

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING**

**Wednesday, November 14, 2012  
Meeting Room 1B**

**AGENDA**

1. Call to Order – Kari Isaacson, President
2. Consent Agenda – action item – Sara Laughlin
  - a. Minutes of October 24, 2012 Board Meeting (page 1-5)
  - b. Minutes of November 7, 2012 Work Session (page 6-8)
  - c. Monthly Bills for Payment (page 9-16)
  - d. Monthly Financial Report (page 17-37)
  - e. Personnel Report (page 38-40)
  - f. 2012 Board Calendar (page 41)
3. Director’s Monthly Report (page 42-60); Quarterly Report for July-September 2012 (page 61-62); Google Analytics (page 63-64) – Sara Laughlin
4. Old Business
  - a. Update on City Parking Proposal – Susie Johnson, Director of Public Works, City of Bloomington
5. New Business – action items
  - a. 2013 Employee Insurance (page 65-84) – Kyle Wickemeyer-Hardy
6. Public Comment
7. Adjournment

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**BOARD MEETING  
Wednesday, October 24, 2012  
MINUTES**

Trustees in Attendance:

Kari Isaacson, Melissa Pogue, Valerie Merriam, Steve Moberly, John Walsh, Fred Risinger  
Absent: David Ferguson

Others in Attendance:

Sara Laughlin, Marilyn Wood, Gary Lettelleir, Tom Bunger, Kyle Wickemeyer-Hardy, Chris Hosler, Michael White

**Call to Order**

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

**Consent Agenda**

Kari Isaacson made a motion to add an executive session November 7 or 14 after the regular Board meeting to the Board's calendar. John Walsh indicated he would be out of town on the 7 and Fred Risinger will be out 14. Meeting was set for November 14 after Board meeting.

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

Before the vote was taken, Valerie Merriam asked a question about the "online course registration" expenditure. Sara indicated that 11 employees are participating in a webinar on improving service to patrons with disabilities, coordinated by Library's new ADA coordinator, Marilyn Wood. Melissa asked who was presenting the course. Marilyn indicated it was through ASCLA, the unit of the American Library Association focused on universal access and service to people with disabilities.

The motion to approve the Consent Agent carried unanimously.

**Director's Monthly Report**

Sara pointed out new charts on page 52 and 53 that report web page usage trends. Traffic on home page has increased dramatically since introduction of the new website. A separate chart from Google Analytics showed a large spike in people coming from social media sites after the library introduced its Facebook page (see attached report). Sara pointed out a cautionary note regarding the CATS chart. Their website has changed dramatically in way it is presented, making it impossible to compare previous hits and current hits. In succeeding months, a new pattern will be established.

Valerie asked if you could tell from where people are coming to the site. Sara will share the report. Valerie also asked if it could show you came from a “Favorite” and Sara indicated she didn’t know. Kari commented that the number of hits on the catalog had gone down and Sara indicated that she would not have expected the catalog page views to be impacted by the new site, since it is unchanged. Difference are probably just seasonal fluctuations.

Fred Risinger shared that he was quite impressed with website. It is open and friendly and he can find his way around easily.

Sara also shared that CATS is currently running “Candidates on Demand”. After viewing them, she found the programs different from most of the election coverage on TV and encouraged everyone to watch. The candidate is directly talking to you about the issues. They are not argumentative or negative. Every candidate received a certified letter inviting them to participate, but not all did.

Fred asked if all the candidates answered similar questions. Sara said they did not answer questions, but rather they are presenting their platforms. Kari asked Sara to tell the TV audience where to go to access it and Sara shared that “Candidated on Demand” is a highlight on the library’s home page.

Valerie asked Sara if she found out if the recent Bookmobile repairs were covered by warranty and Sara said yes the warranty covered repairs and there was no charge.

### **Old Business**

None.

### **New Business**

#### **a. 2013 Budget**

Gary presented the final version of 2013 budget to the Board for approval. The proposed 2013 budget allows continuation of library services and staffing at current levels, investment in library facilities, and maintains a healthy reserve in LIRF and Rainy Day Funds.

Kari commended Gary for doing such a nice job in presenting the draft budgets.

John Walsh moved to approve 2013 budget; Valerie Merriam seconded; unanimously approved.

#### **b. Bond Resolution**

Tom Bunger, attorney, addressed the Board regarding the final bond resolution documents to complete a task the Board started about this time last year. This resolution sets parameters under which the bond sale will be completed. It sets the amount of bonds to be sold and how they will be sold. Approving the resolution will enable the library to sell the bonds as scheduled at end of this year. Tom recommended the Board adopt the resolution.

Steve Moberly asked Tom how he would like the motion and Tom stated that it should be a motion to approve final bond resolution as presented.

Steve Moberly so moved; Fred Risinger seconded; unanimously approved. Tom stated that he will move forward and continue to keep Board advised.

**c. Community Foundation Proposal for *Nonprofit Central***

Sara again shared with the Board the Letter of Intent that the Library submitted to the Community Foundation of Bloomington and Monroe County in September. The Library was invited to present a full proposal by November 1. The Board must approve submission of proposal. The library plans to invest in a part-time staff person, materials, and programs to become the central location for supporting nonprofits in the community. Christine Friesel has talked to United Way, Community Foundation, IU SPEA; City; Alliance of Museums, and others, as well as representatives from two other libraries in Midwest. The Library is well positioned to host this center. Christine Friesel would coordinate and part-time staff person would report to her. We plan to schedule appointments with people in advance. Traditional reference function is changing as a result of Google and online searching. Sara stated that the Library would welcome this as an opportunity to try out the new model of “untethered library employees” requested in Future Search.

Steve Moberly asked how this would mesh with our new mission statement and Sara stated that it addressed the “equitable access to information” and “strengthening community” parts. It would be a way of assisting residents through strengthening their organizations.

Steve shared his concern about sustainability of the funding and that he would be very reluctant to see us take money out of library funds to support this service. He further stated that there are a lot of other places in Bloomington that could do this. Steve stated that he doesn’t think we should get too far away from our core mission. He agreed we should try it for the 18 months of the grant support, but make sure we are not obligated to go on.

Fred Risinger shared that he had a cautionary feeling about it. He stated that we should make sure we have some kind of evaluation apparatus to take a look at which organizations are taking advantage of our assistance. He agreed with Steve that taking it on for 18 months wouldn’t mean we’re responsible for continuing.

John Wash asked if we are providing service, would we have to provide it to any nonprofit or could we pick and choose. John also agreed with the cautionary concern of Steve and Fred.

Sara stated that our target audience is nonprofit groups trying to get started and those trying to move strictly from volunteer status to more stable condition. The Community Foundation is interested in helping nonprofits move toward long-term sustainability.

Valerie asked, if the Library should receive this grant and develop materials that any organization might use, would those materials still be accessible if the library did not continue

the service Sara's response was yes and added that our staff would also have more capacity, having gained expertise in areas of nonprofit organization, governance, and development.

Valerie stated that we will have to advise the Foundation this is where the Board is coming from and commit to doing an evaluation. Sara stated that we have designed an evaluation process that was based on measuring usage and asking participants about impact on their organizations. She asked if there were other outcomes that the Board wished to see.

Kari stated she also had a cautionary view and asked if it was ethical to develop materials and train staff if the library did not plan to continue the service. She was further concerned about hiring a part-time person.

John asked if we could devote a half time position to this without hiring someone new. Sara's response was no, this would be a new person. John asked if this funding could be used to pay for an existing employee's time to work on this. Sara's response was that she was not sure, but that she didn't think she had anyone to take away from their job to do it.

Steve stated that as busy as our staff and library is, he would be completely opposed to using existing staff. He felt the person must be someone who has experience with nonprofit organizations. We don't want to give legal advice without a legal background.

Sara shared that the person would be at a librarian level, although not necessarily a librarian. We would be looking for someone with experience in nonprofit board development, organizational structure; volunteer management, and fund raising.

Valerie stated that she thought the Board should allow the library to submit application understanding all the caveats mentioned.

Steve asked where in the library this center would be located. Sara stated that she had not identified a location yet. If the grant is received, the library plans an approximately three month planning period before opening, during which time a location would be finalized, an employee engaged, and materials and online resources prepared.

John Walsh moved to approve submission of the grant proposal; Valerie Merriam seconded. Approved by: Kari Isaacson, Fred Risinger, Melissa Pogue, Valerie Merriam, and John Walsh. Steve Moberly abstained.

### **Main Library Renovation Timeline and Tour**

Associate Director Marilyn Wood addressed the Board concerning the upcoming Main Library Renovation. She shared the timeline, budget, and planning process.

Valerie Merriam asked if there was any way to get a waiver of the deadline so that the renovation could be paid for from the Library Capital Projects Fund. Gary shared that he had contacted the State Board of Accounts and that a waiver is not allowed. You must have a contract in place to encumber funds appropriated in one year for expenditure in the next.

Steve Moberly asked if we were going to be taking money out of the Operating Fund for renovations. Sara replied that we would be using the bond funds and Library Improvement Reserve Fund, not Operating Funds.

Gary explained that we will have a fund balance left in the Library Capital Projects Fund at end of this year. Even though the ability to spend it will expire, the funds themselves will still be in the bank. Because the LCPF is being discontinued (replaced by the bond fund), the unspent funds must stay in the LCPF account for one year. At that time, they still can't move it into Operating Fund, since they are limited to capital expenditure, but can move into other capital funds, according to State Board of Account regulations. The Board can pass a resolution to move those funds, not to operating fund, after they have sat dormant for one year. John Walsh asked if we could move them to Rainy Day Fund and Gary stated that would be an option.

Marilyn further shared that to date we have appointed several teams who are currently developing space needs. Those recommendations will be used in creating the "program" that informs architects about the scope of work. The teams have been reviewing plans from the earlier renovation designs, where possible. In some areas, needs have changed since then and some new areas have been added which were not included in earlier designs. Areas of renovation include: refurbishing meeting rooms and Indiana Room; relocating Community Outreach; updating Movies and Music; relocating the Friends Bookstore; expanding the Learn and Play Space; updating the Auditorium; creating a digital creativity space; and renovating the third floor. Marilyn invited the Board to go on a tour after the meeting.

Kari asked what the Digital Creativity Center will be and Marilyn stated that planning is currently underway.

Steve asked about the Bookstore being recently moved and Sara shared that it was when former Director Cindy Gray was here. At that time it was taken out of the Atrium. Currently Bookstore storage is encroaching on other areas. Bookstore volunteers would like a locking door and a more visible location.

### **Public Comment**

None.

### **Adjournment**

Kari adjourned the meeting at 6:45 p.m.

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
WORK SESSION  
Wednesday, November 7, 2012**

**MINUTES**

Trustees in Attendance:

Kari Isaacson, Melissa Pogue, Valerie Merriam, Steve Moberly, Fred Risinger. Absent: David Ferguson, John Walsh

Others in Attendance:

Sara Laughlin, Marilyn Wood, Gary Lettelleir, Kyle Wickemeyer-Hardy, Pam Wasmer, Bara Swinson, Mickey Needham, Martin O'Neil, Doug Johnson from JA Benefits, Rita Lichtenberg, Jim Whitlatch.

**Call to Order**

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

**Old Business**

Kari announced that there will be an Executive Session next week, November 14<sup>th</sup>, after the regularly scheduled Board meeting.

**2013 Employee Insurance Benefits**

Kyle Wickemeyer-Hardy, HR Manager, presented the 2013 Employee Insurance Benefits proposal to the Board.

During the last four years, we have made major changes in our benefits and moved from reactive to proactive in our planning and decisions, with the Wellness Committee, the Monroe County Clinic, and the plans we offer. Our goal is to provide the best possible benefits for employees, while meeting library goals and staying within the budget. Our emphasis is on the areas of well-being that we can influence.

Kyle reported that the Library saw a zero percent increase with Anthem for health insurance. As a consequence, there will be no change in employee premiums or library costs. We recommend stay with the three current health insurance options; continuing Clinic participation; and continuing dental, vision, life, accidental death and dismemberment (ADD) and long term disability insurance through Guardian. Voluntary options, paid for by employees, include voluntary life, ADD and long term disability for employees working 20 hours or more, flexible spending accounts, and supplemental insurance options through Colonial.

The library requested quotes from other health insurance providers. SIHO provided a quote that included a 12% increase and did not include insuring part-time employees working less than 30 hours. United Healthcare would not provide a quote since the library insures part-time employees working less than 30 hours.

Kari asked about use of the clinic. Kyle responded that she did not have current numbers but would get them. She did report that the Clinic offered free flu shots on site and at the Clinic this month.

The Guardian dental insurance quote initially included a 24% increase, due to high utilization. The cost was lowered to a 12% increase after we agreed to add a \$25 annual deductible. The Library pays 90% and employee 10% of the dental insurance premium. Guardian offers the same benefits for in and out of network use, plus a roll-over benefit where employees can carry over to 2013 any unused portion of the \$1000.

There was no increase in life, ADD or long term disability insurance through Guardian. The Library pays 100% of these costs.

There will be no increase in voluntary, employee-paid vision insurance.

Rates for administration of flexible spending accounts and COBRA increased 2.4%, from \$300 to \$307 per quarter. These costs are paid by the Library

Kyle shared that JA Benefits will provide online enrollment at no cost. We have asked them to offer three optional employee-paid plans - additional accident insurance, hospital confinement indemnity insurance, and cancer insurance.

Still in discussion are changes to the Library's sick bank. Kyle plans to present a proposal in December to Board. Valerie asked how the sick bank has worked. Kyle explained that if an employee has contributed to the sick bank and then experiences a "catastrophic illness," he/she can submit an application to be reviewed by HR, which must make a medical decision that the illness meets requirements. If HR agrees, and after exhausting sick and personal leave, the employee may use sick bank days donated by other employees,. Sick bank use is only granted for set amount of time; the employee can resubmit one time and there is a cap. If HR declines to authorize sick bank use, the current policy says that the employee may appeal to the Staff Association. He/she would then share personal health information with this employee group, which would decide whether sick bank use was appropriate.

Steve asked where funds would come from if we switched from sick bank to short term disability. Kyle said discussion is just starting and no recommendations have yet been made about funding.

Valerie asked about dental insurance increase of 12%. Where is money coming from to cover 12%? Sara explained that the actual total increase for library is only 0.5% overall. Valerie also asked what we do for employees who do not take insurance. She felt that there should be some compensation for them. Kyle stated that we have been working with JA Benefits to keep up with Affordable Care Act requirements.

Fred asked Valerie if she was suggesting that an employee who has a spouse who has insurance and is covered under that insurance should receive a stipend for not taking our insurance. Fred



was adamantly against it. Valerie said she felt it was worth a discussion as it was a philosophical issue.

### **Public Comment**

Steve Moberly asked if the Board should take a position regarding the City's proposal to install parking meters downtown, including around the library. Steve stated that he shares Valerie's concern that this action would be inconvenient and hurtful for citizens and patrons who come to library and not a beneficial move. He didn't think the Board should accept City's proposal without voicing our concern. Fred stated that he agreed with Steve's position. Valerie voiced her concern that individuals would start to use our free parking lot and we would need to be able to monitor that. She was also concerned about the paying machines and people with disabilities or small children having to walk a distance to the machine then back to their cars to place the receipt.

Sara said that she and Marilyn have been attending meetings related to the proposal, and said that that she would be happy to invite Susie Johnson, the City's director of Public Works, to speak to the Board at the next meeting. Kari agreed with the concerns and felt that having various avenues to pursue was a good idea. Steve asked that this topic be put on next week's meeting agenda.

### **Adjournment**

Kari adjourned the meeting at 6:38 p.m.

## Financial Report Comments

Reports as of 10-31-12  
Board Meeting Date 11/14/12

### Monthly Budget Report:

The guideline for the portion of the annual budget spent after ten months is 83.3%. The actual operating fund spending is 76.2% of the annual total budget.

Health Insurance 1240 – We paid both the September and October Anthem premiums in September.

Circulation supplies 2250 – We are at about \$28,000 compared to about \$20,000 last year. Last year most of the RFID tags used were purchased the previous year (2010). This year we did not carry over much of an inventory so we are buying them on a regular basis.

In the Other Services and Charges category:

The professional services total is at about \$175,000 compared to \$223,000 last year.

Last year we paid about \$46,000 to OCLC for catalog related services. This covered the service for the whole year. The 2012 payments are now being made on a monthly basis. The timing difference for the OCLC payment accounts for about \$20,000 of the decrease this year.

About \$25,000 of the decrease can be attributed to the collection services fees. They are lower now that we are in our second year because in the first year we had a backlog of late accounts to deal with.

Communication and Transportation – About \$63,000 this year compared to about \$56,000 last year. The encumbered continuing education line spending is \$13,000 and it is the main reason for the increase.

Utilities - \$264,000 compared to \$246,000 last year. The water bill is about \$24,000 for the year compared to about \$13,000 last year. The water bill paid in September was about \$8,000 compared to the \$2,000 from the previous year. Due to the excessive heat in August we had to cool some of our air conditioning equipment to prevent it from being damaged by running water over it with a hose for the whole month which made the bill about four times higher than normal..

Repairs and maintenance spending is at about \$55,000 compared to about \$26,000 last year. Most of the increase is related to the energy audit (\$36,166) which was encumbered.

The other charges line is about \$176,000 compared to about \$8,000 last year because of the transfer to the rainy day fund. In 2012 we are making a monthly entry to charge one twelfth of total annual amount - \$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

\*Check Summary Register©

October 19, 2012 to November 08, 2012

Name	Check Date	Check Amt	
<b>06500 FIFTH THIRD CHECKING</b>			
Paid Chk# 003239	AMERICAN UNITED LIFE INS. CO.	10/19/2012	\$1,581.13 403b TSA-AUL W/H
Paid Chk# 003240	JPMORGAN CHASE BANK, NA	10/19/2012	\$7,142.85 VARIOUS
Paid Chk# 003241	AFSCME COUNCIL 62	10/24/2012	\$1,227.78 UNION DUES W/H 10/19/12
Paid Chk# 003242	AT&T (IL)	10/24/2012	\$1,301.51 PHONE CALLS
Paid Chk# 003243	AT&T MOBILITY	10/24/2012	\$250.61 CELL PHONES
Paid Chk# 003244	DUKE ENERGY	10/24/2012	\$998.49 ELECTRICITY
Paid Chk# 003245	GLHEC	10/24/2012	\$200.80 GARNISHMENT W/H
Paid Chk# 003246	JANET LAMBERT	10/24/2012	\$13.99 FD/CHILD/SPLS
Paid Chk# 003247	JERALD W. JAMES	10/24/2012	\$200.00 IT'S YOUR MONEY/FINRA GRANT
Paid Chk# 003248	JOSHUA WOLF	10/24/2012	\$41.38 FD/CHILD/SPLS HOMEWORK CTR.
Paid Chk# 003249	KYLE WICKEMEYER-HARDY	10/24/2012	\$446.42 SHRM CONF. EXPENSES
Paid Chk# 003250	LEGAL SHIELD	10/24/2012	\$47.84 PRE-PAID LEGAL W/H
Paid Chk# 003251	MONROE COUNTY YMCA	10/24/2012	\$121.84 YMCA W/H
Paid Chk# 003252	SCOLA	10/24/2012	\$1,443.75 YEARLY SATELLITE FEED
Paid Chk# 003253	STEPHANIE HOLMAN	10/24/2012	\$60.00 YEAR BOOKS
Paid Chk# 003254	UNITED WAY	10/24/2012	\$118.00 UNITED WAY W/H
Paid Chk# 003255	VECTREN ENERGY DELIVERY	10/24/2012	\$46.00 NATURAL GAS
Paid Chk# 003256	VIRGINIA H. RICHEY	10/24/2012	\$90.00 FD/ELL-STORYTIME
Paid Chk# 003257	CITGO	10/26/2012	\$551.04 FUEL
Paid Chk# 003258	DANA BURTON	10/26/2012	\$12.03 MEDICAL LOSS RATIO REBATE
Paid Chk# 003259	DIRK FRASER	10/26/2012	\$12.03 MEDICAL LOSS RATIO REBATE
Paid Chk# 003260	ELAINA KINTGEN	10/26/2012	\$12.03 MEDICAL LOSS RATIO REBATE
Paid Chk# 003261	MIDWEST PRESORT SERVICE	10/26/2012	\$374.45 POSTAGE SERVICES
Paid Chk# 003262	RECORDED BOOKS, LLC	10/26/2012	\$1,766.35 NONPRINT
Paid Chk# 003263	VIRGINIA H. RICHEY	10/26/2012	\$12.03 MEDICAL LOST RATIO REBATE
Paid Chk# 003264	WILLIAM R. MORRIS, JR.	10/26/2012	\$300.00 FD/VITAL TUTOR TRAINING
Paid Chk# 003265	AUSTIN STROUD	10/31/2012	\$35.00 ON-LINE CONFERENCE FEE
Paid Chk# 003266	CENTRAL INDIANA INTERPRETIN	10/31/2012	\$1,050.00 STAFF-DAY INTERPRETERS
Paid Chk# 003267	POLLY O'SHEA	10/31/2012	\$51.38 REPLACEMENT CK FOR #2972
Paid Chk# 003268	B,B & C POW PEST CONTROL,	10/31/2012	\$35.00 PEST CONTROL
Paid Chk# 003269	STEPHANIE HOLMAN	10/31/2012	\$73.03 FD/ELL SPLS & FOOD
Paid Chk# 003270	VANESSA SCHWEGMAN	10/31/2012	\$35.00 ON-LINE CONFERENCE FEE
Paid Chk# 003271	VECTREN ENERGY DELIVERY	10/31/2012	\$61.11 NATURAL GAS
Paid Chk# 003272	VIRGINIA EUBANKS	10/31/2012	\$500.00 FD/PUBLIC TALK
Paid Chk# 003273	YP	10/31/2012	\$170.00 DIRECTORY LISTINGS
Paid Chk# 003274	DISH	11/5/2012	\$678.88 DUES/SUB/9/29/12-9/28/13
Paid Chk# 003275	DUKE ENERGY	11/5/2012	\$17,757.73 ELECTRICITY
Paid Chk# 003276	ELLETTSVILLE UTILITIES	11/5/2012	\$240.20 WATER & SEWER
Paid Chk# 003277	GEGRB/AMAZON	11/5/2012	\$8,276.49 BOOKS
Paid Chk# 003278	JASON RADKE	11/5/2012	\$43.25 LOWE'S/BLDG MAT'LS-CATS
Paid Chk# 003279	MIDWEST PRESORT SERVICE	11/5/2012	\$398.72 POSTAGE
Paid Chk# 003280	REPUBLIC SERVICES #694	11/5/2012	\$165.00 TRASH SERVICE
Paid Chk# 003281	AMERICAN UNITED LIFE INS. CO.	11/7/2012	\$1,392.78 403b TSA-AUL W/H
Paid Chk# 003282	ANTHEM BLUE CROSS BLUE	11/7/2012	\$59,543.40 HEALTH INS. - NOV.'12
Paid Chk# 003283	AUSTIN STROUD	11/7/2012	\$62.22 IOLUL CONF. MILEAGE
Paid Chk# 003284	BIBLIOTHECA ITG, LLC	11/7/2012	\$44,493.85 JULY '12-JUNE '12 MAINT. CONTRACT
Paid Chk# 003285	CHRISTINA JONES	11/7/2012	\$12.73 FD/CHILD SPLS
Paid Chk# 003286	COLONIAL LIFE	11/7/2012	\$497.73 INSURANCE W/H - NOV.'12
Paid Chk# 003287	GUARDIAN LIFE INS. CO.	11/7/2012	\$5,627.98 DENTAL, VISION, LIFE INS. - NOV.'12
Paid Chk# 003288	INDIANA UNIVERSITY	11/7/2012	\$2,004.15 WORKSTUDY, 2012-2013
Paid Chk# 003289	MARGARET HARTER	11/7/2012	\$52.11 SPEAKER'S MEAL
Paid Chk# 003290	MAXWELL G. LEWIS	11/7/2012	\$26.99 REFUND ON LOST ITEMS
Paid Chk# 003291	SMITHVILLE	11/7/2012	\$1,425.00 INTERNET MONTHLY SERVICE
Paid Chk# 003292	VERIZON WIRELESS	11/7/2012	\$120.03 BKM DATA LINES

MONROE COUNTY PUBLIC LIBRARY

11/08/12 4:19 PM

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October 19, 2012 to November 08, 2012

Name	Check Date	Check Amt	
Paid Chk# 003293 VIRGINIA H. RICHEY	11/7/2012	\$60.00	FD/ELL-STORYTIME
Paid Chk# 003294 AL'S TWO-WAY RADIO SERVICE	11/8/2012	\$2,584.70	REPAIRS & RADIOS
Paid Chk# 003295 ALAN MCPHERSON	11/8/2012	\$56.00	BOOKS
Paid Chk# 003296 AUDIOGO	11/8/2012	\$307.81	NONPRINT
Paid Chk# 003297 AVCAFE	11/8/2012	\$61.01	NONPRINT
Paid Chk# 003298 B & H PHOTO-VIDEO	11/8/2012	\$2,974.64	EQUIPMENT-CATS
Paid Chk# 003299 BAKER & TAYLOR BOOKS	11/8/2012	\$38,520.80	BOOKS & NONPRINT
Paid Chk# 003300 BANCTEC INC.	11/8/2012	\$75.63	SPLS FOR FOLDING MACHINE
Paid Chk# 003301 BIBLIOTHECA ITG, LLC	11/8/2012	\$2,919.60	RF TAGS
Paid Chk# 003302 BLACKSTONE AUDIO, INC.	11/8/2012	\$153.75	NONPRINT
Paid Chk# 003303 BLOOMINGTON PAINT &	11/8/2012	\$67.97	PAINT & SPLS
Paid Chk# 003304 BUNGER & ROBERTSON, LLP	11/8/2012	\$480.00	LEGAL SERVICES
Paid Chk# 003305 CHARDON LABORATORIES, INC.	11/8/2012	\$662.00	BOILER/COOLING TWR MAINT.
Paid Chk# 003306 CIM TECHNOLOGY SOLUTIONS	11/8/2012	\$728.00	PROJECTOR LIGHT BULBS
Paid Chk# 003307 CINTAS CORPORATION	11/8/2012	\$88.55	FIRST-AID SPLS
Paid Chk# 003308 CRYSTAL CLEAR	11/8/2012	\$1,170.00	WINDOW CLEANING
Paid Chk# 003309 DELL MARKETING L.P.	11/8/2012	\$2,995.22	SERVER
Paid Chk# 003310 DEMCO, INC.	11/8/2012	\$21.53	OFFICE SPLS
Paid Chk# 003311 DUNCAN VIDEO, INC.	11/8/2012	\$44,197.62	EQUIPMENT
Paid Chk# 003312 ELECTRONIC COMMERCE, INC.	11/8/2012	\$1,749.00	PAYROLL SERVICES
Paid Chk# 003313 ENVIRONMENTS, INC.	11/8/2012	\$397.83	NONPRINT
Paid Chk# 003314 FINDAWAY WORLD, LLC	11/8/2012	\$1,246.16	BOOKS
Paid Chk# 003315 FLOWER FILMS	11/8/2012	\$54.95	NONPRINT
Paid Chk# 003316 FREEDOM BUSINESS SOLUTION	11/8/2012	\$1,940.81	CARTRIDGES & DRUM
Paid Chk# 003317 GALE	11/8/2012	\$1,079.17	BOOKS
Paid Chk# 003318 GAYLORD BROS., INC.	11/8/2012	\$35.42	CATALOGING/BOOKS
Paid Chk# 003319 GLOBAL GOV/ED SOLUTIONS	11/8/2012	\$6,579.70	10 COMPUTERS & MONITORS
Paid Chk# 003320 HAWTHORNE PUBLISHING	11/8/2012	\$91.00	BOOKS
Paid Chk# 003321 HFI MECHANICAL CONTRACTOR	11/8/2012	\$4,235.50	BLDG REPAIRS
Paid Chk# 003322 HIGHSMITH INC.	11/8/2012	\$20.75	CATALOGING SPLS/A-V
Paid Chk# 003323 HP PRODUCTS	11/8/2012	\$1,846.00	SECURITY KEY CABINETS & CLEANING SPLS
Paid Chk# 003324 INJOY PRODUCTIONS INC.	11/8/2012	\$102.95	NONPRINT
Paid Chk# 003325 J. A. SEXAUER	11/8/2012	\$5.48	BLDG SPLS
Paid Chk# 003326 JIM GORDON, INC	11/8/2012	\$96.14	MONTHLY MAINT.
Paid Chk# 003327 KLEINDORFER'S HDWE	11/8/2012	\$10.36	BLDG SPLS
Paid Chk# 003328 KOORSEN FIRE & SECURITY, INC	11/8/2012	\$2,741.75	BLDG SERVICE
Paid Chk# 003329 LOGISTECH, INC.	11/8/2012	\$1,399.15	BOOKS
Paid Chk# 003330 LOWE'S	11/8/2012	\$95.57	BLDG SPLS
Paid Chk# 003331 MATTHEW BENDER & CO., INC.	11/8/2012	\$54.49	BOOKS
Paid Chk# 003332 MAXWELLS OFFICE PRODUCTS	11/8/2012	\$13.62	TONER & OFFICE SPLS
Paid Chk# 003333 MIDWEST COLLABORATIVE FOR	11/8/2012	\$15,256.64	WORKSHOP SERIES & DATABASES
Paid Chk# 003334 MIDWEST TAPE	11/8/2012	\$15,859.76	NONPRINT
Paid Chk# 003335 NEW READERS PRESS	11/8/2012	\$564.11	BOOKS
Paid Chk# 003336 OXFORD UNIVERSITY PRESS	11/8/2012	\$1,722.71	BOOKS
Paid Chk# 003337 POLARIS LIBRARY SYSTEMS, INC	11/8/2012	\$12,396.00	2 SELF CHECK UNITS
Paid Chk# 003338 B,B & C POW PEST CONTROL,	11/8/2012	\$84.00	PEST CONTROL
Paid Chk# 003339 PUCK PLAYERS PUPPET	11/8/2012	\$650.00	FD/CHILD/PERFORMANCES
Paid Chk# 003340 QUILL CORPORATION	11/8/2012	\$212.62	OFFICE SPLS
Paid Chk# 003341 RANDOM HOUSE, INC.	11/8/2012	\$717.50	NONPRINT
Paid Chk# 003342 RECORDED BOOKS, LLC	11/8/2012	\$2,475.30	NONPRINT
Paid Chk# 003343 REGENT BOOK COMPANY	11/8/2012	\$36.52	BOOKS
Paid Chk# 003344 SAM'S CLUB	11/8/2012	\$65.78	FD/CHILD FOOD
Paid Chk# 003345 SCHINDLER ELEVATOR	11/8/2012	\$2,387.61	QTRLY BILLING
Paid Chk# 003346 STANSIFER RADIO COMPANY IN	11/8/2012	\$205.52	IS SPLS & VIDEO MAT'LS
Paid Chk# 003347 SUZANNE KERN - PETTY CASH	11/8/2012	\$39.96	REIMBURSEMENT OF PETTY CASH

**\*Check Summary Register©**

October 19, 2012 to November 08, 2012

Name	Check Date	Check Amt	
Paid Chk# 003348 TANTOR MEDIA	11/8/2012	\$25.24	NONPRINT
Paid Chk# 003349 THE MACEXPRIENCE	11/8/2012	\$839.98	EQUIPMENT, REPAIRS, & VIDEO MAT'LS
Paid Chk# 003350 THE SINGER GROUP INC.	11/8/2012	\$4,000.00	MANAGEMENT TRAINING
Paid Chk# 003351 WEST PAYMENT CENTER	11/8/2012	\$435.00	BOOKS
<b>Total Checks</b>	<b>\$343,096.99</b>		

MONROE COUNTY PUBLIC LIBRARY  
CHECKING ACCOUNTS  
10/19/12 - 11/08/12

Fifth Third Checking Account/Check Register Total	\$343,096.99
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (Oct. '12)	705.27
Fifth Third Checking-Monthly Service Charge	0.00
Add: Payrolls	
Vouchers 10/19/12 Payroll (ECI)	119,466.28
Electronic transfer (ECI) employee/employer taxes	41,917.91
Electronic transfer (ECI) employer & employee "HSA"	2,475.47
Electronic transfer 10/23/12 (TASC) employee "FSA"	383.45
Vouchers 11/02/12 Payroll (ECI)	120,143.37
Electronic transfer (ECI) employee/employer taxes	41,756.51
Electronic transfer (ECI) employee "HSA"	2,032.97
Electronic transfer 11/06/12 (TASC) employee "FSA"	383.45
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	\$672,361.67

CK# 3240

ACCOUNTS PAYABLE VOUCHER

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

<p style="text-align: center;">Payee</p> <p>JPMORGAN CHASE BANK, NA</p> <p>PALATINE, IL 60094-4016</p>	<p style="text-align: right;">Claim 21416</p> <p>Purchase Order No. 0</p> <p>Terms</p> <p>Date Due</p>
---	--

Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
9/11/2012		E019-007-21350 ALA/POSTERS/BKMK/BUTTONS	\$40.80
9/14/2012		E001-007-21400 ISTOCKPHOTO/FOR PICTURE PUCHASES	\$19.99
9/11/2012		E019-007-21350 ALA/POSTER/BKMK/BUTTONS	\$82.00
9/19/2012		E001-007-21300 NAME BADGE/CR SPLS	\$498.00
9/30/2012		E001-007-33200 CONSTANTCONTACT/NEWSLETTER SUB.	\$15.00
10/2/2012		E001-019-31600 ANIMOTO/SOCIAL MEDIA SUBSCRIPTION	\$30.00
9/11/2012		E007-016-44100 LUXOUT STAGE CURTAINS/CURTAINS	\$1,305.50
9/14/2012		E021-016-44700 BESTBUY/REMOTE TRANSMISSION DEVICE	\$249.99
9/4/2012		E001-018-45300 SHERPAS/NONPRINT	\$31.68
9/12/2012		E001-018-45300 CHRISTIANBOOKS/NONPRINT	\$18.98
9/26/2012		E001-018-45300 PUBLICPOLICY/NONPRINT	\$29.95
10/2/2012		E001-018-45300 ACME FILMWORKS/NONPRINT	\$175.00
9/5/2012		E019-011-21350 AMAZON/FD-CHILD ECRR	\$49.02
9/5/2012		E019-011-21350 DISC SCHOOL/FD-CHILD-ECRR	\$41.62
9/12/2012		E019-011-21350 DISC SCHOOL/FD-CHILD-ECRR	\$34.52
9/27/2012		E019-011-21350 MARSH/FD-CHILD-FOOD	\$25.54
9/28/2012		E019-011-21350 DISC SCHOOL/CREDIT/FD-CHILD-ECRR	(\$33.98)
9/28/2012		E001-011-32400 ILF-PRE-CONF/L. CHAMPELLI	\$50.00
10/1/2012		E001-011-32400 GREATER BLG TN CH/EDU FORUM	\$5.00
9/13/2012		E001-011-32300 CANTINA/CONF. FOOD	\$14.12
9/4/2012		E019-010-21350 KROGER/FD-TEEN FOOD	\$13.26
9/9/2012		E019-010-21350 KROGER/FD-ADULT FOOD	\$44.61
9/25/2012		E019-010-21350 MICHAELS/FD-ADULT SPLS	\$20.47
9/25/2012		E024-010-21350 FOILED AGAIN/FINRA CHOC. COINS	\$162.70
9/27/2012		E019-010-21350 BLGFD/FD-ADULT FOOD	\$9.57
10/2/2012		E024-010-21350 AMAZON/FINRA SPLS	\$21.76
9/16/2012		E020-016-31600 DREAMHOST/CATS MONTHLY WEBSITE FEE	\$49.90
9/21/2012		E001-019-31600 HOOTSUITE/MNTHLY-FACEBOOK	\$9.99
9/25/2012		R001-012-03600 MCPL/CC READER TEST	\$1.00
9/25/2012		R001-014-03600 MCPL/CC READER TEST	\$1.00
9/25/2012		R001-014-03600 MCPL/CC READER TEST	\$0.50
10/1/2012		E020-016-31500 GODADDY/CATS DOMAIN RENEWAL	\$58.74
9/7/2012		E001-005-21400 FEDEXOFFICE/RENOV. DRAWINGS	\$72.00
9/10/2012		E001-005-31700 PAYFLOW/MNTHLY CC FEE	\$84.45
9/19/2012		E001-005-21400 FEDEXOFFICE/COPIES ON RENOV. DRAWINGS	\$18.00
9/24/2012		E019-004-21350 4IMPRINT/VOLUNTEER GIFTS	\$678.00
9/24/2012		E019-004-21350 4IMPRINT/STAFF DAY GIFTS	\$717.61
9/24/2012		E001-008-44300 SWEETWATER/PORTABLE LOUD SPEAKER	\$599.00
9/12/2012		E019-011-32300 TELLURIDE/SHUTTLE	\$44.43
9/12/2012		E001-011-32300 TELLURIDE/SHUTTLE	\$1.36
9/14/2012		E001-003-32300 TELLURIDE/SHUTTLE	\$45.79



9/5/2012	E001-011-22900 BUYONLINE/TICKET HOLDERS	\$80.87
9/6/2012	E020-016-32200 USPS/CERTIFIED LETTERS	\$264.50
9/21/2012	E019-015-21350 KROGER/VITAL-FOOD	\$72.16
9/25/2012	E020-016-32200 USPS/POSTAGE	\$15.35
9/25/2012	E001-006-32200 USPS/POSTAGE	\$5.75
9/26/2012	E016-015-21350 OFFICE DEPOT/WAHL GRANT/OUTREACH	\$26.43
10/2/2012	E001-010-32300 SHELL OIL/CONF. GAS	\$56.03
9/5/2012	E001-001-32400 GREATER BLG TN CH/ANNUAL MTG.	\$80.00
9/17/2012	E004-001-21350 ANGEL B'S/FOOD	\$30.50
9/26/2012	E001-001-32400 GREATER BLG TN CH/EDU FORUM	\$5.00
9/28/2012	E016-015-21350 LAKESHORE/WAHL GRANT/HEAD START KITS	\$99.39
10/1/2012	E019-005-32400 ILF/CONF.	\$215.00
10/1/2012	E019-018-32400 ILF/CONF.	\$135.00
10/1/2012	E019-014-32400 ILF/CONF.	\$165.00
10/1/2012	E019-019-32400 ILF/CONF.	\$150.00
10/1/2012	E019-014-32400 ILF/CONF.	\$135.00
10/1/2012	E019-012-32400 ILF/CONF.	\$135.00
10/1/2012	E019-001-32400 ILF/CONF.	\$135.00
Total		\$7,142.85

VOUCHER NO. 21416      WARRANT NO. *3240*

JPMORGAN CHASE BANK, NA

ALLOWED

IN THE SUM OF      \$      \$7,142.85

\$      \$7,142.85

ON ACCOUNT OF APPROPRIATION FOR

COST DITRIBUTION LEDGER CLASSIFICATION  
IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND

Board/Council Member

Acct. No.	Account Title	Amount
E019-007-21350		\$40.80
E001-007-21400		\$19.99
E019-007-21350		\$82.00
E001-007-21300		\$498.00
E001-007-33200		\$15.00
E001-019-31600		\$30.00
E007-016-44100		\$1,305.50
E021-016-44700		\$249.99
E001-018-45300		\$31.68
E001-018-45300		\$18.98
E001-018-45300		\$29.95
E001-018-45300		\$175.00
E019-011-21350		\$49.02
E019-011-21350		\$41.62
E019-011-21350		\$34.52
E019-011-21350		\$25.54
E019-011-21350		(\$33.98)

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY SUMMARY OF BUDGET CATEGORIES  
AS OF OCTOBER 31, 2012  
TEN MONTHS = 83.3%

	2012 OCTOBER	2011 OCTOBER	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	287,299.53	272,863.62	2,958,147.76	3,849,557.66	3,006,202.94	891,409.90	76.8%	23.2%
EMPLOYEE BENEFITS	112,292.39	205,814.62	1,003,089.05	1,292,197.59	1,031,073.63	289,108.54	77.6%	22.4%
OTHER WAGES	0.00	0.00	3,064.16	9,300.00	11,829.02	6,235.84	32.9%	67.1%
TOTAL PERSONNEL SERVICES	<u>399,591.92</u>	<u>478,678.24</u>	<u>3,964,300.97</u>	<u>5,151,055.25</u>	<u>4,049,105.59</u>	<u>1,186,754.28</u>	<u>77.0%</u>	<u>23.0%</u>
SUPPLIES								
OFFICE SUPPLIES	3,410.96	3,393.90	31,946.64	49,160.00	36,405.96	17,213.36	65.0%	35.0%
OPERATING SUPPLIES	10,797.35	8,117.49	81,339.51	101,400.00	69,977.99	20,060.49	80.2%	19.8%
REPAIR & MAINT. SUPPLIES	1,902.64	1,633.93	21,537.54	25,700.00	17,126.87	4,162.46	83.8%	16.2%
TOTAL SUPPLIES	<u>16,110.95</u>	<u>13,145.32</u>	<u>134,823.69</u>	<u>176,260.00</u>	<u>123,510.82</u>	<u>41,436.31</u>	<u>76.5%</u>	<u>23.5%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	16,713.48	17,270.07	175,542.88	350,140.00	223,789.56	174,597.12	50.1%	49.9%
COMMUNICATION & TRANSPORTATION	4,432.24	5,796.62	63,013.16	104,600.00	56,225.50	41,586.84	60.2%	39.8%
PRINTING & ADVERTISING	686.49	1,166.92	1,985.79	8,800.00	4,004.31	6,814.21	22.6%	77.4%
INSURANCE	0.00	0.00	58,793.00	56,100.00	53,247.00	-2,693.00	104.8%	-4.8%
UTILITIES	28,218.77	27,313.85	264,355.88	312,200.00	245,999.02	47,844.12	84.7%	15.3%
REPAIR & MAINTENANCE	4,363.51	4,558.06	55,041.83	84,386.00	25,895.62	29,344.17	65.2%	34.8%
RENTALS	37.50	0.00	31,232.50	33,700.00	31,262.00	2,467.50	92.7%	7.3%
ELECTRONIC SERVICES	8,489.00	0.00	65,939.47	128,583.00	0.00	62,643.53	51.3%	48.7%
OTHER CHARGES	18,110.42	0.00	176,236.39	215,390.00	8,136.00	39,153.61	81.8%	18.2%
TOTAL OTHER SERVICES & CHARGES	<u>81,051.41</u>	<u>56,105.52</u>	<u>892,140.90</u>	<u>1,293,899.00</u>	<u>648,559.01</u>	<u>401,758.10</u>	<u>68.9%</u>	<u>31.1%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	5,581.08	144.92	11,320.93	10,811.88	4,093.84	-509.05	104.7%	-4.7%
OTHER CAPITAL OUTLAY	101,526.17	94,149.34	842,048.37	1,009,317.00	861,425.77	167,268.63	83.4%	16.6%
TOTAL CAPITAL OUTLAY	<u>107,107.25</u>	<u>94,294.26</u>	<u>853,369.30</u>	<u>1,020,128.88</u>	<u>865,519.61</u>	<u>166,759.58</u>	<u>83.7%</u>	<u>16.3%</u>
TOTAL OPERATING EXPENDITURES	<u>603,861.53</u>	<u>642,223.34</u>	<u>5,844,634.86</u>	<u>7,641,343.13</u>	<u>5,686,695.03</u>	<u>1,796,708.27</u>	<u>76.5%</u>	<u>23.5%</u>

2011 BUDGET  
%USED IN 2011

7,465,919.52  
76.2%

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

	2012 OCTOBER	2011 OCTOBER	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	13,368.62	7,259.72	98,070.49	164,792.01	76,227.05	66,721.52	59.5%	40.5%
1130 PROFESSIONAL/SUPERVISORS	38,151.27	37,587.51	400,588.42	495,966.80	386,595.71	95,378.38	80.8%	19.2%
1140 PROFESSIONAL ASSISTANTS	95,348.67	93,025.71	999,745.04	1,291,404.64	1,111,373.75	291,659.60	77.4%	22.6%
1150 SPECIALISTS & TECHNICIANS	62,315.28	58,896.31	646,220.33	824,581.94	615,298.38	178,361.61	78.4%	21.6%
1160 CLERICAL ASSISTANTS	31,598.11	31,473.45	332,337.82	455,807.47	348,484.70	123,469.65	72.9%	27.1%
1170 PAGES	18,553.60	18,095.63	194,871.72	268,544.64	190,204.89	73,672.92	72.6%	27.4%
1190 BUILDING MAINTENANCE	27,963.98	26,525.29	286,313.94	348,460.16	278,018.46	62,146.22	82.2%	17.8%
<b>TOTAL SALARIES</b>	<b>287,299.53</b>	<b>272,863.62</b>	<b>2,958,147.76</b>	<b>3,849,557.66</b>	<b>3,006,202.94</b>	<b>891,409.90</b>	<b>76.8%</b>	<b>23.2%</b>
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	16,978.90	16,093.08	174,133.97	239,860.56	177,664.36	65,726.59	72.6%	27.4%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
1230 EMPLOYER CONTRIBUTION/PERF	69,860.58	99,229.34	261,412.94	386,771.31	264,940.50	125,358.37	67.6%	32.4%
1235 EMPLOYEE/PERF	20,958.18	0.00	20,958.18	0.00	0.00	-20,958.18	#DIV/0!	#DIV/0!
1240 EMPLOYER CONT/INSURANCE	523.83	86,783.68	505,859.01	608,874.69	546,929.75	103,015.68	83.1%	16.9%
1250 EMPLOYER CONT/MEDICARE	3,970.90	3,708.52	40,724.95	56,691.03	41,539.02	15,966.08	71.8%	28.2%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>112,292.39</b>	<b>205,814.62</b>	<b>1,003,089.05</b>	<b>1,292,197.59</b>	<b>1,031,073.63</b>	<b>289,108.54</b>	<b>77.6%</b>	<b>22.4%</b>
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	333.43	5,000.00	8,867.73	4,666.57	6.7%	93.3%
<b>TOTAL OTHER WAGES</b>	<b>0.00</b>	<b>0.00</b>	<b>3,064.16</b>	<b>9,300.00</b>	<b>11,829.02</b>	<b>6,235.84</b>	<b>32.9%</b>	<b>67.1%</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>399,591.92</b>	<b>478,678.24</b>	<b>3,964,300.97</b>	<b>5,151,055.25</b>	<b>4,049,105.59</b>	<b>1,186,754.28</b>	<b>77.0%</b>	<b>23.0%</b>
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
1004 MISCELLANEOUS UNAPPROPRIATED	0.00	84.80	0.00	0.00	1,244.95	0.00	#DIV/0!	#DIV/0!
2110 OFFICIAL RECORDS	0.00	0.00	0.00	1,000.00	1,613.26	1,000.00	0.0%	100.0%
2120 STATIONERY & PRINTING	0.00	0.00	971.66	2,760.00	301.57	1,788.34	35.2%	64.8%
2130 OFFICE SUPPLIES	789.06	594.06	7,017.77	21,300.00	9,763.61	14,282.23	32.9%	67.1%
2135 GENERAL SUPPLIES	0.00	0.00	150.62	0.00	0.00	-150.62	#DIV/0!	#DIV/0!
2140 DUPLICATING	2,621.90	2,715.04	23,806.59	24,100.00	23,482.57	293.41	98.8%	1.2%
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!
<b>TOTAL OFFICE SUPPLIES</b>	<b>3,410.96</b>	<b>3,393.90</b>	<b>31,946.64</b>	<b>49,160.00</b>	<b>36,405.96</b>	<b>17,213.36</b>	<b>65.0%</b>	<b>35.0%</b>

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

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

	2012 OCTOBER	2011 OCTOBER	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
<b>OPERATING SUPPLIES</b>								
2210 CLEANING SUPPLIES	3,382.12	2,567.66	29,711.06	30,650.00	28,978.42	938.94	96.9%	3.1%
2220 FUEL, OIL, & LUBRICANTS	1,331.98	1,035.45	6,779.23	11,000.00	7,146.88	4,220.77	61.6%	38.4%
2230 CATALOGING SUPPLIES-BOOKS	602.77	0.00	3,627.05	5,500.00	3,651.61	1,872.95	65.9%	34.1%
2240 A/V SUPPLIES-CATALOGING	226.77	481.25	3,705.26	10,950.00	5,195.05	7,244.74	33.8%	66.2%
2250 CIRCULATION SUPPLIES	2,208.36	3,817.55	28,019.30	33,000.00	19,813.80	4,980.70	84.9%	15.1%
2260 LIGHT BULBS	2,964.48	215.58	5,874.34	3,000.00	3,740.15	-2,874.34	195.8%	-95.8%
2280 UNIFORMS	0.00	0.00	1,829.00	1,900.00	1,261.00	71.00	96.3%	3.7%
2290 DISPLAY/EXHIBIT SUPPLIES	80.87	0.00	1,794.27	5,400.00	191.08	3,605.73	33.2%	66.8%
<b>TOTAL OPERATING SUPPLIES</b>	<b>10,797.35</b>	<b>8,117.49</b>	<b>81,339.51</b>	<b>101,400.00</b>	<b>69,977.99</b>	<b>20,060.49</b>	<b>80.2%</b>	<b>19.8%</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>								
2300 IS SUPPLIES	633.29	317.77	3,345.39	6,600.00	4,094.64	3,254.61	50.7%	49.3%
2310 BUILDING MATERIALS & SUPPLIES	1,269.35	1,316.16	17,970.33	15,800.00	11,415.18	-2,170.33	113.7%	-13.7%
2315 ENERGY AUDIT MAT'LS & SPLS	0.00	0.00	0.00	2,000.00	1,490.37	2,000.00	0.0%	100.0%
2320 PAINT & PAINTING SUPPLIES	0.00	0.00	221.82	300.00	126.68	78.18	73.9%	26.1%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.0%	100.0%
<b>TOTAL REPAIR &amp; MAINTENANCE SUPPLIES</b>	<b>1,902.64</b>	<b>1,633.93</b>	<b>21,537.54</b>	<b>25,700.00</b>	<b>17,126.87</b>	<b>4,162.46</b>	<b>83.8%</b>	<b>16.2%</b>
<b>TOTAL SUPPLIES</b>	<b>16,110.95</b>	<b>13,145.32</b>	<b>134,823.69</b>	<b>176,260.00</b>	<b>123,510.82</b>	<b>41,436.31</b>	<b>76.5%</b>	<b>23.5%</b>
<b>OTHER SERVICES/CHARGES (3000'S)</b>								
<b>PROFESSIONAL SERVICES</b>								
30040 MISC. UNAPPROPRIATED	0.00	0.00	1.00	0.00	0.00	-1.00	#DIV/0!	#DIV/0!
3110 CONSULTING SERVICES	0.00	0.00	0.00	3,000.00	90.00	3,000.00	0.0%	100.0%
3120 ENGINEERING/ARCHITECTURAL	0.00	0.00	0.00	40,000.00	2,862.66	40,000.00	0.0%	100.0%
3130 LEGAL SERVICES	742.15	1,560.50	7,574.51	15,500.00	13,379.20	7,925.49	48.9%	51.1%
3140 BUILDING SERVICES	838.10	2,991.33	14,727.43	40,000.00	20,465.72	25,272.57	36.8%	63.2%
3150 MAINTENANCE CONTRACTS	6,489.25	6,078.91	80,081.28	139,840.00	68,393.69	59,758.72	57.3%	42.7%
3160 COMPUTER SERVICES (OCLC)	4,493.59	1,625.00	26,606.67	51,300.00	46,493.11	24,693.33	51.9%	48.1%
3170 ADMIN/ACCOUNTING SERVICES	2,700.49	3,224.33	31,873.99	36,500.00	33,208.48	4,626.01	87.3%	12.7%
3175 COLLECTION AGENCY SERVICES	1,449.90	1,790.00	14,678.00	24,000.00	38,896.70	9,322.00	61.2%	38.8%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>16,713.48</b>	<b>17,270.07</b>	<b>175,542.88</b>	<b>350,140.00</b>	<b>223,789.56</b>	<b>174,597.12</b>	<b>50.1%</b>	<b>49.9%</b>
<b>COMMUNICATION &amp; TRANSPORTATION</b>								
3210 TELEPHONE	2,501.81	2,384.32	24,143.15	30,600.00	23,052.72	6,456.85	78.9%	21.1%
3220 POSTAGE	1,156.71	1,481.72	15,652.75	30,000.00	19,162.64	14,347.25	52.2%	47.8%
3230 TRAVEL EXPENSE	563.72	509.47	1,995.92	10,000.00	2,714.97	8,004.08	20.0%	80.0%
3240 PROFESSIONAL MTG. (OFF-SITE)	210.00	120.00	369.00	10,000.00	739.00	9,631.00	3.7%	96.3%
3250 CONTINUING ED. (ON-SITE)	0.00	1,260.00	6,853.53	10,000.00	9,390.13	3,146.47	68.5%	31.5%
32501 ENCUMBERED CONTINU. ED.(ON-SITE)	0.00	0.00	13,000.00	13,000.00	0.00	0.00	100.0%	0.0%
3260 FREIGHT & DELIVERY	0.00	41.11	998.81	1,000.00	1,166.04	1.19	99.9%	0.1%
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>4,432.24</b>	<b>5,796.62</b>	<b>63,013.16</b>	<b>104,600.00</b>	<b>56,225.50</b>	<b>41,586.84</b>	<b>60.2%</b>	<b>39.8%</b>

MONTHLY BUDGET REPORT  
AS OF OCTOBER 31, 2012

	2012 OCTOBER	2011 OCTOBER	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
<b>PRINTING &amp; ADVERTISING</b>								
3310 ADVERTISING & PUBLICATION	174.17	43.49	1,065.07	2,900.00	1,005.24	1,834.93	36.7%	63.3%
3320 PRINTING	<u>512.32</u>	<u>1,123.43</u>	<u>920.72</u>	<u>5,900.00</u>	<u>2,999.07</u>	<u>4,979.28</u>	<u>15.6%</u>	<u>84.4%</u>
TOTAL PRINTING & ADVERTISING	686.49	1,166.92	1,985.79	8,800.00	4,004.31	6,814.21	22.6%	77.4%
<b>INSURANCE</b>								
3410 OFFICIAL BOND	0.00	0.00	450.00	700.00	450.00	250.00	64.3%	35.7%
3420 OTHER INSURANCE	<u>0.00</u>	<u>0.00</u>	<u>58,343.00</u>	<u>55,400.00</u>	<u>52,797.00</u>	<u>-2,943.00</u>	<u>105.3%</u>	<u>-5.3%</u>
TOTAL INSURANCE	0.00	0.00	58,793.00	56,100.00	53,247.00	-2,693.00	104.8%	-4.8%
<b>UTILITIES</b>								
3510 GAS	153.11	155.65	1,496.58	3,800.00	1,852.53	2,303.42	39.4%	60.6%
3520 ELECTRICITY	25,634.36	25,187.12	238,714.46	290,500.00	230,734.29	51,785.54	82.2%	17.8%
3530 WATER	<u>2,431.30</u>	<u>1,971.08</u>	<u>24,144.84</u>	<u>17,900.00</u>	<u>13,412.20</u>	<u>-6,244.84</u>	<u>134.9%</u>	<u>-34.9%</u>
TOTAL UTILITIES	28,218.77	27,313.85	264,355.88	312,200.00	245,999.02	47,844.12	84.7%	15.3%
<b>REPAIR &amp; MAINTENANCE</b>								
3610 BUILDING REPAIR	2,208.97	1,508.18	5,152.45	22,000.00	2,361.84	16,847.55	23.4%	76.6%
3630 OTHER EQUIP/FURNITURE REPAIRS	1,080.04	2,467.60	5,751.29	13,800.00	17,287.34	8,048.71	41.7%	58.3%
36301 ENCUMBERED EQUIP/FURN REPAIRS	0.00	0.00	36,166.00	39,586.00	0.00	3,420.00	91.4%	8.6%
3640 VEHICLE REPAIR & MAINTENANCE	1,074.50	223.17	5,888.80	6,000.00	5,002.55	111.20	98.1%	1.9%
3650 MATERIAL BINDING/REPAIR SERV.	<u>0.00</u>	<u>359.11</u>	<u>2,083.29</u>	<u>3,000.00</u>	<u>1,243.89</u>	<u>916.71</u>	<u>69.4%</u>	<u>30.6%</u>
TOTAL REPAIR & MAINTENANCE	4,363.51	4,558.06	55,041.83	84,386.00	25,895.62	29,344.17	65.2%	34.8%
<b>RENTALS</b>								
3710 REAL ESTATE RENTAL/PARKING	37.50	0.00	31,232.50	33,600.00	31,262.00	2,367.50	93.0%	7.0%
3720 EQUIPMENT RENTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>0.00</u>	<u>100.00</u>	<u>0.0%</u>	<u>100.0%</u>
TOTAL RENTALS	37.50	0.00	31,232.50	33,700.00	31,262.00	2,467.50	92.7%	7.3%
<b>ELECTRONIC SERVICES</b>								
38450 DATABASES SERVICES	8,489.00	0.00	46,789.47	88,170.00	0.00	41,380.53	53.1%	46.9%
38460 E-BOOKS SERVICES	<u>0.00</u>	<u>0.00</u>	<u>19,150.00</u>	<u>40,413.00</u>	<u>0.00</u>	<u>21,263.00</u>	<u>47.4%</u>	<u>52.6%</u>
TOTAL ELECTRONIC SERVICES	8,489.00	0.00	65,939.47	128,583.00	0.00	62,643.53	51.3%	48.7%
<b>OTHER CHARGES</b>								
3910 DUES/INSTITUTIONAL	0.00	0.00	7,075.98	7,590.00	7,176.00	514.02	93.2%	6.8%
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	166,666.66	200,000.00	0.00	33,333.34	83.3%	16.7%
3950 EDUCATIONAL SERV/LICENSING	<u>1,443.75</u>	<u>0.00</u>	<u>2,493.75</u>	<u>5,300.00</u>	<u>960.00</u>	<u>2,806.25</u>	<u>47.1%</u>	<u>52.9%</u>
TOTAL OTHER CHARGES	18,110.42	0.00	176,236.39	215,390.00	8,136.00	39,153.61	81.8%	18.2%
TOTAL OTHER SERVICES/CHARGES	81,051.41	56,105.52	892,140.90	1,293,899.00	648,559.01	401,758.10	68.9%	31.1%

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

	2012 OCTOBER	2011 OCTOBER	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	0.00	0.00	1,112.95	1,000.00	515.73	-112.95	111.3%	-11.3%
44105 ENCUMBERED FURNITURE	0.00	0.00	0.00	0.00	1,387.52	0.00	#DIV/0!	#DIV/0!
4420 AUDIO VISUAL EQUIPMENT	1,506.08	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	0.00	144.92	4,621.10	8,300.00	2,190.59	3,678.90	55.7%	44.3%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4445 BUILDING RENOVATIONS	4,075.00	0.00	4,075.00	0.00	0.00	-4,075.00	#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!
<b>TOTAL FURNITURE &amp; EQUIPMENT</b>	<b>5,581.08</b>	<b>144.92</b>	<b>11,320.93</b>	<b>10,811.88</b>	<b>4,093.84</b>	<b>-509.05</b>	<b>104.7%</b>	<b>-4.7%</b>
OTHER CAPITAL OUTLAY								
4510 BOOKS	62,632.36	50,296.50	506,962.46	595,008.00	481,282.07	88,045.54	85.2%	14.8%
4520 PERIODICALS & NEWSPAPERS	2,076.05	38.94	7,078.42	45,971.00	10,148.29	38,892.58	15.4%	84.6%
4530 NONPRINT MATERIALS	36,817.76	28,956.26	328,007.49	368,338.00	330,216.18	40,330.51	89.1%	10.9%
4540 ELECTRONIC RESOURCES	0.00	14,857.64	0.00	0.00	39,779.23	0.00	#DIV/0!	#DIV/0!
<b>TOTAL OTHER CAPITAL OUTLAY</b>	<b>101,526.17</b>	<b>94,149.34</b>	<b>842,048.37</b>	<b>1,009,317.00</b>	<b>861,425.77</b>	<b>167,268.63</b>	<b>83.4%</b>	<b>16.6%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>107,107.25</b>	<b>94,294.26</b>	<b>853,369.30</b>	<b>1,020,128.88</b>	<b>865,519.61</b>	<b>166,759.58</b>	<b>83.7%</b>	<b>16.3%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>603,861.53</b>	<b>642,223.34</b>	<b>5,844,634.86</b>	<b>7,641,343.13</b>	<b>5,686,695.03</b>	<b>1,796,708.27</b>	<b>76.5%</b>	<b>23.5%</b>

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

**MONROE COUNTY PUBLIC LIBRARY**

**Operating Budget & Expenditure Report**

January 1, 2012 to October 31, 2012  
10 months = 83.3%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	June 2012	July 2012	Aug 2012	Sept 2012	Oct 2012	2012 YTD Amt	2012	
														YTD Balance	%YTD Budget
11200	ADMINISTRATION	\$164,792.01	\$7,368.61	\$7,368.62	\$7,368.62	\$7,368.62	\$7,368.62	\$11,052.93	\$11,568.62	\$11,868.61	\$13,368.62	\$13,368.62	\$98,070.49	\$66,721.52	59.51%
11300	PROF/SUPERVISORS	\$495,966.80	\$38,151.28	\$38,151.28	\$38,151.26	\$38,151.26	\$38,151.27	\$57,226.94	\$38,151.29	\$38,151.29	\$38,151.28	\$38,151.27	\$400,588.42	\$95,378.38	80.77%
11400	PROFESSIONAL	\$1,291,404.64	\$95,337.60	\$95,876.31	\$97,649.88	\$92,758.60	\$99,105.01	\$138,973.01	\$93,998.64	\$95,348.67	\$95,348.65	\$95,348.67	\$999,745.04	\$291,659.60	77.42%
11500	SPECIALIST/TECHNICIANS	\$824,581.94	\$60,862.56	\$61,790.02	\$63,174.89	\$59,803.37	\$59,780.04	\$92,026.05	\$62,279.03	\$62,391.03	\$61,798.06	\$62,315.28	\$646,220.33	\$178,361.61	78.37%
11600	CLERICAL ASSISTANTS	\$455,807.47	\$30,788.03	\$30,581.55	\$31,690.24	\$32,031.60	\$33,064.49	\$47,477.23	\$31,999.88	\$31,796.41	\$31,310.28	\$31,598.11	\$332,337.82	\$123,469.65	72.91%
11700	PAGES	\$268,544.64	\$16,971.36	\$19,678.51	\$19,472.85	\$18,262.77	\$19,101.81	\$27,025.40	\$18,758.69	\$18,760.85	\$18,285.88	\$18,553.60	\$194,871.72	\$73,672.92	72.57%
11800	TEMPORARY STAFF	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$333.43	\$0.00	\$0.00	\$0.00	\$0.00	\$333.43	\$4,666.57	6.67%
11900	BUILDING	\$348,460.16	\$26,911.87	\$26,905.00	\$27,005.01	\$27,365.67	\$27,953.27	\$38,719.47	\$28,059.94	\$27,599.04	\$27,830.69	\$27,963.98	\$286,313.94	\$62,146.22	82.17%
12100	FICA/EMPLOYER	\$239,860.56	\$16,240.20	\$16,486.33	\$16,740.56	\$16,200.80	\$16,751.05	\$24,292.47	\$16,770.95	\$16,823.22	\$16,849.49	\$16,978.90	\$174,133.97	\$65,726.59	72.60%
12300	PERF/EMPLOYER	\$386,771.31	\$0.00	\$0.00	\$0.00	\$89,083.67	\$0.00	\$0.00	\$102,468.6	\$0.00	\$0.00	\$69,860.58	\$261,412.94	\$125,358.37	67.59%
12350	PERF/EMPLOYEE PRE-TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,958.18	\$20,958.18	-\$20,958.18	0.00%
12400	INS/EMPLOYER	\$608,874.69	\$17,599.45	\$136,387.2	\$57,418.27	\$43,567.70	\$57,101.87	\$2,706.13	\$53,544.79	\$45,227.35	\$91,782.35	\$523.83	\$505,859.01	\$103,015.68	83.08%
12500	MEDICARE/EMPLOYER	\$56,691.03	\$3,798.01	\$3,855.70	\$3,915.30	\$3,788.78	\$3,917.48	\$5,681.42	\$3,922.32	\$3,934.49	\$3,940.55	\$3,970.90	\$40,724.95	\$15,966.08	71.84%
13100	WORK STUDY	\$4,300.00	\$2,730.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$865.71	\$0.00	\$105.95	\$0.00	\$971.66	\$1,788.34	35.21%
21300	OFFICE SUPPLIES	\$21,300.00	\$1,301.74	\$553.03	\$286.14	\$363.45	\$1,650.16	\$820.23	\$711.40	\$172.15	\$370.41	\$789.06	\$7,017.77	\$14,282.23	32.95%
21350	GENERAL SUPPLIES	\$0.00	\$0.00	\$70.00	\$20.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$59.95	\$0.00	\$150.62	-\$150.62	0.00%
21400	DUPLICATING	\$24,100.00	\$1,658.23	\$2,948.37	\$1,333.21	\$1,871.96	\$1,572.97	\$5,769.11	\$2,014.95	\$980.46	\$3,035.43	\$2,621.90	\$23,806.59	\$293.41	98.78%
22100	CLEANING SUPPLIES	\$30,650.00	\$0.00	\$5,825.68	\$3,861.52	\$1,722.79	\$2,915.81	\$1,596.24	\$1,969.19	\$2,130.30	\$6,307.41	\$3,382.12	\$29,711.06	\$938.94	96.94%
22200	FUEL/OIL/LUBRICANTS	\$11,000.00	\$1,013.49	\$710.60	\$587.21	\$516.60	\$772.24	\$19.99	\$528.07	\$632.88	\$666.17	\$1,331.98	\$6,779.23	\$4,220.77	61.63%
22300	CATALOGING	\$5,500.00	\$626.31	\$199.72	\$27.16	\$36.18	\$299.58	\$1,068.30	\$0.00	\$0.00	\$767.03	\$602.77	\$3,627.05	\$1,872.95	65.95%
22400	A/V SUPPLIES/CATALOG	\$10,950.00	\$0.00	\$470.99	\$244.80	\$1,108.00	\$0.00	\$0.00	\$101.66	\$510.84	\$1,042.20	\$226.77	\$3,705.26	\$7,244.74	33.84%
22500	CIRCULATION SUPPLIES	\$33,000.00	\$232.05	\$7,246.73	\$64.16	\$37.18	\$0.00	\$9,800.00	\$0.00	\$1,101.96	\$7,328.86	\$2,208.36	\$28,019.30	\$4,980.70	84.91%
22600	LIGHT BULBS	\$3,000.00	\$0.00	\$326.95	\$1,408.04	\$236.77	\$74.84	\$0.00	\$689.46	\$0.00	\$173.80	\$2,964.48	\$5,874.34	-\$2,874.34	195.81
22800	UNIFORMS	\$1,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$946.00	\$0.00	\$883.00	\$0.00	\$0.00	\$0.00	\$1,829.00	\$71.00	96.26%
22900	DISPLAY/EXHIBITS SUPPLIES	\$5,400.00	\$0.00	\$0.00	\$1,349.65	\$128.88	\$0.00	\$103.90	\$26.24	\$0.00	\$104.73	\$80.87	\$1,794.27	\$3,605.73	33.23%
23000	IS SUPPLIES	\$6,600.00	\$215.60	\$603.83	\$139.31	\$528.16	\$87.88	\$127.65	\$267.69	\$691.17	\$50.81	\$633.29	\$3,345.39	\$3,254.61	50.69%
23100	BUILDING MATERIAL	\$15,800.00	\$0.00	\$4,426.35	\$868.06	\$635.46	\$2,576.59	\$762.01	\$2,912.73	\$1,805.34	\$2,714.44	\$1,269.35	\$17,970.33	-\$2,170.33	113.74
23150	ENERGY AUDIT MAT'LS &	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$27.98	\$12.32	\$59.84	\$0.00	\$0.00	\$0.00	\$0.00	\$221.82	\$78.18	73.94%
23400	OTHER REPAIRS/BINDING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
30040	MISC. UNAPPROPRIATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	-\$1.00	0.00%
31100	CONSULTING SERVICES	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$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	\$202.66	\$763.00	\$1,317.81	\$259.57	\$0.00	\$1,655.64	\$742.15	\$7,574.51	\$7,925.49	48.87%
31400	BUILDING SERVICES	\$40,000.00	\$1,161.71	\$2,413.50	\$927.00	\$1,309.00	\$239.00	\$1,836.50	\$1,324.56	\$3,527.18	\$1,150.88	\$838.10	\$14,727.43	\$25,272.57	36.82%
31500	MAINTENANCE	\$139,840.00	\$10,191.33	\$9,247.14	\$3,577.21	\$1,693.72	\$6,480.51	\$4,115.36	\$31,980.09	\$3,852.26	\$2,454.41	\$6,489.25	\$80,081.28	\$59,758.72	57.27%
31600	COMPUTER SERVICES	\$51,300.00	\$1,425.00	\$1,425.00	\$1,425.00	\$1,425.00	\$2,850.00	\$0.00	\$1,425.00	\$7,799.11	\$4,338.97	\$4,493.59	\$26,606.67	\$24,693.33	51.86%
31700	ADMIN/ACCOUNTING	\$36,500.00	\$4,415.36	\$4,893.66	\$2,793.78	\$2,778.84	\$3,083.49	\$2,777.58	\$823.07	\$2,723.59	\$4,884.13	\$2,700.49	\$31,873.99	\$4,626.01	87.33%
31750	COLLECTION AGENCY	\$24,000.00	\$1,673.65	\$1,763.15	\$0.00	\$1,396.20	\$1,163.50	\$2,864.00	\$1,423.05	\$0.00	\$2,944.55	\$1,449.90	\$14,678.00	\$9,322.00	61.16%

**MONROE COUNTY PUBLIC LIBRARY**

**Operating Budget & Expenditure Report**

January 1, 2012 to October 31, 2012

10 months = 83.3%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	June 2012	July 2012	Aug 2012	Sept 2012	Oct 2012	2012 YTD Amt	2012	
														YTD Balance	%YTD Budget
32100	TELEPHONE	\$30,600.00	\$2,304.79	\$2,368.84	\$2,332.90	\$2,129.07	\$2,918.57	\$2,490.32	\$944.79	\$3,950.82	\$2,201.24	\$2,501.81	\$24,143.15	\$6,456.85	78.90%
32200	POSTAGE	\$30,000.00	\$1,402.76	\$1,424.61	\$1,351.28	\$1,635.16	\$1,895.55	\$1,238.33	\$1,331.31	\$1,717.28	\$2,499.76	\$1,156.71	\$15,652.75	\$14,347.25	52.18%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$0.00	\$80.08	\$0.00	\$1,021.96	\$243.66	\$0.00	\$0.00	\$86.50	\$563.72	\$1,995.92	\$8,004.08	19.96%
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$19.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.00	\$210.00	\$369.00	\$9,631.00	3.69%
32500	CONTINUING	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,259.53	\$0.00	\$0.00	\$0.00	\$3,594.00	\$0.00	\$6,853.53	\$3,146.47	68.54%
32501	ENCUMBERED CONTINUING	\$13,000.00	\$4,162.56	\$0.00	\$3,984.70	\$3,987.27	\$865.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,000.00	\$0.00	100.00%
32600	FREIGHT/DELIVERY	\$1,000.00	\$0.00	\$198.63	\$11.30	\$0.00	\$0.00	\$650.00	\$0.00	\$10.52	\$128.36	\$0.00	\$998.81	\$1.19	99.88%
33100	ADVERTISING/PUBLICATIO	\$2,900.00	\$0.00	\$0.00	\$15.00	\$431.80	\$43.76	\$345.00	\$0.00	\$0.00	\$55.34	\$174.17	\$1,065.07	\$1,834.93	36.73%
33200	PRINTING SERVICES	\$5,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$117.60	\$245.80	\$15.00	\$15.00	\$512.32	\$920.72	\$4,979.28	15.61%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$250.00	64.29%
34200	OTHER INSURANCE	\$55,400.00	\$3,200.00	\$50,111.00	\$1,761.00	\$1,269.00	\$0.00	\$2,002.00	\$0.00	\$0.00	\$0.00	\$0.00	\$58,343.00	-\$2,943.00	105.31%
35100	GAS	\$3,800.00	\$54.12	\$561.56	\$51.40	\$168.59	\$158.22	\$51.64	\$46.00	\$197.33	\$54.61	\$153.11	\$1,496.58	\$2,303.42	39.38%
35200	ELECTRICITY	\$290,500.00	\$25,660.13	\$24,832.47	\$23,179.36	\$21,792.71	\$22,356.92	\$24,968.29	\$22,996.10	\$27,473.37	\$19,820.75	\$25,634.36	\$238,714.46	\$51,785.54	82.17%
35300	WATER	\$17,900.00	\$792.60	\$1,015.44	\$793.20	\$1,124.92	\$1,903.31	\$1,876.91	\$3,515.33	\$2,570.63	\$8,121.20	\$2,431.30	\$24,144.84	-\$6,244.84	134.89%
36100	BUILDING REPAIRS	\$22,000.00	\$888.79	\$0.00	\$767.40	\$0.00	\$0.00	\$0.00	\$1,287.29	\$0.00	\$0.00	\$2,208.97	\$5,152.45	\$16,847.55	23.42%
36300	OTHER EQUIP/FURNITURE	\$13,800.00	\$694.00	\$1,427.76	\$389.90	\$458.90	\$672.30	\$192.40	\$160.00	\$326.00	\$349.99	\$1,080.04	\$5,751.29	\$8,048.71	41.68%
36301	ENCUMBERED EQUIP	\$39,586.00	\$3,000.00	\$0.00	\$15,000.00	\$0.00	\$8,466.00	\$9,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,166.00	\$3,420.00	91.36%
36400	VEHICLE	\$6,000.00	\$977.95	\$864.42	\$0.00	\$1,284.16	\$0.00	\$0.00	\$644.24	\$738.79	\$304.74	\$1,074.50	\$5,888.80	\$111.20	98.15%
36500	MATERIALS	\$3,000.00	\$568.55	\$465.06	\$0.00	\$549.25	\$0.00	\$290.28	\$0.00	\$0.00	\$210.15	\$0.00	\$2,083.29	\$916.71	69.44%
37100	REAL ESTATE	\$33,600.00	\$19,171.00	\$75.00	\$0.00	\$30.50	\$0.00	\$9,706.00	\$150.00	\$2,025.00	\$37.50	\$37.50	\$31,232.50	\$2,367.50	92.95%
37200	EQUIPMENT RENTAL	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
38450	DATABASES	\$88,170.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,913.55	\$29,300.00	\$7,086.92	\$0.00	\$0.00	\$8,489.00	\$46,789.47	\$41,380.53	53.07%
38460	E-BOOKS	\$40,413.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$3,000.00	\$3,500.00	\$500.00	\$12,000.00	\$0.00	\$19,150.00	\$21,263.00	47.39%
39100	DUES/INSTITUTIONAL	\$7,590.00	\$0.00	\$5,775.98	\$1,050.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$7,075.98	\$514.02	93.23%
39200	INTEREST/TEMPORARY	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
39450	TRANSFER TO ANOTHER	\$200,000.00	\$16,666.63	\$16,666.67	\$16,666.67	\$16,666.67	\$16,666.67	\$16,666.67	\$16,666.67	\$16,666.67	\$16,666.67	\$16,666.67	\$166,666.66	\$33,333.34	83.33%
39500	EDUCATIONAL/LICENSING	\$5,300.00	\$960.00	\$0.00	\$0.00	\$0.00	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,443.75	\$2,493.75	\$2,806.25	47.05%
44100	FURNITURE	\$1,000.00	\$0.00	\$272.98	\$519.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$319.99	\$0.00	\$1,112.95	-\$112.95	111.30%
44300	OTHER EQUIPMENT	\$8,300.00	\$1,495.00	\$284.99	\$0.00	\$0.00	\$0.00	\$1,335.03	\$0.00	\$0.00	\$0.00	\$1,506.08	\$4,621.10	\$3,678.90	55.68%
44450	BUILDING RENOVATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,075.00	\$4,075.00	-\$4,075.00	0.00%
44601	ENCUMBERED IS	\$1,511.88	\$1,511.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$45,853.65	\$54,274.82	\$54,259.08	\$46,633.70	\$48,210.32	\$52,250.32	\$62,632.36	\$506,962.46	\$88,045.54	85.20%
45200	PERIODICALS/NEWSPAPERS	\$45,971.00	\$144.25	\$218.21	\$29.00	\$94.95	\$901.83	\$191.80	\$481.03	\$1,058.21	\$1,883.09	\$2,076.05	\$7,078.42	\$38,892.58	15.40%
45300	NONPRINT MATERIALS	\$368,338.00	\$35,164.08	\$44,692.75	\$19,222.96	\$30,883.30	\$27,969.29	\$29,599.03	\$30,759.54	\$45,097.64	\$27,801.14	\$36,817.76	\$328,007.49	\$40,330.51	89.05%
		\$7,641,343.13	\$504,870.60	\$704,022.5	\$496,840.25	\$572,761.57	\$533,325.55	\$666,778.04	\$646,427.0	\$528,385.78	\$587,361.97	\$603,861.53	\$5,844,634.86	\$1,796,708.27	76.49%



**MONROE COUNTY PUBLIC LIBRARY**

**LIRF Budget & Expenditure Report**

January 1, 2012 to October 31, 2012

10 months = 83.3%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	June 2012	July 2012	Aug 2012	Sept 2012	Oct 2012	YTD Amount	2012 YTD Balance	2012 %YTD Budget
36100	BUILDING REPAIRS	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
44100	FURNITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,305.50	\$1,305.50	\$2,611.00	-\$2,611.00	0.00%
44300	OTHER EQUIPMENT	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$636.41	\$2,500.00	\$859.00	\$2,955.74	\$0.00	\$6,951.15	\$143,048.85	4.63%
		\$350,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$636.41	\$2,500.00	\$859.00	\$4,261.24	\$1,305.50	\$9,562.15	\$340,437.85	2.73%

**MONROE COUNTY PUBLIC LIBRARY**  
**Debt Service Budget & Expenditures Report**

January 1, 2012 to October 31, 2012  
10 months = 83.3%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2011	Apr 2011	May 2012	June 2011	July 2011	Aug 2011	Sept 2011	Oct 2011	2012 YTD Amt	2012 YTD Balance	2012 %YTD Budget
37100	REAL ESTATE	\$322,088.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$278,999.20	\$0.00	\$0.00	\$0.00	\$0.00	\$278,999.20	\$43,088.80	86.62%
39200	INTEREST/TEM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39250	PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450	TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$322,088.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$278,999.20	\$0.00	\$0.00	\$0.00	\$0.00	\$278,999.20	\$43,088.80	86.62%

**MONROE COUNTY PUBLIC LIBRARY**

**Rainy Day Budget & Expenditures Report**

January 1, 2012 to October 31, 2012

10 months = 83.3%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	June 2012	July 2012	Aug 2012	Sept 2012	Oct 2012	2012 YTD Amt	2012 YTD Balance	2012 %YTD Budget
12200	UNEMPLOYMENT COMPENSATION	\$10,000.00	\$1,233.63	\$724.00	\$490.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,448.19	\$7,551.81	24.48%
31100	CONSULTING SERVICES	\$50,000.00	\$0.00	\$0.00	\$1,001.02	\$0.00	\$11,461.1	\$5,000.0	\$0.00	\$0.00	\$7,000.00	\$1,884.94	\$26,347.15	\$23,652.85	52.69%
31300	LEGAL SERVICES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
32400	PROFESSIONAL MTG/OFF SITE	\$0.00	\$0.00	\$0.00	\$975.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$975.00	-\$975.00	0.00%
33200	PRINTING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$103.26	\$0.00	\$0.00	\$0.00	\$0.00	\$103.26	-\$103.26	0.00%
36100	BUILDING REPAIRS	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
		\$410,000.00	\$1,233.63	\$724.00	\$2,466.58	\$0.00	\$11,461.1	\$5,103.2	\$0.00	\$0.00	\$7,000.00	\$1,884.94	\$29,873.60	\$380,126.40	7.29%

**MONROE COUNTY PUBLIC LIBRARY**

**Special Revenue Budget & Expenditure Report**

January 1, 2012 to October 31, 2012

10 months = 83.3%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	June 2012	July 2012	Aug 2012	Sept 2012	Oct 2012	YTD Amount	2012 YTD Balance	2012 %YTD Budget
11300	PROF/SUPERVISORS	\$60,226.20	\$4,632.78	\$4,632.78	\$4,632.78	\$4,632.78	\$4,632.78	\$6,949.17	\$4,632.78	\$4,632.78	\$4,632.78	\$4,632.78	\$48,644.19	\$11,582.01	80.77%
11400	PROFESSIONAL ASSISTANT	\$121,237.77	\$9,325.95	\$9,325.98	\$9,325.99	\$9,325.98	\$9,326.00	\$13,988.97	\$9,325.97	\$9,325.99	\$9,325.97	\$9,325.99	\$97,922.79	\$23,314.98	80.77%
11600	CLERICAL ASSISTANTS	\$175,746.84	\$13,853.72	\$14,030.16	\$13,992.65	\$13,977.17	\$14,332.20	\$20,699.19	\$13,227.21	\$12,629.37	\$12,804.38	\$14,090.34	\$143,636.39	\$32,110.45	81.73%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$22,147.07	\$1,634.21	\$1,645.92	\$1,644.65	\$1,641.33	\$1,665.56	\$2,450.07	\$1,600.79	\$1,564.44	\$1,576.20	\$1,657.60	\$17,080.77	\$5,066.30	77.12%
12300	PERF/EMPLOYER	\$35,966.53	\$0.00	\$0.00	\$0.00	\$0.00	\$8,370.51	\$0.00	\$9,769.80	\$0.00	\$0.00	\$6,410.73	\$24,551.04	\$11,415.49	68.26%
12350	PERF/EMPLOYEE PRE-TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,923.22	\$1,923.22	-\$1,923.22	0.00%
12400	INS/EMPLOYER	\$66,000.00	\$7,367.87	\$12,595.81	\$5,752.58	\$4,135.00	\$5,537.01	\$117.09	\$11,073.77	\$4,363.74	\$8,509.08	\$0.00	\$59,451.95	\$6,548.05	90.08%
12500	MEDICARE/EMPLOYER	\$5,179.55	\$382.19	\$384.93	\$384.65	\$383.85	\$389.51	\$573.00	\$374.38	\$365.88	\$368.63	\$387.67	\$3,994.69	\$1,184.86	77.12%
13100	WORK STUDY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21200	STATIONERY/BUS. CARDS	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21300	OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.59	\$486.41	2.72%
21400	DUPLICATING	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$322.47	\$0.00	\$0.00	\$0.00	\$322.47	-\$122.47	161.24%
22200	FUEL/OIL/LUBRICANTS	\$1,000.00	\$111.60	\$31.49	\$79.39	\$0.00	\$42.63	\$155.30	\$40.42	\$137.21	\$0.00	\$44.25	\$642.29	\$357.71	64.23%
22700	VIDEO TAPE/MEDIA STORAGE	\$15,000.00	\$0.00	\$0.00	\$5,691.55	\$0.00	\$0.00	\$5,477.97	\$0.00	\$0.00	\$0.00	\$0.00	\$11,169.52	\$3,830.48	74.46%
23000	IS SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92.23	\$0.00	\$336.50	\$0.00	\$428.73	\$571.27	42.87%
23100	BUILDING MATERIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$3.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.43	-\$3.43	0.00%
23500	VIDEO MATERIALS/CATS	\$10,000.00	\$17.10	\$98.38	\$227.62	\$1,271.33	\$0.00	\$1,460.63	\$261.75	\$0.00	\$1,125.89	\$0.00	\$4,462.70	\$5,537.30	44.63%
31100	CONSULTING SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$0.00	\$8,080.00	\$0.00	\$8,530.00	\$1,470.00	85.30%
31300	LEGAL SERVICES	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.32	\$92.72	\$0.00	\$41.93	\$0.00	\$174.97	\$575.03	23.33%
31400	BUILDING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.14	-\$0.14	0.00%
31500	MAINTENANCE CONTRACTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$58.74	\$58.74	-\$58.74	0.00%
31600	COMPUTER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180.79	\$49.90	\$230.69	-\$230.69	0.00%
31650	DIGITIZATION SERVICES	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
31700	ADMIN/ACCOUNTING	\$0.00	\$0.14	\$0.84	\$1.02	\$2.36	\$3.30	\$4.42	\$5.62	\$5.80	\$3.32	\$0.00	\$26.82	-\$26.82	0.00%
32100	TELEPHONE	\$3,500.00	\$0.00	\$717.39	\$253.45	\$0.00	\$495.54	\$247.56	\$0.00	\$532.00	\$248.86	\$250.61	\$2,745.41	\$754.59	78.44%
32200	POSTAGE	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$279.85	\$279.85	\$470.15	37.31%
32300	TRAVEL EXPENSE	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.23	\$527.24	\$0.00	\$1,027.47	-\$527.47	205.49%
32400	PROFESSIONAL MTG/OFF	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32600	FREIGHT/DELIVERY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.30	\$0.00	\$0.00	\$0.00	\$8.03	\$0.00	\$17.33	\$482.67	3.47%
36300	OTHER EQUIP/FURNITURE	\$6,000.00	\$0.00	\$177.64	\$0.00	\$1,684.50	\$725.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,587.78	\$3,412.22	43.13%
37100	REAL ESTATE	\$3,500.00	\$1,866.00	\$0.00	\$0.00	\$0.00	\$0.00	\$696.00	\$0.00	\$337.50	\$112.50	\$0.00	\$3,012.00	\$488.00	86.06%
39100	DUES/INSTITUTIONAL	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$770.00	\$0.00	\$0.00	\$0.00	\$0.00	\$375.00	\$1,145.00	\$355.00	76.33%
39500	EDUCATIONAL/LICENSING	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
39600	COMMUNITY NEWS SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$7,500.00	\$2,500.00	75.00%
44100	FURNITURE	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.52	\$839.48	30.04%
44700	EQUIPMENT - CATS	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$599.00	\$4,401.00	11.98%
		\$642,803.96	\$39,790.56	\$43,641.32	\$41,986.33	\$47,928.24	\$38,303.58	\$55,359.83	\$51,269.91	\$34,394.94	\$50,382.10	\$39,486.68	\$442,543.49	\$200,260.4	68.85%

**MONROE COUNTY PUBLIC LIBRARY**

**LCPF Budget & Expenditure Report**

January 1, 2012 to October 31, 2012

10 months = 83.3%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	June 2012	July 2012	Aug 2012	Sept 2012	Oct 2012	YTD Amount	2012 YTD Balance	2012 %YTD Budget
44100	FURNITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$990.15	\$0.00	\$0.00	\$0.00	\$990.15	-\$990.15	0.00%
44450	BUILDING RENOVATION	\$418,411.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$9,859.70	\$2,381.54	\$5,966.00	\$148.58	\$5,194.90	\$0.00	\$968.00	\$41,369.83	\$8,630.17	82.74%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$29.00	\$450.00	\$0.00	\$900.00	\$1,879.00	\$23,121.00	7.52%
44700	EQUIPMENT - CATS	\$45,000.00	\$3,579.60	\$14,656.95	\$4,714.12	\$3,814.99	\$603.79	\$0.00	\$6,286.96	\$1,237.95	\$10,910.07	\$249.99	\$46,054.42	-\$1,054.42	102.34%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$506.00	\$0.00	\$0.00	\$1,702.49	\$0.00	\$0.00	\$1,830.00	\$0.00	\$0.00	\$4,038.49	\$961.51	80.77%
		\$543,411.00	\$7,384.60	\$15,813.06	\$17,110.12	\$13,674.6	\$4,687.82	\$6,466.00	\$7,454.69	\$8,712.85	\$10,910.07	\$2,117.99	\$94,331.89	\$449,079.11	17.36%

# MONROE COUNTY PUBLIC LIBRARY

## Expenditure Summary compared to last year

2012 compared to 2011: Period Ending October

Fund	Fund Descr	2012 Budget	October 2012 Amt	2012 YTD Amt	2011 Budget	October 2011 Amt	2011 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,641,343.13	\$601,977.56	\$5,844,634.86	\$7,465,919.52	\$642,223.34	\$5,686,695.03	3.00%
002	JAIL	\$0.00	\$442.84	\$4,657.38	\$0.00	\$756.47	\$4,694.56	-1.00%
003	CLEARING	\$0.00	\$0.00	\$712.50	\$0.00	\$15.00	\$3,374.68	-79.00%
004	GIFT	\$0.00	\$30.50	\$33,430.99	\$0.00	\$750.00	\$1,084.68	2982.00%
005	PLAC	\$0.00	\$2,400.00	\$10,950.00	\$0.00	\$2,350.00	\$11,002.00	0.00%
006	RETIREEES	\$0.00	\$0.00	\$17,885.07	\$0.00	\$4,598.34	\$21,996.21	-19.00%
007	LIRF	\$350,000.00	\$1,305.50	\$9,562.15	\$296,932.00	\$4,323.91	\$103,347.36	-91.00%
008	DEBT SERVICE	\$322,088.00	\$0.00	\$278,999.20	\$1,996,000.00	\$166,333.33	\$1,663,333.34	-83.00%
009	RAINY DAY	\$410,000.00	\$1,884.94	\$29,873.60	\$473,310.00	\$736.14	\$736.14	3958.00%
010	PAYROLL	\$0.00	\$309,888.74	\$3,309,136.32	\$0.00	\$323,643.78	\$3,373,781.47	-2.00%
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	\$4,519.12	\$73,515.17	\$7,100.00	\$5,551.12	\$62,907.88	17.00%
017	LEVY EXCESS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,542.28	-100.00%
018	IN KIND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
019	GIFT-FOUNDATION	\$0.00	\$10,192.11	\$74,333.99	\$0.00	\$14,913.29	\$62,673.95	19.00%
020	SPECIAL REVENUE	\$642,803.96	\$39,486.68	\$442,543.49	\$549,300.00	\$95,130.50	\$462,229.76	-4.00%
021	CAPITAL PROJECTS	\$543,411.00	\$2,117.99	\$94,331.89	\$505,635.00	\$157.70	\$445,593.38	-79.00%
022	GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,400.00	-100.00%
023	LSTA-CIVIL WAR	\$0.00	\$0.00	\$0.00	\$5,274.27	\$0.00	\$5,134.59	-100.00%
024	FINRA GRANT	\$0.00	\$3,410.17	\$30,412.47	\$0.00	\$3,629.70	\$14,556.62	109.00%
025	LSTA-SMITHVILLE	\$0.00	\$0.00	\$0.00	\$8,650.00	\$5,057.26	\$8,305.68	-100.00%
		\$9,909,646.09	\$977,656.15	\$10,254,979.08	\$11,308,120.79	\$1,270,169.88	\$11,962,389.61	-14.00%

# MONROE COUNTY PUBLIC LIBRARY

## Monthly Revenue Report (Cash Basis)

Current Period compared to Prior Period  
 Current Period: October 2012  
 Operating Fund

Source	Source Descr	2012 Budget	October 2012 Amt	2012 YTD Amt	2011 Budget	October 2011 Amt	2011 YTD Amt	%Last YR YTD Diff
00100	PROPERTY TAX/ADVANCES	\$4,592,520.00	\$0.00	\$2,454,145.80	\$4,521,806.00	\$0.00	\$2,587,663.98	-5.00%
00200	INTANGIBLES TAX	\$12,443.00	\$0.00	\$6,727.81	\$8,500.00	\$0.00	\$5,115.46	32.00%
00300	LICENSE EXCISE TAX	\$232,699.00	\$0.00	\$144,052.18	\$263,000.00	\$0.00	\$178,720.02	-19.00%
00400	COUNTY OPTION INCOME TAX	\$1,980,075.00	\$164,950.76	\$1,649,507.60	\$1,817,000.00	\$173,115.12	\$1,735,254.35	-5.00%
00500	COMMERCIAL VEHICLE EXCISE TAX	\$42,483.00	\$0.00	\$17,382.84	\$30,000.00	\$0.00	\$17,308.52	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	\$376.44	\$3,355.65	\$0.00	\$349.50	\$3,276.65	2.00%
03500	LOST/DAMAGED	\$0.00	\$2,237.32	\$19,200.50	\$10,000.00	\$1,993.96	\$24,290.71	-21.00%
03600	FINES/FEES	\$175,000.00	\$15,183.38	\$143,108.40	\$150,000.00	\$13,386.38	\$173,639.02	-18.00%
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	\$1,379.56	\$11,209.89	\$5,700.00	\$1,057.30	\$11,726.71	-4.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$226.86	\$21,666.52	\$0.00	\$217.81	\$23,588.91	-8.00%
04100	PUBLIC LIBRARY ACCESS CARD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
04200	MEETING ROOM FEES	\$0.00	\$0.00	\$809.50	\$0.00	\$0.00	\$0.00	0.00%
04500	PLAC DISTRIBUTION	\$10,000.00	\$0.00	\$17,763.00	\$10,000.00	\$0.00	\$14,754.23	20.00%
10000	REALESTATE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
11500	STATE DISTRIBUTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
17000	READER PRINTER RECEIPTS	\$0.00	\$197.20	\$2,305.21	\$0.00	\$120.29	\$1,961.00	18.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM	\$7,500.00	\$524.91	\$6,857.01	\$0.00	\$855.75	\$10,246.42	-33.00%
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	\$3,600.00	\$0.00	\$0.00	\$2,700.00	33.00%
53000	LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$7,066,220.00	\$185,076.43	\$4,501,691.91	\$6,816,006.00	\$191,096.11	\$4,790,245.98	-6.00%

**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: October 2012

<b>FUND Descr</b>	<b>10/01/2012</b>	<b>MTD Debit</b>	<b>MTD Credit</b>	<b>10/31/2012</b>	<b>Bal Sht Descr</b>
OPERATING	\$1,897.69	\$1.18	\$0.00	\$1,898.87	CHASE/BANK ONE SAVINGS
OPERATING	\$28,091.43	\$9,105.62	\$27,787.71	\$9,409.34	ONB/MONROE BANK CHECKING
OPERATING	\$27,386.40	\$10,642.97	\$27,758.05	\$10,271.32	UNITED COMMERCE BANK
OPERATING	-\$230,922.14	\$900,322.86	\$587,284.51	\$82,116.21	FIFTH THIRD BANK CHECKING
OPERATING	\$678,406.31	\$523.18	\$678,000.00	\$929.49	FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	\$504,859.69	\$920,595.81	\$1,320,830.27	\$104,625.23	
JAIL	\$1,785.46	\$0.00	\$442.84	\$1,342.62	FIFTH THIRD BANK CHECKING
GIFT UNRESTRICTED	\$579.06	\$145.14	\$606.31	\$117.89	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$16.00	\$2.00	\$16.00	\$2.00	UNITED COMMERCE BANK
GIFT UNRESTRICTED	\$11,143.60	\$630.31	\$30.50	\$11,743.41	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$11,738.66	\$777.45	\$652.81	\$11,863.30	
PLAC	\$600.00	\$208.00	\$608.00	\$200.00	ONB/MONROE BANK CHECKING
PLAC	\$1,600.00	\$650.00	\$1,750.00	\$500.00	UNITED COMMERCE BANK
PLAC	\$200.00	\$2,358.00	\$2,408.00	\$150.00	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$2,400.00	\$3,216.00	\$4,766.00	\$850.00	
RETIREES	-\$1,556.16	\$1,114.38	\$0.00	-\$441.78	FIFTH THIRD BANK CHECKING
LIRF	\$10,013.55	\$0.00	\$0.00	\$10,013.55	CHASE/BANK ONE SAVINGS
LIRF	\$22,379.76	\$0.00	\$1,305.50	\$21,074.26	FIFTH THIRD BANK CHECKING
LIRF	\$589,136.64	\$0.00	\$0.00	\$589,136.64	FIFTH THIRD BANK SAVINGS
LIRF	\$500.00	\$0.00	\$0.00	\$500.00	5-3 LIQUIDITY MGMT ACCT
LIRF	\$500,000.00	\$0.00	\$0.00	\$500,000.00	INVESTMENT CD's
Fund 007 LIRF	\$1,122,029.95	\$0.00	\$1,305.50	\$1,120,724.45	
DEBT SERVICE	-\$45,308.23	\$0.00	\$0.00	-\$45,308.23	FIFTH THIRD BANK CHECKING
RAINY DAY	\$101,617.47	\$31,437.45	\$1,884.94	\$131,169.98	FIFTH THIRD BANK CHECKING
RAINY DAY	\$844,339.74	\$0.00	\$0.00	\$844,339.74	FIFTH THIRD BANK SAVINGS
RAINY DAY	\$500.00	\$0.00	\$0.00	\$500.00	5-3 LIQUIDITY MGMT ACCT
RAINY DAY	\$500,000.00	\$0.00	\$0.00	\$500,000.00	INVESTMENT CD's
Fund 009 RAINY DAY	\$1,446,457.21	\$31,437.45	\$1,884.94	\$1,476,009.72	
PAYROLL	\$1,368.16	\$320,975.09	\$309,888.74	\$12,454.51	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$74,390.17	\$12,181.70	\$4,570.50	\$82,001.37	FIFTH THIRD BANK CHECKING
GIFT-FOUNDATION	\$17,177.99	\$256.70	\$10,427.99	\$7,006.70	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$60,558.41	\$475.95	\$39,486.68	\$21,547.68	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$150,000.00	\$0.00	\$0.00	\$150,000.00	FIFTH THIRD BANK SAVINGS
Fund 020 SPECIAL REVENUE	\$210,558.41	\$475.95	\$39,486.68	\$171,547.68	
CAPITAL PROJECTS	\$32,922.39	\$0.00	\$2,117.99	\$30,804.40	FIFTH THIRD BANK CHECKING



**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: October 2012

<b>FUND Descr</b>	<b>10/01/2012</b>	<b>MTD Debit</b>	<b>MTD Credit</b>	<b>10/31/2012</b>	<b>Bal Sht Descr</b>
CAPITAL PROJECTS	\$186,452.45	\$0.00	\$0.00	\$186,452.45	FIFTH THIRD BANK SAVINGS
Fund 021 CAPITAL PROJECTS	\$219,374.84	\$0.00	\$2,117.99	\$217,256.85	
FINRA GRANT	\$28,516.07	\$0.00	\$3,410.17	\$25,105.90	FIFTH THIRD BANK CHECKING
	\$3,593,792.22	\$1,291,030.53	\$1,699,784.43	\$3,185,038.32	

**MONROE COUNTY PUBLIC LIBRARY**

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**CHASE BANK SAVINGS**

**06110 BANKONESV**

**October 2012**

**Account Summary**

Beginning Balance on	10/1/2012	\$11,911.24	Cleared	\$11,912.42
+	Receipts/Deposits	\$1.18	Statement	\$11,912.42
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	10/31/2012	\$11,912.42		

**Check Book Balance**

Active	G 001-06110	OPERATING	\$1,898.87
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	<b>\$11,912.42</b>

Beginng Balance	\$11,911.24
+ Total Deposits	\$1.18
- Checks Written	\$0.00
Check Book Balance	\$11,912.42
Difference	\$0.00

**MONROE COUNTY PUBLIC LIBRARY**

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**ONB MONROE CHECKING**  
**06300 ONB/MONROE**  
**October 2012**

**Account Summary**

Beginning Balance on	10/1/2012	\$31,091.31	Cleared	\$9,727.23
+	Receipts/Deposits	\$10,658.67	Statement	\$9,727.23
-	Payments (Checks and Withdrawals)	\$32,022.75	Difference	\$0.00
Ending Balance as of	10/31/2012	\$9,727.23		

**Check Book Balance**

Active	G 001-06300	OPERATING	\$9,409.34
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$117.89
Active	G 005-06300	PLAC	\$200.00
Active	G 006-06300	RETIREEES	\$0.00
Active	G 007-06300	LIRF	\$0.00
Active	G 008-06300	DEBT SERVICE	\$0.00
Active	G 012-06300	TEEN COUNCIL	\$0.00
Active	G 015-06300	LSTA	\$0.00
Active	G 016-06300	GIFT-RESTRICED	\$0.00
Active	G 019-06300	GIFT-FOUNDATION	\$0.00
Active	G 020-06300	SPECIAL REVENUE	\$0.00
Active	G 024-06300	FINRA GRANT	\$0.00
		Cash	<b>\$9,727.23</b>
	Beginng Balance	\$31,091.31	
	+ Total Deposits	\$10,658.67	
	- Checks Written	\$32,022.75	
	Check Book Balance	\$9,727.23	
	Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

11/05/12 6:02 PM  
Page 1

**\*Check Reconciliation©**

**UNITED COMMERCE**

**06400 UNITED COM**

**October 2012**

**Account Summary**

Beginning Balance on	10/1/2012	\$29,478.35	Cleared	\$10,773.32
+	Receipts/Deposits	\$11,294.97	Statement	\$10,773.32
-	Payments (Checks and Withdrawals)	\$30,000.00	Difference	\$0.00
Ending Balance as of	10/31/2012	\$10,773.32		

**Check Book Balance**

Active	G 001-06400	OPERATING	\$10,271.32
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$2.00
Active	G 005-06400	PLAC	\$500.00
Active	G 016-06400	GIFT-RESTRICED	\$0.00
Active	G 020-06400	SPECIAL REVENUE	\$0.00
		Cash	<b>\$10,773.32</b>
	Beginng Balance	\$29,478.35	
	+ Total Deposits	\$11,294.97	
	- Checks Written	\$30,000.00	
	Check Book Balance	\$10,773.32	
	Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

11/05/12 6:20 PM  
Page 1

**\*Check Reconciliation©  
FIFTH THIRD CHECKING  
06500 FIFTHCKNG  
October 2012**

**Account Summary**

Beginning Balance on	10/1/2012	\$172,188.17	Cleared	\$398,849.23
+	Receipts/Deposits	\$946,914.56	Statement	\$398,849.23
-	Payments (Checks and Withdrawals)	\$720,253.50	Difference	\$0.00
Ending Balance as of	10/31/2012	\$398,849.23		

**Check Book Balance**

Active	G 001-06500	OPERATING	\$82,116.21
Active	G 002-06500	JAIL	\$1,342.62
Active	G 003-06500	CLEARING	\$0.00
Active	G 004-06500	GIFT UNRESTRICTED	\$11,743.41
Active	G 005-06500	PLAC	\$150.00
Active	G 006-06500	RETIREEES	-\$441.78
Active	G 007-06500	LIRF	\$21,074.26
Active	G 008-06500	DEBT SERVICE	-\$45,308.23
Active	G 009-06500	RAINY DAY	\$131,169.98
Active	G 010-06500	PAYROLL	\$12,454.51
Active	G 016-06500	GIFT-RESTRICED	\$82,001.37
Active	G 019-06500	GIFT-FOUNDATION	\$7,006.70
Active	G 020-06500	SPECIAL REVENUE	\$21,547.68
Active	G 021-06500	CAPITAL PROJECTS	\$30,804.40
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$25,105.90
Active	G 025-06500	LSTA-SMITHVILLE NEWS	\$0.00
		Cash	<b>\$380,767.03</b>

Beginng Balance	\$172,188.17	
+ Total Deposits	\$946,914.56	
- Checks Written	\$738,335.70	
Check Book Balance	\$380,767.03	
O/S Checks	\$18,082.20	

**MONROE COUNTY PUBLIC LIBRARY**

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Page 1

**\*Check Reconciliation©**

**FIFTH THIRD SAVINGS**

**06510 FIFTHSAVG**

**October 2012**

**Account Summary**

Beginning Balance on	10/1/2012	\$2,448,335.14	Cleared	\$1,770,858.32
+	Receipts/Deposits	\$523.18	Statement	\$1,770,858.32
-	Payments (Checks and Withdrawals)	\$678,000.00	Difference	\$0.00
Ending Balance as of	10/31/2012	\$1,770,858.32		

**Check Book Balance**

Active	G 001-06510	OPERATING	\$929.49
Active	G 007-06510	LIRF	\$589,136.64
Active	G 008-06510	DEBT SERVICE	\$0.00
Active	G 009-06510	RAINY DAY	\$844,339.74
Active	G 016-06510	GIFT-RESTRICED	\$0.00
Active	G 020-06510	SPECIAL REVENUE	\$150,000.00
Active	G 021-06510	CAPITAL PROJECTS	\$186,452.45
Active	G 025-06510	LSTA-SMITHVILLE NEWS	\$0.00

Cash **\$1,770,858.32**

Beginng Balance	\$2,448,335.14	
+ Total Deposits	\$523.18	
- Checks Written	\$678,000.00	
Check Book Balance	\$1,770,858.32	
Difference	\$0.00	

TO: Monroe County Public Library – Board of Trustees  
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager  
RE: Personnel Report  
DATE: November 14, 2012

### Beginning Employment

- Andrew Slater, Circulation, Circulation Technician, Pay Grade E, 37.5 hours per week, effective October 1, 2012.
- Josh Caswell, Circulation, Page, Pay Grade A, 15-18 hours per week, effective November 7, 2012.
- Jackson Fagan, Circulation, Page, Pay Grade A, 15-18 hours per week, effective November 7, 2012.
- Elizabeth French, Circulation, Page, Pay Grade A, 15-18 hours per week, effective November 7, 2012.
- Jack Kovaleski, Circulation, Page, Pay Grade A, 15-18 hours per week, effective November 7, 2012.
- Amy Luxenburger, Circulation, Page, Pay Grade A, 15-18 hours per week, effective November 7, 2012.
- Daniel Mounlio, Circulation, Page, Pay Grade A, 15-18 hours per week, effective November 7, 2012.
- David Niemann, Circulation, Page, Pay Grade A, 15-18 hours per week, effective November 7, 2012.

### Ending Employment

- Frances Mican, Circulation, Page, Pay Grade A, 15-18 hours per week, effective November 7, 2012.
- Brian Wilson, Facilities, Security Technician, Pay Grade E, 20 Hours per week, effective November 17, 2012.

### Job Changes

None

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

<b>Pay Date</b>	<b>Employees- Op Fund</b>	<b>Employees- Special Rev</b>	<b>Employees- Total</b>	<b>Hours- Op Fund</b>	<b>Hours- Special Rev</b>	<b>Hours- Total</b>	<b>Wages- Op Fund</b>	<b>Wages-Special Rev</b>	<b>Wages- Total</b>
01/15/10	154	21	175	4,370	560	4,930	142,872	16,520	159,393
01/29/10	160	24	184	4,470	610	5,080	147,421	17,582	165,003
02/12/10	160	24	184	4,490	610	5,100	148,044	17,428	165,471
02/26/10	158	24	182	4,425	610	5,035	149,770	17,993	167,763
03/12/10	157	24	181	4,400	610	5,010	143,389	18,366	161,754
03/26/10	153	24	177	4,328	610	4,938	144,153	17,880	162,032
04/09/10	158	24	182	4,425	610	5,035	149,770	17,228	166,998
04/23/10	157	24	181	4,400	610	5,010	143,389	17,880	161,268
05/07/10	155	24	179	4,348	610	4,958	142,259	18,357	160,616
05/21/10	157	22	179	4,388	580	4,968	143,434	17,173	160,607
06/04/10	156	22	178	4,343	575	4,918	143,981	17,037	161,018
06/18/10	153	21	174	4,328	560	4,888	144,153	16,936	161,089
07/02/10	155	25	180	4,328	625	4,953	144,334	17,729	162,063
07/16/10	153	21	174	4,328	560	4,888	144,153	16,936	161,089
07/30/10	152	24	176	4,315	600	4,915	144,321	18,406	162,727
08/13/10	153	23	176	4,330	575	4,905	149,879	18,907	168,786
08/27/10	151	23	174	4,330	575	4,905	149,879	18,907	168,786
09/10/10	153	23	176	4,305	575	4,880	146,193	18,625	164,819
09/24/10	152	23	175	4,295	575	4,870	144,752	16,901	161,653
10/08/10	150	23	173	4,265	585	4,850	142,106	18,027	160,133
10/22/10	147	23	170	4,215	575	4,790	141,748	17,329	159,077
11/05/10	152	22	174	4,285	560	4,845	142,239	17,061	159,300
11/19/10	151	21	172	4,260	545	4,805	145,889	16,697	162,586
12/03/10	149	22	171	4,208	560	8,975	140,295	16,998	157,293
12/17/10	150	22	172	4,223	560	4,783	138,766	16,613	155,379
12/30/10	150	22	172	4,223	560	4,783	140,025	16,683	156,708
01/14/11	144	22	166	4,158	560	4,718	142,503	16,346	158,848
01/28/11	145	22	167	4,128	530	4,658	140,762	16,770	157,532
02/11/11	144	22	166	4,113	560	4,673	140,709	17,471	158,180
02/25/11	143	22	165	4,068	560	4,628	140,146	17,062	157,208
03/11/11	144	22	165	4,135	560	4,695	142,866	17,233	160,109
03/25/11	144	22	166	4,125	560	4,685	142,444	17,133	159,577
04/08/11	143	22	165	4,125	560	4,685	142,482	16,653	159,135
04/22/11	144	22	166	4,108	560	4,668	141,099	17,477	158,576
05/06/11	144	23	167	4,175	580	4,755	144,421	17,470	161,891
05/22/11	151	23	174	4,240	580	4,820	143,606	18,021	161,627
06/03/11	146	21	167	4,160	530	4,690	143,098	17,193	160,291
06/17/11	147	19	166	4,170	550	4,720	143,688	15,761	159,449
07/01/11	147	19	166	4,173	575	4,748	144,313	17,093	161,406



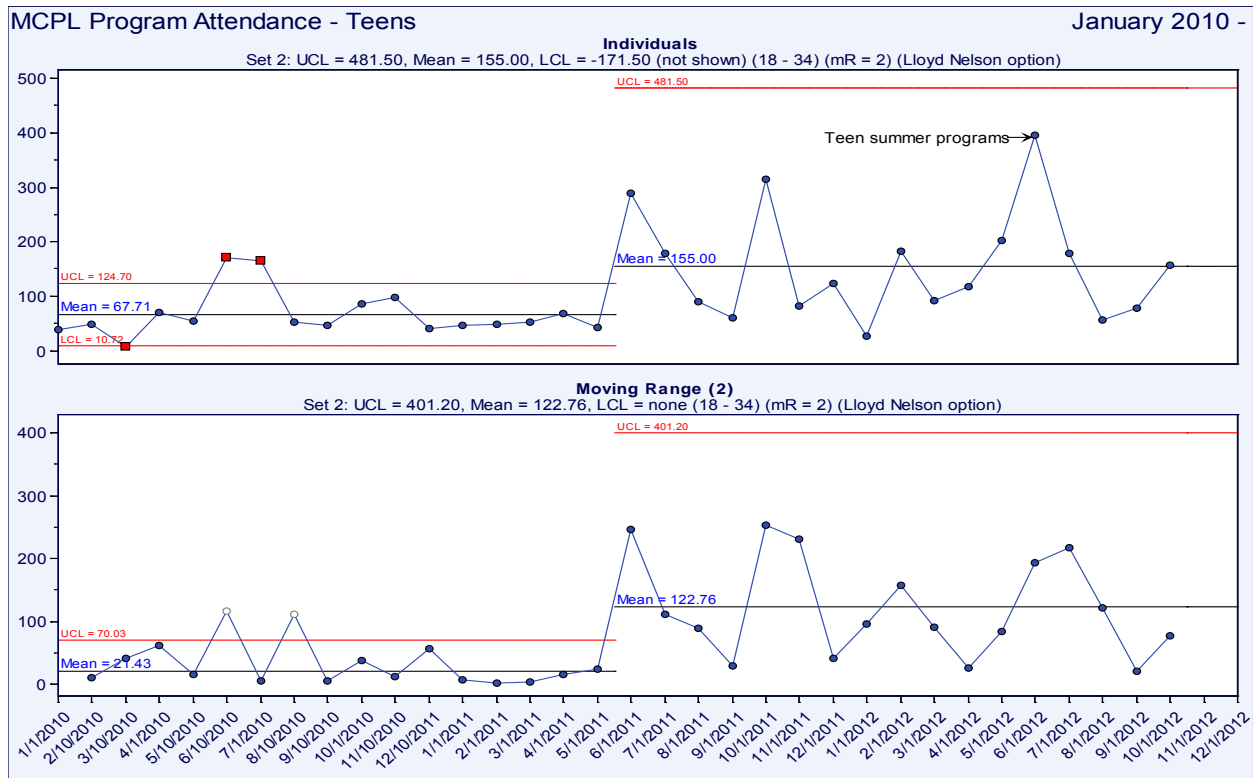
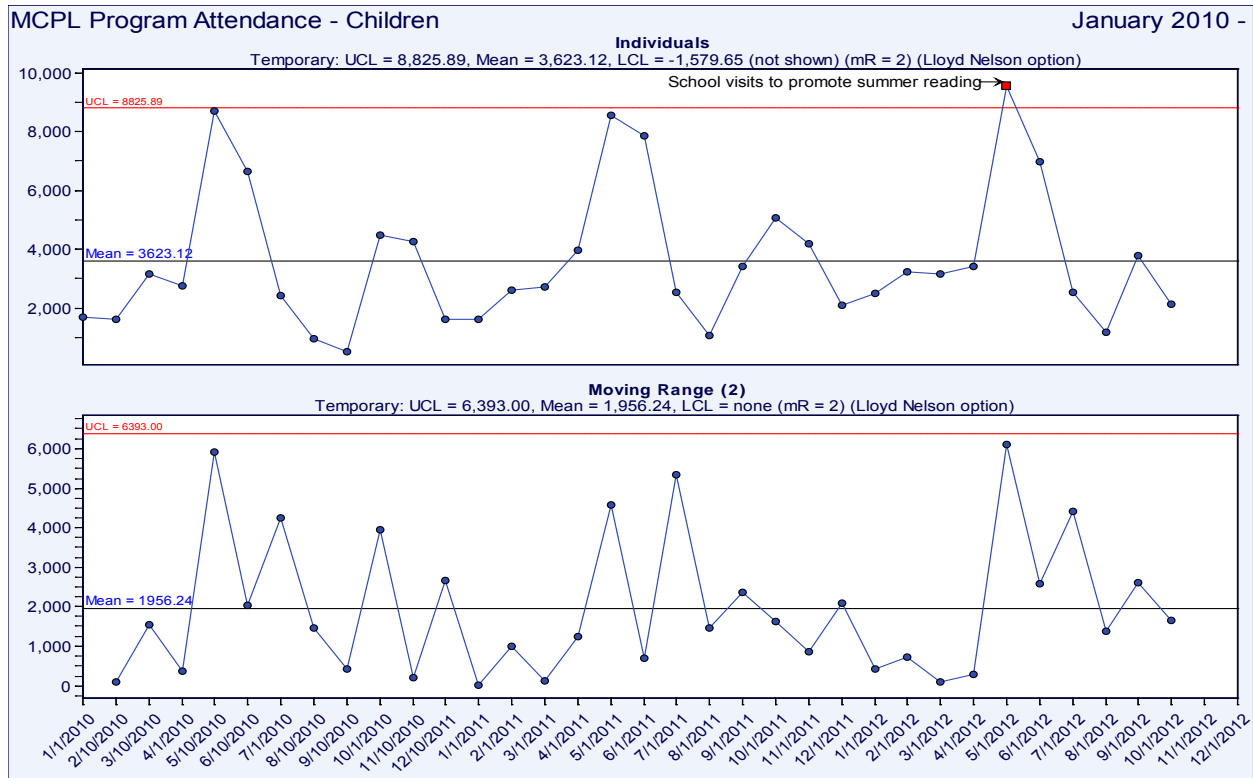
Monroe County Public Library Employees, Hours and Wages, by Pay Period, 2010-

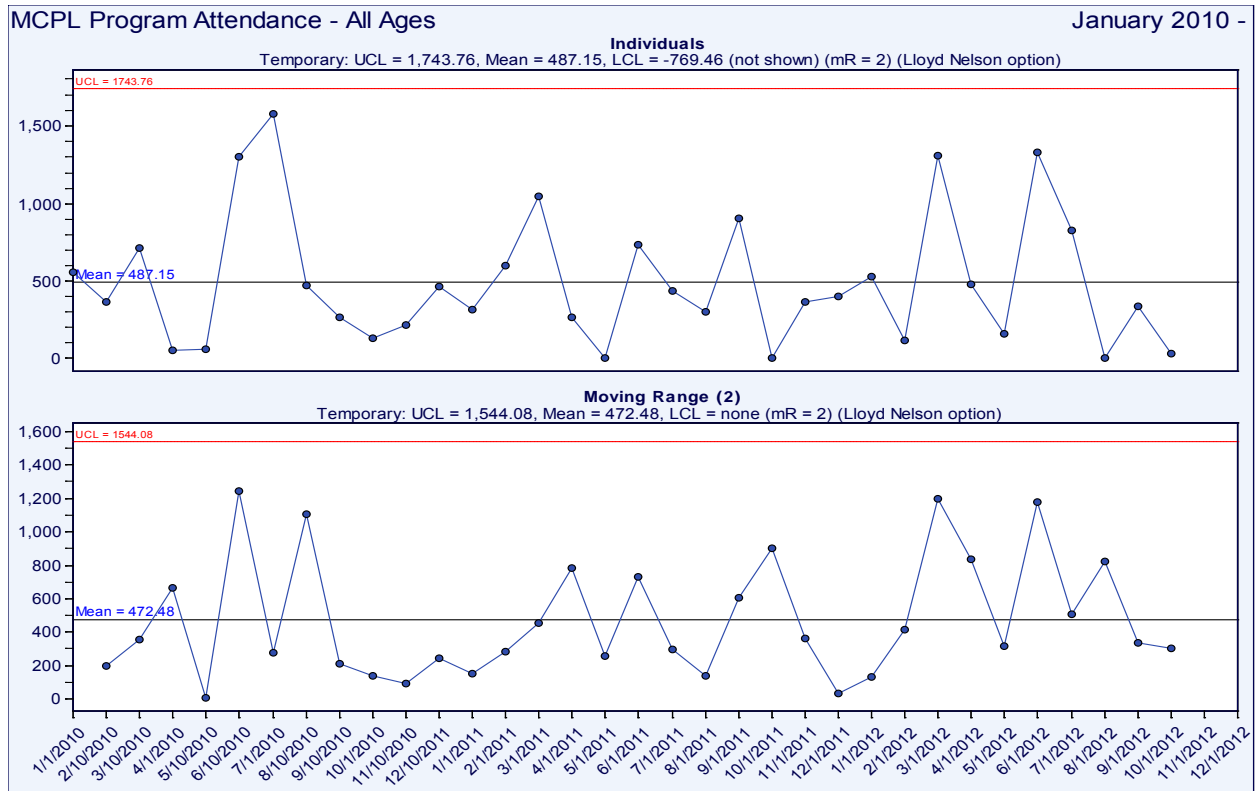
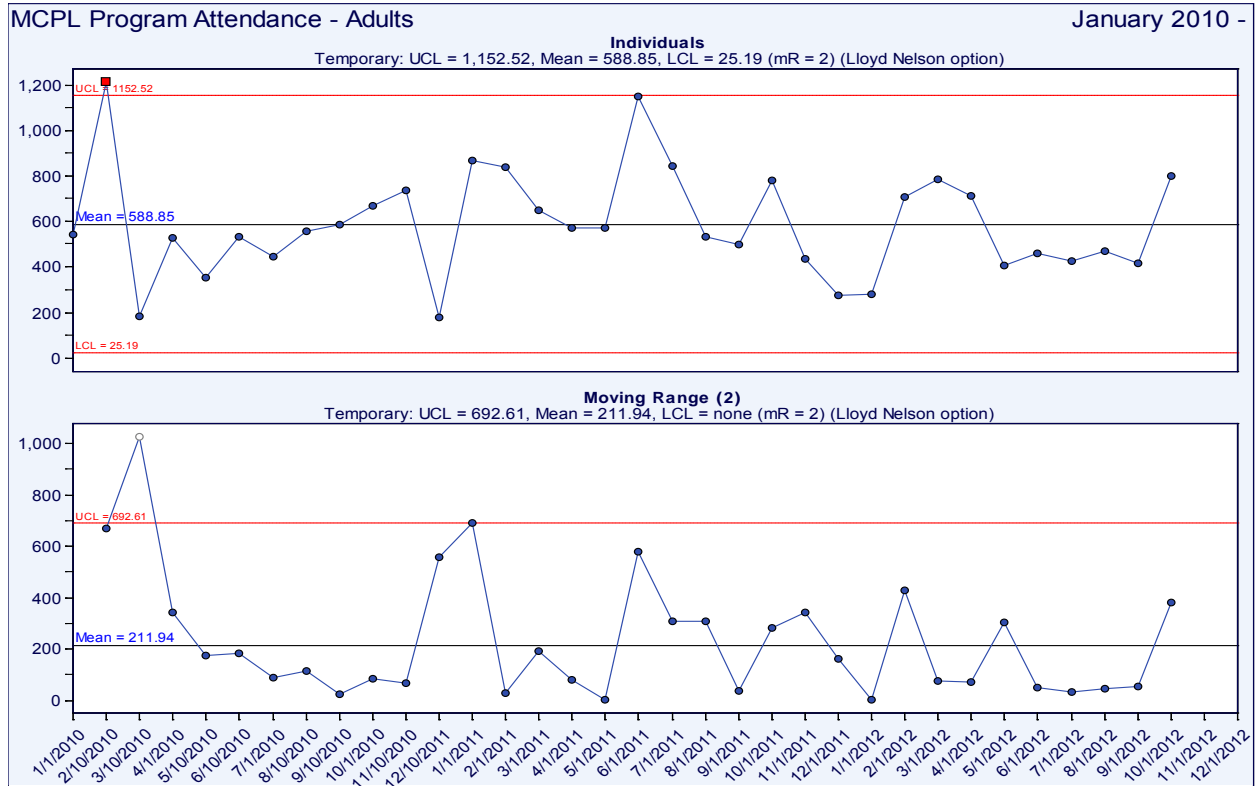
07/15/11	144	20	164	4,095	575	4,670	141,369	17,945	159,314
07/29/11	146	20	166	4,158	575	4,733	157,807	17,099	174,906
08/12/11	143	20	163	4,085	575	4,660	153,319	18,247	171,566
08/26/11	144	22	166	4,093	605	4,698	140,964	17,431	158,395
09/09/11	144	22	166	4,093	605	4,698	140,964	17,431	158,395
09/23/11	137	22	159	3,990	605	4,595	143,087	17,431	160,518
10/07/11	137	22	159	3,990	605	4,595	143,087	19,345	162,432
10/21/11	137	22	159	3,985	605	4,590	135,340	18,113	153,453
11/04/11	136	19	155	3,970	555	4,525	136,773	17,674	154,447
11/18/11	135	20	155	3,933	575	4,508	135,137	17,458	152,595
12/02/11	135	20	155	3,955	575	4,530	135,610	17,184	152,794
12/16/11	135	20	155	3,945	575	4,520	135,287	20,976	156,263
12/30/11	135	20	155	3,945	575	4,520	135,287	17,124	152,411
01/13/12	133	20	153	3,928	575	4,503	136,578	17,053	153,631
01/27/12	140	20	160	4,013	575	4,588	138,161	17,716	155,877
02/10/12	138	21	159	4,013	590	4,603	139,301	18,083	157,384
02/24/12	138	21	159	4,013	590	4,603	139,161	17,674	156,835
03/09/12	140	21	161	4,065	590	4,655	142,695	17,837	160,532
03/23/12	139	20	159	4,028	575	4,603	139,842	17,874	157,716
04/06/12	138	20	158	3,990	575	4,565	137,363	17,823	155,186
04/20/12	137	20	157	3,980	580	4,560	136,572	17,901	154,473
05/04/12	138	20	158	3,995	580	4,575	138,913	18,372	157,285
05/18/12	138	20	158	4,018	580	4,598	143,730	17,853	161,583
06/01/12	137	20	157	3,958	580	4,538	135,948	18,306	154,254
06/15/12	136	20	156	3,950	583	4,533	136,741	17,386	154,127
06/29/12	134	20	154	3,930	580	4,510	136,829	17,731	154,560
07/13/12	141	19	160	4,058	560	4,618	138,743	17,587	156,330
07/27/12	143	20	163	4,143	580	4,723	143,950	17,657	161,607
08/10/12	142	19	161	4,140	555	4,695	141,277	17,272	158,549
08/24/12	141	19	160	4,125	555	4,680	142,755	16,856	159,611
09/07/12	141	18	159	4,125	530	4,655	142,755	16,893	159,648
09/21/12	138	19	157	4,058	555	4,613	141,707	16,959	158,666
10/05/12	144	20	164	4,153	580	4,733	142,342	18,212	160,554
10/19/12	143	20	163	4,180	580	4,760	143,011	18,212	161,223
11/02/12	139	20	159	4,100	580	4,680	143,007	18,356	161,363
11/16/12									
11/30/12									
12/14/12									
12/28/12									

## 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; <b>Adopt Final Bond Resolution and Approve Form of Continuing Disclosure Undertaking</b>
November	7	Work Session	
	14	Board Meeting	Approve 2013 employee insurance package
December	12	Work Session	
	19	Board Meeting	Approve 2013 salary schedule; <b>Award General Obligation Bonds</b>

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





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

- A Head Start class scheduled and attended a special story time at the branch.
- Penny Gillie joined the Partners in Education team at the Edgewood Early Childhood Center.
- Josh Wolf, Christina Jones, and Sara Laughlin attended an Early Literacy Forum hosted by the Greater Bloomington Chamber of Commerce.
- "Spooky Stories" was the theme of Polly O'Shea's October Head Start storytimes. She included a reading of *A Dark, Dark Tale* by Ruth Brown, a pumpkin finger puppet show, a felt board presentation of *The Little Old Lady Who Was Not Afraid of Anything* by Linda Williams, and a brand new action song called "The Monster Stomp" with not-so-scary choreography. The monster dance was a monster hit, so we distributed a copy to all the teachers for future use.
- All 21 Outreach early literacy kits, funded by a Wahl grant, have gone through the cataloging process, and are ready for circulation. A book order list has been submitted, and a Head Start teacher workshop in how to access and use the "SuperKits" has been scheduled for early November.
- Children's Services staff presented 18 programs for 788 preschool children. The three Halloween themed extravaganzas were especially popular.

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

- Ellettsville Branch children's librarian Stephanie Holman met with the Main Library Children's Department to plan shared programs for the next quarter.
- Stephanie Holman and Julie Kinser prepared library card applications for the upcoming annual Kindergarten tours which occur at the Ellettsville Branch in November.
- 634 first graders and caregivers visited the Children's Department and Bookmobile as part of First Grade Tours. Tours ended for the year in October. In all, over 1043 children and caregivers attended.

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

- MCCSC literacy specialist Brenda Julevich and ESL Teacher Jenny Noble-Kuchera conducted tutor training for the new Homework Center tutors. The Homework Center was open for 22 days in October and tutors conducted 78 help sessions.
- VITAL held training for English as a Second Language tutors on October 27. Eighteen new tutors were trained and are in the process of being matched with an ESL learner.

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

- Stephanie Holman appeared on the morning news show "Eagle Eye News" at Edgewood Intermediate School to tell third through fifth graders about upcoming school age events.
- Sara Laughlin presented a guest lecture for Dr. Alice Robbin's "Introduction to Research" class at IU School of Library and Information Science.
- On the Children's Services Facebook Page, Lisa Champelli posted as "thank you" note from a student who attended First Grade Tours. The note elicited more responses than any posting to date.
- Christina Jones and Mary Frasier presented workshops at the annual conference of the Southern Indiana Association for the Education of Young Children. Both of their programs were well received and have resulted in invitations to present programs at MCCSC preschools.

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

- A "children's and young adult" librarian group in the IU School of Library and Information Science invited Stephanie Holman to tell scary stories and talk about her work.

- Ellettsville Branch staff helped adults master new technology in two different one-on-one sessions.
- Adult Services staff members provided 21 one-on-one sessions, covering basic computing issues and eReaders.
- Thanks to the hard work and creativity of Jason Evans Groth, support from the "It's Your Money" grant, and partnerships with United Way and the Financial Stability Alliance for South Central Indiana, more than 200 people participated in nine programs and special events to celebrate "Monroe County Money Smart Week," including one in Ellettsville, in October. "It's Your Money" also visited the Youth Services Bureau where we played Wi\$eMoney, a board game about financial literacy, which sparked great discussions with residents and staff alike. "Talk to an Expert," which took place both during Money Smart Week and at the end of the month, continued to draw capacity crowds and garner excellent evaluations from our patrons.
- 98 VITAL learners were matched with tutors in October; 64 participated in English conversation groups; three took part in the "Learners in ESL Book Club; and 11 in the new "Learners in Writing" group. Sixteen learners were on the waiting list and 14 potential tutors were gained.

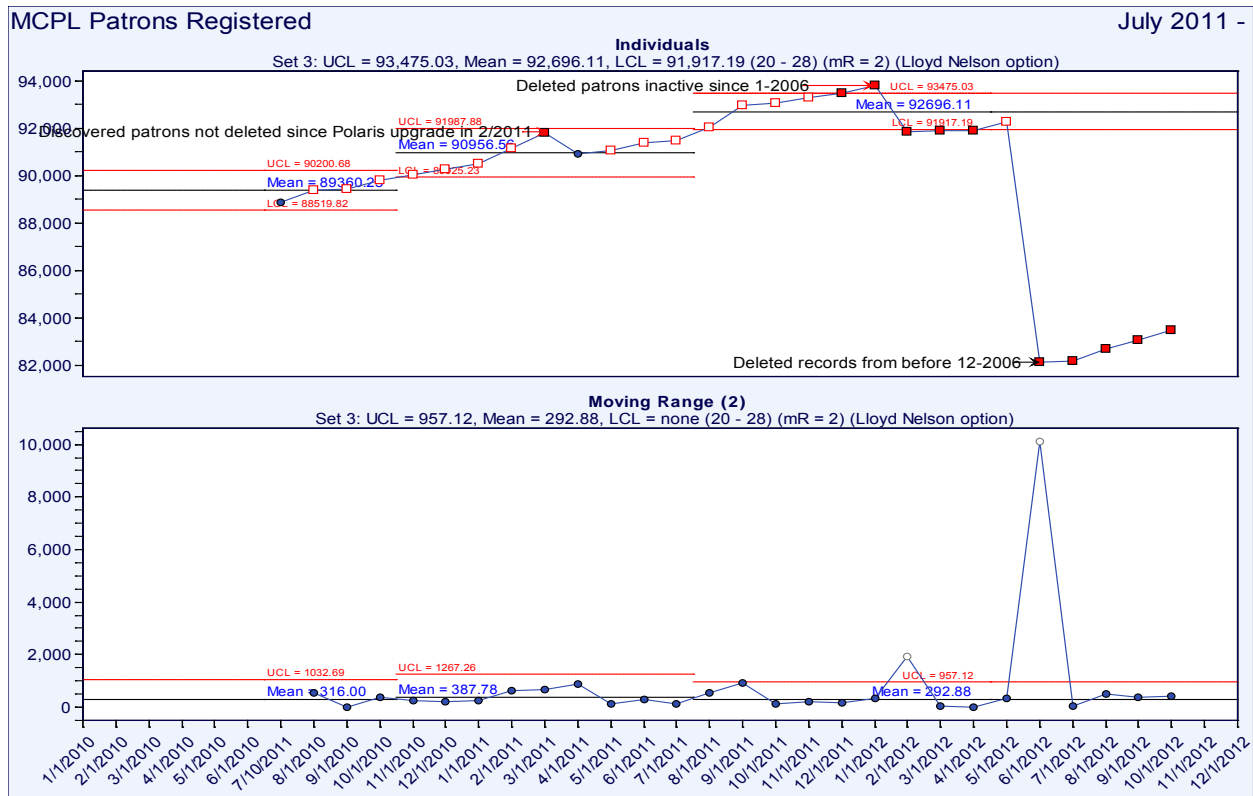
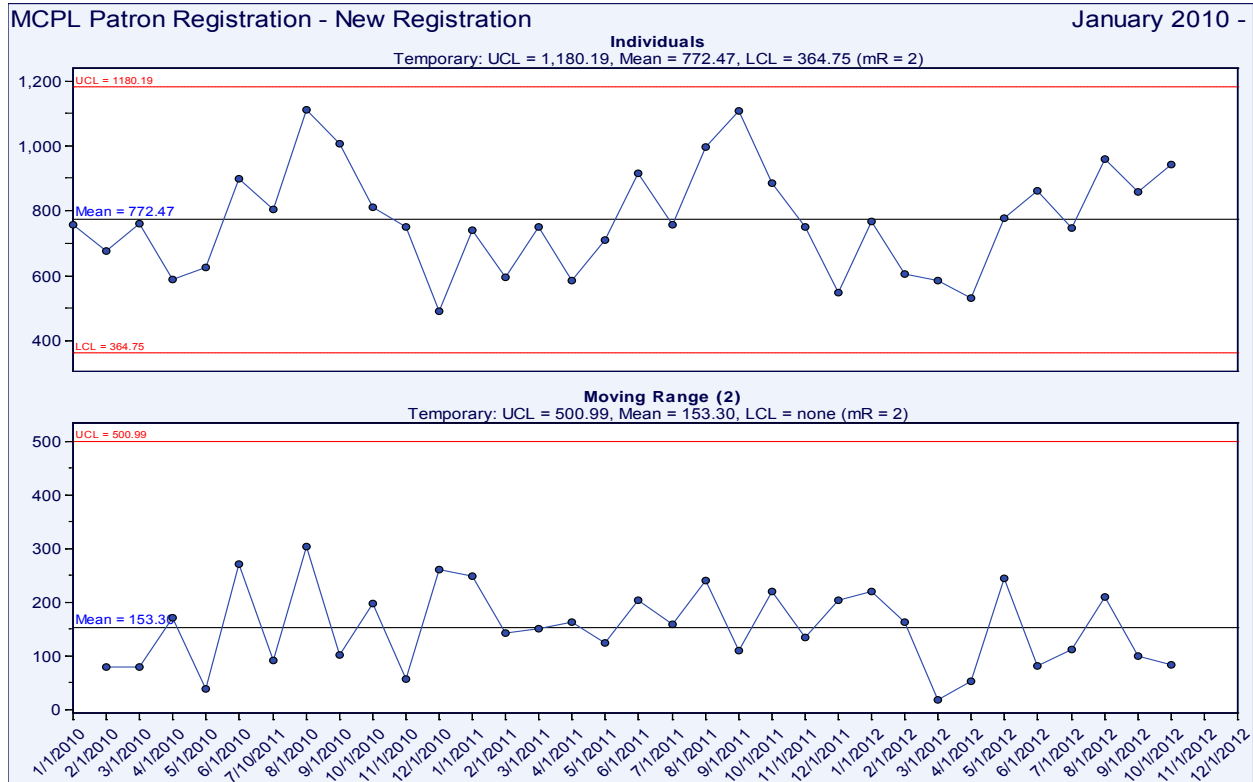
**1F. Strengthen readers' advisory services.**

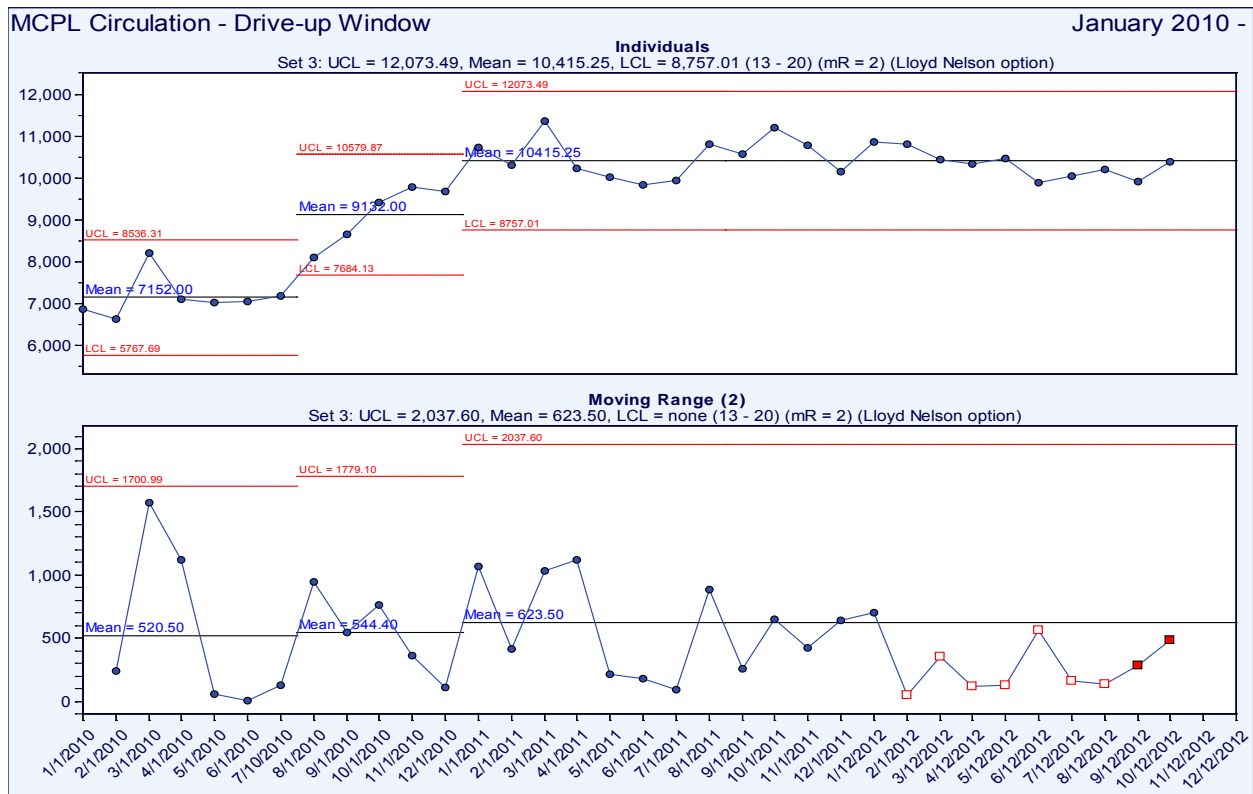
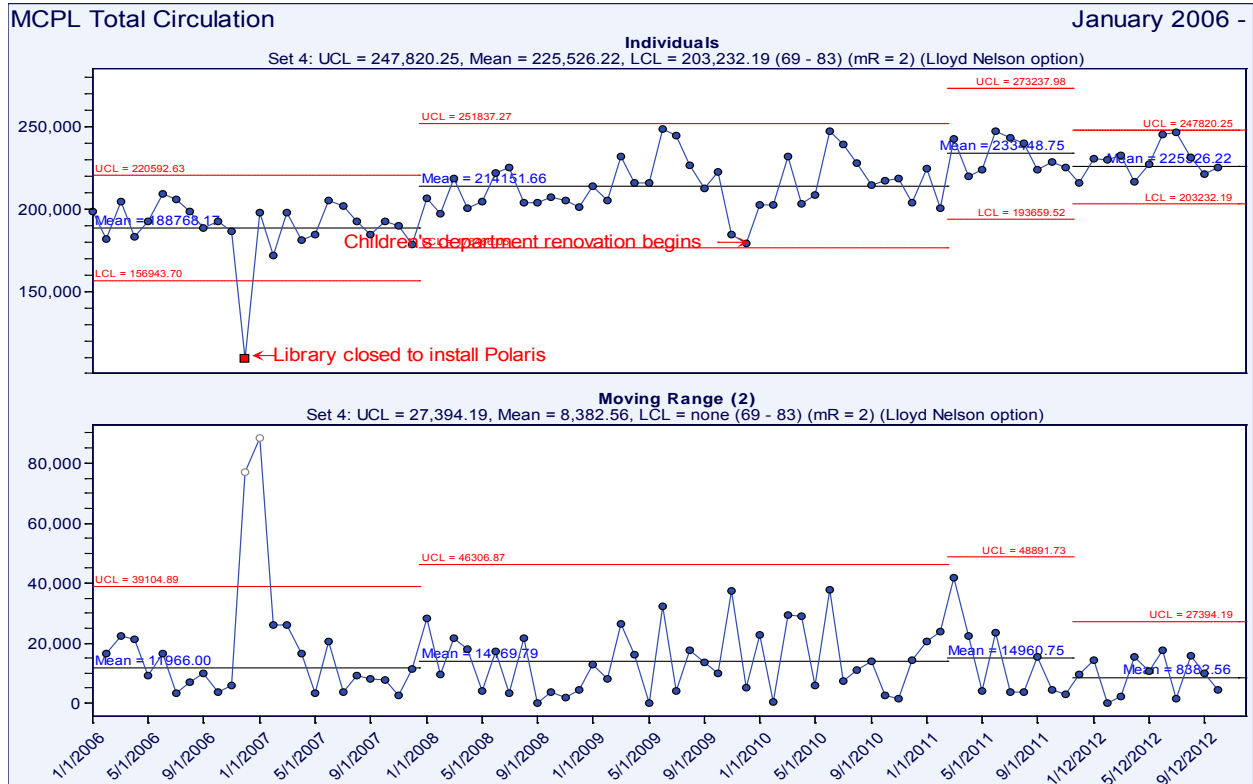
**1G. Develop and evaluate partnerships to better serve target audiences.**

- Stephanie Holman attended Stinesville and the Edgewood Primary School "Partners in Education" team meetings, and Penny Gillie went to the inaugural meeting of the PIE team at the Edgewood Early Childhood Center.
- The "Festival of Ghost Stories" was another successful partnership with the Bloomington Storytellers Guild and City of Bloomington Parks and Recreation.
- Community Outreach ended the Bookmobile stop at Broadview Adult Learning Center. Despite efforts to promote the stop and considerable support from Broadview staff, only a few community members visited.
- Steve Backs and Josh Wolf met with members of Bloominglabs to discuss possibilities for summer programming partnerships focusing on digital and maker/hacker concepts.
- Chris Hosler reports that the Monroe County Youth Council met twice in October and moved ahead with planning for a Youth Convention, to be held January 19 at The Warehouse, focusing on five areas of youth awareness: cultural, community, safety, health, and civic. A committee for planning this year's Global Youth Service Day April 26 also began their work.
- Christine Friesel and Paula Gray-Overtoom met with David Ernst, private computer consultant and contractor, for ideas for further enhancements to the Monroe County Timeline. David is interested in staying with the project. Christine met with the History Center to review next steps with them for long-term partnership.

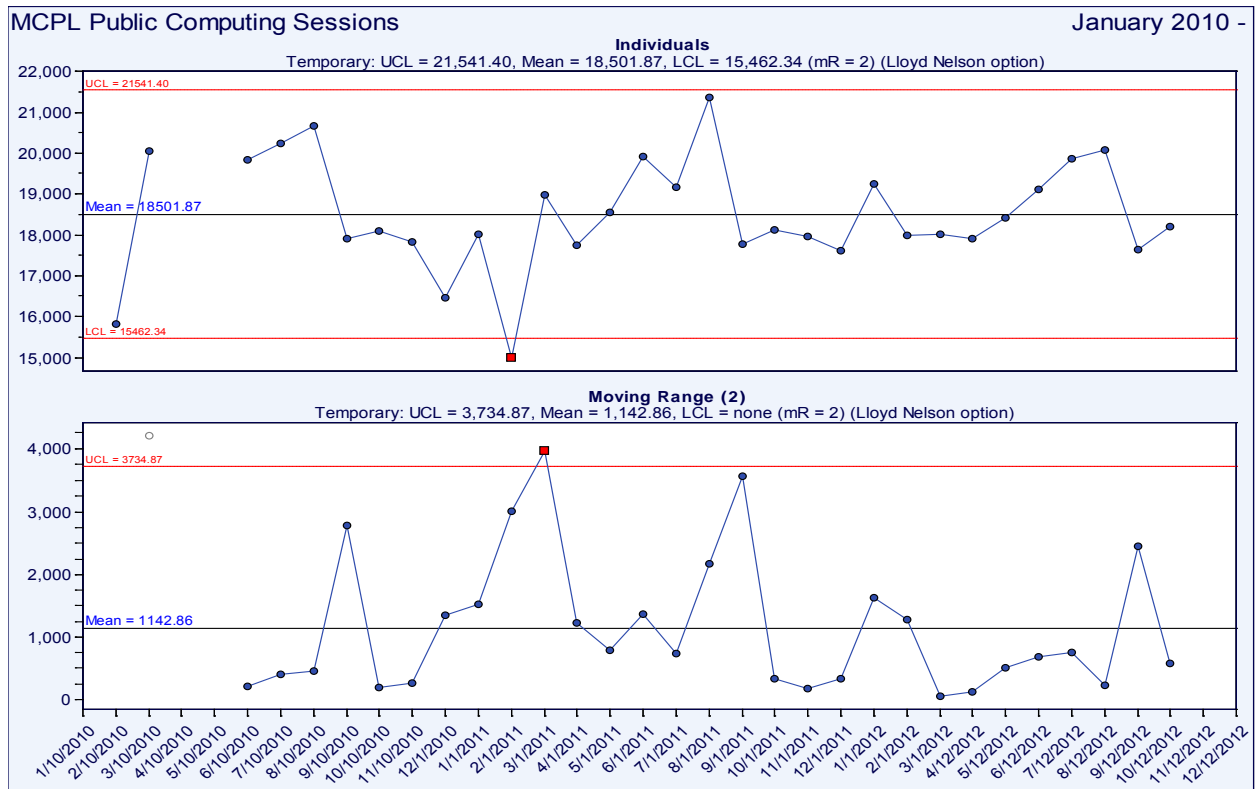
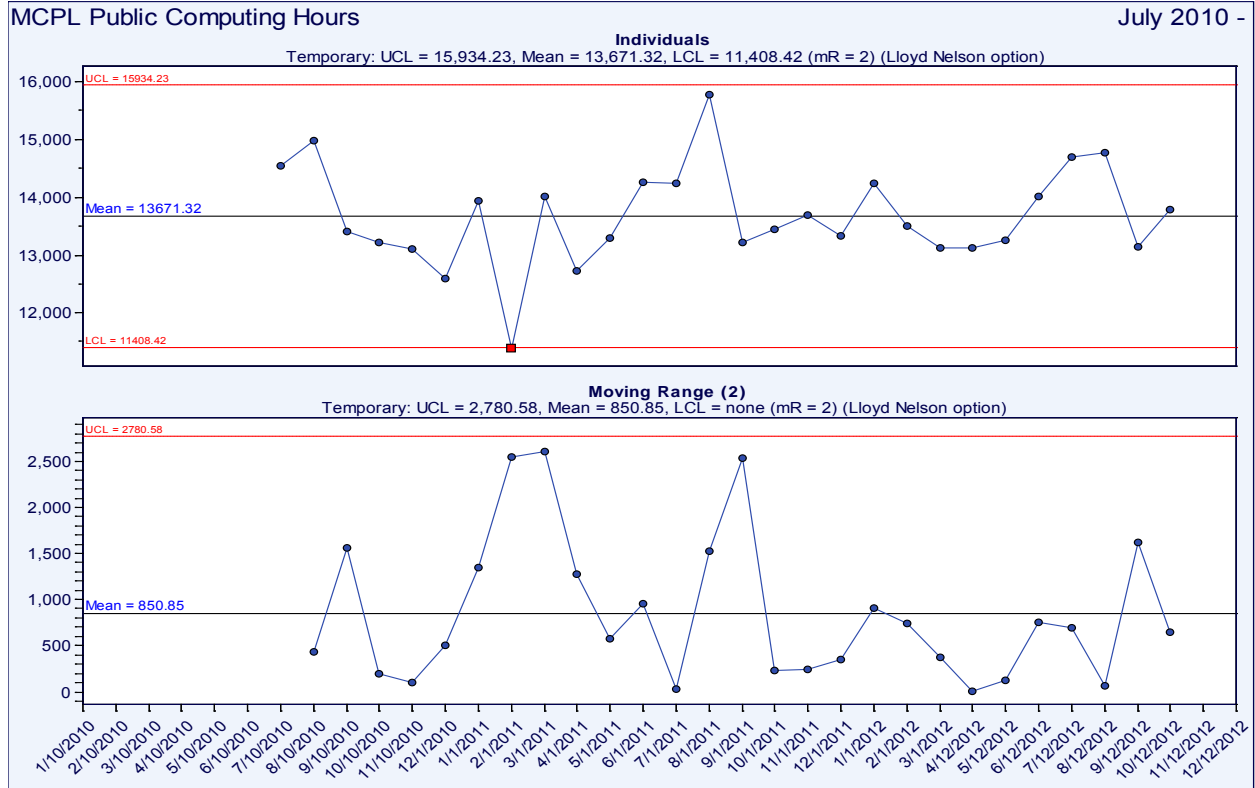
**Goal 2: Expand access to information.**

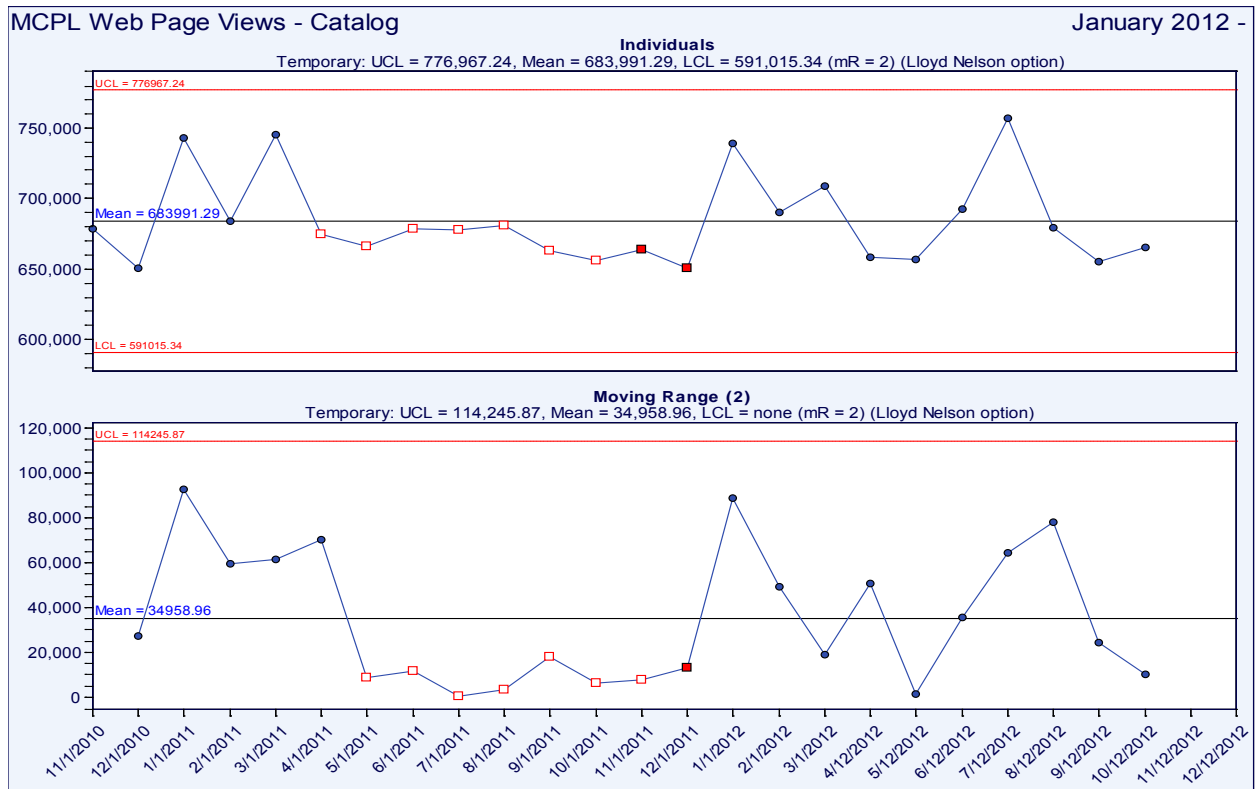
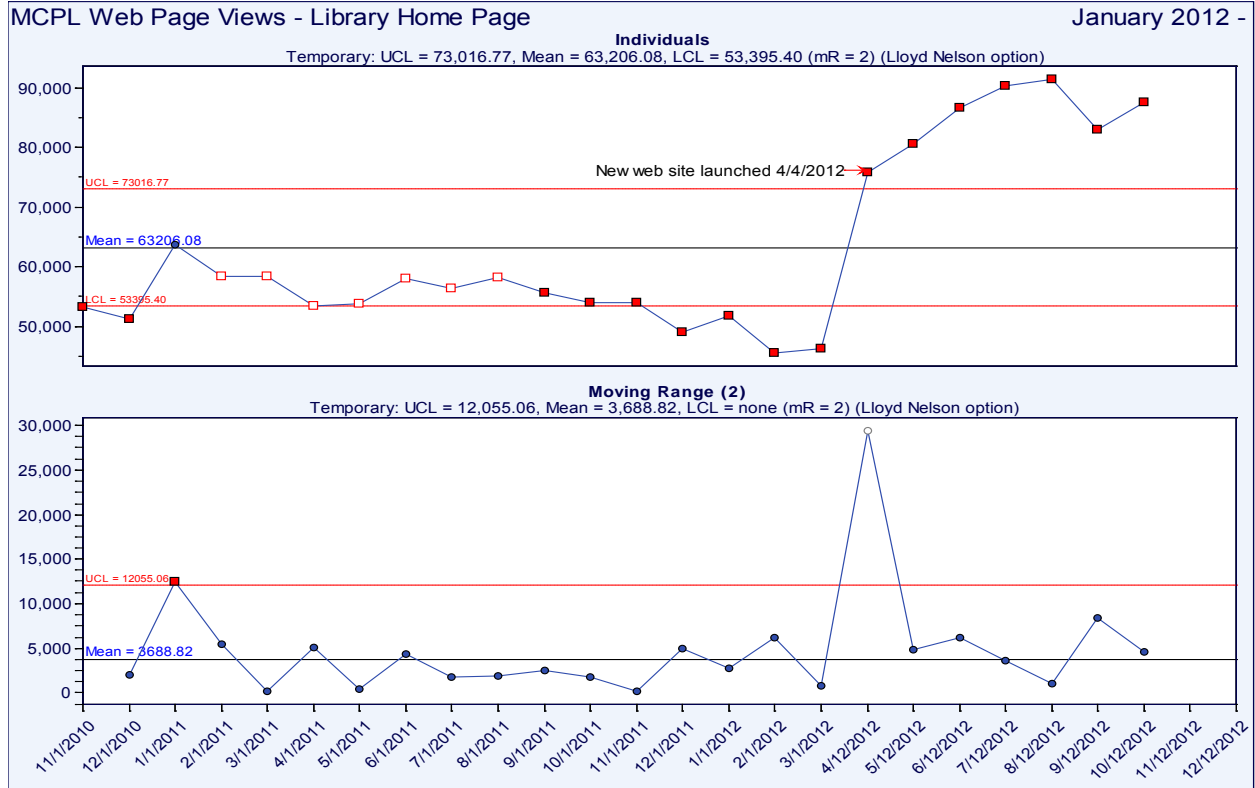
<b>October Access</b>		
<b>Read It Off</b>	Number registered	407
	Charges waived	\$470.74
	Number individuals with charged waived	61
	Number exiting program	13
<b>Interlibrary loan</b>	Items loaned	231
	Items borrowed	29

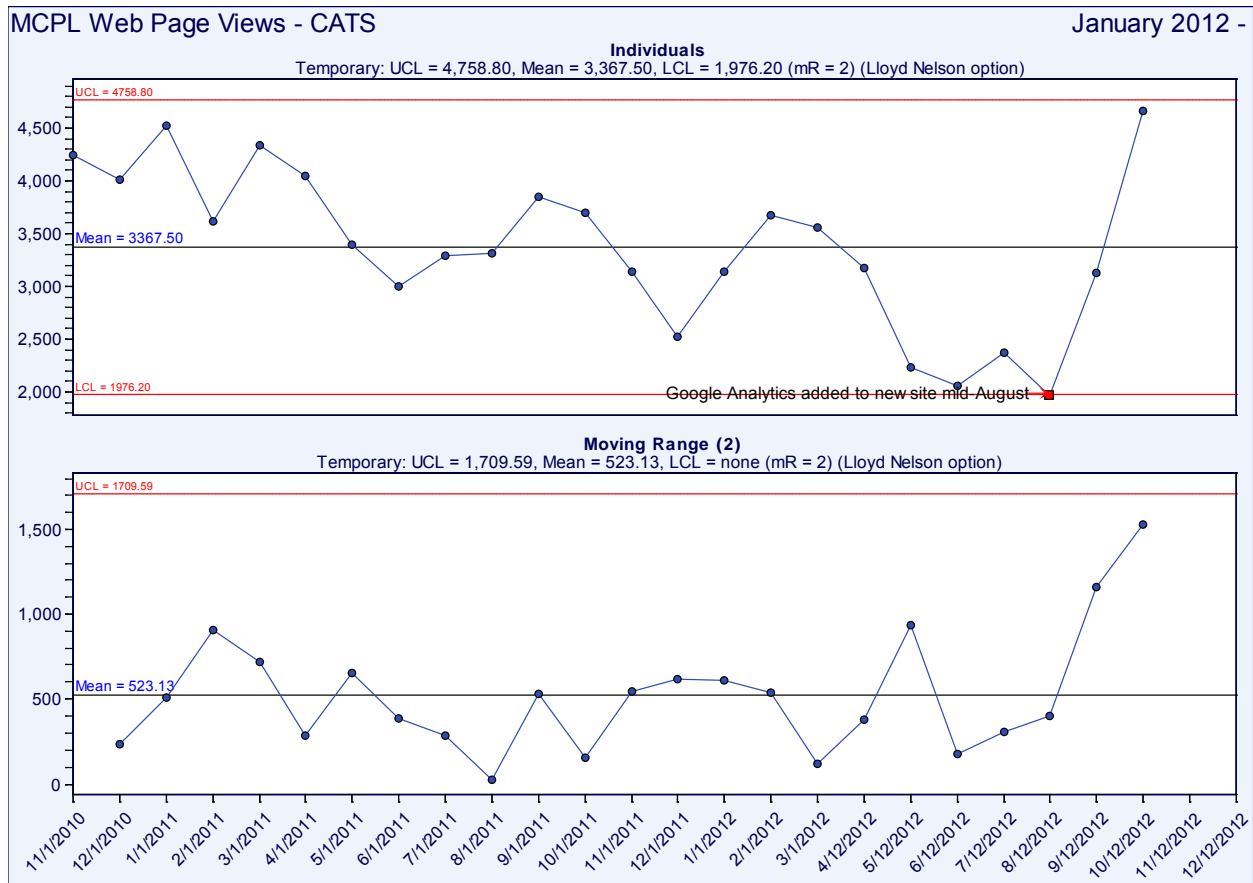
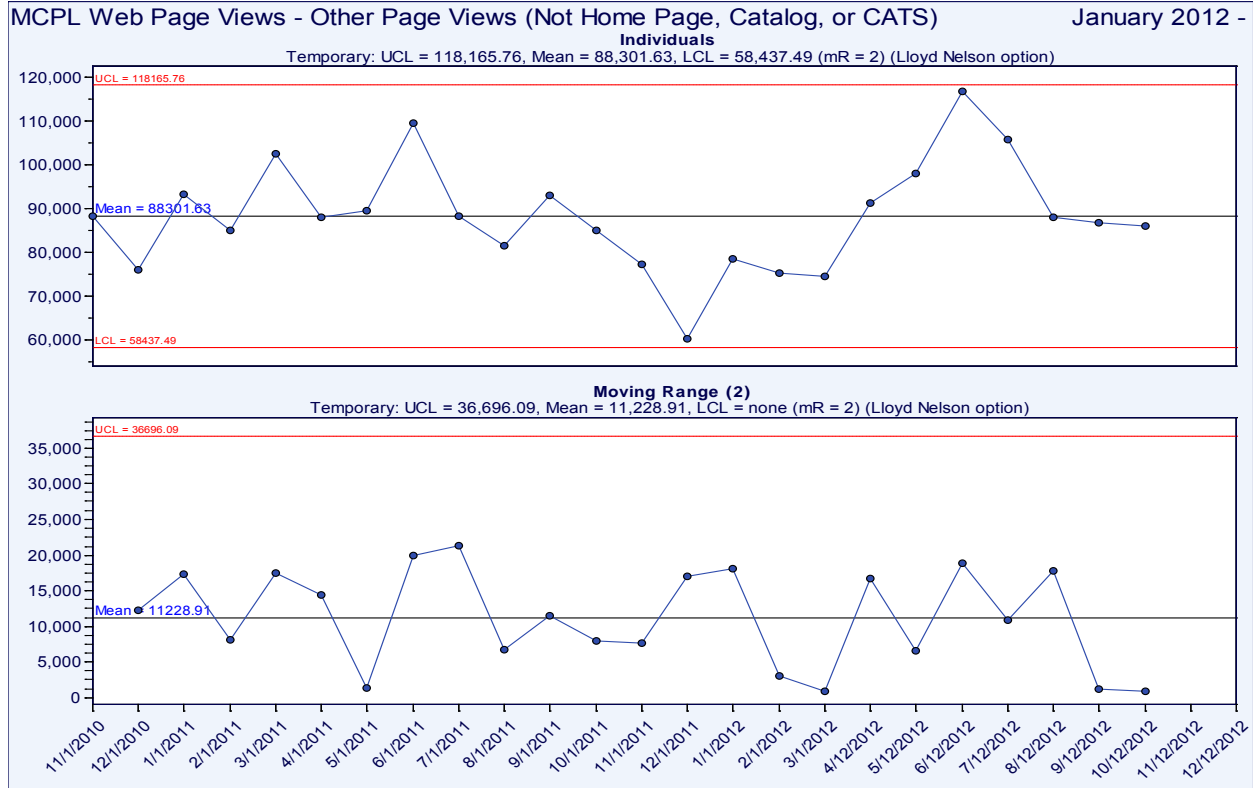












## **2A. Employ technology to facilitate better access to information.**

- Children's, Youth Services, Community Outreach, Circulation, Ellettsville and Information Systems staff are organizing to respond to MCCSC and RBB needs/requests to support students with ipads in both school systems. Brainstorming is underway looking for ways to promote existing content and services and to focus growth in these areas.
- Indiana Room employees scanned 43 books in October. Images still need to be processed - cropped, rotated, and checked for quality. On October 24, Christine showed the Friends of the Library board members the book scanner and provided an update on the digitization program.

## **2B. Improve web access.**

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

<b>October CATS</b>	
Government programs produced	39
Patron programs produced	106
Community programs produced	34
Library events produced	27
Dubs delivered	111
Programs added to collection	206

- On October 23, the County Council was scheduled to reconvene its budget meetings at 5:30 p.m. Inadvertently, they neglected to notify CATS about the reconvened meeting and did not become aware of the failure until 5:05. Council Attorney Michael Flory contacted Martin O'Neill. In a letter of thanks, Flory wrote: "By about 5:35, three members of the always competent CATS crew showed up and had us set up for cablecasting within just a few minutes. Because budget actions are the most vital Council action to place before the public, we would have had to recess the scheduled meeting rather than proceed, if we had not been able to have CATS cablecast the meeting. Thus, we are especially appreciative of the last minute help we got from Martin and the entire crew... The long hours put in by CATS staff and the high level of professionalism shown by them is always recognized and appreciated by the Council members and County staff."
- CATS won a 2012 Keystone Award from the Advocates of Indiana, recognizing its work in providing opportunities for individuals with developmental disabilities.

## **2D. Replace Bookmobile. COMPLETED**

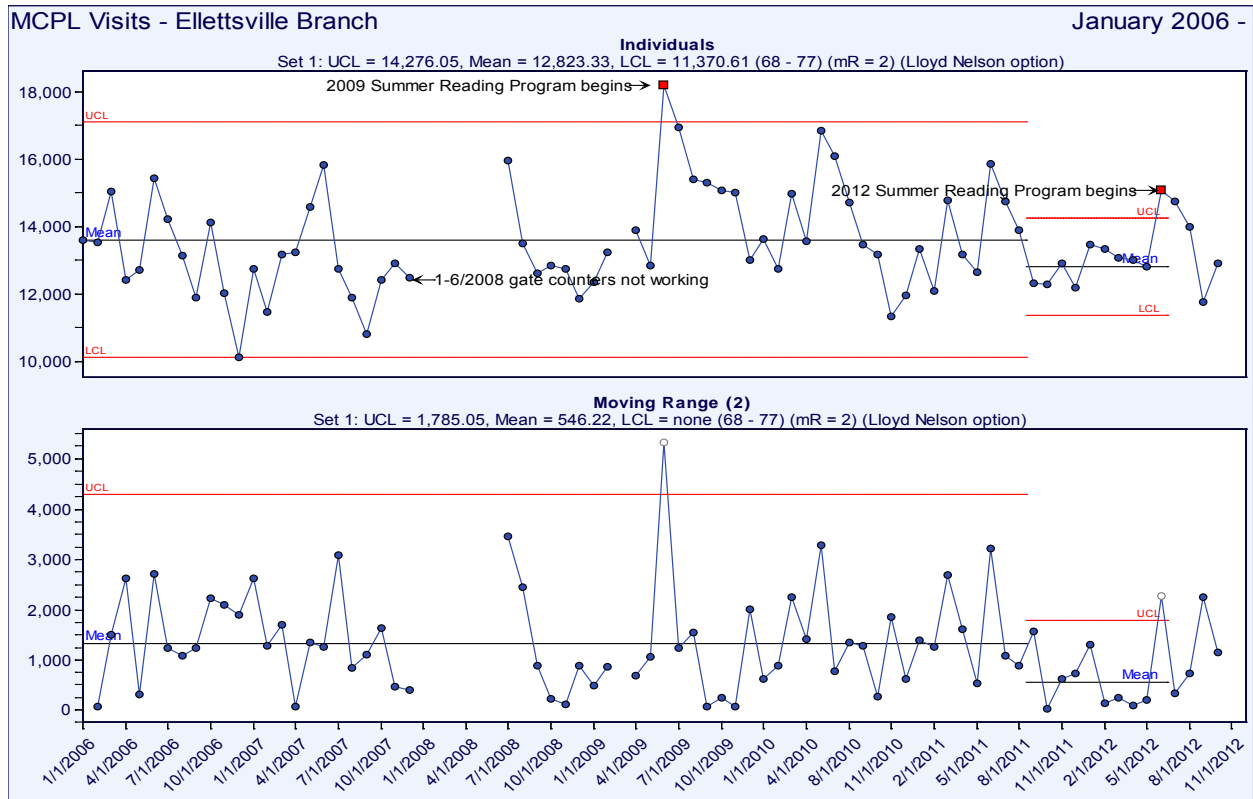
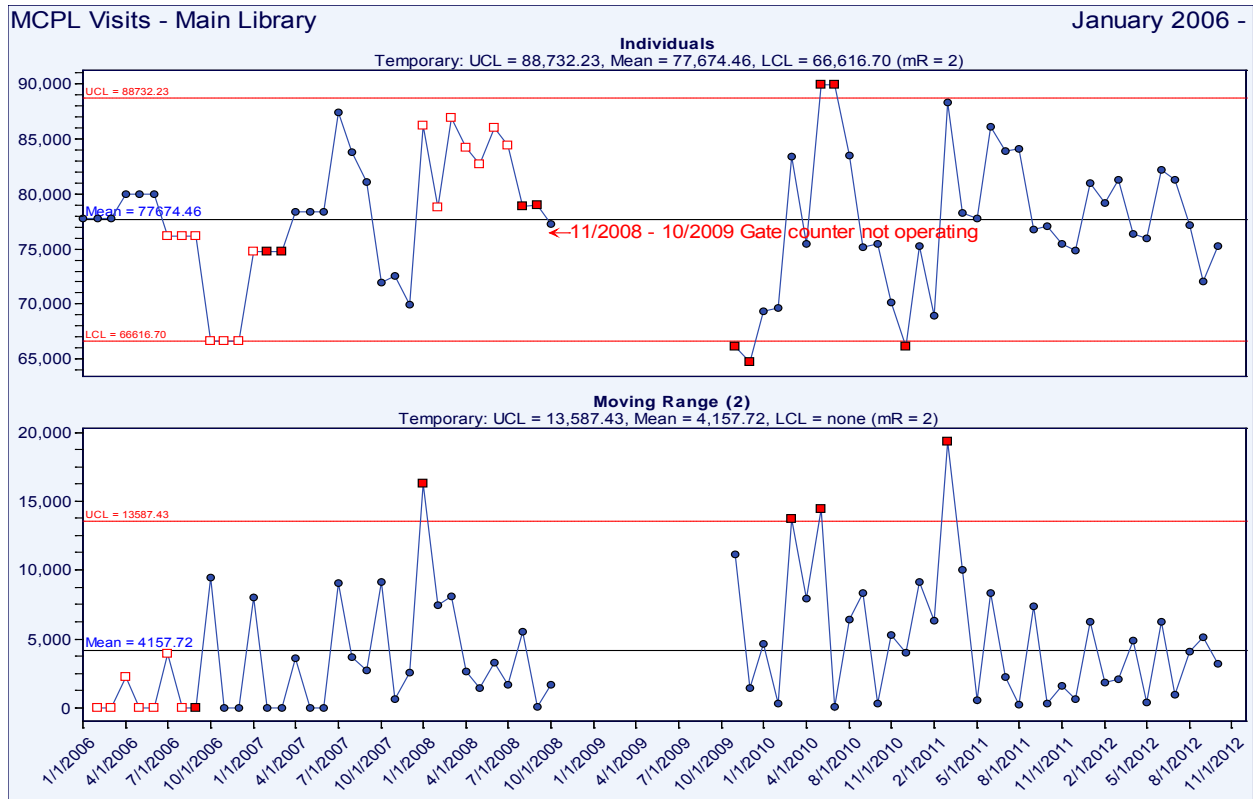
## **2E. Investigate changing or expanding hours.**

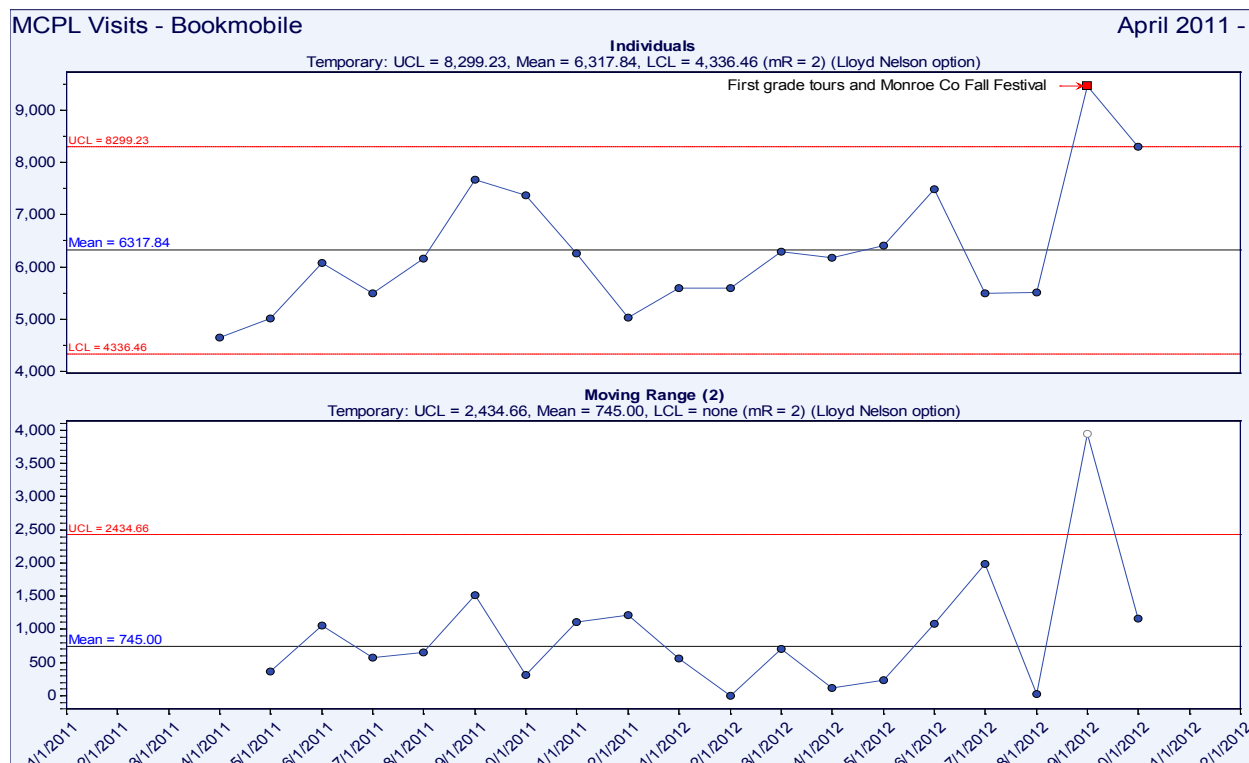
## **2F. Open a second branch location.**

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

- Eleven employees completed the online class via ALA on improving service for people with disabilities. They are meeting soon to plan initiatives based on their learning.
- After replacing the cobblestones outside the parking lot entrance, the library received an e-mail from an individual who uses a walker: "... today I walked on the new concrete for the second time and hit the button and marched right in. What a huge improvement! As Annie and I were going in, a man with a prosthetic leg was coming out, all three of us with walkers, and nobody struggling. Thank you so very much. It makes more difference than anyone who hasn't been through it can imagine."

## Goal 3: Deliver exemplary service.





<b>October Service</b>		
<b>Meeting Rooms</b>	Main Library meeting rooms used	96
	Main Library auditorium used	16
	Main Library atrium	1
	Ellettsville Branch	15
	<b>TOTAL MEETING ROOMS USED</b>	<b>128</b>
<b>Author Alert</b>	Holdings placed	100

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

- Marilyn Wood represented the library at the Chamber's parking forum.

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

- Bibliotheca/ITG replaced the three-bin sorter on the first floor of the Main Library and visited the Ellettsville Branch to measure and prepare for a new sorter there.
- Results are in from the Library's "Food for Fines" offer in September. In ten days, the Library collected 3,496 pounds of food for the Hoosier Hills Food Bank.

**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.**

- The Main Renovation team continued work to develop a programming statement that will be used in the Request for Proposals to select an architect.

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

- A new security camera system allows Ellettsville Branch staff to see external and children's room activity while they are at their desks.

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

- Mickey Needham and Ellettsville Branch staff are developing a circulation process for in-house laptop use.
- Austin Stroud, Vanessa Schwegman, and Sara Laughlin hosted the director, technology trainer, and collection services manager from the Knox County Public Library on October 9.
- Lisa Champelli applied for the Gale Cengage "Out of the Box" marketing contest. She used Aurasma technology to create a promotional film patrons could access by rolling their smart phones over a library logo. Beyond marketing, we think this technology could be used to enhance displays and literacy spots.

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

- Ellettsville Branch mounted a fall display in the lobby display case.
- Five lively and motivated beginning genealogists attended the "beginning Genealogy" class on Oct 24 for an overview of genealogy, how to find relatives in the U. S. Census, marriage, birth and death records and review of several websites. One participant is scanning family documents, photos of people and even photos of furniture and household items labeling where they came from and who they belonged to.
- Joan Hostetler returned to educate 13 participants on techniques for dating old photographs in the "Dating Your Old Family Photos" session. Several people brought old photos which Joan examined and gave hints on what to look for, such as clothing and hair styles, backgrounds, the difference between an original and a copy in order to establish a date and identify who is in the the photo. She also reviewed photographic customs in the United States from the 1840's to the 1940's.

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

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

- On Staff Day on October 10, library employees heard an overview of community survey results, completed content analysis on 18 pages of customer comments from the survey, and brainstormed actions the library could take to reach the four goals drafted by the community planning committee. Other sessions on Staff Day covered customer service, civility, and wellness topics.
- Ellettsville pages met in October.
- Main Circulation focused many training efforts including shelving in all areas for five new pages, preparing notices for a new technician, adding Bookmobile duties for a full time clerk, cleaning and making new cases/labels for CDs and DVDs, cross training for technicians in processing material repairs and maintenance, and responding to patron emails.
- Early assessment of "Point of Puzzlement" initiative, designed to assure that patrons get help wherever and whenever they need it is underway. Pages are more active in serving patrons in the stacks and handing off patrons to the help desks. Circulation Supervisors met with Reference staff from Children's and Adult and Teen services to hear their experiences. In approximately five weeks, pages have responded to 230 patron questions in the stacks. Our next steps will be to expand customer service training for page, and build more rapport between pages and help desk staff. Success is dependent on working together to give patrons the best service.

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

- A Richland Bean Blossom Schools technology trainer visited the Ellettsville Branch to help librarians better serve the students who are using school provided iPads in the library.

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

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

## Goal 4: Maintain High Quality Collections

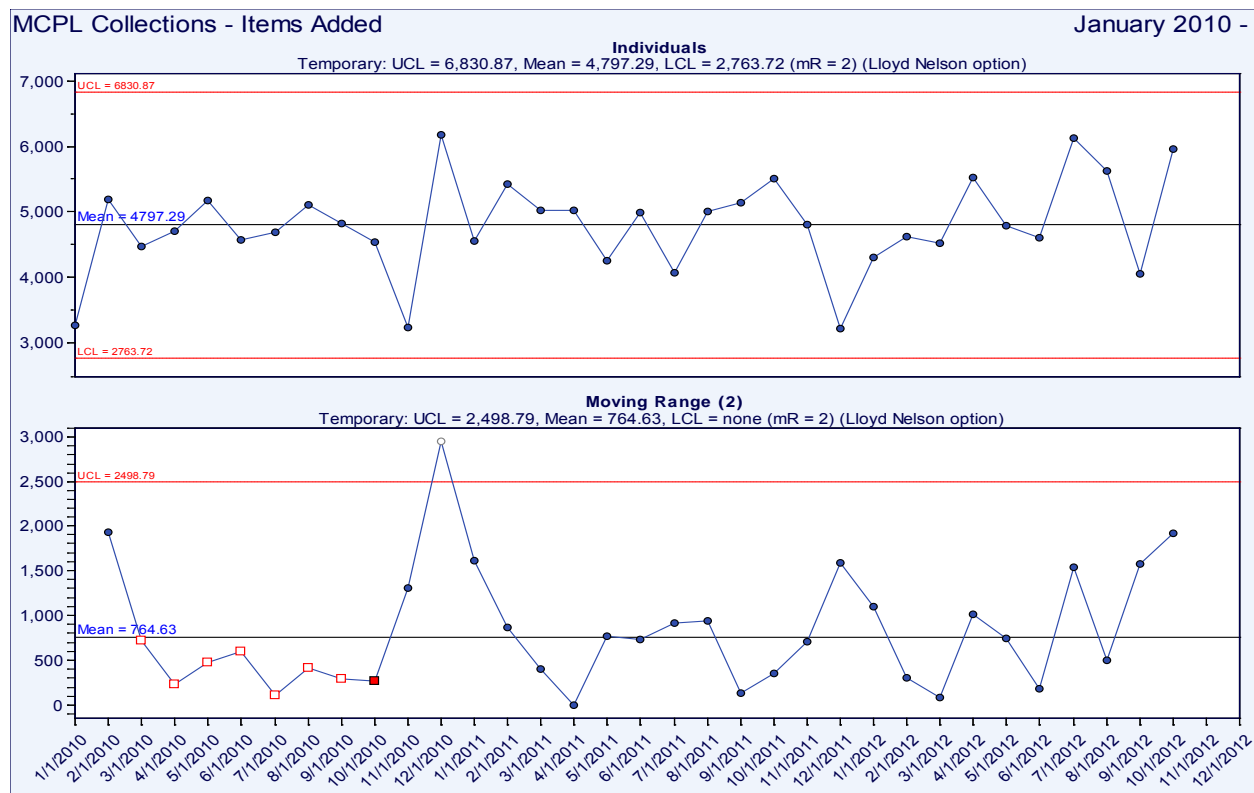
### 4A. Purchase print materials that respond to community needs.

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

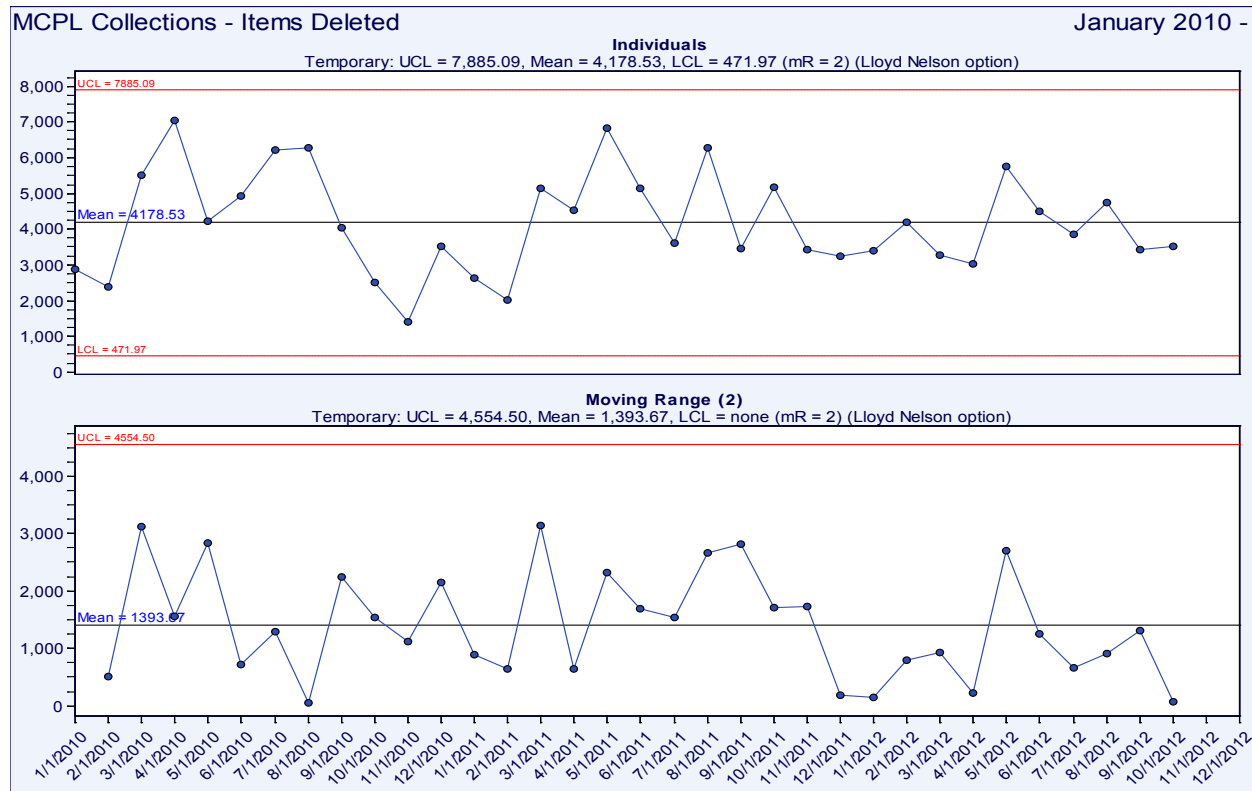
- Extensive weeding continues in the juvenile nonfiction collection at the Ellettsville Branch. As a result, there is now room to display front-facing books at the end of each shelf. Moving books onto the lower shelves makes it easier for children to browse the collection.

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

- The e-content leadership team (Pam Wasmer, Chris Jackson & Mickey Needham) continue working on possible new e-content vendor recommendations.
- Mickey Needham, Pam Wasmer, and Chanitra Bishop (IU) presented a session at the Indiana Public Library Association conference about the current state of e-books and e-book vendors.
- In response to numerous patron requests, Ellen Arnholter and Aubrey Dunnuck developed and made a presentation to the Collection Development Committee regarding the circulation of console video games to patrons.







**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.**

- 2012 Staff Day included the opportunity to earn as many as 6 LEUs. In all, 445 LEUs were awarded.
- Sara Laughlin presented the first of two "best practice professional learning" sessions for the State Library's Staff Development Committee in October.

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

- "Staff development" is one of eight strategies included in the 2013-2017 strategic plan; the Staff Development Committee will use the plan as a guideline for future activities.
- Bethany Terry attended the South Central Education Association meeting to discuss training, resources, and potential for collaboration. VITAL will host the next meeting on January 8, 2013.
- Kyle Wickemeyer-Hardy attended the annual Indiana State Council Society for Human Resources Management (SHRM), held in Indianapolis.
- Christine Friesel attended the Foundation Center's Networking Days in Cleveland as part of her training for supervision of the Foundation Center's Cooperating Collection.

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

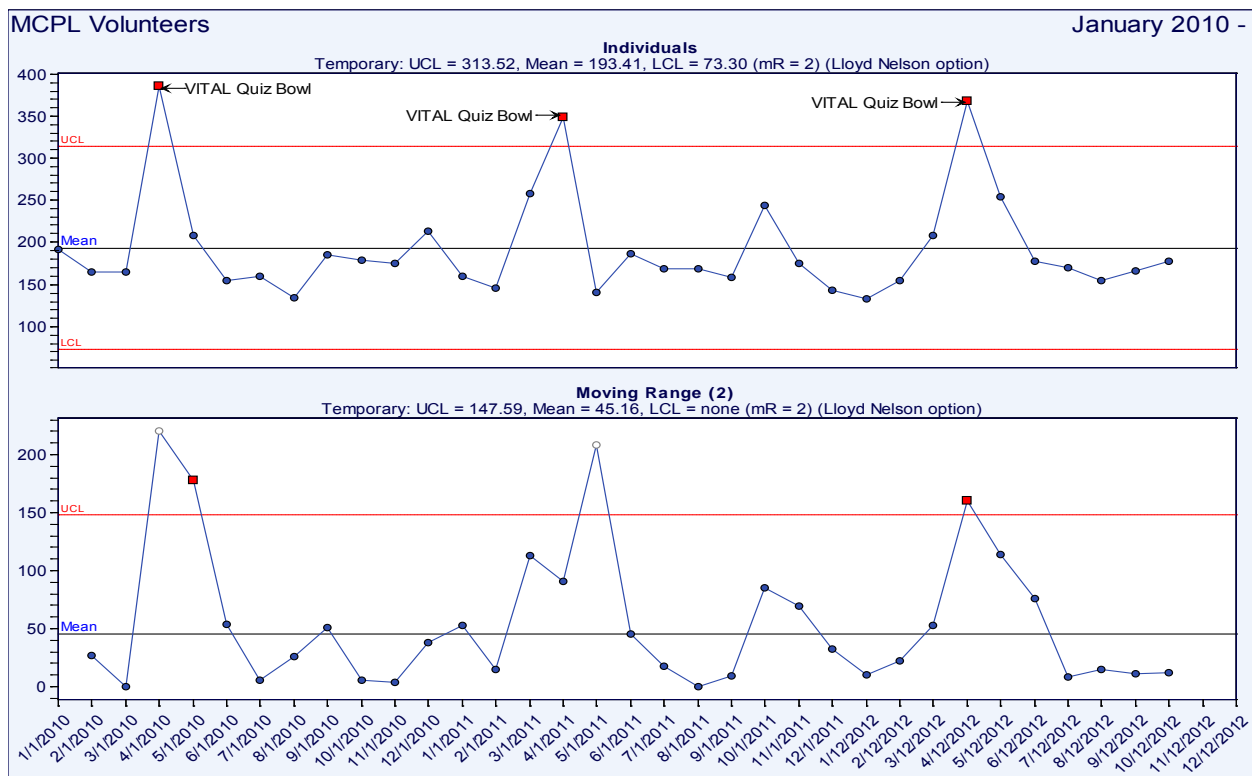
**5E. Optimize use of interns, volunteers, and work-study employees.**

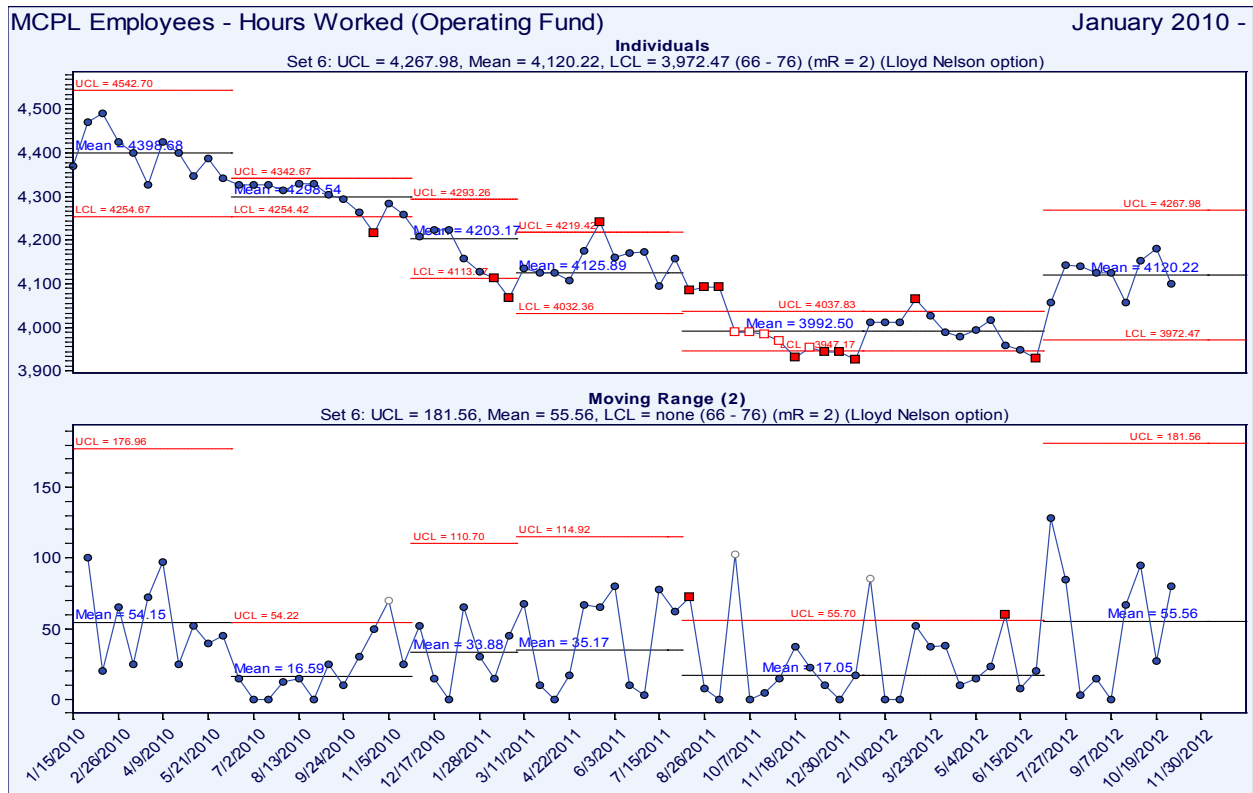
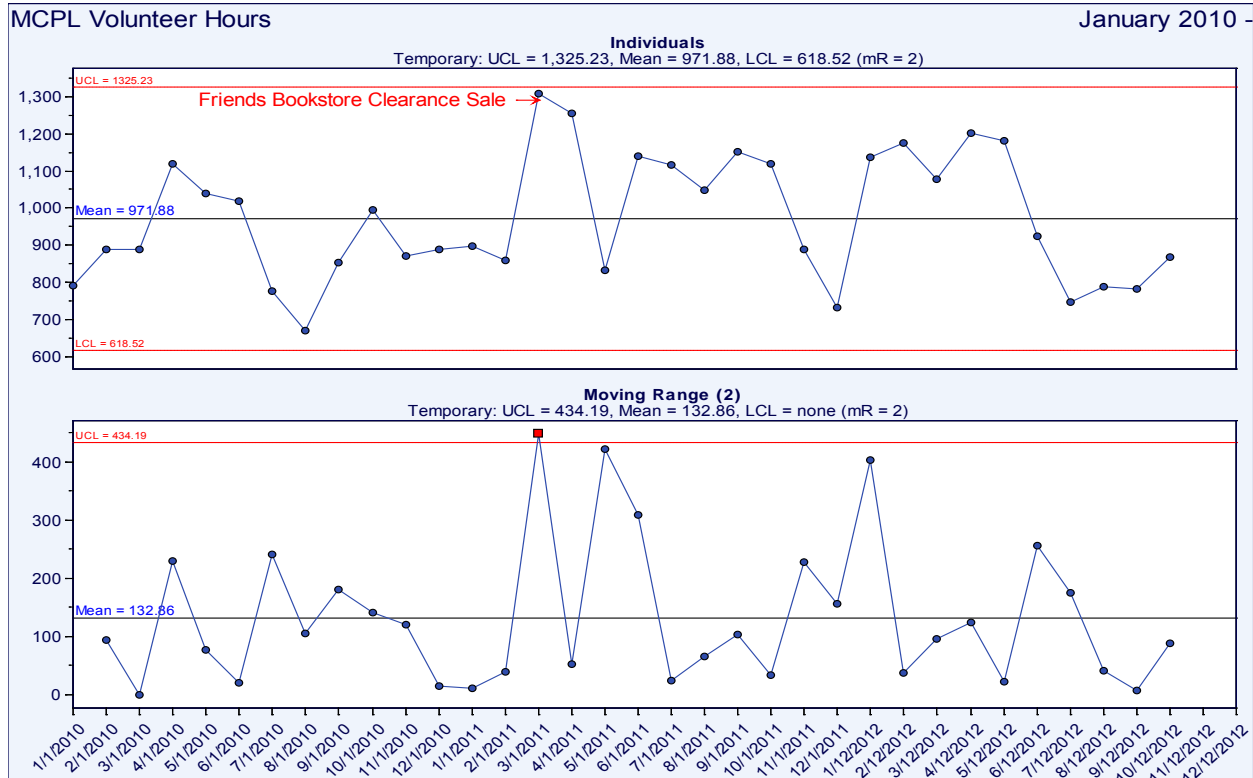
- HR recruited, processed and placed at total of 43 work-study employees (both returning and new hires).
- Mickey Needham held a "Put it in Order" training session for four volunteers at the Ellettsville Branch.
- Mickey met with a potential Ivy Tech intern to discuss working at the Ellettsville Branch.
- Josh Wolf hired and Mary Frasier trained four new work-study Learn and Play Space supervisors.
- My Sister's Closet board members assisted with Job Search on October 18; one will continue as a Job Search consultant for upcoming events.

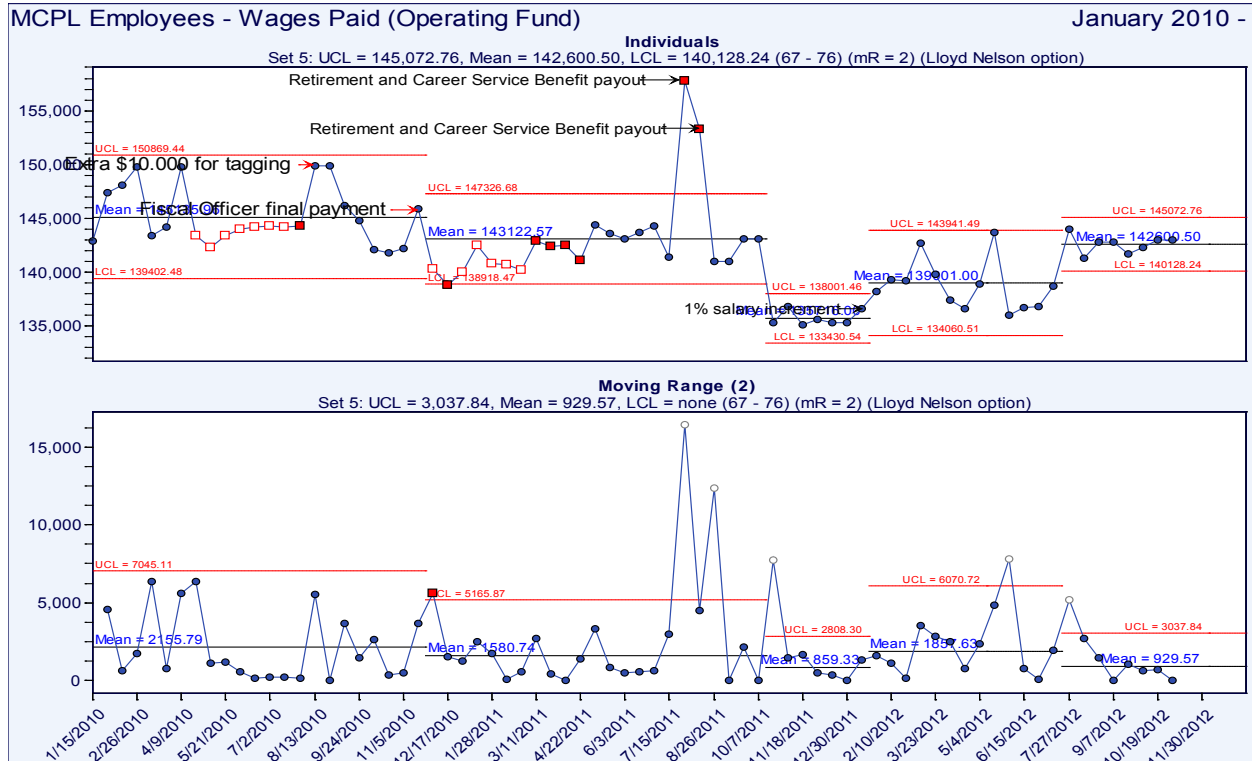
**5F. Increase efforts to be an inclusive and attractive employer.**

- The Wellness Committee hosted a visit by the IU Health Audiomobile for hearing tests on October 17 and arranged free flu shots from the Monroe County Clinic, onsite on October 24 and at the Clinic by appointment.
- Sara Laughlin attended a meeting of division presidents-elect at the American Library Association headquarters in Chicago, October 25-26. She represented the Association for Specialized and Cooperative Library Services Agencies (ASCLA).

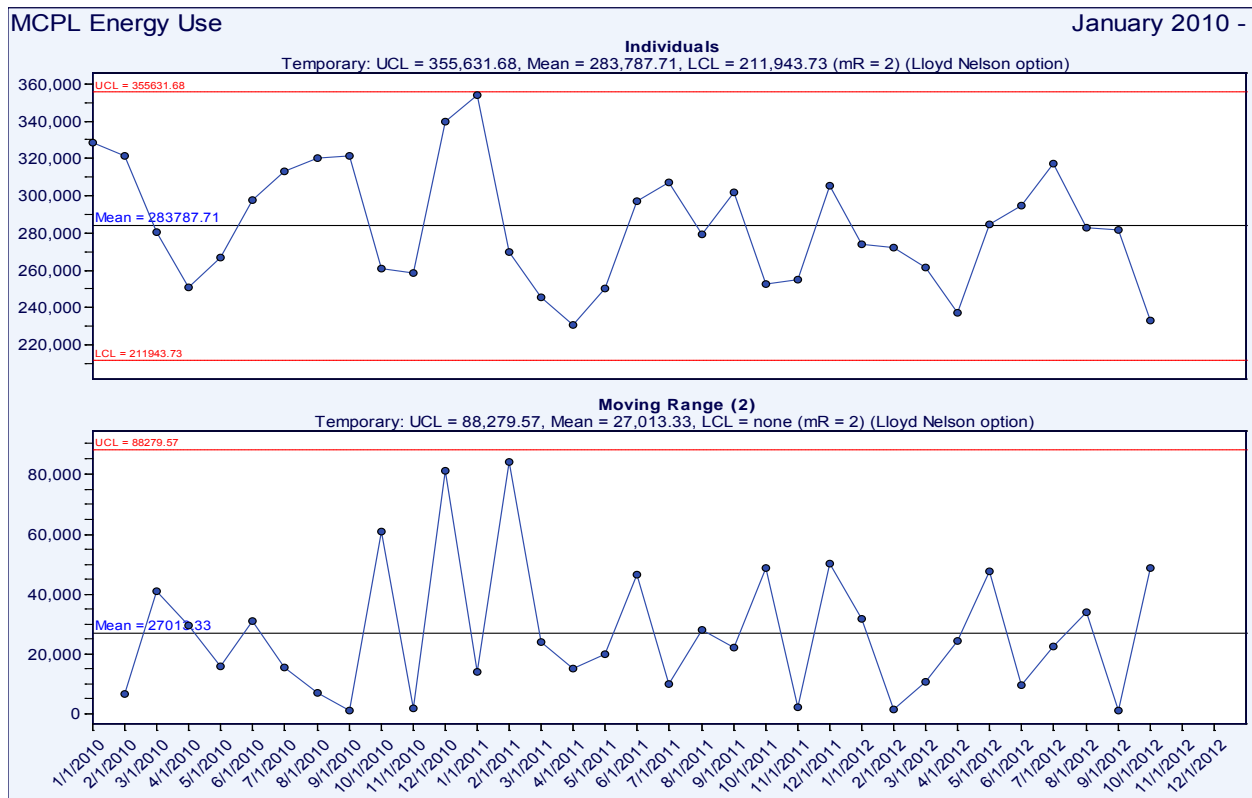
**5G. Support improvement of key processes.**







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



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

- Marilyn Wood worked with managers and work-study students to complete a chair inventory that will be used to create a replacement schedule. Results show the library owns 1,300 chairs at Main and Ellettsville. Nearly 450 are meeting room chairs of some sort, 189 are desk chairs and approximately 450 are upholstered chairs, sofas, benches or stools. Styles of chair and fabrics and combinations thereof are innumerable, but to put it in some perspective, it is well over 150.
- Ned Baugh and IS staff completed a computer inventory, in preparation for technology planning. A technology audit is also underway.

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

- The Board approved the 2013 budget; Gary Lettelleir and Sara Laughlin submitted it to the Indiana Department of Local Government Finance in advance of the November 1 deadline.

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

- Mary Frasier applied for a Wahl grant to purchase new features for the expanding Learn and Play Space.
- Region 8 Adult Education Consortium has allocated \$2,000 to literacy organizations in the region for the purchase of shared resources. VITAL is participating in South Central Education Association (SCEA) meetings to help determine the most effective use of funding.
- VITAL received \$760 to support the Quiz Bowl from Perry Township for 2013, up from the \$500 received in 2012.
- Christine Friesel submitted a proposal to the Community Foundation for *Nonprofit Central*, including letters of support from 14 local groups: United Way of Monroe County, Nonprofit Alliance, IU-SPEA (nonprofit management faculty and arts management faculty, City of Bloomington - Bloomington Volunteer Network, Housing and Neighborhood Development & Community & Family Resources Department, Assistant Economic Development Director of the Art, ONE Place - Opportunities for Nonprofit Excellence at Kalamazoo Public Library, Paul Clarke Nonprofit Resource Center - Allen County Public Library, Foundation Center- Cleveland Office , Indiana Small Business Development Center, Center for Sustainable Living, Friends of the Library, Bloomington Chamber of Commerce, Indiana Nonprofit Resource Network, Alliance of Bloomington Museums, **and** Ivy Tech John Waldron Arts Center

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

- The Friends held a Bookstore Clearance Sale in October that netted more than \$3,500.
- Margaret Harter, Brandon Rome, and Sara Laughlin met with the Friends Campaign for Excellence committee on October 31. The Campaign is well ahead of the 2011 results. A second letter, just after Thanksgiving, will remind potential donors of the Campaign.

## Library Circulation

Includes Main Library, Ellettsville Branch, Community Outreach (Bookmobile, Jail, Homebound, Van), and Downloadables

100,000+

125,000+

150,000+

175,000+

200,000+

225,000+

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	Increase	%
1994	91,400	86,804	105,092	95,928	90,161	109,116	105,030	100,764	91,581	96,209	95,879	77,104	1,145,068	40,646	3.7%
1995	104,347	94,669	104,140	93,934	92,215	109,590	104,095	105,387	89,181	98,036	94,454	78,981	1,169,029	23,961	2.1%
1996	99,083	97,969	100,332	97,724	92,557	102,389	100,506	72,677	78,476	109,334	96,766	64,366	1,112,179	-56,850	-4.9%
1997	102,297	80,417	108,333	99,623	99,660	113,370	115,565	105,481	98,538	104,353	103,578	92,649	1,223,864	111,685	10.0%
1998	116,835	105,194	123,885	109,977	103,656	129,291	126,959	113,247	108,779	115,966	114,187	102,124	1,370,100	146,236	11.9%
1999	110,233	114,354	130,356	115,485	106,471	133,561	127,946	116,536	110,365	119,753	118,931	101,731	1,405,722	35,622	2.6%
2000	121,815	120,968	131,933	118,453	116,142	133,324	130,490	125,569	114,408	124,389	126,687	106,259	1,470,437	64,715	4.6%
2001	135,604	130,721	149,383	128,818	131,845	155,769	149,605	140,771	128,799	139,696	137,810	122,983	1,651,804	181,367	12.3%
2002	153,544	139,737	155,582	146,765	142,675	158,285	164,134	152,802	142,870	157,269	149,439	129,504	1,792,606	140,802	8.5%
2003	165,033	152,780	169,828	152,491	158,807	177,377	177,894	164,227	162,784	166,539	159,777	150,057	1,957,594	164,988	9.2%
2004	176,266	168,978	192,225	168,365	163,194	190,965	189,404	173,782	163,761	168,290	169,478	141,357	2,066,065	108,471	5.5%
2005	182,879	171,080	194,707	180,853	175,874	203,419	197,892	196,619	178,987	185,622	179,184	164,071	2,211,187	145,122	7.0%
2006	198,702	182,066	204,622	183,375	192,548	209,081	205,823	198,671	188,688	192,392	186,547	109,366	2,251,881	40,694	1.8%
2007	197,973	171,889	197,962	181,352	184,840	205,370	201,607	192,456	184,509	192,278	189,825	178,494	2,278,555	26,674	1.2%
2008	206,697	197,227	218,760	200,849	204,840	222,018	225,175	203,624	203,581	207,154	205,469	200,919	2,496,313	217,758	9.6%
2009	213,633	205,451	232,000	215,647	215,771	248,189	244,064	226,378	212,681	222,453	184,819	179,522	2,600,608	104,295	4.6%
2010	202,229	202,607	232,050	202,717	208,775	246,755	239,330	228,111	214,194	216,913	218,296	202,893	2,614,870	14,262	0.5%
2011	224,404	200,312	242,073	219,522	223,724	247,200	243,376	239,514	223,895	228,286	225,306	215,839	2,733,451	118,581	4.5%
2012	230,234	230,076	232,125	216,572	227,403	245,175	246,586	230,921	220,825	225,249			2,305,166	-428,285	-15.7%

## Library Visits

	3rd Quarter		Year to Date	
	2011	2012	2011	2012
Main Library	244,766	230,477	719,489	706,473
Ellettsville Branch	40,974	40,517	122,871	121,414
Bookmobile	19,331	20,473	35,063	58,026
<b>Main and Ellettsville</b>	<b>305,071</b>	<b>291,467</b>	<b>877,423</b>	<b>868,422</b>

## Library Programs

	3rd Quarter				Year to Date			
	2011		2012		2011		2012	
	Programs	People	Programs	People	Programs	People	Programs	People
Children	354	7,007	301	2,556	1,061	34,386	949	36,386
Young Adult	32	330	108	179	105	884	257	1,338
Adult	198	1,878	141	425	609	7,493	396	4,666
General - All Ages	9	1,635	13	822	35	4,578	53	5,062
<b>Total</b>	<b>593</b>	<b>10,850</b>	<b>563</b>	<b>3,982</b>	<b>1,810</b>	<b>47,341</b>	<b>1,655</b>	<b>47,452</b>

## CATS Programs

	3rd Quarter		Year to Date	
	2011	2012	2011	2012
Programs added	678	607	2,197	1,881
New programs produced	83	109	246	389
Government meetings produced	106	352	491	1,100
Programs Cablecast (all channels)	96	110	300	312

## Meeting Room Use

	3rd Quarter		Year to Date	
	2011	2012	2011	2012
Main Library Meeting Rooms	294	244	870	884
Main Library Auditorium	27	42	145	160
Main Library Atrium	-	-	3	2
Ellettsville Meeting Rooms	29	28	112	121
<b>Total</b>	<b>350</b>	<b>314</b>	<b>1,130</b>	<b>1,167</b>

## Technology Use

	3rd Quarter		Year to Date	
	2011	2012	2011	2012
Public Computer Sessions	58,315	57,570	166,510	168,267
Web Site Home Page Hits	255,620	264,520	768,590	651,498
All Web Pages Hits	18,773,168	280,831	57,974,837	831,062
Catalog Hits	11,383,210	2,091,392	33,946,039	6,237,211

## Collection Development

	3rd Quarter		Year to Date	
	2011	2012	2011	2012
Items cataloged	14,223	15,812	43,494	44,170
Items discarded	13,338	12,033	39,644	36,152

## Social Sources

### Discover where your social traffic originates

Identify the networks and communities where people engage with your content. Learn about each community, and identify your best performing content on each network.

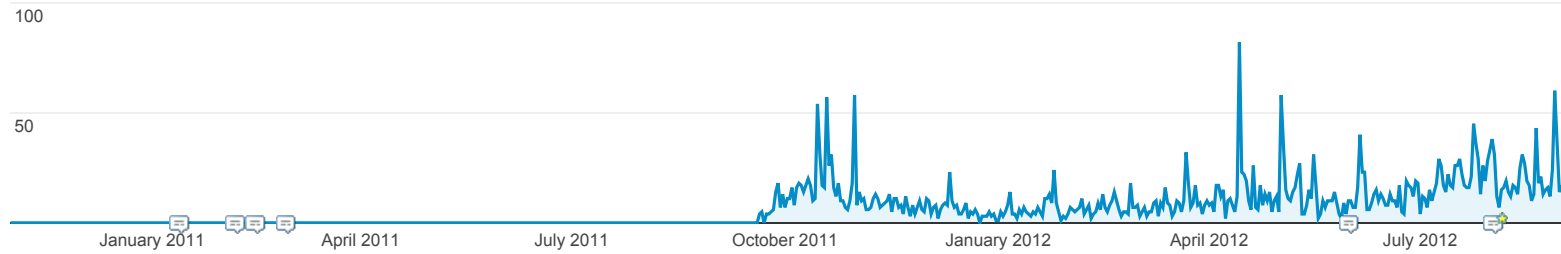
Don't show education messages.

100% of visits: 100.00%

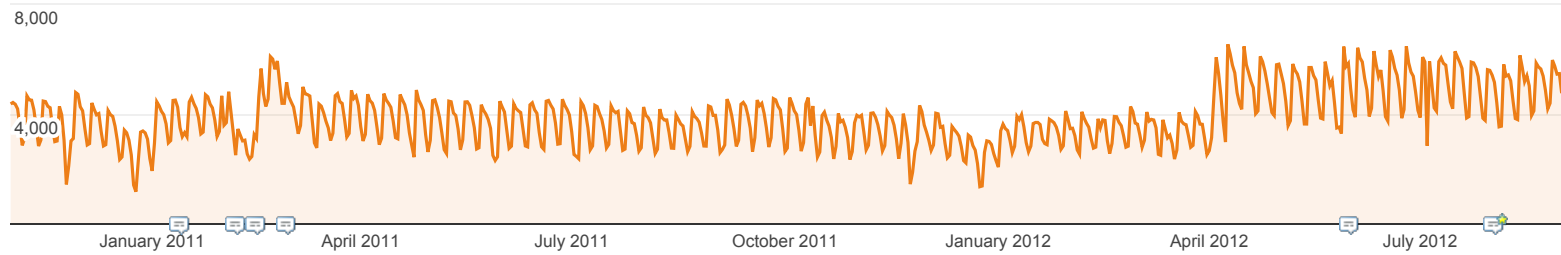
This report is based on 243211 visits (9.32% of visits).

#### Social Referral

#### Visits via Social Referral



#### All Visits



Social Network	Visits	Pageviews	Avg. Visit Duration	Pages / Visit
1. Facebook	2,134	6,135	00:01:36	2.87
2. Blogger	1,491	16,088	00:08:18	10.79
3. Naver	987	9,899	00:03:09	10.03
4. reddit	761	1,148	00:00:58	1.51
5. Twitter	751	4,526	00:02:50	6.03
6. Care2	526	3,282	00:20:03	6.24
7. Yahoo! Answers	215	483	00:00:48	2.25
8. Delicious	161	418	00:00:39	2.60
9. Weebly	150	204	00:00:56	1.36
10. StumbleUpon	107	118	00:00:05	1.10
11. Goodreads	86	193	00:01:26	2.24
12. Google+	32	43	00:00:15	1.34
13. LibraryThing	32	504	00:07:40	15.75
14. Netvibes	32	32	00:00:00 <sup>63</sup>	1.00
15. Ravelry	32	32	00:00:00	1.00



16.	<a href="#">Vimeo</a>	<b>32</b>	172	00:00:29	5.38
17.	<a href="#">WordPress</a>	<b>32</b>	54	00:00:35	1.69
18.	<a href="#">Diigo</a>	<b>21</b>	86	00:16:59	4.10
19.	<a href="#">Meetup</a>	<b>21</b>	75	00:00:34	3.57
20.	<a href="#">MyFamily</a>	<b>21</b>	64	00:05:42	3.05
21.	<a href="#">Pinterest</a>	<b>21</b>	21	00:00:00	1.00
22.	<a href="#">TypePad</a>	<b>21</b>	21	00:00:00	1.00
23.	<a href="#">AmericanTowns</a>	<b>11</b>	11	00:00:00	1.00
24.	<a href="#">Cyworld</a>	<b>11</b>	118	00:05:18	10.73
25.	<a href="#">FriendFeed</a>	<b>11</b>	11	00:00:00	1.00
26.	<a href="#">Google Groups</a>	<b>11</b>	11	00:00:00	1.00
27.	<a href="#">Ning</a>	<b>11</b>	54	00:00:51	4.91
28.	<a href="#">Squidoo</a>	<b>11</b>	11	00:00:00	1.00

Rows 1 - 28 of 28

© 2012 Google

November 2, 2012

To: Board of Trustees  
From: Sara Laughlin  
Re: 2013 Insurance Proposal

Over the last few years, changes to our approach in benefits and health care/wellness planning have increased our ability to approach health care coverage for our employees strategically rather than simply reacting.

Our insurance broker, JA Benefits, has brought us comparative data and their knowledge of the benefits industry. We then consider the choices that will have the best possible impact on our overall benefits for employees, while meeting the Library's goals and staying within budget.

We therefore are pleased to recommend the following for the 2013 benefits plan year:

- Continuation of the three Anthem Health Care group health insurance coverage options provided in 2011 and 2012, with no increase in premium expenditures for the Library or employees.
- Continuation of participation in the Monroe County Government/MCPL Clinic.
- Continuation of Guardian Dental, Vision, Life/Accidental Death and Dismemberment/ Long Term Disability (Life/ADD/LTD) insurance plans.
- Continuation of three employee-paid options:
  - Voluntary Life/ADD/LTD insurance for eligible employees (working 20 hours or more/week) and their dependants.
  - Flexible Spending Account (FSA) services (section 125/cafeteria plan).
  - Supplemental insurance options from Colonial Insurance including cancer and medical bridge coverage.

I have attached several pieces of information related to the proposed benefits for your review at the work session on November 7.

### ***2013 Employee Insurance Coverage***

Below is a brief overview of coverage that we recommend. The Library's costs fall within the amount budgeted:

**Health Insurance** ([Attachment A: Health Insurance Plan Analysis](#); [Attachment B: Medical Insurance Premiums](#))

Our excellent claims history for the last year, along with our involvement with the clinic and other wellness efforts, has had a very positive impact on our quote from Anthem for 2013. Our costs for individual coverage will not increase.<sup>1</sup>

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<sup>1</sup> Overall costs assume that the same number of employees participates and that employees choose to cover the same number of dependents as in 2012; we have built in a contingency amount in the budget to cover these eventualities.

At our request, JA Benefits investigated other carrier options. SIHO provided a quote, but we could not include our part-time employees as eligible members and the cost was approximately 12% more than Anthem's offer. United Health Care would not provide a quote due to our coverage of part-time employees.

We are happy to report that we will be able to continue offering the three health insurance plan choices (included here for reference) in 2013:

- \$500 deductible PPO plan. No change in coverage. (Attachment C)
  - The Out-of-pocket Maximum is \$3,000 for individual and \$6,000 for family. In-network deductible remains \$500/\$1,500. Office co-pays are \$25 per visit.
  - In-network Prescription Drug Options include 4 tiers: \$10/\$30/\$60/25% w/ 150 max *per prescription*.
  - Home Delivery Service (90 day supply) \$10/\$75/\$180/25% w/ \$150 max *per prescription*.
- \$3,000 deductible plan with Health Savings Account. No Change in coverage. (Attachment D)
  - In-network deductible remain \$3,000/\$6,000
  - The Out-of-pocket Maximum is \$4,000 for individuals and \$8,000 for family; once the medical deductible of \$3,000/\$6,000 has been met, employees are covered for medical expenses at 100%.
  - Prescriptions: After meeting the \$3000/\$6000 deductible for medical and prescriptions, the employee pays an additional \$1,000/\$2,000 for the *prescription deductible*.
  - Thereafter, employees are responsible for retail prescription co-pays of \$10/\$30/\$60/25% w/ \$200 max *per prescription*
  - Home Delivery Service (90 day supply) \$10/\$75/\$180/25% w/ \$200 max *per prescription*.
- \$5,000 deductible plan with Health Savings Account. No Change in coverage. (Attachment E)
  - In-network deductible remain \$5,000/\$10,000
  - The Out-of-pocket Maximum is \$5,950 for individuals and \$11,900 for family; once the medical deductible of \$5,000/\$10,000 has been met, employees are covered for medical expenses at 100%.
  - Prescriptions: After meeting the \$5,000/\$10,000 deductible for medical and prescriptions, the employee pays an additional deductible of \$950/\$1,900 for the *prescription deductible*.
  - Thereafter, employees are responsible for retail prescription co-pays of \$10/\$30/\$60/25% w/ \$200 max *per prescription*
  - Home Delivery Service (90 day supply) \$10/\$75/\$180/25% w/ \$200 max *per prescription*.

### **Monroe County Government/ MCPL Clinic**

The cost for the Clinic will not increase in 2013. Employees and retirees covered by the Library's health insurance will continue to have access to the Activate Clinics –now located in

Bloomington, Bedford, and Seymour, providing convenient access to wellness/preventive and primary care.

Clinic physicians are able to provide certain generic drugs at no/low cost to the employee. Other prescriptions may be written for both 30-day and 90-day (mail-in) supplies, a feature added during 2012. Confidential wellness coaching for employees serves to help decrease out-of-pocket payments for employees, as well as reducing overall claims costs for the Library.

Last month, the Clinic provided flu shots for our staff, both at the clinic and during an on-site visit to the library. The library was charged a minimal cost for this investment in the well being of our staff.

### **Dental Insurance** ([Attachment F: Dental Plan Premiums](#))

As with last year, the library pays 90% and the employees pay 10% of the premiums for this important wellness coverage. Usage of this benefit increased greatly during the past year resulting in a substantial increase in the renewal rate. However, JA Benefits worked closely with Guardian Dental to minimize the cost impact for 2013. By including this insurance with other Guardian products and adding a \$25 annual deductible to our dental plans, the overall cost increase for 2013 is 12%.

Guardian offers:

- The same benefits for in-network or out-of-network visits.
- A higher percentage of coverage for Major Services.
- A rollover benefit, so if participants don't use all of their \$1,000 benefit one year, they can use it in the following year.

### **Life/Accidental Death & Dismemberment (AD&D) Insurance**

The library pays 100% of the cost of this insurance, which will not increase in 2013. As you may recall, we switched coverage from Cigna to Guardian on July 1, 2012, due to unexpected service issues. We continue to be well served by Guardian. Coverage is the same – two times the employee's annual salary up to \$160,000. In addition to an opportunity to add additional coverage at the employee's expense, Guardian offers:

- Life Assistance Program with three face-to-face counseling sessions and unlimited telephonic counseling and referrals.
- Unlimited online support for a variety of topics (health, nutrition and fitness, stress, dependent care, educational planning, etc.)
- Legal information and planning tools, also including one free 30-minute office or telephone session with an attorney and a 25% discount if the attorney is retained for further assistance.
- Financial guidance through on-line assistance and a free 30-minute telephone consultation; seasoned financial professionals and CPA's are on hand to answer questions in regards to topics such as credit counseling, budgeting, tax planning and saving and investing. Referrals to local providers are available for more complex issues.

### **Long-term Disability Insurance**

The library pays 100% of the cost of this insurance, which will not increase in 2012. Again, we switched coverage from Cigna in Guardian on July 1, 2012, due to unexpected service issues; we recommend continuing service through Guardian.

There are no rate changes to Life/ADD/LTD services from Guardian for 2013.

### **Other Coverage Offered, at the Option of Employee and Paid by Employee**

There is no increase for the Vision insurance provided by Guardian for 2013 as per our contract from 2012.

- Our rates for Flexible Spending Account (employee sets aside pre-tax amount for medical expenses) and COBRA will increase by 2.4%. Our current quarterly flat fee (the minimum) is \$300, which will increase to \$307 in 2013.
- Voluntary Life/AD&D insurance for part-time employees are also available; employees pay the full amount for these

Employees now have the opportunity to purchase, via payroll deduction, supplemental insurance from Colonial. The three optional plans include:

- Accident Insurance
- Hospital Confinement Indemnity Insurance (AKA Medical Bridge)
- Cancer Insurance

### ***Costs – 2013 and in the Future***

Our good claims history and increasing wellness in 2012 have put the library in a favorable position.

For 2013, the library will be able to contribute the same percentage as in 2012 for Health Insurance coverage, regardless of the plan selected. For those covering a child, spouse, or family, the Library will make an additional contribution of 15% of the total Health Insurance plan cost. The library will also contribute the same percentage as in 2012 for Clinic, Dental, Life/AD&D, and Long Term Disability insurance.

In addition to basic coverage, we are finalizing a proposal to eliminate our outdated sick bank, while improving the continuum of care for employees and reducing the library's future liabilities. After receiving a final quote from our carrier, getting legal advice on policy language changes, and consulting with the Labor-Management Committee and managers, we plan to bring the proposal to the Board at the December work session.

### ***Next Steps***

Nov. 14: Board votes on 2013 insurance proposal at its meeting, 5:45 in 1B.

Nov. 15-16: 2012 Health Insurance packet distributed to employees.

- Nov. 19-20: Questions? Employees may sign up to meet with Julia Thomas, JA Benefits, in the Board Room, from 8:30 a.m. – 1:30 p.m. on Monday and again on Tuesday from 12 noon – 5 p.m.
- Nov. 27-28: Online enrollment. Each staff member must sign up with a Colonial Insurance representative for benefit enrollments and waivers, Board Room and Interview Room, 8 a.m. – 4 p.m.
- Nov-Dec: (dates not set) Meet with Labor-Management Committee to discuss proposal to transition from sick bank to short-term disability insurance
- Dec. 11: Proposal regarding transition from sick bank to short-term disability insurance to Board for discussion at work session, 5:45 in 1B
- Dec. 18: Board votes on proposal to transition from sick bank to short-term disability insurance, 5:45 in 1B
- Jan. 1: Receive 2013 insurance cards and information.

**Monroe County Public Library**  
**Medical Plan Analysis**  
**January 1, 2013 Renewal**

**Attachment A**



		2012 Anthem						2013 Anthem					
		PPO Traditional Plan		Health Savings Buy Up Plan		Health Savings Core Plan		PPO Traditional Plan		Health Savings Buy Up Plan		Health Savings Core Plan	
		\$500 Deductible		\$3000 Deductible		\$5000 Deductible		\$500 Deductible		\$3000 Deductible		\$5000 Deductible	
		Option 9 with RX Option G		Option E02 Rx Option 5		Option H07 Rx Option 5		Option 9 with RX Option G		Option E02 Rx Option 5		Option H07 Rx Option 5	
Benefits		In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Deductible</b>													
Individual / Family		\$500/\$1,500	\$1,000/\$3,000	\$3,000/\$6,000	\$6,000/\$12,000	\$5,000/\$10,000	\$10,000/\$20,000	\$500/\$1,500	\$1,000/\$3,000	\$3,000/\$6,000	\$6,000/\$12,000	\$5,000/\$10,000	\$10,000/\$20,000
<b>Out-of-Pocket Maximum</b>													
Individual / Family		\$3,000/\$6,000	\$6,000/\$12,000	\$3,000/\$6,000	\$12,000/\$24,000	\$5,950/\$11,900	\$20,000/\$40,000	\$3,000/\$6,000	\$6,000/\$12,000	\$4,000/\$8,000	\$12,000/\$24,000	\$5,950/\$11,900	\$20,000/\$40,000
<b>Coinsurance</b>		80%	60%	100%	70%	100%	70%	80%	60%	100%	70%	100%	70%
<b>Office Visit / Specialist Copay</b>		\$25	60%	Deductible, then 100%	Deductible, then 70%	Deductible, then 100%	Deductible, then 70%	\$25	60%	Deductible, then 100%	Deductible, then 70%	Deductible, then 100%	Deductible, then 70%
<b>Preventive Care</b>		No cost	60%	100%	70%	100%	70%	No cost	60%	100%	70%	100%	70%
<b>Urgent Care</b>		\$75	60%	Deductible, then 100%	Deductible, then 70%	Deductible, then 100%	Deductible, then 70%	\$75	60%	Deductible, then 100%	Deductible, then 70%	Deductible, then 100%	Deductible, then 70%
<b>Emergency Room</b>		\$250	\$250	Deductible, then 100%	Deductible, then 100%	Deductible, then 100%	Deductible, then 100%	\$250	\$250	Deductible, then 100%	Deductible, then 100%	Deductible, then 100%	Deductible, then 100%
<b>Prescription Drugs- Retail</b>													
Tier 1		\$10	50% (min \$60)	Ded., then 100%	30%	Ded., then 100%	30%	\$10	50% (min \$60)	\$10	50% (min \$60)	\$10	50% (min \$60)
Tier 2		\$30	50% (min \$60)	Ded., then 100%	30%	Ded., then 100%	30%	\$30	50% (min \$60)	\$30	50% (min \$60)	\$30	50% (min \$60)
Tier 3		\$60	50% (min \$60)	Ded., then 100%	30%	Ded., then 100%	30%	\$60	50% (min \$60)	\$60	50% (min \$60)	\$60	50% (min \$60)
Tier 4		NA	NA	NA	NA	NA	NA	\$25% /\$150 max	50% (min \$60)	\$25% /\$200 max	50% (min \$60)	\$25% /\$200 max	50% (min \$60)
<b>Prescription Drugs- Mail-Order</b>													
Tier 1		\$10	Not Covered	\$10	Not Covered	\$10	Not Covered	\$10	Not Covered	\$10	Not Covered	\$10	Not Covered
Tier 2		\$75	Not Covered	\$75	Not Covered	\$75	Not Covered	\$75	Not Covered	\$75	Not Covered	\$75	Not Covered
Tier 3		\$180	Not Covered	\$180	Not Covered	\$180	Not Covered	\$180	Not Covered	\$180	Not Covered	\$180	Not Covered
Tier 4		NA	NA	NA	NA	NA	NA	\$25% /\$150 max	Not Covered	\$25% /\$200 max	Not Covered	\$25% /\$200 max	Not Covered
<b>Rates</b>	<b>Counts</b>												
Single	24	\$754.33	13	\$575.05	35	\$450.12		\$754.33		\$575.05		\$450.12	
Employee + Spouse	1	\$1,599.17	3	\$1,219.09	1	\$954.24		\$1,599.17		\$1,219.09		\$954.24	
Employee + Child(ren)	2	\$1,372.88	1	\$1,046.58	1	\$819.21		\$1,372.88		\$1,046.58		\$819.21	
Family	0	\$1,923.54	1	\$1,466.36	4	\$1,147.79		\$1,923.54		\$1,466.36		\$1,147.79	
<b>Combined Est. Monthly Premium</b>		<b>\$58,213.52</b>						<b>\$0.00</b>					
<b>Combined Est. Annual Premium</b>		<b>\$698,562.24</b>						<b>\$0.00</b>					
<b>Percentage Change From Current</b>		<b>0%</b>						<b>0%</b>					
<b>Annual Dollar Change From Current</b>		<b>\$0.00</b>						<b>\$0.00</b>					



## Attachment B: Health Insurance: \$500 Deductible PPO, H.S.A Core & Buy-up, + Clinic

### Monroe County Public Library

### Health Care Premium Contributions for Year 2013

Coverage Type and Employee Status	PPO \$500 deductible (Option 9...)				HSA Plan \$3,000 Ded "Buy-up" (E02 Rx Option 5)				HSA Plan \$5,000 ded - "Core" (H07 Rx Option 5)			
	CONTRIBUTIONS				CONTRIBUTIONS				CONTRIBUTIONS			
	Employee		Library		Employee		Library		Employee		Library	
	Annual	Biweekly	Annual	Bi-weekly	Annual	Biweekly	Annual	Bi-Weekly	Annual	Biweekly	Annual	Bi-weekly
<b>Employee Only</b>												
37.5 Hr/Week FT	\$1,881	\$72.34	\$7,651	\$294.27	-\$270	-\$10.40	\$7,651	\$294.27	-\$1,770	-\$68.06	\$7,651	\$294.27
30 Hr/Week/PT	\$3,411	\$131.20	\$6,121	\$235.42	\$1,260	\$48.45	\$6,121	\$235.42	-\$239	-\$9.21	\$6,121	\$235.42
25 Hr/Week/PT	\$4,431	\$170.43	\$5,101	\$196.18	\$2,280	\$87.69	\$5,101	\$196.18	\$781	\$30.03	\$5,101	\$196.18
20 Hr/Week/PT	\$5,451	\$209.67	\$4,081	\$156.94	\$3,300	\$126.93	\$4,081	\$156.94	\$1,801	\$69.27	\$4,081	\$156.94
<b>EE/Child(ren)</b>												
37.5 Hr/Week FT	\$8,118	\$312.24	\$9,316	\$358.32	\$4,203	\$161.64	\$9,316	\$358.32	\$1,474	\$56.70	\$9,316	\$358.32
30 Hr/Week/PT	\$9,981	\$383.90	\$7,453	\$286.66	\$6,066	\$233.30	\$7,453	\$286.66	\$3,337	\$128.36	\$7,453	\$286.66
25 Hr/Week/PT	\$11,224	\$431.68	\$6,211	\$238.88	\$7,308	\$281.08	\$6,211	\$238.88	\$4,580	\$176.14	\$6,211	\$238.88
20 Hr/Week/PT	\$12,466	\$479.45	\$4,969	\$191.11	\$8,550	\$328.85	\$4,969	\$191.11	\$5,822	\$223.91	\$4,969	\$191.11
<b>EE/Spouse</b>												
37.5 Hr/Week FT	\$10,426	\$401.01	\$9,724	\$373.99	\$5,865	\$225.59	\$9,724	\$373.99	\$2,687	\$103.35	\$9,724	\$373.99
30 Hr/Week/PT	\$12,371	\$475.81	\$7,779	\$299.19	\$7,810	\$300.39	\$7,779	\$299.19	\$4,632	\$178.15	\$7,779	\$299.19
25 Hr/Week/PT	\$13,668	\$525.68	\$6,482	\$249.33	\$9,107	\$350.25	\$6,482	\$249.33	\$5,928	\$228.02	\$6,482	\$249.33
20 Hr/Week/PT	\$14,964	\$575.54	\$5,186	\$199.46	\$10,403	\$400.12	\$5,186	\$199.46	\$7,225	\$277.88	\$5,186	\$199.46
<b>Family</b>												
37.5 Hr/Week FT	\$14,071	\$541.19	\$10,932	\$420.45	\$8,585	\$330.18	\$10,932	\$420.45	\$4,762	\$183.15	\$10,932	\$420.45
30 Hr/Week/PT	\$16,257	\$625.28	\$8,745	\$336.36	\$10,771	\$414.27	\$8,745	\$336.36	\$6,948	\$267.24	\$8,745	\$336.36
25 Hr/Week/PT	\$17,715	\$681.34	\$7,288	\$280.30	\$12,229	\$470.33	\$7,288	\$280.30	\$8,406	\$323.30	\$7,288	\$280.30
20 Hr/Week/PT	\$19,172	\$737.40	\$5,830	\$224.24	\$13,686	\$526.39	\$5,830	\$224.24	\$9,863	\$379.36	\$5,830	\$224.24

In this option, the Library contributes an equal amount to each full-time employee \$7,651  
 Part-time contributions are calculated based on the percentage of time worked (20 hrs. = 53%; 25hrs. = 66%; 30hrs. = 80%).

\*The Library contributes 15% of Family/Spouse/Children premiums for full-time employees.

\*Negative contributions represent funds **deposited** by the Library to the employee's HSA account. The employee may also contribute additional funds (pre-tax) up to the annual cap. The maximum in 2013 is \$3,250 for employee only and \$6,450 for those with dependant/family coverage.

\*Non-Embedded means the entire family deductible must be met by one, or combination of, family members before plan coverage takes effect at 100%.  
 The "Difference Premium" is the coverage-type premium minus the employee-only premium.

	2013		2013			2013		
	<u>Total Premium</u>	<u>Difference Premium</u>	<u>Total Premium</u>	<u>Difference Premium</u>	<u>anl hsa lib</u>	<u>Total Premium</u>	<u>Difference Premium</u>	<u>anl hsa lib</u>
Employee Only	9,532	-	7,381	-	270	5,881	-	\$1,770
EE/Child(ren)	17,435	7,903	13,519	6,138		10,791	4,909	\$239
EE/Spouse	20,150	10,618	15,589	8,208		12,411	6,529	
Family	25,002	15,471	19,516	12,136		15,693	9,812	71



# Your Summary of Benefits

Monroe County Public Library  
 Blue Access® (PPO) Option 9 with Rx Option G  
 Effective 1/01/2012

Covered Benefits	Network	Non-Network
<b>Deductible (Single/Family)</b>	\$500/\$1,500	\$1,000/\$3,000
<b>Out-of-Pocket Limit (Single/Family)</b>	\$3,000/\$6,000	\$6,000/\$12,000
<b>Physician Home and Office Services (PCP/SCP)</b> Primary Care Physician (PCP)/ Specialty Care Physician (SCP) Including Office Surgeries and allergy serum: <ul style="list-style-type: none"> <li>• allergy injections (PCP and SCP)</li> <li>• allergy testing</li> <li>• MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds, and pharmaceutical products</li> </ul>	\$25/\$25   \$5 20% 20%	40%   40% 40% 40%
<b>Preventive Care Services</b> Services include but are not limited to: Routine Exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations <sup>1</sup> , Annual diabetic eye exam, Vision and Hearing screenings <ul style="list-style-type: none"> <li>• Physician Home and Office Visits (PCP/SCP)</li> <li>• Other Outpatient Services @ Hospital/Alternative Care Facility</li> </ul>	NCS NCS	40% 40%
<b>Emergency and Urgent Care</b> <b>Emergency Room Services</b> <ul style="list-style-type: none"> <li>• facility/other covered services (copayment waived if admitted)</li> </ul> <b>Urgent Care Center Services</b> <ul style="list-style-type: none"> <li>• MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds, and pharmaceutical products</li> <li>• Allergy injections</li> <li>• Allergy testing</li> </ul>	\$250/20%  \$75 20%  \$5 20%	\$250/20%  40% 40%  40% 40%
<b>Inpatient and Outpatient Professional Services</b> Include, but are not limited to: <ul style="list-style-type: none"> <li>• Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams</li> </ul>	20%	40%
Blue 6.0		

# Your Summary of Benefits

Covered Benefits	Network	Non-Network
<b>Inpatient Facility Services</b> (Network/Non-Network combined) Unlimited days except for: <ul style="list-style-type: none"> <li>60 days Network/Non-Network combined for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis)</li> <li>90 days for skilled nursing facility</li> </ul>	20%	40%
<b>Outpatient Surgery Hospital/Alternative Care Facility</b> <ul style="list-style-type: none"> <li>Surgery and administration of general anesthesia</li> </ul>	20%	40%
<b>Other Outpatient Services</b> (including but not limited to): <ul style="list-style-type: none"> <li>Non Surgical Outpatient Services For example: MRIs, C-Scans, Chemotherapy, Ultrasounds and other diagnostic outpatient services.</li> <li>Home Care Services (Network/Non-Network combined) 100 visits (excludes IV Therapy)</li> <li>Durable Medical Equipment and Orthotics (Network/Non-network combined) (excluding Prosthetic Devices, Limbs and Medical Supplies)</li> <li>Prosthetic Devices</li> <li>Prosthetic Limbs</li> <li>Physical Medicine Therapy Day Rehabilitation programs</li> <li>Hospice Care</li> <li>Ambulance Services</li> </ul>	20%	40%
<b>Outpatient Therapy Services</b> (Combined Network & Non-Network limits apply) <ul style="list-style-type: none"> <li>Physician Home and Office Visits (PCP/SCP)</li> <li>Other Outpatient Services @ Hospital/Alternative Care Facility</li> </ul> Limits apply to: <ul style="list-style-type: none"> <li>Physical therapy: 20 visits</li> <li>Occupational therapy: 20 visits</li> <li>Manipulation therapy: 12 visits</li> <li>Speech therapy: 20 visits</li> <li>Cardiac Rehabilitation: 36 visits</li> <li>Pulmonary Rehabilitation: 20 visits</li> </ul>	NCS 20%	NCS 20%
<b>Accidental Dental: \$3,000 limit</b> (Network and Non-network combined)	Copayments/Coinsurance based on setting where covered services are received	40%

# Your Summary of Benefits

Covered Benefits	Network	Non-Network
<b>Behavioral Health Services</b> <b>Mental Illness and Substance Abuse<sup>2</sup>:</b> <ul style="list-style-type: none"> <li>• Inpatient Facility Services</li> <li>• Inpatient Professional Services</li> <li>• Physician Home and Office Visits (PCP/SCP)</li> <li>• Other Outpatient Services, Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional</li> </ul>	20% 20% \$25/\$25 20%	40%
<b>Human Organ and Tissue Transplants<sup>3</sup></b> <ul style="list-style-type: none"> <li>• Acquisition and transplant procedures, harvest and storage</li> </ul>	NCS	50%
<b>Prescription Drug Options:</b> <b>Network Tier structure equals 1/2/3 (and 4, if applicable)</b> <ul style="list-style-type: none"> <li>• <b>Network Retail Pharmacies:</b> (30-day supply) Includes diabetic test strip</li> <li>• <b>Home Delivery Service:</b> (90-day supply) Includes diabetic test strip</li> </ul> Member may be responsible for additional cost when not selecting the available generic drug. <b>Medicare Rx - Wrap</b> <b>Specialty Medications</b> must be obtained via our Specialty Pharmacy network in order to receive network level benefits Specialty medications are limited to 30 day supply regardless of whether they are retail or mail order.	\$10/\$30/\$60/25% w \$150 max \$10/\$75/\$180/25% w \$150 max Out of Pocket Limit \$2,500 - 4th tier	50%, min \$60 <sup>5</sup> Not covered
<b>Lifetime Maximum</b> Medical Surgical Treatment of Morbid Obesity	Unlimited Not covered	Unlimited Not covered

## Notes:

- Prescription Drug deductibles/copayments/coinsurance and Non-network Human Organ and Tissue Transplants are excluded from the out-of-pocket limit.
- All deductibles and coinsurance apply toward the out-of-pocket maximum. (Excludes Non-network Human Organ and Tissue Transplants).
- Prescription Drug deductibles/copayments/coinsurance are excluded from the out-of-pocket limits.
- Deductible(s) apply only to covered medical services listed with a percentage (%) coinsurance, including 0%. However, the deductible does not apply to Emergency Room Services where a copayment and coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies.
- Dependent age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies. When the Office Visit cost share is a % coinsurance, deductible and coinsurance apply to allergy injections.
- NCS (No Cost Share) means no deductible/copayment/coinsurance up to the maximum allowable amount.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.

# Your Summary of Benefits

- Certain diabetic and asthmatic supplies have no deductible/copayment/coinsurance up to the maximum allowable amount at network pharmacies except diabetic test strips.
- Benefit period = calendar year
- Prosthetic limbs are unlimited and do not apply to the Plan Lifetime Maximum.
- Mammograms (Diagnostic) are no copayment/coinsurance in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.

1 These covered services are not subject to the deductible/copayment if you have a flat dollar copayment and if rendered without an office visit.

2 We encourage you to review the Schedule of Benefits for limitations.

3 Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.

4 **If applicable: all prescription drug expenses except tier 1, (Network/Non-network, Retail/Home Delivery Service combined) apply to the per individual deductible. Once the deductible is met, the appropriate copayment applies.**

5 Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

#### Precertification:

Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

#### Pre-existing Exclusion Period:

We will not provide benefits for services, supplies or charges for any pre-existing condition for the time period specified below (subject to HIPAA portability requirements and excludes Members under age 19):

**12 months after the member's enrollment date**

A pre-existing condition is a condition (mental or physical) which was present and for which medical advice, diagnosis, care or treatment was recommended or received within the 6 month period ending on the member's enrollment date. Pregnancy and domestic violence are not considered a pre-existing condition. Genetic information may not be used as a condition in the absence of a diagnosis.

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

This summary of benefits is intended to be a brief outline of coverage. The entire provisions of benefits and exclusions are contained in the Group Contract, Certificate, and Schedule of Benefits. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.

# Your Summary of Benefits



**Monroe County Public Library  
Blue Access® for Health Savings Accounts Option E02 Rx Option 5  
Effective 1/01/2012**

Covered Benefits	Network	Non-Network
<b>Embedded Deductible</b> The single deductible does apply to family coverage.	Single: \$3,000 Family: \$6,000	Single: \$6,000 Family: \$12,000
<b>Out-of-Pocket Limit</b>	Single: \$4,000 Family: \$8,000	Single: \$12,000 Family: \$24,000
<b>Physician Home and Office Services</b> <ul style="list-style-type: none"> <li>Including Office Surgeries, allergy serum, allergy injections and allergy testing</li> </ul>	0%	30%
<b>Preventive Care Services</b> Services include but are not limited to: Routine Exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Routine Vision and Hearing exams <ul style="list-style-type: none"> <li>Physician Home and Office Visits</li> <li>Other Outpatient Services @ Hospital/Alternative Care Facility</li> </ul>	NCS	30%
<b>Emergency and Urgent Care</b> <ul style="list-style-type: none"> <li>Emergency Room Services (facility/other covered services) (copayment waived if admitted)</li> <li>Urgent Care Center Services</li> </ul>	0%	0%
<b>Inpatient and Outpatient Professional Services</b> Include but are not limited to: <ul style="list-style-type: none"> <li>Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams</li> </ul>	0%	30%
<b>Inpatient Facility Services (Network/Non-Network combined)</b> Unlimited days except for: <ul style="list-style-type: none"> <li>60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis)</li> <li>90 days for skilled nursing facility</li> </ul>	0%	30%
<b>Outpatient Surgery Hospital/Alternative Care Facility</b> <ul style="list-style-type: none"> <li>Surgery and administration of general anesthesia</li> </ul>	0%	30%
Blue 6.0		

# Your Summary of Benefits

Covered Benefits	Network	Non-Network
<b>Other Outpatient Services</b> (Network/Non-network combined) including but not limited to: <ul style="list-style-type: none"> <li>● Non Surgical Outpatient Services For example: MRIs, C-Scans, Chemotherapy, Ultrasounds and other diagnostic outpatient services.</li> <li>● Home Care Services 100 visits (excludes IV Therapy)</li> <li>● Durable Medical Equipment and Orthotics (excluding Prosthetic Devices, Limbs and Medical Supplies)</li> <li>● Prosthetic Devices</li> <li>● Prosthetic Limbs</li> <li>● Physical Medicine Therapy Day Rehabilitation programs</li> <li>● Hospice Care</li> <li>● Ambulance Services</li> </ul>	0%	30%
<b>Accidental Dental Services</b> \$3,000 limit (Network and Non-network combined)	0%	30%
<b>Outpatient Therapy Services</b> (Combined Network & Non-Network limits apply) <ul style="list-style-type: none"> <li>● Physician Home and Office Visits</li> <li>● Other Outpatient Services @ Hospital/Alternative Care Facility</li> </ul> Limits apply to: <ul style="list-style-type: none"> <li>● Physical therapy: 20 visits</li> <li>● Occupational therapy: 20 visits</li> <li>● Manipulation therapy: 12 visits</li> <li>● Speech therapy: 20 visits</li> <li>● Cardiac Rehabilitation: 36 visits</li> <li>● Pulmonary Rehabilitation: 20 visits</li> </ul>	0% 0%	30% 30%
<b>Behavioral Health Service</b> <b>Mental Illness and Substance Abuse<sup>1</sup>:</b> <ul style="list-style-type: none"> <li>● Inpatient Facility Services</li> <li>● Inpatient Professional Services</li> <li>● Physician Home and Office Visits (PCP/SCP)</li> <li>● Other Outpatient Services, Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional.</li> </ul>	0%	30%
<b>Human Organ and Tissue Transplants</b> <ul style="list-style-type: none"> <li>● Acquisition and transplant procedures, harvest and storage.</li> </ul>	0%	30%

# Your Summary of Benefits

Covered Benefits	Network	Non-Network
<b>Prescription Drugs</b> <ul style="list-style-type: none"> <li>• <b>Network Retail Pharmacies:</b> (30-day supply) Includes diabetic test strip</li> <li>• <b>Home Delivery Service:</b> (90-day supply) Includes diabetic test strip</li> </ul> Specialty medications are limited up to a 30 day supply regardless of whether they are retail or mail service.	Medical deductible applies before copayments. \$10/\$30/\$60/25% w \$200 maximum.	50% <sup>2</sup> min \$60
Medicare Rx - Wrap	\$10/\$75/\$180/25% w \$200 maximum.	Not covered
<b>Lifetime Maximum</b>	Unlimited	Unlimited

#### Notes:

- All deductibles and coinsurance apply toward the out-of-pocket maximum including prescription drugs. (Excludes Non-network Human Organ and Tissue Transplants).
- Deductible(s) apply to covered services listed with a percentage (%) coinsurance including 0%.
- Deductible applies to all prescription drug expenses. Once the deductible is met the appropriate copayment/coinsurance applies.
- Network and non-network deductibles, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent age: to end of the month which the child attains age 26
- No cost share (NCS) means no deductible/copayment/coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- Benefit period = calendar year
- Prosthetics Limbs are unlimited and do not apply to the Plan Lifetime Maximum.<sup>4</sup>
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.

1 We encourage you to review the Schedule of Benefits for limitations.

2 Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

4 Meets Indiana state mandate effective 7/1/08.

#### Precertification:

Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

#### Pre-existing Exclusion Period:

We will not provide benefits for services, supplies or charges for any pre-existing condition for the time period specified below (subject to HIPAA portability requirements and excludes Members under age 19):

##### 12 months after the member's enrollment date

A pre-existing condition is a condition (mental or physical) which was present and for which medical advice, diagnosis, care or treatment was recommended or received within the 6 month period ending on the member's enrollment date. Pregnancy and domestic violence are not considered a pre-existing condition. Genetic information may not be used as a condition in the absence of a diagnosis.

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# Your Summary of Benefits

## Monroe County Public Library Blue Access® for Health Savings Accounts Option H07 Rx Option 5 Effective 1/01/2012

Covered Benefits	Network	Non-Network
<b>Deductible</b> Family coverage requires the family deductible to be met before coinsurance applies. The single deductible does not apply to family coverage.	Single: \$5,000 Family: \$10,000	Single: \$10,000 Family: \$20,000
<b>Out-of-Pocket Limit</b>	Single: \$5,950 Family: \$11,900	Single: \$20,000 Family: \$40,000
<b>Physician Home and Office Services</b> <ul style="list-style-type: none"> <li>Including Office Surgeries, allergy serum, allergy injections and allergy testing</li> </ul>	0%	30%
<b>Preventive Care Services</b> Services include but are not limited to: Routine Exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Routine Vision and Hearing exams <ul style="list-style-type: none"> <li>Physician Home and Office Visits</li> <li>Other Outpatient Services @ Hospital/Alternative Care Facility</li> </ul>	NCS	30%
<b>Emergency and Urgent Care</b> <ul style="list-style-type: none"> <li>Emergency Room Services (facility/other covered services) (copayment waived if admitted)</li> <li>Urgent Care Center Services</li> </ul>	0%	0%
<b>Inpatient and Outpatient Professional Services</b> Include but are not limited to: <ul style="list-style-type: none"> <li>Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams</li> </ul>	0%	30%
<b>Inpatient Facility Services (Network/Non-Network combined)</b> Unlimited days except for: <ul style="list-style-type: none"> <li>60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis)</li> <li>90 days for skilled nursing facility</li> </ul>	0%	30%
<b>Outpatient Surgery Hospital/Alternative Care Facility</b> <ul style="list-style-type: none"> <li>Surgery and administration of general anesthesia</li> </ul>	0%	30%
Blue 6.0		



# Your Summary of Benefits

Covered Benefits	Network	Non-Network
<b>Other Outpatient Services</b> (Network/Non-network combined) including but not limited to: <ul style="list-style-type: none"> <li>Non Surgical Outpatient Services For example: MRIs, C-Scans, Chemotherapy, Ultrasounds and other diagnostic outpatient services.</li> <li>Home Care Services 100 visits (excludes IV Therapy)</li> <li>Durable Medical Equipment and Orthotics (excluding Prosthetic Devices, Limbs and Medical Supplies)</li> <li>Prosthetic Devices</li> <li>Prosthetic Limbs</li> <li>Physical Medicine Therapy Day Rehabilitation programs</li> <li>Hospice Care</li> <li>Ambulance Services</li> </ul>	0%	30%
<b>Accidental Dental Services</b> \$3,000 limit (Network and Non-network combined)	0%	30%
<b>Outpatient Therapy Services</b> (Combined Network & Non-Network limits apply) <ul style="list-style-type: none"> <li>Physician Home and Office Visits</li> <li>Other Outpatient Services @ Hospital/Alternative Care Facility</li> </ul> Limits apply to: <ul style="list-style-type: none"> <li>Physical therapy: 20 visits</li> <li>Occupational therapy: 20 visits</li> <li>Manipulation therapy: 12 visits</li> <li>Speech therapy: 20 visits</li> <li>Cardiac Rehabilitation: 36 visits</li> <li>Pulmonary Rehabilitation: 20 visits</li> </ul>	0% 0%	30% 30%
<b>Behavioral Health Service</b> <b>Mental Illness and Substance Abuse<sup>1</sup>:</b> <ul style="list-style-type: none"> <li>Inpatient Facility Services</li> <li>Inpatient Professional Services</li> <li>Physician Home and Office Visits (PCP/SCP)</li> <li>Other Outpatient Services, Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional.</li> </ul>	0%	30%
<b>Human Organ and Tissue Transplants</b> <ul style="list-style-type: none"> <li>Acquisition and transplant procedures, harvest and storage.</li> </ul>	0%	30%

# Your Summary of Benefits

Covered Benefits	Network	Non-Network
<b>Prescription Drugs</b> <ul style="list-style-type: none"> <li>• <b>Network Retail Pharmacies:</b> (30-day supply) Includes diabetic test strip</li> <li>• <b>Home Delivery Service:</b> (90-day supply) Includes diabetic test strip</li> </ul> Specialty medications are limited up to a 30 day supply regardless of whether they are retail or mail service.  Medicare Rx - Wrap	Medical deductible applies before copayments. \$10/\$30/\$60/25% w \$200 maximum.  \$10/\$75/\$180/25% w \$200 maximum.	50% <sup>2</sup> min \$60 <sup>2</sup>  Not covered
<b>Lifetime Maximum</b>	Unlimited	Unlimited

#### Notes:

- All deductibles and coinsurance apply toward the out-of-pocket maximum including prescription drugs. (Excludes Non-network Human Organ and Tissue Transplants).
- Deductible(s) apply to covered services listed with a percentage (%) coinsurance including 0%.
- Deductible applies to all prescription drug expenses. Once the deductible is met the appropriate copayment/coinsurance applies.
- Network and non-network deductibles, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent age: to end of the month which the child attains age 26
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- Benefit period = calendar year
- Prosthetics Limbs are unlimited and do not apply to the Plan Lifetime Maximum.<sup>4</sup>
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
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#### Precertification:

Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

#### Pre-existing Exclusion Period:

We will not provide benefits for services, supplies or charges for any pre-existing condition for the time period specified below (subject to HIPAA portability requirements and excludes Members under age 19):

##### 12 months after the member's enrollment date

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## Attachment F: Guardian Dental Premiums

### Monroe County Public Library

#### Dental Care Premium Contributions for Year 2013

Coverage Type and Employee Status	Dental			
	CONTRIBUTIONS			
	Employee		Library	
Employee Only	Annual	Biweekly	Annual	Bi-weekly
37.5 Hr/Week FT	\$31.66	\$1.22	\$316.94	\$12.19
30 Hr/Week/PT	\$95.05	\$3.66	\$253.55	\$9.75
25 Hr/Week/PT	\$137.31	\$5.28	\$211.29	\$8.13
20 Hr/Week/PT	\$179.57	\$6.91	\$169.03	\$6.50
<b>EE/Child(ren)</b>				
37.5 Hr/Week FT	\$381.73	\$14.68	\$378.71	\$14.57
30 Hr/Week/PT	\$457.47	\$17.59	\$302.97	\$11.65
25 Hr/Week/PT	\$507.96	\$19.54	\$252.48	\$9.71
20 Hr/Week/PT	\$558.46	\$21.48	\$201.98	\$7.77
<b>EE/Spouse</b>				
37.5 Hr/Week FT	\$348.98	\$13.42	\$372.94	\$14.34
30 Hr/Week/PT	\$423.57	\$16.29	\$298.35	\$11.47
25 Hr/Week/PT	\$473.30	\$18.20	\$248.62	\$9.56
20 Hr/Week/PT	\$523.02	\$20.12	\$198.90	\$7.65
<b>Family</b>				
37.5 Hr/Week FT	\$733.83	\$28.22	\$440.85	\$16.96
30 Hr/Week/PT	\$822.00	\$31.62	\$352.68	\$13.56
25 Hr/Week/PT	\$880.78	\$33.88	\$293.90	\$11.30
20 Hr/Week/PT	\$939.56	\$36.14	\$235.12	\$9.04

In this option, the Library contributes an equal amount to each full-time employee  
 Part-time contributions are calculated based on the percentage of time worked  
 (20 hrs. = 53%; 25hrs. = 66%; 30hrs. = 80%).

*\*The Library contributes 15% of Family/Spouse/Children premiums for full-time employees.*

	2013	<u>Difference</u>
	<u>Total Premium</u>	<u>Premium</u>
Employee Only	348.60	-
EE/Child(ren)	760.44	411.84
EE/Spouse	721.92	373.32
Family	1,174.68	826.08



**Monroe County Public Library**

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**Anthem Vision Premiums for Year 2013 - Voluntary/Employee Paid**

	<b>Annual Rate</b>	<b>Monthly Rate</b>	<b>Bi-Weekly Rate</b>
Employee Only	\$111.12	\$9.26	\$4.27
Employee/Children	\$190.68	\$15.89	\$7.33
Employee/Spouse	\$187.08	\$15.59	\$7.20
Employee/Family	\$301.92	\$25.16	\$11.61

## Attachment J: Employee Insurance Benefit Cost, 2013 compared with 2012

<i>Group Plan Insurance</i>	<i>2013 Combined</i>	<i>2013 Oper. Fund</i>	<i>2013 CATS estimate</i>	<i>2013 Employee W/H estimate</i>	<i>2012 Combined</i>	<i>2012 Oper. Fund</i>	<i>2012 CATS</i>	<i>2012 Employee W/H</i>
<b><u>Health Ins. *</u></b>								
PPO - 500	263,049.72				263,049.72			
H.S.A. buy up (mid)	152,709.48				152,709.48			
H.S.A. core (low)	280,657.68				280,657.68			
	<u>696,416.88</u>				<u>696,416.88</u>			
H.S.A. Contributions	47,500.00				47,500.00			
Clinic 12,180 per qtr	48,720.00				48,720.00			
Total Anthem and Clinic	<u>792,636.88</u>	580,836.88	66,000.00	145,800.00	<u>792,636.88</u>	580,836.88	66,000.00	145,800.00
Percent Increase	0%	0%	0%	0%				
<b><u>Dental</u></b>								
Guardian	42,357.00	28,379.40		13,977.60	37,819.00	25,339.00		12,480.00
Percent Increase	12.0%	12.0%		12.0%				
Term Life Ins - Guardian	10,189.00	10,189.00			10,189.00	10,189.00		
Accidental D & D	1,568.00	1,568.00			1,568.00	1,568.00		
Long Term Disability	5,588.00	5,588.00			5,588.00	5,588.00		
<b><u>Life, ADD and LTD combined</u></b>	<u>17,345.00</u>	<u>17,345.00</u>			<u>17,345.00</u>	<u>17,345.00</u>		
<b>Total Estimated ER contribution</b>		626,561.28	66,000.00	159,777.60		623,520.88	66,000.00	158,280.00
Percent Increase		0.5%	0.0%	0.9%				
Budget**		725,756.00	70,000.00			608,875.00	66,000.00	

\* Based on same # employees participating in same plan options as 2012.

\*\* Based on May 2012 estimate of 10% increase and including \$30,000 contingency for additional employees enrolling in coverage.