.33	46.60%
11500	SPECIALIST/TECHNICIANS	\$814,000.00	\$59,417.93	\$59,066.91	\$58,837.99	\$58,855.18	\$58,833.08	\$57,990.72	\$353,001.81	\$460,998.19	43.37%
11600	CLERICAL ASSISTANTS	\$442,000.00	\$35,018.53	\$34,613.61	\$34,074.98	\$34,186.70	\$33,966.93	\$32,909.41	\$204,770.16	\$237,229.84	46.33%
11700	PAGES	\$226,000.00	\$17,952.26	\$17,845.73	\$18,151.20	\$17,921.27	\$16,504.04	\$17,806.85	\$106,181.35	\$119,818.65	46.98%
11800	TEMPORAY STAFF	\$0.00	\$615.09	\$0.00	\$0.00	\$0.00	\$2,029.51	\$2,090.08	\$4,734.68	-\$4,734.68	0.00%
11900	BUILDING	\$348,000.00	\$26,412.12	\$26,454.22	\$26,448.99	\$26,437.40	\$26,491.92	\$26,532.19	\$158,776.84	\$189,223.16	45.63%
12100	FICA/EMPLOYER	\$238,100.00	\$16,813.89	\$16,729.21	\$16,943.81	\$16,738.50	\$16,951.73	\$16,930.31	\$101,107.45	\$136,992.55	42.46%
12300	PERF/EMPLOYER	\$368,250.00	\$0.00	\$0.00	\$0.00	\$83,114.03	\$0.00	\$0.00	\$83,114.03	\$285,135.97	22.57%
12400	INS/EMPLOYER	\$602,100.00	\$19,616.77	\$93,393.39	\$46,715.78	\$85,899.46	\$65,596.64	\$0.00	\$311,222.04	\$290,877.96	51.69%
12500	MEDICARE/EMPLOYER	\$55,725.00	\$3,932.28	\$3,912.50	\$3,962.63	\$3,958.33	\$3,964.47	\$3,959.43	\$23,689.64	\$32,035.36	42.51%
13100	WORK STUDY	\$1,000.00	\$0.00	\$2,961.29	\$0.00	\$0.00	\$0.00	\$0.00	\$2,961.29	-\$1,961.29	296.13%
21100	OFFICIAL RECORDS	\$1,000.00	\$809.53	\$29.74	\$0.00	\$0.00	\$0.00	\$773.99	\$1,613.26	-\$613.26	161.33%
21200	STATIONERY/BUS. CARDS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$301.57	\$0.00	\$0.00	\$301.57	\$698.43	30.16%
21300	OFFICE SUPPLIES	\$18,100.00	\$1,697.91	\$1,131.41	\$1,387.09	\$1,052.67	\$1,736.70	\$320.94	\$7,326.72	\$10,773.28	40.48%
21400	DUPLICATING	\$21,900.00	\$2,272.77	\$4,135.23	\$1,658.34	\$1,065.18	\$891.35	\$4,547.96	\$14,570.83	\$7,329.17	66.53%
22100	CLEANING SUPPLIES	\$28,000.00	\$3,334.36	\$2,438.89	\$4,125.18	\$1,568.48	\$2,089.51	\$3,537.52	\$17,093.94	\$10,906.06	61.05%
22200	FUEL/OIL/LUBRICANTS	\$8,500.00	\$1,376.16	\$0.00	\$1,366.59	\$639.45	\$495.12	\$0.00	\$3,877.32	\$4,622.68	45.62%
22300	CATALOGING	\$5,500.00	\$144.24	\$184.80	\$60.87	\$1,477.96	\$25.14	\$129.09	\$2,022.10	\$3,477.90	36.77%
22400	A/V SUPPLIES/CATALOG	\$10,000.00	\$347.11	\$63.72	\$373.56	\$0.00	\$345.63	\$1,726.75	\$2,856.77	\$7,143.23	28.57%
22500	CIRCULATION SUPPLIES	\$21,000.00	\$0.00	\$14.72	\$2,053.14	\$0.00	\$16.76	\$2,142.16	\$4,226.78	\$16,773.22	20.13%
22600	LIGHT BULBS	\$3,000.00	\$2,080.95	\$0.00	\$423.88	\$19.78	\$122.02	\$0.00	\$2,646.63	\$353.37	88.22%
22800	UNIFORMS	\$1,000.00	\$0.00	\$1,261.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,261.00	-\$261.00	126.10%
22900	DISPLAY/EXHIBITS	\$100.00	\$73.65	\$0.00	\$14.22	\$87.46	\$0.00	\$0.00	\$175.33	-\$75.33	175.33%
23000	IS SUPPLIES	\$5,000.00	\$1,283.20	\$499.30	\$53.96	\$1,129.30	\$0.00	\$167.25	\$3,133.01	\$1,866.99	62.66%
23100	BUILDING MATERIAL	\$8,500.00	\$4,990.51	\$793.44	-\$2,114.83	\$885.15	\$41.11	\$679.19	\$5,274.57	\$3,225.43	62.05%
23150	ENERGY AUDIT MAT'LS &	\$0.00	\$0.00	\$0.00	\$1,536.05	\$114.00	\$0.00	\$0.00	\$1,650.05	-\$1,650.05	0.00%
23200	PAINT/PAINTING SUPPLIES	\$200.00	\$57.21	\$69.47	\$0.00	\$0.00	\$0.00	\$0.00	\$126.68	\$73.32	63.34%
31100	CONSULTING SERVICES	\$3,000.00	\$0.00	\$0.00	\$0.00	\$90.00	\$0.00	\$0.00	\$90.00	\$2,910.00	3.00%
31200	ENGINEERING/ARCHITE	\$3,000.00	\$606.48	\$400.00	\$1,805.00	\$0.00	\$0.00	\$51.18	\$2,862.66	\$137.34	95.42%
31300	LEGAL SERVICES	\$14,000.00	\$2,232.46	\$1,272.20	\$1,941.82	\$498.00	\$1,930.64	\$0.00	\$7,875.12	\$6,124.88	56.25%
31400	BUILDING SERVICES	\$40,000.00	\$7,514.89	\$2,267.00	\$565.00	\$234.00	\$1,230.00	\$802.75	\$12,613.64	\$27,386.36	31.53%
31500	MAINTENANCE	\$95,000.00	\$7,557.56	\$5,892.08	\$278.23	\$1,254.82	\$9,794.20	\$2,969.64	\$27,746.53	\$67,253.47	29.21%
31600	COMPUTER SERVICES	\$50,000.00	\$1,225.00	\$1,225.00	\$1,225.00	\$1,225.00	\$1,225.00	\$35,161.46	\$41,286.46	\$8,713.54	82.57%
31700	ADMIN/ACCOUNTING	\$47,000.00	\$9,966.85	\$16,675.64	\$2,474.45	-\$12,444.38	\$2,953.30	\$3,252.25	\$22,878.11	\$24,121.89	48.68%
31750	COLLECTION AGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$30,940.15	\$1,548.35	\$0.00	\$32,488.50	-\$32,488.50	0.00%
32100	TELEPHONE	\$26,000.00	\$2,171.66	\$971.68	\$3,877.39	\$2,274.84	\$2,296.61	\$754.26	\$12,346.44	\$13,653.56	47.49%
32200	POSTAGE	\$30,000.00	\$1,994.10	\$2,418.04	\$1,757.59	\$2,028.54	\$2,197.17	\$1,239.56	\$11,635.00	\$18,365.00	38.78%
32300	TRAVEL EXPENSE	\$10,000.00	\$320.09	\$701.95	\$0.00	\$0.00	\$548.20	\$458.82	\$2,029.06	\$7,970.94	20.29%

MONROE COUNTY PUBLIC LIBRARY

Operating Budget & Expenditure Report

January 1, 2011 to June 30, 2011

6 months = 50.0%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	2011 YTD Amt	2011 YTD Balance	2011 %YTD Budget
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$160.00	\$0.00	\$36.00	\$0.00	\$0.00	\$50.00	\$246.00	\$9,754.00	2.46%
32500	CONTINUING	\$10,000.00	\$0.00	\$1,260.00	\$0.00	\$0.00	\$2,541.89	\$1,270.69	\$5,072.58	\$4,927.42	50.73%
32600	FREIGHT/DELIVERY	\$1,000.00	\$0.00	\$0.00	\$23.93	\$24.01	\$0.00	\$97.63	\$145.57	\$854.43	14.56%
33100	ADVERTISING/PUBLICATI	\$2,000.00	\$49.00	\$79.19	\$0.00	\$193.11	\$0.00	\$146.84	\$468.14	\$1,531.86	23.41%
33200	PRINTING SERVICES	\$6,000.00	\$70.86	\$35.31	\$1,070.00	\$0.00	\$662.99	\$36.48	\$1,875.64	\$4,124.36	31.26%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00	\$250.00	64.29%
34200	OTHER INSURANCE	\$54,000.00	\$3,200.00	\$11,790.00	\$36,785.00	\$429.00	\$2,002.00	-\$1,409.00	\$52,797.00	\$1,203.00	97.77%
35100	GAS	\$5,600.00	\$52.72	\$1,151.25	\$54.47	\$52.80	\$52.90	\$0.00	\$1,364.14	\$4,235.86	24.36%
35200	ELECTRICITY	\$293,000.00	\$26,186.07	\$28,657.78	\$23,385.50	\$19,130.03	\$18,187.59	\$18,869.78	\$134,416.75	\$158,583.25	45.88%
35300	WATER	\$15,800.00	\$1,153.39	\$885.06	\$335.82	\$1,207.73	\$1,174.06	\$1,091.93	\$5,847.99	\$9,952.01	37.01%
36100	BUILDING REPAIRS	\$22,000.00	\$0.00	\$0.00	\$0.00	\$440.31	\$0.00	\$320.00	\$760.31	\$21,239.69	3.46%
36300	OTHER	\$70,000.00	\$586.80	\$205.00	\$0.00	\$990.94	\$0.00	\$395.94	\$2,178.68	\$67,821.32	3.11%
36400	VEHICLE	\$7,500.00	\$526.14	\$0.00	\$977.35	\$38.90	\$1,298.45	\$671.85	\$3,512.69	\$3,987.31	46.84%
36500	MATERIALS	\$3,000.00	\$317.30	\$0.00	\$192.61	\$0.00	\$0.00	\$122.97	\$632.88	\$2,367.12	21.10%
37100	REAL ESTATE	\$32,000.00	\$9,706.00	\$37.50	\$0.00	\$30.00	\$9,945.00	\$9,706.00	\$29,424.50	\$2,575.50	91.95%
37200	EQUIPMENT RENTAL	\$100.00	\$0.00	\$0.00	\$0.00	\$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	\$825.00	\$0.00	\$0.00	\$7,176.00	-\$676.00	110.40%
39200	INTEREST/TEMPORARY	\$2,500.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$200,000.00	0.00%
39500	EDUCATIONAL/LICENSIN	\$6,500.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$960.00	\$5,540.00	14.77%
44100	FURNITURE	\$0.00	\$0.00	\$0.00	\$300.82	\$0.00	\$0.00	\$0.00	\$300.82	-\$300.82	0.00%
44105	ENCUMBERED	\$1,387.52	\$0.00	\$0.00	\$1,387.52	\$0.00	\$0.00	\$0.00	\$1,387.52	\$0.00	100.00%
44300	OTHER EQUIPMENT	\$18,357.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,295.67	\$1,295.67	\$17,061.33	7.06%
45100	BOOKS	\$593,000.00	\$39,446.50	\$38,996.69	\$64,085.61	\$49,481.73	\$42,754.23	\$47,292.78	\$282,057.54	\$310,942.46	47.56%
45200	PERIODICALS/NEWSPAP	\$48,000.00	\$189.84	\$102.23	\$56.25	\$550.92	\$3,627.23	\$208.80	\$4,735.27	\$43,264.73	9.87%
45300	NONPRINT MATERIALS	\$379,000.00	\$29,020.17	\$29,404.45	\$42,389.62	\$27,496.37	\$25,458.34	\$50,974.71	\$204,743.66	\$174,256.34	54.02%
45400	ELECTRONIC RESOURCES	\$69,000.00	\$14,857.64	\$0.00	\$1,354.95	\$0.00	\$0.00	\$4,000.00	\$20,212.59	\$48,787.41	29.29%
		\$7,465,919.52	\$510,237.69	\$555,961.59	\$553,199.73	\$612,311.47	\$511,412.42	\$502,166.31	\$3,245,289.21	\$4,220,630.31	43.47%

MONROE COUNTY PUBLIC LIBRARY

LIRF Budget & Expenditure Report

January 1, 2011 to June 30, 2011

6 months = 50.0%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2010	June 2011	YTD Amount	2011 YTD Balance	2011 %YTD Budget
31200	ENGINEERING/ARCHITECTU	\$42,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,100.00	0.00%
35300	WATER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87.44	\$87.01	\$174.45	-\$174.45	0.00%
36100	BUILDING REPAIRS	\$21,458.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$83,374.00	0.00%
44400	LAND/BUILDINGS	\$0.00	\$0.00	\$97,315.37	\$0.00	\$1,167.25	\$0.00	\$0.00	\$98,482.62	-\$98,482.62	0.00%
44450	BUILDING RENOVATION	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	0.00%
		\$296,932.00	\$0.00	\$97,315.37	\$0.00	\$1,167.25	\$87.44	\$87.01	\$98,657.07	\$198,274.93	33.23%

MONROE COUNTY PUBLIC LIBRARY

Debt Service Budget & Expenditures Report

January 1, 2011 to June 30, 2011

6 months = 50.0%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	2011 YTD Amt	2011 YTD Balance	2011 %YTD Budget
37100	REAL ESTATE	\$1,996,000.00	\$166,333.3	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.3	\$998,000.00	\$998,000.00	50.00%
39200	INTEREST/TE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39250	PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450	TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$1,996,000.00	\$166,333.3	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.3	\$998,000.00	\$998,000.00	50.00%

MONROE COUNTY PUBLIC LIBRARY

Rainy Day Budget & Expenditures Report

January 1, 2011 to June 30, 2011

6 months = 50.0%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	2011 YTD Amt	2011 YTD Balance	2011 %YTD Budget
12200	UNEMPLOYMENT	\$10,000.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$0.00	\$0.00	\$0.00	\$105,643.00	0.00%
		\$473,310.00	\$0.00	\$0.00	\$0.00	\$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 June 30, 2011
6 months = 50.0%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	YTD Amount	2011 YTD Balance	2011 %YTD Budget
11300	PROF/SUPERVISORS	\$64,000.00	\$4,564.32	\$4,564.32	\$4,564.32	\$4,564.32	\$4,564.32	\$4,564.32	\$27,385.92	\$36,614.08	42.79%
11400	PROFESSIONAL ASSISTANT	\$120,000.00	\$9,188.18	\$9,188.16	\$9,188.16	\$9,188.16	\$9,188.16	\$9,188.16	\$55,128.98	\$64,871.02	45.94%
11600	CLERICAL ASSISTANTS	\$173,000.00	\$12,328.97	\$13,195.22	\$13,321.23	\$13,304.77	\$13,828.82	\$11,406.84	\$77,385.85	\$95,614.15	44.73%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$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	\$1,594.60	\$1,625.65	\$1,483.56	\$9,427.21	\$12,072.79	43.85%
12300	PERF/EMPLOYER	\$22,000.00	\$0.00	\$0.00	\$0.00	\$5,067.40	\$0.00	\$0.00	\$5,067.40	\$16,932.60	23.03%
12400	INS/EMPLOYER	\$45,500.00	\$2,942.80	\$9,650.59	\$4,254.90	\$7,539.28	\$6,136.68	\$0.00	\$30,524.25	\$14,975.75	67.09%
12500	MEDICARE/EMPLOYER	\$5,000.00	\$359.65	\$371.60	\$373.42	\$372.94	\$380.19	\$346.96	\$2,204.76	\$2,795.24	44.10%
13100	WORK STUDY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21200	STATIONERY/BUS. CARDS	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21300	OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$129.95	\$0.00	\$0.00	\$129.95	\$370.05	25.99%
21400	DUPLICATING	\$200.00	\$0.00	\$0.00	\$0.00	\$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	\$139.20	\$0.00	\$42.26	\$256.22	\$743.78	25.62%
22700	VIDEO TAPE/CATS	\$20,000.00	\$6,138.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,138.50	\$13,861.50	30.69%
23000	IS SUPPLIES	\$1,000.00	\$599.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$599.97	\$400.03	60.00%
23500	VIDEO MATERIALS/CATS	\$10,000.00	\$303.54	\$183.50	\$59.98	\$328.84	\$1,714.30	\$202.66	\$2,792.82	\$7,207.18	27.93%
31100	CONSULTING SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$2,500.00	-\$2,500.00	0.00%
31300	LEGAL SERVICES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
32100	TELEPHONE	\$3,500.00	\$0.00	\$250.37	\$499.49	\$254.18	\$248.18	\$0.00	\$1,252.22	\$2,247.78	35.78%
32200	POSTAGE	\$1,000.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32400	PROFESSIONAL MTG/OFF	\$500.00	\$0.00	\$0.00	\$0.00	\$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	\$21.10	\$85.93	\$107.03	\$392.97	21.41%
36300	OTHER EQUIP/FURNITURE	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,256.65	\$0.00	\$2,256.65	\$1,743.35	56.42%
37100	REAL ESTATE	\$2,000.00	\$696.00	\$0.00	\$0.00	\$0.00	\$1,170.00	\$696.00	\$2,562.00	-\$562.00	128.10
39100	DUES/INSTITUTIONAL	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$520.00	\$0.00	\$520.00	\$980.00	34.67%
39500	EDUCATIONAL/LICENSING	\$400.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$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	\$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	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$0.00	\$70.00	\$4,930.00	1.40%
		\$549,300.00	\$43,694.50	\$38,992.64	\$33,898.21	\$42,553.64	\$41,654.05	\$28,016.69	\$228,809.73	\$320,490.27	41.65%

MONROE COUNTY PUBLIC LIBRARY

LCPF Budget & Expenditure Report

January 1, 2011 to June 30, 2011

6 months = 50.0%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	YTD Amount	2011 YTD Balance	2011 %YTD Budget
31105	ENCUMBERED	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$0.00	100.00%
31500	MAINTENANCE	\$0.00	\$1,396.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,189.92	\$17,585.92	-\$17,585.92	0.00%
44300	OTHER EQUIPMENT	\$279,000.00	\$0.00	\$0.00	\$572.65	\$0.00	\$0.00	\$48,750.00	\$49,322.65	\$229,677.35	17.68%
44305	ENCUMBERED	\$95,635.00	\$86,250.25	\$0.00	\$8,564.75	\$0.00	\$0.00	\$0.00	\$94,815.00	\$820.00	99.14%
44450	BUILDING RENOVATION	\$0.00	\$0.00	\$0.00	\$0.00	\$522.30	\$5,830.00	\$0.00	\$6,352.30	-\$6,352.30	0.00%
44600	IS EQUIPMENT	\$50,000.00	\$0.00	\$0.00	\$3,509.00	\$2,027.88	\$0.00	\$10,225.78	\$15,762.66	\$34,237.34	31.53%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$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	\$1,498.98	\$19,356.79	\$4,020.91	\$27,260.78	\$17,739.22	60.58%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$158.99	\$0.00	\$0.00	\$158.99	\$4,841.01	3.18%
		\$505,635.00	\$87,646.25	\$8,384.10	\$12,646.40	\$4,208.15	\$25,186.79	\$79,186.61	\$217,258.30	\$288,376.70	42.97%

MONROE COUNTY PUBLIC LIBRARY

Expenditure Summary compared to last year

2011 compared to 2010: Period Ending June

Fund	Fund Descr	2011 Budget	June 2011 Amt	2011 YTD Amt	2010 Budget	June 2010 Amt	2010 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,465,919.52	\$502,166.31	\$3,245,289.21	\$8,122,055.00	\$553,710.52	\$3,231,249.81	0.00%
002	JAIL	\$0.00	\$766.77	\$2,694.66	\$6,000.00	\$131.12	\$2,016.26	34.00%
003	CLEARING	\$0.00	\$1,637.18	\$2,362.18	\$27,651.18	\$633.53	\$30,263.72	-92.00%
004	GIFT	\$0.00	\$0.00	\$36.94	\$12,738.00	\$529.87	\$2,235.75	-98.00%
005	PLAC	\$0.00	\$0.00	\$6,200.00	\$0.00	\$0.00	\$5,841.00	6.00%
006	RETIREEES	\$0.00	\$0.00	\$10,816.74	\$0.00	\$2,930.14	\$10,255.49	5.00%
007	LIRF	\$296,932.00	\$87.01	\$98,657.07	\$525,317.75	\$103,163.15	\$208,147.75	-53.00%
008	DEBT SERVICE	\$1,996,000.00	\$166,333.33	\$998,000.00	\$1,996,000.00	\$166,333.33	\$998,000.00	0.00%
009	RAINY DAY	\$473,310.00	\$0.00	\$0.00	\$206,488.00	\$263.40	\$11,395.23	-100.00%
010	PAYROLL	\$0.00	\$301,673.56	\$1,912,022.89	\$0.00	\$334,684.11	\$1,955,881.09	-2.00%
011	INVESTMENT-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
012	TEEN COUNCIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
015	LSTA	\$0.00	\$0.00	\$0.00	\$5,269.05	\$1,385.01	\$5,234.18	-100.00%
016	GIFT-RESTRICED	\$7,100.00	\$6,522.60	\$38,701.80	\$26,134.48	\$5,498.59	\$31,766.07	22.00%
017	LEVY EXCESS	\$0.00	\$0.00	\$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	\$225,233.24	-100.00%
019	GIFT-FOUNDATION	\$0.00	\$3,735.89	\$30,875.72	\$74,118.76	\$8,627.48	\$35,046.96	-12.00%
020	SPECIAL	\$549,300.00	\$28,016.69	\$228,809.73	\$554,557.00	\$39,449.16	\$237,161.79	-4.00%
021	CAPITAL	\$505,635.00	\$79,186.61	\$217,258.30	\$726,509.55	\$121,035.01	\$382,447.70	-43.00%
022	GATES	\$0.00	\$10,400.00	\$10,400.00	\$15,600.00	\$0.00	\$15,285.50	-32.00%
023	LSTA-CIVIL WAR	\$5,274.27	\$0.00	\$5,134.59	\$19,705.00	\$0.00	\$0.00	0.00%
024	FINRA GRANT	\$0.00	\$1,544.68	\$3,475.48	\$0.00	\$0.00	\$0.00	0.00%
		\$11,299,470.79	\$1,102,070.63	\$6,831,286.14	\$12,543,377.01	\$1,338,374.42	\$7,387,461.54	-8.00%

MONROE COUNTY PUBLIC LIBRARY

Monthly Revenue Report (Cash Basis)

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

Source	Source Descr	2011 Budget	June 2011 Amt	2011 YTD Amt	2010 Budget	June 2010 Amt	2010 YTD Amt	%Last YR YTD Diff
00100	PROPERTY TAX/ADVANCES	\$4,521,806.00	\$809,252.61	\$2,587,663.98	\$4,861,253.00	\$855,476.51	\$3,092,124.09	-16.00%
00200	INTANGIBLES TAX	\$8,500.00	\$0.00	\$5,115.46	\$12,699.00	\$0.00	\$4,914.50	4.00%
00300	LICENSE EXCISE TAX	\$263,000.00	\$160,681.32	\$178,720.02	\$346,364.00	\$153,052.27	\$327,565.86	-45.00%
00400	COUNTY OPTION INCOME TAX	\$1,817,000.00	\$173,115.12	\$1,042,793.87	\$2,217,128.00	\$184,760.67	\$1,108,564.02	-6.00%
00500	COMMERCIAL VEHICLE EXCISE TAX	\$30,000.00	\$0.00	\$17,308.52	\$40,163.00	\$0.00	\$17,035.19	2.00%
00600	US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03400	ELL COPIERS/PRINTERS	\$0.00	\$334.26	\$1,962.87	\$4,000.00	\$412.78	\$2,230.99	-12.00%
03500	LOST/DAMAGED	\$10,000.00	\$2,212.23	\$16,379.35	\$12,000.00	\$2,746.51	\$13,974.22	17.00%
03600	FINES/FEES	\$150,000.00	\$16,735.01	\$116,192.47	\$180,000.00	\$17,713.69	\$105,950.31	10.00%
03650	COLLECTION AGENCY FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03700	BLGTN COPIERS/PRINTERS	\$5,700.00	\$1,694.49	\$6,917.24	\$12,000.00	\$1,972.31	\$6,936.66	0.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$45.81	\$22,939.42	\$0.00	\$667.90	\$3,420.75	571.00%
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	\$371.37	\$1,331.59	\$1,000.00	\$85.76	\$638.93	108.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM	\$0.00	\$1,737.73	\$2,476.76	\$0.00	\$386.95	\$490.43	405.00%
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	\$0.00	\$1,800.00	\$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	\$1,166,179.95	\$4,001,601.55	\$7,696,607.00	\$1,217,275.35	\$4,683,845.95	-15.00%

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: June 2011

FUND Descr	06/01/2011	MTD Debit	MTD Credit	06/30/2011	Bal Sht Descr
OPERATING	\$30,800.65	\$667,109.52	\$698,047.85	-\$137.68	CHASE/BANK ONE CHECKING
OPERATING	\$667,109.52	\$49.04	\$667,109.52	\$49.04	CHASE/BANK ONE SAVINGS
OPERATING	\$11,422.27	\$12,935.76	\$130.61	\$24,227.42	ONB/MONROE BANK CHECKING
OPERATING	\$14,449.67	\$10,029.54	\$190.63	\$24,288.58	UNITED COMMERCE BANK
OPERATING	-\$1.95	\$708,314.07	\$340,565.77	\$367,746.35	FIFTH THIRD BANK CHECKING
OPERATING	\$533,793.38	\$971,620.09	\$0.00	\$1,505,413.47	FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	\$1,257,573.54	\$2,370,058.02	\$1,706,044.38	\$1,921,587.18	
JAIL	\$0.00	\$4,072.11	\$766.77	\$3,305.34	FIFTH THIRD BANK CHECKING
GIFT UNRESTRICTED	\$147.50	\$192.12	\$0.00	\$339.62	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$1.00	\$3.00	\$0.00	\$4.00	UNITED COMMERCE BANK
GIFT UNRESTRICTED	\$0.00	\$41,763.05	\$0.00	\$41,763.05	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$148.50	\$41,958.17	\$0.00	\$42,106.67	
PLAC	\$201.00	\$201.00	\$0.00	\$402.00	ONB/MONROE BANK CHECKING
PLAC	\$650.00	\$600.00	\$0.00	\$1,250.00	UNITED COMMERCE BANK
PLAC	\$0.00	\$800.00	\$0.00	\$800.00	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$851.00	\$1,601.00	\$0.00	\$2,452.00	
RETIREES	\$0.00	\$1,200.08	\$1,520.80	-\$320.72	FIFTH THIRD BANK CHECKING
LIRF	\$0.00	\$190,401.56	\$170,401.56	\$20,000.00	CHASE/BANK ONE CHECKING
LIRF	\$240,415.11	\$0.00	\$190,401.56	\$50,013.55	CHASE/BANK ONE SAVINGS
LIRF	\$0.00	\$152.62	\$0.00	\$152.62	ONB/MONROE BANK CHECKING
LIRF	\$0.00	\$170,314.55	\$150,000.00	\$20,314.55	FIFTH THIRD BANK CHECKING
LIRF	\$705,993.67	\$150,000.00	\$0.00	\$855,993.67	FIFTH THIRD BANK SAVINGS
Fund 007 LIRF	\$946,408.78	\$510,868.73	\$510,803.12	\$946,474.39	
DEBT SERVICE	\$856,048.59	\$396,373.50	\$998,000.00	\$254,422.09	FIFTH THIRD BANK SAVINGS
RAINY DAY	\$5,000.00	\$0.00	\$0.00	\$5,000.00	FIFTH THIRD BANK CHECKING
RAINY DAY	\$804,669.12	\$0.00	\$0.00	\$804,669.12	FIFTH THIRD BANK SAVINGS
Fund 009 RAINY DAY	\$809,669.12	\$0.00	\$0.00	\$809,669.12	
PAYROLL	\$0.00	\$163,848.39	\$149,144.39	\$14,704.00	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$980.00	\$2,110.00	\$0.00	\$3,090.00	ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$7,989.44	\$80,264.65	\$4,585.09	\$83,669.00	FIFTH THIRD BANK CHECKING
Fund 016 GIFT-RESTRICED	\$8,969.44	\$82,374.65	\$4,585.09	\$86,759.00	
GIFT-FOUNDATION	\$17,250.00	\$22,795.43	\$7,711.74	\$32,333.69	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$187,168.50	\$24,231.28	\$164,011.89	\$47,387.89	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$0.00	\$150,000.00	\$0.00	\$150,000.00	FIFTH THIRD BANK SAVINGS
Fund 020 SPECIAL REVENUE	\$187,168.50	\$174,231.28	\$164,011.89	\$197,387.89	
CAPITAL PROJECTS	\$0.00	\$101,723.53	\$79,785.61	\$21,937.92	FIFTH THIRD BANK CHECKING

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: June 2011

FUND Descr	06/01/2011	MTD Debit	MTD Credit	06/30/2011	Bal Sht Descr
CAPITAL PROJECTS	\$0.00	\$73,499.63	\$0.00	\$73,499.63	FIFTH THIRD BANK SAVINGS
Fund 021 CAPITAL PROJECTS	\$0.00	\$175,223.16	\$79,785.61	\$95,437.55	
LSTA-CIVIL WAR	-\$9,496.33	\$137.68	\$137.68	-\$9,496.33	CHASE/BANK ONE CHECKING
FINRA GRANT	\$0.00	\$37,087.87	\$772.35	\$36,315.52	FIFTH THIRD BANK CHECKING
	\$4,074,591.14	\$3,981,830.07	\$3,623,283.82	\$4,433,137.39	

MONROE COUNTY PUBLIC LIBRARY

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

Account

Beginning Balance on 6/1/2011	\$448,886.62	Cleared	\$129,804.33
+ Receipts/Deposits	\$969,961.99	Statement	\$129,804.33
- Payments (Checks and Withdrawals)	\$1,289,044.28	Difference	\$0.00
Ending Balance as of 6/30/2011	\$129,804.33		

Check Book Balance

Active	G 001-06100	OPERATING	-\$137.68
Active	G 002-06100	JAIL	\$0.00
Active	G 003-06100	CLEARING	\$0.00
Active	G 004-06100	GIFT UNRESTRICTED	\$0.00
Active	G 005-06100	PLAC	\$0.00
Active	G 006-06100	RETIREES	\$0.00
Active	G 007-06100	LIRF	\$20,000.00
Active	G 008-06100	DEBT SERVICE	\$0.00
Active	G 009-06100	RAINY DAY	\$0.00
Active	G 010-06100	PAYROLL	\$0.00
Active	G 012-06100	TEEN COUNCIL	\$0.00
Active	G 015-06100	LSTA	\$0.00
Active	G 016-06100	GIFT-RESTRICED	\$0.00
Active	G 017-06100	LEVY EXCESS	\$0.00
Active	G 019-06100	GIFT-FOUNDATION	\$0.00
Active	G 020-06100	SPECIAL REVENUE	\$0.00
Active	G 021-06100	CAPITAL PROJECTS	\$0.00
Active	G 022-06100	GATES HARDWARE	\$0.00
Active	G 023-06100	LSTA-CIVIL WAR	-\$9,496.33
Active	G 024-06100	FINRA GRANT	\$0.00
		Cash Balance	\$10,365.99
	Beginng Balance	\$448,886.62	
	+ Total Deposits	\$969,961.99	
	- Checks Written	\$1,408,482.62	
	Check Book Balance		\$10,365.99
	O/S Checks		\$119,438.34

MONROE COUNTY PUBLIC LIBRARY

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CHASE BANK SAVINGS
06110 BANKONESV
June 2011**

Account

Beginning Balance on 6/1/2011	\$1,018,933.55	Cleared	\$50,062.59
+ Receipts/Deposits	\$49.04	Statement	\$50,062.59
- Payments (Checks and Withdrawals)	\$968,920.00	Difference	\$0.00
Ending Balance as of 6/30/2011	\$50,062.59		

Check Book Balance

Active	G 001-06110	OPERATING	\$49.04
Active	G 004-06110	GIFT UNRESTRICTED	\$0.00
Active	G 007-06110	LIRF	\$50,013.55
Active	G 008-06110	DEBT SERVICE	\$0.00
Active	G 009-06110	RAINY DAY	\$0.00
Active	G 016-06110	GIFT-RESTRICED	\$0.00
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	\$50,062.59

Beginng Balance	\$1,018,933.55		
+ Total Deposits	\$49.04		
- Checks Written	\$968,920.00		
		Check Book Balance	\$50,062.59
		Difference	\$0.00

MONROE COUNTY PUBLIC LIBRARY

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ONB MONROE CHECKING
06300 ONB/MONROE
June 2011**

Account

Beginning Balance on 6/1/2011	\$12,750.77	Cleared	\$28,211.66
+ Receipts/Deposits	\$15,591.50	Statement	\$28,211.66
- Payments (Checks and Withdrawals)	\$130.61	Difference	\$0.00
Ending Balance as of 6/30/2011	\$28,211.66		

Check Book Balance

Active	G 001-06300	OPERATING	\$24,227.42
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$339.62
Active	G 005-06300	PLAC	\$402.00
Active	G 006-06300	RETIREEES	\$0.00
Active	G 007-06300	LIRF	\$152.62
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	\$3,090.00
Active	G 019-06300	GIFT-FOUNDATION	\$0.00
Active	G 020-06300	SPECIAL REVENUE	\$0.00
		Cash Balance	\$28,211.66
	Beginng Balance	\$12,750.77	
	+ Total Deposits	\$15,591.50	
	- Checks Written	\$130.61	
	Check Book Balance	\$28,211.66	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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UNITED COMMERCE

06400 UNITED COM

June 2011

Account

Beginning Balance on 6/1/2011	\$15,100.67	Cleared	\$25,542.58
+ Receipts/Deposits	\$10,541.91	Statement	\$25,542.58
- Payments (Checks and Withdrawals)	\$100.00	Difference	\$0.00
Ending Balance as of 6/30/2011	\$25,542.58		

Check Book Balance

Active	G 001-06400	OPERATING	\$24,288.58
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$4.00
Active	G 005-06400	PLAC	\$1,250.00
Active	G 016-06400	GIFT-RESTRICED	\$0.00
		Cash Balance	\$25,542.58
	Beginng Balance	\$15,100.67	
	+ Total Deposits	\$10,541.91	
	- Checks Written	\$100.00	
	Check Book Balance	\$25,542.58	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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***Check Reconciliation©
FIFTH THIRD CHECKING
06500 FIFTHCKNG
June 2011**

Account

Beginning Balance on 6/1/2011	\$4,997.00	Cleared	\$677,551.72
+ Receipts/Deposits	\$1,417,152.11	Statement	\$515,354.84
- Payments (Checks and Withdrawals)	\$744,597.39	Difference	\$162,196.88
Ending Balance as of 6/30/2011	\$515,354.84	(7/1/11 Net Payroll & Taxes withheld 6/30/11)	

Check Book Balance

Active	G 001-06500	OPERATING	\$367,746.35
Active	G 002-06500	JAIL	\$3,305.34
Active	G 003-06500	CLEARING	\$0.00
Active	G 004-06500	GIFT UNRESTRICTED	\$41,763.05
Active	G 005-06500	PLAC	\$800.00
Active	G 006-06500	RETIREEES	-\$320.72
Active	G 007-06500	LIRF	\$20,314.55
Active	G 008-06500	DEBT SERVICE	\$0.00
Active	G 009-06500	RAINY DAY	\$5,000.00
Active	G 010-06500	PAYROLL	\$14,704.00
Active	G 016-06500	GIFT-RESTRICED	\$83,669.00
Active	G 019-06500	GIFT-FOUNDATION	\$32,333.69
Active	G 020-06500	SPECIAL REVENUE	\$47,387.89
Active	G 021-06500	CAPITAL PROJECTS	\$21,937.92
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$36,315.52
		Cash Balance	\$674,956.59

Beginng Balance	\$4,997.00	
+ Total Deposits	\$1,417,152.11	
- Checks Written	\$747,192.52	
Check Book Balance	\$674,956.59	
O/S Checks	\$2,595.13	

MONROE COUNTY PUBLIC LIBRARY

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FIFTH THIRD SAVINGS

06510 FIFTHSAVG

June 2011

Account

Beginning Balance on 6/1/2011	\$2,900,504.76	Cleared	\$3,643,997.98
+ Receipts/Deposits	\$1,741,493.22	Statement	\$3,643,997.98
- Payments (Checks and Withdrawals)	\$998,000.00	Difference	\$0.00
Ending Balance as of 6/30/2011	\$3,643,997.98		

Check Book Balance

Active	G 001-06510	OPERATING	\$1,505,413.47
Active	G 007-06510	LIRF	\$855,993.67
Active	G 008-06510	DEBT SERVICE	\$254,422.09
Active	G 009-06510	RAINY DAY	\$804,669.12
Active	G 016-06510	GIFT-RESTRICTED	\$0.00
Active	G 020-06510	SPECIAL REVENUE	\$150,000.00
Active	G 021-06510	CAPITAL PROJECTS	\$73,499.63
		Cash Balance	\$3,643,997.98

Beginng Balance	\$2,900,504.76		
+ Total Deposits	\$1,741,493.22		
- Checks Written	\$998,000.00		
		Check Book Balance	\$3,643,997.98
		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 Resolution to Request Advance Tax Draws Election of Board Officers
	19	Board of Finance	Review Investment Report and Policy
February	9	Work Session	
	16	Board Meeting	
March	9	Work Session	Draft Library Capital Projects Fund
	23	Board Meeting	Approve Library Capital Projects Fund Plan for advertising
April	13	Work Session	
	20	Public Hearing	Library Capital Projects Fund Plan
	20	Board Meeting	Adopt Library Capital Projects Fund Plan and forward to County Council
May	11	Work Session	
	18	Board Meeting	Program Update: At War and At Home
June	8	Work Session	Budget Timeline and Priorities
	15	Board Meeting	Program Update: Homework Help
July	13	Work Session	Draft 2012 Budget
	20	Board Meeting	
August	10	Work Session	Revised 2011 Budget
	17	Board Meeting	Approve 2012 Budget for advertising
September	14	Work Session	
	21	Public Hearing	2012 Budget
	21	Board Meeting	
October	19	Work Session	2012 Budget, as recommended by County Council
	26	Board Meeting	Adopt 2012 Budget
November	9	Work Session	Approve 2012 employee insurance package
	16	Board Meeting	
December	14	Work Session	
	21	Board Meeting	Approve 2012 salary schedule

TO: Monroe County Public Library – Board of Trustees
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager
RE: Personnel Report
DATE: July 20, 2011

Job Changes

- Pam Wallace, Circulation, Clerk, Pay Grade C, from 25 hours per week to 37.5 hours per week, effective July 18, 2011.
- Rachel Jackmovich, Circulation, from Page, Pay Grade A, 15-18 hours per week to Circulation, Page Team Leader, Pay Grade B, 25 hours per week, effective July 5, 2011.

Beginning Employment

- Karen Sater, Administration, Secretary, Pay Grade E, 37.5 hours per week, effective July 11, 2011.

Ending Employment

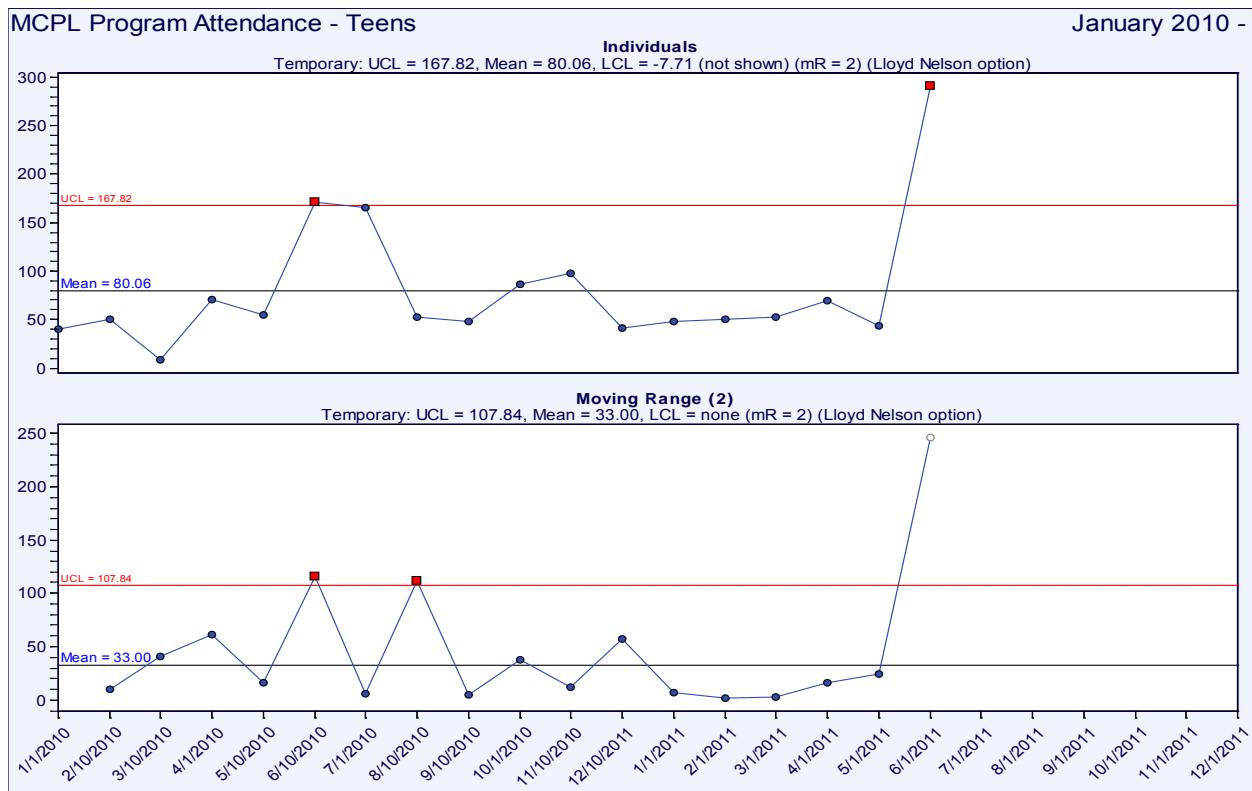
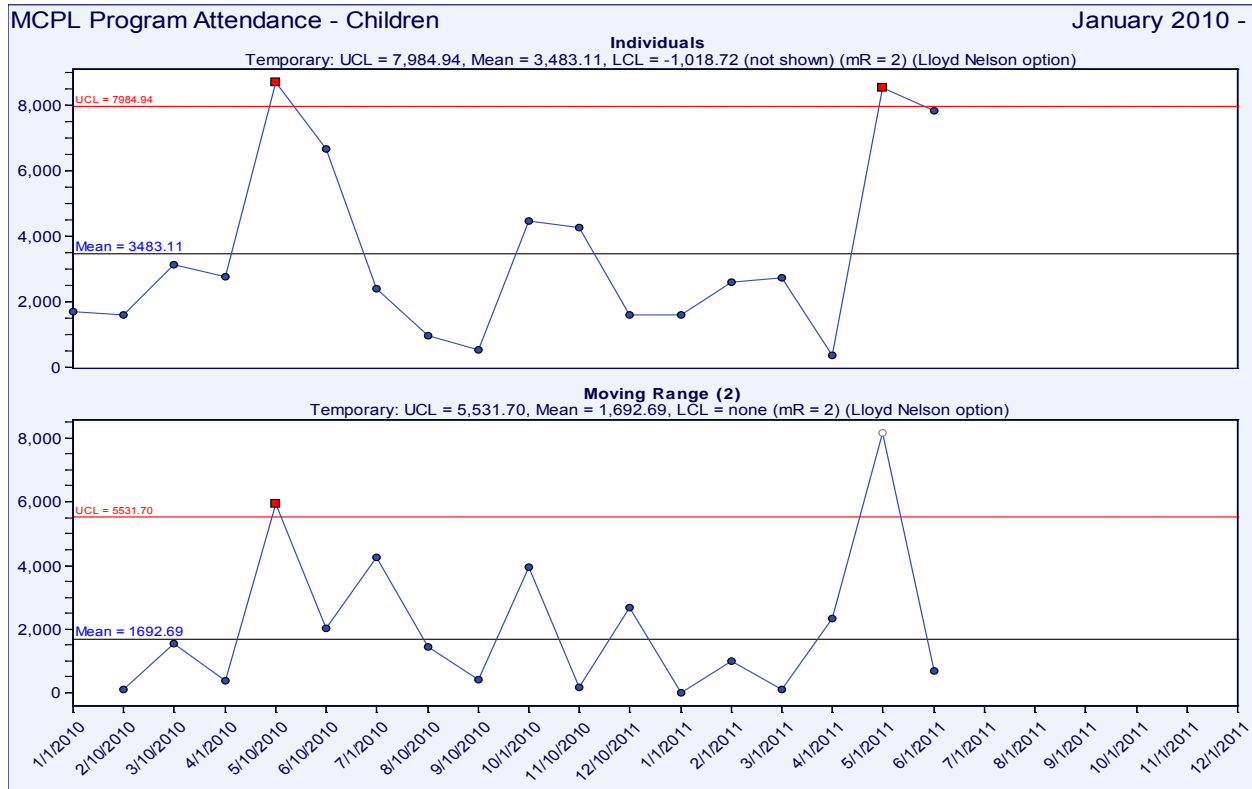
- Jean Schelm, Circulation, Clerk, Pay Grade C, 37.5 hours per week, effective June 13, 2011.
- Dana Burton, Adult & Teen Services, Pay Grade H, 37.5 hours per week, effective July 15, 2011.
- Dirk Frasier, Adult & Teen Services, Pay Grade H, 37.5 hours per week, effective July 31, 2011.

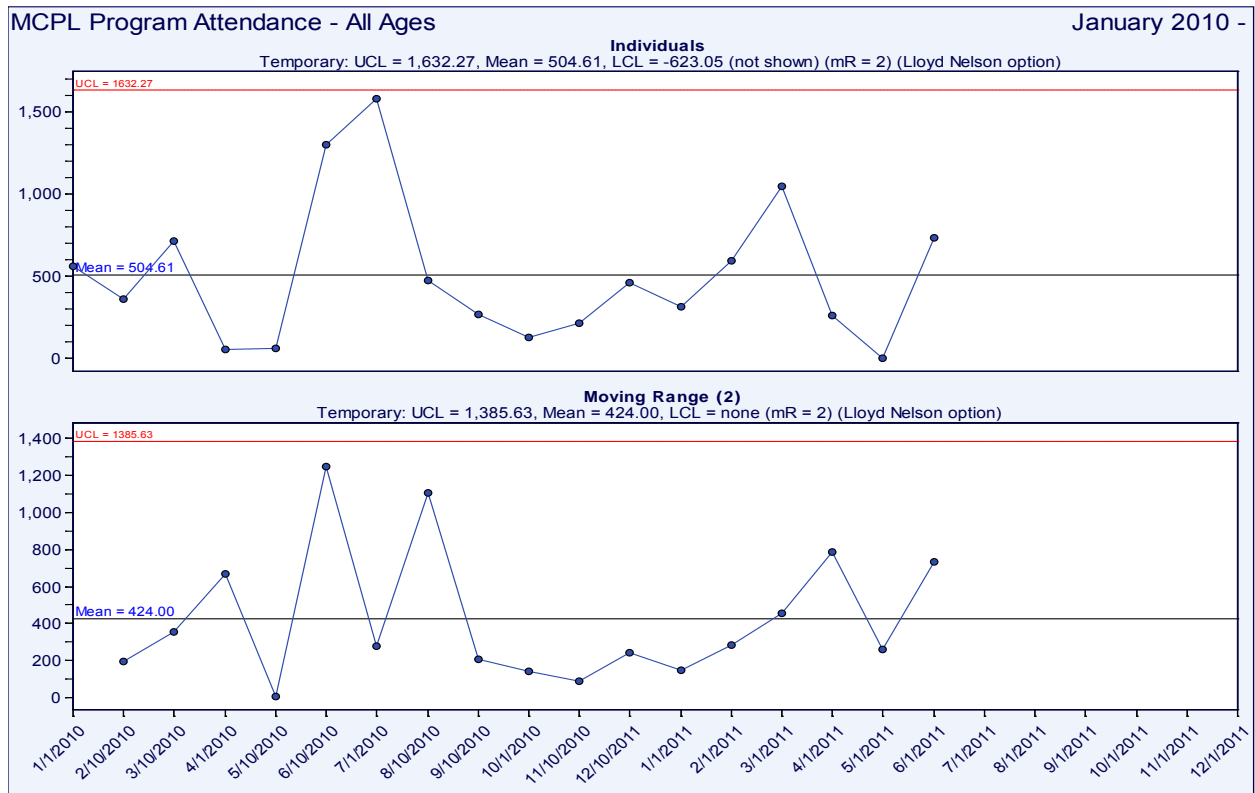
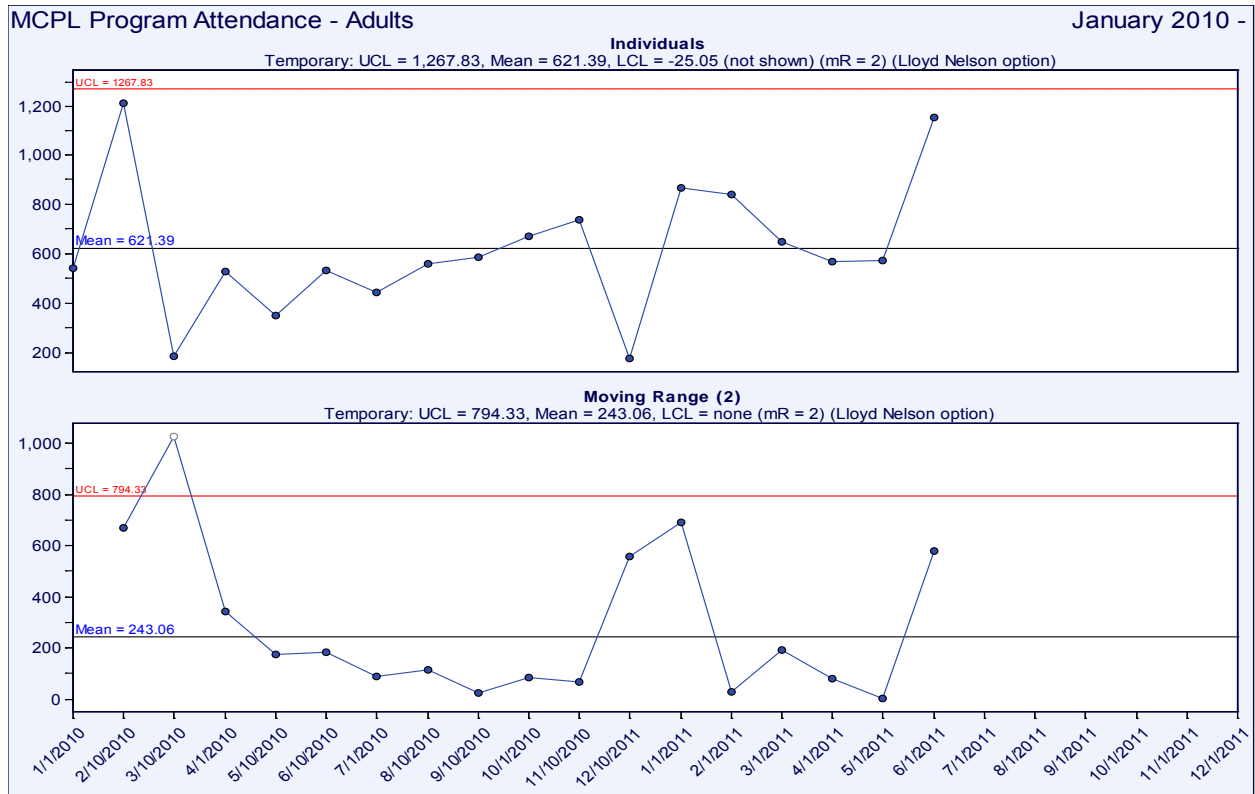
Monroe County Public Library
Active Employees/Last Pay Date of Each Month

Pay Date	Employees			Hours/Status			Funds		
	Operating Fund	Special/ Other	Total EEs	Operating Fund	Special/ Other	Total Hours	Operating Fund	Special/ Other	Total Funds
January 14, 2011	144	22	166	4,158	560	4,718	142,503	16,346	158,848
January 28, 2011	145	22	167	4,128	530	4,658	140,762	16,770	157,532
February 11, 2011	144	22	166	4,113	560	4,673	140,709	17,471	158,180
February 25, 2011	143	22	165	4,068	560	4,628	140,146	17,062	157,208
March 11, 2011	143	22	165	4,135	560	4,695	142,886	17,233	160,119
March 25, 2011	144	22	166	4,125	560	4,685	142,444	17,133	159,577
April 8, 2011	143	22	165	4,125	560	4,685	142,482	16,653	159,135
April 22, 2011	144	22	166	4,108	560	4,668	141,099	17,477	158,576
May 6, 2011	144	23	167	4,175	580	4,755	144,421	17,470	161,891
May 22, 2011	151	23	174	4,240	580	4,820	143,606	18,021	161,627
June 3, 2011	146	21	167	4,160	530	4,690	143,098	17,193	160,291
June 17, 2011	147	19	166	4,170	550	4,720	143,688	15,761	159,449
July 1, 2011	147	19	166	4,173	575	4,748	144,313	17,093	161,406
July 15, 2011	144	20	164	4,095	575	4,670	141,369	17,945	159,314
			0			0			0
			0			0			0
			0			0			0
			0			0			0

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

Goal 1: Strengthen support for literacy and lifelong learning.





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

- In June, Children's Services at the Main Library hosted 50 programs for 1,587 children.
- Six Monroe County Head Start classrooms remain open through the summer, and all received new deposit collections and a storytime with a "Things that Go" theme. Stories, songs and action rhymes were all about trucks, buses, roller coasters and trains, with a special emphasis on print awareness and new vocabulary.
- Ellettsville's fifth annual "Picnic at Flatwoods Park" reaches new families every year. This year 215 people attended this June event. IU Health introduced families to unique and healthy food choices. Exercise options provided by Monroe County Parks and Recreation illustrated ways to keep a family active. Face painting was provided by the Ellettsville Boys and Girls Club and the Ellettsville Branch staff promoted craft resources and activities by teaching all how to make a kite. One family commented that "This is the only free summer festival in Ellettsville," which should encourage all the partners to continue this strong family program.

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

- Although summer started slowly due to the extended school year, 3,891 children picked up game boards, including 2,663 children in the Main Library who began earning points towards their prizes. The Summer Reading Program was also very popular among Bookmobile patrons. Bookmobile staff distributed 197 guides in June. To promote the program in Ellettsville, children's librarian Stephanie Holman visited every elementary class in the Richland Bean Blossom School Corporation. By the end of June, 1,031 game boards had been given to very excited children.
- School age programs have been especially well received and attended, particularly programs that are supported among multiple departments. X-treme Team, our "tween" program series sponsored by both Teen and Children's Services, had 17 attendees at the Ellettsville Branch and 16 at the Main Library (both up from the usual turnout of around five children).
- Chase4Life stormchasers descended on the library to present programs for Main and Ellettsville Children's Services during the day, then again for Adult and Teen services in the evening. Mary Frasier reported "One 11-year-old boy who attended both of the Ellettsville programs insisted that his father bring him to the evening show at Main. His dad wasn't too happy about having to drive him over, but then the father wound up engrossed in the program, too. We also had a dad who came in the morning with the camp where he works. He enjoyed the program so much that he came back in the evening to bring his whole family."
- Community Relations sent out a news release to promote America Reads, a summer partnership with Area 10 on Aging in which seniors tutor elementary school aged children in July at both Ellettsville Branch and Main Library.

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

- 36 people attended "Reading to the Dogs" at the Ellettsville Branch.
- The Ellettsville Branch began promoting RSVP, a tutoring/reading encouragement program partnership that supplies one-on-one reading help to elementary students during July. By the end of June, all the tutors provided by RSVP had been assigned a child and they will begin their sessions in July.

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

- Mary Frasier hung Bedtime Storytime fliers around town, and Josh Wolf hung additional fliers for our storytelling program series. So far, both efforts have paid off. Mary enjoyed 49

attendees at her first program and Josh had more than 20 school age children at his storytelling presentation.

- As one of the three agencies selected as finalists for the Unitarian Universalist Church's *Social Justice weekly contribution*, VITAL volunteers gave presentations at two services; staff and volunteers engaged in Q & A and recruited volunteers at information table.

1E. Strengthen literacy skills of adults.

- 70 VITAL learners are matched with individual volunteer tutors.
- A total of 177 individuals attended at least one of the 17 ESL Conversation Group meetings.
- Stephanie Holman spoke to a IU SLIS storytelling class and explained how the library uses storytelling to engage readers
- Six Express Computer classes were held in June. Attendance seems to be increasing slightly, and as always, the evaluation comments are extremely positive. This month's comments include: "clear presentation, patient approach, clever", "He [Burl] is likeable, approachable, patient and thorough", "Keep up the basics – it's the best place to start and develop skills", "It will help me be confident in using the computer."

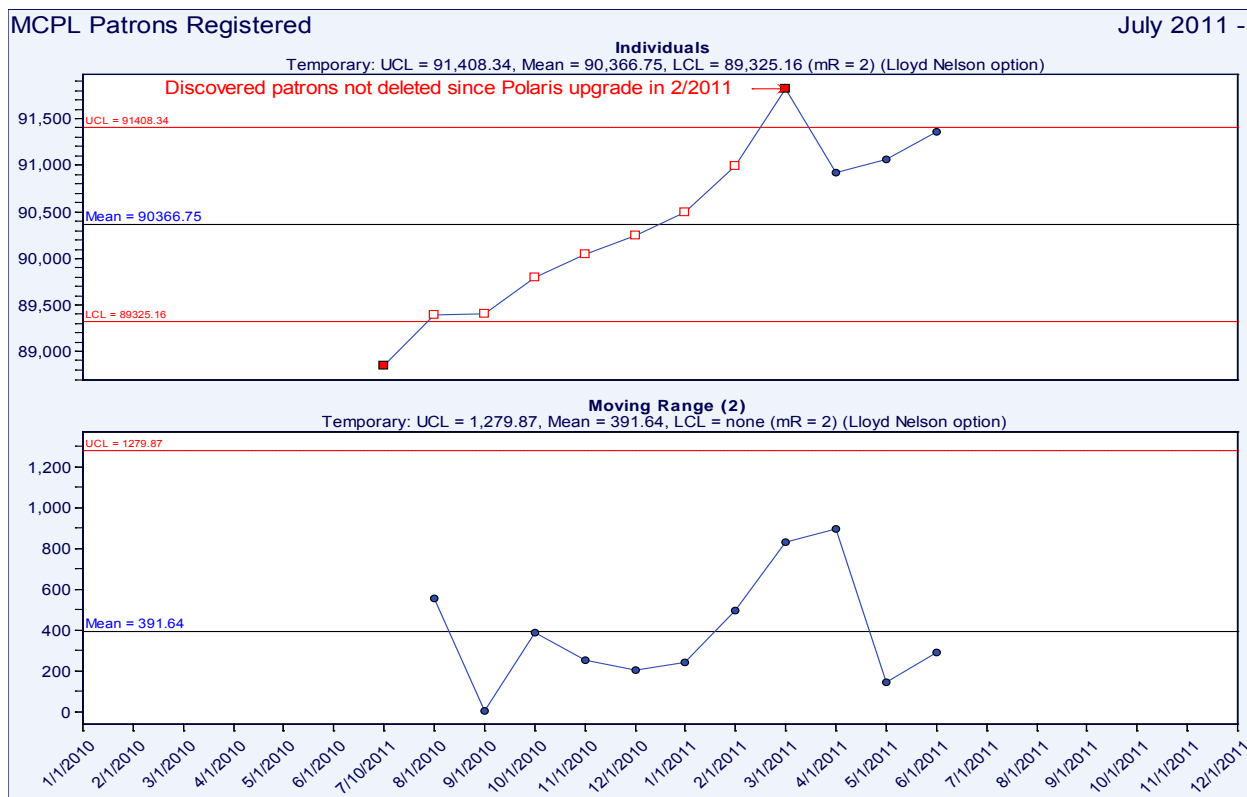
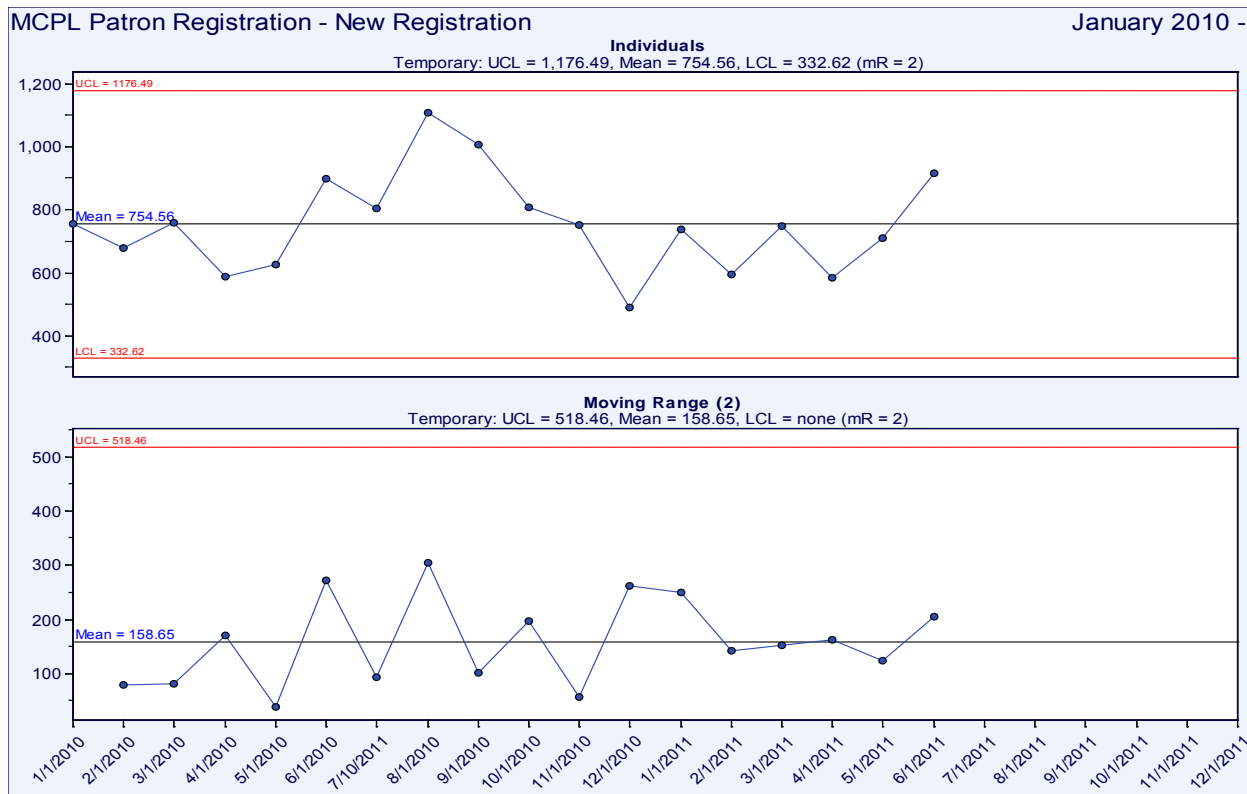
1F. Strengthen readers' advisory services.

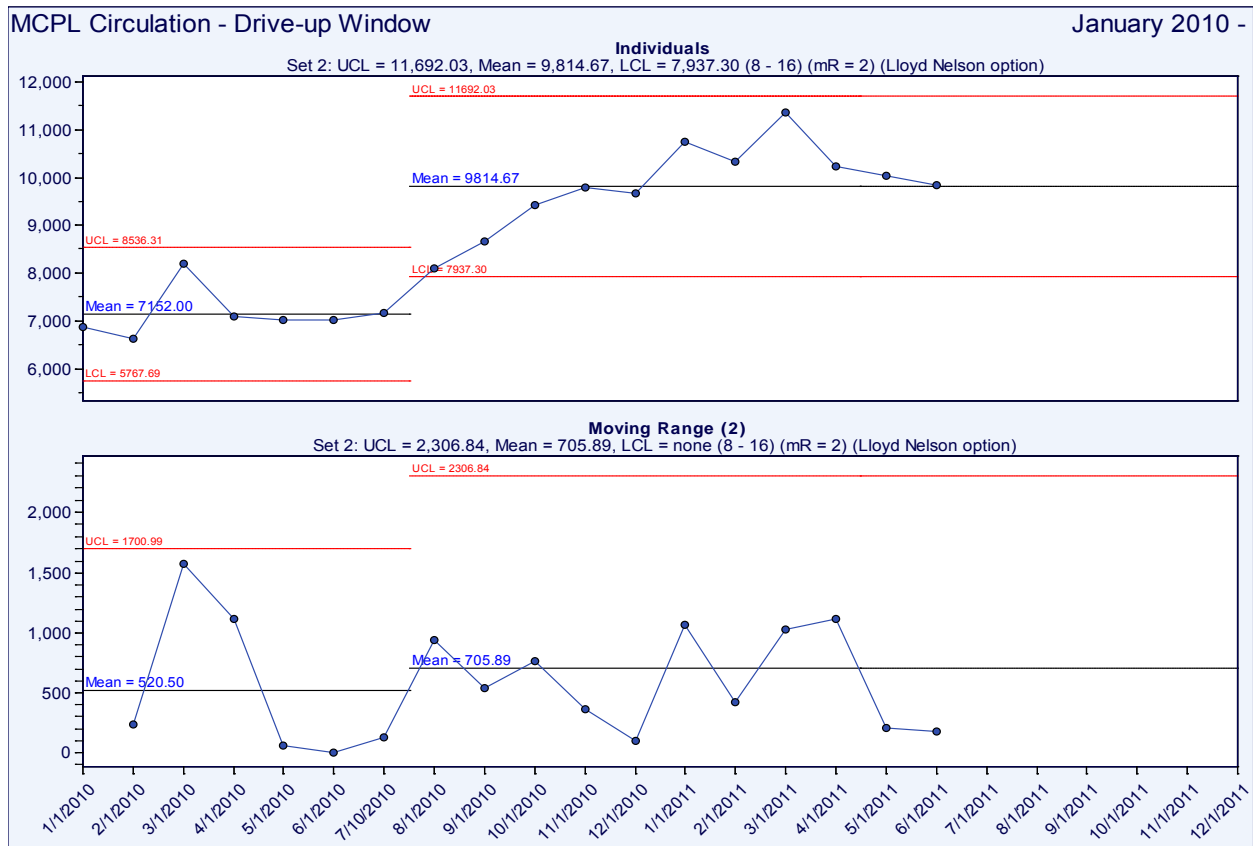
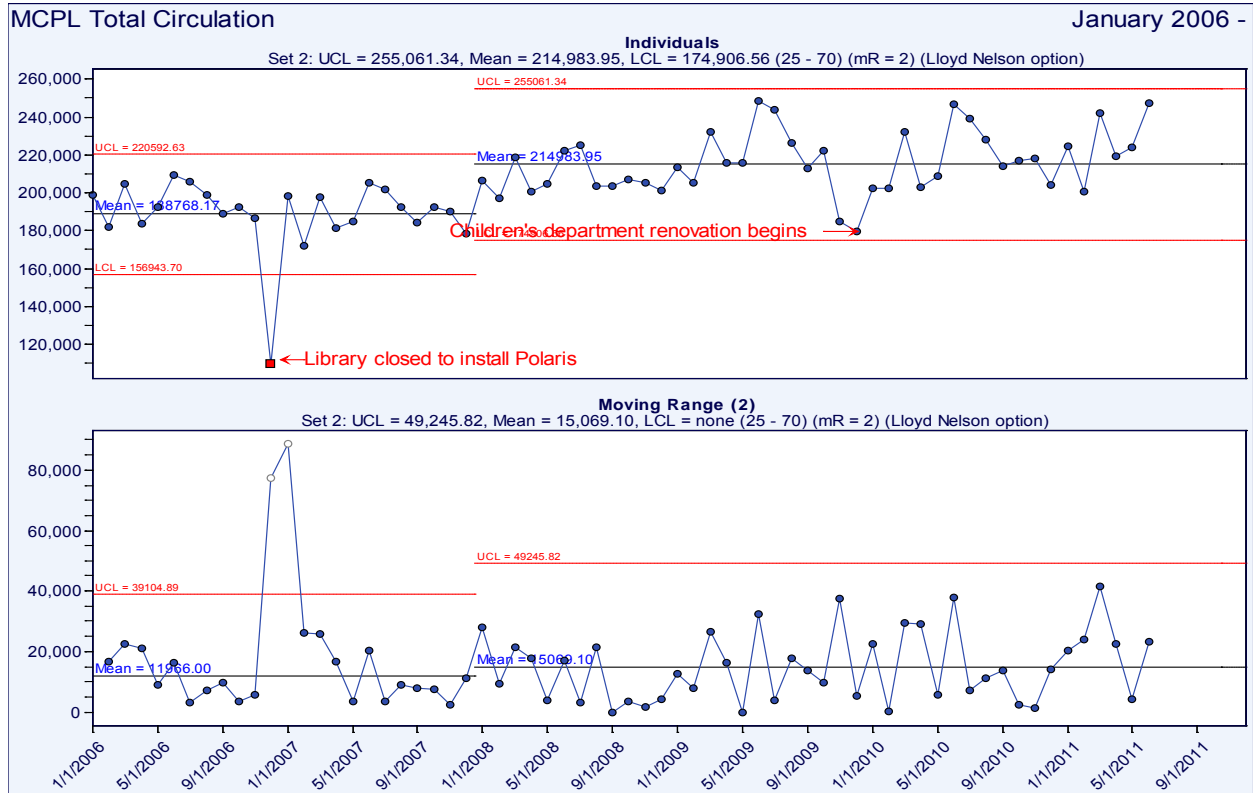
- Two large groups of children from South Union Daycare visited the Ellettsville Branch on Tuesdays in two time periods. To assist children in finding materials despite low number of staff, the children's librarian met with all the children on their first visit. In a program she teaches them how to play the summer reading game, how to use the catalog and showed them how to find the items on the shelves. They have quickly become very self-sufficient and empowered.

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

- Although our Arabic immersion story times usually pause during the summer without IU students to lead them, the Bridges program and the Center for the Study of Global Change won a grant to train new teachers on site. For our part, we were able to host six additional Alef Ba programs in the month of June. This was especially useful since we present fewer preschool programs during the summer in order to concentrate on school age programming.
- Children's librarians from Ellettsville and Main met to plan shared fall programs.
- Chris Hosler, Teen Programming Librarian, met with members of the Bloomington Chamber of Commerce, City of Bloomington, and Monroe County Community Justice and Mediation to begin work on forming a county-wide Youth Council. These Library and these organizations will serve as champions of the Youth Council, consisting of up to 72 youths aged 13-18. Other partner organizations will be brought in as needed. The Council will provide youth leadership development, advisory services to city and county government, and collaborative experiences for youth from all parts of the county. The Library will provide meeting spaces for Council committees, provide promotion internally and externally (CATS stations), and possibly film full Council meetings held at the Chamber of Commerce. Chris will serve on the Board of Directors.
- Chris Hosler attended the Asset Building Coalition's annual retreat, where he was elected to the Board as a representative of the Library. The Board worked on a strategic plan.

Goal 2: Expand access to information.





June Access		
Website Visits	Home page hits	89,835
	Catalog hits	3,789,808
	Other hits	2,539,623
	TOTAL	6,419,266
Read It Off	Number registered	430
	Charges waived	\$776.06
	Number individuals with charged waived	99
	Number exiting program	20
Interlibrary loan	Items loaned	165
	Items borrowed	28
CATS	Government programs produced	29
	Patron programs produced	50
	CATS programs produced	20
	Hours cablecast	2,157
	In-house viewings	13
	Editing sessions	120
	Dubs delivered	111
Programs added to collection	247	

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

- Penny Gillie experimented with using an iPad to provide roving reference service at the branch. She liked the size of the touch screen, ease of typing, and the ability to access the staff client from anywhere in the library. On the downside, she found that the iPad was too large to slip into a pocket and too valuable to put down whenever she needed to have her hands free. A satchel or pouch that could be worn around the waist or over the shoulder would be helpful.
- Adult and Teen Services department has built a model for Chat Reference and will test it during July and August. After investigating options and consulting with a few libraries, we have settled on using Meebo, a free widget that can be embedded onto a web page. At this point, we estimate that it will still be necessary to maintain our current e-mail reference service for more in depth queries. Roll out is planned for Fall 2011 in ATS only; however we do plan to include other departments once it is ready for testing.

2B. Improve web access.

2C. Deliver information through CATS.

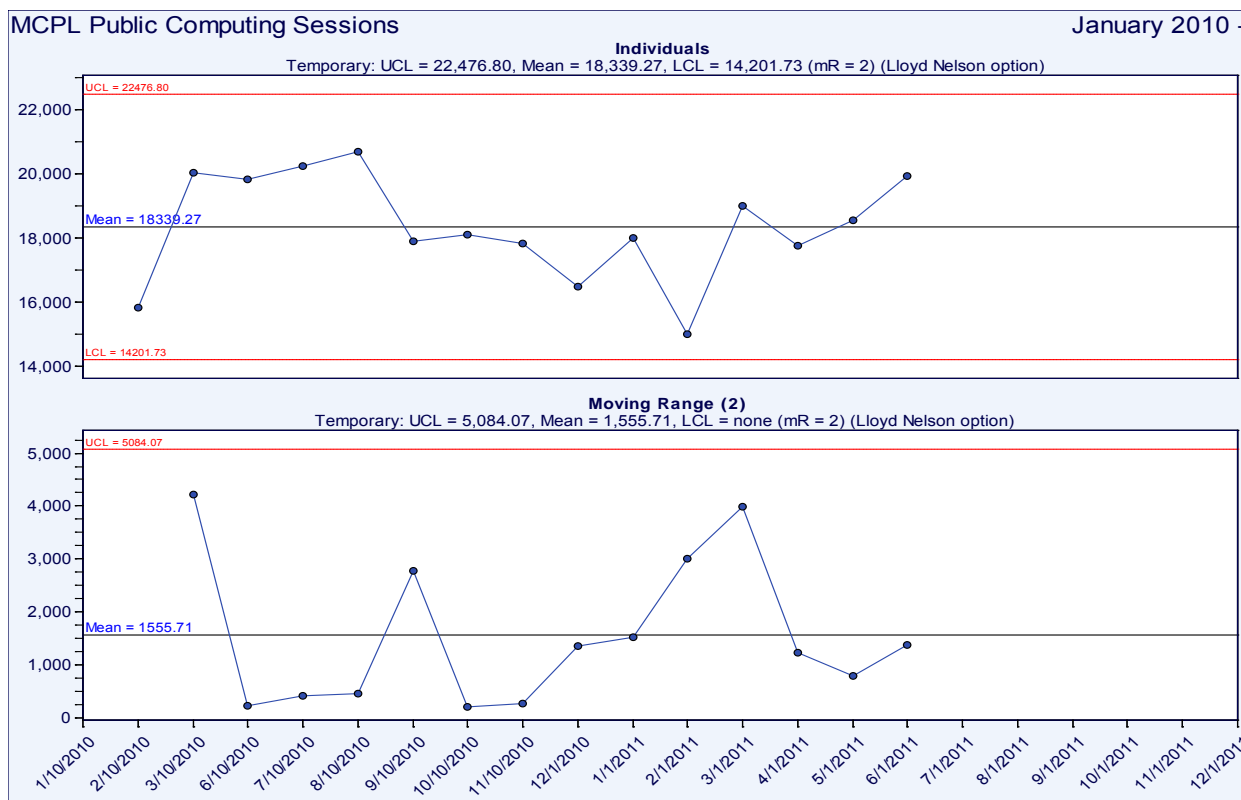
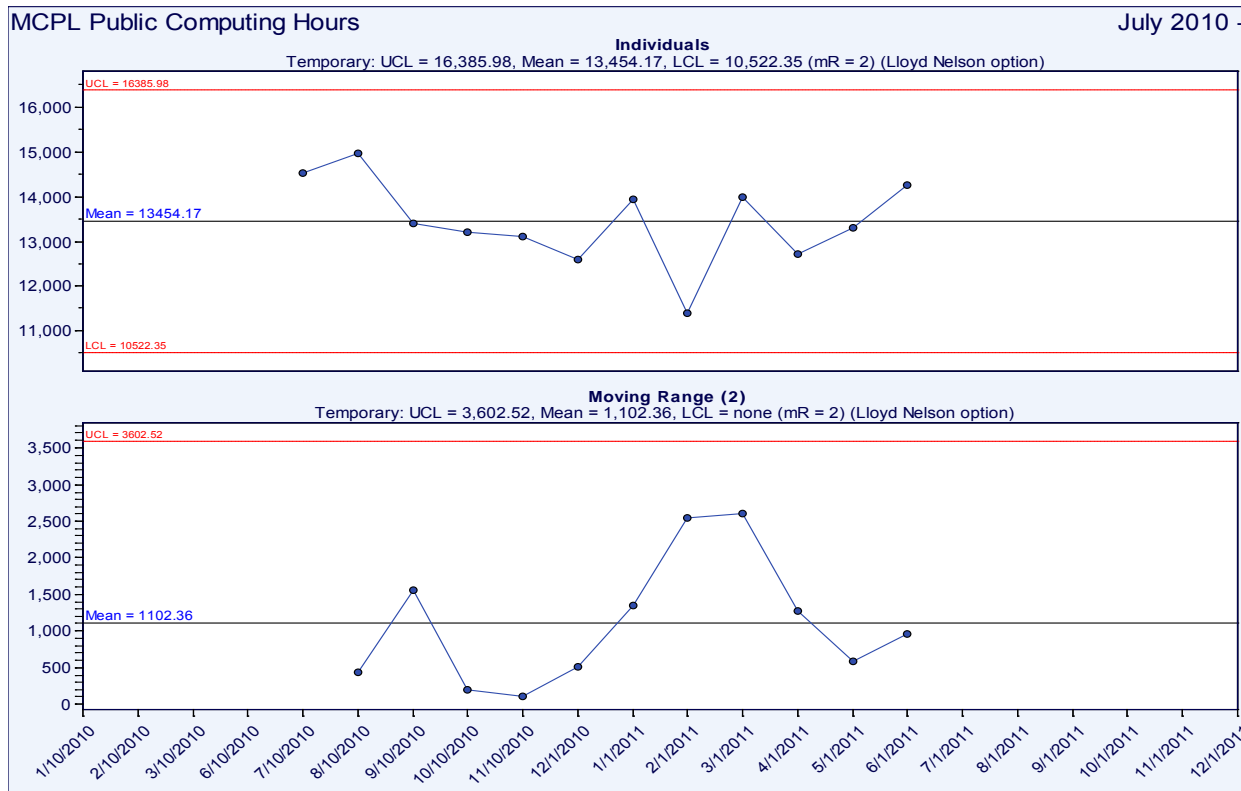
2D. Replace Bookmobile. COMPLETED

2E. Investigate changing or expanding hours.

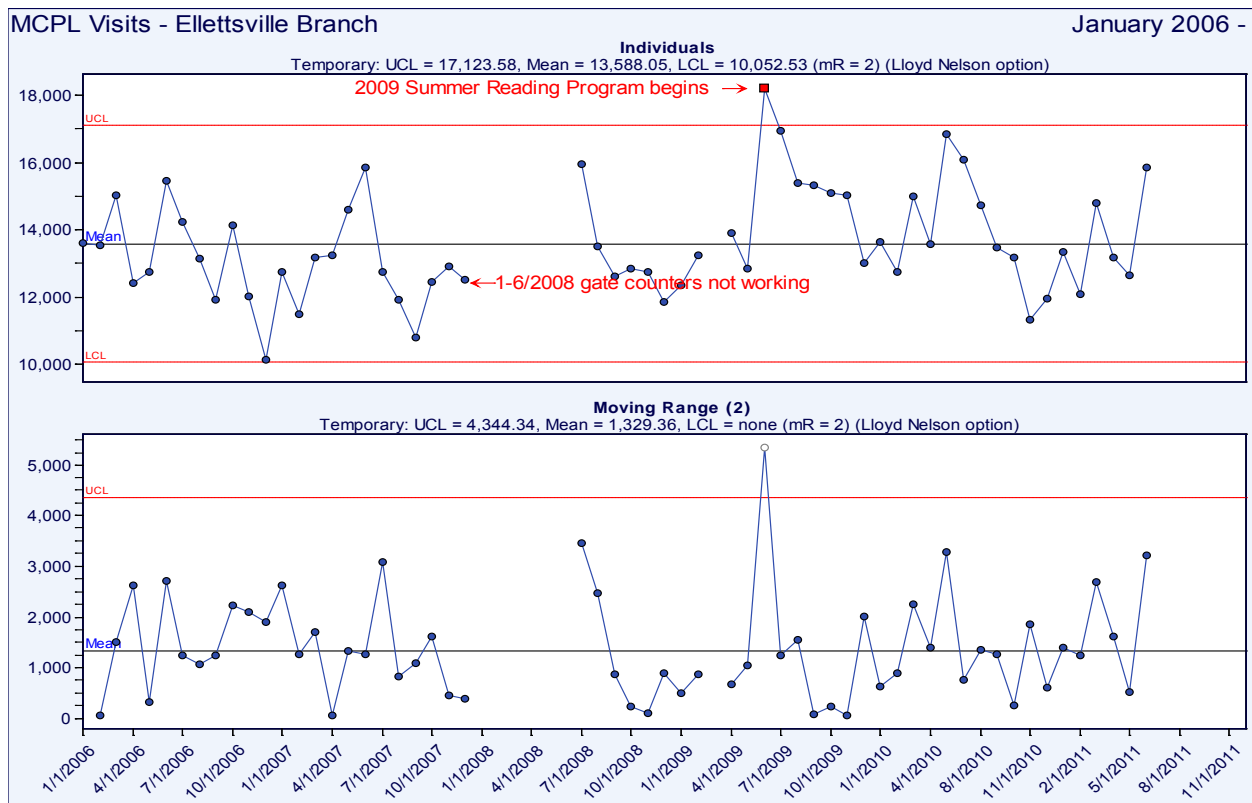
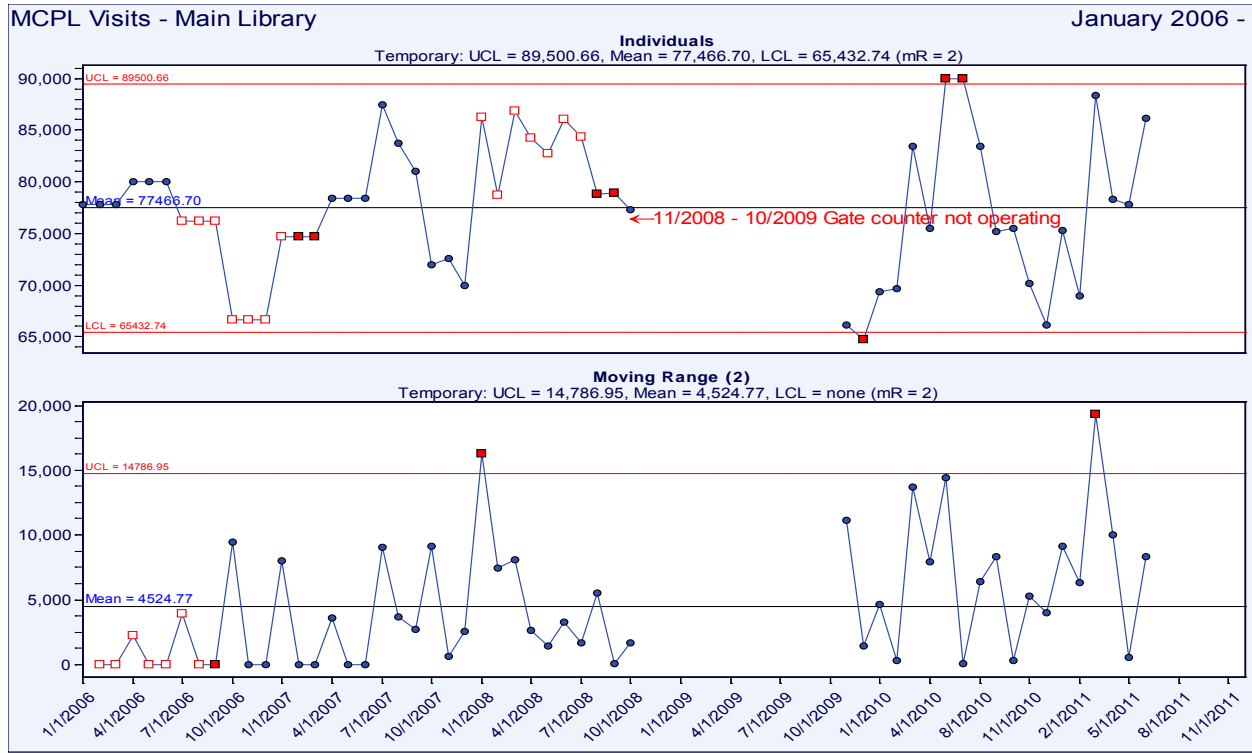
2F. Open a second branch location.

2G. Improve service for people with disabilities.

- At a patron's request, our Bedtime Storytimes in June were accompanied by a sign language interpreter. Mary Frasier reported that even the children who do not sign seemed to get a lot from the interpreter's presence. One two-year-old even mimicked the movements throughout the presentation. Community Relations created a special poster to highlight the presence of an interpreter and added an interpreter logo to the set of graphics available to staff.



Goal 3: Deliver exemplary service.



June Service		
Meeting Rooms	Main Library meeting rooms used	87
	Main Library auditorium used	13
	Main Library atrium	0
	Ellettsville Branch	11
TOTAL MEETING ROOMS USED		111
Author Alert	Holds placed	318

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

- Facilities replaced all bumper blocks in the parking lot at the Main Library.

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

- Facilities converted the exterior book drop, removed the counter top, moved a bulletin board, and hung cabinets in the storeroom at the Ellettsville Branch to prepare for AMH installation.
- At the Main Library, Facilities installed power and data ports for intelligent returns at both Kirkwood and second floor.
- ITG installed intelligent book returns at both Bloomington and Ellettsville.
- Automated materials handling (AMH) equipment was installed on the first floor at the Main library and at the Ellettsville branch. On-going work will refine check-in and shelving procedures.

3C. Improve materials security. COMPLETED

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

3E. Remodel Main Library to improve space utilization and update worn areas.

- Facilities completed an inventory of surplus furniture and equipment remaining after phase 1 and 2 of renovation.

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

- Facilities installed a new bike rack, purchased with a grant from the Bloomington Bicycle Club, on east side of building.

3G. Provide high quality public technology services.

3H. Create engaging library experiences.

- Chris Hosler, Paula Gray-Overtom, Gary Lettellier, and Margaret Harter met regarding establishing a library YouTube channel. Go to <http://www.youtube.com/user/MCPLinfo> to see MCPL videos, including some of CATS' award-winning videos.
- New displays related to the Summer Reading theme were installed in the lobby, at the entrance to the Children's room, and on the bulletin board in Children's room at the Ellettsville Branch.
- At Books Plus, 17 people shared a lively discussion, led by patron Jane Layman, about Franzen's latest book *Freedom*. The youngest attendee was 15 and the oldest in her late eighties.
- As part of the Library's Job Search initiative, eight patrons came by to speak with job search experts for one-on-one advice on interviewing and resume tips. While they waited, participants browsed job search materials. Evaluation comments included: "The program helped me understand what I should improve in interview session," "Helpful in providing creative ideas," "It was extremely helpful to get the input of three professionals in the HR field," and "I learned the important hints of searching for a job, which I didn't know."

- The fourth annual Comic Book Day went off with flying colors! Food, movies, and a lot of drawing and writing were accomplished, with two guest presentations: Circulation Clerk Juanma Chicharro spoke to kids aged 9-20 about using the free software GIMP to create digital comics, and award-winning comics writer and artist Nate Powell stopped in to demonstrate his techniques and tools and talk about his work and the comics industry. We had four brave comics fans who stayed the entire 12 hours and earned the coveted Superman pins, up from just one in 2010! Comics drawn during the day can be viewed on the Library's Flickr photostream (user name: MCPLinfo).
- Beginning June 8th, physical and online projects created by students at New Tech High School to promote the reading of books nominated for the 2011-2012 Eliot Rosewater High School Book award were displayed in the Library and on the Library's website. Chris Hosler worked with English teacher Sarah Erb to curate the displays.
- On June 1, 35 people came to listen to retired professor Giles Hoyt from IUPUI talk about German ancestors. He covered what exactly constitutes a German, from where in Europe they came, how they came to America, and why so many settled in Indiana, especially in Indianapolis, DuBois County, and northwest Indiana.
- The Library's Winter Reading program was such a hit we decided to add a summer opportunity. Patrons win prizes by reading books based on color coded themes: Reread a book you read as a child, Tackle the classic you "cliff-noted" in high school, Discover a book of poetry and read some aloud, Read a book written the year you were born and others. Response thus far has been great!

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

- Community Relations continued to replace and improve signage—updating and replacing all the music genre signs for the music CD collection and creating a poster and signage for Smart Returns areas at Ellettsville and Main. They also created new English and bilingual signs for DVD players that patrons can check out for in-library use and replaced Express Check signage.
- Stephanie Holman worked with Community Relations to create a map of the collections to assist patrons in using the library.

3J. Offer regular customer service training and updates.

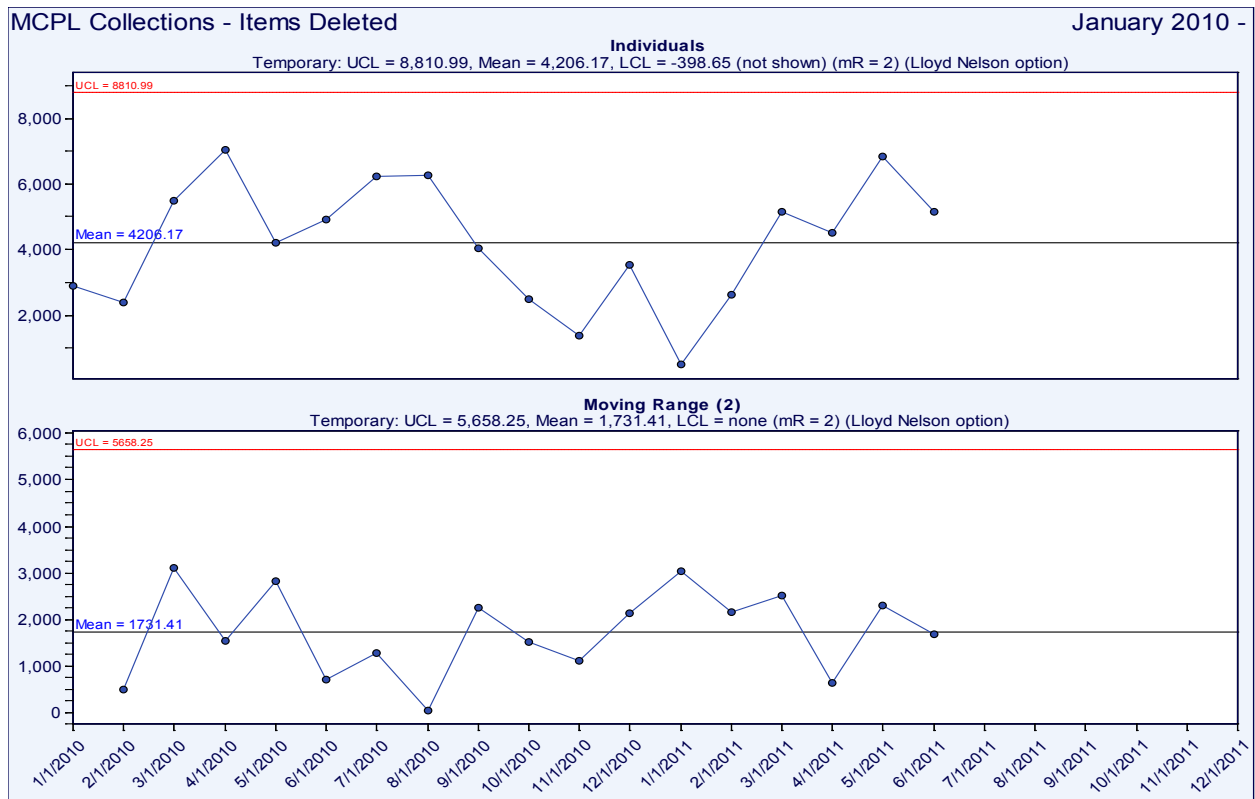
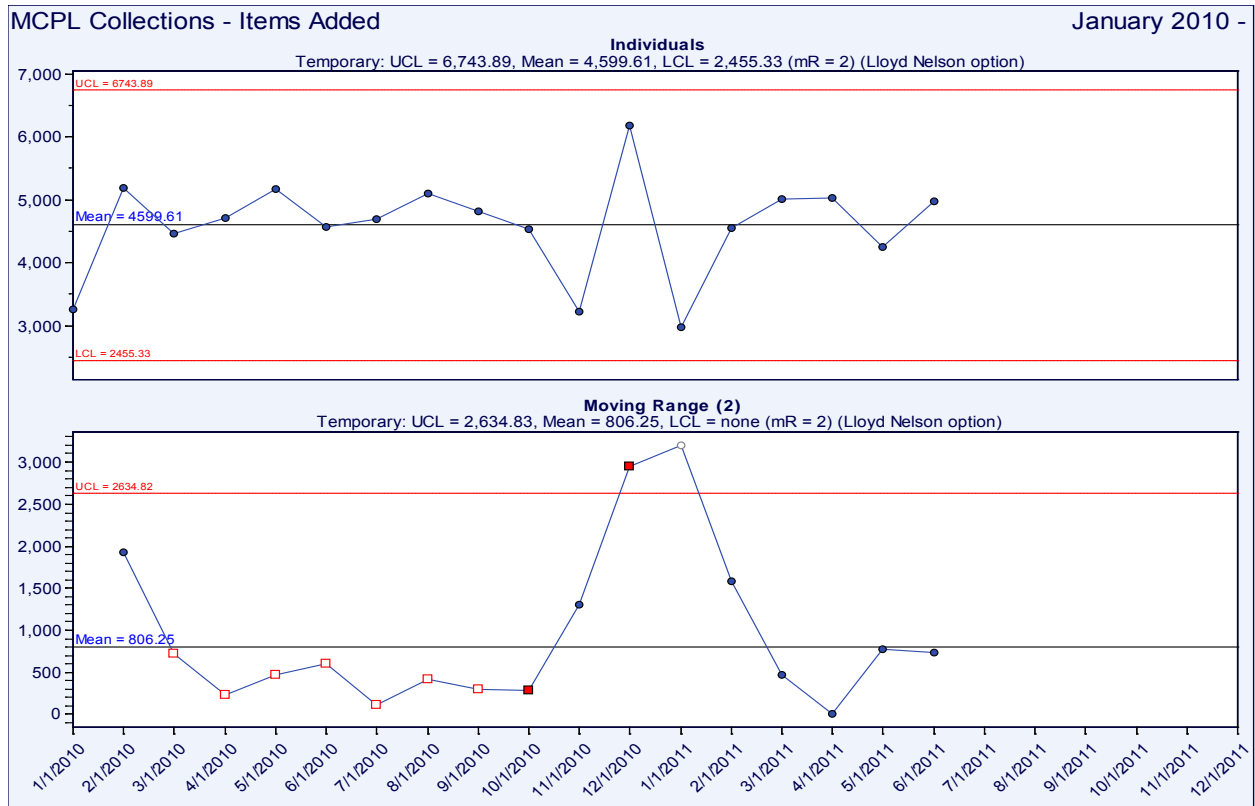
3K. Implement training to enhance technology core competencies.

- Training, with attendant feedback sessions, has been a focus at the Ellettsville Branch as we incorporate new AMH technologies and refine or change our circulation procedures.

3L. Offer regular feedback opportunities for employees.

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

Goal 4: Maintain High Quality Collections



<i>June Collections</i>		
Items reviewed	Reviewed (main)	3886
	Discarded	664
Items returned/not returned	Items returned	169,430
	Accounts to collection agency	158
	Value recovered (cash and items)	\$10,577.43

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

4B. Maintain functional and attractive library collections.

- VITAL weeded its collection and highlighted new materials in two displays.
- After discussing the pros and cons of the idea with Children's Services and Collection Services, Penny and Stephanie and Mickey decided to create a small collection – approximately 180 – Non-fiction titles to add to the branch's juvenile early reader collection. Because juvenile and adult non-fiction are interfiled at the branch, these early readers were spread throughout the entire collection making it difficult for children to find them. Non-fiction early readers, now marked with orange dots and shelved with the fiction early readers, are already proving to be a popular addition to this well-used collection.

4C. Continue to explore new formats.

- On June 22, the library announced Freegal, a free downloadable music service. In the staff testing period from late May through June 21, 128 songs were downloaded. In the 9 days in June after it was publically launched, 1,418 songs were downloaded by 478 patrons.
- Community Relations created Freegal publicity, signage, branding graphic for print and Web, quarter sheets, fliers at Express Check on flat holders, and a news release, which resulted in a feature article in the Herald-Times.

4D. Improve patron satisfaction with movies collection.

4E. Improve the weeding process. COMPLETED

4F. Develop a children's collection endowment.

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

5A. Implement recommendations from classification and compensation study.

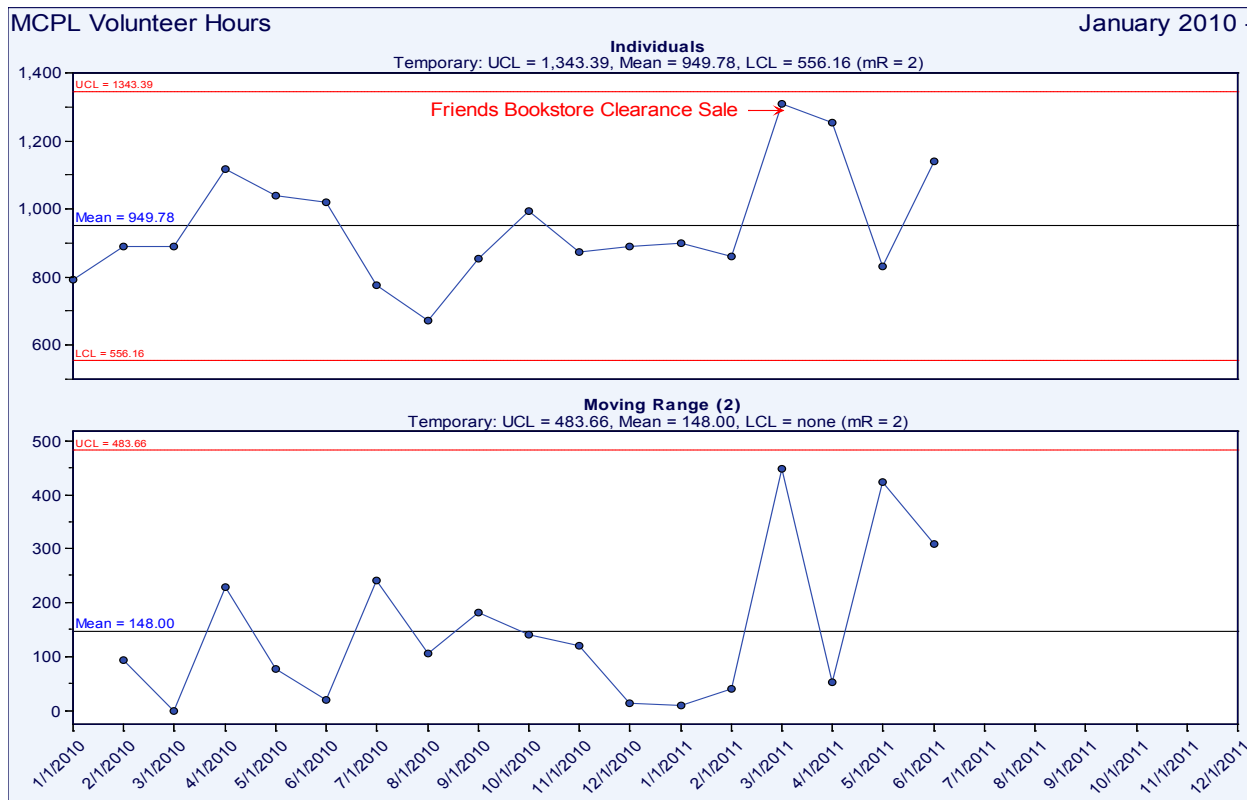
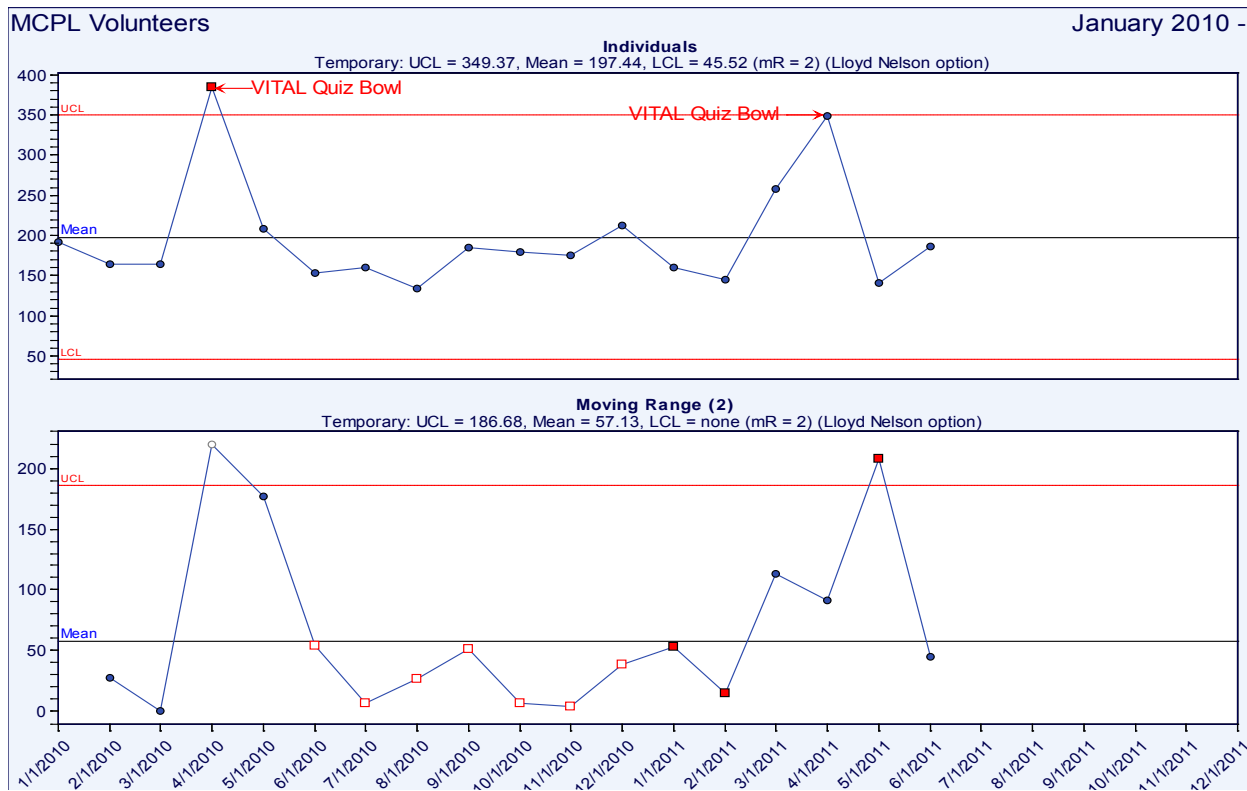
5B. Implement certification in employee hiring, development, and promotion.

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

- Managers attended a webinar on facilitating groups.
- Sara Laughlin and Christina Jones attended the American Library Association Conference in New Orleans.

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

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



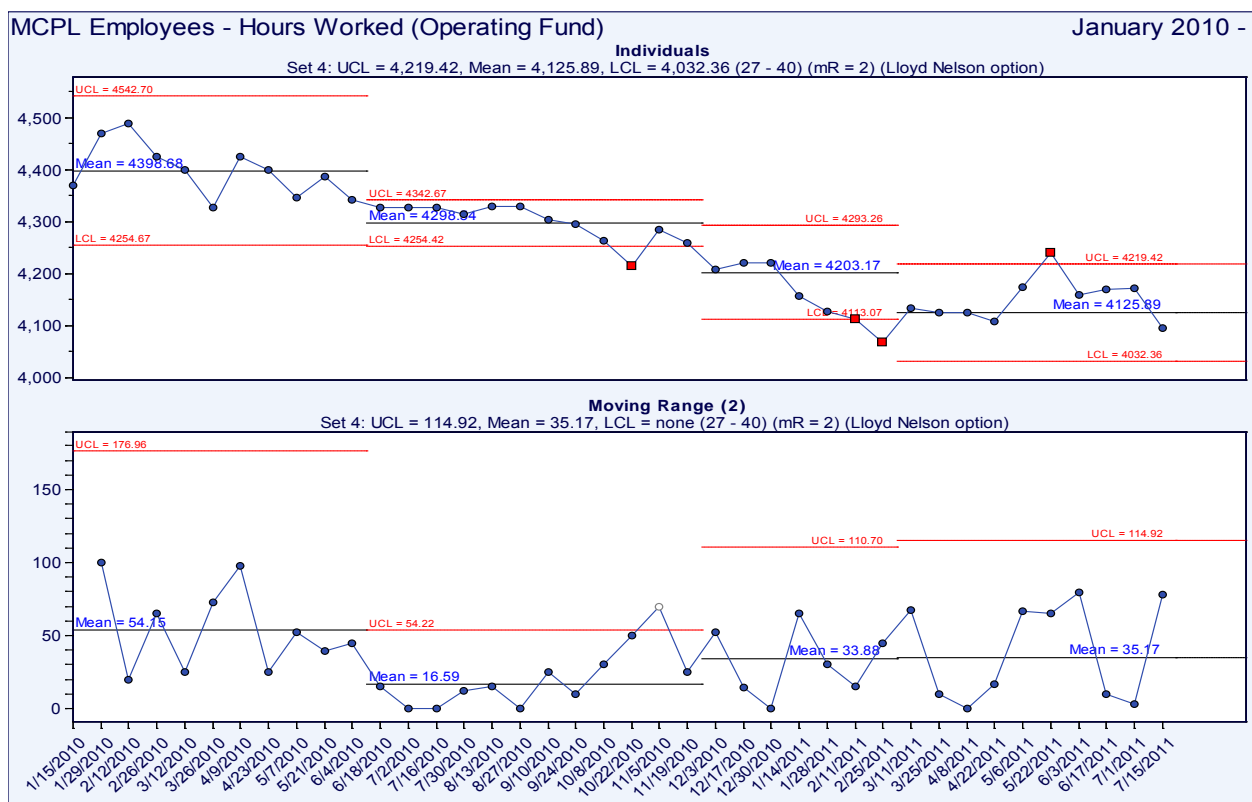
- VITAL held an ESL Tutor Training workshop with 17 attending.

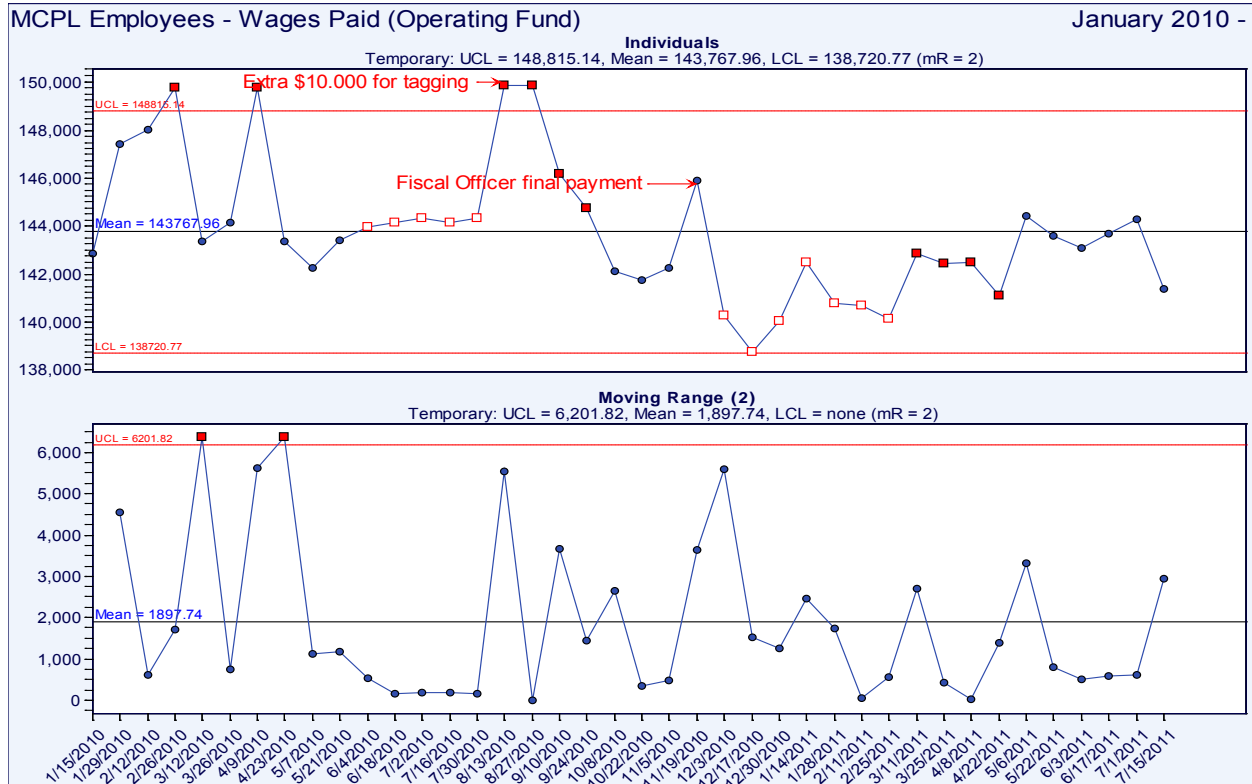
5F. Increase efforts to be an inclusive and attractive employer.

- During June, three long-time employees – Dirk Fraser, Dana Burton, and Jean Schelm – announced their retirements.

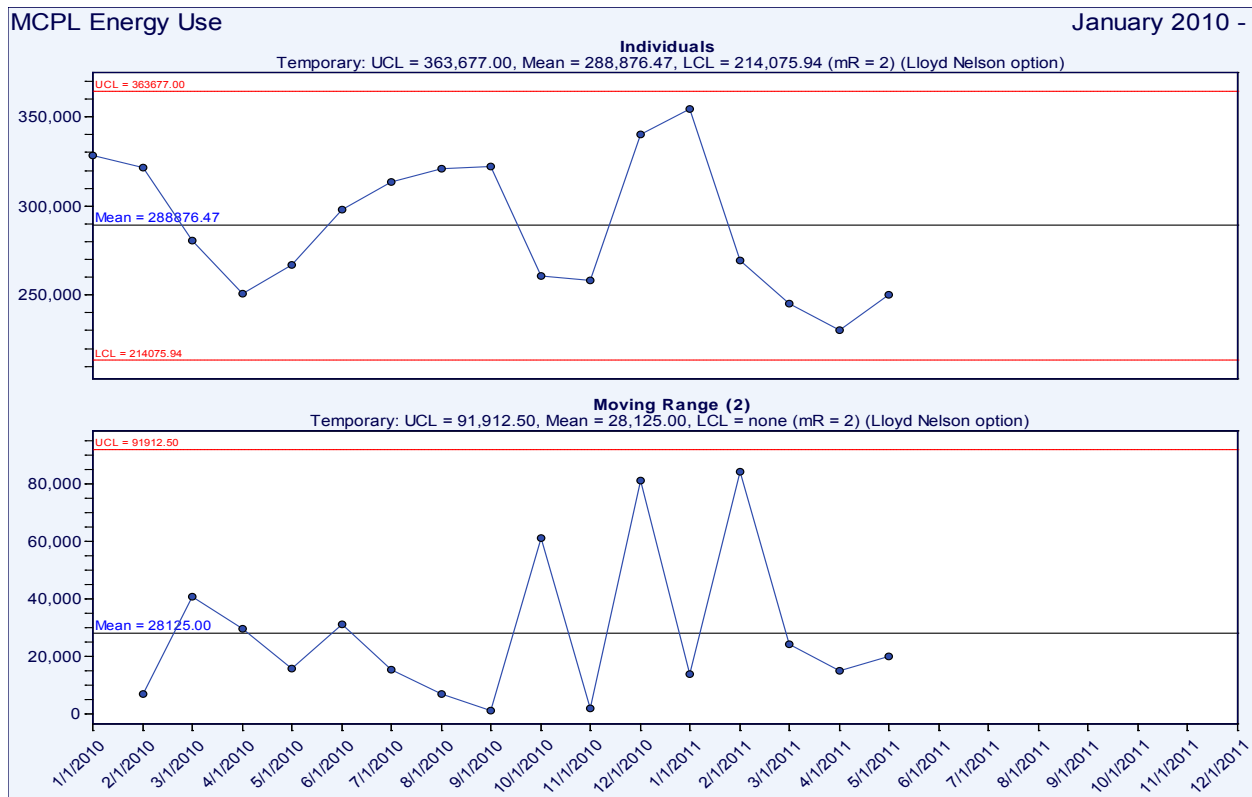
5G. Support improvement of key processes.

- The check-in process improvement team shared results of a study where adding “time stamp” information to return bins and maintaining a collection schedule of smaller batches reduced check-in time from time of return by 21 minutes. Communication of priority also helped clerks focusing on patron needs communicate/translate those priorities to pages doing the majority of the work. Simple changes made a significant impact.
- Sara Laughlin and Phil Eskew co-taught two sessions on Charrunner, the software used for the director's report to the board and by process improvement teams. Two teams brought their data and left with charts.





5H. Continue sustainability efforts to reduce energy consumption.



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

- In planning for a general obligation bond, Sara Laughlin, Gary Lettelleir, Mark Mobley, and other department managers created a list of capital repair and improvement needs.

5J. Maximize tax support.

- Sara Laughlin and Gary Lettelleir attended the budget workshop at the Indiana State Library, at which representatives from the Department of Local Government Finance and State Board of Accounts summarized new laws passed by the 2011 General Assembly.
- Laughlin and Lettelleir, with Jane Herndon (Ice Miller) and Belvia Hiadari (Umbaugh), presented the possibility of issuing a three-year general obligation bond of approximately \$1.8 million, in order to continue funding for the library at approximately 2011 levels during the period 2013-2015. Without the bond, the library will have to reduce its operating budget by approximately \$500,000 in 2013.

5K. Increase funding from non-tax sources.

- VITAL was awarded a \$600 grant from Psi Iota Xi philanthropic sorority.

5L. Work closely with Friends of the Library.

- Sara Laughlin and Sue Sater attended meetings of the Friends Author Event Committee and the 2011 Campaign for Excellence Committee. Community Relations created a new membership brochure, materials for the Power of Words (sponsorship package, early announcement card for IU Mini University, wallet cards for distribution at FOL annual meeting and throughout the community, graphics and design elements for FOL website), posters for FOL annual meeting, final versions of FOL 2011 Campaign for Excellence materials and photos of campaign chairs, and June Dine-Out coupon.

Resolution to Proceed with General Obligation Bond Process

Whereas the Board of Trustees of the Monroe County Public Library desires to continue to provide quality library service to Monroe County residents, and

Whereas the Library will lose approximately \$500,000 in operating revenue in 2013 and years thereafter as a result of paying off the bond used to build the addition on the Main Library completed in 1997, and

Whereas the Library faces continuing need to maintain facilities, equipment, and technology, and

Whereas the Board of Trustees is committed to the prudent use of taxpayers' resources and has determined that this action will both reduce taxes paid to the Library and enable the Library to maintain quality service,

Now, therefore, be it resolved that the Board of Trustees authorizes the Library Director to proceed with the steps necessary to procure a general obligation bond not to exceed \$1,800,000, to be funded with tax revenues over a three-year period from 2013 through 2015, and to hire Ice Miller as bond counsel and Umbaugh Associates as financial advisors."

MONROE COUNTY PUBLIC LIBRARY
GENERAL OBLIGATION BONDS
PROPOSED TIMETABLE
(Revised July 15, 2011)

Jul 20, 2011	Board of Trustees meeting to authorize proceeding with bond issue and hiring professionals
Aug – Sep 2011	Meet individually with County officials
Sep 21, 2011	Board of Trustees meeting to: <input type="checkbox"/> adopt reimbursement resolution; and <input type="checkbox"/> adopt preliminary bond resolution
Oct – Dec 2011	County Council meeting to approve borrowing*
Sep 23, 2011	Deliver Notice of Hearing on Additional Appropriation to the newspapers
Sep 28, 2011	Publish Notice of Hearing on Additional Appropriation (<i>first publication</i>)
Oct 5, 2011	Publish Notice of Hearing on Additional Appropriation (<i>second publication</i>)
Oct 26, 2011	Board of Trustees meeting to: <input type="checkbox"/> hold hearing on additional appropriation; and <input type="checkbox"/> adopt Additional Appropriation Resolution
xxxxxxxxxxxxxxxxxxx	Note: Approvals are completed. Proceeds are not needed until 1/2013; however if market moves Financial Advisor may suggest selling earlier than assumed here.
Oct 24, 2012	Board of Trustees meeting to: <input type="checkbox"/> adopt final Bond Resolution; and <input type="checkbox"/> approve form of Continuing Disclosure Undertaking
Nov 7, 2012	Post and publish Notice of Intent to Sell Bonds** (<i>first publication</i>)
Nov 14, 2012	Publish Notice of Intent to Sell Bonds** (<i>second publication</i>)
Dec 6, 2012	Bond sale**
Dec 19, 2012	Board of Trustees meeting to award general obligation bonds

Dec 26, 2012	Closing -- deliver bonds and receive money
Dec 31, 2012	File Post Bond Sale Information Sheet

* See I.C. 6-1.1-17-20.5. Before appointed Board can issue bonds, it must receive approval from elected County Council. If (a) the assessed value of the library district is entirely within Town or (b) the Library was originally formed by Town (contact State Library to verify) then Town Council approves; otherwise County Council is correct approving body

Assumptions:

All bodies comply with Indiana Open Door Law

Board of Trustees meets regularly on the third Wednesday of each month (except in October when it is 4th Wednesday)

Board of Trustees meets for a work session on the second Wednesday of each month

The Herald Times publishes daily (5 day lead time); *Ellettsville Journal* publishes on Wednesday (Friday lead time)

All actions taken during regularly scheduled meetings, unless otherwise noted

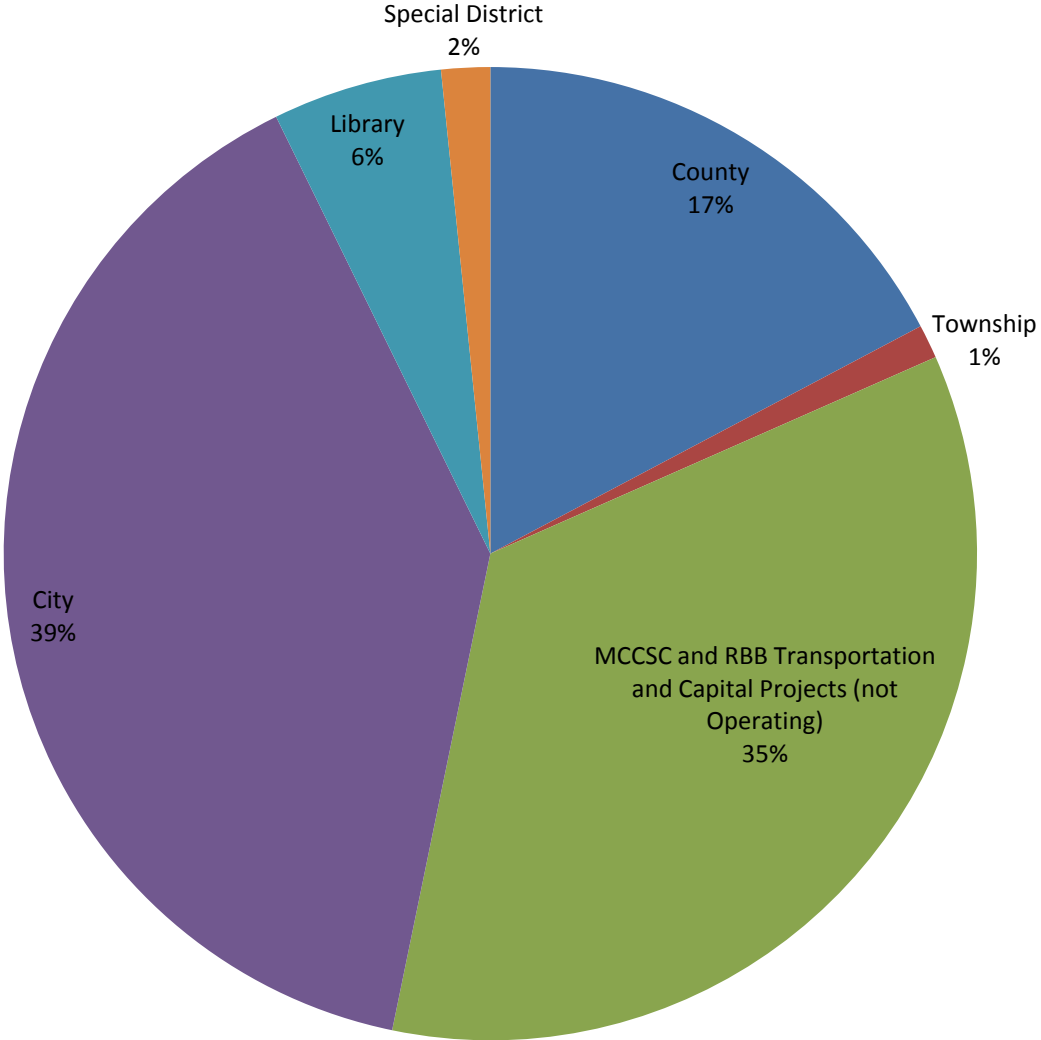
County Council meets the second and fourth Tuesday of each month

** Bond sale can occur anytime after final approval of Library Board and County Council

Bond Counsel Contacts:

 <p>One American Square, Suite 2900 Indianapolis, IN 46282-0200</p> <p>Jane Neuhauser Herndon, Esq. Phone (317) 236-2437 jane.herndon@icemiller.com</p> <p>Kristin McClellan, Esq. Phone (317) 236-5943 kristin.mcclellan@icemiller.com</p>
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Monroe County Property Tax - Pay 2011



MONROE COUNTY PUBLIC LIBRARY RATE DATA 2011-2015

	2011	2012	2013	2014	2015
Library Tax Rate:					
Operating Fund	0.0739%	0.0739%	0.0800%	0.0800%	0.0800%
LCPF	0.0056%	0.0081%			
Debt Svc	0.0302%	0.0040%			
Public Works Bond			0.0096%	0.0095%	0.0094%
Rate with Bond	0.1097%	0.0860%	0.0896%	0.0895%	0.0894%
Rate <u>without</u> Bond	0.1097%	0.0860%	0.0800%	0.0800%	0.0800%
Home Market Value					
(assumes homestead property)					
	Assumed NAV				
\$ 75,000 (1)	\$ 16,500	\$ 16,500	\$ 16,665	\$ 16,832	\$ 17,000
Library tax with Bond	\$ 18.10	\$ 14.33	\$ 15.08	\$ 15.22	\$ 15.35
Library tax <u>without</u> Bond			\$ 13.47	\$ 13.60	\$ 13.74
\$ 100,000	\$ 32,750	\$ 32,750	\$ 33,078	\$ 33,408	\$ 33,742
Library tax with Bond	\$ 35.93	\$ 28.45	\$ 29.94	\$ 30.21	\$ 30.48
Library tax <u>without</u> Bond			\$ 26.73	\$ 26.99	\$ 27.26
\$ 113,100 (2)	\$ 41,265	\$ 41,265	\$ 41,678	\$ 42,094	\$ 42,515
Library tax with Bond	\$ 45.27	\$ 35.84	\$ 37.72	\$ 38.06	\$ 38.40
Library tax <u>without</u> Bond			\$ 33.68	\$ 34.01	\$ 34.35
\$ 150,000	\$ 65,250	\$ 65,250	\$ 65,903	\$ 66,562	\$ 67,227
Library tax with Bond	\$ 71.58	\$ 56.68	\$ 59.65	\$ 60.18	\$ 60.72
Library tax <u>without</u> Bond			\$ 53.25	\$ 53.78	\$ 54.32
\$ 200,000	\$ 97,750	\$ 97,750	\$ 98,728	\$ 99,715	\$ 100,712
Library tax with Bond	\$ 107.23	\$ 84.91	\$ 89.36	\$ 90.15	\$ 90.96
Library tax <u>without</u> Bond			\$ 79.77	\$ 80.57	\$ 81.38

(1) Assumes home is homestead property and includes standard deduction of the lesser of \$45,000 or 60% of home value, supplemental homestead deduction and mortgage deduction of \$3,000.

(2) Median value in Monroe County per 2000 US Census



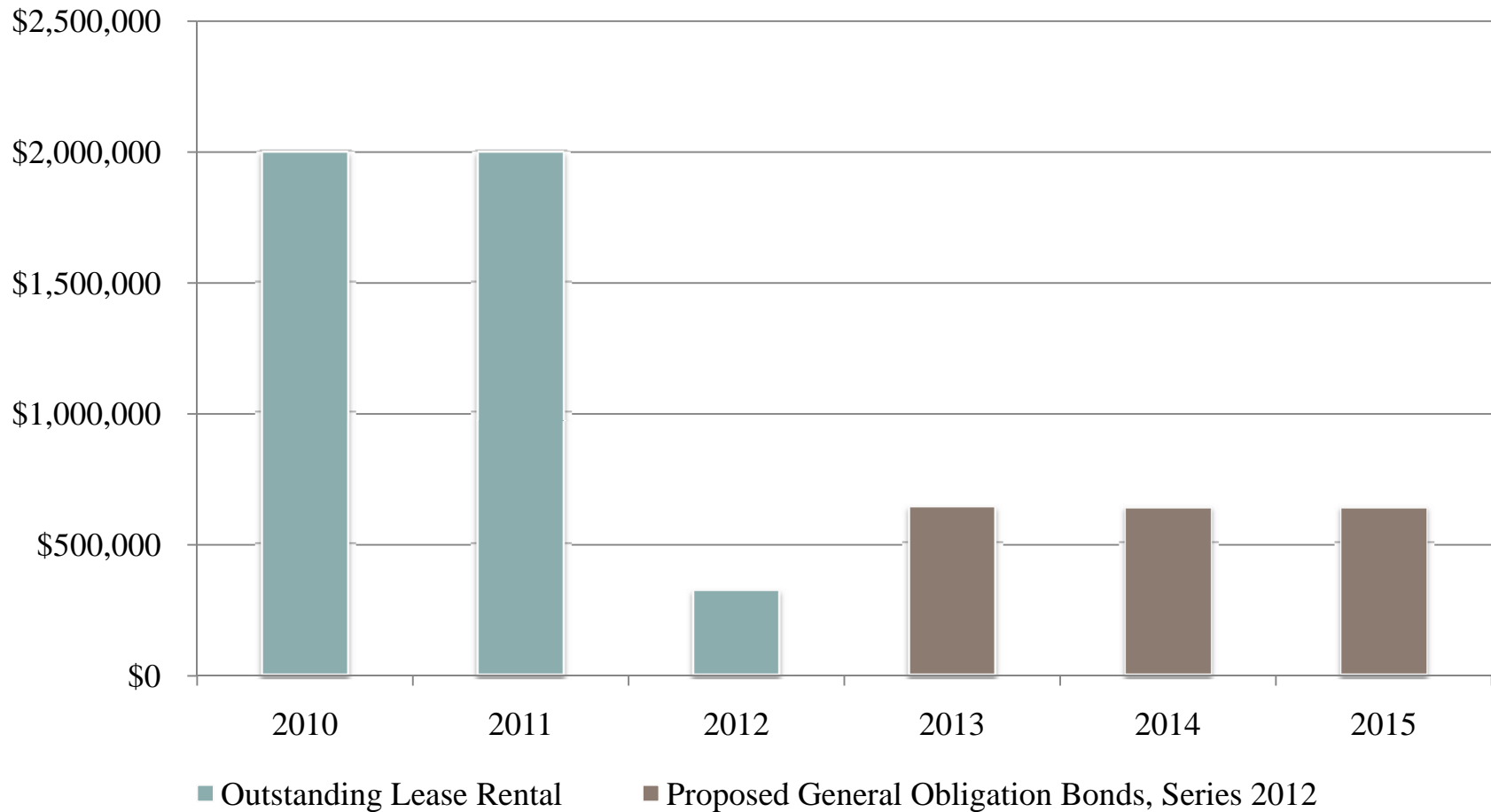
Taxpayers will see a reduction in Library property taxes in 2012 and after. If adopted, a public works bond would add back a small fraction. On a \$150,000 home with an assessed value of \$65,250, the total Library tax would go from \$71.58 in 2011 to \$60.72 in 2015. A 15% reduction.



County Option Income Tax Challenge – and Opportunity

Summary of Outstanding and Proposed Debt Service Payments

(Assumes \$1,800,000 Bond Issue with a 3 Year Repayment)



Monroe County Public Library 2011 Fee Schedule

Overdue fines	\$0.25/day (Maximum \$10/item) (No charge for children's materials)
Lost items	Varies
Photocopies	\$0.10/page (No charge for first 3 pages/day)
Printing	\$0.10/page (No charge for first 3 pages/day)
Obituaries for those who live out-of-county	\$3/name
Genealogy research for those who live out-of-county	\$10/request
Test proctoring	\$30/test
CATS dubs	\$10/dub (No charge for dubs of public meetings for elected officials from units with contracts with CATS)
Supplies	
Reusable bags	\$1/bag
Floppy discs	\$0.50
Blank CDs	\$1/disc
Meeting Room Clean-up Fee	Maintenance (reset room, clean carpet, repair furniture, etc.): \$25/hour Equipment damage or replacement: Cost + \$10 service fee

Adopted by the Board of Trustees December 15, 2010
Revised _____

CERTIFICATE OF RESOLUTION

I, MELISSA POGUE, do hereby certify that I am the Secretary of THE BOARD OF TRUSTEES OF MONROE COUNTY PUBLIC LIBRARY, a municipal corporation duly organized and existing under and by virtue of the Laws of the State of Indiana;

I further certify that a regular/special meeting of the members of the Board of said municipal corporation, duly called, held and convened in conformity with the Charter and By Laws of said municipal corporation, on the 20 day of JULY, 2011, a quorum being present and voting thereon, the following resolution was duly adopted, to-wit:

1. Approval of the contract by MONROE COUNTY PUBLIC LIBRARY
2. KARI ISAACSON, PRESIDENT and SARA LAUGHLIN, DIRECTOR, are hereby authorized to execute the contract for and on behalf of MONROE COUNTY PUBLIC LIBRARY.

I further certify that the foregoing resolution is a full, true, and complete copy as the same appears of record in the Minute Record Book of said municipal corporation of which I am the legal custodian; that the same has not been altered, amended or repealed and is now in full force and effect.

In Witness Whereof, I have hereunto set my hand for said municipal corporation this 20 day of JULY, 2011.

(Signature) Secretary

State of Indiana)
) SS:
County of)

Subscribed and sworn to before me, a Notary Public this 20 day of JULY, 2011.

(Signature) Notary Public

Printed Name

My Commission Expires: _____
County of Residence: _____

GRANT

This Grant Agreement, entered into by and between Indiana State Library (the "State") and Monroe County Public Library (the "Grantee"), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

1. Purpose of this Grant Agreement.

The purpose of this Grant Agreement is to enable the State to award a grant of Eight Thousand, Six Hundred and Fifty Dollars and No Cents (\$8,650.00) to the Grantee for eligible costs of the project (the "Project") or services as described in Exhibits A and B of this Grant Agreement. The funds shall be used exclusively in accordance with the provisions contained in this Grant Agreement and in Indiana Code 5-19-1, 4-23-7.1, and 36-12 establishing the authority to make this Grant, as well as any rules adopted thereunder. Grants will be made to organizations and libraries eligible to receive funds under the Library Services and Technology Act, P.L. 104-208 as amended by P.L. 105-128. The grant shall be from Fund #62020, Project 730-ID-010-1000, CFDA #45.310, Federal Grant #LS-00-10-0015-10, Project #ID10-3-1(17). The grant shall be contingent upon the availability of LSTA funds to the State.

2. Term.

This Grant Agreement shall commence on July 15, 2011 or date of the final signature on the contract, whichever is later, and shall remain in effect through September 30, 2011.

3. Design and Implementation of Project.

The Grantee shall be solely responsible for the proper design and implementation of the Project as described in Exhibit B, attached hereto and incorporated fully herein. The Grantee agrees to complete the Project in accordance with the plans and specifications contained in its application which is on file with the State and is incorporated by reference. Modification of the Project shall require prior written approval of the State.

4. Monitoring Reviews by the State.

The State may conduct an on-site monitoring review of the Project. Such monitoring review will document the following:

- A. Whether Project activities are consistent with those set forth in Exhibit A, the grant applications, and the terms and conditions of the Grant Agreement.
- B. A complete, detailed analysis of actual state, local and/or private funds expended to date on the Project and conformity with the amounts for each budget line item as set forth in Exhibit B, attached hereto and incorporated herein.
- C. A detailed listing of all Project costs by project budget line item which are accrued yet unpaid, if any.
- D. A written evaluation as to the Grantee's timely progress in project management, financial management and control systems, procurement systems and methods, and performance relative to timely submission of project reports.

5. Payment of Grant Funds by the State.

The payment of this Grant by the State to the Grantee shall be made in accordance with the following schedule and conditions:

- A. This Grant Agreement must be fully executed.
- B. All the evidentiary materials required by Exhibit B, attached hereto and incorporated herein, must be submitted to and approved by the State.
- C. Any other grant conditions must be met to the State's satisfaction.
- D. The State may require evidence furnished by the Grantee that substantial progress has been made toward completion of the Project prior to making the first payment under this Grant. All payments are subject to the State's determination that the Grantee's performance to date conforms with the Project as approved, notwithstanding any other provision of this Grant Agreement.
- E. Unless authorized by statute and previously agreed, all payments will be made in arrears only upon presentation of approved and signed State of Indiana Claim Vouchers. Such Claim Vouchers must be submitted with the budget expenditure report detailing disbursements of state, local and/or private funds by project budget line items.
- F. If advance payment of a portion of the grant funds is permitted by statute, and the State agrees to provide such advance payment, it shall be made only upon submission of a proper claim setting out the intended purposes of those funds. After such funds have been expended, Grantee shall provide State with a reconciliation of those expenditures.
- G. The Grantee shall submit to the State written progress reports until the completion of the project. These reports shall be submitted on a quarterly basis. These reports must detail progress made toward the completion of the Project described in Exhibits A and B.
- H. If this Grant Agreement is terminated by either party prior to the Expiration of this Grant Agreement, the State may promptly conduct an on-site monitoring of the Project and complete a Project monitoring report.
- I. Failure to complete the Project and expend State, local and/or private funds in accordance with this Grant Agreement may be considered a material breach, and shall entitle the State to impose sanctions against the Grantee including, but not limited to, suspension of all grant payments, and/or suspension of the Grantee's participation in State grant programs until such time as all material breaches are cured to the State's satisfaction. Sanctions may also include repayment of all State funds expended that are not in the scope of this Project or the Budget.
- J. All payments shall be made in arrears in conformance with State fiscal policies and procedures and, as required by IC 4-13-2-14.8, by electronic funds transfer to the financial institution designated by the Grantee in writing unless a specific waiver has been obtained from the Auditor of State. No payments will be made in advance of receipt of the goods or services that are the subject of this Grant except as permitted by IC 4-13-2-20 or by the statute authorizing this Grant.

6. Audits and Maintenance of Records.

Grantee shall submit to an audit of funds paid through this Grant Agreement, and shall make all books, accounting records and other documents available at all reasonable times during the term of this Grant Agreement and until December 31, 2016 for inspection by the State or its authorized designee. Copies shall be furnished to the State at no cost.

7. Project Budget and Budget Modification.

The approved Project Budget is set forth as Exhibit A of this Grant Agreement. The Grantee shall not spend more than the amount for each line item, as described in the Budget, without the prior written consent of a duly authorized representative of the State, nor shall the Project costs funded by this Grant Agreement and those funded by the local and/or private share be amended without the prior written consent of the State.

8. Statutory Authority of Grantee.

The Grantee expressly represents and warrants to the State that it is statutorily eligible to receive these monies and it expressly agrees to repay all monies paid to it under this Grant, should a legal determination of its ineligibility be made by any court of competent jurisdiction.

9. Use of Grant Funds by Grantee.

The funds received by the Grantee pursuant to this Grant Agreement shall be used only to implement the Project or provide the services in conformance with the Budget and for no other purpose.

10. Compliance with Laws.

A. The Grantee shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Grant shall be reviewed by the State and the Grantee to determine whether the provisions of this Grant require formal modification.

B. The Grantee and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC § 4-2-6 *et seq.*, IC § 4-2-7, *et. seq.*, the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. If the Grantee is not familiar with these ethical requirements, the Grantee should refer any questions to the Indiana State Ethics Commission, or visit the Indiana State Ethics Commission website at <http://www.in.gov/ethics/>. If the Grantee or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this Grant immediately upon notice to the Grantee. In addition, the Grantee may be subject to penalties under IC §§ 4-2-6, 4-2-7, 35-44-1-3, and under any other applicable laws.

C. The Grantee certifies by entering into this Grant that neither it nor its principal(s) is presently in arrears in payment of taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Grantee agrees that any payments currently due to the State may be withheld from payments due to the Grantee. Additionally, further work or payments may be

withheld, delayed, or denied and/or this Grant suspended until the Grantee is current in its payments and has submitted proof of such payment to the State.

D. The Grantee warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by the State, and agrees that it will immediately notify the State of any such actions. During the term of such actions, the Grantee agrees that the State may delay, withhold, or deny work under any supplement, amendment, change order or other contractual device issued pursuant to this Grant.

E. If a valid dispute exists as to the Grantee's liability or guilt in any action initiated by the State or its agencies, and the State decides to delay, withhold, or deny work to the Grantee, the Grantee may request that it be allowed to continue, or receive work, without delay. The Grantee must submit, in writing, a request for review to the Indiana Department of Administration (IDOA) following the procedures for disputes outlined herein. A determination by IDOA shall be binding on the parties. Any payments that the State may delay, withhold, deny, or apply under this section shall not be subject to penalty or interest, except as permitted by IC § 5-17-5.

F. The Grantee warrants that the Grantee and its subgrantees, if any, shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for the State. Failure to do so may be deemed a material breach of this Grant and grounds for immediate termination and denial of further work with the State.

G. The Grantee affirms that, if it is an entity described in IC Title 23, it is properly registered and owes no outstanding reports to the Indiana Secretary of State.

H. As required by IC 5-22-3-7:

(1) the Grantee and any principals of the Grantee certify that (A) the Grantee, except for de minimis and nonsystematic violations, has not violated the terms of (i) IC 24-4.7 [Telephone Solicitation of Consumers], (ii) IC 24-5-12 [Telephone Solicitations], or (iii) IC 24-5-14 [Regulation of Automatic Dialing Machines] in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and (B) the Grantee will not violate the terms of IC 24-4.7 for the duration of the Grant, even if IC 24-4.7 is preempted by federal law.

(2) The Grantee and any principals of the Grantee certify that an affiliate or principal of the Grantee and any agent acting on behalf of the Grantee or on behalf of an affiliate or principal of the Grantee (A) except for de minimis and nonsystematic violations, has not violated the terms of IC 24-4.7 in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and (B) will not violate the terms of IC 24-4.7 for the duration of the Grant, even if IC 24-4.7 is preempted by federal law.

11. Drug-Free Workplace Certification.

The Grantee hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. Grantee will give written notice to the State within ten (10) days after receiving actual notice that the Grantee, or an employee of the Grantee in the State of Indiana has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of grant payments, termination of the Grant and/or debarment of grant opportunities with the State of Indiana for up to three (3) years.

In addition to the provisions of the above paragraphs, if the total Grant amount set forth in this Grant Agreement is in excess of \$25,000.00, Grantee hereby further agrees that this Grant Agreement is expressly subject to the terms, conditions and representations of the following Certification:

This certification is required by Executive Order No. 90-5, April 12, 1990, issued by the Governor of Indiana. Pursuant to its delegated authority, the Indiana Department of Administration is requiring the inclusion of this certification in all grants with and grants from the State of Indiana in excess of \$25,000.00. No award of a grant shall be made, and no grant, purchase order or agreement, the total amount of which exceeds \$25,000.00, shall be valid, unless and until this certification has been fully executed by the Grantee and made a part of the Grant Agreement as part of the Grant documents.

The Grantee certifies and agrees that it will provide a drug-free workplace by:

- A. Publishing and providing to all of its employees a statement notifying them employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and
- B. Establishing a drug-free awareness program to inform its employees of (1) the dangers of drug abuse in the workplace; (2) the Grantee's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and
- C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment the employee will (1) abide by the terms of the statement; and (2) notify the Grantee of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and
- D. Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction; and
- E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency; and
- F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

12. Funding Cancellation.

When the Director of the State Budget Agency makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Grant Agreement, it shall be canceled. A determination by the Director of the SBA that funds are not

appropriated or otherwise available to support continuation of performance shall be final and conclusive.

13. Information Technology Accessibility Standards.

Any information technology related products or services purchased, used or maintained through this Grant must be compatible with the principles and goals contained in the Electronic and Information Technology Accessibility Standards adopted by the Architectural and Transportation Barriers Compliance Board under Section 508 of the federal Rehabilitation Act of 1973 (29 U.S.C. 794d), as amended. The federal Electronic and Information Technology Accessibility Standards can be found at: <http://www.access-board.gov/508.htm>.

14. Nondiscrimination.

Pursuant to the Indiana Civil Rights Law, specifically including IC 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Grantee covenants that it shall not discriminate against any employee or applicant for employment relating to this Grant with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's: race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Grantee certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

The Grantee understands that the State is a recipient of federal funds, and therefore, where applicable, Grantee and any subcontractors agree to comply with requisite affirmative action requirements, including reporting, pursuant to 41 CFR Chapter 60, as amended, and Section 202 of Executive Order 11246.

15. Notice to Parties.

Whenever any notice, statement or other communication is required under this Grant, it shall be sent to the following addresses, unless otherwise specifically advised.

A. Notices to the State shall be sent to:

Jennifer Clifton, Library Development Office, Indiana State Library, 140 N Senate Ave, Indianapolis, IN 46204

B. Notices to the Grantee shall be sent to:

Sara Laughlin, Monroe Co Public Library, 303 E Kirkwood Ave, Bloomington IN 47408

16. Order of Precedence.

Any inconsistency or ambiguity in this Grant Agreement shall be resolved by giving precedence in the following order: (1) This Grant Agreement, (2) Attachments prepared by the State, (3) Attachments prepared by Grantee; (4) Invitation to Apply for Grant; and (5) the Grant Application.

17. Renewal. N/A

18. Termination for Convenience.

This Grant Agreement may be terminated, in whole or in part, by the State whenever, for any reason, the State determines that such termination is in the best interest of the State. Termination shall be effected by delivery to the Grantee of a Termination Notice, specifying the extent to which such termination becomes effective. The Grantee shall be compensated for completion of the Project properly done prior to the effective date of termination. The State will not be liable for work on the Project performed after the effective date of termination. In no case shall total payment made to the Grantee exceed the original grant.

19. Employment Eligibility Verification

The Grantee affirms under the penalties of perjury that he/she/it does not knowingly employ an unauthorized alien.

The Grantee affirms under the penalties of perjury that he/she/it has enrolled and is participating in the E-Verify program as defined in IC 22-5-1.7-3. The Grantee agrees to provide documentation to the State that he/she/it has enrolled and is participating in the E-Verify program. Additionally, the Grantee is not required to participate if the Grantee is self-employed and does not employ any employees.

The State may terminate for default if the Grantee fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.

20. Acknowledgement of the Institute of Museum and Library Services.

Grantee must acknowledge the Institute of Museum and Library services in all related publications and activities in conjunction with the use of grant funds. At minimum, acknowledgement must state that the Project is funded in part with a grant from the Institute of Museum and Library Services which administers the Library Services and Technology Act.

21. State Boilerplate Affirmation Clause.

I swear or affirm under the penalties of perjury that I have not altered, modified or changed the State's Boilerplate grant clauses (as defined in the OAG/IDOA *Professional Services Contract Manual*) in any way except for the following paragraphs: 5. Payment of Grant Funds by the State; 6. Audits and Maintenance of Records; Added 20. Acknowledgement of the Institute of Museum and Library Services clauses.

THE REST OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.

Non-Collusion and Acceptance

The undersigned attests, subject to the penalties for perjury, that he/she is the Grantee, or that he/she is the properly authorized representative, agent, member or officer of the Grantee, that he/she has not, nor has any other member, employee, representative, agent or officer of the Grantee, directly or indirectly, to the best of the undersigned's knowledge, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he/she has not received or paid, any sum of money or other consideration for the execution of this Grant other than that which appears upon the face of this Grant.

In Witness Whereof, Grantee and the State have, through their duly authorized representatives, entered into this Grant. The parties, having read and understood the foregoing terms of this Grant, do by their respective signatures dated below hereby agree to the terms thereof.

Grantee:

By: _____
Printed Name: _____
Title: _____
Date: _____

Indiana State Library:

By: _____
Printed Name: _____
Title: _____
Date: _____

Indiana Office of Technology

By: _____
Printed Name: _____
Title: _____
Date: _____

Department of Administration

_____(for)
Robert D. Wynkoop, Commissioner
Date: _____

State Budget Agency

_____(for)
Adam Horst, Director
Date: _____

**APPROVED as to Form and Legality:
Office of the Attorney General**

_____(for)
Gregory F. Zoeller, Attorney General
Date: _____

CERTIFICATE OF RESOLUTION

I, _____, do hereby certify that I am the Secretary of
(Type Name)
_____, a municipal corporation duly organized and existing under
and by virtue of the Laws of the State of Indiana;

I further certify that a regular/special meeting of the members of the Board of said
municipal corporation, duly called, held and convened in conformity with the Charter and By
Laws of said municipal corporation, on the ___ day of _____, 2___, a quorum
being present and voting thereon, the following resolution was duly adopted, to-wit:

1. Approval of the contract by _____
(Board)
2. _____ and _____ are hereby
authorized to execute the contract for and on behalf of _____
(Board)
_____.

I further certify that the foregoing resolution is a full, true, and complete copy as the same
appears of record in the Minute Record Book of said municipal corporation of which I am the legal
custodian; that the same has not been altered, amended or repealed and is now in full force and
effect.

In Witness Whereof, I have hereunto set my hand for said municipal corporation this day
of _____, 20___.

(Signature) Secretary

State of Indiana)

) SS:

County of)

Subscribed and Sworn to before me, a Notary Public this _____ day _____,
2_____.

(Signature) Notary Public

Printed Name

My Commission Expires: _____
County of Residence: _____

EXHIBIT A	
Institution Name	City/Town
PROJECT BUDGET	LSTA FUNDS
1. Personal Services	
Salaries and Wages	
Employee Benefits	
Total Personal Services	
2. Supplies	
Office Supplies	
Other Supplies (list)	
Total Supplies	
3. Other Services and Charges	
Professional Services	
Comm. & Transportation	
Telephone	
Telecommunications Monthly Fee	
Freight & Express	
Printing & Advertising	
Advertising	
Printing, other than Office Supplies	
Repairs & Maintenance-Equip.	
Rentals-Equipment	
Other (list)	
Total Other Services and Charges	
4. Capital Outlays	
Furniture and Equipment	
Other Capital Outlays	
Books	
Periodicals & Newspapers	
Nonprint Materials (AV)	
Software	
Total Capital Outlays	
TOTAL	

EXHIBIT B



LIBRARY SERVICES AND TECHNOLOGY ACT GRANT APPLICATION

State Form 53456 (R4 / 12-10)
INDIANA STATE LIBRARY

D10-31(17)

GENERAL INFORMATION

Grant Program <i>please mark with an X</i>	Indiana Memory Digitization	Technology	Innovative	Institutional Literacy
	X			
Project Title	Smithville News			
Organization	Monroe County Public Library			
Full Mailing Address	303 E. Kirkwood Ave., Bloomington, IN 47408			
Web Address	www.mcpl.info			
Organization Director	Sara Laughlin	E-mail	laughlin@mcpl.info	
Telephone Number	(812) 349-3050	Fax	(812) 349-3051	
Project Director <i>contact for grant purposes</i>	Christine Eykholt Friesel	E-mail	cfriesel@mcpl.info	
Telephone Number	(812) 349-3080	Fax	(812) 349-3051	
Fiscal Agent <i>responsible for fiscal reporting</i>	Gary Lettelleir	E-mail	glettell@mcpl.info	
Telephone Number	(812) 349-3050	Fax	(812) 349-3051	
Federal Congressional District(s)	4th, 9th Districts	County	Monroe	
Estimated Number of People Served by Project During Grant Period	130,738	LSTA Amount Requested	\$8,650	
Source of this Number <i>US Census, library circulation records, etc.</i>	U.S. Census Bureau	Amount of Cash Match	\$8,499	
Federal DUNS Number <i>If unsure of this number, call 1-866-705-5711</i>	150656817	Total Cost of Project	\$17,071	

FEDERAL LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) PRIORITIES

Mark ONLY ONE with an X to indicate the PRIMARY purpose that best describes your project.

	<i>Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.</i>
X	<i>Develop library services that provide all users access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.</i>
	<i>Provide electronic and other linkages between and among all types of libraries.</i>
	<i>Develop public and private partnerships with other agencies and community-based organizations.</i>
	<i>Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, with disabilities, and with limited functional literacy or information skills.</i>
	<i>Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line.</i>

INDIANA STATE LIBRARY LSTA GOALS

Mark ONLY ONE with an X to indicate the PRIMARY purpose that best describes your project.

	<i>Indiana libraries will provide up-to-date, reliable access to information by utilizing effective telecommunications, technology, and resources.</i>
	<i>Libraries will deliver new and improved programs that anticipate and meet Indiana's needs for library services.</i>
X	<i>Indiana State Library will provide leadership and infrastructure for digital library initiatives.</i>
	<i>Libraries will strengthen public policy support for upgrading library services through improved communication, collaborations, and partnership efforts.</i>
	<i>Indiana State Library will provide resources and support to libraries which seek to serve special populations in the state.</i>
	<i>Indiana State Library will provide resources and support to libraries which seek to serve un-served or underserved populations.</i>

PRIMARY PROJECT AUDIENCE

Mark next to AT LEAST ONE but NO MORE THAN THREE with an X to indicate your primary audience(s) for the project.

<input type="checkbox"/>	Pre-Schoolers (0-5)	<input type="checkbox"/>	Seniors (65+)	<input type="checkbox"/>	Urban Populations
<input type="checkbox"/>	Children (6-12)	<input type="checkbox"/>	People with Special Needs	<input type="checkbox"/>	Institutionalized Persons
<input type="checkbox"/>	Youth (13-17)	<input type="checkbox"/>	Library Staff	<input type="checkbox"/>	Non- or Limited English Speakers
X	Adults (18-64)	X	Rural Populations	X	Statewide Public

PART I. PROJECT SUMMARY

Provide an abstract describing all project components in 150 words or less.

The Monroe County Public Library (MCPL), together with Indiana University (IU), the Smithville Area Association (SAA), and the Monroe County History Center (MCHC), will preserve, digitize, transcribe, index, and promote a newly discovered copy of the newspaper, *Smithville News*. Photographs showing life in Smithville during the time period the newspaper was published (1897 - 1915) will also be included.

MCPL will upload the images and metadata onto *Indiana Memory*. Events in Smithville will be organized chronologically in a timeline. We will promote this tremendous find and digital collection to the statewide public.

The project covers typical small town events, but also the story of a 21 year old newspaperman and general merchant, who was also the area's first telephone exchange operator. The newspaper provides rich content for genealogists and shines light on the early limestone industry, the Monon railroad, and the villages that are now under the Monroe Reservoir.

PART II. NEEDS STATEMENT

Describe the need or problem that generated this project and explain how you determined this need.

The newspaper belonged to descendants of Joe Bennett, who was the official photographer for the Monon Railroad. About 80-90 issues of the newspaper were recently discovered and IU was contacted for advice concerning preservation and acquisition. It was then realized that the paper was not on microfilm. While paper restoration would be needed, it was determined that the quality of the collection was not too fragile for digitization.

While it is certainly dubious there is anyone living now who grew up in that time period, their immediate descendants throughout the state and beyond will benefit from the stories or events depicted in the *Smithville News*. Genealogists will be able to locate their ancestors from the Smithville area and learn about their ancestors who were visiting or suffering from an adversity such as an illness, crime, death, or fire. New businesses are described and promoted as well as school and church related news. Researchers and historians studying the early rise of the Indiana railways, transportation, and commerce, especially the limestone industry, will have access to new information about this region. The newspaper also cover areas surrounding Smithville, including those in Clear Creek Township that were later flooded in order to build Lake Monroe. Additionally, new information about the business of information, journalism, and technological developments of telephone networks will come to light as a result of this project.

50 photographs, contributed by the SAA's museum, and an estimated 5 photographs from MCHC will be digitized and uploaded to enrich the collection and add to the promotional and exhibit materials. Although only black and white, these images will, in essence, add color to the events covered in the newspaper by showing the faces and places depicted in the news items. These photographs will provide new historical information about businesses, land use, railroad development, technological infrastructure, workers, and their families.

Identify the goal from the *Indiana State Library's Five-Year LSTA Plan* (posted at <http://www.IN.gov/library/lsta.htm>) that your project will address and explain how your project will address this goal.

Two Indiana State Library goals will be addressed with this project:

GOAL 3: By digitizing, transcribing, and indexing this newspaper and these photographs, this project helps the Indiana State Library provide leadership and infrastructure for the digital library initiatives.

GOAL 4: By strengthening support for the bicentennial and digitization projects among these partners and community leaders, this project provides our partners and the community with an increased awareness about the benefits of collaboration. This awareness will increase support for public policy issues regarding libraries throughout the state.

PART III. OBJECTIVES, ACTIVITIES, & EVALUATION

OBJECTIVES

Describe the overall objectives of your project.

The overall objective of our project is to create a digital collection of the Smithville Newspaper and photographs from that region and era and then upload the images onto *Indiana Memory*. Furthermore, we aim to

- Improve accessibility to the people and stories of old Smithville, the Monon Railroad, and the limestone industry.
- Flesh out more details about Monroe County history and add key events to the Monroe County Timeline.
- Gain experience with utilizing OCR software and digitizing newspapers.
- Promote project partners, the grant maker, and *Indiana Memory*.
- Expand our partnerships and collaborate in preparing for the Indiana (2016) and Monroe County bicentennials (2018).

ACTIVITIES

Describe all project activities in detail.

To meet these objectives, we will:

1. Restore the newspapers and prepare them for digitization by encapsulating them in sleeves.
2. Catalogue the newspapers to be sure they are entered into OCLC (Online Computer Library Center).
3. Digitize the newspaper and photographs. MCPL will digitize about 55 photographs and IU's Digital Library Program (DLP) will digitize the newspaper. We estimate this will produce 450- 500 images.
4. Purchase a portable exhibit unit. Design and order promotional materials, incl. enlarged photographs and color copies of the newspapers. The exhibit will include an abridged timeline of events for Smithville during between the years 1897 to 1914.
5. Combine MCPL mailing labels with those of the MCHC and the SAA. With this list of contacts, will we distribute postcards to those who would be most interested in the history of Smithville and Clear Creek Township, the Monon Railroad, and the telephone and limestone industries.
6. Correcting the OCR, enriching the metadata with transcriptions, creating a controlled vocabulary, and researching the publisher and life in Smithville during this time period. MCHC will provide additional support by researching and then writing profiles of prominent Smithville people and families. Partners will contribute their findings to the Monroe County Timeline, a database created by MCPL from a previous LSTA digitization grant.
7. Collaborate to ensure the images, metadata, and research methods are of the highest quality. We will evaluate the work flows for process improvement in order to refine our capacity for digitization. We will periodically report with partners about the various stages of the project.
8. Upload the images and metadata onto *Indiana Memory* and promote the project and collection. MCPL will unveil the collection, tell the story of Smithville, acknowledge the grant funders, and celebrate the work accomplished at a program presented at the MCHC. This event will be filmed by Community Access Televisions Services (CATS), which is part of MCPL.
9. Create a moving exhibit full of color-copies of the newspapers, photographs, a timeline, and maps.
10. Promote the project and the collection with a web page, exhibit, programs, postcards, and brochures. We will visit community events such as the Farmer's Markets in Bloomington and Smithville as well as the Monroe County Fair.
11. Announce to Indiana libraries and cultural heritage organizations in the surrounding counties the discovery of this newspaper.
12. Evaluate the impact of the project and collection. We will seek feedback from the community, especially those tied to old Smithville.
13. Report our findings in a narrative report as part of this grant application and as part of our regular departmental monthly and annual reports.

Identify project staff and detail their individual roles in your proposed project.

Project Director Christine Eykholt Friesel, MLS, Indiana Room Coordinator will manage the project, handling administrative tasks such as reimbursement, reports, communicating with partners, supporters, vendors, staff members, media, and the public. She will assist with defining the structural metadata in a spreadsheet, and then assist the Research Assistant and Digitization Technician with setting the queue for scanning, OCR correction, research, metadata, and uploading. She will update the MCPL digitization manual as needed with feedback from the project team. That manual will ensure that the metadata is created according to the scheme based on Dublin Core Standards. She will conduct periodic and random inspections for quality control. She will hire, train, and supervise the Research Assistant and the Digitization Technician. She will oversee design of the web pages as well as evaluation of the effectiveness of the project and its products. Finally, she will coordinate meetings with partners and the donor.

Digitization Technician (hired with grant funds) will scan photographs from the SAA and create and maintain the metadata according to Dublin Core standards. The Technician will assist with the transport of the TIFF files from the DLP and run OCR software on the images, then work on corrections of the readings, allowing time for transcriptions as needed. The Technician will maintain multiple files and ensure all external hard drives are identical for preservation purposes. This person will upload the images onto Indiana Memory using CONTENTdm.

Research Assistant (hired with grant funds) will research items in the collection to enrich descriptions and metadata. This person will maintain a list of resources needed to describe the images, including area experts, repositories, bibliographies, historians, descendants of the key families researched, and a list of partners who will assist in promoting the collection. He/she will transcribe materials, documenting methodology used in every case. The Research Assistant will write an introduction and background pages for the project's web pages and maintain a list of sources used when adding content to these web pages, including the Monroe County Timeline. Other duties include assisting with OCR correction and coordinating meetings with partners, promotion, reporting, and clerical duties, e.g. correspondence.

Web Administrator Paula Gray-Overtom, MLS, will assist with designing the public interface, assisting with quality control, resolving system access and control issues, and assisting with project evaluation and use statistics.

Catalogers Hilary Hargis, MLS, and D'Arcy Danielson, MLS, or Collection Services Manager Pam Wasmer, MLS, will assist with hiring the project staff and help with metadata. Hilary and D'Arcy will work with the project team to create controlled vocabulary.

Community Relations Coordinator Margaret Harter, MLS, will provide news releases, coordinate progress reports to be regularly disseminated through Friends of the Library newsletters, and oversee the design and printing of promotional materials.

Director Sara Laughlin, MLS, will provide guidance with process improvement and outcomes-based evaluation.

Douglas Sanders will preserve the newspapers. He is currently Paper Conservator for IU Libraries, Bloomington campus. He is responsible for administrative and practical oversight of conservation treatments on paper-based collections within the system. Prior to coming to IU in 2007, Mr. Sanders worked as a conservator for a number of organizations including the Indiana Historical Society, Northeast Document Conservation Center, and the National Trust, UK. He holds a Master's Degree in Conservation from the University of Northumbria, England.

Lou Malcomb will assist with coordinating work at the IU Campus. Lou has served as Head of Government Information and Kent Cooper Services at Indiana University Bloomington since 1997. She holds a BA in political sciences with a minor in history, and a Masters of Library Science, both from IUB. She works with various courses on research projects related to journalism and history to integrate the use of primary sources and government information. Besides federal, state and local government information resources, Ms. Malcomb has special interest and experience in research topics related to Indiana History.

PART IV. COMMUNICATION PLAN

Grantees are encouraged and expected to publicize the project through available and appropriate media outlets. How will you promote your project to your target audience?

Our target audience is all of Monroe County and the statewide public, especially those regions that were impacted by the Monon railway and the limestone industry. We will design and order post cards and mail them to our various contacts. We will unveil the collection at a program and promote this program via our regular media outlets and newly created lists, which we will build as we work through the content and make connections with families, experts, historians, journalists, businesses, and community leaders.

Special attention will be spent on reaching those who grew up in Smithville or who have ancestors from that region. The old Smithville High School, which closed in 1972, still has an active alumni association. Working with the Smithville Area

Association, we will try to reach these individuals to show them this archive, which has been inaccessible for generations. Utilizing the Monroe County History Center's list of contacts as well as those of the Friends of the Library, we will make an impact with this project - we can connect with our community on several levels. We will notify local journalist and historians, church leaders within the township. We will contact Smithville Telephone, area limestone companies, and those active in the Monon Society.

How and when are you planning to share the results of your project beyond your local jurisdiction?

After the images are uploaded, we will meet with project partners to determine a thoughtful promotional plan that reaches surrounding counties and those areas along the Monon railway line. This initial meeting will take place in the spring of 2012 after project partners have more time to review the stories, events, and people covered in the newspaper. Should we want to bring in any other partners to assist with promotional support (e.g. the Smithville Telephone Company, the Clear Creek Township Trustee, or some of the limestone companies) then delaying the promotional efforts will enable us to do that and have more impact and reach a larger audience.

Is this project a model for replication? If so, please explain.

The regional context of the collection may spark others to replicate the digitization of a small newspaper because of its importance to keep rural communities aware of their surroundings. More likely, however, others may benefit from our promotional successes as we reach out to the many people who have an interest in the subjects covered in the newspaper itself. Not only are we reaching librarians, historians, and museums, we are connecting with community leaders, residents, workers, and families, who will share our project - and their Indiana Memories - with their contacts.

All funded grant projects are required to acknowledge the IMLS on all products.
For more information, go to <http://www.imls.gov/recipients/communication.shtm>.

PART V. EVALUATION PLAN

Outcomes Based Planning and Evaluation (OBPE) is the preferred evaluation method for your grant project.

Refer to <http://www.shapingoutcomes.org/course> for more information about Outcomes Based Planning and Evaluation (OBPE). If you are unfamiliar with the terms below, the site's [Glossary of Terms](#) is an excellent place to begin.

INPUTS

Partners will invest the following for the project

1. Preserve the newspapers to enable them to be digitized and cataloged (IU)
2. Search for and prepare for transport the photographs for digitization (SAA, MCHC).
3. Digitize the newspapers (est. 400 images) and 55 photographs (est.110 images), following archival standards and best practices (DLP, MCPL, MCHC).
4. Transcribe and complete OCR correction of newspapers(MCPL).
5. Research subjects pertaining to the newspaper itself and the publisher, as well as other people, places, and events covered in the newspaper. This will include adding content to the Monroe County Timeline (MCHC, MCPL_
6. Create metadata for the images, including adding the transcription of the newspaper (MCPL).
7. Design work for web pages, the portable exhibit, and promotional materials (post cards and brochures) (MCPL).
8. Plan the promotional work, including a detailed calendar of events for the moving exhibit, and programming (All).
9. Create hard bound edition of the newspaper for the donor (MCPL).

OUTPUTS

By the end of this project we will have

1. A digital collection of about 450 images and improved access to the now hidden stories about Smithville and Clear Creek Township, the Monon railway, the limestone industry, Indiana history, or newspapers.
2. An updated procedural manual for training purposes, with special emphasis on utilizing OCR.
3. Articles about the project to be included in the partner's newsletters.
4. A program that will be filmed and shown through the CATS television station.
5. A portable exhibit that will attract visitor and promote the project, partners, and the funder in an engaging way.

OUTCOMES

As a result of this project, there will be a change in attitude or awareness by the community about its history, particularly the need for that history to be reexamined with new light on these document and records.

The project will also increase our awareness and knowledge of:

- The experience of Smithville citizens, esp. the workers along the Monon and the limestone industry.
- How county, city, and private life worked during the time period of 1890s - 1910s.
- The missions and resources of our partners and grant maker.
- The skill and capacity of partners to create, manage, and promote digital collections.
- Community leaders' interest in collaborating with libraries and heritage organizations.

The community will see our dedication for long term preservation solutions as well as our determination to improving accessibility of our archives and manuscripts.

The community and its leaders will have a better understanding of the support and resources needed to sustain future digitization programs - for the bicentennial and beyond.

There will be a stronger relationship with project partners as we prepare to plan for our Bicentennial in 2016 (Indiana) and in 2018 (Monroe County).

EVALUATION PLAN OVERVIEW

Describe how you will determine *whether* the needs of your target group were met by your project. Then explain how you will *measure the impact* of the project on your target audience(s).

We will determine whether or not we met the needs of our target group by monitoring an increase in community interest to the project, whether or not we develop a marketing plan that reaches a diverse audience, and whether or not we experience support to do similar projects in the future.

EVALUATION INDICATORS

MCPL and partners will measure the impact of the project by counting the number of individuals and families that have approached us about the project after our promotional efforts.

MCPL and the project partners as well as museum staff, educators, and researchers will report that the digital collection and supporting information is accurately displayed.

Visitors to the web site, the exhibit, and the programs will report that they have an increased knowledge of Smithville's history, including that of the limestone industry, the Monon, area families, and the newspaper.

Partner agencies will report an increase in knowledge about each other.

Community and civic leaders with a stake in planning bicentennial celebration events will report that our digital collection and timeline is helpful in either their planning or promoting their events.

There will be an increase in awareness of collections, repositories, and the people tied to creating them and taking care of them.

EVALUATION METHODS

MCPL will monitor the number of hits the website and timeline receives, the number and types of reference queries and comments received about the collection we digitize, and the Smithville region in general.

MCPL will track the number of new materials discovered, especially at the SAA museum, and the number of people we correspond with about the collection. Comment forms will be available in paper and via online.

PART VI. PROJECT TIMETABLE

Using as few or as many rows as you need, complete a timetable of activities for each aspect of your proposed project that describes *what* will be done and indicates by *whom* and *when* it will be done.

A row may be added to the table by right-clicking to the left of the row above which you wish to insert a new row and then selecting Insert Rows from the menu that appears.

PROJECT IMPLEMENTATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Restore frail newspapers and prepare for digitization	IU (Preservation)	July 2011
Scan photographs and newspapers, begin research and transcription and OCR correction.	MCPL, IU (DLP)	August 2011
Purchase External Hard Drives, portable exhibit, hand held scanner, promotional materials for portable exhibit, incl. prints of photocopies, postcards, and color copies. Print copies for bindery for donor.	MCPL	August - September 2011
Complete metadata and digitization phase, launch collection, and end spending of LSTA funding.	MCPL	October 2011
Complete extended research phase based on transcription of newspaper articles, enhance timeline.	MCPL, MCHC	March 2012

COMMUNICATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Meet with partners to discuss marketing plan and exhibit schedule	MCPL, MCHC IU, SAA	February 2012
Mail postcards and promote unveiling of collection	MCPL, MCHC, IU, SAA	June - July 2012
Unveil collection and present program with exhibit	MCPL, MCHC, IU, SAA	July 2012
Install portable exhibit at various locations	MCPL, MCHC, IU, SAA	ongoing

EVALUATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Count number of web site visits to collection page	MCPL	September 2012
Count number of images uploaded	MCPL	September 2012
Solicit and report on comments from patrons at programs, exhibits, and events	MCPL, MCHC, IU	September 2011 - September 2012

REPORTING

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Financial Final Report	Project Director or Fiscal Agent	October 30, 2011
Narrative Final Report	Project Director	October 30, 2011

PART VII. CONTINUATION PLAN

Explain how activities or benefits from the project will continue after the LSTA funding period has ended or if the program will not be continued, explain why.

As resources allow, project partners are committed to adding content to the web page created for access to the Smithville News collection, including the profiles about the prominent people and families from that region and era. Partners will add content to the Monroe County Timeline as new information comes to light about the newspaper and Smithville, the Monon Railroad, and the limestone industry. Project partners are committed to increasing awareness of this and other digital initiatives that help our county prepare for its bicentennial in 2018.

PART VIII. PROJECT BUDGET NARRATIVE

In narrative form by project budget category and funding source, describe your project budget items as listed in the Project Budget worksheet and briefly identify how they contribute to your proposed project. Be sure that each item for which you want LSTA funds is described in detail below. The Project Budget Narrative must match your Project Budget worksheet.

The Project Budget worksheet and guidelines on acceptable use of LSTA grant funds are available on our website:
<http://www.IN.gov/library/lsta.htm>.

PERSONAL SERVICES

Describe budget items to be paid with LSTA funds.

Research Assistant: salary \$ 3000

The Research Assistant will analyze images, transcribe the newspaper, define controlled vocabulary and assist with encoding all metadata with the Digitization Technician, especially with transcriptions and OCR correction; create narrative descriptions for website; compile a list of supporting materials and resources; add content to the timeline.

The Research Assistant will work 20 hours a week for MCPL. The hourly rate of pay for 2011 is \$14.14.

We estimate that the Research Assistant will work 160 hours in 2011 (TOTAL \$2262).

FICA benefits are 7.65% of the hourly rate, which is \$173.00.

$\$2262 + \$173 = \$3000$

Digitization Technician: salary \$3000

The Digitization Technician will scan photographs, create and maintain the metadata with the assistance of the Research Assistant; assist with OCR correction, ensure multiple external hard drives are maintained and properly duplicated, upload the images, document the work flow for newspapers, and adjust the digitization manual.

The Digitization Technician will work 20 hours a week for MCPL. The hourly rate of pay for 2011 is \$14.14.

We estimate that the Digitization Technician will work 160 hours in 2011 (TOTAL \$2262).

FICA benefits are 7.65% of the hourly rate, which is \$173.00.

$\$2262 + \$163 = \$3000$

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

IU Libraries Preservation Department will provide preservation and labor to prepare the newspapers for digitization, estimating that it will take 14 hours at \$9.00/hour and an additional \$78.00 for Mylar sheets (TOTAL \$204.00).

The Project Director will provide an estimated 220 hours or \$5,500 in cost sharing.

MCHC will provide 100 hours in kind of staff and volunteers hours for research support.

SAA will provide about 30 hours in kind of support for locating photos, preparing for their transport, exhibit design ideas, and promotional support.

SUPPLIES

Describe budget items to be paid with LSTA funds.

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

OTHER SERVICES & CHARGES

Describe budget items to be paid with LSTA funds.

IU's DLP will digitize the newspapers for \$500.

Evansville Bindery will bind a hard copy edition of the newspaper at the request of the donor for \$100.

MCPL will order 2000 large postcards (6 x 11) from Modern Postcards for \$640.

MCPL will order 2000 brochures from Overnight Prints for \$280.

MCPL will order the printing of color copies of the about 8 newspapers and printed copies of 10 photographs for \$200.

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

CAPITAL OUTLAYS

Describe budget items to be paid with LSTA funds.

MCPL will purchase a 10 ft pop-up portable exhibit unit with traveling case for \$700.

MCPL will purchase 3 external hard drives, one for the donor, one for SAA, and one for MCPL to enable transport of images from the DLP for \$660.

MCPL will purchase software for professional OCR capabilities for \$600.

MCPL will purchase a hand held scanner for \$100 to enable researchers at MCPL, SAA, and MCHC to scan historical documents and reference books and the MCHC and the SAA museums, which will enable sharing among project partners.

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

The Institute of Museum & Library Services (IMLS) requires the Indiana State Library to obtain certification from its sub-grant applicants regarding federal debt status, debarment and suspension, non-discrimination, a drug-free workplace, and other applicable assurances. These requirements are incorporated in the Assurances Statement below. Review the Statement and sign the certification form. If you receive a grant, you must comply with these requirements.

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a sub-grant be awarded, it will comply with the statutes outlined and all related IMLS and ISL regulations. These assurances shall obligate the applicant for the period during which Federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

Certifications Required of All Applicants

1. Financial, Administrative, and Legal Accountability;
2. Debarment and Suspension;
3. Non-Discrimination;
4. Drug-Free Workplace Act of 1988; and
5. Lobbying

Certification of Authorizing Officials

I have examined this application, and I hereby certify on behalf of the applicant organization that:

1. The information provided is true and correct;
2. All requirements for a complete LSTA Grant application have been fulfilled;
3. The applicant will comply with all applicable payment, accounting, and reporting requirements; and
4. The applicant will comply with applicable certifications regarding Items 1-5 listed above under Certifications Required of All Applicants.

We, the undersigned, hereby certify that should this organization receive a sub-grant, the organization and its leaders will comply with all LSTA regulations, all statutes outlined, requirements as defined by the Indiana State Library (*Managing Your LSTA Grant*), and all applicable Federal statutes and regulations.

Name of Organization		Project Title		Submission Date
Monroe County Public Library		Smithville News		July 11, 2011
Name of Principal Officer		Signature of Principal Officer		Signature Date
Sara Laughlin, Director		<i>Sara Laughlin</i>		7/18/2011

Project Number	Approved	No. Approved	Amount Awarded				
D103-1(17)	X		\$8,650.00				
Library Type	Public	School	Academic	Special	Multi-Type	SLAA	Institutional
	X						

PROJECT BUDGET

Your budget should provide an overview of all anticipated project costs from federal and local sources.

Round all amounts to the nearest whole dollar.

All amounts must match the amounts given in your Project Budget Narrative.

You are not limited to the space provided. Cells are set to expand as you type. Your budget may continue on to additional pages.

A row may be added anywhere by (1) right-clicking on the row above which you wish to insert the new row, (2) selecting *Insert* from the menu that appears and (3) selecting *Entire Row* from the next menu.

You are encouraged to obtain quotes for products and services to develop your application budget. Should your application be approved, your grant contract will include the project budget "as is" unless you request revision in advance. After contract, changes to the approved project budget must be requested of and approved by the Indiana State Library.

Line-by-line instructions in PowerPoint and PDF form are available to download from the Grant Application page of the Indiana State Library LSTA webpage: <http://www.in.gov/library/3732.htm>.

BUDGET ITEM	SOURCE OR METHOD OF COMPUTATION	LSTA GRANT FUNDS	COST SHARING	PROJECT TOTAL
Personal Services				
<i>Salaries & Wages</i>				
Digitization Technician	160 hrs @ \$14.14/hr = 2262.00	\$2,262	\$0	\$2,262
Research Assistant	160 hrs @ \$14.14/hr = 2262.00	\$2,262	\$0	\$2,262
Project Director	220 hrs @ \$25.00/hr = 5500.00		\$5,500	\$5,500
<i>Employee Benefits</i>				
Digitization Technician	2262.00 x 7.65% = 173.00	\$173	\$0	\$173
Research Assistant	2262.00 x 7.65% = 173.00	\$173	\$0	\$173
Project Director	5500.00 x 7.65% = \$421.00		\$421	\$421
TOTAL PERSONAL SERVICES		\$4,870	\$5,921	\$10,791
Supplies				
<i>Supplies</i>				
Preservation	Mylar sleeves encapsulation \$78.00	\$0	\$78	\$0
		\$0	\$0	\$0
TOTAL SUPPLIES		\$0	\$78	\$0
Other Services & Charges				
<i>Professional Services</i>				
Preservation and cataloging by IU	14 hrs for preservation@\$9.00/hr plus 6 hrs for cataloging = \$204.00		\$250	\$250
Digitization by DLP	450 images @ 5 scans/hr + processing	\$500		\$500
Research by MCHC	100 hours @\$20.00/hr		\$2,000	\$2,000
Book Binding	210 pages, hard binding, computer labor and layout	\$100	\$0	\$100
Postage	mailing of 1500 postcards @ bulk rate of \$.17/ea	\$0	\$250	\$250
<i>Communication & Transportation</i>				
<i>Printing & Advertising</i>				
Postcards	Sumo Size 6" x 11" \$.32 each x 2000 = \$640	\$640	\$0	\$640
Brochures	\$.14 each x 2000 = \$280	\$280	\$0	\$280
Photo printing and color copies for exhibit	\$1.78/each + drymounting and lamination @ \$16.00/each + color printing of photographs	\$200	\$0	\$200
<i>Repair & Maintenance</i>				
TOTAL OTHER SERVICES & CHARGES		\$1,720	\$2,500	\$4,220

Capital Outlays*Furniture & Equipment*

External Hard Drives	3 @ \$220.00/ea	\$660	\$0	\$660
Portable Pop-Up Exhibit and Display	Signworld 10Ft	\$700	\$0	\$700
Portable Hand Held Scanner	Hammacher's Model Item 78067	\$100	\$0	\$100

Print, AV, Electronic Resources & Collection Materials

Software

OCR Software	Abby Finereader 10 Professional	\$600	\$0	\$600
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Other Capital Outlays

TOTAL CAPITAL OUTLAYS		\$2,060	\$0	\$2,060
BUDGET TOTAL		\$8,650	\$8,499	\$17,071

LSTA funds cannot be used to supplant local or system funds.

LSTA funds may not be used for administrative overhead.



MONROE COUNTY HISTORY CENTER

202 East Sixth Street • Bloomington, Indiana 47408

Phone: (812) 332-2517 • Fax: (812) 355-5593

www.monroehistory.org

July 7, 2011

Christine Friesel
Indiana Room Coordinator
Monroe County Public Library
Bloomington, IN 47408

Dear Christine,

I am pleased to extend the support of the Monroe County History Center for the Monroe County Public Library's LSTA grant application entitled, The Smithville News Project.

The History Center is happy to participate in the Library's efforts to enrich Indiana Memory with details about the people and the daily lives of the community of Smithville, Monroe County, Indiana.

The History Center is happy to provide the resources in the form of research support to this effort. We know that the resulting additions to Indiana Memory will help to augment the content of this site and make available research materials as well as capture the history of Smithville, Indiana.

This will mark the History Center's third collaborative effort with the Library. Our collaborative efforts have been successful and rewarding. We especially appreciate the opportunity to work together to build an inventory of our primary documents, to digitize and preserve, to engage the community, especially as we plan our bicentennial celebration.

Sincerely,

Diane Ballard
Director
director@monroehistory.org
812.332.2517



LIBRARIES
INDIANA UNIVERSITY
Bloomington

Douglas Sanders
Paper Conservator
IUB Libraries, Craig Preservation Lab
851 N. Range Rd.
Bloomington, IN 47408

Christine Eykholt Friesel
Indiana Room Coordinator
Monroe County Public Library
303 E. Kirkwood Ave.
Bloomington, IN 47408

July 1, 2011

Ms. Friesel,

This letter is offered to state my department's commitment to the preservation and access efforts related to scanning several dozen *The Smithville News* newspapers from the early 20th century. We will unfold, do minor repairs and encapsulate the papers prior to the scanning process.

I look forward to working with Lou Malcomb, the Indiana University Digital Library Program and the Monroe County Public Library on this project.

Sincerely,
Douglas Sanders



SCHOOL OF JOURNALISM

INDIANA UNIVERSITY

June 29, 2011

Digitalization Project
Indiana State Library

Dear Colleagues:

I am delighted to support the application for funds to support the digitalization of copies of The Smithville News, an early 20th century Monroe County newspaper, and for the development of public programs to support knowledge and awareness of this newspaper.

I have been teaching journalism history at Indiana University for more than thirty years and also devote attention in my classes to the history of Indiana newspapers and journalism.

Often one of the first institutions to spring up in new communities in Indiana in the 19th century was the newspaper. It gave evidence of the existence of the community and sought to boost knowledge of the town in a larger area. That began to change in the late nineteenth century as some newspapers, particularly those in county seats, began to enlarge their circulation newspapers.

That's one of the things that makes the recent coming to light of these issues of The Smithville News: they show the effort by a small town entrepreneur to rally the hopes of a small town at a time when newspapers in general were beginning to consolidate and circulate over a wider area. These issues also will provide important information about the everyday life of a community that today hardly exists, except in people's memories.

These copies of the Smithville News, however, are very fragile, and need to be digitized as soon as possible, or they will turn to dust. That's why I am so pleased to support this application.

Yours sincerely,

Owen V. Johnson
Associate Professor &
Adj. Professor of History



STATE OF INDIANA

Roberta Brooker, State Librarian

Mitchell E. Daniels, Jr., Governor

INDIANA STATE LIBRARY
140 North Senate Avenue
Indianapolis, IN 46204
Phone: (317) 232-3675
Fax: (317) 232-3728
TDD: (317) 232-7763

July 11, 2011

Christine Eykholt Friesel
Monroe County Public Library
303 E. Kirkwood Ave.
Bloomington, IN 47408

Dear Ms. Friesel,

Congratulations! Your 2010 LSTA digitization sub-grant application entitled, "Smithville News," has been approved for the amount you requested, \$8,650.

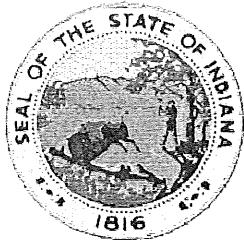
A contract and instructions for completing the contract will follow this letter. The timely return of your contract is important. Once you sign and submit your contract, it is routed through the State Budget Agency, State Department of Administration, and Attorney General's Office. You may not spend any funds until your contract is completed and signed by each of these agencies. **Expenditures incurred before the contract is finalized will not be reimbursed.**

If you have any questions regarding the grant process, please contact Jennifer Clifton at 317-234-6550.

Sincerely,

Roberta Brooker
State Librarian

cc: Sara Laughlin



STATE OF INDIANA

Roberta Brooker, State Librarian

Mitchell E. Daniels, Jr., Governor

INDIANA STATE LIBRARY
140 North Senate Avenue
Indianapolis, IN 46204
Phone: (317) 232-3675
Fax: (317) 232-3728
TDD: (317) 232-7763

July 11, 2011

Sarah Laughlin
Monroe County Public Library
303 E. Kirkwood Ave.
Bloomington, IN 47408

Dear Ms. Laughlin,

Congratulations! Your 2010 LSTA digitization sub-grant application entitled, "Smithville News," has been approved for the amount you requested, \$8,650.

A contract and instructions for completing the contract will follow this letter. The timely return of your contract is important. Once you sign and submit your contract, it is routed through the State Budget Agency, State Department of Administration, and Attorney General's Office. You may not spend any funds until your contract is completed and signed by each of these agencies. **Expenditures incurred before the contract is finalized will not be reimbursed.**

If you have any questions regarding the grant process, please contact Jennifer Clifton at 317-234-6550.

Sincerely,

Roberta L. Brooker

Roberta Brooker
State Librarian

cc: Christine Eykholt Friesel

**LSTA
INTERNET SAFETY CERTIFICATION
FOR APPLICANT LIBRARIES**

This Internet Safety Certification form must be included with a grant application when:

- 1) the grant cycle is supported with LSTA funding;**
- 2) the use of the form is specified within the application guidelines; and**
- 3) a public library, public elementary school library or public secondary school library is participating in the application**

As the duly authorized representative of the library submitting this application for LSTA funding, I hereby certify that the library is (*check only **one** of the following boxes*)

A. An individual applicant that is CIPA compliant.

The applicant library, as a public library, a public elementary school library or a public secondary school library, has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. No other libraries subject to CIPA requirements are participating in the application and subsequent project.

B. Representing a group of applicants. Those applicants that are subject to CIPA requirements have certified they are CIPA compliant.

All public libraries, public elementary school libraries, and public secondary school libraries, participating in the application have complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. The library submitting this application has collected Internet Safety Certifications from all other applicants who are subject to CIPA requirements. The library will keep these certifications on file with other application materials, and if awarded funds, with other project records.

C. Not Subject to CIPA Requirements.

The CIPA requirements do not apply because no funds made available under this LSTA grant program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Date

Name of Applicant Library/Program

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; LOBBYING; AND NONDISCRIMINATION

Signature of this form provides for compliance with the statutes and regulations cited below.

1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

1. The authorized representative/authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:

- (a) Are not presently excluded or disqualified;
- (b) Have not been convicted within the preceding three years of any of the offenses listed in 45 C.F.R. 1185.800(a) or had a civil judgment rendered against the applicant or its principals for one of those offenses within that time period;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 45 C.F.R. 1185.800(a); and
- (d) Have not had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

2. The authorized representative/authorizing official, on behalf of the applicant, further certifies that the applicant and its principals will comply with 45 C.F.R. Part 1185 Subpart C (Responsibilities of Participants Regarding Transactions) and will require similar compliance with Subpart C by persons at the next lower tier with whom the primary tier participant enters into covered transactions.

2. LOBBYING

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies to the best of his or her knowledge and belief that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. NONDISCRIMINATION

As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Signature of Authorized Certifying Official

Print Name and Title of Authorized Certifying Official

Date

Smithville[®] DIGITAL

SERVICES CONTRACT

This agreement is entered into this _____ day of _____ 2011 by and between Smithville Digital, LLC, a limited liability company having an office at 1600 Temperance Street Ellettsville, Indiana 47429 (“Smithville Digital”) and Monroe County Public Library located at 303 E. Kirkwood Avenue Bloomington, Indiana 47403 (“Customer”).

Whereas, Customer desires Dedicated Internet Access to 303 E. Kirkwood Avenue Bloomington, Indiana (the "Premises").

Whereas, Customer and Smithville Digital desire Smithville Digital to provide the following services (the “Services”) for forty-eight (48) months from the installation date:

1. 20 Megabits of Dedicated Internet Access
2. Fiber Optic Connectivity

Smithville Digital will build a fiber optic connection to the Customer locations identified above. The Fiber will be terminated in a Fiber Termination Panel (demarc switch) in the designated equipment room. The Customer, by signing this contract, gives permission for right-of-way to each location on property owned by the Customer and pertaining to the location specified in this contract.

Now, in consideration of the following, the parties hereto agree:

Article 1 Scope of Services

Section 1.1 Service Provisioning

Smithville Digital will install and maintain the Services for the Customer for the term of this agreement. Any additional services beyond those described hereunder are beyond the scope of this agreement and require a separate agreement to provide those services.

Section 1.2 Alterations to Services

Changes to the Services including, without limitation, relocation of the Services to another premises, or expansion of the Services to addition locations, may result in the need for an additional contract and/or additional one-time and recurring charges.

Section 1.3 Service Level Agreement

Additional Smithville Digital and Customer responsibilities with regard to the Services are detailed within the Service Level Agreement Addendum (“SLA”) which is attached hereto and

set forth in Article 5 hereof incorporated herein by reference and made a part hereof the same as if set out herein in full.

Article 2: Pricing Schedule and Terms

Section 2.1 Terms of the Agreement:

This Agreement is for forty-eight months and shall commence upon the installation of the Services.

Section 2.2 Nonrecurring Installation Costs: \$ 0.00

Section 2.3 Recurring Monthly Fees:

20 Megabits of Dedicated Internet Access	\$ 1,100.00
Connectivity to Ellettsville Branch	\$ 325.00

Article 3: Payment Procedures

Section 3.1 Payment

All Nonrecurring charges must be paid prior to any service being ordered and before the project implementation is started. Payment for first month of service provided hereunder is due two weeks after network testing has been completed successfully. Thereafter, billing for Smithville Digital services will commence when a Smithville Digital monthly invoice is presented to the Customer on or around the 1st of each month. Payment is due 20 days after date of invoice. Accounts are subject to an interest charge of either 1.5% per month or the maximum rate permitted by law, whichever is less, on the outstanding balance. Accounts are in default if payment is not received within 30 days after the date of invoice. If any check for payment is returned to Smithville Digital unpaid, the Customer is immediately in default. Accounts unpaid 30 days after the date of invoice may have the services provided hereunder interrupted. Such interruption does not relieve the Customer of the obligation to pay the monthly charge. The Customer agrees to pay Smithville Digital its reasonable expenses, including attorney and collection agency fees, incurred in enforcing its rights under this Agreement.

If Smithville Digital fails to present an invoice in a timely manner, such failure shall not constitute a waiver of the charges for the fees to which it relates and Customer shall pay such invoice as required by agreed upon payment terms. Customer may not dispute service charges that are more than ninety (90) days from the payment date on invoice.

Section 3.2 Cancellation of Services by the Customer

The Customer may only cancel the Smithville Digital services hereunder by the giving of 90 days advance written notice to Smithville Digital. In the event the Customer wants to terminate this Agreement due to cause, not limited to, but including Smithville Digital's failure to meet the terms of the SLA and the general terms of this Agreement, the Customer will notify Smithville Digital in writing of the deficiencies and will give Smithville Digital 30 days to correct such

deficiencies. If deficiencies are reasonably addressed this Agreement will continue to stay in effect. During this 30-day correction period the Customer will continue to pay the standard monthly charge. If deficiencies aren't addressed within the 30-day correction period, the Customer may terminate this Agreement without penalty.

In the event of early cancellation without cause of an Agreement which has a term on one or more years, the Customer will be required to pay seventy percent (70%) of Smithville Digital's monthly charge for each month and partial month remaining in the term of this Agreement.

Section 3.3 Termination by Smithville Digital:

Smithville Digital may terminate this Agreement or any service order hereunder or suspend services, after attempting to contact the customer to discuss the situation and giving prior written notice to the Customer, upon (a) the Customer's failure to pay any amounts as provided in this Agreement, (b) the Customer's breach of any provision of this Agreement or of any law, rule, or regulation governing the services, (c) the Customer's breach of, or failure to adhere to, Smithville Digital's Acceptable Use Policy as may be modified from time to time, (d) any insolvency, bankruptcy assignment for the benefit of creditors, appointment of trustee or receiver, or similar event with respect to the Customer, or (e) any governmental prohibition or required alteration of the services. Further, Smithville Digital may terminate or suspend services, without the giving of prior notice, if (a) such termination or suspension is, in the sole and absolute discretion of Smithville Digital, necessary to protect Smithville Digital's network, (b) Smithville Digital has reasonable evidence of the Customer's fraudulent or illegal use of the services provided hereunder, or (c) such termination or suspension is required by any governmental, regulatory, or legal authority. Any termination or suspension shall not relieve the Customer of any liability incurred prior to such termination or suspension. All terms and conditions of this Agreement shall continue to apply to any services not so terminated or suspended, regardless of the termination of this Agreement.

Section 3.4 Warranties and Disclaimers

The Customer warrants and represents that (i) the Customer is free lawfully to enter into this Agreement, (ii) if the Customer delivers any materials to Smithville Digital hereunder, such materials and the use thereof by Smithville Digital do not infringe or violate any copyright, trademark, service mark, patent, trade secret, privacy, publicity, or other rights of any third party, and (iii) such materials do not contain any viruses or other destructive elements. SMITHVILLE DIGITAL MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AND SMITHVILLE DIGITAL SPECIFICALLY DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES REGARDING THE SERVICES AND INTELLECTUAL PROPERTY, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND ANY IMPLIED WARRANTIES ARISING FROM COURSE OF PERFORMANCE, COURSE OF DEALING OR USAGE OF TRADE. IN PARTICULAR, SMITHVILLE DIGITAL DOES NOT WARRANT THAT THE SERVICES WILL MEET THE CUSTOMER'S REQUIREMENTS, THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE, OR THAT DATA WILL NOT BE LOST. SMITHVILLE DIGITAL IS NOT RESPONSIBLE FOR ANY LOSS SUFFERED BY THE CUSTOMER AS A RESULT

OF USING THE SERVICES, INCLUDING, BUT NOT LIMITED TO, LOSS RESULTING FROM DELAYS IN SERVICE, INCORRECT OR INCOMPLETE DELIVERY OF INFORMATION, POSSIBLE "COMPUTER VIRUSES", OR OTHER INTERRUPTION OF SERVICE, REGARDLESS OF CAUSE. SMITHVILLE DIGITAL SPECIFICALLY DENIES ANY RESPONSIBILITY FOR THE ACCURACY OR QUALITY OF INFORMATION OBTAINED THROUGH ITS SERVICES. SMITHVILLE DIGITAL DOES NOT GUARANTEE THAT ANY PARTICULAR INTERNET SITE OR SERVICE WILL BE REACHABLE VIA THE SERVICES AT ANY GIVEN TIME.

Section 3.5 Indemnification:

The Customer hereby agrees to indemnify and hold harmless Smithville Digital and its officers, directors, agents, affiliates, attorneys, consultants, accountants, and employees from and against any losses, claims, damages, or liabilities, joint or several, to which Smithville Digital or such other persons may become subject or threaten against insofar as such losses, claims, damages, or liabilities (or actions in respect thereof) arise out of, or are based upon, or in any way relate to (i) the breach of this Agreement by the Customer or (ii) the Customer's and/or any other person's use and utilization of the services provided hereunder. The Customer agrees to reimburse Smithville Digital and such other persons for any legal or other expenses reasonably incurred by Smithville Digital or such other persons in connection with investigating or defending any such loss, claim, damage, liability, or action.

Section 3.6 Limitation of Liability

Smithville Digital shall not be liable to the Customer or any third party for any special, consequential, indirect, exemplary, punitive, or incidental damages (including, without limitation, lost profits or revenues) arising out of or related to this Agreement and services provided hereunder, however caused, and whether arising under contract, tort, or any other theory of liability, even if Smithville Digital has been advised of the possibility of such damages. Smithville Digital's cumulative maximum liability is limited to the amount of the Customer's monthly charge hereunder, as set forth in Article 2 of this Agreement, for the services to which the claim directly relates. Scheduled maintenance shall not constitute unavailability of Smithville Digital's network. Smithville Digital shall not be liable or responsible for content of information passing through its network, errors in transmission, or failure to establish connections.

Article 4: Miscellaneous Provisions

Section 4.1 Limitations on Remedies

This Agreement sets forth the Customer's sole remedies for any claim relating to Smithville Digital's network or the Services provided by Smithville Digital.

Section 4.2 Force Majeure

Smithville Digital shall not be liable for any outages, delays, or failures in performance due to acts of Force Majeure. For purposes hereof, Force Majeure shall mean acts of God, labor

disputes, changes in law, regulation, or government policy, riots or other civil commotions, war, fire, explosions, vandalism, acts of terrorism, cable cut, adverse weather conditions, governmental actions, restrictions, or requirements, lockouts, earthquakes, epidemics, labor difficulties, acts or omissions of vendors or suppliers, transportation difficulties, or other occurrences that are beyond Smithville Digital's reasonable control.

Section 4.3 Venue and Arbitration:

(a) With respect to any controversy, dispute, argument, or claim arising out of or in connection with or relating to this Agreement, or any alleged breach hereof (including, but not limited to, a request for emergency relief), the parties hereby consent to the exclusive jurisdiction of the courts of the State of Indiana in Monroe County or the Federal District Court for the proper district in Indiana and waive personal service of any and all process upon them and consent that all such service of process made by registered or certified mail directed to them at the address of the party set forth at the beginning of this Agreement and service so made shall be deemed to be completed five (5) days after mailing. The parties waive trial by jury and waive any objection to jurisdiction and venue of any action instituted hereunder, agree not to assert any defense based on lack of jurisdiction or venue, and consent to the granting of such legal or equitable relief as is deemed appropriate by the court, including, but not limited to, any emergency relief, injunctive or otherwise.

(b) Any dispute, controversy, or claim arising out of or in connection with or relating to this Agreement or any alleged breach hereof shall, upon the request of any party involved, be first submitted to and settled by arbitration in Indianapolis, Indiana pursuant to the rules then in effect of the American Arbitration Association (or at any other place or under any other form of arbitration mutually acceptable to the parties so involved). Any award or other determination rendered shall be final and conclusive upon the parties and a judgment thereon may be entered in the highest court of the forum, state or Federal, having jurisdiction. The panel from which all arbitrators are selected shall be comprised of licensed attorneys.

Section 4.4 Entire Agreement

This Agreement constitutes the entire agreement between the parties as to the transactions and activities contemplated herein and supersedes all former offers, agreements, letters of intent, and understandings between the parties which may have existed previously. All references herein to the Agreement shall mean this Agreement and all attached thereto.

Section 4.5 Severability:

If any part of this Agreement or the application thereof, is for any reason held invalid or unenforceable, it shall be deemed severable and the validity of the remainder of this Agreement or the application of such provision to other persons or circumstances shall not be affected thereby.

Section 4.6 Survival of Provisions

The agreements and the covenants, representations, and warranties contained in this Agreement shall remain operative and in full force and effect, regardless of any termination or cancellation of this Agreement, and shall survive this Agreement and the termination of the services.

Section 4.7 Assignment; Burden and Benefit of Successors and Assigns

Smithville Digital shall not have the right to assign this Agreement, or any payment or benefit to which it may be entitled hereunder, to any other individual or entity without prior notice and consent from the Customer. The Customer acknowledges that this Agreement is personal with respect to the Customer and that the Customer shall not have the right to assign this Agreement or any payment or benefit to which it may be entitled hereunder. Subject to this limitation and restriction, this Agreement and the rights and obligations hereunder shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, successors, and assigns of the parties hereto. Nothing in this Agreement shall be construed to create any rights or benefits in any third parties.

Section 4.8 Waiver

The failure of any party hereto to seek redress for violation of, or to insist upon strict performance of, any provision, term, or condition of this Agreement shall not constitute a waiver or in any way limit or prevent subsequent enforcement of any such provision, term, or condition.

Section 4.9 Headings

The descriptive headings of the Articles and Sections of this Agreement have been inserted for the convenience of the parties, do not constitute a substantive part of this Agreement, and shall not affect the interpretation of the same. Except as otherwise indicated, all references herein to numbered or lettered articles, sections, paragraphs, and exhibits are to articles, sections, paragraphs, and exhibits contained in this Agreement.

Section 4.10 Applicable Law

This Agreement shall be construed, interpreted, and enforced in accordance with the laws of the State of Indiana.

Section 4.11 Execution and Counterparts

This Agreement may be executed originally or by facsimile and in one or more counterparts, each of which shall be deemed to be an original copy and all of which together shall constitute one agreement binding on all parties hereto, notwithstanding that all the parties shall not have signed the same counterpart.

Section 4.12 Additional Documents and Actions

The parties agree to execute and deliver such other documents, certificates, agreements, and other writings and to take such other actions as may be necessary or desirable in order to consummate and expeditiously implement the transactions contemplated by this Agreement.

Section 4.13 Representation

Each party hereby acknowledges and states that such party has retained, or has had the opportunity to retain, independent legal counsel and advisors in connection with this Agreement.

Section 4.14 Notices

Any notice, request or other communication to be given by either party hereunder shall be in writing and shall be either delivered in person or sent by (a) registered or certified mail, postage prepaid, with return receipt requested, (b) an overnight courier guaranteeing overnight delivery or (c) a facsimile, telex, or other wire transmission if confirmed verbally or in writing by mail as aforesaid to the address set forth below or to such other address as any of the parties may designate from time to time by notice to the other parties. Notice shall be deemed delivered on receipt if delivered by hand or wire transmission, on the third business day after mailing if mailed by first class, registered or certified mail, or on the next business day after mailing or deposit with an overnight courier service if delivered by express mail or overnight courier.

Section 4.15 Confidential Information

As used herein, the term “Confidential Information” refers to all information, whether or not reduced to writing or designated as confidential and whether or not originated by Smithville Digital, which (1) was used in the business of Smithville Digital and was proprietary to, about or created by Smithville Digital; (2) is used in the business of Smithville Digital and is proprietary to, about or created by Smithville Digital and made known to the Customer; (3) is designated as confidential by Smithville Digital; or (4) is not generally known by any non-Smithville Digital personnel. Information or documents which are generally available or accessible to the public shall be deemed Confidential Information of Smithville Digital if the information was retrieved, gathered, assembled or maintained by Smithville Digital in such a manner not available to the public or for a purpose beneficial to Smithville Digital. From time to time, Smithville Digital may, for its own benefit, choose to place certain Confidential Information or records of Smithville Digital in the public domain. The fact that such Confidential Information may be made available to the public in a limited form and under limited circumstances does not change the confidential or proprietary nature of such information for purposes of this Agreement, and does not release the other party hereto from its duties with respect to such Confidential Information as set forth in the Agreement.

Section 4.16 Ownership of Confidential Information

Each party hereto hereby acknowledges and agrees that all Confidential Information designated as such by the other party hereto is and shall remain the exclusive property of the other party hereto, whether or not prepared in whole or in part by such party. Each party hereto shall, to the extent reasonably practicable, upon the termination of the Agreement, promptly deliver to the other party hereto all documents, tapes, disks or other storage media and any other materials, and all copies thereof in whatever form, in the possession of such party containing any Confidential Information that is the property of the other party.

Section 4.17 Non-Disclosure and Non-Use of Confidential Information

In furtherance of this Agreement and in order to assure adequate protection against the wrongful use or disclosure of Confidential Information, each party hereto shall hold all Confidential Information that is the property of the other party hereto in strict confidence and solely for the benefit of the other party hereto, and that, without the prior written consent of the other party hereto or as required by applicable law, neither party hereto will directly or indirectly disclose or use or authorize any third party to disclose or use any Confidential Information that is the property of the other party hereto. The obligations of each party hereto set forth in this Agreement and the rights and remedies of the other party hereto with respect thereto, whether legal or equitable, shall remain in full force and effect for so long as each other party hereto considers the Confidential Information that is the property of such party confidential.

Section 4.18 Ownership of Equipment

The Customer understands that any provided equipment not purchased by Customer shall remain the property of Smithville Digital and must be returned when the service is terminated or the Customer will be charged the fair market value for the equipment.

Article 5: Lit Fiber SLA

Section 5.1 Service Monitoring

- For customers with managed network equipment provided by Smithville Digital at the Premises, the network connection will be monitored by testing for a ping response from that equipment every five minutes to ensure the physical fiber and Smithville Digital equipment are operational.
- For customers without network equipment provided at the Premises, the network connection will be monitored by testing the status of the physical port where the Customer connection terminates in the Smithville Digital network.
- Any network failure detected by the monitoring system will cause an automated alert to be sent to NOC staff via e-mail and cell phones. Three consecutive detected failures will constitute a potential outage and result in an investigative response by NOC staff.
- The utilized bandwidth for all applicable network connections will be monitored using five-minute input/output averages. Bandwidth charts will be provided to the customer via a password protected web site with historical data for the previous day, week, month, and year.

Section 5.2 Technical Support

- Questions or issues not related to a service affecting problem can be sent to the NOC via electronic mail at the following address: network.operations@smithvilledigital.net.

- After receipt of the electronic mail, a NOC staff member will provide an initial response within one business day.
- Any requests for changes in DNS or other network configurations need to be submitted at least five (5) business days in advance.

Section 5.3 Outage Reporting

- Network Operations Center (NOC) staff will be on-call 24 hours, every day, to respond to service affecting network issues.
- Service affecting network issues should only be reported to the NOC by calling the answering service at the following phone number: (866) 268-0494.
- The customer must identify the company, the name of the person at the company to be contacts, and the best phone number to reach that person.

Section 5.4 Problem Response and Resolution

- After notification of a service affecting problem by the answering service, a NOC staff member will investigate the issue and respond back to the phone number provided to the answering service within two (2) hours.
- After notification by the automated monitoring system, a NOC staff member will investigate the issue. Unless it occurs during a time when the customer has requested not to be notified, the NOC will respond back to the Customer provided emergency phone number within two (2) hours.
- As soon as the cause of the problem has been discovered, the Customer will be notified again, and, if the failure is due to a problem in the Smithville Digital network, an estimated time for restoration of Services will be provided.
- The final notification to the Customer will take place when the Services have been restored.
- Restoration of service may require access to the Customer's premises to test or replace equipment.

Section 5.5 Scheduled Maintenance

- Scheduled maintenance of the network will be performed by or under the direction of Smithville Digital and at its discretion.
- Scheduled maintenance will be performed during an established weekly maintenance window every Wednesday from 2:00am – 4:00am. During this window, changes may be made that could potentially affect the network Services.

- When the changes made during the maintenance window are unlikely to have any impact on customers, no notifications will be sent in advance. When the changes made during the maintenance window are likely to have an impact, the Customer will be notified at least five (5) business days prior to the date of the window by electronic mail to the Customer provided addresses.

Section 5.6 Unscheduled Maintenance

- Unscheduled maintenance will be performed on an as needed basis after the NOC has identified a failure within the network.
- Every attempt will be made to delay unscheduled maintenance until an established maintenance window or a time of low network activity. However, it is possible such maintenance may need to be performed immediately. In all cases, the Customer will be notified before and after the maintenance by electronic mail to the Customer provided addresses.

Section 5.7 Guarantee of Availability and Remedies

- Smithville Digital guarantees to have Smithville Digital's network Services available at least 99.97% of the time for Internet upstream bandwidth during any calendar month.
- In the event that Smithville Digital’s service doesn’t meet the established availability percentage as defined above, the following credits will apply to Customer’s monthly rate:

	Availability Percentage	
Fiber:	>=99.99% and <= 100%	0% credit
	>=99.90% and <99.99%	5% credit
	< 99.90%	10% credit
Upstream Bandwidth:	>= 99.97% and <=100%	0.00 credit
	>= 99.00 and <99.97%	5% credit
	<99.00%	10% credit

Notwithstanding the forgoing, in the event that the Services are unavailable for a continuous period of time greater than seventy-two (72) hours during a month, the Customer will receive a credit determined by multiplying the Customer’s monthly rate for such month by a fraction; the numerator of which is the number of full hours during the month which the Services were unavailable and the denominator of which is the number of hours in such month.

- The Customer’s network shall not be considered to be unavailable during any period during which there are outages or failures resulting from a scheduled maintenance or resulting from occurrences outside of Smithville Digital's equipment and control, including, but not limited to:

- a. disruptions in Internet traffic caused by companies upstream from Smithville Digital,
- b. excessively long power outages: where back-up generators or back-up power supplies fail or become inoperable,
- c. disruptions caused by a failure of power or equipment provided by the customer or any third party,
- d. disruption during any period in which Smithville Digital is not given access to the customer's premises,
- e. disruptions due to a force majeure event (as describe in Section 4.2 of the contract),
- f. disruptions to service caused by the customer or any tenant.

Section 5.8 Customer Responsibilities

- It is the Customer's responsibility to maintain on record with Smithville Digital accurate emergency contact information for the Services including phone numbers and electronic mail addresses.
- It is the Customer's responsibility to notify Smithville Digital about any maintenance work that could disrupt the network Service's including planned power outages.
- If there are times when the Customer does not want to be notified about network Service's problems, it is the Customer's responsibility to communicate the notification schedule to Smithville Digital.

Section 5.9 Acceptable Use Policy

- **Illegal Use**

Smithville Digital's network may be used only for lawful purposes. Transmission, distribution, or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret, or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.

- **System and Network Security**

Violations of system or network security are prohibited, and may result in criminal and civil liability. Smithville Digital will investigate incidents involving such violations and, if a criminal violation is suspected, Smithville Digital may involve and will cooperate with law enforcement. Examples of system or network security violations include, without limitation, the following:

1. Unauthorized access to or use of data, systems or networks, including any attempt to probe, scan or test the vulnerability of a system or network or to breach security or authentication measures without express authorization of the owner of the system or network.
2. Unauthorized monitoring of data or traffic on any network or system without express authorization of the owner of the system or network.
3. Interference with service to any user, host or network including, without limitation, mail bombing, flooding, or denial of service attacks.
4. Modifying or tampering with any networking equipment provided by Smithville Digital.
5. Disrupting any aspect of the Smithville Digital network through any means.
6. Assuming or assigning a Smithville Digital address that was not allocated to the user by Smithville Digital.

- **Electronic Communications**

Sending unsolicited mail messages, including, without limitation, commercial advertising and informational announcements, is explicitly prohibited. A user shall not use another site's mail server to relay mail without the express written permission of the site.

- **Third Party Usage**

The Customer will be held responsible and accountable for any third party activity using the Services. This includes, without limitations, Smithville Digital's response to acceptable use violations.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the date first written below.

Smithville Digital, LLC

Monroe County Public Library

By: _____

By: _____

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____