

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

**Wednesday, December 19, 2012  
Meeting Room 1B**

**AGENDA**

1. Call to Order – Kari Isaacson, President
2. Consent Agenda – action item – Sara Laughlin
  - a. Minutes of November 14, 2012 Board Meeting (page 1-4)
  - b. Minutes of December 12, 2012 Work Session (page 5-7)
  - c. Minutes of December 12, 2012 Executive Session (page 8)
  - d. Monthly Bills for Payment (page 9-15)
  - e. Monthly Financial Report (page 16-41)
  - f. Personnel Report (page 42-44)
  - g. 2013 Board Meetings Calendar (page 45)
3. Director’s Monthly Report (page 46-64) – Sara Laughlin
4. Old Business
5. New Business – action items
  - a. 2013 Library Fee Schedule (page 65) – Gary Lettelleir
  - b. Resolution to Permit Transfer from LIRF to Operating Fund (page 66) – Gary Lettelleir
  - c. 2013-2017 Strategic Plan (page 67-90) – Sara Laughlin
  - d. 2013-2015 Technology Plan (page 91-118) – Ned Baugh
  - e. 2013 Pay Schedule, Salary Schedule, and Library Closing Schedule (page 119-122) – Kyle Wickemeyer-Hardy
  - f. Resolution to Set 2013 Salary for Library Director (page 123) – Kari Isaacson
  - g. CATS 2013 Contracts with City of Bloomington, Monroe County, and Town of Ellettsville (page 124-138) – Michael White
6. Public Comment
7. Adjournment

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
BOARD MEETING  
Wednesday, November 14, 2012  
5:45 p.m.  
Meeting Room 1B**

**MINUTES**

Trustees in Attendance:

Kari Isaacson, Melissa Pogue, Valerie Merriam, Steve Moberly, John Walsh.

Absent: David Ferguson, Fred Risinger

Others in Attendance:

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

**Call to Order**

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

Kari asked the Board if there was any objection to moving Susie Johnson to number one on the Agenda. The Board approved move.

**Old Business**

- a. Update on City Parking Proposal – Susie Johnson, Director of Public Works, City of Bloomington

Susie Johnson, Director of Public Works, City of Bloomington, addressed the Board regarding the proposal to install parking meters in the downtown area. She explained the City brought in Walker Parking Consultants in 2007 to do a study on how to manage limited parking resources. The City has followed all of their recommendations.

One recommendation in 2007 that the City has not taken up was the installation of parking meters on 1,200 downtown parking spaces. Susie stated the City is now ready to consider this recommendation. Currently on-street parking is not properly managed, and the City and consultants believe that monetizing on-street parking will result in higher turnover and not hurt downtown business.

The money generated will pay for things the City is already doing and will help continue to provide downtown specialist who keeps city streets clean and pay for streetscaping. The City is considering adding a shuttle that would allow employees or visitors to ride from parking garages to destinations downtown.

Susie stated that there has been a lot of opposition to the meters and the City is open to receiving any suggestions or concerns from stakeholders.

Steve Moberly expressed his concern and that of the Board that paid parking meters will discourage patrons from using library. Susie stated that she understands the Board's concern, but that it is her understanding that our patrons right now have a problem with parking. Meters will help manage spaces more effectively to free up spaces for library patrons.

Steve also asked if the City would be amenable to not having paid parking around the library and Susie's response was that this would be a disaster and that parking spaces would never be available.

Valerie Merriam inquired if the new hotels in the downtown area would provide adequate parking for their needs and if the neighborhood residential parking stickers would remain the same. Susie stated that north of the library is a neighborhood parking zone and this will not change. Meters will go from Third Street to 11<sup>th</sup> St and from Indiana to Rogers, with the exception of the residential parking spaces.

Valerie also asked if the city planned on redoing sidewalks where meters are so they are truly accessible to individuals who use wheelchairs, walkers, or strollers. Susie responded that this was one of the things for which the revenue from the meters could be used.

Valerie brought up a point that everyone has access to library, including those who are low income, homeless, or elderly, and she is concerned how this will affect patrons coming to programs. The Library is in the process of completing a strategic plan; at the Future Search conference in May, no one from City mentioned this proposal. She felt the Library was blindsided by this proposal and feels that this is a "done deal" with the City.

Susie acknowledged Valerie's concerns and stated that the City Council must hear the proposal and approve it. She said the purpose of the input period was for the City to hear how the proposal could be made more beneficial.

John Walsh asked if the City had decided what the hours the paid parking would be enforced. Susie responded that they were still getting feedback on this issue. John shared that it would be nice to have some time, such as nights and weekends, where people could come to the library without paying.

Kari agreed that it would be nice to not have paid parking at night. She asked if there would be a place where people could park and take the shuttle and not have to pay.

Susie stated that the City doesn't know if a shuttle would be funded or what routes the shuttle might take.

Kari asked if the Mayor was taking comments or how the Board could present their concerns. Susie stated that she was to whom to send concerns/recommendations, and the Mayor would be happy to receive emails.

Melissa asked if Susie knew the time frame of this proposal and Susie stated that they hoped to have something to the City Council by the first of the year.

Sara asked for Susie's recommendations on managing the 38 parking spaces in the library parking lot, which would become the only free parking downtown. Susie's recommendation was to put a gate on the lot and have a library card open the gate.

Sara also shared that the Library has employee spaces that cost \$30,000 per year. The Library also has 60 employees who don't participate because they come at "after hours" times. Sara expressed her hope that metering would end at 5 p.m.

### **Consent Agenda**

- a. Minutes of October 24, 2012 Board meeting
- b. Minutes of November 7, 2012 Work Session
- c. Monthly Bills for Payment
- d. Monthly Financial Report
- e. Personnel Report
- f. 2012 Board calendar

Steve Moberly asked if the check to Singer Group for \$4,000 was the last payment. Sara stated that there will be one more session in early January. Kari asked about the purchase of two more self check units and Sara explained that we were changing old ones out for newer models.

John Walsh moved to approve the Consent Agenda; seconded by Valerie Merriam; unanimously approved.

### **Director's Monthly Report; Quarterly Report for July – September 2012; Google Analytics**

Sara pointed out that Valerie noticed in the Quarterly Report that there were differences in technology use statistics and Sara indicated she will change numbers to reflect the correct statistics.

Sara also mentioned that she included charts in the report in response to the earlier questions about web site use by Dave Ferguson and Valerie Merriam.

### **New Business**

- a. 2013 Employee Insurance

Kyle Wickemeyer-Hardy presented the 2013 Employee Insurance proposal and reported that we were received no – 0% - increase in health insurance quote from Anthem. She asked the Board to approve the 2013 Health insurance program with Anthem, continue to participate in the Monroe County Clinic with no increased cost, continue vision, dental, life, and accidental death/dismemberment coverage with Guardian. The library will also offer employee-paid options for employees working over 20 hours per week.

Steve Moberly asked about the cost of the 15% for spouse, child. Sara and Gary responded that the number was an estimate based on 2012 enrollment. Employees could add, change, or reduce coverage, so it is impossible in advance of enrollment to cite a firm cost. The library has paid 15% of policies covering spouse only, children only, or families for several years; this proposal represents no change.

John Walsh asked whether there were plans for the funds budgeted for an anticipated increase in health insurance costs. Sara and Kyle reported that they are working on a proposal regarding the sick bank. They hope to bring a proposal to the December meeting.

Kyle also reported that there was an increase in dental insurance. JA Benefits was able to reduce the increase to 12% by adding \$25 annual deductible to the plan.

John Walsh moved to approve the 2013 Employee Insurance proposal as presented; seconded by Steve Moberly; unanimously approved.

**Public Comment**

None

**Adjournment**

Kari adjourned the meeting at 6:46 p.m. An Executive Session followed the meeting.

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

**Wednesday, December 12, 2012  
5:45 p.m.  
Meeting Room 1B**

**MINUTES**

Trustees in Attendance:

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

Absent: David Ferguson.

Others in Attendance:

Sara Laughlin, Marilyn Wood, Gary Lettelleir, Kyle Wickemeyer-Hardy, Michael White, Tom Bunger, Ned Baugh, Martin O'Neill, Bara Swinson, Rita Lichtenberg.

**Call to Order**

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

**New Business**

***2013 Board Meetings Calendar***

Sara reported that the January sessions in 2013 have been moved back to the regular second and third Wednesdays. The sessions in March are a week later due to spring break. October sessions are back to normal second and third Wednesdays also.

***General Obligation Bond***

Gary informed the Board that a \$1.8 million dollar bond was sold on December 6. The interest rate to be paid by the Library is 0.86% which amounts to \$28,000 over three years, substantially less than the \$111,000 estimate.

Steve Moberly asked how many bidders there were. Gary reported there were four. Sara shared that the highest bid was 1.6%.

Tom Bunger reported that everything is in order with the documents and that some signatures may be required next week.

### ***2013 Library Fee Schedule***

The Fee Schedule has not changed since it was reviewed in the summer. The library is currently test driving two new scanners for the public. A fee for use of the color copy capability on the scanner may be added to the Fee Schedule if the decision is made to purchase them. Marilyn Wood shared that the scanner scans book or documents and you can save to a thumb drive, email, or fax. The fax capability is not yet enabled.

Kari Isaacson asked about meeting room charges not being on the Fee Schedule. Steve asked if the library still sold floppy discs. Gary will remove floppy discs and add meeting room charges and include a revised version in the Board meeting packet.

### ***Resolution to Permit Transfer from LIRF to Operating Fund***

Gary presented the resolution to permit transfer from LIRF to Operating Fund as a temporary measure if the final tax settlement is not received by year end. Gary shared that we have received an advance and it is doubtful that we will need to borrow from LIRF. We would like to have the resolution in place in case of emergency.

### ***Resolution to Encumber 2012 Funds***

This resolution allows us to pay for items in 2013 with funds from 2012 budget. The \$35,000 payable to Singer Group is for the final session of the leadership series. Two scan stations are going through a trial period at this point; if the decision is made to purchase, we will pay for them in 2013. Two computers that have been ordered will be paid after first of the year.

Valerie Merriam pointed out that the maintenance fee in the Purchase Agreement on scanners seemed high. Gary agreed that it did seem high. Valerie also asked if the Library would charge for use of the scanner. Marilyn reported that we would not. Marilyn also stated that the scanners may become replacements for the Library photocopiers. John Walsh asked if the maintenance fee was in line with what we would pay on photocopier and Gary stated that it is much higher. Gary will gather additional information.

### ***2013-2017 Strategic Plan***

Sara presented a summary of the 2013-2017 Strategic Plan. Valerie shared that it was informative to be able to participate in the planning process and fun to watch the groups come together. She found it encouraging overall to see kind of commitment and love of the library and appreciated being a part of it.

### ***2013-2015 Technology Plan***

Ned Baugh presented the recommended 2013-15 Technology Plan for the library which is on the same approval schedule as the Strategic Plan and supports it. He reported on achievements during the last planning period and the assessment of the Library's technology needs identified

during a recent audit. Goals, budgets, and timeframes are outlined in the plan document in the Board packet.

### ***2013 Pay Schedule, Salary Schedule, and Library Closing Schedule***

Kyle presented the 2013 pay schedule, salary schedule and library closing schedule. The salary schedule includes a 1% cost-of-living increase to help the library keep up with the market. In addition, she requested a 1% incremental increase. Current employees will see a total 2% increase. She proposed continuing the same holiday schedule, with dates adjusted for 2013.

### ***CATS 2013 Contracts - City of Bloomington, Monroe County, and Town of Ellettsville***

Michael noted that contracts with the County and Town of Ellettsville were included in the packet and the City's would arrive the following day. All three include a 3% increase over 2012 levels.

Valerie brought up a concern about the non-discrimination wordage in the Monroe County contract and the fact that it has not been changed over the years. She asked whose responsibility it was to change language. Michael stated he would contact them to change language.

Valerie shared another concern about the non-partisan programming language. She stated that she understood the philosophy behind it, but she is a League of Women Voters member and is very concerned that individuals can agree to a program and then pull out leaving no recourse. Michael stated that he shared her concern but that CATS is not required to provide equal time since it is not regulated by the Federal Communications Commission. CATS will offer equal opportunity to all parties.

John Walsh asked if CATS would still broadcast if someone dropped out at last minute. Michael replied that if the sponsoring group (The League, for example) decides to carry on with the event, then CATS would broadcast. Tom Bunger confirmed Michael's interpretation of the meaning of the language in the contract. Steve Moberly stated that he felt it was not the library's or CATS' problem, but a League of Women Voters problem constrained by their national guidelines.

### **Public Comment**

None

### **Adjournment**

Kari adjourned the meeting at 7:00 p.m. and reminded Board members of the Executive Session following.



**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Executive Session  
Wednesday, December 12, 2012**

**MINUTES**

Present: Kari Isaacson, Valerie Merriam, Stephen Moberly,  
Melissa Pogue, Fred Risinger, John Walsh

Also attending: Kyle Wickemeyer-Hardy

Kari Isaacson called the Executive Session to order immediately following the Board Work Session at 7:10.

The Board discussed a job performance evaluation of an individual employee, as provided in IC 5-14-1.5-6.1(9).

The session was adjourned at 7:30.

## Financial Report Comments

Reports as of 11-30-12  
Board Meeting Date 12/19/12

### Monthly Budget Report:

The guideline for the portion of the annual budget spent after eleven months is 91.67%. The actual operating fund spending is 86% of the annual total budget.

Salaries – There were 3 pay dates in November so the monthly figure for 2012 is about \$433,000 compared to last year which was about \$274,000.

Employer paid Insurance (1240) – The monthly amount (\$58,128) is more than last year's (\$1,476) because of the timing of last year's Anthem payment. The November 2011 premium was paid in October.

Circulation supplies 2250 – We are at about \$31,000 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:

Maintenance Contracts (3150)– The monthly amount for 2012 is \$47,670 compared to \$2,422 last year. The big payment this month was the annual maintenance on the self check and RFID equipment.

Computer Services (3160) - Last year we paid about \$48,000 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 a decrease this year of about \$18,000.

Collection Services (3175) Decrease of about \$28,000 this year. The fees 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 \$69,500 this year compared to about \$59,000 last year. The encumbered continuing education line spending is \$13,000 and it is the main reason for the increase.

Utilities - \$285,000 compared to \$267,000 last year. The water bill is about \$26,000 for the year compared to about \$15,000 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 \$60,000 compared to about \$30,000 last year. Most of the increase is related to the energy audit (\$36,166) which was encumbered.

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

MONROE COUNTY PUBLIC LIBRARY

\*Check Summary Register©

November 09, 2012 to December 11, 2012

Name	Check Date	Check Amt
<b>06500 FIFTH THIRD CHECKING</b>		
Paid Chk# 003352 ACTIVATE HEALTHCARE	11/15/2012	\$12,075.00 CLINIC COST/4TH QTR. '12
Paid Chk# 003353 AMERICAN INBOUND	11/15/2012	\$9.85 PAGER
Paid Chk# 003354 AT&T (IL)	11/15/2012	\$295.62 4 DEDICATED LINES
Paid Chk# 003355 BANCTEC INC.	11/15/2012	\$30.90 MONTHLY MAINT. ON FOLDER
Paid Chk# 003356 CHRISTINE EYKHOLT FRIESEL	11/15/2012	\$40.00 CONF. REGISTRATION/NONPROFIT T
Paid Chk# 003357 CITY OF BLOOMINGTON	11/15/2012	\$1,495.91 WATER & SEWER
Paid Chk# 003358 GERALD ALBERS	11/15/2012	\$26.00 REISSUED LOST CK #3156
Paid Chk# 003359 JENNIFER L. HUFF	11/15/2012	\$51.86 REFUND ON LOST ITEMS
Paid Chk# 003360 JERALD W. JAMES	11/15/2012	\$400.00 IT'S YOUR MONEY/FINRA GRANT
Paid Chk# 003361 MIDWEST PRESORT SERVICE	11/15/2012	\$465.86 POSTAGE SERVICE
Paid Chk# 003362 OCLC, INC.	11/15/2012	\$3,336.03 MONTHLY OCLC
Paid Chk# 003363 SMITHVILLE COMMUNICATIONS,	11/15/2012	\$245.88 TELEPHONE
Paid Chk# 003364 SOPHIA R. CHILDERS	11/15/2012	\$29.95 REFUND ON LOST ITEM
Paid Chk# 003365 JPMORGAN CHASE BANK, NA	11/16/2012	\$2,255.97 VARIOUS
Paid Chk# 003366 MIDWEST PRESORT SERVICE	11/16/2012	\$335.71 POSTAGE SERVICE
Paid Chk# 003367 WEX BANK	11/16/2012	\$0.00 FUEL (VOID CK)
Paid Chk# 003368 AMERICAN UNITED LIFE INS. CO.	11/26/2012	\$1,330.00 403b TSA-AUL W/H
Paid Chk# 003369 APPALSEED PRODUCTIONS	11/26/2012	\$1,000.00 FD/CHILDREN/PERFORMANCE
Paid Chk# 003370 AT&T (OK)	11/26/2012	\$68.61 LONG-DISTANCE CALLS
Paid Chk# 003371 DEPARTMENT OF HOMELAND	11/26/2012	\$480.00 ELEVATOR PERMITS
Paid Chk# 003372 IBJ CORP.	11/26/2012	\$240.92 PUBLIC NOTICE/GO BONDS
Paid Chk# 003373 REBECCA LITRELL	11/26/2012	\$30.38 REFUND ON LOST ITEM
Paid Chk# 003374 SARA LAUGHLIN	11/26/2012	\$188.76 REIMBURSEMENT/ADOLPLI MTG.
Paid Chk# 003375 TASC	11/26/2012	\$714.29 FSA & COBRA QTRLY SERVICE
Paid Chk# 003376 VERIZON WIRELESS	11/26/2012	\$188.29 CELL PHONES
Paid Chk# 003377 WEX BANK	11/26/2012	\$38.09 FUEL
Paid Chk# 003378 AT&T (IL)	11/29/2012	\$1,316.95 PHONE CALLS
Paid Chk# 003379 AT&T MOBILITY	11/29/2012	\$249.11 CELL PHONES
Paid Chk# 003380 CITGO	11/29/2012	\$535.99 FUEL
Paid Chk# 003381 CORRINA CAMPBELL	11/29/2012	\$29.98 REFUND ON LOST ITEM
Paid Chk# 003382 DAVID WALTER	11/29/2012	\$75.00 ZONE 4 PARKING PERMIT
Paid Chk# 003383 DUKE ENERGY	11/29/2012	\$1,203.78 ELECTRICITY
Paid Chk# 003384 MIDWEST PRESORT SERVICE	11/29/2012	\$352.37 POSTAGE SERVICES
Paid Chk# 003385 VECTREN ENERGY DELIVERY	11/29/2012	\$156.54 NATURAL GAS
Paid Chk# 003386 AFSCME COUNCIL 62	12/5/2012	\$1,227.78 UNION DUES W/H
Paid Chk# 003387 AMERICAN UNITED LIFE INS. CO.	12/5/2012	\$1,549.74 403b TSA-AUL
Paid Chk# 003388 ANTHEM BLUE CROSS BLUE	12/5/2012	\$58,893.02 HEALTH INS. - DEC.'12
Paid Chk# 003389 BETHANY TERRY	12/5/2012	\$341.10 FD/VITAL FOOD
Paid Chk# 003390 BRENDA SEIBEL	12/5/2012	\$51.87 LUNCH&LEARN APPLES-ACHIEVE GRA
Paid Chk# 003391 COLONIAL LIFE	12/5/2012	\$497.73 INSURANCE POST-TAX W/H
Paid Chk# 003392 ELIZABETH A. SCHECTER	12/5/2012	\$29.95 REFUND ON LOST ITEM
Paid Chk# 003393 ELLETTSVILLE UTILITIES	12/5/2012	\$243.19 WATER & SEWER
Paid Chk# 003394 GABRIELA A. JOHNSON	12/5/2012	\$50.00 FD/CHILD/PROGRAM
Paid Chk# 003395 GEGRB/AMAZON	12/5/2012	\$3,188.45 BOOKS
Paid Chk# 003396 GLHEC	12/5/2012	\$301.20 GARNISHMENT W/H
Paid Chk# 003397 GUARDIAN LIFE INS. CO.	12/5/2012	\$5,656.69 DENTAL, VISION, & LIFE INS.-DEC.'12
Paid Chk# 003398 IAFF LOCAL 586	12/5/2012	\$60.00 OSHA TRAINING
Paid Chk# 003399 IU HEALTH BLOOMINGTON OCC	12/5/2012	\$160.00 OH AUDIOGRAM SERVICE
Paid Chk# 003400 JACOB TAYLOR	12/5/2012	\$50.00 FD/CHILD/PROGRAM
Paid Chk# 003401 JERALD W. JAMES	12/5/2012	\$200.00 TALK TO AN EXPERT/FINRA GRANT
Paid Chk# 003402 JOSH CASWELL	12/5/2012	\$37.50 1/2 OF ZONE 4 PARKING PERMIT
Paid Chk# 003403 JULIE KINSER	12/5/2012	\$27.81 MILEAGE REIMBURSEMENT
Paid Chk# 003404 LEGAL SHIELD	12/5/2012	\$71.76 PRE-PAID LEGAL W/H
Paid Chk# 003405 LISA CHAMPELLI	12/5/2012	\$30.72 FD/CHILD/SPLS

**MONROE COUNTY PUBLIC LIBRARY**

**\*Check Summary Register©**

November 09, 2012 to December 11, 2012

Name	Check Date	Check Amt	
Paid Chk# 003406 LISA D. BRUNS	12/5/2012	\$200.00	FD/CHILD/PROGRAMS
Paid Chk# 003407 MIDWEST PRESORT SERVICE	12/5/2012	\$199.14	POSTAGE SERVICE
Paid Chk# 003408 MONROE COUNTY YMCA	12/5/2012	\$182.76	YMCA W/H
Paid Chk# 003409 OFFICE DEPOT, INC.	12/5/2012	\$5,739.82	18 - 9000 SERIES CHAIRS
Paid Chk# 003410 REPUBLIC SERVICES #694	12/5/2012	\$1,270.52	TRASH REMOVAL
Paid Chk# 003411 RUTH GREEN	12/5/2012	\$20.94	APPLES/ACHIEVE GRANT/LUNCH&LEA
Paid Chk# 003412 SARAH BOWMAN	12/5/2012	\$81.46	FD/ADULT SPLS & REFRESHMENTS
Paid Chk# 003413 SMITHVILLE	12/5/2012	\$1,425.00	MONTHLY INTERNET SERVICE
Paid Chk# 003414 UNITED WAY	12/5/2012	\$177.00	UNITED WAY W/H
Paid Chk# 003415 UNIVENTURE	12/5/2012	\$342.70	CATALOGING SPLS A/V
Paid Chk# 003416 YP	12/5/2012	\$170.00	PHONE LISTINGS
Paid Chk# 003417 ADP, INC.	12/11/2012	\$298.19	BACKGROUND CHECKS
Paid Chk# 003418 ALL-PHASE ELECTRIC SUPPLY	12/11/2012	\$107.95	LIGHT BULBS
Paid Chk# 003419 AMERICAN LIBRARY	12/11/2012	\$54.90	BOOKMARKS
Paid Chk# 003420 AUDIOGO	12/11/2012	\$200.14	BOOKS
Paid Chk# 003421 AVCAFE	12/11/2012	\$254.23	NONPRINT
Paid Chk# 003422 BAKER & TAYLOR BOOKS	12/11/2012	\$22,477.50	BOOKS
Paid Chk# 003423 BANCTEC INC.	12/11/2012	\$30.90	FOLDER MONTHLY MAINT.
Paid Chk# 003424 CDW GOVERNMENT, INC.	12/11/2012	\$226.93	FD/TRANING MAT'LS
Paid Chk# 003425 CENTER POINT LARGE PRINT	12/11/2012	\$214.50	BOOKS
Paid Chk# 003426 CINTAS CORPORATION	12/11/2012	\$775.20	FIRST-AID SPLS
Paid Chk# 003427 CNAM	12/11/2012	\$170.00	NONPRINT
Paid Chk# 003428 DATA MEDIA PRODUCTS, INC.	12/11/2012	\$6,775.41	VIDEOTAPE
Paid Chk# 003429 DEMCO, INC.	12/11/2012	\$2,316.32	CATALOGING & OFFICE SPLS
Paid Chk# 003430 DOOR EQUIPMENT CO. OF IN, IN	12/11/2012	\$2,520.00	SLIDER DOORS REPAIR
Paid Chk# 003431 DOWNTOWN BLOOMINGTON, IN	12/11/2012	\$150.00	2013 DUES
Paid Chk# 003432 EBSCO	12/11/2012	\$40,426.89	PERIODICALS
Paid Chk# 003433 ELLETTTSVILLE TRUE VALUE	12/11/2012	\$9.88	CLEANING SPLS
Paid Chk# 003434 ENVIRONMENTS, INC.	12/11/2012	\$17.00	NONPRINT
Paid Chk# 003435 FEDEX OFFICE	12/11/2012	\$15.90	CIRC EVALUATION FORMS
Paid Chk# 003436 FINDAWAY WORLD, LLC	12/11/2012	\$2,602.54	NONPRINT
Paid Chk# 003437 FREEDOM BUSINESS SOLUTION	12/11/2012	\$5,657.36	CARTRIDGES & PRINTERS
Paid Chk# 003438 GALE	12/11/2012	\$2,424.28	BOOKS
Paid Chk# 003439 GAYLORD BROS., INC.	12/11/2012	\$220.58	OFFICE SPLS
Paid Chk# 003440 GENEALOGICAL PUBLISHING	12/11/2012	\$396.45	BOOKS
Paid Chk# 003441 GRASS ROOTS PRESS	12/11/2012	\$387.45	BOOKS
Paid Chk# 003442 HFI MECHANICAL CONTRACTOR	12/11/2012	\$78.00	BLDG SERVICES/CERTIFIED BACKFLOW
Paid Chk# 003443 HP PRODUCTS	12/11/2012	\$4,045.83	CLEANING SPLS
Paid Chk# 003444 HPCS LIBRARY SERVICES, LLC	12/11/2012	\$304.49	CATALOGING SPLS/A-V
Paid Chk# 003445 INDIANA CHAMBER OF COMMER	12/11/2012	\$156.95	BOOKS
Paid Chk# 003446 INDIANA DEPARTMENT OF	12/11/2012	\$278.86	NOV. '12 UC EXPENSE
Paid Chk# 003447 INDIANA MAGAZINE OF HISTORY	12/11/2012	\$24.00	PERIODICALS
Paid Chk# 003448 J.F.J DISC REPAIR INC.	12/11/2012	\$37.28	CIRC. SPLS
Paid Chk# 003449 JANET A. PIERSON	12/11/2012	\$500.00	MATH TUTOR COORDINATOR
Paid Chk# 003450 JANWAY COMPANY USA, INC.	12/11/2012	\$474.03	MESH BAGS
Paid Chk# 003451 JIM GORDON, INC	12/11/2012	\$121.64	MONTHLY COPIER MAINT.
Paid Chk# 003452 KANSAS CITY CONSENSUS	12/11/2012	\$17,450.00	STAFF DAY SESSIONS & FINAL REPORT
Paid Chk# 003453 LEARNING TREASURES	12/11/2012	\$120.44	NONPRINT
Paid Chk# 003454 LIONS INTERNATIONAL	12/11/2012	\$157.00	400 PAIRS READING GLASSES
Paid Chk# 003455 LOWE'S	12/11/2012	\$321.31	BLDG SPLS
Paid Chk# 003456 MANGO LANGUAGES	12/11/2012	\$7,534.80	DATABASES
Paid Chk# 003457 MAXWELLS OFFICE PRODUCTS	12/11/2012	\$173.15	OFFICE SPLS
Paid Chk# 003458 MENARDS - BLOOMINGTON	12/11/2012	\$109.98	TRIPLE TROLLEY DOLLY
Paid Chk# 003459 MIDWEST TAPE	12/11/2012	\$15,450.38	NONPRINT
Paid Chk# 003460 MONROE COUNTY PUBLIC	12/11/2012	\$100,000.02	6 MOS. TRANSFER TO RAINY DAY

MONROE COUNTY PUBLIC LIBRARY

12/11/12 6:32 PM

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\*Check Summary Register©

November 09, 2012 to December 11, 2012

Name	Check Date	Check Amt
Paid Chk# 003461 NAPA AUTO PARTS	12/11/2012	\$32.57 FAN & GAUGE
Paid Chk# 003462 NEW READERS PRESS	12/11/2012	\$21.75 BOOKS
Paid Chk# 003463 NOLAN'S LAWN CARE SERVICE	12/11/2012	\$424.25 LAWN SERVICE
Paid Chk# 003464 OCLC, INC.	12/11/2012	\$3,195.02 MONTHLY OCLC SERVICE
Paid Chk# 003465 OVERDRIVE, INC.	12/11/2012	\$45,000.00 E-BOOKS
Paid Chk# 003466 POLARIS LIBRARY SYSTEMS, IN	12/11/2012	\$3,162.75 SUBSCRIPTION RENEWAL
Paid Chk# 003467 B,B & C POW PEST CONTROL,	12/11/2012	\$35.00 PEST CONTROL SERVICE
Paid Chk# 003468 PROLITERACY	12/11/2012	\$199.00 2013 RENEWAL/VITAL-GENERAL
Paid Chk# 003469 QUILL CORPORATION	12/11/2012	\$656.49 OFFICE SPLS
Paid Chk# 003470 RANDOM HOUSE, INC.	12/11/2012	\$206.15 NONPRINT
Paid Chk# 003471 RECORDED BOOKS, LLC	12/11/2012	\$651.60 NONPRINT
Paid Chk# 003472 SAM'S CLUB	12/11/2012	\$236.77 FD/VITAL REFRESHMENTS
Paid Chk# 003473 SCHOLASTIC LIBRARY PUBLISHI	12/11/2012	\$3,654.00 DATABASES
Paid Chk# 003474 SPENCER EVENING WORLD	12/11/2012	\$52.00 1 YEAR SUBSCRIPTION
Paid Chk# 003475 STANSIFER RADIO COMPANY IN	12/11/2012	\$542.17 VIDEO MAT'LS
Paid Chk# 003476 TANTOR MEDIA	12/11/2012	\$92.72 NONPRINT
Paid Chk# 003477 THE HERALD-TIMES, INC.	12/11/2012	\$1,948.80 NEWSPAPER SUBSCRIPTIONS
Paid Chk# 003478 THE MACEXPERIENCE	12/11/2012	\$2,303.00 HARD DRIVES, ADAPTER, CABLE, E
Paid Chk# 003479 THE NEW YORK TIMES	12/11/2012	\$2,402.40 1 YR. SUBSCRIPTION
Paid Chk# 003480 TMQ INC.	12/11/2012	\$295.00 A-V CATALOGING SPLS
Paid Chk# 003481 TOSHIBA BUSINESS SOLUTIONS	12/11/2012	\$162.90 DUPLICATING & OFFICE SPLS
Paid Chk# 003482 UNIQUE MANAGEMENT SERVICE	12/11/2012	\$2,040.60 COLLECTION AGENCY/CIRC.
Paid Chk# 003483 UPSTART	12/11/2012	\$54.46 SPLS
Paid Chk# 003484 WEST PAYMENT CENTER	12/11/2012	\$544.50 BOOKS
Paid Chk# 003485 WFHB	12/11/2012	\$2,500.00 4TH QTR. 12 WFHB/CATS NEWS PROG.
Paid Chk# 003486 WORLD BOOK DIRECT MARKETI	12/11/2012	\$36.90 BOOKS
<b>Total Checks</b>		<b>\$418,290.91</b>

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

Fifth Third Checking Account/Check Register Total	\$418,290.91
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (Nov. '12)	740.85
Fifth Third Checking-Monthly Service Charge (Nov. '12)	63.00
Add: Payrolls	
Vouchers 11/16/12 Payroll (ECI)	118,126.59
Electronic transfer (ECI) employee/employer taxes	41,414.35
Electronic transfer (ECI) employer & employee "HSA"	2,077.97
Electronic transfer 11/20/12 (TASC) employee "FSA"	383.45
Vouchers 11/30/12 Payroll (ECI)	120,674.31
Electronic transfer (ECI) employee/employer taxes	41,740.83
Electronic transfer (ECI) employee "HSA"	2,032.97
Electronic transfer 12/04/12 (TASC) employee "FSA"	383.45
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	\$745,928.68

**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 21557</p> <p>Purchase Order No. 0</p> <p>Terms</p> <p>Date Due</p>
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Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
10/30/2012		E001-007-33200 CONSTANTCONTACT/NEWSLETTER SUB.	\$15.00
10/9/2012		E001-016-21400 BEST BUY/PRINTER CARTRIDGES	\$59.97
10/15/2012		E020-016-23500 MARKERTEK-VIDEO MAT'LS	\$70.85
10/24/2012		E020-016-23500 MARKERTEK-VIDEO MAT'LS	\$334.85
10/31/2012		E020-016-23500 LCOM GLOBAL/VIDEO MAT'LS	\$21.93
10/31/2012		E020-016-23500 LCOM GLOBAL/VIDEO MAT'LS	\$111.89
11/1/2012		E020-016-23500 MARKERTEK-VIDEO MAT'LS	\$17.96
10/24/2012		E001-018-45100 HERFF JONES YEARBOOK/BOOKS	\$96.00
10/25/2012		E001-018-45100 WOWO PRESS/BOOKS	\$34.80
10/30/2012		E001-018-45300 AMAZON.COM/NONPRINT	\$44.88
10/12/2012		E001-011-32400 ILF/PRE-CONF. REFUND	(\$50.00)
10/16/2012		E001-011-21300 STAPLES/OFFICE SPLS	\$14.99
10/18/2012		E001-011-32400 ARTTEACHERN/ART & CRAFT WORKSHOP	\$59.00
10/25/2012		E001-011-32400 GREATER BLGTN/ED. FORUM	\$5.00
10/31/2012		E019-011-21350 JUSTFOR FUNFLAGS/LAPS SPLS	\$145.00
10/7/2012		E019-010-21350 KROGER/FD-ADULT REFRESHMENT	\$35.03
10/14/2012		E019-010-21350 KROGER/FD-ADULT REFRESHMENTS	\$10.38
10/30/2012		E019-010-21350 KROGER FD-ADULT SPLS/REFRESHMENTS	\$64.90
10/16/2012		E020-016-31600 DREAMHOST/CATS MNTHLY WEBSITE FEE	\$49.90
10/30/2012		E001-019-31600 HOOTSUITE/FACEBOOK MNTHLY FEE	\$9.99
10/10/2012		E001-005-31700 PAYFLOW/MNTHLY CC FEE	\$82.45
10/25/2012		E016-015-21350 STAPLES/KIT SPLS-WAHL GRANT	\$40.88
10/25/2012		E016-015-21350 LEARNING TREASURES/KIT SPLS-WAHL GRANT	\$15.00
10/25/2012		E019-004-21350 KROGER/FD-VOLUNTEER TREATS	\$19.99
10/26/2012		E019-015-21350 KROGER/FD-VITAL REFRESHMENTS	\$34.46
10/5/2012		E001-010-32300 LONE STAR/CONF. FOOD	\$20.31
10/5/2012		E001-010-32300 WYNDHAM HOTELS/CONF. HOTEL	\$543.08
10/5/2012		E001-010-32300 GOASIS ASHLAND/GASOLINE-CONF. EXP.	\$57.65
10/25/2012		E019-004-21350 MELTON'S ORCHARD/FD-VOLUNTEER TREATS	\$134.36
10/4/2012		E019-001-32400 ILF/TRUSTEE CONF. FEE	\$55.00
10/9/2012		E001-001-21300 STAPLES/OFFICE SPLS	\$100.47
<b>Total</b>			<b>\$2,255.97</b>

VOUCHER NO. 21557

WARRANT NO. *3365*

JPMORGAN CHASE BANK, NA

ALLOWED

IN THE SUM OF \$ \$2,255.97



MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF NOVEMBER 30, 2012

	2012 NOVEMBER	2011 NOVEMBER	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	20,052.93	7,259.72	118,123.42	164,792.01	83,486.77	46,668.59	71.7%	28.3%
1130 PROFESSIONAL/SUPERVISORS	57,954.92	37,587.51	458,543.34	495,966.80	424,183.22	37,423.46	92.5%	7.5%
1140 PROFESSIONAL ASSISTANTS	143,023.02	93,211.76	1,142,768.06	1,291,404.64	1,204,585.51	148,636.58	88.5%	11.5%
1150 SPECIALISTS & TECHNICIANS	95,623.78	59,028.66	741,844.11	824,581.94	674,327.04	82,737.83	90.0%	10.0%
1160 CLERICAL ASSISTANTS	47,624.29	32,547.20	379,962.11	455,807.47	381,031.90	75,845.36	83.4%	16.6%
1170 PAGES	26,744.44	18,555.82	221,616.16	268,544.64	208,760.71	46,928.48	82.5%	17.5%
1190 BUILDING MAINTENANCE	42,106.99	25,895.67	328,420.93	348,460.16	303,914.13	20,039.23	94.2%	5.8%
<b>TOTAL SALARIES</b>	<b>433,130.37</b>	<b>274,086.34</b>	<b>3,391,278.13</b>	<b>3,849,557.66</b>	<b>3,280,289.28</b>	<b>458,279.53</b>	<b>88.1%</b>	<b>11.9%</b>
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	25,476.36	16,124.84	199,610.33	239,860.56	193,789.20	40,250.23	83.2%	16.8%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
1230 EMPLOYER CONTRIBUTION/PERF	0.00	0.00	261,412.94	386,771.31	264,940.50	125,358.37	67.6%	32.4%
1235 EMPLOYEE/PERF	0.00	0.00	20,958.18	0.00	0.00	-20,958.18	#DIV/0!	#DIV/0!
1240 EMPLOYER CONT/INSURANCE	58,128.03	1,476.53	563,987.04	608,874.69	548,406.28	44,887.65	92.6%	7.4%
1250 EMPLOYER CONT/MEDICARE	5,958.18	3,771.16	46,683.13	56,691.03	45,310.18	10,007.90	82.3%	17.7%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>89,562.57</b>	<b>21,372.53</b>	<b>1,092,651.62</b>	<b>1,292,197.59</b>	<b>1,052,446.16</b>	<b>199,545.97</b>	<b>84.6%</b>	<b>15.4%</b>
OTHER WAGES								
1310 WORKSTUDY	2,004.15	0.00	4,734.88	4,300.00	2,961.29	-434.88	110.1%	-10.1%
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>2,004.15</b>	<b>0.00</b>	<b>5,068.31</b>	<b>9,300.00</b>	<b>11,829.02</b>	<b>4,231.69</b>	<b>54.5%</b>	<b>45.5%</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>524,697.09</b>	<b>295,458.87</b>	<b>4,488,998.06</b>	<b>5,151,055.25</b>	<b>4,344,564.46</b>	<b>662,057.19</b>	<b>87.1%</b>	<b>12.9%</b>
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
1004 MISCELLANEOUS UNAPPROPRIATED	0.00	216.77	0.00	0.00	1,461.72	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	321.52	255.32	7,339.29	21,300.00	10,018.93	13,960.71	34.5%	65.5%
2135 GENERAL SUPPLIES	3.19	0.00	153.81	0.00	0.00	-153.81	#DIV/0!	#DIV/0!
2140 DUPLICATING	2,042.49	2,501.84	25,849.08	24,100.00	25,984.41	-1,749.08	107.3%	-7.3%
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>2,367.20</b>	<b>2,973.93</b>	<b>34,313.84</b>	<b>49,160.00</b>	<b>39,379.89</b>	<b>14,846.16</b>	<b>69.8%</b>	<b>30.2%</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 NOVEMBER 30, 2012

	2012 NOVEMBER	2011 NOVEMBER	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	1,692.77	2,124.75	31,403.83	30,650.00	31,103.17	-753.83	102.5%	-2.5%
2220 FUEL, OIL, & LUBRICANTS	535.99	0.00	7,315.22	11,000.00	7,146.88	3,684.78	66.5%	33.5%
2230 CATALOGING SUPPLIES-BOOKS	35.42	0.00	3,662.47	5,500.00	3,651.61	1,837.53	66.6%	33.4%
2240 A/V SUPPLIES-CATALOGING	20.75	2,535.40	3,726.01	10,950.00	7,730.45	7,223.99	34.0%	66.0%
2250 CIRCULATION SUPPLIES	2,995.23	480.00	31,014.53	33,000.00	20,293.80	1,985.47	94.0%	6.0%
2260 LIGHT BULBS	0.00	0.00	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	0.00	267.47	1,794.27	5,400.00	458.55	3,605.73	33.2%	66.8%
<b>TOTAL OPERATING SUPPLIES</b>	<b>5,280.16</b>	<b>5,407.62</b>	<b>86,619.67</b>	<b>101,400.00</b>	<b>75,385.61</b>	<b>14,780.33</b>	<b>85.4%</b>	<b>14.6%</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>								
2300 IS SUPPLIES	0.00	205.63	3,345.39	6,600.00	4,300.27	3,254.61	50.7%	49.3%
2310 BUILDING MATERIALS & SUPPLIES	345.69	170.72	18,316.02	15,800.00	11,585.90	-2,516.02	115.9%	-15.9%
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	67.97	0.00	289.79	300.00	126.68	10.21	96.6%	3.4%
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>413.66</b>	<b>376.35</b>	<b>21,951.20</b>	<b>25,700.00</b>	<b>17,503.22</b>	<b>3,748.80</b>	<b>85.4%</b>	<b>14.6%</b>
<b>TOTAL SUPPLIES</b>	<b>8,061.02</b>	<b>8,757.90</b>	<b>142,884.71</b>	<b>176,260.00</b>	<b>132,268.72</b>	<b>33,375.29</b>	<b>81.1%</b>	<b>18.9%</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	80.00	0.00	3,000.00	170.00	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	480.00	0.00	8,054.51	15,500.00	13,379.20	7,445.49	52.0%	48.0%
3140 BUILDING SERVICES	3,151.75	190.00	17,879.18	40,000.00	20,655.72	22,120.82	44.7%	55.3%
3150 MAINTENANCE CONTRACTS	47,670.50	2,422.49	127,751.78	139,840.00	70,816.18	12,088.22	91.4%	8.6%
3160 COMPUTER SERVICES (OCLC)	4,771.02	1,425.00	31,377.69	51,300.00	47,918.11	19,922.31	61.2%	38.8%
3170 ADMIN/ACCOUNTING SERVICES	3,314.01	3,166.19	35,188.00	36,500.00	36,374.67	1,312.00	96.4%	3.6%
3175 COLLECTION AGENCY SERVICES	0.00	3,767.95	14,678.00	24,000.00	42,664.65	9,322.00	61.2%	38.8%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>59,387.28</b>	<b>11,051.63</b>	<b>234,930.16</b>	<b>350,140.00</b>	<b>234,841.19</b>	<b>115,209.84</b>	<b>67.1%</b>	<b>32.9%</b>
<b>COMMUNICATION &amp; TRANSPORTATION</b>								
3210 TELEPHONE	2,245.23	722.10	26,388.38	30,600.00	23,774.82	4,211.62	86.2%	13.8%
3220 POSTAGE	1,589.43	2,044.04	17,242.18	30,000.00	21,206.68	12,757.82	57.5%	42.5%
3230 TRAVEL EXPENSE	683.26	0.00	2,679.18	10,000.00	2,714.97	7,320.82	26.8%	73.2%
3240 PROFESSIONAL MTG. (OFF-SITE)	54.00	40.00	423.00	10,000.00	779.00	9,577.00	4.2%	95.8%
3250 CONTINUING ED. (ON-SITE)	1,925.15	0.00	8,778.68	10,000.00	9,390.13	1,221.32	87.8%	12.2%
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	68.98	998.81	1,000.00	1,235.02	1.19	99.9%	0.1%
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>6,497.07</b>	<b>2,875.12</b>	<b>69,510.23</b>	<b>104,600.00</b>	<b>59,100.62</b>	<b>35,089.77</b>	<b>66.5%</b>	<b>33.5%</b>

MONTHLY BUDGET REPORT  
AS OF NOVEMBER 30 2012

	2012 NOVEMBER	2011 NOVEMBER	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	0.00	58.73	1,065.07	2,900.00	1,063.97	1,834.93	36.7%	63.3%
3320 PRINTING	15.00	18.91	935.72	5,900.00	3,017.98	4,964.28	15.9%	84.1%
<b>TOTAL PRINTING &amp; ADVERTISING</b>	<b>15.00</b>	<b>77.64</b>	<b>2,000.79</b>	<b>8,800.00</b>	<b>4,081.95</b>	<b>6,799.21</b>	<b>22.7%</b>	<b>77.3%</b>
<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	0.00	0.00	58,343.00	55,400.00	52,797.00	-2,943.00	105.3%	-5.3%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>58,793.00</b>	<b>56,100.00</b>	<b>53,247.00</b>	<b>-2,693.00</b>	<b>104.8%</b>	<b>-4.8%</b>
<b>UTILITIES</b>								
3510 GAS	156.54	140.69	1,653.12	3,800.00	1,993.22	2,146.88	43.5%	56.5%
3520 ELECTRICITY	18,961.51	19,271.93	257,675.97	290,500.00	250,006.22	32,824.03	88.7%	11.3%
3530 WATER	1,736.11	1,398.86	25,880.95	17,900.00	14,811.06	-7,980.95	144.6%	-44.6%
<b>TOTAL UTILITIES</b>	<b>20,854.16</b>	<b>20,811.48</b>	<b>285,210.04</b>	<b>312,200.00</b>	<b>266,810.50</b>	<b>26,989.96</b>	<b>91.4%</b>	<b>8.6%</b>
<b>REPAIR &amp; MAINTENANCE</b>								
3610 BUILDING REPAIR	4,008.00	0.00	9,160.45	22,000.00	2,361.84	12,839.55	41.6%	58.4%
3630 OTHER EQUIP/FURNITURE REPAIRS	1,084.70	3,403.94	6,835.99	13,800.00	20,691.28	6,964.01	49.5%	50.5%
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	0.00	121.34	5,888.80	6,000.00	5,123.89	111.20	98.1%	1.9%
3650 MATERIAL BINDING/REPAIR SERV.	0.00	543.84	2,083.29	3,000.00	1,787.73	916.71	69.4%	30.6%
<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>5,092.70</b>	<b>4,069.12</b>	<b>60,134.53</b>	<b>84,386.00</b>	<b>29,964.74</b>	<b>24,251.47</b>	<b>71.3%</b>	<b>28.7%</b>
<b>RENTALS</b>								
3710 REAL ESTATE RENTAL/PARKING	0.00	0.00	31,232.50	33,600.00	31,262.00	2,367.50	93.0%	7.0%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	100.00	0.00	100.00	0.0%	100.0%
<b>TOTAL RENTALS</b>	<b>0.00</b>	<b>0.00</b>	<b>31,232.50</b>	<b>33,700.00</b>	<b>31,262.00</b>	<b>2,467.50</b>	<b>92.7%</b>	<b>7.3%</b>
<b>ELECTRONIC SERVICES</b>								
38450 DATABASES SERVICES	19,357.64	0.00	66,147.11	88,170.00	0.00	22,022.89	75.0%	25.0%
38460 E-BOOKS SERVICES	0.00	0.00	19,150.00	40,413.00	0.00	21,263.00	47.4%	52.6%
<b>TOTAL ELECTRONIC SERVICES</b>	<b>19,357.64</b>	<b>0.00</b>	<b>85,297.11</b>	<b>128,583.00</b>	<b>0.00</b>	<b>43,285.89</b>	<b>66.3%</b>	<b>33.7%</b>
<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	200,000.00	0.00	0.00	200,000.00	0.00	#DIV/0!	#DIV/0!
3945 TRANSFER TO ANOTHER FUND (R.DAY)	16,666.67	0.00	183,333.33	200,000.00	0.00	16,666.67	91.7%	8.3%
3950 EDUCATIONAL SERV/LICENSING	0.00	1,443.75	2,493.75	5,300.00	2,403.75	2,806.25	47.1%	52.9%
<b>TOTAL OTHER CHARGES</b>	<b>16,666.67</b>	<b>201,443.75</b>	<b>192,903.06</b>	<b>215,390.00</b>	<b>209,579.75</b>	<b>22,486.94</b>	<b>89.6%</b>	<b>10.4%</b>
<b>TOTAL OTHER SERVICES/CHARGES</b>	<b>127,870.52</b>	<b>240,328.74</b>	<b>1,020,011.42</b>	<b>1,293,899.00</b>	<b>888,887.75</b>	<b>273,887.58</b>	<b>78.8%</b>	<b>21.2%</b>

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF NOVEMBER 30, 2012

	2012 NOVEMBER	2011 NOVEMBER	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	235.00	0.00	1,347.95	1,000.00	515.73	-347.95	134.8%	-34.8%
44105 ENCUMBERED FURNITURE	0.00	0.00	0.00	0.00	1,387.52	0.00	#DIV/0!	#DIV/0!
4420 AUDIO VISUAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	2,989.00	0.00	7,610.10	8,300.00	2,190.59	689.90	91.7%	8.3%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4445 BUILDING RENOVATIONS	0.00	0.00	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>3,224.00</b>	<b>0.00</b>	<b>14,544.93</b>	<b>10,811.88</b>	<b>4,093.84</b>	<b>-3,733.05</b>	<b>134.5%</b>	<b>-34.5%</b>
OTHER CAPITAL OUTLAY								
4510 BOOKS	46,192.16	57,422.13	553,154.62	595,008.00	538,704.20	41,853.38	93.0%	7.0%
4520 PERIODICALS & NEWSPAPERS	0.00	23,953.11	7,078.42	45,971.00	34,101.40	38,892.58	15.4%	84.6%
4530 NONPRINT MATERIALS	20,306.67	28,269.33	348,314.16	368,338.00	358,485.51	20,023.84	94.6%	5.4%
4540 ELECTRONIC RESOURCES	0.00	11,300.00	0.00	0.00	51,079.23	0.00	#DIV/0!	#DIV/0!
<b>TOTAL OTHER CAPITAL OUTLAY</b>	<b>66,498.83</b>	<b>120,944.57</b>	<b>908,547.20</b>	<b>1,009,317.00</b>	<b>982,370.34</b>	<b>100,769.80</b>	<b>90.0%</b>	<b>10.0%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>69,722.83</b>	<b>120,944.57</b>	<b>923,092.13</b>	<b>1,020,128.88</b>	<b>986,464.18</b>	<b>97,036.75</b>	<b>90.5%</b>	<b>9.5%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>730,351.46</b>	<b>665,490.08</b>	<b>6,574,986.32</b>	<b>7,641,343.13</b>	<b>6,352,185.11</b>	<b>1,066,356.81</b>	<b>86.0%</b>	<b>14.0%</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 SUMMARY OF BUDGET CATEGORIES  
AS OF NOVEMBER 30, 2012  
ELEVEN MONTHS = 91.6%

	2012 NOVEMBER	2011 NOVEMBER	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>PERSONNEL SERVICES</b>								
SALARIES	433,130.37	274,086.34	3,391,278.13	3,849,557.66	3,280,289.28	458,279.53	88.1%	11.9%
EMPLOYEE BENEFITS	89,562.57	21,372.53	1,092,651.62	1,292,197.59	1,052,446.16	199,545.97	84.6%	15.4%
OTHER WAGES	2,004.15	0.00	5,068.31	9,300.00	11,829.02	4,231.69	54.5%	45.5%
<b>TOTAL PERSONNEL SERVICES</b>	<u>524,697.09</u>	<u>295,458.87</u>	<u>4,488,998.06</u>	<u>5,151,055.25</u>	<u>4,344,564.46</u>	<u>662,057.19</u>	<u>87.1%</u>	<u>12.9%</u>
<b>SUPPLIES</b>								
OFFICE SUPPLIES	2,367.20	2,973.93	34,313.84	49,160.00	39,379.89	14,846.16	69.8%	30.2%
OPERATING SUPPLIES	5,280.16	5,407.62	86,619.67	101,400.00	75,385.61	14,780.33	85.4%	14.6%
REPAIR & MAINT. SUPPLIES	413.66	376.35	21,951.20	25,700.00	17,503.22	3,748.80	85.4%	14.6%
<b>TOTAL SUPPLIES</b>	<u>8,061.02</u>	<u>8,757.90</u>	<u>142,884.71</u>	<u>176,260.00</u>	<u>132,268.72</u>	<u>33,375.29</u>	<u>81.1%</u>	<u>18.9%</u>
<b>OTHER SERVICES &amp; CHARGES</b>								
PROFESSIONAL SERVICES	59,387.28	11,051.63	234,930.16	350,140.00	234,841.19	115,209.84	67.1%	32.9%
COMMUNICATION & TRANSPORTATION	6,497.07	2,875.12	69,510.23	104,600.00	59,100.62	35,089.77	66.5%	33.5%
PRINTING & ADVERTISING	15.00	77.64	2,000.79	8,800.00	4,081.95	6,799.21	22.7%	77.3%
INSURANCE	0.00	0.00	58,793.00	56,100.00	53,247.00	-2,693.00	104.8%	-4.8%
UTILITIES	20,854.16	20,811.48	285,210.04	312,200.00	266,810.50	26,989.96	91.4%	8.6%
REPAIR & MAINTENANCE	5,092.70	4,069.12	60,134.53	84,386.00	29,964.74	24,251.47	71.3%	28.7%
RENTALS	0.00	0.00	31,232.50	33,700.00	31,262.00	2,467.50	92.7%	7.3%
ELECTRONIC SERVICES	19,357.64	0.00	85,297.11	128,583.00	0.00	43,285.89	66.3%	33.7%
OTHER CHARGES	16,666.67	201,443.75	192,903.06	215,390.00	209,579.75	22,486.94	89.6%	10.4%
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<u>127,870.52</u>	<u>240,328.74</u>	<u>1,020,011.42</u>	<u>1,293,899.00</u>	<u>888,887.75</u>	<u>273,887.58</u>	<u>78.8%</u>	<u>21.2%</u>
<b>CAPITAL OUTLAY</b>								
FURNITURE & EQUIPMENT	3,224.00	0.00	14,544.93	10,811.88	4,093.84	-3,733.05	134.5%	-34.5%
OTHER CAPITAL OUTLAY	66,498.83	120,944.57	908,547.20	1,009,317.00	982,370.34	100,769.80	90.0%	10.0%
<b>TOTAL CAPITAL OUTLAY</b>	<u>69,722.83</u>	<u>120,944.57</u>	<u>923,092.13</u>	<u>1,020,128.88</u>	<u>986,464.18</u>	<u>97,036.75</u>	<u>90.5%</u>	<u>9.5%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u><u>730,351.46</u></u>	<u><u>665,490.08</u></u>	<u><u>6,574,986.32</u></u>	<u><u>7,641,343.13</u></u>	<u><u>6,352,185.11</u></u>	<u><u>1,066,356.81</u></u>	<u><u>86.0%</u></u>	<u><u>14.0%</u></u>

2011 BUDGET  
%USED IN 2011

7,465,919.52  
85.1%

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF NOVEMBER 30, 2012

	2012 NOVEMBER	2011 NOVEMBER	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	20,052.93	7,259.72	118,123.42	164,792.01	83,486.77	46,668.59	71.7%	28.3%
1130 PROFESSIONAL/SUPERVISORS	57,954.92	37,587.51	458,543.34	495,966.80	424,183.22	37,423.46	92.5%	7.5%
1140 PROFESSIONAL ASSISTANTS	143,023.02	93,211.76	1,142,768.06	1,291,404.64	1,204,585.51	148,636.58	88.5%	11.5%
1150 SPECIALISTS & TECHNICIANS	95,623.78	59,028.66	741,844.11	824,581.94	674,327.04	82,737.83	90.0%	10.0%
1160 CLERICAL ASSISTANTS	47,624.29	32,547.20	379,962.11	455,807.47	381,031.90	75,845.36	83.4%	16.6%
1170 PAGES	26,744.44	18,555.82	221,616.16	268,544.64	208,760.71	46,928.48	82.5%	17.5%
1190 BUILDING MAINTENANCE	42,106.99	25,895.67	328,420.93	348,460.16	303,914.13	20,039.23	94.2%	5.8%
<b>TOTAL SALARIES</b>	<b>433,130.37</b>	<b>274,086.34</b>	<b>3,391,278.13</b>	<b>3,849,557.66</b>	<b>3,280,289.28</b>	<b>458,279.53</b>	<b>88.1%</b>	<b>11.9%</b>
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	25,476.36	16,124.84	199,610.33	239,860.56	193,789.20	40,250.23	83.2%	16.8%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
1230 EMPLOYER CONTRIBUTION/PERF	0.00	0.00	261,412.94	386,771.31	264,940.50	125,358.37	67.6%	32.4%
1235 EMPLOYEE/PERF	0.00	0.00	20,958.18	0.00	0.00	-20,958.18	#DIV/0!	#DIV/0!
1240 EMPLOYER CONT/INSURANCE	58,128.03	1,476.53	563,987.04	608,874.69	548,406.28	44,887.65	92.6%	7.4%
1250 EMPLOYER CONT/MEDICARE	5,958.18	3,771.16	46,683.13	56,691.03	45,310.18	10,007.90	82.3%	17.7%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>89,562.57</b>	<b>21,372.53</b>	<b>1,092,651.62</b>	<b>1,292,197.59</b>	<b>1,052,446.16</b>	<b>199,545.97</b>	<b>84.6%</b>	<b>15.4%</b>
OTHER WAGES								
1310 WORKSTUDY	2,004.15	0.00	4,734.88	4,300.00	2,961.29	-434.88	110.1%	-10.1%
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>2,004.15</b>	<b>0.00</b>	<b>5,068.31</b>	<b>9,300.00</b>	<b>11,829.02</b>	<b>4,231.69</b>	<b>54.5%</b>	<b>45.5%</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>524,697.09</b>	<b>295,458.87</b>	<b>4,488,998.06</b>	<b>5,151,055.25</b>	<b>4,344,564.46</b>	<b>662,057.19</b>	<b>87.1%</b>	<b>12.9%</b>
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
1004 MISCELLANEOUS UNAPPROPRIATED	0.00	216.77	0.00	0.00	1,461.72	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	321.52	255.32	7,339.29	21,300.00	10,018.93	13,960.71	34.5%	65.5%
2135 GENERAL SUPPLIES	3.19	0.00	153.81	0.00	0.00	-153.81	#DIV/0!	#DIV/0!
2140 DUPLICATING	2,042.49	2,501.84	25,849.08	24,100.00	25,984.41	-1,749.08	107.3%	-7.3%
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>2,367.20</b>	<b>2,973.93</b>	<b>34,313.84</b>	<b>49,160.00</b>	<b>39,379.89</b>	<b>14,846.16</b>	<b>69.8%</b>	<b>30.2%</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 NOVEMBER 30, 2012

	2012 NOVEMBER	2011 NOVEMBER	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	1,692.77	2,124.75	31,403.83	30,650.00	31,103.17	-753.83	102.5%	-2.5%
2220 FUEL, OIL, & LUBRICANTS	535.99	0.00	7,315.22	11,000.00	7,146.88	3,684.78	66.5%	33.5%
2230 CATALOGING SUPPLIES-BOOKS	35.42	0.00	3,662.47	5,500.00	3,651.61	1,837.53	66.6%	33.4%
2240 A/V SUPPLIES-CATALOGING	20.75	2,535.40	3,726.01	10,950.00	7,730.45	7,223.99	34.0%	66.0%
2250 CIRCULATION SUPPLIES	2,995.23	480.00	31,014.53	33,000.00	20,293.80	1,985.47	94.0%	6.0%
2260 LIGHT BULBS	0.00	0.00	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	0.00	267.47	1,794.27	5,400.00	458.55	3,605.73	33.2%	66.8%
<b>TOTAL OPERATING SUPPLIES</b>	<b>5,280.16</b>	<b>5,407.62</b>	<b>86,619.67</b>	<b>101,400.00</b>	<b>75,385.61</b>	<b>14,780.33</b>	<b>85.4%</b>	<b>14.6%</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>								
2300 IS SUPPLIES	0.00	205.63	3,345.39	6,600.00	4,300.27	3,254.61	50.7%	49.3%
2310 BUILDING MATERIALS & SUPPLIES	345.69	170.72	18,316.02	15,800.00	11,585.90	-2,516.02	115.9%	-15.9%
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	67.97	0.00	289.79	300.00	126.68	10.21	96.6%	3.4%
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>413.66</b>	<b>376.35</b>	<b>21,951.20</b>	<b>25,700.00</b>	<b>17,503.22</b>	<b>3,748.80</b>	<b>85.4%</b>	<b>14.6%</b>
<b>TOTAL SUPPLIES</b>	<b>8,061.02</b>	<b>8,757.90</b>	<b>142,884.71</b>	<b>176,260.00</b>	<b>132,268.72</b>	<b>33,375.29</b>	<b>81.1%</b>	<b>18.9%</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	80.00	0.00	3,000.00	170.00	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	480.00	0.00	8,054.51	15,500.00	13,379.20	7,445.49	52.0%	48.0%
3140 BUILDING SERVICES	3,151.75	190.00	17,879.18	40,000.00	20,655.72	22,120.82	44.7%	55.3%
3150 MAINTENANCE CONTRACTS	47,670.50	2,422.49	127,751.78	139,840.00	70,816.18	12,088.22	91.4%	8.6%
3160 COMPUTER SERVICES (OCLC)	4,771.02	1,425.00	31,377.69	51,300.00	47,918.11	19,922.31	61.2%	38.8%
3170 ADMIN/ACCOUNTING SERVICES	3,314.01	3,166.19	35,188.00	36,500.00	36,374.67	1,312.00	96.4%	3.6%
3175 COLLECTION AGENCY SERVICES	0.00	3,767.95	14,678.00	24,000.00	42,664.65	9,322.00	61.2%	38.8%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>59,387.28</b>	<b>11,051.63</b>	<b>234,930.16</b>	<b>350,140.00</b>	<b>234,841.19</b>	<b>115,209.84</b>	<b>67.1%</b>	<b>32.9%</b>
<b>COMMUNICATION &amp; TRANSPORTATION</b>								
3210 TELEPHONE	2,245.23	722.10	26,388.38	30,600.00	23,774.82	4,211.62	86.2%	13.8%
3220 POSTAGE	1,589.43	2,044.04	17,242.18	30,000.00	21,206.68	12,757.82	57.5%	42.5%
3230 TRAVEL EXPENSE	683.26	0.00	2,679.18	10,000.00	2,714.97	7,320.82	26.8%	73.2%
3240 PROFESSIONAL MTG. (OFF-SITE)	54.00	40.00	423.00	10,000.00	779.00	9,577.00	4.2%	95.8%
3250 CONTINUING ED. (ON-SITE)	1,925.15	0.00	8,778.68	10,000.00	9,390.13	1,221.32	87.8%	12.2%
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	68.98	998.81	1,000.00	1,235.02	1.19	99.9%	0.1%
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>6,497.07</b>	<b>2,875.12</b>	<b>69,510.23</b>	<b>104,600.00</b>	<b>59,100.62</b>	<b>35,089.77</b>	<b>66.5%</b>	<b>33.5%</b>

MONTHLY BUDGET REPORT  
AS OF NOVEMBER 30 2012

	2012 NOVEMBER	2011 NOVEMBER	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
PRINTING & ADVERTISING								
3310 ADVERTISING & PUBLICATION	0.00	58.73	1,065.07	2,900.00	1,063.97	1,834.93	36.7%	63.3%
3320 PRINTING	15.00	18.91	935.72	5,900.00	3,017.98	4,964.28	15.9%	84.1%
TOTAL PRINTING & ADVERTISING	15.00	77.64	2,000.79	8,800.00	4,081.95	6,799.21	22.7%	77.3%
INSURANCE								
3410 OFFICIAL BOND	0.00	0.00	450.00	700.00	450.00	250.00	64.3%	35.7%
3420 OTHER INSURANCE	0.00	0.00	58,343.00	55,400.00	52,797.00	-2,943.00	105.3%	-5.3%
TOTAL INSURANCE	0.00	0.00	58,793.00	56,100.00	53,247.00	-2,693.00	104.8%	-4.8%
UTILITIES								
3510 GAS	156.54	140.69	1,653.12	3,800.00	1,993.22	2,146.88	43.5%	56.5%
3520 ELECTRICITY	18,961.51	19,271.93	257,675.97	290,500.00	250,006.22	32,824.03	88.7%	11.3%
3530 WATER	1,736.11	1,398.86	25,880.95	17,900.00	14,811.06	-7,980.95	144.6%	-44.6%
TOTAL UTILITIES	20,854.16	20,811.48	285,210.04	312,200.00	266,810.50	26,989.96	91.4%	8.6%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	4,008.00	0.00	9,160.45	22,000.00	2,361.84	12,839.55	41.6%	58.4%
3630 OTHER EQUIP/FURNITURE REPAIRS	1,084.70	3,403.94	6,835.99	13,800.00	20,691.28	6,964.01	49.5%	50.5%
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	0.00	121.34	5,888.80	6,000.00	5,123.89	111.20	98.1%	1.9%
3650 MATERIAL BINDING/REPAIR SERV.	0.00	543.84	2,083.29	3,000.00	1,787.73	916.71	69.4%	30.6%
TOTAL REPAIR & MAINTENANCE	5,092.70	4,069.12	60,134.53	84,386.00	29,964.74	24,251.47	71.3%	28.7%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	0.00	0.00	31,232.50	33,600.00	31,262.00	2,367.50	93.0%	7.0%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	100.00	0.00	100.00	0.0%	100.0%
TOTAL RENTALS	0.00	0.00	31,232.50	33,700.00	31,262.00	2,467.50	92.7%	7.3%
ELECTRONIC SERVICES								
38450 DATABASES SERVICES	19,357.64	0.00	66,147.11	88,170.00	0.00	22,022.89	75.0%	25.0%
38460 E-BOOKS SERVICES	0.00	0.00	19,150.00	40,413.00	0.00	21,263.00	47.4%	52.6%
TOTAL ELECTRONIC SERVICES	19,357.64	0.00	85,297.11	128,583.00	0.00	43,285.89	66.3%	33.7%
OTHER CHARGES								
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	200,000.00	0.00	0.00	200,000.00	0.00	#DIV/0!	#DIV/0!
3945 TRANSFER TO ANOTHER FUND (R.DAY)	16,666.67	0.00	183,333.33	200,000.00	0.00	16,666.67	91.7%	8.3%
3950 EDUCATIONAL SERV/LICENSING	0.00	1,443.75	2,493.75	5,300.00	2,403.75	2,806.25	47.1%	52.9%
TOTAL OTHER CHARGES	16,666.67	201,443.75	192,903.06	215,390.00	209,579.75	22,486.94	89.6%	10.4%
TOTAL OTHER SERVICES/CHARGES	127,870.52	240,328.74	1,020,011.42	1,293,899.00	888,887.75	273,887.58	78.8%	21.2%



MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF NOVEMBER 30, 2012

	2012 NOVEMBER	2011 NOVEMBER	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	235.00	0.00	1,347.95	1,000.00	515.73	-347.95	134.8%	-34.8%
44105 ENCUMBERED FURNITURE	0.00	0.00	0.00	0.00	1,387.52	0.00	#DIV/0!	#DIV/0!
4420 AUDIO VISUAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	2,989.00	0.00	7,610.10	8,300.00	2,190.59	689.90	91.7%	8.3%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4445 BUILDING RENOVATIONS	0.00	0.00	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>3,224.00</b>	<b>0.00</b>	<b>14,544.93</b>	<b>10,811.88</b>	<b>4,093.84</b>	<b>-3,733.05</b>	<b>134.5%</b>	<b>-34.5%</b>
OTHER CAPITAL OUTLAY								
4510 BOOKS	46,192.16	57,422.13	553,154.62	595,008.00	538,704.20	41,853.38	93.0%	7.0%
4520 PERIODICALS & NEWSPAPERS	0.00	23,953.11	7,078.42	45,971.00	34,101.40	38,892.58	15.4%	84.6%
4530 NONPRINT MATERIALS	20,306.67	28,269.33	348,314.16	368,338.00	358,485.51	20,023.84	94.6%	5.4%
4540 ELECTRONIC RESOURCES	0.00	11,300.00	0.00	0.00	51,079.23	0.00	#DIV/0!	#DIV/0!
<b>TOTAL OTHER CAPITAL OUTLAY</b>	<b>66,498.83</b>	<b>120,944.57</b>	<b>908,547.20</b>	<b>1,009,317.00</b>	<b>982,370.34</b>	<b>100,769.80</b>	<b>90.0%</b>	<b>10.0%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>69,722.83</b>	<b>120,944.57</b>	<b>923,092.13</b>	<b>1,020,128.88</b>	<b>986,464.18</b>	<b>97,036.75</b>	<b>90.5%</b>	<b>9.5%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>730,351.46</b>	<b>665,490.08</b>	<b>6,574,986.32</b>	<b>7,641,343.13</b>	<b>6,352,185.11</b>	<b>1,066,356.81</b>	<b>86.0%</b>	<b>14.0%</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 SUMMARY OF BUDGET CATEGORIES  
AS OF NOVEMBER 30, 2012  
ELEVEN MONTHS = 91.6%

	2012 NOVEMBER	2011 NOVEMBER	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>PERSONNEL SERVICES</b>								
SALARIES	433,130.37	274,086.34	3,391,278.13	3,849,557.66	3,280,289.28	458,279.53	88.1%	11.9%
EMPLOYEE BENEFITS	89,562.57	21,372.53	1,092,651.62	1,292,197.59	1,052,446.16	199,545.97	84.6%	15.4%
OTHER WAGES	2,004.15	0.00	5,068.31	9,300.00	11,829.02	4,231.69	54.5%	45.5%
<b>TOTAL PERSONNEL SERVICES</b>	<u>524,697.09</u>	<u>295,458.87</u>	<u>4,488,998.06</u>	<u>5,151,055.25</u>	<u>4,344,564.46</u>	<u>662,057.19</u>	<u>87.1%</u>	<u>12.9%</u>
<b>SUPPLIES</b>								
OFFICE SUPPLIES	2,367.20	2,973.93	34,313.84	49,160.00	39,379.89	14,846.16	69.8%	30.2%
OPERATING SUPPLIES	5,280.16	5,407.62	86,619.67	101,400.00	75,385.61	14,780.33	85.4%	14.6%
REPAIR & MAINT. SUPPLIES	413.66	376.35	21,951.20	25,700.00	17,503.22	3,748.80	85.4%	14.6%
<b>TOTAL SUPPLIES</b>	<u>8,061.02</u>	<u>8,757.90</u>	<u>142,884.71</u>	<u>176,260.00</u>	<u>132,268.72</u>	<u>33,375.29</u>	<u>81.1%</u>	<u>18.9%</u>
<b>OTHER SERVICES &amp; CHARGES</b>								
PROFESSIONAL SERVICES	59,387.28	11,051.63	234,930.16	350,140.00	234,841.19	115,209.84	67.1%	32.9%
COMMUNICATION & TRANSPORTATION	6,497.07	2,875.12	69,510.23	104,600.00	59,100.62	35,089.77	66.5%	33.5%
PRINTING & ADVERTISING	15.00	77.64	2,000.79	8,800.00	4,081.95	6,799.21	22.7%	77.3%
INSURANCE	0.00	0.00	58,793.00	56,100.00	53,247.00	-2,693.00	104.8%	-4.8%
UTILITIES	20,854.16	20,811.48	285,210.04	312,200.00	266,810.50	26,989.96	91.4%	8.6%
REPAIR & MAINTENANCE	5,092.70	4,069.12	60,134.53	84,386.00	29,964.74	24,251.47	71.3%	28.7%
RENTALS	0.00	0.00	31,232.50	33,700.00	31,262.00	2,467.50	92.7%	7.3%
ELECTRONIC SERVICES	19,357.64	0.00	85,297.11	128,583.00	0.00	43,285.89	66.3%	33.7%
OTHER CHARGES	16,666.67	201,443.75	192,903.06	215,390.00	209,579.75	22,486.94	89.6%	10.4%
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<u>127,870.52</u>	<u>240,328.74</u>	<u>1,020,011.42</u>	<u>1,293,899.00</u>	<u>888,887.75</u>	<u>273,887.58</u>	<u>78.8%</u>	<u>21.2%</u>
<b>CAPITAL OUTLAY</b>								
FURNITURE & EQUIPMENT	3,224.00	0.00	14,544.93	10,811.88	4,093.84	-3,733.05	134.5%	-34.5%
OTHER CAPITAL OUTLAY	66,498.83	120,944.57	908,547.20	1,009,317.00	982,370.34	100,769.80	90.0%	10.0%
<b>TOTAL CAPITAL OUTLAY</b>	<u>69,722.83</u>	<u>120,944.57</u>	<u>923,092.13</u>	<u>1,020,128.88</u>	<u>986,464.18</u>	<u>97,036.75</u>	<u>90.5%</u>	<u>9.5%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u><u>730,351.46</u></u>	<u><u>665,490.08</u></u>	<u><u>6,574,986.32</u></u>	<u><u>7,641,343.13</u></u>	<u><u>6,352,185.11</u></u>	<u><u>1,066,356.81</u></u>	<u><u>86.0%</u></u>	<u><u>14.0%</u></u>

2011 BUDGET  
%USED IN 2011

7,465,919.52  
85.1%

MONROE COUNTY PUBLIC LIBRARY

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Operating Budget & Expenditure Report

January 1, 2012 to November 30, 2012  
11 months = 91.6%

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	Nov 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	\$20,052.93	\$118,123.42	\$46,668.59	71.68%
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	\$57,954.92	\$458,543.34	\$37,423.46	92.45%
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	\$143,023.02	\$1,142,768.06	\$148,636.58	88.49%
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	\$61,798.06	\$62,315.28	\$62,315.28	\$95,623.78	\$741,844.11	\$82,737.83	89.97%
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	\$47,624.29	\$379,962.11	\$75,845.36	83.36%
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	\$26,744.44	\$221,616.16	\$46,928.48	82.52%
11800	TEMPORAY STAFF	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$333.43	\$0.00	\$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	\$42,106.99	\$328,420.93	\$20,039.23	94.25%
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	\$25,476.36	\$199,610.33	\$40,250.23	83.22%
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	\$0.00	\$261,412.94	\$125,358.37	67.59%
12350	PERF/EMPLOYEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,958.18	\$0.00	\$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	\$58,128.03	\$563,987.04	\$44,887.65	92.63%
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	\$5,958.18	\$46,683.13	\$10,007.90	82.35%
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	\$2,004.15	\$4,734.88	-\$434.88	110.11
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	\$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	\$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	\$321.52	\$7,339.29	\$13,960.71	34.46%
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	\$3.19	\$153.81	-\$153.81	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	\$2,042.49	\$25,849.08	-\$1,749.08	107.26
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	\$1,692.77	\$31,403.83	-\$753.83	102.46
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	\$535.99	\$7,315.22	\$3,684.78	66.50%
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	\$35.42	\$3,662.47	\$1,837.53	66.59%
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	\$20.75	\$3,726.01	\$7,223.99	34.03%
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	\$2,995.23	\$31,014.53	\$1,985.47	93.98%
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	\$0.00	\$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	\$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	\$0.00	\$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	\$0.00	\$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	\$345.69	\$18,316.02	-\$2,516.02	115.92
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	\$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	\$67.97	\$289.79	\$10.21	96.60%
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	\$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	\$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	\$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	\$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	\$480.00	\$8,054.51	\$7,445.49	51.96%
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	\$3,151.75	\$17,879.18	\$22,120.82	44.70%
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	\$47,670.50	\$127,751.78	\$12,088.22	91.36%
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	\$4,771.02	\$31,377.69	\$19,922.31	61.17%
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	\$3,314.01	\$35,188.00	\$1,312.00	96.41%
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	\$0.00	\$14,678.00	\$9,322.00	61.16%

MONROE COUNTY PUBLIC LIBRARY

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Operating Budget & Expenditure Report

January 1, 2012 to November 30, 2012  
11 months = 91.6%

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	Nov 2012	2012		
														2012 YTD Amt	%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	\$2,245.23	\$26,388.38	\$4,211.62	86.24%
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	\$1,589.43	\$17,242.18	\$12,757.82	57.47%
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	\$683.26	\$2,679.18	\$7,320.82	26.79%
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	\$54.00	\$423.00	\$9,577.00	4.23%
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	\$1,925.15	\$8,778.68	\$1,221.32	87.79%
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	\$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	\$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	\$0.00	\$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	\$15.00	\$935.72	\$4,964.28	15.86%
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	\$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	\$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	\$156.54	\$1,653.12	\$2,146.88	43.50%
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	\$18,961.51	\$257,675.97	\$32,824.03	88.70%
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	\$1,736.11	\$25,880.95	-\$7,980.95	144.59
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	\$4,008.00	\$9,160.45	\$12,839.55	41.64%
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	\$1,084.70	\$6,835.99	\$6,964.01	49.54%
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	\$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	\$0.00	\$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	\$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	\$0.00	\$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	\$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	\$19,357.64	\$66,147.11	\$22,022.89	75.02%
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	\$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	\$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	\$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	\$16,666.67	\$183,333.33	\$16,666.67	91.67%
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	\$0.00	\$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	\$235.00	\$1,347.95	-\$347.95	134.80
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	\$2,989.00	\$7,610.10	\$689.90	91.69%
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	\$0.00	\$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	\$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	\$46,192.16	\$553,154.62	\$41,853.38	92.97%
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	\$0.00	\$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	\$20,306.67	\$348,314.16	\$20,023.84	94.56%
		\$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	\$730,351.46	\$6,574,986.32	\$1,066,356.81	86.04%

**MONROE COUNTY PUBLIC LIBRARY**

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**LIRF Budget & Expenditure Report**

January 1, 2012 to November 30, 2012

11 months = 91.6%

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	Nov 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	\$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	\$0.00	\$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	\$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	\$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	\$0.00	\$9,562.15	\$340,437.85	2.73%

**MONROE COUNTY PUBLIC LIBRARY**

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**Debt Service Budget & Expenditures Report**

January 1, 2012 to November 30, 2012

11 months = 91.6%

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

**MONROE COUNTY PUBLIC LIBRARY**

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**Rainy Day Budget & Expenditures Report**

January 1, 2012 to November 30, 2012

11 months = 91.6%

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	Nov 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	\$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	\$0.00	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$0.00	\$29,873.60	\$380,126.40	7.29%

MONROE COUNTY PUBLIC LIBRARY

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Special Revenue Budget & Expenditure Report

January 1, 2012 to November 30, 2012  
11 months = 91.6%

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	Nov 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	\$6,949.18	\$55,593.37	\$4,632.83	92.31%
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	\$13,988.99	\$111,911.78	\$9,325.99	92.31%
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	\$21,160.04	\$164,796.43	\$10,950.41	93.77%
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	\$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	\$2,480.35	\$19,561.12	\$2,585.95	88.32%
12300	PERF/EMPLOYER	\$35,966.53	\$0.00	\$0.00	\$0.00	\$8,370.51	\$0.00	\$0.00	\$9,769.80	\$0.00	\$0.00	\$6,410.73	\$0.00	\$24,551.04	\$11,415.49	68.26%
12350	PERF/EMPLOYEE CONTRIB.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,923.22	\$0.00	\$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	\$5,307.81	\$64,759.76	\$1,240.24	98.12%
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	\$580.08	\$4,574.77	\$604.78	88.32%
13100	WORK STUDY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21200	STATIONERY/BUS. CARDS	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21300	OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.59	\$0.00	\$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	\$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	\$38.09	\$680.38	\$319.62	68.04%
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	\$181.94	\$11,351.46	\$3,648.54	75.68%
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	\$130.64	\$559.37	\$440.63	55.94%
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	\$43.25	\$46.68	-\$46.68	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	\$2,329.39	\$6,792.09	\$3,207.91	67.92%
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	\$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	\$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	\$0.00	\$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	\$0.00	\$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	\$49.90	\$280.59	-\$280.59	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	\$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	\$3.38	\$30.20	-\$30.20	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	\$249.11	\$2,994.52	\$505.48	85.56%
32200	POSTAGE	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$279.85	\$0.00	\$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	\$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	\$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	\$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	\$309.99	\$2,897.77	\$3,102.23	48.30%
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	\$75.00	\$3,087.00	\$413.00	88.20%
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	\$678.88	\$1,823.88	-\$323.88	121.59%
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	\$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	\$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	\$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	\$45,823.28	\$45,823.28	\$24,176.72	65.46%
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	\$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	\$100,379.30	\$542,922.79	\$99,881.17	84.46%



**MONROE COUNTY PUBLIC LIBRARY**

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**LCPF Budget & Expenditure Report**

January 1, 2012 to November 30, 2012

11 months = 91.6%

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	Nov 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	\$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	\$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	\$21,970.92	\$63,340.75	-\$13,340.75	126.68%
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	\$0.00	\$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	\$0.00	\$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	\$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	\$21,970.92	\$116,302.81	\$427,108.19	21.40%

# MONROE COUNTY PUBLIC LIBRARY

## Expenditure Summary compared to last year

2012 compared to 2011: Period Ending November

Fund	Fund Descr	2012 Budget	November 2012 Amt	2012 YTD Amt	2011 Budget	November 2011 Amt	2011 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,641,343.13	\$730,351.46	\$6,574,986.32	\$7,465,919.52	\$665,490.08	\$6,352,185.11	4.00%
002	JAIL	\$0.00	\$756.43	\$5,413.81	\$0.00	\$1,008.42	\$5,702.98	-5.00%
003	CLEARING	\$0.00	\$0.00	\$712.50	\$0.00	\$5.00	\$3,379.68	-79.00%
004	GIFT	\$0.00	\$52.11	\$33,483.10	\$0.00	\$180.00	\$1,264.68	2548.00%
005	PLAC	\$0.00	\$0.00	\$10,950.00	\$0.00	\$0.00	\$11,002.00	0.00%
006	RETIREEES	\$0.00	\$1,608.56	\$19,493.63	\$0.00	\$0.00	\$21,996.21	-11.00%
007	LIRF	\$350,000.00	\$0.00	\$9,562.15	\$296,932.00	\$1,567.13	\$104,914.49	-91.00%
008	DEBT SERVICE	\$322,088.00	\$0.00	\$278,999.20	\$1,996,000.00	\$166,333.33	\$1,829,666.67	-85.00%
009	RAINY DAY	\$410,000.00	\$0.00	\$29,873.60	\$473,310.00	\$1,424.00	\$2,160.14	1283.00%
010	PAYROLL	\$0.00	\$470,526.66	\$3,779,662.98	\$0.00	\$291,702.64	\$3,665,484.11	3.00%
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	\$7,358.85	\$80,874.02	\$7,100.00	\$8,342.20	\$71,250.08	14.00%
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	\$6,373.24	\$80,707.23	\$0.00	\$8,049.90	\$70,723.85	14.00%
020	SPECIAL REVENUE	\$642,803.96	\$100,379.30	\$542,922.79	\$549,300.00	\$58,324.40	\$520,554.16	4.00%
021	CAPITAL PROJECTS	\$543,411.00	\$21,970.92	\$116,302.81	\$505,635.00	\$6,309.62	\$451,903.00	-74.00%
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	\$2,792.87	\$33,205.34	\$0.00	\$2,236.16	\$16,792.78	98.00%
025	LSTA-SMITHVILLE	\$0.00	\$0.00	\$0.00	\$8,650.00	\$0.00	\$8,305.68	-100.00%
026	GENERAL	\$0.00	\$240.92	\$240.92	\$0.00	\$0.00	\$0.00	0.00%
		\$9,909,646.09	\$1,342,411.32	\$11,597,390.40	\$11,308,120.79	\$1,210,972.88	\$13,173,362.49	-12.00%

# MONROE COUNTY PUBLIC LIBRARY

## Monthly Revenue Report (Cash Basis)

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

Source	Source Descr	2012 Budget	November 2012 Amt	2012 YTD Amt	2011 Budget	November 2011 Amt	2011 YTD Amt	%Last YR YTD Diff
00100	PROPERTY TAX/ADVANCES	\$4,592,520.00	\$1,630,607.00	\$4,084,752.80	\$4,521,806.00	\$1,960,354.00	\$4,548,017.98	-10.00%
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	\$1,814,458.36	\$1,817,000.00	\$173,115.12	\$1,908,369.47	-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	\$396.57	\$3,752.22	\$0.00	\$398.04	\$3,674.69	2.00%
03500	LOST/DAMAGED	\$0.00	\$2,164.52	\$21,365.02	\$10,000.00	\$2,539.22	\$26,829.93	-20.00%
03600	FINES/FEES	\$175,000.00	\$13,926.25	\$157,034.65	\$150,000.00	\$14,091.87	\$187,730.89	-16.00%
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	\$850.50	\$12,060.39	\$5,700.00	\$1,042.05	\$12,768.76	-6.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$213.03	\$21,879.55	\$0.00	\$802.92	\$24,391.83	-10.00%
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	\$156.70	\$2,461.91	\$0.00	\$117.96	\$2,078.96	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	\$429.59	\$7,286.60	\$0.00	\$900.69	\$11,147.11	-35.00%
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	\$900.00	\$3,600.00	0.00%
53000	LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$7,066,220.00	\$1,813,694.92	\$6,315,386.83	\$6,816,006.00	\$2,154,261.87	\$6,944,507.85	-9.00%

**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: November 2012

<b>FUND Descr</b>	<b>11/01/2012</b>	<b>MTD Debit</b>	<b>MTD Credit</b>	<b>11/30/2012</b>	<b>Bal Sht Descr</b>
OPERATING	\$1,898.87	\$1.08	\$0.00	\$1,899.95	CHASE/BANK ONE SAVINGS
OPERATING	\$9,409.34	\$7,949.21	\$0.25	\$17,358.30	ONB/MONROE BANK CHECKING
OPERATING	\$10,271.32	\$9,928.44	\$0.00	\$20,199.76	UNITED COMMERCE BANK
OPERATING	\$82,116.21	\$166,167.75	\$714,141.45	-\$465,857.49	FIFTH THIRD BANK CHECKING
OPERATING	\$929.49	\$1,631,034.84	\$929.49	\$1,631,034.84	FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	\$104,625.23	\$1,815,081.32	\$715,071.19	\$1,204,635.36	
JAIL	\$1,342.62	\$0.00	\$756.43	\$586.19	FIFTH THIRD BANK CHECKING
GIFT UNRESTRICTED	\$117.89	\$87.79	\$0.00	\$205.68	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$2.00	\$7.00	\$0.00	\$9.00	UNITED COMMERCE BANK
GIFT UNRESTRICTED	\$11,743.41	\$0.00	\$52.11	\$11,691.30	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$11,863.30	\$94.79	\$52.11	\$11,905.98	
PLAC	\$200.00	\$50.00	\$0.00	\$250.00	ONB/MONROE BANK CHECKING
PLAC	\$500.00	\$650.00	\$0.00	\$1,150.00	UNITED COMMERCE BANK
PLAC	\$150.00	\$0.00	\$0.00	\$150.00	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$850.00	\$700.00	\$0.00	\$1,550.00	
RETIREEES	-\$441.78	\$1,114.38	\$1,608.56	-\$935.96	FIFTH THIRD BANK CHECKING
LIRF	\$10,013.55	\$0.00	\$0.00	\$10,013.55	CHASE/BANK ONE SAVINGS
LIRF	\$21,074.26	\$62,618.06	\$0.00	\$83,692.32	FIFTH THIRD BANK CHECKING
LIRF	\$589,136.64	\$0.00	\$62,618.06	\$526,518.58	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	\$1,120,724.45	\$62,618.06	\$62,618.06	\$1,120,724.45	
DEBT SERVICE	-\$45,308.23	\$0.00	\$0.00	-\$45,308.23	FIFTH THIRD BANK CHECKING
DEBT SERVICE	\$0.00	\$54,053.00	\$0.00	\$54,053.00	FIFTH THIRD BANK SAVINGS
Fund 008 DEBT SERVICE	-\$45,308.23	\$54,053.00	\$0.00	\$8,744.77	
RAINY DAY	\$131,169.98	\$31,437.45	\$0.00	\$162,607.43	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	\$1,476,009.72	\$31,437.45	\$0.00	\$1,507,447.17	
PAYROLL	\$12,454.51	\$483,385.13	\$471,513.12	\$24,326.52	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$0.00	\$1,165.00	\$0.00	\$1,165.00	ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$82,001.37	\$205.71	\$7,564.56	\$74,642.52	FIFTH THIRD BANK CHECKING
Fund 016 GIFT-RESTRICED	\$82,001.37	\$1,370.71	\$7,564.56	\$75,807.52	
GIFT-FOUNDATION	\$7,006.70	\$17,500.00	\$6,373.24	\$18,133.46	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$0.00	\$105.00	\$3.38	\$101.62	UNITED COMMERCE BANK
SPECIAL REVENUE	\$21,547.68	\$151,689.20	\$100,423.37	\$72,813.51	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$150,000.00	\$0.00	\$0.00	\$150,000.00	FIFTH THIRD BANK SAVINGS

**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: November 2012

<b>FUND Descr</b>	<b>11/01/2012</b>	<b>MTD Debit</b>	<b>MTD Credit</b>	<b>11/30/2012</b>	<b>Bal Sht Descr</b>
Fund 020 SPECIAL REVENUE	\$171,547.68	\$151,794.20	\$100,426.75	\$222,915.13	
CAPITAL PROJECTS	\$30,804.40	\$186,452.45	\$21,970.92	\$195,285.93	FIFTH THIRD BANK CHECKING
CAPITAL PROJECTS	\$186,452.45	\$175,623.00	\$186,452.45	\$175,623.00	FIFTH THIRD BANK SAVINGS
Fund 021 CAPITAL PROJECTS	\$217,256.85	\$362,075.45	\$208,423.37	\$370,908.93	
FINRA GRANT	\$25,105.90	\$0.00	\$2,792.87	\$22,313.03	FIFTH THIRD BANK CHECKING
GENERAL OBLIGATION BOND	\$0.00	\$0.00	\$240.92	-\$240.92	FIFTH THIRD BANK CHECKING
	\$3,185,038.32	\$2,981,224.49	\$1,577,441.18	\$4,588,821.63	

**MONROE COUNTY PUBLIC LIBRARY**

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**CHASE BANK SAVINGS**

**06110 BANKONESV**

**November 2012**

**Account Summary**

Beginning Balance on	11/1/2012	\$11,912.42	Cleared	\$11,913.50
+	Receipts/Deposits	\$1.08	Statement	\$11,913.50
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	11/30/2012	\$11,913.50		

**Check Book Balance**

Active	G 001-06110	OPERATING	\$1,899.95
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>\$11,913.50</b>

Beginng Balance	\$11,912.42
+ Total Deposits	\$1.08
- Checks Written	\$0.00
Check Book Balance	\$11,913.50
Difference	\$0.00

**MONROE COUNTY PUBLIC LIBRARY**

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ONB MONROE CHECKING  
06300 ONB/MONROE  
November 2012**

**Account Summary**

Beginning Balance on	11/1/2012	\$9,727.23	Cleared	\$18,978.98
+	Receipts/Deposits	\$9,251.75	Statement	\$18,978.98
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	11/30/2012	\$18,978.98		

**Check Book Balance**

Active	G 001-06300	OPERATING	\$17,358.30
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$205.68
Active	G 005-06300	PLAC	\$250.00
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	\$1,165.00
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>\$18,978.98</b>
	Beginng Balance	\$9,727.23	
	+ Total Deposits	\$9,251.75	
	- Checks Written	\$0.00	
	Check Book Balance	\$18,978.98	
	Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

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**UNITED COMMERCE**

**06400 UNITED COM**

**November 2012**

**Account Summary**

Beginning Balance on	11/1/2012	\$10,773.32	Cleared	\$21,460.38
+ Receipts/Deposits		\$10,687.06	Statement	\$21,460.38
- Payments (Checks and Withdrawals)		\$0.00	Difference	\$0.00
Ending Balance as of	11/30/2012	\$21,460.38		

**Check Book Balance**

Active	G 001-06400	<i>OPERATING</i>	\$20,199.76
Active	G 003-06400	<i>CLEARING</i>	\$0.00
Active	G 004-06400	<i>GIFT UNRESTRICTED</i>	\$9.00
Active	G 005-06400	<i>PLAC</i>	\$1,150.00
Active	G 016-06400	<i>GIFT-RESTRICED</i>	\$0.00
Active	G 020-06400	<i>SPECIAL REVENUE</i>	\$101.62
		Cash	<b>\$21,460.38</b>
	Beginng Balance	\$10,773.32	
	+ Total Deposits	\$10,687.06	
	- Checks Written	\$0.00	
	Check Book Balance	\$21,460.38	
	Difference	\$0.00	



**MONROE COUNTY PUBLIC LIBRARY**

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**FIFTH THIRD CHECKING**  
**06500 FIFTHCKNG**  
**November 2012**

**Account Summary**

Beginning Balance on	11/1/2012	\$398,849.23	Cleared	\$219,136.32
+	Receipts/Deposits	\$616,649.34	Statement	\$219,136.32
-	Payments (Checks and Withdrawals)	\$796,362.25	Difference	\$0.00
Ending Balance as of	11/30/2012	\$219,136.32		

**Check Book Balance**

Active	G 001-06500	OPERATING	-\$465,857.49
Active	G 002-06500	JAIL	\$586.19
Active	G 003-06500	CLEARING	\$0.00
Active	G 004-06500	GIFT UNRESTRICTED	\$11,691.30
Active	G 005-06500	PLAC	\$150.00
Active	G 006-06500	RETIREEES	-\$935.96
Active	G 007-06500	LIRF	\$83,692.32
Active	G 008-06500	DEBT SERVICE	-\$45,308.23
Active	G 009-06500	RAINY DAY	\$162,607.43
Active	G 010-06500	PAYROLL	\$24,326.52
Active	G 016-06500	GIFT-RESTRICED	\$74,642.52
Active	G 019-06500	GIFT-FOUNDATION	\$18,133.46
Active	G 020-06500	SPECIAL REVENUE	\$72,813.51
Active	G 021-06500	CAPITAL PROJECTS	\$195,285.93
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$22,313.03
Active	G 025-06500	LSTA-SMITHVILLE NEWS	\$0.00
Active	G 026-06500	GENERAL OBLIGATION	-\$240.92
		Cash	<b>\$153,899.61</b>
	Beginng Balance	\$398,849.23	
	+ Total Deposits	\$616,649.34	
	- Checks Written	\$861,598.96	
	Check Book Balance	\$153,899.61	
	O/S Checks	\$65,236.71	

**MONROE COUNTY PUBLIC LIBRARY**

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**FIFTH THIRD SAVINGS**

**06510 FIFTHSAVG**

**November 2012**

**Account Summary**

Beginning Balance on	11/1/2012	\$1,770,858.32	Cleared	\$3,381,569.16
+	Receipts/Deposits	\$1,860,710.84	Statement	\$3,381,569.16
-	Payments (Checks and Withdrawals)	\$250,000.00	Difference	\$0.00
Ending Balance as of	11/30/2012	\$3,381,569.16		

**Check Book Balance**

Active	G 001-06510	OPERATING	\$1,631,034.84
Active	G 007-06510	LIRF	\$526,518.58
Active	G 008-06510	DEBT SERVICE	\$54,053.00
Active	G 009-06510	RAINY DAY	\$844,339.74
Active	G 016-06510	GIFT-RESTRICTED	\$0.00
Active	G 020-06510	SPECIAL REVENUE	\$150,000.00
Active	G 021-06510	CAPITAL PROJECTS	\$175,623.00
Active	G 025-06510	LSTA-SMITHVILLE NEWS	\$0.00
Active	G 026-06510	GENERAL OBLIGATION	\$0.00
		Cash	<b>\$3,381,569.16</b>

Beginng Balance	\$1,770,858.32	
+ Total Deposits	\$1,860,710.84	
- Checks Written	\$250,000.00	
Check Book Balance	\$3,381,569.16	
Difference	\$0.00	

TO: Monroe County Public Library – Board of Trustees  
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager  
RE: Personnel Report  
DATE: December 19, 2012

### Beginning Employment

- Roger Kelley, Facilities/Security, Security Technician, Pay Grade E, 20 hours per week, effective December 17, 2012.

### Ending Employment

- Kelsey Horne, Circulation, Page, Pay Grade A, 15-18 hours per week, effective November 19, 2012.
- Zachary Melton, Circulation, Page, Pay Grade A, 15-18 hours per week, effective November 19, 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

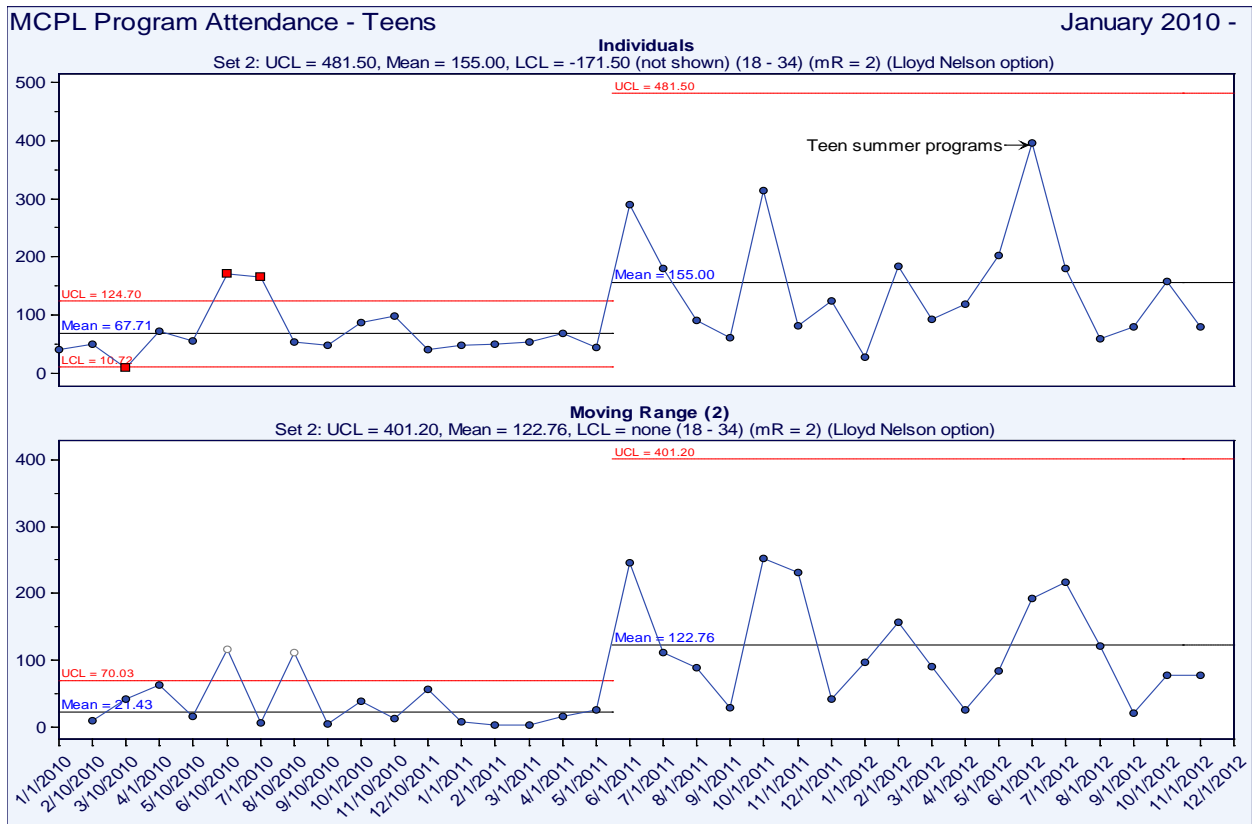
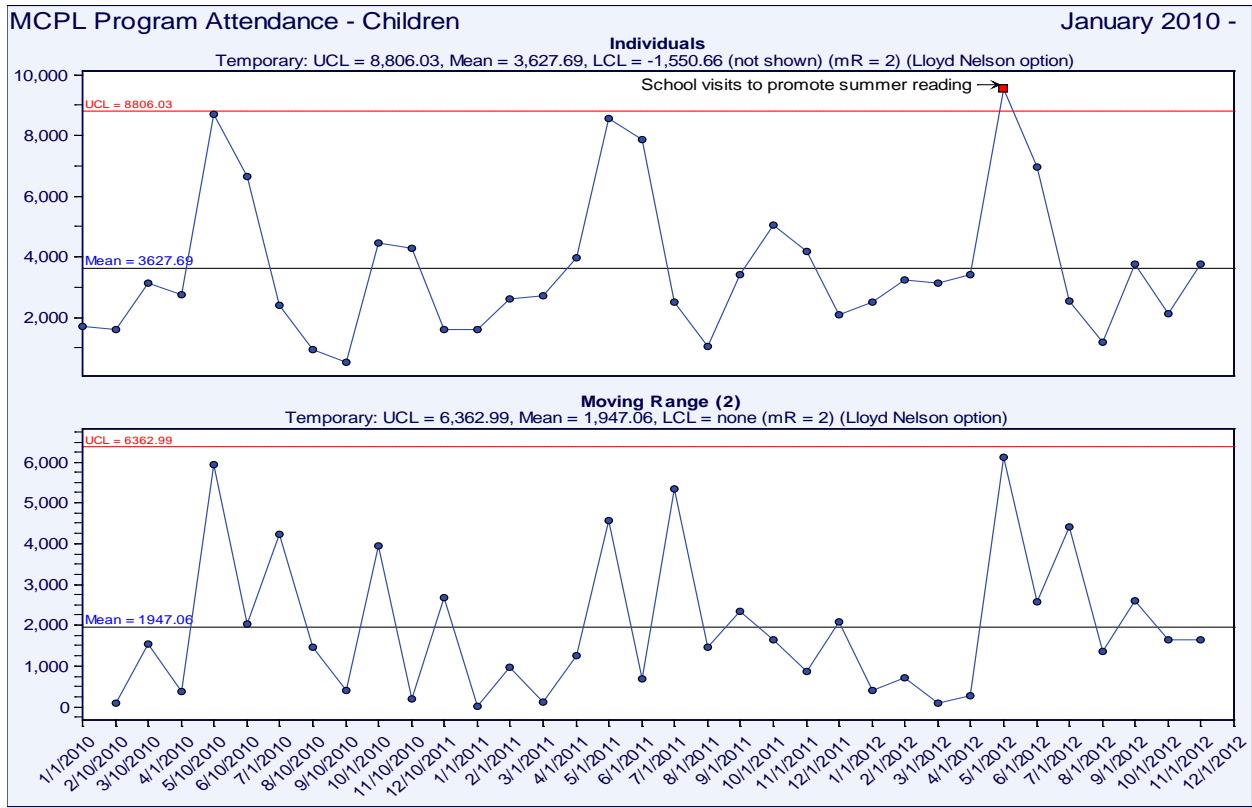
Monroe County Public Library Employees, Hours and Wages, by Pay Period, 2010-

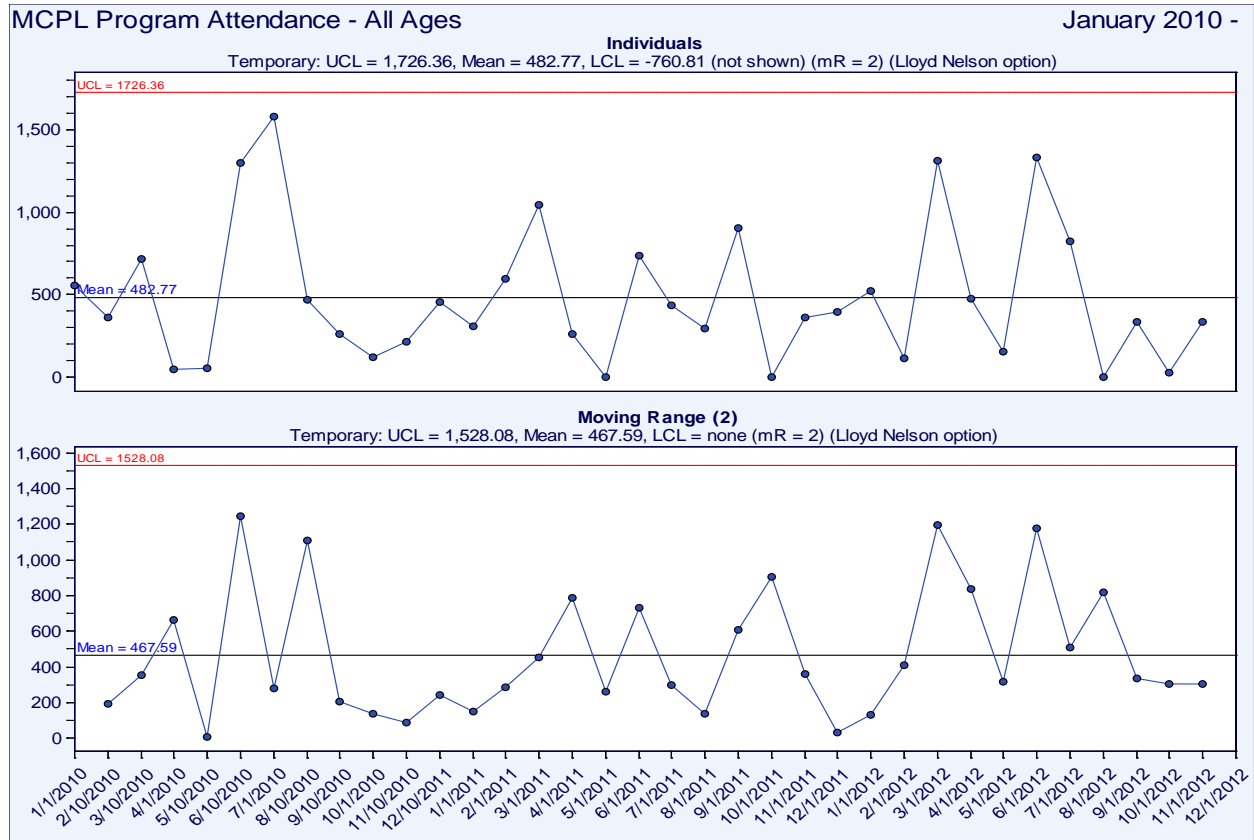
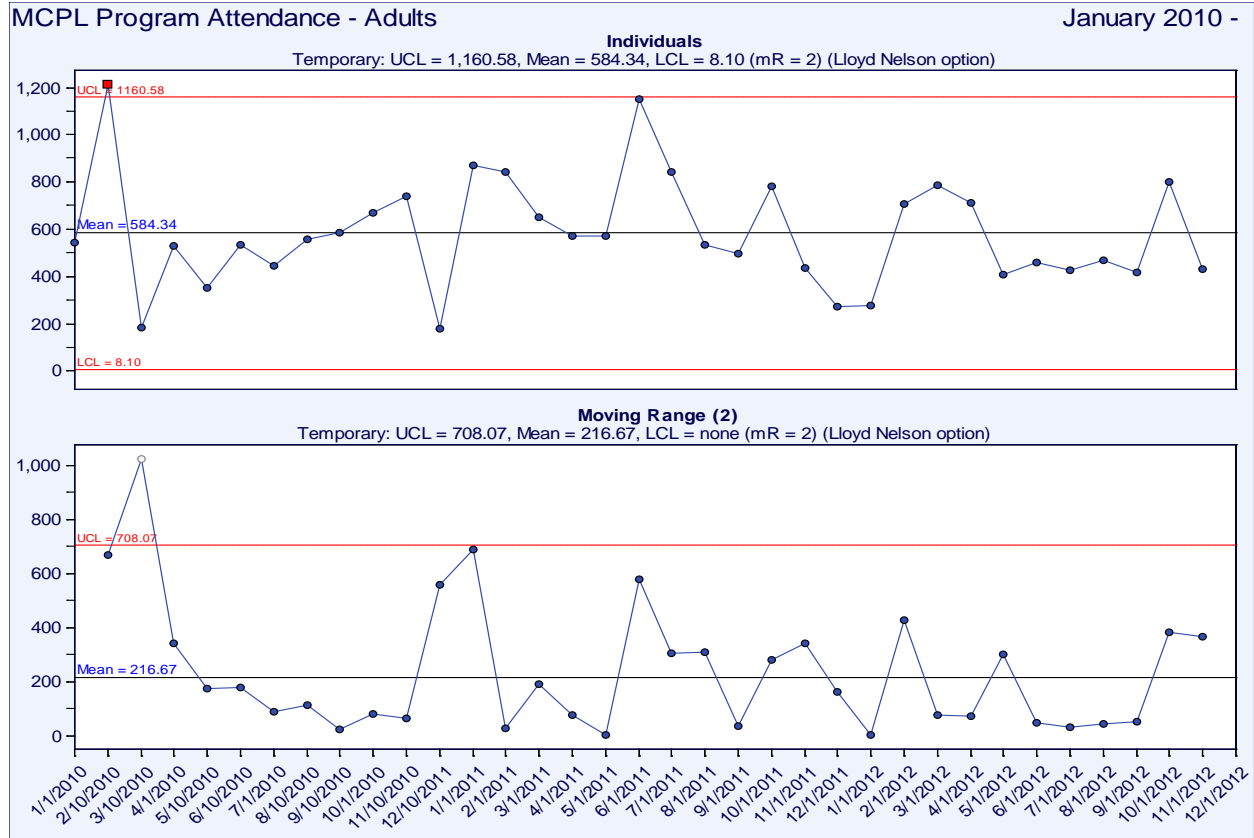
07/15/11	144	20	164	4,095	575	4,670	141,369	17,945	159,314
07/29/11	146	20	166	4,158	575	4,733	157,807	17,099	174,906
08/12/11	143	20	163	4,085	575	4,660	153,319	18,247	171,566
08/26/11	144	22	166	4,093	605	4,698	140,964	17,431	158,395
09/09/11	144	22	166	4,093	605	4,698	140,964	17,431	158,395
09/23/11	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	137	20	157	4,070	580	4,650	142,342	17,911	160,253
11/30/12	145	20	165	4,190	580	4,770	144,244	17,743	161,987
12/14/12									
12/28/12									

## 2013 Board of Trustees Calendar

<i>Month</i>	<i>Date</i>	<i>Meeting</i>	<i>Topic</i>
January	9	Work Session	
	16	Board Meeting	Budget line-item transfers
	16	Board of Finance	Review Investment Report and Policy
February	13	Work Session	
	20	Board Meeting	Election of Board Officers
March	20	Work Session	
	27	Board Meeting	
April	10	Work Session	
	17	Board Meeting	
May	8	Work Session	
	15	Board Meeting	
June	12	Work Session	
	19	Board Meeting	
July	10	Work Session	Draft 2014 Budget
	17	Board Meeting	
August	14	Work Session	Revise 2014 Budget
	21	Board Meeting	Approve 2014 Budget for advertising
September	11	Work Session	
	18	Public Hearing	2014 Budget
	18	Board Meeting	
October	9	Work Session	2014 Budget, as recommended by County Council
	16	Board Meeting	Adopt 2014 Budget
November	13	Work Session	
	20	Board Meeting	Approve 2014 employee insurance package
December	11	Work Session	
	18	Board Meeting	Approve 2014 salary schedule, holiday schedule, pay grade schedule, director's salary

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







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

- Two Head Start groups visited the Ellettsville Branch for story and play time.
- Children's Services presented 16 preschool programs for 791 children and caregivers. Sadly, this month saw the last production of the beloved Puck Puppet Players for the time being. Lisa Champelli presented Nina Ost with flowers and a set of puppet mittens as a token of our thanks for 45 years of puppet shows at the library. Audience members celebrated with a rousing rendition of "Jemima Puddle-Duck."
- Mary Frasier hosted six baby programs for 82 parents and children in November. Many parents took home copies of a CD she recorded with the help of CATS. The CD has songs and activities that she shares during her programs, so parents can continue reinforcing early literacy activities at home.
- Polly O'Shea's story times at Head Start this month had a "Let's Eat!" theme. She read the humorous yet informative *How Do Dinosaurs Eat Their Food?*, presented *The Gingerbread Man* as a puppet show, and lead a phonological awareness and vocabulary building game that used various interesting kitchen utensils.
- Polly also debuted new early literacy kits during a Head Start in-service day. Funded by a Wahl Family Charitable Trust grant, these thematic kits of finger plays, puppets, toys, and related books will enhance the early literacy programming at Head Start.
- With the support of Marilyn Wood, Information Services, and Facilities, Children's installed a door counter on the Learn and Play Space. Between November 13 and November 30, the LAPS had 2,470 visitors. Tracking use on this room will help during planning for its expansion into the Parent Teacher Resource Room.

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

- During November, every Kindergarten class from the Edgewood Primary School visited the library for a tour. The tour encouraged each child to get a card, taught children how to care for their books, showed them where interesting and helpful materials could be found in the collections as it conveyed the message that "libraries are fun." Stinesville Elementary kindergarteners will come to the Branch in December.
- The dogs that participate in the "Reading to the Dogs" monthly program were invited to the RBBCSC schools so that children could see what it was like to read to a dog and to learn about the program at the public library. Attendance after this promo increased from an average of 25 in attendance to 43.
- Children's Services hosted a number of all-ages arts programs in the auditorium this month. The "International Education Week Dance Festival" drew more than 100 people. The "Nutcracker Fantasy", as always, played to a packed house, and about 50 people turned out for the "MAYO Jazz Clinic."
- Christina Jones, Stephanie Holman, and Josh Wolf hosted "Meet Bad Kitty" programs at the Main Library and Ellettsville Branch. In all, more than 200 people met the costume character, created gift boxes, and enjoyed an interactive story.

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

- Because of the IU break, the Homework Center was only open for 15 days in November. Tutors hosted 38 help sessions.

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

- The *Ellettsville Journal* will be regularly listing all events in their "Upcoming Events" column.
- Greg Palys, WGCL, interviewed Sara Laughlin about e-books.

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

- Bethany Terry attended training for ITTS (Instruction Targeted for TABE Success) provided by Broadview Learning Center. The ITTS software is available for use by VITAL tutors and learners thanks to Region 8 Innovation Grant funding. VITAL will provide training for tutors interested in accessing this educational support tool.

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

- Patrons can now fill out forms about the kind of books they like to read, and Adult and Teen Services staff will make suggestions of other books they might like. Forms are available at the ATS desk and will show up in the stacks, at Ellettsville, and on the Bookmobile. The next step is to make this service available via the website.

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

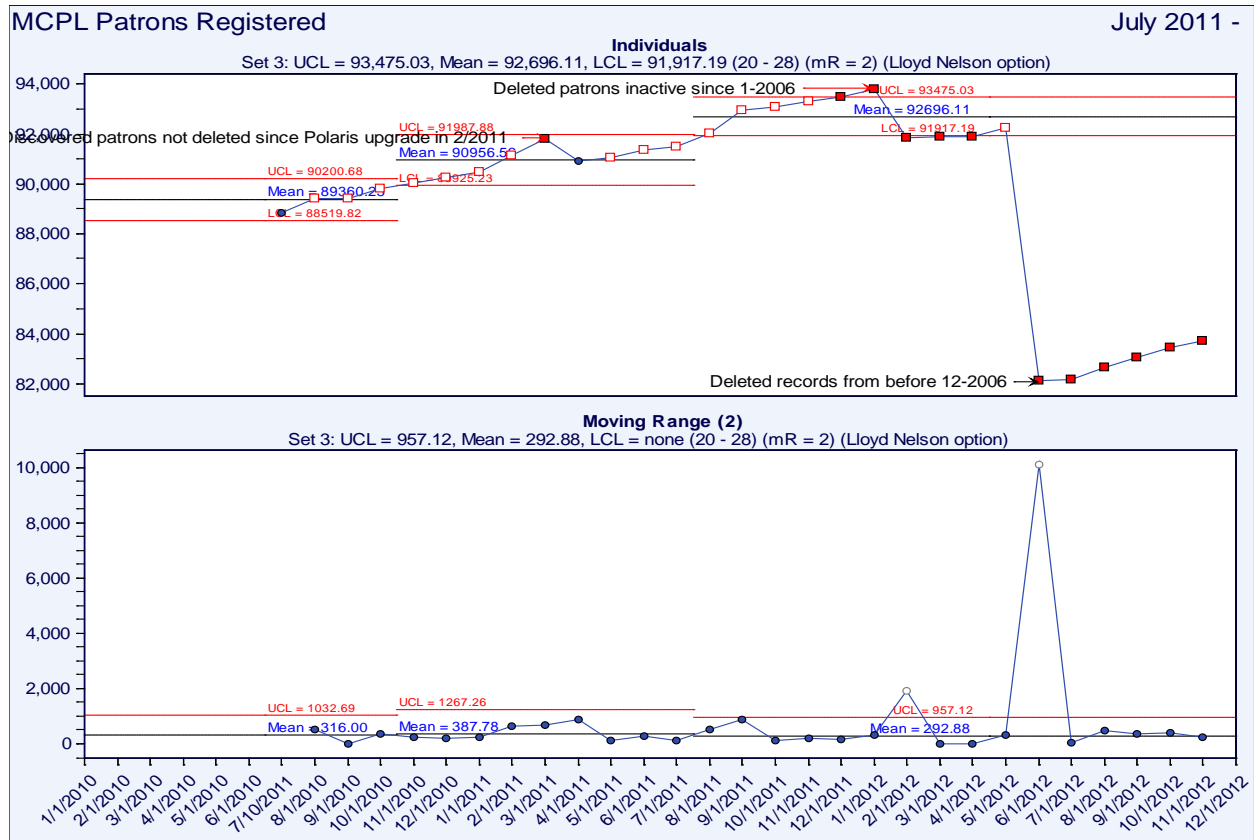
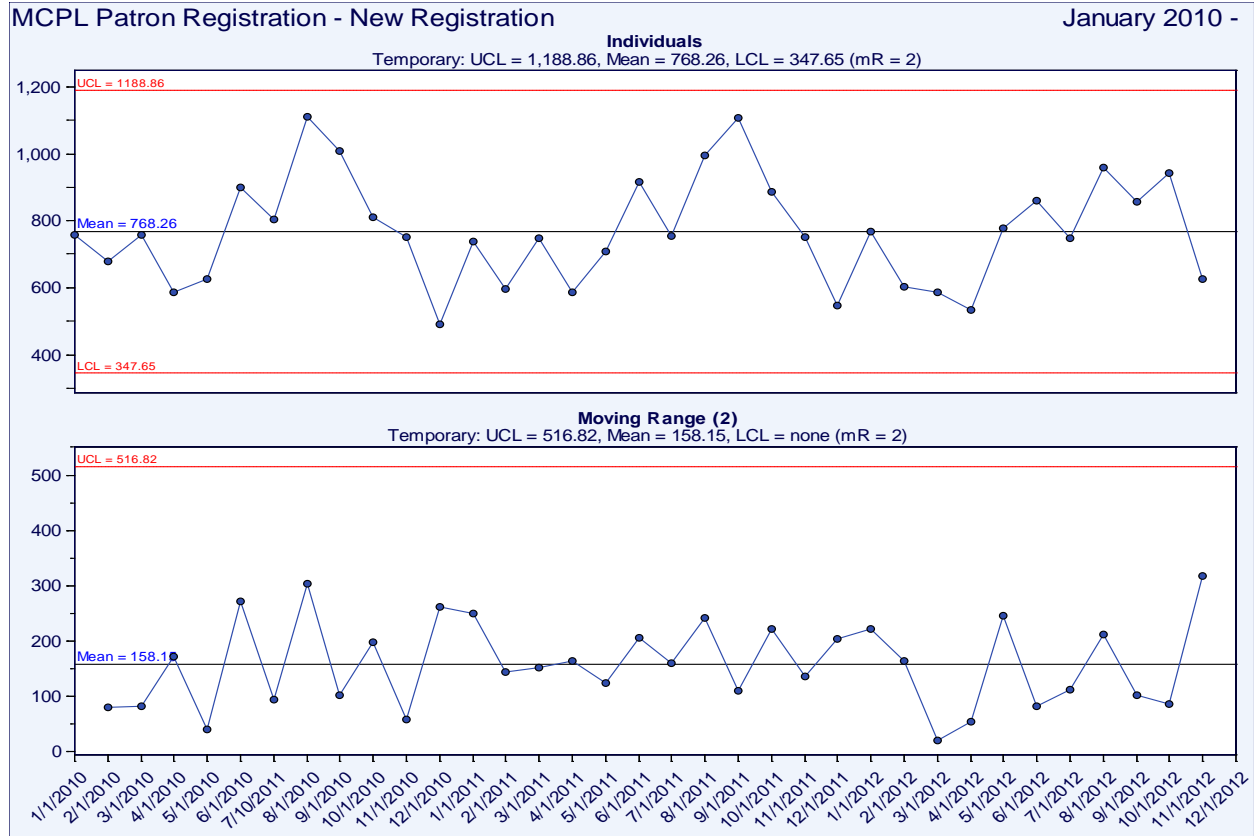
- Penny Gillie attended a Partners in Education meeting for RBB's Early Childhood Center, Stephanie Holman attended meetings for Edgewood Primary and Stinesville Elementary and Chris Hosler would have gone to the one at Edgewood Junior High but it was cancelled.
- The Monroe County Youth Council has had a busy couple of months. This year's group numbers approximately 25 members and is planning a Youth Convention to be held January 19, 2013, at The Warehouse. The theme is "New Year, New Awareness," and the focus of activities will be on health and safety awareness, social awareness, and cultural awareness, with presenters from organizations around the community. Dinner will be served and the teens are organizing a concert to end the event. Down the road, the Council is planning for their second year of hosting Global Youth Service Day on April 26.
- Steven Backs attended a meeting at City Hall with members of the Bloomington Economic Director's office, Ivy Tech, and Indiana University to discuss ways for IU to partner with other organizations to make their "fab lab" digital creativity center available to the community. Members of the group were enthusiastic about the library's plans to present a series of "maker"-themed programs in Summer 2013.

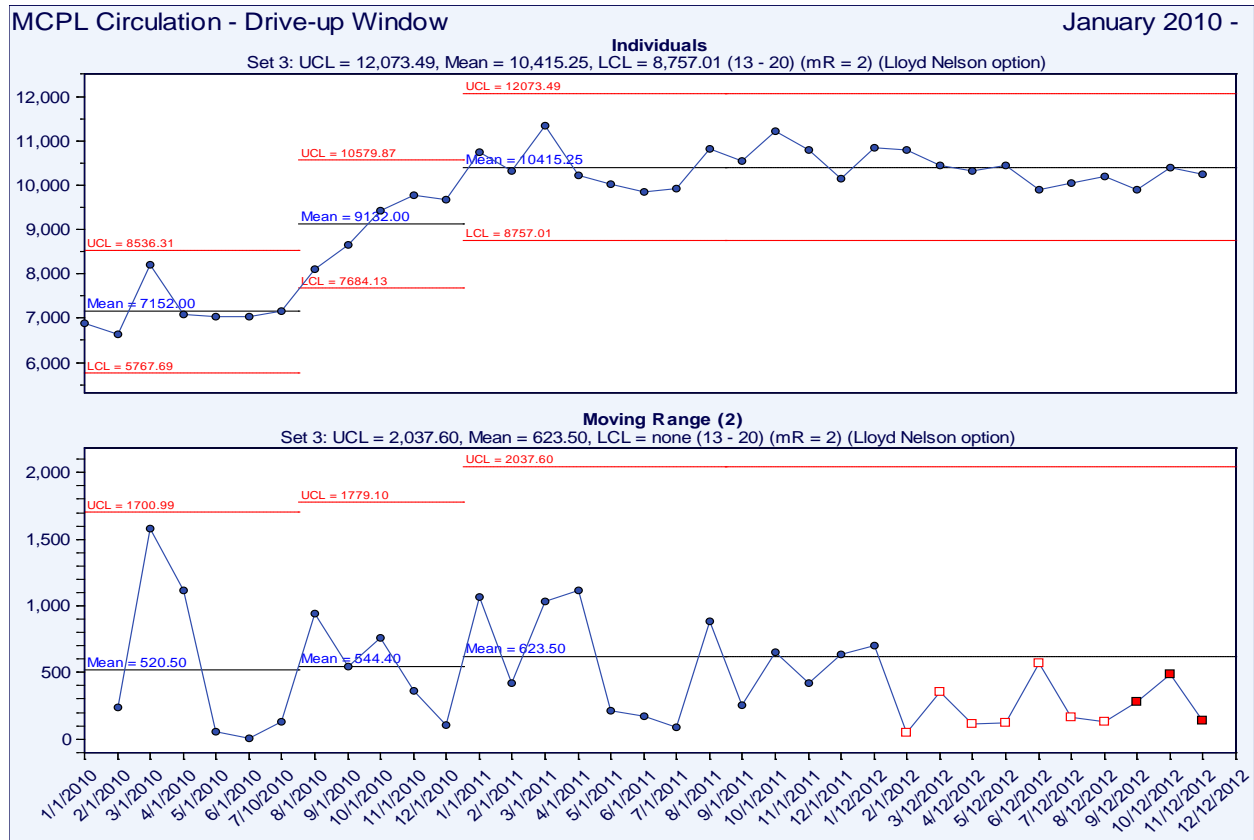
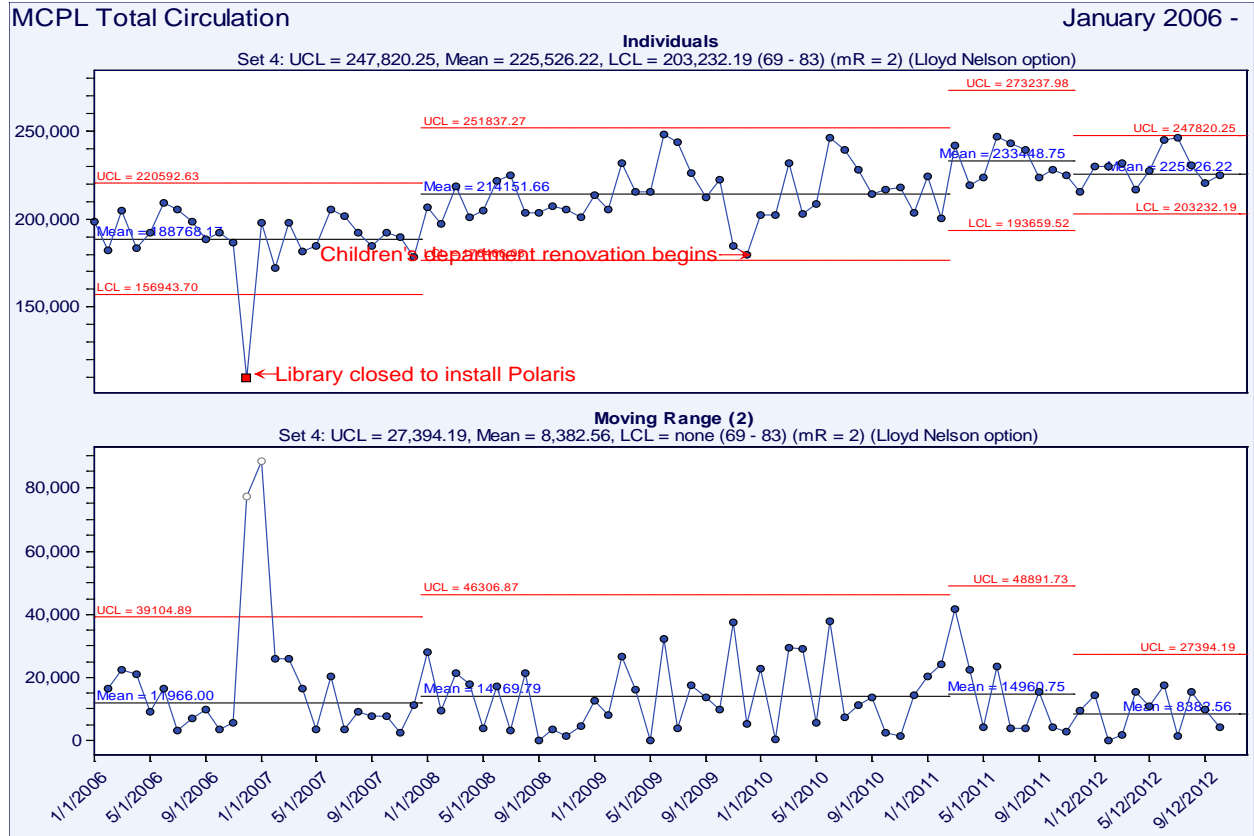
## **Goal 2: Expand access to information.**

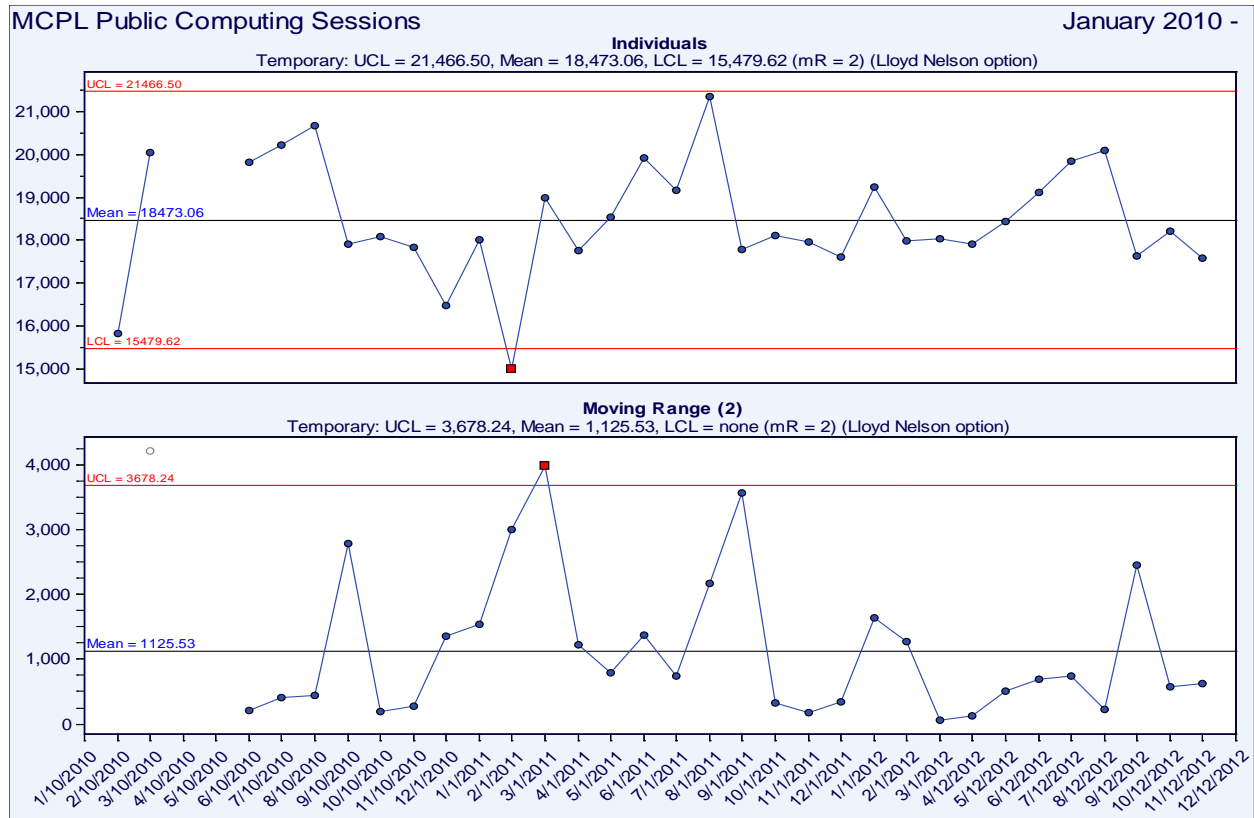
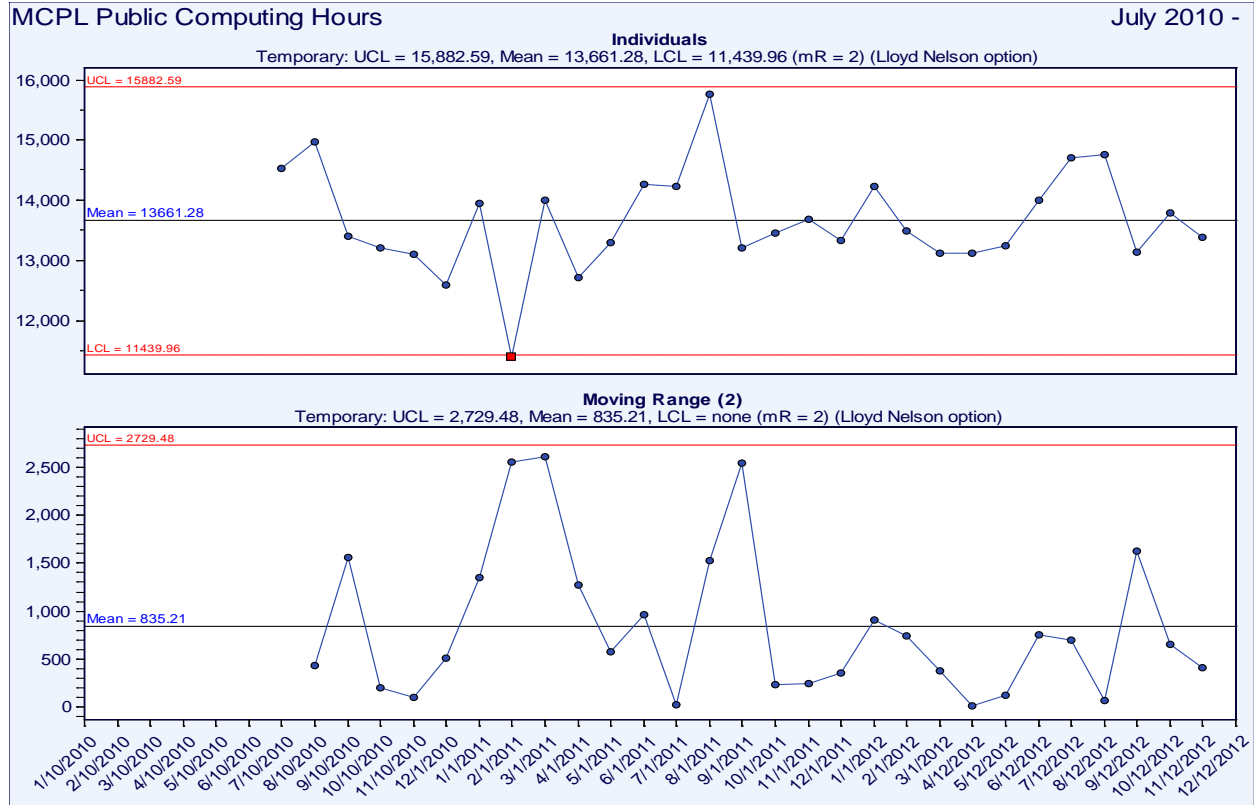
<b>November Access</b>		
<b>Read It Off</b>	Number registered	393
	Charges waived	\$437.37
	Number individuals with charged waived	57
	Number exiting program	20
<b>Interlibrary loan</b>	Items loaned	N/A
	Items borrowed	N/A

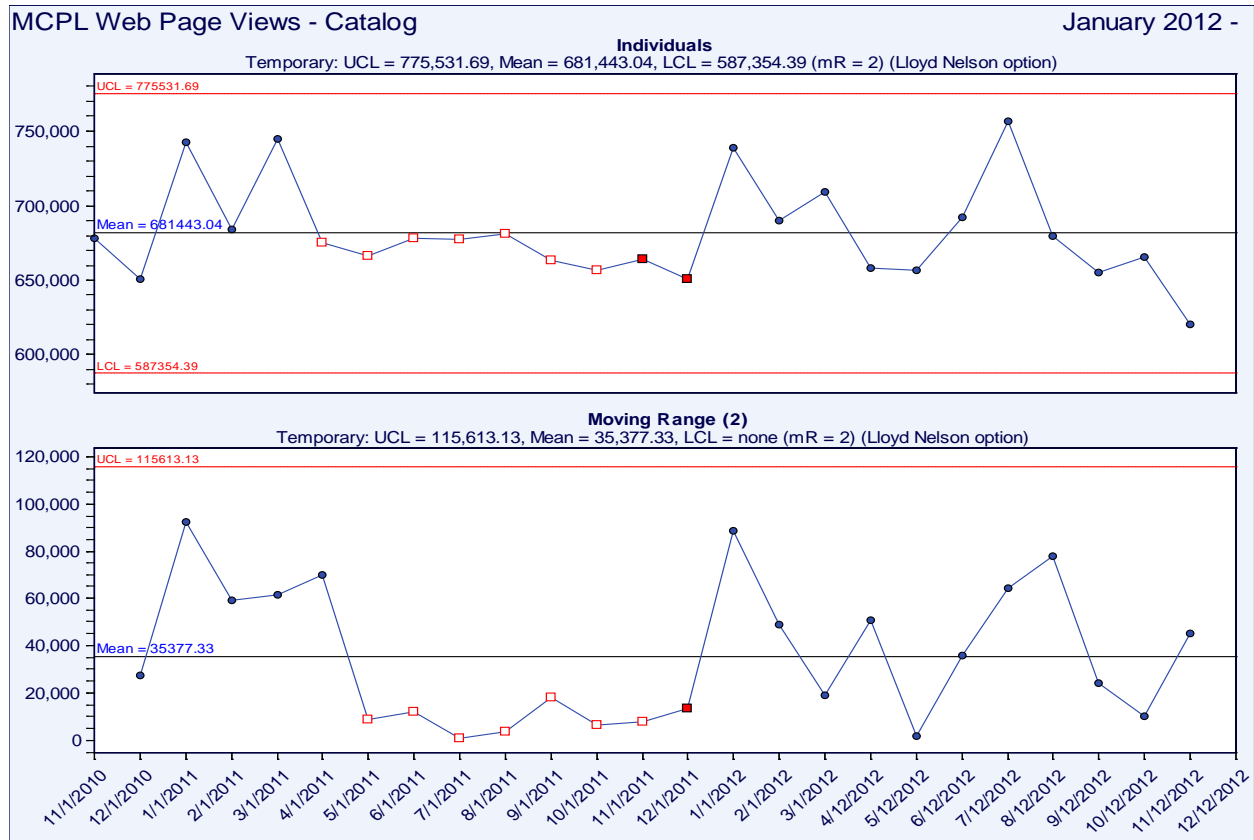
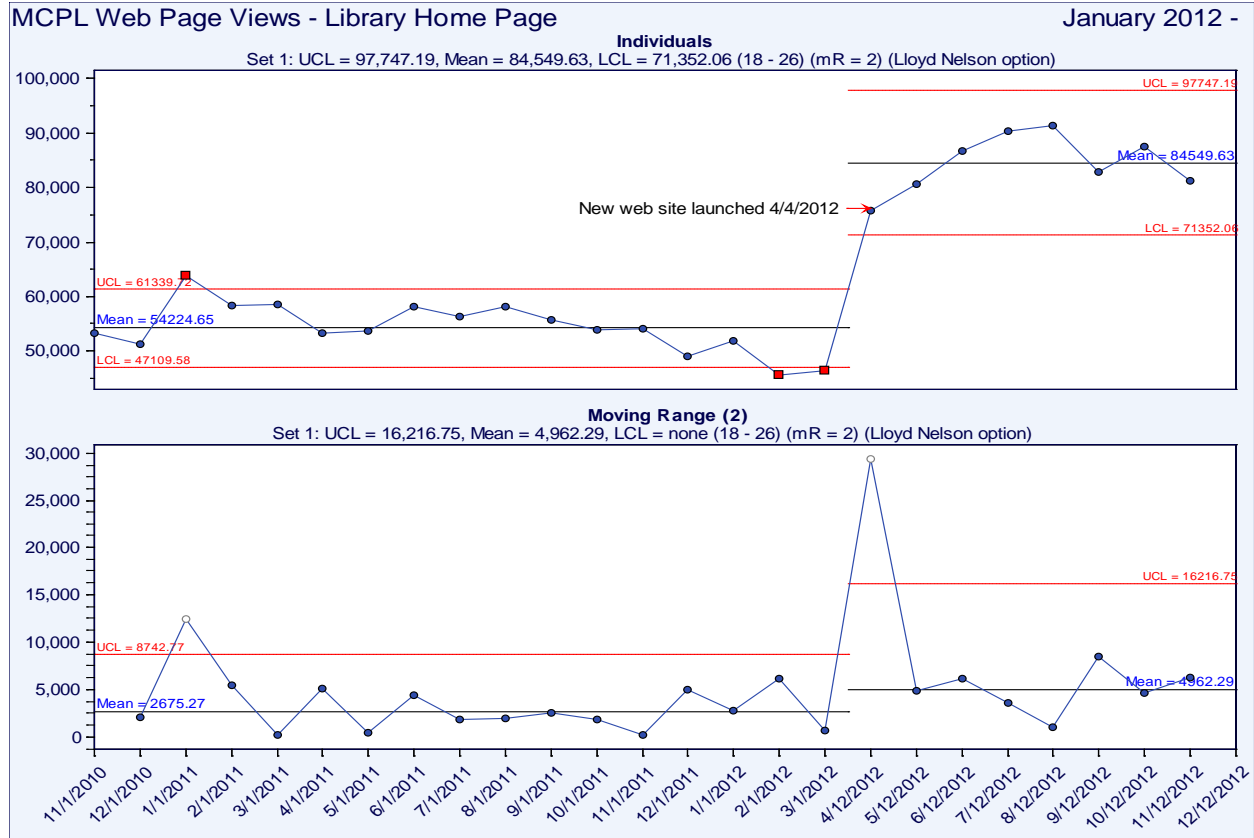
## **2A. Employ technology to facilitate better access to information.**

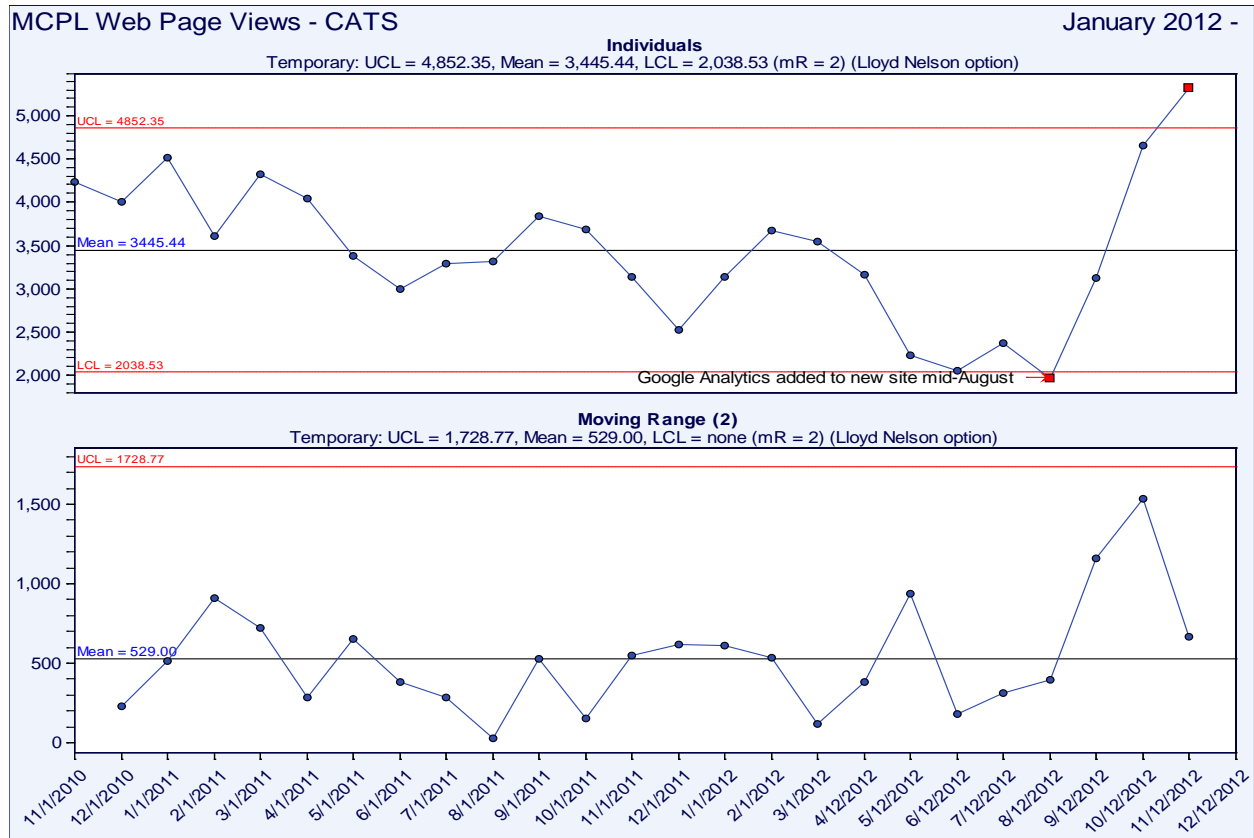
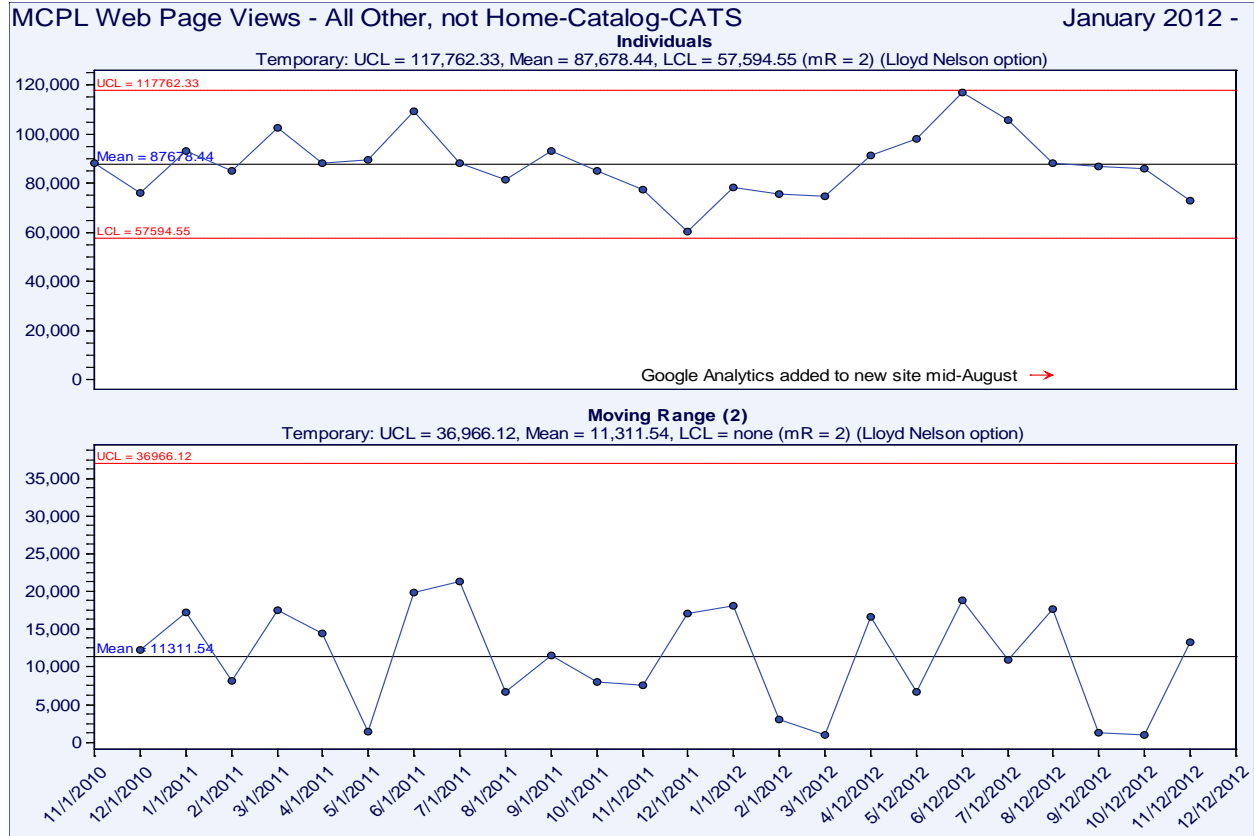
- In early November, the library bid farewell to one of its most reliable pieces of equipment, the old HP 4200 printer, which had well over a million print jobs logged and was a workhorse for our public computer area for several years.
- We increased access to digital downloadables by lifting blocks based on money owed for traditional circulation materials. This brings our downloadable procedures in line with in house use practices. We made this adjustment as part of an initiative to support ipad distribution programs in MCCSC and RBB schools.











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

- The Indiana Room digitized city directories (1909 - 1940), Bloomington High School *Gothic* yearbooks (1908 - 1940), Showers Brothers *Shop Notes* (11 books), and more, during the two months with a book scanner loaned by the Indiana State Library. Trouble with the lens that did not allow us to capture large ledger books as planned, so those will have to wait for the next opportunity.
- We launched the first of a nine part web highlight series focused on databases that are currently available. Using the electronic space to promote electronic resources seemed like a smart fit. Adult and Teen services and Children's staff are working on the content links while Community Relations is matching with the highlight graphics.

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

<b>November CATS</b>	
Government programs produced	28
Patron programs produced	115
Community programs produced	38
Library events produced	12
Dubs delivered	110
Programs added to collection	193

- LIVE Election Night Coverage from the Ivy Tech Waldron Arts Center on November 6 was a joint production between CATS and Community Radio WFHB featuring personnel on location at both Democratic and Republican Headquarters, as well as at the Monroe County Clerk's Office.
- CATS had three winners in the Alliance for Community Media-Central States Region's 2012 Philo T. Farnsworth Video Festival. In the Arts/Cultural Awareness-Professional category: 2011 Lotus World Music Festival: *Creole Choir of Cuba*, produced by Rob Stockwell. In the Children's Programming-Professional category: *2012 Summer Reading Program*, produced by Martin O'Neill & Zac Canale. In the Community Event-Professional category: *2011 Lotus World Music Festival: Frigg*, produced by Jason Radke. CATS' programs were recognized as Finalists in four additional categories. In the Entertainment-Professional category: 2011 Lotus World Music Festival: *Abigail Washburn*, produced by Zac Canale; in Performing Arts-Professional category: *2011 World Lotus Music Festival: Creole Choir of Cuba*, produced by Rob Stockwell; in the Promotional Video (3:00 or less)-Professional: *It's Your Money: Meet Toni*, produced by Martin O'Neill; and in the Promotional Video (3:01 or more)-Professional category: *2012 Summer Reading Program*, produced by Martin O'Neill and Zac Canale.

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

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

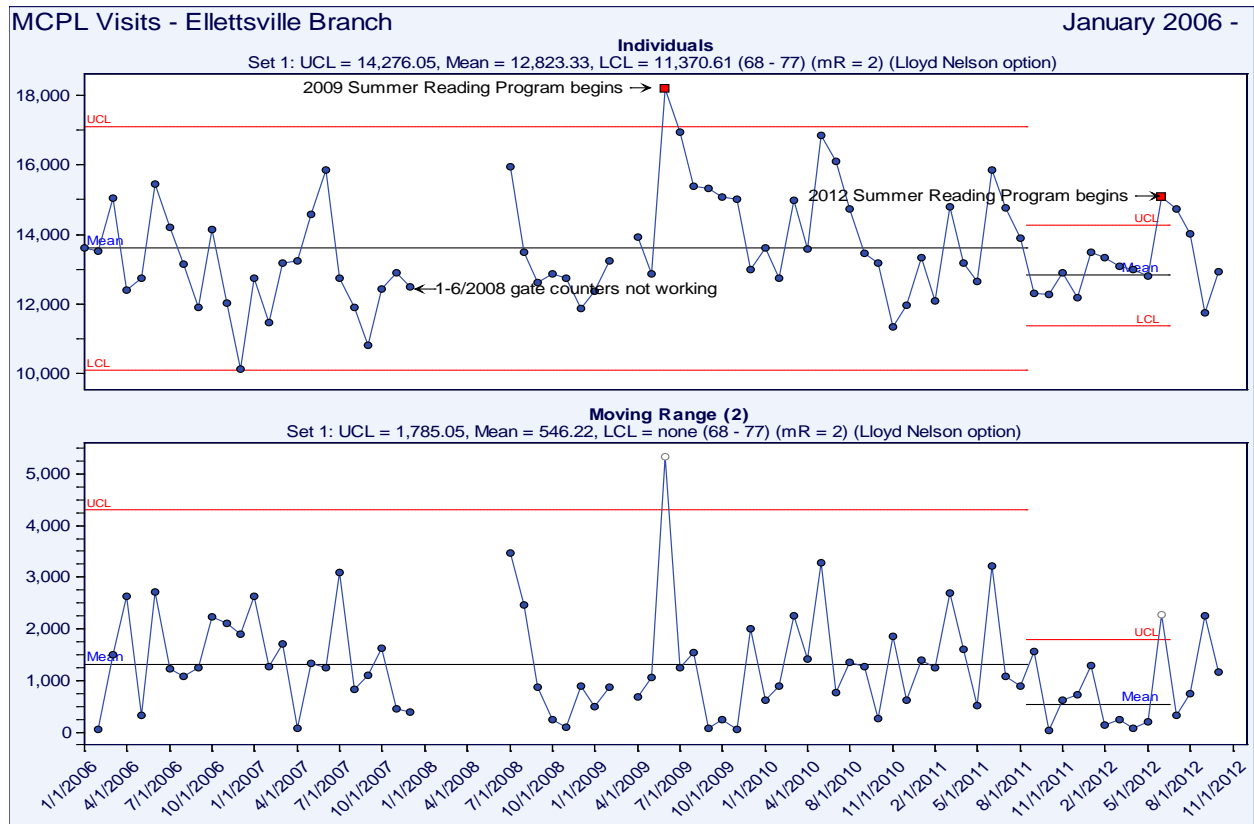
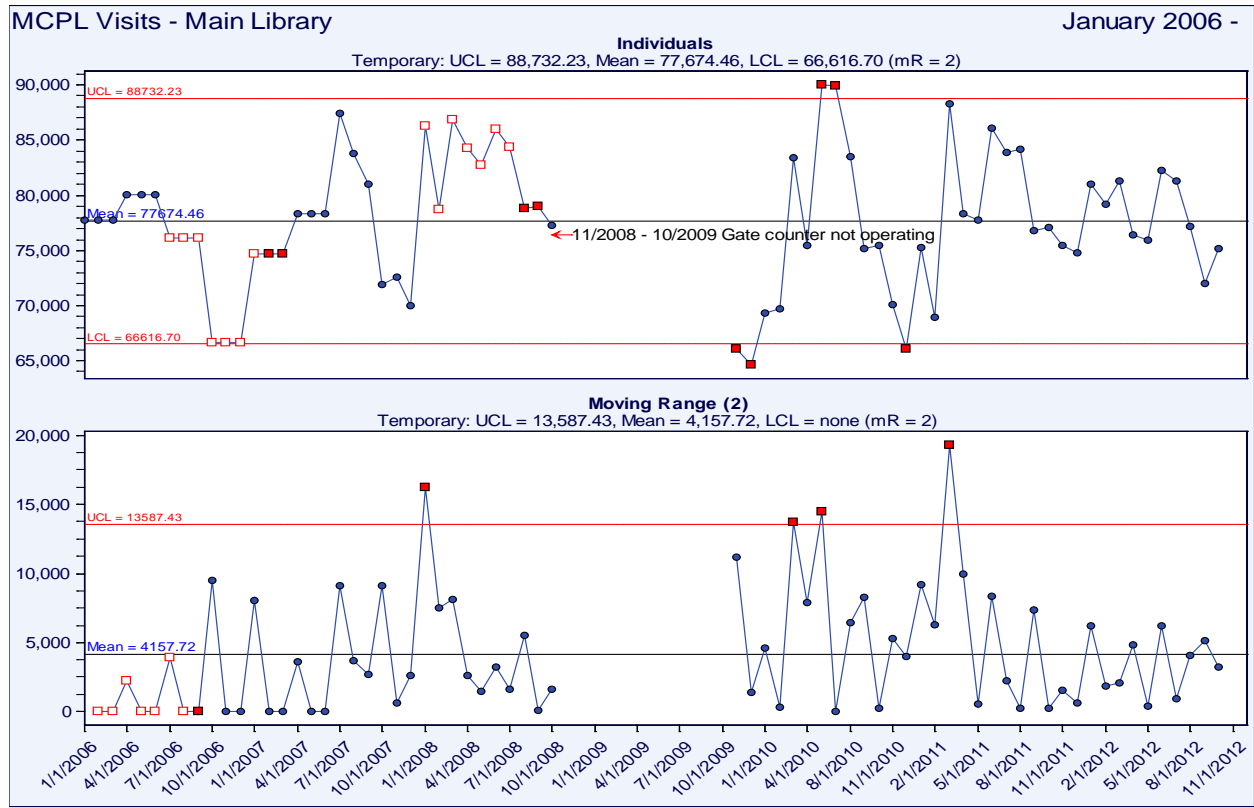
## **2F. Open a second branch location.**

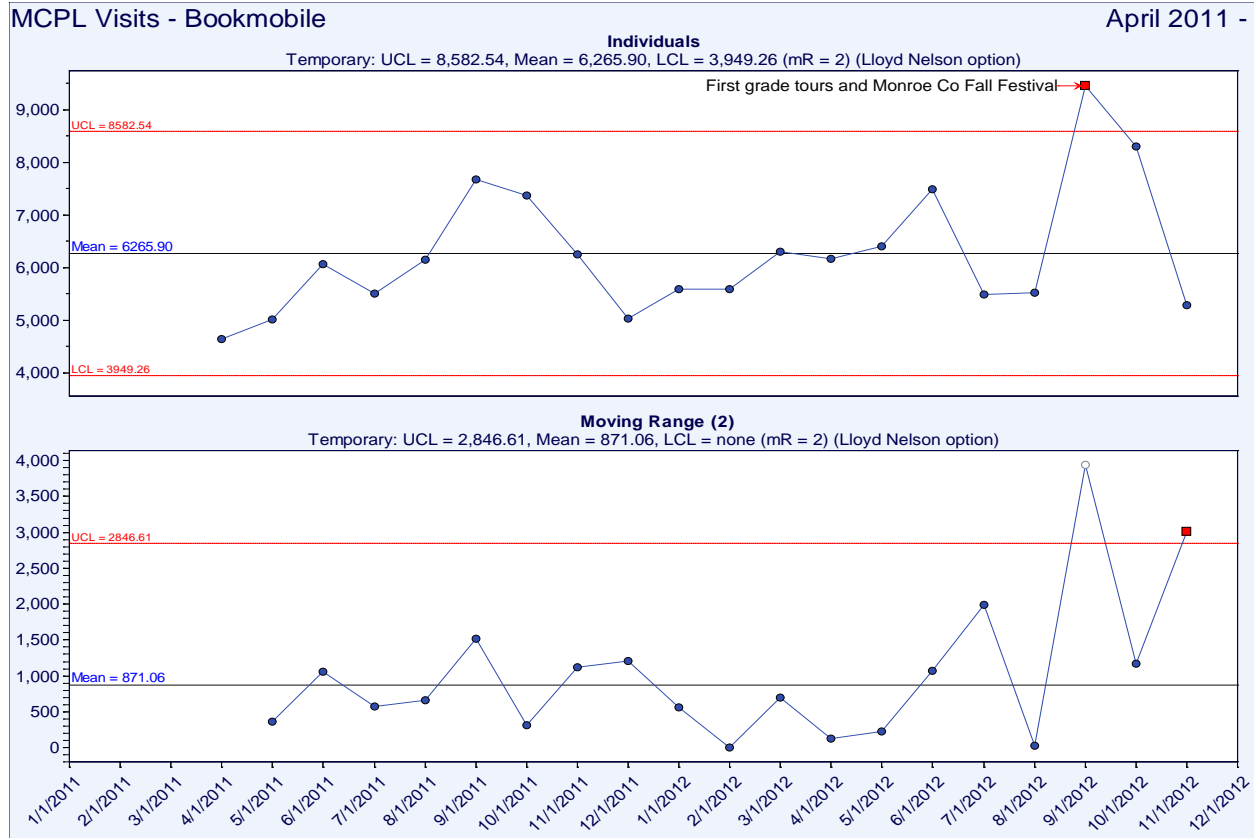
## **2G. Improve service for people with disabilities.**

- Employees that took an online ALA course on serving those with disabilities met with Marilyn Wood and discussed recommendations that could come from this training. The recommendations will be presented to managers in early December.
- Josh Wolf communicated with several members of the hearing impaired community at IU and in Bloomington in order to find a volunteer tutor for the Homework Center who can work with children with hearing impairments.



## Goal 3: Deliver exemplary service.





<b>November Service</b>		
<b>Meeting Rooms</b>	Main Library meeting rooms used	88
	Main Library auditorium used	15
	Main Library atrium	2
	Ellettsville Branch	13
	<b>TOTAL MEETING ROOMS USED</b>	<b>118</b>
<b>Author Alert</b>	Holds placed	85

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

- Marilyn Wood attended meetings sponsored by the Greater Bloomington Chamber of Commerce where the City's proposal to add metered parking downtown was discussed. The Chamber was gathering input in order to take a position.
- Sara Laughlin invited Susie Johnson, City Director of Public Works, to address the Board at the November meeting; the Board asked questions and shared concerns with her.

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

**3C. Improve materials security. COMPLETED**

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

- Odle McGuire Shook of Indianapolis earned the American Institute of Architects Indiana Citation Award for its design of the children's addition at the Ellettsville Branch. The design was cited by judges for its "whimsical addition" which "engages and creates active spaces."

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

- Renovation teams submitted draft reports to use in creating a Request for Proposal for architects to lead the Phase 3 Main Library Renovation.

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

- Gary Lettelleir and Mark Mobley met with contractor J. R. Richardson to finalize specifications for plaza improvements.

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

- Ellettsville Branch staff scheduled two one-on-one technology training sessions with patrons
- The Main Library and Ellettsville Branch took possession of scanners for a month long evaluation period. We hope to be offering this technology to patrons by early 2013.

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

- The November display in the Ellettsville Branch lobby was Fall oriented. A library neighbor offered her Dickens' Village winter display. It receives oohs and aahs from all who see it.
- Eleven people attended "Organize and Revitalize Your Book Club" at the Main Library. Dory Lynch introduced Library research guides that are helpful for finding books for books clubs to read and discuss. Luann introduced the group to the Novel Conversations website and gave a report on planning for the Library's "It's In the Bag" book bags starting next year. Participants shared the clubs to which they belong, books they've successfully used, and if they were trying to start new clubs.
- Six people attended November's Job Search program. In end-of-session evaluations, they commented:
  - "[I liked] that it is free. I would not be able to pay for the advice. This advice was extremely important to me."
  - "Three people, no waiting. Good thoughtful advice."
  - "People were friendly and helpful and provided what I hope will be valuable resources."
- With financial support from the Nonprofit Alliance of Monroe County, the Community Foundation, and the United Way of Monroe County, the library presented a program by June Miller, Indiana Nonprofit Resource Network. She included hands-on instruction with how to utilize the Foundation Center's Database of Grantmakers.
- At the November BooksPlus program, 16 people participated in a lively and wide-ranging discussion of *The Keeper of the Bees* by Gene Stratton Porter, a well-known and widely read Indiana author at the turn of the 20<sup>th</sup> century. This was her last book before her untimely death in 1924. Most people agreed, though it was old, it was still relevant to the 21st century and that reading a book about trust between humans was refreshing.
- Virginia Eubanks, author of *Digital Dead End*, presented a program at the Library on November 3. The IU Schools of Informatics and the Rob Kling Center of the School of Library and Information Science co-sponsored her visit.

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

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

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

- Josh Wolf, Pat Firenze, and Janet Lambert embarked on "The New 23 Things" professional learning series created by Austin Stroud.
- Susan El Shamy continued her training series on Customer Service with all pages and clerks in Main Circulation. Susan extended her staff day theme with more focus on audience perceptions of slang/jargon choices and role playing vocal delivery tones. Immediately following the

department meeting, pages met to give feedback on the "Point of Puzzlement" customer service initiative.

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

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

- Sara Laughlin participated in a panel on using evaluation in libraries in Cassidy Sugimoto's class on research at IU-SLIS; she referenced the library's recent community survey, comments, process data, and use of focus groups and interviews to gather feedback from customers.

## **Goal 4: Maintain High Quality Collections**

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

- Stephanie Holman attended a session at ILF about new books for children and young adults. She brought a list back to give to selector Martha Ody for possible acquisition.

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

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

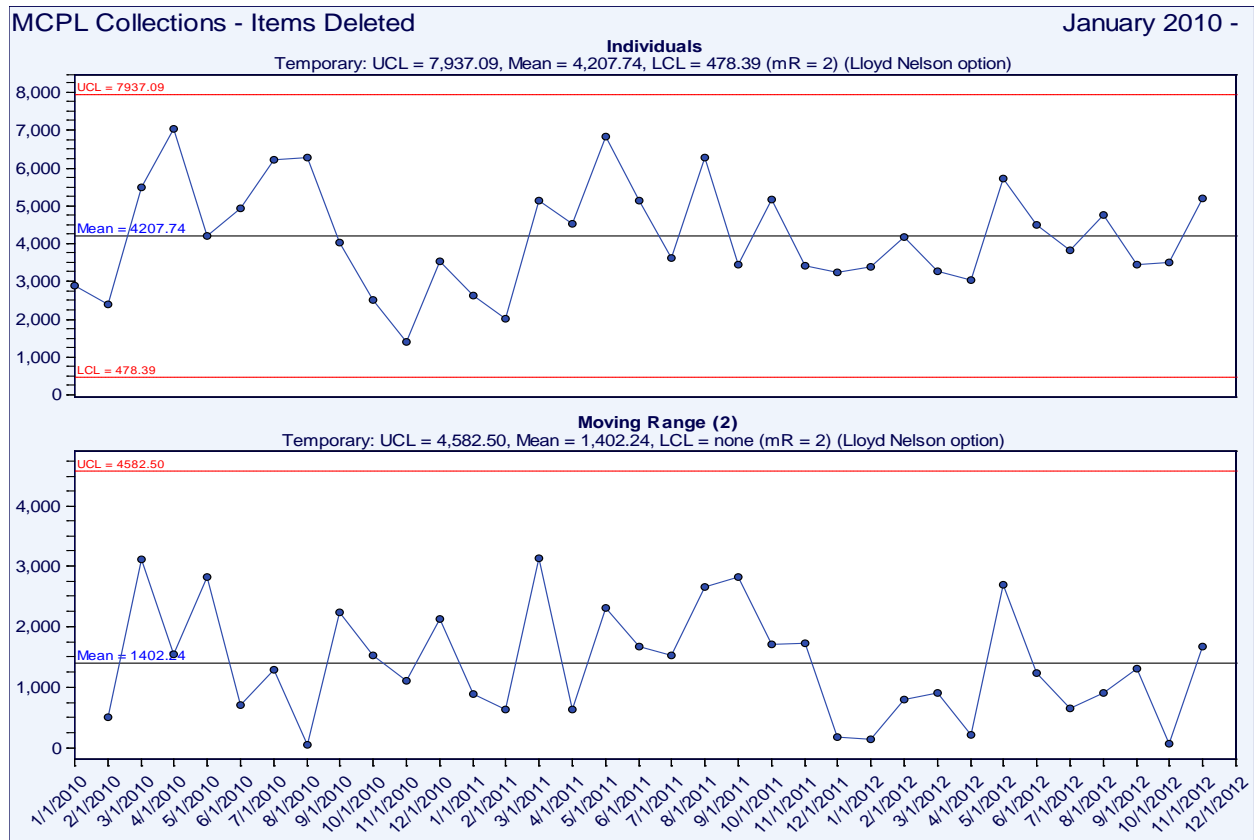
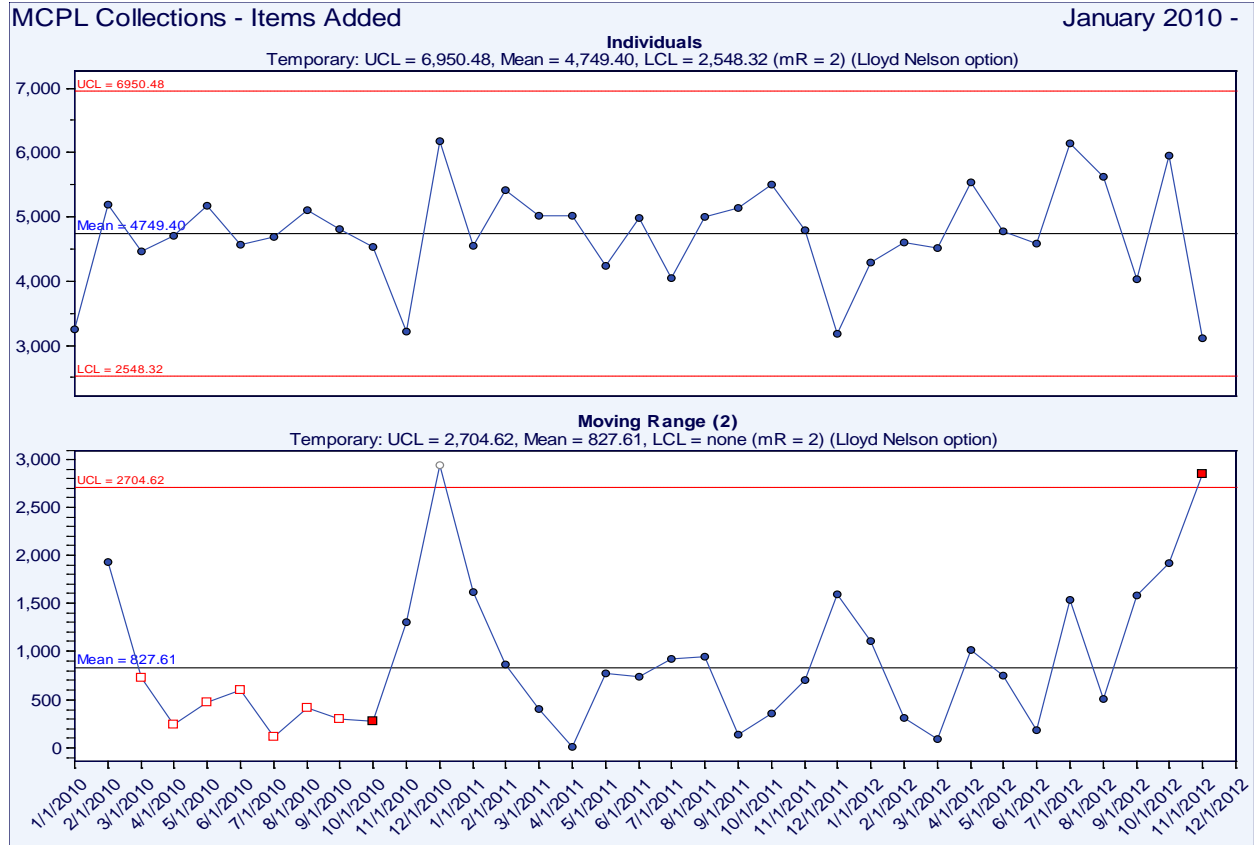
- "Playaways" arrived at the Ellettsville Branch and have been generated a lot of discussion. At the Main Library, they have been flying off the shelves. Patron comment reported by circulation desk staff: "A gentleman made a point to stop by the checkout desk and sing his praises for these new devices. He had just returned from a trip and was so impressed by how easy it was to listen to the Playaways in his car, on an airplane, and while walking about. He mentioned the sound clarity was excellent as well."
- Following a number of recent requests and ideas for new formats, non-traditional formats and equipment collections, we started a task force to encourage exploration of new formats and equipment and standardize the consideration and implementation process.

**4D. Improve patron satisfaction with movies collection.**

**4E. Improve the weeding process. COMPLETED**

- Penny Gillie continued weeding in the Juvenile Non-Fiction collection to enhance access and display opportunities at the Ellettsville Branch.
- Ellen Arnholter oversaw heavy weeding of the Picture Books, Juvenile Non Fiction, and Juvenile Non Fiction DVDs in the Children's Department.

**4F. Develop a children's collection endowment.**



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

### ***5A. Implement recommendations from classification and compensation study.***

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

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

- Sara Laughlin attended the fall meeting of Administrators of Large Public Libraries in Indiana (ADOLPLI).
- Sara Laughlin and six employees attended the Indiana Library Federation Conference. Stephanie Holman wrote: "It was fun to see the Children's room on display in the Exhibit hall. I attended a session on outdoor spaces to help prepare for the addition to the branch in the future. Sara and I attended a wonderful program on the library as a "third space" in people's lives and shared the speaker's information with the Staff Development committee as a potential speaker." Mickey Needham reported she was particularly inspired by a session on a branch of the Columbus Ohio that was originally planned as a "branch without books." While their plans have changed, the discussion of technology's impact on library spaces was very thought-provoking." Sara presented a session on the library's efforts to improve services to people with disabilities.
- Pam Wasmer was elected to the Board of the Indiana Public Library Association.
- Paula Singer facilitated the seventh of eight leadership development sessions for managers.

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

- The Labor-Management Committee met on November 27 to provide feedback on the sick bank/short term disability proposal.

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

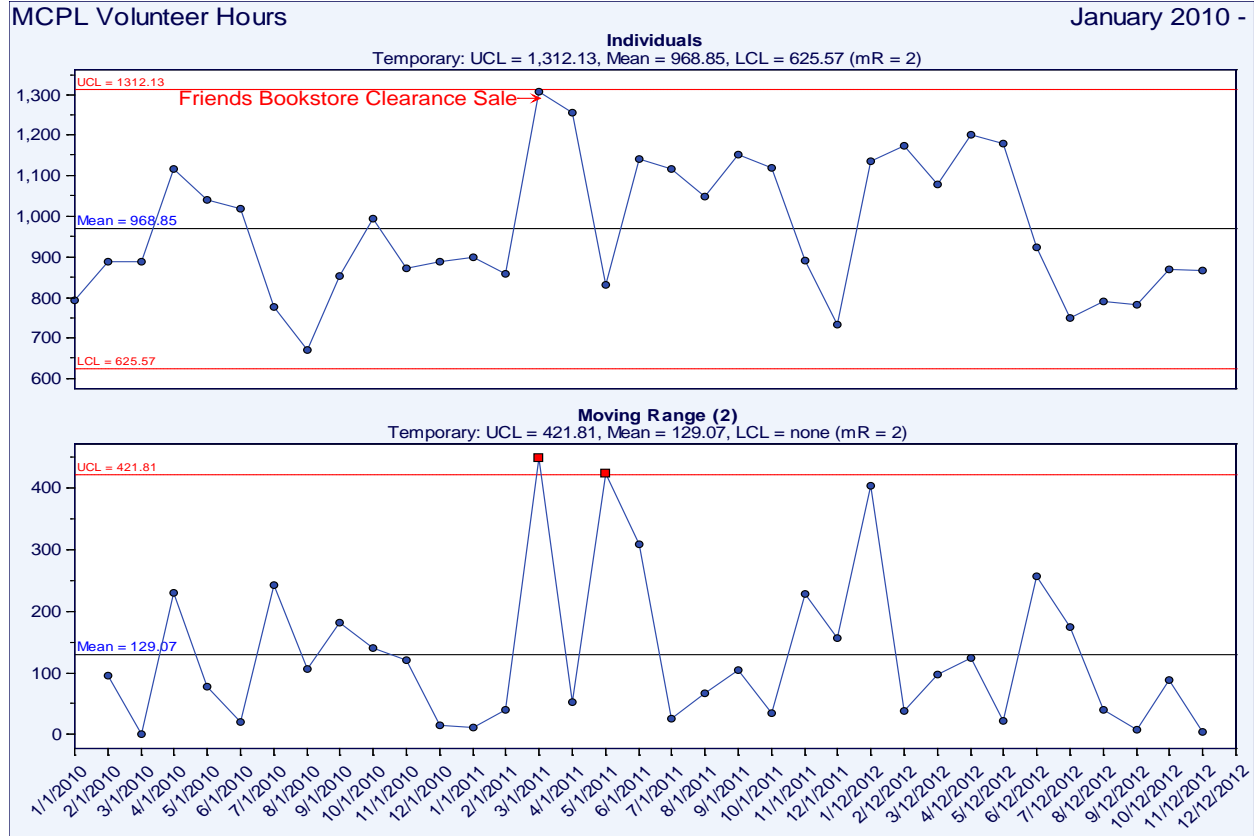
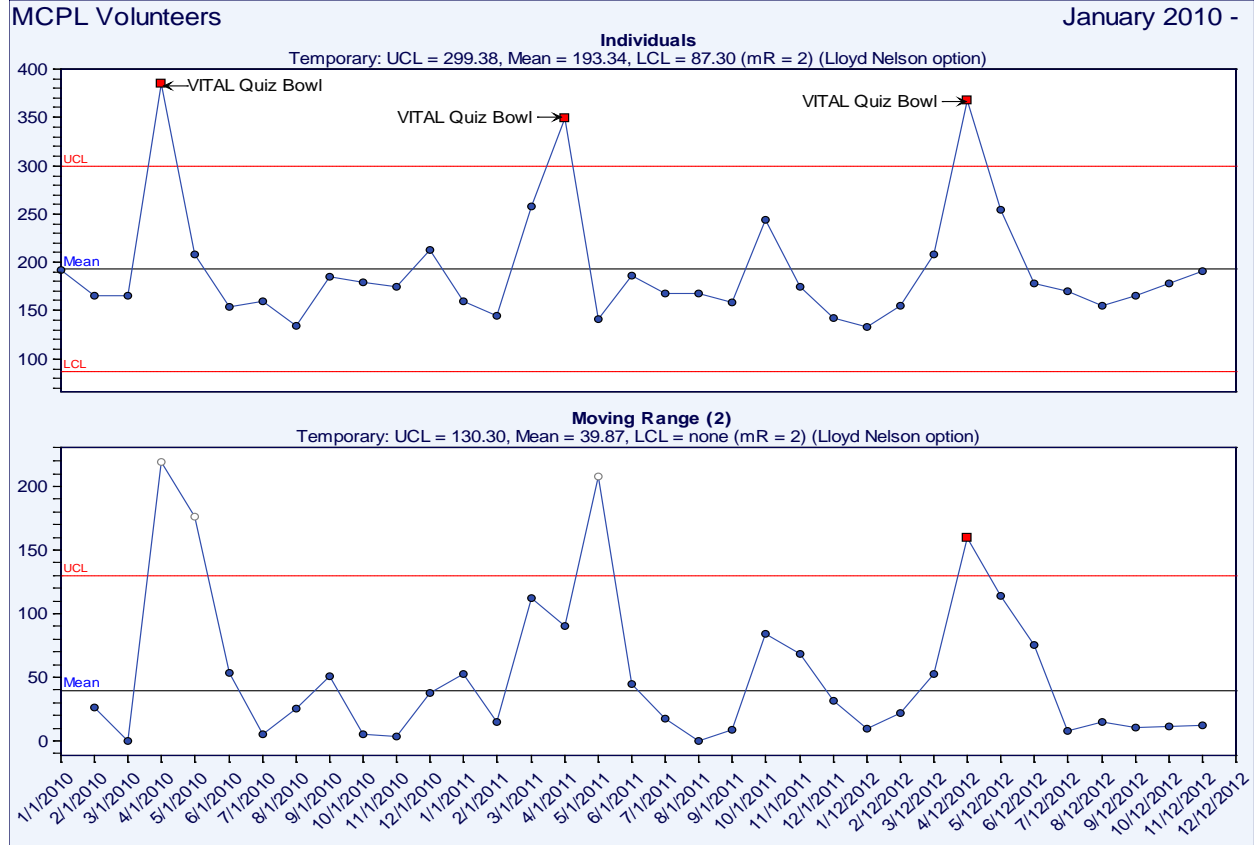
- Circulation and Facilities hosted 16 volunteers from the annual "Carefest" event sponsored by the Sherwood Oaks Christian Church. The lively group completed yard work in rain/hail, washed all the feature film shelves in Movies and Music, cleaned shelving carts and Children's Department baby books and DVD's.

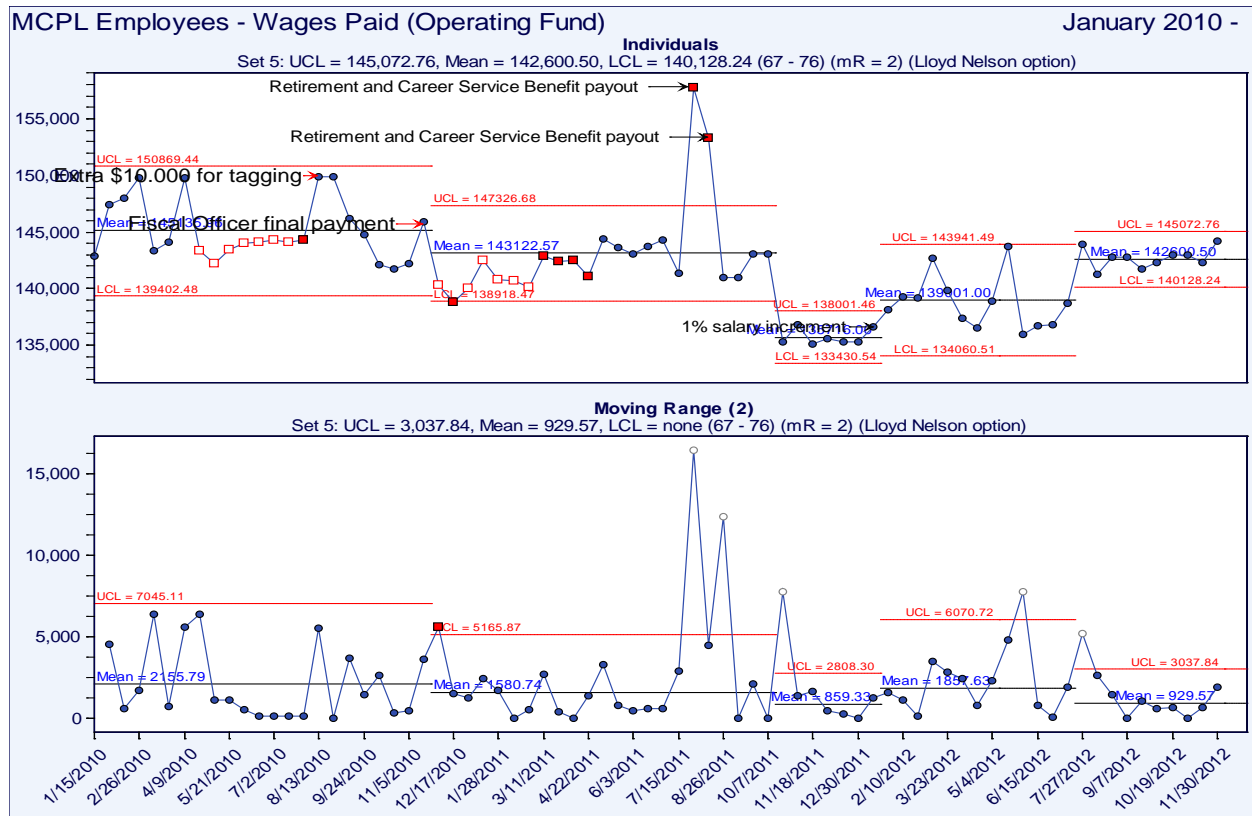
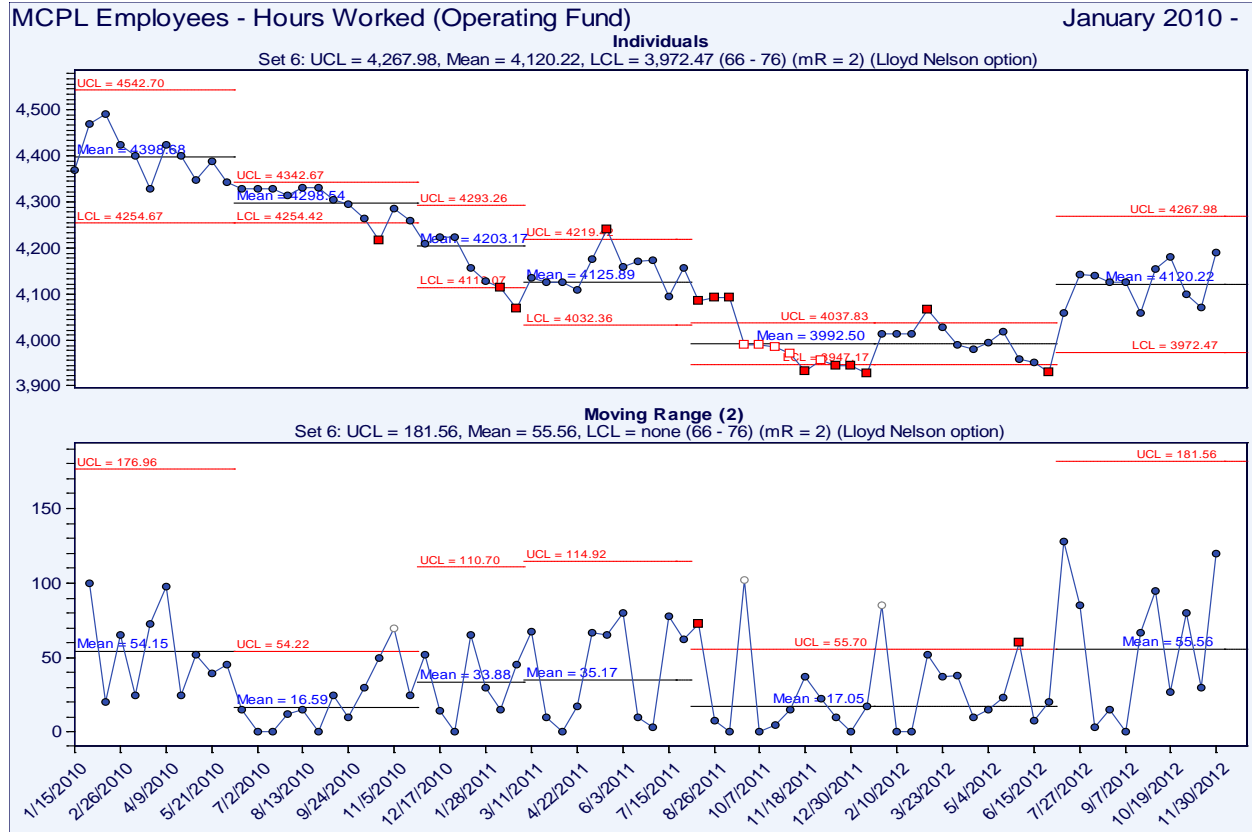
### ***5F. Increase efforts to be an inclusive and attractive employer.***

- The Ad Hoc Healthcare Task Force met to review proposed health insurance benefits for 2013.
- Employees enjoyed two holidays – Thanksgiving and the day after.
- Sara Laughlin shared the draft strategic plan at all-staff meetings on November 28 and 29.

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

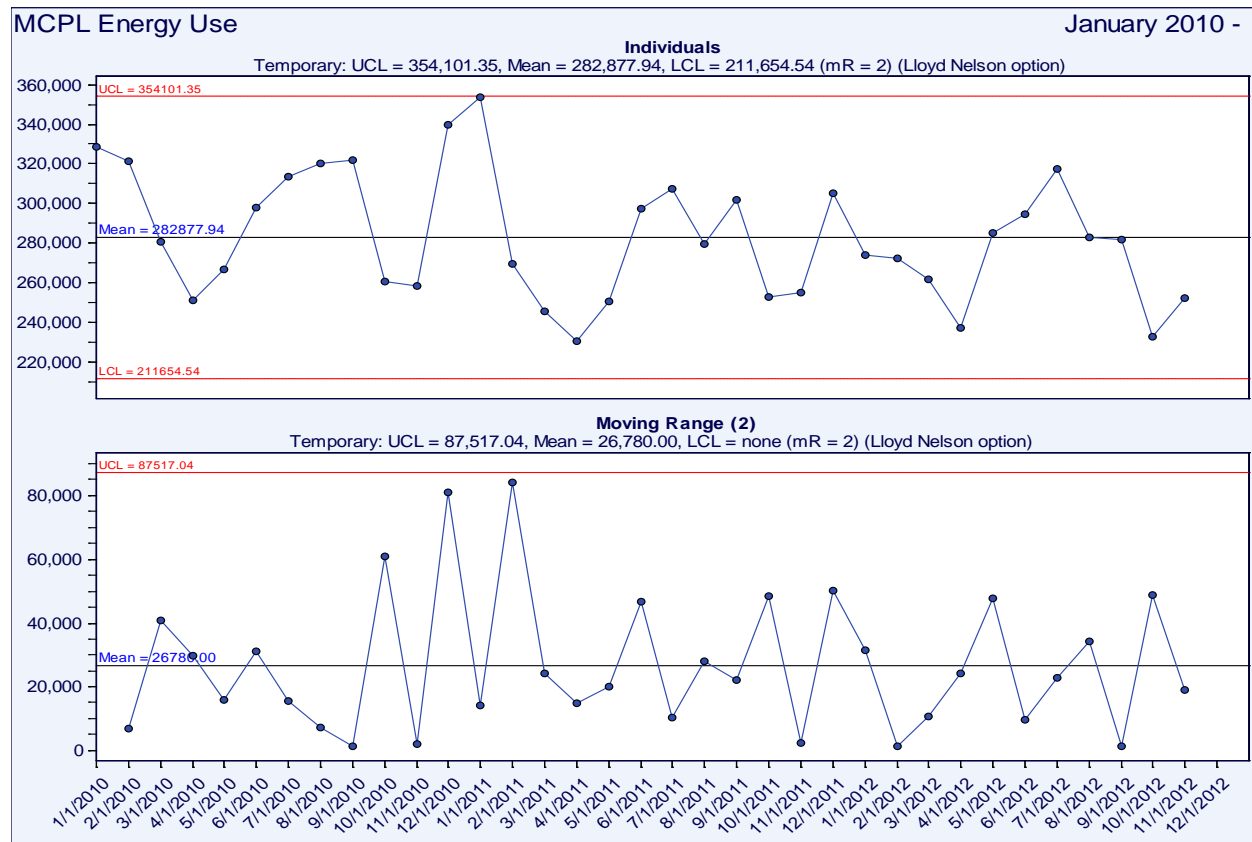
- Circulation staff worked with State Library representatives to clarify delivery/pickup procedures with their new Inter Library Loan carrier.
- Paula Gray-Overtom our Web Administrator made a small adjustment to the new patron registration form that will be a long term time saver for Circulation. She forced the form to cause capitalization of the first letter of proper names. This means that clerks will not have to re-key data for a majority of new accounts. YTD November 2012 we have created 8.263 new accounts. Thank you Paula!







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



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

### 5J. Maximize tax support.

- Gary Lettelleir responded to several requests for documents in preparation for sale of the general obligation bonds in December.

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

- The Friends of the Library granted the Library's request for \$105,350 to support library programs, public awareness, and staff development in 2013, the largest gift in the Friends' history.
- The Wahl Family Charitable Trust awarded the Library \$5,000 to equip the expanded Learn and Play Space in Children's Services.
- Christine Friesel submitted a proposal to the Community Foundation of Bloomington and Monroe County to host *Nonprofit Central*.

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

- Stephanie Holman and Sara Laughlin attended the November Friends Board meeting.
- Stephanie Holman and Sara Laughlin also added noted to several letters as part of the second Campaign mailing.
- Penny Gillie gave a presentation about Friends of the Library membership to interested Meadowood residents.

## Monroe County Public Library 2013 Fee Schedule

Overdue fines	\$0.25/day (Maximum \$10/item) (No charge for children's materials)
Collection Agency Fee	\$10.00
Replacement Library Card	\$1.00
Annual Subscription Card – Non-resident	\$60.00
Lost items	Varies
Photocopies	\$0.10/page (No charge for first 3 pages/day)
Printing	\$0.10/page (No charge for first 3 pages/day)
Obituaries for those who live out-of-county	\$3/name
Genealogy research for those who live out-of-county	\$10/request
Meeting Room and Auditorium rental for Businesses operating in Monroe County	\$150/hour for Auditorium and 1B/1C combined \$75/hour for 1A, 1B, 1C
Meeting Room Clean-up Fee	Maintenance (reset room, clean carpet, repair furniture, etc.): \$25/hour. Equipment damage or replacement: Cost + \$10 service fee
Test proctoring	\$30/test
CATS dubs	\$10/dub (No charge for dubs of public meetings for elected officials from units with contracts with CATS)
Supplies	
Reusable bags	\$1/bag
Blank CDs	\$1/disc

Adopted by the Board of Trustees December 15, 2010  
Revised October 26, 2011  
Revised July 18, 2012  
Revised

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

WHEREAS, there is a possibility that the tax settlement may not be received by the close of business on December 31, 2012, and it may be necessary to transfer money from one fund to another, in order to have a positive balance in all funds at the end of the year,

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

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

ADOPTED THIS 19th Day of December, 2012

AYE

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Monroe County  
Public Library

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**Strategic Plan  
2013-2017**

**Adopted by the Board of Trustees**



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## Overview of the Strategic Planning Process

At a pivotal moment in the world of public libraries, the Monroe County Public Library set about creating a new strategic plan.

The library serves 138,000 residents of Monroe County, Indiana, home of Indiana University. The library provides service through a Main Library in downtown Bloomington, a branch in Ellettsville, and outreach services including Bookmobile, Homebound, Van, and Jail service. In addition to comprehensive library services, the library also hosts homework help, an active adult literacy program, and a community access television station with five channels.

The library enjoys strong community support and is consistently ranked among the top public libraries of its size in the country. In 2011, circulation exceeded 2.7 million items (ranked 15<sup>th</sup> in the nation in per capita circulation) and patrons made more than a million visits. The library supported nearly 220,000 public computer sessions. 61,599 people participated in 2,466 library programs and the library hosted 1,152 meetings of local community groups.

The library Board has taxing authority, limited by state law and review by County Council. In 2012, the library had an operating budget of just over \$7.6 million. In 2012, the library secured a three-year \$1.8 million general obligation bond that will help the library keep its facilities and technology current. At the same time, the state's property tax caps and slow recovery from recession will continue to impact the library's budget, resulting in unknown, but almost certainly tight funding.

During the next few years, the library anticipates rapid change in its operating environment:

- Dramatic changes in the publishing industry, as primary producers of books, music, and movies move toward digital distribution of content
- Dramatic changes in the telecommunications/information industry, as mobile devices become ever-more utilized in individuals' lives
- Significant changes in patrons' learning, information seeking, and entertainment behaviors
- Constrictions in funding and to the library Board's decision-making authority, as state government takes an activist role in local government control

The library saw the planning process as an opportunity to connect even more deeply to the community and involve stakeholders in a planning process that was big, fun and future-oriented. It contracted with Consensus, a consulting group based in Kansas City, to facilitate the process.

A complete record of the planning process from beginning to end, including a slide show of the community engagement event, is available at <http://www.monroe.lib.in.us/about/strategic-planning-2012>.

### ***A Community Steering Committee Guided the Effort***

The library convened a Strategic Planning Steering Committee to oversee the planning process. Many thanks to these community leaders representing the business, nonprofit, and education sectors, as well as Library Board and Friends of the Library, who reviewed information at every step of the planning and contributed valuable insights:

John Baumert, Friends of the Library  
 Kyla Cox, Indiana University Office of the Vice Provost for Undergraduate Education  
 Judith DeMuth, Monroe County Community School Corporation

Carol Gardiner, Richland-Bean Blossom Community School Corporation  
 Barry Lessow, United Way of Monroe County  
 Valerie Merriam, Monroe County Public Library Board of Trustees  
 Stephen Moberly, Monroe County Public Library Board of Trustees  
 Frederick Risinger, Monroe County Public Library Board of Trustees  
 Ron Walker, Bloomington Economic Development Corporation  
 Barbara Wilcox, Friends of the Library

Joining community representatives were nine library representatives, who formed the “core team” and led staff input, reviewed mountains of notes, and prepared and revised many, many drafts:

Ned Baugh, Information Services	Mickey Needham, Ellettsville Branch
Margaret Harter, Community Relations	Jane Ruddick, Collection Services
Chris Jackson, Community Outreach	Kyle Wickemeyer-Hardy, Human Resources
Sara Laughlin, Director	Josh Wolf, Children’s Services
Doris Lynch, Adult and Teen Services	

### ***The Library’s Futures Committee Set the Stage***

The library chartered a Futures Committee to study the future of library services. After some research, the Futures Committee formulated six questions:

- In ten years, what will the library’s core services be?
- How can libraries meet the challenge of promoting, delivering and discussing books with the community in the new era of e-books?
- Should the library become involved in the production, distribution and/or archiving of local content?
- What impact will new literacies have on library services?
- How will the library incorporate new technologies and services that will transform facilities from places where things are stored into spaces where community members are encouraged to work, create and build?
- Will the library’s role as a gathering space and community center become more central to our success?

The committee gathered information from staff members, conducted site visits to four digital creativity centers, attended conferences to hear library trend experts, and read books, articles, and research reports. The committee’s report, exploring possible answers to these questions, became input for the Future Search Conference.

### ***The Library Compared Well with Other Libraries of Similar Size***

Tom Hennen prepared a report that benchmarked the Monroe County Public Library against other Indiana libraries serving similar populations and against libraries across the nation ranked in the top 10 in the Hennen American Public Library Rankings. Because the latest data available was from 2008 (for HAPLR rankings) and 2009 for other rankings, just before many communities and libraries were hit by a recession, the report was of limited use for future planning, but nevertheless confirmed that the library has a record of performing well and is among the top tier of libraries in the country.

Hennen reported that, compared with its Indiana and regional peers in 2009, the Monroe County Public Library:

- Spent more per capita overall, more per capita on print materials, and less on print periodicals.

- Spent a higher percentage of its operating funds for materials than peers in the region and about the same as Indiana peers.
- Owned more print volumes.
- Had substantially more staff than peers, but spent less per circulation and had a higher circulation per hour and per FTE staff hour.
- Answered marginally more reference questions.
- Checked out substantially more items per capita and less per visit.
- Maintained a higher turnover rate – circulation per collection.
- Had a higher number of visits per hour.
- Had more public access Internet terminals per capita, hosted more public Internet sessions per capita and per open hour, and matched the Internet use per visit rate.

The full report is available at <http://www.monroe.lib.in.us/about/strategic-planning-2012>.

### ***Monroe County's Population is Expected to Grow***

The library also researched population projections, which showed that Monroe County's population will likely increase by 33 percent by 2050. While the largest age group will continue to be between 20 and 29 years old, the age group which will experience the largest increase is those 60 and older.

### ***The Library Future Search Conference Built Common Ground for Action***

What trends are likely to have the biggest impact on library services? What should the library look like years in the future? Over three days in May 2012, the library brought together a diverse mix of 61 community and staff members to answer these questions.

Penny Austin	Jason Evans Groth	Kathleen Plucker
Diane Ballard	Paige Halliday	Mary Jean Regoli
Katie Bannon	Deb Hutton	James Robinson
Erika Barnhill	Chris Jackson	Jennifer Robinson
Daniel Baron	January Jones	Howard Rosenbaum
Ned Baugh	Sara Laughlin	Rick Routon
John Baumert	Gary Lettelleir	Tom Saccone
Sarah Bowman	Jackie Lovings	Ellen Sieber
Kalynn Brower	Shaun McDermott	Paul Simacek
George'ann Cattelona	Geoff McKim	Paul Smedberg
Lisa Champelli	Valerie Merriam	Maggie Sullivan
Kenneth Childers	Miah Michaelsen	Diane Thayer
Talisha Coppock	Steve Moberly	Brad Thurmond
Tori Dillinger	Robert Moore	Gracia Valliant
Mary Ducette	Mickey Needham	Steve Volan
David Ernst	Jenny Noble-Kuchera	Jane Walter
Cathy Fuentes-Rohwer	David Nosko	Carol Weiss-Kennedy
Christine Friesel	Brian O'Neill	Josh Wolf
Thom Gillespie	Martin O'Neill	Charlotte Zietlow
Scott Gillie	Bobby Overman	
Paula Gray-Overtoom	Tina Peterson	



The Future Search Conference model relies on four core principles:

- Get the whole system in the room.
- Explore the whole elephant before seeking to fix any part.
- Focus on common ground and future action, not problems and conflicts.
- Have people self-manage their own groups and be responsible for action.

Together, participants explored the past, present and future. They created and analyzed a timeline of the past and a mind map of current trends. Then they developed future scenarios that represented their hopes for the library. The group developed the following common themes for action, stating them in terms of what the library has accomplished in the future:

1. 24/7 library. The Library has expanded access to library services in three ways:
  - Extended full-service library hours in response to patron demand.
  - Certain spaces (e.g. meeting rooms, performance areas) accessible after library hours.
  - Added offerings online.
2. Changing demographics. The library is a local resource for free information, providing access to increased and enhanced services to populations reflecting changing demographics, with special emphasis on multilingual, diverse, new, and underserved audiences.
3. Customer service. The library provides high touch services, as well as new, personalized services throughout the library.
4. Digital literacy. The library teaches and supports the learning of tools and skills for people to work and enjoy their lives in the digital world. The library adapts and adopts the models and techniques of traditional literacy teaching and learning to “digital literacy.” The library understands and treats digital literacy as workforce development.
5. Expanded marketing. The library seeks to carry out its mission by leveraging and extending its brand presence through community and customer engagement.
6. Funding. The library’s funding strategy is focused on supporting equitable and free access to information, technology, and services. Taxes continue to be a primary revenue source. The library uses innovative and diversified income-generating activities to support programming and capital needs, including public/private partnerships, development/fundraising, and grants.
7. Local Content. MCPL’s digital creativity lab offers space, tools and coaching to facilitate the development of original content. By tapping into the vibrant local community of artists, musicians, entrepreneurs and innovators, the library cultivates a new generation of content creators. The library, together with partners, is ideally positioned to take on the role of curating and presenting our unique culture and history.
8. Location and Space. The Main Library in downtown Bloomington is well-maintained, with flexible points of service and reallocate space for varied uses in response to community needs. The library also has satellite services and/or locations such as Bookmobile, branches, pop-ups or shared community locations.
9. Partnerships. The library actively partners with other organizations to address community needs. Partnerships leverage library expertise and resources and are mutually beneficial and locally focused. Partnerships can be ongoing, project-centered or event-based, e.g., to address solutions to transportation and parking or to provide resources and expertise to support education and nonprofit agencies.

10. **Programs.** The library offers a wide array of free multi-age, multi-generational, educational and entertaining programs which cater to the interests reflected in our county. The library often works in conjunction with local groups and agencies.
11. **Staff.** Library employees work in flexible, interchangeable and untethered teams to engage their evolving skills and capacities to support a diverse community in accessing and generating information through multiple modalities. As experts in process as well as content, library staff are able to “tell,” “show,” “guide practice,” and “coach,” according to customer needs.
12. **Sustainability.** The library is a model of sustainability for our community. LEED guidelines inform the process of greening the library. Areas of focus include energy efficiency, water savings, use of local materials, and improving indoor and outdoor environmental quality.

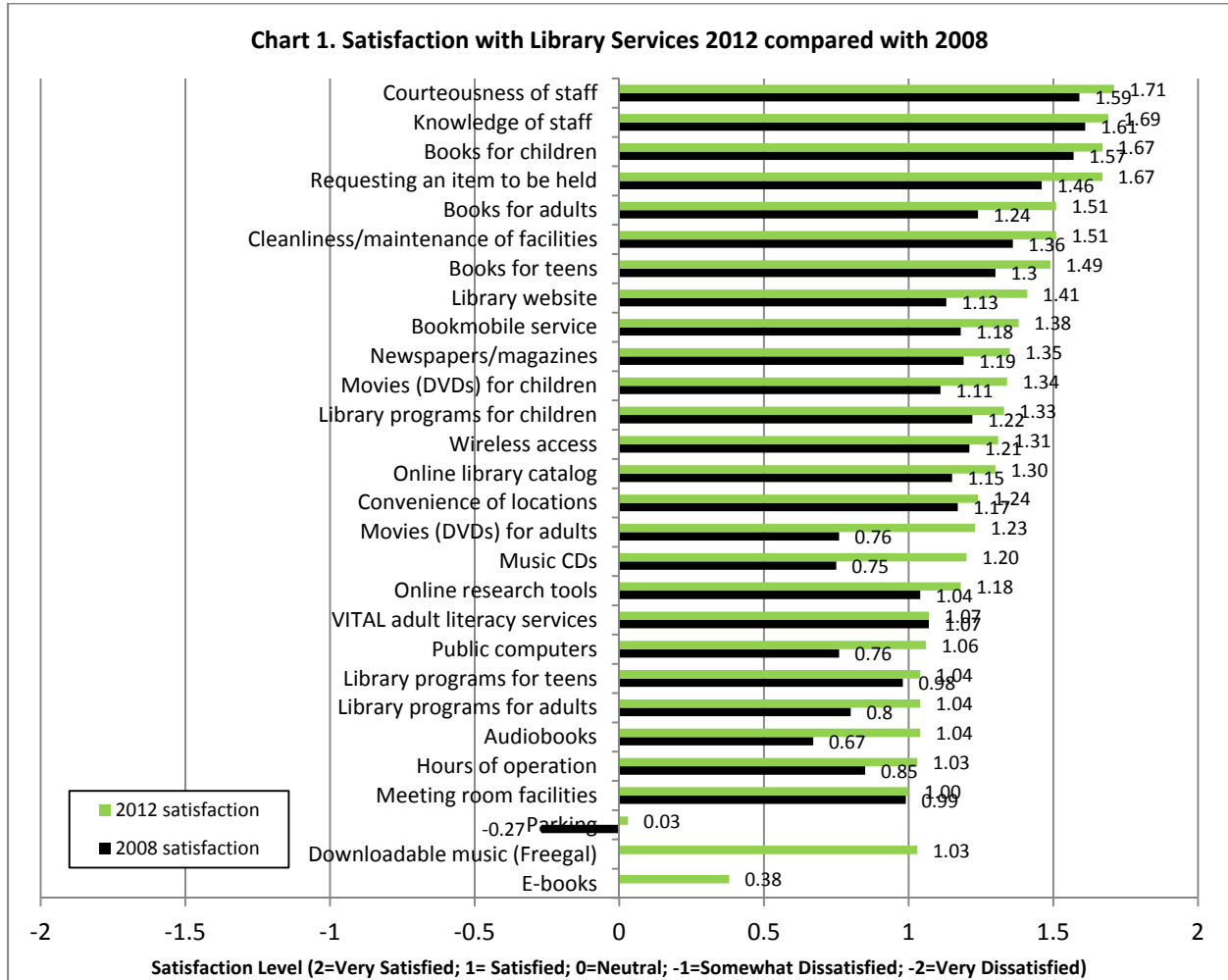
These 12 “common themes for action” provided the framework for discussion and the language for the goals and actions incorporated in the final planning document. The passion and the ideas from the Future Search Conference

### ***A Community Survey Drew a Strong Response***

Seven hundred forty-six county residents responded to a survey, which was mailed to 3,000 Monroe County households in August 2013. The survey asked about current use and satisfaction with library services and priorities for the future. Complete survey results are available at: <http://www.monroe.lib.in.us/about/strategic-planning-2012>.

Highlights from the survey:

- Satisfaction with current services has improved since the library’s 2008 community survey, with satisfaction ratings exceeding “somewhat satisfied” for all services except parking and e-books (Chart 1). Staff courteousness and knowledge received the highest ratings.
- 79% of community members believe the library is very important and an additional 18% believe the library is somewhat important to the future of the community (Chart 2).
- Thirty-nine percent of Monroe County households reported having at least one e-reader device; an additional 11% planned to purchase one by the end of 2012. The figures are more than double the national average of 19% with e-readers reported by a 2012 Pew Research report.
- Top roles for the library in the future were the traditional roles of “education and literacy” (73%), “resources for reading/viewing/listening” (45%), “source of free information” (41%), and “quiet place for reading and study” (38%). One of four respondents chose “help with technology tools” and “support for job seekers and workforce development” as top roles for the library in the next few years.
- Respondents also commented on what the library could do to improve. The most frequently mentioned comments suggested improving parking, addressing safety and civility, and focusing on physical collections and e-books.



***Library Staff Brainstormed Actions to Achieve Goals***

The library staff core team reviewed and discussed the results of Steering Committee, community, and staff input and drafted four goals – broad focuses of the library’s efforts over the next three to five years – and eight strategies – methods the library will use to reach the goals.

During Staff Day on October 10, every library employee had the chance to suggest specific, practical action steps the library could use to reach each goal. The core team then used the action steps to complete the strategic plan with action plans, and to assign responsibility, set a timeline, and identify desired outcomes and measures.

***The Library Board Approved the Plan and Submitted to the Indiana State Library***

After presenting the draft plan to the Steering Committee in early November, the core team made final revisions and presented the plan to the Board of Trustees for approval in December. Following approval, the plan was submitted to the Indiana State Library to fulfill one of the requirements in the Public Library Standards, was posted to the library’s website and shared widely.

## **MISSION**

The mission of the Monroe County Public Library is to enrich lives and strengthen our community by providing equitable access to information and opportunities to read, learn, discover, and create.

## **VISION**

An educated, engaged, curious, and creative Monroe County, with the library at its center.

## **VALUES**

Accessibility	Lifelong learning
Freedom of expression	Respect
Inclusiveness	Service
Integrity	

## **GOALS**

GOAL 1: Strengthen 21<sup>st</sup> century literacy skills.

GOAL 2: Provide shared access to the world's information for free.

GOAL 3: Provide high quality, personalized customer service.

GOAL 4: Optimize stewardship of library resources.

## **STRATEGIES**

- A. Market research and promotion to engage customers
- B. Staff development (process as well as content knowledge)
- C. Clean, safe, comfortable, and energy efficient facilities
- D. Technology
- E. Free educational and entertaining programs
- F. Active partnerships
- G. Collections/resources
- H. Continual improvement of library processes

GOALS			STRATEGIES									ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d: Technology	e: Programs	f: Partnerships	g: Collections	h: Process Improvement			
AD = Administration; ATS = Adult & Teen Services; CATS = Community Access Television Services; CDC = Collection Development Committee; CH = Children's Services; CIRC = Circulation; CO = Community Outreach (including VITAL); CR = Community Relations; CS = Collection Services; DIF = Library Service to People with Differabilities Committee; DIG = Digital Initiatives Committee; ELL = Ellettsville Branch; FAC = Facilities; FIN = Finance Office; HR = Human Resources Office; IS = Information Services; LMC = Labor-Management Committee; MEC = Marketing & Events Committee; MGRS = All Departments; PIC = Persons in Charge; PIT = Polaris Implementation Team; REN = Main Renovation Team; SDC = Staff Development Committee; WEL = Wellness Committee; WIT = Web Implementation Team														
<b>GOAL 1: Strengthen 21<sup>st</sup> century literacy skills.</b>														
<b>1A. Strengthen early literacy skills.</b>													<b>CH</b>	Parents and caregivers understand the importance of early literacy and act as the child's first teachers.  Children are ready to read when they enter kindergarten.  Every school-
x					x			x	x		x	Furnish expanded Learn and Play Space	<b>CH, FAC, REN</b>	
x				x				x		x		Incorporate "Every Child Ready to Read" concepts into training, collections, programs, spaces, and messages.	<b>CH, CO, ELL</b>	
x				x				x	x			Launch parent support groups.	<b>CH, CO</b>	
x				x				x				Develop programs for parents with infants.	<b>CH, CO, ELL, MEC</b>	
x				x				x				Present literacy programs for low-income children.	<b>CH, CO, ELL, MEC</b>	
x				x			x	x				Add children's library programs to CATS website for	<b>CATS,</b>	

GOALS			STRATEGIES								ACTIVITIES	DEPT	OUTCOME	
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d: Technology	e: Programs	f: Partnerships	g: Collections	h: Process Improvement			
												streaming.	CH, CO, MEC	aged child has and uses a library card.
<b>1B. Support basic literacy skills.</b>												CH		
x				x	x			x	x		x	Design and present multi-sensory programs which are welcoming to all, including people with disabilities.	CH, CO, DIF, ELL, MEC	Children are motivated to read and enjoy reading.
x								x	x	x		Develop programs and services for non-English speakers.	ATS, CDC, CH, CO, MEC	Residents have the digital skills they need to succeed in the 21st century.
x				x			x	x				Support literacy efforts by developing digital audio and video content.	CH, CO, CR, MEC	
<b>1C. Serve as a community resource for digital literacy.</b>												ATS	As a result of achieving higher levels of traditional and digital literacy,	
x					x		x					Continually expand staff technology mastery to support technology literacy.	HR, IS, MGRS, SDC	
x				x			x	x	x			Partner with schools to promote literacy and technology skills.	ATS, CH,	

GOALS			STRATEGIES								ACTIVITIES	DEPT	OUTCOME	
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d: Technology	e: Programs	f: Partnerships	g: Collections	h: Process Improvement			
													CO, ELL	residents have the skills they need to be self-sufficient and have reduced their reliance on social services.
x				x			x	x		x	x		ATS, CH, CO, ELL, IS	
x				x			x	x					ATS, CH, CO, ELL	
x							x			x			ATS, CATS, IS, MEC, DIG	
							x	x	x	x			ATS, CDC, DIG, CO, MEC	
<b>1D. Support digital creativity.</b>												ATS		
x				x			x						HR, IS, MGRS, SDC	Patrons make use of the diverse collection of books, movies, and

GOALS			STRATEGIES									ACTIVITIES	DEPT	OUTCOME	
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d: Technology	e: Programs	f: Partnerships	g: Collections	h: Process Improvement				
						x						Create defined space for digital creativity and collaborative work during Main Library renovation.	AD, CATS, DIG, MGRS, REN	music in the formats they prefer.	
x				x				x	x			Develop "maker space" workshops for building things and creating projects collaboratively.	ATS, CH, CR, MEC	Residents agree that library collections are in good condition and meet their needs.	
x				x			x	x	x			Develop digital creativity learning experiences.	ATS, IS, MEC	Residents agree that library content is available for a variety of devices in broad use.	
<b>1E. Maintain collections to meet current needs, adding new formats and removing obsolete formats.</b>												<b>CS</b>			
x					x		x				x	x	Prepare employees to support patron use of collections in new formats.	AD, CS, MGRS, SDC	
x												x	Continue to investigate and experiment with e-content delivery systems.	CDC, CS, IS, DIG	
x					x		x					x	Improve access to, availability of, and satisfaction with e-books.	CDC, CS, IS, DIG	



GOALS				STRATEGIES								ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d. Technology	e. Programs	f: Partnerships	g: Collections	h: Process Improvement			
AD = Administration; ATS = Adult & Teen Services; CATS = Community Access Television Services; CDC = Collection Development Committee; CH = Children’s Services; CIRC = Circulation; CO = Community Outreach (including VITAL); CR = Community Relations; CS = Collection Services; DIF = Library Service to People with Differabilities Committee; DIG = Digital Initiatives Committee; ELL = Ellettsville Branch; FAC = Facilities; FIN = Finance Office; HR = Human Resources Office; IS = Information Services; LMC = Labor-Management Committee; MEC = Marketing & Events Committee; MGRS = All Departments; PIC = Persons in Charge; PIT = Polaris Implementation Team; REN = Main Renovation Team; SDC = Staff Development Committee; WEL = Wellness Committee; WIT = Web Implementation Team														
<b>GOAL 2: Provide shared access to the world’s information for free.</b>														
<b>2A. Provide programs for adult and teens.</b>												<b>ATS</b>	Participants in adult and teen programs deepen their involvement in reading, learning, discovering, and creating.  Residents agree that library programs for adults and teens are relevant.	
								x	x			Continue quarterly schedule of programs for adults and teens.		<b>ATS, CR, ELL, MEC, SDC</b>
				x				x	x	x	x	Support and encourage continued participant conversations after programs to deepen impact.		<b>ATS, CH, CO, CR, ELL, MEC</b>
				x				x				Update adult and teen programming philosophy.		<b>ATS, CR, ELL, MEC</b>
					x			x			x	Implement program evaluation for every program and location.		<b>ATS, MEC, SDC</b>
<b>2B. Increase community awareness and engagement with the library.</b>												<b>CR</b>	Residents agree the library is the prime source of free	
				x			x				x	Develop an e-newsletter.		<b>CR, MEC</b>

GOALS				STRATEGIES								ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d: Technology	e: Programs	f: Partnerships	g: Collections	h: Process Improvement			
	X			X			X					Coordinate social media content across the library's platforms.	CR, ATS, CH, ELL, IS, MEC, PIT	content for reading, viewing, and listening.
	X			X			X	X		X		Increase awareness and use of online databases.	ATS, CDC, MEC, PIT	Residents are aware of and use online databases
	X			X			X					Improve awareness and promotion of CATS programs.	CATS, CR, MEC	Residents are aware of and access CATS program content
	X								X			Expand cooperation with WFHB community radio on news, public affairs, and music programming.	AD, CATS	
<b>2C. Strengthen services for nonprofit organizations.</b>												ATS	Nonprofit organizations are aware of and use the facilities and resources of the Library.	
	X			X		X	X					Update and refurbish Main Library meeting rooms.	AD, REN	
	X			X	X			X	X		X	Continue partnership with United Way of Monroe County, Nonprofit Alliance of Monroe County, and IU-SPEA to present programs.	ATS, CDC, ELL, MEC, SDC	Nonprofit organizations agree that the Library has useful resources for improving nonprofits, library programs offer valuable information, and opportunities for
	X						X			X	X	Update and increase use of community organization file.	ATS, PIT	

GOALS				STRATEGIES								ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d: Technology	e: Programs	f: Partnerships	g: Collections	h: Process Improvement			
<b>2D. Continually refresh web content and improve usability based on principles of user-centered design.</b>												<b>IS</b>	networking available through the library have improved the nonprofit community.  Residents are aware of and use library and CATS content on mobile devices.  Residents agree: <ul style="list-style-type: none"> <li>the library is the best source for locally-produced creative works</li> <li>access to is improved</li> </ul>	
	x			x			x	x		x	x	Develop mobile access for a variety of library services.		CATS, CR, DIF, <b>IS</b> , PIT, WIT
	x						x			x	x	Create integrated access to content across formats.		CS, DIF, <b>IS</b> , PIT, WIT
	x						x				x	Increase web access to CATS educational and cultural program content.		<b>CATS</b> , IS, WIT
	x					x	x		x	x		Digitize and curate local content and promote use by targeted audiences.		<b>ATS</b> , CATS, CS, IS, DIG
	x			x	x		x	x			x	Investigate expanding curation of local content to include locally produced creative works		<b>ATS</b> , IS, DIG
	x						x			x		Digitize essential CATS archive content.		<b>CATS</b> , IS, WIT
<b>2E. Increase technological infrastructure capacity to support increased digital focus.</b>												<b>IS</b>	Library technology infrastructure is robust, reliable, integrated and	
	x						x				x	Upgrade phone systems at Main Library and Ellettsville Branch.		AD, FIN, <b>IS</b>

GOALS				STRATEGIES								ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d. Technology	e. Programs	f: Partnerships	g: Collections	h: Process Improvement			
	X						X				X	Implement recommendations from 2012 technology audit.	AD, FIN, IS	supports usage by the public.
	X						X				X	Upgrade CATS signal path to HD.	CATS	
	X						X		X		X	Work with governmental partners to upgrade their CATS origination facilities to HD.	CATS	

GOALS			STRATEGIES								ACTIVITIES	DEPT	OUTCOME	
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<b>GOAL 3: Provide high quality, personalized customer service.</b>														
<b>3A. Provide quality customer service to increasingly diverse audiences.</b>												<b>MGRS</b>	Employees represent diversity of community.	
		x			x						x	Recruit and retain quality employees.	AD, HR, <b>MGRS</b>	Employees represent diversity of community.
		x			x						x	Provide orientation, ongoing training, and support to ensure quality customer service.	AD, HR, <b>MGRS</b> , PIC, SDC	Employees have knowledge and skills to provide quality service.
		x		x	x			x	x		x	Prepare staff to represent the library effectively in the community.	AD, CR, HR, IS, <b>MGRS</b> , SDC	Patrons receive personalized service in-person and
		x			x						x	Develop an employee mentoring program.	AD, HR, <b>MGRS</b> , SDC	Employees receive personalized service in-person and

GOALS			STRATEGIES									ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d: Technology	e: Programs	f: Partnerships	g: Collections	h: Process Improvement			
		x		x	x	x	x	x	x			Coordinate efforts to strengthen services for people with disabilities.	AD, DIF, HR, <b>MGRS</b> , PIC,	via technology and phone.
		x		x	x			x	x		x	Take a leading role in promoting a community focus on civility.	<b>CR</b> , HR, MGRS, PIC, SDC	Community members, regardless of ability, have full access to library resources.
<b>3B. Develop a unified communication strategy.</b>												<b>CR</b>		
		x		x				x	x		x	Develop common messages about the value of library services to use across platforms, departments, etc.	AD, <b>CR</b> , MEC, MGRS	Residents agree they have a voice in setting library service priorities.
		x		x					x		x	Regularly involve community members in assessing needs to determine service priorities.	AD, <b>CR</b> , MEC	
		x		x					x		x	Regularly seek feedback from partners.	AD, <b>CR</b> , MEC	Partner organizations are aware of and take advantage of the library's
<b>3C. Position auditorium as a valued local performance venue.</b>												<b>CR</b>		

GOALS			STRATEGIES								ACTIVITIES	DEPT	OUTCOME	
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d. Technology	e. Programs	f: Partnerships	g: Collections	h: Process Improvement			
		x		x		x		x	x			Explore use of auditorium by the community after library hours.	<b>AD,</b> ATS, CH, CR, FAC	assets and capabilities.  Auditorium users are satisfied.
		x				x	x	x				Renovate library auditorium as part of Main Library renovation	<b>AD,</b> REN	

GOALS			STRATEGIES								ACTIVITIES	DEPT	OUTCOME	
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<b>GOAL 4: Optimize stewardship of library resources.</b>														
<b>4A. Recruit and retain quality employees.</b>												<b>HR</b>	Library employees are: <ul style="list-style-type: none"> <li>• Adequate in number to provide quality service</li> <li>• Well-trained</li> <li>• Agree the library is a good place to work</li> </ul> Employees have knowledge and skills to maintain overall wellness.	
			x		x						x	Explore new staffing models to support library goals.		AD, <b>HR</b> , LMC
			x		x							Support staff wellness efforts.		AD, <b>HR</b> , MGRS, WEL
			x		x						x	Complete review of employee benefits.		AD, <b>HR</b> , LMC
			x		x						x	Improve internal communications processes.		AD, CR, HR, <b>MGRS</b> , SDC
			x				x				x	Provide self-service tools for employees to access their personal information.		AD, <b>HR</b>



GOALS			STRATEGIES									ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d: Technology	e: Programs	f: Partnerships	g: Collections	h: Process Improvement			
			X								X	Regularly seek feedback from employees	AD, HR, <b>MGRS</b>	Employees have improved “presentee-ism” and reduced absenteeism.
			X		X						X	Develop processes to support idea sharing and innovation and implementation of ideas.	AD, HR, <b>MGRS</b>	
<b>4B. Assure adequate, stable funding for library operations.</b>												<b>FIN</b>	Residents agree the library operates efficiently and transparently. The library has a diversified and stable funding base.	
			X	X						X		Sustain tax support for library operations.		AD, <b>FIN</b>
			X	X				X	X	X		Encourage and support the Friends of the Library.		<b>AD</b> , CR
			X	X					X	X		Expand non-tax revenues.		<b>AD</b> , FIN, FRIENDS
			X	X		X	X		X			Renew general obligation bond for capital expenditures.		AD, <b>FIN</b>
			X	X		X				X		Plan and secure funding and site for a new facility to provide convenient access to growing community.		AD, <b>FIN</b> , HR
<b>4C. Maintain library facilities.</b>												<b>AD</b>		
			X			X				X		Complete third phase of Main Library renovation.	<b>AD</b> , DIF, FAC, FIN, REN	Residents agree that: <ul style="list-style-type: none"> <li>Library space is appropriate</li> </ul>

GOALS			STRATEGIES								ACTIVITIES	DEPT	OUTCOME	
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d. Technology	e. Programs	f: Partnerships	g: Collections	h: Process Improvement			
			X			X						Reduce energy costs and improve sustainability.	FAC	for changing uses. • Facilities are clean and well-maintained. • Sustainability is a consideration in every facilities activity.
			X			X						Implement landscaping design at Main Library and Ellettsville Branch.	AD, ELL, FAC	
			X	X		X				X		Investigate adding additional pick-up and drop-off sites in the community.	AD, CIRC, CO, FAC	
			X			X				X		Reconfigure Ellettsville Branch to improve circulation desk area, reference desk, and teen area.	AD, ELL, FAC	
<b>4D. Improve stewardship of library assets and records.</b>												AD		
			X		X						X	Complete disaster plan and crisis communications plan and prepare all persons-in-charge to carry out.	AD, CS, FAC, IS, PIC, SDC	• Access to library services is improved.
			X			X					X	Update maintenance and replacement schedule for facilities, equipment, furnishings.	AD, FAC	Funds are secured and planning is underway for additional outlets.
			X				X				X	Develop and implement coordinated records retention schedule to comply with federal, state, and local regulations and meet library needs.	AD, FIN, HR	
			X				X				X	Update maintenance and replacement schedule for technology.	AD, FIN, IS	Library records

GOALS				STRATEGIES								ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d. Technology	e. Programs	f: Partnerships	g: Collections	h: Process Improvement			
			x				x				x	Implement backup plan for key business data - patron and circulation data, HR data, financial data, CATS data	AD, FIN, HR, IS	management processes have improved access to business information and reduced duplication of effort.
			x	x		x		x			x	Update the library's strategy for collecting and displaying art.	AD, CR	



# Monroe County **Public Library**

## **Technology Plan 2013-2015**

### **Monroe County Public Library**

**303 E. Kirkwood Avenue  
Bloomington, Indiana**

<http://mcpl.info>

Prepared by:

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Submitted for consideration to the Monroe County Library Board of Trustees  
12/12/12

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Appendix A: Network Diagram

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Appendix C: Internet Use Policy: <http://mcpl.info/geninfo/internet-and-computer-use-policy>

## **Executive Summary**

Technology is critically tied to the mission and vision of the Monroe County Public Library. We strive to most effectively identify appropriate technology, ensure a robust technological infrastructure, and develop an informed and technologically savvy staff. To that end, we utilize the following approach: investigation of new technologies as they become available; assessment of their usefulness to the accomplishment of our mission; appropriate utilization by equipping our staff with the best tools and training that we can provide; and provision of technology services and training to our patrons to ensure we meet their 21<sup>st</sup> century literacy needs.

We are currently analyzing our existing technological infrastructure to ensure that we have the capacity and performance standards to meet our needs. In late 2012 we began a network audit that has revealed several areas of needed infrastructure improvement, including our data network. Additionally, we have several aging systems, including our telephone system and servers that need replacement or upgrades. Planning, in anticipation of library renovation of the auditorium and for digital creativity spaces and others, has also identified several areas of needed updates or additions. Ongoing analysis, assessment and improvements will continue from 2013-2015.

This document includes a brief review of technology progress since the 2010-2012 Technology Plan; an assessment of the library's current technology needs and challenges; relevant portions of the Library's 2013-2017 Library Strategic Plan; assessment of the library's technology needs; technology mission, vision, goals and timeline; a description of our professional development strategy; a projected technology budget; a technology network diagram; and an equipment inventory.

## **Background Information**

### **Library Overview:**

The Monroe County Public Library serves 138,000 residents of Monroe County, Indiana, home of Indiana University. The library provides service through a Main Library in downtown Bloomington, a branch in Ellettsville, and outreach services including a bookmobile, homebound, van, and jail service. In addition to comprehensive library services, the library also hosts homework help, an active adult literacy program, and a community access television station with five channels.

The library enjoys strong community support and is consistently ranked among the top public libraries of its size in the country. In 2011, circulation exceeded 2.7 million items (ranked 15<sup>th</sup> in the nation in per capita circulation) and patrons made more than a million visits. The library supported nearly 220,000 public

computer sessions. 61,599 people participated in 2,466 library programs and the library hosted 1,152 meetings of local community groups.

The library Board has taxing authority, limited by state law and review by County Council. In 2012, the library had an operating budget of just over \$7.6 million. In 2012, the library secured a three-year \$1.8 million general obligation bond that will help the library keep its facilities and technology current. At the same time, the state's property tax caps and slow recovery from recession will continue to impact the library's budget, resulting in unknown, but almost certainly tight funding.

### **Library Strategic Plan 2013-2017:**

The Technology Plan was driven by 2012 strategic planning efforts of the library. The library saw the planning process as an opportunity to connect even more deeply to the community and involve stakeholders in a planning process that was big, fun and future-oriented. To that end, a community Steering Committee guided the planning effort. The library contracted with Consensus, a consulting group based in Kansas City, to facilitate the process.

Seeking staff input for the planning process, the library chartered a Futures Committee to study the future of library services. The committee's report, which explored possible answers to questions about the future of the library, became input for the Future Search Conference.

The Future Search Conference built common ground for action. Sixty-one conference attendees grappled with questions like: What trends are likely to have the biggest impact on library services? What should the library look like years in the future?

In August 2012, a community survey was mailed to 3,000 Monroe County households. More than seven hundred county residents responded. The survey asked about current use and satisfaction with library services and priorities for the future. Complete survey results are available at:  
<http://www.monroe.lib.in.us/about/strategic-planning-2012><sup>1</sup>.

The 2013-2017 library strategic plan includes a new mission and vision:

### **Mission**

The mission of the Monroe County Public Library is to enrich lives and strengthen our community by providing equitable access to information and opportunities to read, learn, discover, and create.

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<sup>1</sup> 2012 Community survey results

## Vision

An educated, engaged, curious, and creative Monroe County, with the library at its center.

The complete strategic plan is posted on the Library's website.

<http://www.monroe.lib.in.us/about/strategic-planning-2012>

Technology is critical to the goals of the Library's 2013-2017 Strategic Plan. Specific activities for technology are drawn from the strategic plan.

## Progress on 2009-2012 Technology Plan

The 2009-2012 Technology Plan included four goals:

- Strengthen support for literacy and lifelong learning
- Expand access to information
- Deliver exemplary service
- Optimize stewardship of the library's resources

Multiple actions and tactics were designed to achieve these goals. The following highlights identify some of the ways in which the goals were met:

- Redesign of the web site and quality control efforts improved access to information. We evaluated how the old site was being used and focused on the priority needs of our patrons. We improved our ability to analyze usage, which in turn informed our changes to the website. Those portions of the site getting relatively little traffic were evaluated to see if they needed to be promoted and presented differently, and if the content still needed to be part of the site. Internally, we streamlined procedures for staff to publish to the site, allowing for more efficient use of their time. 2012 survey results indicate that more people are accessing the web to find out about library services than ever before.
- Migration to Envisionware and changes in the policy regarding use of computers reduced patron wait time for public computers. We launched Envisionware at the Main Library in January, 2010. It replaced a queue-based system which required patrons to stand around waiting for an open computer with a reservation based system. Patrons can still wait for the next open computer if they want, but more often they get a reservation with a specific computer and start time, letting them know exactly when a computer will be ready for them. We don't have hold time statistics, but anecdotally, we rarely see patrons standing around waiting for a computer even when we're full. The new system requires less maintenance downtime.
- Digitization efforts including the Indiana Bedrock Project, the Civil War Project, and the Smithville News project have expanded access to



previously hidden unique and local information. CATS continued to transfer archival tapes to digital format.

- CATS expanded access to local government meetings through streaming technology and website access to additional programs.
- Implementation of RFID tagging has improved security of materials.
- Installation of an Automated Materials Handling system has reduced staff resources required to check-in and sort materials for reshelving.
- Use of social media tools expanded, including creation of several Facebook pages, Twitter and multiple blogs, bringing more exposure to MCPL activities and services and creating opportunities for conversations.
- Chat service: LibraryH3lp (replacing Meebo), while the library is open, has been implemented with the Ask a Librarian service.
- Installation or upgrades of various software packages enhanced service delivery and optimized staff resources through improved productivity including: EDI/HR time management and payroll system; Windows 7; MS Office 2010; Google analytics; Polaris 4.0; Drupal 6; Windows Server 2008.
- Wireless signals were upgraded to 802.11n and increased our coverage footprint inside Main and Ellettsville.
- Several “sandbox” items were introduced and staff were encouraged to experiment to increase their knowledge and potential for service improvement (iPads, Nook, Kindle). Library-wide, staff was encouraged to participate in 23 Things, an in-house technology learning series on of Web 2.0 and social media technologies.
- Ten staff members participated in ASCLA training for providing services to persons with disabilities and have identified ways in which these services can be improved at the library including additional assistive technologies, orientation and training.
- An Instructional Designer was hired to design and deliver improved technology and staff training. Work is underway on new curricula.
- The Webmaster position moved from part-time to full-time to increase the library’s capacity for improved delivery of web services.
- The library received a \$27,000 Bill and Melinda Gates Opportunity Grant for the purchase of additional computer hardware. Matched by \$15,750 from the Library Capital Projects Fund, additional public computers were purchased or replaced.

## **Current State of Technology**

Technology permeates MCPL’s mission, programs and services, and business operations. Every department uses or supports the use of technology in some way. Following is a brief overview of the library’s current state of technology. See the diagram of the network architecture in Appendix A and the technology inventory in Appendix B.

**Tools and applications for providing service to the public:**

- Polaris and self-check out: Polaris 4.0 is in use along with 11 self-check stations; personal account information is available to patrons online as well as via email and text messaging features.
- Automated Material Handling system automatically checks in and sorts to collection type more than 2.7 million items each year.
- Public computing hardware that includes 20 public catalog computers and 79 general use public workstations with access to printing, managed by EnvisionWare time management system.
- Public computing software includes Windows 7 Pro, Office 2010, Firefox, and Chrome.
- Open Wireless access
- Evanced meeting room scheduling facilitates registration of auditorium and meeting rooms for both patrons and staff and website display of scheduled library events and programs.
- Public website running on Drupal open-source software, provides access to the library catalog, meeting room events calendar and booking, commercial databases, in-house databases, research tools, personal library account information and many other services.
- Databases & Digitization of local content including subscription databases and those that are developed in-house.
- Photocopiers for public and administrative use
- Auditorium and meeting room audio and visual equipment including ceiling mounted and portable devices.
- Technology training. A full-time instructional designer develops and teaches curriculum on a range of topics to both patrons and staff.

**Staff tools:**

- Staff workstations: 132
- Windows 7 Professional, Mac OSX (CATS), Microsoft Server 2008, Red Hat Linux
- IIS, Apache, MS-SQL, MySQL, Drupal
- Microsoft Office 2010 Professional Suite, Visio
- Charrunner 3.6
- Firefox, Chrome, and Opera web browsers
- Staff intranet – Drupal-based internal website
- Graphics equipment – Adobe Creative Suite, Color Printing, Scanning, Lamination
- OCLC cataloging and database

**Business applications:**

- ADI Time Management and Payroll system
- Banyon Financial system

### **Telecommunications, Servers and Internet Service:**

- Wireless access
- Internet
- Telephone system
- Servers supporting all services

### **Safety and Security:**

- Security Cameras and associated equipment
- RFID Tagging and Security Gates

### **Community Partnership Support Applications**

- CATS. The Library hosts the Community Access Television Service (CATS), which maintains five cable television channels, produces independent community programming, supports patrons in creating programming, and delivers live and archived content via the web.

## **Assessment of Library's Technology Needs**

Technology is critical to ensure that the mission and the goals of the library are met. In the fall of 2012 an audit of the network infrastructure was conducted by Probleu to review the library's network design, architecture and security. The audit recommended several infrastructure changes including network architecture modifications and replacement of aging hardware. As a result of this information and library planning efforts, the following areas have been identified for review and enhancement in 2013-2015:

1. Optimization of network setup to improve data security, speed, etc.
2. Replacement of aging telephone system
3. Upgrade to Polaris 4.1 and initiating use of community organizations functionality
4. Installation of patron self-service scanning
5. Wi-Fi access to the public 24/7
6. Wireless printing for the public
7. Continued attention to and improvements to website and accessibility issues.
8. Defining and documenting a replacement cycle for various equipment
9. Creation of a digital creativity center along with technology in that space
10. Addressing audio/video/sound equipment in auditorium and meeting rooms during renovation
11. Investigation of new productivity tools for staff (scheduling of staff, email functionality, project management tools, etc.).
12. Investigation of and possible implementation of a discovery layer
13. Investigation of use of a data farm to facilitate a coordinated data collection and reporting environment
14. Investigation of and possible implementation of additional assistive technologies to better meet the needs of persons with disabilities

15. Support for furthering digitization efforts

## Library Technology Mission, Vision, Goals and Timeline

**Technology Mission:**

The mission of technology is to support the Library’s strategic plan by maintaining technology infrastructure to maximize access to information, educating staff and patrons about technology and its uses, and playing a key role in library innovation.

**Technology Vision:**

The Library’s technology vision is a community which is technologically literate and has abundant access to current technology and information resources.

**Goals, Actions, Responsibility, Timeframes, Measures for Improving Services for 2012-2015**

**Goal 1: Strengthen 21<sup>st</sup> Century Literacy Skills**

Activity	Depts. responsible	Year	Performance Measure or Outcome
Support digital creativity	ATS, CATS, CR, ELL, IS	2013	Attendance at digital literacy sessions; end of session questionnaires; residents have the digital skills they need to succeed in the 21 <sup>st</sup> century;
Continue to investigate and experiment with e-content delivery systems	CH, CIRC, CO, IS	Ongoing	
Improve access to and satisfaction with e-books	ATS, CH, CIRC, CO, CS, ELL, IS	2013	
Expand CATS web content to include technology literacy programs	ATS, CATS, IS, MEC, DIG	2014	
Add children’s library programs to CATS website for streaming	CATS, CH, CO, CR, ELL, IS, MEC	2013	
Serve as a community resource for digital literacy	ATS, CH, CO, ELL, IS, DIG	Ongoing	

Goal 2: Provide Shared Access to the World's Information for Free

Activity	Depts. responsible	Year	Performance Measure or Outcome
Increase community engagement with the library via social media, e-newsletter, and other online tools	ATS, CH, CO, CR, ELL, IS, MEC	2013	Survey of patrons: collection content; collection availability; the library's content is available and used on a variety of devices in broad use; the library's technological infrastructure is robust, reliable, and integrated and supports usage by the public
Increase awareness and use of online databases	ATS, CDC, CH, CR, CS, IS, MEC, PIT	2013	
Develop mobile access for a variety of library services – catalog, website, social media, and streamed CATS programs.	CATS, CR, IS, PIT, WIT	2013	
Create integrated access to content across formats – materials in a variety of formats, databases, websites, programs	CS, IS, PIT, WIT	2014	
Digitize and curate local content and promote use by targeted audiences	ATS, CATS, CS, IS, DIG	2013	
Coordinate social media content across the library's platforms	CR, ATS, CH, ELL, IS, MEC, PIT	Ongoing	
Increase technological infrastructure capacity to support increased digital focus	IS	2014	
Continually refresh web content and improve usability based on principles of user-centered design	CR, IS, WIT	Ongoing	
Increase web access to CATS educational and cultural program content	CATS, IS, WIT	Ongoing	
Digitize essential CATS archive content	CATS, IS	Ongoing	
Upgrade CATS signal to HD	CATS	2013	
Work with governmental partners to upgrade their CATS origination facilities to HD	CATS	2014	
Expand cooperation with the WFHB community radio on news, public affairs, and music programming.	CATS	2014-2015	

#### Goal 4: Optimize Stewardship of Library Resources

Activity	Depts. responsible	Year	Performance Measure or Outcome
Provide training that prepares staff to represent the library effectively in the community	AD, CR, HR, IS, SDC	2014	Library disaster plan, maintenance and replacement schedules for facilities and technology, records retention, and business data backup are in place.
Continually expand staff technology mastery to support library social media communications, technology literacy, and digital creativity	HR, IS, MGRS, SDC	Ongoing	
Complete disaster plan and crisis communications plan and prepare all person-in-charge to carry out	AD, CS, FAC, IS, PIC, SDC	2014	
Update maintenance and replacement schedule for technology	AD, FIN, IS	Annual	
Implement backup plan for key business data – patron and circulation data, HR data, financial data, CATS data	AD, FIN, HR, IS	2014	

#### Legend for Depts. Responsible:

AD: Administration  
 ATS: Adult and Teen Services  
 CATS: Community Access Television Services  
 CH: Children's Services  
 CIRC: Circulation  
 CO: Community Outreach  
 CR: Community Relations  
 CS: Collection Services  
 ELL: Ellettsville Branch  
 FAC: Facilities  
 HR: Human Resources  
 IS: Information Services  
 MGRS: All departments  
 CDC: Collection Development Committee  
 DIG: Digital Initiatives  
 MEC: Marketing & Events Committee  
 PIC: Persons in Charge  
 REN: Main Renovation Team  
 SDC: Staff Development Committee  
 WIT: Web Implementation Team

## **Staff Training/Professional Development Strategy:**

Staff development strategies to support the technology goals will be included in individual staff and departmental work plans as well as the overall staff development plan for the library. Managers are responsible for providing the resources, support and training necessary to ensure completion of goals.

We will address staff training and professional development needs and opportunities in a variety of ways:

- In-house training offered by various approved staff
- Attendance at local, regional and national conferences, workshops, seminars and trainings
- Ongoing opportunities to experiment with new technologies through a library sandbox
- Participation in online courses or webcasts
- Creation of and provision of patron training to strengthen 21<sup>st</sup> century literacy skills

Our instructional designer will take an increasing role in the staff development of all departments. He will work with the Staff Development Committee and each department manager to assemble a comprehensive approach to staff development. This will cover library-wide training in appropriate uses of technology and technology support for professional learning in other areas, including LEU training opportunities in-house and elsewhere.

## Budget

**2013**

	<b>Operating Fund</b>	<b>Special Revenue</b>	<b>General Obligation Bond</b>	<b>TOTAL Budget 2013</b>
IS Staff Salaries	\$ 234,886.54			\$ 234,886.54
IS Staff Benefits	\$ 89,501.58			\$ 89,501.58
IS Supplies	\$ 7,000.00			\$ 7,000.00
IS Equipment			\$ 50,000.00	\$ 50,000.00
IS Software	\$ 965.00		\$ 25,000.00	\$ 25,000.00
IS Maintenance Contracts or Services	\$ 67,500.00			\$ 67,500.00
IS Consulting Services	\$ 5,000.00			\$ 5,000.00
Telephone Service Contracts/Equipment	\$ 20,000.00		\$ 50,000.00	\$ 70,000.00
Internet Service	\$ 31,000.00			\$ 31,000.00
OCLC Services	\$ 34,000.00			\$ 34,000.00
Dues/Institutional	\$ 100.00			\$ 100.00
Educational/Licensing Serv	\$ 500.00			\$ 500.00
Real Estate Rental/Park	\$ 1,700.00			\$ 1,700.00
CATS Equipment		\$ 50,000.00	\$ 45,000.00	\$ 95,000.00
CATS Software		\$ 5,000.00	\$ 5,000.00	\$ 10,000.00
CATS Telephone	\$ 2,400.00	\$ 3,500.00		\$ 5,900.00
CATS Internet Service	\$ 1,500.00			\$ 1,500.00
CATS Digitization services		\$ 2,500.00		\$ 2,500.00
CATS video Tape		\$ 17,000.00		\$ 17,000.00
CATS Video Materials		\$ 10,000.00		\$ 10,000.00
CATS IS Supplies		\$ 1,000.00		\$ 1,000.00
CATS Consulting Services		\$ 5,000.00		\$ 5,000.00
<b>TOTAL</b>	<b>\$ 496,053.12</b>	<b>\$ 94,000.00</b>	<b>\$ 175,000.00</b>	<b>\$ 764,088.12</b>



2014

	Operating Fund	Special Revenue	General Obligation Bond	TOTAL Anticipated Budget 2014
IS Staff Salaries	\$ 249,876.07			\$ 249,876.07
IS Staff Benefits	\$ 98,451.74			\$ 98,451.74
IS Supplies	\$ 7,140.00			\$ 7,140.00
IS Equipment			\$ 50,000.00	\$ 50,000.00
IS Software	\$ 984.30		\$ 25,000.00	\$ 25,000.00
IS Maintenance Contracts or Services	\$ 68,850.00			\$ 68,850.00
IS Consulting Services	\$ 5,100.00			\$ 5,100.00
Telephone Service Contracts/Equipment	\$ 20,400.00			\$ 20,400.00
Internet Service	\$ 31,620.00			\$ 31,620.00
OCLC Services	\$ 34,680.00			\$ 34,680.00
Dues/Institutional	\$ 102.00			\$ 102.00
Educational/Licensing Serv	\$ 510.00			\$ 510.00
Real Estate Rental/Park	\$ 1,734.00			\$ 1,734.00
CATS Equipment	\$ -	\$ 10,000.00	\$ 45,000.00	\$ 55,000.00
CATS Software	\$ -	\$ 5,100.00	\$ 5,000.00	\$ 10,100.00
CATS Telephone	\$ 2,448.00	\$ 3,570.00		\$ 6,018.00
CATS Internet Service	\$ 1,530.00	\$ -		\$ 1,530.00
CATS Digitization services	\$ -	\$ 2,550.00		\$ 2,550.00
CATS video Tape	\$ -	\$ 17,340.00		\$ 17,340.00
CATS Video Materials	\$ -	\$ 10,200.00		\$ 10,200.00
CATS IS Supplies	\$ -	\$ 1,020.00		\$ 1,020.00
CATS Consulting Services	\$ -	\$ 5,100.00		\$ 5,100.00
TOTAL	\$ 523,426.11	\$ 54,880.00	\$ 125,000.00	\$ 696,201.81

**2015**

	<b>Operating Fund</b>	<b>Special Revenue</b>	<b>General Obligation Bond</b>	<b>TOTAL Anticipated Budget 2015</b>
IS Staff Salaries	\$ 254,873.59			\$ 254,873.59
IS Staff Benefits	\$ 108,296.91			\$ 108,296.91
IS Supplies	\$ 7,282.80			\$ 7,282.80
IS Equipment			\$ 50,000.00	\$ 50,000.00
IS Software	\$ 1,003.99		\$ 25,000.00	\$ 25,000.00
IS Maintenance Contracts or Services	\$ 70,227.00			\$ 70,227.00
IS Consulting Services	\$ 5,202.00			\$ 5,202.00
Telephone Service Contracts/Equipment	\$ 20,808.00			\$ 20,808.00
Internet Service	\$ 32,252.40			\$ 32,252.40
OCLC Services	\$ 35,373.60			\$ 35,373.60
Dues/Institutional	\$ 104.04			\$ 104.04
Educational/Licensing Serv	\$ 520.20			\$ 520.20
Real Estate Rental/Park	\$ 1,768.68			\$ 1,768.68
CATS Equipment	\$ -	\$ 10,200.00	\$ 45,000.00	\$ 55,200.00
CATS Software	\$ -	\$ 5,202.00	\$ 5,000.00	\$ 10,202.00
CATS Telephone	\$ 2,496.96	\$ 3,641.40		\$ 6,138.36
CATS Internet Service	\$ 1,560.60	\$ -		\$ 1,560.60
CATS Digitization services	\$ -	\$ 2,601.00		\$ 2,601.00
CATS video Tape	\$ -	\$ 17,686.80		\$ 17,686.80
CATS Video Materials	\$ -	\$ 10,404.00		\$ 10,404.00
CATS IS Supplies	\$ -	\$ 1,040.40		\$ 1,040.40
CATS Consulting Services	\$ -	\$ 5,202.00		\$ 5,202.00
<b>TOTAL</b>	<b>\$ 541,770.77</b>	<b>\$ 55,977.60</b>	<b>\$ 125,000.00</b>	<b>\$ 721,744.38</b>

**Evaluation**

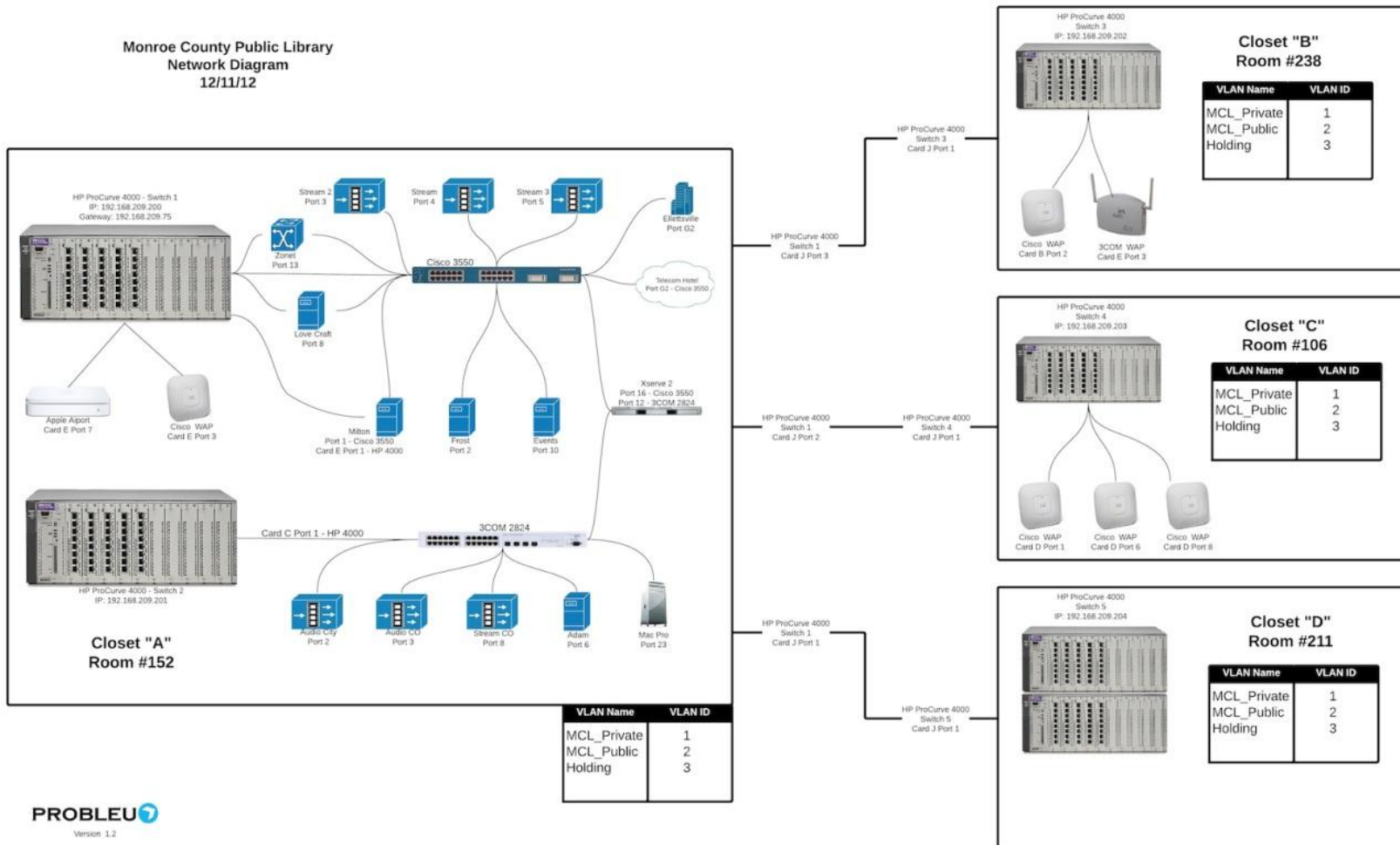
Our strategic goals will be incorporated into departmental work plans and individual staff work plans and performance expectations will be set and measured annually with review at least bi-annually. See performance measures in goals chart on pages 8-10. Additionally, the following technology continuous

improvement methods will be implemented as part of ongoing Information Technology planning:

1. Creation of a service level agreement for IT services. i.e. definition of level of emergency or need (server down, regular updates or adding software, and things in between) and the service time that staff should expect. Method of communicating with staff and patrons will also be included.
2. Establishment of a tracking mechanism for ongoing evaluation of service downtime or IT call logs (monthly report).
3. Creation of an outline for creating and maintaining documentation for equipment and services in Information Services and the supporting documentation.

# Appendix A: Network Diagram

Monroe County Public Library  
Network Diagram  
12/11/12



**Appendix B: Technology Inventory**

Type	Used As	Department	Computer Model	Comment/Location
Desktop	Circulation CheckOut	Circulation	HP DX2400	2ND FLOOR CHECKOUT
Desktop	Circulation CheckOut	Circulation	HP DX2400	2ND FLOOR CHECKOUT
Desktop	Circulation CheckOut	Circulation	HP Pro 3130 MT	1ST FLOOR CHECKOUT
Desktop	Circulation CheckOut	Circulation	Dell Optiplex GX270 (2.2Ghtz)	PATRON CARD SIGNUP
Desktop	Circulation CheckOut	Circulation	HP DX2400	PATRON ASSISTANCE
Desktop	Circulation CheckOut	Circulation	HP Pavilion p6313w	2ND FLOOR CHECKOUT
Desktop	Circulation CheckOut	Ellettsville	HP DX2400	ADULT11
Desktop	Circulation CheckOut	Ellettsville	HP DX2400	ELLETTSVILLE - CIRCULATION
Desktop	Circulation CheckOut	Circulation	HP DX2400	2ND FLOOR CHECKOUT
Desktop	Circulation CheckOut	Circulation	HP DX2400	2ND FLOOR CHECKOUT
Desktop	Circulation CheckOut	Ellettsville	HP DX2400	ADULT14
Desktop	Circulation CheckOut	Ellettsville	HP DX2400	ELLETTSVILLE CIRCULATION
Desktop	Circulation WorkArea	Circulation	AcerPower FE(1 Gig)	NEXT TO DRIVE THRU
Desktop	Circulation WorkArea	Circulation	SYX H61 (Systemax)	MARY LORO - CIRC OFFICE
Desktop	Circulation WorkArea	Circulation	Dell Optiplex 745	EVALUSTION
Desktop	Circulation WorkArea	Circulation	SYX H61 (Systemax)	EVALUATION
Desktop	Circulation WorkArea	Circulation	AcerPower FE(1 Gig)	RENEWAL
Desktop	Circulation WorkArea	Circulation	HP DX2400	OPPOSITE DRIVE THRU
Desktop	Circulation WorkArea	Circulation	HP DX2400	ADULT13
Desktop	Circulation WorkArea	Circulation	HP DX2400	DRIVE THRU PICK UP
Desktop	Circulation WorkArea	Circulation	Dell Optiplex GX270 (2.2Ghtz)	PATRON CARD SIGNUP
Desktop	Circulation WorkArea	Ellettsville	HP DX2400	ELLETTSVILLE - WORKAREA
Desktop	Circulation WorkArea	Circulation	HP Pro 3130 MT	JEMIFER KILLAMS - CIRC OFFICE
Desktop	Circulation WorkArea	Circulation	SYX H61 (Systemax)	EXTRA
Desktop	Print/Time Management	Ellettsville	SYX H61 (Systemax)	ELLETTSVILLE - PRINT RELEASE
Desktop	Print/Time Management	IS Department	HP DX2400	ADULT15
Desktop	Print/Time Management	IS Department	HP DX2400	RESERVATION ADULT
Desktop	Print/Time Management	Ellettsville	Gateway E2610D	ELLETTSVILLE RESERVATION
Desktop	Print/Time Management	IS Department	Dell Optiplex GX270 (2.8Ghtz)	CHILDRENS PRINT RELEASE
Desktop	Public Catalog	Childrens Dept	Dell Optiplex 745	CHILDRENS OPAC
Desktop	Public Catalog	Childrens Dept	Dell Optiplex GX270 (2.2Ghtz)	CHILDRENS OPAC
Desktop	Public Catalog	ChildrensDept	Dell Optiplex 745	CHILDRENS OPAC

Desktop	Public Catalog	ChildrensDept	Dell Optiplex GX240	57
Desktop	Public Catalog	ChildrensDept	Dell Optiplex 745	CHILDRENS OPAC
Desktop	Public Catalog	ChildrensDept	Dell Optiplex GX270 (2.2Ghtz)	CHILDRENS OPAC
Desktop	Public Catalog	ChildrensDept	Dell Optiplex 745	CHILDRENS OPAC
Desktop	Public Catalog	Ellettsville	Dell Optiplex GX270 (2.2Ghtz)	ELLETTSVILLE - OPAC
Desktop	Public Catalog	Ellettsville	AcerPower FE(1 Gig)	ELLETTSVILLE - OPAC
Desktop	Public Catalog	ChildrensDept	Dell Optiplex GX270 (2.2Ghtz)	CHILDRENS OPAC
Desktop	Public Catalog	AdultServices	Dell Optiplex 745	ADULT OPAC D
Desktop	Public Catalog	AdultServices	Dell Optiplex GX260	ADULT OPAC E
Desktop	Public Catalog	AdultServices	Dell Optiplex 745	ADULT OPAC F
Desktop	Public Catalog	AdultServices	Dell Optiplex 745	ADULT OPAC K
Desktop	Public Catalog	AdultServices	Dell Optiplex 745	ADULT OPAC I
Desktop	Public Catalog	AdultServices	Dell Optiplex 745	ADULT OPAC H
Desktop	Public Catalog	AdultServices	Dell Optiplex 745	ADULT OPAC G
Desktop	Public Catalog	Ellettsville	Dell Optiplex 745	ELLETTSVILE OPAC
Desktop	Public Catalog	Ellettsville	Dell Optiplex GX270 (2.2Ghtz)	ELLETTSVILLE OPAC CHILD
Desktop	Public Catalog	AdultServices	Dell Optiplex 745	AV OPAC
Desktop	Public Catalog	AdultServices	Dell Optiplex GX260	AV OPAV
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT37
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT31
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT09
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT10
Desktop	Public GeneralUse	AdultServices	HP DX2400	OPPOSITE DRIVE THRU
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT13
Desktop	Public GeneralUse	ChildrensDept	HP DX2400	CHILD PIBLIC 7
Desktop	Public GeneralUse	ChildrensDept	HP DX2400	CHILD PUBLIC 8
Desktop	Public GeneralUse	ChildrensDept	HP DX2400	CHILD PUBLIC 9
Desktop	Public GeneralUse	ChildrensDept	HP DX2400	CHILD PUBLIC 10
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT30
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT24
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT32
Desktop	Public GeneralUse	AdultServices	SYX H61 (Systemax)	ADULT39
Desktop	Public GeneralUse	ChildrensDept	HP DX2400	CHILD PUBLIC 1
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT57

Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT56
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT55
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT28
Desktop	Public GeneralUse	ChildrensDept	HP DX2400	CHILD PUBLIC 5
Desktop	Public GeneralUse	ChildrensDept	HP DX2400	CHILD PUBLIC 4
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT03
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT04
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT07
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT05
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT29
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT49
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT48
Desktop	Public GeneralUse	AdultServices	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT45
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT47
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT46
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT33
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT36
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT27
Desktop	Public GeneralUse	ChildrensDept	HP DX2400	CHILD PUBLIC 3
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT34
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT02
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT01
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT23
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT25
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT26
Desktop	Public GeneralUse	AdultServices	HP DX2400	2ND FLOOR SECURITY STATION
Desktop	Public GeneralUse	AdultServices	SYX H61 (Systemax)	ADULT40
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT42
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT41
Desktop	Public GeneralUse	AdultServices	HP DX2400	ELLETTSVILLE - EXPRESS
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT35
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT43
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT38

Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT14
Desktop	Public GeneralUse	AdultServices	HP DX2400	ELLETTSVILLE CIRCULATION
Desktop	Public GeneralUse	AdultServices	HP DX2400	REFERENCE DESK
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT06
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT16
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT11
Desktop	Public GeneralUse	AdultServices	HP DX2400	ELLETTSVILLE - CIRCULATION
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT08
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT17
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT18
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT19
Desktop	Public GeneralUse	AdultServices	HP DX2400	Jackie
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT20
Desktop	Public GeneralUse	AdultServices	HP DX2400	CURRENTLY SPARE
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT21
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT22
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT15
Desktop	Public GeneralUse	AdultServices	HP DX2400	RESERVATION ADULT
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ADULT41
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE - EXPRESS
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT58
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT59
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT60
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ADULT48
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	IndianaRoom	HP DX2400	MICROFICHE



Desktop	Public GeneralUse	IndianaRoom	HP DX2400	MICROFICHE
Desktop	Public GeneralUse	IndianaRoom	SYX H61 (Systemax)	GRANTS
Desktop	Public GeneralUse	IndianaRoom	SYX H61 (Systemax)	GENEOLOGY
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	Ellettsville	HP Pro 3130 MT	ELLETTSVILLE EXPRESS 3
Desktop	Public GeneralUse	Ellettsville	HP Pro 3130 MT	ELLETTSVILLE EXPRESS 2
Desktop	Public GeneralUse	Ellettsville	HP Pro 3130 MT	ELLETTSVILLE EXPRESS 1
Server	Server	IS Department	Dell PowerEdge R510	EXCHANGE 2010 192.168.209.13
Server	Server	IS Department	Dell PowerEdge 2900	EXCHANGE 2003 192,168,209,14
Server	Server	IS Department	Dell PowerEdge 2850	DC/DHCP/DNS/FILE/PRINT 192.168.209.15
Server	Server	IS Department	Dell PowerEdge 1750	DC/DHCP/DNS/FILE/PRINT 192.168.209.16
Server	Server	IS Department	Dell PowerEdge 2900	POLARIS TELEPHNY 192.168.209.2
Server	Server	IS Department	Dell PowerEdge 2900	POLARIS TRAINING 192.168.209.3
Server	Server	IS Department	Dell PowerEdge 1950	CATALOG 192.168.209.4
Server	Server	IS Department	Dell PowerEdge 850	POLARIS CLIENTS 192.168.209.5
Desktop	Server	IS Department	SYX H61 (Systemax)	NEW ENVISIONWARE/SOPHOS
Desktop	Server	IS Department	Gateway E2610D	ENVISIONWARE
Server	Server	IS Department	Dell PowerEdge 850	POLARIS BACKUP 192.168.209.6
Server	Server	IS Department	Dell PowerEdge R300	TMG THREAT MAN GATE 192.168.209.75
Server	Server	IS Department	Dell PowerEdge T710	POLARIS Library system 192.168.209.8
Server	Server	IS Department	Dell PowerEdge R300	EVANCED
Desktop	Server	IS Department	HP DC5800	INDRM OFFICE
Desktop	Server	IS Department	HP DC5800	FILE/PRINT 192.168.209.221
Desktop	Server	IS Department	SYX H61 (Systemax)	SOPHOS/ENVISIONWARE
Server	Server	CATS	Apple X Server	Server - machine rm
Desktop	Staff Office	ChildrensDept	HP DC5800	Ellen Arnholder
Desktop	Staff Office	ChildrensDept	HP Pavilion p6313w	Lisa Champelli
Desktop	Staff Office	ChildrensDept	HP DC5800	Christina Jones
Desktop	Staff Office	ChildrensDept	HP DX2400	Kathy Starks
Desktop	Staff Office	ChildrensDept	HP DX2400	MANAGER OFFICE - Josh
Desktop	Staff Office	ChildrensDept	SYX H61 (Systemax)	PAT Forenze
Desktop	Staff Office	Administration	HP Pavilion p6313w	MARGARET HARTER
Desktop	Staff Office	Administration	HP DX2400	RECEPTION
Desktop	Staff Office	Administration	SYX H61 (Systemax)	STAFF LOUNGE

Desktop	Staff Office	Administration	SYX H61 (Systemax)	MARILYN WOODS
Desktop	Staff Office	Administration	HP Pro 3130 MT	GARY LETTELLEIR
Desktop	Staff Office	AdultServices	HP DX2400	Elizabeth Gray
Desktop	Staff Office	AdultServices	SYX H61 (Systemax)	Doris Lynch
Desktop	Staff Office	AdultServices	HP Pro 3130 MT	Nola Hartman
Desktop	Staff Office	AdultServices	HP Pro 3130 MT	Brandon Rome
Desktop	Staff Office	AdultServices	HP DX2400	Mark Blackwell
Desktop	Staff Office	AdultServices	HP Pavilion p6313w	Jim Gossman
Desktop	Staff Office	AdultServices	HP Pavilion p6313w	Shawn Henlin
Desktop	Staff Office	AdultServices	HP DX2400	Keith Carter
Desktop	Staff Office	Collection Services	HP Pro 3130 MT	Pam White
Desktop	Staff Office	Collection Services	HP Pro 3130 MT	FOUNDATION
Desktop	Staff Office	VITAL	HP DX2400	Jackie
Desktop	Staff Office	VITAL	HP DX2400	ADULT20
Desktop	Staff Office	VITAL	HP DX2400	CURRENTLY SPARE
Desktop	Staff Office	VITAL	Dell GX620	MANAGERS OFFICE - Bethany
Desktop	Staff Office	VITAL	HP Pro 3130 MT	Vital Reception
Desktop	Staff Office	Facilities	SYX H61 (Systemax)	SECURITY OFFICE
Desktop	Staff Office	Collection Services	AcerPower FE(1 Gig)	Work Desk (across from Sabra)
Desktop	Staff Office	Administration	SYX H61 (Systemax)	SARA LAUGHLIN
Desktop	Staff Office	Administration	HP Pavilion a4310f	SUE SATER
Desktop	Staff Office	Administration	HP Pro 3130 MT	HUMAN RESOURCES - Marla
Desktop	Staff Office	Facilities	Dell Optiplex GX240	DOOR SECURITY SYSTEM
Desktop	Staff Office	Collection Services	HP DX2400	Saba Stockey - Selector
Desktop	Staff Office	Collection Services	Dell Optiplex GX260	Ruth Green
Tablet	Staff Office	IS Department	Ipad MC705LL	is dept
Tablet	Staff Office	IS Department	Ipad MC705LL	IS DEPT
Desktop	Staff Office	Facilities	Dell Optiplex 745	MARK
Desktop	Staff Office	Facilities	Dell Optiplex 745	Accounting Office - EXTRA
Desktop	Staff Office	Facilities	SYX H61 (Systemax)	2ND FLOOR FACILITIES CLOSET
Tablet	Staff Office	IS Department	Ipad MC705LL	is dept
Desktop	Staff Office	Outreach	HP DX2400	Art Leach
Desktop	Staff Office	IS Department	HP Pavilion p6313w	BILL
Desktop	Staff Office	Collection Services	Gateway E2610D	Selector - Martha Oद्या

Desktop	Staff Office	CATS	HP DX2400	Manager Office - Michael White
Desktop	Staff Office	IS Department	HP Pavilion p6313w	CODY
Desktop	Staff Office	IS Department	HP Pavilion a4310f	VANESSA
Tablet	Staff Office	IS Department	Ipad MC705LL	IS DEPT
Desktop	Staff Office	AdultServices	Dell Optiplex GX260	Jim Gossman
Desktop	Staff Office	AdultServices	Dell Optiplex GX260	Shawn Henlin
Desktop	Staff Office	ChildrensDept	HP DX2400	JANET
Desktop	Staff Office	Administration	SYX H61 (Systemax)	ADMINISTRATION ASSISTANT
Desktop	Staff Office	Outreach	HP DX2400	Corinna Manion
Desktop	Staff Office	Outreach	HP Pavilion p6313w	Outreach Manager - Chris Jackson
Desktop	Staff Office	ChildrensDept	HP DX2400	Mary Frasier
Desktop	Staff Office	AdultServices	HP DX2400	Sarah Bowman
Desktop	Staff Office	ChildrensDept	HP Pavilion a4310f	INTERNS
Desktop	Staff Office	Ellettsville	SYX H61 (Systemax)	ELLETTSVILLE - MICKEY
Desktop	Staff Office	Ellettsville	SYX H61 (Systemax)	ELLETTSVILLE - STEPHANIE
Desktop	Staff Office	Ellettsville	SYX H61 (Systemax)	ELLETTSVILLE - CHRIS/ANDREA
Desktop	Staff Office	Ellettsville	HP Pavilion a4310f	ELLETTSVILLE - PENNY
Desktop	Staff Office	Ellettsville	SYX H61 (Systemax)	ELLETTSVILLE - JULIE
Desktop	Staff Office	IS Department	HP Pavilion p6313w	AUSTIN
Desktop	Staff Office	IS Department	HP DX2400	JOE
Desktop	Staff Office	Collection Services	SYX H61 (Systemax)	Jane Ruddick - Selector
Desktop	Staff Office	AdultServices	HP Pavilion p6313w	Burl Cooper
Desktop	Staff Office	AdultServices	HP DX2400	Chris Hosler
Desktop	Staff Office	Administration	Dell Optiplex 745	MARK
Desktop	Staff Office	Administration	Dell Optiplex 745	Accounting Office - EXTRA
Desktop	Staff Office	Administration	HP DC5800	SUZANNE KERN
Desktop	Staff Office	Collection Services	SYX H61 (Systemax)	Amanda
Desktop	Staff Office	Collection Services	SYX H61 (Systemax)	Pam Wasmer (Manager office)
Desktop	Staff Office	Collection Services	HP Pro 3130 MT	Janice Harris
Desktop	Staff Office	AdultServices	SYX H61 (Systemax)	Travis Castleberry
Desktop	Staff Office	AdultServices	SYX H61 (Systemax)	Travis Castleberry
Desktop	Staff Office	AdultServices	SYX H61 (Systemax)	Travis Castleberry
Desktop	Staff Office	AdultServices	SYX H61 (Systemax)	Travis Castleberry
Desktop	Staff Office	Outreach	HP DX2400	Ann

Desktop	Staff Office	Outreach	SYX H61 (Systemax)	Polly
Desktop	Staff Office	IndianaRoom	HP DX2400	CHRISTINE FRIESEL
Desktop	Staff Office	IndianaRoom	HP Pro 3130 MT	INDRM OFFICE SHARED PRINTER
Desktop	Staff Office	IndianaRoom	HP DC5800	INDRM OFFICE
Desktop	Staff Office	IndianaRoom	HP DC5800	INDRM OFFICE
Desktop	Staff Office	IndianaRoom	HP DC5800	FILE/PRINT 192.168.209.221
Desktop	Staff Office	IndianaRoom	Gateway E2610D	INDRM OFFICE
Desktop	Staff Office	IndianaRoom	HP Pro 3130 MT	LUANN
Tablet	Staff Office	ChildrensDept	Ipad MC769LL	
Tablet	Staff Office	ChildrensDept	Ipad MC769LL	
Tablet	Staff Office	ChildrensDept	Ipad MC769LL	
Tablet	Staff Office	IS Department	Nook BNRV300	ISDEPT
Tablet	Staff Office	IS Department	Kindle 3.3 (611680021)	IS DEPT
Laptop	Staff Office	IS Department	HP ProBook 4530s	
Laptop	Staff Office	IS Department	HP ProBook 4530s	
Laptop	Staff Office	IS Department	Dell Latitude D505	
Laptop	Staff Office	IS Department	Dell Latitude D505	
Laptop	Staff Office	IS Department	Dell Latitude D505	
Laptop	Staff Office	IS Department	Dell Latitude D505	
Desktop	Staff Office	Administration	Dell GX620	GRAPHICS 2
Desktop	Staff Office	Administration	HP Pavilion p6313w	KAREN KIRK
Desktop	Staff Office	Facilities	Dell GX620	ROOF PETE
Desktop	Staff Office	Facilities	SYX H61 (Systemax)	ROOF JASON
Laptop	Staff Office	AdultServices	Dell Latitude D505	ATS REFERENCE DESK
Laptop	Staff Office	AdultServices	Dell Latitude D505	ATS MONEY
Laptop	Staff Office	AdultServices	Lenovo 2958	HOMEWORK CART
Laptop	Staff Office	AdultServices	Lenovo 2958	HOMEWORK CART
Laptop	Staff Office	AdultServices	Lenovo 2958	HOMEWORK CART
Laptop	Staff Office	AdultServices	Lenovo 2958	HOMEWORK CART
Laptop	Staff Office	AdultServices	Lenovo 2958	HOMEWORK CART
Laptop	Staff Office	AdultServices	Lenovo 2958	HOMEWORK CART
Laptop	Staff Office	AdultServices	HP ProBook 4520s	2B PROJECTOR
Laptop	Staff Office	IS Department	Dell Latitude D505	2C CART
Laptop	Staff Office	IS Department	Dell Latitude D505	2C CART

Laptop	Staff Office	IS Department	Dell Latitude D505	2C CART
Laptop	Staff Office	IS Department	Dell Latitude D610	2C CART
Laptop	Staff Office	IS Department	Dell Latitude D505	2C CART
Laptop	Staff Office	IS Department	Dell Latitude D610	2C CART
Laptop	Staff Office	IS Department	HP ProBook 4530s	SERVER ROOM
Laptop	Staff Office	IS Department	HP ProBook 4530s	BOOKMOBILE
Laptop	Staff Office	Outreach	HP ProBook 4530s	SERVER ROOM
Laptop	Staff Office	Outreach	HP ProBook 4530s	BOOKMOBILE
Laptop	Staff Office	ChildrensDept	HP ProBook 4530s	CHILDRENS
Laptop	Staff Office	Circulation	HP ProBook 4520s	CIRCULATION
Laptop	Staff Office	Administration	Dell Latitude D610	BOARDROOM
Laptop	Staff Office	Outreach	HP ProBook 3530s	BOOKMOBILE
Laptop	Staff Office	Outreach	HP ProBook 3530s	BOOKMOBILE
Laptop	Staff Office	VITAL	Dell Latitude E6500	VITAL LAPTOP
Tablet	Staff Office	IS Department	Ipad MC769LL	IS DEPT
Tablet	Staff Office	IS Department	Ipad MC705LL	is dept
Tablet	Staff Office	IS Department	Ipad MC705LL	IS DEPT
Desktop	Staff Office	Administration	HP Pro 3130 MT	Pam White
Desktop	Staff Office	Administration	HP Pro 3130 MT	FOUNDATION
Desktop	Staff Office	Administration	Dell GX620	FOUNDATION ASSISTANT
Desktop	Staff Office	IS Department	HP Pavilion a4310f	TRAINING
Desktop	Staff Office	IS Department	HP Pavilion a4310f	TRAINING
Desktop	Staff Office	IS Department	HP Pavilion a4310f	TRAINING
Desktop	Staff Office	IS Department	HP Pavilion a4310f	TRAINING
Desktop	Staff Office	IS Department	HP Pavilion a4310f	TRAINING
Desktop	Staff Office	IS Department	HP Pavilion a4310f	TRAINING
Desktop	Staff Office	IS Department	HP Pavilion a4310f	TRAINING
Desktop	Staff Office	IS Department	HP Pavilion a4310f	TRAINING
Desktop	Staff Office	IS Department	HP Pavilion a4310f	TRAINING
Desktop	Staff Office	IS Department	HP Pavilion a4310f	TRAINING
Desktop	Staff Office	IS Department	HP DX2400	Jackie
Desktop	Staff Office	IS Department	HP DX2400	ADULT20
Desktop	Staff Office	IS Department	HP DX2400	CURRENTLY SPARE
Tablet	Staff Office	Ellettsville	Ipad MC769LL	ELLETTSVILLE - IPAD
Desktop	Staff Office	Administration	Dell GX620	3RD FLOOR LOBBY

Desktop	Staff Office	Administration	SYX H61 (Systemax)	BOOKSTORE OFFICE -Faye
Desktop	Staff Office	Facilities	Dell Optiplex GX270 (2.8Ghtz)	SECURITY CAMERA
Laptop	Staff Office	IS Department	Lenovo 2958	ELLETSVILLE TRAINING
Laptop	Staff Office	IS Department	Lenovo 2958	ELLETSVILLE TRAINING
Laptop	Staff Office	IS Department	Lenovo 2958	ELLETSVILLE TRAINING
Laptop	Staff Office	IS Department	Lenovo 2958	ELLETSVILLE TRAINING
Laptop	Staff Office	IS Department	Lenovo 2958	ELLETSVILLE TRAINING
Laptop	Staff Office	IS Department	Lenovo 2958	ELLETSVILLE TRAINING
Laptop	Staff Office	IS Department	Lenovo 2958	ELLETSVILLE TRAINING
Desktop	Staff Office	CATS	Dell Optiplex GX260	Master Control SCALA player
Desktop	Staff Office	CATS	Dell Optiplex GX240	Master Control SCALA player
Desktop	Staff Office	CATS	Apple MacPro	Adam Stillwell
Desktop	Staff Office	CATS	Apple MacPro	Jason Radke
Desktop	Staff Office	CATS	Apple MacBook 5.2	Field Computer
Desktop	Staff Office	CATS	Apple iMac (2009)	Public Edit 1
Desktop	Staff Office	CATS	Apple iMac (2009)	Public Edit 2
Laptop	Staff Office	CATS	Apple MacBook Pro 15	Laptop - Jason Radke
Desktop	Staff Office	CATS	Apple MacBook Pro	Martin's Office
Desktop	Staff Office	CATS	Apple MacBook Pro	Field Production
Desktop	Staff Office	CATS	Apple Mac Mini	City Stream - machine rm
Desktop	Staff Office	CATS	Apple Mac Mini	County Stream - machine rm
Laptop	Staff Office	CATS	Apple MacBook Pro 15	Michael White
Desktop	Staff Office	CATS	Dell Optiplex GX260	UltraneXsus Interface - master control
Tablet	Staff Office	CATS	Apple iPad	iPad - CATS
Desktop	Staff Office	CATS	Apple iMac (2009)	Editor - associates office
Desktop	Staff Office	CATS	Apple Mac Mini	Master Control Desk
Desktop	Staff Office	CATS	Apple Mac Mini	Master Control Desk
Tablet	Staff Office	CATS	Apple iPad	iPad - CATS
Tablet	Staff Office	CATS	Apple iPad	iPad - CATS
Desktop	Staff Office	CATS	Apple iMac (2009)	Media Composer - associates office
Desktop	Staff Office	CATS	Apple iMac G3	Printer - dub room
Desktop	Staff Office	CATS	Apple iMac G4	Production Assistant
Desktop	Staff Office	CATS	Dell Optiplex GX260	Pro 16 interface - master control
Desktop	Staff Office	CATS	Apple PowerMac G4	CATS Scheduler - archive

Desktop	Staff Office	CATS	Apple iBook G4	Digital to Tape - master control
Desktop	Staff Office		Apple PowerBook G4	Master Control
Desktop	Staff Service Point	ChildrensDept	Gateway E2610D	CHILDRENS REFERENCE NE
Desktop	Staff Service Point	ChildrensDept	HP Pro 3130 MT	CHILDRENS REFERENCE SW
Desktop	Staff Service Point	ChildrensDept	HP DX2400	CHILDRENS REFERENCE SE
Desktop	Staff Service Point	AdultServices	HP Pro 3130 MT	REFERENCE DESK
Desktop	Staff Service Point	AdultServices	HP DX2400	REFERENCE DESK
Desktop	Staff Service Point	AdultServices	HP DX2400	ADULT06
Desktop	Staff Service Point	AdultServices	HP Pro 3130 MT	REFERENCE DESK
Desktop	Staff Service Point	Ellettsville	HP Pro 3130 MT	ELLETTSVILLE - REFERENCE
Desktop	Staff Service Point	AdultServices	SYX H61 (Systemax)	REFERENCE DESK SITDOW NE
Desktop	Staff Service Point	Facilities	HP DX2400	ADULT26
Desktop	Staff Service Point	Facilities	HP DX2400	2ND FLOOR SECURITY STATION
Desktop	Staff Service Point	Computing Center	Gateway E2610D	1ST FLOOR SECURITY STATION
Desktop	Staff Service Point	IndianaRoom	SYX H61 (Systemax)	INDIANA ROOM REF
Desktop	Staff Service Point	IndianaRoom	HP Pro 3130 MT	INDIANA ROOM REF

**RESOLUTION TO ADOPT 2013 PAY SCHEDULE,  
SALARY SCHEDULE, PAY INCREMENT, AND HOLIDAY  
CLOSING SCHEDULE**

**WHEREAS** it has been determined that it is now necessary to adopt a Salary Schedule, Pay Schedule, and Holiday Closing Schedule for the 2013 fiscal year, and

**WHEREAS** the Board desires to give an incremental and cost of living increase to all who are employed at the Library as of December 31, 2012,

**NOW THEREFORE** the Board adopts the attached 2013 Salary Schedule and approves a 1% incremental increase and 1% cost of living increase for all who are employed at the Library as of December 31, 2012 (effective for the first pay date of 2013 on January 11, 2013, which includes the pay period beginning December 17, 2012 and ending December 30, 2013); Pay Schedule, and Holiday Closing Schedule.

Presented to the Monroe County Public Library Board, read in full and adopted this 19<sup>th</sup> day of December, 2012, by the following aye and nay votes.

AYE

NAY

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**MONROE COUNTY PUBLIC LIBRARY  
PAY SCHEDULE  
2013**

December 17, 2012 – December 30, 2012	January 11
December 31 – January 13	January 25
January 14 – January 27	February 8
January 28 – February 10	February 22
February 11 – February 24	March 8
February 25 – March 10	March 22
March 11 – March 24	April 5
March 25 – April 7	April 19
April 8 – April 21	May 3
April 22 – May 5	May 17
May 6 – May 19	May 31
May 20 – June 2	June 14
June 3 – June 16	June 28
June 17 – June 30	July 12
July 1 – July 14	July 26
July 15 – July 28	August 9
July 29 – August 11	August 23
August 12 – August 25	September 6
August 26 – September 8	September 20
September 9 – September 22	October 4
September 23 – October 6	October 18
October 7 – October 20	November 1
October 21 – November 3	November 15
November 4 – November 17	November 29
November 18 – December 1	December 13
December 2 – December 15	December 27

**2014**

December 16 – December 29, 2013	January 10, 2014
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**MONROE COUNTY PUBLIC LIBRARY**  
**2013 Wage and Salary Schedule**

<u>Pay Grade</u>		<u>2013 Minimum</u>	<u>2013 Maximum</u>
<b>HOURLY / NON-EXEMPT</b>			
<b>A</b>		<b>\$7.58</b>	\$10.61
<b>B</b>		<b>\$8.69</b>	\$12.16
<b>C</b>		<b>\$10.71</b>	\$14.99
<b>D</b>		<b>\$11.82</b>	\$16.54
<b>E</b>		<b>\$13.03</b>	\$18.24
<b>F</b>		<b>\$14.14</b>	\$20.50
<b>G</b>		<b>\$15.66</b>	\$22.70
<b>EXEMPT</b>			
	Hours/Pay Period		
<b>H</b>	FT	<b>\$1,363.50</b>	\$2,045.25
	60	<b>\$1,090.80</b>	\$1,636.20
	50	<b>\$919.10</b>	\$1,362.14
<b>I</b>	FT	<b>\$1,515.00</b>	\$2,272.50
	50	<b>\$919.10</b>	\$1,513.49
<b>J</b>	FT	<b>\$1,742.25</b>	\$2,613.38
<b>K</b>	FT	<b>\$2,424.00</b>	\$3,636.00

The Wage and Salary Schedule increased by 1% for 2013 (COL). Active employees received a 1% COL and an additional 1% increment for 2013.

**MONROE COUNTY PUBLIC LIBRARY  
2013 HOLIDAY CLOSING SCHEDULE**

<b>January 1 (Tuesday)</b>	<b>NEW YEAR'S DAY</b>
<b>March 31 (Sunday)</b>	<b>SPRING HOLIDAY</b>
<b>May 27 (Monday)</b>	<b>MEMORIAL DAY</b>
<b>July 4 (Thursday)</b>	<b>INDEPENDENCE DAY</b>
<b>September 2 (Monday)</b>	<b>LABOR DAY</b>
<b>October 23 (Wednesday)</b>	<b>STAFF IN-SERVICE DAY</b>
<b>November 28 (Thursday)</b>	<b>THANKSGIVING</b>
<b>November 29 (Friday)</b>	
<b>December 24 (Tuesday)</b>	<b>WINTER HOLIDAY</b>
<b>December 25 (Wednesday)</b>	
<b><i>December 31 (Tuesday)</i></b>	<b><i>NEW YEAR'S EVE</i></b>
<b><u><i>Close at 5:00 p.m.</i></u></b>	

**2014**

**January 1, 2014 (Wednesday) NEW YEAR'S DAY**

**RESOLUTION TO SET 2013 SALARY**  
**FOR LIBRARY DIRECTOR**

Comes now, the Board of Trustees of the Monroe County Public Library having adopted the 2013 salary resolution for all employees except the Library Director, hereby adopts the following resolution concerning the annual salary for the Library Director Sara Laughlin:

For the calendar year 2013, the annual salary for the Library director, Sara Laughlin, shall be \$\_\_\_\_\_ together with all appropriate benefits consistent with the position.

IN WITNESS WHEREOF the Board of Trustees of the Monroe County Public Library has adopted this salary resolution for the Library Director, this 19th day of December, 2012.

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**CITY OF BLOOMINGTON**  
**and**  
**MONROE COUNTY PUBLIC LIBRARY**  
**CATS FUNDING AGREEMENT for 2013**

**This Agreement** is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2012\_ at Bloomington, Indiana, by and between the Board of Public Works of the City of Bloomington, hereinafter referred to as the "City", the Monroe County Public Library, hereinafter referred to as "Library", and Community Access Television Services, hereinafter referred to as "CATS." CATS and the Library agree to provide services as set forth below and comply with all provisions of this Agreement, and the City agrees to provide funding as set forth below.

**Article I. Services to be provided by Library.**

CATS and the Library agree as follows:

- (a) To cablecast live coverage of City of Bloomington Common Council, Plan Commission, Board of Public Works, Board of Zoning Appeals, Board of Parks Commissioners and Utilities Service Board meetings, if given at least one week's notice by the City of the meeting times. These meetings will also be replayed at least twice during the week they occur, and will be webcast as feasible by CATS. Upon request by the Office of the Mayor or City ITS Department, the Library will provide the City with free copies in the specified format of any of the above cablecast meetings or other meetings and events described elsewhere in this agreement.
- (b) To produce weekly editions of "Pets without Partners" and provide cablecasts of other meetings and events, and to produce programs on community services and issues as requested by the City. The content of all City public meetings broadcast by CATS shall be placed in the public domain, meaning that the work may be freely reproduced, distributed, transmitted, used, modified, built upon, or otherwise exploited by anyone for any purpose, commercial or non-commercial, and in any way, including by methods that have not yet been invented or conceived. CATS may not assert any copyright claim and no right shall attach to City public meeting broadcasts.
- (c) To provide live internet streaming and online digital storage of meetings that CATS cablecasts through a browseable and searchable website.
- (d) To provide quarterly financial reports to the City delineating the utilization of funds which Library has received for the support of CATS from the City of Bloomington, the Town of Ellettsville, Monroe County and any other source as well as funding received directly from Library.

The financial reports may be submitted in the format compatible with Library's normal budgeting information as is readily available through its existing accounting software. Budget lines shall include comparison of actual expenditures with budgeted amounts. Reports shall include a listing of all revenues designated for CATS by all entities

contributing, including in-kind contributions from Library and other gifts, grants, etc., CATS receives.

Reports shall be submitted to the Information & Technology Services Department, the Office of the City Controller and the Office of the Mayor no later than 30 days after the following dates: March 31; June 30; September 30 and December 31. In addition, the Library shall provide on a timely basis such financial reports as requested by the City in addition to quarterly reports in the format as referenced above.

- (e) To oversee its allocation of the cable channels available to the City through the City's franchise, for the purposes of public access, educational and governmental cablecasting.
- (f) To use all grants and monies received by the Library from the City of Bloomington for the support of and usage by CATS only on costs directly related to the operations of CATS.

**Article II. Designated use of Agreement Funds and Equipment.**

The Library agrees to use Agreement funds and equipment as follows:

- (a) To pay for services rendered in accordance with this Agreement.
- (b) To utilize to the maximum extent feasible funds received from all sources of revenue.
- (c) To refund to the City of Bloomington funds received under this Agreement which may later be determined to have been received or expended in noncompliance with the Agreement as a result of audit by the State Board of Accounts or Library, pursuant to the terms of this Agreement.
- (d) To return all equipment made available through this Agreement within one week if requested by the City or upon termination of this Agreement.
- (e) To utilize equipment made available through this Agreement solely in the provision of services as outlined herein.

**Article III. Data on Affirmative Action.**

The Library agrees to implement an affirmative action plan which complies with the City's regulations for contractors. The Library will submit its affirmative action plan to the City's Contract Compliance Officer for review within ten days of signing this Funding Agreement, and shall make all necessary and reasonable changes to its plan to bring it into compliance within twenty days of notice from the Officer of any deficiencies.

**Article IV. Funding Procedure.**

To outline the system by which funds are to be transferred by the City to the Library, and to assure adequate documentation of disbursements by the City:

- (a) The Library will submit a signed claim voucher or invoice to the Information and Technology Services Department of the City of Bloomington, ITS, which will be processed in accordance with the City's normal practice for payments and reimbursements. Invoices may be submitted at the beginning of each quarter – January, April, July, and October.
- (b) The City will provide funding at the rate of **\$99,392.00** quarterly for the calendar year beginning January 1, 2013, with the total not to exceed **\$397,568.00**.

**Article V.      Accounting Procedures.**

The Library agrees to maintain accounting procedures that shall provide for:

(a) All grants and monies received by the Library from the City of Bloomington, the Town of Ellettsville, Monroe County and any other source are solely intended for the support of and usage by CATS and shall not on any account be made available for use as Library general operating funds. If at the end of any fiscal year such grants or monies have not been expended on costs directly related to the operations of CATS, said grants or monies shall remain for future usage for support of the operations of CATS and shall not revert or be otherwise transferred to any fund for general usage by, or support of, Library.

(b) Accurate, current, and complete disclosure of the financial results of its service program.

(c) Records which identify adequately the source and application of funds for program supported activities.

(d) Effective control over and accountability for all funds, property and other assets. The Library will adequately safeguard all such assets and shall assure that they are used solely for authorized purposes.

**Article VI.      Program Monitoring and Library Reporting Requirements.**

In addition to the financial reports described in Article I (d), the Library agrees to submit to the Information & Technology Services Department and the Board of Public Works at least quarterly a report which shall cover each month of the previous quarter's programming and usage of the cable channels, proposed or planned special programming for the future and an analysis of services provided to City residents.

**Article VII.      Access to Records.**

The Library agrees that it will give the City of Bloomington, through an authorized representative, access to, and the right to examine all records, books, papers or documents related to the funding provided by this Agreement, for the purpose of making surveys, audits, examinations, excerpts, and transcripts.

**Article VIII.      Retention of Records.**

The Library agrees that it will retain for a period of three years financial records, supporting documents, statistical records, and all other records pertinent to the funding provided by this Agreement, with the following exceptions:

- (a) These records shall be retained beyond the three-year period if audit findings have not been resolved, in which case such records shall be retained until any audit findings are resolved.
- (b) At the request of the City any records pertinent to the program funded by this Agreement are to be transferred to the City if the City determines that the records possess long-term retention value, in which case the Library shall be exempt from the three-year retention period above.

The three-year period mentioned herein is to be determined from the date of the Library's biennial audit.

**Article IX. Termination of Agreement.**

The Library agrees that this Agreement is subject to the availability of funds and that if funds become unavailable for the performance of this Agreement, the City may terminate the Agreement. If funds become unavailable, the City shall promptly notify the Library in writing of the termination and the effective date which must be at least 30 days from notification.

It is further agreed that the City or the Library may terminate funding in whole or in part when both parties agree that the continuation of the program would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date, and, in the case of partial terminations, the portion to be terminated. The Library shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The City shall allow full credit to the Library for the allocable portion of noncancellable obligations, properly incurred by the Library prior to termination.

**Article X. Forfeiture of Funds for Noncompliance.**

It is agreed that the City may terminate any funding, in whole or in part, at any time before the date of completion of the program, whenever it is determined that the Library has failed to comply with the conditions of this Agreement, or with other conditions imposed by the laws, rules and regulations to which this Agreement refers. The City shall promptly notify the Library in writing of the determination and the reasons for the determination, together with the effective date. Payments made to the Library or recoveries by the City under funding terminated for cause shall be in accord with the legal rights and liabilities of the parties.

**Article XI. Verification of Work Status.**

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



**Article XII. Investment Activities in Iran**

The Library affirms by its signature that it is in compliance with Indiana Code 5-22-16.5 et. seq., and does not knowingly engage in investment activities in Iran by providing goods or services worth \$20,000,000 or more in value to the energy sector of Iran.

**In Witness whereof**, the parties hereto have caused this Agreement to be executed on the dates following their signatures. The latest of the dates shall constitute the starting date of this Agreement.

**CITY OF BLOOMINGTON**

By: \_\_\_\_\_  
Charlotte Zietlow, President  
Board of Public Works

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Mark Kruzan, Mayor

Date: \_\_\_\_\_

**MONROE COUNTY PUBLIC LIBRARY:**

By: \_\_\_\_\_  
Sara Laughlin, Director

Date: \_\_\_\_\_

**COMMUNITY ACCESS TELEVISION SERVICES:**

By: \_\_\_\_\_  
Michael White, General Manager

Date: \_\_\_\_\_

**CITY OF BLOOMINGTON**  
**and**  
**MONROE COUNTY PUBLIC LIBRARY**  
**PUBLIC, EDUCATION AND GOVERNMENT CHANNEL**  
**PROGRAMMING AGREEMENT for 2013**

WHEREAS, pursuant to the provisions of Indiana Code § 8-1-34-16, the Indiana Utility Regulatory Commission has the sole authority to grant a certificate of franchise authority to a video service provider (“VSP”); and,

WHEREAS, pursuant to the provisions of Indiana Code §§ 8-1-34 et seq., a VSP is required to make available on its video service system channels which contain public, educational, and governmental programming (“PEG channels”); and,

WHEREAS, pursuant to Sections 531 and 541 of the Communications Act, local franchising authorities may require cable operators to set aside channels for public, educational, or governmental (“PEG”) use.; and,

WHEREAS, PEG Channels are broadly defined as follows:  
*Public* access channels are available for use by the general public. They are usually administered either by the cable operator or by a third party designated by the franchising authority; *Educational* access channels are used by educational institutions for educational programming. Time on these channels is typically allocated by either the franchising authority or the cable operator among local schools, colleges and universities; *Governmental* access channels are used for programming by organs of local government. In most jurisdictions, the franchising authority directly controls these channels; and,

WHEREAS, pursuant to the provisions of Indiana Code § 8-1-34-27, the operation of a PEG channel is the responsibility of the unit that receives the benefit of the channel, that being the City of Bloomington (“City”), and the VSP is responsible for the transmission of the channel; and,

WHEREAS, the City of Bloomington (“City”) controls six PEG Channels; and,

WHEREAS, pursuant to the provisions of Indiana Code § 8-1-34-27, the operation of a PEG channel is the responsibility of the unit that receives the benefit of the channel, that being the City and the VSP is responsible for the transmission of the channel; and,

WHEREAS, the City, through its Information and Technology Services Department (“ITS”), provides PEG channel program content from its PEGCP (Public Education Government Channel Programming), (currently CATS and WTIU) at a common distribution point at the Bloomington Telecom Hotel facility in downtown Bloomington; and,

WHEREAS, the Monroe County Public Library through CATS wishes to provide five (5) channels of PEG programming to the City for the purpose of broadcast by Bloomington VSPs; and

WHEREAS, with multiple outputs from each program channel available at the Telecom Hotel, connectivity is enabled to many VSPs from a single accessible location, and PEGCP must deliver content to the Telecom Hotel; and,

WHEREAS, the PEGCP wishes to reach an understanding with the City as to the terms and conditions of providing PEG channel programming from the common distribution point at the Telecom Hotel;

NOW, THEREFORE, the City and the PEGCP agree as follows:

**Section 1. Location.** The PEGCP shall provide PEG channel programming to the City access to all City PEG channels from the City Cage in the Telecom Hotel. The Bloomington Telecom Hotel facility is located in downtown Bloomington at 7<sup>th</sup> and Walnut Streets (302 N. Walnut Street). The VSP shall be responsible for connecting at this location, securing space in the facility as needed, and cross connecting to the City's PEG Hub equipment in the City Rack. The City reserves the right to change the location of the PEG Access System if the Telecom Hotel closes or for any other reason. City will provide advance notice of relocation. In the event relocation occurs, The City and the VSP will negotiate mutually agreeable terms for covering the costs of connecting at the new PEG Hub location.

**Section 2. Technical Specifications.** The PEGCP shall provide video signal for PEG channels in SDI format. The City shall permit PEGCP to patch into the City Cage to provide PEG programming under the terms of this agreement. By connecting into the City's equipment, the PEGCP will be providing a Serial Digital Interface (SDI) video signal with embedded AES (digital audio). The connection type the PEGCP will be connecting to will be a Bayonet Neill Concelman (BNC) connector.

**Section 3. Conditions.** Consistent with the requirements of State and Federal law, the PEGCP shall:

- a. Program five City of Bloomington PEG channels. One channel must be dedicated solely to City of Bloomington meetings, events and business.
- b. Provide the City of Bloomington PEG content at no less than full-screen broadcast resolution.
- c. Provide PEG suitable programming in keeping with the definition of PEG.
- d. Provide programming that is not otherwise available on other VSP channels.

**Section 4. Connecting.** The PEGCP shall be responsible for connecting at the PEG Hub location, securing space in the facility as needed and cross connecting to the City's PEG Hub equipment in the City Rack.

**Section 5. Term.** This Agreement shall be in full force and effect beginning on the date of execution of this Agreement and ending December 31, 2013. This agreement may be rescinded at the City's discretion with a 30-day written notice.

**Section 6. Waiver of Warranties.** The City and the PEGCP each expressly disclaim all express and implied warranties, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. Except as otherwise provided in this agreement, no information, oral or written, provided or disseminated by the City or the PEGCP shall create any express or implied warranties, guaranty of performance, or contractual obligations.

**Section 7. Assignment of Rights.** The rights granted to the PEGCP shall not be assigned in whole or in part without the City's prior written consent. In the event said consent is granted, the provisions of this Agreement shall be binding upon and inure to the benefit of any successors and assigns.

**Section 8. Indemnification.** The VSP and the City (the "Indemnifying Party") shall each defend, indemnify, and hold harmless the other (the "Indemnified Party") from and against all liabilities, judgments, claims, damages, settlements, expenses and costs, including reasonable attorneys' costs and litigation expenses, arising out of or relating to the Indemnified Party's execution and undertaking of this Agreement, insofar as such liabilities, judgments, claims, damages, settlements, expenses and costs arise out of or are based upon the breach of this Agreement by the Indemnifying Party or the programming provided pursuant to the terms hereof. The VSP and the City shall each promptly notify the other of any third party claim or legal action arising out of or related to this Agreement. The PEGCP is responsible for securing any necessary copyrights for its content.

**Section 9. Third Party Rights.** Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the PEGCP.

**Section 10. Governing Law and Venue.** This Agreement shall be governed by the laws of the State of Indiana. Venue of any disputes arising under this Agreement shall be in Monroe County, Indiana.

**Section 11. Costs and Expense of Enforcement.** If either the PEGCP or the City shall default in the performance of any of its obligations under this Agreement, it shall be responsible for the reimbursement of any attorneys' costs and expenses which the other may incur in enforcing any obligations herein.

**Section 12. Waiver.** No waiver by either party of any default or breach of the other party's performance of any term, condition or covenant of this Agreement shall be deemed to be a waiver or any subsequent default or breach of the same or any other term, condition or covenant contained in this Agreement.

**Section 13. Notices.** All notices required to be given by either party hereunder shall be in writing and delivered by hand, courier, overnight delivery service or registered or certified mail return receipt requested. Any notice or other communication under this Agreement shall be deemed given when received or refused and shall be directed to the following address:

**CITY**  
Information and Technology Services Dept.  
City of Bloomington  
401 N. Morton Street, Suite 150  
Bloomington, IN 47404  
Attn: Director

**The PEGCP**  
MCPL and CATS  
303 E. Kirkwood Avenue  
Bloomington, IN 47408  
Attn: Director

**Section 14. Severability and Future Legal Developments.** Should any part of the Agreement be found in violation of any federal, state, or local law or ordinance, all unaffected parts shall remain in effect and enforceable provided that the intent of the Agreement is still served. In the event that action is taken by the Federal Communications Commission, Congress or the State of Indiana which addresses and impacts the responsibilities of the parties hereto regarding the provision of PEG channel programming, this agreement shall terminate, and the parties shall negotiate a new agreement consistent with that mandate.

**In Witness whereof,** the parties hereto have caused this Agreement to be executed on the dates following their signatures. The latest of the dates shall constitute the starting date of this Agreement.

**CITY OF BLOOMINGTON**

By: \_\_\_\_\_  
Charlotte Zietlow, President  
Board of Public Works

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Mark Kruzan, Mayor

\_\_\_\_\_  
Date

**MONROE COUNTY PUBLIC LIBRARY:**

By: \_\_\_\_\_  
Sara Laughlin, Director

\_\_\_\_\_  
Date

**COMMUNITY ACCESS TELEVISION SERVICES:**

By: \_\_\_\_\_  
Michael White, Station Manager

\_\_\_\_\_  
Date

## TELECOMMUNICATIONS FUNDING AGREEMENT

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

### **SECTION I. Funding**

(a) County shall contribute the sum of Two Hundred Twenty Seven Thousand and Three Hundred Thirty 00/100s Dollars (\$227,330) for calendar year 2013, payable in equal quarterly installments of Fifty Six Thousand Nine Hundred and Seven Dollars and 50/100s (\$56,832.50), to partially fund the operational expenses of CATS.

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

### **SECTION II. Public Meetings**

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

### **Section III. Special Programming**

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

### **Section IV. Non-partisan Programming**

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

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

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

**SECTION V. Reports**

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

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

**SECTION VI. Records**

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

**SECTION VII. Non-discrimination**

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

**Section VIII. Term**

This agreement shall govern services provided from January 1, 2013 through December 31, 2013, and shall thereafter be automatically renewed from year to year unless either party gives written notice of its intention to terminate by October 1 of each succeeding year. The funding provided by this Agreement may be adjusted by mutual agreement, but all such funding is subject to an appropriation by the Monroe County Council.

**Section IX. Verification of Work Status**

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

**Section X. Investment Activities in Iran**

The Library affirms by its signature that it is in compliance with Indiana Code 5-22-16.5 et. seq., and does not knowingly engage in investment activities in Iran by providing goods or services worth \$20,000,000 or more in value to the energy sector of Iran.



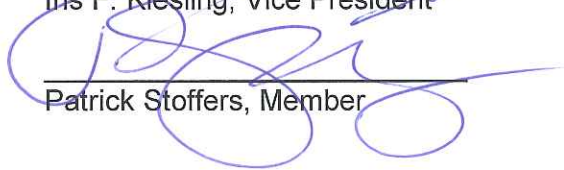
"County"

Board of Commissioners of Monroe County

Date: Nov. 2, 2012

  
\_\_\_\_\_  
Mark Stoops, President

  
\_\_\_\_\_  
Iris F. Kiesling, Vice President

  
\_\_\_\_\_  
Patrick Stoffers, Member

ATTEST:

  
\_\_\_\_\_  
Amy Gerstman, Auditor

"Library"

Monroe County Public Library

Date: \_\_\_\_\_

\_\_\_\_\_  
Kari Isaacson, President, Board of Trustees

\_\_\_\_\_  
Sara Laughlin, Director

\_\_\_\_\_  
Michael White, Manager  
Community Access Television

2013 AGREEMENT TO PROVIDE COMMUNITY ACCESS TELEVISION SERVICE: TOWN OF ELLETTSVILLE

This Agreement is made by and between the Town of Ellettsville, hereinafter referred to as "Town", and the Monroe County Public Library, hereinafter referred to as "Library".

WHEREAS, it is the desire of the Town to aid the library in providing services and facilities to the public for local access television programming.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. To partially fund the operational expenses of the Community Access Center for the year 2013, the Town shall pay \$13,772. Such payment shall be in equal installments of \$3,443, payable at the beginning of each quarter of the calendar year 2013 (March 31, June 30, September 30, December 31).
2. The Library shall, by means of the Bloomington Community Access Television, telecast meetings of the Ellettsville Town Council, Ellettsville Planning and Zoning Board, Richland-Bean Blossom Community School Corporation.
3. The library shall provide an annual progress and financial report to the Town Council, which report shall summarize the utilization of the Town's payments.
4. This agreement is subject to an appropriation of funds by the Ellettsville Town Council.
5. Either party may terminate this agreement upon sixty (60) days written notice. Notice shall be sent to the following addresses unless such addresses are otherwise changed in writing:

Town of Ellettsville  
221 North Sale Street  
Post Office Box 8  
Ellettsville, IN 47429

Monroe County Public Library  
ATTN: Director  
303 East Kirkwood Avenue  
Bloomington, IN 47401

6. This agreement is for a period of one year.
7. Library certifies that it is enrolled in the E-Verify program and has verified the work eligibility status of all newly hired employees through the E-Verify program, unless the E-Verify program no longer exists, and that signing this contract serves as an affidavit affirming that the Library does not knowingly employ an unauthorized alien.
8. Library affirms that it is in compliance with Indiana Code 5-22-16.5 et. seq., and does not knowingly engage in investment activities in Iran by providing goods or services worth \$20,000,000 or more in value to the energy sector of Iran.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures on the date indicated below.

ELLETSVILLE TOWN COUNCIL

Signature



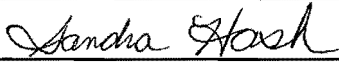
Name / Title

Scott Oldham

Date

11-13-12

Attest



Clerk/Treasurer

MONROE COUNTY PUBLIC LIBRARY

Signature

Name / Title

Date

Attest

Sara Laughlin, Director

Michael White, CATS Manager