

BOARD OF TRUSTEES MEETING

Wednesday, September 21, 2011

**Immediately following Public Hearing on Budget, which begins at 5:45 p.m.
Meeting Room 1B**

AGENDA

1. Call to Order – Kari Isaacson, President
2. Consent Agenda – action item – Sara Laughlin
 - a. Minutes of August 17, 2011 Board Meeting (page 1-5)
 - b. Monthly Bills for Payment (page 6-12)
 - c. Monthly Financial Report (page 13-34)
 - d. Board Calendar (page 35)
 - e. Personnel Report (page 36-38)
3. Director's Report (page 39-54) – Sara Laughlin
4. Old Business
 - a. 2012 Budget (page 55-71) – Gary Lettelleir
 - b. Preliminary Bond Resolution and the Declaration of Official Intent to Reimburse Expenditures (page 72-78) – action item – Sara Laughlin
5. New Business
 - a. Recommendation regarding meeting room charges (page 79-116) – action item – Gary Lettelleir and Sue Sater
 - b. CATS 2012 contract with Monroe County (page 117-121) – Michael White
 - c. Disposal of surplus items (page 122) – action item – Gary Lettelleir
6. Friends of the Library Campaign for Excellence Update – John Walsh
7. Department Update – Online Homework Resources – Lisa Champelli
8. Public Comment
9. Adjournment

Board of Trustees Meeting
Wednesday, August 17, 2011

Trustees in Attendance:

Kari Isaacson, Melissa Pogue, Steve Moberly, David Ferguson, Fred Risinger, John Walsh

Trustees Absent:

Valerie Merriam

Also in Attendance:

Ned Baugh, Pete Bellassis, Tom Bunger, Margaret Harter, Jennifer Kellams, Sara Laughlin, Gary Lettelleir, Rita Lichtenberg, Mickey Needham, Bara Swinson, Pam Wasmer, Michael White, and Kyle Wickemeyer-Hardy

Call to Order:

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

Consent Agenda:

The first item of discussion was the Consent Agenda which covered the following items:

- a. Minutes of July 20, 2011 Board Meeting
- b. Monthly Bills for Payment
- c. Monthly Financial Report
- d. Board Calendar
- e. Personnel Report

Steve Moberly pointed out one typo on page 4 in the Minutes from last Board meeting, the word “council” should be “counsel”. Dave Ferguson also commented that he was listed as absent at the last Board meeting when in fact he did attend.

No other comments about items in Consent Agenda. John Walsh moved to approve the Consent Agenda as amended and it was unanimously passed.

Director’s Report:

Sara began by pointing out that all usage is up in nearly all categories included in the Quarterly Report. The Library was up almost 2% year-to-date in terms of

circulation as well as the gate count, program attendance and number of programs. CATS up slightly. Meeting room use is identical to last year. Technology/website hits and public computing sessions about same. Collection development was also the same as last year.

Sara pointed out the one new chart on page 55. A new bank was added and the last two months interest revenue is above the upper process limit, evidence that the move was a good one.

Kari commented on proclamations in honor of retired employees Dirk Frasier and Dana Burton. The Mayor made proclamations to declare days on their behalf. There will be another retirement in September, Wendy Rubin. We are working on obtaining a proclamation for her.

Also we crossed 7,000 this past month in downloadables in music and books. New library cards issued to downloadable music users in July totaled 30.

Fred asked whether the Library offered books that were downloadable to Kindles and Mickey Needham from Ellettsville responded that is not possible yet, but is supposed to be available sometime in the fall.

Dave Ferguson had a question about page 57 “technology use” in the Quarterly Report. He indicated that it seems confusing where it lists home page hits for website dropped half for 2010 but all web page hits increased 10 million. Sara indicated that this number may be in error and will check the number and report back.

Ned Baugh from the Information Systems Department reported that the way we’ve been recording data hasn’t changed. However, about three or four months ago we started using Google analytics and have some new data. We haven’t incorporated that new data into the Director’s report yet. Ned will send what he has gathered so far from Google analytics to Dave.

Sara announced that the July-August issue of *American Libraries* listed the top 20 circulation/capita libraries in the country and the Monroe County Public Library was number 15. There were three Indiana libraries on the top 20 list

Old Business:

a. Approval of the 2012 Budget for Advertising.

Sara pointed out that the “Notice to Taxpayers” (page 58 in the packet) is actually what will appear in the advertising. She also indicated that there are still some

uncertainties. We don't know our COIT income and haven't finalized line items in budget but this notice will set the ceiling for our budget.

Gary Lettelleir explained that what has changed since the July Board session are the revenue numbers. He indicated that he and Sara met with a representative of Department of Local Government Finance and reviewed our numbers. At her recommendation, the revenue estimates for property tax were increased slightly. Sara noted that we haven't got the final COIT revenue distribution yet but have used a conservative estimate.

Gary pointed out that when he changed the total budget, he had to change the materials lines in order to continue to meet the 15% required by standards. He added a line to allow him to do that quickly. We will have to allocate \$135,000 from that "holding" line to specific materials categories and that hasn't been done yet.

Pam Wasmer, Collection Services manager, and the Collection Development Committee make decisions and distribute funds in the materials budget lines. She explained that she estimated a \$65,000 cut when developing the budget. The Committee moved a small amount from reference books into electronic databases for next year. Pam will get numbers recommended for cuts and report on that next month.

Sara pointed out that another source for book budget money comes from Friends annual gift. It is usually \$10,000 - \$20,000 which we allocate to buy patron requests. This contribution doesn't show up in the Operating Budget or other funds included in packet.

A motion was made by John Walsh to accept the 2012 budget for advertising; seconded by Fred Risinger, passed unanimously.

2b. Contract with Smithville Digital for Additional Bandwidth.

Ned Baugh discussed the proposed new contract with Smithville Digital for Internet services. The existing contract is due to expire in December. The Library has been pleased with Smithville. Patron usage has been increasing and as a way to address that we wanted to increase bandwidth from 10mg to 20mg. Ned explained that, after suggestions from a member of the Board, he worked with Smithville to shorten the time frame from original contract language and reduced our liability should we change vendors from 70% of the balance of the contract to 50% balance.

Ned pointed out that the environment has changed since we began our original contract with Smithville and while we are happy with the way things have gone in

the past, we may continue with Smithville but look at a second vendor. This increase in bandwidth is a temporary solution.

Motion to approve Smithville Digital contract to increase bandwidth was made by Dave Ferguson, seconded by Kari. Approved unanimously.

New Business:

- a. *Amendment to Personnel Manual Sections 5.17 and 6.10 to incorporate IC 34-28-7-2.*

Kyle Wickemeyer-Hardy addressed the Board regarding an update to the personnel manual prohibiting employees from carrying firearms during their work day. Kyle, reported that the Labor-Management Committee and library managers reviewed the proposed policy.

Kyle also explained that employers have an exception to the statute allowing customers to carry firearms in that they are able to prohibit employees from carrying firearms in the workplace. If this amendment is approved, the language in our personnel manual will comply with the statute.

Sara clarified that employees may not carry nor brandish firearms in the workplace. Patrons can carry a firearm in the library but cannot brandish it in a threatening manner.

John Walsh asked for a clarification of the term “workplace.” Sara explained that this provision would cover employees during their scheduled work time, but not if they were using the library as patrons.

Kyle further clarified that the term “or any object” was added to cover any item that could be used in a threatening manner. She reiterated that it is the action rather than the object that is addressed.

A motion to approve the changes to the personnel manual was made by Fred Risinger; seconded by Steve Moberly and unanimously approved.

Department Update: Circulation

Jennifer Kellams from Circulation gave an update regarding the new automated material handling system. Both employees and patrons have been extremely pleased. The first system was installed in June and has saved a great deal of time in check-in and re-shelving books.

The 9-bin sorter was installed on July 8th in the second floor circulation workroom. Jennifer pointed out that she has seen increased efficiency in staff with the new system. They have been able to work on extra projects that had been put on hold for several months such as searching for items that are missing in transit and for “claims returned” items not previously found. Occasionally the department has been so caught up on work that she has sent employees home early, thus saving payroll dollars. Circulation has done approximately 168 hours of shelf reading in last month, significantly more than in the previous five months together. With additional shelf-reading, the Library looks neat, patrons can find items more easily, and staff can shelve more accurately. The atmosphere in the second floor work room is more relaxed and the staff is communicating more with each other on shared tasks.

Public Comment:

Rita Lichtenberg spoke to the Board about the reduction in eight positions at the Library and the inability to refill these positions. She asked if there was anything the public could do, anyone to write or contact about the Library budget being cut. Sara acknowledged Rita’s comments and stated that she would reply to her.

Adjournment:

The meeting was adjourned by Kari at 6:41.

Financial Report Comments

Reports as of 8-31-11

Board Meeting Date 9/21/11

Monthly Budget Report:

After eight months the spending guideline is 66.7% of the annual budget. As of August 31, 60.8% of the Operating Fund has been expended. One of the major contributing factors for being under budget is:

- The Associate Director position and the Development Officer position have not been filled. Approximate dollar impact to date is about \$80,000.

Other items:

Circulation Supplies – August 2010 YTD was \$178,417.31 compared to \$15,677.01 YTD on that line for August 2011. The difference is due to RFID supplies purchased last year.

***Check Summary Register©**

August 12, 2011 to September 15, 2011

Name	Check Date	Check Amt	
06500 FIFTH THIRD CHECKING			
Paid Chk# 001315	AMERICAN UNITED LIFE INS.	8/16/2011	\$1,255.00 403b TSA-AUL W/H
Paid Chk# 001316	BRENDA SARBER	8/16/2011	\$75.00 ZONE 4 PARKING PERMIT
Paid Chk# 001317	FLEET SERVICES	8/16/2011	\$41.68 FUEL
Paid Chk# 001318	HOOSIER DISPOSAL #686	8/16/2011	\$155.00 TRASH SERVICE
Paid Chk# 001319	JPMORGAN CHASE BANK, NA	8/16/2011	\$2,982.04 VARIOUS
Paid Chk# 001320	MIDWEST PRESORT SERVICE	8/16/2011	\$431.38 POSTAGE SERVICES
Paid Chk# 001321	ORIENTAL TRADING	8/16/2011	\$458.50 FD/FAIR GIVE-A-WAYS
Paid Chk# 001322	SOUTH CENTRAL INDIANA REMC	8/16/2011	\$44.40 BKM/ELECTRICITY
Paid Chk# 001323	UPSTART	8/16/2011	\$78.89 FD/FAIR SPLS
Paid Chk# 001324	VERIZON WIRELESS	8/16/2011	\$108.45 CELL PHONES
Paid Chk# 001325	MONROE CTY PUBLIC	8/22/2011	\$496.44 FSA W/H
Paid Chk# 001326	ACTIVATE HEALTHCARE	8/24/2011	\$455.00 1ST & 2ND QTR. ADJUSTMENTS
Paid Chk# 001327	AT&T (OK)	8/24/2011	\$60.39 PHONE
Paid Chk# 001328	BAKER & TAYLOR BOOKS	8/24/2011	\$22.71 STAFF ORDERS
Paid Chk# 001329	CITGO	8/24/2011	\$851.40 FUEL
Paid Chk# 001330	JIM GORDON, INC	8/24/2011	\$118.26 MONTHLY MAINT. ON COPIERS
Paid Chk# 001331	METRO MARKETING, INC.	8/24/2011	\$200.00 CITY MAP PUBLICATION
Paid Chk# 001332	MIDWEST PRESORT SERVICE	8/24/2011	\$409.44 POSTAGE SERVICES
Paid Chk# 001333	POSTMASTER	8/24/2011	\$352.00 800 FOREVER STAMPS/44-CENTS EA
Paid Chk# 001334	SUE MURPHY	8/24/2011	\$17.00 FD/VITAL SPLS
Paid Chk# 001335	VECTREN ENERGY DELIVERY	8/24/2011	\$54.94 NATURAL GAS
Paid Chk# 001336	AT&T (IL)	9/1/2011	\$1,302.92 PHONE
Paid Chk# 001337	AT&T ADVERTISING	9/1/2011	\$170.00 PHONE LISTINGS
Paid Chk# 001338	AT&T MOBILITY	9/1/2011	\$252.07 CELL PHONES
Paid Chk# 001339	DARCI HAWXHURST	9/1/2011	\$125.00 VITAL/JULY & AUG. CONSULTING
Paid Chk# 001340	DUKE ENERGY	9/1/2011	\$1,528.02 ELECTRICITY
Paid Chk# 001341	GREAT LAKES HIGHER ED	9/1/2011	\$200.80 GARNISHMENT W/H
Paid Chk# 001342	J.F.J DISC REPAIR INC.	9/1/2011	\$687.00 CIRC SPLS
Paid Chk# 001343	MIDWEST PRESORT SERVICE	9/1/2011	\$409.87 POSTAGE SERVICES
Paid Chk# 001344	MONROE CIRCUIT COURT	9/1/2011	\$30.00 GARNISHMENT W/H
Paid Chk# 001345	PUBLIC EMPLOYEES	9/1/2011	\$739.70 2ND QTR 2005 PERF ADJUSTMENT
Paid Chk# 001346	RACHEL APPLGATE	9/1/2011	\$2,000.00 FINRA CONSULTING SERVICES
Paid Chk# 001347	REPUBLIC SERVICES #694	9/1/2011	\$155.00 TRASH SERVICES
Paid Chk# 001348	RON GREENE	9/1/2011	\$75.00 ZONE 4 PARKING PERMIT
Paid Chk# 001349	STEPHANIE HOLMAN	9/1/2011	\$22.00 FD/ELL SPLS
Paid Chk# 001350	VECTREN ENERGY DELIVERY	9/1/2011	\$46.00 NATURAL GAS
Paid Chk# 001351	AFSCME COUNCIL 62	9/7/2011	\$1,384.58 UNION DUES W/H
Paid Chk# 001352	AMERICAN UNITED LIFE INS.	9/7/2011	\$1,255.00 403b TSA-AUL W/H
Paid Chk# 001353	ANSWER INDIANA	9/7/2011	\$9.85 PAGER
Paid Chk# 001354	ANTHEM BLUE CROSS BLUE	9/7/2011	\$57,468.43 HEALTH & VISION INS. - SEPT.
Paid Chk# 001355	BAKER & TAYLOR BOOKS	9/7/2011	\$58.79 STAFF BOOK ORDERS W/H
Paid Chk# 001356	CITY OF BLOOMINGTON	9/7/2011	\$1,785.30 WATER & SEWER
Paid Chk# 001357	COLONIAL LIFE	9/7/2011	\$119.63 POST-TAX INS. W/H
Paid Chk# 001358	DARREN B. HAGGERTY	9/7/2011	\$25.99 REFUND ON LOST ITEM
Paid Chk# 001359	ELLETTSVILLE UTILITIES	9/7/2011	\$287.67 WATER & SEWER/ELL & NEW PROPERTY
Paid Chk# 001360	EMMA J. HARDIN	9/7/2011	\$37.22 REFUND ON LOST ITEMS
Paid Chk# 001361	ERIN C. DAVIS	9/7/2011	\$45.99 REFUND ON LOST ITEM
Paid Chk# 001362	GE MONEY BANK/AMAZON	9/7/2011	\$5,753.12 NONPRINT
Paid Chk# 001363	HEALTH RESOURCES, INC.	9/7/2011	\$3,260.10 DENTAL INS. - SEPT
Paid Chk# 001364	MIDWEST PRESORT SERVICE	9/7/2011	\$436.27 POSTAGE SERVICES
Paid Chk# 001365	MONROE COUNTY YMCA	9/7/2011	\$118.16 YMCA W/H
Paid Chk# 001366	PRE-PAID LEGAL SERVICES,	9/7/2011	\$47.84 PREPAID LEGAL W/H
Paid Chk# 001367	SMITHVILLE DIGITAL, INC.	9/7/2011	\$1,225.00 MNTHLY INTERNET SERVICE
Paid Chk# 001368	SUZANNE KERN - PETTY CASH	9/7/2011	\$98.58 PARKING PERMIT FOR MC FAIR & POSTAGE

*Check Summary Register©

August 12, 2011 to September 15, 2011

Name	Check Date	Check Amt
Paid Chk# 001369 UNITED WAY	9/7/2011	\$128.00 UNITED WAY W/H
Paid Chk# 001370 UNUM LIFE INS. CO. OF	9/7/2011	\$2,234.21 LIFE & ADDT'L LIFE INS. - SEPT.
Paid Chk# 001371 AMERICAN UNITED LIFE INS.	9/13/2011	\$1,255.00 403b TSA-AUL W/H
Paid Chk# 001372 AT&T (IL)	9/13/2011	\$275.20 4 DEDICATED LINES
Paid Chk# 001373 CATHERINE L. HESS	9/13/2011	\$30.97 REFUND ON LOST ITEM
Paid Chk# 001374 CYNTHIA J. WOLFE	9/13/2011	\$250.00 CATS WEEK SCRIPT/AUG. 8-12
Paid Chk# 001375 DUKE ENERGY	9/13/2011	\$20,919.42 ELECTRICITY
Paid Chk# 001376 MIDWEST PRESORT SERVICE	9/13/2011	\$366.93 POSTAGE SERVICES
Paid Chk# 001377 SMITHVILLE	9/13/2011	\$233.96 TELEPHONE
Paid Chk# 001378 SOUTH CENTRAL INDIANA REMC	9/13/2011	\$42.56 ELECTRICITY/BKM
Paid Chk# 001379 STEPHANIE HOLMAN	9/13/2011	\$79.64 MILEAGE
Paid Chk# 001380 UTILITIES DIST. OF WESTERN IN	9/13/2011	\$32.00 ELECTRICITY/BKM
Paid Chk# 001381 VERIZON WIRELESS	9/13/2011	\$129.05 BKM DATA LINES
Paid Chk# 001382 A.M. BEST COMPANY, INC.	9/15/2011	\$164.95 BOOKS
Paid Chk# 001383 ADP, INC.	9/15/2011	\$50.42 BACKGROUND CHECKS
Paid Chk# 001384 ADP, INC.	9/15/2011	\$243.62 COBRA & FSA SERVICES
Paid Chk# 001385 ALL-PHASE ELECTRIC SUPPLY	9/15/2011	\$3,136.71 LIGHT BULBS
Paid Chk# 001386 ARPHAX PUBLISHING CO.	9/15/2011	\$105.22 BOOKS
Paid Chk# 001387 AUDIOGO	9/15/2011	\$693.34 BOOKS
Paid Chk# 001388 AVCAFE	9/15/2011	\$111.90 NONPRINT
Paid Chk# 001389 BAKER & TAYLOR BOOKS	9/15/2011	\$51,061.32 BOOKS
Paid Chk# 001390 BANYON DATA SYSTEMS, INC.	9/15/2011	\$195.00 FIXED ASSETS SUPPORT
Paid Chk# 001391 BIBLIOTHECA ITG, INC.	9/15/2011	\$7,170.31 RFID EQUIP.
Paid Chk# 001392 BLACKSTONE AUDIO, INC.	9/15/2011	\$269.40 NONPRINT
Paid Chk# 001393 BRIAN COURTNEY	9/15/2011	\$200.00 FD/CHILD/MUSIC WORKSHOPS
Paid Chk# 001394 BWI	9/15/2011	\$533.97 BOOKS
Paid Chk# 001395 CD BABY	9/15/2011	\$18.41 NONPRINT
Paid Chk# 001396 CDW GOVERNMENT, INC.	9/15/2011	\$4,744.64 IS EQUIPMENT & SPLS
Paid Chk# 001397 CENTER POINT LARGE PRINT	9/15/2011	\$345.12 BOOKS
Paid Chk# 001398 CINTAS FIRST AID & SAFETY	9/15/2011	\$259.49 FIRST-AID SPLS
Paid Chk# 001399 CITY GLASS OF	9/15/2011	\$87.00 MIRROR
Paid Chk# 001400 DEMCO, INC.	9/15/2011	\$688.24 CATALOGING SPLS
Paid Chk# 001401 DUNCAN VIDEO, INC.	9/15/2011	\$4,622.84 DIGITAL FILE RECORDER
Paid Chk# 001402 EBSCO	9/15/2011	\$6.19 PERIODICALS
Paid Chk# 001403 ELECTRONIC COMMERCE, INC.	9/15/2011	\$1,815.00 PAYROLL SERVICE
Paid Chk# 001404 ELLETTSVILLE TRUE VALUE	9/15/2011	\$37.57 BLDG SPLS
Paid Chk# 001405 EVANSVILLE BINDERY, INC.	9/15/2011	\$251.90 BOOK BINDING
Paid Chk# 001406 FEDEX	9/15/2011	\$50.63 FREIGHT/DELIVERY
Paid Chk# 001407 FREEDOM BUSINESS	9/15/2011	\$3,491.53 CARTRIDGES
Paid Chk# 001408 GALE	9/15/2011	\$2,877.99 BOOKS
Paid Chk# 001409 GENEALOGICAL PUBLISHING	9/15/2011	\$71.00 BOOKS
Paid Chk# 001410 HAROLD HENDERSON	9/15/2011	\$25.00 BOOKS
Paid Chk# 001411 HAWTHORNE PUBLISHING	9/15/2011	\$49.90 BOOKS
Paid Chk# 001412 HISTORY EDUCATION	9/15/2011	\$299.95 NONPRINT
Paid Chk# 001413 HOOSIER WINDOW	9/15/2011	\$992.50 WINDOW FILM
Paid Chk# 001414 HP PRODUCTS	9/15/2011	\$1,946.56 CLEANING SPLS
Paid Chk# 001415 INDIANA CHAMBER OF	9/15/2011	\$645.31 BOOKS
Paid Chk# 001416 INDIANA DAILY STUDENT	9/15/2011	\$180.00 DISPLAY AD/INTERNAT'L STUDENT
Paid Chk# 001417 J. A. SEXAUER	9/15/2011	\$659.10 BLDG SPLS
Paid Chk# 001418 JIM GORDON, INC	9/15/2011	\$137.36 MONTHLY MAINT. ON COPIERS
Paid Chk# 001419 KLEINDORFER'S HDWE	9/15/2011	\$100.59 BLDG SPLS
Paid Chk# 001420 LAPORTE COUNTY INDIANA	9/15/2011	\$22.50 BOOKS
Paid Chk# 001421 LEARNING TREASURES	9/15/2011	\$441.89 NONPRINT & SPLS
Paid Chk# 001422 LEGAL DIRECTORIES	9/15/2011	\$67.75 BOOK
Paid Chk# 001423 LOGISTECH, INC.	9/15/2011	\$37.97 BOOKS

MONROE COUNTY PUBLIC LIBRARY

09/15/11 10:34 AM

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***Check Summary Register©**

August 12, 2011 to September 15, 2011

Name	Check Date	Check Amt
Paid Chk# 001424 LOWE'S	9/15/2011	\$497.18 BLDG SPLS
Paid Chk# 001425 LYNDA.COM, INC.	9/15/2011	\$1,750.00 IS STAFF TRAINING
Paid Chk# 001426 MCCSC-TRANSPORTATION	9/15/2011	\$46.90 FD/CHILD-SCHOOL BUS
Paid Chk# 001427 MENARDS - BLOOMINGTON	9/15/2011	\$23.10 BLDG SPLS
Paid Chk# 001428 MICHEL L. CALL	9/15/2011	\$282.00 BOOKS
Paid Chk# 001429 MIDWEST TAPE	9/15/2011	\$30,394.99 NONPRINT
Paid Chk# 001430 MITCHELL1	9/15/2011	\$1,499.00 ELECTRONIC RESOURCES
Paid Chk# 001431 MONROE COUNTY YMCA	9/15/2011	\$150.00 YMCA-STAFF DAY PROGRAM
Paid Chk# 001432 NOLAN'S LAWN CARE SERVICE	9/15/2011	\$128.75 LAWN CARE SERVICE
Paid Chk# 001433 OVERDRIVE	9/15/2011	\$1,000.00 BOOKS
Paid Chk# 001434 POPULAR SUBSCRIPTION	9/15/2011	\$2,320.07 PERIODICALS
Paid Chk# 001435 B,B & C POW PEST CONTROL,	9/15/2011	\$49.00 PEST CONTROL
Paid Chk# 001436 PROQUEST LLC	9/15/2011	\$1,651.13 PERIODICALS
Paid Chk# 001437 QUILL CORPORATION	9/15/2011	\$1,261.55 PAPER
Paid Chk# 001438 RANDOM HOUSE, INC.	9/15/2011	\$785.25 NONPRINT
Paid Chk# 001439 RECORDED BOOKS, LLC	9/15/2011	\$1,716.65 NONPRINT
Paid Chk# 001440 SADDLEBACK EDUCATIONAL	9/15/2011	\$2,008.38 BOOKS
Paid Chk# 001441 SCHOLASTIC INC.	9/15/2011	\$162.76 NONPRINT
Paid Chk# 001442 STANSIFER RADIO COMPANY	9/15/2011	\$305.00 VIDEO MAT'LS
Paid Chk# 001443 TANTOR MEDIA	9/15/2011	\$475.10 NONPRINT
Paid Chk# 001444 THE ELLETTSVILLE JOURNAL	9/15/2011	\$22.00 1 YR. SUBSCRIPTION
Paid Chk# 001445 THE GREAT COURSES	9/15/2011	\$69.95 NONPRINT
Paid Chk# 001446 THE HERALD-TIMES, INC.	9/15/2011	\$1,016.63 BUDGET & BKM ADVERTISING
Paid Chk# 001447 THE MACEXPRIENCE	9/15/2011	\$128.96 KEYBOARD & FLASH DRIVE
Paid Chk# 001448 THE R.E. DAVIS COMPANY	9/15/2011	\$59.99 BOOKS
Paid Chk# 001449 U.S. TOY CO/CONSTRUCTIVE	9/15/2011	\$573.15 FD/CHILDRENS DEPT.
Paid Chk# 001450 U.S. VOICE & DATA, LLC	9/15/2011	\$720.00 CIRC PHONE & REPAIRS
Paid Chk# 001451 ULINE	9/15/2011	\$118.95 2 BLACK MARBLE MATS
Paid Chk# 001452 UNIQUE MANAGEMENT	9/15/2011	\$1,550.00 COLLECTION AGENCY-CIRC
Paid Chk# 001453 WESTON WOODS STUDIOS	9/15/2011	\$284.53 NONPRINT
Paid Chk# 001454 WFHB	9/15/2011	\$2,500.00 3RD QTR. WFHB/CATS NEWS
Paid Chk# 001455 XPEDX STORES	9/15/2011	\$68.55 PAPER
Total Checks		\$258,335.37

MONROE COUNTY PUBLIC LIBRARY
CHECKING ACCOUNTS
08/12/11 - 09/15/11

Fifth Third Checking Account/Check Register Total	\$258,335.37
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (Aug. '11)	638.87
Fifth Third Checking-Monthly Service Charge	73.25
Fifth Third Savings-Monthly Service Charge	0.00
Old National Checking-Monthly Service Charge	45.84
Add: Payrolls	
Vouchers 08/12/11 Payroll (ECI)	125,911.74
Electronic transfer (ECI) employee/employer taxes	47,386.29
Electronic transfer (ECI) employee "HSA"	2,140.27
Vouchers & Checks 08/26/11 Payroll (ECI)	116,259.72
Electronic transfer (ECI) employee/employer taxes	40,873.10
Electronic transfer (ECI) employee "HSA"	2,140.27
Vouchers 09/09/11 Payroll (ECI)	116,005.16
Electronic transfer (ECI) employee/employer taxes	40,107.77
Electronic transfer (ECI) employee "HSA"	<u>2,150.27</u>
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	<u><u>\$752,067.92</u></u>

ck # 1319

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 19257 Purchase Order No. 0 Terms Date Due
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Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
7/12/2011		E001-005-31700 PAY FLOW/CC FEES	\$100.75
7/7/2011		E019-011-21350 HOBBY-LOBBY/FD-CHILD SPLS	\$82.90
7/8/2011		E019-011-21350 KROGER/FD-CHILD SPLS	\$23.51
7/25/2011		E001-017-21300 OFFICE DEPOT/VITAL-SPLS	\$12.99
7/28/2011		E004-001-21350 MARSH/FOOD-PROCESS IMPROVEMENT	\$57.55
7/29/2011		E001-006-21300 HR DIRECT/HR FILES	\$125.73
7/30/2011		E001-006-21300 PERSONNEL CONCEPTS/HR FILES	\$45.90
7/18/2011		E004-001-21350 BLGTN SANDWICH/FOCUS GROUP FOOD	\$66.24
7/22/2011		E004-001-21350 BLGTN SANDSWICH/FOOD FOCUS GROUP	\$90.50
7/6/2011		E019-007-21350 OVERNIGHT PRINTS/FD-CR/CARDS	\$65.00
7/19/2011		E019-007-21350 SHINDIGZ/SALES TAX REFUND	(\$10.26)
7/7/2011		E021-016-44700 BEST BUY/CATS EQUIPMENT	\$922.89
7/12/2011		E001-018-45100 MCPITMAN/BOOKS	\$18.25
7/14/2011		E001-018-45300 PURPLEHEART/NONPRINT	\$53.95
7/14/2011		E001-018-45100 BARNES&NOBLE/BOOKS	\$29.94
7/20/2011		E001-018-32600 UPS/SHIPPING	\$6.57
7/12/2011		E019-011-21350 BLGTN HARDWARE/FD-CHILD SPLS	\$7.99
7/19/2011		E019-007-21350 MENARDS/FD-FAIR SPLS	\$88.38
7/23/2011		E019-007-21350 HOBBY-LOBBY/FD-FAIR SPLS	\$26.47
7/22/2011		E019-007-21350 MENARDS/FD-FAIR SPLS	\$4.50
7/25/2011		E019-011-21350 OFFICE SPLS/FD-CHILD SPLS	\$15.58
7/25/2011		E019-011-21350 ALA/FD-CHILD-ECRR	\$235.00
7/25/2011		E019-011-21350 MICHAELS/FD-CHILD SPLS	\$45.68
7/26/2011		E019-011-21350 TARGET/FD-CHILD/LAPS	\$25.00
7/26/2011		E019-011-21350 TARGET/FD-CHILD SPLS H.C.	\$41.37
7/26/2011		E019-011-21350 HOBBY-LOBBY/FD-CHILD SPLS	\$31.94
8/1/2011		E019-011-21350 KROGER/FD-CHILD FOOD	\$47.35
7/3/2011		E019-010-21350 JOANN FABRIC/FD-TEEN SPLS	\$5.00
7/7/2011		E019-010-21350 MAY'S GREENHOUSE/FD-TEEN SPLS	\$43.35
7/7/2011		E019-010-21350 MICHAEL'S/FD-TEEN SPLS	\$32.92
7/14/2011		E019-010-21350 KROGER/FD-ADULT FOOD	\$83.47
7/14/2011		E001-010-21300 HOBBY-LOBBY/ATS SPLS	\$24.98
7/14/2011		E019-010-21350 JOANN FABRIC/FD-TEEN SPLS	\$42.43
7/19/2011		E019-010-21350 KROGER/FD-TEEN SPLS	\$26.01
7/19/2011		E019-010-21350 WALMART/FD-TEENS SPLS	\$9.36
7/25/2011		E019-010-21350 KROGER/FD-TEEN SPLS	\$10.62
7/25/2011		E019-010-21350 MICHAEL'S/FD-TEEN SPLS	\$53.76
7/28/2011		E001-010-21300 HOBBY-LOBBY/ATS SPLS	\$19.99
8/1/2011		E019-010-21350 MICHAEL'S/FD-TEEN SPLS	\$181.86
7/8/2011		E019-010-21350 PIZZA X/FD-TEEN SPLS	\$18.03
7/19/2011		E019-010-21350 MAD MUSHROOM/FD-ADULT FOOD	\$73.80

8/2/2011	E019-010-21350 CAFÉ PIZZARIA/FD-TEEN FOOD	\$77.70
7/14/2011	E019-010-21350 THE CHOCOLATE MOOSE/FD-WRP	\$30.00
7/11/2011	E001-019-32500 AMAZON/TRAINING MAT'LS	\$11.76
7/18/2011	E001-019-32500 AMAZON/TRANING MAT'LS	\$7.99
7/15/2011	E001-007-21400 ARVEY PAPER/CR-PAPER REFUND	(\$499.21)
7/15/2011	E001-007-21400 ARVEY PAPER/CR-PAPER	\$466.55
Total		\$2,982.04

VOUCHER NO. 19257 WARRANT NO. 1319

JPMORGAN CHASE BANK, NA

ALLOWED

IN THE SUM OF \$ \$2,982.04

\$ \$2,982.04

ON ACCOUNT OF APPROPRIATION FO

Board/Council Member

**COST DISTRIBUTION LEDGER CLASSIFICATION
IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND**

Acct. No.	Account Title	Amount
E001-005-31700		\$100.75
E019-011-21350		\$82.90
E019-011-21350		\$23.51
E001-017-21300		\$12.99
E004-001-21350		\$57.55
E001-006-21300		\$125.73
E001-006-21300		\$45.90
E004-001-21350		\$66.24
E004-001-21350		\$90.50
E019-007-21350		\$65.00
E019-007-21350		(\$10.26)
E021-016-44700		\$922.89
E001-018-45100		\$18.25
E001-018-45300		\$53.95
E001-018-45100		\$29.94
E001-018-32600		\$6.57
E019-011-21350		\$7.99
E019-007-21350		\$88.38
E019-007-21350		\$26.47
E019-007-21350		\$4.50
E019-011-21350		\$15.58
E019-011-21350		\$235.00
E019-011-21350		\$45.68
E019-011-21350		\$25.00
E019-011-21350		\$41.37
E019-011-21350		\$31.94
E019-011-21350		\$47.35
E019-010-21350		\$5.00
E019-010-21350		\$43.35

MONROE COUNTY PUBLIC LIBRARY
MONTHLY SUMMARY OF BUDGET CATEGORIES
AS OF AUGUST 31, 2011
EIGHT MONTHS = 66.6%

	2011 AUGUST	2010 AUGUST	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	294,403.25	291,085.36	2,451,618.42	3,893,000.00	2,443,515.53	1,441,381.58	63.0%	37.0%
EMPLOYEE BENEFITS	67,486.09	56,109.24	760,112.94	1,264,175.00	692,152.33	504,062.06	60.1%	39.9%
OTHER WAGES	1,411.00	7,794.90	11,805.32	1,000.00	35,308.17	-10,805.32	1180.5%	-1080.5%
TOTAL PERSONNEL SERVICES	<u>363,300.34</u>	<u>354,989.50</u>	<u>3,223,536.68</u>	<u>5,158,175.00</u>	<u>3,170,976.03</u>	<u>1,934,638.32</u>	<u>62.5%</u>	<u>37.5%</u>
SUPPLIES								
OFFICE SUPPLIES	906.09	4,520.95	27,439.75	42,000.00	28,937.32	14,560.25	65.3%	34.7%
OPERATING SUPPLIES	17,914.14	25,057.32	58,138.86	77,100.00	216,898.03	18,961.14	75.4%	24.6%
REPAIR & MAINT. SUPPLIES	2,425.89	443.44	13,603.82	13,700.00	16,818.18	96.18	99.3%	0.7%
TOTAL SUPPLIES	<u>21,246.12</u>	<u>30,021.71</u>	<u>99,182.43</u>	<u>132,800.00</u>	<u>262,653.53</u>	<u>33,617.57</u>	<u>74.7%</u>	<u>25.3%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	12,390.71	19,643.08	199,012.78	252,000.00	194,062.61	52,987.22	79.0%	21.0%
COMMUNICATION & TRANSPORTATION	5,515.92	4,903.17	42,259.89	87,000.00	40,747.42	44,740.11	48.6%	51.4%
PRINTING & ADVERTISING	0.00	63.90	2,790.06	8,000.00	2,659.61	5,209.94	34.9%	65.1%
INSURANCE	0.00	0.00	53,247.00	54,700.00	48,860.00	1,453.00	97.3%	2.7%
UTILITIES	26,814.82	27,975.07	194,039.73	314,400.00	195,774.69	120,360.27	61.7%	38.3%
REPAIR & MAINTENANCE	9,342.25	3,242.21	17,300.80	102,500.00	40,684.72	85,199.20	16.9%	83.1%
RENTALS	1,762.50	2,025.00	31,187.00	32,100.00	38,354.20	913.00	97.2%	2.8%
OTHER CHARGES	0.00	1,793.75	8,136.00	215,500.00	4,354.69	207,364.00	3.8%	96.2%
TOTAL OTHER SERVICES & CHARGES	<u>55,826.20</u>	<u>59,646.18</u>	<u>547,973.26</u>	<u>1,066,200.00</u>	<u>565,497.94</u>	<u>518,226.74</u>	<u>51.4%</u>	<u>48.6%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	750.00	10,183.32	3,734.01	19,744.52	40,375.93	16,010.51	18.9%	81.1%
OTHER CAPITAL OUTLAY	84,043.57	78,797.00	664,642.04	1,089,000.00	675,618.46	424,357.96	61.0%	39.0%
TOTAL CAPITAL OUTLAY	<u>84,793.57</u>	<u>88,980.32</u>	<u>668,376.05</u>	<u>1,108,744.52</u>	<u>715,994.39</u>	<u>440,368.47</u>	<u>60.3%</u>	<u>39.7%</u>
TOTAL OPERATING EXPENDITURES	<u>525,166.23</u>	<u>533,637.71</u>	<u>4,539,068.42</u>	<u>7,465,919.52</u>	<u>4,715,121.89</u>	<u>2,926,851.10</u>	<u>60.8%</u>	<u>39.2%</u>

2010 BUDGET
%USED IN 2010 7,832,838.00
 60.2%

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

	2011 AUGUST	2010 AUGUST	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	61,707.61	167,000.00	96,225.27	105,292.39	37.0%	63.0%
1130 PROFESSIONAL/SUPERVISORS	37,587.49	34,851.26	311,420.69	545,000.00	296,235.71	233,579.31	57.1%	42.9%
1140 PROFESSIONAL ASSISTANTS	114,026.72	105,420.18	916,028.50	1,351,000.00	858,742.98	434,971.50	67.8%	32.2%
1150 SPECIALISTS & TECHNICIANS	58,750.76	72,050.60	497,592.39	814,000.00	502,030.33	316,407.61	61.1%	38.9%
1160 CLERICAL ASSISTANTS	31,137.91	24,167.59	285,597.61	442,000.00	323,213.48	156,402.39	64.6%	35.4%
1170 PAGES	19,132.40	17,926.45	154,202.55	226,000.00	147,611.75	71,797.45	68.2%	31.8%
1190 BUILDING MAINTENANCE	26,508.25	25,348.66	225,069.07	348,000.00	219,456.01	122,930.93	64.7%	35.3%
TOTAL SALARIES	294,403.25	291,085.36	2,451,618.42	3,893,000.00	2,443,515.53	1,441,381.58	63.0%	37.0%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	17,471.62	17,665.42	144,975.21	238,100.00	146,314.99	93,124.79	60.9%	39.1%
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	164,971.46	368,250.00	162,816.31	203,278.54	44.8%	55.2%
1240 EMPLOYER CONT/INSURANCE	45,928.37	34,312.39	416,217.15	602,100.00	348,802.22	185,882.85	69.1%	30.9%
1250 EMPLOYER CONT/MEDICARE	4,086.10	4,131.43	33,949.12	55,725.00	34,218.81	21,775.88	60.9%	39.1%
TOTAL EMPLOYEE BENEFITS	67,486.09	56,109.24	760,112.94	1,264,175.00	692,152.33	504,062.06	60.1%	39.9%
OTHER WAGES								
1310 WORKSTUDY	0.00	0.00	2,961.29	1,000.00	102.59	-1,961.29	296.1%	-196.1%
1180 TEMPORARY STAFF	1,411.00	7,794.90	8,844.03	0.00	35,205.58	-8,844.03	#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	1,411.00	7,794.90	11,805.32	1,000.00	35,308.17	-10,805.32	1180.5%	-1080.5%
TOTAL PERSONNEL SERVICES	363,300.34	354,989.50	3,223,536.68	5,158,175.00	3,170,976.03	1,934,638.32	62.5%	37.5%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
2110 OFFICIAL RECORDS	0.00	0.00	1,613.26	1,000.00	0.00	-613.26	161.3%	-61.3%
2120 STATIONERY & PRINTING	0.00	80.55	301.57	1,000.00	2,388.03	698.43	30.2%	69.8%
2130 OFFICE SUPPLIES	229.59	2,156.18	8,432.55	18,100.00	11,170.02	9,667.45	46.6%	53.4%
2140 DUPLICATING	676.50	2,284.22	17,092.37	21,900.00	15,379.27	4,807.63	78.0%	22.0%
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	906.09	4,520.95	27,439.75	42,000.00	28,937.32	14,560.25	65.3%	34.7%

*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 AUGUST 31, 2011

	2011 AUGUST	2010 AUGUST	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	4,043.51	2,626.50	24,437.84	28,000.00	20,565.00	3,562.16	87.3%	12.7%
2220 FUEL, OIL, & LUBRICANTS	1,504.03	711.02	6,111.43	8,500.00	5,612.81	2,388.57	71.9%	28.1%
2230 CATALOGING SUPPLIES-BOOKS	887.40	289.96	3,143.35	5,500.00	2,812.57	2,356.65	57.2%	42.8%
2240 A/V SUPPLIES-CATALOGING	1,099.97	878.56	4,186.39	10,000.00	6,273.19	5,813.61	41.9%	58.1%
2250 CIRCULATION SUPPLIES	11,450.23	20,150.36	15,677.01	21,000.00	178,417.31	5,322.99	74.7%	25.3%
2260 LIGHT BULBS	-1,071.00	400.92	3,130.76	3,000.00	3,122.73	-130.76	104.4%	-4.4%
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	191.08	100.00	94.42	-91.08	191.1%	-91.1%
TOTAL OPERATING SUPPLIES	17,914.14	25,057.32	58,138.86	77,100.00	216,898.03	18,961.14	75.4%	24.6%
REPAIR & MAINTENANCE SUPPLIES								
2300 IS SUPPLIES	0.00	0.00	3,157.96	5,000.00	5,790.59	1,842.04	63.2%	36.8%
2310 BUILDING MATERIALS & SUPPLIES	2,425.89	436.49	8,828.81	8,500.00	10,836.51	-328.81	103.9%	-3.9%
2315 ENERGY AUDIT MAT'LS & SPLS	0.00	0.00	1,490.37	0.00	0.00	-1,490.37	#DIV/0!	#DIV/0!
2320 PAINT & PAINTING SUPPLIES	0.00	6.95	126.68	200.00	191.08	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	2,425.89	443.44	13,603.82	13,700.00	16,818.18	96.18	99.3%	0.7%
TOTAL SUPPLIES	21,246.12	30,021.71	99,182.43	132,800.00	262,653.53	33,617.57	74.7%	25.3%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
3110 CONSULTING SERVICES	0.00	1,260.00	90.00	3,000.00	7,560.00	2,910.00	3.0%	97.0%
3120 ENGINEERING/ARCHITECTURAL	0.00	0.00	2,862.66	3,000.00	18,747.26	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	2,709.22	554.54	11,768.28	14,000.00	6,533.46	2,231.72	84.1%	15.9%
3140 BUILDING SERVICES	2,275.25	2,882.15	16,149.14	40,000.00	26,662.65	23,850.86	40.4%	59.6%
3150 MAINTENANCE CONTRACTS	3,711.71	7,360.07	61,922.42	95,000.00	59,694.90	33,077.58	65.2%	34.8%
3160 COMPUTER SERVICES (OCLC)	1,131.65	2,450.00	43,643.11	50,000.00	40,904.36	6,356.89	87.3%	12.7%
3170 ADMIN/ACCOUNTING SERVICES	1,148.78	5,136.32	27,090.42	47,000.00	33,959.98	19,909.58	57.6%	42.4%
3175 COLLECTION AGENCY SERVICES	1,414.10	0.00	35,486.75	0.00	0.00	-35,486.75	#DIV/0!	#DIV/0!
TOTAL PROFESSIONAL SERVICES	12,390.71	19,643.08	199,012.78	252,000.00	194,062.61	52,987.22	79.0%	21.0%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	816.41	2,213.86	16,889.86	26,000.00	20,973.26	9,110.14	65.0%	35.0%
3220 POSTAGE	3,195.57	2,689.31	15,689.42	30,000.00	18,811.69	14,310.58	52.3%	47.7%
3230 TRAVEL EXPENSE	0.00	0.00	2,029.06	10,000.00	232.00	7,970.94	20.3%	79.7%
3240 PROFESSIONAL MTG. (OFF-SITE)	0.00	0.00	246.00	10,000.00	22.00	9,754.00	2.5%	97.5%
3250 CONTINUING ED. (ON-SITE)	1,279.75	0.00	6,380.13	10,000.00	0.00	3,619.87	63.8%	36.2%
3260 FREIGHT & DELIVERY	224.19	0.00	1,025.42	1,000.00	708.47	-25.42	102.5%	-2.5%
TOTAL COMMUNICATION & TRANSPORTATION	5,515.92	4,903.17	42,259.89	87,000.00	40,747.42	44,740.11	48.6%	51.4%

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

	2011 AUGUST	2010 AUGUST	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	0.00	49.00	914.42	2,000.00	842.16	1,085.58	45.7%	54.3%
3320 PRINTING	<u>0.00</u>	<u>14.90</u>	<u>1,875.64</u>	<u>6,000.00</u>	<u>1,817.45</u>	<u>4,124.36</u>	<u>31.3%</u>	<u>68.7%</u>
TOTAL PRINTING & ADVERTISING	0.00	63.90	2,790.06	8,000.00	2,659.61	5,209.94	34.9%	65.1%
INSURANCE								
3410 OFFICIAL BOND	0.00	0.00	450.00	700.00	660.00	250.00	64.3%	35.7%
3420 OTHER INSURANCE	<u>0.00</u>	<u>0.00</u>	<u>52,797.00</u>	<u>54,000.00</u>	<u>48,200.00</u>	<u>1,203.00</u>	<u>97.8%</u>	<u>2.2%</u>
TOTAL INSURANCE	0.00	0.00	53,247.00	54,700.00	48,860.00	1,453.00	97.3%	2.7%
UTILITIES								
3510 GAS	90.92	98.41	1,598.68	5,600.00	1,716.40	4,001.32	28.5%	71.5%
3520 ELECTRICITY	24,802.10	25,721.44	183,025.17	293,000.00	184,494.19	109,974.83	62.5%	37.5%
3530 WATER	<u>1,921.80</u>	<u>2,155.22</u>	<u>9,415.88</u>	<u>15,800.00</u>	<u>9,564.10</u>	<u>6,384.12</u>	<u>59.6%</u>	<u>40.4%</u>
TOTAL UTILITIES	26,814.82	27,975.07	194,039.73	314,400.00	195,774.69	120,360.27	61.7%	38.3%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	93.35	0.00	853.66	22,000.00	14,854.04	21,146.34	3.9%	96.1%
3630 OTHER EQUIP/FURNITURE REPAIRS	8,677.30	1,055.00	11,034.88	70,000.00	14,691.80	58,965.12	15.8%	84.2%
3640 VEHICLE REPAIR & MAINTENANCE	571.60	2,187.21	4,779.38	7,500.00	10,114.94	2,720.62	63.7%	36.3%
3650 MATERIAL BINDING/REPAIR SERV.	<u>0.00</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	9,342.25	3,242.21	17,300.80	102,500.00	40,684.72	85,199.20	16.9%	83.1%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	1,762.50	2,025.00	31,187.00	32,000.00	31,292.00	813.00	97.5%	2.5%
3720 EQUIPMENT RENTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>7,062.20</u>	<u>100.00</u>	<u>0.0%</u>	<u>100.0%</u>
TOTAL RENTALS	1,762.50	2,025.00	31,187.00	32,100.00	38,354.20	913.00	97.2%	2.8%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	0.00	350.00	7,176.00	6,500.00	1,303.00	-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	1,443.75	960.00	6,500.00	3,051.69	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	1,793.75	8,136.00	215,500.00	4,354.69	207,364.00	3.8%	96.2%
TOTAL OTHER SERVICES/CHARGES	55,826.20	59,646.18	547,973.26	1,066,200.00	565,497.94	518,226.74	51.4%	48.6%

*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 AUGUST 31, 2011

	2011 AUGUST	2010 AUGUST	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	0.00	0.00	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	750.00	0.00	2,045.67	18,357.00	55.79	16,311.33	11.1%	88.9%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
44450 BUILDING RENOVATIONS	0.00	10,183.32	0.00	0.00	36,820.14	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	750.00	10,183.32	3,734.01	19,744.52	40,375.93	16,010.51	18.9%	81.1%
OTHER CAPITAL OUTLAY								
4510 BOOKS	48,802.07	39,709.58	369,944.10	593,000.00	384,853.69	223,055.90	62.4%	37.6%
4520 PERIODICALS & NEWSPAPERS	121.98	211.43	6,109.96	48,000.00	7,609.64	41,890.04	12.7%	87.3%
4530 NONPRINT MATERIALS	35,119.52	34,816.21	265,165.39	379,000.00	256,485.26	113,834.61	70.0%	30.0%
4540 ELECTRONIC RESOURCES	0.00	4,059.78	23,422.59	69,000.00	26,669.87	45,577.41	33.9%	66.1%
TOTAL OTHER CAPITAL OUTLAY	84,043.57	78,797.00	664,642.04	1,089,000.00	675,618.46	424,357.96	61.0%	39.0%
TOTAL CAPITAL OUTLAY	84,793.57	88,980.32	668,376.05	1,108,744.52	715,994.39	440,368.47	60.3%	39.7%
TOTAL OPERATING EXPENDITURES	525,166.23	533,637.71	4,539,068.42	7,465,919.52	4,715,121.89	2,926,851.10	60.8%	39.2%

*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

Operating Budget & Expenditure Report

January 1, 2011 to August 31, 2011

8 months = 66.6%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 2011	2011 YTD Amt	2011 YTD Balance	2011 %YTD Budget
10040	MISCELLANEOUS	\$0.00	\$3,362.96	\$3,250.63	-\$6,077.41	\$82.09	\$96.93	\$303.78	\$1.00	\$0.00	\$1,019.98	-\$1,019.98	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	\$10,889.58	\$7,259.72	\$61,707.61	\$105,292.39	36.95%
11300	PROF/SUPERVISORS	\$545,000.00	\$33,550.98	\$33,550.97	\$37,587.48	\$37,587.49	\$37,587.49	\$37,587.53	\$56,381.26	\$37,587.49	\$311,420.69	\$233,579.31	57.14%
11400	PROFESSIONAL	\$1,351,000.00	\$104,938.41	\$104,938.42	\$104,938.44	\$104,938.48	\$104,938.47	\$104,938.45	\$172,371.11	\$114,026.72	\$916,028.50	\$434,971.50	67.80%
11500	SPECIALIST/TECHNICIANS	\$814,000.00	\$59,417.93	\$59,066.91	\$58,837.99	\$58,855.18	\$58,833.08	\$57,990.72	\$85,839.82	\$58,750.76	\$497,592.39	\$316,407.61	61.13%
11600	CLERICAL ASSISTANTS	\$442,000.00	\$35,018.53	\$34,613.61	\$34,074.98	\$34,186.70	\$33,966.93	\$32,909.41	\$49,689.54	\$31,137.91	\$285,597.61	\$156,402.39	64.61%
11700	PAGES	\$226,000.00	\$17,952.26	\$17,845.73	\$18,151.20	\$17,921.27	\$16,504.04	\$17,806.85	\$28,888.80	\$19,132.40	\$154,202.55	\$71,797.45	68.23%
11800	TEMPORAY STAFF	\$0.00	\$615.09	\$0.00	\$0.00	\$0.00	\$2,029.51	\$2,090.08	\$2,698.35	\$1,411.00	\$8,844.03	-\$8,844.03	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	\$39,783.98	\$26,508.25	\$225,069.07	\$122,930.93	64.68%
12100	FICA/EMPLOYER	\$238,100.00	\$16,813.89	\$16,729.21	\$16,943.81	\$16,738.50	\$16,951.73	\$16,930.31	\$26,396.14	\$17,471.62	\$144,975.21	\$93,124.79	60.89%
12300	PERF/EMPLOYER	\$368,250.00	\$0.00	\$0.00	\$0.00	\$83,114.03	\$0.00	\$0.00	\$81,857.43	\$0.00	\$164,971.46	\$203,278.54	44.80%
12400	INS/EMPLOYER	\$602,100.00	\$19,616.77	\$93,393.39	\$46,715.78	\$85,899.46	\$65,596.64	\$0.00	\$59,066.74	\$45,928.37	\$416,217.15	\$185,882.85	69.13%
12500	MEDICARE/EMPLOYER	\$55,725.00	\$3,932.28	\$3,912.50	\$3,962.63	\$3,958.33	\$3,964.47	\$3,959.43	\$6,173.38	\$4,086.10	\$33,949.12	\$21,775.88	60.92%
13100	WORK STUDY	\$1,000.00	\$0.00	\$2,961.29	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$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	\$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	\$876.24	\$229.59	\$8,432.55	\$9,667.45	46.59%
21400	DUPLICATING	\$21,900.00	\$2,272.77	\$4,135.23	\$1,658.34	\$1,065.18	\$891.35	\$4,547.96	\$1,845.04	\$676.50	\$17,092.37	\$4,807.63	78.05%
22100	CLEANING SUPPLIES	\$28,000.00	\$3,334.36	\$2,438.89	\$4,125.18	\$1,568.48	\$2,089.51	\$3,537.52	\$3,300.39	\$4,043.51	\$24,437.84	\$3,562.16	87.28%
22200	FUEL/OIL/LUBRICANTS	\$8,500.00	\$1,376.16	\$0.00	\$1,366.59	\$639.45	\$495.12	\$0.00	\$730.08	\$1,504.03	\$6,111.43	\$2,388.57	71.90%
22300	CATALOGING	\$5,500.00	\$144.24	\$184.80	\$60.87	\$1,477.96	\$25.14	\$129.09	\$233.85	\$887.40	\$3,143.35	\$2,356.65	57.15%
22400	A/V SUPPLIES/CATALOG	\$10,000.00	\$347.11	\$63.72	\$373.56	\$0.00	\$345.63	\$1,726.75	\$229.65	\$1,099.97	\$4,186.39	\$5,813.61	41.86%
22500	CIRCULATION SUPPLIES	\$21,000.00	\$0.00	\$14.72	\$2,053.14	\$0.00	\$16.76	\$2,142.16	\$0.00	\$11,450.23	\$15,677.01	\$5,322.99	74.65%
22600	LIGHT BULBS	\$3,000.00	\$2,080.95	\$0.00	\$423.88	\$19.78	\$122.02	\$0.00	\$1,555.13	-\$1,071.00	\$3,130.76	-\$130.76	104.36%
22800	UNIFORMS	\$1,000.00	\$0.00	\$1,261.00	\$0.00	\$0.00	\$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	\$15.75	\$0.00	\$191.08	-\$91.08	191.08%
23000	IS SUPPLIES	\$5,000.00	\$1,283.20	\$499.30	\$53.96	\$1,129.30	\$0.00	\$167.25	\$24.95	\$0.00	\$3,157.96	\$1,842.04	63.16%
23100	BUILDING MATERIAL	\$8,500.00	\$4,990.51	\$793.44	-\$2,114.83	\$885.15	\$41.11	\$679.19	\$1,128.35	\$2,425.89	\$8,828.81	-\$328.81	103.87%
23150	ENERGY AUDIT MAT'LS &	\$0.00	\$0.00	\$0.00	\$1,536.05	\$114.00	\$0.00	\$0.00	-\$159.68	\$0.00	\$1,490.37	-\$1,490.37	0.00%
23200	PAINT/PAINTING SUPPLIES	\$200.00	\$57.21	\$69.47	\$0.00	\$0.00	\$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	\$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	\$0.00	\$0.00	\$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	\$1,183.94	\$2,709.22	\$11,768.28	\$2,231.72	84.06%
31400	BUILDING SERVICES	\$40,000.00	\$7,514.89	\$2,267.00	\$565.00	\$234.00	\$1,230.00	\$802.75	\$1,260.25	\$2,275.25	\$16,149.14	\$23,850.86	40.37%
31500	MAINTENANCE	\$95,000.00	\$7,557.56	\$5,892.08	\$278.23	\$1,254.82	\$9,794.20	\$2,969.64	\$30,464.18	\$3,711.71	\$61,922.42	\$33,077.58	65.18%
31600	COMPUTER SERVICES	\$50,000.00	\$1,225.00	\$1,225.00	\$1,225.00	\$1,225.00	\$1,225.00	\$35,161.46	\$1,225.00	\$1,131.65	\$43,643.11	\$6,356.89	87.29%
31700	ADMIN/ACCOUNTING	\$47,000.00	\$9,966.85	\$16,675.64	\$2,474.45	-\$12,444.38	\$2,953.30	\$3,252.25	\$3,063.53	\$1,148.78	\$27,090.42	\$19,909.58	57.64%
31750	COLLECTION AGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$30,940.15	\$1,548.35	\$0.00	\$1,584.15	\$1,414.10	\$35,486.75	-\$35,486.75	0.00%
32100	TELEPHONE	\$26,000.00	\$2,171.66	\$971.68	\$3,877.39	\$2,274.84	\$2,296.61	\$754.26	\$3,727.01	\$816.41	\$16,889.86	\$9,110.14	64.96%
32200	POSTAGE	\$30,000.00	\$1,994.10	\$2,418.04	\$1,757.59	\$2,028.54	\$2,197.17	\$1,239.56	\$858.85	\$3,195.57	\$15,689.42	\$14,310.58	52.30%
32300	TRAVEL EXPENSE	\$10,000.00	\$320.09	\$701.95	\$0.00	\$0.00	\$548.20	\$458.82	\$0.00	\$0.00	\$2,029.06	\$7,970.94	20.29%

MONROE COUNTY PUBLIC LIBRARY

Operating Budget & Expenditure Report

January 1, 2011 to August 31, 2011

8 months = 66.6%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 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	\$0.00	\$0.00	\$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	\$27.80	\$1,279.75	\$6,380.13	\$3,619.87	63.80%
32600	FREIGHT/DELIVERY	\$1,000.00	\$0.00	\$0.00	\$23.93	\$24.01	\$0.00	\$97.63	\$655.66	\$224.19	\$1,025.42	-\$25.42	102.54%
33100	ADVERTISING/PUBLICATI	\$2,000.00	\$49.00	\$79.19	\$0.00	\$193.11	\$0.00	\$146.84	\$446.28	\$0.00	\$914.42	\$1,085.58	45.72%
33200	PRINTING SERVICES	\$6,000.00	\$70.86	\$35.31	\$1,070.00	\$0.00	\$662.99	\$36.48	\$0.00	\$0.00	\$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	\$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	\$0.00	\$0.00	\$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	\$143.62	\$90.92	\$1,598.68	\$4,001.32	28.55%
35200	ELECTRICITY	\$293,000.00	\$26,186.07	\$28,657.78	\$23,385.50	\$19,130.03	\$18,187.59	\$18,869.78	\$23,806.32	\$24,802.10	\$183,025.17	\$109,974.83	62.47%
35300	WATER	\$15,800.00	\$1,153.39	\$885.06	\$335.82	\$1,207.73	\$1,174.06	\$1,091.93	\$1,646.09	\$1,921.80	\$9,415.88	\$6,384.12	59.59%
36100	BUILDING REPAIRS	\$22,000.00	\$0.00	\$0.00	\$0.00	\$440.31	\$0.00	\$320.00	\$0.00	\$93.35	\$853.66	\$21,146.34	3.88%
36300	OTHER	\$70,000.00	\$586.80	\$205.00	\$0.00	\$990.94	\$0.00	\$395.94	\$178.90	\$8,677.30	\$11,034.88	\$58,965.12	15.76%
36400	VEHICLE	\$7,500.00	\$526.14	\$0.00	\$977.35	\$38.90	\$1,298.45	\$671.85	\$695.09	\$571.60	\$4,779.38	\$2,720.62	63.73%
36500	MATERIALS	\$3,000.00	\$317.30	\$0.00	\$192.61	\$0.00	\$0.00	\$122.97	\$0.00	\$0.00	\$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	\$0.00	\$1,762.50	\$31,187.00	\$813.00	97.46%
37200	EQUIPMENT RENTAL	\$100.00	\$0.00	\$0.00	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$0.00	\$750.00	\$2,045.67	\$16,311.33	11.14%
45100	BOOKS	\$593,000.00	\$39,446.50	\$38,996.69	\$64,085.61	\$49,481.73	\$42,754.23	\$47,292.78	\$39,084.49	\$48,802.07	\$369,944.10	\$223,055.90	62.39%
45200	PERIODICALS/NEWSPAP	\$48,000.00	\$189.84	\$102.23	\$56.25	\$550.92	\$3,627.23	\$208.80	\$1,252.71	\$121.98	\$6,109.96	\$41,890.04	12.73%
45300	NONPRINT MATERIALS	\$379,000.00	\$29,020.17	\$29,404.45	\$42,389.62	\$27,496.37	\$25,458.34	\$50,974.71	\$25,302.21	\$35,119.52	\$265,165.39	\$113,834.61	69.96%
45400	ELECTRONIC RESOURCES	\$69,000.00	\$14,857.64	\$0.00	\$1,354.95	\$0.00	\$0.00	\$4,000.00	\$3,210.00	\$0.00	\$23,422.59	\$45,577.41	33.95%
		\$7,465,919.52	\$513,531.05	\$559,026.37	\$546,841.59	\$612,311.47	\$511,412.42	\$502,166.31	\$769,632.96	\$525,166.23	\$4,540,088.40	\$2,925,831.12	60.81%

MONROE COUNTY PUBLIC LIBRARY

LIRF Budget & Expenditure Report

January 1, 2011 to August 31, 2011

8 months = 66.6%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2010	June 2011	July 2011	Aug 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	\$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	\$102.86	\$177.48	\$454.79	-\$454.79	0.00%
36100	BUILDING REPAIRS	\$21,458.00	\$0.00	\$0.00	\$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	\$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	\$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	\$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	\$102.86	\$177.48	\$98,937.41	\$197,994.59	33.32%

MONROE COUNTY PUBLIC LIBRARY
Debt Service Budget & Expenditures Report

January 1, 2011 to August 31, 2011
8 months = 66.6%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 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	\$166,333.3	\$166,333.33	\$1,330,666.68	\$665,333.32	66.67%
39200	INTEREST/TE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39250	PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450	TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$1,996,000.00	\$166,333.3	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.3	\$166,333.3	\$166,333.33	\$1,330,666.68	\$665,333.32	66.67%

MONROE COUNTY PUBLIC LIBRARY

Rainy Day Budget Expenditures Report

January 1, 2011 to August 31, 2011

8 months = 66.6%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$0.00	\$0.00	\$473,310.00	0.00%

MONROE COUNTY PUBLIC LIBRARY

Special Revenue Budget & Expenditure Report

January 1, 2011 to August 31, 2011
8 months = 66.6%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 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	\$6,846.48	\$4,564.32	\$38,796.72	\$25,203.28	60.62%
11400	PROFESSIONAL ASSISTANT	\$120,000.00	\$9,188.18	\$9,188.16	\$9,188.16	\$9,188.16	\$9,188.16	\$9,188.16	\$13,782.25	\$9,188.16	\$78,099.39	\$41,900.61	65.08%
11600	CLERICAL ASSISTANTS	\$173,000.00	\$12,328.97	\$13,195.22	\$13,321.23	\$13,304.77	\$13,828.82	\$11,406.84	\$20,326.60	\$13,889.04	\$111,601.49	\$61,398.51	64.51%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$21,500.00	\$1,537.81	\$1,588.88	\$1,596.71	\$1,594.60	\$1,625.65	\$1,483.56	\$2,420.79	\$1,632.52	\$13,480.52	\$8,019.48	62.70%
12300	PERF/EMPLOYER	\$22,000.00	\$0.00	\$0.00	\$0.00	\$5,067.40	\$0.00	\$0.00	\$5,761.71	\$0.00	\$10,829.11	\$11,170.89	49.22%
12400	INS/EMPLOYER	\$45,500.00	\$2,942.80	\$9,650.59	\$4,254.90	\$7,539.28	\$6,136.68	\$0.00	\$10,083.96	\$4,728.73	\$45,336.94	\$163.06	99.64%
12500	MEDICARE/EMPLOYER	\$5,000.00	\$359.65	\$371.60	\$373.42	\$372.94	\$380.19	\$346.96	\$566.15	\$381.79	\$3,152.70	\$1,847.30	63.05%
13100	WORK STUDY	\$500.00	\$0.00	\$0.00	\$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	\$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	\$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	\$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	\$41.02	\$41.68	\$338.92	\$661.08	33.89%
22700	VIDEO TAPE/CATS	\$20,000.00	\$6,138.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$375.90	\$6,514.40	\$13,485.60	32.57%
23000	IS SUPPLIES	\$1,000.00	\$599.97	\$0.00	\$0.00	\$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	\$1,329.77	\$138.79	\$4,261.38	\$5,738.62	42.61%
31100	CONSULTING SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
31200	ENGINEERING/ARCHITECT	\$0.00	\$2,500.00	\$0.00	\$0.00	\$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	\$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	\$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	\$505.50	\$0.00	\$1,757.72	\$1,742.28	50.22%
32200	POSTAGE	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
32300	TRAVEL EXPENSE	\$500.00	\$0.00	\$0.00	\$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	\$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	\$0.00	\$0.00	\$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	\$923.94	\$0.00	\$3,180.59	\$819.41	79.51%
37100	REAL ESTATE	\$2,000.00	\$696.00	\$0.00	\$0.00	\$0.00	\$1,170.00	\$696.00	\$0.00	\$412.50	\$2,974.50	-\$974.50	148.73
39100	DUES/INSTITUTIONAL	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$520.00	\$0.00	\$0.00	\$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	\$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	\$0.00	\$5,000.00	\$5,000.00	50.00%
44100	FURNITURE	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0.00%
44700	EQUIPMENT - CATS	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$0.00	\$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	\$65,088.17	\$35,353.43	\$329,251.33	\$220,048.67	59.94%

MONROE COUNTY PUBLIC LIBRARY

LCPF Budget & Expenditure Report

January 1, 2011 to August 31, 2011

8 months = 66.6%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 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	\$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	\$0.00	\$0.00	\$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	\$199,665.00	\$0.00	\$248,987.65	\$30,012.35	89.24%
44305	ENCUMBERED	\$95,635.00	\$86,250.25	\$0.00	\$8,564.75	\$0.00	\$0.00	\$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	\$0.00	\$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	\$0.00	\$0.00	\$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	\$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	\$12,053.24	\$922.89	\$40,236.91	\$4,763.09	89.42%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$158.99	\$0.00	\$0.00	\$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	\$211,718.24	\$922.89	\$429,899.43	\$75,735.57	85.02%

MONROE COUNTY PUBLIC LIBRARY

Expenditure Summary compared to last year

2011 compared to 2010: Period Ending August

Fund	Fund Descr	2011 Budget	August 2011 Amt	2011 YTD Amt	2010 Budget	August 2010 Amt	2010 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,465,919.52	\$525,166.23	\$4,540,088.40	\$8,122,055.00	\$533,774.61	\$4,715,865.73	-4.00%
002	JAIL	\$0.00	\$390.32	\$3,368.66	\$6,000.00	\$676.21	\$2,924.38	15.00%
003	CLEARING	\$0.00	\$577.50	\$3,359.68	\$27,651.18	\$812.50	\$31,076.22	-89.00%
004	GIFT	\$0.00	\$214.29	\$334.68	\$12,738.00	\$710.10	\$4,066.23	-92.00%
005	PLAC	\$0.00	\$0.00	\$8,652.00	\$0.00	\$0.00	\$8,842.00	-2.00%
006	RETIREEES	\$0.00	\$2,659.17	\$15,098.70	\$0.00	\$1,465.07	\$11,720.56	29.00%
007	LIRF	\$296,932.00	\$177.48	\$98,937.41	\$525,317.75	\$10,049.95	\$284,819.54	-65.00%
008	DEBT SERVICE	\$1,996,000.00	\$166,333.33	\$1,330,666.68	\$1,996,000.00	\$166,333.33	\$1,330,666.68	0.00%
009	RAINY DAY	\$473,310.00	\$0.00	\$0.00	\$206,488.00	\$597.36	\$12,286.04	-100.00%
010	PAYROLL	\$0.00	\$334,048.16	\$2,734,222.38	\$0.00	\$339,859.06	\$2,761,301.12	-1.00%
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	\$0.00	\$5,234.18	-100.00%
016	GIFT-RESTRICED	\$7,100.00	\$4,701.64	\$53,388.08	\$26,134.48	\$4,096.62	\$47,778.61	12.00%
017	LEVY EXCESS	\$0.00	-\$8.55	\$20,542.28	\$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	\$4,231.73	\$40,800.37	\$74,118.76	\$716.43	\$41,346.21	-1.00%
020	SPECIAL	\$549,300.00	\$35,353.43	\$329,251.33	\$554,557.00	\$34,726.94	\$335,998.09	-2.00%
021	CAPITAL	\$505,635.00	\$922.89	\$429,899.43	\$726,509.55	\$79,654.00	\$469,451.69	-8.00%
022	GATES	\$0.00	\$0.00	\$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	\$2,476.98	\$5,623.67	-9.00%
024	FINRA GRANT	\$0.00	\$1,841.94	\$7,364.46	\$0.00	\$0.00	\$0.00	0.00%
025	LSTA-SMITHVILLE	\$8,650.00	\$121.05	\$121.05	\$0.00	\$0.00	\$0.00	0.00%
		\$11,308,120.79	\$1,076,730.61	\$9,631,630.18	\$12,543,377.01	\$1,175,949.16	\$10,309,519.69	-7.00%

MONROE COUNTY PUBLIC LIBRARY

Monthly Revenue Report (Cash Basis)

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

Source	Source Descr	2011 Budget	August 2011 Amt	2011 YTD Amt	2010 Budget	August 2010 Amt	2010 YTD Amt	%Last YR YTD Diff
00100	PROPERTY TAX/ADVANCES	\$4,521,806.00	\$0.00	\$2,587,663.98	\$4,861,253.00	\$0.00	\$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	\$0.00	\$178,720.02	\$346,364.00	\$0.00	\$327,565.86	-45.00%
00400	COUNTY OPTION INCOME TAX	\$1,817,000.00	\$173,115.12	\$1,389,024.11	\$2,217,128.00	\$184,760.67	\$1,478,085.36	-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	\$296.26	\$2,559.84	\$4,000.00	\$268.80	\$2,775.30	-8.00%
03500	LOST/DAMAGED	\$10,000.00	\$2,216.61	\$20,356.28	\$12,000.00	\$2,043.86	\$17,835.94	14.00%
03600	FINES/FEES	\$150,000.00	\$16,233.12	\$146,929.27	\$180,000.00	\$16,197.73	\$136,416.61	8.00%
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	\$1,066.70	\$9,194.11	\$12,000.00	\$1,138.80	\$8,764.83	5.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$176.70	\$23,288.06	\$0.00	\$255.32	\$4,746.83	391.00%
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	\$208.95	\$1,748.11	\$1,000.00	\$143.70	\$884.28	98.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM	\$0.00	\$3,774.80	\$8,018.67	\$0.00	\$346.06	\$1,274.89	529.00%
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	\$2,700.00	\$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	\$197,088.26	\$4,392,626.43	\$7,696,607.00	\$205,154.94	\$5,092,423.68	-14.00%

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: August 2011

FUND Descr	08/01/2011	MTD Debit	MTD Credit	08/31/2011	Bal Sht Descr
OPERATING	-\$137.68	\$8.56	\$8.55	-\$137.67	CHASE/BANK ONE CHECKING
OPERATING	\$57.77	\$9.94	\$0.00	\$67.71	CHASE/BANK ONE SAVINGS
OPERATING	\$3,004.60	\$10,530.06	\$86.85	\$13,447.81	ONB/MONROE BANK CHECKING
OPERATING	\$3,140.85	\$9,667.47	\$0.00	\$12,808.32	UNITED COMMERCE BANK
OPERATING	\$184,161.05	\$351,060.04	\$526,131.02	\$9,090.07	FIFTH THIRD BANK CHECKING
OPERATING	\$1,155,664.25	\$1,872.38	\$175,000.00	\$982,536.63	FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	\$1,345,890.84	\$373,148.45	\$701,226.42	\$1,017,812.87	
JAIL	\$3,021.66	\$0.00	\$390.32	\$2,631.34	FIFTH THIRD BANK CHECKING
GIFT UNRESTRICTED	\$13.25	\$165.17	\$0.00	\$178.42	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$42,337.97	\$37.50	\$240.56	\$42,134.91	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$42,351.22	\$202.67	\$240.56	\$42,313.33	
PLAC	\$0.00	\$306.00	\$0.00	\$306.00	ONB/MONROE BANK CHECKING
PLAC	\$50.00	\$500.00	\$0.00	\$550.00	UNITED COMMERCE BANK
PLAC	\$500.00	\$0.00	\$0.00	\$500.00	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$550.00	\$806.00	\$0.00	\$1,356.00	
RETIREES	\$475.66	\$3,486.30	\$2,659.17	\$1,302.79	FIFTH THIRD BANK CHECKING
LIRF	\$20,000.00	\$0.00	\$0.00	\$20,000.00	CHASE/BANK ONE CHECKING
LIRF	\$50,013.55	\$0.00	\$0.00	\$50,013.55	CHASE/BANK ONE SAVINGS
LIRF	\$20,364.31	\$1,001.00	\$1,197.06	\$20,168.25	FIFTH THIRD BANK CHECKING
LIRF	\$855,993.67	\$0.00	\$0.00	\$855,993.67	FIFTH THIRD BANK SAVINGS
Fund 007 LIRF	\$946,371.53	\$1,001.00	\$1,197.06	\$946,175.47	
DEBT SERVICE	\$254,422.09	\$0.00	\$294.52	\$254,127.57	FIFTH THIRD BANK SAVINGS
RAINY DAY	\$5,000.00	\$0.00	\$768.05	\$4,231.95	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	\$768.05	\$808,901.07	
PAYROLL	\$21,020.05	\$328,712.79	\$334,048.16	\$15,684.68	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$0.00	\$160.00	\$0.00	\$160.00	ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$77,139.36	\$6.28	\$4,760.00	\$72,385.64	FIFTH THIRD BANK CHECKING
Fund 016 GIFT-RESTRICED	\$77,139.36	\$166.28	\$4,760.00	\$72,545.64	
GIFT-FOUNDATION	\$26,640.77	\$10.26	\$4,241.99	\$22,409.04	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$58,549.72	\$148,886.12	\$35,405.30	\$172,030.54	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$75,000.00	\$0.00	\$0.00	\$75,000.00	FIFTH THIRD BANK SAVINGS
Fund 020 SPECIAL REVENUE	\$133,549.72	\$148,886.12	\$35,405.30	\$247,030.54	
CAPITAL PROJECTS	-\$116,280.69	\$0.00	\$940.47	-\$117,221.16	FIFTH THIRD BANK CHECKING

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: August 2011

FUND Descr	08/01/2011	MTD Debit	MTD Credit	08/31/2011	Bal Sht Descr
FINRA GRANT	\$34,268.48	\$0.00	\$1,841.94	\$32,426.54	FIFTH THIRD BANK CHECKING
LSTA-SMITHVILLE NEWS PAPER	\$0.00	\$0.00	\$121.05	-\$121.05	FIFTH THIRD BANK CHECKING
	\$3,579,089.81	\$856,419.87	\$1,088,135.01	\$3,347,374.67	

MONROE COUNTY PUBLIC LIBRARY

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

Account

Beginning Balance on 8/1/2011	\$11,108.84	Cleared	\$20,605.18
+ Receipts/Deposits	\$9,496.34	Statement	\$20,605.18
- Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of 8/31/2011	\$20,605.18		

Check Book Balance

Active	G 001-06100	OPERATING	-\$137.67
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	\$0.00
Active	G 024-06100	FINRA GRANT	\$0.00

Cash Balance **\$19,862.33**

Beginng Balance	\$11,108.84
+ Total Deposits	\$9,496.34
- Checks Written	\$742.85

Check Book Balance **\$19,862.33**
O/S Checks **\$742.85**

MONROE COUNTY PUBLIC LIBRARY

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CHASE BANK SAVINGS

06110 BANKONESV

August 2011

Account

Beginning Balance on 8/1/2011	\$50,071.32	Cleared	\$50,081.26
+ Receipts/Deposits	\$9.94	Statement	\$50,081.26
- Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of 8/31/2011	\$50,081.26		

Check Book Balance

Active	G 001-06110	OPERATING	\$67.71
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	\$50,081.26

Beginng Balance	\$50,071.32		
+ Total Deposits	\$9.94		
- Checks Written	\$0.00		
Check Book Balance		\$50,081.26	
Difference		\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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***Check Reconciliation©
ONB MONROE CHECKING
06300 ONB/MONROE
August 2011**

Account

Beginning Balance on 8/1/2011	\$3,017.85	Cleared	\$14,092.23
+ Receipts/Deposits	\$11,161.22	Statement	\$14,092.23
- Payments (Checks and Withdrawals)	\$86.84	Difference	\$0.00
Ending Balance as of 8/31/2011	\$14,092.23		

Check Book Balance

Active	G 001-06300	OPERATING	\$13,447.81
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$178.42
Active	G 005-06300	PLAC	\$306.00
Active	G 006-06300	RETIREEES	\$0.00
Active	G 007-06300	LIRF	\$0.00
Active	G 008-06300	DEBT SERVICE	\$0.00
Active	G 012-06300	TEEN COUNCIL	\$0.00
Active	G 015-06300	LSTA	\$0.00
Active	G 016-06300	GIFT-RESTRICED	\$160.00
Active	G 019-06300	GIFT-FOUNDATION	\$0.00
Active	G 020-06300	SPECIAL REVENUE	\$0.00
		Cash Balance	\$14,092.23
	Beginng Balance	\$3,017.85	
	+ Total Deposits	\$11,161.22	
	- Checks Written	\$86.84	
	Check Book Balance	\$14,092.23	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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UNITED COMMERCE

06400 UNITED COM

August 2011

Account

Beginning Balance on 8/1/2011	\$3,190.85	Cleared	\$13,358.32
+ Receipts/Deposits	\$10,167.47	Statement	\$13,358.32
- Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of 8/31/2011	\$13,358.32		

Check Book Balance

Active	G 001-06400	OPERATING	\$12,808.32
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$0.00
Active	G 005-06400	PLAC	\$550.00
Active	G 016-06400	GIFT-RESTRICED	\$0.00
		Cash Balance	\$13,358.32
	Beginng Balance	\$3,190.85	
	+ Total Deposits	\$10,167.47	
	- Checks Written	\$0.00	
	Check Book Balance	\$13,358.32	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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

Account

Beginning Balance on 8/1/2011	\$364,869.07	Cleared	\$280,032.27
+ Receipts/Deposits	\$502,051.67	Statement	\$280,032.27
- Payments (Checks and Withdrawals)	\$586,888.47	Difference	\$0.00
Ending Balance as of 8/31/2011	\$280,032.27		

Check Book Balance

Active	G 001-06500	OPERATING	\$9,090.07
Active	G 002-06500	JAIL	\$2,631.34
Active	G 003-06500	CLEARING	\$0.00
Active	G 004-06500	GIFT UNRESTRICTED	\$42,134.91
Active	G 005-06500	PLAC	\$500.00
Active	G 006-06500	RETIREEES	\$1,302.79
Active	G 007-06500	LIRF	\$20,168.25
Active	G 008-06500	DEBT SERVICE	\$0.00
Active	G 009-06500	RAINY DAY	\$4,231.95
Active	G 010-06500	PAYROLL	\$15,684.68
Active	G 016-06500	GIFT-RESTRICED	\$72,385.64
Active	G 019-06500	GIFT-FOUNDATION	\$22,409.04
Active	G 020-06500	SPECIAL REVENUE	\$172,030.54
Active	G 021-06500	CAPITAL PROJECTS	-\$117,221.16
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$32,426.54
Active	G 025-06500	LSTA-SMITHVILLE NEWS	-\$121.05
		Cash Balance	\$277,653.54

Beginng Balance	\$364,869.07	
+ Total Deposits	\$502,051.67	
- Checks Written	\$589,267.20	
Check Book Balance	\$277,653.54	
O/S Checks	\$2,378.73	

MONROE COUNTY PUBLIC LIBRARY

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FIFTH THIRD SAVINGS

06510 FIFTHSAVG

August 2011

Account

Beginning Balance on 8/1/2011	\$3,145,749.13	Cleared	\$2,972,326.99
+ Receipts/Deposits	\$1,577.86	Statement	\$2,972,326.99
- Payments (Checks and Withdrawals)	\$175,000.00	Difference	\$0.00
Ending Balance as of 8/31/2011	\$2,972,326.99		

Check Book Balance

Active	G 001-06510	OPERATING	\$982,536.63
Active	G 007-06510	LIRF	\$855,993.67
Active	G 008-06510	DEBT SERVICE	\$254,127.57
Active	G 009-06510	RAINY DAY	\$804,669.12
Active	G 016-06510	GIFT-RESTRICTED	\$0.00
Active	G 020-06510	SPECIAL REVENUE	\$75,000.00
Active	G 021-06510	CAPITAL PROJECTS	\$0.00
Active	G 025-06510	LSTA-SMITHVILLE NEWS	\$0.00

Cash Balance **\$2,972,326.99**

Beginng Balance	\$3,145,749.13
+ Total Deposits	\$1,577.86
- Checks Written	\$175,000.00

Check Book Balance	\$2,972,326.99
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	Bond: Adopt reimbursement resolution and preliminary bond resolution
October	19	Work Session	2012 Budget, as recommended by County Council
	26	Board Meeting	Bond: Public hearing on additional appropriations Adopt 2012 Budget Bond: Adopt additional appropriations resolution
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: September 21, 2011

Beginning Employment

None

Job Changes

None

Ending Employment

- Jessica Grabert, Children's Services, Temporary Reference Assistant, Pay Grade F, up to 25 hours per week, effective August 14, 2011.

Work Study Employment

- 36 IU work-study students were hired for the 2011 Fall Semester.

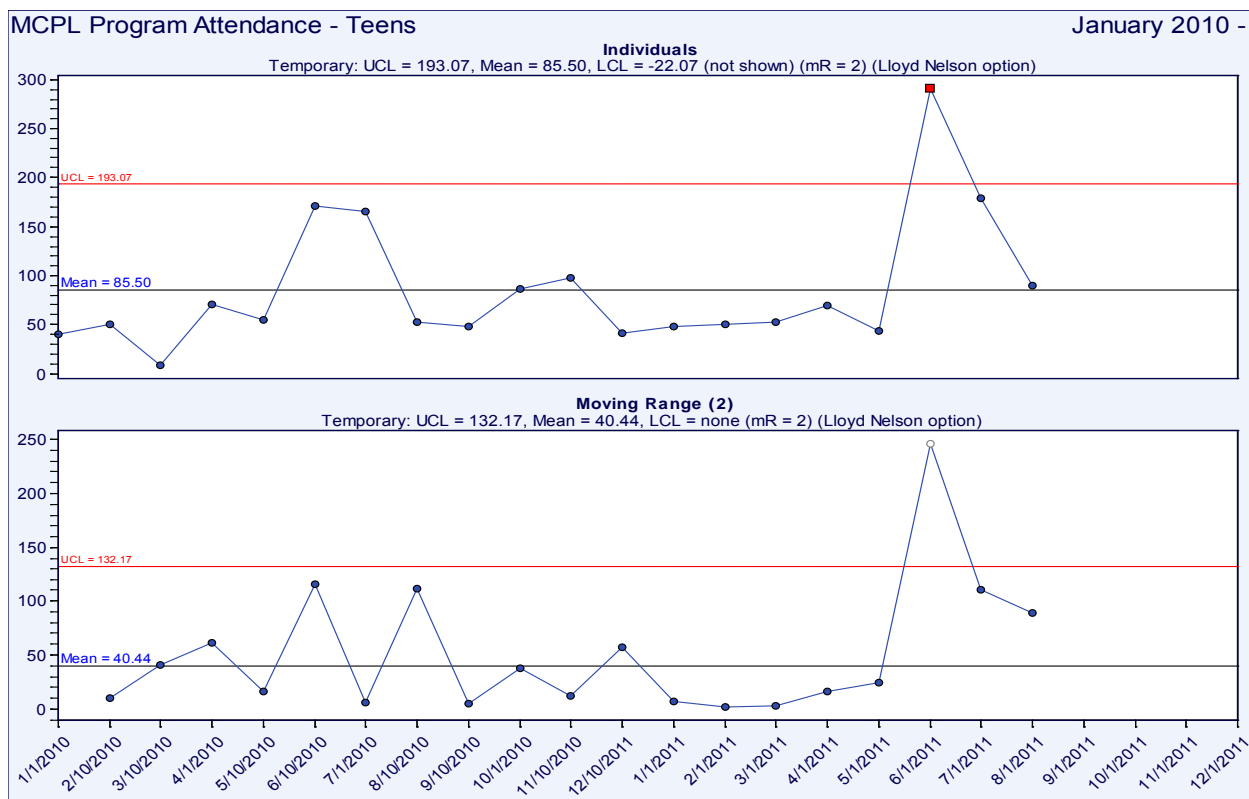
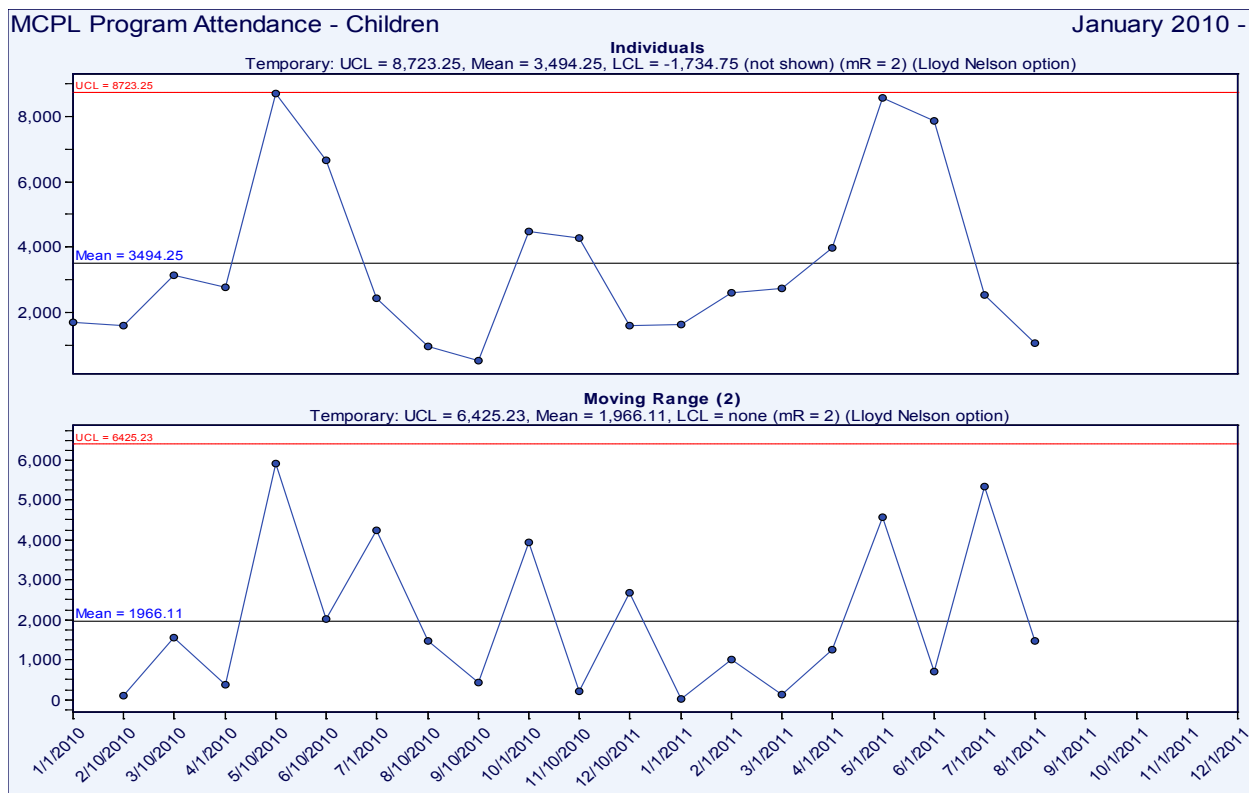
Monroe County Public Library Employees, Hours and Wages, by Pay Period, 2010-

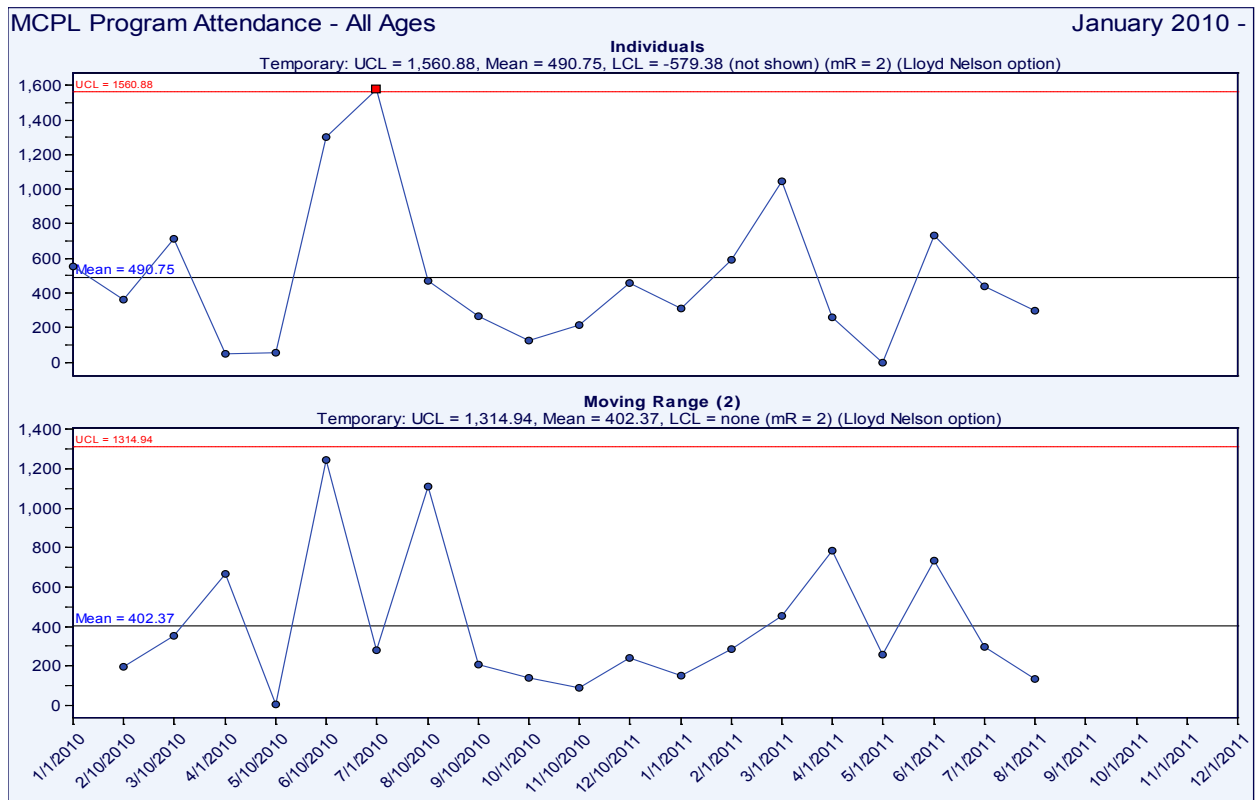
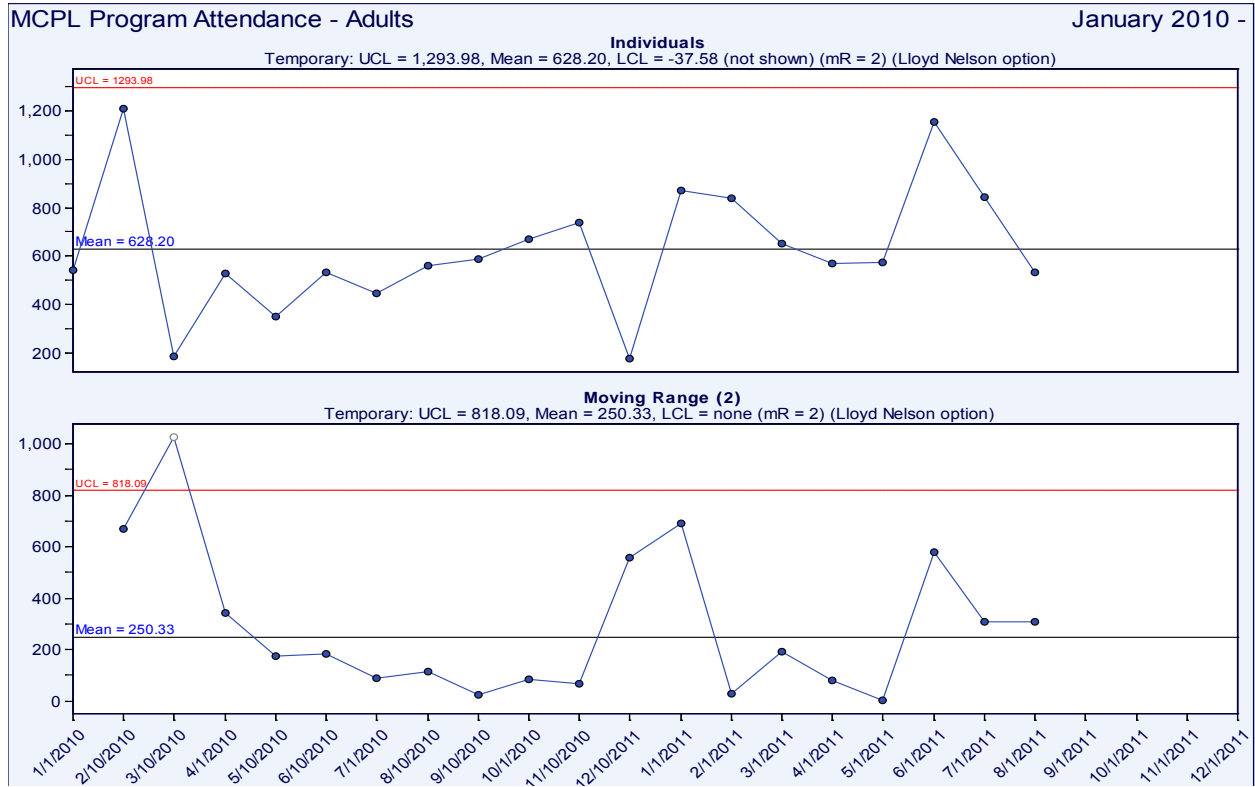
Pay Date	Employees- Op Fund	Employees- Special Rev	Employees- Total	Hours- Op Fund	Hours- Special Rev	Hours- Total	Wages- Op Fund	Wages- Special Rev	Wages- Total
01/15/10	154	21	175	4,370	560	4,930	142,872	16,520	159,393
01/29/10	160	24	184	4,470	610	5,080	147,421	17,582	165,003
02/12/10	160	24	184	4,490	610	5,100	148,044	17,428	165,471
02/26/10	158	24	182	4,425	610	5,035	149,770	17,993	167,763
03/12/10	157	24	181	4,400	610	5,010	143,389	18,366	161,754
03/26/10	153	24	177	4,328	610	4,938	144,153	17,880	162,032
04/09/10	158	24	182	4,425	610	5,035	149,770	17,228	166,998
04/23/10	157	24	181	4,400	610	5,010	143,389	17,880	161,268
05/07/10	155	24	179	4,348	610	4,958	142,259	18,357	160,616
05/21/10	157	22	179	4,388	580	4,968	143,434	17,173	160,607
06/04/10	156	22	178	4,343	575	4,918	143,981	17,037	161,018
06/18/10	153	21	174	4,328	560	4,888	144,153	16,936	161,089
07/02/10	155	25	180	4,328	625	4,953	144,334	17,729	162,063
07/16/10	153	21	174	4,328	560	4,888	144,153	16,936	161,089
07/30/10	152	24	176	4,315	600	4,915	144,321	18,406	162,727
08/13/10	153	23	176	4,330	575	4,905	149,879	18,907	168,786
08/27/10	151	23	174	4,330	575	4,905	149,879	18,907	168,786
09/10/10	153	23	176	4,305	575	4,880	146,193	18,625	164,819
09/24/10	152	23	175	4,295	575	4,870	144,752	16,901	161,653
10/08/10	150	23	173	4,265	585	4,850	142,106	18,027	160,133
10/22/10	147	23	170	4,215	575	4,790	141,748	17,329	159,077
11/05/10	152	22	174	4,285	560	4,845	142,239	17,061	159,300
11/19/10	151	21	172	4,260	545	4,805	145,889	16,697	162,586
12/03/10	149	22	171	4,208	560	8,975	140,295	16,998	157,293
12/17/10	150	22	172	4,223	560	4,783	138,766	16,613	155,379
12/30/10	150	22	172	4,223	560	4,783	140,025	16,683	156,708
01/14/11	144	22	166	4,158	560	4,718	142,503	16,346	158,848
01/28/11	145	22	167	4,128	530	4,658	140,762	16,770	157,532
02/11/11	144	22	166	4,113	560	4,673	140,709	17,471	158,180
02/25/11	143	22	165	4,068	560	4,628	140,146	17,062	157,208
03/11/11	144	22	165	4,135	560	4,695	142,866	17,233	160,109
03/25/11	144	22	166	4,125	560	4,685	142,444	17,133	159,577
04/08/11	143	22	165	4,125	560	4,685	142,482	16,653	159,135

Monroe County Public Library Employees, Hours and Wages, by Pay Period, 2010-

04/22/11	144	22	166	4,108	560	4,668	141,099	17,477	158,576
05/06/11	144	23	167	4,175	580	4,755	144,421	17,470	161,891
05/22/11	151	23	174	4,240	580	4,820	143,606	18,021	161,627
06/03/11	146	21	167	4,160	530	4,690	143,098	17,193	160,291
06/17/11	147	19	166	4,170	550	4,720	143,688	15,761	159,449
07/01/11	147	19	166	4,173	575	4,748	144,313	17,093	161,406
07/15/11	144	20	164	4,095	575	4,670	141,369	17,945	159,314
07/29/11	146	20	166	4,158	575	4,733	157,807	17,099	174,906
08/12/11	143	20	163	4,085	575	4,660	153,319	18,247	171,566
08/26/11	144	22	166	4,093	605	4,698	140,964	17,431	158,395
09/09/11	144	22	166	4,093	605	4,698	140,964	17,431	158,395

Goal 1: Strengthen support for literacy and lifelong learning.





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

- The August Head Start storytime theme was "Folktale Fest." Books, fingerplays, songs and games introduced kids to classic stories, rhyming sounds and unusual vocabulary. For most children, it was their first time hearing *Caps for Sale* (which made them giggle) and dancing to *The Grand Old Duke of York* (which also made them giggle). By the end of the feltboard presentation of *Goldilocks and the Three Bears*, one class was completely silent and had scooted from their assigned seats to the floor in front of Polly Neust's feet, prompting the teacher to say "That story literally drew them in!"
- The Summer Reading Program wrapped up with the annual summer carnival, attracting 137 people. Lisa Champelli and Mary Frasier, along with a handful of volunteers, provided games, prizes, and snacks.

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

- Stephanie Holman, Mary Frasier, and Christina Jones attended a literacy conference sponsored by MCCSC. The speaker, Dr. Timothy Rasinski, a reading specialist, reinforced many of the things that programming librarians already do and inspired ideas for new ways to support readers.
- Reading to the Dogs program at the Ellettsville Branch had 31 participants in August. The speaker at the literacy conference emphasized the need for meaningful fluency growth and studies show that reading to the dogs programming supports this area of reading.
- A mother complimented Mary Frasier on her Photo Memories program. Her two daughters have been coming every year for several years. At the beginning of summer, the girls ask when the program is and make plans to come. They have their scrapbook pages up on the walls in their rooms. The mother said the changes in the pages reflect their growing abilities over time.

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

- VITAL Tutor Mentor conducted tutoring consultations with five volunteers.
- VITAL hosted the staff from Johnson County Public Library's Adult Learning Center and exchanged programming ideas.
- Josh Wolf hired and scheduled 15 new Homework Center tutors at the IU Job Fair and organized training sessions to be led by MCCSC Literacy, Math, and ESL specialists.

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

- Lisa Champelli scheduled a handful of research tours for IU School of Education students that will highlight children's services.
- Josh Wolf submitted Homework Center publicity for approval from MCCSC Administration.

1E. Strengthen literacy skills of adults.

- VITAL – 66 learners were matched with individual tutors; 45 learners were enrolled in ESL conversation practice groups.

1F. Strengthen readers' advisory services.

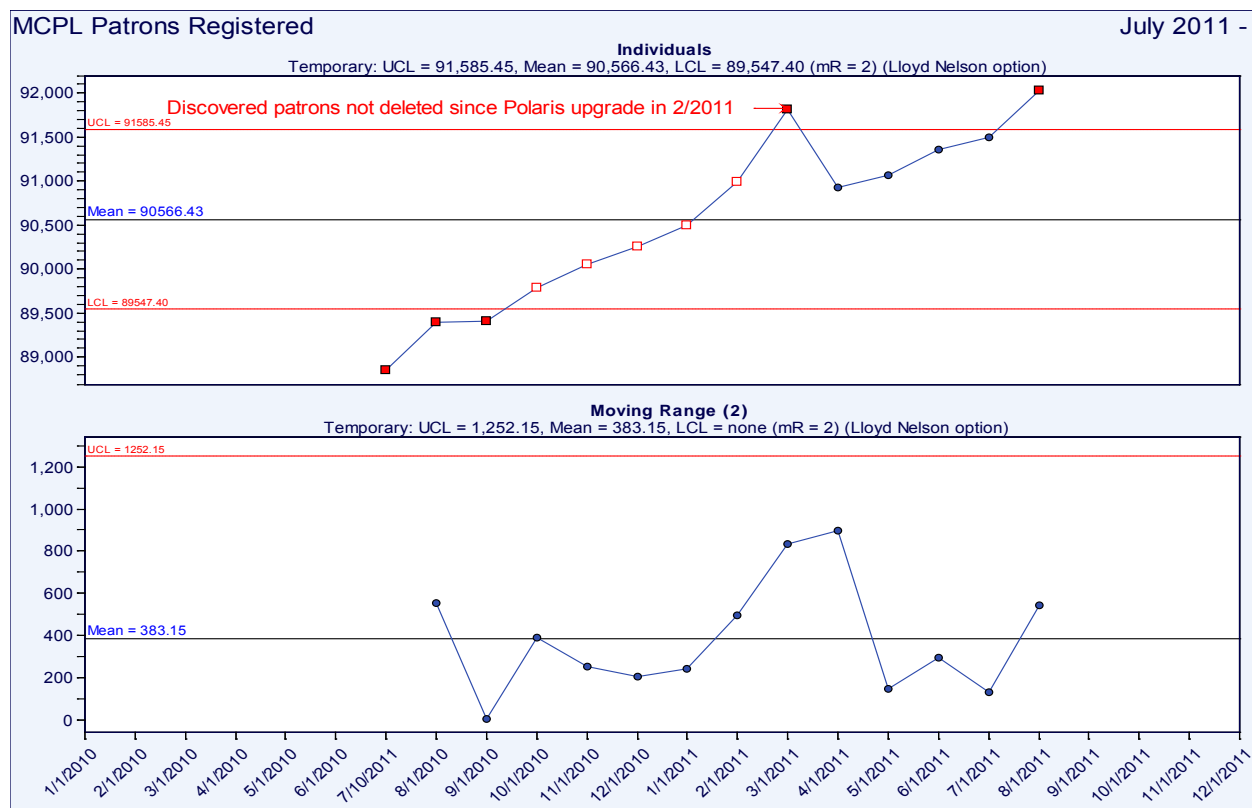
1G. Develop and evaluate partnerships to better serve target audiences.

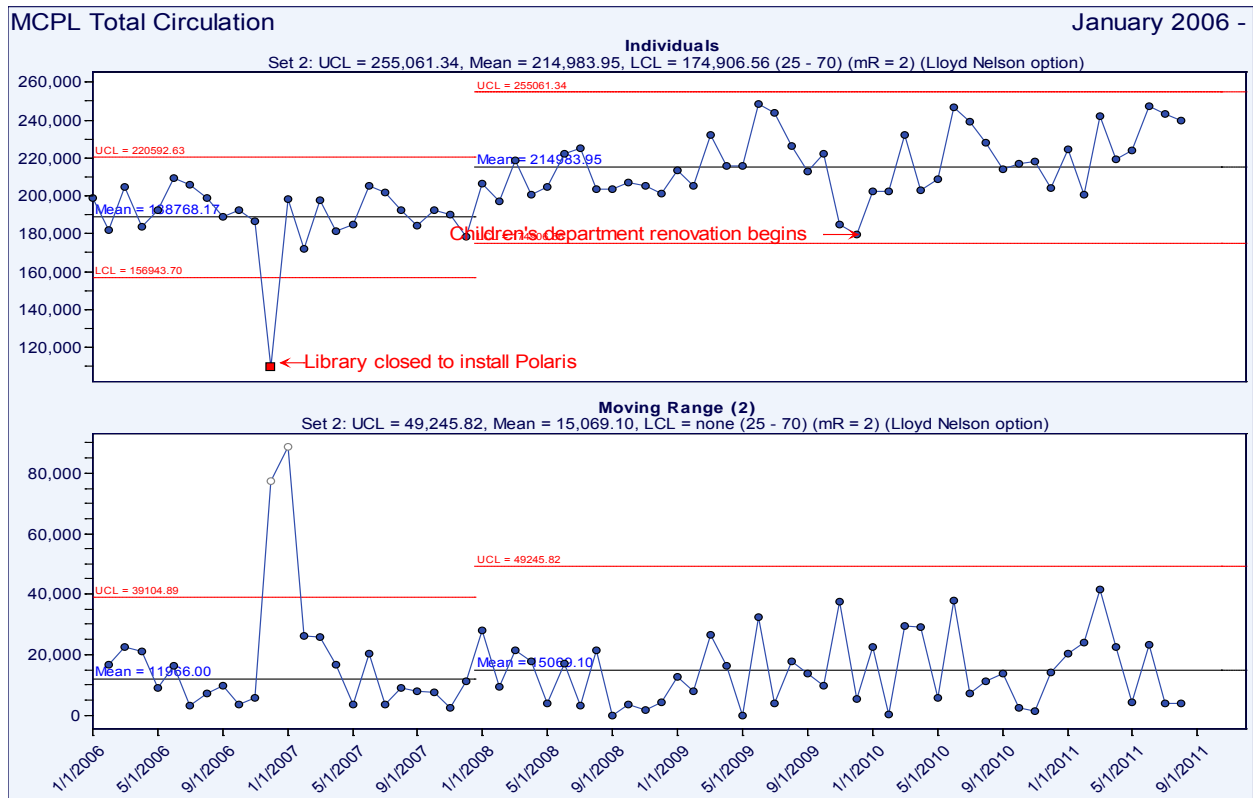
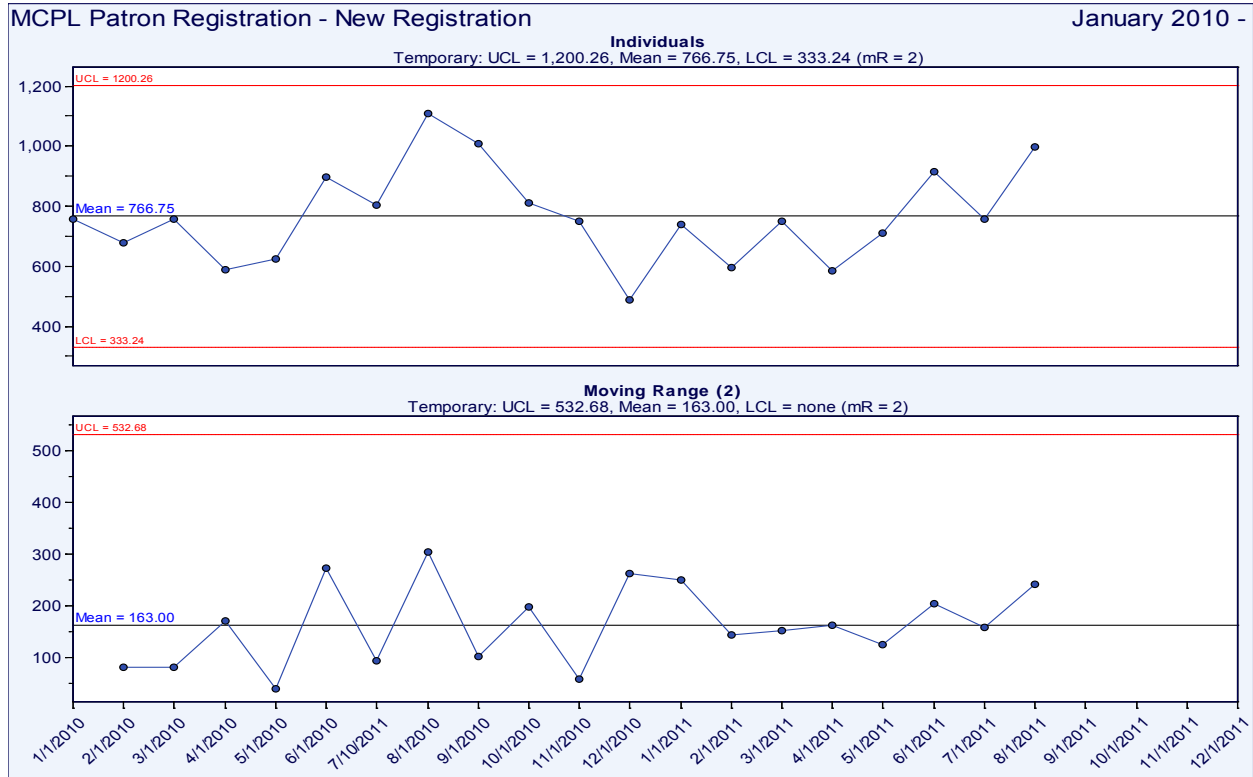
- The new "Family Engagement Coordinator" from the Richland Bean Blossom Community Schools met with Stephanie Holman to discuss continuing her involvement on the local Partners in Education teams. Stephanie will continue to be on the PIE team for Stinesville and Edgewood Primary and will join the Edgewood Intermediate group as well.
- Work continued on the NASA Carbon Cycle project. Sara Laughlin met with Dr. Faiz Rahman and graphic designer Paul Smedberg to discuss website development and with CATS to confirm

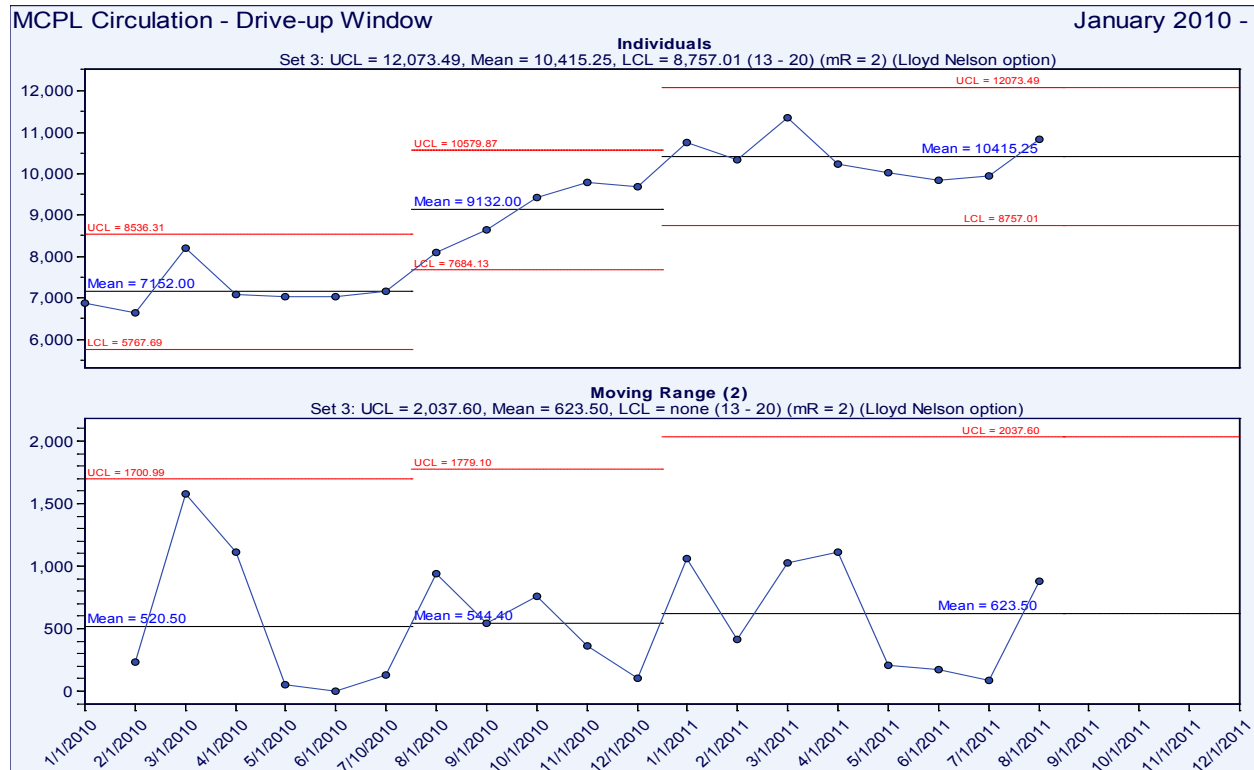
taping. Programs are schedule for November at the Library and the three other participating libraries – Bedford, Brown County, and Indianapolis-Marion County.

- Josh Wolf spoke with Tara Green from the Steering Committee of the Smart Start Coalition. We are planning to continue our partnership with the Coalition under its new leadership.
- Lisa Champelli and Ellen Arnholter began scheduling first grade tours with all MCCSC elementary schools and several local private schools.
- Christine Friesel met with the Monroe County History Center to discuss collaborating for the 2018 county bicentennial. Local historian/writer Carol Krause suggested writing a modern, popular history of the county. Other ideas included grants, fundraisers and a web portal.
- Chris Hosler attended the monthly meeting of the Asset Building Coalition. The Coalition adopted mission and vision statements and began revising by-laws.
- Chris Hosler attended a meeting of the Youth Council Executive Board and helped with preparations made for the inaugural year. Teens are returning applications to the library.
- Christine Friesel met with Indiana Limestone Institute's new Executive Director Tom Schnatzmeyer. They discussed the limestone industry, "Smithville News" project, and an important repository of old limestone industry photos in Bedford which are very important to the industry's history and include some Monroe County buildings and company history. Finding additional funding and more partners to build on the Indiana Bedrock site is appealing to the industry. Christine has begun work with the Indiana Geological Survey about potential partnerships or funding opportunities.

Goal 2: Expand access to information.

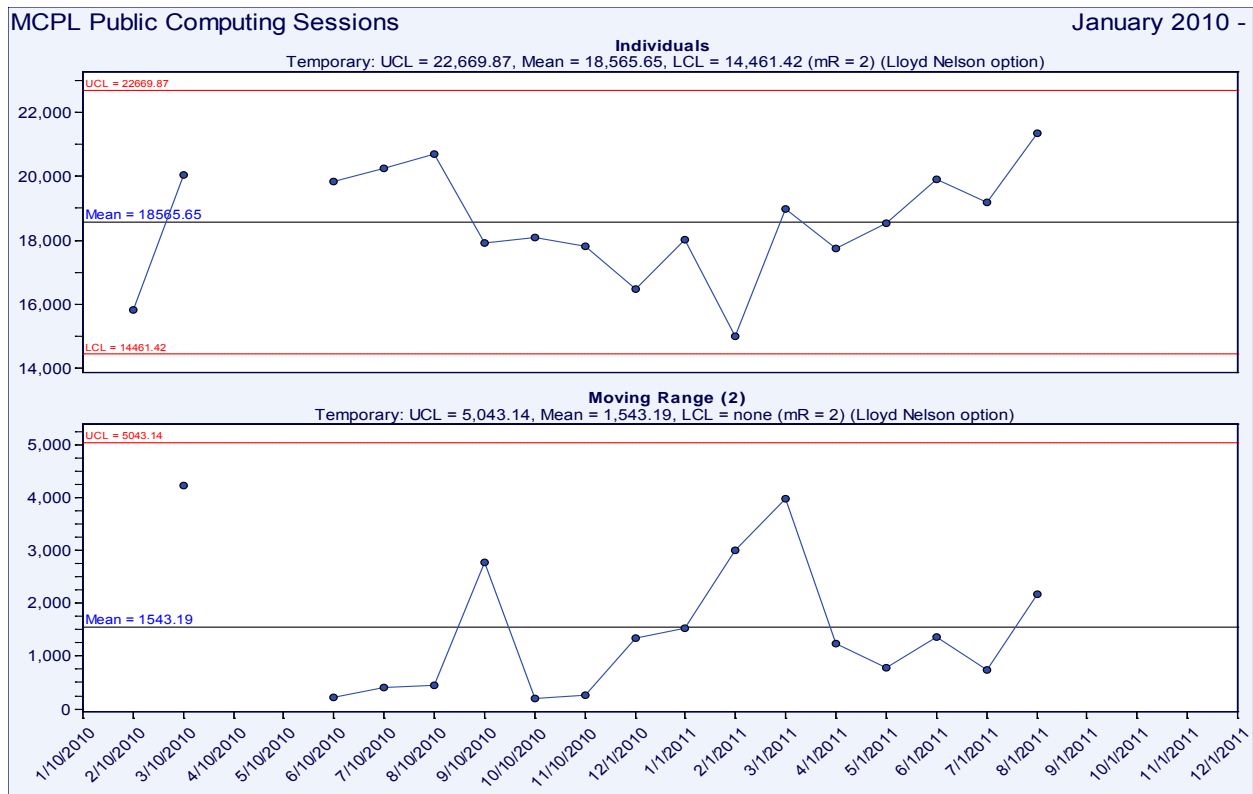
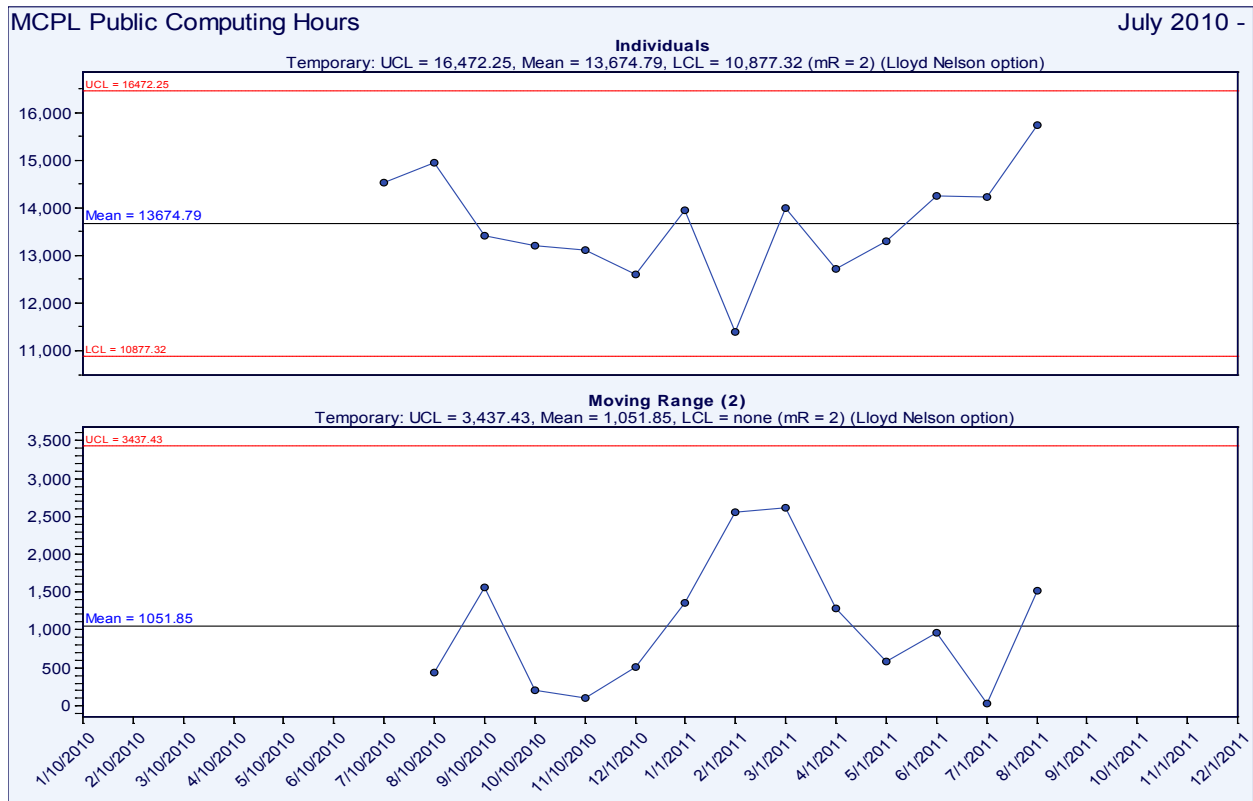






August Access		
Website Visits	Home page hits	86,282
	Catalog hits	3,822,517
	Other hits	2,353,847
	TOTAL	6,176,364
Read It Off	Number registered	431
	Charges waived	\$783.06
	Number individuals with charged waived	97
	Number exiting program	27
Interlibrary loan	Items loaned	195
	Items borrowed	22
CATS	Government programs produced	28
	Patron programs produced	26
	CATS programs produced	36
	Hours cablecast	2,268
	In-house viewings	12
	Editing sessions	122
	Dubs delivered	115
Programs added to collection	215	

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



- With school back in session, RBBCSC students and parents are benefiting from several technological advances the school system put in place over the summer. All eighth grade students now have school issued iPads, and many are showing up at the branch after school to use the library's wireless Internet connection. Junior high and high school students log on to library computers to access Moodle, the school system's new online course management system. Parents without Internet access at home or work use our public workstations monitor student grades, check school calendars, and make payments on accounts.

2B. Improve web access.

- LSTA Digitization Grant "Smithville News" The project began on August 11th with new staff members Cory Burger, Research Assistant, and Matt Butler, Digitization Technician. The Smithville Area Association provided the Indiana Room with more than 50 photographs to scan, index, and upload for the project.

2C. Deliver information through CATS.

- Sara Laughlin and Michael White hosted CATS partner representatives Patrick Stoffers (County Commissioners), Rick Dietz (City of Bloomington), and Sandy Hash (Town of Ellettsville) for discussions about the funding formula and future priorities for CATS. As a result of the meeting, the partners agreed to propose a 3% increase to their respective bodies. The Library agreed to initiate contracts with the goal of having signed 2012 contracts in place before the end of 2011.

2D. Replace Bookmobile. COMPLETED

2E. Investigate changing or expanding hours.

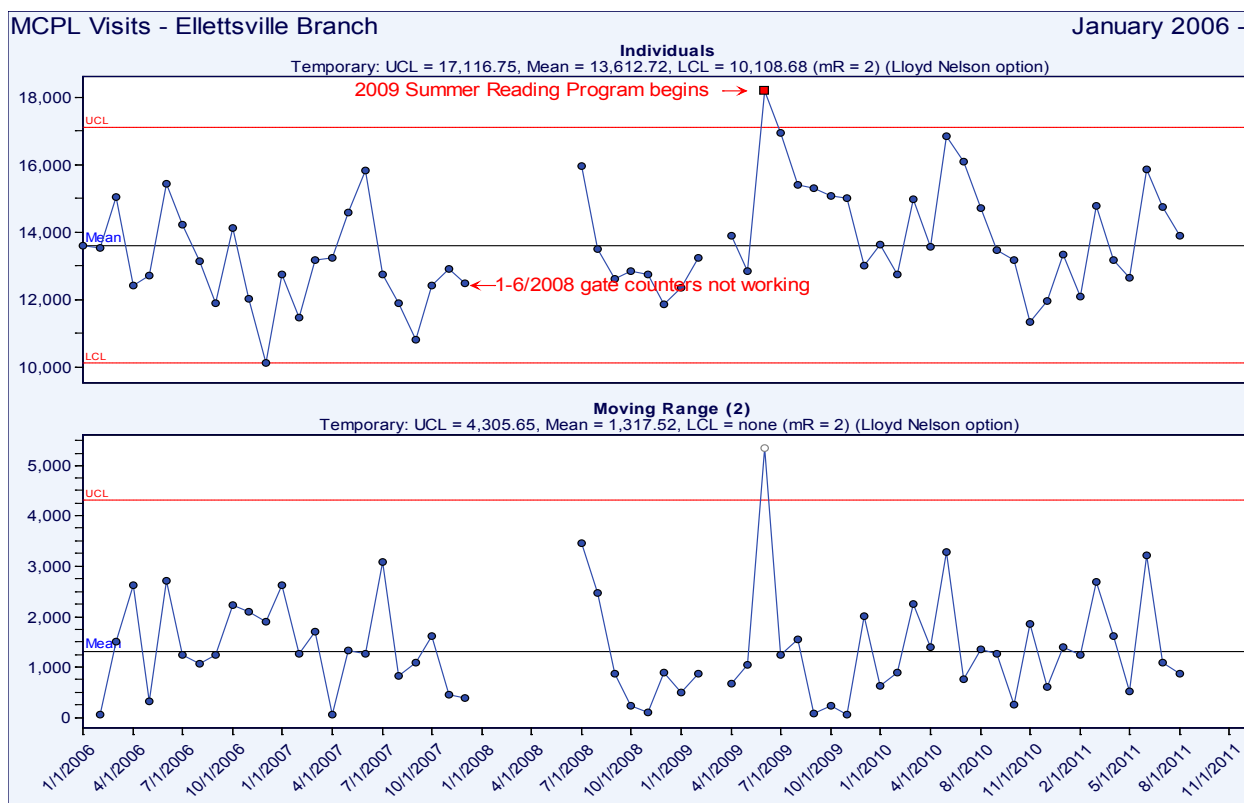
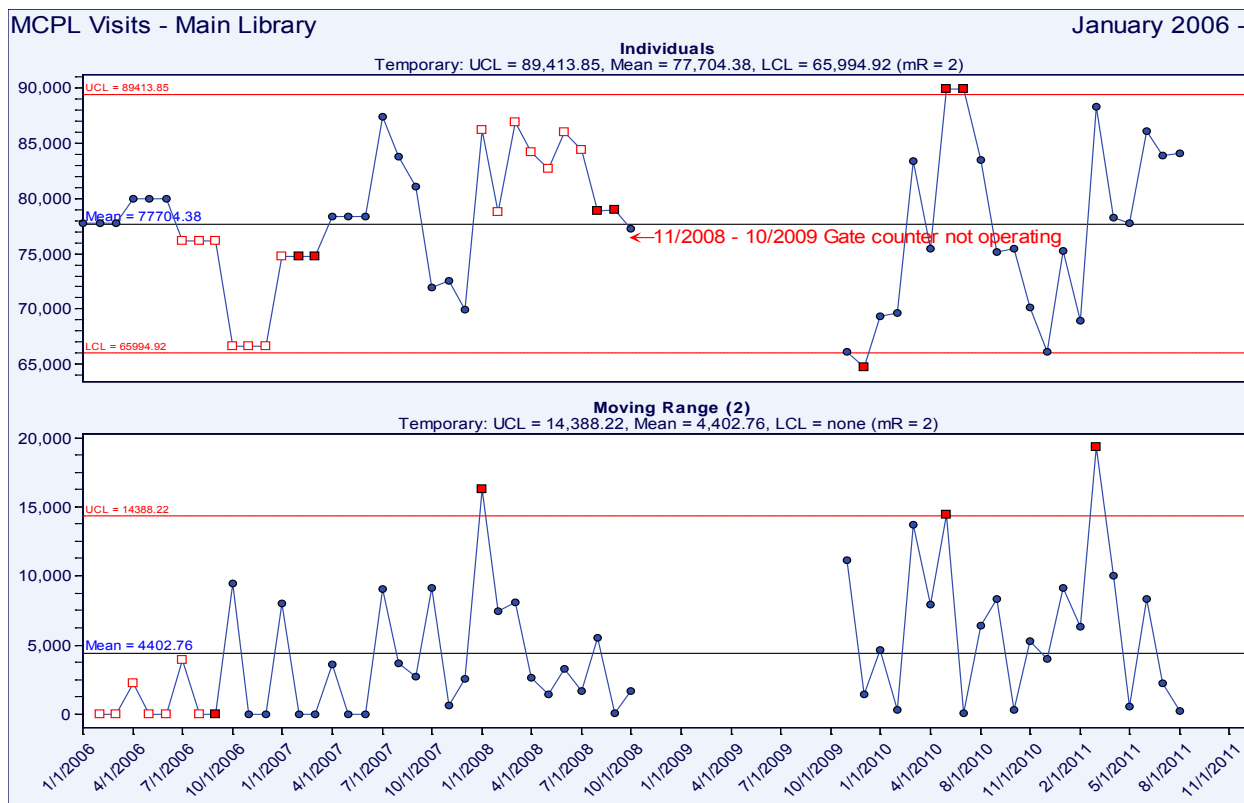
- Starting August 1st, the Library reduced Indiana Room hours due to reduced staffing. To date, we have received fewer than 10 comments. One letter, written by a local genealogist, stressed the value of opening the Indiana Room at least one morning a week.

2F. Open a second branch location.

- Sara Laughlin, Mickey Needham, and Mark Mobley visited Harrodsburg at the invitation of the owner of Community Hardware, Jim Baugh, to discuss the possibility of opening a branch. After the visit, Sara notified him that the Library would not be interested, due to budget constraints and the fact that the location was too far from Highway 37.

2G. Improve service for people with disabilities.

Goal 3: Deliver exemplary service.



August 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	354

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

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

- Bara Swinson hosted Children's Department staff in a "hands on" tour of the automated materials handling (AMH) return process. Knowing how materials move through the system helps staff search for recently returned materials and held items. Many of the strategies, computer fields, and the order of steps have changed in the new AMH environment. One appreciative tour member commented, "Thanks for that tour. We didn't realize how much we didn't know, thinking we knew what there was to know from the old way."

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.

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

3G. Provide high quality public technology services.

- On August 2, Chris held a focus group attended by 10 teens to gauge interests and needs with regards to a digital creativity center. Participants watched a short video that depicted the Chicago Public Library's YOUmedia lab, and asked each other five questions about the kind of activities and mentors they would like to have in a digital creativity lab. Further focus groups (youth-service providers and teens) will be conducted this fall.

3H. Create engaging library experiences.

- More than 170 patrons came in August for the last four films in the "Summer Time Musical Film Series." Patrons enjoyed watching classic musicals including *Singing in the Rain*, *West Side Story*, *Oklahoma* and *Music Man* on the big screen in the auditorium.
- "Online Searching for the Civil War Era" entertained nine participants interested in searching for their ancestors. We explored how to navigate through Footnote.com, Heritage Quest, and Ancestry.com for Census, military, and pension records. One patron was thrilled when she found more than 100 images of her ancestor's Civil War pension files in Footnote.com.

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

- Stephanie Holman and Michael Hoerger worked on a map of Children's collections at Ellettsville. While at the branch, Michael talked to Mickey Needham about developing an "evaluation needed" form for patrons to flag worn or damaged items they have borrowed from the library.
- Josh Wolf met with Margaret Harter to redesign Homework Center Signage and fliers.

3J. Offer regular customer service training and updates.

- The Staff Development Committee finalized plans for Staff Day 2011, including a keynote address and session by the creators of "Unshelved" comics.

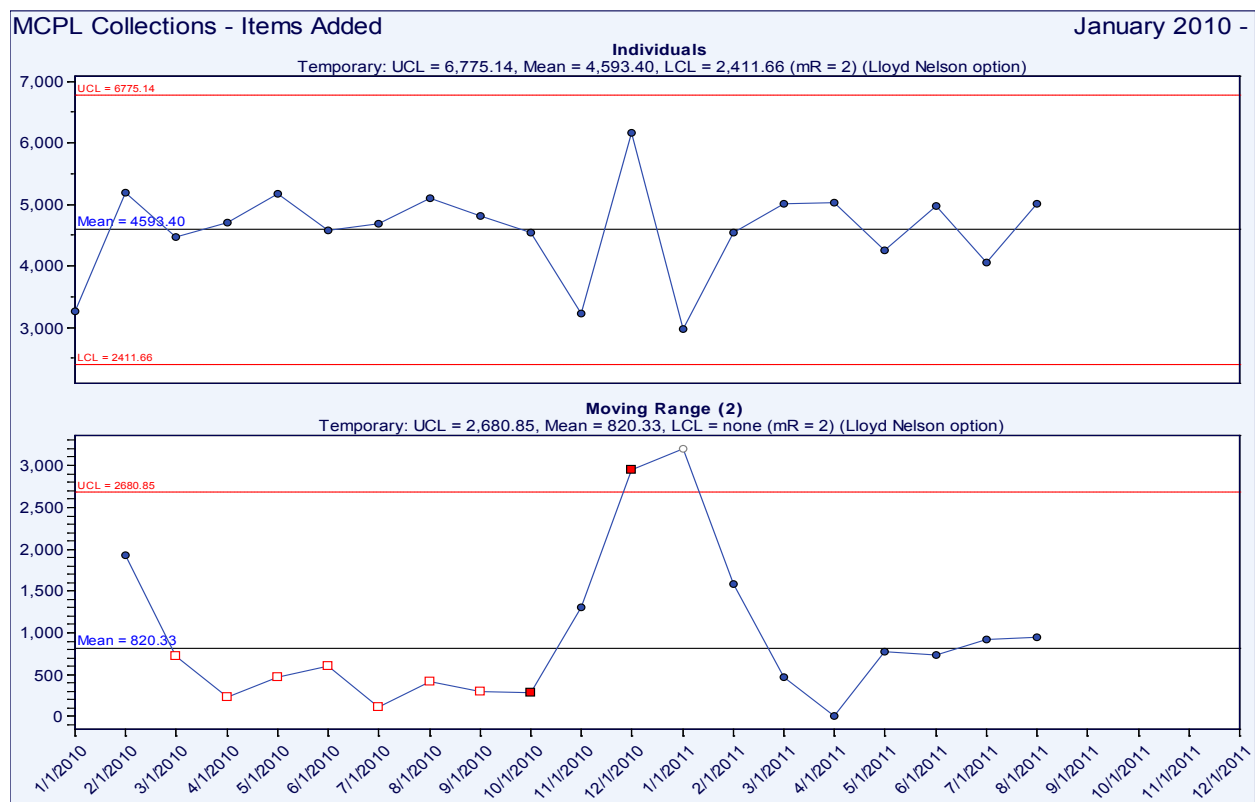
3K. Implement training to enhance technology core competencies.

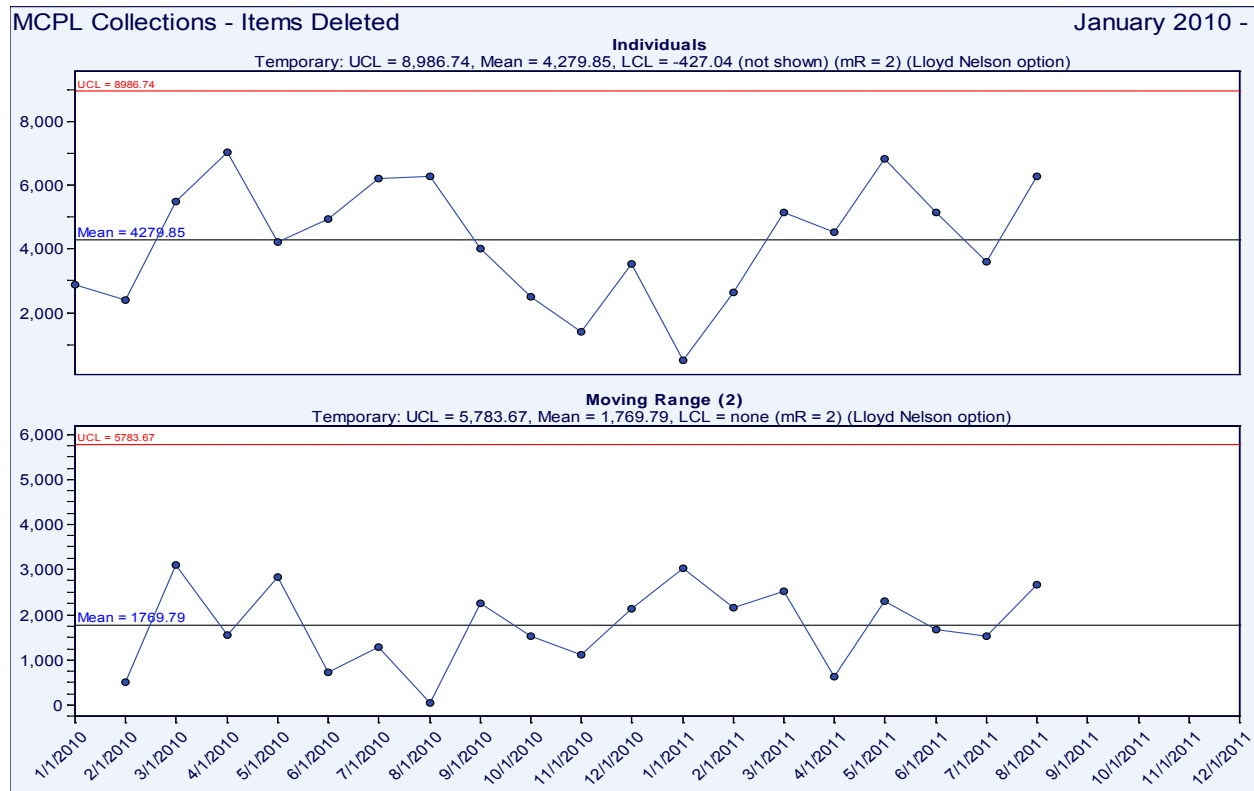
3L. Offer regular feedback opportunities for employees.

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

Goal 4: Maintain High Quality Collections

August Collections		
Items reviewed	Reviewed (main)	3801
	Discarded	583
Items returned/not returned	Items returned	171,392
	Accounts to collection agency	200
	Value recovered (cash and items)	8,841.43





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

- With the decrease in Adult and Teen Services staff, Collection services took over upkeep of the new books area. Their first action was to move titles more than 8 months old to the regular collection to make room for the Bestseller Express display to be debuted in early September.

4B. Maintain functional and attractive library collections.

- Facilities made a small change in daily book route to Ellettsville, now leaving at 9 a.m. to insure materials can be sorted before the branch is opened.
- Lisa Champelli supervised weeding of the Parent Teacher Resource collection.

4C. Continue to explore new formats.

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.

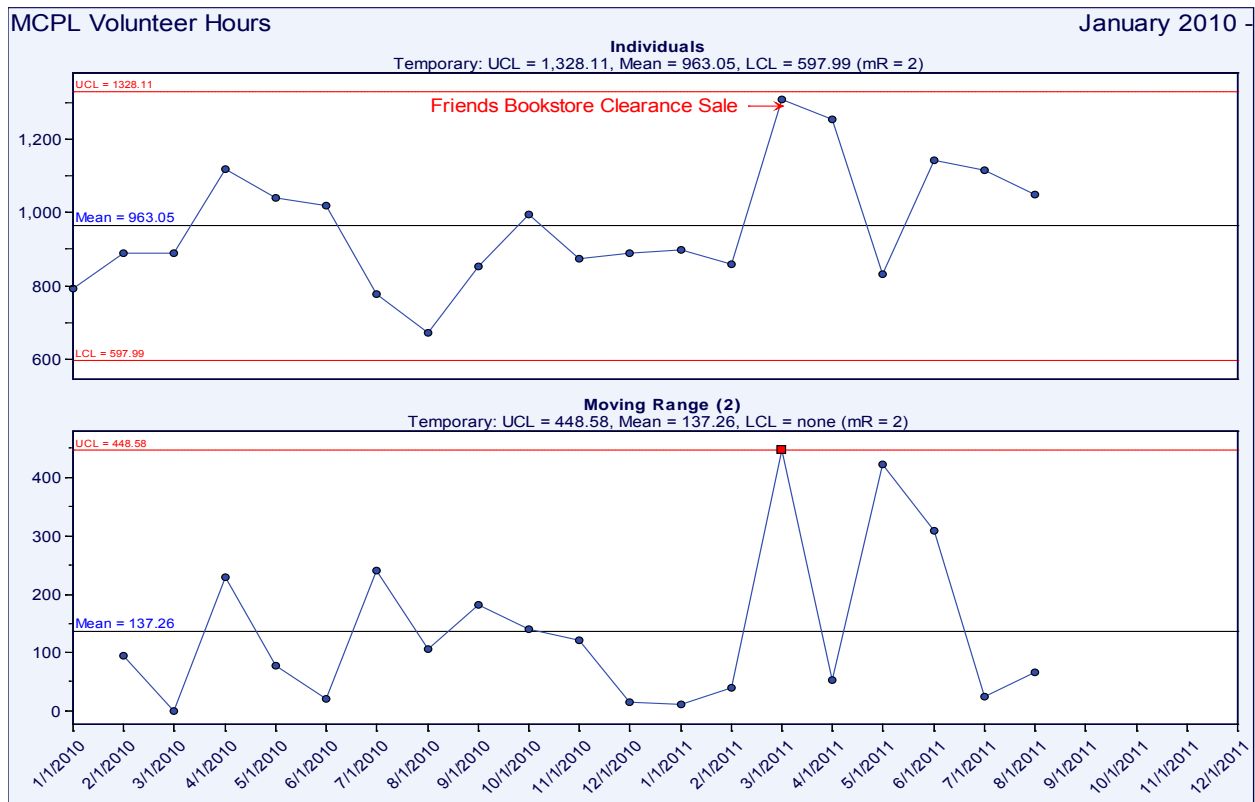
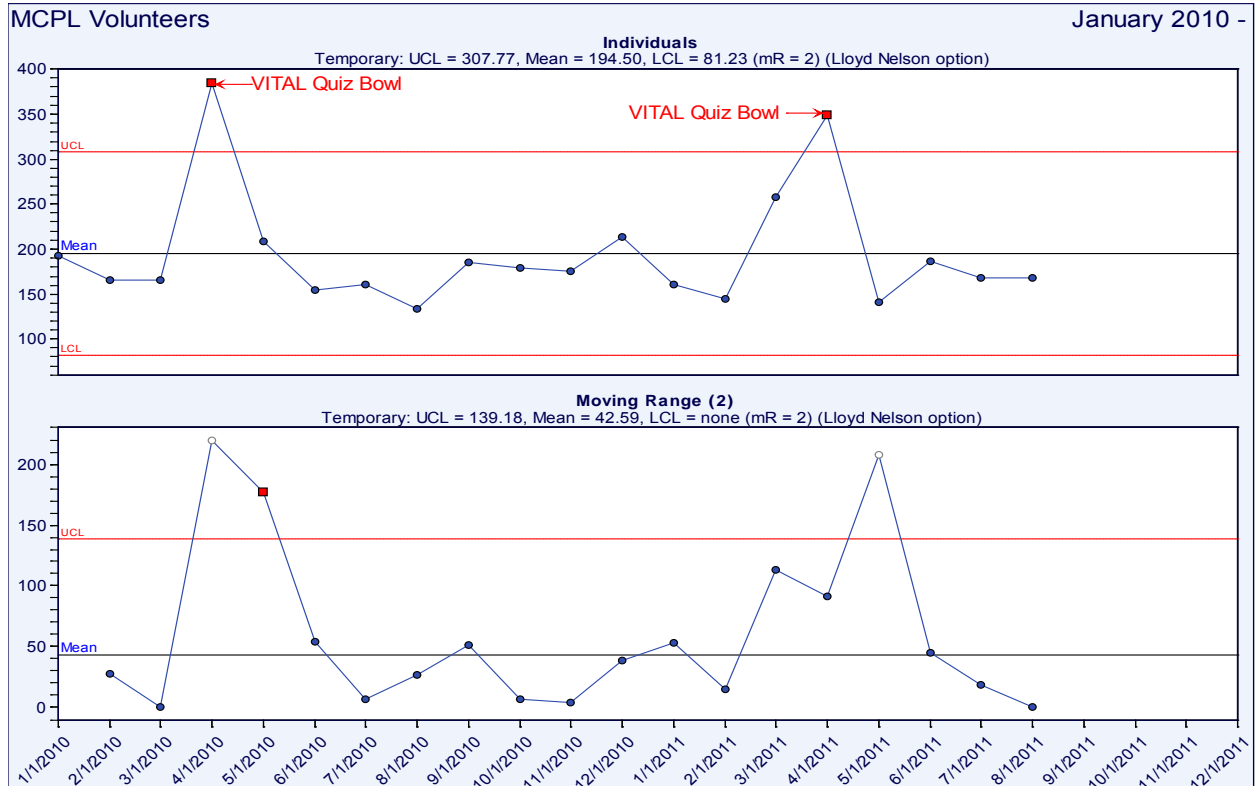
5A. Implement recommendations from classification and compensation study.

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

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

- The Staff Development Committee finalized plans for 2011 Staff Day on October 12.

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



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

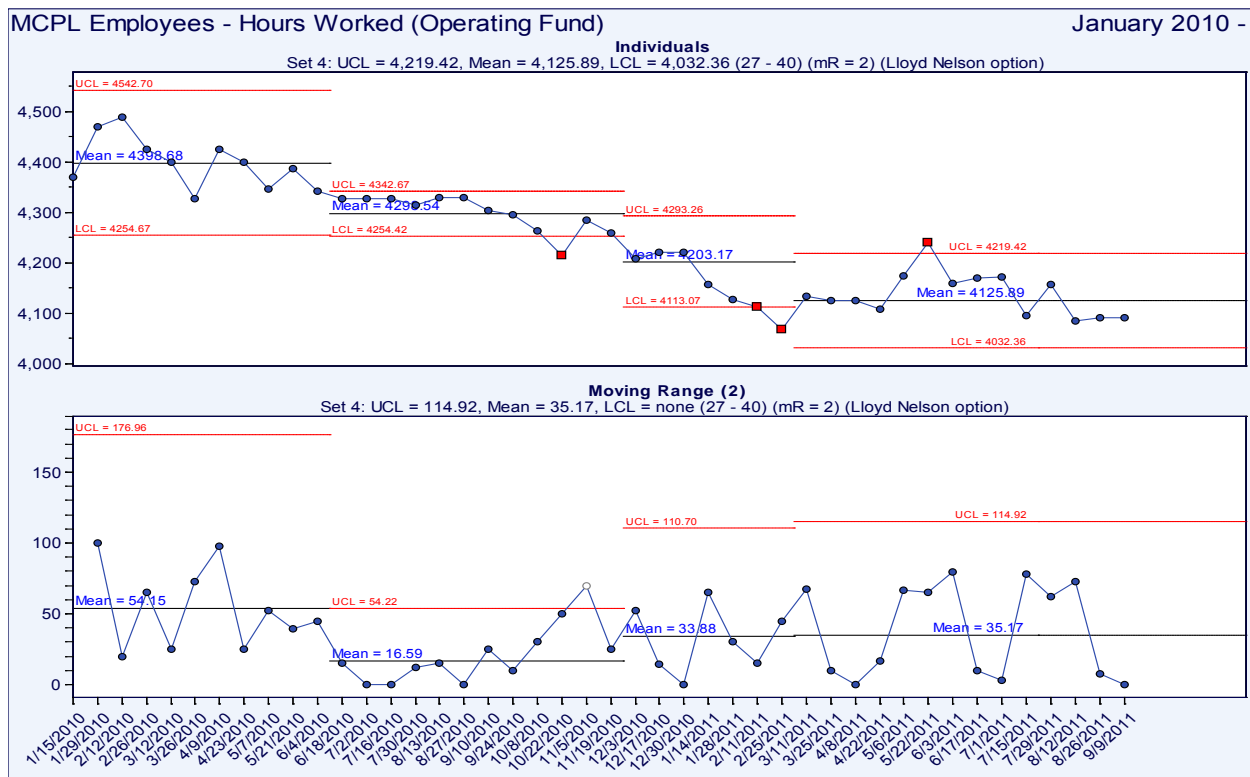
- A dozen IU students participating in the Freshman Experience volunteered at the library on Saturday, August 27. They cleaned and organized the magazine shelves, scrubbed step stools, and swept outside the entrances.
- Marla Gray and Josh Wolf represented the library at the Work-Study Fair at IU and recruited 23 new work-study students in addition to 13 work-study student are returning from last year.

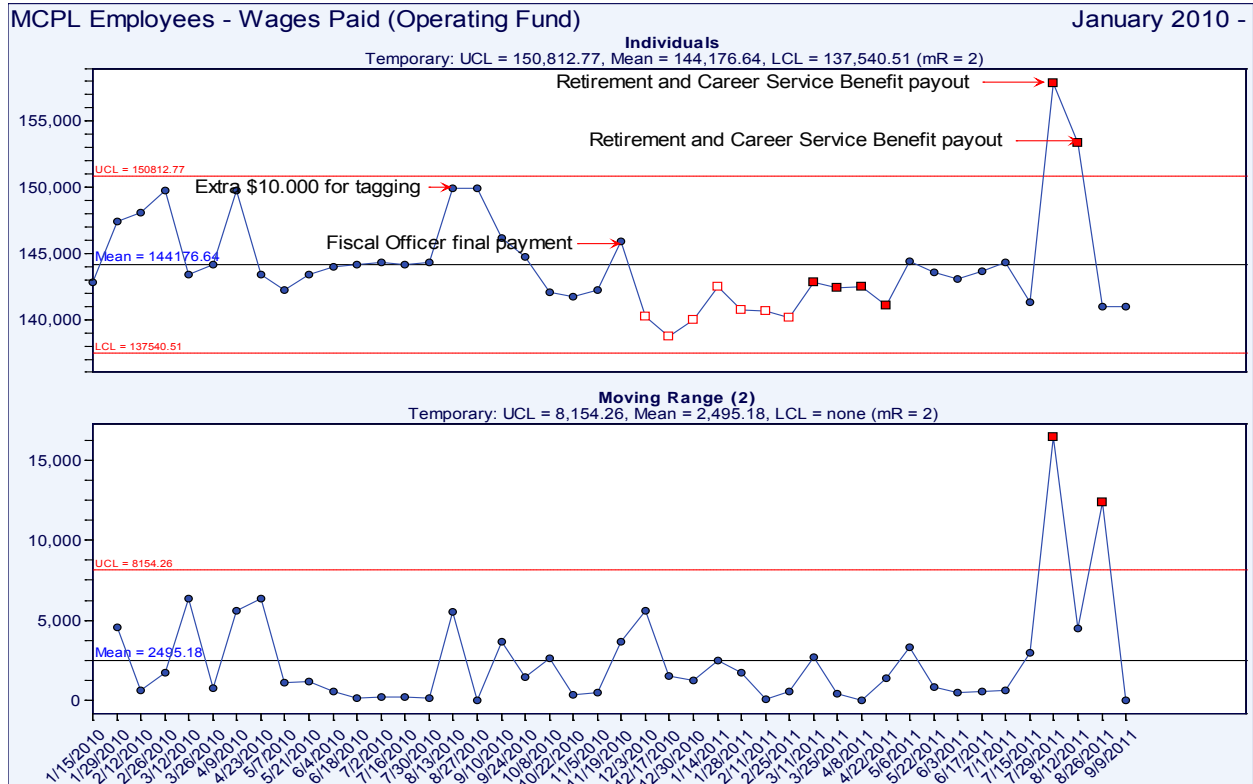
5F. Increase efforts to be an inclusive and attractive employer.

- HR manager Kyle Wickemeyer-Hardy and Assistant Marla Gray hosted a PERF information session.

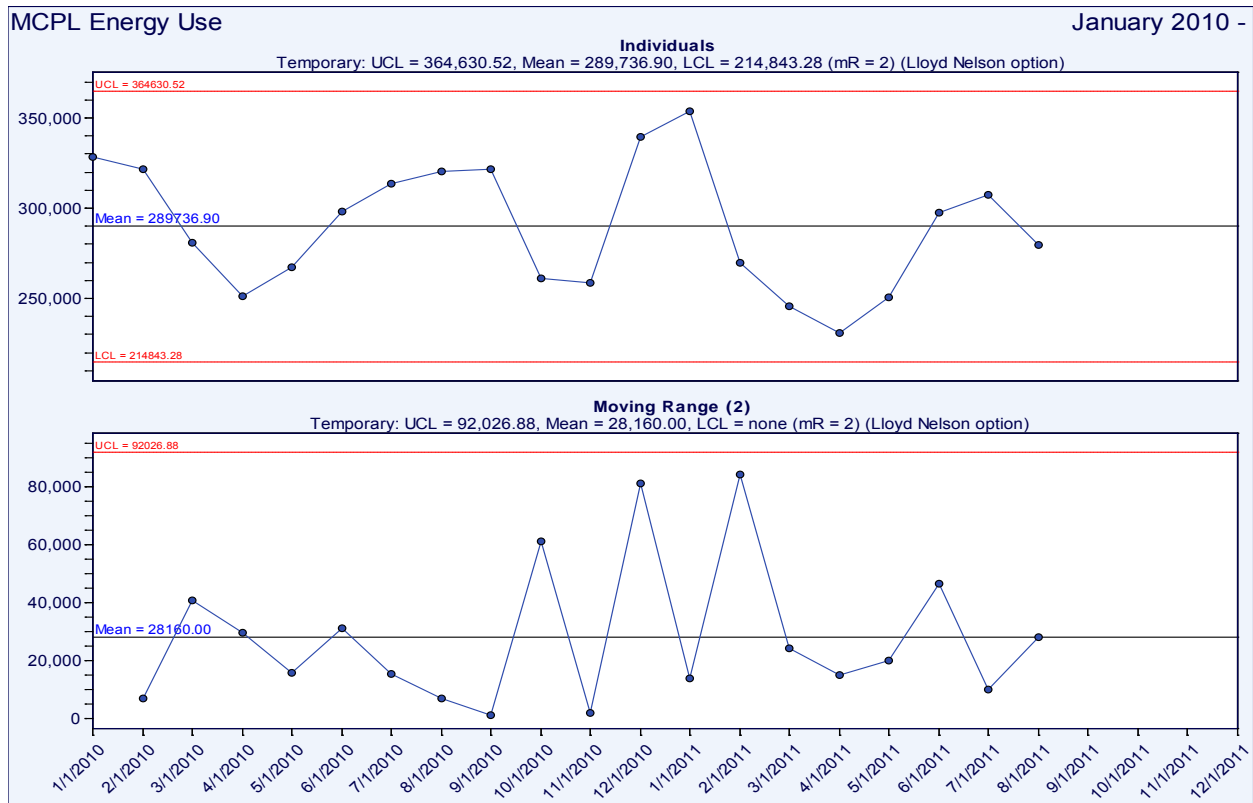
5G. Support improvement of key processes.

- Implemented modest auto-attendant for Administration/General Switchboard telephone number "349-3050." By adding 3 options for non-Administration contact needs the auto attendant can provide the requested transfer (to Circulation or Adult Services Help Desk) and convey the library's hours of operation. These basic referrals account for 87% of the calls coming into the Administrative Offices.





5H. Continue sustainability efforts to reduce energy consumption.



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

- Gary Lettelleir and Mark Mobley finalized the list of surplus furniture and equipment as part of the de-cluttering initiative in preparation for phase 3 of Main Renovation.

5J. Maximize tax support.

- On August 23, the Monroe County Council issued a non-binding recommendation in favor of the Library's 2012 budget. Next steps: public hearing on September 21, Board approval on October 26, and then forwarding to the Indiana Department of Local Government Finance.

5K. Increase funding from non-tax sources.

- The Library received an invitation to submit a proposal for the September 30 deadline to the Henry and Cecilia Wahl Charitable Trust. Polly Nuest is working on a proposal to supply Head Start classrooms with thematic early literacy kits.

5L. Work closely with Friends of the Library.

- Penny Gillie and Friends Bookstore Committee chair Barbara Wilcox finalized details for the Friends of the Library Book Sale at the Ellettsville Branch on September 17 and 18.
- Sara Laughlin, Sue Murphy, and Margaret Harter participated in final preparations for mailing letters to approximately 3,000 library supporters for the 2011 Campaign for Excellence. At this point, \$2,900 (12% of the \$25,000 goal) has been received.

Monroe County Public Library 2012 Budget

The third draft of the 2012 budget reflects the following updates:

- The allocation of books, periodicals, non-print materials, and electronic resources
- COIT revenue updated
- A new line for A.V. supplies (014-224-00) has been added for Ellettsville and \$1,200 has been moved to this line. The corresponding reduction was to the other equipment purchases line (008-363-00). This change was related to Ellettsville's new disk cleaning equipment.

Accompanying Documents

Worksheet A includes estimated revenue, expense, and cash balances, by fund. **Worksheet B** includes detailed 2012 line item expenditures from all five funds. **Worksheet C** shows line item expenditures in the Operating Fund, compared with 2010 actual expenditures and 2011 budget. **Worksheet D is a line item narrative** about significant changes from last year. **Worksheet E** provides Operating Fund budget detail, by department, with comments.

2012 Budget - estimated revenue, expense, and cash balances

Worksheet A	2011 Budget after			
	1782	2011 expected	2012 Estimates	2012 expected
Operating Fund				
Asses. Val.	6,118,817,228		5,506,935,505	
INCOME				
<i>Property Tax 2012 using growth quotient estimate 2.9%</i>			\$4,592,520	
Property Tax - 2011	\$ 4,521,806	0.0739%		
County Option Income Tax	\$ 2,087,229		\$ 1,980,075	
Commercial Vehicle Excise Tax	\$ 34,617		\$ 42,483	
Financial Institutions Tax	\$ 10,231		\$ 12,443	
License Excise	\$ 263,000		\$ 232,699	
Fines/Fees	\$ 160,000		\$ 175,000	
Other - misc per dlgr				
Other - meeting rooms/interest			\$ 15,000	
Other - copiers/PLAC	\$ 15,700		\$ 16,000	
TOTAL	\$ 7,092,583		\$ 7,066,220	
EXPENSES				
Personnel Services	\$ 5,158,175		\$ 5,151,056	
Supplies	\$ 132,800		\$ 176,260	
Other Services/Charges	\$ 1,066,200		\$ 1,112,730	
Capital	\$ 1,107,357		\$ 1,147,200	
TOTAL	\$ 7,464,532	\$7,334,532	\$ 7,587,246	\$ 7,562,246
FUND BALANCE				
Beginning	\$ 1,165,275	\$1,165,275	\$ 791,938	\$ 921,938
Encumbrance	\$ (1,388)	-\$1,388		
Income less exp.	\$ (371,949)	-\$241,949	\$ (521,026)	\$ (496,026)
Ending balance	\$ 791,938	\$921,938	\$ 270,912	\$ 425,912

Worksheet A

2011 Budget after**1782 2011 expected 2012 Estimates 2012 expected****Library Capital Projects Fund**

INCOME

Property Tax	\$	342,645	0.0056%	\$	495,000
0.0074 Commercial Vehicle Excise Tax	\$	3,268			4,579
0.003 Financial Institutions Tax	\$	775			1,341
0.0874 License Excise	\$	18,750			24,552
TOTAL	\$	365,438		\$	525,472

EXPENSES

Capital	\$	361,021			
Construction, Repair, Remodel				\$	418,411
Computer Hardware-Software				\$	125,000
TOTAL	\$	361,021		\$	543,411

FUND BALANCE

Beginning	\$	98,516		\$	4,417
Encumbrance	\$	(98,516)		\$	-
Income less exp.	\$	4,417		\$	(17,939)
Ending balance	\$	4,417		\$	(13,522)

Debt Service Fund

INCOME

Property Tax	\$	1,847,883	0.0302%	\$	235,201
0.0074 Commercial Vehicle Excise Tax	\$	12,901			2,176
0.003 Financial Institutions Tax	\$	4,181			637
0.0874 License Excise	\$	100,000			11,666
TOTAL	\$	1,964,965		\$	249,680

EXPENSES

Capital	\$	1,996,000		\$	322,088
TOTAL	\$	1,996,000		\$	322,088

FUND BALANCE

Beginning	\$	117,923		\$	86,887
Income less exp.	\$	(31,035)		\$	(72,408)
Ending balance	\$	86,887		\$	14,479

2011 Budget after

1782 2011 expected 2012 Estimates 2012 expected

Library Improvement Reserve Fund

INCOME

Transfer	\$	200,000	\$200,000		
Interest on Investments	\$	4,000			
TOTAL	\$	204,000	\$200,000	\$	-

EXPENSES

Personal Services					
Supplies					
Other Services/Charges	\$	63,558		\$	100,000
Capital	\$	233,374	\$100,000	\$	250,000
TOTAL	\$	296,932	\$100,000	\$	350,000

FUND BALANCE

Beginning	\$	1,040,847	\$1,040,847	\$	947,915	\$	1,140,847
Income less exp.	\$	(92,932)	\$100,000	\$	(350,000)		
Ending balance	\$	947,915	\$1,140,847	\$	597,915	\$	1,140,847

Rainy Day Fund

INCOME

Transfer				\$	200,000		
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EXPENSES

Personal Services	\$	10,000		\$	10,000		
Supplies	\$	187,048					
Other Services/Charges	\$	140,794		\$	200,000		
Capital	\$	135,468		\$	200,000		
TOTAL	\$	473,310		\$0	\$410,000		\$0

FUND BALANCE

Beginning	\$	808,901	\$808,901	\$	335,591	\$	808,901
Income less exp.	\$	(473,310)		\$	(210,000)	\$	200,000
Ending balance	\$	335,591	\$808,901	\$	125,591	\$	1,008,901

2012 BUDGET		2012	2012	2012	2012	2012	2012
Worksheet B		OPERATING	LIRF	RAINY DAY	CAPITAL	DEBT	TOTAL
					PROJECTS	SERVICE	FUNDS
PERSONNEL SERVICES							
SALARIES							
	1120 ADMINISTRATION	164,792					
	1130 PROFESSIONAL/SUPERVISORS	495,967					
	1140 PROFESSIONAL ASSISTANTS	1,291,405					
	1150 SPECIALISTS & TECHNICIANS	824,582					
	1160 CLERICAL ASSISTANTS	455,807					
	1170 PAGES/MASTERCONTROLLERS	268,545					
	1180 TEMPORARY STAFF	5,000					
	1190 BUILDING MAINTENANCE	348,460					
TOTAL SALARIES		3,854,558		-		-	3,854,558
EMPLOYEE BENEFITS							
	1210 EMPLOYER CONTRIBUTION/FICA	239,861					
	1220 UNEMPLOYMENT COMPENSATION	-		10,000			
	1230 EMPLOYER CONTRIBUTION/PERF	386,771					
	1240 EMPLOYER CONT/INSURANCE	608,875					
	1250 EMPLOYER CONT/MEDICARE	56,691					
TOTAL EMPLOYEE BENEFITS		1,292,198		10,000			1,302,198
OTHER WAGES							
	1310 WORKSTUDY	4,300					
	1320 TEMPORARY STAFF	-					
	1350 STIPEND	-					
TOTAL OTHER WAGES		4,300					4,300
TOTAL PERSONNEL SERVICES (1000s)		5,151,056		10,000			5,161,056
SUPPLIES (2000s)							
OFFICE SUPPLIES							
	2110 OFFICIAL RECORDS	1,000					
	2120 STATIONERY & PRINTING	2,760					
	2130 OFFICE SUPPLIES	21,300					
	2140 DUPLICATING	24,100					
	2150 PROMOTIONAL MATERIALS	-					
TOTAL OFFICE SUPPLIES		49,160		-			49,160

2012 BUDGET		2012	2012	2012	2012	2012	2012
Worksheet B		OPERATING	LIRF	RAINY DAY	CAPITAL	DEBT	TOTAL
					PROJECTS	SERVICE	FUNDS
OPERATING SUPPLIES							
	2210 CLEANING SUPPLIES	30,650					
	2220 FUEL, OIL, & LUBRICANTS	11,000					
	2230 CATALOGING SUPPLIES	5,500					
	2240 AUDIO VISUAL SUPPLIES	10,950					
	2250 CIRCULATION SUPPLIES	33,000					
	2260 LIGHT BULBS	3,000					
	2270 RECORDING MATERIALS - CATS	-					
	2280 UNIFORMS	1,900					
	2290 DISPLAY/EXHIBIT SUPPLIES	5,400					
TOTAL OPERATING SUPPLIES		101,400		-			101,400
REPAIR & MAINTENANCE SUPPLIES							
	2300 IS SUPPLIES	6,600					
	2310 BUILDING MATERIALS & SUPPLIES	15,800					
	2315 ENERGY AUDIT SUPPLIES	2,000					
	2320 PAINT & PAINTING SUPPLIES	300					
	2340 OTHER REPAIR & BINDING	1,000					
	2350 RECORDING EQUIP SUPPLIES - CATS	-					
TOTAL REPAIR & MAINTENANCE SUPPLIES		25,700					25,700
TOTAL SUPPLIES (2000s)		176,260		-			176,260
OTHER SERVICES/CHARGES (3000s)							
PROFESSIONAL SERVICES							
	3110 CONSULTING SERVICES	3,000		50,000			
	3120 ENGINEERING/ARCHITECTURAL	40,000					
	3130 LEGAL SERVICES	15,500		50,000			
	3140 BUILDING SERVICES	40,000					
	3150 MAINTENANCE CONTRACTS	139,840					
	3160 OCLC & COMPUTER SERVICES	51,300					
	3170 ADMIN/ACCOUNTING SERVICES	36,500					
	3175 COLLECTION AGENCY SERVICE	24,000					
TOTAL PROFESSIONAL SERVICES		350,140	-	100,000			450,140

2012 BUDGET		2012	2012	2012	2012	2012	2012
Worksheet B		OPERATING	LIRF	RAINY DAY	CAPITAL	DEBT	TOTAL
					PROJECTS	SERVICE	FUNDS
OTHER SERVICES/CHARGES (3000s) CONTINUED							
COMMUNICATION & TRANSPORTATION							
	3210 TELEPHONE	30,600					
	3220 POSTAGE	30,000					
	3230 TRAVEL EXPENSE	10,000					
	3240 PROFESSIONAL MEETINGS	10,000					
	3250 CONTINUING EDUCATION	10,000					
	3260 FREIGHT & DELIVERY	1,000					
TOTAL COMMUNICATION & TRANSPORTATION		91,600					91,600
PRINTING & ADVERTISING							
	3310 ADVERTISING & PUBLICATION	2,900					
	3320 PRINTING	5,900					
TOTAL PRINTING & ADVERTISING		8,800					8,800
INSURANCE							
	3410 OFFICIAL BOND	700					
	3420 OTHER INSURANCE	55,400					
TOTAL INSURANCE		56,100					56,100
UTILITIES							
	3510 GAS	3,800					
	3520 ELECTRICITY	290,500					
	3530 WATER	17,900					
TOTAL UTILITIES		312,200					312,200
REPAIR & MAINTENANCE							
	3610 BUILDING REPAIR	22,000	100,000	100,000			
	3630 OTHER REPAIR	13,800					
	3640 VEHICLE REPAIR & MAINTENANCE	6,000					
	3650 MATERIALS BINDING/REPAIR	3,000					
TOTAL REPAIR & MAINTENANCE		44,800	100,000	100,000			244,800
RENTALS							
	3710 REAL ESTATE RENTAL	33,600				322,088	
	3720 EQUIPMENT RENTAL	100					

2012 BUDGET		2012	2012	2012	2012	2012	2012
Worksheet B		OPERATING	LIRF	RAINY DAY	CAPITAL PROJECTS	DEBT SERVICE	TOTAL FUNDS
TOTAL RENTALS		33,700				322,088	355,788
OTHER SERVICES/CHARGES (3000s) CONTINUED							
OTHER CHARGES							
	3910 DUES/INSTITUTIONAL	7,590					
	3920 INTEREST/TEMPORARY LOAN	2,500					
	3930 TAXES & ASSESSMENTS	-					
	3940 TRANSFER TO LIRF	-					
	3945 TRANSFER TO RAINY DAY	200,000					
	3950 EDUCATIONAL LICENSING/SERVICES	5,300					
TOTAL OTHER CHARGES		215,390					215,390
TOTAL OTHER SERVICES/CHARGES (3000s)		1,112,730	100,000	200,000		322,088	1,734,818
CAPITAL OUTLAY (4000s)							
FURNITURE & EQUIPMENT							
	4410 FURNITURE	1,000		50,000			
	4420 AUDIO VISUAL EQUIPMENT	-					
	4430 OTHER EQUIPMENT	8,300	100,000	50,000			
	4440 LAND & BUILDINGS	-					
	4450 BUILDING RENOVATION -	-	150,000	100,000	418,411		
	4460 IS EQUIPMENT	-			50,000		
	4465 IS SOFTWARE	-			25,000		
	4470 EQUIPMENT - CATS	-			45,000		
	4475 SOFTWARE - CATS	-			5,000		
TOTAL FURNITURE & EQUIPMENT		9,300	250,000	200,000	543,411		1,002,711
OTHER CAPITAL OUTLAY							
	4510 BOOKS	595,008					
	4520 PERIODICALS & NEWSPAPERS	45,971					
	4530 NONPRINT MATERIALS	368,338					
	to get to 15%						
	4540 ELECTRONIC RESOURCES	128,583					
TOTAL OTHER CAPITAL OUTLAY		1,137,900					1,137,900
		15.00%					
TOTAL CAPITAL OUTLAY		1,147,200	250,000	200,000	543,411		2,140,611

		2012	2012	2012	2012	2012	2012
	2012 BUDGET	OPERATING	LIRF	RAINY DAY	CAPITAL	DEBT	TOTAL
	Worksheet B				PROJECTS	SERVICE	FUNDS
	TOTAL EXPENDITURES 2012	7,587,246	350,000	410,000	543,411	322,088	9,212,745
	TOTAL BUDGET 2011	7,464,532	296,932	473,310	361,021	1,996,000	10,591,795
	Increase from 2011	1.64%	17.87%	-13.38%	50.52%	-83.86%	-13.02%

2012 BUDGET COMPARISON

Worksheet C	2012 BUDGET	2011 BUDGET	2010 ACTUAL	2010 6-30 YTD
PERSONNEL SERVICES (1000'S)				
SALARIES				
1120 ADMINISTRATION	164,792	167,000	135,206	67,924
1130 PROFESSIONAL/SUPERVIS	495,967	545,000	453,964	209,108
1140 PROFESSIONAL ASSISTAN	1,291,405	1,351,000	1,320,105	602,277
1150 SPECIALISTS & TECHNICA	824,582	814,000	764,114	343,968
1160 CLERICAL ASSISTANTS	455,807	442,000	478,551	241,156
1170 PAGES	268,545	226,000	226,989	102,710
1180 TEMPORARY STAFF	5,000			
1190 BUILDING MAINTENANCE	348,460	348,000	335,649	156,107
TOTAL SALARIES	3,854,558	3,893,000	3,714,578	1,723,249
EMPLOYEE BENEFITS				
1210 EMPLOYER CONTRIBUTION	239,861	238,100	222,333	102,914
1220 UNEMPLOYMENT COMPENSATION		-	-	
1230 EMPLOYER CONTRIBUTION	386,771	368,250	353,612	81,729
1240 EMPLOYER CONT/INSURAN	608,875	602,100	514,096	297,619
1250 EMPLOYER CONT/MEDICAL	56,691	55,725	51,997	24,069
TOTAL EMPLOYEE BENEFITS	1,292,198	1,264,175	1,142,038	506,331
OTHER WAGES				
1310 WORKSTUDY	4,300	1,000	103	103
1180 TEMPORARY STAFF		-	52,914	20,883
1350 STIPEND/RECLASSIFICATION		-	-	-
TOTAL OTHER WAGES	4,300	1,000	53,017	20,986
TOTAL PERSONNEL SERVICES	5,151,056	5,158,175	4,909,632	2,250,566
	67.89%	69.09%		
SUPPLIES (2000'S)				
OFFICE SUPPLIES				

Worksheet C	2012 BUDGET	2011 BUDGET	2010 ACTUAL	2010 6-30 YTD
2110 OFFICIAL RECORDS	1,000	1,000	148	
2120 STATIONERY & PRINTING	2,760	1,000	2,388	2,227
2130 OFFICE SUPPLIES	21,300	18,100	14,794	8,495
2140 DUPLICATING	24,100	21,900	19,173	11,195
2150 PROMOTIONAL MATERIALS		-	-	-
TOTAL OFFICE SUPPLIES	49,160	42,000	36,504	21,916
OPERATING SUPPLIES				
2210 CLEANING SUPPLIES	30,650	28,000	28,578	14,873
2220 FUEL, OIL, & LUBRICANTS	11,000	8,500	7,532	4,381
2230 CATALOGING SUPPLIES-BC	5,500	5,500	4,842	2,523
2240 A/V SUPPLIES-CATALOGING	10,950	10,000	9,439	5,230
2250 CIRCULATION SUPPLIES	33,000	21,000	190,890	723
2260 LIGHT BULBS	3,000	3,000	4,566	1,496
2270 VIDEOTAPE - CATS		-	-	
2280 UNIFORMS	1,900	1,000	-	
2290 DISPLAY/EXHIBIT SUPPLIES	5,400	100	1,226	
TOTAL OPERATING SUPPLIES	101,400	77,100	247,074	29,225
REPAIR & MAINTENANCE SUPPLIES				
2300 IS SUPPLIES	6,600	5,000	6,313	4,129
2310 BUILDING MATERIALS & SUPPLIES	15,800	8,500	12,814	7,752
2315 ENERGY AUDIT MATERIALS	2,000			
2320 PAINT & PAINTING SUPPLIES	300	200	234	79
2340 OTHER REPAIR & BINDING	1,000		38	
2350 VIDEO MATERIALS - CATS		-	-	
TOTAL REPAIR & MAINTENANCE SUPPLIES	25,700	13,700	19,399	11,960
TOTAL SUPPLIES	176,260	132,800	302,976	63,101
OTHER SERVICES/CHARGES (3000'S)				
PROFESSIONAL SERVICES				
3110 CONSULTING SERVICES	3,000	3,000	8,360	6,300

Worksheet C

	2012 BUDGET	2011 BUDGET	2010 ACTUAL	2010 6-30 YTD
3120 ENGINEERING/ARCHITECT	40,000	3,000	19,007	17,259
3130 LEGAL SERVICES	15,500	14,000	11,333	5,679
3140 BUILDING SERVICES	40,000	40,000	32,618	23,047
3150 MAINTENANCE CONTRACT	139,840	95,000	80,244	24,656
3160 COMPUTER SERVICES (OC	51,300	50,000	44,579	7,350
3170 ADMIN/ACCOUNTING SERV	36,500	47,000	61,194	19,276
3175 COLLECTION AGENCY SER	24,000			
TOTAL PROFESSIONAL SERVICES	350,140	252,000	257,336	103,567
COMMUNICATION & TRANSPORTATION				
3210 TELEPHONE	30,600	26,000	29,963	16,422
3220 POSTAGE	30,000	30,000	27,049	13,738
3230 TRAVEL EXPENSE	10,000	10,000	1,226	232
3240 PROFESSIONAL MTG. (OFF	10,000	10,000	862	22
3250 CONTINUING ED. (ON-SITE	10,000	10,000	1,193	
3260 FREIGHT & DELIVERY	1,000	1,000	708	685
TOTAL COMMUNICATION & TRANSPORTATION	91,600	87,000	61,001	31,100
PRINTING & ADVERTISING				
3310 ADVERTISING & PUBLICATI	2,900	2,000	2,567	686
3320 PRINTING	5,900	6,000	1,817	735
TOTAL PRINTING & ADVERTISING	8,800	8,000	4,384	1,420
INSURANCE				
3410 OFFICIAL BOND	700	700	660	300
3420 OTHER INSURANCE	55,400	54,000	47,405	47,405
TOTAL INSURANCE	56,100	54,700	48,065	47,705
UTILITIES				
3510 GAS	3,800	5,600	2,465	1,518
3520 ELECTRICITY	290,500	293,000	275,462	135,956
3530 WATER	17,900	15,800	16,521	6,136

Worksheet C	2012 BUDGET	2011 BUDGET	2010 ACTUAL	2010 6-30 YTD
TOTAL UTILITIES	312,200	314,400	294,448	143,610
REPAIR & MAINTENANCE				
3610 BUILDING REPAIR	22,000	22,000	16,277	14,119
3630 OTHER EQUIP/FURNITURE	13,800	70,000	28,448	13,637
3640 VEHICLE REPAIR & MAINTENANCE	6,000	7,500	10,575	7,497
3650 MATERIAL BINDING/REPAIR	3,000	3,000	2,065	1,024
TOTAL REPAIR & MAINTENANCE	44,800	102,500	57,365	36,277
RENTALS				
3710 REAL ESTATE RENTAL/PAF	33,600	32,000	31,405	29,267
3720 EQUIPMENT RENTAL	100	100	7,062	
TOTAL RENTALS	33,700	32,100	38,467	29,267
OTHER CHARGES				
3910 DUES/INSTITUTIONAL	7,590	6,500	1,303	953
3920 INTEREST/TEMPORARY LOAN	2,500	2,500	-	
3930 TAXES & ASSESSMENTS		-	-	
3940 TRANSFER TO LIRF		200,000	150,000	
3945 TRANSFER TO RAINY DAY	200,000			
3950 EDUCATIONAL SERV/LICENSE	5,300	6,500	4,620	1,497
TOTAL OTHER CHARGES	215,390	215,500	155,923	2,450
TOTAL OTHER SERVICES/CHARGES	1,112,730	1,066,200	916,989	395,396
CAPITAL OUTLAY (4000'S)				
FURNITURE & EQUIPMENT				
4410 FURNITURE	1,000	-	59,331	350
44105 ENCUMBERED FURNITURE		1,388		
4420 AUDIO VISUAL EQUIPMENT	-	-	-	
4430 OTHER EQUIPMENT	8,300	18,357	2,956	56
4440 LAND & BUILDINGS		-	-	
4450 BUILDING RENOVATIONS			155,474	26,637
4460 IS EQUIPMENT		-	-	

Worksheet C	2012 BUDGET	2011 BUDGET	2010 ACTUAL	2010 6-30 YTD
4465 IS SOFTWARE		-	3,307	3,150
4470 EQUIPMENT - CATS		-	-	
4475 SOFTWARE - CATS		-	-	
TOTAL FURNITURE & EQUIPMENT	9,300	19,745 16.32%	221,067	30,193
OTHER CAPITAL OUTLAY				
4510 BOOKS	595,008	593,000	586,780	286,090
4520 PERIODICALS & NEWSPAF	45,971	48,000	42,489	7,175
4530 NONPRINT MATERIALS	368,338	379,000	376,471	181,982
to get to 15%	-			
4540 ELECTRONIC RESOURCES	128,583	69,000	54,862	16,345
TOTAL OTHER CAPITAL OUTLAY	1,137,900	1,089,000	1,060,602	491,592
	15.00%	14.59%		
TOTAL CAPITAL OUTLAY	1,147,200	1,108,745	1,281,669	521,785
TOTAL OPERATING EXPENDITURES	7,587,246	7,465,920	7,411,266	3,230,849

Monroe County Public Library
2012 Budget: Line Item Detail Narrative
Updated July 21, 2011

OPERATING FUND

(Income for this fund comes from a property tax levy, County Option Income Tax (COIT), Financial Institutions Tax, License Excise Tax, Commercial Vehicle Excise Tax, and non-tax revenue from copiers, fines, fees, Public Library Access Card reimbursements.)

<u>Line</u>	<u>Comment</u>
1120	Includes salary for Associate Director.
1120-1190 + 1320	Salaries and wages for employees held to 1.5% increase. Reflects 2 positions eliminated through retirement, 4.8 positions not filled in first half of 2011, and reduction of Indiana Room hours. Increases webmaster to full-time in response to critical need for support for increasingly diverse web-based services.
1180	Small reserve fund set aside in order to address temporary shortages.
1230	PERF rate increases from 12.25% to 13%; library contributes employer and employee portions.
1240	Employer contribution to health insurance (10% increase). If increases are higher, employees will have to choose lower-cost options or make increased contributions.
1310	Work-study budget increased to reflect 2011 projected expenditures.
2110-2150	Slight increases to reflect projected expenditures in 2011.
2220	Reflects projected higher expenditures due to gas price increases.
2250	Circ supplies reflects projected cost of RFID tags
2280	Union agreement requires shirts for Facilities employees
2290	Displays/exhibits from 100 to 5400 – based on 2010 spending
2310	Building materials/supplies from 8500 to 15800 – based on 2010 spending
2315	Energy audit materials – new account to track energy audit related materials
3110	Does not include expense of 2013-2015 strategic planning process; consulting fees are included in 2012 Rainy Day Fund budget.
3120	Architectural/engineering services for Phase 3 and 4 of Main Renovation.

- 3150 Maintenance contracts for AMH - \$41,600 / year
- 3160 Increase Internet band-width from 10 MB to 20 MB to address afternoon slowdowns.
- 3175 Collection agency fees formerly included in 3170 now charged to this line
- 3210 From 26000 to 30600 – based on 2010 spending
- 3630 2011 budget included \$60,000 in light bulb replacements for energy audit
- 3640 Reduced amount due to expected decreases in maintenance required by new Bookmobile
- 3940 Transfer \$200,000 to Rainy Day Fund to bring it to \$1,000,000 target balance, rather than to Library Improvement Reserve Fund, which, at the end of 2011, will exceed the \$1,000,000 target balance set by the Board. The balances in these funds help cover operating expenses in advance of twice-yearly tax draws, and also ensure that the library can cope with emergencies and unexpected challenges without additional appropriations in the middle of the year.
- 4510-4540 Materials expenditures equal 15% of smaller Operating Fund budget to continue to meet State Standards at the enhanced level.

LIBRARY IMPROVEMENT RESERVE FUND (LIRF)

(This fund derives income from end-of-year transfers from the Operating Fund and can only be used for capital expenditures.)

- 3610 Appropriated in case of emergency building repairs exceeding amount appropriated in Operating Fund.
- 4430 Appropriated in case of emergency equipment replacement expenditures exceeding amount appropriated in Operating Fund.
- 4450 Appropriated in case emergency building renovations are needed.

RAINY DAY FUND

(This fund derives income from unanticipated revenue from COIT and can be spent on any expenditures allowed by the Operating Fund.)

- 1220 The library is self-insuring for unemployment insurance. This amount is appropriated to cover any claims during 2012.

- 3110 To cover consultant costs for 2013-2015 strategic planning.
- 3130 Appropriated in case Operating Funds are insufficient to cover legal costs.
- 3610 Appropriated to cover emergency building repairs exceeding amount appropriated in Operating Fund.
- 4430 Appropriated in case of emergency need for equipment.
- 4450 Appropriated in case building renovation exceeds amounts appropriated in Operating Fund and Library Capital Projects Fund.

LIBRARY CAPITAL PROJECTS FUND

(This fund derives its income from a separate property tax levy, as well as *Financial Institutions Tax, License Excise Tax, Commercial Vehicle Excise Tax. Funds can only be spent on equipment, renovation or construction. The 2010 LCPF budget has already been approved by the Library Board and Monroe County Council; we await final approval from the Department of Local Government Finance [DLGF].)*

- 4450 Phase 3 and 4 of Main Library renovation. (Architectural and engineering expenses are included in Operating Fund.)
- 4460 Replace computers on regular replacement schedule.
- 4465 Maintain and upgrade software.
- 4470 CATS equipment
- 4475 CATS software

DEBT SERVICE FUND

(This fund derives its income from a separate property tax levy and can only be spent to pay off bond indebtedness.)

- 3710 Last payment in Main Library addition bond in mid 2012.

**EXCERPTS FROM MINUTES OF A MEETING
OF THE BOARD OF TRUSTEES
MONROE COUNTY PUBLIC LIBRARY**

A meeting of the Board of Trustees of Monroe County Public Library was held at the Main Library, 303 East Kirkwood, Bloomington, Indiana, on September 21, 2011 at the hour of 5:45 p.m. (Local Time), pursuant to notice duly given in accordance with the rules of the Board.

The meeting was called to order by the President of the Board of Trustees.

On call of the roll, the members of the Board of Trustees were shown to be present or absent as follows:

Present:

Absent:

(Among other proceedings had and actions taken were the following:)

The Board President presided over the hearing welcoming everyone and introducing members of the Board and speakers.

Mr. Tom Bunger stated that, pursuant to the direction of the Board, he had consulted the firm of Ice Miller LLP, bond counsel of Indianapolis, Indiana, relative to the procedure to be followed in connection with the proposed bond issue and the rendering of an opinion approving the legality of the bonds. He then presented to the Board a form of resolution approved by Ice Miller LLP, and recommended by them for adoption for the purpose of authorizing the issuance of bonds.

After due consideration of the preliminary bond resolution, on motion duly made, seconded and unanimously carried, the same was adopted and is attached hereto as Exhibit A.

The President next stated that the Board needed to consider a Reimbursement Resolution.

On motion duly made, the resolution attached as Exhibit B was adopted by a vote of ___-___.

Upon motion made and seconded the meeting adjourned.

Secretary, Board of Trustees

APPROVED:

President, Board of Trustees

EXHIBIT A

PRELIMINARY BOND RESOLUTION

WHEREAS, Monroe County Public Library (the "Issuer" or "Library") is a library organized and existing under the provisions of IC 36-12-2; and

WHEREAS, the Board of Trustees finds that the present facilities of the Library will need renovation and improvement in order to provide the proper library services to its patrons; and

WHEREAS, the Board finds that there are not sufficient funds available or provided for in existing tax levies with which to pay the total cost of the renovation of and improvements to Monroe County Main Library and the Ellettsville Branch Library including the purchase of equipment and technology in the library district (the "Project"), and that the Library should issue bonds in an amount not to exceed One Million Eight Hundred Thousand Dollars (\$1,800,000) for the purpose of providing funds to be applied on the Project, and that bonds in such amount should now be authorized; now therefore,

BE IT RESOLVED by the Board of Trustees of the Issuer that, for the purpose of obtaining funds to be applied on the cost of the Project, there shall be issued and sold the negotiable, general obligations of the Library to be designated as "General Obligation Bonds." Said bonds shall be in a principal amount not to exceed One Million Eight Hundred Thousand Dollars (\$1,800,000), bearing interest at a rate or rates not exceeding six percent (6.00%) per annum (the exact rate or rates to be determined by bidding), which interest shall be payable on January 15 and July 15 in each year beginning no sooner than July 15, 2013. The bonds shall be fully registered in the denomination of Five Thousand Dollars (\$5,000) or integral multiples thereof, and shall mature serially or be subject to mandatory redemption on January 15 and July 15 beginning no sooner than July 15, 2013 through not later than January 15, 2016. The Bonds shall be redeemable on the dates and in the amounts as determined by the Issuer.

BE IT FURTHER RESOLVED that prior to the sale of said bonds at public sale, notice of such sale shall be published once each week for two (2) weeks in The Herald Times and the Ellettsville Journal, the first of said publications to be at least fifteen (15) days prior to the date fixed for the sale of said bonds and the last at least three (3) days prior, and in the Court and Commercial Record, a newspaper published in the City of Indianapolis, Indiana. At the time fixed for the opening of bids, the Board or its designated committee shall meet, all bids shall be opened in the presence of the Board or such committee, and the award shall be made by the Board.

BE IT FURTHER RESOLVED by the Board of Trustees of the Issuer that the matter of appropriating the proceeds of the bonds authorized at this meeting be taken up for consideration as soon as notice of the hearing on said appropriation can be given as provided by law, and that the Secretary of the Board be and he hereby is directed to give notice of the public hearing to be held prior to the final action on such appropriation, which notice shall be published twice, one week apart, in The Herald Times and the Ellettsville Journal; also, that said notice shall be posted

in three (3) public places in the library district, and that such first publication and posting shall be made at least ten (10) days prior to the date set for such public hearing.

Passed and Adopted this 21st day of September, 2011.

President, Board of Trustees

ATTEST:

Secretary, Board of Trustees

EXHIBIT B

DECLARATION OF OFFICIAL INTENT TO REIMBURSE EXPENDITURES

WHEREAS, Monroe County Public Library (the "Library") intends to renovate and improve Monroe County Main Library and the Ellettsville Branch Library including the purchase of equipment and technology (the "Project"); and

WHEREAS, the Library reasonably expects to reimburse certain costs of the Project with proceeds of debt to be incurred by or on behalf of the Library in an amount not to exceed \$1,800,000; and

WHEREAS, the Library, expects to issue debt for the Project and to use the proceeds to reimburse or pay costs of the Project; and

NOW, THEREFORE, BE IT RESOLVED that the Library declares its official intent to acquire, construct or rehabilitate the Project with proceeds of debt incurred by the Library in an amount not to exceed \$1,800,000 for the purpose of paying or reimbursing costs of the Project.

BE IT FURTHER RESOLVED, that the Library reasonably expects to reimburse itself from proceeds of obligations issued by the Library for costs of the Project paid prior to the issuance of the obligations.

Passed and Adopted this 21st day of September, 2011.

President

Secretary

**NOTICE TO TAXPAYERS
OF ADDITIONAL APPROPRIATION**

Notice is hereby given to the taxpayers of the library district known as Monroe County Public Library that the Board of Trustees of said library district will meet at 303 E. Kirkwood, Bloomington, Indiana, at the hour of 5:45 P.M. (Local Time) on October 26, 2011, to consider the following additional appropriation of the bonds which the Board of Trustees has determined to issue. The Board considers such additional appropriation necessary to meet the need existing at this time:

An appropriation in the amount of \$1,800,000 on account of the renovation of and improvements to Monroe County Main Library and the Ellettsville Branch Library including the purchase of equipment and technology in said library district, including the incidental expenses necessary to be incurred in connection with said project and the issuance of bonds on account thereof. The funds to meet such additional appropriation are to be provided by the issuance and sale of bonds by the Library.

The foregoing appropriation is in addition to all appropriations provided for in the existing budget and tax levy, and a need for such appropriation exists by reason of the needed renovations and improvements of the present buildings to provide necessary library facilities in the library district.

Taxpayers of said library district appearing at said meeting shall have the right to be heard in respect to said additional appropriation.

Dated this 28th day of September, 2011.

/s/ _____
Secretary, Board of Trustees
Monroe County Public Library

(Note: Publish once each week, for two weeks in 2 newspapers; also post in three public places in the library district - such first publication and posting to be at least ten days prior to the date set for the public hearing.)

AFFIDAVIT RE POSTING OF A NOTICE

STATE OF INDIANA)
) SS:
COUNTY OF MONROE)

_____, being first duly sworn, upon his/her oath deposes and says:

That he/she did, on September 28, 2011, post in three public places in the library district known as Monroe County Public Library a copy of the notice advising taxpayers of the library district of a public hearing regarding a certain proposed additional appropriation for said library, which notice is in the form attached hereto.

Affiant further says that said notice was posted in the following places in said library district:

- 1.
- 2.
- 3.

Subscribed and sworn to before me this _____ day of _____, 2011.

Notary Public

My commission expires:

County of Residence:

Monroe County Meeting Room Charges

Gary Lettelleir, Financial Officer

Sue Sater, Administrative Coordinator

with research and support from Administration staff Brenda Seibel and Karen Kirk and intern Eric Elliott

Background

Before the addition to the Main Library, meeting space for the public was limited to the staff lounge (except for two hours at lunch and two at dinner that were allocated for staff), the children's program room (after the Randtriever was removed), the Board Room, and the auditorium. In the design of the addition, spaces for library programs and public meetings were a high priority, and the Library added meeting rooms 1A, 1B, and 1C, a kitchen, and a children's program room on the first floor; VITAL program room 2A, teen programming space 2B and 2C, and Indiana Room 207. In 1990, the new Ellettsville Branch also included a meeting room, used for library programs for children and adults, as well as community events. Since the addition, the Library has had 10 meeting rooms at the Main Library (1A, 1B, 1C, 2A, 2B, 2C, Indiana Room 207, Board room, auditorium, children's program room) and one in Ellettsville, a total of 11 spaces of varying sizes available for both library meetings and programs and for reservation by not-for-profit organizations.

In the past decade, the Library has twice considered charging for meeting rooms. In 2006, David Ivey suggested the Board discuss options. The Board chose not to discuss or take any action. In 2007, director Cindy Gray asked the Safety Committee, co-chaired by Sue Sater and Mark Mobley, and later the Meeting Room Policy Committee, to prepare options for consideration by the Board. Three options were presented: 1) charge businesses and continue free use by not-for-profit organizations, with higher charges for after-hours use, 2) charge not-for-profit organizations and businesses, with higher fees for businesses, and charges for special events such as weddings, and 3) no charge for meeting room usage, limited to not-for-profits if meeting and event within library hours, and donations are encouraged. The Board held a discussion, but took no action.

In 2009, the Long-range Financial Planning Committee, made up of Board members, community experts in finance and public policy, and library staff made a number of recommendations to improve the library's financial position in the face of the impending loss of \$500,000 in COIT revenue in 2012.

Recommendation #8 was **“Explore options for increasing fees currently charged for some library ancillary services (e.g., charges for lost items) and new fees (e.g., collection agency for long-overdue items and fines and charges for meeting room, auditorium, and/or atrium use).”** Since that time, the library has implemented new fees or increased existing fees in a number of areas:

- Added a fee for obituary searches for out-of-county residents
- Added a fee for genealogy research for out-of-county residents
- Added a fee for test proctoring
- Contracted with a collection agency to recover long overdue items and charges
- Increased the fee for clean-up, repair, or replacement after misuse of meeting rooms
- Beginning with research by Eric Elliott, managers discussed the current fine structure as part of the circulation policy review; a report is forthcoming.

In addition, the Library's meeting rooms are part of the third phase of renovation scheduled for 2012, so gaining an understanding of their use and value to the community is timely.

This document reports on the findings related to charging for meeting rooms, auditorium, and/or atrium use.

Research

We gathered information about meeting room usage, satisfaction, availability, and options for revenue generation from a number of sources.

Online survey of not-for-profit organizations. In July 2011, we sent an online survey to individuals listed in the Library's community organization file as contacts for local not-for-profit organizations; we followed up with a reminder in August. Of the 760 organizations in the file, 560 had one or more e-mail addresses, for a total of 696 e-mails. Of these 165 replied. Detailed results of the survey are attached in Appendix A; a summary of open-ended responses in Appendix B.

In general, the survey confirmed that:

- Approximately half (48.5%) of the not-for-profit organizations in Monroe County have used a Library meeting room in the last year. 20.6% had used a meeting room or auditorium at least once a month; 27.9% had used one or the other once or twice in the last year.
- A large majority of those uses was for Main Library meeting rooms (94.9%). 23.1% had used the Main Library auditorium and 5.1% had used the Ellettsville Branch meeting room.
- Two thirds (64.1%) reported average attendance of 19 or fewer; 25.6% had between 20 and 49 attendees; 14.1% had 50 or more. If we take the anticipated 2011 total number of community meeting room uses (1,500) and the mid-point in each of these ranges and multiply by the number of meetings, estimated attendance is 33,205.
- More than two-thirds (69.2%) of not-for-profit representatives booked meeting rooms online; 19.2% made reservations by phone; 14.1% in person; and 5.1% didn't know how the reservations had been made.
- Respondents were very or somewhat satisfied with most aspects of Library meeting room use:
 - 97.4% were satisfied with overall value of the meeting rooms and auditorium to their organization.
 - 94.8% were satisfied with reservation procedures.
 - 85.9% were satisfied with equipment in meetings rooms and auditorium.
 - 61.8% were satisfied with the limit of 20 uses per year.
- 13.2% of respondents felt their groups would be willing to pay a \$50 fee to use the auditorium, while 35.8% were not sure and 51% said their groups would not.
- 17.1% would be willing to pay \$20 to \$30 to use a meeting room, while 29.6% weren't sure, and 53.3% were unwilling to pay to use a meeting room.
- Just over half of respondents (57.5%) were in favor of allowing businesses to use meeting rooms; their comments indicate they understand the library needs revenue, but they worry that business use will reduce availability for not-for-profit groups.
- Just under half (46.4%) supported use of the meeting rooms by individuals. Comments show they worry about noise and clean-up necessary after use by individuals, as well as competition for their groups in reserving rooms.

- Comments confirm that the respondents consider the Library’s free meeting rooms to be an important service for the community: “public space for groups working for the public good.”

Comparison with benchmark libraries. We checked websites of the our “benchmark libraries,” including those on the Library’s “Index Libraries” list and the top 20 circulation/capita libraries identified by American Libraries (July/August 2011) (the Library is ranked #15), to see how they handled meeting room use and charges (Appendix C).

A minority of libraries – 40% - charge fees for some or all users of meeting rooms. 74.2% of benchmark libraries do not charge fees for use of meeting rooms for not-for-profit organizations; among these, 57.1% do not charge at all and 17.1% charge fees for business use but not for not-for-profit use. 22.9% of benchmark libraries charge fees for all use. 2.9% do not have meeting rooms available. Fees for not-for-profit use of meeting rooms range from \$10 to \$50; for larger spaces like multipurpose rooms and auditoriums, fees range from \$75 to \$750. Fees for use by businesses were generally the same or marginally higher in libraries that charge for use by both types.

Comparison with other local organizations. Monroe County Community Schools does not charge for use of school spaces by school-related organizations, local government organizations, or community groups that serve school-aged children; community service organizations pay reduced rates, ranging from \$7 for a classroom when custodian overtime is not required to \$80 for auditorium use with custodian overtime. Fees at Richland-Bean Blossom Community Schools vary from \$10/hour for classrooms to \$100/hour for gymnasiums, with detailed fee structure also including athletic facilities and cafeterias and kitchens.

The Bloomington Convention Center has a complicated billing structure that takes into account the length of time, number of meals and breaks, menu, equipment needed, and room set-up.

Details of fee schedules from MCCSC, IU, and RBBCSC are attached in Appendix D.

Occupancy rate. We studied reports on utilization for meeting rooms between September 2010 and July 2011 (Appendix E). The rooms most used by not-for-profit groups (Indiana Room 207, 1A, 1B, 1C, 1B-1C combined, and auditorium) averaged approximately 30% utilization rate. Utilization is probably understated for the rooms used primarily by Library staff (Board Room and 2B), since staff do not consistently reserve them through E-vanced software.

We sampled utilization for the auditorium and five meeting rooms (1A, 1B, 1C, Indiana Room 207, and 2B) for morning, afternoon and evening hours for a high-utilization month (October 2010) and a low-utilization month (May 2011). Evening and weekend hours are most in demand (Appendix E).

Return on investment. We have found it to be impossible to predict how much revenue would accrue to the Library, since it is difficult to tell how many of 1,500 meetings currently scheduled by not-for-profits each year would drop off if there were a fee or how many businesses would reserve rooms if it were allowed.

It is also somewhat hard to anticipate costs, but we anticipate that there would be increased staff involvement in booking, accounting, and maintenance.

We have attached a screen shot of the Indianapolis-Marion County Public Library’s “Event Spaces” webpage, which suggests to us that we would need, at a minimum, to develop a working relationship with a caterer, dedicate a staff member to daily events management, improve our technology support, and upgrade our website to include more details about rooms and to enable credit card payment of room rental fees (Appendix F).

Conclusions

The mission of the Library is “to enrich individual lives and strengthen community by offering equitable access to information and opportunities for literacy, learning, and enjoyment.”

Offering free meeting rooms for not-for-profit organizations is one of the most important ways we “strengthen community” and support the civic engagement of groups working for the public good.

The Library is one of very few places in the County that offers free, well-equipped meeting rooms and auditorium space to not-for-profit organizations.

Usage and satisfaction with Library meeting rooms is high among not-for-profits. It is clear from the survey and comments that charging fees for meeting room/auditorium use would be detrimental to these organizations. It is anticipated that usage and satisfaction would decline.

If business or individual use of meeting spaces was allowed, not-for-profit representatives are concerned about increased competition during prime days and times and inappropriate use of the spaces. Utilization data suggests that their concerns are appropriate, especially for evening and weekend afternoon hours. Library managers are concerned about increased time and attention that would be required, which might well offset any revenue earned.

Recommendation

Continue to offer and support use of meeting rooms by not-for-profit organizations only, without charge.

Monroe County Public Library

Meeting Room Capacity

9/19/2010 - 10/16-2010 (closed 10/12 Staff Day) and 5/1/2011 - 5/28/20

		<i>Weekdays</i>		<i>Weekends</i>	
9 a.m. - Noon	used	151	21.5%	29.5	20.5%
	available	702		144	
Noon - 5 p.m.	used	225	19.2%	156	36.1%
	available	1170		432	
5 - 9 p.m.	used	317.5	40.1%	0	N/A
	available	792		0	N/A

EVENTS

Spaces

Learn about the facilities available at Central Library.

Occasions

Wedding? Meeting? See which space works for you.

Catering

Learn about food and drink options for your event.

Contact

Give us a call or send us an email.

Event Spaces

	Capacity
First Floor	
East Garden	500
Garden Conference Room	15-18
Second Floor	
Atrium	500
Clowes Auditorium	329
Simon Reading Room	110
Riley Meeting Room	100
Knall Meeting Room	60
Goodrich Houk Meeting Room	45
Third Floor	
West Reading Room	100
Sixth Floor	
Vista Concourse	250
Conference Room	24



Events

Have your next event, large or small, at Central Library.

Welcome to the newest event venue in Indianapolis - Central Library. The recent expansion has created 10 venues ideal for your next corporate, club or personal event.

Catering

Central Library has enlisted as our exclusive culinary partner FLIK, a company well known for its finely designed menus.



[More](#)

Have a Question?

Want to learn more about our spaces or curious about availability? Contact the events manager.




(317)275-4200 Phone
(317)269-5264 Fax






www.flickr.com



1. How frequently did your organization use library meeting rooms/auditorium in the last 12 months?

		Response Percent	Response Count
At least once a month		20.6%	34
Once or twice a year		27.9%	46
Did not use meeting rooms in last 12 months		51.5%	85
		answered question	165
		skipped question	1

2. Which library spaces did you use in the last 12 months (choose all that apply)?

		Response Percent	Response Count
Meeting Room - Main Library		94.9%	74
Meeting Room - Ellettsville		5.1%	4
Auditorium - Main Library		23.1%	18
		answered question	78
		skipped question	88

3. What were the average attendance numbers at your organization's meetings/events in the last 12 months?

		Response Percent	Response Count
0-19		64.1%	50
20-49		25.6%	20
50 or more		14.1%	11
Don't Know		1.3%	1
answered question			78
skipped question			88




4. How did your organization typically reserve library meeting rooms/auditorium in the last 12 months?

		Response Percent	Response Count
In person		14.1%	11
Online		69.2%	54
By phone		19.2%	15
Don't Know		5.1%	4
answered question			78
skipped question			88

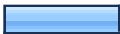


5. How satisfied were you with the following aspects of library meeting room/auditorium use:

	Very satisfied	Somewhat satisfied	Somewhat dissatisfied	Very Dissatisfied	No Opinion	Response Count
1. The reservation procedure.	79.2% (61)	15.6% (12)	2.6% (2)	0.0% (0)	2.6% (2)	77
2. The equipment in the meeting room/auditorium.	65.4% (51)	20.5% (16)	3.8% (3)	2.6% (2)	7.7% (6)	78
3. The limit of 20 uses per year.	36.8% (28)	25.0% (19)	10.5% (8)	2.6% (2)	25.0% (19)	76
4. Overall value of meeting room/auditorium to my organization.	87.0% (67)	10.4% (8)	1.3% (1)	0.0% (0)	1.3% (1)	77
answered question						78
skipped question						88

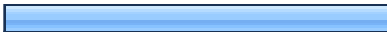


6. Would your group use the main library auditorium (capacity 144) for up to 2 hours if there were a \$50 user fee?

		Response Percent	Response Count
Yes		13.2%	20
No		51.0%	77
Not sure		35.8%	54
Comment			32
answered question			151
skipped question			15




7. Would your group use other library meeting rooms (capacity ranges 10 to 85) at the main location or Ellettsville branch for up to 2 hours if there were a user fee of \$20 to \$30?

		Response Percent	Response Count
Yes		17.1%	26
No		53.3%	81
Not sure		29.6%	45
	Comment		29
answered question			152
skipped question			14

8. Currently, only community not-for-profit groups may use library meeting rooms/auditorium. In the future, should library meeting rooms/auditorium also be available for use by businesses for a fee?

		Response Percent	Response Count
Yes		57.5%	88
No		22.9%	35
No opinion		20.9%	32
	Comment		37
answered question			153
skipped question			13

9. In the future, should library meeting rooms/auditorium be available for use by individuals for a fee - (for example - a birthday party)?

		Response Percent	Response Count
Yes		46.4%	71
No		27.5%	42
No opinion		26.8%	41
	Comment		29
answered question			153
skipped question			13

10. Please share any other comments you might have about the library's meeting rooms

	Response Count
	47
answered question	47
skipped question	119

Page 5, Q6. Would your group use the main library auditorium (capacity 144) for up to 2 hours if there were a \$50 user fee?

1	Don't ever have need for that large of a facility, we're Indy based	Aug 8, 2011 12:03 PM
2	Our nonprofit has no extra money in our budget and it's a boon to have a free resource.	Aug 5, 2011 2:33 PM
3	Considering the large fees other locations charge, \$50 is a good deal.	Aug 5, 2011 2:19 PM
4	\$50 seems like a fair fee for the auditorium. I believe we could find funding for special events.	Aug 5, 2011 12:55 PM
5	Possibly, but we have access to free rooms on the IU campus	Aug 5, 2011 11:04 AM
6	only if we could charge admission for an event .	Aug 5, 2011 11:01 AM

Page 5, Q6. Would your group use the main library auditorium (capacity 144) for up to 2 hours if there were a \$50 user fee?

7	Our organization is no longer meeting.	Aug 5, 2011 10:40 AM
8	this would be a hardship	Aug 5, 2011 10:37 AM
9	know size of stage would be important to decision making. And available back room availability.	Aug 5, 2011 10:34 AM
10	We're part of IU and are paying an incredible amount of money to rent space at 501 N. Morton	Aug 5, 2011 10:32 AM
11	There's probably no such need for our group.	Aug 5, 2011 10:32 AM
12	Our programs are co-sponsored by the library.	Jul 27, 2011 9:23 AM
13	We are a VERY small grassroots organization and could not meet that for every time we met	Jul 21, 2011 8:46 PM
14	Both of my organizations are non profit with extremely little operating money.	Jul 21, 2011 12:01 AM
15	We do not charge dues to our members and would have no way to cover the cost.	Jul 18, 2011 11:35 AM
16	We generally don't use the auditorium	Jul 18, 2011 10:34 AM
17	We do not need a room of that size so the cost is not an issue.	Jul 17, 2011 7:48 PM
18	If we were to need such a large space, that fee would be considered reasonable.	Jul 15, 2011 1:42 PM
19	We only use the smaller meeting rooms. I think a user fee is perfectly appropriate though.	Jul 13, 2011 10:20 PM
20	But it is rare that we need a space that large and it would probably be in conjunction with another not-for-profit group (like having a special speaker).	Jul 13, 2011 9:55 PM
21	we are a small not for profit	Jul 13, 2011 9:35 PM
22	Nothing in mind but fee doesn't bother me.	Jul 13, 2011 4:17 PM
23	Our treasury has under \$500 in it and minimal income. We are volunteer and do not charge meeting fees to attendees. We cannot afford room user fees	Jul 13, 2011 2:18 PM
24	We have access to the hospital auditorium if needed.	Jul 13, 2011 1:41 PM
25	Not applicable to our organization	Jul 13, 2011 1:35 PM
26	Would depend on my ability to find one for free, and new things being offered	Jul 13, 2011 1:30 PM
27	Puck players Puppet Theatre is funded by the Friends of the Library... maybe n.a.	Jul 13, 2011 12:18 PM
28	We do not use this room anyway.	Jul 13, 2011 12:17 PM
29	Probably not	Jul 13, 2011 12:04 PM
30	WE would look elsewhere first, but might use auditorium	Jul 13, 2011 11:51 AM

Page 5, Q6. Would your group use the main library auditorium (capacity 144) for up to 2 hours if there were a \$50 user fee?

31	We rent a very large space, with kitchen, at a church for \$35/evening.	Jul 13, 2011 11:46 AM
32	would depend on the event we were hosting	Jul 13, 2011 11:30 AM

Page 5, Q7. Would your group use other library meeting rooms (capacity ranges 10 to 85) at the main location or Ellettsville branch for up to 2 hours if there were a user fee of \$20 to \$30?

1	Would certainly consider it, especially any such room in the main location	Aug 8, 2011 10:48 PM
2	Right size for us, but we're Indy based	Aug 8, 2011 12:03 PM
3	Our organization can afford the modest fee that is suggested in this survey. There are others to whom even a modest fee would be burdensome, which worries me a little. Would this prohibit groups from scheduling the rooms for a longer meeting, for say a morning (9-1) an afternoon session? Would the fee only apply to a 2 hour session?	Aug 6, 2011 8:58 AM
4	Please see comment above.	Aug 5, 2011 2:19 PM
5	We currently don't have a budget so our group would probably have to find another meeting space.	Aug 5, 2011 12:55 PM
6	no fee for non profits	Aug 5, 2011 11:26 AM
7	Possibly, but we again have access to space on the IU campus for free	Aug 5, 2011 11:04 AM
8	this would be a hardship	Aug 5, 2011 10:37 AM
9	Probably not since locations more central to Bloomington are preferred.	Aug 5, 2011 10:32 AM
10	We are a non profit organization and do not have funds to pay for meeting rooms	Jul 25, 2011 11:04 AM
11	Too out of the way for our folks	Jul 21, 2011 12:01 AM
12	Maybe on a very rare occasion if we had no other option, but we are a free group who provides free events.	Jul 18, 2011 11:35 AM
13	We would likely still use, but possibly not as often	Jul 18, 2011 10:34 AM
14	Since we meet with usually a small group, I cannot see the need for a room that costs us a fee. However, if we needed a room for a larger group of say 50 or more, we would consider a user fee acceptable since is cost the library money for set up and tear down of chairs, etc.	Jul 17, 2011 7:48 PM
15	While I believe a user fee is completely appropriate my organization cannot afford the fee. We would have to seek other spaces.	Jul 13, 2011 10:20 PM
16	We haven't used the library meeting rooms because it was my understanding that we couldn't book a full year's worth of monthly meetings. We meet once a month and need to plan for an entire calendar year to advertise to nursing/pregnant mothers.	Jul 13, 2011 9:55 PM

Page 5, Q7. Would your group use other library meeting rooms (capacity ranges 10 to 85) at the main location or Ellettsville branch for up to 2 hours if there were a user fee of \$20 to \$30?

17	we are a small not for profit	Jul 13, 2011 9:35 PM
18	Ditto	Jul 13, 2011 4:17 PM
19	we are a non-profit organization - we have a sparse budget.	Jul 13, 2011 3:00 PM
20	Again, we are a volunteer group that does not charge fees. Our treasury is not growing and we do not have funds to rent a room.	Jul 13, 2011 2:18 PM
21	I could probably find a meeting room at the hospital for free and with easier parking.	Jul 13, 2011 1:41 PM
22	See question 1	Jul 13, 2011 1:30 PM
23	We are a group with no income source so would need to look for a different venue.	Jul 13, 2011 1:06 PM
24	We do not meet at the Ellettsville branch.	Jul 13, 2011 12:17 PM
25	Maybe	Jul 13, 2011 12:04 PM
26	We need free meeting spaces in Bloomington. That is why we meet at the library.	Jul 13, 2011 11:52 AM
27	WE would probably look elsewhere	Jul 13, 2011 11:51 AM
28	Equipment, Internet access and lighting in the rooms would have to be much much better than it currently is.	Jul 13, 2011 11:45 AM
29	We're a nonprofit with very limited funds, and no space, and so having access to the spaces without a fee is very important to us. If we could find another, free, space, we'd probably go with that option, but wouldn't want to.	Jul 13, 2011 11:28 AM

Page 5, Q8. Currently, only community not-for-profit groups may use library meeting rooms/auditorium. In the future, should library meeting rooms/auditorium also be available for use by businesses for a fee?

1	For small, locally-owned businesses, perhaps so.	Aug 8, 2011 10:48 PM
2	if there is time left from not-for-profit scheduling. I am sure the money could be put to good use.	Aug 8, 2011 2:44 PM
3	As long as availability isn't significantly reduced for NFP groups, seems to make sense for library to use as income source	Aug 8, 2011 12:03 PM
4	Making the meeting rooms available to businesses would limit the availability of the rooms to not-for profit groups. Our organization has carefully adhered to the prohibition of not selling anything or asking for monetary support while using the meeting rooms. We feel that this is a good policy that preserves public space for groups working for the public good. Having for-profit businesses using the space, would comprise this policy.	Aug 6, 2011 8:58 AM

Page 5, Q8. Currently, only community not-for-profit groups may use library meeting rooms/auditorium. In the future, should library meeting rooms/auditorium also be available for use by businesses for a fee?

5	As long as it was not a radical religious group or hate group	Aug 5, 2011 2:19 PM
6	The meeting rooms are a great public service. It would be unfortunate if they weren't available to local groups.	Aug 5, 2011 12:55 PM
7	no fee for non profits	Aug 5, 2011 11:26 AM
8	If the library needs revenue (who doesn't), then it's an option you should consider.	Aug 5, 2011 10:55 AM
9	Maybe--I am not sure how much they would use it...It would be a shame if non-profits we edged out	Aug 5, 2011 10:37 AM
10	First come basis	Aug 5, 2011 10:34 AM
11	Only if no-for-profits groups have priority.	Aug 5, 2011 10:32 AM
12	Yes, for a fee. I think the library should explore a variety of options for generating revenue.	Aug 5, 2011 10:28 AM
13	Yes, but I believe that not-for-profit groups should be given priority even though I do not think they should be charged.	Aug 1, 2011 8:15 PM
14	We serve Monroe county but were told we had to pay to use the meeting rooms because our office is not located in Monroe County. So we are unable to use the space anymore which has caused issues finding a meeting space in Monroe County.	Jul 25, 2011 11:04 AM
15	Businesse gave many places they can meet because they can afford them	Jul 21, 2011 8:46 PM
16	depends on how much that would affect availability for community groups.	Jul 18, 2011 11:35 AM
17	Only after a period of time for the not-for-proifits to have first access, then the library should enhance their bottom line if possible (I say as a tax payer)	Jul 17, 2011 7:48 PM
18	Although i worry about not for profits loosing out with regard to availability.....	Jul 15, 2011 8:38 PM
19	Not if space then became unavailable for non businesses	Jul 15, 2011 1:42 PM
20	If it means non-profits can continue to utilize this space gratis	Jul 14, 2011 12:02 PM
21	Businesses are part of the community, too. If there is often time/space going unused at the libraries, it would make sense.	Jul 13, 2011 9:55 PM
22	it's already pretty difficult to get on your evening calendar for small rooms, maybe for the auditorium	Jul 13, 2011 9:35 PM
23	Could help build revenue, provide community outreach, and build positive exposure	Jul 13, 2011 4:17 PM
24	It will probably push out the non profits who rely on the meeting space	Jul 13, 2011 3:00 PM
25	It is already sometimes hard to book certain dates. This would make it harder	Jul 13, 2011 2:18 PM
26	I think it would be a good opportunity to earn some extra money and open it up.	Jul 13, 2011 1:41 PM

Page 5, Q8. Currently, only community not-for-profit groups may use library meeting rooms/auditorium. In the future, should library meeting rooms/auditorium also be available for use by businesses for a fee?

27	depends on how heavily they would schedule them. I do think that non-profits should be able to host programs at the library which charge a fee....for example and education program on gardening or food preservation or dining with diabetes.	Jul 13, 2011 1:30 PM
28	The library's neutral free meeting spaces provide an incredible service to not-for-profit groups - and these spaces are in demand. Perhaps you could open it up to businesses after a certain period - i.e. not-for-profits can reserve spaces for free up to six weeks in advance. After that, the space is also available to businesses for a fee.	Jul 13, 2011 1:06 PM
29	Yes, why not?	Jul 13, 2011 11:52 AM
30	Might crowd out more community oriented meetings that are more in keeping with MCPL mission	Jul 13, 2011 11:51 AM
31	I feel nonprofits should still be able to use the rooms for free/small fee, but full fee may be charged to businesses.	Jul 13, 2011 11:45 AM
32	As long as community organizations have first pick and the library is not undercutting other locations that provide meeting spaces for businesses.	Jul 13, 2011 11:45 AM
33	Yes that way the non for proffit can use it for free	Jul 13, 2011 11:33 AM
34	The Library should expect to provide minimal ammenities as well.	Jul 13, 2011 11:30 AM
35	Businesses (in my experience) generally have 1) greater access to better spaces and 2) greater resources to pay fees. It's already a challenge to compete with other nonprofits for MCPL rooms. It would put even more stress on us if that pool expanded, along with having to pay a fee.	Jul 13, 2011 11:28 AM
36	Businesses should pay but not-for-profit groups and individuals should use room for free.	Jul 13, 2011 11:26 AM
37	You would have lots of Amway type groups wanting to use the space and it would soon be very commercialized which is not really the mission of the library.	Jul 13, 2011 11:21 AM

Page 5, Q9. In the future, should library meeting rooms/auditorium be available for use by individuals for a fee - (for example - a birthday party)?

1	There are few places for non-profit/community groups to meet. It would be nice to keep them available.	Aug 9, 2011 2:50 PM
2	I think it should depend on the function	Aug 8, 2011 10:48 PM
3	same as 4. If it is available it might be a good way to make some money for other library programs	Aug 8, 2011 2:44 PM
4	Would there be a limit on the kind of activity that could be held at the Library? Making the meeting rooms available to individuals would limit the availability of the rooms to not-for-profit organizations who are working for the public good.	Aug 6, 2011 8:58 AM

Page 5, Q9. In the future, should library meeting rooms/auditorium be available for use by individuals for a fee - (for example - a birthday party)?

5	Individuals offering classes or seminars for which they are charging	Aug 5, 2011 10:48 AM
6	Probably non-profits should still have priority as there are likely more alternatives for individual use.	Aug 5, 2011 10:32 AM
7	Yes.	Aug 5, 2011 10:28 AM
8	Again, Yes, however priority should be non-paying not-for-profit and public events.	Aug 1, 2011 8:15 PM
9	Again there are many places these groups can meet for a fee - the Library has always helped non-profits	Jul 21, 2011 8:46 PM
10	depends on how much that would affect availability for community groups.	Jul 18, 2011 11:35 AM
11	the library is not a "social" area- meetings, conferences- fine- so unless you want to charge significantly for the cost of the room and potential damage I say. Additionally there is the noise and inconvenience to the patrons. There is enough noise as is- -a library does not have to be a tomb but not party central either.	Jul 17, 2011 7:48 PM
12	see above	Jul 15, 2011 8:38 PM
13	How would the use be monitored? Would not want the use to negatively impact the next group using the space.	Jul 15, 2011 1:42 PM
14	Unless you could insure first use priority by a not for profit	Jul 15, 2011 12:10 PM
15	If it means non-profits can continue to utilize this space gratis	Jul 14, 2011 12:02 PM
16	already hard to get in	Jul 13, 2011 9:35 PM
17	Depending on demand, sure!	Jul 13, 2011 4:17 PM
18	or free, if person has a library card and does not leave a mess for custodian	Jul 13, 2011 3:02 PM
19	weekends only	Jul 13, 2011 3:00 PM
20	Again, opening things up would make it even harder to book a date for our community based programs.	Jul 13, 2011 2:18 PM
21	Shouldn't be limited to who can use the space if they go through the proper channels.	Jul 13, 2011 1:41 PM
22	I have no idea what the demand is for these services. I think it is wonderful that the library provides meeting space for non-for-profits. This is a big town but meeting space seems incredibly hard to find.	Jul 13, 2011 1:30 PM
23	Except if a not-for-profit has not reserved the room and there's less than six weeks before the date.	Jul 13, 2011 1:06 PM
24	Yes, why not? Fee could go towards cleanup.	Jul 13, 2011 11:52 AM
25	This would be really a great thing for kids - a birthday party at the library instead of McDonald's!	Jul 13, 2011 11:46 AM

Page 5, Q9. In the future, should library meeting rooms/auditorium be available for use by individuals for a fee - (for example - a birthday party)?

26	As long as it does not disturb another meeting in an adjacent room.	Jul 13, 2011 11:45 AM
27	Include a deposit to cover cleaning carpets et al.	Jul 13, 2011 11:30 AM
28	See above.	Jul 13, 2011 11:26 AM
29	I think this would be OK if it was not for items to be sold.	Jul 13, 2011 11:21 AM

Page 5, Q10. Please share any other comments you might have about the library's meeting rooms

1	I've tried to reserve a room and not gotten any response back. I don't do this often enough to know if it was a user issue or a system issue.	Aug 9, 2011 2:50 PM
2	I'm very grateful for the opportunity to use the auditorium for my organization	Aug 8, 2011 10:48 PM
3	I did not realize they were available to not-for-profits like the CPC. I will remember when we have a need. Thanks so much for all you do.	Aug 8, 2011 2:44 PM
4	The MCPL meeting rooms offer an extremely valuable service to not-for profit organizations that is simply not available other wise in our community. The MCPL is a jewel in our community and we are deeply appreciative of the many services that it offers to citizens.	Aug 6, 2011 8:58 AM
5	it is a very good service to the community. Our organization is glad having that option in our town.	Aug 6, 2011 7:28 AM
6	Free use would be appropriate form many not-for-profit uses. Businesses or private individuals should pay a fee.	Aug 5, 2011 4:47 PM
7	These are great resources for Bloomington.	Aug 5, 2011 2:19 PM
8	We appreciate having the opporutuity to meet at the Library.	Aug 5, 2011 12:55 PM
9	Thanks.	Aug 5, 2011 12:12 PM
10	I think keeping not-for-profit options for meeting space free is in the public's interest. Many not for profits like the suicide prevention coalition are small, w/o much money, and wouldn't have access to pay the fees---but the activity by individuals w/in such groups helps keep the flavor of Bloomington alive. Charging for private events makes sense.	Aug 5, 2011 11:05 AM
11	I like having a different location to meet that is downtown. I hope the rooms can remain available to non-profit groups at no charge.	Aug 5, 2011 11:04 AM
12	We've never used them.	Aug 5, 2011 10:55 AM
13	While our organization would first look for meeting room space in other locations that would still be free, it is possible that due to the lack of free meeting space, we'd have to pay.	Aug 5, 2011 10:48 AM
14	The library is one of the few places non-profits can meet. Businesses and	Aug 5, 2011 10:37 AM

Page 5, Q10. Please share any other comments you might have about the library's meeting rooms

	individuals have other options. I understand the idea of getting additional revenue by charging, but non-profits dont have any money. I would support only charging businesses and individuals, not non-profits.	
15	I don't think you have much choice about renting out space. You aren't getting enough money from the county. Back home, libraries have guaranteed money from millages.	Aug 5, 2011 10:32 AM
16	Although our group has not taken advantage of the service, there is a definite need for this sort of meeting space for non-profits.	Aug 5, 2011 10:32 AM
17	It has been invaluable to my not-for-profit to use the auditorium and meeting rooms for free. If there were a charge, we could no longer afford to use the facilities, which would cause us to choose less-public locations which may not have adequate parking and handicap accessibility. I would not mind private use of the rooms for a fee if priority was given to public and not-for-profit uses. For instance, it may be helpful to allow NFP groups to reserve space up to two weeks in advance, at which point it could be opened to other folks for a fee.	Aug 1, 2011 8:15 PM
18	We appreciate the meeting rooms because and the auditorium because very often we cannot pay the required fee in other places. If you were to charge we would be forced to look at other places to meet	Jul 21, 2011 8:46 PM
19	I am the facilitator for two self help groups for mental health consumers. Each group meets twice per month on Thursday evenings. One of these groups is needing to relocate. However, not being able to have an assigned meeting room that is the same every time, makes the library space unworkable. Even for advertising and the inviting of new people, not having a precise location within such a large facility is just not conducive to sustainment.	Jul 21, 2011 12:01 AM
20	I believe that if you open up the meeting rooms to private business and individuals for a fee, the fee structure should be different for non-profits (reduced).	Jul 20, 2011 10:54 AM
21	We currently have a meeting space built into the building where our office is located. We've been using that for that last few years. When the time comes that we need a larger seating capacity, we may go back to the library. However, handicapped parking at the Monroe Library is terrible. Since many of our members have disabilities, the parking lot is of little use to us at present.	Jul 19, 2011 8:27 PM
22	This has been a wonderful service for local nonprofits. Our group relies heavily on the room usage and would have difficulty continuing our book discussions, support groups, and educational events without your free room rentals.	Jul 18, 2011 11:35 AM
23	Our organization no longer even tries to secure the smaller rooms for meetings. Those with more computer skills get one line and book them up. We have been able to find other resources in the community but it has been difficult.	Jul 17, 2011 7:48 PM
24	maybe there could be created ONE room for birthday parties only?	Jul 15, 2011 12:10 PM
25	As a representative of the Bloomington Convention and Visitors Bureau, I think it would be beneficial to open availability to non community member groups for a fee. It is in the best interest of our community to offer as many locations for meetings as possible. This could also generate revenue for the library at a time when the space would otherwise sit empty.	Jul 15, 2011 11:07 AM

Page 5, Q10. Please share any other comments you might have about the library's meeting rooms

26	Thanks for the opportunity to give feedback. We appreciate all you do for our community.	Jul 14, 2011 4:01 PM
27	The Library meeting rooms are a great asset to non-profit groups in this community. The Staff is always helpful and our organization greatly appreciates the good service the Library provides.	Jul 14, 2011 2:21 PM
28	The library ought to be a community center, open to as many community members & groups as possible. A small charge for use of the facilities is not unreasonable.	Jul 14, 2011 8:36 AM
29	Offhand, I can't come up with a reason why this would be a problem unless it becomes hard for not-for-profits to schedule space. And there are plenty of meeting spaces for birthday parties and larger businesses to buy space.	Jul 13, 2011 9:55 PM
30	I love signing up for a room by the internet, however, the machines I ask for or the set up I ask for is NEVER taken care of. It seems that there is no one paying attention to that part of the request. I always have a problem and have to have the security help me get the items I need.	Jul 13, 2011 9:35 PM
31	Taxpayers paid for it and if he has card, can use it. If leaves a mess, charge for cleaning up. Leave clear rules and info on where to put trash. Might charge non-residents unless party is for resident tax payer, etc.	Jul 13, 2011 3:02 PM
32	Our non-profit organization brings revenue into Bloomington of nearly 1 million (4th St Festival of the Arts) - tourist come to town for the art and spend money at restaurants, hotels, retail stores and the artist booths -- we have such a limited budget and there are not many places for us to meet free of charge so we rely on this wonderful service from the MCPL for meeting space -- I hope we can keep it! Thank you, Terry	Jul 13, 2011 3:00 PM
33	My organization must plan many months in advance in order to list meeting rooms in our publications. The current system of room reservation makes it impossible for us to use the rooms.	Jul 13, 2011 2:10 PM
34	They are a wonderful service to the community.	Jul 13, 2011 1:06 PM
35	I was not aware or don't often think about using the library meeting rooms. If you decide to include businesses you may want to develop a promotional flyer and distribute through the chamber. Parking is an issue for using the library for groups too.	Jul 13, 2011 12:59 PM
36	auditorium/meeting rooms important community resource.	Jul 13, 2011 12:18 PM
37	Gosh, a public library charging money for rooms seems off center from mission. I understand the need to make up for financial loss, but I hope non profits can be the last to be hurt by this charge. To lose that one place where non profits can guarantee no charge for usage seems a huge loss for the culture of our community as well as public libraries.	Jul 13, 2011 12:09 PM
38	It is helpful that the Libray provides meeting rooms for free for Non Profit groups. Thank you.	Jul 13, 2011 12:08 PM
39	The size, availability, convenience and price (FREE) are perfect for nonprofit use. PLEASE don't charge nonprofits.	Jul 13, 2011 12:06 PM

Page 5, Q10. Please share any other comments you might have about the library's meeting rooms

40	The library is a tremendous community asset!	Jul 13, 2011 12:04 PM
41	We quit using the library because of scheduling conflicts in the past. Once, we had a watercolor workshop with 25 people. Our reservation for the big room was canceled by the staff to accommodate another group. We were put into a small, crowded room. When we used the sink next to the room we were given, we were very rudely told that it was for staff purposes only. That was the first time. Another time, the meeting room with tables was given to someone else and we were put into the room with chairs and no tables. That made it a little difficult to conduct a watercolor session. So we decided to just use the church and pay the \$35 fee, and be assured that we wouldn't be moved at the last minute. In all honesty, the move has worked out well for us because our attendance is typically 40-45 people, and we use the tables for art exercises. If we needed to use the library, we would, and we would be happy to pay a user fee, particularly if we are having an all day workshop. That seems only fair.	Jul 13, 2011 11:46 AM
42	Internet service in the library is very very poor and needs to be better maintained. Ethernet jacks in the rooms typically do not work, The lighting in the rooms is badly designed for use with the projector with lights shining on the projection screen making it difficult to dim the lights. Cords for connecting to the projector and ethernet should be easily available.	Jul 13, 2011 11:45 AM
43	Use of internet is a problem in meeting rooms. Getting the wire hooked up is not always a welcomed request by staffers. would be great to have a microphone available that isn't connected to the podium in meeting rooms.	Jul 13, 2011 11:36 AM
44	we do not have any money we won't be able to use the Library ever if you start charging	Jul 13, 2011 11:33 AM
45	Our biggest issue in use of the library space (and I know you hear it all the time) parking.	Jul 13, 2011 11:30 AM
46	It seems appropriate for businesses and individuals to be charged a fee to use meeting rooms. However, it could be detrimental to not-for-profit groups to be charged, when they have such limited budgets (especially at this time) and affordable meeting spaces available. Perhaps a good in-between option would be to waive the fee for not-for-profit groups.	Jul 13, 2011 11:29 AM
47	Maybe donations could be requested to help cover costs.	Jul 13, 2011 11:21 AM

**Summary of Comments from Respondents to the Library Meeting Room Survey
August 2011**

Five questions on the survey distributed online to about 700 non-profit organization representatives in the community included several opportunities to add comments. For questions 6, 7, 8, and 9, the comments are in addition to respondent's choices in the survey question itself, so the summary below should be used to further elucidate those quantitative responses. In question 10, respondents were invited to comment generally.

Q. 6 Would your group use the Main Library auditorium (capacity 144) for up to 2 hours if there were a \$50 fee?

Among the 13.2% saying "Yes," some commented that the fee was fair and affordable for their organization, while a number of others supported the fee theoretically, but didn't foresee using the auditorium:

"\$50 seems like a fair fee for the auditorium. I believe we could find funding for special events."

"Nothing in mind, but fee doesn't bother me."

Among the 51% saying "No," most of those who commented were representing small non-profits that would not have the ability to pay:

"Our treasury has under \$500 in it and minimal income. We are volunteer and do not charge meeting fees to attendees. We cannot afford room user fees."

Other comments suggested particular conditions under which they would pay a fee for use of the auditorium:

"Possibly, but we have access to free rooms on the IU campus."

"Only if we could charge admission for an event."

"Would depend on the event we were hosting."

Q. 7 Would your group use other library meeting rooms (capacity ranges 10 to 85) at the main location or Ellettsville branch for up to 2 hours if there were a user fee of \$20 to \$30?

Among the 17.1% saying "Yes," the comments usually included a concern or reservation:

"Our organization can afford the modest fee that is suggested in this survey. There are others to whom even a modest fee would be burdensome, which worries me a little. Would this prohibit groups from scheduling the rooms for a longer meeting, for say a morning (9-1) and afternoon session? Would the fee only apply to a 2 hour session?"

"We would likely still use, but possibly not as often."

Among the 53.3% saying "No," most of those who commented were representing small non-profits that would not have ability to pay:

"We are a group with no income source so would need to look for a different venue."

"We're a nonprofit with very limited funds, and no space, and so having access to the spaces without a fee is very important to us. If we could find another, free, space, we'd probably go with that option, but wouldn't want to."

Other comments suggested keeping the meeting space available for free for non-profits:

"We are a non-profit organization - we have a sparse budget."

"This would be a hardship."

"We need free meeting spaces in Bloomington. That is why we meet at the library."

Q. 8 Currently, only community not-for-profit groups may use library meeting rooms/auditorium. In the future, should library meeting rooms/auditorium also be available for use by businesses for a fee?

Among the 57.5% saying "Yes," some thought that this would be a good option for generating revenue:

"If the library needs revenue (who doesn't), then it's an option you should consider."

Approximately 10 respondents who suggested that not-for-profits should continue to have priority over businesses:

"Yes, but I believe that not-for-profit groups should be given priority even though I do not think they should be charged."

"As long as availability isn't significantly reduced for NFP groups, seems to make sense for library to use as income source."

Among the 22.9% saying "No," several were concerned that it would reduce time available for non-profits:

"Businesses (in my experience) generally have 1) greater access to better spaces and 2) greater resources to pay fees. It's already a challenge to compete with other nonprofits for MCPL rooms. It would put even more stress on us if that pool expanded, along with having to pay a fee."

"Might crowd out more community oriented meetings that are more in keeping with MCPL mission."

Included in the other comments was this one that questioned whether making meeting space available for businesses would be consistent with the library's mission:

"You would have lots of Amway type groups wanting to use the space and it would soon be very commercialized which is not really the mission of the library."

Q. 9 In the future, should library meeting rooms/auditorium be available for use by individuals for a fee (for example – a birthday party)?

Among the 46.4% saying "Yes," some thought that this would be a good option for generating revenue and a better alternative for kids:

"Yes, why not? Fee could go towards cleanup."

"This would be really a great thing for kids - a birthday party at the library instead of McDonald's."

Four suggested that not-for-profits have priority over private social meetings if they were permitted:

"Probably non-profits should still have priority as there are likely more alternatives for individual use."

Among the 27.5% saying "No," several were concerned that it would reduce time available for non-profits and there were concerns about noise:

"There are few places for non-profit/community groups to meet. It would be nice to keep them available."

"Would there be a limit on the kind of activity that could be held at the Library? Making the meeting rooms available to individuals would limit the availability of the rooms to not-for-profit organizations who are working for the public good."

"The library is not a "social" area - meetings, conferences, fine - so unless you want to charge significantly for the cost of the room and potential damage I say [no]. Additionally there is the noise and inconvenience to the patrons. There is enough noise as is- -a library does not have to be a tomb but not party central either."

Q. 10 Please share any other comments you might have about the library's meeting rooms.

The most common comments were expressions of gratitude for making this service available to community organizations along with requests that the service remains free for non-profit organizations:

"The MCPL meeting rooms offer an extremely valuable service to not-for profit organizations that is simply not available otherwise in our community. The MCPL is a jewel in our community and we are deeply appreciative of the many services that it offers to citizens."

"It has been invaluable to my not-for-profit to use the auditorium and meeting rooms for free. If there were a charge, we could no longer afford to use the facilities, which would cause us to choose less-public locations which may not have adequate parking and handicap accessibility. I would not mind private use of the rooms for a fee if priority was given to public and not-for-profit uses. For instance, it may be helpful to allow NFP groups to reserve space up to two weeks in advance, at which point it could be opened to other folks for a fee."

"Our non-profit organization brings revenue into Bloomington of nearly 1 million (4th St Festival of the Arts) - tourist come to town for the art and spend money at restaurants, hotels, retail stores and the artist booths -- we have such a limited budget and there are not many places for us to meet free of charge so we rely on this wonderful service from the MCPL for meeting space - I hope we can keep it! Thank you, Terry."

"Gosh, a public library charging money for rooms seems off center from mission. I understand the need to make up for financial loss, but I hope non profits can be the last to be hurt by this charge. To lose that one place where non profits can guarantee no charge for usage seems a huge loss for the culture of our community as well as public libraries."

There were a few comments regarding improvements suggested for Internet service, parking, and meeting room reservation procedures:

"Internet service in the library is very very poor and needs to be better maintained. Ethernet jacks in the rooms typically do not work, The lighting in the rooms is badly designed for use with the projector with lights shining on the projection screen making it difficult to dim the lights. Cords for connecting to the projector and ethernet should be easily available."

"... would be great to have a microphone available that isn't connected to the podium in meeting rooms."

"Our biggest issue in use of the library space (and I know you hear it all the time) parking."

"We quit using the library because of scheduling conflicts in the past. Once, we had a watercolor workshop with 25 people. Our reservation for the big room was canceled by the staff to accommodate another group. We were put into a small, crowded room. When we used the sink next to the room we were given, we were very rudely told that it was for staff purposes only. That was the first time. Another time, the meeting room with tables was given to someone else and we were put into the room with chairs and no tables. That made it a little difficult to conduct a watercolor session. So we decided to just use the church and pay the \$35 fee, and be assured that we wouldn't be moved at the last minute. In all honesty, the move has worked out well for us because our attendance is typically 40-45 people, and we use the tables for art exercises. If we needed to use the library, we would, and we would be happy to pay a user fee, particularly if we are having an all day workshop. That seems only fair."

Finally, a comment in this area also questioned whether private use of meeting rooms was appropriate to the library's mission:

"Gosh, a public library charging money for rooms seems off center from mission."

Library	Meeting Room	Capacity	Fee	(1)	(2)	Notes	mt room	auditorium
Top 20 100,000+ for Circulation								
Benchmark Libraries								
1	Allen County PL	Theater	230	\$100.00	\$0.00	\$100.00		
		Room ABC	378	\$75.00	\$0.00	\$75.00		100
2	Ann Arbor PL, MI	Multi-Purpose Room	135	\$125.00	\$125.00	\$125.00	75	125
3	Carrollton PL, T	Meeting Room	100	\$50.00	\$50.00	\$50.00		
4	Cedar Rapids PL, IA			\$0.00	\$0.00			
5	Clearwater PL, FL			\$0.00	\$0.00			
6	Douglas Co PL			\$0.00	\$0.00			
7	Evansville-Vanderburgh Co. PL	Central Events Room	100	\$75.00	\$0.00	\$75.00		75
		Red Bank	100	\$120.00	\$0.00	\$120.00		120
		Riley	100	\$220.00	\$0.00	\$220.00		220
8	Florence Co PL, SC			\$0.00	\$0.00			
9	Greene Co PL, OH			\$0.00	\$0.00			
10	Harford Co PL, MD			\$0.00	\$0.00			
11	Indianapolis - Marion Co. PL	Goodrich/Houk	45	\$180.00	\$180.00	\$180.00		180
		Traverwood Room	60	\$125.00	\$125.00	\$125.00		125
		Meeting Room 2	60	\$50.00	\$50.00	\$50.00	50	
		Stringtown	60	\$60.00	\$60.00	\$60.00	60	
		Knall	60	\$200.00	\$200.00	\$200.00		200
		Room B	70	\$20.00	\$20.00	\$20.00	20	
		Mallets Room AB	80	\$125.00	\$125.00	\$125.00		125
		Meeting Room 1/2	90	\$50.00	\$50.00	\$50.00	50	
12	Iowa City PL, IA			\$0.00	\$0.00			
13	MCPL			\$0.00	\$0.00			
14	Medina Co PL			\$0.00	\$0.00			
15	Naperville PL, IL	Community Room		\$70.00	\$70.00	\$70.00		70
		Program Room		\$40.00	\$40.00	\$40.00	40	
		Conference Room		\$25.00	\$25.00	\$25.00	25	
		Room A/B		\$75.00	\$75.00	\$75.00	75	
		Room A		\$40.00	\$40.00	\$40.00	40	
		Room B		\$40.00	\$40.00	\$40.00	40	
		Room C		\$40.00	\$40.00	\$40.00	40	
16	Peoria PL, IL			\$0.00	\$0.00			
17	Porter Co PL			\$0.00	\$0.00			
18	Provo City PL, UT	small	10-35	40 - 60	\$50.00	\$50.00	50	
		large	50-90	60 - 90	\$75.00	\$75.00	75	
		Ballroom		500 - 1,000	\$750.00	\$750.00		750
19	Ramsey Co PL			\$0.00	\$0.00			
20	St. Joseph Co PL			\$0.00	\$0.00			
21	Santa Clara Lib, CA			\$30.00	\$30.00	\$30.00		30
22	Schaumburg Twp DL			\$0.00	\$0.00			
23	Flint PL, MI			\$0.00	\$0.00			
24	Kalamazoo PL, MI				\$25.00	\$150.00		25
25	Carmel Clay PL, IN							
26	Tippecanoe Co PL, IN				\$0.00			
27	Vigo Co PL, IN	meeting rooms		\$0.00	\$0.00			
		Lobby		\$500.00		\$500.00		500
28	Cuyahoga Co. PL, OH			\$0.00	\$0.00			
29	Multnomah Co. PL, OR			\$0.00	\$0.00			
30	Central Rappahannock, VA			\$0.00	\$0.00			
31	Santa Clara Co. PL, CA	various branches		\$10.00	\$10.00	\$10.00	10	
32	Arapahoe PL, CO			\$0.00	\$0.00	\$30.00	60	
33	Howard Co PL, MD			\$0.00	\$0.00			
34	St. Charles Co. PL, MO			\$0.00	\$0.00	\$12.50	25	
35	Carroll Co. PL, MD			\$0.00	\$0.00	\$50.00	50	
							total	890 2590

(1) = use by non-commercial group for civic, cultural, and educational purpose
(2) = commercial or private social function

Only charges fee for non-profits if admission to event is being charged

Charges \$ 75.00 Food Surcharge

Library charges \$25 per hour (typical meeting @ MCPL lasts 2 hours (\$25 *2 = \$50))

No Fees for non-profits

Fees may be waived for government or library affiliated organizations

range \$40 - \$60
range \$60 - \$90
range \$500 - \$1,000

Is this City or County? - this is City

no public meeting rooms available
during operating hours

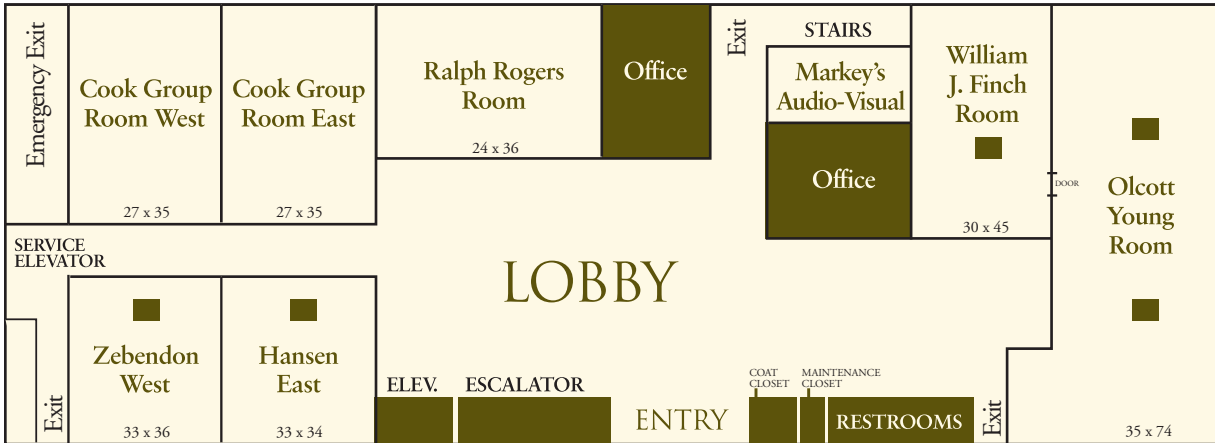
County
per hour

per hour

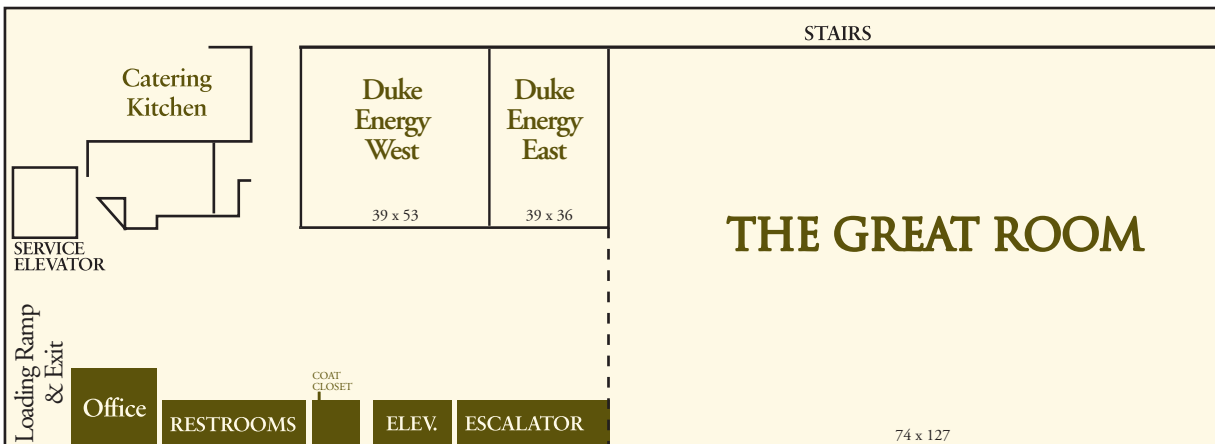
Library	Meeting Room	Capacity	Fee	(1)	(2)	Notes		mt room	auditorium
	Total benchmark libraries checked			35			count	20	12
	No fee non profit - not available for business/private			20	57.1%		average	44.50	215.83
	No fee non profit - fee for others			6	17.1%				
	Fee for all			8	22.9%				
	No public meeting space available			1	2.9%				



bloomington monroe county Convention Center



MEETING ROOM	DIMENSIONS		CAPACITY			
	(WxLxH)	Sq.Ft.	Theater	Classroom	U-Shape	Banquet
Zebendon	33x36x8	1166	70	48	26	72
Hansen	33x34x8	1130	70	48	26	72
Zebendon/Hansen	33x70x8	2296	140	96	52	144
Cook Group West	27x35x8	805	70	40	20	48
Cook Group East	27x35x8	805	70	40	20	48
Cook Group West/East	27x70x8	1794	140	80	40	96
Ralph Rogers Board Room	24x36x8	864	60	32	20	48
Young Olcott Room	36x74x9	2600	150	120	20	176
William J. Finch Room	30x45x10	1350	54	40	22	80



MEETING ROOM	DIMENSIONS		CAPACITY			
	(WxLxH)	Sq.Ft.	Theater	Classroom	U-Shape	Banquet
Duke West	39x53x12	2067	176	96	80	144
Duke East	39x36x12	1404	96	72	30	72
Duke West/East	32x89x12	3610	272	168	N/A	216
The Great Room	74x127x12	8675	600	400	N/A	560
Duke East/Great Room	74x163x12	10,121	N/A	N/A	N/A	632
Duke West/East/Great Room	74x216x12	12,285	800	N/A	N/A	776

MAXIMUM CAPACITY - INCLUDES NO SPACE FOR BUFFET TABLES OR DANCE FLOOR

302 S. COLLEGE AVENUE • BLOOMINGTON, IN 47403 • 812.336.3681 • FAX 812.349.2981
www.bloomingtonconvention.com

7510-F2

CHARGES/FEEES FOR USE OF CORPORATION FACILITIES

Fees - "A" - To be charged when custodian/food service employee is on regular duty
 "B" - To be charged when custodial/food service overtime is required

FACILITY	LOCATION	CATEGORY #1 Includes 1-A, 1-B & 1-C	CATEGORY #2 Community Service Groups	CATEGORY #3 Other	REMARKS
Classroom	All Buildings	No Fee to the extent that no extra custodial and/or food service time is required.	"A" \$7.00/hr. "B" \$37.00/hr.	"A" \$28.00/hr. "B" \$58.00/hr.	
Meeting room	Administration Building	When extra custodial/food service time is required, charged the employee's hourly rate. Category 1-B and 1-C will be charged \$30.00/hr.	<u>NOT AVAILABLE</u>	<u>NOT AVAILABLE</u>	
Cafeteria and All-Purpose Rooms	All Middle Schools and All Elementary Schools as applicable	When extra custodial/food service time is required, charged the employee's hourly rate. Category 1-B and 1-C will be charged \$30.00/hr.	"A" \$17.00/hr. "B" \$47.00/hr.	"A" \$68.00/hr. "B" \$98.00/hr. 3 hour minimum	
With Kitchen Facilities	All Middle Schools and All Elementary Schools	Same as above	"A" \$28.00/hr. "B" \$58.00/hr.	"A" \$112.00/hr. "B" \$142.00/hr. 3 hour minimum	Includes one food service staff member (who must be on duty).
Auditorium	Batchelor Binford Tri-North	Same as above	"A" \$22.00/hr. "B" \$52.00/hr.	"A" \$88.00/hr. "B" \$118.00/hr. 3 hour minimum	
Gymnasiums	All Elementary Schools (excluding Binford)	Same as above	"A" \$33.00/hr. "B" \$63.00/hr.	"A" \$132.00/hr. "B" \$162.00/hr. 3 hour minimum	
Auditorium without stage equipment	BHS North BHS South Jackson Creek	Same as above	"A" \$42.00/hr. "B" \$72.00/hr.	"A" \$168.00/hr. "B" \$198.00/hr. 3 hour minimum	Includes house lights only.
Auditorium with stage equipment	BHS North BHS South Jackson Creek	Same as above	"A" \$50.00/hr. "B" \$80.00/hr.	"A" \$200.00/hr. "B" \$230.00/hr. 3 hour minimum	Includes approved operator (who must be on duty).

FACILITY	LOCATION	CATEGORY #1 Includes 1-A, 1-B, & 1-C	CATEGORY #2 Community Service Groups	CATEGORY #3 Other	REMARKS
Gymnasiums with Locker Rooms	BHS North BHS South Batchelor Binford Jackson Creek Tri-North	Same as above	"A" \$42.00/hr. "B" \$72.00/hr.	"A" \$168.00/hr. "B" \$198.00/hr. 3 hour minimum	
Cafeteria Without Kitchen	BHS North BHS South	Same as above	"A" \$22.00/hr. "B" \$52.00/hr.	"A" \$88.00/hr. "B" \$118.00/hr. 3 hour minimum	
Cafeteria With Kitchen	BHS North BHS South	Same as above	"A" \$33.00/hr. "B" \$63.00/hr.	"A" \$132.00/hr. "B" \$162.00/hr. 3 hour minimum	Includes one food service staff member (who must be on duty).
Football Field Track Tennis Court	BHS North BHS South	Same as above	<u>NOT AVAILABLE</u>	<u>NOT AVAILABLE</u>	
Baseball Field	BHS North BHS South	Same as above	<u>NOT AVAILABLE</u>	<u>NOT AVAILABLE</u>	
Pool	Batchelor BHS North BHS South	Same as above	<u>NOT AVAILABLE</u>	<u>NOT AVAILABLE</u>	MCCSC Swimming Pool Operation & Safety Manual Rules and Regulations will prevail

NOTE: When any organization ordinarily classified in Category #2 carries on an activity which is strictly self-serving, it will be assessed the fee as shown in the Category #3 column.

guidelines

OFFICE OF THE SUPERINTENDENT
MONROE COUNTY COMMUNITY SCHOOL CORPORATION

PROPERTY
7510AG/page 2 of 7

and other school services, usage of school facilities may be limited.

6. The Board of School Trustees and/or principal reserves the right to cancel any program within a reasonable time by giving notice to the sponsor of the organization.
7. The temporary use of school facilities will be made available as soon as possible in case of an emergency resulting from disasters such as flood, fire, weather, accident, etc. Authorization for such use resides with the building principal and/or the Superintendent or designee.
8. The various groups or organizations requesting the use of school facilities which plan to charge fees to school-age children for participation in after-school activities will be eligible for consideration provided that such fees are minimal and are assessed equitably without regard to geographical residence and without regard to membership in the organization sponsoring the activity.

The requesting group or organization will actively solicit participation by children in the community without regard to ability to pay.

9. School children of indigent families who desire to participate in programs conducted in school facilities will be permitted to participate through a waiver of fees by user groups.

C. Eligible Organizations

1. Organizations seeking approval for the use of school facilities will be classified in one of the following categories:

Category 1-A - School-Related Organizations

School-related organizations will not be assessed a fee. Examples of such organizations are listed below.

- a. School Parent Groups (such as PTO, PTA, High School Parent Group)
- b. MCCSC Employee Groups (such as AFSCME, MCEA, MCCSCAA)
- c. Education groups associated with the MCCSC professional staff (such as International Reading Association, Association for Childhood Education, MCCSC Computer Users Group, Music Educators' Representative Council, Delta Kappa Gamma)
- d. Groups in which the MCCSC maintains a Corporation membership or other such relationship (such as Community Service Council, Bloomington Volunteer Action

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MONROE COUNTY COMMUNITY SCHOOL CORPORATION

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Center, Chamber of Commerce, United Way)

Category 1-B - Tax Supported Organizations to Conduct Their Official Business and/or Programs

Following examples are listed to serve as a guideline:

Parks and Recreation (P & R)*
(Programs or activities which are classified under P & R must fit the following qualifications):

Be a direct responsibility of P & R

Be directly funded by P & R

Be sponsored by and supervised by P & R

Head Start

Senior Citizens

County Election Board

***P & R** - A high degree of cooperation will be extended to the activities of the Department of Parks and Recreation in an attempt to encourage the growth and development of the Community Schools concept.

Category 1-C Community Groups Service School-Age Children

Following examples are listed to serve as a guideline:

Boy Scouts	Bloomington Swim Club	Little League
Girl Scouts	Boys & Girls Club	Babe Ruth League
Girls, Inc.	Smithville Basketball Assoc.	4-H Clubs
YWCA/YMCA AAU (School Age)		

Category 2 - Community Service Organizations (see note below)

Organizations classified in this category will be those whose proposed activities appear to be at least one of the following:

- 1) Not self-serving (by definition, for-profit means self-serving)
- 2) Charitable in nature

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MONROE COUNTY COMMUNITY SCHOOL CORPORATION

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- 3) Service oriented for the benefit of the community

Following is a sample list of such organizations:

- 1) service clubs and organizations
- 2) little theater groups
- 3) civil defense
- 4) league of women voters
- 5) various church groups and organizations

Category 3 - Other (see note below)

Organizations classified in this category will be those which for obvious reasons do not fall in Categories One (1) or Two (2) above. The activities for which use of facilities is requested would appear to be at least one (1) of the following:

- 1) self-serving
- 2) profitable only to and for said organization
- 3) non-charitable or service motivated

Following is a sample list of such organizations:

- 1) unions
- 2) political organizations
- 3) private groups and organizations
- 4) AAU (Adult Usage)

NOTE: Determining whether or not organizations are in Category 3 will depend largely upon the nature of the activity as measured by the criteria listed under each category.

Possible questions which would differentiate between Category 2 or Category 3 status:

- 1) Who is paying rent?

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- 2) Purpose of meeting/event?
- 3) Is admission going to be charged?
- 4) What portion of profit is going to community group, how much going to fund-raising group (i.e., band or antique dealer)?
- 5) What age people will be involved (children, adults)?

D. Private Profit or Personal Gain

The use of school facilities for private profit or personal gain is discouraged but may be permitted under the following circumstances.

1. The purchase of jewelry, awards, class pictures, or other items for use by school-sponsored clubs and organizations in carrying out the approved activities of the clubs and organizations.

E. Partisan/Nonpartisan Political Organizations

1. The use of school facilities for partisan or nonpartisan political activities is discouraged but may be permitted under the following circumstances:
 - a. Partisan or nonpartisan political groups or individuals may be granted use of facilities for the purpose of carrying on their respective activities contingent upon compliance with all regulations including the following:
 - 1) The school and the School Corporation will remain impartial.
 - 2) The school will provide equal opportunity for use of facilities to all political parties, provided said party polled ten percent (10%) or more of the total vote cast in the School Corporation in the last general election.
2. School facilities (excluding staff bulletin boards in staff lounges and individual teachers' mail boxes) will not be used for the distribution of promotional literature on individual candidates or groups of candidates, except that School Board candidate campaign literature may be distributed to adults outside of the building on school grounds during school sponsored, open house, and Parent-Teacher Organization meetings when school is not in session.
3. Nothing in this regulation will be interpreted to restrict the use of political literature for instructional purposes by the classroom teacher when said literature is appropriate to the unit(s) of instruction.

APPENDIX D

Indiana University Meeting Rooms and Rental Fees

Organization	Room	Capacity	Fee
IMU	Alumni Hall	650	\$600.00
	Frangipani Room	200	\$500.00
	Georgian Room	150	\$145.00
	Hoosier Room	50	\$130.00
	Oak Room	90	\$225.00
	Solarium	400	\$600.00
	State Room East	85	\$130.00
	State Room West	50	\$115.00
	Walnut Room	60	\$150.00
	Whittenberger Auditorium	400	\$300.00
Allison-Jukebox Community Center	Tile Room	88	\$20.00
	Carpet Room	50	\$20.00
Indiana University Art Museum	Meeting Room		
WonderLab	Basic Room	20	\$95.00
Mathers Museum of World Cultures	Meeting Room	50	\$200.00
Banneker Community Center			

Schedule of Fees - Effective 3/30/2004

Parent Teacher Organizations, scouting activities, 4-H Clubs, local private schools or similar organizations (such as Youth Groups of all types serving primarily the Richland-Bean Blossom Community School Corporation) shall not be charged fees for regular programs unless held on days when custodians are not on duty. If these groups schedule an activity and charge admission (for example: basketball), they shall be charged the schedule fees.

A. Athletic Complex Rental Fee - Baseball, Softball Fields
(Add to each, custodian or cook fees if applicable.)

Baseball or Softball Field					
Group/Organization	Practice Fee			Game/Event Fee	
Local Civic Groups	\$10 for 2 Hours, \$50/hr thereafter			\$20	
All Other Groups	\$100 for 2 Hours, \$10/hr thereafter			\$120	
Tennis Courts					
Group/Organization	Practice Fee			Game/Event Fee	
Local Civic Groups	\$10 for 2 Hours			\$20	
All Other Groups	\$100 for 2 Hours			\$120	
Swimming Pool					
<i>**All groups using the facility must sign a contract and pay prior to the activity. Contact the Aquatic Director at 876-5919 for approval.</i>					
Event/Organization	Fee				
Birthday Party (Sat. 1-3)	\$30 - 10 swimmers, \$50 - 11+ swimmers				
Morning or Evening Adult Lap Swim	\$2 each time, \$60 - semester, \$100/year				
Saturday Recreation Swim	\$2 each				
Organizations (2 Hours)*	\$40 - 30 swimmers, \$60 - 31+ swimmers				
<i>*Note: Organizations are limited to 4 nights. On Saturdays 1-3 pm, use Birthday Party Rate</i>					
	1st Time	2nd Time	3rd Time	4th Time	Total:
Up to 30 swimmers	\$40	\$30	\$20	\$10	\$100
31+ swimmers	\$60	\$50	\$40	\$30	\$180
Session Use	\$250 per session				
Swim Club & Scuba Classes	\$7 per hour, \$35 on Saturdays				

B. Facility Rental Fees - Gyms, Cafeterias and Kitchens

Facility	Fee
Cafeterias No Kitchen Use (All Schools)*	\$50 for 3 hours, \$20 per hour thereafter
Cafeteria including use of Kitchen*	\$75 for 3 hours, \$25 per hour thereafter
Kitchen Employee*	\$18 per hour
Custodial Employee*	\$23 per hour
Classrooms (All Schools)*	\$10 per hour
Gymnasiums (EHS, EJHS, EIS, EPS)*	\$300 for 3 hours, \$50 per hour thereafter
Auxiliary Gym or SES*	\$150 for 3 hours, \$50 per hour thereafter
*3 Hour Minimum	

C. Auditorium Fees

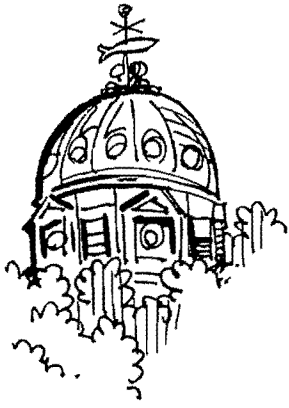
Applicant Classification	Auditions and Non-Tech. Rehearsals	Dress or Technical Rehearsals	Performance
Resident Non-Profit Org. (No admission)	\$60 per hour (\$75 per hour)	\$75 per hour (\$90 per hour)	\$120/hour (\$130/hour)
Resident Non-Profit Org. (Admission Chg.)	\$70 per hour (\$85 per hour)	\$85 per hour (\$100 per hour)	\$140/hour (\$150/hour)
Resident Commercial & Non. Res./Non. Comm.	\$75 per hour (\$90 per hour)	\$90 per hour (\$105 per hour)	\$150/hour (\$160/hour)
Non. Resident Commercial	\$80 per hour (\$95 per hour)	\$95 per hour (\$110 per hour)	\$160/hour* (\$170/hour)*
<p>*Hourly rate or 10% of the gross receipts, whichever is the larger; One-half of the approximate rental cost is required at least one (1) week prior to the use of facilities.</p> <ol style="list-style-type: none"> 1. Four (4) hour minimum on Performances. 2. Figures shown in () are weekend rates (Saturday, Sunday or when extra custodian is needed). 3. HOLIDAY SURCHARGE \$100 additional plus DOUBLE TIME for all personnel. 4. Electrical panel operator, public address operator, and scoreboard operators are to be paid by the lessee. 5. Use of related facilities (dressing rooms, stage lights, public address system, public restrooms, foyer) that are affiliated with the rented facility are included. 			

5/04

APPENDIX E

Meeting Room and Auditorium Utilization September 2010 - August 5, 2011

	<i>Public</i>	<i>Staff</i>	<i>Total</i>	<i>% Utilization</i>	<i>Comment</i>
Auditorium	167	36	203	30.0%	
Board Room	0	20	20	8.3%	Almost certainly understated; frequently used by staff without reservation
Indiana Room 207	210	35	245	18.3%	
Meeting Room 1A	284	66	350	29.1%	
Meeting Room 1B	111	39	150	26.6%	17.2% 1B only + 9.4% 1B + 1C
Meeting Room 1C	202	34	236	30.6%	21.2% 1C only + 9.4% 1B + 1C
Meeting Room 1B & 1C	39	5	44	9.4%	and incorporated in 1B and 1C above
Program Room 2B	8	115	123	26.9%	Almost certainly understated; frequently used by staff without reservation
TOTAL	1021	350	1371	20.1%	



OFFICE OF
MONROE COUNTY COMMISSIONERS
100 West Kirkwood Avenue
The Courthouse Room 322
BLOOMINGTON, INDIANA 47404

Telephone 812-349-2550
Facsimile 812-349-7320

Patrick Stoffers, President

Iris F. Kiesling, Vice President

Mark Stoops, Member

August 31, 2011

Michael White
CATS Director

Sara Laughlin
MCPL Director

Kari Isaacson
President, Board of Trustees

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

Dear Michael, Sara and Kari,

Please review the enclosed document, Telecommunications Funding Agreement, which has been approved by the Commissioners at the August 26th Board meeting.

Please return the signed original to the Commissioners Office, attn: Kevin Dogan.
If you have any questions, please do not hesitate to contact Kevin.

Sincerely,

Jessica McClellan, Office Manager
Monroe County Commissioners
North Showers Building Suite 100
501 North Morton Street

Bloomington, IN 47404
Phone: 812-349-2550
Facsimile: 812-349-7320

TELECOMMUNICATIONS FUNDING AGREEMENT

Agreement entered into between the Board of Commissioners of Monroe County, ("County") and the Monroe County Public Library ("Library"), on behalf of its Community Access Television Services department (CATS), effective on the date last written below.

SECTION I. Funding

(a) County shall contribute the sum of **Two Hundred Twenty Eight Thousand and Sixty Eight 00/100s Dollars (\$228,068) for calendar year 2012**, payable in equal quarterly installments of Fifty Seven Thousand Seventeen Dollars (\$57,017), to partially fund the operational expenses of CATS.

(b) Library may use this contribution for salaries and equipment necessary to provide services in accordance with this Agreement. Library will submit a signed claim voucher for each quarterly installment which will be processed in accordance with the County's usual practice for payments.

SECTION II. Public Meetings

Where the meeting location permits, CATS shall telecast live coverage of regular meetings of the Monroe County Commissioners, Monroe County Council, Monroe County Planning Commission, Board of Zoning Appeals, the State of the County Address and other public meetings as requested by the Monroe County Commissioners. Where the meeting location does not permit live coverage, CATS shall contemporaneously videotape the meeting and cablecast it at the earliest time following the meeting which its schedule allows. Each of the meetings will be replayed at least twice during the week following the original cablecast. The times for replay will be predetermined and supplied to the *Herald Times* for its TV schedule publication.

Section III. Special Programming

CATS will cooperate with the Monroe County Commissioners and other county departments to produce and cablecast at least quarterly, a program titled "Your County at Work." The program shall be replayed at least twice monthly during the month in which it is originally cablecast.

Section IV. Non-partisan Programming

(a) A partisan political program or event is one in which only one political party or candidate is represented, and whose principal purpose is the advocacy of a particular candidate, slate of candidates or party platform or the criticism of an opposing candidate, slate of candidates or party platform. Examples include political party dinners or organizational meetings, fundraisers, and announcements of candidacy for office. CATS crews shall not be used in the program production of partisan political events, nor shall the public meeting channel (currently Channel 14) be used to cablecast such partisan political events; provided however, that CATS may elect to separately telecast primary election candidate forums for each political party where all candidates for contested offices within that party have been invited, and where scheduling time permits the telecast of similar candidate forums of opposing political parties.

(b) This section shall not be construed to prohibit the production or telecast of a political party caucus or convention which is required by Indiana election law to nominate candidates or fill candidate vacancies. Further, this section shall not be construed to prevent members of the public who are not affiliated with Library from using Library facilities and equipment for any programming permitted by

state and federal law, and which is consistent with Library access policies.

SECTION V. Reports

(a) Monthly Report - CATS will provide the County a monthly report of its programming and activities which will include an hour report of its public meetings coverage.

(b) Financial Report - CATS will provide the County at least annually, and more often upon request, a financial report which shall summarize the utilization of the County's contributions.

SECTION VI. Records

Library will permit the County to examine and copy all records and documents related to the funding provided by this Agreement. Library further agrees to maintain accounting procedures and record keeping in a form acceptable to the State Board of Accounts and will retain those records as required by state law or State Board of Accounts policy.

SECTION VII. Non-discrimination

(a) Library affirms that it is an equal opportunity employer, and will not discriminate on the basis of race, color, national origin, sex, age, ancestry, religion or disability in the hiring, upgrading, discipline, training and compensation of its employees. Breach of this provision may result in termination of this Agreement.

Section VIII. Term

This agreement shall govern services provided from January 1, 2012 through December 31, 2012, and shall thereafter be automatically renewed from year to year unless either party gives written notice of its intention to terminate by October 1 of each succeeding year. The funding provided by this Agreement may be adjusted by mutual agreement, but all such funding is subject to an appropriation by the Monroe County Council.

Section IX. Verification of Work Status

The Library certifies that it is enrolled in the E-Verify program and has verified the work eligibility status of all newly hired employees through the E-Verify program, unless the E-Verify program no longer exists, and that signing this contract serves as an affidavit affirming that the Library does not knowingly employ an unauthorized alien.

"COUNTY"

BOARD OF COMMISSIONERS OF
MONROE COUNTY

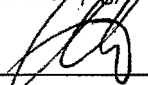
Date: _____



Patrick Stoffers, President

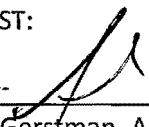


Iris F. Kiesling, Vice President



Mark Stoops, Member

ATTEST:



Amy Gersfman, Auditor

"LIBRARY"

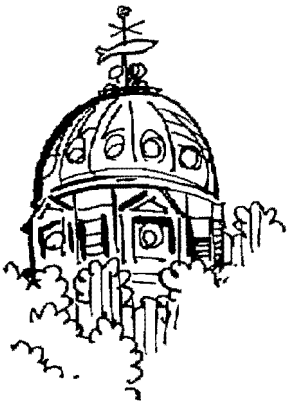
MONROE COUNTY PUBLIC LIBRARY

Date: _____

Kari Isaacson, President, Board of Trustees

Sara Laughlin, Director

Michael White, Manager
Community Access Television



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100 West Kirkwood Avenue
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Telephone 812-349-2550
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Patrick Stoffers, President

Iris F. Kiesling, Vice President

Mark Stoops, Member

August 24, 2011

Michael White
CATS Director
Monroe County Public Library
303 E. Kirkwood Avenue
Bloomington IN, 47408

Dear Michael,

The Lake Lemon Conservancy District (LLCD) District Manager, Bob Madden, recently met with the Monroe County Board of Commissioners to discuss the possibility of having CATS tape the LLCD monthly Board of Directors' meetings. The LLCD Board unanimously approved a motion to pursue this initiative at their August 13th meeting.

The value of increasing the public's access to the meetings of this board is recognized and supported by the Monroe County Commissioners. As the responsibilities associated with the LLCD, a Monroe County taxing district, have grown, so has the potential value in having these meetings televised.

On behalf of the Board of Commissioners, please consider granting the LLCD request.

Sincerely,

President, Monroe County Board of Commissioners

Cc: Sara Laughlin, MCPL Director

*9/6/11 asked LLCD to respond
date? location?
start date?
add to LLC 2012 contract?*

Disposal of Surplus Items

We ask that the Board declare the items on the list below “surplus.” The items are no longer useful but are taking up valuable space in the library. None of the items have a value of more than \$1,000, so they do not need to be advertised according to state regulations. We are working with non-profit organizations starting with the City of Bloomington and Habitat for Humanity Re-Store to see if they can be put to good use.

Monroe County Public Library Surplus Items, 9-2011	
<i>Quantity</i>	<i>Item description</i>
17	computer carrels w/ glass tops and undercarriages
14	computer carrels
2	double carrels
7	counter tops
19	case work
14	wood cabinets/shelves
10	36 inch doors
8	filing cabinets
4	5 drawer micro-fiche cabinets
1	11 drawer micro-fiche cabinet
1	partition assembly
1	modular desk assembly
8	PCC computer desk
2	6 ft. desk
6	spinner racks
2	8 ft. index tables
6	white boards
3	bulletin boards
5	media carts
2	7 drawer index cabinets
2	coat racks
2	36 in. steel frames
2	planter
1	circulation desk (third floor reception area)