

BOARD OF TRUSTEES MEETING

Wednesday, April 18, 2012

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 March 21, 2012 Board Meeting (page 1-5)
 - b. Minutes of April 11, 2012 Work Session (page 6-8)
 - c. Monthly Bills for Payment (page 9-13)
 - d. Monthly Financial Report (page 14-34)
 - e. Personnel Report (page 35)
 - f. 2012 Board Calendar (page 36)
3. Director's Monthly Report (page 37-53) – Sara Laughlin
4. Old Business
5. New Business – action items
 - a. Personnel Manual 5.06 (page 54) – Kyle Wickemeyer-Hardy
 - b. Privacy regarding Web and E-mail Communications (page 55-59) – Sara Laughlin
 - c. Americans with Disabilities Notice and Grievance Procedures (page 60-61) – Sara Laughlin
 - d. Request to Remove Equipment from Asset Inventory (page 62) – Gary Lettelleir
6. Program Update – VITAL – Sue Murphy
7. Public Comment
8. Adjournment

BOARD OF TRUSTEES MEETING

Wednesday, March 21, 2012

MINUTES

Trustees in attendance:

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

Absent: David Ferguson.

Also in attendance:

Sara Laughlin, Gary Lettelleir, Bara Swinson, Michael White, Mickey Needham, Pam Wasmer, Ned Baugh, Kyle Wickemeyer-Hardy, Margaret Harter, Chris Hosler, Tom Bunger.

Call to Order:

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

Consent Agenda

- a. Minutes of January February 29, 2012 Board Meeting
- b. Monthly Bills for Payment
- c. Monthly Financial Report
- d. Personnel Report
- e. 2012 Board Calendar

Steve Moberly had a question on page 7 of check summary register, check to Alice Robertson, and whether that was from the Wahl Trust. Sara indicated it was.

Next question was about the Robertson item and what service she was providing. Sara indicated they she is the coordinator of the homework center at the Ellettsville Branch.

Next question, page 8, amount paid to H&R Mechanical Contractors (HRI). Gary indicated that \$15,000 of that is funds we encumbered from 2011 related to the energy audit. HRI has completed their report and at the April work session we would like to review the report with the Board.

Next question, page 14, legal services, category 3130. Steve indicated that the check register didn't match the line item amount on the monthly budget report. Sara explained

that the monthly budget report is for February and the checks are for March. This month's check will show as an expense in the monthly budget report next month.

Melissa Pogue moved that the Consent Agenda be approved; seconded by Steve Moberly; unanimously approved.

Fred apologized for late arrival.

Director's Monthly Report

Valerie asked if Sara would do annual review of how to read a process behavior report and since the meeting agenda was light at this meeting she took a few minutes to do a review.

Steve Moberly asked Sara to explain date discrepancies. Sara indicated that she started in 2010 with most reliable numbers. January 2010 going forward for most of them. For circulation and visits, she extended the data back to 2006 at the request of the Board. For a handful of other charts, data begins later, e.g., Bookmobile visits begins in April 2011 when the new bookmobile's visit counter became operational.

Valerie thanked Sara for the narrative and indicated that this review made things much clearer.

Fred stated that the charts were well done and provide the substance that the Board needs. They allow the Board to separate normal ups and downs from something that is really going on.

Steve asked how meaningful the charts would be to John Q. Public. Sara stated that indeed they would not be as meaningful to someone without an explanation, but they are still quite visual and a novice can get the gist of what's going on. Valerie pointed out that now that the website has been updated people interested will have a place to go and pull up this information.

Sara stated that staff are using the data to make decisions. She is pleased with progress we've made in refocusing our emphasis from collecting data, usually annually, for external compliance to collecting it more frequently and using it to improve our processes.

Old Business

There was no old business.

Valerie Merriam commented on the Library's changes in behavior rules and the recent articles and letters in the newspaper. She felt that the Board should not let the meeting pass without addressing them. She spent a lot of time the last week and a half at the library observing and thought things had improved greatly. She could walk around the building without running into large congregations and she appreciated not walking through smoke when entering or exiting the building. Valerie agreed with the recent editorial that these problems are not just library problems but are community problems. She added that the problems are not going to be solved just by putting up signs and changing rules, but that the library is moving in the right direction.

Steve Moberly shared that he felt it was a positive move to move the security podium on the second floor to the southwest end of the building where there was a lot of congregating of people. This new location now gives the security desk a sight line for both restrooms as well as people going in and out of Indiana Room. It has reduced behavioral incidents and is very positive. He is hoping it can remain there.

Fred Risinger commended Sara for her answers to questions presented by the reporter.

Kari Isaacson stated that she was personally glad that this issue is getting publicity and people are in the know.

New Business

a. Contract - El Centro Comunal Latino – Becky Perez

Becky Perez introduced herself as the new President of the Board of Directors of El Centro Comunal Latino, Inc. (El Centro). She shared that she is just transitioning into leadership and feels the services the Center provides within the library have been great opportunity for the Latino community. El Centro offers many resources, including programming for high school students, college students, and Spanish speaking families that come into the library and use the facilities.

Beck reported that the Board meets on a monthly basis, in the library's Indiana Room, on the last Sunday of every month.

Kari asked what resources El Centro provides. Becky shared they have been assessing the needs of the community and what kinds of things El Centro could provide. Currently, they offer:

1. A central location/home for the Latino community;
2. A place to get answers to questions;
3. Tutoring for youth, Monday through Thursday; IU students come here and provide tutoring;
4. Mentoring program that's facilitated by secretary/IU student;
5. Employment application help;
6. Assistance with housing/medical needs;

Kari also inquired how El Centro advertises in the community.

Becky shared that they are consistently trying to connect with different types of organizations that are serving community. They provide fliers to different service providers. El Centro also has its own posting in the library and they reach out to faith-based organizations.

Steve asked if there were any changes in the agreement from what we had in 2011 and Becky indicated that the only change was in the President.

Valerie Merriam moved that the Contract with El Centro Comunal Latino be approved; seconded by John Walsh; unanimously approved.

b. Contract – WFHB for CATS Week – Michael White

Michael White addressed the Board regarding the annual agreement between WFHB and CATS for funding of the program for CATS Week. CATS produces many hours of governmental meetings each week. In an attempt to better inform the public of what's going on and to help readers digest versions of the meetings, WFHB reviews the meetings, writes copy, and provides material for the weekly highlights, CATS Week. WFHB is an award winning station and we are very pleased to be associated with them.

Steve asked if there were any changes to the agreement and Michael indicated there were none. Michael pointed out that the agreement lists the former Board President on this contract, but we will make that change.

Kari offered congratulations to Michael and the CATS team.

John Walsh moved that the Contract with WFHB for CATS Week be approved; seconded by Valerie Merriam; unanimously approved.

Fred asked Michael about the story in paper about various problems with the courthouse renovation and some of the electrical lines and whether these problems might involve CATS. Michael stated that he had submitted an equipment list earlier and is working closely with contractors to get the best quality camera/equipment we can. The wires are in the walls, and integrity of the building will be there. Permanent installation of cameras at this point is up in the air. We have regular input several times a week. Will keep Board advised.

c. Policy Update – Collection Development – Pam Wasmer

Pam Wasmer, Collection Services Manager, addressed the Board regarding the revisions to the Collection Development Policy recommended by the Collection Services Committee after their annual review. Changes were as follows:

1. P. 62: Add *Publisher's Weekly* and *Kirkus* to list of sources.
2. P. 63: Everything is web-based now. Deleting all references to Incolsa, which no longer exists.
3. P. 66: Remove reference to appendix G regarding ordering encyclopedias.
4. P. 67: Add references to downloadables.
5. Page 70. Remove appendices and renumber.
6. Page 71. Add music to the list of downloadable formats we purchase.

John Walsh asked if it was necessary to include who provides downloadable music and Pam indicated that we do list Indiana Digital Media, the consortium to which we belong.

Steve Moberly moved that the revisions to the Collection Development Policy be approved; Melissa Pogue seconded; unanimously approved.

Public Comment

None.

Adjournment

Kari adjourned the meeting at 6:30 p.m.

Monroe County Public Library
Board of Trustees Work Session
April 11, 2012

Present

David Ferguson, Valerie Merriam, Steve Moberly, Melissa Pogue, Fred Risinger, and John Walsh.

Absent:

Kari Isaacson

Staff Present:

Ned Baugh, Jason Chandler, Sara Laughlin, Gary Lettelleir, Mark Mobley, Sue Sater, Pam Wasmer, Michael White, and Kyle Wickemeyer-Hardy.

Others: Tom Bunger and Rita Lichtenberg.

Call to Order

Vice President Valerie Merriam called the meeting to order at 5:46 p.m. in Meeting Room 1B, followed by introductions of the Board members present.

Policy Updates

Kyle presented and read Personnel Manual section 5.06. Kyle stated it aligns the personnel policy language with that recently adopted by the Board in the Behavioral Rules. Sara read an e-mail from a patron who complimented the library on enforcing the no-smoking rules.

Sara presented substantial revisions to the 2002 Privacy regarding Web and E-mail Communications Policy. Sara stated this describes the library's commitment to protecting the privacy of patron web and e-mail activity.

Sara presented the Americans with Disabilities Notice and Grievance Policy. This is a new policy required as a result of a 2010 change in the Americans with Disabilities Act. Sara announced the language in this policy is modeled on the sample policy included in the U.S. Department of Justice's Tool Kit for State and Local Governments.

Request to Remove Equipment Asset Inventory

Gary presented a list of 45 computers that need to be declared surplus. Gary announced the IU technology recycling days are scheduled on May 11 and 12. This offers a way to dispose of computers without a charge. Gary said he will work with Bland Auctions to sell them between now and May 10.

Brief discussion followed regarding the value represented. Valerie suggested Gary contact Hoosier Hills Career Center to see if they could use the computers for teaching repair skills. Gary agreed to check with them.

HVAC Retrocommissioning Update

Mark reported that HFI has completed their check of the HVAC equipment, including 132 VAV boxes. They made a number of software adjustments and equipment repairs during their inspection and found a handful of issues that will require more substantial investment and attention. Mark stated that his department has started installing the LED lights in the parking lot, which will increase lighting and save energy.

David said he would like the library to complete a review similar to this one every three to five years.

Brief discussion followed on how well our system is working.

Urban Libraries Council Leadership Brief article

In the packet, Sara included an article from the January 2011 *Urban Libraries Council Leadership Brief* on the role of Library Trustees.

Valerie stated she found it very interesting and considered it "food for thought." She suggested it would be nice if the Trustees had a name tag to wear as a Board

member, not only during meetings and in the library building, but outside of the library too. Sara offered to order them.

Discussion followed.

Sara announced that she had received a letter from Department of Local Government Finance (DLGF). Our library will be receiving approximately \$400,000 from a mistake made by the Indiana Department of Revenue in 2011. We will also receive an additional amount before the end of this year, approximately \$200,000.

Public Comment

There was no public comment.

Adjournment

The meeting adjourned at 6:29 p.m.

Financial Report Comments

Reports as of 3-31-12

Board Meeting Date 4/18/12

Monthly Budget Report:

The guideline for the portion of the annual budget spent after three months is 25%. The actual operating fund spending is 22.4% of the annual total budget.

The group insurance line includes the advance payment of the April premium (about \$47,000).

The Associate Director line will contribute to the under spending balance by about \$5,000 per month until the position is filled.

The first quarter PERF payment of about \$98,000 will be made in April.

Repairs and maintenance spending is at about \$25,000 compared to about \$3,000 last year. The reason is the spending related to the energy audit which was encumbered. The retro-commission charge of \$15,000 and light bulb cost of \$3,000 explain most of the increase.

The rental expense for parking is at about \$20,000 compared to about \$10,000 last year. The difference is due to the timing of the payment for the Old National Bank parking spaces. Last year the ONB rent was paid after March 31.

The other charges line is about \$50,000 more than last year because of the transfer to the rainy day fund. In 2012 we are making a monthly entry amounting to charge one twelfth of \$200,000. Last year we made a lump sum entry at the end of the year.

The rest of the budget lines seem to be moving along as expected.

MONROE COUNTY PUBLIC LIBRARY

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*Check Summary Register©

March 16, 2012 to April 10, 2012

Name	Check Date	Check Amt	
06500 FIFTH THIRD CHECKING			
Paid Chk# 002320 ANNA J. WELLEMAYER	3/21/2012	\$26.60	REFUND ON LOST ITEM
Paid Chk# 002321 AT&T (OK)	3/21/2012	\$67.87	LONG-DISTANCE CALLS
Paid Chk# 002322 BANCTEC INC.	3/21/2012	\$30.90	MONTHLY MAINT ON FOLDER
Paid Chk# 002323 FEDEX	3/21/2012	\$5.90	SHIPPING/DIGITIZING GRANT
Paid Chk# 002324 HILARY HARGIS	3/21/2012	\$846.20	FD-PLA COSTS
Paid Chk# 002325 INDIANA LIBRARY FEDERATION	3/21/2012	\$300.00	2012 INSTITUTIONAL DUES
Paid Chk# 002326 KANSAS CITY CONSENSUS	3/21/2012	\$1,001.02	FEBRUARY SITE VISIT/LONG-RANGE
Paid Chk# 002327 LUANN DILLON	3/21/2012	\$128.31	FD/PLA COSTS
Paid Chk# 002328 MICHAEL L. BAKER	3/21/2012	\$37.05	REFUND ON LOST ITEM
Paid Chk# 002329 MIDWEST PRESORT SERVICE	3/21/2012	\$325.03	POSTAGE SERVICE
Paid Chk# 002330 MOVIE LICENSING USA	3/21/2012	\$58.97	FD/TEEN-FUNIMATION SITE LICENSE
Paid Chk# 002331 VERIZON WIRELESS	3/21/2012	\$108.12	CELL PHONES
Paid Chk# 002332 AFSCME COUNCIL 62	3/27/2012	\$1,263.78	UNION DUES W/H
Paid Chk# 002333 AMERICAN UNITED LIFE INS. CO.	3/27/2012	\$1,413.93	403b TSA-AUL W/H
Paid Chk# 002334 ANTHEM BLUE CROSS BLUE	3/27/2012	\$59,868.24	HEALTH INS. - APR.'12
Paid Chk# 002335 AT&T (IL)	3/27/2012	\$1,298.97	PHONE BILLS
Paid Chk# 002336 AT&T ADVERTISING SOLUTIONS	3/27/2012	\$170.00	PHONE LISTINGS
Paid Chk# 002337 AT&T MOBILITY	3/27/2012	\$253.45	CELL PHONES
Paid Chk# 002338 CITGO	3/27/2012	\$602.66	FUEL
Paid Chk# 002339 COLONIAL LIFE	3/27/2012	\$521.48	VARIOUS INSURANCES-APR.'12
Paid Chk# 002340 DUKE ENERGY	3/27/2012	\$1,291.37	ELECTRICITY
Paid Chk# 002341 GLHEC	3/27/2012	\$200.80	GARNISHMENT W/H
Paid Chk# 002342 GUARDIAN LIFE INS. CO.	3/27/2012	\$3,704.69	VISION & DENTAL INS. - APR.'12
Paid Chk# 002343 LEGAL SHIELD	3/27/2012	\$47.84	PRE-PAID LEGAL W/H
Paid Chk# 002344 MIDWEST PRESORT SERVICE	3/27/2012	\$312.63	POSTAGE SERVICES
Paid Chk# 002345 MONROE COUNTY YMCA	3/27/2012	\$121.84	YMCA W/H
Paid Chk# 002346 SOUTH CENTRAL INDIANA REMC	3/27/2012	\$18.38	BKM ELECTRICITY
Paid Chk# 002347 UNITED WAY	3/27/2012	\$122.00	UNITED WAY W/H
Paid Chk# 002348 VECTREN ENERGY DELIVERY	3/27/2012	\$51.40	NATURAL GAS
Paid Chk# 002349 CYNTHIA BRETHEIM	4/2/2012	\$216.00	WELLNESS EVENT
Paid Chk# 002350 DIMITRI M. POPPELIERS	4/2/2012	\$39.99	REFUND ON LOST ITEM
Paid Chk# 002351 GEGRB/AMAZON	4/2/2012	\$9,667.63	BOOKS
Paid Chk# 002352 KENNETH L. MORGAN	4/2/2012	\$50.00	FD/INDIANA ROOM PROGRAM
Paid Chk# 002353 LOGAN O. RILEY	4/2/2012	\$27.95	REFUND ON LOST ITEMS
Paid Chk# 002354 MIDWEST PRESORT SERVICE	4/2/2012	\$415.58	POSTAGE SERVICES
Paid Chk# 002355 REPUBLIC SERVICES #694	4/2/2012	\$155.00	TRASH SERVICES
Paid Chk# 002356 SMITHVILLE DIGITAL, INC.	4/2/2012	\$1,425.00	MONTHLY INTERNET SERVICES
Paid Chk# 002357 STEPHANIE HOLMAN	4/2/2012	\$31.47	FD/ELL. SPLS
Paid Chk# 002358 SUZANNE S. HALVORSON	4/2/2012	\$10.00	REFUND ON LOST ITEM
Paid Chk# 002359 THE MAY AGENCY, INC.	4/2/2012	\$2,002.00	MEDIA LIAB. INS.
Paid Chk# 002360 U.S. VOICE & DATA, LLC	4/2/2012	\$684.62	ELL. YEARLY PHONE MAINT.
Paid Chk# 002361 VECTREN ENERGY DELIVERY	4/2/2012	\$117.01	NATURAL GAS
Paid Chk# 002362 AMERICAN UNITED LIFE INS. CO.	4/9/2012	\$1,443.35	403b TSA-AUL W/H
Paid Chk# 002363 ANSWER INDIANA	4/9/2012	\$9.85	PAGER
Paid Chk# 002364 BAKER & TAYLOR BOOKS	4/9/2012	\$50.44	STAFF ORDERS W/H
Paid Chk# 002365 CARTOON-UPS	4/9/2012	\$600.00	ADULT PROGRAM/CARICATURES
Paid Chk# 002366 CITY OF BLOOMINGTON	4/9/2012	\$874.26	WATER & SEWER
Paid Chk# 002367 DARCI HAWXHURST	4/9/2012	\$600.00	TUTOR MENTORING/\$ GENERAL GRANT
Paid Chk# 002368 DUKE ENERGY	4/9/2012	\$21,792.71	ELECTRICITY
Paid Chk# 002369 ELLETTSVILLE UTILITIES	4/9/2012	\$250.66	WATER & SEWER
Paid Chk# 002370 HEATHER HACKNEY	4/9/2012	\$25.99	REFUND ON LOST ITEM
Paid Chk# 002371 MARY LORO	4/9/2012	\$4.99	OFFICE SPLS
Paid Chk# 002372 MIDWEST INSURANCE COMPANY	4/9/2012	\$1,269.00	WORKER'S COMP. INS.
Paid Chk# 002373 MIDWEST PRESORT SERVICE	4/9/2012	\$303.21	POSTAGE SERVICES

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March 16, 2012 to April 10, 2012

Name	Check Date	Check Amt	
Paid Chk# 002374 POSTMASTER	4/9/2012	\$190.00	PI #307 RENEWED/BULK MAILING
Paid Chk# 002375 VERIZON WIRELESS	4/9/2012	\$129.05	BKM DATA LINES
Paid Chk# 002376 VIRGINIA H. RICHEY	4/9/2012	\$90.00	FD/ELL-PRESCHOOL STORY TIMES
Paid Chk# 002377 WORLD BOOK ENCYCLOPEDIA,	4/9/2012	\$30.00	BOOKS
Paid Chk# 002378 ADP, INC.	4/10/2012	\$143.66	BACKGROUND CHECKS
Paid Chk# 002379 AMERICAN LIBRARY	4/10/2012	\$565.30	GIFT RESTR. ELL SPLS
Paid Chk# 002380 ARPHAX PUBLISHING CO.	4/10/2012	\$34.03	BOOKS
Paid Chk# 002381 AUDIOGO	4/10/2012	\$531.00	NONPRINT
Paid Chk# 002382 AVCAFE	4/10/2012	\$457.92	NONPRINT
Paid Chk# 002383 AVER'S PIZZA	4/10/2012	\$199.04	FD/CHILD SRP VIDEO FOOD
Paid Chk# 002384 BAKER & TAYLOR BOOKS	4/10/2012	\$35,949.97	BOOKS/ACHIEVE GRANT
Paid Chk# 002385 BANCTEC INC.	4/10/2012	\$30.90	FOLDER MAINT./APRIL '12
Paid Chk# 002386 BIBLIOTHECA ITG, INC.	4/10/2012	\$2,341.74	FD/CIRC - 2 CARTS
Paid Chk# 002387 BLACKSTONE AUDIO, INC.	4/10/2012	\$402.75	NONPRINT
Paid Chk# 002388 BOOKS IN MOTION	4/10/2012	\$134.03	NONPRINT
Paid Chk# 002389 BWI	4/10/2012	\$1,459.38	BOOKS
Paid Chk# 002390 CARMICHAEL TRUCK &	4/10/2012	\$501.93	BKM REPAIR
Paid Chk# 002391 CDW GOVERNMENT, INC.	4/10/2012	\$528.16	IS SUPPLIES
Paid Chk# 002392 CENTER POINT, INC.	4/10/2012	\$22.17	BOOKS
Paid Chk# 002393 CIM TECHNOLOGY SOLUTIONS	4/10/2012	\$374.00	REPAIR ON 2B & AUDITORIUM JACKS
Paid Chk# 002394 CINTAS FIRST AID & SAFETY	4/10/2012	\$331.69	FIRST-AID SPLS
Paid Chk# 002395 CLCD, LLC	4/10/2012	\$449.95	ELECTRONIC RESOURCES
Paid Chk# 002396 CRYSTAL CLEAR	4/10/2012	\$1,070.00	WINDOW CLEANING SVCS
Paid Chk# 002397 DEMCO, INC.	4/10/2012	\$297.48	CATALOGING SPLS/DISPLAYS/OFFICE SPLS
Paid Chk# 002398 DUNCAN SUPPLY COMPANY, INC.	4/10/2012	\$152.53	BLDG SPLS
Paid Chk# 002399 DUNCAN VIDEO, INC.	4/10/2012	\$1,684.50	EQUIP. REPAIR
Paid Chk# 002400 EBSCO	4/10/2012	\$71.95	PERIODICALS
Paid Chk# 002401 ELECTRONIC COMMERCE, INC.	4/10/2012	\$1,871.00	PAYROLL SERVICES
Paid Chk# 002402 EVANSVILLE BINDERY, INC.	4/10/2012	\$549.25	BOOK BINDING
Paid Chk# 002403 FREEDOM BUSINESS SOLUTIONS	4/10/2012	\$1,041.88	INK CARTRIDGES
Paid Chk# 002404 GALE	4/10/2012	\$2,217.59	BOOKS - MARCH INVOICES
Paid Chk# 002405 GENEALOGICAL PUBLISHING	4/10/2012	\$13.45	BOOKS
Paid Chk# 002406 GLOBAL GOV/ED	4/10/2012	\$6,631.70	COMPUTERS/DESKTOP
Paid Chk# 002407 HIGH SPEED TIRE & AUTOMOTIVE	4/10/2012	\$782.23	TIRES & ALIGNMENT
Paid Chk# 002408 HP PRODUCTS	4/10/2012	\$1,061.51	CLEANING SPLS
Paid Chk# 002409 INDIANA STATE LIBRARY	4/10/2012	\$3,900.00	1ST QTR. PLAC 2012
Paid Chk# 002410 INFOBASE LEARNING	4/10/2012	\$181.85	BOOKS
Paid Chk# 002411 IU HEALTH BLOOMINGTON OCC	4/10/2012	\$59.00	VACCINATIONS
Paid Chk# 002412 J.F.J DISC REPAIR INC.	4/10/2012	\$37.18	CIRC SPLS
Paid Chk# 002413 JERALD W. JAMES	4/10/2012	\$200.00	FINRA - TALK TO AN EXPERT
Paid Chk# 002414 JIM GORDON, INC	4/10/2012	\$138.20	COPIER MNTHLY MAINT.
Paid Chk# 002415 KLEINDORFER'S HDWE	4/10/2012	\$34.82	BLDG SPLS
Paid Chk# 002416 LEARNING TREASURES	4/10/2012	\$335.77	FD/CHILD SPLS
Paid Chk# 002417 LOGISTECH, INC.	4/10/2012	\$213.86	BOOKS
Paid Chk# 002418 LOWE'S	4/10/2012	\$31.41	PAINT
Paid Chk# 002419 MAXWELLS OFFICE PRODUCTS	4/10/2012	\$17.72	FUTURE CONFERENCES LABELS
Paid Chk# 002420 MENARDS - BLOOMINGTON	4/10/2012	\$61.43	BLDG SPLS
Paid Chk# 002421 MIDWEST TAPE	4/10/2012	\$23,066.32	BOOKS
Paid Chk# 002422 PATRICIA MCDANIEL	4/10/2012	\$41.90	BOOKS
Paid Chk# 002423 B,B & C POW PEST CONTROL,	4/10/2012	\$84.00	PEST CONTROL
Paid Chk# 002424 PQ SYSTEMS INC.	4/10/2012	\$840.00	CHARTrunner MAINT. CONTRACTS
Paid Chk# 002425 PUCK PLAYERS PUPPET	4/10/2012	\$650.00	FD/CHILD-PERFORMANCES
Paid Chk# 002426 PYGMALION' S ART SUPPLIES	4/10/2012	\$7.11	DISPLAY SPLS
Paid Chk# 002427 QUILL CORPORATION	4/10/2012	\$1,199.67	PAPER
Paid Chk# 002428 RANDOM HOUSE, INC.	4/10/2012	\$1,450.05	NONPRINT (MARCH)

MONROE COUNTY PUBLIC LIBRARY

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***Check Summary Register©**

March 16, 2012 to April 10, 2012

Name	Check Date	Check Amt
Paid Chk# 002429 RECORDED BOOKS, LLC	4/10/2012	\$883.44 NONPRINT
Paid Chk# 002430 SCHOLASTIC LIBRARY PUBLISHING	4/10/2012	\$486.20 BOOKS
Paid Chk# 002431 SHOWCASES	4/10/2012	\$1,042.20 A/V CATALOGING SPLS
Paid Chk# 002432 STANSIFER RADIO COMPANY INC.	4/10/2012	\$80.72 BLDG SPLS
Paid Chk# 002433 SUPERIOR LAMP, INC.	4/10/2012	\$181.05 LIGHT BULBS
Paid Chk# 002434 SUZANNE KERN - PETTY CASH	4/10/2012	\$31.47 POSTAGE
Paid Chk# 002435 TANTOR MEDIA	4/10/2012	\$298.16 NONPRINT
Paid Chk# 002436 THE LIBRARY STORE, INC.	4/10/2012	\$41.18 DISPLAY ITEM/ELL
Paid Chk# 002437 THE MACEXPRIENCE	4/10/2012	\$3,814.99 EQUIPMENT-CATS
Paid Chk# 002438 THE SINGER GROUP INC.	4/10/2012	\$3,987.27 #4/8 MGMT DEVELOP SESSION
Paid Chk# 002439 UNIQUE MANAGEMENT SERVICES	4/10/2012	\$1,396.20 COLLECTION FEES/CIRC.
Paid Chk# 002440 UNITED LABORTORIES	4/10/2012	\$661.28 CLEANING SPLS
Paid Chk# 002441 WESTON WOODS STUDIOS	4/10/2012	\$123.55 NONPRINT
Paid Chk# 002442 WFHB	4/10/2012	\$2,500.00 1ST QTR. '12 (WFHB/CATS NEWS)
Paid Chk# 002443 WORLD BOOK DIRECT MARKETING	4/10/2012	\$45.40 BOOKS
Paid Chk# 002444 XPEDX STORES	4/10/2012	\$14.98 PAPER
Total Checks		\$226,746.26

MONROE COUNTY PUBLIC LIBRARY
CHECKING ACCOUNTS
03/16/12 - 04/10/12

Fifth Third Checking Account/Check Register Total		\$226,746.26
Add: Electronic Withdrawals		
	Merchant Services-Monthly Credit Card Fees (Mar. '12)	713.54
	Fifth Third Checking-Monthly Service Charge	0.00
	Old National Checking-Monthly Service Charge	0.00
Add: Payrolls		
	Vouchers 03/23/12 Payroll (ECI)	116,008.59
	Electronic transfer (ECI) employee/employer taxes	40,599.42
	Electronic transfer (ECI) employee "HSA"	2,117.97
	Electronic transfer 03/27/12 (TASC) employee "FSA"	363.45
	Vouchers 04/06/12 Payroll (ECI)	115,219.48
	Electronic transfer (ECI) employee/employer taxes	39,845.59
	Electronic transfer (ECI) employee "HSA"	2,140.97
	Electronic transfer 04/00/12 (TASC) employee "FSA"	0.00
		<hr/>
TOTAL OF A/P AND PAYROLL CHECK REGISTERS		<u><u>\$543,755.27</u></u>

MONROE COUNTY PUBLIC LIBRARY
MONTHLY SUMMARY OF BUDGET CATEGORIES
AS OF MARCH 31, 2012
THREE MONTHS = 25.0%

	2012 MARCH	2011 MARCH	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
PERSONNEL SERVICES								
SALARIES	284,512.75	287,298.80	841,255.35	3,849,557.66	855,578.32	3,008,302.31	21.9%	78.1%
EMPLOYEE BENEFITS	78,074.13	67,622.22	272,441.09	1,292,197.59	222,020.26	1,019,756.50	21.1%	78.9%
OTHER WAGES	0.00	0.00	2,730.73	9,300.00	3,576.38	6,569.27	29.4%	70.6%
TOTAL PERSONNEL SERVICES	<u>362,586.88</u>	<u>354,921.02</u>	<u>1,116,427.17</u>	<u>5,151,055.25</u>	<u>1,081,174.96</u>	<u>4,034,628.08</u>	<u>21.7%</u>	<u>78.3%</u>
SUPPLIES								
OFFICE SUPPLIES	1,784.67	-3,031.98	8,730.53	49,160.00	13,658.20	40,429.47	17.8%	82.2%
OPERATING SUPPLIES	7,542.54	8,417.44	24,195.06	101,400.00	19,737.04	77,204.94	23.9%	76.1%
REPAIR & MAINT. SUPPLIES	1,007.37	-524.82	6,374.83	25,700.00	7,168.31	19,325.17	24.8%	75.2%
TOTAL SUPPLIES	<u>10,334.58</u>	<u>4,860.64</u>	<u>39,300.42</u>	<u>176,260.00</u>	<u>40,563.55</u>	<u>136,959.58</u>	<u>22.3%</u>	<u>77.7%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	9,070.85	8,289.50	49,966.17	350,140.00	65,124.66	300,173.83	14.3%	85.7%
COMMUNICATION & TRANSPORTATION	7,760.26	5,694.91	19,641.45	104,600.00	15,692.43	84,958.55	18.8%	81.2%
PRINTING & ADVERTISING	15.00	1,070.00	15.00	8,800.00	1,304.36	8,785.00	0.2%	99.8%
INSURANCE	1,761.00	37,235.00	55,522.00	56,100.00	52,225.00	578.00	99.0%	1.0%
UTILITIES	24,023.96	23,775.79	76,940.28	312,200.00	81,862.06	235,259.72	24.6%	75.4%
REPAIR & MAINTENANCE	16,157.30	1,169.96	25,043.83	84,386.00	2,805.20	59,342.17	29.7%	70.3%
RENTALS	0.00	0.00	19,246.00	33,700.00	9,743.50	14,454.00	57.1%	42.9%
OTHER CHARGES	17,716.67	250.00	57,785.95	215,390.00	7,311.00	157,604.05	26.8%	73.2%
TOTAL OTHER SERVICES & CHARGES	<u>76,505.04</u>	<u>77,485.16</u>	<u>304,160.68</u>	<u>1,165,316.00</u>	<u>236,068.21</u>	<u>861,155.32</u>	<u>26.1%</u>	<u>73.9%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	519.98	1,688.34	4,084.83	10,811.88	1,688.34	6,727.05	37.8%	62.2%
OTHER CAPITAL OUTLAY	47,038.42	107,886.43	243,933.06	1,137,900.00	259,903.95	893,966.94	21.4%	78.6%
TOTAL CAPITAL OUTLAY	<u>47,558.40</u>	<u>109,574.77</u>	<u>248,017.89</u>	<u>1,148,711.88</u>	<u>261,592.29</u>	<u>900,693.99</u>	<u>21.6%</u>	<u>78.4%</u>
TOTAL OPERATING EXPENDITURES	<u>496,984.90</u>	<u>546,841.59</u>	<u>1,707,906.16</u>	<u>7,641,343.13</u>	<u>1,619,399.01</u>	<u>5,933,436.97</u>	<u>22.4%</u>	<u>77.6%</u>

2011 BUDGET
%USED IN 2011 21.7%

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF MARCH 31, 2012

	2012 MARCH	2011 MARCH	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
PERSONNEL SERVICES (1000'S)								
SALARIES								
1120 ADMINISTRATION	7,368.62	7,259.72	22,105.85	164,792.01	21,779.15	142,686.16	13.4%	86.6%
1130 PROFESSIONAL/SUPERVISORS	38,151.26	37,587.48	114,453.82	495,966.80	104,689.43	381,512.98	23.1%	76.9%
1140 PROFESSIONAL ASSISTANTS	97,649.88	104,938.44	288,863.79	1,291,404.64	314,815.27	1,002,540.85	22.4%	77.6%
1150 SPECIALISTS & TECHNICIANS	63,174.89	58,837.99	185,827.47	824,581.94	177,322.83	638,754.47	22.5%	77.5%
1160 CLERICAL ASSISTANTS	31,690.24	34,074.98	93,059.82	455,807.47	103,707.12	362,747.65	20.4%	79.6%
1170 PAGES	19,472.85	18,151.20	56,122.72	268,544.64	53,949.19	212,421.92	20.9%	79.1%
1190 BUILDING MAINTENANCE	27,005.01	26,448.99	80,821.88	348,460.16	79,315.33	267,638.28	23.2%	76.8%
TOTAL SALARIES	284,512.75	287,298.80	841,255.35	3,849,557.66	855,578.32	3,008,302.31	21.9%	78.1%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	16,740.56	16,943.81	49,467.09	239,860.56	50,486.91	190,393.47	20.6%	79.4%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
1230 EMPLOYER CONTRIBUTION/PERF	0.00	0.00	0.00	386,771.31	0.00	386,771.31	0.0%	100.0%
1240 EMPLOYER CONT/INSURANCE	57,418.27	46,715.78	211,404.99	608,874.69	159,725.94	397,469.70	34.7%	65.3%
1250 EMPLOYER CONT/MEDICARE	3,915.30	3,962.63	11,569.01	56,691.03	11,807.41	45,122.02	20.4%	79.6%
TOTAL EMPLOYEE BENEFITS	78,074.13	67,622.22	272,441.09	1,292,197.59	222,020.26	1,019,756.50	21.1%	78.9%
OTHER WAGES								
1310 WORKSTUDY	0.00	0.00	2,730.73	4,300.00	2,961.29	1,569.27	63.5%	36.5%
1180 TEMPORARY STAFF	0.00	0.00	0.00	5,000.00	615.09	5,000.00	0.0%	100.0%
TOTAL OTHER WAGES	0.00	0.00	2,730.73	9,300.00	3,576.38	6,569.27	29.4%	70.6%
TOTAL PERSONNEL SERVICES	362,586.88	354,921.02	1,116,427.17	5,151,055.25	1,081,174.96	4,034,628.08	21.7%	78.3%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
1004 MISCELLANEOUS UNAPPROPRIATED	144.65	-6,077.41	559.14	0.00	536.18	-559.14	#DIV/0!	#DIV/0!
2110 OFFICIAL RECORDS	0.00	0.00	0.00	1,000.00	839.27	1,000.00	0.0%	100.0%
2120 STATIONERY & PRINTING	0.00	0.00	0.00	2,760.00	0.00	2,760.00	0.0%	100.0%
2130 OFFICE SUPPLIES	286.14	1,387.09	2,140.91	21,300.00	4,216.41	19,159.09	10.1%	89.9%
2135 GENERAL SUPPLIES	20.67	0.00	90.67	0.00	0.00	-90.67	#DIV/0!	#DIV/0!
2140 DUPLICATING	1,333.21	1,658.34	5,939.81	24,100.00	8,066.34	18,160.19	24.6%	75.4%
2150 PROMOTIONAL MATERIALS	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	1,784.67	-3,031.98	8,730.53	49,160.00	13,658.20	40,429.47	17.8%	82.2%

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

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF MARCH 31, 2012

	2012 MARCH	2011 MARCH	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
OPERATING SUPPLIES								
2210 CLEANING SUPPLIES	3,861.52	4,125.18	9,687.20	30,650.00	9,898.43	20,962.80	31.6%	68.4%
2220 FUEL, OIL, & LUBRICANTS	587.21	1,366.59	2,311.30	11,000.00	2,742.75	8,688.70	21.0%	79.0%
2230 CATALOGING SUPPLIES-BOOKS	27.16	60.87	853.19	5,500.00	389.91	4,646.81	15.5%	84.5%
2240 A/V SUPPLIES-CATALOGING	244.80	373.56	715.79	10,950.00	784.39	10,234.21	6.5%	93.5%
2250 CIRCULATION SUPPLIES	64.16	2,053.14	7,542.94	33,000.00	2,067.86	25,457.06	22.9%	77.1%
2260 LIGHT BULBS	1,408.04	423.88	1,734.99	3,000.00	2,504.83	1,265.01	57.8%	42.2%
2280 UNIFORMS	0.00	0.00	0.00	1,900.00	1,261.00	1,900.00	0.0%	100.0%
2290 DISPLAY/EXHIBIT SUPPLIES	1,349.65	14.22	1,349.65	5,400.00	87.87	4,050.35	25.0%	75.0%
TOTAL OPERATING SUPPLIES	7,542.54	8,417.44	24,195.06	101,400.00	19,737.04	77,204.94	23.9%	76.1%
REPAIR & MAINTENANCE SUPPLIES								
2300 IS SUPPLIES	139.31	53.96	958.74	6,600.00	1,836.46	5,641.26	14.5%	85.5%
2310 BUILDING MATERIALS & SUPPLIES	868.06	-2,114.83	5,294.41	15,800.00	3,669.12	10,505.59	33.5%	66.5%
2315 ENERGY AUDIT MAT'LS & SPLS	0.00	1,536.05	0.00	2,000.00	1,536.05	2,000.00	0.0%	100.0%
2320 PAINT & PAINTING SUPPLIES	0.00	0.00	121.68	300.00	126.68	178.32	40.6%	59.4%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.0%	100.0%
TOTAL REPAIR & MAINTENANCE SUPPLIES	1,007.37	-524.82	6,374.83	25,700.00	7,168.31	19,325.17	24.8%	75.2%
TOTAL SUPPLIES	10,334.58	4,860.64	39,300.42	176,260.00	40,563.55	136,959.58	22.3%	77.7%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
3110 CONSULTING SERVICES	0.00	0.00	0.00	3,000.00	0.00	3,000.00	0.0%	100.0%
3120 ENGINEERING/ARCHITECTURAL	0.00	1,805.00	0.00	40,000.00	2,811.48	40,000.00	0.0%	100.0%
3130 LEGAL SERVICES	347.86	1,941.82	2,633.68	15,500.00	5,446.48	12,866.32	17.0%	83.0%
3140 BUILDING SERVICES	927.00	565.00	4,502.21	40,000.00	10,346.89	35,497.79	11.3%	88.7%
3150 MAINTENANCE CONTRACTS	3,577.21	278.23	23,015.68	139,840.00	13,727.87	116,824.32	16.5%	83.5%
3160 COMPUTER SERVICES (OCLC)	1,425.00	1,225.00	4,275.00	51,300.00	3,675.00	47,025.00	8.3%	91.7%
3170 ADMIN/ACCOUNTING SERVICES	2,793.78	2,474.45	12,102.80	36,500.00	29,116.94	24,397.20	33.2%	66.8%
3175 COLLECTION AGENCY SERVICES	0.00	0.00	3,436.80	24,000.00	0.00	20,563.20	14.3%	85.7%
TOTAL PROFESSIONAL SERVICES	9,070.85	8,289.50	49,966.17	350,140.00	65,124.66	300,173.83	14.3%	85.7%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	2,332.90	3,877.39	7,006.53	30,600.00	7,020.73	23,593.47	22.9%	77.1%
3220 POSTAGE	1,351.28	1,757.59	4,178.65	30,000.00	6,169.73	25,821.35	13.9%	86.1%
3230 TRAVEL EXPENSE	80.08	0.00	80.08	10,000.00	1,022.04	9,919.92	0.8%	99.2%
3240 PROFESSIONAL MTG. (OFF-SITE)	0.00	36.00	19.00	10,000.00	196.00	9,981.00	0.2%	99.8%
3250 CONTINUING ED. (ON-SITE)	0.00	0.00	0.00	10,000.00	1,260.00	10,000.00	0.0%	100.0%
32501 ENCUMBERED CONTINU. ED.(ON-SITE)	3,984.70	0.00	8,147.26	13,000.00	0.00	4,852.74	62.7%	37.3%
3260 FREIGHT & DELIVERY	11.30	23.93	209.93	1,000.00	23.93	790.07	21.0%	79.0%
TOTAL COMMUNICATION & TRANSPORTATION	7,760.26	5,694.91	19,641.45	104,600.00	15,692.43	84,958.55	18.8%	81.2%

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

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF MARCH 31, 2012

	2012 MARCH	2011 MARCH	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
PRINTING & ADVERTISING								
3310 ADVERTISING & PUBLICATION	15.00	0.00	15.00	2,900.00	128.19	2,885.00	0.5%	99.5%
3320 PRINTING	0.00	1,070.00	0.00	5,900.00	1,176.17	5,900.00	0.0%	100.0%
TOTAL PRINTING & ADVERTISING	15.00	1,070.00	15.00	8,800.00	1,304.36	8,785.00	0.2%	99.8%
INSURANCE								
3410 OFFICIAL BOND	0.00	450.00	450.00	700.00	450.00	250.00	64.3%	35.7%
3420 OTHER INSURANCE	1,761.00	36,785.00	55,072.00	55,400.00	51,775.00	328.00	99.4%	0.6%
TOTAL INSURANCE	1,761.00	37,235.00	55,522.00	56,100.00	52,225.00	578.00	99.0%	1.0%
UTILITIES								
3510 GAS	51.40	54.47	667.08	3,800.00	1,258.44	3,132.92	17.6%	82.4%
3520 ELECTRICITY	23,179.36	23,385.50	73,671.96	290,500.00	78,229.35	216,828.04	25.4%	74.6%
3530 WATER	793.20	335.82	2,601.24	17,900.00	2,374.27	15,298.76	14.5%	85.5%
TOTAL UTILITIES	24,023.96	23,775.79	76,940.28	312,200.00	81,862.06	235,259.72	24.6%	75.4%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	767.40	0.00	1,656.19	22,000.00	0.00	20,343.81	7.5%	92.5%
3630 OTHER EQUIP/FURNITURE REPAIRS	389.90	0.00	2,511.66	13,800.00	791.80	11,288.34	18.2%	81.8%
36301 ENCUMBERED EQUIP/FURN REPAIRS	15,000.00	0.00	18,000.00	39,586.00	0.00	21,586.00	45.5%	54.5%
3640 VEHICLE REPAIR & MAINTENANCE	0.00	977.35	1,842.37	6,000.00	1,503.49	4,157.63	30.7%	69.3%
3650 MATERIAL BINDING/REPAIR SERV.	0.00	192.61	1,033.61	3,000.00	509.91	1,966.39	34.5%	65.5%
TOTAL REPAIR & MAINTENANCE	16,157.30	1,169.96	25,043.83	84,386.00	2,805.20	59,342.17	29.7%	70.3%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	0.00	0.00	19,246.00	33,600.00	9,743.50	14,354.00	57.3%	42.7%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	100.00	0.00	100.00	0.0%	100.0%
TOTAL RENTALS	0.00	0.00	19,246.00	33,700.00	9,743.50	14,454.00	57.1%	42.9%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	1,050.00	250.00	6,825.98	7,590.00	6,351.00	764.02	89.9%	10.1%
3920 INTEREST/TEMPORARY LOAN	0.00	0.00	0.00	2,500.00	0.00	2,500.00	0.0%	100.0%
3930 TAXES & ASSESSMENTS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3940 TRANSFER TO LIRF	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3945 TRANSFER TO ANOTHER FUND (R.DAY)	16,666.67	0.00	49,999.97	200,000.00	0.00	150,000.03	25.0%	75.0%
3950 EDUCATIONAL SERV/LICENSEING	0.00	0.00	960.00	5,300.00	960.00	4,340.00	18.1%	81.9%
TOTAL OTHER CHARGES	17,716.67	250.00	57,785.95	215,390.00	7,311.00	157,604.05	26.8%	73.2%
TOTAL OTHER SERVICES/CHARGES	76,505.04	77,485.16	304,160.68	1,165,316.00	236,068.21	861,155.32	26.1%	73.9%

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

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF MARCH 31, 2012

	2012 MARCH	2011 MARCH	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	519.98	300.82	792.96	1,000.00	300.82	207.04	79.3%	20.7%
44105 ENCUMBERED FURNITURE	0.00	1,387.52	0.00	0.00	1,387.52	0.00	#DIV/0!	#DIV/0!
4420 AUDIO VISUAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	0.00	0.00	1,779.99	8,300.00	0.00	6,520.01	21.4%	78.6%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4445 BUILDING 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!
44601 ENCUMBERED IS EQUIPMENT	0.00	0.00	1,511.88	1,511.88	0.00	0.00	100.0%	0.0%
4465 IS SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4470 EQUIPMENT - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4475 SOFTWARE - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL FURNITURE & EQUIPMENT	519.98	1,688.34	4,084.83	10,811.88	1,688.34	6,727.05	37.8%	62.2%
OTHER CAPITAL OUTLAY								
4510 BOOKS	27,786.46	64,085.61	142,848.21	595,008.00	142,528.80	452,159.79	24.0%	76.0%
4520 PERIODICALS & NEWSPAPERS	29.00	56.25	391.46	45,971.00	348.32	45,579.54	0.9%	99.1%
4530 NONPRINT MATERIALS	19,222.96	42,389.62	99,079.79	368,338.00	100,814.24	269,258.21	26.9%	73.1%
4540 ELECTRONIC RESOURCES	0.00	1,354.95	1,613.60	128,583.00	16,212.59	126,969.40	1.3%	98.7%
TOTAL OTHER CAPITAL OUTLAY	47,038.42	107,886.43	243,933.06	1,137,900.00	259,903.95	893,966.94	21.4%	78.6%
TOTAL CAPITAL OUTLAY	47,558.40	109,574.77	248,017.89	1,148,711.88	261,592.29	900,693.99	21.6%	78.4%
TOTAL OPERATING EXPENDITURES	496,984.90	546,841.59	1,707,906.16	7,641,343.13	1,619,399.01	5,933,436.97	22.4%	77.6%

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

MONROE COUNTY PUBLIC LIBRARY

Operating Budget & Expenditure Report

January 1, 2012 to March 31, 2012
3 months = 25.0%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	2012 YTD Amt	2012 YTD Balance	2012 %YTD Budget
10040	MISCELLANEOUS	\$0.00	\$301.28	\$113.21	\$144.65	\$559.14	-\$559.14	0.00%
11200	ADMINISTRATION	\$164,792.01	\$7,368.61	\$7,368.62	\$7,368.62	\$22,105.85	\$142,686.16	13.41%
11300	PROF/SUPERVISORS	\$495,966.80	\$38,151.28	\$38,151.28	\$38,151.26	\$114,453.82	\$381,512.98	23.08%
11400	PROFESSIONAL	\$1,291,404.6	\$95,337.60	\$95,876.31	\$97,649.88	\$288,863.79	\$1,002,540.85	22.37%
11500	SPECIALIST/TECHNICIANS	\$824,581.94	\$60,862.56	\$61,790.02	\$63,174.89	\$185,827.47	\$638,754.47	22.54%
11600	CLERICAL ASSISTANTS	\$455,807.47	\$30,788.03	\$30,581.55	\$31,690.24	\$93,059.82	\$362,747.65	20.42%
11700	PAGES	\$268,544.64	\$16,971.36	\$19,678.51	\$19,472.85	\$56,122.72	\$212,421.92	20.90%
11800	TEMPORAY STAFF	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
11900	BUILDING	\$348,460.16	\$26,911.87	\$26,905.00	\$27,005.01	\$80,821.88	\$267,638.28	23.19%
12100	FICA/EMPLOYER	\$239,860.56	\$16,240.20	\$16,486.33	\$16,740.56	\$49,467.09	\$190,393.47	20.62%
12300	PERF/EMPLOYER	\$386,771.31	\$0.00	\$0.00	\$0.00	\$0.00	\$386,771.31	0.00%
12400	INS/EMPLOYER	\$608,874.69	\$17,599.45	\$136,387.2	\$57,418.27	\$211,404.99	\$397,469.70	34.72%
12500	MEDICARE/EMPLOYER	\$56,691.03	\$3,798.01	\$3,855.70	\$3,915.30	\$11,569.01	\$45,122.02	20.41%
13100	WORK STUDY	\$4,300.00	\$2,730.73	\$0.00	\$0.00	\$2,730.73	\$1,569.27	63.51%
21100	OFFICIAL RECORDS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
21200	STATIONERY/BUS. CARDS	\$2,760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,760.00	0.00%
21300	OFFICE SUPPLIES	\$21,300.00	\$1,301.74	\$553.03	\$286.14	\$2,140.91	\$19,159.09	10.05%
21350	GENERAL SUPPLIES	\$0.00	\$0.00	\$70.00	\$20.67	\$90.67	-\$90.67	0.00%
21400	DUPLICATING	\$24,100.00	\$1,658.23	\$2,948.37	\$1,333.21	\$5,939.81	\$18,160.19	24.65%
22100	CLEANING SUPPLIES	\$30,650.00	\$0.00	\$5,825.68	\$3,861.52	\$9,687.20	\$20,962.80	31.61%
22200	FUEL/OIL/LUBRICANTS	\$11,000.00	\$1,013.49	\$710.60	\$587.21	\$2,311.30	\$8,688.70	21.01%
22300	CATALOGING	\$5,500.00	\$626.31	\$199.72	\$27.16	\$853.19	\$4,646.81	15.51%
22400	A/V SUPPLIES/CATALOG	\$10,950.00	\$0.00	\$470.99	\$244.80	\$715.79	\$10,234.21	6.54%
22500	CIRCULATION SUPPLIES	\$33,000.00	\$232.05	\$7,246.73	\$64.16	\$7,542.94	\$25,457.06	22.86%
22600	LIGHT BULBS	\$3,000.00	\$0.00	\$326.95	\$1,408.04	\$1,734.99	\$1,265.01	57.83%
22800	UNIFORMS	\$1,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,900.00	0.00%
22900	DISPLAY/EXHIBITS SUPPLIES	\$5,400.00	\$0.00	\$0.00	\$1,349.65	\$1,349.65	\$4,050.35	24.99%
23000	IS SUPPLIES	\$6,600.00	\$215.60	\$603.83	\$139.31	\$958.74	\$5,641.26	14.53%
23100	BUILDING MATERIAL	\$15,800.00	\$0.00	\$4,426.35	\$868.06	\$5,294.41	\$10,505.59	33.51%
23150	ENERGY AUDIT MAT'LS &	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
23200	PAINT/PAINTING SUPPLIES	\$300.00	\$38.81	\$82.87	\$0.00	\$121.68	\$178.32	40.56%
23400	OTHER REPAIRS/BINDING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
31100	CONSULTING SERVICES	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
31200	ENGINEERING/ARCHITECTU	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00%
31300	LEGAL SERVICES	\$15,500.00	\$166.32	\$2,119.50	\$347.86	\$2,633.68	\$12,866.32	16.99%
31400	BUILDING SERVICES	\$40,000.00	\$1,161.71	\$2,413.50	\$927.00	\$4,502.21	\$35,497.79	11.26%
31500	MAINTENANCE	\$139,840.00	\$10,191.33	\$9,247.14	\$3,577.21	\$23,015.68	\$116,824.32	16.46%
31600	COMPUTER SERVICES	\$51,300.00	\$1,425.00	\$1,425.00	\$1,425.00	\$4,275.00	\$47,025.00	8.33%
31700	ADMIN/ACCOUNTING	\$36,500.00	\$4,415.36	\$4,893.66	\$2,793.78	\$12,102.80	\$24,397.20	33.16%
31750	COLLECTION AGENCY	\$24,000.00	\$1,673.65	\$1,763.15	\$0.00	\$3,436.80	\$20,563.20	14.32%
32100	TELEPHONE	\$30,600.00	\$2,304.79	\$2,368.84	\$2,332.90	\$7,006.53	\$23,593.47	22.90%
32200	POSTAGE	\$30,000.00	\$1,402.76	\$1,424.61	\$1,351.28	\$4,178.65	\$25,821.35	13.93%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$0.00	\$80.08	\$80.08	\$9,919.92	0.80%
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$19.00	\$0.00	\$0.00	\$19.00	\$9,981.00	0.19%
32500	CONTINUING	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
32501	ENCUMBERED CONTINUING	\$13,000.00	\$4,162.56	\$0.00	\$3,984.70	\$8,147.26	\$4,852.74	62.67%
32600	FREIGHT/DELIVERY	\$1,000.00	\$0.00	\$198.63	\$11.30	\$209.93	\$790.07	20.99%
33100	ADVERTISING/PUBLICATIO	\$2,900.00	\$0.00	\$0.00	\$15.00	\$15.00	\$2,885.00	0.52%
33200	PRINTING SERVICES	\$5,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,900.00	0.00%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$450.00	\$0.00	\$450.00	\$250.00	64.29%
34200	OTHER INSURANCE	\$55,400.00	\$3,200.00	\$50,111.00	\$1,761.00	\$55,072.00	\$328.00	99.41%
35100	GAS	\$3,800.00	\$54.12	\$561.56	\$51.40	\$667.08	\$3,132.92	17.55%
35200	ELECTRICITY	\$290,500.00	\$25,660.13	\$24,832.47	\$23,179.36	\$73,671.96	\$216,828.04	25.36%
35300	WATER	\$17,900.00	\$792.60	\$1,015.44	\$793.20	\$2,601.24	\$15,298.76	14.53%
36100	BUILDING REPAIRS	\$22,000.00	\$888.79	\$0.00	\$767.40	\$1,656.19	\$20,343.81	7.53%
36300	OTHER EQUIP/FURNITURE	\$13,800.00	\$694.00	\$1,427.76	\$389.90	\$2,511.66	\$11,288.34	18.20%
36301	ENCUMBERED EQUIP	\$39,586.00	\$3,000.00	\$0.00	\$15,000.00	\$18,000.00	\$21,586.00	45.47%
36400	VEHICLE	\$6,000.00	\$977.95	\$864.42	\$0.00	\$1,842.37	\$4,157.63	30.71%
36500	MATERIALS	\$3,000.00	\$568.55	\$465.06	\$0.00	\$1,033.61	\$1,966.39	34.45%

MONROE COUNTY PUBLIC LIBRARY

Operating Budget & Expenditure Report

January 1, 2012 to March 31, 2012

3 months = 25.0%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	2012 YTD Amt	2012 YTD Balance	2012 %YTD Budget
37100	REAL ESTATE	\$33,600.00	\$19,171.00	\$75.00	\$0.00	\$19,246.00	\$14,354.00	57.28%
37200	EQUIPMENT RENTAL	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
39100	DUES/INSTITUTIONAL	\$7,590.00	\$0.00	\$5,775.98	\$1,050.00	\$6,825.98	\$764.02	89.93%
39200	INTEREST/TEMPORARY	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
39450	TRANSFER TO ANOTHER	\$200,000.00	\$16,666.63	\$16,666.67	\$16,666.67	\$49,999.97	\$150,000.03	25.00%
39500	EDUCATIONAL/LICENSING	\$5,300.00	\$960.00	\$0.00	\$0.00	\$960.00	\$4,340.00	18.11%
44100	FURNITURE	\$1,000.00	\$0.00	\$272.98	\$519.98	\$792.96	\$207.04	79.30%
44300	OTHER EQUIPMENT	\$8,300.00	\$1,495.00	\$284.99	\$0.00	\$1,779.99	\$6,520.01	21.45%
44601	ENCUMBERED IS	\$1,511.88	\$1,511.88	\$0.00	\$0.00	\$1,511.88	\$0.00	100.00%
45100	BOOKS	\$595,008.00	\$45,153.21	\$69,908.54	\$27,786.46	\$142,848.21	\$452,159.79	24.01%
45200	PERIODICALS/NEWSPAPERS	\$45,971.00	\$144.25	\$218.21	\$29.00	\$391.46	\$45,579.54	0.85%
45300	NONPRINT MATERIALS	\$368,338.00	\$35,164.08	\$44,692.75	\$19,222.96	\$99,079.79	\$269,258.21	26.90%
45400	ELECTRONIC RESOURCES	\$128,583.00	\$558.60	\$1,055.00	\$0.00	\$1,613.60	\$126,969.40	1.25%
		\$7,641,343.1	\$505,730.4	\$705,190.7	\$496,984.9	\$1,707,906.16	\$5,933,436.97	22.35%

MONROE COUNTY PUBLIC LIBRARY

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LIRF Budget & Expenditure Report

January 1, 2012 to March 31, 2012
3 months = 25.0%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	YTD Amount	2012 YTD Balance	2012 %YTD Budget
36100	BUILDING REPAIRS	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
44300	OTHER EQUIPMENT	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
44450	BUILDING RENOVATION	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	0.00%
		\$350,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350,000.00	0.00%

MONROE COUNTY PUBLIC LIBRARY

Debt Service Budget & Expenditures Report

January 1, 2012 to March 31, 2012
3 months = 25.0%

Object	2012	Jan	Feb	Mar	2012	2012	2012
Object Descr	Budget	2012	2012	2011	YTD Amt	YTD	%YTD
						Balance	Budget
37100 REAL ESTATE	\$322,088.00	\$0.00	\$0.00	\$0.00	\$0.00	\$322,088.00	0.00%
39200 INTEREST/TEM	\$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%
39450 TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$322,088.00	\$0.00	\$0.00	\$0.00	\$0.00	\$322,088.00	0.00%

MONROE COUNTY PUBLIC LIBRARY

Rainy Day Budget & Expenditures Report

January 1, 2012 to March 31, 2012
3 months = 25.0%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	2012 YTD Amt	2012 YTD Balance	2012 %YTD Budget
12200	UNEMPLOYMENT COMPENSATION	\$10,000.00	\$1,233.63	\$724.00	\$490.56	\$2,448.19	\$7,551.81	24.48%
31100	CONSULTING SERVICES	\$50,000.00	\$0.00	\$0.00	\$1,001.02	\$1,001.02	\$48,998.98	2.00%
31300	LEGAL SERVICES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
32400	PROFESSIONAL MTG/OFF SITE	\$0.00	\$0.00	\$0.00	\$975.00	\$975.00	-\$975.00	0.00%
36100	BUILDING REPAIRS	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
44100	FURNITURE	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
44300	OTHER EQUIPMENT	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
44450	BUILDING RENOVATION	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
		\$410,000.00	\$1,233.63	\$724.00	\$2,466.58	\$4,424.21	\$405,575.79	1.08%

MONROE COUNTY PUBLIC LIBRARY

Special Revenue Budget & Expenditure Report

January 1, 2012 to March 31, 2012
3 months = 25.0%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	YTD Amount	2012 YTD Balance	2012 %YTD Budget
11300	PROF/SUPERVISORS	\$60,226.20	\$4,632.78	\$4,632.78	\$4,632.78	\$13,898.34	\$46,327.86	23.08%
11400	PROFESSIONAL ASSISTANT	\$121,237.77	\$9,325.95	\$9,325.98	\$9,325.99	\$27,977.92	\$93,259.85	23.08%
11600	CLERICAL ASSISTANTS	\$175,746.84	\$13,853.72	\$14,030.16	\$13,992.65	\$41,876.53	\$133,870.31	23.83%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$22,147.07	\$1,634.21	\$1,645.92	\$1,644.65	\$4,924.78	\$17,222.29	22.24%
12300	PERF/EMPLOYER	\$35,966.53	\$0.00	\$0.00	\$0.00	\$0.00	\$35,966.53	0.00%
12400	INS/EMPLOYER	\$66,000.00	\$7,367.87	\$12,595.81	\$5,752.58	\$25,716.26	\$40,283.74	38.96%
12500	MEDICARE/EMPLOYER	\$5,179.55	\$382.19	\$384.93	\$384.65	\$1,151.77	\$4,027.78	22.24%
13100	WORK STUDY	\$500.00	\$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	\$500.00	0.00%
21300	OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21400	DUPLICATING	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
22200	FUEL/OIL/LUBRICANTS	\$1,000.00	\$111.60	\$31.49	\$79.39	\$222.48	\$777.52	22.25%
22700	VIDEO TAPE/MEDIA STORAGE	\$15,000.00	\$0.00	\$0.00	\$5,691.55	\$5,691.55	\$9,308.45	37.94%
23000	IS SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
23500	VIDEO MATERIALS/CATS	\$10,000.00	\$17.10	\$98.38	\$227.62	\$343.10	\$9,656.90	3.43%
31100	CONSULTING SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
31300	LEGAL SERVICES	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
31650	DIGITIZATION SERVICES	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
31700	ADMIN/ACCOUNTING	\$0.00	\$0.14	\$0.84	\$1.02	\$2.00	-\$2.00	0.00%
32100	TELEPHONE	\$3,500.00	\$0.00	\$717.39	\$253.45	\$970.84	\$2,529.16	27.74%
32200	POSTAGE	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
32300	TRAVEL EXPENSE	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32400	PROFESSIONAL MTG/OFF	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32600	FREIGHT/DELIVERY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
34200	OTHER INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36300	OTHER EQUIP/FURNITURE	\$6,000.00	\$0.00	\$177.64	\$0.00	\$177.64	\$5,822.36	2.96%
37100	REAL ESTATE	\$3,500.00	\$1,866.00	\$0.00	\$0.00	\$1,866.00	\$1,634.00	53.31%
39100	DUES/INSTITUTIONAL	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
39500	EDUCATIONAL/LICENSING	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
39600	COMMUNITY NEWS SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
44100	FURNITURE	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0.00%
44700	EQUIPMENT - CATS	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,000.00	0.00%
44750	SOFTWARE - CATS	\$5,000.00	\$599.00	\$0.00	\$0.00	\$599.00	\$4,401.00	11.98%
		\$642,803.96	\$39,790.56	\$43,641.32	\$41,986.33	\$125,418.21	\$517,385.75	19.51%

MONROE COUNTY PUBLIC LIBRARY

LCPF Budget & Expenditure Report

January 1, 2012 to March 31, 2012
3 months = 25.0%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	YTD Amount	2012 YTD Balance	2012 %YTD Budget
44450	BUILDING RENOVATION	\$418,411.00	\$0.00	\$0.00	\$0.00	\$0.00	\$418,411.00	0.00%
44600	IS EQUIPMENT	\$50,000.00	\$3,805.00	\$650.11	\$12,396.00	\$16,851.11	\$33,148.89	33.70%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
44700	EQUIPMENT - CATS	\$45,000.00	\$3,579.60	\$14,656.95	\$4,714.12	\$22,950.67	\$22,049.33	51.00%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$506.00	\$0.00	\$506.00	\$4,494.00	10.12%
		\$543,411.00	\$7,384.60	\$15,813.06	\$17,110.12	\$40,307.78	\$503,103.22	7.42%

MONROE COUNTY PUBLIC LIBRARY

Expenditure Summary compared to last year

2012 compared to 2011: Period Ending March

Fund	Fund Descr	2012 Budget	March 2012 Amt	2012 YTD Amt	2011 Budget	March 2011 Amt	2011 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,641,343.13	\$496,984.90	\$1,707,906.16	\$7,465,919.52	\$546,841.59	\$1,619,399.01	5.00%
002	JAIL	\$0.00	\$84.93	\$977.00	\$0.00	\$919.41	\$919.41	6.00%
003	CLEARING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$725.00	-100.00%
004	GIFT	\$0.00	\$186.16	\$186.16	\$0.00	\$0.00	\$36.94	404.00%
005	PLAC	\$0.00	\$0.00	\$2,400.00	\$0.00	\$0.00	\$2,550.00	-6.00%
006	RETIREEES	\$0.00	\$2,507.92	\$8,979.32	\$0.00	\$1,679.39	\$5,284.97	70.00%
007	LIRF	\$350,000.00	\$0.00	\$0.00	\$296,932.00	\$0.00	\$97,315.37	-100.00%
008	DEBT SERVICE	\$322,088.00	\$0.00	\$0.00	\$1,996,000.00	\$166,333.33	\$499,000.01	-100.00%
009	RAINY DAY	\$410,000.00	\$2,466.58	\$4,424.21	\$473,310.00	\$0.00	\$0.00	0.00%
010	PAYROLL	\$0.00	\$318,186.33	\$955,552.23	\$0.00	\$324,910.92	\$959,032.21	0.00%
011	INVESTMENT-GIFT	\$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	\$0.00	\$0.00	\$0.00	0.00%
016	GIFT-RESTRICED	\$0.00	\$5,773.56	\$29,389.58	\$7,100.00	\$7,378.84	\$17,292.33	70.00%
017	LEVY EXCESS	\$0.00	\$0.00	\$0.00	\$0.00	\$20,550.83	\$20,550.83	-100.00%
018	IN KIND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
019	GIFT-FOUNDATION	\$0.00	\$3,025.18	\$10,727.58	\$0.00	\$6,804.19	\$13,346.19	-20.00%
020	SPECIAL REVENUE	\$642,803.96	\$41,986.33	\$125,418.21	\$549,300.00	\$33,898.21	\$116,585.35	8.00%
021	CAPITAL PROJECTS	\$543,411.00	\$17,110.12	\$40,307.78	\$505,635.00	\$12,646.40	\$108,676.75	-63.00%
022	GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
023	LSTA-CIVIL WAR	\$0.00	\$0.00	\$0.00	\$5,274.27	\$1,399.34	\$4,292.76	-100.00%
024	FINRA GRANT	\$0.00	\$1,985.73	\$8,428.37	\$0.00	\$0.00	\$0.00	0.00%
025	LSTA-SMITHVILLE	\$0.00	\$0.00	\$0.00	\$8,650.00	\$0.00	\$0.00	0.00%
		\$9,909,646.09	\$890,297.74	\$2,894,696.60	\$11,308,120.79	\$1,123,362.45	\$3,465,007.13	-16.00%

MONROE COUNTY PUBLIC LIBRARY

Monthly Revenue Report (Cash Basis)

Current Period compared to Prior Period

Current Period: March 2012

Operating Fund

Source	Source Descr	2012 Budget	March 2012 Amt	2012 YTD Amt	2011 Budget	March 2011 Amt	2011 YTD Amt	%Last YR YTD Diff
00100	PROPERTY TAX/ADVANCES	\$4,592,520.00	\$0.00	\$0.00	\$4,521,806.00	\$0.00	\$116,647.66	-100.00%
00200	INTANGIBLES TAX	\$12,443.00	\$0.00	\$0.00	\$8,500.00	\$0.00	\$0.00	0.00%
00300	LICENSE EXCISE TAX	\$232,699.00	\$0.00	\$0.00	\$263,000.00	\$0.00	\$18,038.70	-100.00%
00400	COUNTY OPTION INCOME TAX	\$1,980,075.00	\$164,950.76	\$494,852.28	\$1,817,000.00	\$173,935.75	\$521,807.25	-5.00%
00500	COMMERCIAL VEHICLE EXCISE TAX	\$42,483.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	0.00%
00600	US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03400	ELL COPIERS/PRINTERS	\$0.00	\$350.11	\$985.72	\$0.00	\$355.34	\$897.94	10.00%
03500	LOST/DAMAGED	\$0.00	\$2,248.53	\$7,016.61	\$10,000.00	\$3,548.89	\$9,623.62	-27.00%
03600	FINES/FEES	\$175,000.00	\$14,582.50	\$47,694.22	\$150,000.00	\$24,626.47	\$64,934.95	-27.00%
03650	COLLECTION AGENCY FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03700	BLGTN COPIERS/PRINTERS	\$6,000.00	\$1,424.30	\$3,592.47	\$5,700.00	\$781.30	\$2,741.30	31.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$167.00	\$5,292.78	\$0.00	\$20,471.20	\$22,306.10	-76.00%
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	\$262.00	\$622.00	\$0.00	\$0.00	\$0.00	0.00%
04500	PLAC DISTRIBUTION	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	0.00%
10000	REALESTATE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
11500	STATE DISTRIBUTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
17000	READER PRINTER RECEIPTS	\$0.00	\$143.30	\$646.81	\$0.00	\$353.45	\$625.79	3.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM	\$7,500.00	\$634.23	\$2,672.51	\$0.00	\$88.04	\$401.05	566.00%
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 - ELLETTSVIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21300	RENT INCOME	\$7,500.00	\$0.00	\$1,800.00	\$0.00	\$900.00	\$900.00	100.00%
53000	LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$7,066,220.00	\$184,762.73	\$565,175.40	\$6,816,006.00	\$225,060.44	\$758,924.36	-26.00%

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: March 2012

FUND Descr	03/01/2012	MTD Debit	MTD Credit	03/31/2012	Bal Sht Descr
OPERATING	\$1,890.10	\$1.07	\$0.00	\$1,891.17	CHASE/BANK ONE SAVINGS
OPERATING	\$25,940.26	\$9,050.65	\$0.00	\$34,990.91	ONB/MONROE BANK CHECKING
OPERATING	\$22,336.52	\$10,128.37	\$11.22	\$32,453.67	UNITED COMMERCE BANK
OPERATING	\$210,459.80	\$304,293.99	\$484,601.00	\$30,152.79	FIFTH THIRD BANK CHECKING
OPERATING	\$323,099.53	\$165,582.64	\$300,000.00	\$188,682.17	FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	\$583,726.21	\$489,056.72	\$784,612.22	\$288,170.71	
JAIL	\$5,107.93	\$0.00	\$84.93	\$5,023.00	FIFTH THIRD BANK CHECKING
GIFT UNRESTRICTED	\$213.34	\$139.99	\$0.00	\$353.33	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$2.00	\$1.00	\$0.00	\$3.00	UNITED COMMERCE BANK
GIFT UNRESTRICTED	\$42,193.48	\$37.13	\$186.16	\$42,044.45	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$42,408.82	\$178.12	\$186.16	\$42,400.78	
PLAC	\$637.13	\$450.00	\$0.00	\$1,087.13	ONB/MONROE BANK CHECKING
PLAC	\$1,350.00	\$1,100.00	\$0.00	\$2,450.00	UNITED COMMERCE BANK
PLAC	\$400.00	\$0.00	\$37.13	\$362.87	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$2,387.13	\$1,550.00	\$37.13	\$3,900.00	
RETIREES	-\$2,086.74	\$2,192.33	\$2,507.92	-\$2,402.33	FIFTH THIRD BANK CHECKING
LIRF	\$10,013.55	\$0.00	\$0.00	\$10,013.55	CHASE/BANK ONE SAVINGS
LIRF	\$4,279.38	\$0.00	\$0.00	\$4,279.38	FIFTH THIRD BANK CHECKING
LIRF	\$1,115,993.67	\$0.00	\$0.00	\$1,115,993.67	FIFTH THIRD BANK SAVINGS
Fund 007 LIRF	\$1,130,286.60	\$0.00	\$0.00	\$1,130,286.60	
DEBT SERVICE	\$140,610.66	\$0.00	\$0.00	\$140,610.66	FIFTH THIRD BANK SAVINGS
RAINY DAY	\$14,143.42	\$0.00	\$2,466.58	\$11,676.84	FIFTH THIRD BANK CHECKING
RAINY DAY	\$788,571.05	\$0.00	\$0.00	\$788,571.05	FIFTH THIRD BANK SAVINGS
Fund 009 RAINY DAY	\$802,714.47	\$0.00	\$2,466.58	\$800,247.89	
PAYROLL	\$3,708.70	\$317,457.21	\$318,186.33	\$2,979.58	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$2,642.00	\$1,635.20	\$0.00	\$4,277.20	ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$154.25	\$320.00	\$11.50	\$462.75	UNITED COMMERCE BANK
GIFT-RESTRICED	\$74,543.67	\$4,360.05	\$6,372.11	\$72,531.61	FIFTH THIRD BANK CHECKING
Fund 016 GIFT-RESTRICED	\$77,339.92	\$6,315.25	\$6,383.61	\$77,271.56	
GIFT-FOUNDATION	\$5,732.67	\$17,500.00	\$3,025.18	\$20,207.49	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$34.02	\$30.00	\$1.02	\$63.00	UNITED COMMERCE BANK
SPECIAL REVENUE	\$128,771.27	\$1,271.33	\$43,256.64	\$86,785.96	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$85,000.00	\$0.00	\$0.00	\$85,000.00	FIFTH THIRD BANK SAVINGS
Fund 020 SPECIAL REVENUE	\$213,805.29	\$1,301.33	\$43,257.66	\$171,848.96	
CAPITAL PROJECTS	\$4,029.05	\$0.00	\$17,110.12	-\$13,081.07	FIFTH THIRD BANK CHECKING

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: March 2012

FUND Descr	03/01/2012	MTD Debit	MTD Credit	03/31/2012	Bal Sht Descr
FINRA GRANT	\$9,284.73	\$0.00	\$1,985.73	\$7,299.00	FIFTH THIRD BANK CHECKING
	\$3,019,055.44	\$835,550.96	\$1,179,843.57	\$2,674,762.83	

MONROE COUNTY PUBLIC LIBRARY

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***Check Reconciliation©
CHASE BANK SAVINGS
06110 BANKONESV
March 2012**

Account Summary

Beginning Balance on	3/1/2012	\$11,903.65	Cleared	\$11,904.72
+	Receipts/Deposits	\$1.07	Statement	\$11,904.72
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	3/30/2012	\$11,904.72		

Check Book Balance

Active	G 001-06110	OPERATING	\$1,891.17
Active	G 004-06110	GIFT UNRESTRICTED	\$0.00
Active	G 007-06110	LIRF	\$10,013.55
Active	G 008-06110	DEBT SERVICE	\$0.00
Active	G 009-06110	RAINY DAY	\$0.00
Active	G 010-06110	PAYROLL	\$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	\$11,904.72

Beginng Balance	\$11,903.65	
+ Total Deposits	\$1.07	
- Checks Written	\$0.00	
Check Book Balance	\$11,904.72	
Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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ONB MONROE CHECKING
06300 ONB/MONROE
March 2012**

Account Summary

Beginning Balance on	3/1/2012	\$29,432.73	Cleared	\$40,708.57
+	Receipts/Deposits	\$11,275.84	Statement	\$40,708.57
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	3/30/2012	\$40,708.57		

Check Book Balance

Active	G 001-06300	OPERATING	\$34,990.91
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$353.33
Active	G 005-06300	PLAC	\$1,087.13
Active	G 006-06300	RETIREEES	\$0.00
Active	G 007-06300	LIRF	\$0.00
Active	G 008-06300	DEBT SERVICE	\$0.00
Active	G 012-06300	TEEN COUNCIL	\$0.00
Active	G 015-06300	LSTA	\$0.00
Active	G 016-06300	GIFT-RESTRICED	\$4,277.20
Active	G 019-06300	GIFT-FOUNDATION	\$0.00
Active	G 020-06300	SPECIAL REVENUE	\$0.00
		Cash	\$40,708.57
	Beginng Balance	\$29,432.73	
	+ Total Deposits	\$11,275.84	
	- Checks Written	\$0.00	
	Check Book Balance	\$40,708.57	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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UNITED COMMERCE

06400 UNITED COM

March 2012

Account Summary

Beginning Balance on	3/1/2012	\$23,876.79	Cleared	\$35,432.42
+	Receipts/Deposits	\$11,555.63	Statement	\$35,432.42
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	3/30/2012	\$35,432.42		

Check Book Balance

Active	G 001-06400	OPERATING	\$32,453.67
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$3.00
Active	G 005-06400	PLAC	\$2,450.00
Active	G 016-06400	GIFT-RESTRICED	\$462.75
Active	G 020-06400	SPECIAL REVENUE	\$63.00
		Cash	\$35,432.42
	Beginng Balance	\$23,876.79	
	+ Total Deposits	\$11,555.63	
	- Checks Written	\$0.00	
	Check Book Balance	\$35,432.42	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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***Check Reconciliation©**
FIFTH THIRD CHECKING
06500 FIFTHCKNG
March 2012

Account Summary

Beginning Balance on	3/1/2012	\$880,183.98	Cleared	\$349,082.66
+	Receipts/Deposits	\$323,457.33	Statement	\$349,082.66
-	Payments (Checks and Withdrawals)	\$854,558.65	Difference	\$0.00
Ending Balance as of	3/30/2012	\$349,082.66		

Check Book Balance

Active	G 001-06500	OPERATING	\$30,152.79
Active	G 002-06500	JAIL	\$5,023.00
Active	G 003-06500	CLEARING	\$0.00
Active	G 004-06500	GIFT UNRESTRICTED	\$42,007.32
Active	G 005-06500	PLAC	\$400.00
Active	G 006-06500	RETIREEES	-\$2,402.33
Active	G 007-06500	LIRF	\$4,279.38
Active	G 008-06500	DEBT SERVICE	\$0.00
Active	G 009-06500	RAINY DAY	\$11,676.84
Active	G 010-06500	PAYROLL	\$2,979.58
Active	G 016-06500	GIFT-RESTRICED	\$72,531.61
Active	G 019-06500	GIFT-FOUNDATION	\$20,207.49
Active	G 020-06500	SPECIAL REVENUE	\$86,785.96
Active	G 021-06500	CAPITAL PROJECTS	-\$13,081.07
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$7,299.00
Active	G 025-06500	LSTA-SMITHVILLE NEWS	\$0.00
		Cash	\$267,859.57

Begining Balance	\$880,183.98
+ Total Deposits	\$323,457.33
- Checks Written	\$935,781.74
Check Book Balance	\$267,859.57
O/S Checks	\$81,223.09

MONROE COUNTY PUBLIC LIBRARY

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***Check Reconciliation©**

FIFTH THIRD SAVINGS

06510 FIFTHSAVG

March 2012

Account Summary

Beginning Balance on	3/1/2012	\$2,453,274.91	Cleared	\$2,318,857.55
+	Receipts/Deposits	\$165,582.64	Statement	\$2,318,857.55
-	Payments (Checks and Withdrawals)	\$300,000.00	Difference	\$0.00
Ending Balance as of	3/30/2012	\$2,318,857.55		

Check Book Balance

Active	G 001-06510	OPERATING	\$188,682.17
Active	G 007-06510	LIRF	\$1,115,993.67
Active	G 008-06510	DEBT SERVICE	\$140,610.66
Active	G 009-06510	RAINY DAY	\$788,571.05
Active	G 016-06510	GIFT-RESTRICED	\$0.00
Active	G 020-06510	SPECIAL REVENUE	\$85,000.00
Active	G 021-06510	CAPITAL PROJECTS	\$0.00
Active	G 025-06510	LSTA-SMITHVILLE NEWS	\$0.00

Cash **\$2,318,857.55**

Beginng Balance	\$2,453,274.91	
+ Total Deposits	\$165,582.64	
- Checks Written	\$300,000.00	
Check Book Balance	\$2,318,857.55	
Difference	\$0.00	

TO: Monroe County Public Library – Board of Trustees
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager
RE: Personnel Report
DATE: April 18, 2012

Beginning Employment

- Bethany Terry, Outreach Services, VITAL Coordinator, Pay Grade I, 37.5 hours per week, effective April 23, 2012.
- Ron Payton, Facilities, Security Technician, Pay Grade E, 20 hours per week, effective April 3, 2012.
- Jared Cheek, Circulation, Page Team Leader, Pay Grade B, 25 hours per week, effective April 4, 2012.

Ending Employment

- Missy Maeyens, Circulation, Clerk, Pay Grade C, 37.5 hours per week, effective April 12, 2012.

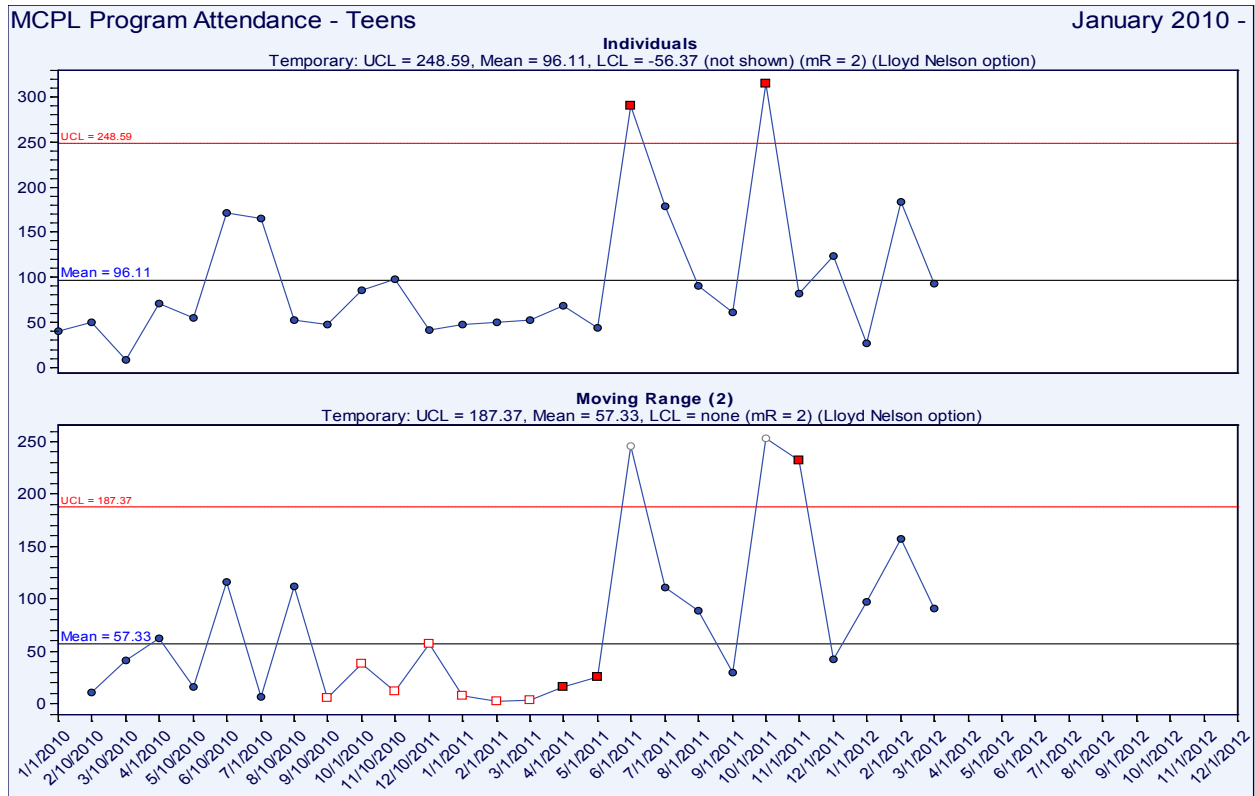
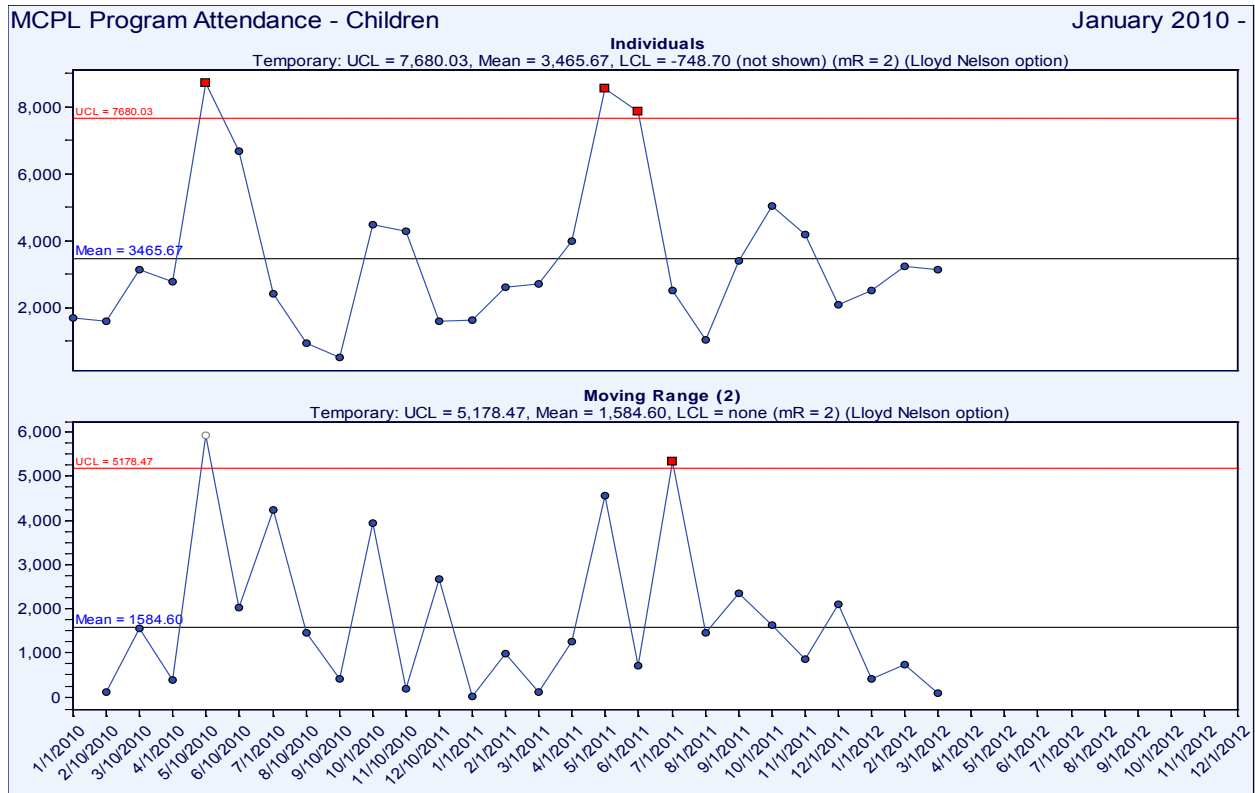
Job Changes

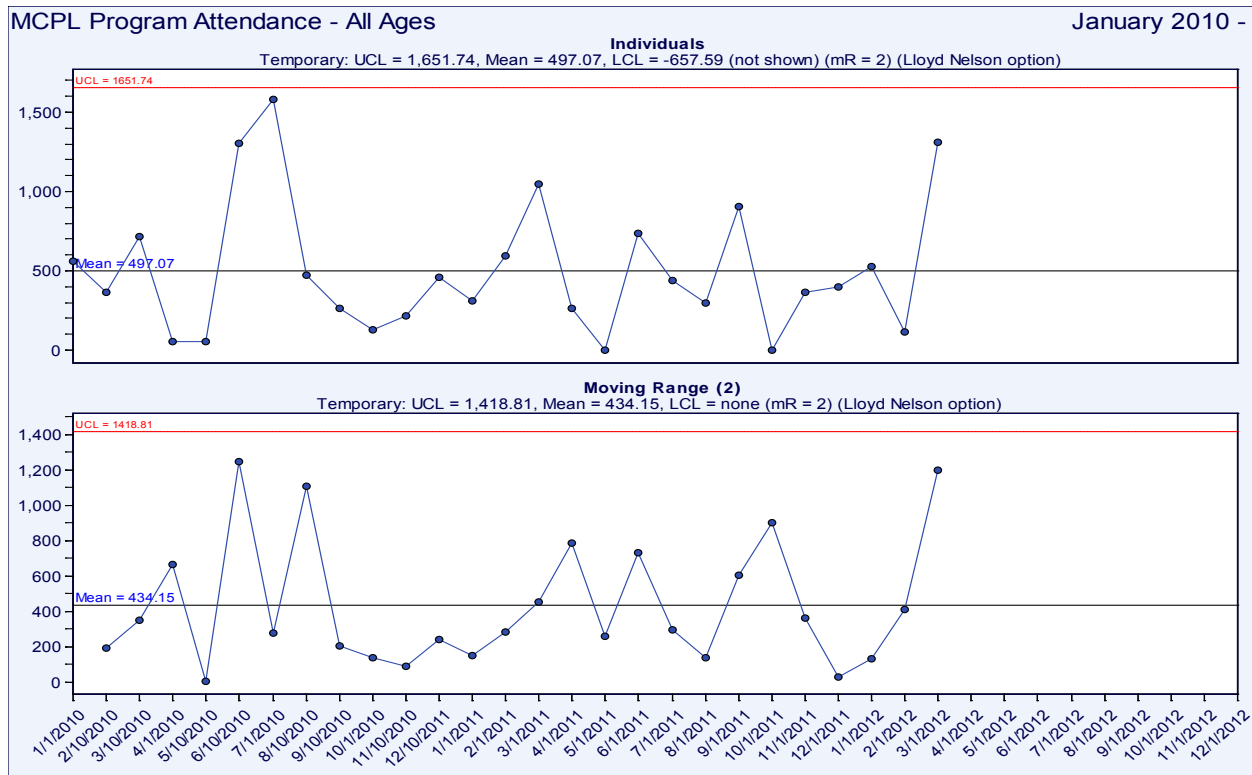
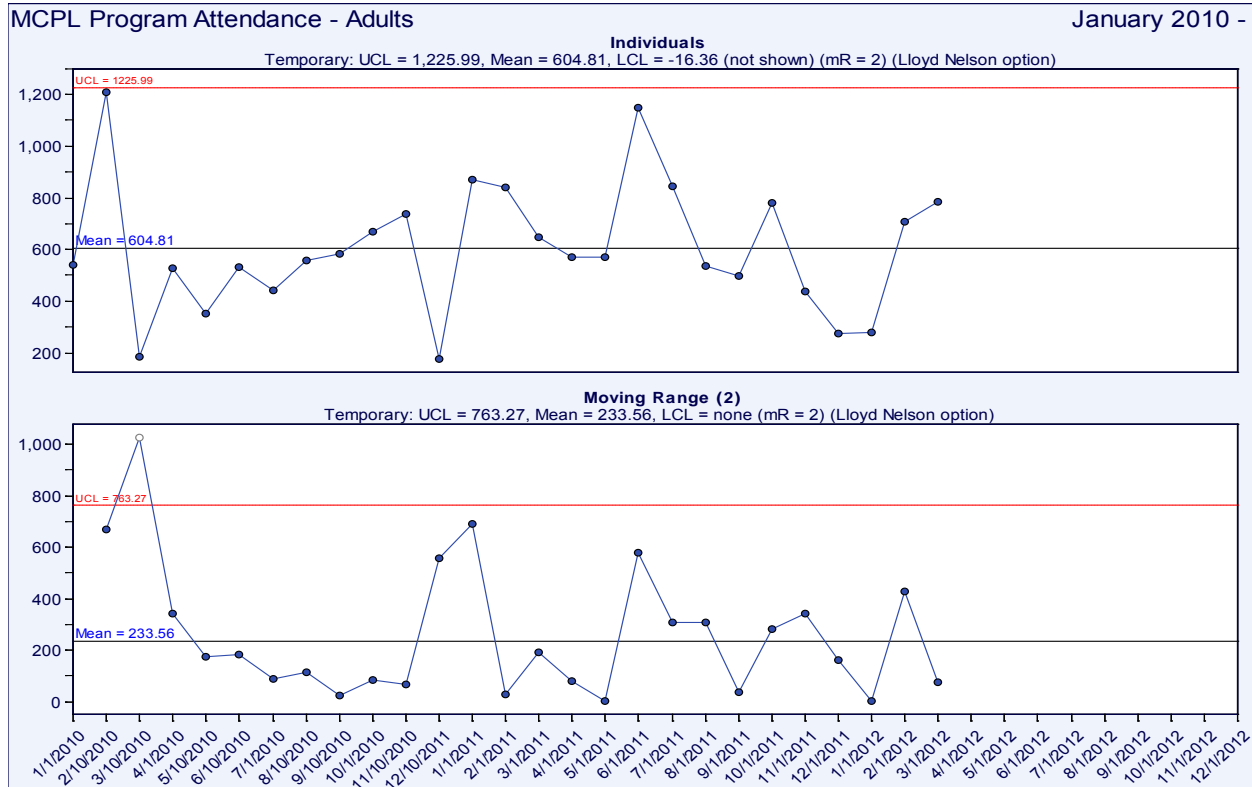
- Travis Castleberry, Circulation, from Page Team Leader, Pay Grade B, 25 hours per week, to Circulation, Clerk, Pay Grade C, 37.5 hours per week, effective May 7, 2012.

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	
	29	Board Meeting	Election of Board Officers (new date set at 1/18 mtg)
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

Goal 1: Strengthen support for literacy and lifelong learning.





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

- Stephanie Holman worked with the Edgewood Primary School "Partners in Education" team to assess which home daycares in the area might want an invitation to upcoming programs at the

Edgewood Early Childhood Center. This program will inform caregivers about fundamentals preschoolers should know before entering RBB kindergarten.

- The Children's Services Department presented 32 in-house programs for 1919 children, caregivers, and teachers. These included tours, workshops, story times, craft programs, and bibliographic instruction. The biggest draw was undoubtedly the annual Seusspicious Behavior program, which drew over 680 patrons this year. Additionally, volunteers and work-study students hosted 43 Learning through Play sessions for 954 patrons in the Learn and Play Space.
- March marked the debut of a new Head Start storytime titled "Napping and Sleep." Polly Nuest began with a non-fiction book about the varied and interesting ways that animals sleep. Then the classes performed "Five Little Monkeys Jumping on the Bed" with finger puppets before reading the crowd-pleasing participation folktale titled *The Squeaky Door*. Songs and a lively "Wake up!" game rounded out their time together.
- Polly also presented a parent/child Every Child Ready to Read workshop for Head Start entitled "Fun with Parents and Kids." 16 people attended and gave great reviews for this new workshop. They engaged in a variety of fun "Little Red Hen" activities, while learning about five early literacy practices that can be used at home to develop pre-reading skills. Attendees and Head Start staff members were enthusiastic about discussing future parent/child workshop possibilities.

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

- RBB Assistant Superintendent Carol Gardiner contacted Stephanie Holman to discuss a new online summer school for Grades K-8. They will talk further in April about how the library can support this summer school called "Moodle."
- Stephanie told stories to all Stinesville Elementary students celebrating their participation in a winter reading program. The children surpassed the goal for minutes read and got a storytelling program and an extra recess as rewards. Storytelling demonstrates prosody which has been proven to build a bridge to comprehension.
- Librarians were invited to tell curriculum-related folktales to 275 students in six different MCCSC elementary classes. Many thanks to Mary Frasier for organizing this Portable Program system with MCCSC teachers.
- Mary also helped over 100 children create bookmark crafts with stamps of the world at the Lotus Blossoms World Bazaar.

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

- VITAL conducted an ESL Tutor Training workshop on March 3 with 14 prospective tutors in attendance and a tutor-mentor consultation.
- Andrea Spaulding compiled past and current tutor information into a new document that will help Ellettsville residents find tutors in the area.
- The Children's Services Homework Center helped 60 children on the 15 days it was open in March. With spring break, it was a reduced month for the tutors.

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

- Sara Laughlin gave a guest lecture for the SLIS Research and Evaluation class on "Using Data at the Monroe County Public Library."
- Sara Laughlin and Mickey Needham attended "Imagine Bloomington" sessions facilitated by the City Planning Department.

- Christina Jones scripted and produced another summer reading video. Despite local tornadoes, she organized a cast of children and she and CATS staff shot the movie on two different nights in March. It will be viewed at MCCSC and RBB schools to promote SRP participation.

1E. Strengthen literacy skills of adults.

- 70 VITAL learners were paired with tutors and receiving individual instruction.
- 71 VITAL learners have registered for the spring ESL Conversation Practice Groups.

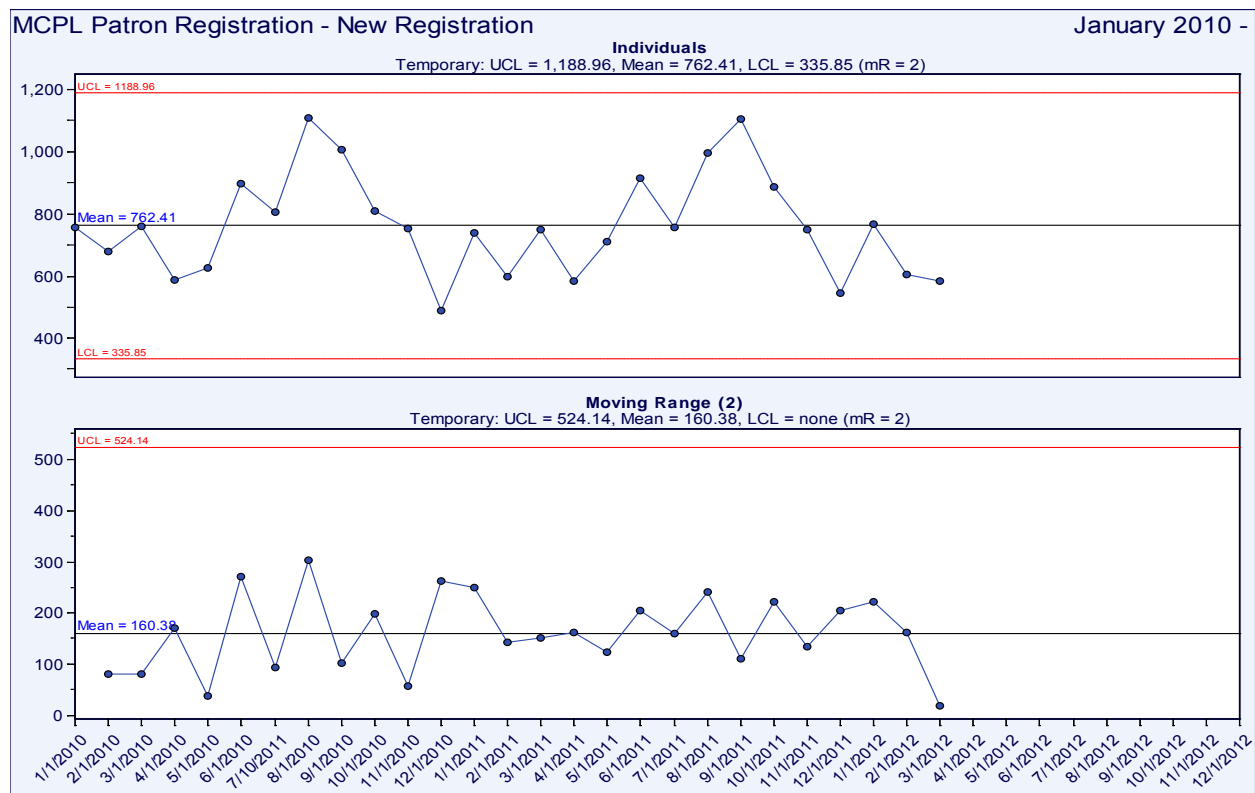
1F. Strengthen readers' advisory services.

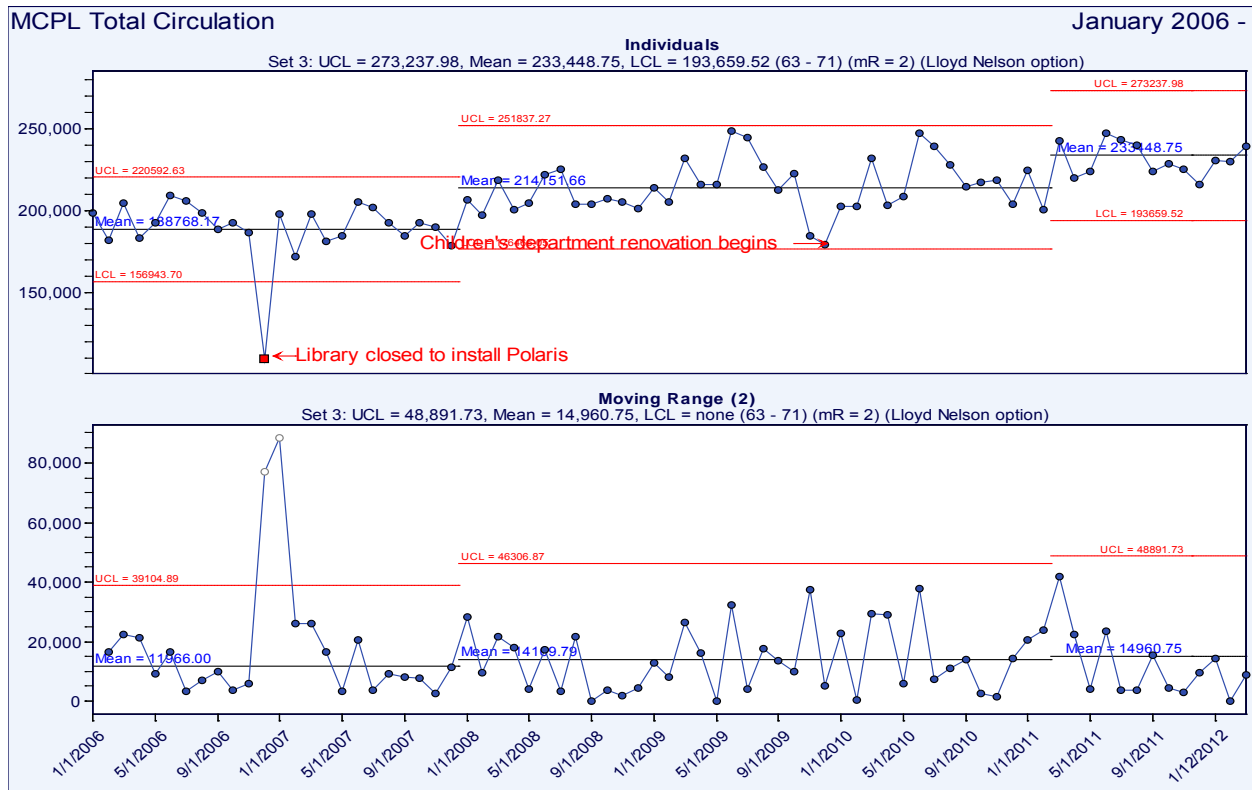
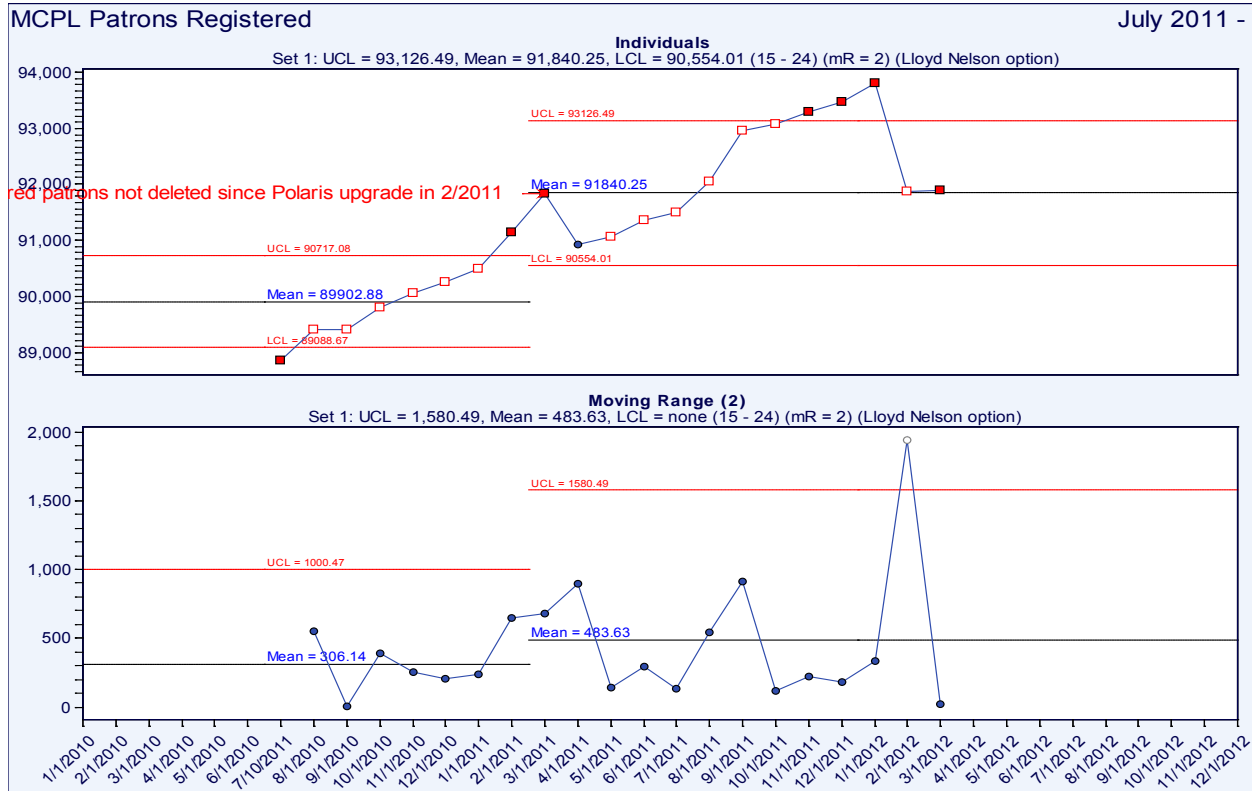
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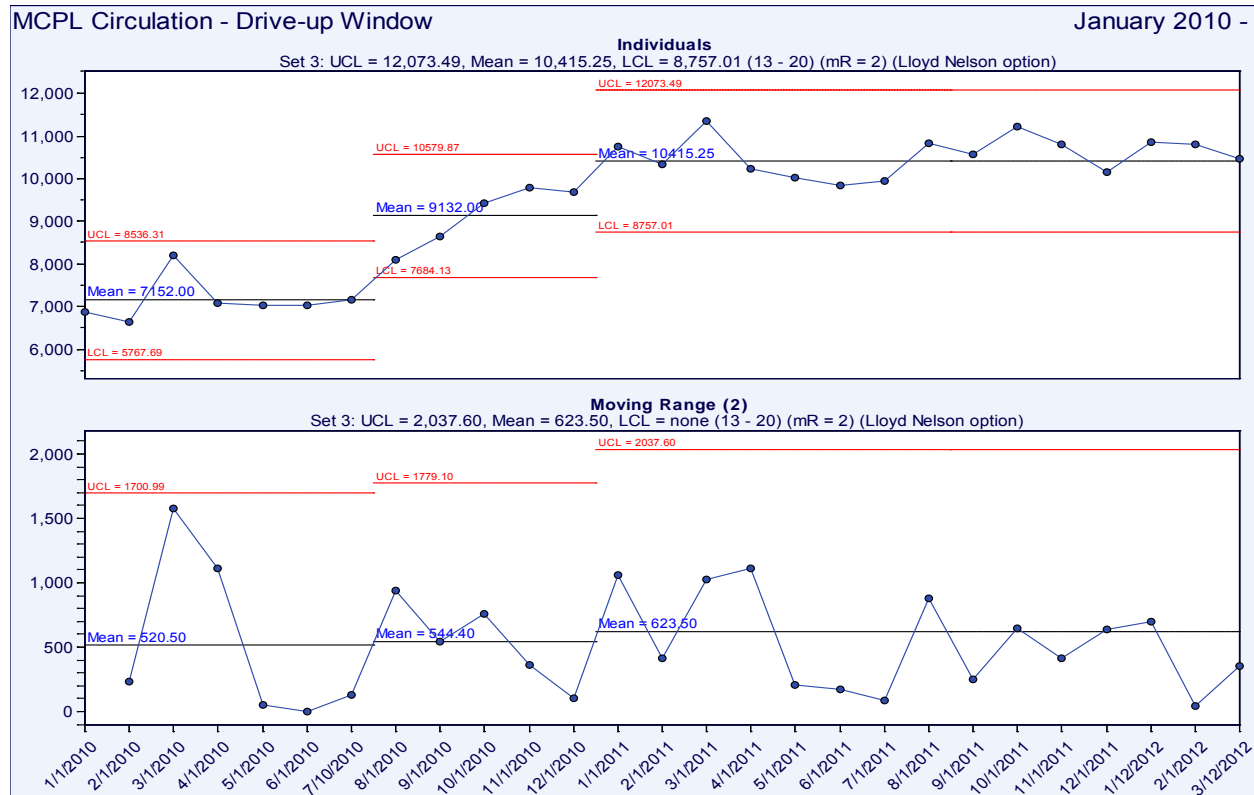
1G. Develop and evaluate partnerships to better serve target audiences.

- Children's librarians continued planning summer programs and working with "Get Reading Get Moving" partners. At the invitation of Stephanie Holman, the Monroe County Parks and Recreation Department joined the partnership.
- Children's Services and Outreach staff also finalized plans to support the MCCSC summer school program for children who did not pass the iRead 3 test.
- Sara Laughlin and Steve Backs met with Forrest Gilmore, director of the Shalom Center, to discuss ways the library could assist their clientele and to share Behavioral Rules. Forrest reported that Shalom also has behavioral expectations. The Center does not have computers, so many clients depend on the library for access. We learned about the schedule, the services, and what a typical day is like for an individual experiencing homelessness.

Goal 2: Expand access to information.



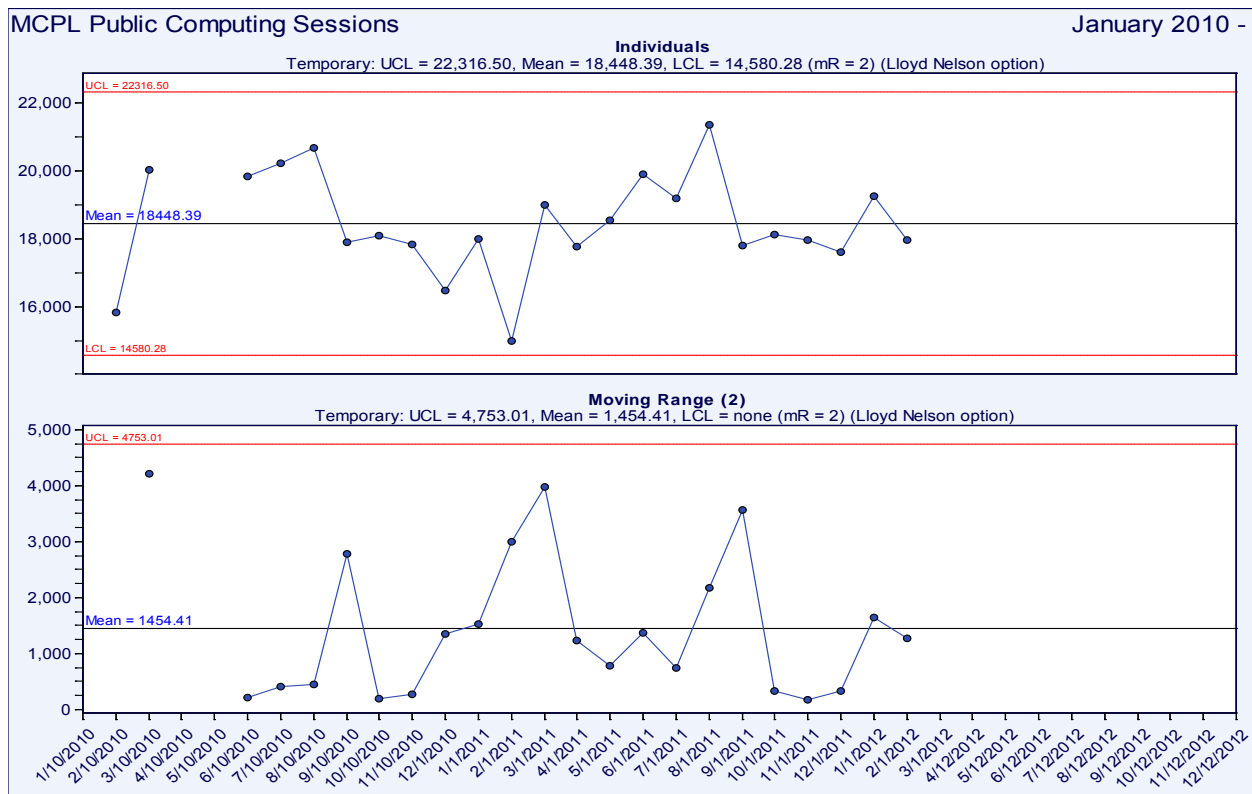
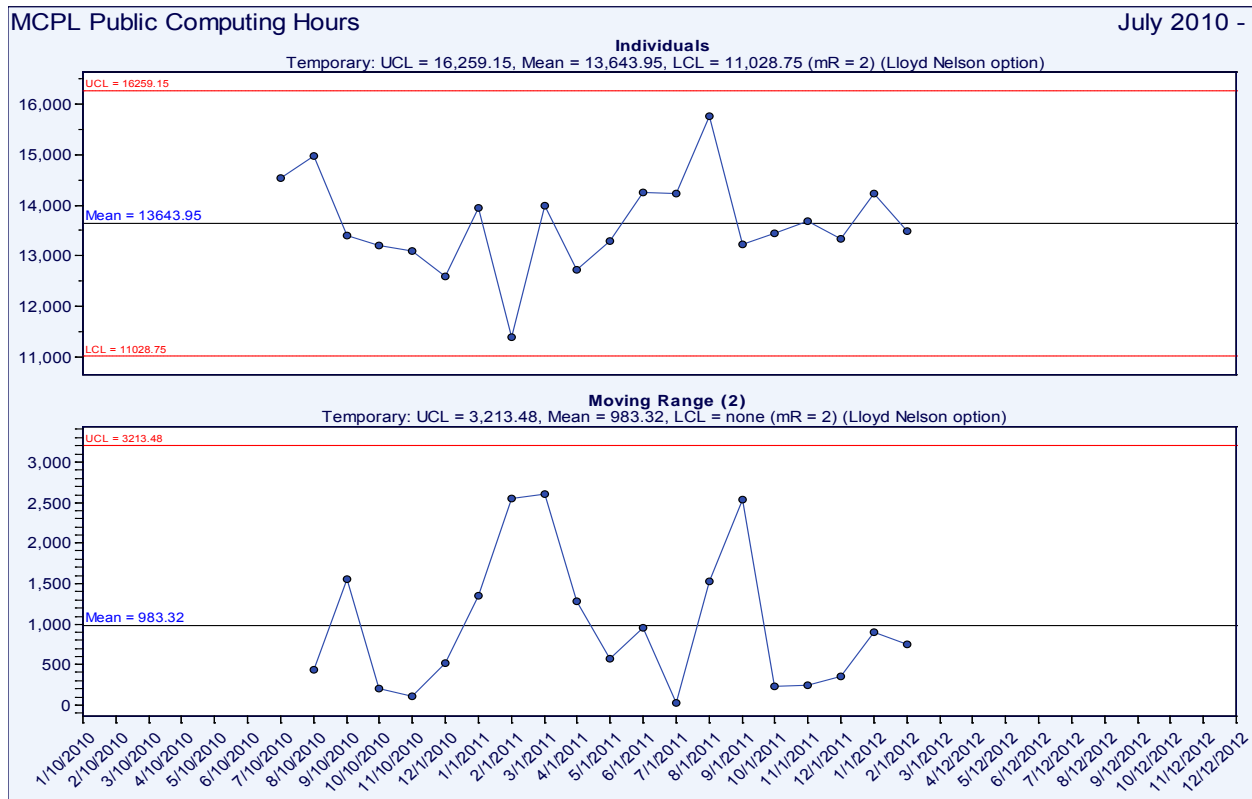




(Month) Access		
Website Page Views	Home page views*	833,528
Read It Off	Number registered	419
	Charges waived	\$623.87
	Number individuals with charged waived	68
	Number exiting program	21
Interlibrary loan	Items loaned	207
	Items borrowed	32
CATS	Government programs produced	33
	Patron programs produced	140
	CATS programs produced	28
	Dubs delivered	103
	Programs added to collection	216

*Beginning in April, we will add a new chart with website page views and discontinue reporting them here.

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



2B. Improve web access.

- We've been getting great feedback on the new kids web pages. One patron wrote: "The overall look is really appealing and fresh; I love how it's organized (staff picks in the middle, events on the side); I also really love that the teen and kids links are more obvious now and the kids page is amazing!"

2C. Deliver information through CATS.

2D. Replace Bookmobile. COMPLETED

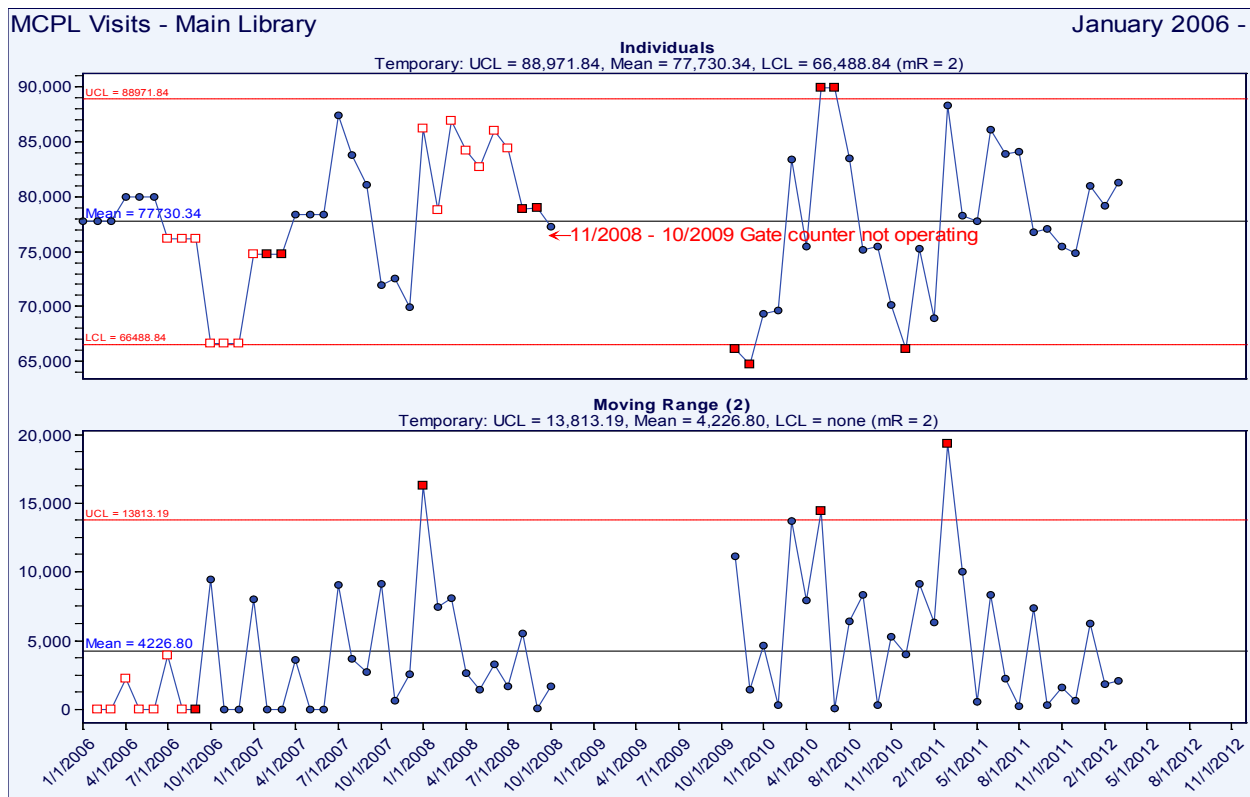
2E. Investigate changing or expanding hours.

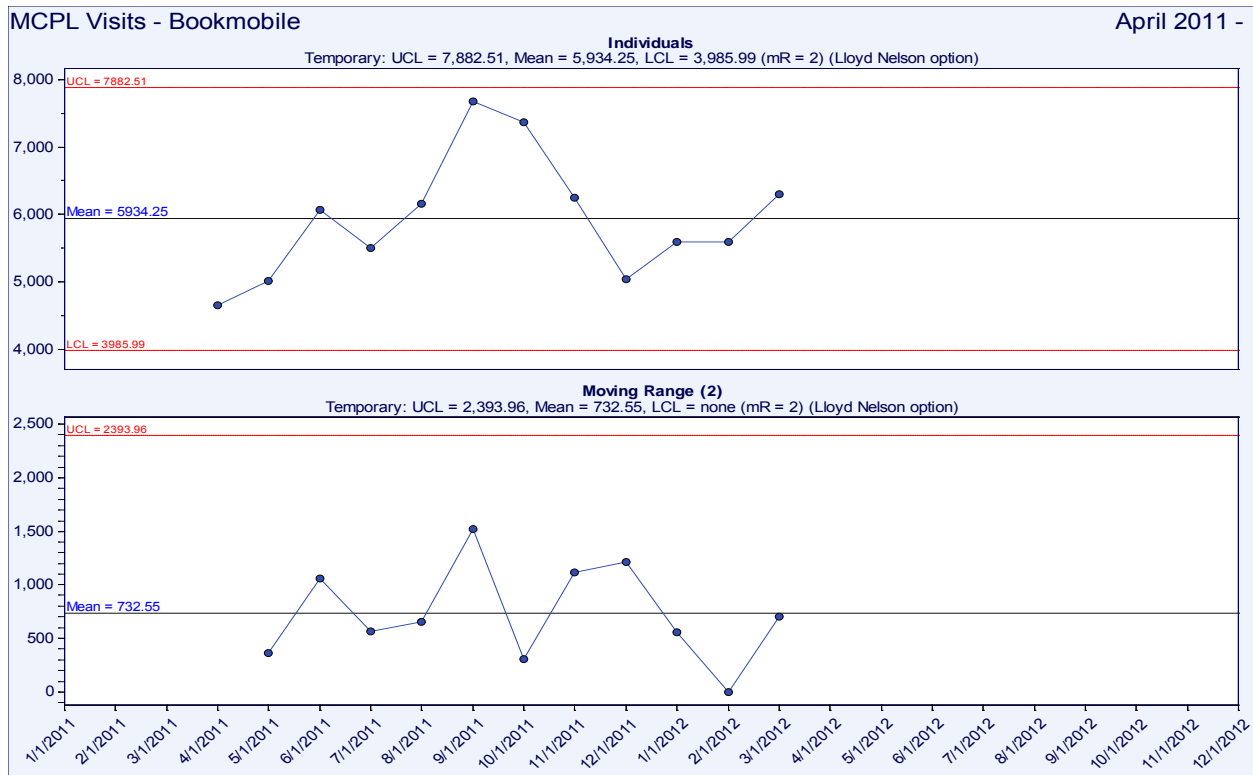
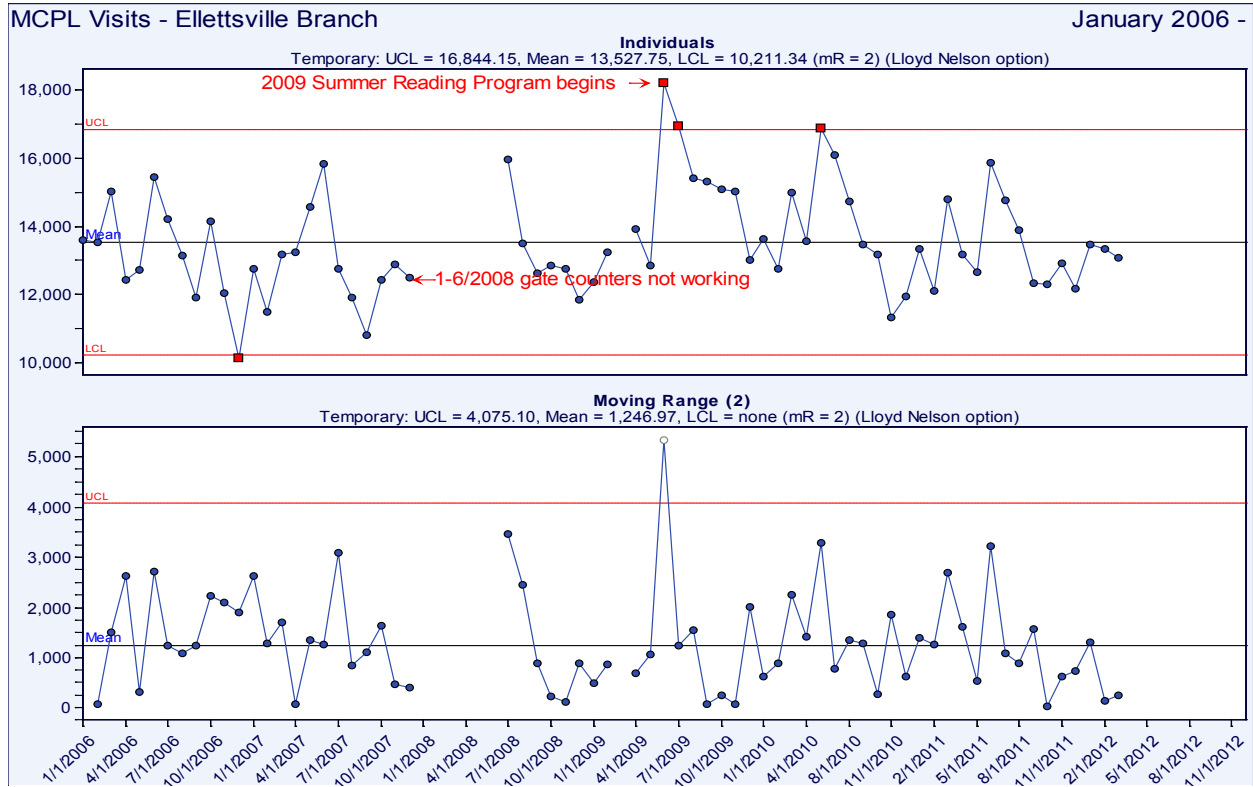
2F. Open a second branch location.

2G. Improve service for people with disabilities.

- Ann Segraves gave a presentation to the Stroke Survivors Support Group at the YMCA. She discussed Outreach Services, highlighting Homebound Service and the State Library's Talking Books Service, which was new information to many. There was a lively discussion by survivors, caregivers, and social service agency representatives about accessibility at the library and how the new parking lot helps with being able to drop off and get inside the library. The drive-up window was complimented. One person signed up for Homebound Service.

Goal 3: Deliver exemplary service.





(Month) Service		
Meeting Rooms	Main Library meeting rooms used	106
	Main Library auditorium used	21
	Main Library atrium	1
	Ellettsville Branch	19
TOTAL MEETING ROOMS USED		147
Author Alert	Holds placed	251

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

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

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.

- Sara Laughlin, Margaret Harter, and Mark Mobley met with landscape architect Debra Beck to receive the final design, along with very detailed recommendations about possible trees, shrubs, grasses, perennials, and seating. The library will be the site of the City's Arbor Day celebration on April 27, during which the City will plant a tree. Before or after that date, the City will be removing dead and dying maples from the block and replanting with varied, native species.

3G. Provide high quality public technology services.

- Penny Gillie presented "Migrating to a New ILS: the Monroe County Public Library Experience" to SLIS students in Bill Helling's S554 class. Included in the presentation was an overview of RFID tagging, automated materials handling, and other recent technological upgrades at the library.
- Lisa Champelli hosted a Digital Download Day event in the Children's Department. She promoted MCPL's many downloadable services to a variety of patrons.

3H. Create engaging library experiences.

- Ellettsville Branch celebrated Youth Art Month by displaying art work of all students (school- and home-based) in the RBB area. Two display cases were filled with sculptures and walls were adorned with student work. Many families came to the branch to admire the 210 art pieces.
- SLIS intern Megan Bozzi worked with Stephanie Holman to create and implement a program of her own. "Little House on the Prairie" had 37 in attendance and was a lovely mix of trivia, games, food, a craft and movie. It was a huge success.
- The Encouraging Positive Patron Behavior committee twice in March and got great feedback about changes in smoking policy. The group is now looking at changes inside the library and a subcommittee is gathering information on the current status of filters for computers in order to prepare a report for managers and the Board.
- The newly-created Facebook team moved ahead with creating an library Facebook page that will increase the library's electronic presence. Team members Margaret Harter, Mickey Needham, Jane Russick, Corinna Manion, Lisa Champelli, and D'Arcy Danielson are hoping for an April launch.
- The Winter Reading Program wrapped up in early March with 306 entries submitted. Total participation from January through March was 840. Three lucky patrons who entered won a Kindle to continue their lifelong reading habits.

- The Monroe County Public Library continued its partnership with the Center for the Study of Global Change to present the Global Issues Community Discussion Series – two programs a year on a variety of subjects that have both global and local repercussions. This spring the program topic was 2011 Year of Protests. Two presenters discussed historical frameworks for protests, the Occupy Movement, the Arab Spring, and the role of social media. More than 25 people attended. In their evaluations, they wrote that they liked the simple and welcoming environment, well organized, informed and enthusiastic presenters, and clear presentations.
- Thirteen teens came to Anime Club in March to watch *Princess Jellyfish*, a gender-bending anime about a sheltered jellyfish-loving girl who strikes up a friendship with the cross-dressing son of a local politician. Anime club licensing agreements have changed recently and hopefully will make watching anime a little easier to organize with the club.
- Christine Friesel taught a workshop for Small Business Development/SEED Corp. participants on how to do business research using Inspire, Reference USA, Stats Indiana, and other resources. Some participants like to come in for one-on-one tutorials so they can fine tune their research with the support of a librarian. SEED Corp. offers low interest loans for some of the graduates of this class; several of our patrons have been recipients of this funding and have come back to thank us for our help in finding information to enrich their business plans and bolster their confidence. This year, there were nine students and two representatives from SBDC.
- Ten students from SPEA affiliated with the non-profit management program attended training here to learn the Foundation Center's newest database, Philanthropy IN/Sight, created for philanthropists who wanted to map out where the need was greatest and compare that with where private funding was going. This mapping tool shows which nonprofits and which regions of the country are receiving grants and reveals which areas are being bypassed. Christine looks forward to showing staff how to use this resource and will apply for LEU offerings later this year.
- Ten people attended the second NASA Carbon Cycle program with Dr. Danilo Dragoni, who presented the 2011 data on productivity in the Morgan Monroe State Forest to update the 12 years of data presented last fall.
- Teen programmers met with Daniel Hickey to plan a “hackjam” event for teens in June. The objective is for teens to learn web skills, while creating their own online news site.

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

- Work on the Encouraging Positive Patron Behavior Committee led to new signage at the Main Library and Ellettsville Branch alerting the public to our no smoking and no loitering policies. Enforcement of the new rules began on March 1, with very few complaints and many compliments for eliminating second hand smoke near the library's entrances. Secondary benefits included reduced loitering and virtual elimination of cigarette butt clean-up.
- The library's campaign attracted substantial media attention, including a Herald-Times front page story, followed by an editorial and letters to the editor; an Associated Press feed that resulted in our story being the Indiana feature in USA Today; an interview on WGCL radio; video interviews by three IU journalism students; and interviews of a number of staff by SLIS student group.

3J. Offer regular customer service training and updates.

- Main Circulation clerks participated in discussion of the department 2012 theme “hospitality.” Clerks brought best case and worst case personal experiences as customers of outside service providers. Discussion and building of library service expectations followed in small group workshop and large group conclusion.

3K. Implement training to enhance technology core competencies.

- Mickey Needham worked with Information Systems to insure that Ellettsville staff could contribute to the new library website and Paula Gray-Overtoom met with Penny Gillie and Andrea Spaulding to instruct them in DRUPAL software. Further meetings with ATS are scheduled to help develop ways to make our web pages dynamic and useful.

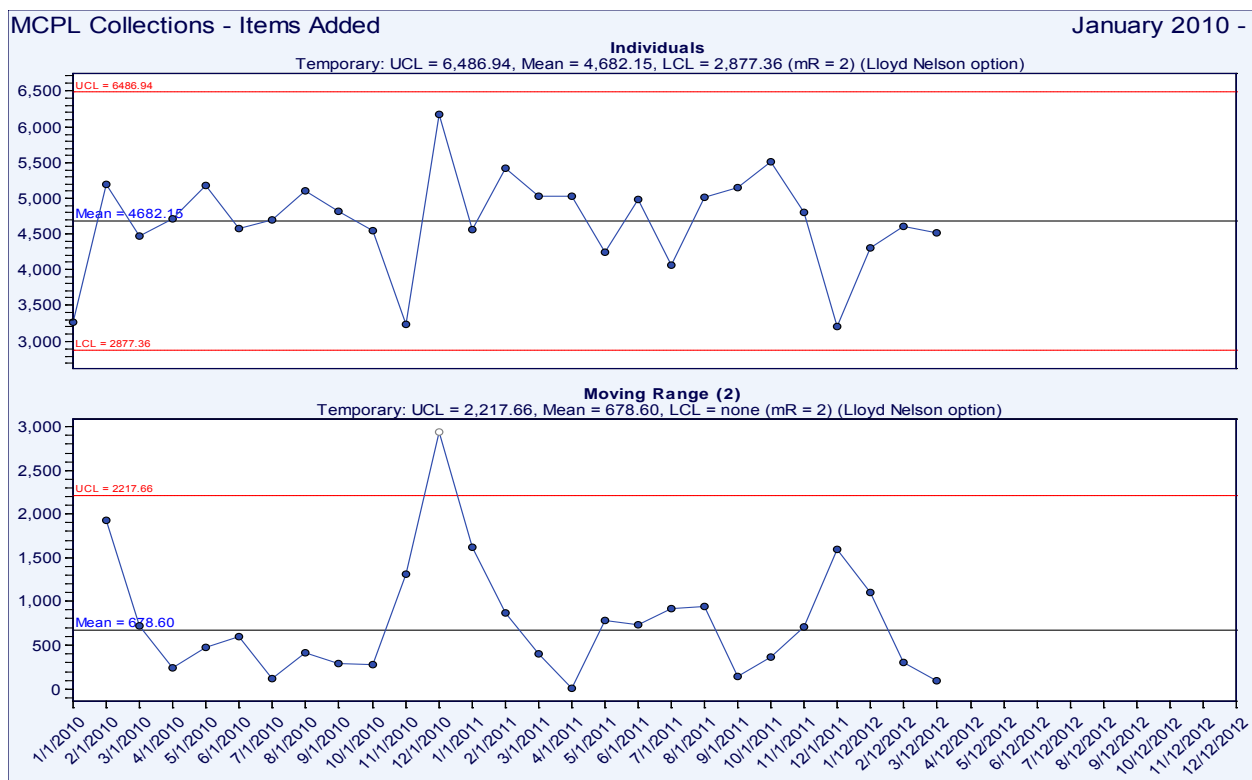
3L. Offer regular feedback opportunities for employees.

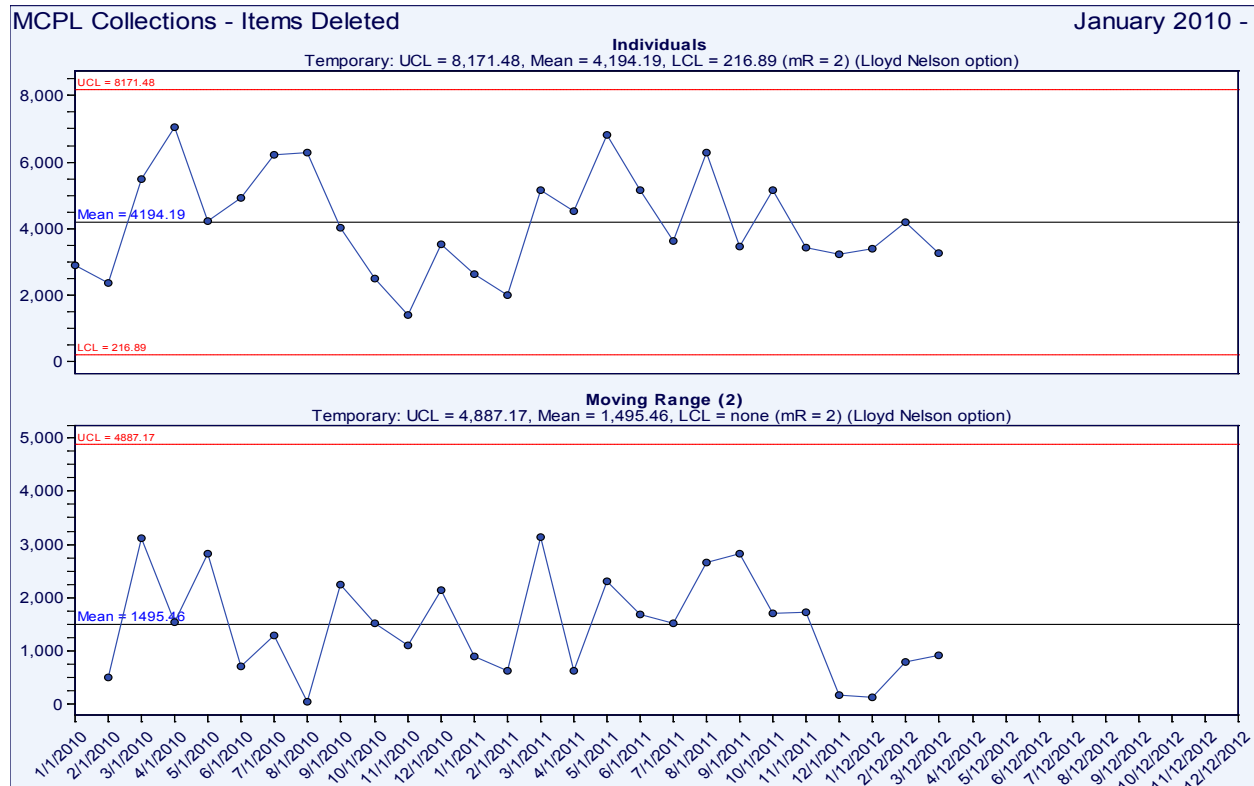
- Mickey Needham completed 2012 workplans for all branch staff.

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

- In preparation for the launch of the library's new website, the new site was featured as the highlight on the old site, with an invitation to visit and comment. Information Systems received a substantial number of comments, mostly positive, and made some adjustments before the early April launch.

Goal 4: Maintain High Quality Collections





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

- Penny Gillie submitted purchased requests for replacement copies of Rachel Peden's books. These titles will be featured during April's Coffee with Friends presentation at the branch.

4B. Maintain functional and attractive library collections.

- Stephanie Holman continues to work on an extensive weeding and replacement copy project in the EJ picture book collection.
- Circulation technician Aubrey Dunnuck, along with Circulation supervisors, revised, tested and revised again a new internal routing form appropriate for the AMH check-in environment. The form streamlines the information collected at the front lines for the Evaluations Team assessing damage/charges/repair/discard options at the second level.

4C. Continue to explore new formats.

- Mickey Needham, Chris Jackson, and Pam Wasmer continued to explore ways for the library to meet community needs for digital and electronic resources.

4D. Improve patron satisfaction with movies collection.

4E. Improve the weeding process. COMPLETED

4F. Develop a children's collection endowment.

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

5A. Implement recommendations from classification and compensation study.

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

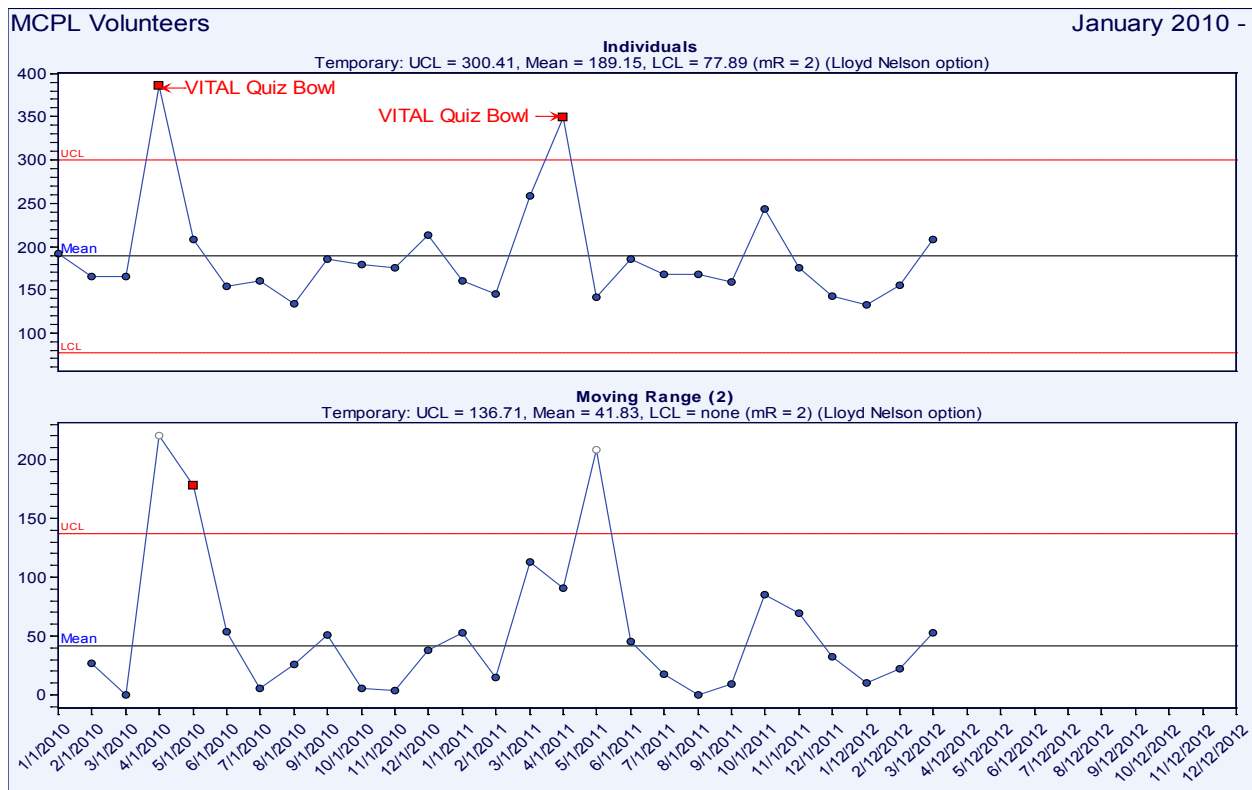
5C. Create staff development plan aligned with strategic plan.

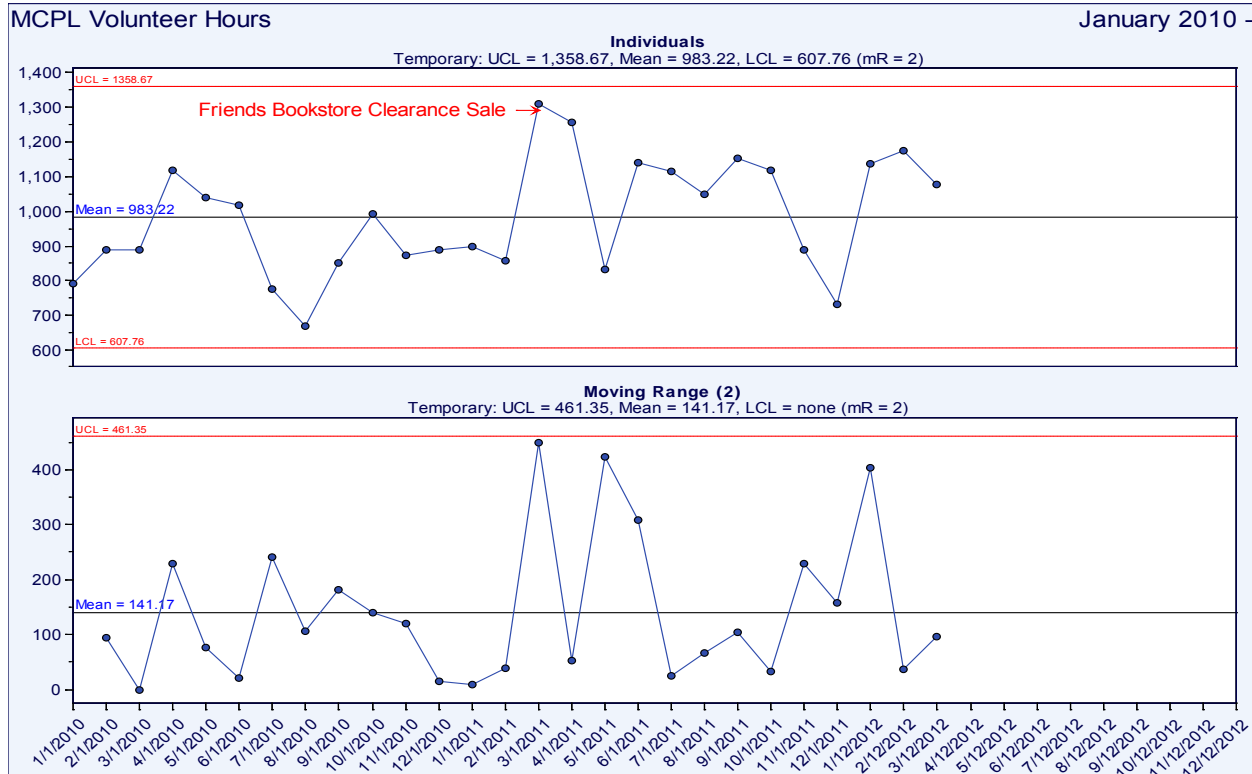
- The Staff Development Committee began planning Staff Day.
- The Wellness Committee met to continue planning programs for staff and to plan activities related to the ACHIEVE grant.
- Luann Dillon, Adult and Teen Services, and Hilary Hargis, Collection Services, represented the library at the Public Library Association conference in Philadelphia.
- Paula Singer conducted the second session of leadership training for managers.
- Ten staff members participated in a Public Library Association webinar focusing on the Howard County (MD) Public Library's community-wide partnership for an annual "Choose Civility" campaign.
- Jason Chandler, Facilities, conducted blood-borne pathogen training for managers. He is scheduling additional training for persons-in-charge and for public services staff in all departments.

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

- New union officers were elected: Chris Hosler is president.

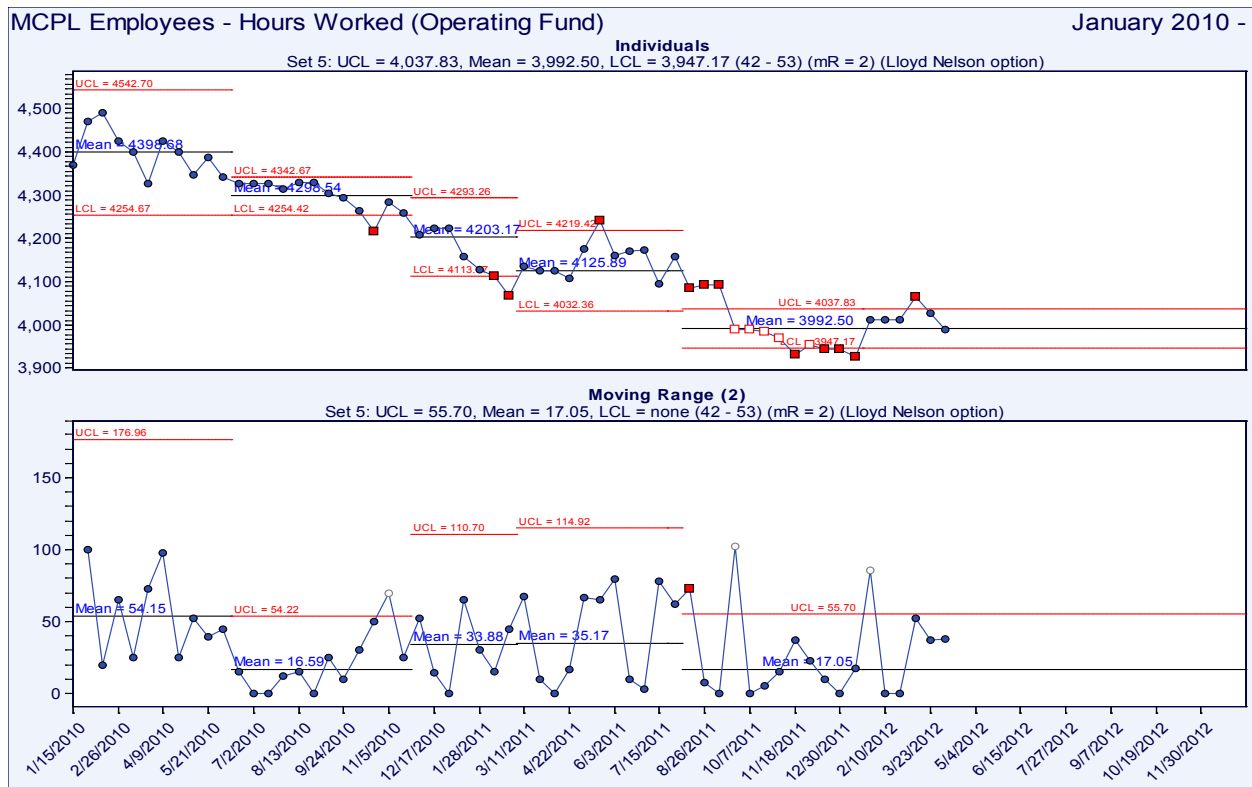
5E. Optimize use of interns, volunteers, and work-study employees.

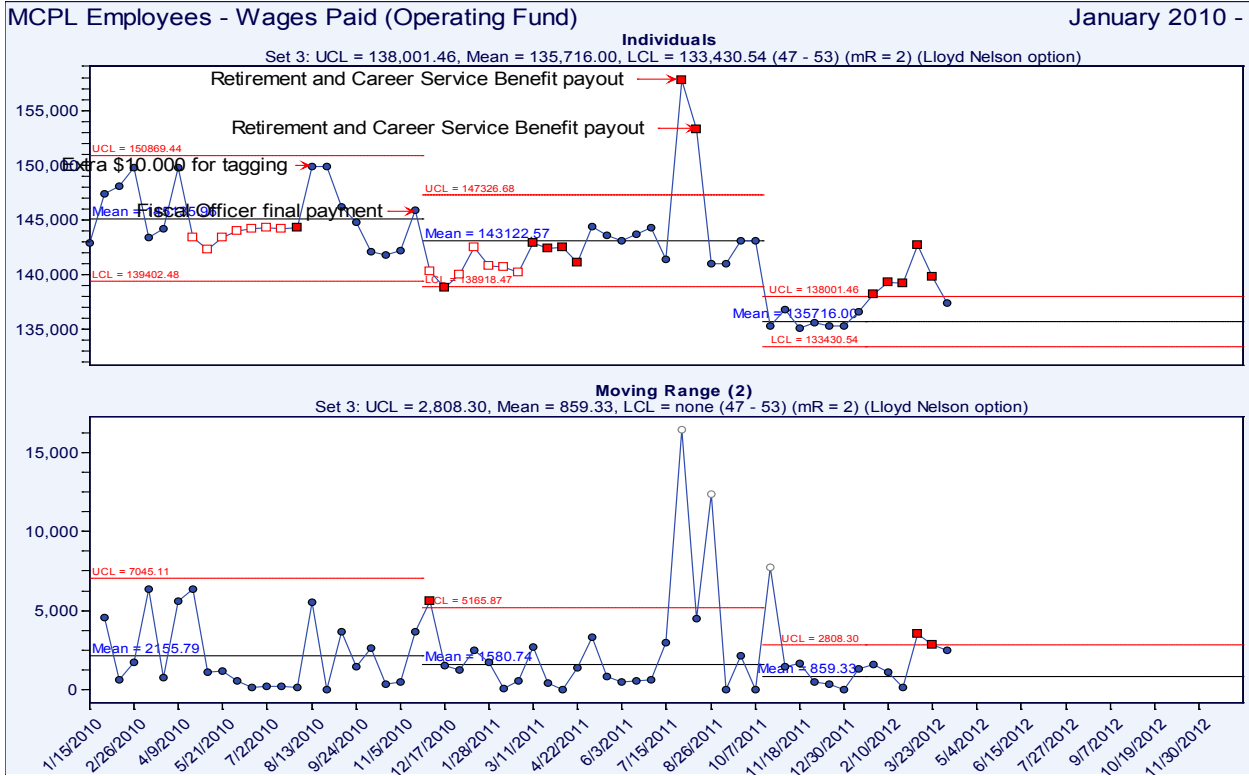




5F. Increase efforts to be an inclusive and attractive employer.

- Sara Laughlin, Kyle Wickemeyer-Hardy, and Pam Wasmer attended a workshop on succession planning with Paula Singer.



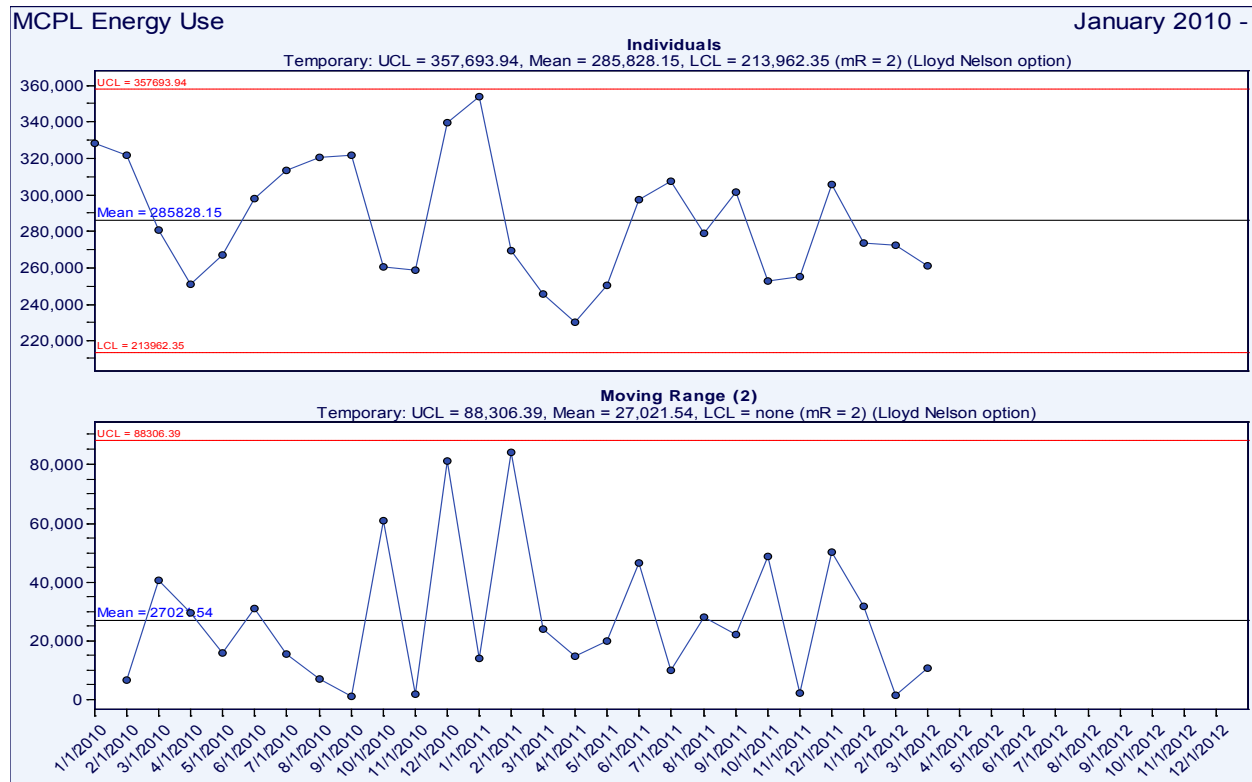


5G. Support improvement of key processes.

- The staff team for strategic planning met weekly to continue invitations for the Future Search event. The logistics team also met weekly to take care of local arrangements involved in the three-day event involving 60+ participants at Chapman’s Restaurant. The Library Futures Committee submitted a draft report, and Tom Hennen submitted a draft benchmarking study.
- The Circulation Department is making progress on its goal of transferring existing or creating new procedures in the “Key Task” format learned in our process improvement projects. Our goal is to post 10 key tasks in 2012. Currently three key tasks are posted and four more are in the editing stage. Four Page Team Leaders are working with Supervisor Jennifer Kellams to learn the process improvement concepts while assessing the process “Shelve Holds” at the Main self-service holds pickup area.

5H. Continue sustainability efforts to reduce energy consumption.

- HFI Contractors submitted a report on retro-commissioning, which will be shared with the Board in April. They were able to address many of the issues as they inspected; a few will require replacement parts or additional work.



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

5J. Maximize tax support.

5K. Increase funding from non-tax sources.

- VITAL received notice of two grant awards: \$1,000 from Trinity Episcopal Outreach for PreGED Preparation and \$600 from Psi Iota Xi Philanthropic organization for VITAL instructional materials.
- Sara Laughlin and Brandon Rome, Staff Association representative, attended the first meeting of the Friends 2012 Campaign for Excellence Committee. The Committee set the goal at \$25,000. The Campaign will focus on the library's collections.

5L. Work closely with Friends of the Library.

- Penny Gillie attended the monthly Friends of the Library Board meeting and met with the Friends' Marketing Committee to develop goals and strategies for increasing membership and awareness of Friends sponsored events.
- Penny Gillie took photographs along Maple Grove Road to be used as a background for posters announcing April's Coffee with Friends presentation at the Ellettsville Branch.
- Main Circulation was thrilled to receive two new black return bins matching the set purchased with the AMH/3-bin sorter last year. The new bins are more appropriate in size for the sorter than the re-purposed ones from pre-renovation desk returns. Having more options allows for more flexibility of transferring full bins from one area/floor to the other and fewer materials that have to be stored on the floor during closed holiday returns.
- The Friends clearance sale resulted in more than \$4,000 in income, record participation of volunteers, and a substantial reduction in inventory.

RESOLUTION TO UPDATE MONROE COUNTY PUBLIC LIBRARY'S POLICY 5.06 – SMOKING

WHEREAS, the Monroe County Public Library Board of Trustees approved updates to the library Behavioral Rules on 01/18/2012, restricting smoking on library grounds:
Smoking or use of tobacco products is strictly prohibited by both inside and outside in library buildings, in library vehicles, and on library grounds. The library is 100% tobacco free, both inside and out.

WHEREAS, it is now necessary to update Section 5.06 – SMOKING of the Monroe County Public Library Personnel Manual, to align with the language of the MCPL Behavioral Rules.

Be it resolved that the Board of Trustees of the Monroe County Public Library, approve the following changes to selected parts of sections 5.10:

Recommendation to Amend Personnel Policy Section 5.06

5.06 SMOKING

In the interest of health, safety, and the comfort of all employees and patrons, smoking is ~~prohibited within MCPL's buildings and vehicles. Employees may smoke outside during appropriate break times in the designated smoking area on the northeast side of the building near the garage. They may not stand directly outside the library entrances or subject non-smokers to passive smoke. Employees who smoke outside the library entrance shall use receptacles that are provided.~~ or use of tobacco products is strictly prohibited by both inside and outside in library buildings, in library vehicles, and on library grounds. The library is 100% tobacco free, both inside and out.

Privacy Policy Regarding Web and E-mail Communications

This policy explains the types of information the Monroe County Public Library collects when people visit the library's web site or send e-mail to the library and what the library does with that information.

The library is committed to protecting the privacy of the people who use the library and who communicate with the library electronically via e-mail or the Web. Except when compelled by a court order, the library does not share personal information about patrons with any other outside organizations. Any personal information the library may collect about library patrons is viewed by staff members for the library's internal and confidential use only.

The following is the only information collected when a patron visits the library's website:

- The IP address and domain name associated with the patron's computer.
- The browser software and operating system used to access the library site.
- The address of the web site that referred the patron to the library site.
- The date and time of the visit to the library web site.
- The pages visited on the library site.
- The search terms used that led the patron to the library site.

The library uses the information collected to count the number and type of visitors to the pages on the site. Information in individual library accounts is not associated with a patron's use of the Web.

The library uses cookies¹ with its Web-based catalog to keep track of what scope of the catalog a patron has chosen to search or to remember the list of items a patron has exported. Cookies saved on the library's Web server do not store any personal information and expires after 24 hours.

The library acknowledges that, in general, e-mail is not a secure method of communication, and patrons assume sole responsibility for all electronic communications.

The library asks patrons to share an e-mail address in order that the library may send notices and reminders quickly and conveniently.

If patrons send a question or comment via e-mail, the library may save the message and any personal information it contains in files stored on its e-mail server. The recipient of the e-mail message may forward it to other library employees. The library does not give or sell the e-mail addresses of its patrons to any outside agencies.

For more information about how the library preserves patrons' privacy, please see the related documents:

- Resolution on Access to Public Records Held by the Monroe County Public Library
- Internet and Computer Use Policy
- Behavioral Rules

Adopted by the Board of Trustees, February 21, 2002.

¹ "Cookies," also known as **HTTP cookies**, **web cookies**, or **browser cookies**, are used for an origin website to send state information to a user's browser and for the browser to return the state information to the origin site. The state information can be used for authentication, identification of a user session, user's preferences, shopping cart contents, or anything else that can be accomplished through storing text data on the user's computer. Cookies cannot be programmed, cannot carry viruses, and cannot install malware on the host computer.

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~~This policy explains the types of information the library collects when people visit the library's web site or send us e-mail and what we do with that information. For more information on how we protect the privacy of people using the library, please see our *Resolution on Access to Public Records Held by the Monroe County Public Library*.~~

~~What kind of information do we collect from you via the Web and why?~~

~~Whenever you visit the library's web site, even if you do nothing but read pages, the library's computers automatically gather and store certain information about your visit. This information does not identify you personally. Only Tthe following is the only information is collected when a patron visits the library's website:~~

- ~~• The Internet domain name you are using. For example, "xcompany.com" if you use a private Internet access account, or "yourschool.edu" if you connect from a university's domain.~~
- ~~• The Your IP address and domain name associated with the patron's computer. All computers connected to the Internet are associated with an IP number. An IP number can be unique to a specific computer, or can represent a group of computers.~~
- ~~• The type of Web Browser and operating system used to access the library our site, such as Netscape or Internet Explorer and Windows 95 or UNIX.~~
- ~~• The address of the web site that referred the patron you to the library our site.~~
- ~~• The date and time of the you visit to the library web our site.~~
- ~~• The pages you visited on the library our site.~~
- ~~• The sSearch terms used that led the patron you to the library our site.~~

The library We uses the information we collected to count the number and type of visitors to the different pages on the our site, and to help us make our site more useful to visitors like you. Information we have about your in individual library accounts is not connected to associated with a patron's your use of the Web. In other words, we can't look up your library card number and see where you have been on the Web.

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~~What is an Internet Cookie and Does MCPL use Internet Cookies?~~

~~An Internet cookie is a computer function that enables a Web server computer to send a message to your Web browser (Netscape, Internet Explorer, etc.). The message is stored as a file on your computer so that the information is quickly and readily available to submit back to the Web server. The main purpose of cookies is to identify users and possibly prepare customized Web pages for them.~~

~~Cookies can be programmed to expire after a certain time. As a cookie expires, it is discarded from memory and it is no longer saved to your computer.~~

~~The library We uses cookies with its our Web-based catalog to keep track of what scope of the catalog a patron has chosen to search or to remember the list of items a patron has exported-what scope of the catalog you have chosen to search, or to remember the list of items you may have selected to export. The eCookie on the library's ur Web server do not sends to your browser doesn't store any personal information about you and it expires after 24 hours.~~

~~For more information about Internet cookies, see:~~

- ~~• Webopedia.com's definition of a "cookie"~~
- ~~• cookiecentral.com~~

~~What happens when you communicate with us electronically via e-mail or the Web?~~

~~Please be aware that, iThe library acknowledges that, in general, e-mail is not a secure method of communication, and patrons assume sole responsibility for all electronic communications.~~

~~The library As part of the information we request when you apply for a library card, MCPL asks patrons to that you share an e-mail address in order that the library may send notices and reminders quickly and conveniently with us so that we may inform you more quickly and conveniently when a library item you requested is waiting for you, or when an item you have checked out is overdue. However, we can continue to contact you by postal mail, if you prefer.~~

~~If patrons sends you choose to send us a a question or comment via e-mail, the library we may save the your message and any personal information itit contains in files stored on its our e-mail server in order to respond to your question or comment. The recipient of the your e-mail message may forward it your e-mail to other library MCPL employees who may be better able to help you.~~

~~Much of our correspondence is saved indefinitely in library employees' sent-mail files. However, your e-mail is shared with staff members only. We The library does not giveshare or sell the e-mail addresses of its patrons to our users with any outside agencies.~~

If you have any questions about the practices of the different service areas that encourage library users to communicate with us via e-mail or a web-based form, please contact that particular service area. For example:

- ~~Ask the Indiana Room~~
Indiana Room: 349-3080
-
- ~~Ask Us~~
Adult Services: 349-3228
-
- ~~Author Alert~~
Fiction Desk: 349-3210
-
- ~~Circulation Dept. E-mail Address—ciredept@monroe.lib.in.us~~
Phone: 349-3090
-
- ~~Kids Review~~
Children's Services: 349-3100
-
- ~~Program Proposal Form~~
Adult Services: 349-3228
-
- ~~Request a Closed Reserve Collection (for teachers)~~
Children's Services: 349-3100
-
- ~~Suggest an item the library should acquire~~
Adult Services: 349-3228

For more information about how the library preserves ~~patrons' your~~ [privacy](#), ~~and keeps your use of the library confidential~~, please see the related documents:

- [Resolution on Access to Public Records](#)
- [Internet and Computer Use Policy](#)
- [Behavioral Rules](#)
- [Photo Release Form \(Ask at a reference desk for a copy of this form for use by library staff\)](#)

For more information about protecting your online privacy in general, please see:

- [American Library Association's Privacy Tool Kit](#)
- [Guide to Online Privacy: Center for Democracy and Technology](#)
- [ConsumerPrivacyGuide.org](#)
- [Electronic Privacy Information Center](#)
- [Kidz Privacy: Advice from the FTC](#)
- [Get Privacy-Wise! from GetNetWise](#)
- [Privacy Rights Clearinghouse](#)

• [*Adopted by the Board of Trustees of the Monroe County Public Library, February 21, 2002.*](#)

Updated January 25, 2012

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NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Monroe County Public Library will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: Monroe County Public Library does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: Monroe County Public Library will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Library's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Monroe County Public Library will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Monroe County Public Library facilities, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Monroe County Public Library should contact the office of the Associate Director, who serves as *ADA Coordinator*, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Monroe County Public Library to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Monroe County Public Library is not accessible to persons with disabilities should be directed to

**Associate Director and ADA Coordinator
Monroe County Public Library
303 E. Kirkwood Avenue
Bloomington, IN 47408**

Monroe County Public Library will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Monroe County Public Library Grievance Procedure under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Monroe County Public Library. The Library's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**Associate Director and ADA Coordinator
Monroe County Public Library
303 E. Kirkwood Avenue
Bloomington, IN 47408**

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Monroe County Public Library and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Library Director or his/her designee.

Within 15 calendar days after receipt of the appeal, the Library Director or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Library Director or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or his/her designee, appeals to the Library Director or his/her designee, and responses from these two offices will be retained by the Monroe County Public Library for at least three years.

MCPL Surplus Equipment April 2012

Status	Description	Book Value	Dispose 4-2012	Year	Local Tag	Mfr.	Model	Serial
9 Base Units Usable								
Active	Computer w/ 16 Flat CRT	\$1,021	1	2003	400284	Dell	40 GB Gray	8Z8CL31
Active	Computer w/ 16 Flat CRT	\$1,021	2	2003	400283	Dell	40 GB Gray	6Z8CL31
Active	Computer w/ 16 Flat CRT	\$1,021	3	2003	400293	Dell	40 GB Gray	119CL31
Active	Computer w/ 17 Flat Panel	\$1,215	4	2003	400305	Dell	GX270D	DG89L31
Active	Computer w/ 17 Flat Panel	\$1,215	5	2003	400307	Dell	GX270D	6G89L31
Active	Computer w/ 16" monitor	\$965	6	2004	400039	Dell	Pentium4 2.8	B1N6M51
Active	Computer w/ 16 Flat CRT	\$1,021	7	2003	400288	Dell	40 GB Gray	JZ8CL31
Active	Computer w/ 16" monitor	\$965	8	2004	400037	Dell	Pentium4 2.8	51N6M51
Active	COMPUTER/OPTIPLEX GX240	\$1,628	9	2001	400786	DELL	OPTIPLEX GX2	436Y111
36 Base Units non-functioning								
Active	COMPUTER W/19" LCD DISPLAY	\$950	10	2007	400585	GATEWAY	E-2610D	40468766
Active	COMPUTER W/19" LCD DISPLAY	\$950	11	2007	400568	GATEWAY	E-2610D	40468749
Active	COMPUTER W/19" LCD DISPLAY	\$950	12	2007	400561	GATEWAY	E-2610D	40468742
Active	COMPUTER W/22" LCD DISPLAY	\$1,086	13	2007	400602	GATEWAY	E-2610D	40468783
Active	COMPUTER W/19" LCD DISPLAY	\$950	14	2007	400565	GATEWAY	E-2610D	40468746
Active	COMPUTER W/19" LCD DISPLAY	\$950	15	2007	400588	GATEWAY	E-2610E	40468769
Active	COMPUTER W/19" LCD DISPLAY	\$950	16	2007	400580	GATEWAY	E-2610D	40468761
Active	COMPUTER W/19" LCD DISPLAY	\$950	17	2007	400593	GATEWAY	E-2610D	40468774
Active	COMPUTER W/19" LCD DISPLAY	\$950	18	2007	400582	GATEWAY	E-2610D	40468763
Active	COMPUTER W/19" LCD DISPLAY	\$950	19	2007	400566	GATEWAY	E-2610D	40468747
Active	COMPUTER W/19" LCD DISPLAY	\$950	20	2007	400591	GATEWAY	E-2610D	40468772
Active	COMPUTER W/19" LCD DISPLAY	\$950	21	2007	400576	GATEWAY	E-2610D	40468757
Active	COMPUTER W/19" LCD DISPLAY	\$950	22	2007	400562	GATEWAY	E-2610D	40468743
Active	COMPUTER W/19" LCD DISPLAY	\$950	23	2007	400564	GATEWAY	E-2610D	40468745
Active	COMPUTER W/22" LCD DISPLAY	\$1,086	24	2007	400603	GATEWAY	E-2610D	40468784
Active	COMPUTER W/19" LCD DISPLAY	\$950	25	2007	400587	GATEWAY	E-2610D	40468768
Active	Computer 8/2.93	\$686	27	2005	400164	Acer		53205793EK00
Active	Computer 8/2.93	\$686	28	2005	400134	Acer		53205670EK00
Active	Computer 8/2.93	\$686	29	2005	400139	Acer		5320547FEK00
Active	Computer 8/2.93	\$686	30	2005	400131	Acer		5320568DEK00
Active	Computer 8/2.93	\$686	31	2005	400132	Acer		53205665EK00
Active	Computer w/15"flat panel monitor	\$1,134	32	2004	400021	Dell	Pentium4 2.8	JVWJM51
Active	Computer w/ 16 Flat CRT	\$1,021	33	2003	400290	Dell	40 GB Gray	809CL31
Active	Computer w/ 16" monitor	\$965	34	2004	400047	Dell	Pentium4 2.8	G3N6M51
Active	Computer w/ 16 Flat CRT	\$1,021	35	2003	400286	Dell	40 GB Gray	DZ8CL31
Active	Computer w/ 16" monitor	\$965	36	2004	400035	Dell	Pentium4 2.8	C2N6M51
Active	Computer w/ 16" monitor	\$965	37	2004	400041	Dell	Pentium4 2.8	4HF5Q51
Active	Computer w/ 16 Flat CRT	\$1,021	38	2003	400275	Dell	40 GB Gray	4Y8CL31
Active	Computer w/ 16" monitor	\$965	39	2004	400042	Dell	Pentium4 2.8	C0N6M51
Active	Computer w/ 15" flat panel monitor	\$1,134	40	2004	400026	Dell	Pentium4 2.8	3LYDM51
Active	COMPUTER/OPTIPLEX	\$1,019	41	2001	400820	DELL	GX240	B050211
Active	COMPUTER/OPTIPLEX	\$1,019	42	2001	400811	DELL	GX240	5M40211
	COMPUTER/OPTIPLEX		43			Dell	GX620	5VT5Z91
Active	Computer w/ 16" montior	\$965	44	2004	400043	Dell	Pentium4 2.8	20N6M51
Active	Computer 8/2.93	\$686	45	2005	400147	Acer		532057658EK00
Active	Computer 8/2.93	\$686	46	2005	400165	Acer		53205836EK00