

BOARD OF TRUSTEES MEETING

Wednesday, December 21, 2011

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 November 16, 2011 Board Meeting (page 1-5)
 - b. Minutes of December 14, 2011 Work Session (page 6-9)
 - c. Minutes of December 14, 2011 Executive Session (page 10)
 - d. Monthly Bills for Payment (page 11-18)
 - e. Monthly Financial Report (page 19-40)
 - f. 2012 Board Calendar (page 41)
 - g. Personnel Report (page 41-44)
3. Director's Report (page 45-59) – Sara Laughlin
4. Old Business
 - a. Resolution to extend the 2008-2011 strategic plan through 2012 (page 60) – action item – Sara Laughlin
5. New Business
 - a. Resolution to Permit Transfer to LIRF (page 61) – action item – Gary Lettelleir
 - b. Resolution to Encumber 2011 Appropriated Balances (page) – action item – Gary Lettelleir
 - c. Resolution to Adopt 2012 Pay Increment, Salary Schedule, Pay Schedule, and Holiday Closing Schedule (page 62-65) – action item – Kyle Wickemeyer-Hardy
 - d. Personnel Policy Revision – Section 3.10 (page 66-67) – action item – Kyle Wickemeyer-Hardy
 - e. Resolution to Set 2012 Salary for Library Director (page 68) – action item – Kari Isaacson
1. Program Update – Chris Jackson, Community Outreach Department
2. Public Comment
3. Adjournment

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Wednesday, November 16, 2011
5:45 p.m., Room 1A
MINUTES**

Trustees in attendance:

Kari Isaacson, Valerie Merriam, John Walsh, Melissa Pogue, Steve Moberly, Fred Risinger (arrived 5:50)

Absent:

David Ferguson

Also in attendance:

Sara Laughlin, Gary Lettelleir, Bara Swinson, Michael White, Jason Evans Groth, Kyle Wickemeyer-Hardy, Margaret Harter, Sarah Bowman, Tom Bunger.

Call to Order:

Kari Isaacson called the meeting to order at 5:48 p.m.

Consent Agenda

The Consent Agenda consisted of the following items:

- a. Minutes of October 26, 2011 Public Hearing on Additional Appropriation
- b. Minutes of October 26, 2011 Board Meeting
- c. Minutes of November 9, 2011 Work Session
- d. Monthly Bills for Payment
- e. Monthly Financial Report
- f. Board Calendar
- g. Personnel Report

Steve Moberly asked a question about page 22 of monthly summary of budget categories and why we were over budget. Sara responded that the Library had a very good year with work study students who served as the primary homework helpers/tutors and they also work in every other department in the library. Gary informed the Board that based on our experience with work study students we put some additional figure on that line for the 2012 budget.

Valerie Merriam had a correction on page three of the minutes of November 9 work session. In those minutes Valerie suggested that “we offer board members opportunity to form committees”. Valerie would like additional language added to clarify her statement as follows: “...after reading our policy the previous Board

had decided not to have committees... perhaps it would be wise to offer Board members the opportunity to form committees.”

Kari Isaacson asked a question about page 24 of the budget where it indicates that under “Operating Supplies and Repair and Maintenance Supplies” there is less than 20% left and if this is a big deal. Gary responded by stating that we will do a line item transfer in that area. As a result of changing from carpet to hard tile floors we are finding that there are a lot more waxes, brushes, etc. and we increased budget in that area to account for that.

John Walsh moved that the Consent Agenda be approved; seconded by Melissa Pogue; approved unanimously.

Kari commented that the Friends’ *McBride* event was wonderful and offered thanks to the Friends.

Director’s Report

Sara called attention to the extra handout which was in answer to the Board’s question last time about missing items. The report indicates that the new gates are reducing stolen items. Collection Services is beginning to do an inventory, beginning with higher loss areas.

Sara also shared that the Community Foundation did not fund our proposal, but we received a letter from the Smithville Community Foundation with a check for \$11,520 to fund the request for new early literacy computers for Main, Ellettsville and one Head Start classroom at Fairview Elementary.

Additionally, today, Sara received an email from the Achieve Coalition, a Monroe County Wellness partnership managed by the Monroe County YMCA, to whom we had submitted proposal and they funded it with \$860.

Fred Risinger stated that he appreciated the report on missing items and that he would like to see what category these missing items fall in. Sara pointed out that the first table in the report reflects some of it.

Valerie inquired if the Library has Kindle access now and Bara Swinson informed her that we do as of September. Downlaodables account for 3% of total circulation; in October the Kindle portion has gone up. Bara will get the numbers for Board.

Old Business

a. Update to Meeting Room Policy to Reflect Business Use

Kari asked for questions or comments on this issue and Steve inquired if the new policy would be effective January 1. Sara indicated that we have purchased the software and are finalizing the setup and will be ready to roll out the program

January 1. She further indicated that we will promote the change in policy through the Chamber and other opportunities.

Steve Moberly moved that the Meeting Room Policy be changed as presented; seconded by Valerie Merriam; approved unanimously.

New Business

a. 2012 Employee Insurance

Sara stated that in response to Dave Ferguson's request that Sara share more background about higher-deductible PPO options, she sent an email overview of what the impact of either option would be for various plans and positions. Sara indicated that her recommendation is still the same – continue the three current health insurance coverage plans into 2012. They fit within our budget. There will be a slight increase for employees and the library, but overall, the package maintains a good balance with three plans.

She added that the library has been working hard over the last four years to position ourselves for high increases in health care. Those efforts are paying off for us now. We have retained roughly the same number of employees on our plan during very challenging times by offering more affordable HSA plans. The report suggests that adding Clinic access is paying off. More than half our staff has used it thus far this year. They are avoiding adding a claim to our claims history when they visit the Clinic.

For the purpose of minutes and further review of Board of Accounts Steve asked that we name the new companies:

Anthem for health insurance
Guardian for dental insurance and vision
CIGNA for life, ADD, long term disability

Steve asked Kyle Wickemeyer-Hardy to clarify the standing of retirees with insurance. Kyle replied that we had four retiring employees this year; two will be covered by the library's insurance, because they were between the ages of 60 and 65.

Valerie Merriam moved to approve the 2012 employee insurance proposal as presented; seconded by Fred Risinger; approved unanimously.

b. CATS 2012 contract with Monroe County

Michael White reported that the contract with Monroe County was approved by the County Commissioners at \$228,000; however this was before the County Council's budget process was completed. The County Council appropriated \$221,000, the same as last year's contract total. The library and Gary will invoice quarterly for the amounts.

Steve Moberly moved that the CATS contract with Monroe County for 2012 be approved; seconded by Valerie Merriam; approved unanimously.

c. Strategic Planning Process

Sara reported that our strategic plan is set to expire at the end of 2011. Because we have an active Futures Committee at work and want their input as a precursor to our planning she is asking that 2011 plan be continued into 2012.

The Library proposes to hire a consultant to facilitate that planning. The advantage to having outside person doing it is that library representatives can participate and the consultant can handle the daily work and facilitation responsibilities.

The current plan period is 2008 to 2011. The cost of that plan was right around \$45,000 and Sara believes we can complete the process again for approximately that amount.

Valerie asked if Sara thought we could still get the planning done for same price. Sara replied that we set aside \$50,000 in the 2011 Rainy Day Fund, but didn't spend it, and have appropriated that amount again in 2012. The Futures Committee asked for \$5,000 for their work, but have not spent that much.

John Walsh moved to authorize Sara to send out the Request for Proposals; Fred Risinger seconded; unanimously approved.

d. Bid for Demolition of Yellow House

Gary received three bids on the demolition of the yellow house in Ellettsville. The lowest was \$6,800 from Kevin Huntley Excavating, Inc. Huntley has provided certificate of insurance; we have the demolition permit. Monroe County highway engineer Bill Williams confirmed that filling in the site with concrete and stone would be acceptable and that those would not degrade or change shape. We plan to go over this with the contractor. Mark Mobley will monitor progress of the job.

Kari asked if the \$6,800 included adding concrete and gravel and Gary responded that includes whatever materials will be needed.

Fred Risinger moved to approve the bid to tear down the yellow house and do some work on the property. Melissa Pogue seconded; approved unanimously.

Program Update – *It's Your Money* – Jason Evans Groth

Jason Evans Groth presented a summary of the "It's Your Money" initiative, funded by a grant from the American Library Association and FINRA. He is the Grant librarian hired to coordinate the initiative.

The goal of the program is to increase the capacity of the library to deliver free unbiased financial information. The target audience is 15-29 year olds.

The five areas in which the initiative will focus are:

- Budgeting
- Saving
- Spending
- Investing
- Credit and debt management

Jason reported that he has already done two sessions for library and non-profit staff and has begun regular programming for the target age group, launched a website, and completed one CATS video, with another one almost done, and three more to come. Dr. Rachel Applegate, IUPUI SLIS, is acting as evaluator of the initiative.

Jason has spent the first period working with partners, promoting programs, and planning events. *Money Smart Week* in Monroe County served as the kick-off, The library partnered with United Way, City of Bloomington, and with Ivy Tech for one program a month. Jason is also going to Youth Services Bureau to present. Stepping Stones brought residents to one program.

The financial collection is growing. We have more than 100 new items and more are on the way. In August, 365 books circulated on these topics; after launch of this program in October, more than 2000 books circulated.

Upcoming programs:

- December– duct tape wallets
- January – recovering from holidays – debt repayment or savings plan
- February –saving for college and paying off college debt
- April – “National Money Smart Week”
- October – repeat of Monroe County Money Smart Week

Fred suggested we find ways to continue this program after the grant ends and Jason stated that other libraries have gotten follow-up grants; the purpose is to build capacity so the library can sustain the initiative beyond grant funding.

Jason reported that he learned very quickly that this is a tricky age group and finding the right educator to talk to them and make a connection is a challenge. Young people have been surprised that the library has this kind of information.

Public Comment

No public comments

Adjournment

Kari adjourned the meeting at 6:50 p.m.

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES WORK SESSION**

Wednesday, December 14, 2011

5:45 p.m., Room 1A

MINUTES

Trustees in attendance:

Kari Isaacson, Valerie Merriam, Melissa Pogue, Steve Moberly, Fred Risinger, John Walsh (arrived at 6:00 p.m.)

Absent:

David Ferguson.

Also in attendance:

Sara Laughlin, Gary Lettelleir, Bara Swinson, Michael White, Kyle Wickemeyer-Hardy, Tom Bungler.

Call to Order:

Kari Isaacson called the meeting to order at 5:48 p.m.

Resolution to Permit Transfer from LIRF

Gary explained that the resolution would authorize temporary transfers from the LIRF fund to other funds if any had a negative balance because the final tax settlement not received by year end. The Monroe County Auditor's Office said we should receive final tax settlement before then, but he recommended that the Board approve the resolution in case it's needed. This will be an action item next week.

2009-2010 Audit

Gary informed the Board that the audit went well. The auditors examined the transactions and supporting documents upon which financial reports are based, along with internal controls and procedures for handling cash receipts. They also checked documentation related to the budget process to assure that we are in compliance with all State Board of Accounts regulations. They made a comment about change orders for the Main Renovation project which amounted to 22% of original contract. Indiana Code limits change orders to 20%. The Library was

given an opportunity to provide more information about circumstances that led to this and did so.

When final report from the auditors was finalized, Gary and Sara thought they would get a final copy or notification. They did not and the local newspaper ran a story before the Board was notified of results. Sara apologized to the Board for not getting information to them before newspaper report.

The change orders that caused discrepancy were bid alternates that were not included in the original contract because costs exceeded funding available. The Library signed the contract in September. We assumed it would be March or April when we heard the outcome of the budget shortfall appeal. We heard in early November, much earlier than expected and just two months after signing the contract. We had just begun construction. Sara came back to the Board in November, having received confirmation of the successful appeal, and asked to add a couple of alternates at that point, accounting for 18% increase in the original contract. Two additional change orders later in the project added 4% for a total of 22%. There was no intention of misleading the public.

Resolution to Adopt 2012 Salary Schedule, Pay Increment, Pay Schedule, and Holiday Closing Schedule

Kyle presented the resolution to adopt 2012 Salary Schedule, Pay Increment, Pay Schedule, and Holiday Closing Schedule.

Kari asked if the pay schedule reflected a raise of some amount and Kyle indicated that it included a 1.5% increment instead of a cost of living raise. Right now feel that our base wages are adequate, as we are attracting quality candidate pools. We would like to extend the 1.5% increment to recognize the hard work of our current employees.

Steve asked what the difference would be between cost of living adjustment and an increment in terms of financial impact on the library.

Kyle explained that when you do a cost of living adjustment it moves up current employee's wages and increases the salary schedule by same amount, so that the next employee hired would make the new higher beginning wage. A pay increment only impacts staff that are employed as of January 1 without increasing the entry level wage.

Steve also inquired what the dollar figure would be if the resolution is adopted for 1.5% increase. Gary responded that for every 1% increase it is estimated to be about \$40,000. The 1.5% increase is roughly \$60,000.

Valerie asked what the budgetary impact of the increment and health insurance and other benefits would be. Sara replied that it would vary from one employee to another. A 15-hour a week page, for example, would receive a 1.5% increment, but does not qualify for other benefits, while those at 20 hours/week or more are eligible and may or may not choose to receive health, dental, vision insurance. Full-time employees also receive PERF.

Fred stated that he thought the 1.5% increase rather than an across the board increase was good for now. It wouldn't raise our entry level wages and would reward the current staff.

Kyle informed the board that the proposed holiday closing schedule was the same as last year, with nine holidays and Staff Day on the Wednesday after Columbus Day, October 10.

Personnel Policy Revision

Kyle explained the personnel policy revision regarding Section 3.10. This language is no longer in alignment with management rights and union representation included in the Joint Agreement. The Staff Association can no longer represent staff, as the union maintains that exclusive right. Tom Bunger looked it over and concurs with the changes.

Steve inquired as to why, after we reached the contract with the Union, we did not include these changes in the ones made earlier. Sara's response was that at that time we made smaller amendments to make reference to agreements where things differed. We didn't include more substantive changes because we were anxious to get those references inserted as soon as possible so people would know where they stood. As we plan for next year and have a situation where we would need to apply this section, we would be caught between competing requirements. We have discussed the language with the Labor-Management Committee, and they are in agreement.

Steve asked if the changes were reviewed by attorney Paul Sinclair or Jim Whitlatch. Tom Bunger responded that he would have Jim look at it.

Valerie asked Sara if she knew if the Indiana Library Federation or any other group were making recommendations to the General Assembly for changes this next session. Sara stated that she knew language had been drafted about restricting guns carried in libraries, using the argument of keeping children safe. She will share the language of that bill and one other with the Board.

Kari asked Sara to announce, for the viewing public, the good news.

Sara stated that last night the County Council approved our proposal for \$1.8 million general obligation bond. That is the last step until next October when the Board will adopt the final resolution to sell the bonds, and then accepts the bond proceeds in December 2012. This action resolves problems we have been facing since 2005 when the Indiana Legislature changed the way COIT funds were distributed. It is a great victory for the Library and patrons and a great relief. We won't have to reduce services, staff and hours.

Public Comment

Rita Lichtenburg addressed the Board by suggesting that a union representative be present for Board meetings. In general she would like to see someone from staff to be a voice for them.

Adjournment

Kari adjourned the meeting at 6:20 p.m. The Board adjourned to the Board Room for an executive session.

MONROE COUNTY PUBLIC LIBRARY
Board of Trustees Executive Session
Board Room
Wednesday, December 14, 2011

Attendance

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

Board Members Absent: David Ferguson

Call to Order

President Kari Isaacson called the meeting to order at 6:30 p.m.

The Board discussed the Job Performance Evaluation of an Individual Employee [IC 5-14-1.5-6.1(9)].

The meeting adjourned at 6:45 p.m.

Financial Report Comments

Reports as of 11-30-11

Board Meeting Date 12/21/11

Monthly Budget Report:

After eleven months the spending guideline is 91.67% of the annual budget. As of November 30, 85.1% of the Operating Fund budget has been expended. Some of the major contributing factors for being under budget are:

- The Associate Director position and the Development Officer position have not been filled. Approximate dollar impact is about \$110,000.
- There will be three pay dates in December. The impact is about \$150,000. This is another reason for the personnel services line being at 84.2% of the annual budget instead of being closer to the 91.67% guideline.
- The entry to transfer \$200,000 to LIRF is included on the “Other Charges” line this month

Other items to highlight:

Health Insurance/Employer Contribution – The October and November premiums were paid in October. This is the reason for the difference in the November, 2011 employee benefits total (\$21,372.53) compared to the same month last year where employee benefits were \$62,983.72.

Circulation Supplies – November 2010 YTD was \$190,489.80 compared to \$20,293.80 YTD on that line for November 2011. The difference is due to RFID supplies purchased last year.

Cleaning Supplies and Building Material Supplies are about \$6,000 over budget. Mark Mobley has provided some additional information about the circumstances that have created this situation. The budget for 2012 on these two lines increased by \$3,300. It is likely that we will need to increase the 2013 budget in this area and possibly reduce one of the other lines – like Building Repairs.

“Jason and I sat down yesterday to talk about this year’s cleaning budget, and to try and explain to you why it is over. First of all we have spent several hundred dollars on hand sanitizer due to the H1N1 virus and the scare it put in the staff and patrons. The main cost overruns are due to the cleaning of the new floor coverings in the building. We have extracted the new carpets on a much more regular basis to try and keep them in

good shape. This increases the cost of supplies quite a bit. The Florbo, hard floor, is even more of a cost issue. Not only do we have to have different products to put on the floor we also had to purchase new mops, floor scrubber pads, rinse ect. Finally, the cost of all cleaning supplies ie: toilet paper, hand towels, trash bags and so on, have gone up in the past couple of years. The cost over runs will continue in the future. The cost of the upkeep of the floors will only increase as well as Phase 3 of the plan. - Mark"

MONROE COUNTY PUBLIC LIBRARY

12/15/11 1:34 PM

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*Check Summary Register©

November 11, 2011 to December 15, 2011 2011

Name	Check Date	Check Amt	
06500 FIFTH THIRD CHECKING			
Paid Chk# 001735 AT&T (IL)	11/17/2011	\$275.55	4 DEDICATED PHONE LINES
Paid Chk# 001736 FEDEX	11/17/2011	\$68.98	DELIVERY
Paid Chk# 001737 FEDEX OFFICE	11/17/2011	\$18.91	PRINTING
Paid Chk# 001738 JASON EVANS GROTH	11/17/2011	\$73.86	FINRA SPLS
Paid Chk# 001739 JPMORGAN CHASE BANK, NA	11/17/2011	\$5,743.57	VARIOUS
Paid Chk# 001740 MIDWEST PRESORT SERVICE	11/17/2011	\$385.30	POSTAGE SERVICES
Paid Chk# 001741 SOUTH CENTRAL INDIANA REMC	11/17/2011	\$44.34	ELECTRICITY/BKM
Paid Chk# 001742 STAPLES	11/17/2011	\$39.94	OFFICE SPLS
Paid Chk# 001743 STEPHANIE HOLMAN	11/17/2011	\$45.98	FD/ELL SPLS
Paid Chk# 001744 TERESA WESTFALL	11/17/2011	\$81.85	REFUND ON LOST ITEMS
Paid Chk# 001745 UTILITIES DIST. OF WESTERN IN	11/17/2011	\$32.00	ELECTRICITY/BKM
Paid Chk# 001746 AT&T (OK)	11/22/2011	\$69.01	L-D PHONE BILL
Paid Chk# 001747 GARY LETTELLEIR	11/22/2011	\$152.94	MILEAGE-ILF CONF.
Paid Chk# 001748 JOHN P. MOSORA	11/22/2011	\$42.38	POSTAGE ON BOXES
Paid Chk# 001749 MARY LORO	11/22/2011	\$80.25	ILF FOOD EXPENSES
Paid Chk# 001750 MIDWEST PRESORT SERVICE	11/22/2011	\$401.34	POSTAGE SERVICES
Paid Chk# 001751 MONROE CTY PUBLIC	11/22/2011	\$283.94	FSA W/H
Paid Chk# 001752 PAMELA WASMER	11/22/2011	\$62.07	ILF FOOD EXPENSE
Paid Chk# 001753 VECTREN ENERGY DELIVERY	11/22/2011	\$52.54	NATURAL GAS
Paid Chk# 001754 VERIZON WIRELESS	11/22/2011	\$105.57	CELL PHONE
Paid Chk# 001755 AMERICAN UNITED LIFE INS.	11/29/2011	\$1,255.00	403b TSA-AUL W/H
Paid Chk# 001756 AMY L. CORNWELL	11/29/2011	\$80.00	INTERPRETING SERVICES
Paid Chk# 001757 AT&T MOBILITY	11/29/2011	\$246.29	CELL PHONES
Paid Chk# 001758 FLEET SERVICES	11/29/2011	\$35.86	FUEL
Paid Chk# 001759 HILARY HARGIS	11/29/2011	\$71.71	ILF FOOD COSTS
Paid Chk# 001760 MICHAEL T. ANDERSON	11/29/2011	\$62.13	"THE LATTE FACTOR"/MILEAGE
Paid Chk# 001761 MICHELE NEEDHAM	11/29/2011	\$684.02	ILF - HOTEL, FOOD, & MILEAGE COST
Paid Chk# 001762 MIDWEST PRESORT SERVICE	11/29/2011	\$421.94	POSTAGE SERVICES
Paid Chk# 001763 VECTREN ENERGY DELIVERY	11/29/2011	\$88.15	NATURAL GAS
Paid Chk# 001764 AFSCME COUNCIL 62	12/2/2011	\$1,273.78	UNION DUES W/H 11/18/11
Paid Chk# 001765 ANTHEM BLUE CROSS BLUE	12/2/2011	\$57,040.94	HEALTH & VISION INS. - DEC. '11
Paid Chk# 001766 AT&T (IL)	12/2/2011	\$1,321.72	TELEPHONE
Paid Chk# 001767 CHRIS HOSLER	12/2/2011	\$149.47	FD/TEEN SPLS
Paid Chk# 001768 COLONIAL LIFE	12/2/2011	\$119.63	POST-TAX INS. W/H
Paid Chk# 001769 DEPARTMENT OF HOMELAND	12/2/2011	\$480.00	ELEVATOR PERMITS
Paid Chk# 001770 DUKE ENERGY	12/2/2011	\$1,210.72	ELECTRICITY
Paid Chk# 001771 ELAINA KINTGEN	12/2/2011	\$40.00	OVER PAYMENT ON HEALTH INS.
Paid Chk# 001772 GEGRB/AMAZON	12/2/2011	\$8,705.78	BOOKS
Paid Chk# 001773 GREAT LAKES HIGHER ED	12/2/2011	\$200.80	GARNISHMENT W/H
Paid Chk# 001774 HEALTH RESOURCES, INC.	12/2/2011	\$3,233.10	DENTAL - DEC. '11
Paid Chk# 001775 MIDWEST PRESORT SERVICE	12/2/2011	\$277.69	POSTAGE SERVICES
Paid Chk# 001776 MONROE COUNTY YMCA	12/2/2011	\$118.16	YMCA W/H
Paid Chk# 001777 PRE-PAID LEGAL SERVICES,	12/2/2011	\$62.58	PRE-PAID LEGAL W/H
Paid Chk# 001778 STEPHANIE HOLMAN	12/2/2011	\$239.61	FD/ELL SPLS
Paid Chk# 001779 UNITED WAY	12/2/2011	\$128.00	UNITED WAY W/H
Paid Chk# 001780 UNUM LIFE INS. CO. OF	12/2/2011	\$2,288.11	LIFE & ADDT'L LIFE INS. - DEC. '11
Paid Chk# 001781 AMERICAN UNITED LIFE INS.	12/5/2011	\$1,255.00	403b TSA-AUL W/H
Paid Chk# 001782 AT&T ADVERTISING	12/5/2011	\$170.00	LISTINGS
Paid Chk# 001783 ELLETTSVILLE UTILITIES	12/5/2011	\$232.28	WATER & SEWER
Paid Chk# 001784 MONROE CTY PUBLIC	12/5/2011	\$283.94	FSA W/H
Paid Chk# 001785 SARAH BOWMAN	12/5/2011	\$106.82	FD/ADULT FOOD
Paid Chk# 001786 SMITHVILLE DIGITAL, INC.	12/5/2011	\$1,425.00	MONTHLY INTERNET SVC
Paid Chk# 001787 CITGO	12/7/2011	\$1,548.39	FUEL
Paid Chk# 001788 DEBORAH C. ANDERSON	12/7/2011	\$52.76	REFUND ON LOST ITEMS

*Check Summary Register©

November 11, 2011 to December 15, 2011

Name	Check Date	Check Amt	
Paid Chk# 001789 INDIANA DEPARTMENT OF	12/7/2011	\$2,068.83	NOV. '11 UNEMPLOYMENT COMP
Paid Chk# 001790 LEANN RAE DEBRUICKER	12/7/2011	\$25.26	REFUND ON LOST ITEM
Paid Chk# 001791 REPUBLIC SERVICES #694	12/7/2011	\$155.00	TRASH SERVICE
Paid Chk# 001792 STEPHANIE HOLMAN	12/7/2011	\$83.60	MILEAGE
Paid Chk# 001793 ANDREA SPAULDING	12/13/2011	\$75.24	MILEAGE/PROCESS IMPROVEMENT MTGS.
Paid Chk# 001794 ANSWER INDIANA	12/13/2011	\$9.85	PAGER
Paid Chk# 001795 AT&T (IL)	12/13/2011	\$275.55	4 DEDICATED PHONE LINES
Paid Chk# 001796 CHRIS HOSLER	12/13/2011	\$166.62	FD/TEEN SPLS
Paid Chk# 001797 CITY OF BLOOMINGTON	12/13/2011	\$641.55	WATER & SEWER
Paid Chk# 001798 DUKE ENERGY	12/13/2011	\$19,283.99	ELECTRICITY
Paid Chk# 001799 JEREMY N. SHERE	12/13/2011	\$30.10	REFUND ON LOST ITEMS
Paid Chk# 001800 MAGI CONCEPTS, INC.	12/13/2011	\$500.00	FD/CHILD/PERFORMANCE
Paid Chk# 001801 MIDWEST PRESORT SERVICE	12/13/2011	\$427.68	POSTAGE SERVICES
Paid Chk# 001802 PENNY GILLIE	12/13/2011	\$32.56	MEAL EXP. - LIBRARY VISITS
Paid Chk# 001803 POSTMASTER	12/13/2011	\$750.00	BULK MAILING ACCT. #307
Paid Chk# 001804 SARAH BOWMAN	12/13/2011	\$29.63	FOOD EXP. FOR LIBRARY VISITS
Paid Chk# 001805 SMITHVILLE	12/13/2011	\$232.99	TELEPHONE
Paid Chk# 001806 SOUTH CENTRAL INDIANA REMC	12/13/2011	\$43.56	ELECTRICITY-BKM
Paid Chk# 001807 SUE MURPHY	12/13/2011	\$386.07	FD/VITAL FOOD & SPLS
Paid Chk# 001808 UTILITIES DIST. OF WESTERN IN	12/13/2011	\$32.00	ELECTRICITY-BKM
Paid Chk# 001809 VERIZON WIRELESS	12/13/2011	\$129.03	BKM DATA LINES
Paid Chk# 001810 JPMORGAN CHASE BANK, NA	12/13/2011	\$5,589.76	VARIOUS
Paid Chk# 001811 POSTMASTER	12/13/2011	\$396.00	900 FOREVER STAMPS
Paid Chk# 001812 KYLE WICKEMEYER-HARDY	12/15/2011	\$8.12	POSTAGE ON RETIREES' PACKETS
Paid Chk# 001813 NATALIE COCHREN	12/15/2011	\$21.75	REIMBURSE DOUBLE PYMT ON OVERDUE BKS
Paid Chk# 001814 SARA LAUGHLIN	12/15/2011	\$259.72	MILEAGE & MEALS FOR LIBRARY VISITS
Paid Chk# 001815 SARAH BOWMAN	12/15/2011	\$12.00	FD/ADULT SPLS
Paid Chk# 001816 SUE MURPHY	12/15/2011	\$23.93	FD/ADULT GENERAL PROGRAMING SPLS
Paid Chk# 001817 AAF INTERNATIONAL	12/15/2011	\$1,129.56	BLDG. SPLS
Paid Chk# 001818 ADP, INC.	12/15/2011	\$245.37	COBRA & HSA SERVICES
Paid Chk# 001819 ALICE J. ROBERTSON	12/15/2011	\$500.00	WAHL'S GRANT/HOMEWORK HELP
Paid Chk# 001820 ALL-PHASE ELECTRIC SUPPLY	12/15/2011	\$93.60	LAMPS (ENERGY AUDIT)
Paid Chk# 001821 AMY L. CORNWELL	12/15/2011	\$80.00	INTERPRETING SERVICES
Paid Chk# 001822 AUDIO TECH	12/15/2011	\$199.00	SUBSCRIPTION RENEWAL
Paid Chk# 001823 AUDIOGO	12/15/2011	\$253.62	BOOKS
Paid Chk# 001824 AVCAFE	12/15/2011	\$59.25	NONPRINT
Paid Chk# 001825 BAKER & TAYLOR BOOKS	12/15/2011	\$31,135.51	BOOKS
Paid Chk# 001826 BANCTEC INC.	12/15/2011	\$30.00	MNTHLY FOLDER MAINT.
Paid Chk# 001827 BLACKSTONE AUDIO, INC.	12/15/2011	\$108.00	NONPRINT
Paid Chk# 001828 BOOKS IN MOTION	12/15/2011	\$32.36	NONPRINT
Paid Chk# 001829 BRACKEMYRE PUBLISHING	12/15/2011	\$85.00	BOOKS
Paid Chk# 001830 BUNGER & ROBERTSON, LLP	12/15/2011	\$795.00	LEGAL SERVICES
Paid Chk# 001831 BWI	12/15/2011	\$31.59	BOOKS
Paid Chk# 001832 CDW GOVERNMENT, INC.	12/15/2011	\$418.78	IS SPLS
Paid Chk# 001833 CENTER POINT LARGE PRINT	12/15/2011	\$256.44	BOOKS
Paid Chk# 001834 CIM TECHNOLOGY SOLUTIONS	12/15/2011	\$5,723.13	IS EQUIPMENT
Paid Chk# 001835 CINTAS FIRST AID & SAFETY	12/15/2011	\$558.54	FIRST-AID SPLS
Paid Chk# 001836 CITY GLASS OF	12/15/2011	\$114.00	BATHROOM REMODEL/2ND FLOOR
Paid Chk# 001837 CORNELIUS SYSTEMS, LLC	12/15/2011	\$704.00	MAINT. CONT. 1/1/12 - 12/31/12
Paid Chk# 001838 DELL MARKETING L.P.	12/15/2011	\$4,789.97	SERVER PURCHASE
Paid Chk# 001839 DEMCO, INC.	12/15/2011	\$133.56	OFFICE SPLS
Paid Chk# 001840 DISNEY EDUCATIONAL	12/15/2011	\$329.89	NONPRINT
Paid Chk# 001841 EBSCO	12/15/2011	\$12,035.00	ELECTRONIC RESOURCES
Paid Chk# 001842 ELECTRONIC COMMERCE, INC.	12/15/2011	\$1,716.00	PAYROLL SERVICE
Paid Chk# 001843 ELLETTSVILLE MAIN STREET,	12/15/2011	\$140.00	BOOKS

MONROE COUNTY PUBLIC LIBRARY

12/15/11 1:34 PM

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*Check Summary Register©

November 11, 2011 to December 15, 2011

Name	Check Date	Check Amt	
Paid Chk# 001844 ELLETTSVILLE TRUE VALUE	12/15/2011	\$66.04	BLDG MAT'LS & SPLS
Paid Chk# 001845 FREEDOM BUSINESS	12/15/2011	\$1,954.12	CARTRIDGES
Paid Chk# 001846 GALE	12/15/2011	\$7,770.43	BOOKS
Paid Chk# 001847 HIGSMITH INC.	12/15/2011	\$883.99	6 CHAIRS
Paid Chk# 001848 HP PRODUCTS	12/15/2011	\$3,855.58	CLEANING SPLS & EQUIP. REPAIR PARTS
Paid Chk# 001849 ICE MILLER LLP	12/15/2011	\$500.00	LEGAL SERVICES
Paid Chk# 001850 INDIANA CHAMBER OF	12/15/2011	\$142.95	FED. & STATE HR POSTERS
Paid Chk# 001851 JANET A. PIERSON	12/15/2011	\$500.00	FD/TEEN/MATH TUTOR CO-ORDINATO
Paid Chk# 001852 JIM GORDON, INC	12/15/2011	\$110.31	MNTHLY MAINT. FOR COPIERS
Paid Chk# 001853 JOHN J. BROWN	12/15/2011	\$500.00	WAHL'S GRANT/HOMEWORK HELP
Paid Chk# 001854 KEITH CONSTRUCTION	12/15/2011	\$2,500.00	INSTALL TITLE/BATHROOM REMODEL
Paid Chk# 001855 KOORSEN FIRE & SECURITY,	12/15/2011	\$1,480.50	FIRE & SECURITY ALARM INSPECTI
Paid Chk# 001856 LIBRARY VIDEO COMPANY	12/15/2011	\$192.12	NONPRINT
Paid Chk# 001857 LOGISTECH, INC.	12/15/2011	\$120.49	BOOKS
Paid Chk# 001858 LOWE'S	12/15/2011	\$324.29	BLDG EQUIP.
Paid Chk# 001859 MANGO LANGUAGES	12/15/2011	\$7,176.00	ELECTRONIC RESOURCES
Paid Chk# 001860 MIDWEST TAPE	12/15/2011	\$14,858.48	ONE BOOK ONE BLGTN/NONPRINT
Paid Chk# 001861 NOLAN'S LAWN CARE SERVICE	12/15/2011	\$306.60	LAWN CARE/ELLETTSVILLE
Paid Chk# 001862 O REILLY AUTO PARTS	12/15/2011	\$53.45	AUTO PARTS FOR VEHICLE REPAIR
Paid Chk# 001863 OVERDRIVE	12/15/2011	\$9,000.00	NONPRINT
Paid Chk# 001864 OVERHEAD DOOR COMPANY	12/15/2011	\$75.00	BLDG SERVICE
Paid Chk# 001865 POLARIS LIBRARY SYSTEMS,	12/15/2011	\$18,939.00	SELF SERV. CHECKOUT KIOSKS
Paid Chk# 001866 POPULAR SUBSCRIPTION	12/15/2011	\$50.00	PERIODICALS
Paid Chk# 001867 B,B & C POW PEST CONTROL,	12/15/2011	\$84.00	PEST CONTROL
Paid Chk# 001868 PYGMALION' S ART SUPPLIES	12/15/2011	\$5.40	VIDEO MAT'LS
Paid Chk# 001869 QUILL CORPORATION	12/15/2011	\$424.29	OFFICE SPLS
Paid Chk# 001870 RANDOM HOUSE, INC.	12/15/2011	\$705.25	NONPRINT
Paid Chk# 001871 RECORDED BOOKS, LLC	12/15/2011	\$680.40	NONPRINT
Paid Chk# 001872 REGENT BOOK COMPANY	12/15/2011	\$13.67	BOOKS
Paid Chk# 001873 SCHOLASTIC LIBRARY	12/15/2011	\$3,480.00	ELECTRONIC RESOURCES
Paid Chk# 001874 STANDARD & POOR'S LLC	12/15/2011	\$4,604.35	BOOKS
Paid Chk# 001875 STANLEY CONVERGENT	12/15/2011	\$3,147.84	SEMI-YRLY MAINT. CONTRACT
Paid Chk# 001876 STANSIFER RADIO COMPANY	12/15/2011	\$95.64	VIDEO MAT'LS
Paid Chk# 001877 STAPLES	12/15/2011	\$29.98	OFFICE SPLS/IN RM
Paid Chk# 001878 SUZANNE KERN - PETTY CASH	12/15/2011	\$40.48	POSTAGE
Paid Chk# 001879 T & H KEITH INC.	12/15/2011	\$1,500.00	BLDG REPAIR/DOOR-ELL
Paid Chk# 001880 TABCO BUSINESS FORMS, INC.	12/15/2011	\$2,279.52	NOTICES
Paid Chk# 001881 TANTOR MEDIA	12/15/2011	\$309.50	NONPRINT
Paid Chk# 001882 TEAM SOFTWARE SOLUTIONS	12/15/2011	\$125.00	WEB BROWSER ANNUAL RENEWAL
Paid Chk# 001883 THE ENGRAVING AND STAMP	12/15/2011	\$43.88	NAME TAGS
Paid Chk# 001884 THE HERALD-TIMES, INC.	12/15/2011	\$2,487.60	SUBSCRIPTIONS & ADVERTISING
Paid Chk# 001885 THE MACEXPERIENCE	12/15/2011	\$3,237.00	EQUIPMENT-CATS/COMPUTER & IPAD
Paid Chk# 001886 THE NEW YORK TIMES	12/15/2011	\$2,217.16	PERIODICALS
Paid Chk# 001887 TRI-STATE BEARING	12/15/2011	\$664.53	BLDG SPLS
Paid Chk# 001888 U.S. VOICE & DATA, LLC	12/15/2011	\$444.36	MOVED EXTENSIONS
Paid Chk# 001889 WEST PAYMENT CENTER	12/15/2011	\$486.00	BOOKS
Paid Chk# 001890 WORLD BOOK DIRECT	12/15/2011	\$35.90	BOOKS
Total Checks		\$284,858.36	

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

Fifth Third Checking Account/Check Register Total	\$284,858.36
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (Nov. '11)	683.23
Fifth Third Checking-Monthly Service Charge	63.00
Fifth Third Savings-Monthly Service Charge	0.00
Old National Checking-Monthly Service Charge	43.78
Fifth Third Savings-Transfer to LIRF	200,000.00
Add: Payrolls	
Vouchers 11/18/11 Payroll (ECI)	112,286.36
Electronic transfer (ECI) employee/employer taxes	39,364.66
Electronic transfer (ECI) employee "HSA"	2,150.27
Vouchers 12/02/11 Payroll (ECI)	113,523.96
Electronic transfer (ECI) employee/employer taxes	39,406.54
Electronic transfer (ECI) employee "HSA"	2,150.27
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	\$794,530.43

ACCOUNTS PAYABLE VOUCHER

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

Check # 1739

Payee JPMORGAN CHASE BANK, NA		Claim 19733
PALATINE, IL 60094-4016		Purchase Order No. 0
		Terms
		Date Due

Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
10/11/2011		E001-005-31700 PAY FLOW/CC FEE	\$89.25
10/27/2011		E001-010-32400 UNITED WAY/NPA TRAINING	\$40.00
10/15/2011		E019-015-32300 HYATT/HOTEL-BKM CONF.	\$425.16
10/15/2011		E019-004-21350 CHOC. EMPOR/STAFF-DAY CHOC.	\$49.70
10/7/2011		E019-015-21350 OFFICE DEPOT/FD-VITAL SPLS	\$7.00
10/7/2011		E019-015-21350 OFFICE DEPOT/FD-VITAL SPLS	\$7.99
10/7/2011		E019-015-21350 BLGFDS/FD-VITAL SPLS	\$9.36
10/18/2011		E001-006-21300 TCE/HR RETURNED SPLS	(\$125.73)
10/12/2011		E019-015-32300 STARBUCKS/FOOD-BKM CONF.	\$1.95
10/12/2011		E019-015-32300 TACO BELL/FOOD-BKM CONF.	\$4.77
10/15/2011		E019-015-32300 GOASIS/FOOD-BKM CONF.	\$8.35
10/15/2011		E019-015-32300 STARBUCKS/FOOD-BKM CONF.	\$7.99
10/14/2011		E019-015-32300 MELT BAR/FOOD-BKM CONF.	\$28.63
10/13/2011		E019-015-32300 THE CORNER ALLEY/FOOD-BKM CONF.	\$11.69
10/13/2011		E019-015-32300 FLANNERY'S/FOOD-BKM CONF.	\$15.05
10/12/2011		E019-015-32300 SHELL OIL/GAS-BKM CONF.	\$60.06
10/15/2011		E019-015-32300 GOASIS/GAS-BKM CONF.	\$55.92
10/15/2011		E019-015-32300 GOASIS/FOOD-BKM CONF.	\$5.38
10/3/2011		E001-007-21300 LABEL OUTFITTERS/OFFICE SPLS	\$21.19
10/14/2011		E020-016-44700 AT&T/2 IPHONES	\$799.98
10/13/2011		E001-018-45300 VOICES OF KOL/NONPRINT	\$28.14
11/3/2011		E001-018-45300 CINE MAGNETICS/NONPRINT	\$173.05
10/3/2011		E019-011-21350 BLGFDS/FD-CHILD SPLS	\$22.59
10/14/2011		E019-011-21350 HOBBY-LOBBY/FD-CHILD SPLS	\$54.80
10/26/2011		E019-011-45100 AMAZON/FD-CHILD ECRR BKS	\$33.65
10/26/2011		E019-011-21350 DISCOUNT SCHOOL/FD-CHILD ECRR SPLS	\$85.95
10/10/2011		E019-010-21350 REIGN TRADING/FD-TEEN SPLS	\$109.50
10/10/2011		E024-010-32400 STATE OF IN/FINRA-TRAINING CONF.	\$34.31
10/18/2011		E019-010-21350 KROGER/FD-ADULT REFRESH	\$47.37
10/26/2011		E019-010-45100 AMAZON/FD-ADULT WRP	\$372.40
10/26/2011		E019-010-45100 CREATIVE GIFT/FD-ADULT WRP	\$48.88
10/28/2011		E019-010-45100 AMAZON/FD-REFUND WRP	(\$9.31)
11/2/2011		E019-010-21350 MARSH/FD-ADULT REFRESH.	\$41.75
11/2/2011		E019-010-21350 FACTORY CARD OUT/FD-ADULT SPLS	\$94.82
11/1/2011		E021-019-44600 APPLE/IS EQUIP.	\$2,135.72
11/3/2011		E021-019-44600 APPLE/IS EQUIP.	\$639.86
11/3/2011		E021-019-44600 APPLE/IS EQUIP.	\$166.92
10/19/2011		E019-011-21350 TARGET/CHECKOUT/TOYS	\$128.38
10/31/2011		E007-001-35200 DUKE ENERGY/FINAL BILL/ELL HOUSE	\$19.50
11/3/2011		E019-011-21350 TARGET/LESS TAX/TOYS-CHECKOUT	(\$8.40)

5,743.57

ACCOUNTS PAYABLE VOUCHER

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

Payee		Claim 19879
JPMORGAN CHASE BANK, NA		Purchase Order No. 0
		Terms
PALATINE, IL 60094-4016		Date Due

Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
11/12/2011		E019-010-21350 MARSH/BIKE RACK GROUP-FOOD	\$8.18
11/14/2011		E001-005-31700 PAYFLOW/CC MNTHLY FEE	\$85.35
11/12/2011		E019-010-21350 BLGTN BAGEL/BIKE RACK GROUP	\$17.08
11/14/2011		E001-001-32300 TOSCANI PIZZERIA/MEAL EXP./SARA	\$31.50
11/16/2011		E001-001-32300 HAMPTON INNS/ILF HOTEL	\$118.56
11/23/2011		E001-001-32300 ORBITS/HOTEL-SKOKIE	\$364.92
11/23/2011		E019-015-21350 TARGET/FD-VITAL SPLS	\$120.54
11/26/2011		E019-015-21350 TARGET/FD-VITAL SPLS	\$31.92
11/17/2011		E001-005-32300 HAMPTON INN/ILF HOTEL	\$61.56
11/30/2011		E019-007-33100 CONSTANT CONTACT/FD-CR/WEB PRESENTS	\$15.00
11/9/2011		E020-016-44100 TARGET/12 CHAIRS	\$1,797.47
11/16/2011		E020-016-44750 SORENSON/SOFTWARE UPGRADE	\$299.00
11/23/2011		E020-016-23500 SUPERMEDIA/VIDEO MAT'LS	\$496.83
11/11/2011		E001-018-45300 AMAZON.COM/NONPRINT	\$92.94
11/8/2011		E019-011-21350 HOBBY-LOBBY/FD-CHILD SPLS	\$8.00
11/17/2011		E019-011-21350 KROGER/FD-CHILD SPLS	\$35.15
11/18/2011		E019-011-21350 AMAZON.COM/FD-CHILD SPLS	\$19.83
11/22/2011		E019-011-21350 DISCOUNT SCHOOL/FD-CHILD SPLS	\$486.36
11/22/2011		E019-011-21350 DISCOUNT SCHOOL/FD-CHILD SPLS	\$62.08
12/1/2011		E019-011-21350 DISCOUNT SCHOOL/FD-CHILD SPLS	\$17.09
12/1/2011		E019-011-21350 DISCOUNT SCHOOL/FD-CHILD SPLS	\$50.37
12/1/2011		E019-011-21350 DISCOUNT SCHOOL CR/FD-CHILD SPLS	(\$50.37)
12/1/2011		E019-011-21350 DISCOUNAT SCHOOL CR/FD-CHILD SPLS	(\$17.09)
11/10/2011		E019-010-45100 ABEBOOKS/FD-ADULT BKS	\$3.95
11/10/2011		E019-010-45100 ABEBOOKS/FD-ADULT BKS	\$10.93
11/10/2011		E019-010-45100 AMAZON/FD-ADULT BKS	\$13.99
11/10/2011		E019-010-45100 ABEBOOKS/FD-ADULT BKS	\$4.95
11/10/2011		E019-010-45100 ABEBOOKS/FD-ADULT BKS	\$4.00
11/10/2011		E019-010-45100 ABEBOOKS/FD-ADULT BKS	\$4.99
11/10/2011		E019-010-45100 ABEBOOKS/FD-ADULT BKS	\$6.67
11/14/2011		E019-010-44600 AMAZON/FD-WRP-KINDLES	\$297.00
11/16/2011		E019-010-21350 HOBBY-LOBBY/FD-ADULT SPLS	\$56.29
11/16/2011		E019-010-21350 JOANN FABRIC/FD-ADULT SPLS	\$124.98
11/16/2011		E019-010-21350 MICHAELS/FD-ADULT SPLS	\$256.89
11/16/2011		E021-019-44600 APPLE/CREDIT FOR SALES TAX	(\$192.50)
11/27/2011		E001-019-23000 APPLES/ITUNES	\$6.40
11/29/2011		E021-019-44600 AMAZON/4 KINDLES	\$396.00
11/29/2011		E021-019-44650 GODADDY/CC MTG ROOM SOFTWARE	\$64.95
11/30/2011		E021-019-44650 TECHSOUP/SERVER SOFTWARE	\$377.00
11/30/2011		E001-005-10040 MCPL/MTG ROOM CC TEST	\$1.00

Total \$5,589.16

MONROE COUNTY PUBLIC LIBRARY
MONTHLY SUMMARY OF BUDGET CATEGORIES
AS OF NOVEMBER 30, 2011
ELEVEN MONTHS = 91.6%

	2011 NOVEMBER	2010 NOVEMBER	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	274,086.34	287,054.29	3,280,289.28	3,893,000.00	3,296,966.42	612,710.72	84.3%	15.7%
EMPLOYEE BENEFITS	21,372.53	62,983.72	1,052,446.16	1,264,175.00	1,016,037.30	211,728.84	83.3%	16.7%
OTHER WAGES	0.00	3,660.97	11,829.02	1,000.00	47,724.34	-10,829.02	1182.9%	-1082.9%
TOTAL PERSONNEL SERVICES	<u>295,458.87</u>	<u>353,698.98</u>	<u>4,344,564.46</u>	<u>5,158,175.00</u>	<u>4,360,728.06</u>	<u>813,610.54</u>	<u>84.2%</u>	<u>15.8%</u>
SUPPLIES								
OFFICE SUPPLIES	2,757.16	2,744.03	37,918.17	42,000.00	36,056.79	4,081.83	90.3%	9.7%
OPERATING SUPPLIES	5,407.62	10,139.13	75,385.61	77,100.00	246,801.72	1,714.39	97.8%	2.2%
REPAIR & MAINT. SUPPLIES	376.35	262.79	17,503.22	13,700.00	18,165.37	-3,803.22	127.8%	-27.8%
TOTAL SUPPLIES	<u>8,541.13</u>	<u>13,145.95</u>	<u>130,807.00</u>	<u>132,800.00</u>	<u>301,023.88</u>	<u>1,993.00</u>	<u>98.5%</u>	<u>1.5%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	11,051.63	21,379.55	234,841.19	252,000.00	236,156.09	17,158.81	93.2%	6.8%
COMMUNICATION & TRANSPORTATION	2,875.12	6,678.00	59,100.62	87,000.00	56,956.53	27,899.38	67.9%	32.1%
PRINTING & ADVERTISING	77.64	49.00	4,081.95	8,000.00	2,975.60	3,918.05	51.0%	49.0%
INSURANCE	0.00	0.00	53,247.00	54,700.00	48,065.00	1,453.00	97.3%	2.7%
UTILITIES	20,811.48	22,508.85	266,810.50	314,400.00	272,094.04	47,589.50	84.9%	15.1%
REPAIR & MAINTENANCE	4,069.12	9,090.55	29,964.74	102,500.00	55,080.58	72,535.26	29.2%	70.8%
RENTALS	0.00	0.00	31,262.00	32,100.00	38,429.20	838.00	97.4%	2.6%
OTHER CHARGES	201,443.75	125.00	209,579.75	215,500.00	5,923.44	5,920.25	97.3%	2.7%
TOTAL OTHER SERVICES & CHARGES	<u>240,328.74</u>	<u>59,830.95</u>	<u>888,887.75</u>	<u>1,066,200.00</u>	<u>715,680.48</u>	<u>177,312.25</u>	<u>83.4%</u>	<u>16.6%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	0.00	3,056.99	4,093.84	19,744.52	102,413.92	15,650.68	20.7%	79.3%
OTHER CAPITAL OUTLAY	120,944.57	122,949.66	982,370.34	1,089,000.00	977,673.30	106,629.66	90.2%	9.8%
TOTAL CAPITAL OUTLAY	<u>120,944.57</u>	<u>126,006.65</u>	<u>986,464.18</u>	<u>1,108,744.52</u>	<u>1,080,087.22</u>	<u>122,280.34</u>	<u>89.0%</u>	<u>11.0%</u>
TOTAL OPERATING EXPENDITURES	<u>665,273.31</u>	<u>552,682.53</u>	<u>6,350,723.39</u>	<u>7,465,919.52</u>	<u>6,457,519.64</u>	<u>1,115,196.13</u>	<u>85.1%</u>	<u>14.9%</u>
				2010 BUDGET %USED IN 2010	7,832,838.00 82.4%			

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

	2011 NOVEMBER	2010 NOVEMBER	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	7,048.28	83,486.77	167,000.00	124,633.09	83,513.23	50.0%	50.0%
1130 PROFESSIONAL/SUPERVISORS	37,587.51	39,899.43	424,183.22	545,000.00	406,093.71	120,816.78	77.8%	22.2%
1140 PROFESSIONAL ASSISTANTS	93,211.76	103,149.78	1,204,585.51	1,351,000.00	1,165,380.81	146,414.49	89.2%	10.8%
1150 SPECIALISTS & TECHNICIANS	59,028.66	58,347.11	674,327.04	814,000.00	676,617.85	139,672.96	82.8%	17.2%
1160 CLERICAL ASSISTANTS	32,547.20	34,628.44	381,031.90	442,000.00	427,465.32	60,968.10	86.2%	13.8%
1170 PAGES	18,555.82	18,102.66	208,760.71	226,000.00	199,851.17	17,239.29	92.4%	7.6%
1190 BUILDING MAINTENANCE	25,895.67	25,878.59	303,914.13	348,000.00	296,924.47	44,085.87	87.3%	12.7%
TOTAL SALARIES	274,086.34	287,054.29	3,280,289.28	3,893,000.00	3,296,966.42	612,710.72	84.3%	15.7%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	16,124.84	17,143.89	193,789.20	238,100.00	197,385.17	44,310.80	81.4%	18.6%
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	264,940.50	368,250.00	258,393.83	103,309.50	71.9%	28.1%
1240 EMPLOYER CONT/INSURANCE	1,476.53	41,830.37	548,406.28	602,100.00	514,095.66	53,693.72	91.1%	8.9%
1250 EMPLOYER CONT/MEDICARE	3,771.16	4,009.46	45,310.18	55,725.00	46,162.64	10,414.82	81.3%	18.7%
TOTAL EMPLOYEE BENEFITS	21,372.53	62,983.72	1,052,446.16	1,264,175.00	1,016,037.30	211,728.84	83.3%	16.7%
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	0.00	3,660.97	8,867.73	0.00	47,621.75	-8,867.73	#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	0.00	3,660.97	11,829.02	1,000.00	47,724.34	-10,829.02	1182.9%	-1082.9%
TOTAL PERSONNEL SERVICES	295,458.87	353,698.98	4,344,564.46	5,158,175.00	4,360,728.06	813,610.54	84.2%	15.8%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
2110 OFFICIAL RECORDS	0.00	148.33	1,613.26	1,000.00	148.33	-613.26	161.3%	-61.3%
2120 STATIONERY & PRINTING	0.00	0.00	301.57	1,000.00	2,388.03	698.43	30.2%	69.8%
2130 OFFICE SUPPLIES	255.32	1,177.58	10,018.93	18,100.00	14,628.59	8,081.07	55.4%	44.6%
2140 DUPLICATING	2,501.84	1,418.12	25,984.41	21,900.00	18,891.84	-4,084.41	118.7%	-18.7%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2160 PUBLIC USE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2170 TRAINING MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OFFICE SUPPLIES	2,757.16	2,744.03	37,918.17	42,000.00	36,056.79	4,081.83	90.3%	9.7%

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

	2011 NOVEMBER	2010 NOVEMBER	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
OPERATING SUPPLIES								
2210 CLEANING SUPPLIES	2,124.75	2,693.31	31,103.17	28,000.00	28,578.38	-3,103.17	111.1%	-11.1%
2220 FUEL, OIL, & LUBRICANTS	0.00	668.93	7,146.88	8,500.00	7,532.16	1,353.12	84.1%	15.9%
2230 CATALOGING SUPPLIES-BOOKS	0.00	887.40	3,651.61	5,500.00	4,669.82	1,848.39	66.4%	33.6%
2240 A/V SUPPLIES-CATALOGING	2,535.40	0.00	7,730.45	10,000.00	9,438.88	2,269.55	77.3%	22.7%
2250 CIRCULATION SUPPLIES	480.00	5,255.14	20,293.80	21,000.00	190,849.80	706.20	96.6%	3.4%
2260 LIGHT BULBS	0.00	634.35	3,740.15	3,000.00	4,506.22	-740.15	124.7%	-24.7%
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	267.47	0.00	458.55	100.00	1,226.46	-358.55	458.6%	-358.6%
TOTAL OPERATING SUPPLIES	5,407.62	10,139.13	75,385.61	77,100.00	246,801.72	1,714.39	97.8%	2.2%
REPAIR & MAINTENANCE SUPPLIES								
2300 IS SUPPLIES	205.63	99.45	4,300.27	5,000.00	6,312.81	699.73	86.0%	14.0%
2310 BUILDING MATERIALS & SUPPLIES	170.72	163.34	11,585.90	8,500.00	11,580.63	-3,085.90	136.3%	-36.3%
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	0.00	126.68	200.00	234.03	73.32	63.3%	36.7%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	0.00	37.90	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	376.35	262.79	17,503.22	13,700.00	18,165.37	-3,803.22	127.8%	-27.8%
TOTAL SUPPLIES	8,541.13	13,145.95	130,807.00	132,800.00	301,023.88	1,993.00	98.5%	1.5%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
3110 CONSULTING SERVICES	80.00	0.00	170.00	3,000.00	7,560.00	2,830.00	5.7%	94.3%
3120 ENGINEERING/ARCHITECTURAL	0.00	259.54	2,862.66	3,000.00	19,006.80	137.34	95.4%	4.6%
31201 ENCUMBERED ENGINEER/ARCH	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3130 LEGAL SERVICES	0.00	2,040.22	13,379.20	14,000.00	11,333.08	620.80	95.6%	4.4%
3140 BUILDING SERVICES	190.00	2,717.46	20,655.72	40,000.00	32,240.78	19,344.28	51.6%	48.4%
3150 MAINTENANCE CONTRACTS	2,422.49	7,887.74	70,816.18	95,000.00	71,935.32	24,183.82	74.5%	25.5%
3160 COMPUTER SERVICES (OCLC)	1,425.00	1,225.00	47,918.11	50,000.00	43,354.36	2,081.89	95.8%	4.2%
3170 ADMIN/ACCOUNTING SERVICES	3,166.19	7,249.59	36,374.67	47,000.00	50,725.75	10,625.33	77.4%	22.6%
3175 COLLECTION AGENCY SERVICES	3,767.95	0.00	42,664.65	0.00	0.00	-42,664.65	#DIV/0!	#DIV/0!
TOTAL PROFESSIONAL SERVICES	11,051.63	21,379.55	234,841.19	252,000.00	236,156.09	17,158.81	93.2%	6.8%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	722.10	2,219.80	23,774.82	26,000.00	27,665.59	2,225.18	91.4%	8.6%
3220 POSTAGE	2,044.04	2,304.85	21,206.68	30,000.00	25,335.12	8,793.32	70.7%	29.3%
3230 TRAVEL EXPENSE	0.00	960.35	2,714.97	10,000.00	1,192.35	7,285.03	27.1%	72.9%
3240 PROFESSIONAL MTG. (OFF-SITE)	40.00	0.00	779.00	10,000.00	862.00	9,221.00	7.8%	92.2%
3250 CONTINUING ED. (ON-SITE)	0.00	1,193.00	9,390.13	10,000.00	1,193.00	609.87	93.9%	6.1%
3260 FREIGHT & DELIVERY	68.98	0.00	1,235.02	1,000.00	708.47	-235.02	123.5%	-23.5%
TOTAL COMMUNICATION & TRANSPORTATION	2,875.12	6,678.00	59,100.62	87,000.00	56,956.53	27,899.38	67.9%	32.1%

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

	2011 NOVEMBER	2010 NOVEMBER	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	58.73	49.00	1,063.97	2,000.00	1,158.15	936.03	53.2%	46.8%
3320 PRINTING	<u>18.91</u>	<u>0.00</u>	<u>3,017.98</u>	<u>6,000.00</u>	<u>1,817.45</u>	<u>2,982.02</u>	<u>50.3%</u>	<u>49.7%</u>
TOTAL PRINTING & ADVERTISING	77.64	49.00	4,081.95	8,000.00	2,975.60	3,918.05	51.0%	49.0%
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>47,405.00</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	48,065.00	1,453.00	97.3%	2.7%
UTILITIES								
3510 GAS	140.69	194.99	1,993.22	5,600.00	2,110.99	3,606.78	35.6%	64.4%
3520 ELECTRICITY	19,271.93	20,648.99	250,006.22	293,000.00	254,631.07	42,993.78	85.3%	14.7%
3530 WATER	<u>1,398.86</u>	<u>1,664.87</u>	<u>14,811.06</u>	<u>15,800.00</u>	<u>15,351.98</u>	<u>988.94</u>	<u>93.7%</u>	<u>6.3%</u>
TOTAL UTILITIES	20,811.48	22,508.85	266,810.50	314,400.00	272,094.04	47,589.50	84.9%	15.1%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	0.00	0.00	2,361.84	22,000.00	16,276.96	19,638.16	10.7%	89.3%
3630 OTHER EQUIP/FURNITURE REPAIRS	3,403.94	9,090.55	20,691.28	70,000.00	26,774.35	49,308.72	29.6%	70.4%
3640 VEHICLE REPAIR & MAINTENANCE	121.34	0.00	5,123.89	7,500.00	10,506.93	2,376.11	68.3%	31.7%
3650 MATERIAL BINDING/REPAIR SERV.	<u>543.84</u>	<u>0.00</u>	<u>1,787.73</u>	<u>3,000.00</u>	<u>1,522.34</u>	<u>1,212.27</u>	<u>59.6%</u>	<u>40.4%</u>
TOTAL REPAIR & MAINTENANCE	4,069.12	9,090.55	29,964.74	102,500.00	55,080.58	72,535.26	29.2%	70.8%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	0.00	0.00	31,262.00	32,000.00	31,367.00	738.00	97.7%	2.3%
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	0.00	0.00	31,262.00	32,100.00	38,429.20	838.00	97.4%	2.6%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	0.00	0.00	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	200,000.00	0.00	200,000.00	200,000.00	0.00	0.00	100.0%	0.0%
3950 EDUCATIONAL SERV/LICENSING	1,443.75	125.00	2,403.75	6,500.00	4,620.44	4,096.25	37.0%	63.0%
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	201,443.75	125.00	209,579.75	215,500.00	5,923.44	5,920.25	97.3%	2.7%
TOTAL OTHER SERVICES/CHARGES	240,328.74	59,830.95	888,887.75	1,066,200.00	715,680.48	177,312.25	83.4%	16.6%

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

	2011 NOVEMBER	2010 NOVEMBER	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	515.73	0.00	59,331.00	-515.73	#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	0.00	2,900.00	2,190.59	18,357.00	2,955.79	16,166.41	11.9%	88.1%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
44450 BUILDING RENOVATIONS	0.00	0.00	0.00	0.00	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	156.99	0.00	0.00	3,306.99	0.00	#DIV/0!	#DIV/0!
4470 EQUIPMENT - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4475 SOFTWARE - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL FURNITURE & EQUIPMENT	0.00	3,056.99	4,093.84	19,744.52	102,413.92	15,650.68	20.7%	79.3%
OTHER CAPITAL OUTLAY								
4510 BOOKS	57,422.13	60,283.67	538,704.20	593,000.00	548,256.67	54,295.80	90.8%	9.2%
4520 PERIODICALS & NEWSPAPERS	23,953.11	24,774.12	34,101.40	48,000.00	37,971.91	13,898.60	71.0%	29.0%
4530 NONPRINT MATERIALS	28,269.33	30,426.87	358,485.51	379,000.00	349,235.85	20,514.49	94.6%	5.4%
4540 ELECTRONIC RESOURCES	11,300.00	7,465.00	51,079.23	69,000.00	42,208.87	17,920.77	74.0%	26.0%
TOTAL OTHER CAPITAL OUTLAY	120,944.57	122,949.66	982,370.34	1,089,000.00	977,673.30	106,629.66	90.2%	9.8%
TOTAL CAPITAL OUTLAY	120,944.57	126,006.65	986,464.18	1,108,744.52	1,080,087.22	122,280.34	89.0%	11.0%
TOTAL OPERATING EXPENDITURES	665,273.31	552,682.53	6,350,723.39	7,465,919.52	6,457,519.64	1,115,196.13	85.1%	14.9%

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MONROE COUNTY PUBLIC LIBRARY

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Operating Budget & Expenditure Report

January 1, 2011 to November 30, 2011
11 months = 91.6%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 2011	Sept 2011	Oct 2011	Nov 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	\$140.17	\$84.80	\$216.77	\$1,461.72	-\$1,461.72	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	\$7,259.72	\$7,259.72	\$7,259.72	\$83,486.77	\$83,513.23	49.99%
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	\$37,587.51	\$37,587.51	\$37,587.51	\$424,183.22	\$120,816.78	77.83%
11400	PROFESSIONAL	\$1,351,000.00	\$104,938.41	\$104,938.42	\$104,938.4	\$104,938.4	\$104,938.4	\$104,938.4	\$172,371.1	\$114,026.7	\$102,319.5	\$93,025.71	\$93,211.76	\$1,204,585.51	\$146,414.49	89.16%
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	\$58,809.68	\$58,896.31	\$59,028.66	\$674,327.04	\$139,672.96	82.84%
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	\$31,413.64	\$31,473.45	\$32,547.20	\$381,031.90	\$60,968.10	86.21%
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	\$17,906.71	\$18,095.63	\$18,555.82	\$208,760.71	\$17,239.29	92.37%
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	\$23.70	\$0.00	\$0.00	\$8,867.73	-\$8,867.73	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	\$26,424.10	\$26,525.29	\$25,895.67	\$303,914.13	\$44,085.87	87.33%
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	\$16,596.07	\$16,093.08	\$16,124.84	\$193,789.20	\$44,310.80	81.39%
12300	PERF/EMPLOYER	\$368,250.00	\$0.00	\$0.00	\$0.00	\$83,114.03	\$0.00	\$0.00	\$81,857.43	\$0.00	\$739.70	\$99,229.34	\$0.00	\$264,940.50	\$103,309.50	71.95%
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	\$43,928.92	\$86,783.68	\$1,476.53	\$548,406.28	\$53,693.72	91.08%
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	\$3,881.38	\$3,708.52	\$3,771.16	\$45,310.18	\$10,414.82	81.31%
13100	WORK STUDY	\$1,000.00	\$0.00	\$2,961.29	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$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	\$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	\$737.00	\$594.06	\$255.32	\$10,018.93	\$8,081.07	55.35%
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	\$3,675.16	\$2,715.04	\$2,501.84	\$25,984.41	-\$4,084.41	118.65%
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	\$1,972.92	\$2,567.66	\$2,124.75	\$31,103.17	-\$3,103.17	111.08%
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	\$0.00	\$1,035.45	\$0.00	\$7,146.88	\$1,353.12	84.08%
22300	CATALOGING	\$5,500.00	\$144.24	\$184.80	\$60.87	\$1,477.96	\$25.14	\$129.09	\$233.85	\$887.40	\$508.26	\$0.00	\$0.00	\$3,651.61	\$1,848.39	66.39%
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	\$527.41	\$481.25	\$2,535.40	\$7,730.45	\$2,269.55	77.30%
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	\$319.24	\$3,817.55	\$480.00	\$20,293.80	\$706.20	96.64%
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	\$393.81	\$215.58	\$0.00	\$3,740.15	-\$740.15	124.67%
22800	UNIFORMS	\$1,000.00	\$0.00	\$1,261.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$267.47	\$458.55	-\$358.55	458.55%
23000	IS SUPPLIES	\$5,000.00	\$1,283.20	\$499.30	\$53.96	\$1,129.30	\$0.00	\$167.25	\$24.95	\$0.00	\$618.91	\$317.77	\$205.63	\$4,300.27	\$699.73	86.01%
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	\$1,270.21	\$1,316.16	\$170.72	\$11,585.90	-\$3,085.90	136.30%
23150	ENERGY AUDIT MAT'LS &	\$0.00	\$0.00	\$0.00	\$1,536.05	\$114.00	\$0.00	\$0.00	-\$159.68	\$0.00	\$0.00	\$0.00	\$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	\$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	\$0.00	\$0.00	\$80.00	\$170.00	\$2,830.00	5.67%
31200	ENGINEERING/ARCHITE	\$3,000.00	\$606.48	\$400.00	\$1,805.00	\$0.00	\$0.00	\$51.18	\$0.00	\$0.00	\$0.00	\$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	\$50.42	\$1,560.50	\$0.00	\$13,379.20	\$620.80	95.57%
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	\$1,325.25	\$2,991.33	\$190.00	\$20,655.72	\$19,344.28	51.64%
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	\$392.36	\$6,078.91	\$2,422.49	\$70,816.18	\$24,183.82	74.54%
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	\$1,225.00	\$1,625.00	\$1,425.00	\$47,918.11	\$2,081.89	95.84%
31700	ADMIN/ACCOUNTING	\$47,000.00	\$9,966.85	\$16,675.64	\$2,474.45	-\$12,444.3	\$2,953.30	\$3,252.25	\$3,063.53	\$1,148.78	\$2,893.73	\$3,224.33	\$3,166.19	\$36,374.67	\$10,625.33	77.39%
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	\$1,619.95	\$1,790.00	\$3,767.95	\$42,664.65	-\$42,664.65	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	\$3,778.54	\$2,384.32	\$722.10	\$23,774.82	\$2,225.18	91.44%
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	\$1,991.50	\$1,481.72	\$2,044.04	\$21,206.68	\$8,793.32	70.69%
32300	TRAVEL EXPENSE	\$10,000.00	\$320.09	\$701.95	\$0.00	\$0.00	\$548.20	\$458.82	\$0.00	\$0.00	\$176.44	\$509.47	\$0.00	\$2,714.97	\$7,285.03	27.15%

MONROE COUNTY PUBLIC LIBRARY

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Operating Budget & Expenditure Report

January 1, 2011 to November 30, 2011
11 months = 91.6%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 2011	Sept 2011	Oct 2011	Nov 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	\$373.00	\$120.00	\$40.00	\$779.00	\$9,221.00	7.79%
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	\$1,750.00	\$1,260.00	\$0.00	\$9,390.13	\$609.87	93.90%
32600	FREIGHT/DELIVERY	\$1,000.00	\$0.00	\$0.00	\$23.93	\$24.01	\$0.00	\$97.63	\$655.66	\$224.19	\$99.51	\$41.11	\$68.98	\$1,235.02	-\$235.02	123.50%
33100	ADVERTISING/PUBLICATI	\$2,000.00	\$49.00	\$79.19	\$0.00	\$193.11	\$0.00	\$146.84	\$446.28	\$0.00	\$47.33	\$43.49	\$58.73	\$1,063.97	\$936.03	53.20%
33200	PRINTING SERVICES	\$6,000.00	\$70.86	\$35.31	\$1,070.00	\$0.00	\$662.99	\$36.48	\$0.00	\$0.00	\$0.00	\$1,123.43	\$18.91	\$3,017.98	\$2,982.02	50.30%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$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	\$98.20	\$155.65	\$140.69	\$1,993.22	\$3,606.78	35.59%
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	\$22,522.00	\$25,187.12	\$19,271.93	\$250,006.22	\$42,993.78	85.33%
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	\$2,025.24	\$1,971.08	\$1,398.86	\$14,811.06	\$988.94	93.74%
36100	BUILDING REPAIRS	\$22,000.00	\$0.00	\$0.00	\$0.00	\$440.31	\$0.00	\$320.00	\$0.00	\$93.35	\$0.00	\$1,508.18	\$0.00	\$2,361.84	\$19,638.16	10.74%
36300	OTHER	\$70,000.00	\$586.80	\$205.00	\$0.00	\$990.94	\$0.00	\$395.94	\$178.90	\$8,677.30	\$3,784.86	\$2,467.60	\$3,403.94	\$20,691.28	\$49,308.72	29.56%
36400	VEHICLE	\$7,500.00	\$526.14	\$0.00	\$977.35	\$38.90	\$1,298.45	\$671.85	\$695.09	\$571.60	\$0.00	\$223.17	\$121.34	\$5,123.89	\$2,376.11	68.32%
36500	MATERIALS	\$3,000.00	\$317.30	\$0.00	\$192.61	\$0.00	\$0.00	\$122.97	\$0.00	\$0.00	\$251.90	\$359.11	\$543.84	\$1,787.73	\$1,212.27	59.59%
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	\$75.00	\$0.00	\$0.00	\$31,262.00	\$738.00	97.69%
37200	EQUIPMENT RENTAL	\$100.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$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	\$0.00	\$200,000.00	\$200,000.00	\$0.00	100.00%
39500	EDUCATIONAL/LICENSIN	\$6,500.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,443.75	\$2,403.75	\$4,096.25	36.98%
44100	FURNITURE	\$0.00	\$0.00	\$0.00	\$300.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$214.91	\$0.00	\$0.00	\$515.73	-\$515.73	0.00%
44105	ENCUMBERED	\$1,387.52	\$0.00	\$0.00	\$1,387.52	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$144.92	\$0.00	\$2,190.59	\$16,166.41	11.93%
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	\$61,041.47	\$50,296.50	\$57,422.13	\$538,704.20	\$54,295.80	90.84%
45200	PERIODICALS/NEWSPAP	\$48,000.00	\$189.84	\$102.23	\$56.25	\$550.92	\$3,627.23	\$208.80	\$1,252.71	\$121.98	\$3,999.39	\$38.94	\$23,953.11	\$34,101.40	\$13,898.60	71.04%
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	\$36,094.53	\$28,956.26	\$28,269.33	\$358,485.51	\$20,514.49	94.59%
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	\$1,499.00	\$14,857.64	\$11,300.00	\$51,079.23	\$17,920.77	74.03%
		\$7,465,919.5	\$513,531.05	\$559,026.37	\$546,841.5	\$612,311.4	\$511,412.4	\$502,166.3	\$769,632.9	\$525,166.2	\$504,383.2	\$642,223.34	\$665,490.08	\$6,352,185.11	\$1,113,734.41	85.08%

MONROE COUNTY PUBLIC LIBRARY

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LIRF Budget & Expenditure Report

January 1, 2011 to November 30, 2011
11 months = 91.6%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2010	June 2011	July 2011	Aug 2011	Sept 2011	Oct 2011	Nov 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	\$0.00	\$0.00	\$0.00	\$42,100.00	0.00%
35200	ELECTRICITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.21	\$0.00	\$19.50	\$34.71	-\$34.71	0.00%
35300	WATER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87.44	\$87.01	\$102.86	\$177.48	\$47.73	\$109.82	\$827.33	\$1,439.67	-\$1,439.67	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	\$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	\$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	\$0.00	\$1,220.65	\$100.00	\$99,803.27	-\$99,803.27	0.00%
44450	BUILDING RENOVATION	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.10	\$2,993.44	\$620.30	\$3,636.84	\$146,363.16	2.42%
		\$296,932.00	\$0.00	\$97,315.37	\$0.00	\$1,167.25	\$87.44	\$87.01	\$102.86	\$177.48	\$86.04	\$4,323.91	\$1,567.13	\$104,914.49	\$192,017.51	35.33%

MONROE COUNTY PUBLIC LIBRARY

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Debt Service Budget & Expenditures Report

January 1, 2011 to November 30, 2011

11 months = 91.6%

Object	2011	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	2011	2011	2011
Object Descr	Budget	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	YTD Amt	YTD Balance	%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	\$166,333.33	\$166,333.33	\$166,333.33	\$1,829,666.67	\$166,333.33	91.67%
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	\$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	\$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	\$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	\$166,333.33	\$166,333.33	\$166,333.33	\$1,829,666.67	\$166,333.33	91.67%

MONROE COUNTY PUBLIC LIBRARY

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Rainy Day Budget & Expenditures Report

January 1, 2011 to November 30, 2011
11 months = 91.6%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 2011	Sept 2011	Oct 2011	Nov 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	\$736.14	\$1,424.00	\$2,160.14	\$7,839.86	21.60%
21300	OFFICE SUPPLIES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$736.14	\$1,424.00	\$2,160.14	\$471,149.86	0.46%

MONROE COUNTY PUBLIC LIBRARY

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Special Revenue Budget & Expenditure Report

January 1, 2011 to November 30, 2011
11 months = 91.6%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 2011	Sept 2011	Oct 2011	Nov 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	\$4,564.33	\$4,564.32	\$4,564.32	\$52,489.69	\$11,510.31	82.02%
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	\$9,188.16	\$9,188.16	\$9,188.16	\$105,663.87	\$14,336.13	88.05%
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	\$14,144.35	\$13,654.62	\$13,149.12	\$152,549.58	\$20,450.42	88.18%
11800	TEMPORARY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$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	\$1,643.23	\$1,611.86	\$1,582.65	\$18,318.26	\$3,181.74	85.20%
12300	PERF/EMPLOYER	\$22,000.00	\$0.00	\$0.00	\$0.00	\$5,067.40	\$0.00	\$0.00	\$5,761.71	\$0.00	\$0.00	\$9,185.07	\$0.00	\$20,014.18	\$1,985.82	90.97%
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	\$3,798.53	\$7,597.06	\$142.47	\$56,875.00	-\$11,375.00	125.00%
12500	MEDICARE/EMPLOYER	\$5,000.00	\$359.65	\$371.60	\$373.42	\$372.94	\$380.19	\$346.96	\$566.15	\$381.79	\$384.31	\$376.96	\$370.14	\$4,284.11	\$715.89	85.68%
13100	WORK STUDY	\$500.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$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	\$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	\$123.32	\$117.30	\$35.86	\$615.40	\$384.60	61.54%
22700	VIDEO TAPE/MEDIA	\$20,000.00	\$6,138.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$375.90	\$0.00	\$821.70	\$8,846.83	\$16,182.93	\$3,817.07	80.91%
23000	IS SUPPLIES	\$1,000.00	\$599.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$128.96	\$0.00	\$0.00	\$728.93	\$271.07	72.89%
23100	BUILDING MATERIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.40	\$55.84	\$0.00	\$78.24	-\$78.24	0.00%
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	\$305.00	\$339.48	\$0.00	\$4,905.86	\$5,094.14	49.06%
31100	CONSULTING SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$9,750.00	2.50%
31200	ENGINEERING/ARCHITECT	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$0.00	\$0.00	\$1,136.00	\$1,364.00	45.44%
31700	ADMIN/ACCOUNTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.41	\$0.00	\$0.41	-\$0.41	0.00%
32100	TELEPHONE	\$3,500.00	\$0.00	\$250.37	\$499.49	\$254.18	\$248.18	\$0.00	\$505.50	\$0.00	\$497.38	\$287.79	\$246.29	\$2,789.18	\$710.82	79.69%
32200	POSTAGE	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	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	\$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	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32600	FREIGHT/DELIVERY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.10	\$85.93	\$0.00	\$0.00	\$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	\$297.96	\$918.25	\$0.00	\$4,396.80	-\$396.80	109.92%
37100	REAL ESTATE	\$2,000.00	\$696.00	\$0.00	\$0.00	\$0.00	\$1,170.00	\$696.00	\$0.00	\$412.50	\$0.00	\$37.50	\$0.00	\$3,012.00	-\$1,012.00	150.60%
39100	DUES/INSTITUTIONAL	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$681.88	\$1,201.88	\$298.12	80.13%
39500	EDUCATIONAL/LICENSING	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	-\$2,100.00	625.00%
39600	COMMUNITY NEWS	\$10,000.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$7,500.00	\$2,500.00	75.00%
44100	FURNITURE	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	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	\$45,238.18	\$11,214.68	\$56,452.86	-\$46,452.86	564.53%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,802.00	\$5,872.00	-\$872.00	117.44%
		\$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	\$37,847.93	\$95,130.50	\$58,324.40	\$520,554.16	\$28,745.84	94.77%

MONROE COUNTY PUBLIC LIBRARY

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LCPF Budget & Expenditure Report

January 1, 2011 to November 30, 2011
11 months = 91.6%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 2011	Sept 2011	Oct 2011	Nov 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	\$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	\$0.00	\$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	\$7,170.31	\$0.00	\$0.00	\$256,157.96	\$22,842.04	91.81%
44305	ENCUMBERED	\$95,635.00	\$86,250.25	\$0.00	\$8,564.75	\$0.00	\$0.00	\$0.00	\$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	\$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	\$4,041.06	\$157.70	\$5,809.62	\$25,771.04	\$24,228.96	51.54%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$24,500.00	2.00%
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	\$4,324.88	\$0.00	\$0.00	\$44,561.79	\$438.21	99.03%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$158.99	\$0.00	\$0.00	\$0.00	\$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	\$15,536.25	\$157.70	\$6,309.62	\$451,903.00	\$53,732.00	89.37%

MONROE COUNTY PUBLIC LIBRARY

Expenditure Summary compared to last year

2011 compared to 2010: Period Ending November

Fund	Fund Descr	2011 Budget	November 2011 Amt	2011 YTD Amt	2010 Budget	November 2010 Amt	2010 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,465,919.52	\$665,490.08	\$6,352,185.11	\$8,122,055.00	\$552,968.05	\$6,458,651.76	-2.00%
002	JAIL	\$0.00	\$1,008.42	\$5,702.98	\$6,000.00	\$2,018.63	\$5,827.16	-2.00%
003	CLEARING	\$0.00	\$5.00	\$3,379.68	\$27,651.18	\$0.00	\$31,551.22	-89.00%
004	GIFT	\$0.00	\$180.00	\$1,264.68	\$12,738.00	\$1,559.81	\$10,741.32	-88.00%
005	PLAC	\$0.00	\$0.00	\$11,002.00	\$0.00	\$0.00	\$11,742.00	-6.00%
006	RETIREEES	\$0.00	\$0.00	\$21,996.21	\$0.00	\$1,465.07	\$17,580.84	25.00%
007	LIRF	\$296,932.00	\$1,567.13	\$104,914.49	\$525,317.75	\$129,056.28	\$420,595.82	-75.00%
008	DEBT SERVICE	\$1,996,000.00	\$166,333.33	\$1,829,666.67	\$1,996,000.00	\$166,333.33	\$1,829,666.67	0.00%
009	RAINY DAY	\$473,310.00	\$1,424.00	\$2,160.14	\$206,488.00	\$0.00	\$13,612.33	-84.00%
010	PAYROLL	\$0.00	\$291,702.64	\$3,665,484.11	\$0.00	\$321,597.38	\$3,735,752.79	-2.00%
011	INVESTMENT-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
012	TEEN COUNCIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
015	LSTA	\$0.00	\$0.00	\$0.00	\$5,269.05	\$0.00	\$5,234.18	-100.00%
016	GIFT-RESTRICED	\$7,100.00	\$8,342.20	\$71,250.08	\$26,134.48	\$7,307.26	\$68,562.53	4.00%
017	LEVY EXCESS	\$0.00	\$0.00	\$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	\$8,049.90	\$70,723.85	\$74,118.76	\$4,602.36	\$55,050.74	28.00%
020	SPECIAL	\$549,300.00	\$58,324.40	\$520,554.16	\$554,557.00	\$47,283.68	\$462,163.96	13.00%
021	CAPITAL	\$505,635.00	\$6,309.62	\$451,903.00	\$726,509.55	\$3,977.96	\$590,926.14	-24.00%
022	GATES	\$0.00	\$0.00	\$10,400.00	\$15,600.00	\$314.50	\$15,600.00	-33.00%
023	LSTA-CIVIL WAR	\$5,274.27	\$0.00	\$5,134.59	\$19,705.00	\$2,093.51	\$12,162.50	-58.00%
024	FINRA GRANT	\$0.00	\$2,236.16	\$16,792.78	\$0.00	\$0.00	\$0.00	0.00%
025	LSTA-SMITHVILLE	\$8,650.00	\$0.00	\$8,305.68	\$0.00	\$0.00	\$0.00	0.00%
		\$11,308,120.79	\$1,210,972.88	\$13,173,362.49	\$12,543,377.01	\$1,240,577.82	\$13,970,655.20	-6.00%

MONROE COUNTY PUBLIC LIBRARY

Monthly Revenue Report (Cash Basis)

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

Source	Source Descr	2011 Budget	November 2011 Amt	2011 YTD Amt	2010 Budget	November 2010 Amt	2010 YTD Amt	%Last YR YTD Diff
00100	PROPERTY TAX/ADVANCES	\$4,521,806.00	\$1,960,354.00	\$4,548,017.98	\$4,861,253.00	\$1,518,001.00	\$4,610,125.09	-1.00%
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	\$1,908,369.47	\$2,217,128.00	\$184,760.67	\$2,032,367.37	-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	\$398.04	\$3,674.69	\$4,000.00	\$267.90	\$3,817.30	-4.00%
03500	LOST/DAMAGED	\$10,000.00	\$2,539.22	\$26,829.93	\$12,000.00	\$2,424.38	\$24,580.79	9.00%
03600	FINES/FEES	\$150,000.00	\$14,091.87	\$187,730.89	\$180,000.00	\$16,547.10	\$183,242.59	2.00%
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	\$1,042.05	\$12,768.76	\$12,000.00	\$1,318.00	\$12,499.57	2.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$802.92	\$24,391.83	\$0.00	\$146.95	\$6,113.15	299.00%
04100	PUBLIC LIBRARY ACCESS CARD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
04200	MEETING ROOM FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
04500	PLAC DISTRIBUTION	\$10,000.00	\$0.00	\$14,754.23	\$10,000.00	\$12,295.23	\$12,295.23	20.00%
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	\$117.96	\$2,078.96	\$1,000.00	\$127.57	\$1,238.85	68.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM	\$0.00	\$900.69	\$11,147.11	\$0.00	\$113.20	\$1,627.99	585.00%
19000	TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
20000	CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
20100	CABLE ACCESS FEES - COUNTY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
20200	CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21300	RENT INCOME	\$0.00	\$900.00	\$3,600.00	\$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	\$2,154,261.87	\$6,944,507.85	\$7,696,607.00	\$1,736,002.00	\$7,237,423.48	-4.00%

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: November 2011

FUND Descr	11/01/2011	MTD Debit	MTD Credit	11/30/2011 Bal Sht Descr
OPERATING	\$78.34	\$604.21	\$0.00	\$682.55 CHASE/BANK ONE SAVINGS
OPERATING	\$30,322.52	\$9,880.99	\$26,780.32	\$13,423.19 ONB/MONROE BANK CHECKING
OPERATING	\$30,645.04	\$9,186.40	\$27,981.41	\$11,850.03 UNITED COMMERCE BANK
OPERATING	\$207,067.66	\$2,189,195.83	\$2,265,470.50	\$130,792.99 FIFTH THIRD BANK CHECKING
OPERATING	\$849.90	\$1,799,998.92	\$200,000.00	\$1,600,848.82 FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	\$268,963.46	\$4,008,866.35	\$2,520,232.23	\$1,757,597.58
JAIL	\$1,305.44	\$0.00	\$1,008.42	\$297.02 FIFTH THIRD BANK CHECKING
GIFT UNRESTRICTED	\$487.30	\$133.52	\$487.30	\$133.52 ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$4.00	\$3.00	\$4.00	\$3.00 UNITED COMMERCE BANK
GIFT UNRESTRICTED	\$41,453.69	\$491.30	\$180.00	\$41,764.99 FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$41,944.99	\$627.82	\$671.30	\$41,901.51
PLAC	\$1,000.00	\$200.00	\$1,000.00	\$200.00 ONB/MONROE BANK CHECKING
PLAC	\$2,000.00	\$200.00	\$2,000.00	\$200.00 UNITED COMMERCE BANK
PLAC	-\$1,850.00	\$3,000.00	\$0.00	\$1,150.00 FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$1,150.00	\$3,400.00	\$3,000.00	\$1,550.00
RETIREES	-\$756.38	\$2,419.17	\$0.00	\$1,662.79 FIFTH THIRD BANK CHECKING
LIRF	\$50,013.55	\$20,000.00	\$0.00	\$70,013.55 CHASE/BANK ONE SAVINGS
LIRF	\$16,071.45	\$0.00	\$1,567.13	\$14,504.32 FIFTH THIRD BANK CHECKING
LIRF	\$855,993.67	\$200,000.00	\$0.00	\$1,055,993.67 FIFTH THIRD BANK SAVINGS
Fund 007 LIRF	\$922,078.67	\$220,000.00	\$1,567.13	\$1,140,511.54
DEBT SERVICE	\$254,127.57	\$640,895.00	\$0.00	\$895,022.57 FIFTH THIRD BANK SAVINGS
RAINY DAY	\$19,593.88	\$0.00	\$1,424.00	\$18,169.88 FIFTH THIRD BANK CHECKING
RAINY DAY	\$788,571.05	\$0.00	\$0.00	\$788,571.05 FIFTH THIRD BANK SAVINGS
Fund 009 RAINY DAY	\$808,164.93	\$0.00	\$1,424.00	\$806,740.93
PAYROLL	\$388.08	\$306,338.97	\$291,702.64	\$15,024.41 FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$1,776.72	\$34.50	\$1,776.72	\$34.50 ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$78,043.04	\$22,355.04	\$8,342.20	\$92,055.88 FIFTH THIRD BANK CHECKING
Fund 016 GIFT-RESTRICED	\$79,819.76	\$22,389.54	\$10,118.92	\$92,090.38
GIFT-FOUNDATION	\$17,785.46	\$17,562.71	\$8,362.61	\$26,985.56 FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$133,886.77	\$55,264.59	\$108,324.40	\$80,826.96 FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$75,000.00	\$50,000.00	\$0.00	\$125,000.00 FIFTH THIRD BANK SAVINGS
Fund 020 SPECIAL REVENUE	\$208,886.77	\$105,264.59	\$108,324.40	\$205,826.96
CAPITAL PROJECTS	-\$132,915.11	\$148,552.00	\$6,309.62	\$9,327.27 FIFTH THIRD BANK CHECKING

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: November 2011

FUND Descr	MTD 11/01/2011	MTD Debit	Credit	11/30/2011	Bal Sht Descr
FINRA GRANT	\$25,234.38	\$0.00	\$2,236.16	\$22,998.22	FIFTH THIRD BANK CHECKING
	\$2,496,178.02	\$5,476,316.15	\$2,954,957.43	\$5,017,536.74	

MONROE COUNTY PUBLIC LIBRARY

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

Account

Beginning Balance on	11/1/2011	\$20,597.83	Cleared	\$0.00
+	Receipts/Deposits	\$0.00	Statement	\$0.00
-	Payments (Checks and Withdrawals)	\$20,597.83	Difference	\$0.00
Ending Balance as of	11/30/2011	\$0.00		

Check Book Balance

Active	G 001-06100	OPERATING	\$0.00
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	\$0.00
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	\$0.00
	Beginng Balance	\$20,597.83	
	+ Total Deposits	\$0.00	
	- Checks Written	\$20,597.83	
	Check Book Balance	\$0.00	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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Page 1

***Check Reconciliation©**

CHASE BANK SAVINGS

06110 BANKONESV

November 2011

Account

Beginning Balance on 11/1/2011	\$50,091.89	Cleared	\$70,689.72
+ Receipts/Deposits	\$20,597.83	Statement	\$70,696.10
- Payments (Checks and Withdrawals)	\$0.00	Difference	(\$6.38)
Ending Balance as of 11/30/2011	\$70,696.10		

Check Book Balance

Active	G 001-06110	OPERATING	\$682.55
Active	G 004-06110	GIFT UNRESTRICTED	\$0.00
Active	G 007-06110	LIRF	\$70,013.55
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 **\$70,696.10**

Beginng Balance	\$50,091.89
+ Total Deposits	\$20,604.21
- Checks Written	\$0.00

Check Book Balance	\$70,696.10
Difference	\$0.00

MONROE COUNTY PUBLIC LIBRARY

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Page 1

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

Account

Beginning Balance on	11/1/2011	\$33,586.54	Cleared	\$13,791.21
+	Receipts/Deposits	\$10,248.45	Statement	\$13,791.21
-	Payments (Checks and Withdrawals)	\$30,043.78	Difference	\$0.00
Ending Balance as of	11/30/2011	\$13,791.21		

Check Book Balance

Active	G 001-06300	OPERATING	\$13,423.19
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$133.52
Active	G 005-06300	PLAC	\$200.00
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	\$34.50
Active	G 019-06300	GIFT-FOUNDATION	\$0.00
Active	G 020-06300	SPECIAL REVENUE	\$0.00
		Cash Balance	\$13,791.21
	Beginng Balance	\$33,586.54	
	+ Total Deposits	\$10,248.45	
	- Checks Written	\$30,043.78	
	Check Book Balance	\$13,791.21	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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Page 1

***Check Reconciliation©**

UNITED COMMERCE

06400 UNITED COM

November 2011

Account

Beginning Balance on	11/1/2011	\$32,663.63	Cleared	\$12,053.03
+	Receipts/Deposits	\$9,389.40	Statement	\$12,053.03
-	Payments (Checks and Withdrawals)	\$30,000.00	Difference	\$0.00
Ending Balance as of	11/30/2011	\$12,053.03		

Check Book Balance

Active	G 001-06400	<i>OPERATING</i>	\$11,850.03
Active	G 003-06400	<i>CLEARING</i>	\$0.00
Active	G 004-06400	<i>GIFT UNRESTRICTED</i>	\$3.00
Active	G 005-06400	<i>PLAC</i>	\$200.00
Active	G 016-06400	<i>GIFT-RESTRICED</i>	\$0.00
Active	G 020-06400	<i>SPECIAL REVENUE</i>	\$0.00
		Cash Balance	\$12,053.03
	Beginng Balance	\$32,663.63	
	+ Total Deposits	\$9,389.40	
	- Checks Written	\$30,000.00	
	Check Book Balance	\$12,053.03	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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Page 1

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

Account

Beginning Balance on	11/1/2011	\$587,903.68	Cleared	\$463,774.37
+	Receipts/Deposits	\$3,087,114.19	Statement	\$463,774.37
-	Payments (Checks and Withdrawals)	\$3,211,243.50	Difference	\$0.00
Ending Balance as of	11/30/2011	\$463,774.37		

Check Book Balance

Active	G 001-06500	OPERATING	\$130,792.99
Active	G 002-06500	JAIL	\$297.02
Active	G 003-06500	CLEARING	\$0.00
Active	G 004-06500	GIFT UNRESTRICTED	\$41,764.99
Active	G 005-06500	PLAC	\$1,150.00
Active	G 006-06500	RETIREEES	\$1,662.79
Active	G 007-06500	LIRF	\$14,504.32
Active	G 008-06500	DEBT SERVICE	\$0.00
Active	G 009-06500	RAINY DAY	\$18,169.88
Active	G 010-06500	PAYROLL	\$15,024.41
Active	G 016-06500	GIFT-RESTRICED	\$92,055.88
Active	G 019-06500	GIFT-FOUNDATION	\$26,985.56
Active	G 020-06500	SPECIAL REVENUE	\$80,826.96
Active	G 021-06500	CAPITAL PROJECTS	\$9,327.27
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$22,998.22
Active	G 025-06500	LSTA-SMITHVILLE NEWS	\$0.00
		Cash Balance	\$455,560.29
	Begining Balance	\$587,903.68	
	+ Total Deposits	\$3,087,114.19	
	- Checks Written	\$3,219,457.58	
	Check Book Balance	\$455,560.29	
	O/S Checks	\$8,214.08	

MONROE COUNTY PUBLIC LIBRARY

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Page 1

***Check Reconciliation©**

FIFTH THIRD SAVINGS

06510 FIFTHSAVG

November 2011

Account

Beginning Balance on	11/1/2011	\$1,974,542.19	Cleared	\$4,465,436.11
+	Receipts/Deposits	\$2,690,893.92	Statement	\$4,465,436.11
-	Payments (Checks and Withdrawals)	\$200,000.00	Difference	\$0.00
Ending Balance as of	11/30/2011	\$4,465,436.11		

Check Book Balance

Active	G 001-06510	OPERATING	\$1,600,848.82
Active	G 007-06510	LIRF	\$1,055,993.67
Active	G 008-06510	DEBT SERVICE	\$895,022.57
Active	G 009-06510	RAINY DAY	\$788,571.05
Active	G 016-06510	GIFT-RESTRICED	\$0.00
Active	G 020-06510	SPECIAL REVENUE	\$125,000.00
Active	G 021-06510	CAPITAL PROJECTS	\$0.00
Active	G 025-06510	LSTA-SMITHVILLE NEWS	\$0.00

Cash Balance **\$4,465,436.11**

Beginng Balance	\$1,974,542.19
+ Total Deposits	\$2,690,893.92
- Checks Written	\$200,000.00

Check Book Balance	\$4,465,436.11
Difference	\$0.00

2012 Board of Trustees Calendar

<i>Month</i>	<i>Date</i>	<i>Meeting</i>	<i>Topic</i>
January	11	Work Session	
	18	Board Meeting	
		Board of Finance	Review Investment Report and Policy
February	8	Work Session	
	15	Board Meeting	Election of Board Officers
March	7	Work Session	
	21	Board Meeting	
April	11	Work Session	
	18	Board Meeting	
May	9	Work Session	
	16	Board Meeting	
June	13	Work Session	
	20	Board Meeting	
July	11	Work Session	Draft 2013 Budget
	18	Board Meeting	
August	8	Work Session	Revise 2013 Budget
	15	Board Meeting	Approve 2013 Budget for advertising
September	12	Work Session	
	19	Public Hearing	2013 Budget
	19	Board Meeting	
October	17	Work Session	2013 Budget, as recommended by County Council
	24	Board Meeting	Adopt 2013 Budget; Adopt Final Bond Resolution and Approve Form of Continuing Disclosure Undertaking
November	7	Work Session	Approve 2013 employee insurance package
	14	Board Meeting	
December	12	Work Session	
	19	Board Meeting	Approve 2013 salary schedule; Award General Obligation Bonds

TO: Monroe County Public Library – Board of Trustees
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager
RE: Personnel Report
DATE: December 21, 2011

Beginning Employment

- Valerie Owens, Ellettsville, Page, Pay Grade A, 15-18 hours per week, effective November 28, 2011.

Ending Employment

None

Job Changes

- Katy Bull, Circulation, Circulation Clerk, Pay Grade C, 37.5 hours per week to Circulation Technician, Pay Grade E, 37.5 hours per week, effective January 2, 2012.
- Jacoba Wells, Circulation, Page, Pay Grade A, 15-18 hours per week to Page Team Leader, Pay Grade B, 25 hours per week, effective January 2, 2012.

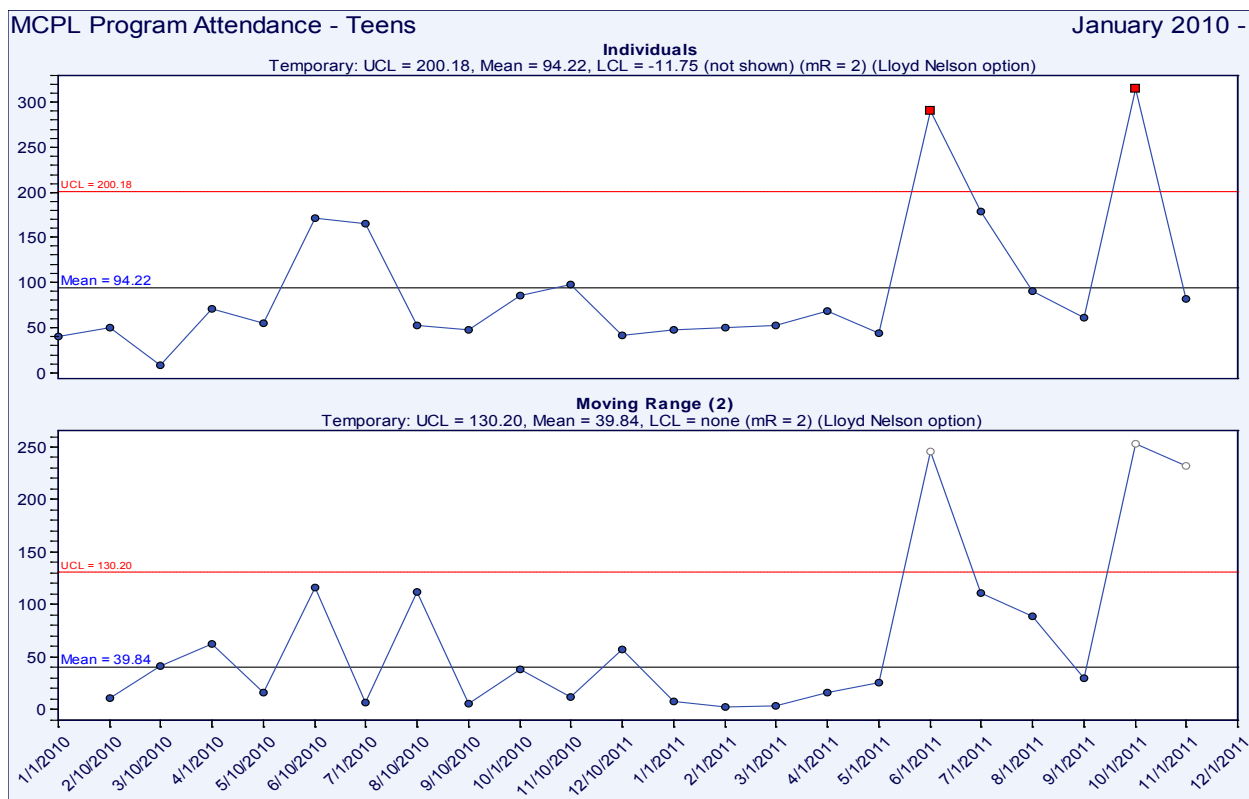
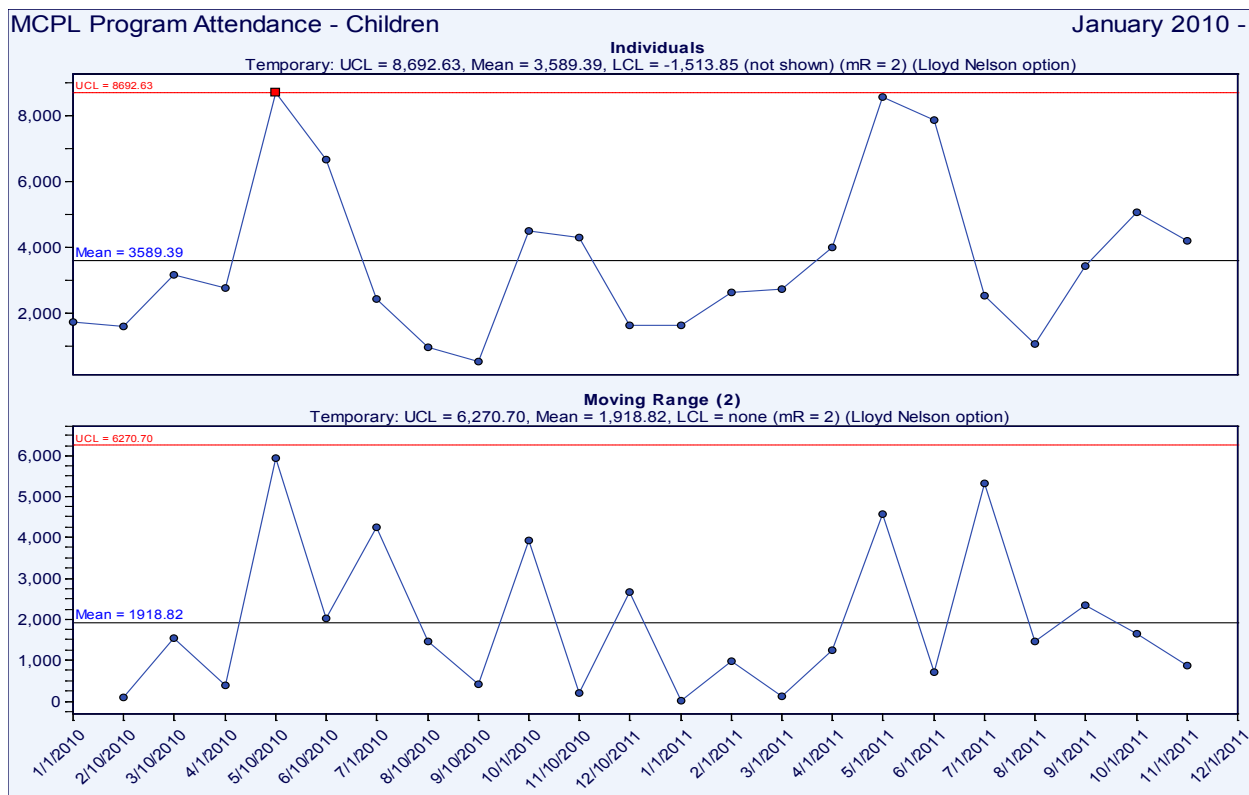
Monroe County Public Library Employees, Hours and Wages, by Pay Period, 2010-

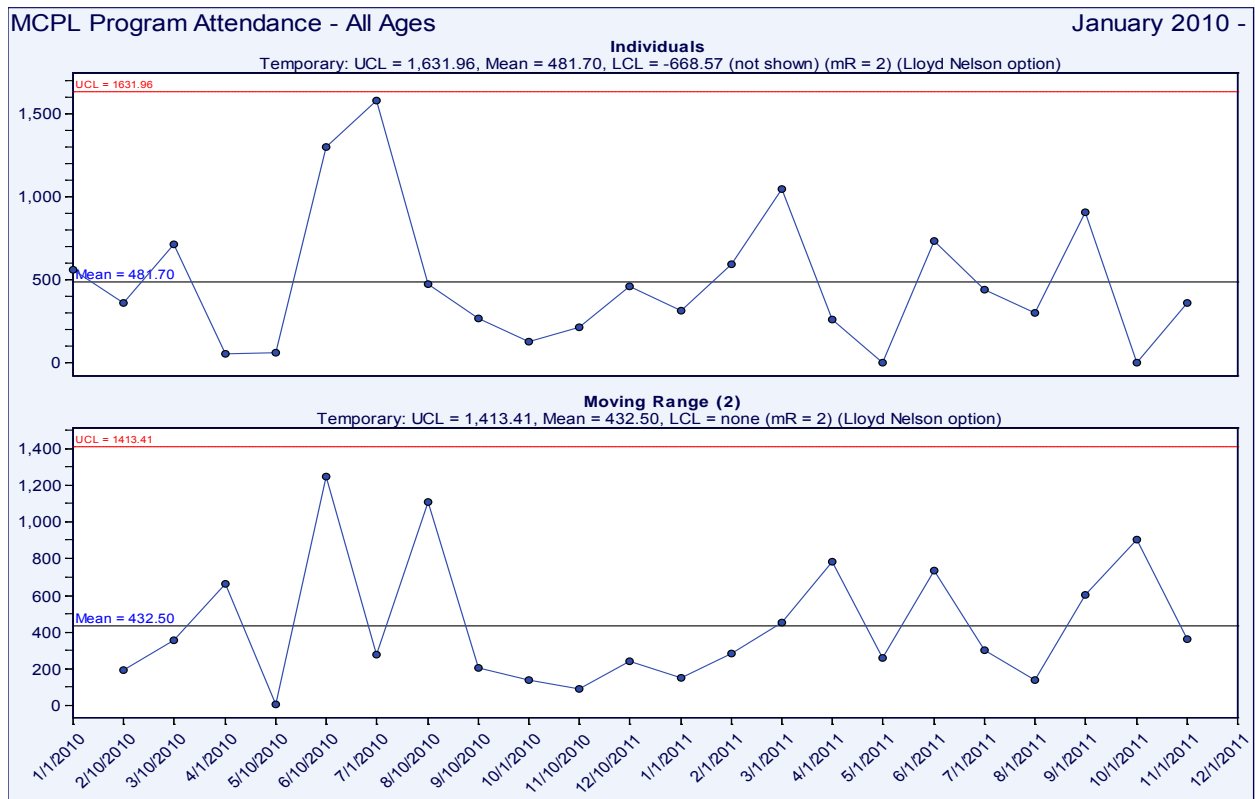
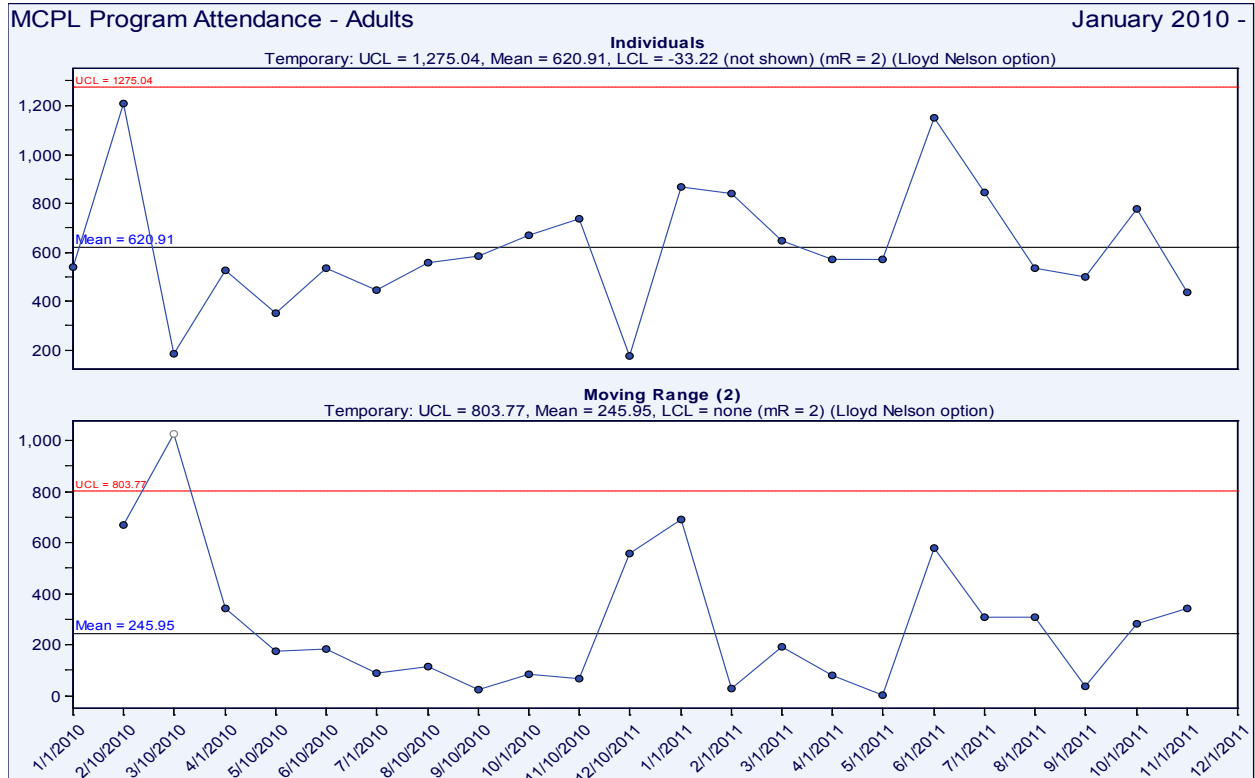
Pay Date	Employees- Op Fund	Employees- Special Rev	Employees- Total	Hours- Op Fund	Hours- Special Rev	Hours- Total	Wages- Op Fund	Wages- Special Rev	Wages- Total
01/15/10	154	21	175	4,370	560	4,930	142,872	16,520	159,393
01/29/10	160	24	184	4,470	610	5,080	147,421	17,582	165,003
02/12/10	160	24	184	4,490	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
09/23/11	137	22	159	3,990	605	4,595	143,087	17,431	160,518
10/07/11	137	22	159	3,990	605	4,595	143,087	19,345	162,432
10/21/11	137	22	159	3,985	605	4,590	135,340	18,113	153,453
11/04/11	136	19	155	3,970	555	4,525	136,773	17,674	154,447
11/18/11	135	20	155	3,933	575	4,508	135,137	17,458	152,595
12/02/11	135	20	155	3,955	575	4,530	135,610	17,184	152,794
12/16/11	135	20	155	3,945	575	4,520	135,287	20,976	156,263
12/30/11			0			0			0

Goal 1: Strengthen support for literacy and lifelong learning.





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

- Community Outreach received a \$4,500 grant from the Wahl Family Charitable Trust for early literacy kits to circulate to Head Start classrooms. The kits will contain puppets, felt board stories, toys, music CDs and books, and are designed to develop pre-reading skills.
- The theme for this month's Head Start storytimes was food. For Early Head Start, Polly explored pancakes, Jello, and other foods through movement, song, and rhyme activities. For the preschool classes, she read the humorous yet informative *How Do Dinosaurs Eat Their Food?*, presented *The Little Red Hen* as a feltboard story, pulled various interesting kitchen utensils out of her Magic Vocab Bag, and introduced the kids to the wonders of a pop-up book.
- Children's Services was awarded an \$11,400 grant from the Smithville Charitable Foundation for new AWE early literacy computers for the Main Library, Ellettsville Branch, and the Head Start classroom at Fairview Elementary. These terminals, which are set up for adults and children to use together, promote the development of crucial pre-literacy skills. Their wild popularity has left our older units in a sad state of disrepair.
- Thirteen Learn and Play Space assistants, a mix of trained volunteers and work study students, hosted 57 Learning through Play sessions for 1,557 preschool children and their caregivers this month. These assistants conduct activities in the writing center, help children use the various facilities in the room, and explain the benefits of pre-literacy skill development to parents.
- Two programs in the auditorium drew large crowds. "Meet Olivia" and "Nutcracker Fantasy" were so successful we're looking for ways to provide additional similar offerings in 2012.
- Mary Frasier provided an Every Child Ready to Read workshop for parents at Edgewood Early Childhood Center.

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

- Ellettsville Branch hosted all Edgewood Primary School Kindergarten classes in library tours this month. The kids especially enjoyed our new automated materials handling system.
- Children's Services purchased and began formatting four iPads to use as teaching aids for classroom research tours and roving reference. We are planning training sessions in December and hope to have them "in the field" in January.
- The Library's partnership with the Humane Association will continue the PALS program "Animal Reading Friends." On the third Saturday of every month, school-age children will still be able to come to the library to "Read to a Dog."

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

- VITAL held an ESL Tutor Training meeting for new tutors.
- The VITAL Tutor Mentor conducted two consultations.
- The Children's Services Homework Center hosted 99 help sessions with children during the 17 days it was open in November.

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

- Ellettsville Branch arranged with the Monroe County Humane Association to take dogs and their owners to Ellettsville area schools to promote the "Reading to a Dog" program.
- VITAL hosted a visit from New Castle Public Library leaders and literacy program staff.
- Mary Frasier made new contacts at IU Married Student Housing and is now regularly dropping off 60+ fliers for dispersal throughout their bulletin board network.
- Sara Laughlin was honored with the Lifetime Achievement Award from the Greater Bloomington Chamber of Commerce Franklin Initiative.

1E. Strengthen literacy skills of adults.

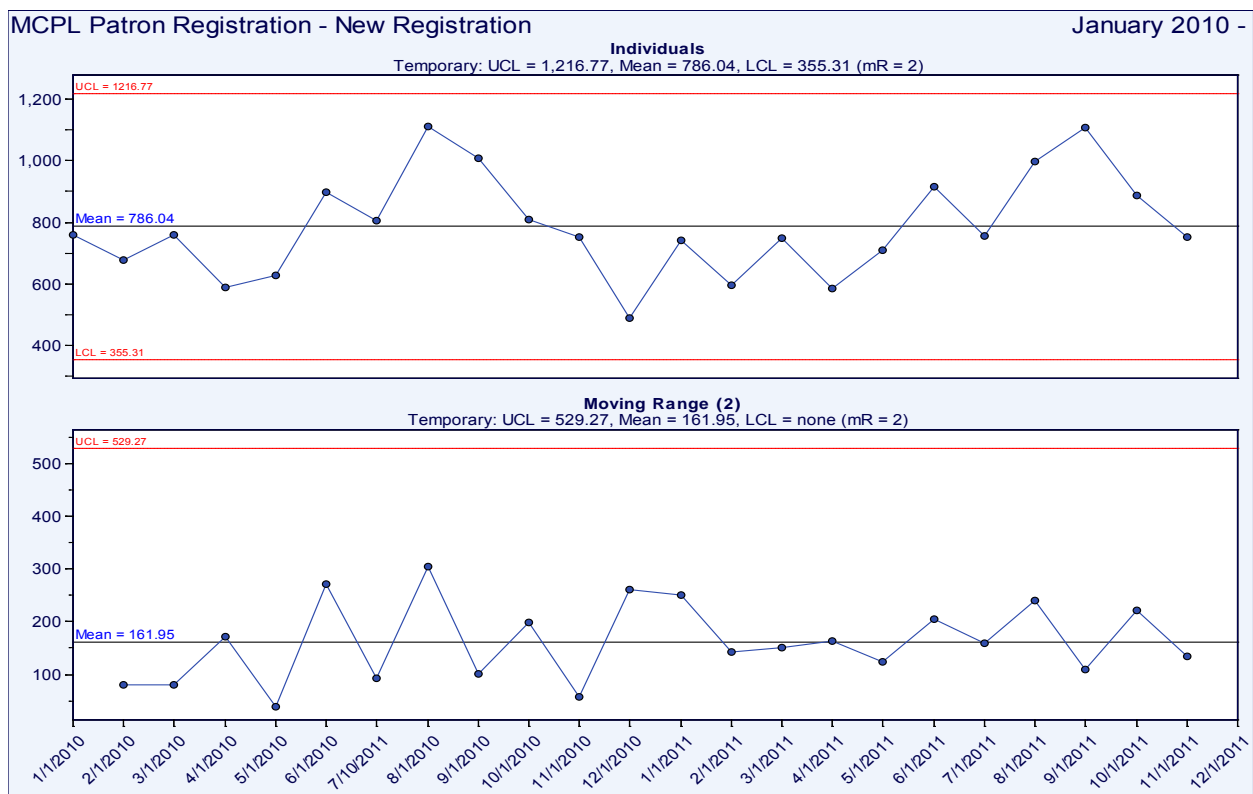
- 71 adults were matched with individual VITAL volunteer tutors. 59 students attended ESL Conversation Practice Groups during November. VITAL staff sent Thanksgiving notes of appreciation to all active and many inactive volunteers.
- 20 people attended at least one Express Computer class at the Main Library. Classes don't always fill up, but evaluations continue to reflect their appreciation and the high quality of the classes. One participant commented: "Person to person – personal for questions"

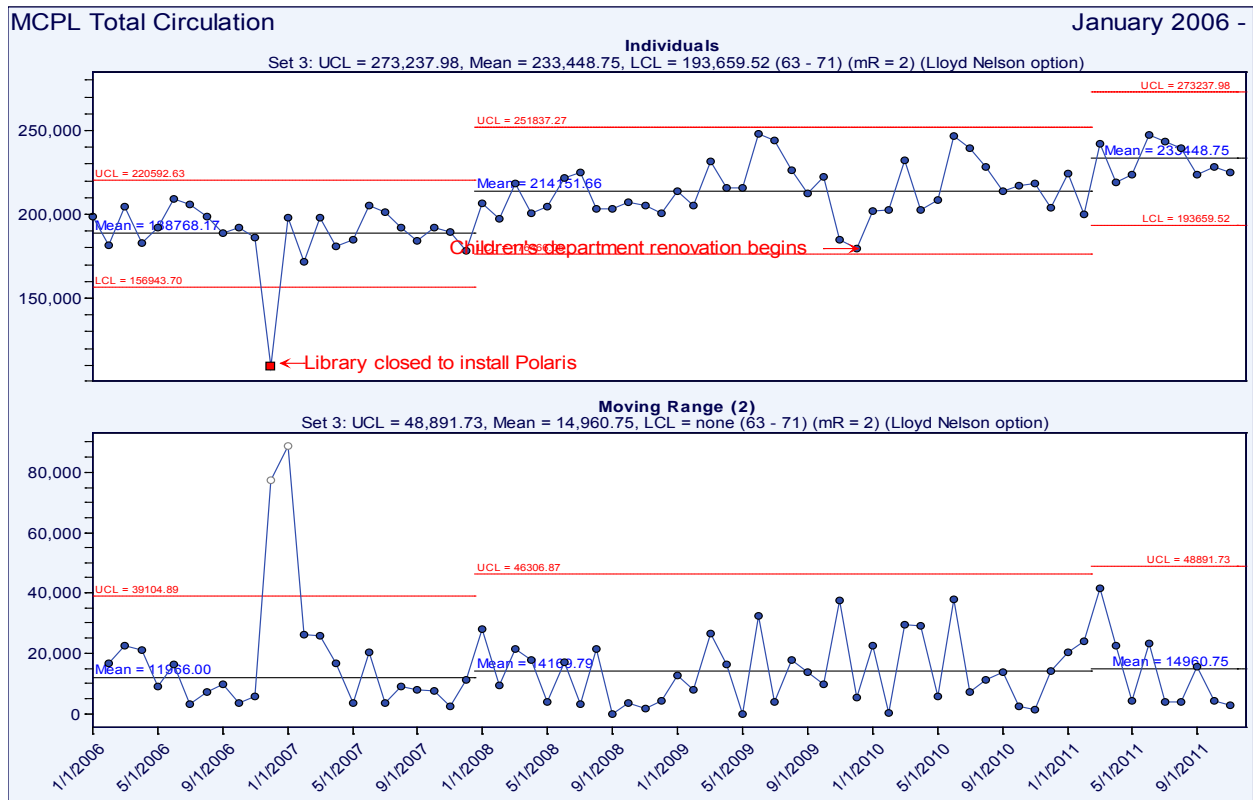
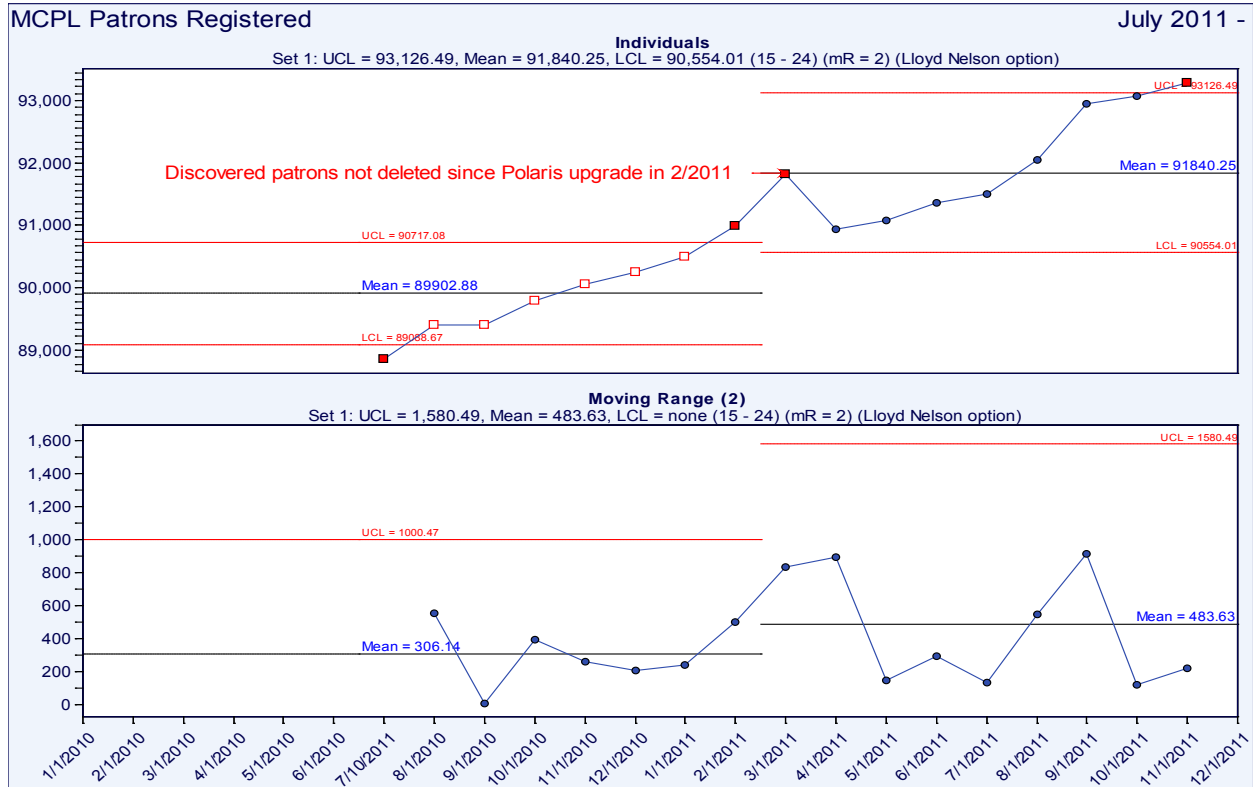
1F. Strengthen readers' advisory services.

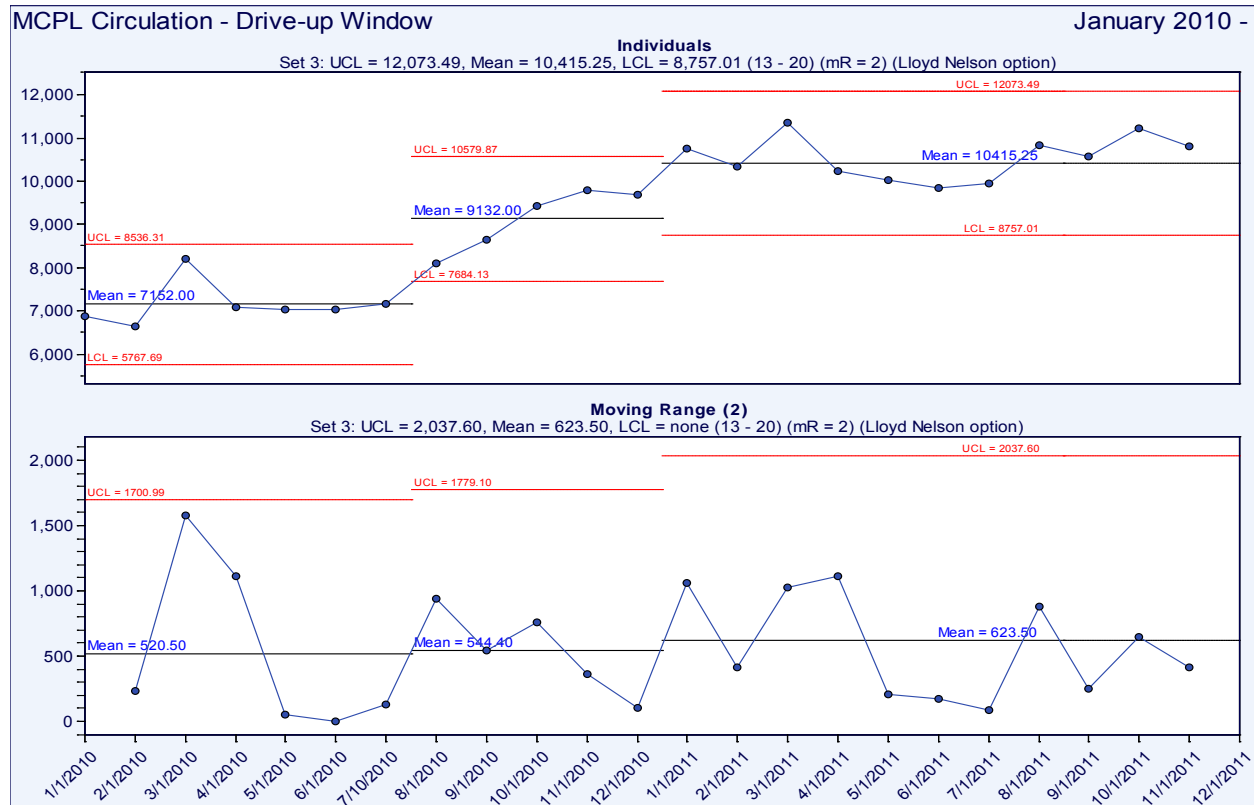
1G. Develop and evaluate partnerships to better serve target audiences.

- Stephanie Holman joined a new "Partners in Education" team at the Edgewood Early Childhood Center.
- Josh Wolf and Christina Jones planned an Every Child Ready to Read component for the Smart Start Coalition's literacy workshops with Tara Green.
- Mickey worked with Rebecca Nunley (Area 10) and Jessica Mace (United Way) to continue planning for Ellettsville Branch Tax Assistance beginning in February.

Goal 2: Expand access to information.

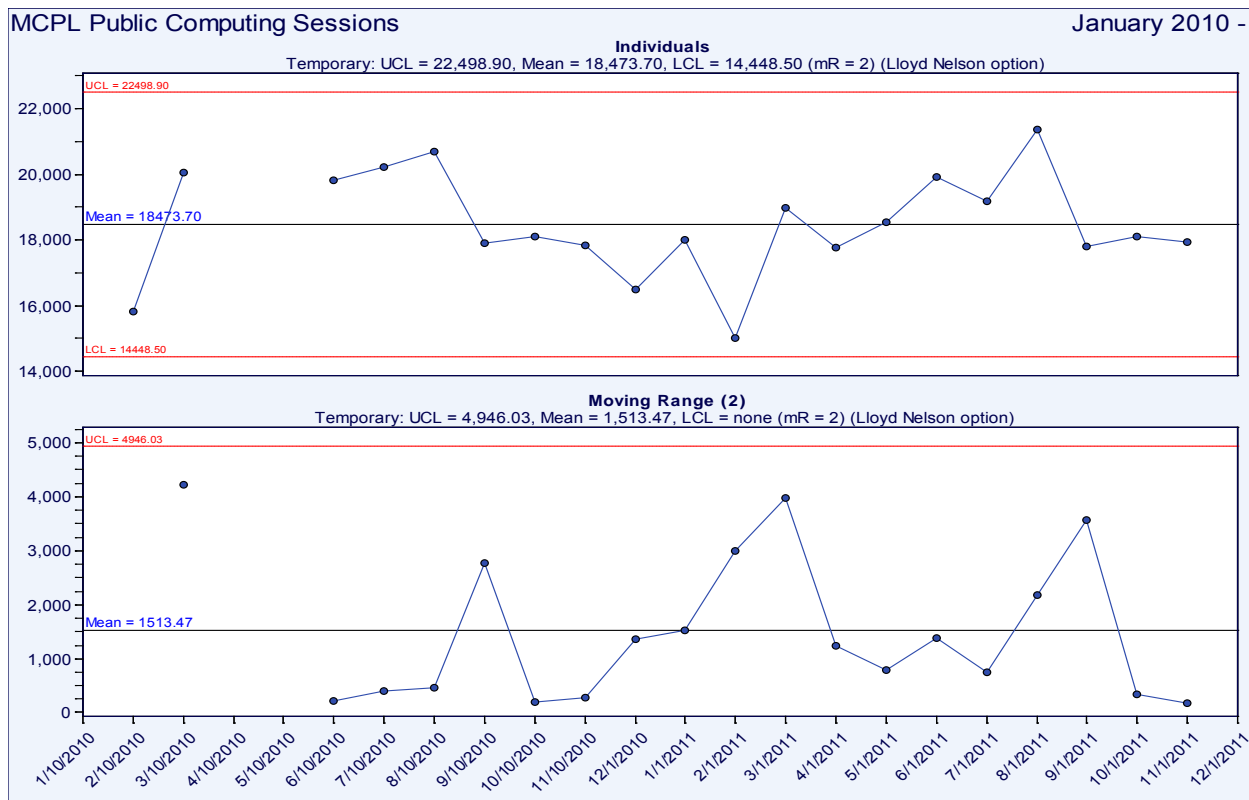
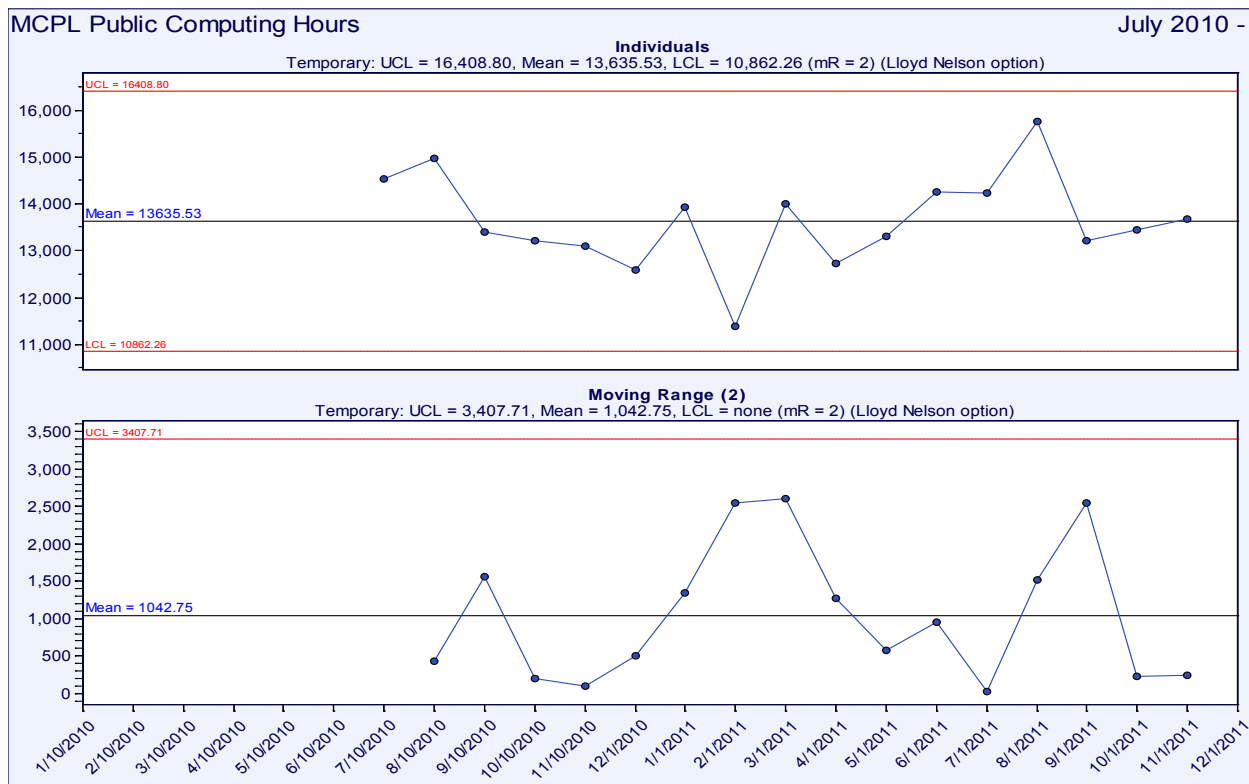






November Access		
Website Visits	Home page hits	78,059
	Catalog hits	3,932,671
	Other hits	2,001,092
		TOTAL 5,933,763
Read It Off	Number registered	416
	Charges waived	\$588.74
	Number individuals with charged waived	68
	Number exiting program	18
Interlibrary loan	Items loaned	164
	Items borrowed	36
CATS	Government programs produced	27
	Patron programs produced	9
	CATS programs produced	37
	Hours cablecast	2,275
	In-house viewings	15
	Editing sessions	125
	Dubs delivered	104
	Programs added to collection	168

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



2B. Improve web access.

- Christine Friesel trained Intern Nicholae Cline to upload digitized images to CONTENTdm. Reference Assistant Brandon Rome helped with OCR corrections for the Smithville News digitization project.

2C. Deliver information through CATS.

2D. Replace Bookmobile. COMPLETED

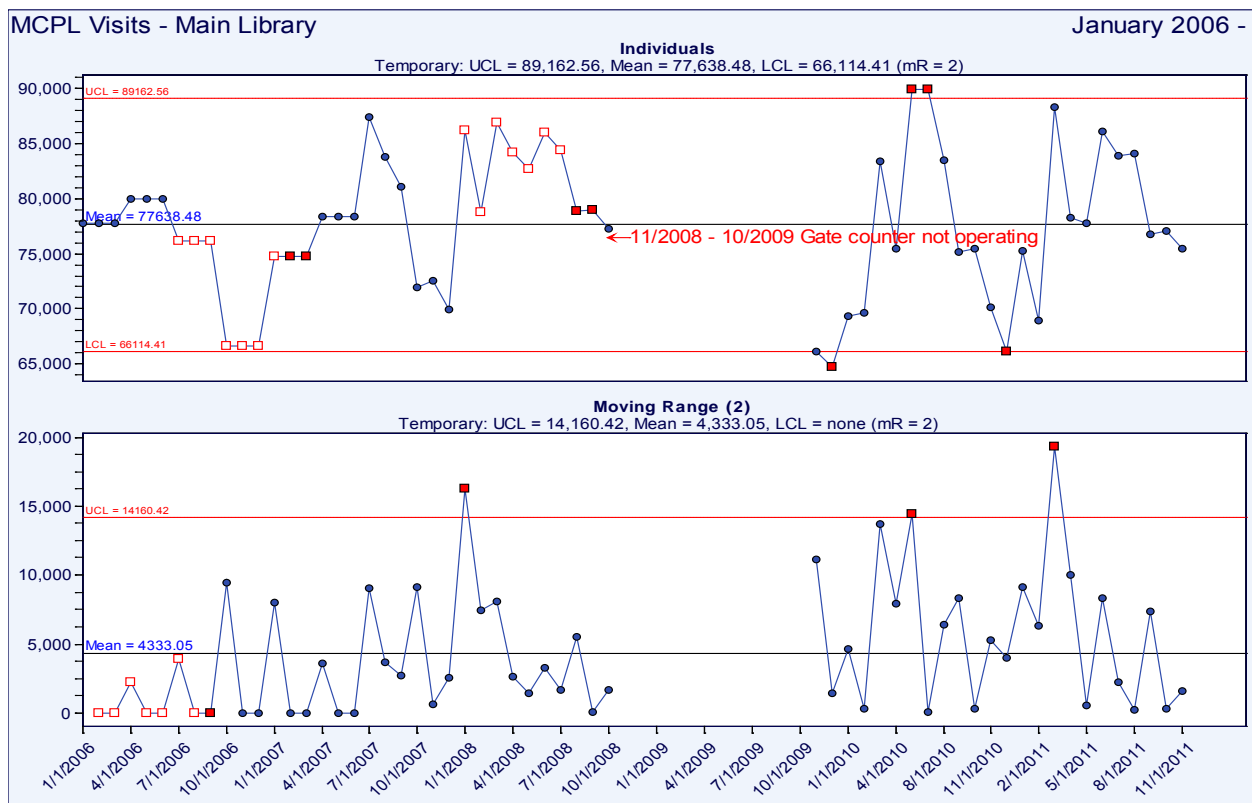
2E. Investigate changing or expanding hours.

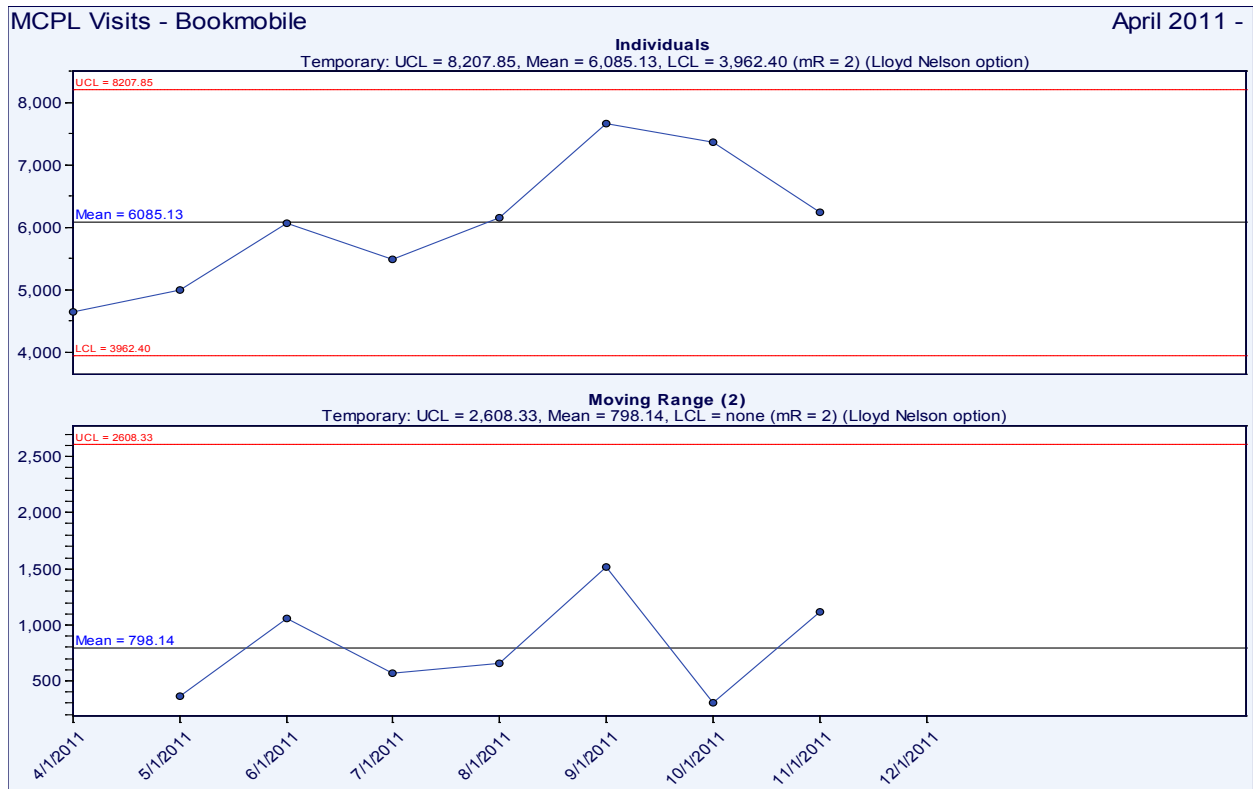
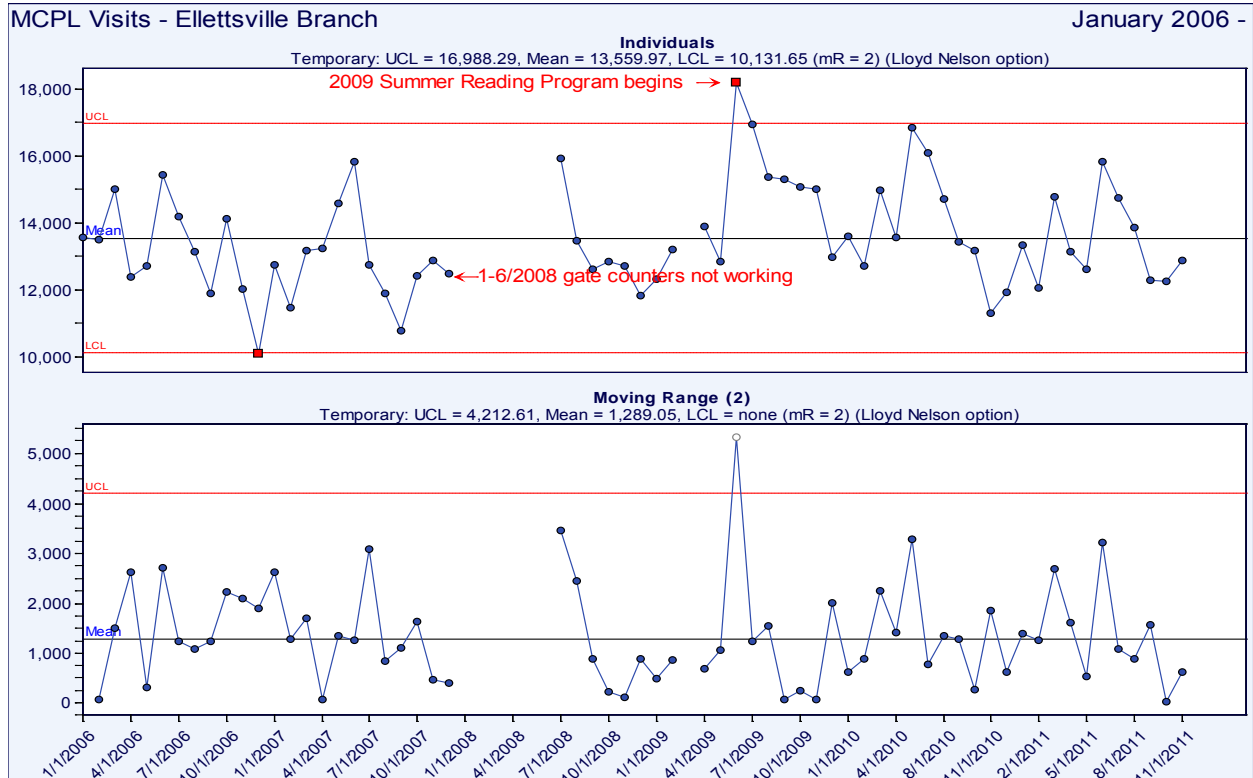
- After analyzing circulation at our Van lobby stops, Community Outreach cancel the two and added those patrons to Homebound service. The busiest stops will go on a new route with two staff members; the others will go on a route that will now be run with one staff person. This adjustment will free Polly Nuest to respond to the growing demand for Head Start services.

2F. Open a second branch location.

2G. Improve service for people with disabilities.

Goal 3: Deliver exemplary service.





November Service		
Meeting Rooms	Main Library meeting rooms used	115
	Main Library auditorium used	15
	Main Library Indiana Room	30
	Ellettsville Branch	15
TOTAL MEETING ROOMS USED		130
Author Alert	Holds placed	396

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

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

- ITG replaced the laptop on the Ellettsville AMH with a new CPU and monitor to increase accuracy of sorting. Problems with sorting have been drastically reduced after this modification.

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.

- Josh Wolf facilitated two meetings of the task force on Encouraging Positive Patron Behavior. Team members drafted recommendations to take to the managers' meeting after consulting with city officials and looking at other library policies.

3G. Provide high quality public technology services.

- Ellettsville held the second "Medicare Choice" program in association with Area 10.
- Adult and Teen Services staff handled 21 inquiries via chat, using Meebo software.

3H. Create engaging library experiences.

- The small display case in Ellettsville is already booked through August of 2012! Penny Gillie installed a bulletin board focusing on the importance of reading and the development of skills in the Ellettsville Children's Room. Volunteer Ginny Richey created a winter display in the Ellettsville Branch's glass display case near the Children's Room and Stephanie Holman created her usual winter village display in the lobby's display case.
- Ellettsville staff discussed and then implemented changes in the furniture and arrangement of the Young Adult area to increase comfort and appeal for teens.
- Children's Services is exploring month-long themes for preschool children that will encompass both programming and displays. The theme for December is winter.
- The first partnership program with Indiana University Libraries and the League of Women Voters of Bloomington and Monroe County was held as part of the "Reclaiming Our Democracy Citizens Forum." Thirteen participated in a moderated and structured discussion about the National Debt. Additional programs will be held in January and April.
- A new Bleach video game was played at the November Game Club. One teen brought in the Classic Sega Dreamcast to play some old-school early 2000s video games.
- Eight patrons attended November's *It's Your Money* program, called "The Latte Factor," where they learned to balance financial wants and needs and gathered smart budgeting tips.
- Christine Friesel taught a class "Grants Research using the Foundation Center;" five people attended.

- Monroe County GIS Coordinator Kurt Babcock led two presentations on "Using the Monroe County GIS;" 16 people attended.
- Sara Laughlin hosted a program "Carbon Cycle: Indiana and the World Breathe Together," with Drs. Faiz Rahman and Danilo Dragoni from the IU Geography Department; 35 people attended. In the other three programs coordinated by Laughlin and held at Bedford, Brown County, and Indianapolis-Marion County Public Library, total attendance was 50.

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

Stephanie Holman put finishing touches on a map of Ellettsville collections to aid patrons who desire to be self-sufficient in their search for materials found via the catalog.

3J. Offer regular customer service training and updates.

3K. Implement training to enhance technology core competencies.

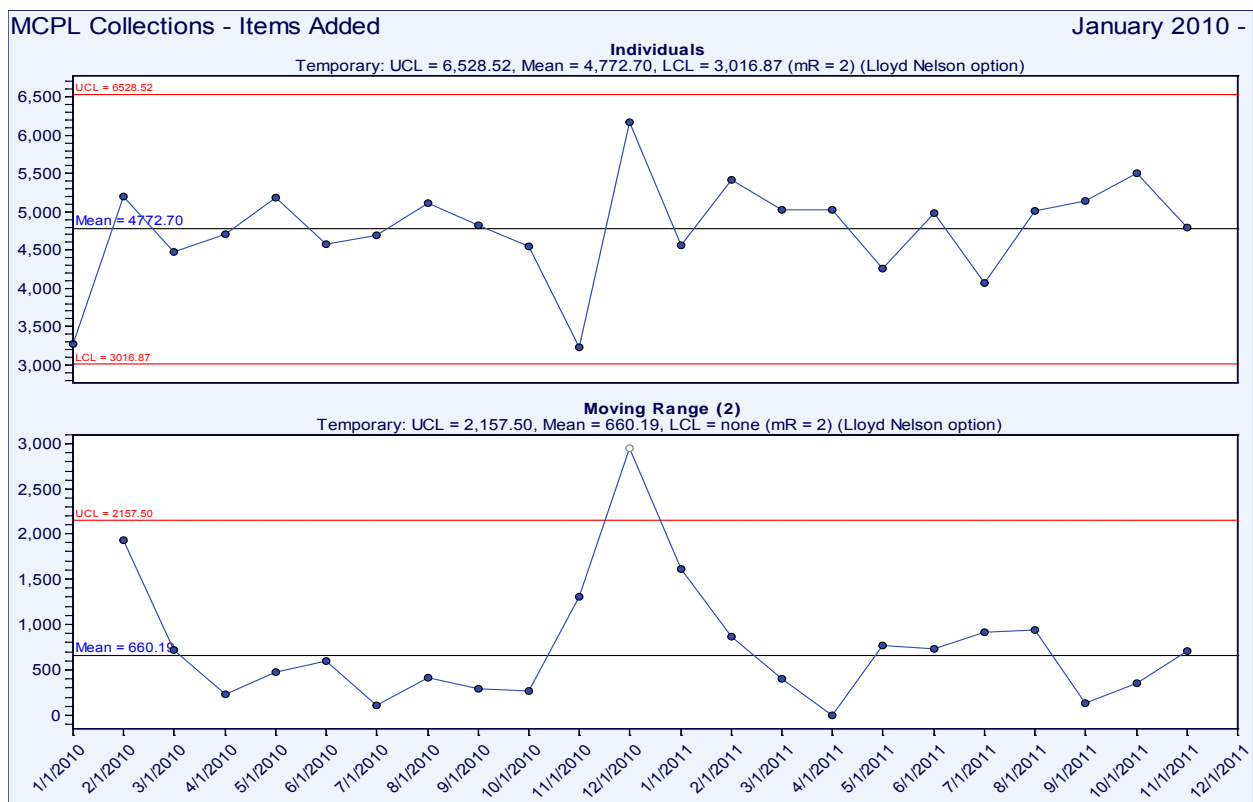
- Stephanie Holman and Andrea Spaulding completed Phil Eskew's class on e-readers.

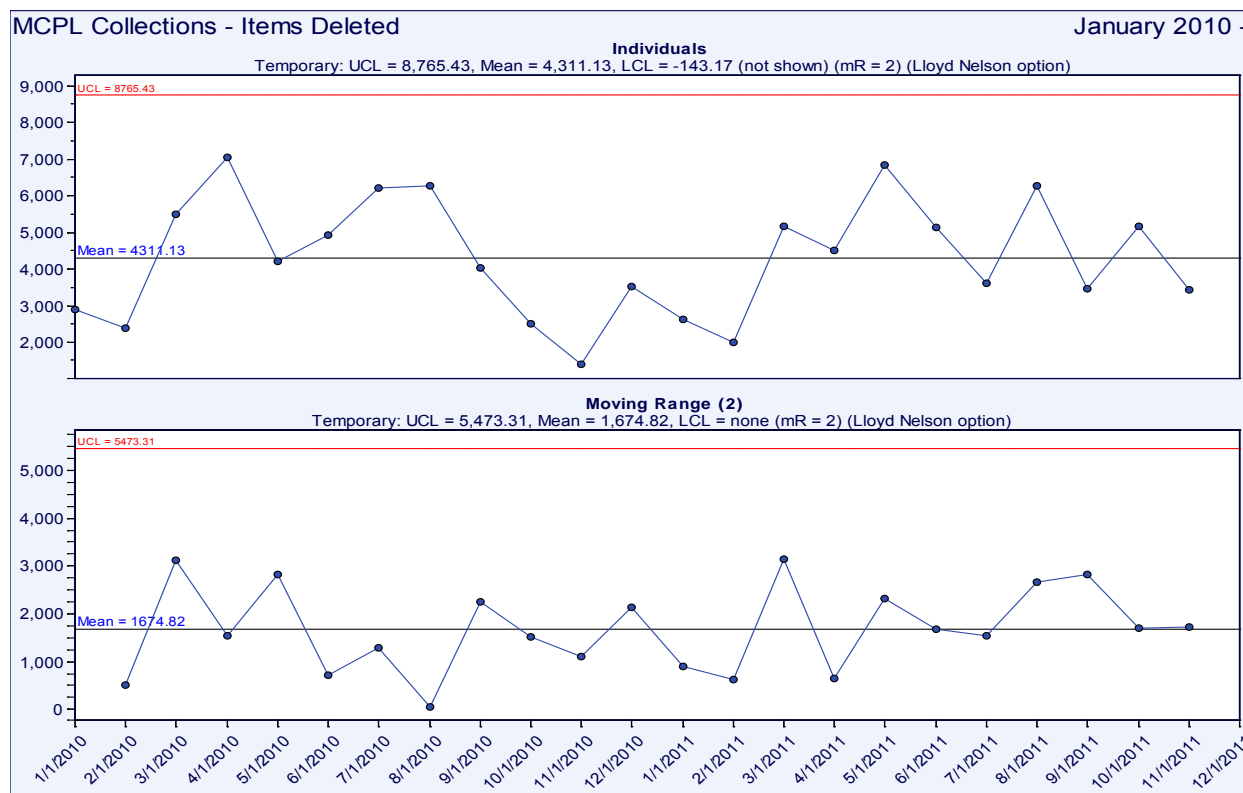
3L. Offer regular feedback opportunities for employees.

- Circulation staff initiated LINT Intranet discussion to improve drive-up service with regard to large batches of holds slowing the traffic flow.

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

Goal 4: Maintain High Quality Collections





November Collections		
Items reviewed	Reviewed (main)	3,277
	Discarded	321
Items returned/not returned	Items returned	169,991
	Accounts to collection agency	172
	Value recovered (cash and items)	\$9,682

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

- Ellettsville librarians met with print selectors this month to review Collection Profiles.

4B. Maintain functional and attractive library collections.

- Stephanie Holman began a new weeding cycle in the Children's collections at Ellettsville as Penny Gillie and Mickey Needham prepared to separate children's from adult non-fiction in December.

4C. Continue to explore new formats.

- Mickey Needham attended several sessions on new formats and services during the ILF conference in Ft. Wayne.

4D. Improve patron satisfaction with movies collection.

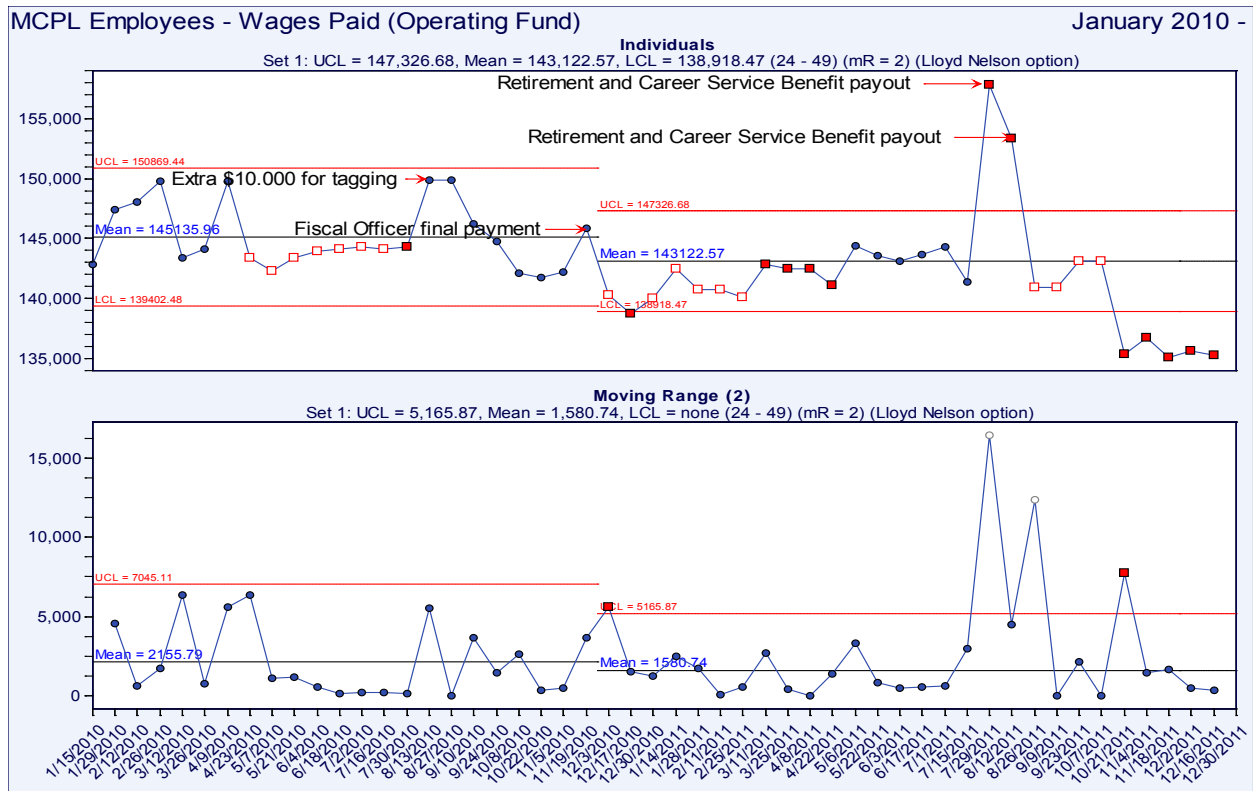
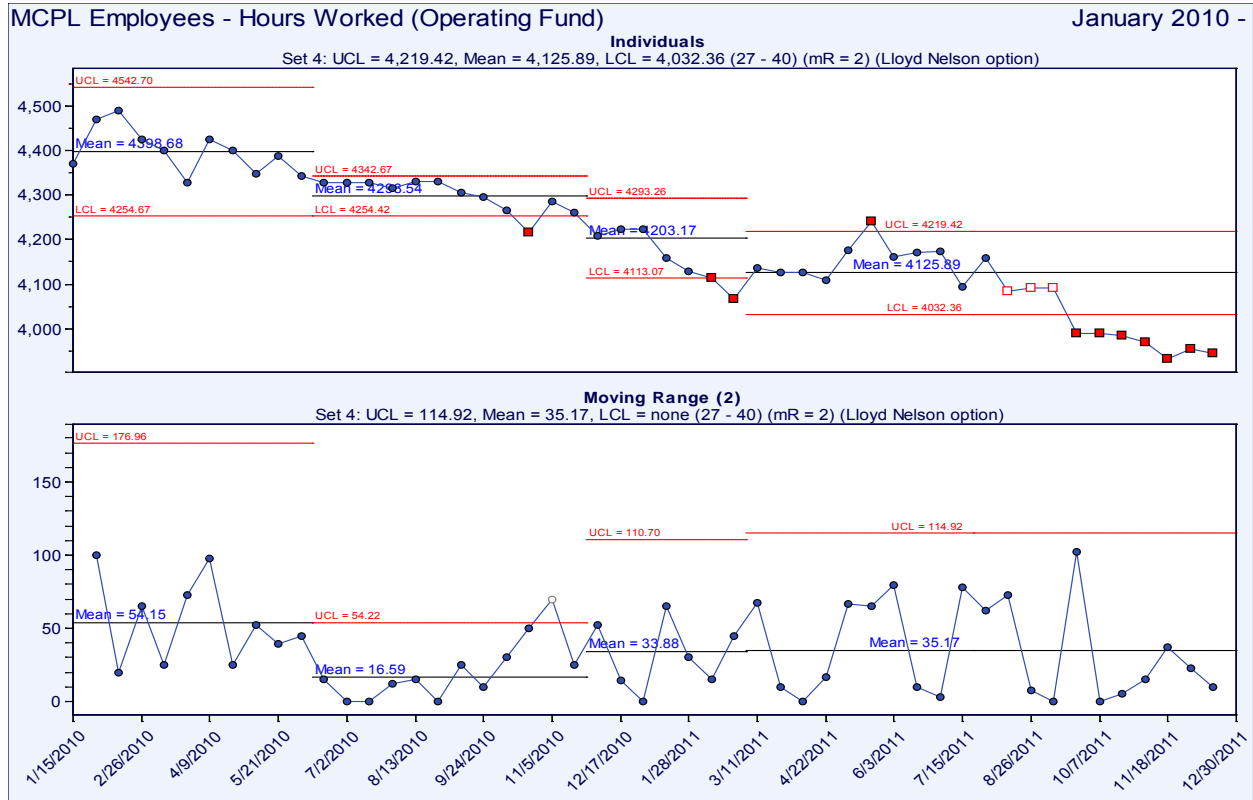
4E. Improve the weeding process. COMPLETED

4F. Develop a children's collection endowment.

Director's Report

November 2011

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 worked on standardizing the “onboarding” process for new employees.
- Josh Wolf co-presented an ILF session on planning your library career with an eye towards keeping the adventure alive through continual innovation and creativity. Steve Backs presented a session with architect Kevin Huse and designer Bob Guindon on the Main Renovation. Lisa Champelli was one of three presenters at a session on therapy dogs in library programs. Christine Sneed, Gary Lettelleir, and Mary Loro presented poster sessions about process improvement. Pam Wasmer and Mickey Needham also attended.
- Sara Laughlin attended a meeting of Administrators of Large Public Libraries of Indiana (ADOLPLI) in Indianapolis. Monroe County Public Library will host the group on April 19-20, 2012.
- Sara Laughlin facilitated a two-session study group on best practice staff development for managers.

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

- The Labor Management Team met in November.

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

(Volunteers and volunteer hours not available in Sue Sater's absence.)

- Stephanie Holman interviewed and accepted an intern who will begin work in January.
- Sara Laughlin spoke about use of market research at Monroe County Public Library to the research and evaluation class at IU-SLIS.

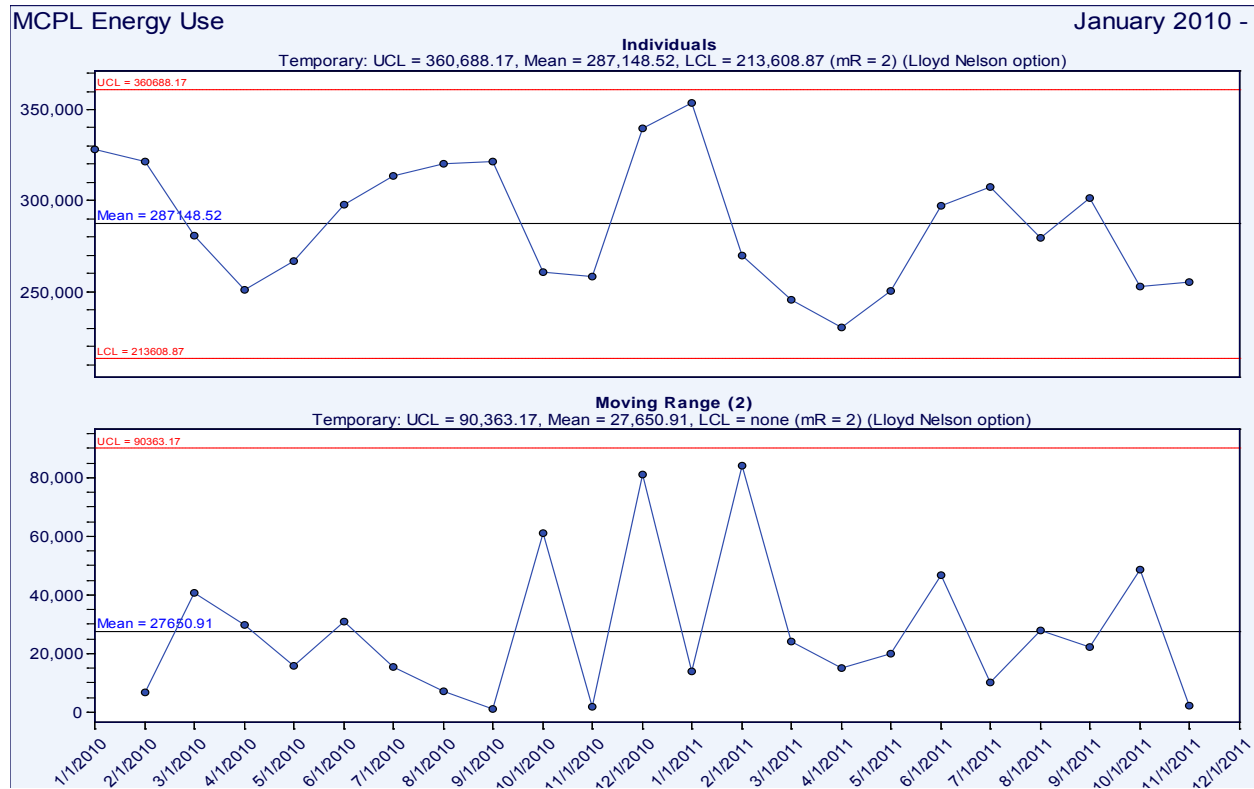
5F. Increase efforts to be an inclusive and attractive employer.

- Employees had opportunities to meet individually with Julia Thomas, JA Benefits, for help in choosing benefits, before enrolling at the end of the month.

5G. Support improvement of key processes.

- Mickey Needham worked with Circulation, IS, and Facilities staff to improve the Library's communication and processes related to vendor ITG.

5H. Continue sustainability efforts to reduce energy consumption.



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

5J. Maximize tax support.

- Sara Laughlin made a presentation about the proposed \$1.8 million general obligation bond to the County Council. Four members were present; all spoke in favor. The proposal is scheduled for action on December 13.

5K. Increase funding from non-tax sources.

- The Library received grants from three sources in November:
 - \$13,400 from the Smithville Foundation to support purchase of five new AWE early literacy computers – three for the Main Library, one for Ellettsville, and one for the Head Start classroom at Fairview Elementary School.
 - \$4,500 from the Henry and Cecilia Wahl Charitable Trust for purchase of story time kits for use by Outreach staff visiting Head Start classrooms.
 - \$860 from the ACHIEVE Coalition to support Wellness Committee programming.

5L. Work closely with Friends of the Library.

- Penny Gillie and Stephanie Holman joined the Friends Board as representatives of the Library.
- The Friends' author event on November 12 attracted 300 to hear James McBride's talk on "Identity and the Power of Words" at the Buskirk-Chumley Theater and approximately 100 to the ticketed reception in the Library atrium. Sara Laughlin and John McCluskey taught a two-session class on James McBride's book *Song Yet Sung*, co-sponsored by IU Continuing Studies and the Library. Dr. Audrey McCluskey facilitated discussion after a screening of *Miracle at St. Anna*, a film directed by Spike Lee, with screenplay by McBride based on his book. The Library's Books Plus group discussed the book *Miracle at St. Anna*.

RESOLUTION TO EXTEND THE 2008-2011 STRATEGIC PLAN THROUGH 2012

Whereas the Library completed a comprehensive strategic planning process in 2007-2008 that resulted in the 2008-2011 Strategic Plan adopted by the Board, and

Whereas the 2008-2011 Strategic Plan has guided the activities of the library during the last three years, and

Whereas the library staff have been productively engaged in scanning the future that will be completed in January 2012, and requested that the library include its findings in strategic planning, and

Whereas, the library will begin the process of creating a new, community-focused, future-oriented plan in early 2012,

Now therefore, BE IT RESOLVED that the Board approves extension of the 2008-2011 Strategic Plan through December 31, 2012, or until such date as the next strategic plan is adopted by the Board.

AYE

NAY

**MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
RESOLUTION TO PERMIT THE TRANSFER OF LIBRARY
IMPROVEMENT RESERVE FUND TO THE OPERATING, DEBT
SERVICE, AND LIBRARY CAPITAL PROJECT FUNDS**

WHEREAS, there is a possibility that the tax settlement may not be received by the close of business on December 31, 2011, it may be necessary to transfer money from one fund to another, in order to have a positive balance in all funds at the end of the year,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Monroe County Public Library, 303 E. Kirkwood Avenue, Bloomington, Indiana, shall permit the transfer of up to \$1,000,000.00 from the Library Improvement and Reserve Fund (LIRF) to the Operating, Debt Service Fund, and/or Library Capital Projects Fund for cash flow purposes. The transfer will be reversed upon immediate receipt of the property tax settlement check from the County Auditor.

BE IT FURTHER RESOLVED that this resolution will become effective immediately.

ADOPTED THIS 21st DAY OF December, 2011

AYE

NAY

**RESOLUTION TO ADOPT 2012 SALARY SCHEDULE,
PAY INCREMENT, PAY SCHEDULE, AND HOLIDAY
CLOSING SCHEDULE**

WHEREAS it has been determined that it is now necessary to adopt a Salary Schedule, Pay Schedule, and Holiday Closing Schedule for the 2012 fiscal year, and

WHEREAS the Board desires to give an incremental increase to all who are employed at the Library as of December 31, 2011,

NOW THEREFORE the Board adopts the attached 2012 Salary Schedule and approves a 1.5% incremental increase for all who are employed at the Library as of December 31, 2011 (effective for the first pay date of 2012 on January 13, 2012, which includes the pay period beginning December 19, 2011 and ending January 1, 2012); Pay Schedule, and Holiday Closing Schedule.

Presented to the Monroe County Public Library Board, read in full and adopted this 21th day of December, 2011, by the following aye and nay votes.

AYE

NAY

MONROE COUNTY PUBLIC LIBRARY
2012 Wage and Salary Schedule

<u>Pay Grade</u>		<u>2012 Minimum</u>	<u>2012 Maximum</u>
HOURLY / NON-EXEMPT			
A		\$7.50	\$10.50
B		\$8.60	\$12.04
C		\$10.60	\$14.84
D		\$11.70	\$16.38
E		\$12.90	\$18.06
F		\$14.00	\$20.30
G		\$15.50	\$22.48
BIWEEKLY EXEMPT			
	Hours/Pay Period		
H	FT	\$1,350.00	\$2,025.00
	60	\$1,080.00	\$1,620.00
	50	\$910.00	\$1,348.65
I	FT	\$1,500.00	\$2,250.00
	50	\$910.00	\$1,498.50
J	FT	\$1,725.00	\$2,587.50
K	FT	\$2,400.00	\$3,600.00

*MCPL Employees received a 1.5% increment for 2012. The Minimum/Maximum Salary Schedule remain the same.

**MONROE COUNTY PUBLIC LIBRARY
PAY SCHEDULE
2012**

PAY PERIOD	PAY DATE
December 19, 2011 – January 1, 2012	January 13
January 2 – January 15	January 27
January 16 – January 29	February 10
January 30 – February 12	February 24
February 13 – February 26	March 9
February 27 – March 11	March 23
March 12 – March 25	April 6
March 26 – April 8	April 20
April 9 – April 22	May 4
April 23 – May 6	May 18
May 7 – May 20	June 1
May 21 – June 3	June 15
June 4 – June 17	June 29
June 18 – July 1	July 13
July 2 – July 15	July 27
July 16 – July 29	August 10
July 30 – August 12	August 24
August 13 – August 26	September 7
August 27 – September 9	September 21
September 10 – September 23	October 5
September 24 – October 7	October 19
October 8 – October 21	November 2
October 22 – November 4	November 16
November 5 – November 18	November 30
November 19 – December 2	December 14
December 3 – December 16	December 28
December 17 – December 30, 2012	January 11, 2013

Approved by the MCPL Board of Trustees December, 2011; effective January 1, 2012

**MONROE COUNTY PUBLIC LIBRARY
2012 HOLIDAY CLOSING SCHEDULE**

January 1 (Sunday)	NEW YEAR'S DAY
April 8 (Sunday)	SPRING HOLIDAY
May 28 (Monday)	MEMORIAL DAY
July 4 (Wednesday)	INDEPENDENCE DAY
September 3 (Monday)	LABOR DAY
October 10 (Wednesday)	STAFF IN-SERVICE DAY
November 22 (Thursday) November 23 (Friday)	THANKSGIVING
December 24 (Monday) December 25 (Tuesday)	WINTER HOLIDAY
<i>December 31 (Monday)</i> <i><u>Close at 5:00 p.m.</u></i>	<i>NEW YEAR'S EVE</i>

2013

January 1, 2012 (Tuesday) **NEW YEAR'S DAY**

Recommendation to Amend Personnel Policy Section 3.10

The Joint Agreement adopted on August 18, 2010, makes portions of this section of the Personnel Policy obsolete. The union now represents many, but not all, library employees. Neither the defunct Job Classification Committee nor the Staff Association has authority to fill that role. Management rights outlined in Article IV of the Joint Agreement (attached below) reserve to management and Union participation outlined in Article V, Section 7, spell out the responsibilities and obligations of each party. We propose the following amendment to the policy language. (Text to be added is underlined, text to be deleted is ~~struck through~~.)

3.10 JOB CLASSIFICATION/PAY SYSTEM MAINTENANCE

Decisions related to the job classification system are based on planning priorities, organizational consistency, workflow changes, needs of individual departments, budget considerations, and other factors that may arise in the on-going assessment of staffing at MCPL.

When the Library needs to add a position not currently classified, or reclassify, eliminate, or substantially modify the hours of an existing position, Library management will take action to ensure that the employee, department, and others are included in decision making processes as necessary. ~~†The changes will be reviewed by the department manager, the human resources manager, and the director. a Job Classification Committee composed of the relevant Department Manager, two representative of the Employee Forum Action Committee, and two representatives of the Staff Association. The Library Director, a representative of the Board of Trustees, and a representative of Human Resources will be present, but not voting members of the committee. In the event that one of the committee members is unable to effectively participate (e.g., due to a conflict or interest or scheduling issues), a substitute from the same group he or she represents will serve in his or her place. This committee will review and make recommendations to the Board of Trustees on matters pertaining to the classification system and the job chart, by majority vote if necessary. The Library Director retains the privilege of making a dissenting or alternative recommendation to the Board of Trustees.~~

~~Formal procedures have been developed to guide the committee.~~

~~Input from the affected individual or individuals will be considered.~~

A system-wide evaluation of all positions, job descriptions, and salaries may also be conducted periodically by an outside firm designated by the Library Board of Trustees. Reports from any outside firm will be shared with the Labor-Management Committee for their input ~~reviewed by the Job Classification Committee, and a recommendation will be made to the Board of Trustees to approve or reject the findings of the report in whole or in part. The Board of Trustees would~~ shall ~~approve/ or rejects any recommendations from reports from any outside firm or from the Job Classification Committee as required by Indiana Code 36-12-2-24.~~

For positions covering by the bargaining unit, see also the Joint Agreement, Article V, Section 7.

Excerpts from Joint Agreement with AFSCME Local 2802, adopted August 2010

Article IV -- Management Rights

Section 1. The Library retains the right and responsibility: (i) to direct employees of the Library; (ii) to hire, promote, transfer, assign and retain employees in positions; (iii) to suspend, demote, discharge, or take other disciplinary action against employees; (iv) to relieve employees from duties because of lack of work, financial exigency, discontinuance or curtailment of an activity or for other legitimate reasons; (v) to maintain the efficiency of the operations; (vi) to determine the methods, means and personnel by which such operations are to be conducted; (vii) to make and enforce work rules and policies; (viii) to take all actions consistent with this agreement; and (ix) to take whatever actions may be necessary to carry out the mission of the Library.

Section 2. This enumeration of these examples of management rights shall not be deemed to exclude other rights not enumerated. It is agreed that all other rights not specifically restricted by the express terms of this agreement or Resolution are retained exclusively by the Library.

Article V -- Union Security

Section 1. Membership in the Union is not compulsory for any employee and is not a condition of employment with the Library. Employees have the right to join or not join the Union and neither the Union nor the Library shall exert any pressure on any employee to join or not join the Union. The Union will immediately recognize any revocation of Union membership by any Library employee.

Section 2. Neither the Union nor the Library will discriminate against any employee based on membership in the Union.

Section 3. The Library will not enter into any agreement or contract with any Union eligible employee that is in conflict with this agreement.

Section 4. The Library shall share equally the cost of printing this agreement and the Resolution, which shall consist of one 8 ½ by 11 inch copy of the agreement and Resolution for each employee. At the discretion of the Library, the agreement and Resolution may be posted on the Library intranet rather than printed.

Section 5. The Library agrees to provide AFSCME a comprehensive list of all eligible Members distinguished by employee name, department, classification, and seniority date every six months.

Section 6. The Library also agrees to provide new Library employees who are in the bargaining unit with the information about AFSCME supplied to it by AFSCME as a part of the employee's orientation package and to provide new employees with the names of the AFSCME stewards.

Section 7. Upon request, the Library shall provide to AFSCME job descriptions of positions covered by this agreement. The Library shall notify AFSCME of its decision to establish any new classifications for positions covered by this agreement.

RESOLUTION TO SET 2012 SALARY
FOR LIBRARY DIRECTOR

Comes now, the Board of Trustees of the Monroe County Public Library having adopted the 2012 salary resolution for all employees except the Library Director, hereby adopts the following resolution concerning the annual salary for the Library Director Sara Laughlin:

For the calendar year 2012, the annual salary for the Library director, Sara Laughlin, shall be \$95,792 together with all appropriate benefits consistent with the position.

IN WITNESS WHEREOF the Board of Trustees of the Monroe County Public Library has adopted this salary resolution for the Library Director, this 21th day of December, 2011.

AYE

NAY
