

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

**Wednesday, January 16, 2013
Meeting Room 1B**

AGENDA

1. Call to Order – Kari Isaacson, President
2. Consent Agenda – action item – Sara Laughlin
 - a. Minutes of November 14, 2012 Executive Session (page 1)
 - b. Minutes of December 19, 2012 Board Meeting (page 2-5)
 - c. Minutes of January 9, 2013 Work Session (page 6-12)
 - d. Monthly Bills for Payment (page 13-16)
 - e. Monthly Financial Report (page 17-42)
 - f. Personnel Report (page 43-45)
 - g. 2013 Board Meetings Calendar (page 46)
3. Director’s Monthly Report (page 47-63) – Sara Laughlin
4. Old Business
5. New Business – action items
 - a. 2013 Library Fee Schedule (page 64) – Gary Lettelleir
 - b. Resolution to Encumber 2012 Appropriations (page 65) – Gary Lettelleir
 - c. Resolution to Transfer Funds from Unused Balance in Operating Fund to the Rainy Day Fund (page 66) – Gary Lettelleir
 - d. Quote for Landscaping at Main Library (page 67-71) – Sara Laughlin
 - e. Board Governance Policy (page 72-76) – Kari Isaacson/Steve Moberly
 - f. Proposal to Replace Sick Bank with Short Term Disability Insurance (page 77-) – Kyle Wickemeyer-Hardy
6. Public Comment
7. Adjournment

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Executive Session
Wednesday, November 14, 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 Meeting at 7:00 p.m.

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 7:35.

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

**Wednesday, December 19, 2012
5:45 p.m.
Meeting Room 1B**

MINUTES

Trustees in Attendance

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

Others in Attendance:

Ned Baugh, Tom Bunger, Sara Laughlin, Gary Lettelleir, Michael White, Kyle Wickemeyer-Hardy, Marilyn Wood, Michael White.

Call to Order

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

Consent Agenda

- a. Minutes of November 14, 2012 Board Meeting
- b. Minutes of December 12, 2012 Work Session
- c. Minutes of December 12, 2012 Executive Session
- d. Monthly Bills for Payment
- e. Monthly Financial Report
- f. Personnel Report
- g. 2013 Board Calendar

Valerie Merriam noted that the minutes of the November 14 Executive Session were not included; Sara apologized and will include them on the January 16, 2013 agenda.

David Ferguson moved to approve Consent Agenda; seconded by Valerie Merriam; approved unanimously.

Director's Monthly Report – Sara Laughlin

Valerie Merriam asked if the Puck Players were taking vacation because of the upcoming library renovation. Sara replied that Nina Ost is retiring. Kari Isaacson offered a public thank you to Nina Ost for her service to Puck Players and the community.

Old Business

a. General Obligation Bond – Gary Lettelleir

Gary reported that there were no action items on bond. Bond attorneys sent closing documents that needed signatures immediately. Official closing is December 20.

Valerie Merriam asked if we have any word from the Indiana Library Federation legislative committee whether they are going to try to get part of law revoked that allow individuals to carry guns into library. Sara responded that there has been lots of discussion this week about that topic among library directors, as well as checking and rethinking about procedures, but she didn't know of any efforts at the state level at this point. Valerie further asked if the libraries should make their voices known, and, if so, she would like our library to go on record to be in favor of restricting guns in the library.

Valerie also addressed the parking issue. She stated that she had talked with a city employee who led her to believe that the City is considering a rate of \$1/hour for parking meters, which would be extremely prohibitive for library patrons. She would like the Board to continue in those discussions. If we are not going to have a say on the amount charged, she would hope the Board could have an impact on the timeframe during which the fee is charged.

Valerie next asked Sara for an update on Nonprofit Central and how we're going to staff it. Sara stated that we are not ready to post the position. Kyle Wickemeyer-Hardy reported that project coordinator Christine Friesel would like to post the position in the spring, and Kyle is working on job description; Sara shared that we will be looking for someone with nonprofit experience.

Kari asked for a motion that the Board adopt a resolution for an amendment to current state law that prohibits concealed weapons to include in libraries.

Steve asked if the Board were going to do this at this meeting or if they were drafting resolution and addressing it in January. Valerie again stated that this was of great concern to her and that she would like state legislators to revisit the statute concerning weapons allowed in public places to add libraries to places where weapons are prohibited.

David Ferguson suggested having a copy of the statute sent to all Board members and then draft resolution at next month's meeting. Sara agreed to communicate with the ILF Legislative Committee chair and to place this on the agenda as an action item in January.

Kari asked if the Board was recommending free parking for evening hours and Steve stated that he would like to say that there would not be paid parking required after five p.m. at all. Valerie reported that the Council will be making a decision in January and Kari stated that at this meeting it would be timely to have a statement to send to them. Sara suggested that if the Board wished to take a position on hours or rate they should do that and she would communicate the position.

Fred Risinger moved that the Board urge the City to keep parking free after 5 p.m. and on weekends; seconded by Steve Moberly. Fred clarified that this was for all areas downtown included in the proposal for metered parking. Unanimously passed.

Sara stated that she will transmit this resolution to Susie Johnson and the Mayor. Steve Moberly suggested sending to all nine members of City Council.

New Business – action items

a. 2013 Library Fee Schedule

Gary proposed two changes to the Fee Schedule after last meeting. He added the meeting room fees for businesses and removed the fee for floppy disks. David Ferguson moved to approve the 2013 Library Fee Schedule; Valerie Merriam seconded; carried unanimously.

b. Resolution to Permit Transfer from LIRF to Operating Fund

Gary reported that we have received 80% of fall tax settlement, so it's unlikely that the library will need to borrow from LIRF, but resolution is good to have in case of unforeseen delays. David Ferguson moved to approve the Resolution to Permit Transfer from LIRF to Operating Fund; seconded by Steve Moberly; carried unanimously.

c. Resolution to Encumber 2012 Funds

Gary reported that no action was needed at this time. The PERF reporting method has changed and the State is behind in withdrawing from our account, but the delay may be resolved before the end of the year. He will bring a resolution to the Board in January, if there remains a need to encumber funds. Steve asked what the PERF change was. Gary reported that in the past, we submitted contributions to PERF on a quarterly basis. Starting with the fourth quarter of 2012, we will remit the contribution after each bi-weekly payroll via an automatic debit to our checking account. Since the agenda was advertised, all debits have hit our account and it looks like the process is working smoothly.

d. 2013 Board Meetings Calendar

Approved as part of the consent agenda.

e. 2013-2017 Strategic Plan

Sara noted that she would be happy to repeat the presentation about the plan that she previously shared at the work session. No one requested that. Valerie asked if the Strategic Plan would be posted to the library's website once the Board had approved it. Sara confirmed. Kari thanked Valerie, Fred, and Steve for serving on the strategic planning committee, as well as members of the community and the hard working staff who participated.

David Ferguson moved to approve the 2013-2017 Strategic Plan; Valerie Merriam seconded; carried unanimously.

f. 2013-2015 Technology Plan

Steve Moberly moved to approve the 2013-2015 Technology Plan; Fred Risinger seconded; carried unanimously.

g. 2013 Pay Schedule, Salary Schedule, and Library Closing Schedule

Fred Risinger moved to adopt the 2013 Pay Schedule. Steve Moberly asked if Fred intended to include the Salary Schedule and Holiday Closing Schedule in the motion. He moved to amend the 2013 Pay Schedule; Fred Risinger seconded the amendment; carried unanimously. The Board approved the motion, as amended.

h. 2013 Library Director Salary

Valerie Merriam then read the resolution to approve the 2013 salary for the Director of \$97,708. She noted the increase was the same percentage as that of all other staff. Steve Moberly moved that the resolution be approved; Fred Risinger seconded; carried unanimously.

i. CATS 2013 Contracts with City of Bloomington, Monroe County, and Town of Ellettsville

Michael White thanked the town of Ellettsville, Monroe County Government, and City of Bloomington for long time support of community access television. For the benefit of viewers, Steve asked Michael to explain the 3% increase and if it was that amount for all three entities. Michael stated that the three contracts represent franchise fees from cable providers received by the local governments as payment for use of public rights-of-way. All three contracts include the 3% increase.

Steve Moberly moved to approve the CATS 2013 contracts with City of Bloomington, Monroe County, and Town of Ellettsville; Valerie Merriam seconded, carried unanimously.

Sara pointed out that there is also a fourth contract, from the City for PEG content providers. David moved to approve fourth the contract; Valerie seconded; carried unanimously.

Public Comment

None

Adjournment

Kari adjourned the meeting at 6:28 p.m.

MONROE COUNTY PUBLIC LIBRARY

Board of Trustees Work Session

Wednesday, January 9, 2013

Present:

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

Staff:

Mary Frasier, Paula Gray-Overtom, Joe Langfit, Sara Laughlin, Gary Lettelleir, Jane Ruddick, Sue Sater, Kathy Starks-Dyer, Bara Swinson, Kyle Wickemeyer-Hardy, Marilyn Wood, Vanessa, and the CATS crew.

Others:

Tom Bungler

Call to Order

President Kari Isaacson called the meeting to order at 5:46pm in Meeting Room 1B.

2013 Library Fee Schedule

Gary Lettelleir presented the proposed revised schedule. The library is now giving patrons the option to print in color (in the past the only option was black and white). The charge for black and white is \$.10 a page. The charge for color is \$.30. Patrons can print up to \$.30 worth free, and after that the fee applies.

Question and discussion followed by the Board.

Valerie asked how many color printers we have. Gary responded that we have three – Ellettsville, and on the second and first floor at Main.

John asked if we have always charged \$.10 a page. Gary responded yes.

Steve asked about obituaries who live outside the county. Sara responded that we have an obituary index on our website. It is one of our more frequent requests in the Indiana Room. We have a charge for that, because we frequently get letters from people outside our county who request a copy of an obituary. Steve asked if it would be better if we re-word it to say the obituary is supplied for people outside of our county. Sara agreed to make the change.

Proposal to Replace Sick Bank with Short Term Disability Insurance

Kyle Wickemeyer-Hardy presented the proposal. She distributed a timeline and walked the Board through it. Kyle told the Board that the sick bank created in 1998 is an open liability for the library. There are legal consequences involved. Most people do not understand it, and it requires private health information to be shared. The objective is to provide income protection for employees facing extended absence due to illness or injury by replacing the sick leave bank with short-term disability insurance. The October quote from Guardian, the provider our current long term disability and several other coverages, expires at the end of this month. Pre-existing conditions will not be covered if we add this coverage by the end of the month.

Kyle explained how the sick leave bank does not meet our current employees' needs. There is a misconception that all staff are entitled to use the days in a sick bank for all the purposes for which they use sick leave. In the sick leave bank, 46 participants have contributed 168 days. Employees have not contributed sick bank days since 2007.

Discussion and questions by the Board followed.

Valerie asked Kyle to confirm that we are now in compliance with federal law in implementing FMLA. Kyle confirmed that we are implementing FMLA.

She further inquired why we had allowed employees to accumulate sick leave if they were not allowed to use them. Kyle said we are following FMLA regulations, but we have staff members that are not eligible for FMLA, because they have worked less than 1,250 hours in the past 12 months.

She said we are proposing to make this improvement now because we can afford it, given no increase in health insurance premiums. She felt staff would have to be aware that every year we set a limit for what the library will pay. It will then cover more benefits.

Sara replied that, in relation to the cost of benefits, the proposal offers some savings for the library. Currently, if an employee has accumulated 12 weeks of leave (although many don't have this much), and was sick, the library would pay 12 weeks wages. Under the proposal, our liability would end after a two-week period. If the employee had accumulated 10 days of sick leave, the library would pay for that. After that the employee would be on short term disability and the library would not be paying.

Kyle went through the scenarios listed on the timeline, showing current coverage and library liability for those who are and are not eligible for sick leave bank, and under the proposal.

David Ferguson asked about staff who must take 12 weeks off using sick leave and how we make the decision, if they are not ready to return, whose leave would be extended and whose

jobs would be in jeopardy. Sara and Kyle confirmed again that we are following FMLA, and each case would differ. We have been able to work through every situation we have faced in the last five years. Discussion continued on the options that staff currently have.

Valerie asked if we have been consistent and also if we had had any cases where someone went beyond 12 weeks. Kyle assured the Board that we have been consistent.

Kari discussed current scenario 1B, those who are not eligible for the sick leave bank. She was concerned that those with substantial sick leave time available would not be able to use that and would be forced to use short-term disability coverage at 70% of their regular pay. Kyle reported that she met with the Labor-Management Committee in November and again this week, after adjusting the proposal to address their concerns, and managers today, and she has also communicated with several individual employees.

Kari said she also wants to make sure that the staff knows there is a finite amount of money to pay for this, but sometime when health insurance increases, but we may not be able to always offer this.

Kyle went over the scenario 2 (the proposed suggestion).

Dave asked if short-term disability insurance was included in the voluntary, employee-paid options offered to staff. Kyle replied it was not, but noted that staff did have three voluntary options for 2013 – cancer insurance, voluntary life, and hospital insurance).

Dave asked Sara to confirm that we do have long-term disability coverage. Sara replied that long-term disability insurance, beginning after 26 weeks, is part of the 2013 package. The proposal would adjust that to 13 weeks, so it would begin one week after short-term disability coverage ended.

Kari asked if an employee would have the option to use sick leave rather than using short term disability. Kyle said the proposal would require employees to use STD after the 14 day elimination period. There is a one-week gap between short term and long term disability coverage and the employee would use sick, personal, or unpaid leave during that period. The insurance company would have access to the employee's medical information and Kyle would not. She would have only enough to make a decision on accommodating the employee but not detailed medical information. We propose that staff be able to accumulate 65 days to match up with FMLA coverage.

Valerie said she understood that the purpose of the proposal was to cover more people, but wondered if there were some employees who would lose days. Kyle replied that 6 employees

would be impacted. In reality, employees may have accumulated more than 12 weeks of sick time, but under FMLA, the library is not obligated to protect their jobs beyond that point. Under the proposal, employees would use the short-term disability insurance to protect their incomes at the same time as their jobs were protected by FMLA. At the end of 12 weeks, if the employee was unable to return to work, the library would have to make a decision.

Steve felt the proposal was rather complicated and he understood why we want to do this by January 31, but asked if Jim Whitlatch had reviewed it. Kyle said she was working with Paul Sinclair with this, because it was so involved and concerned employee benefits.

Steve's other concern was the long term impact and what the library would have to face some day. He feels there should be some sort of cost analysis, but he doubted that could happen by January 31. Steve said he wanted to make sure there currently was a cap for sick leave pay out upon retirement. Kyle said the current policy sets a limit of 30 days; employees who are retiring under PERF and who have accumulated, unused sick leave, get paid for one day for each year of service, with a limit of 30 days.

Discussion followed regarding the Family Medical Leave Act (FMLA). Kyle explained that it offers job protection for up to 12 weeks, for employees who have worked 1,250 hours in the preceding 12 months, to care for themselves, a spouse or dependent.

Valerie said we have a finite amount of money to put into benefits and worried that costs will continue to increase. She wondered if we should be looking at a cafeteria of benefits from which staff could choose. Kyle agreed that insurance will continue to become more complicated, but we cannot continue with the sick leave bank. If we remove the sick bank, there is no other benefit for staff who have not accumulated enough leave. We are endeavoring to address this gap.

Sara said the library has some staff who have accumulated a lot of sick time, but more people who do not have enough sick time to carry them more than five or ten days or whatever period is involved. In the future, we may end up with a cafeteria plan, but we aren't ready to make that type of a proposal yet. We do hope to provide a broader review of benefits within the next year. We are proposing right now for the library to pay for short-term disability, but we could ask staff in the future to pay a larger share of benefits, if necessary.

Dave asked what the cost would be if the benefit was voluntary and employee-paid. Sara said we wouldn't get the same price if the employees paid. Dave felt it made sense to offer additional, voluntary insurance to the staff. Discussion followed regarding

Kyle said we have tried to find a solution that works for most people.

Valerie stated that by buying the short-term disability insurance, we have been able to move long-term disability back from 26 to 14 weeks, but we don't have to protect a job past 12 weeks. Could someone be terminated but still could collect long-term disability? Kyle said yes.

Valerie asked how long employees had to give feedback on this? Kyle said she had met twice with Labor-Management representatives and once with managers and has shared the proposal with all staff and requested questions and comments. Valerie said if we don't hear back from attorneys, the question is mute, because the Board can't vote without legal review.

Steve asked Kyle if she could find out by next Wednesday how others handle insurance in our community, including MCCSC, Richland Bean-Blossom Schools, and the City of Bloomington. Kyle said she would look into it, but we don't have as large a budget as these organizations do. Sara pointed out that there were examples on the spreadsheet of 15 peer libraries; 10 of the 15 offer long-term disability insurance (including us), 7 offer short term disability insurance (we aren't in that group right now), and half of those who do offer it as a voluntary, employee-paid option.

David asked how much voluntary insurance would be. Kyle said she estimated it to be approximately \$18/month. Sara said that the cost to the library and to individuals, if the voluntary option were selected, are outlined on page 6 of the packet. It's about \$21,000 to add short-term disability insurance and change long-term insurance to 3-month start-up, about one-third of the money that we have budgeted for of health insurance we didn't need.

Sara said she would follow-up on the concerns about requiring employees to use STD and receive only 70% of regular income, ongoing costs, the costs to make it voluntary and employee-paid, the option to move long-term disability back without adding short-term disability insurance, and what are our peer organizations are doing.

Quote for Landscaping at Main Library

Sara Laughlin presented the quote. Last year, in the Friends budget, we included money to pay landscape architect Debra Beck to create a design for the Main Library. The landscaping plan includes the fountain area (the plaza south of the building). Mark Mobley told Sara that it would be difficult and expensive to fix and operate the fountain. The landscaping, we got the new plan which includes changes in the area. Sara suggested a sundial and included a picture of it in the quote to the Board. It would require little maintenance and be an engaging addition to replace the fountain.

We issued a Request for Proposal last summer and received three responses. We worked closely with the lowest bidder, J.R. Richardson Contracting, on the details of the sundial and addressed

elevation complexities in the plaza. The work will be paid for with \$42,000 included in the bond. Sara stated that she would like the Board's approval for this purchase.

Discussion followed.

Stephen said he noticed that we had three quotes and wondered if the selected contractor was the lowest quote. Sara confirmed.

Valerie asked about seating in the plaza. Sara replied that there is a bench that goes around the wall of the Auditorium in the plaza. We will leave the bench in front of the Auditorium door and remove the rest of the bench areas. The idea is to have seating for small groups that is separated and will discourage large groups from loitering.

Sara said the design includes keeping all of the trees that are currently onsite and alive, and removing most of the bushes and all of the invasive ground cover, and replacing with drought-resistant, native plantings.

Steve understood the work wouldn't start until spring, but he asked how long it would take to be completed. Gary responded that we have not given the landscaper a deadline. Sara stated that we will have to do the work in two halves because we cannot close the Kirkwood entrance during replacement of cobblestones.

John asked how it would impact the money for maintaining landscaping in the budget. Sara responded that, in the short term, we will have to use more water, but the goal is a low-maintenance, attractive landscape.

Valerie asked where the money would come from for the other three corners. Sara said we have three Boy Scout working on Eagle Scout projects and have received a \$500 grant from the Bloomington Board of Realtors. We are hoping to have further volunteer assistance over the next couple of years.

Board Governance Policy

Kari Isaacson suggested that it was a good time for the Board to review this policy.

Kari reminded the Board that whenever we bring up a new topic, it needs to be put on the agenda, especially when it is an action item. She called attention to the article by John Carver shared with the Board. Sara gave a brief background and said she found Carver Policy Governance a useful framework for the Board.

Fred noted that erring on the side of caution is a good option, but if the Director needs a decision, he encourages her to contact the Board. If something were to happen between now and next week that would require us to take action before next week's Board meeting, he asked how we would make a decision. Sara replied that we have to announce a Board meeting 48 business-week hours in advance. Steve reminded the Board they can have emergency actions that are ratified at the next Board meeting.

Public Comment

There was no public comment, but Valerie asked to speak about parking. City did not clear all parking spaces with the current snow and it would have been very difficult to reach the parking stations. The City will need to make some changes with their snow removal to accommodate people using meters. She reported she had submitted a question to the City about whether a meter-user could insert money for less than an hour, if one hour was the minimum. She would like to know the answer before the City Council meets.

Adjournment

The meeting adjourned at 7:15 pm.

Financial Report Comments

Reports as of 12-31-12
Board Meeting Date 1/16/12

Monthly Budget Report:

The actual revenue and spending results for 2012 were reasonably close to the projections. Actual operating fund revenue was about \$7,040,000 which was about \$30,000 over the projection. A small portion of the 2012 tax revenue (about \$30,000) will be paid in January, 2013.

Operating fund spending was about 5% under what was budgeted. The 5% margin results from a deliberate effort to allow for surprises and unexpected cost increases as we build the budget projections.

The issuance of the general obligation bond went as planned. We now have about \$1,800,000 less the issuance cost of about \$34,000 to provide for the library's building and equipment needs for the next three years.

The most significant change from the 2012 projections occurred as a result of the correction of Monroe County's COIT revenue. The adjustment for the library totaled about \$664,000. The funds were accounted for as revenue in the rainy day fund and they have been designated as an allocation for a future project.

MONROE COUNTY PUBLIC LIBRARY
CHECKING ACCOUNTS
12/12/12 - 01/00/13

Fifth Third Checking Account/Check Register Total	\$0.00
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (Dec. '12)	809.05
Fifth Third Checking-Monthly Service Charge (Dec. '12)	63.00
Add: Payrolls	
Vouchers 12/14/12 Payroll (ECI)	117,218.66
Electronic transfer (ECI) employee/employer taxes	40,874.28
Electronic transfer (ECI) employee "HSA"	2,032.97
Electronic transfer 12/18/12 (TASC) employee "FSA"	383.45
Electronic PERF pymts. (10/5/12 - 12/14/12 payrolls)	101,177.95
Vouchers 12/28/12 Payroll (ECI)	120,662.59
Electronic transfer (ECI) employee/employer taxes	41,236.53
Electronic transfer (ECI) employee "HSA"	2,082.97
Electronic transfer 01/02/13 (TASC) employee "FSA"	383.45
Electronic PERF pymt. 1/03/13	<u>16,895.61</u>
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	<u><u>\$443,820.51</u></u>

CK# 3494

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 21707</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
11/30/2012		E001-007-33200 CONSTANTCONTACT/NEWSLETTER SUB.	\$15.00
11/30/2012		E020-016-44750 AMAZON/SOFTWARE	\$49.99
11/15/2012		E019-007-44300 AMAZON/CANON CAMERAS	\$2,047.64
11/7/2012		E019-011-21350 FACTORY CARD/FD-CHILD SPLS	\$8.97
11/12/2012		E019-011-21350 TARGET/FD-CHILD K-6 SPLS	\$11.61
11/12/2012		E019-011-21350 HOBBY-LOBBY/FD-CHILD K-6 SPLS	\$35.94
11/15/2012		E019-011-21350 LEARNING TREASURES/FD-CHILD SPLS	\$2.99
11/21/2015		E019-011-21350 KROGER/FD-CHILD REFRESHMENTS	\$23.71
11/15/2012		E019-011-21350 LEARNING TREASURE/FD-CHILD SPLS/CREDIT	(\$2.99)
11/26/2012		E019-011-21350 KROGER/FD-CHILD REFRESHMENTS	\$9.95
11/26/2012		E019-011-21350 KROGER/FD-CHILD REFRESHMENTS	\$6.49
11/27/2012		E019-011-21350 SPANGLER SCIENCE/FD-CHILD SPLS	\$37.20
11/5/2012		E019-010-21350 KROGER/FD-TEEN FOOD	\$19.53
11/4/2012		E019-010-21350 BLGFDS/FD-ADULT FOOD	\$4.06
11/12/2012		E019-010-21350 KROGER/FD-TEEN FOOD	\$20.22
11/13/2012		E019-010-21350 ABEBOOKS/FD-ADULT SPLS	\$9.27
11/13/2012		E019-010-21350 ABEBOOKS/FD-ADULT	\$9.27
11/27/2012		E019-010-21350 KROGER/FD-ADULT SPLS	\$111.17
11/27/2012		E019-010-21350 MICHAELS/FD-ADULT SPLS	\$123.77
11/27/2012		E019-010-21350 FACTORY CARD/FD-ADULT SPLS	\$111.79
11/29/2012		E019-010-21350 APPLIED MAGNETS/FD-TEEN SPLS	\$72.21
11/30/2012		E019-010-45100 AMAZON/FD-WINTER READING PROGRAM	\$62.06
11/30/2012		E019-010-45100 AMAZON/FD-WINTER READING	\$19.80
12/1/2012		E019-010-21350 AMAZON/FD-TEEN SPLS	\$36.70
12/1/2012		E019-010-21350 AMAZON/FD-ADULT SPLS	\$14.96
11/29/2012		E019-010-21350 EQUILTER/FD-ADULT SPLS	\$16.45
11/27/2012		E019-010-21350 STARBUCKS/FD-ADULT SPLS	\$75.00
11/7/2012		E001-019-31500 NUB GAMES/ANNUAL CONTRACT/CHAT SVCS	\$420.00
11/16/2012		E020-016-31600 DREAMHOST/CATS' WEBSITE HOST	\$49.96
11/21/2012		E001-019-31600 HOOTSUITE MEDIAMCPL FACEBOOK	\$9.99
12/1/2012		E019-019-44600 AMAZON/FD-2 KINDLE FIRES HD	\$428.00
12/2/2012		E021-019-44600 APPLE/HARDWARE FOR I-PADS	\$157.29
11/30/2012		E019-019-44600 O'REILLY/FD-TRAINING BKS FOR E-READERS	\$55.00
11/30/2012		E001-019-23000 O'REILLY/TRAINING MAT'LS	\$41.38
11/10/2012		E001-003-44100 STAPLES/STOOLS	\$599.98
11/12/2012		E001-005-31700 PAYFLOW/MNTHLY CC FEE	\$87.65
11/16/2012		E001-004-32200 USPS/POSTAGE	\$24.38
11/17/2012		E019-007-22900 DISPLAYS2GO/WINDOW SIGH DISPLAY	\$73.54
11/20/2012		E001-003-44100 STAPLES/STOOLS	\$599.98
11/16/2012		E016-015-21350 AMAZON/WAHL/KITS SPLS	\$29.41
11/17/2012		E016-015-21350 AMAZON/WAHL/KIT SPLS	\$110.06

11/17/2012	E016-015-21350 AMAZON/WAHL/KIT SPLS	\$89.22
11/16/2012	E016-015-21350 LAKESHORE/WAHL/KIT SPLS	\$205.63
11/30/2012	E019-015-21350 DOLRTREE/FD-VITAL SPLS	\$49.00
11/15/2012	E004-001-21350 LAUGHING PLANET/FOOD	\$8.34
11/26/2012	E019-015-21350 DARN GOOD SOUP/FD-VITAL SPLS	\$179.76
11/8/2012	E004-001-21350 MARSH/STRATEGIC PLAN MTG.	\$13.47
11/3/2012	E019-001-32300 RENAISSANCE HTLS/FD-ADOLPLI HOTEL	\$133.28
11/8/2012	E004-001-21350 PANERA BREAD/STRATEGIC MTG.	\$9.57
Total		\$6,327.65

VOUCHER NO. 21707

WARRANT NO. 3494

JPMORGAN CHASE BANK, NA

ALLOWED

IN THE SUM OF \$ \$6,327.65

\$ \$6,327.65

ON ACCOUNT OF APPROPRIATION FOR

COST DISTRIBUTION LEDGER CLASSIFICATION
IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND

Board/Council Member

Acct. No.	Account Title	Amount
E001-007-33200		\$15.00
E020-016-44750		\$49.99
E019-007-44300		\$2,047.64
E019-011-21350		\$8.97
E019-011-21350		\$11.61
E019-011-21350		\$35.94
E019-011-21350		\$2.99
E019-011-21350		\$23.71
E019-011-21350		(\$2.99)
E019-011-21350		\$9.95
E019-011-21350		\$6.49
E019-011-21350		\$37.20
E019-010-21350		\$19.53
E019-010-21350		\$4.06
E019-010-21350		\$20.22
E019-010-21350		\$9.27
E019-010-21350		\$9.27
E019-010-21350		\$111.17
E019-010-21350		\$123.77
E019-010-21350		\$111.79
E019-010-21350		\$72.21
E019-010-45100		\$62.06
E019-010-45100		\$19.80
E019-010-21350		\$36.70
E019-010-21350		\$14.96
E019-010-21350		\$16.45
E019-010-21350		\$75.00

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

	2012 DECEMBER	2011 DECEMBER	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
PERSONNEL SERVICES (1000'S)								
SALARIES								
1120 ADMINISTRATION	13,368.62	10,889.59	131,492.04	164,792.01	94,376.36	33,299.97	79.8%	20.2%
1130 PROFESSIONAL/SUPERVISORS	38,151.31	56,381.33	496,694.65	495,966.80	480,564.55	-727.85	100.1%	-0.1%
1140 PROFESSIONAL ASSISTANTS	95,348.66	139,976.88	1,238,116.72	1,291,404.64	1,344,562.39	53,287.92	95.9%	4.1%
1150 SPECIALISTS & TECHNICIANS	63,753.14	88,499.86	805,597.25	824,581.94	762,826.90	18,984.69	97.7%	2.3%
1160 CLERICAL ASSISTANTS	31,588.73	47,473.38	411,550.84	455,807.47	428,505.28	44,256.63	90.3%	9.7%
1170 PAGES	17,002.20	26,323.99	238,618.36	268,544.64	235,084.70	29,926.28	88.9%	11.1%
1190 BUILDING MAINTENANCE	27,047.92	39,610.86	355,468.85	348,460.16	343,524.99	-7,008.69	102.0%	-2.0%
TOTAL SALARIES	286,260.58	409,155.89	3,677,538.71	3,849,557.66	3,689,445.17	172,018.95	95.5%	4.5%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	16,854.65	24,076.30	216,464.98	239,860.56	217,865.50	23,395.58	90.2%	9.8%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
1230 EMPLOYER CONTRIBUTION/PERF	70,643.44	94,354.26	332,056.38	386,771.31	359,294.76	54,714.93	85.9%	14.1%
1235 EMPLOYEE/PERF	21,196.70	0.00	42,154.88	0.00	0.00	-42,154.88	#DIV/0!	#DIV/0!
1240 EMPLOYER CONT/INSURANCE	40,630.85	43,464.42	604,617.89	608,874.69	591,870.70	4,256.80	99.3%	0.7%
1250 EMPLOYER CONT/MEDICARE	3,941.73	5,630.72	50,624.86	56,691.03	50,940.90	6,066.17	89.3%	10.7%
TOTAL EMPLOYEE BENEFITS	153,267.37	167,525.70	1,245,918.99	1,292,197.59	1,219,971.86	46,278.60	96.4%	3.6%
OTHER WAGES								
1310 WORKSTUDY	0.00	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%
TOTAL OTHER WAGES	0.00	0.00	5,068.31	9,300.00	11,829.02	4,231.69	54.5%	45.5%
TOTAL PERSONNEL SERVICES	439,527.95	576,681.59	4,928,526.01	5,151,055.25	4,921,246.05	222,529.24	95.7%	4.3%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
1004 MISCELLANEOUS UNAPPROPRIATED	0.00	189.62	0.00	0.00	1,651.34	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	986.58	739.03	8,325.87	21,300.00	10,757.96	12,974.13	39.1%	60.9%
2135 GENERAL SUPPLIES	157.00	1,889.12	310.81	0.00	0.00	-310.81	#DIV/0!	#DIV/0!
2140 DUPLICATING	2,188.38	0.00	28,037.46	24,100.00	27,873.53	-3,937.46	116.3%	-16.3%
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!
TOTAL OFFICE SUPPLIES	3,331.96	2,817.77	37,645.80	49,160.00	42,197.66	11,514.20	76.6%	23.4%

*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 DECEMBER 31, 2012

	2012 DECEMBER	2011 DECEMBER	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
OPERATING SUPPLIES								
2210 CLEANING SUPPLIES	4,098.07	3,802.60	35,501.90	30,650.00	34,905.77	-4,851.90	115.8%	-15.8%
2220 FUEL, OIL, & LUBRICANTS	32.57	671.21	7,347.79	11,000.00	7,818.09	3,652.21	66.8%	33.2%
2230 CATALOGING SUPPLIES-BOOKS	2,435.99	0.00	6,098.46	5,500.00	3,651.61	-598.46	110.9%	-10.9%
2240 A/V SUPPLIES-CATALOGING	3,136.65	0.00	6,862.66	10,950.00	7,730.45	4,087.34	62.7%	37.3%
2250 CIRCULATION SUPPLIES	599.90	2,315.15	31,614.43	33,000.00	22,608.95	1,385.57	95.8%	4.2%
2260 LIGHT BULBS	107.95	22.44	5,982.29	3,000.00	3,762.59	-2,982.29	199.4%	-99.4%
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	44.96	0.00	1,839.23	5,400.00	458.55	3,560.77	34.1%	65.9%
TOTAL OPERATING SUPPLIES	10,456.09	6,811.40	97,075.76	101,400.00	82,197.01	4,324.24	95.7%	4.3%
REPAIR & MAINTENANCE SUPPLIES								
2300 IS SUPPLIES	41.38	425.18	3,386.77	6,600.00	4,725.45	3,213.23	51.3%	48.7%
2310 BUILDING MATERIALS & SUPPLIES	1,054.15	2,507.41	19,370.17	15,800.00	14,093.31	-3,570.17	122.6%	-22.6%
2315 ENERGY AUDIT MAT'LS & SPLS	0.00	0.00	0.00	2,000.00	1,490.37	2,000.00	0.0%	100.0%
2320 PAINT & PAINTING SUPPLIES	0.00	0.00	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%
TOTAL REPAIR & MAINTENANCE SUPPLIES	1,095.53	2,932.59	23,046.73	25,700.00	20,435.81	2,653.27	89.7%	10.3%
TOTAL SUPPLIES	14,883.58	12,561.76	157,768.29	176,260.00	144,830.48	18,491.71	89.5%	10.5%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
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	250.00	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	728.19	1,295.00	8,782.70	15,500.00	14,674.20	6,717.30	56.7%	43.3%
3140 BUILDING SERVICES	1,807.77	1,130.60	19,686.95	40,000.00	21,786.32	20,313.05	49.2%	50.8%
3150 MAINTENANCE CONTRACTS	7,072.01	23,754.47	134,823.79	139,840.00	94,570.65	5,016.21	96.4%	3.6%
3160 COMPUTER SERVICES (OCLC)	4,630.01	1,425.00	36,007.70	51,300.00	49,343.11	15,292.30	70.2%	29.8%
3170 ADMIN/ACCOUNTING SERVICES	895.15	7,113.55	36,083.15	36,500.00	43,488.22	416.85	98.9%	1.1%
3175 COLLECTION AGENCY SERVICES	2,040.60	1,539.40	16,718.60	24,000.00	44,204.05	7,281.40	69.7%	30.3%
TOTAL PROFESSIONAL SERVICES	17,173.73	36,338.02	252,103.89	350,140.00	271,179.21	98,036.11	72.0%	28.0%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	2,533.18	3,748.23	28,921.56	30,600.00	27,523.05	1,678.44	94.5%	5.5%
3220 POSTAGE	1,566.14	1,837.92	18,808.32	30,000.00	23,044.60	11,191.68	62.7%	37.3%
3230 TRAVEL EXPENSE	149.95	1,094.25	2,829.13	10,000.00	3,809.22	7,170.87	28.3%	71.7%
3240 PROFESSIONAL MTG. (OFF-SITE)	60.00	0.00	483.00	10,000.00	779.00	9,517.00	4.8%	95.2%
3250 CONTINUING ED. (ON-SITE)	0.00	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	0.00	998.81	1,000.00	1,235.02	1.19	99.9%	0.1%
TOTAL COMMUNICATION & TRANSPORTATION	4,309.27	6,680.40	73,819.50	104,600.00	65,781.02	30,780.50	70.6%	29.4%

MONTHLY BUDGET REPORT
AS OF DECEMBER 31 2012

	2012 DECEMBER	2011 DECEMBER	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	0.00	1,065.07	2,900.00	1,063.97	1,834.93	36.7%	63.3%
3320 PRINTING	30.90	0.00	966.62	5,900.00	3,017.98	4,933.38	16.4%	83.6%
TOTAL PRINTING & ADVERTISING	30.90	0.00	2,031.69	8,800.00	4,081.95	6,768.31	23.1%	76.9%
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	199.62	233.84	1,852.74	3,800.00	2,227.06	1,947.26	48.8%	51.2%
3520 ELECTRICITY	20,395.73	20,570.27	278,071.70	290,500.00	270,576.49	12,428.30	95.7%	4.3%
3530 WATER	1,505.36	873.83	27,386.31	17,900.00	15,684.89	-9,486.31	153.0%	-53.0%
TOTAL UTILITIES	22,100.71	21,677.94	307,310.75	312,200.00	288,488.44	4,889.25	98.4%	1.6%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	2,520.00	1,575.00	11,680.45	22,000.00	3,936.84	10,319.55	53.1%	46.9%
3630 OTHER EQUIP/FURNITURE REPAIRS	0.00	702.18	6,835.99	13,800.00	21,393.46	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	930.63	5,888.80	6,000.00	6,054.52	111.20	98.1%	1.9%
3650 MATERIAL BINDING/REPAIR SERV.	0.00	0.00	2,083.29	3,000.00	1,787.73	916.71	69.4%	30.6%
TOTAL REPAIR & MAINTENANCE	2,520.00	3,207.81	62,654.53	84,386.00	33,172.55	21,731.47	74.2%	25.8%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	37.50	0.00	31,270.00	33,600.00	31,262.00	2,330.00	93.1%	6.9%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	100.00	0.00	100.00	0.0%	100.0%
TOTAL RENTALS	37.50	0.00	31,270.00	33,700.00	31,262.00	2,430.00	92.8%	7.2%
ELECTRONIC SERVICES								
38450 DATABASES SERVICES	24,458.80	0.00	90,605.91	88,170.00	0.00	-2,435.91	102.8%	-2.8%
38460 E-BOOKS SERVICES	45,000.00	0.00	64,150.00	40,413.00	0.00	-23,737.00	158.7%	-58.7%
TOTAL ELECTRONIC SERVICES	69,458.80	0.00	154,755.91	128,583.00	0.00	-26,172.91	120.4%	-20.4%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	150.00	150.00	7,225.98	7,590.00	7,326.00	364.02	95.2%	4.8%
3920 INTEREST/TEMPORARY LOAN	0.00	0.00	0.00	2,500.00	0.00	2,500.00	0.0%	100.0%
3930 TAXES & ASSESSMENTS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3940 TRANSFER TO LIRF	0.00	0.00	0.00	0.00	200,000.00	0.00	#DIV/0!	#DIV/0!
3945 TRANSFER TO ANOTHER FUND (R.DAY)	16,666.67	0.00	200,000.00	200,000.00	0.00	0.00	100.0%	0.0%
3950 EDUCATIONAL SERV/LICENSING	960.00	0.00	3,453.75	5,300.00	2,403.75	1,846.25	65.2%	34.8%
TOTAL OTHER CHARGES	17,776.67	150.00	210,679.73	215,390.00	209,729.75	4,710.27	97.8%	2.2%
TOTAL OTHER SERVICES/CHARGES	133,407.58	68,054.17	1,153,419.00	1,293,899.00	956,941.92	140,480.00	89.1%	10.9%

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

	2012 DECEMBER	2011 DECEMBER	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	6,939.78	883.99	8,287.73	1,000.00	1,399.72	-7,287.73	828.8%	-728.8%
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	0.00	7,243.43	7,610.10	8,300.00	9,434.02	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	5,830.00	4,075.00	0.00	5,830.00	-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!
TOTAL FURNITURE & EQUIPMENT	6,939.78	13,957.42	21,484.71	10,811.88	18,051.26	-10,672.83	198.7%	-98.7%
OTHER CAPITAL OUTLAY								
4510 BOOKS	26,815.08	46,672.88	579,969.70	595,008.00	585,377.08	15,038.30	97.5%	2.5%
4520 PERIODICALS & NEWSPAPERS	28,212.10	4,677.76	35,290.52	45,971.00	38,779.16	10,680.48	76.8%	23.2%
4530 NONPRINT MATERIALS	17,592.52	27,158.62	365,906.68	368,338.00	385,644.13	2,431.32	99.3%	0.7%
4540 ELECTRONIC RESOURCES	0.00	28,114.44	0.00	0.00	79,193.67	0.00	#DIV/0!	#DIV/0!
TOTAL OTHER CAPITAL OUTLAY	72,619.70	106,623.70	981,166.90	1,009,317.00	1,088,994.04	28,150.10	97.2%	2.8%
TOTAL CAPITAL OUTLAY	79,559.48	120,581.12	1,002,651.61	1,020,128.88	1,107,045.30	17,477.27	98.3%	1.7%
TOTAL OPERATING EXPENDITURES	667,378.59	777,878.64	7,242,364.91	7,641,343.13	7,130,063.75	398,978.22	94.8%	5.2%

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

MONROE COUNTY PUBLIC LIBRARY
MONTHLY SUMMARY OF BUDGET CATEGORIES
AS OF DECEMBER 31, 2012
TWELVE MONTHS = 100.0%

	2012 DECEMBER	2011 DECEMBER	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
PERSONNEL SERVICES								
SALARIES	286,260.58	409,155.89	3,677,538.71	3,849,557.66	3,689,445.17	172,018.95	95.5%	4.5%
EMPLOYEE BENEFITS	153,267.37	167,525.70	1,245,918.99	1,292,197.59	1,219,971.86	46,278.60	96.4%	3.6%
OTHER WAGES	0.00	0.00	5,068.31	9,300.00	11,829.02	4,231.69	54.5%	45.5%
TOTAL PERSONNEL SERVICES	<u>439,527.95</u>	<u>576,681.59</u>	<u>4,928,526.01</u>	<u>5,151,055.25</u>	<u>4,921,246.05</u>	<u>222,529.24</u>	<u>95.7%</u>	<u>4.3%</u>
SUPPLIES								
OFFICE SUPPLIES	3,331.96	2,817.77	37,645.80	49,160.00	42,197.66	11,514.20	76.6%	23.4%
OPERATING SUPPLIES	10,456.09	6,811.40	97,075.76	101,400.00	82,197.01	4,324.24	95.7%	4.3%
REPAIR & MAINT. SUPPLIES	1,095.53	2,932.59	23,046.73	25,700.00	20,435.81	2,653.27	89.7%	10.3%
TOTAL SUPPLIES	<u>14,883.58</u>	<u>12,561.76</u>	<u>157,768.29</u>	<u>176,260.00</u>	<u>144,830.48</u>	<u>18,491.71</u>	<u>89.5%</u>	<u>10.5%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	17,173.73	36,338.02	252,103.89	350,140.00	271,179.21	98,036.11	72.0%	28.0%
COMMUNICATION & TRANSPORTATION	4,309.27	6,680.40	73,819.50	104,600.00	65,781.02	30,780.50	70.6%	29.4%
PRINTING & ADVERTISING	30.90	0.00	2,031.69	8,800.00	4,081.95	6,768.31	23.1%	76.9%
INSURANCE	0.00	0.00	58,793.00	56,100.00	53,247.00	-2,693.00	104.8%	-4.8%
UTILITIES	22,100.71	21,677.94	307,310.75	312,200.00	288,488.44	4,889.25	98.4%	1.6%
REPAIR & MAINTENANCE	2,520.00	3,207.81	62,654.53	84,386.00	33,172.55	21,731.47	74.2%	25.8%
RENTALS	37.50	0.00	31,270.00	33,700.00	31,262.00	2,430.00	92.8%	7.2%
ELECTRONIC SERVICES	69,458.80	0.00	154,755.91	128,583.00	0.00	-26,172.91	120.4%	-20.4%
OTHER CHARGES	17,776.67	150.00	210,679.73	215,390.00	209,729.75	4,710.27	97.8%	2.2%
TOTAL OTHER SERVICES & CHARGES	<u>133,407.58</u>	<u>68,054.17</u>	<u>1,153,419.00</u>	<u>1,293,899.00</u>	<u>956,941.92</u>	<u>140,480.00</u>	<u>89.1%</u>	<u>10.9%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	6,939.78	13,957.42	21,484.71	10,811.88	18,051.26	-10,672.83	198.7%	-98.7%
OTHER CAPITAL OUTLAY	72,619.70	106,623.70	981,166.90	1,009,317.00	1,088,994.04	28,150.10	97.2%	2.8%
TOTAL CAPITAL OUTLAY	<u>79,559.48</u>	<u>120,581.12</u>	<u>1,002,651.61</u>	<u>1,020,128.88</u>	<u>1,107,045.30</u>	<u>17,477.27</u>	<u>98.3%</u>	<u>1.7%</u>
TOTAL OPERATING EXPENDITURES	<u>667,378.59</u>	<u>777,878.64</u>	<u>7,242,364.91</u>	<u>7,641,343.13</u>	<u>7,130,063.75</u>	<u>398,978.22</u>	<u>94.8%</u>	<u>5.2%</u>

2011 BUDGET
%USED IN 2011

7,465,919.52
95.5%

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

	2012 DECEMBER	2011 DECEMBER	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
PERSONNEL SERVICES (1000'S)								
SALARIES								
1120 ADMINISTRATION	13,368.62	10,889.59	131,492.04	164,792.01	94,376.36	33,299.97	79.8%	20.2%
1130 PROFESSIONAL/SUPERVISORS	38,151.31	56,381.33	496,694.65	495,966.80	480,564.55	-727.85	100.1%	-0.1%
1140 PROFESSIONAL ASSISTANTS	95,348.66	139,976.88	1,238,116.72	1,291,404.64	1,344,562.39	53,287.92	95.9%	4.1%
1150 SPECIALISTS & TECHNICIANS	63,753.14	88,499.86	805,597.25	824,581.94	762,826.90	18,984.69	97.7%	2.3%
1160 CLERICAL ASSISTANTS	31,588.73	47,473.38	411,550.84	455,807.47	428,505.28	44,256.63	90.3%	9.7%
1170 PAGES	17,002.20	26,323.99	238,618.36	268,544.64	235,084.70	29,926.28	88.9%	11.1%
1190 BUILDING MAINTENANCE	27,047.92	39,610.86	355,468.85	348,460.16	343,524.99	-7,008.69	102.0%	-2.0%
TOTAL SALARIES	286,260.58	409,155.89	3,677,538.71	3,849,557.66	3,689,445.17	172,018.95	95.5%	4.5%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	16,854.65	24,076.30	216,464.98	239,860.56	217,865.50	23,395.58	90.2%	9.8%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
1230 EMPLOYER CONTRIBUTION/PERF	70,643.44	94,354.26	332,056.38	386,771.31	359,294.76	54,714.93	85.9%	14.1%
1235 EMPLOYEE/PERF	21,196.70	0.00	42,154.88	0.00	0.00	-42,154.88	#DIV/0!	#DIV/0!
1240 EMPLOYER CONT/INSURANCE	40,630.85	43,464.42	604,617.89	608,874.69	591,870.70	4,256.80	99.3%	0.7%
1250 EMPLOYER CONT/MEDICARE	3,941.73	5,630.72	50,624.86	56,691.03	50,940.90	6,066.17	89.3%	10.7%
TOTAL EMPLOYEE BENEFITS	153,267.37	167,525.70	1,245,918.99	1,292,197.59	1,219,971.86	46,278.60	96.4%	3.6%
OTHER WAGES								
1310 WORKSTUDY	0.00	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%
TOTAL OTHER WAGES	0.00	0.00	5,068.31	9,300.00	11,829.02	4,231.69	54.5%	45.5%
TOTAL PERSONNEL SERVICES	439,527.95	576,681.59	4,928,526.01	5,151,055.25	4,921,246.05	222,529.24	95.7%	4.3%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
1004 MISCELLANEOUS UNAPPROPRIATED	0.00	189.62	0.00	0.00	1,651.34	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	986.58	739.03	8,325.87	21,300.00	10,757.96	12,974.13	39.1%	60.9%
2135 GENERAL SUPPLIES	157.00	1,889.12	310.81	0.00	0.00	-310.81	#DIV/0!	#DIV/0!
2140 DUPLICATING	2,188.38	0.00	28,037.46	24,100.00	27,873.53	-3,937.46	116.3%	-16.3%
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!
TOTAL OFFICE SUPPLIES	3,331.96	2,817.77	37,645.80	49,160.00	42,197.66	11,514.20	76.6%	23.4%

*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 DECEMBER 31, 2012

	2012 DECEMBER	2011 DECEMBER	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
OPERATING SUPPLIES								
2210 CLEANING SUPPLIES	4,098.07	3,802.60	35,501.90	30,650.00	34,905.77	-4,851.90	115.8%	-15.8%
2220 FUEL, OIL, & LUBRICANTS	32.57	671.21	7,347.79	11,000.00	7,818.09	3,652.21	66.8%	33.2%
2230 CATALOGING SUPPLIES-BOOKS	2,435.99	0.00	6,098.46	5,500.00	3,651.61	-598.46	110.9%	-10.9%
2240 A/V SUPPLIES-CATALOGING	3,136.65	0.00	6,862.66	10,950.00	7,730.45	4,087.34	62.7%	37.3%
2250 CIRCULATION SUPPLIES	599.90	2,315.15	31,614.43	33,000.00	22,608.95	1,385.57	95.8%	4.2%
2260 LIGHT BULBS	107.95	22.44	5,982.29	3,000.00	3,762.59	-2,982.29	199.4%	-99.4%
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	44.96	0.00	1,839.23	5,400.00	458.55	3,560.77	34.1%	65.9%
TOTAL OPERATING SUPPLIES	10,456.09	6,811.40	97,075.76	101,400.00	82,197.01	4,324.24	95.7%	4.3%
REPAIR & MAINTENANCE SUPPLIES								
2300 IS SUPPLIES	41.38	425.18	3,386.77	6,600.00	4,725.45	3,213.23	51.3%	48.7%
2310 BUILDING MATERIALS & SUPPLIES	1,054.15	2,507.41	19,370.17	15,800.00	14,093.31	-3,570.17	122.6%	-22.6%
2315 ENERGY AUDIT MAT'LS & SPLS	0.00	0.00	0.00	2,000.00	1,490.37	2,000.00	0.0%	100.0%
2320 PAINT & PAINTING SUPPLIES	0.00	0.00	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%
TOTAL REPAIR & MAINTENANCE SUPPLIES	1,095.53	2,932.59	23,046.73	25,700.00	20,435.81	2,653.27	89.7%	10.3%
TOTAL SUPPLIES	14,883.58	12,561.76	157,768.29	176,260.00	144,830.48	18,491.71	89.5%	10.5%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
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	250.00	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	728.19	1,295.00	8,782.70	15,500.00	14,674.20	6,717.30	56.7%	43.3%
3140 BUILDING SERVICES	1,807.77	1,130.60	19,686.95	40,000.00	21,786.32	20,313.05	49.2%	50.8%
3150 MAINTENANCE CONTRACTS	7,072.01	23,754.47	134,823.79	139,840.00	94,570.65	5,016.21	96.4%	3.6%
3160 COMPUTER SERVICES (OCLC)	4,630.01	1,425.00	36,007.70	51,300.00	49,343.11	15,292.30	70.2%	29.8%
3170 ADMIN/ACCOUNTING SERVICES	895.15	7,113.55	36,083.15	36,500.00	43,488.22	416.85	98.9%	1.1%
3175 COLLECTION AGENCY SERVICES	2,040.60	1,539.40	16,718.60	24,000.00	44,204.05	7,281.40	69.7%	30.3%
TOTAL PROFESSIONAL SERVICES	17,173.73	36,338.02	252,103.89	350,140.00	271,179.21	98,036.11	72.0%	28.0%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	2,533.18	3,748.23	28,921.56	30,600.00	27,523.05	1,678.44	94.5%	5.5%
3220 POSTAGE	1,566.14	1,837.92	18,808.32	30,000.00	23,044.60	11,191.68	62.7%	37.3%
3230 TRAVEL EXPENSE	149.95	1,094.25	2,829.13	10,000.00	3,809.22	7,170.87	28.3%	71.7%
3240 PROFESSIONAL MTG. (OFF-SITE)	60.00	0.00	483.00	10,000.00	779.00	9,517.00	4.8%	95.2%
3250 CONTINUING ED. (ON-SITE)	0.00	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	0.00	998.81	1,000.00	1,235.02	1.19	99.9%	0.1%
TOTAL COMMUNICATION & TRANSPORTATION	4,309.27	6,680.40	73,819.50	104,600.00	65,781.02	30,780.50	70.6%	29.4%

MONTHLY BUDGET REPORT
AS OF DECEMBER 31 2012

	2012 DECEMBER	2011 DECEMBER	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	0.00	1,065.07	2,900.00	1,063.97	1,834.93	36.7%	63.3%
3320 PRINTING	30.90	0.00	966.62	5,900.00	3,017.98	4,933.38	16.4%	83.6%
TOTAL PRINTING & ADVERTISING	30.90	0.00	2,031.69	8,800.00	4,081.95	6,768.31	23.1%	76.9%
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	199.62	233.84	1,852.74	3,800.00	2,227.06	1,947.26	48.8%	51.2%
3520 ELECTRICITY	20,395.73	20,570.27	278,071.70	290,500.00	270,576.49	12,428.30	95.7%	4.3%
3530 WATER	1,505.36	873.83	27,386.31	17,900.00	15,684.89	-9,486.31	153.0%	-53.0%
TOTAL UTILITIES	22,100.71	21,677.94	307,310.75	312,200.00	288,488.44	4,889.25	98.4%	1.6%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	2,520.00	1,575.00	11,680.45	22,000.00	3,936.84	10,319.55	53.1%	46.9%
3630 OTHER EQUIP/FURNITURE REPAIRS	0.00	702.18	6,835.99	13,800.00	21,393.46	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	930.63	5,888.80	6,000.00	6,054.52	111.20	98.1%	1.9%
3650 MATERIAL BINDING/REPAIR SERV.	0.00	0.00	2,083.29	3,000.00	1,787.73	916.71	69.4%	30.6%
TOTAL REPAIR & MAINTENANCE	2,520.00	3,207.81	62,654.53	84,386.00	33,172.55	21,731.47	74.2%	25.8%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	37.50	0.00	31,270.00	33,600.00	31,262.00	2,330.00	93.1%	6.9%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	100.00	0.00	100.00	0.0%	100.0%
TOTAL RENTALS	37.50	0.00	31,270.00	33,700.00	31,262.00	2,430.00	92.8%	7.2%
ELECTRONIC SERVICES								
38450 DATABASES SERVICES	24,458.80	0.00	90,605.91	88,170.00	0.00	-2,435.91	102.8%	-2.8%
38460 E-BOOKS SERVICES	45,000.00	0.00	64,150.00	40,413.00	0.00	-23,737.00	158.7%	-58.7%
TOTAL ELECTRONIC SERVICES	69,458.80	0.00	154,755.91	128,583.00	0.00	-26,172.91	120.4%	-20.4%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	150.00	150.00	7,225.98	7,590.00	7,326.00	364.02	95.2%	4.8%
3920 INTEREST/TEMPORARY LOAN	0.00	0.00	0.00	2,500.00	0.00	2,500.00	0.0%	100.0%
3930 TAXES & ASSESSMENTS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3940 TRANSFER TO LIRF	0.00	0.00	0.00	0.00	200,000.00	0.00	#DIV/0!	#DIV/0!
3945 TRANSFER TO ANOTHER FUND (R.DAY)	16,666.67	0.00	200,000.00	200,000.00	0.00	0.00	100.0%	0.0%
3950 EDUCATIONAL SERV/LICENSING	960.00	0.00	3,453.75	5,300.00	2,403.75	1,846.25	65.2%	34.8%
TOTAL OTHER CHARGES	17,776.67	150.00	210,679.73	215,390.00	209,729.75	4,710.27	97.8%	2.2%
TOTAL OTHER SERVICES/CHARGES	133,407.58	68,054.17	1,153,419.00	1,293,899.00	956,941.92	140,480.00	89.1%	10.9%

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

	2012 DECEMBER	2011 DECEMBER	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	6,939.78	883.99	8,287.73	1,000.00	1,399.72	-7,287.73	828.8%	-728.8%
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	0.00	7,243.43	7,610.10	8,300.00	9,434.02	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	5,830.00	4,075.00	0.00	5,830.00	-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!
TOTAL FURNITURE & EQUIPMENT	6,939.78	13,957.42	21,484.71	10,811.88	18,051.26	-10,672.83	198.7%	-98.7%
OTHER CAPITAL OUTLAY								
4510 BOOKS	26,815.08	46,672.88	579,969.70	595,008.00	585,377.08	15,038.30	97.5%	2.5%
4520 PERIODICALS & NEWSPAPERS	28,212.10	4,677.76	35,290.52	45,971.00	38,779.16	10,680.48	76.8%	23.2%
4530 NONPRINT MATERIALS	17,592.52	27,158.62	365,906.68	368,338.00	385,644.13	2,431.32	99.3%	0.7%
4540 ELECTRONIC RESOURCES	0.00	28,114.44	0.00	0.00	79,193.67	0.00	#DIV/0!	#DIV/0!
TOTAL OTHER CAPITAL OUTLAY	72,619.70	106,623.70	981,166.90	1,009,317.00	1,088,994.04	28,150.10	97.2%	2.8%
TOTAL CAPITAL OUTLAY	79,559.48	120,581.12	1,002,651.61	1,020,128.88	1,107,045.30	17,477.27	98.3%	1.7%
TOTAL OPERATING EXPENDITURES	667,378.59	777,878.64	7,242,364.91	7,641,343.13	7,130,063.75	398,978.22	94.8%	5.2%

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

MONROE COUNTY PUBLIC LIBRARY
MONTHLY SUMMARY OF BUDGET CATEGORIES
AS OF DECEMBER 31, 2012
TWELVE MONTHS = 100.0%

	2012 DECEMBER	2011 DECEMBER	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
PERSONNEL SERVICES								
SALARIES	286,260.58	409,155.89	3,677,538.71	3,849,557.66	3,689,445.17	172,018.95	95.5%	4.5%
EMPLOYEE BENEFITS	153,267.37	167,525.70	1,245,918.99	1,292,197.59	1,219,971.86	46,278.60	96.4%	3.6%
OTHER WAGES	0.00	0.00	5,068.31	9,300.00	11,829.02	4,231.69	54.5%	45.5%
TOTAL PERSONNEL SERVICES	<u>439,527.95</u>	<u>576,681.59</u>	<u>4,928,526.01</u>	<u>5,151,055.25</u>	<u>4,921,246.05</u>	<u>222,529.24</u>	<u>95.7%</u>	<u>4.3%</u>
SUPPLIES								
OFFICE SUPPLIES	3,331.96	2,817.77	37,645.80	49,160.00	42,197.66	11,514.20	76.6%	23.4%
OPERATING SUPPLIES	10,456.09	6,811.40	97,075.76	101,400.00	82,197.01	4,324.24	95.7%	4.3%
REPAIR & MAINT. SUPPLIES	1,095.53	2,932.59	23,046.73	25,700.00	20,435.81	2,653.27	89.7%	10.3%
TOTAL SUPPLIES	<u>14,883.58</u>	<u>12,561.76</u>	<u>157,768.29</u>	<u>176,260.00</u>	<u>144,830.48</u>	<u>18,491.71</u>	<u>89.5%</u>	<u>10.5%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	17,173.73	36,338.02	252,103.89	350,140.00	271,179.21	98,036.11	72.0%	28.0%
COMMUNICATION & TRANSPORTATION	4,309.27	6,680.40	73,819.50	104,600.00	65,781.02	30,780.50	70.6%	29.4%
PRINTING & ADVERTISING	30.90	0.00	2,031.69	8,800.00	4,081.95	6,768.31	23.1%	76.9%
INSURANCE	0.00	0.00	58,793.00	56,100.00	53,247.00	-2,693.00	104.8%	-4.8%
UTILITIES	22,100.71	21,677.94	307,310.75	312,200.00	288,488.44	4,889.25	98.4%	1.6%
REPAIR & MAINTENANCE	2,520.00	3,207.81	62,654.53	84,386.00	33,172.55	21,731.47	74.2%	25.8%
RENTALS	37.50	0.00	31,270.00	33,700.00	31,262.00	2,430.00	92.8%	7.2%
ELECTRONIC SERVICES	69,458.80	0.00	154,755.91	128,583.00	0.00	-26,172.91	120.4%	-20.4%
OTHER CHARGES	17,776.67	150.00	210,679.73	215,390.00	209,729.75	4,710.27	97.8%	2.2%
TOTAL OTHER SERVICES & CHARGES	<u>133,407.58</u>	<u>68,054.17</u>	<u>1,153,419.00</u>	<u>1,293,899.00</u>	<u>956,941.92</u>	<u>140,480.00</u>	<u>89.1%</u>	<u>10.9%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	6,939.78	13,957.42	21,484.71	10,811.88	18,051.26	-10,672.83	198.7%	-98.7%
OTHER CAPITAL OUTLAY	72,619.70	106,623.70	981,166.90	1,009,317.00	1,088,994.04	28,150.10	97.2%	2.8%
TOTAL CAPITAL OUTLAY	<u>79,559.48</u>	<u>120,581.12</u>	<u>1,002,651.61</u>	<u>1,020,128.88</u>	<u>1,107,045.30</u>	<u>17,477.27</u>	<u>98.3%</u>	<u>1.7%</u>
TOTAL OPERATING EXPENDITURES	<u>667,378.59</u>	<u>777,878.64</u>	<u>7,242,364.91</u>	<u>7,641,343.13</u>	<u>7,130,063.75</u>	<u>398,978.22</u>	<u>94.8%</u>	<u>5.2%</u>

2011 BUDGET
%USED IN 2011

7,465,919.52
95.5%

MONROE COUNTY PUBLIC LIBRARY

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Operating Budget & Expenditure Report

January 1, 2012 to December 31, 2012
12 months = 100.00%

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	Dec 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	\$13,368.62	\$131,492.04	\$33,299.97	79.79%
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	\$38,151.31	\$496,694.65	-\$727.85	100.15
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	\$95,348.66	\$1,238,116.72	\$53,287.92	95.87%
11500	SPECIALIST/TECHNICIANS	\$824,581.94	\$60,862.56	\$61,790.02	\$63,174.89	\$59,803.37	\$59,780.04	\$92,026.05	\$62,279.03	\$62,391.03	\$61,798.06	\$62,315.28	\$95,623.78	\$63,753.14	\$805,597.25	\$18,984.69	97.70%
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	\$31,588.73	\$411,550.84	\$44,256.63	90.29%
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	\$17,002.20	\$238,618.36	\$29,926.28	88.86%
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	\$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	\$27,047.92	\$355,468.85	-\$7,008.69	102.01
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	\$16,854.65	\$216,464.98	\$23,395.58	90.25%
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	\$70,643.44	\$332,056.38	\$54,714.93	85.85%
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	\$21,196.70	\$42,154.88	-\$42,154.88	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	\$40,630.85	\$604,617.89	\$4,256.80	99.30%
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	\$3,941.73	\$50,624.86	\$6,066.17	89.30%
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	\$0.00	\$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	\$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	\$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	\$986.58	\$8,325.87	\$12,974.13	39.09%
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	\$157.00	\$310.81	-\$310.81	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	\$2,188.38	\$28,037.46	-\$3,937.46	116.34
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	\$4,098.07	\$35,501.90	-\$4,851.90	115.83
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	\$32.57	\$7,347.79	\$3,652.21	66.80%
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	\$2,435.99	\$6,098.46	-\$598.46	110.88
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	\$3,136.65	\$6,862.66	\$4,087.34	62.67%
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	\$599.90	\$31,614.43	\$1,385.57	95.80%
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	\$107.95	\$5,982.29	-\$2,982.29	199.41
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	\$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	\$44.96	\$1,839.23	\$3,560.77	34.06%
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	\$41.38	\$3,386.77	\$3,213.23	51.31%
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	\$1,054.15	\$19,370.17	-\$3,570.17	122.60
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	\$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	\$0.00	\$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	\$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	\$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	\$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	\$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	\$728.19	\$8,782.70	\$6,717.30	56.66%
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	\$1,807.77	\$19,686.95	\$20,313.05	49.22%
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	\$7,072.01	\$134,823.79	\$5,016.21	96.41%
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	\$4,630.01	\$36,007.70	\$15,292.30	70.19%
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	\$895.15	\$36,083.15	\$416.85	98.86%
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	\$2,040.60	\$16,718.60	\$7,281.40	69.66%

MONROE COUNTY PUBLIC LIBRARY

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Operating Budget & Expenditure Report

January 1, 2012 to December 31, 2012
12 months = 100.00%

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	Dec 2012	2012 YTD Amt	2012	
																YTD Balance	%YTD Budget
32100	TELEPHONE	\$30,600.00	\$2,304.79	\$2,368.84	\$2,332.90	\$2,129.07	\$2,918.57	\$2,490.32	\$944.79	\$3,950.82	\$2,201.24	\$2,501.81	\$2,245.23	\$2,533.18	\$28,921.56	\$1,678.44	94.51%
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	\$1,566.14	\$18,808.32	\$11,191.68	62.69%
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	\$149.95	\$2,829.13	\$7,170.87	28.29%
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	\$60.00	\$483.00	\$9,517.00	4.83%
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	\$0.00	\$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	\$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	\$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	\$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	\$30.90	\$966.62	\$4,933.38	16.38%
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	\$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	\$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	\$199.62	\$1,852.74	\$1,947.26	48.76%
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	\$20,395.73	\$278,071.70	\$12,428.30	95.72%
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	\$1,505.36	\$27,386.31	-\$9,486.31	153.00
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	\$2,520.00	\$11,680.45	\$10,319.55	53.09%
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	\$0.00	\$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	\$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	\$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	\$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	\$37.50	\$31,270.00	\$2,330.00	93.07%
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	\$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	\$24,458.80	\$90,605.91	-\$2,435.91	102.76
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	\$45,000.00	\$64,150.00	-\$23,737.00	158.74
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	\$150.00	\$7,225.98	\$364.02	95.20%
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	\$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	\$16,666.67	\$200,000.00	\$0.00	100.00
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	\$960.00	\$3,453.75	\$1,846.25	65.17%
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	\$6,939.78	\$8,287.73	-\$7,287.73	828.77
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	\$0.00	\$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	\$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	\$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	\$26,815.08	\$579,969.70	\$15,038.30	97.47%
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	\$28,212.10	\$35,290.52	\$10,680.48	76.77%
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	\$17,592.52	\$365,906.68	\$2,431.32	99.34%
		\$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	\$667,378.59	\$7,242,364.91	\$398,978.22	94.78%

MONROE COUNTY PUBLIC LIBRARY

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LIRF Budget & Expenditure Report

January 1, 2012 to December 31, 2012
12 months = 100.0%

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	Dec 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	\$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	\$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	\$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	\$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	\$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 December 31, 2012
12 months = 100.0%

Object	2012	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2012	2012	2012
Object Descr	Budget	2012	2012	2011	2011	2012	2011	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	\$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	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	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	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	\$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 December 31, 2012
12 months = 100.0%

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	Dec 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	\$278.86	\$2,727.05	\$7,272.95	27.27%
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	\$17,450.00	\$43,797.15	\$6,202.85	87.59%
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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$17,728.86	\$47,602.46	\$362,397.54	11.61%

MONROE COUNTY PUBLIC LIBRARY

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Special Revenue Budget & Expenditure Report

January 1, 2012 to December 31, 2012
12 months = 100.0%

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	Dec 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	\$4,632.78	\$60,226.15	\$0.05	100.00%
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	\$9,325.96	\$121,237.74	\$0.03	100.00%
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	\$13,687.95	\$178,484.38	-\$2,737.54	101.56%
11800	TEMPORARY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$1,627.80	\$21,188.92	\$958.15	95.67%
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	\$6,482.57	\$31,033.61	\$4,932.92	86.28%
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	\$1,945.11	\$3,868.33	-\$3,868.33	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	\$4,102.97	\$68,862.73	-\$2,862.73	104.34%
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	\$380.69	\$4,955.46	\$224.09	95.67%
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	\$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	\$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	\$209.55	\$223.14	\$276.86	44.63%
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	\$0.00	\$0.00	\$322.47	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	\$129.47	\$809.85	\$190.15	80.99%
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	\$6,775.41	\$18,126.87	-\$3,126.87	120.85%
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	\$0.00	\$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	\$0.00	\$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	\$332.62	\$7,124.71	\$2,875.29	71.25%
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	\$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	\$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	\$0.00	\$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	\$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	\$49.96	\$330.55	-\$330.55	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	\$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	\$5.75	\$35.95	-\$35.95	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	\$248.11	\$3,242.63	\$257.37	92.65%
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	\$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	\$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	\$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	\$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	\$0.00	\$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	\$0.00	\$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	\$0.00	\$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	\$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	\$2,500.00	\$10,000.00	\$0.00	100.00%
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	\$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	\$2,303.00	\$48,126.28	\$21,873.72	68.75%
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	\$49.99	\$648.99	\$4,351.01	12.98%
		\$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	\$54,789.69	\$597,712.48	\$45,091.48	92.99%

MONROE COUNTY PUBLIC LIBRARY

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LCPF Budget & Expenditure Report

January 1, 2012 to December 31, 2012
12 months = 100.0%

Objec t	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	Dec 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	\$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	\$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	\$4,060.29	\$67,401.04	-\$17,401.04	134.80%
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	\$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	\$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	\$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	\$4,060.29	\$120,363.10	\$423,047.90	22.15%

MONROE COUNTY PUBLIC LIBRARY

Expenditure Summary compared to last year

2012 compared to 2011: Period Ending December

Fund	Fund Descr	2012 Budget	December 2012 Amt	2012 YTD Amt	2011 Budget	December 2011 Amt	2011 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,641,343.13	\$667,378.59	\$7,242,364.91	\$7,465,919.52	\$777,878.64	\$7,130,063.75	2.00%
002	JAIL	\$0.00	\$586.19	\$6,000.00	\$0.00	\$297.02	\$6,000.00	0.00%
003	CLEARING	\$0.00	\$160.00	\$872.50	\$0.00	\$0.00	\$3,379.68	-74.00%
004	GIFT	\$0.00	\$23.04	\$33,506.14	\$0.00	\$0.00	\$1,264.68	2549.00%
005	PLAC	\$0.00	\$0.00	\$10,950.00	\$0.00	\$0.00	\$11,002.00	0.00%
006	RETIREEES	\$0.00	\$179.14	\$19,672.77	\$0.00	\$2,339.17	\$24,335.38	-19.00%
007	LIRF	\$350,000.00	\$0.00	\$9,562.15	\$296,932.00	\$10,224.94	\$115,139.43	-92.00%
008	DEBT SERVICE	\$322,088.00	\$0.00	\$278,999.20	\$1,996,000.00	\$166,333.33	\$1,996,000.00	-86.00%
009	RAINY DAY	\$410,000.00	\$17,728.86	\$47,602.46	\$473,310.00	\$2,068.83	\$4,228.97	1026.00%
010	PAYROLL	\$0.00	\$329,110.17	\$4,108,773.15	\$0.00	\$456,693.92	\$4,122,178.03	0.00%
011	INVESTMENT-GIFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
012	TEEN COUNCIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
015	LSTA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
016	GIFT-RESTRICED	\$0.00	\$9,838.07	\$90,712.09	\$7,100.00	\$7,311.98	\$78,562.06	15.00%
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	\$9,804.97	\$90,512.20	\$0.00	\$13,550.49	\$84,274.34	7.00%
020	SPECIAL REVENUE	\$642,803.96	\$54,789.69	\$597,712.48	\$549,300.00	\$67,924.29	\$588,478.45	2.00%
021	CAPITAL PROJECTS	\$543,411.00	\$4,060.29	\$120,363.10	\$505,635.00	-\$2,003.35	\$449,899.65	-73.00%
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	\$4,282.76	\$37,488.10	\$0.00	\$7,270.85	\$24,063.63	56.00%
025	LSTA-SMITHVILLE	\$0.00	\$0.00	\$0.00	\$8,650.00	\$0.00	\$8,305.68	-100.00%
026	GENERAL	\$0.00	\$12,963.46	\$13,204.38	\$0.00	\$0.00	\$0.00	0.00%
		\$9,909,646.09	\$1,110,905.23	\$12,708,295.63	\$11,308,120.79	\$1,509,890.11	\$14,683,252.60	-13.00%

MONROE COUNTY PUBLIC LIBRARY

Monthly Revenue Report (Cash Basis)

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

Source	Source Descr	2012 Budget	December 2012 Amt	2012 YTD Amt	2011 Budget	December 2011 Amt	2011 YTD Amt	%Last YR YTD Diff
00100	PROPERTY TAX/ADVANCES	\$4,592,520.00	\$514,350.62	\$4,599,103.42	\$4,521,806.00	\$40,168.22	\$4,588,186.20	0.00%
00200	INTANGIBLES TAX	\$12,443.00	\$6,727.81	\$13,455.62	\$8,500.00	\$5,115.46	\$10,230.92	32.00%
00300	LICENSE EXCISE TAX	\$232,699.00	\$0.00	\$144,052.18	\$263,000.00	\$142,926.61	\$321,646.63	-55.00%
00400	COUNTY OPTION INCOME TAX	\$1,980,075.00	\$164,950.76	\$1,979,409.12	\$1,817,000.00	\$178,038.90	\$2,086,408.37	-5.00%
00500	COMMERCIAL VEHICLE EXCISE TAX	\$42,483.00	\$17,382.84	\$34,765.68	\$30,000.00	\$17,307.84	\$34,616.36	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	\$191.73	\$3,943.95	\$0.00	\$289.00	\$3,963.69	0.00%
03500	LOST/DAMAGED	\$0.00	\$1,992.88	\$23,357.90	\$10,000.00	\$1,729.37	\$28,559.30	-18.00%
03600	FINES/FEES	\$175,000.00	\$12,239.37	\$169,274.02	\$150,000.00	\$12,643.24	\$200,374.13	-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	\$448.80	\$12,509.19	\$5,700.00	\$1,084.90	\$13,853.66	-10.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$3,203.25	\$25,082.80	\$0.00	\$219.00	\$24,610.83	2.00%
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	\$94.90	\$2,556.81	\$0.00	\$185.95	\$2,264.91	13.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM	\$7,500.00	\$1,000.71	\$8,287.31	\$0.00	\$1,474.07	\$12,621.18	-34.00%
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	\$1,800.00	\$5,400.00	\$0.00	\$0.00	\$3,600.00	50.00%
53000	LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$7,066,220.00	\$724,383.67	\$7,039,770.50	\$6,816,006.00	\$401,182.56	\$7,345,690.41	-4.00%

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: December 2012

FUND Descr	12/01/2012	MTD Debit	MTD Credit	12/31/2012	Bal Sht Descr
OPERATING	\$1,899.95	\$1.11	\$0.00	\$1,901.06	CHASE/BANK ONE SAVINGS
OPERATING	\$17,358.30	\$8,728.75	\$0.00	\$26,087.05	ONB/MONROE BANK CHECKING
OPERATING	\$20,199.76	\$8,608.83	\$3.65	\$28,804.94	UNITED COMMERCE BANK
OPERATING	-\$465,857.49	\$838,481.66	\$752,494.05	-\$379,869.88	FIFTH THIRD BANK CHECKING
OPERATING	\$1,631,034.84	\$515,349.08	\$645,000.00	\$1,501,383.92	FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	\$1,204,635.36	\$1,371,169.43	\$1,397,497.70	\$1,178,307.09	
GIFT UNRESTRICTED	\$205.68	\$658.48	\$0.00	\$864.16	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$9.00	\$2.00	\$0.00	\$11.00	UNITED COMMERCE BANK
GIFT UNRESTRICTED	\$11,691.30	\$0.00	\$31.38	\$11,659.92	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$11,905.98	\$660.48	\$31.38	\$12,535.08	
PLAC	\$250.00	\$200.00	\$0.00	\$450.00	ONB/MONROE BANK CHECKING
PLAC	\$1,150.00	\$650.00	\$0.00	\$1,800.00	UNITED COMMERCE BANK
PLAC	\$150.00	\$0.00	\$0.00	\$150.00	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$1,550.00	\$850.00	\$0.00	\$2,400.00	
LIRF	\$10,013.55	\$0.00	\$0.00	\$10,013.55	CHASE/BANK ONE SAVINGS
LIRF	\$83,692.32	\$0.00	\$0.00	\$83,692.32	FIFTH THIRD BANK CHECKING
LIRF	\$526,518.58	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$1,120,724.45	
DEBT SERVICE	-\$45,308.23	\$46,952.21	\$0.00	\$1,643.98	FIFTH THIRD BANK CHECKING
DEBT SERVICE	\$54,053.00	\$17,050.53	\$40,000.00	\$31,103.53	FIFTH THIRD BANK SAVINGS
Fund 008 DEBT SERVICE	\$8,744.77	\$64,002.74	\$40,000.00	\$32,747.51	
RAINY DAY	\$162,607.43	\$31,437.45	\$17,728.86	\$176,316.02	FIFTH THIRD BANK CHECKING
RAINY DAY	\$844,339.74	\$100,000.02	\$0.00	\$944,339.76	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	\$1,507,447.17	\$131,437.47	\$17,728.86	\$1,621,155.78	
PAYROLL	\$24,326.52	\$318,508.97	\$329,110.17	\$13,725.32	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$1,165.00	\$12,552.48	\$0.00	\$13,717.48	ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$74,642.52	\$10.19	\$9,848.26	\$64,804.45	FIFTH THIRD BANK CHECKING
Fund 016 GIFT-RESTRICED	\$75,807.52	\$12,562.67	\$9,848.26	\$78,521.93	
GIFT-FOUNDATION	\$18,133.46	\$502.99	\$10,307.96	\$8,328.49	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$0.00	\$3,342.75	\$0.00	\$3,342.75	ONB/MONROE BANK CHECKING
SPECIAL REVENUE	\$101.62	\$200.00	\$5.75	\$295.87	UNITED COMMERCE BANK
SPECIAL REVENUE	\$72,813.51	\$40.96	\$54,824.90	\$18,029.57	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$150,000.00	\$0.00	\$0.00	\$150,000.00	FIFTH THIRD BANK SAVINGS
Fund 020 SPECIAL REVENUE	\$222,915.13	\$3,583.71	\$54,830.65	\$171,668.19	
CAPITAL PROJECTS	\$195,285.93	\$4,445.64	\$4,060.29	\$195,671.28	FIFTH THIRD BANK CHECKING
CAPITAL PROJECTS	\$175,623.00	\$55,461.10	\$0.00	\$231,084.10	FIFTH THIRD BANK SAVINGS

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: December 2012

FUND Descr	12/01/2012	MTD Debit	MTD Credit	12/31/2012	Bal Sht Descr
Fund 021 CAPITAL PROJECTS	\$370,908.93	\$59,906.74	\$4,060.29	\$426,755.38	
FINRA GRANT	\$22,313.03	\$0.00	\$4,282.76	\$18,030.27	FIFTH THIRD BANK CHECKING
GENERAL OBLIGATION BOND	-\$240.92	\$15,000.00	\$12,963.46	\$1,795.62	FIFTH THIRD BANK CHECKING
GENERAL OBLIGATION BOND	\$0.00	\$1,794,600.00	\$15,000.00	\$1,779,600.00	FIFTH THIRD BANK SAVINGS
Fund 026 GENERAL OBLIGATION BOND	-\$240.92	\$1,809,600.00	\$27,963.46	\$1,781,395.62	
	\$4,589,171.40	\$3,772,785.20	\$1,895,661.49	\$6,466,295.11	

MONROE COUNTY PUBLIC LIBRARY

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CHASE BANK SAVINGS

06110 BANKONESV

December 2012

Account Summary

Beginning Balance on	12/1/2012	\$11,913.50	Cleared	\$11,914.61
+	Receipts/Deposits	\$1.11	Statement	\$11,914.61
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	12/31/2012	\$11,914.61		

Check Book Balance

Active	G 001-06110	OPERATING	\$1,901.06
Active	G 004-06110	GIFT UNRESTRICTED	\$0.00
Active	G 007-06110	LIRF	\$10,013.55
Active	G 008-06110	DEBT SERVICE	\$0.00
Active	G 009-06110	RAINY DAY	\$0.00
Active	G 010-06110	PAYROLL	\$0.00
Active	G 016-06110	GIFT-RESTRICED	\$0.00
Active	G 017-06110	LEVY EXCESS	\$0.00
Active	G 019-06110	GIFT-FOUNDATION	\$0.00
Active	G 021-06110	CAPITAL PROJECTS	\$0.00
		Cash	\$11,914.61

Beginng Balance	\$11,913.50
+ Total Deposits	\$1.11
- Checks Written	\$0.00
Check Book Balance	\$11,914.61
Difference	\$0.00

MONROE COUNTY PUBLIC LIBRARY

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ONB MONROE CHECKING
06300 ONB/MONROE
December 2012

Account Summary

Beginning Balance on	12/1/2012	\$18,978.98	Cleared	\$44,461.44
+	Receipts/Deposits	\$25,482.46	Statement	\$44,461.44
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	12/31/2012	\$44,461.44		

Check Book Balance

Active	G 001-06300	OPERATING	\$26,087.05
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$864.16
Active	G 005-06300	PLAC	\$450.00
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	\$13,717.48
Active	G 019-06300	GIFT-FOUNDATION	\$0.00
Active	G 020-06300	SPECIAL REVENUE	\$3,342.75
Active	G 024-06300	FINRA GRANT	\$0.00
		Cash	\$44,461.44
	Beginng Balance	\$18,978.98	
	+ Total Deposits	\$25,482.46	
	- Checks Written	\$0.00	
	Check Book Balance	\$44,461.44	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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UNITED COMMERCE

06400 UNITED COM

December 2012

Account Summary

Beginning Balance on	12/1/2012	\$21,460.38	Cleared	\$30,911.81
+	Receipts/Deposits	\$9,451.43	Statement	\$30,911.81
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	12/31/2012	\$30,911.81		

Check Book Balance

Active	G 001-06400	<i>OPERATING</i>	\$28,804.94
Active	G 003-06400	<i>CLEARING</i>	\$0.00
Active	G 004-06400	<i>GIFT UNRESTRICTED</i>	\$11.00
Active	G 005-06400	<i>PLAC</i>	\$1,800.00
Active	G 016-06400	<i>GIFT-RESTRICED</i>	\$0.00
Active	G 020-06400	<i>SPECIAL REVENUE</i>	\$295.87
		Cash	\$30,911.81
	Beginng Balance	\$21,460.38	
	+ Total Deposits	\$9,451.43	
	- Checks Written	\$0.00	
	Check Book Balance	\$30,911.81	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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FIFTH THIRD CHECKING
06500 FIFTHCKNG
December 2012**

Account Summary

Beginning Balance on	12/1/2012	\$219,136.32	Cleared	\$268,924.75
+	Receipts/Deposits	\$933,176.09	Statement	\$268,924.75
-	Payments (Checks and Withdrawals)	\$883,387.66	Difference	\$0.00
Ending Balance as of	12/31/2012	\$268,924.75		

Check Book Balance

Active	G 001-06500	OPERATING	-\$379,869.88
Active	G 002-06500	JAIL	\$0.00
Active	G 003-06500	CLEARING	\$0.00
Active	G 004-06500	GIFT UNRESTRICTED	\$11,659.92
Active	G 005-06500	PLAC	\$150.00
Active	G 006-06500	RETIREEES	\$0.00
Active	G 007-06500	LIRF	\$83,692.32
Active	G 008-06500	DEBT SERVICE	\$1,643.98
Active	G 009-06500	RAINY DAY	\$176,316.02
Active	G 010-06500	PAYROLL	\$13,725.32
Active	G 016-06500	GIFT-RESTRICED	\$64,804.45
Active	G 019-06500	GIFT-FOUNDATION	\$8,328.49
Active	G 020-06500	SPECIAL REVENUE	\$18,029.57
Active	G 021-06500	CAPITAL PROJECTS	\$195,671.28
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$18,030.27
Active	G 025-06500	LSTA-SMITHVILLE NEWS	\$0.00
Active	G 026-06500	GENERAL OBLIGATION	\$1,795.62
		Cash	\$213,977.36

Beginng Balance	\$219,136.32
+ Total Deposits	\$933,176.09
- Checks Written	\$938,335.05
Check Book Balance	\$213,977.36
O/S Checks	\$54,947.39

MONROE COUNTY PUBLIC LIBRARY

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FIFTH THIRD SAVINGS

06510 FIFTHSAVG

December 2012

Account Summary

Beginning Balance on	12/1/2012	\$3,381,569.16	Cleared	\$5,164,029.89
+	Receipts/Deposits	\$2,482,460.73	Statement	\$5,164,029.89
-	Payments (Checks and Withdrawals)	\$700,000.00	Difference	\$0.00
Ending Balance as of	12/31/2012	\$5,164,029.89		

Check Book Balance

Active	G 001-06510	OPERATING	\$1,501,383.92
Active	G 007-06510	LIRF	\$526,518.58
Active	G 008-06510	DEBT SERVICE	\$31,103.53
Active	G 009-06510	RAINY DAY	\$944,339.76
Active	G 016-06510	GIFT-RESTRICED	\$0.00
Active	G 020-06510	SPECIAL REVENUE	\$150,000.00
Active	G 021-06510	CAPITAL PROJECTS	\$231,084.10
Active	G 025-06510	LSTA-SMITHVILLE NEWS	\$0.00
Active	G 026-06510	GENERAL OBLIGATION	\$1,779,600.00
		Cash	\$5,164,029.89

Beginng Balance	\$3,381,569.16	
+ Total Deposits	\$2,482,460.73	
- Checks Written	\$700,000.00	
Check Book Balance	\$5,164,029.89	
Difference	\$0.00	

TO: Monroe County Public Library – Board of Trustees
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager
RE: Personnel Report
DATE: January 16, 2013

Beginning Employment

None

Job Changes

None

Ending Employment

- Samantha Barger, Circulation, Page, Pay Grade A, 15-18 hours per week, effective December 28, 2012.
- Marcela Poffald, Circulation, Clerk, Pay Grade C, 20 hours per week, effective January 06, 2013.
- Vincent Beyer Circulation, Page, Pay Grade A, 15-18 hours per week, effective February 2, 2013.

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

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

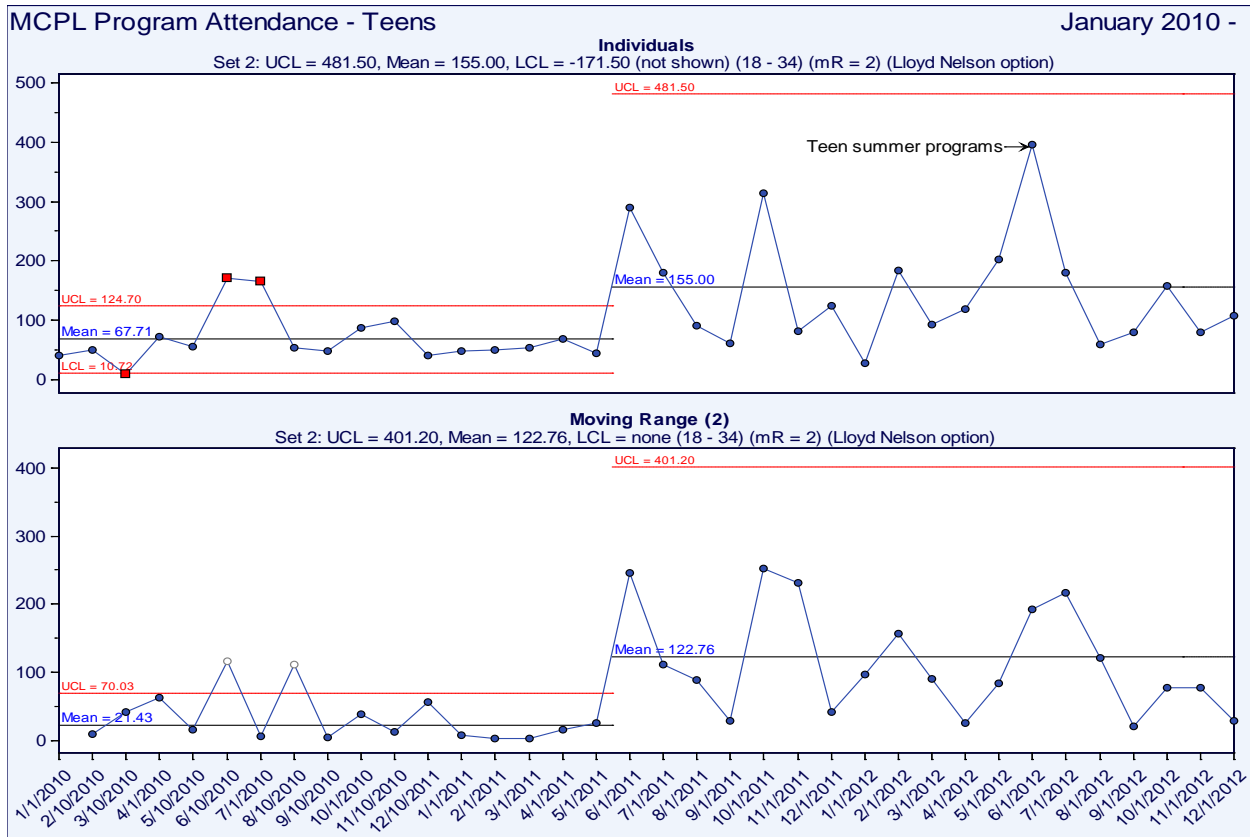
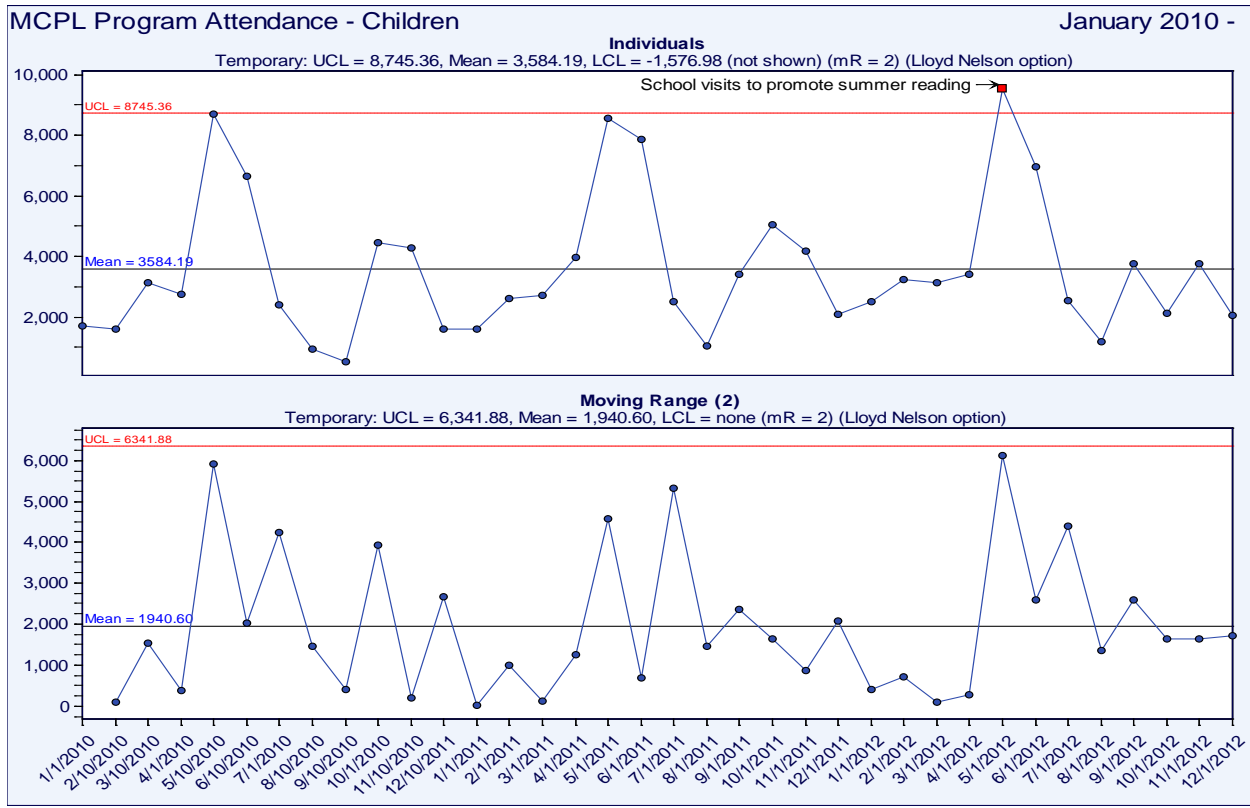
Monroe County Public Library Employees, Hours and Wages, by Pay Period, 2010-

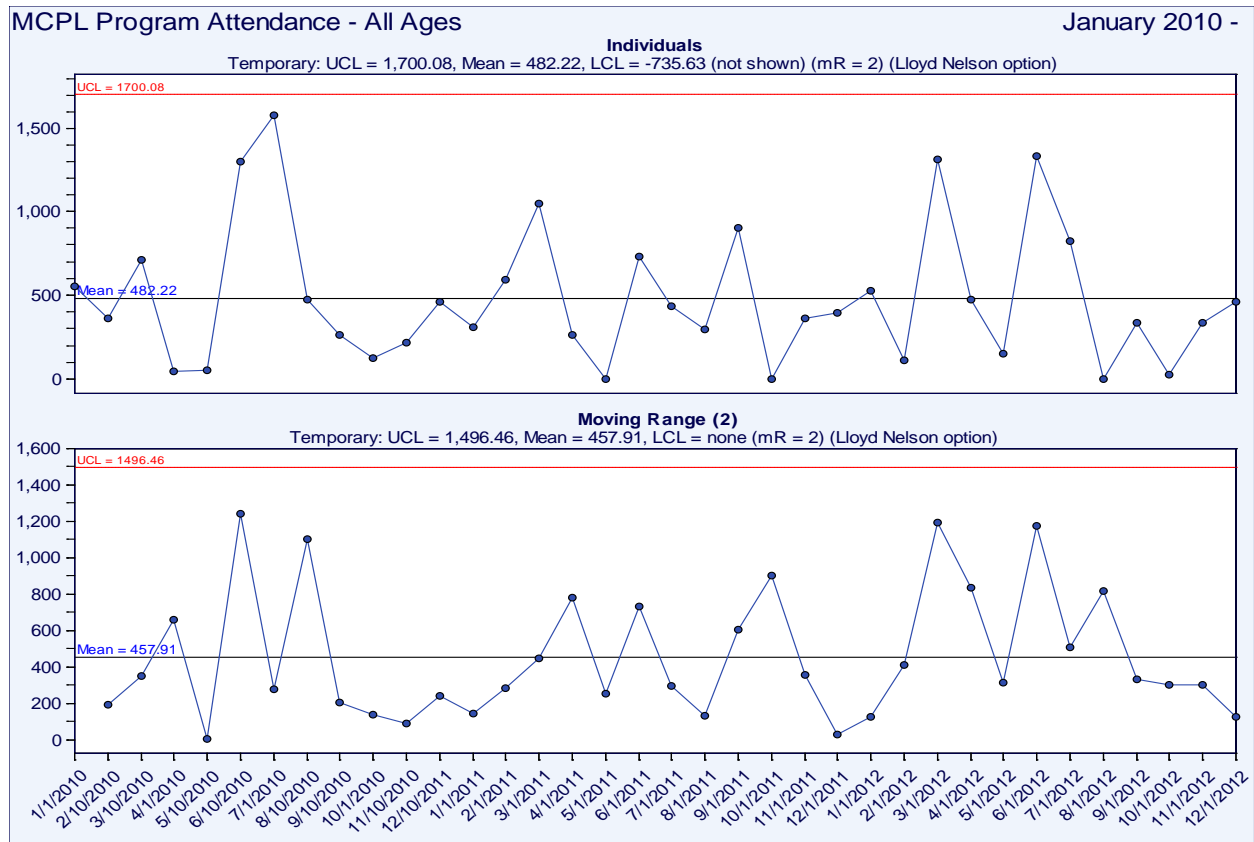
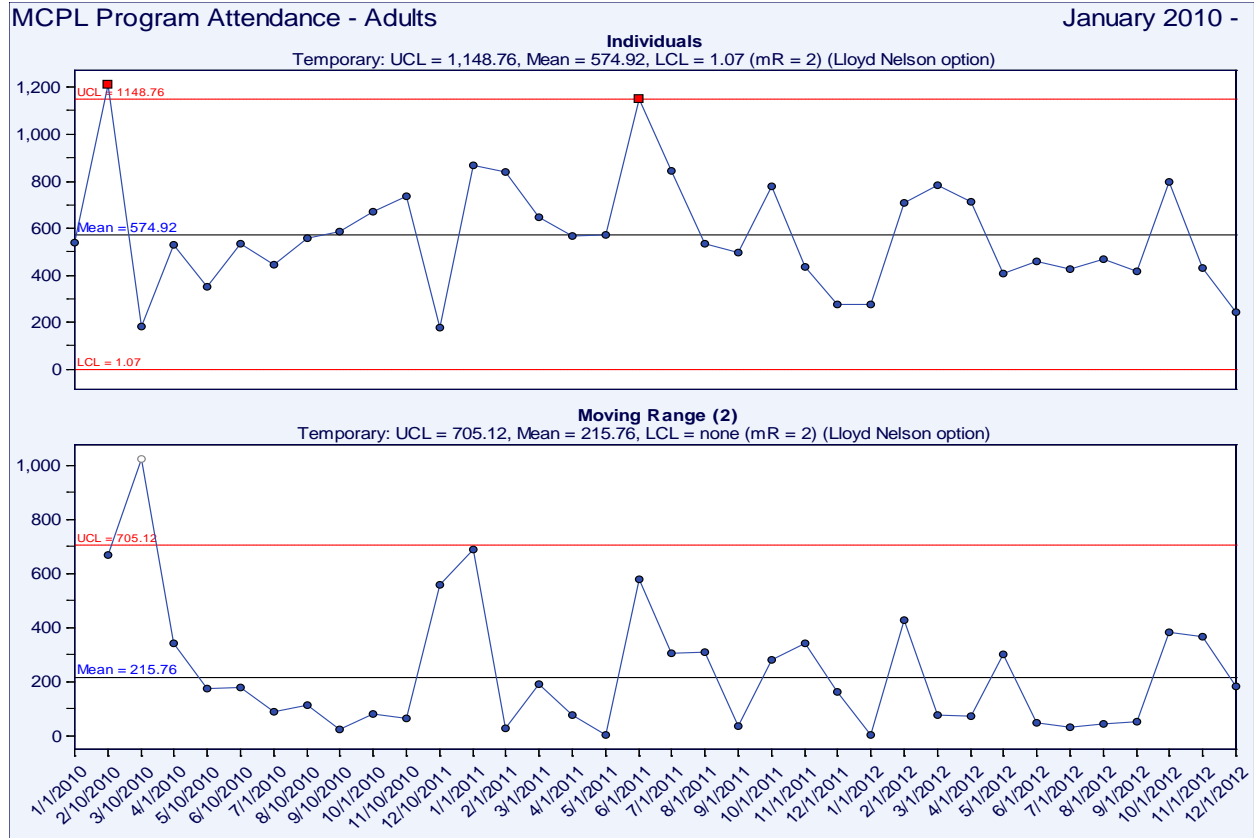
07/15/11	144	20	164	4,095	575	4,670	141,369	17,945	159,314
07/29/11	146	20	166	4,158	575	4,733	157,807	17,099	174,906
08/12/11	143	20	163	4,085	575	4,660	153,319	18,247	171,566
08/26/11	144	22	166	4,093	605	4,698	140,964	17,431	158,395
09/09/11	144	22	166	4,093	605	4,698	140,964	17,431	158,395
09/23/11	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	142	20	162	4,140	580	4,720	141,558	17,438	158,996
12/28/12	142	20	162	4,140	580	4,720	141,558	17,532	159,090
01/11/13	142	20	162	4,130	580	4,710	145,032	17,493	162,525

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.

- In December, 115 people attended the three "Baby Sign" programs presented in the Children's Department by Lisa Bruns. The Ellettsville Branch also had a "baby signs" program to facilitate early speech and vocabulary development.
- December was the first full month with the Learn and Play Space gate counter. We clocked 4,116 visitors to the room during the 28 days we were open. This is especially gratifying as we plan an expansion of the LAPS.
- December's Head Start story times included action rhymes, finger plays, stories and songs about bears. The kids especially enjoyed the felt board presentation of "Going on a Bear Hunt" and participating in the "Teddy Bear, Teddy Bear" action rhyme that increased in speed with each repetition.
- Outreach started circulating new Super Kits for early literacy, facilitating more interactive learning at Head Start between library visits. Feedback about the kits has been all positive so far, including "We had a blast!" and "The kids wanted to do puppet shows all the time!"

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

- We had not been planning to resume "Portable Programs" for MCCSC until January, but we were able to fulfill an early request for Nancy Reynolds at Clear Creek Elementary. She was so pleased with Christina Jones's program that she wrote back to us to say, "Thanks so much for coming and sharing stories with us today! The kids LOVED it! It was perfect."
- Stinesville Elementary kindergarteners came to the Ellettsville Branch for their annual Kindergarten tour and now all of them have a library card (subject to parental approval). We believe that they left knowing where to find age appropriate materials and thinking that "Libraries are fun!"

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

- Due to the IU winter break, the Children's Services Homework Center was only open for 12 days in December. We hosted 20 sessions in that time.

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

- Ellettsville Branch worked with Community Relations to inform the public about special programs during the Holiday season. Families need activities between Christmas and New Year, and we have found that special advertising is essential during this time period. The *Ellettsville Journal* and local radio and colorful posters were used to reach people.
- The "Friday Zone" children's show on WTIU filmed a Wonderlab event at the Ellettsville Branch over the holiday break. It will be aired in late April and all in attendance (45) signed permission forms and were excited about being a part of the show.

1E. Strengthen literacy skills of adults.

- More than 50 tutors, learners, families, volunteers, and VITAL staff enjoyed the annual holiday party that celebrates the year's achievements. Byron Naum received the Anabel Newman Tutor of the Year award.

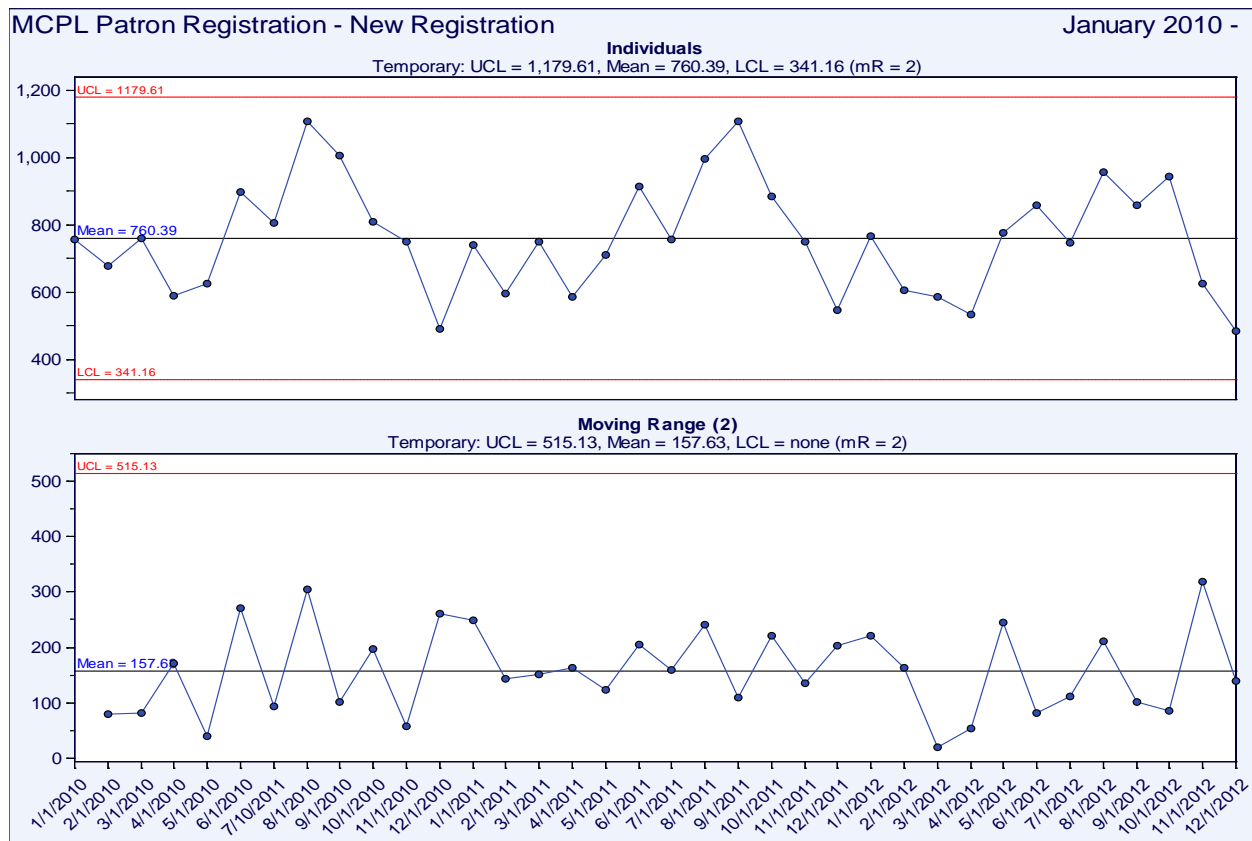
1F. Strengthen readers' advisory services.

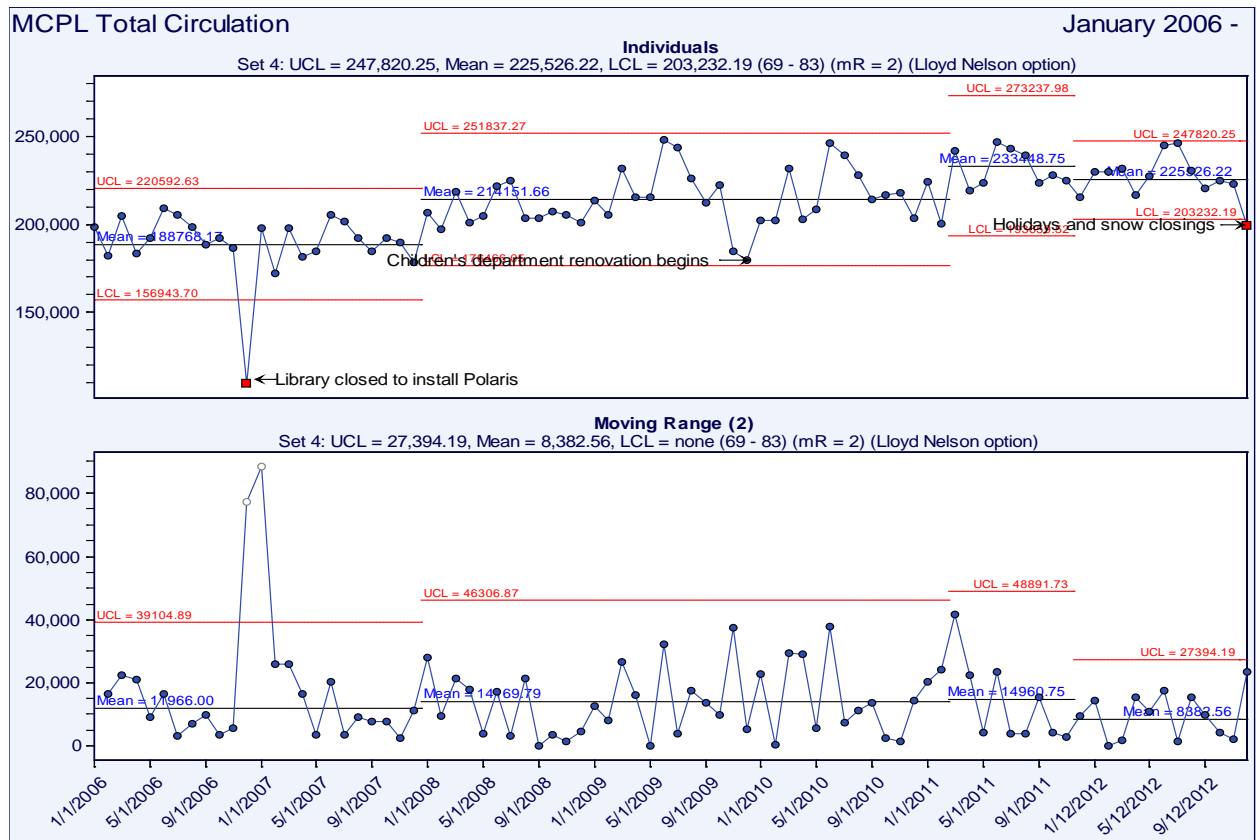
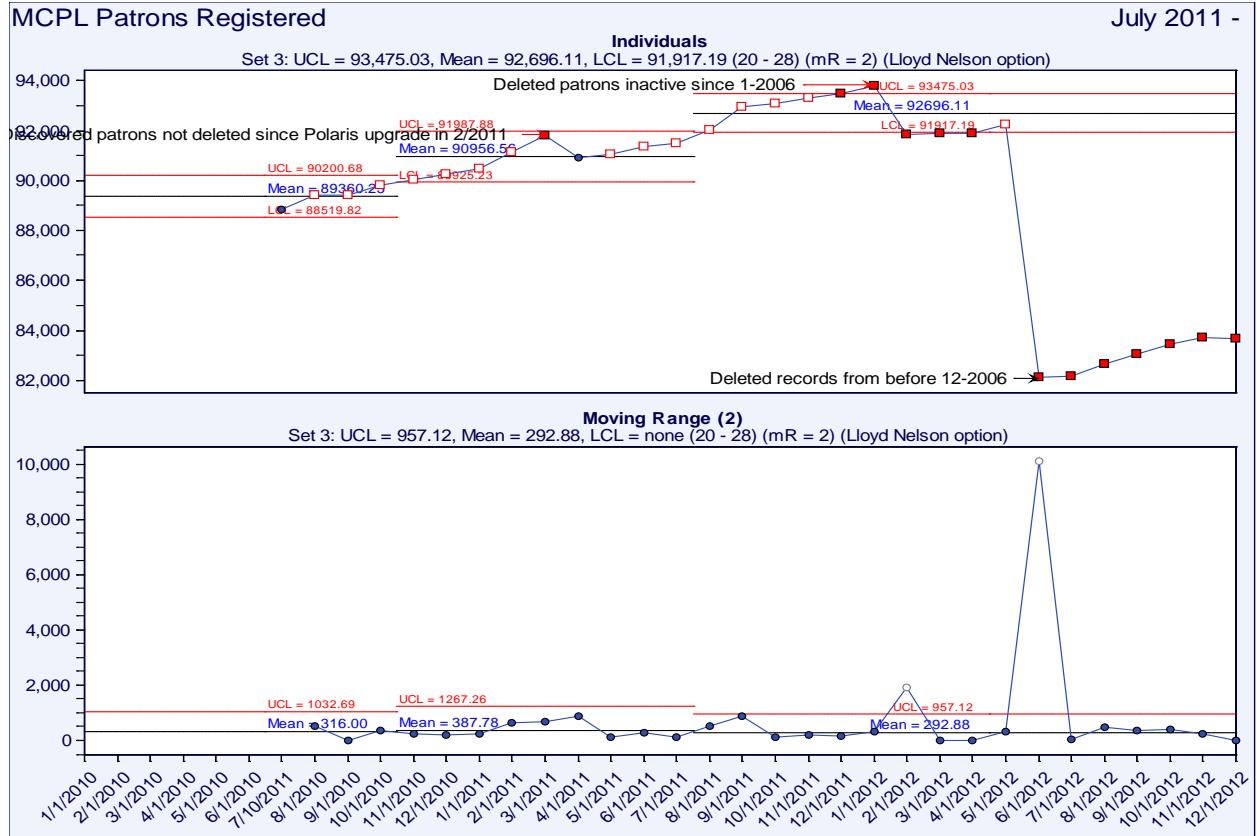
1G. Develop and evaluate partnerships to better serve target audiences.

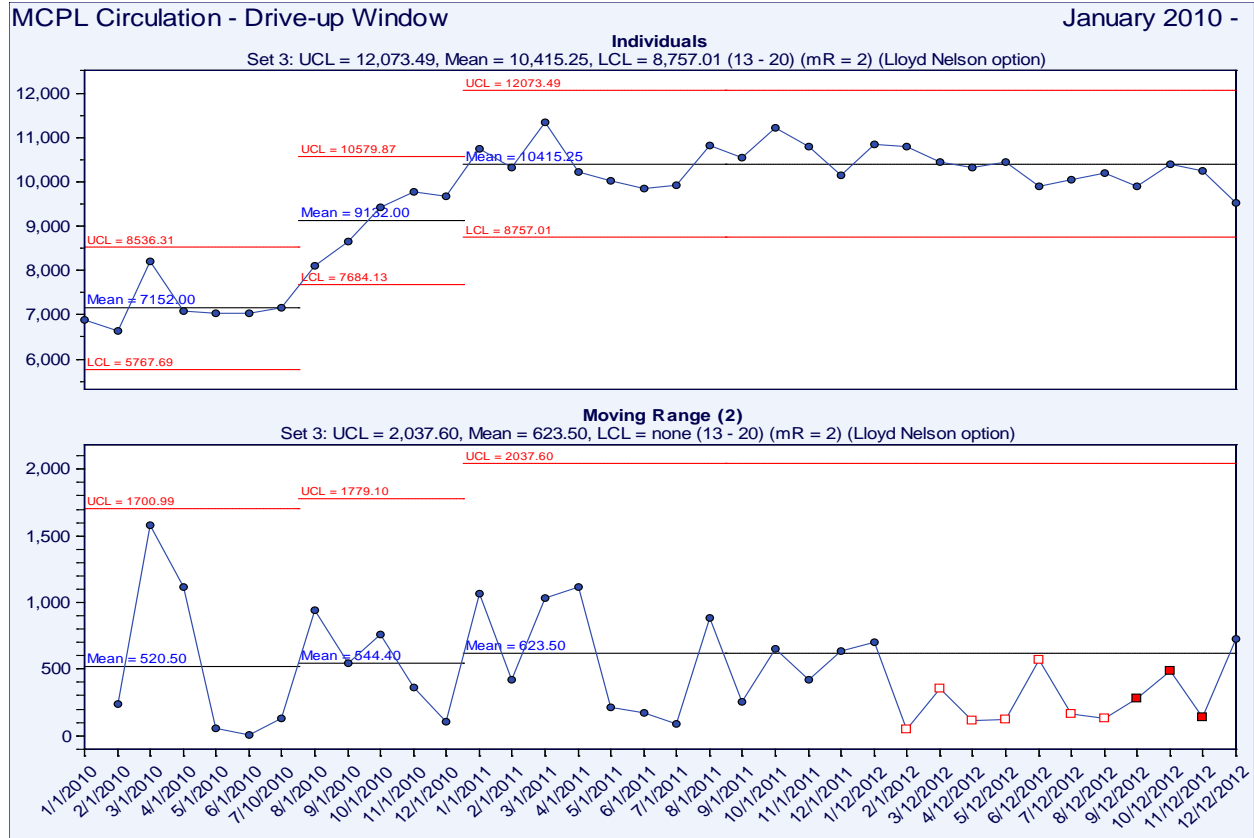
- Josh attended a planning meeting of the Smart Start Coalition. Through this partnership, we are distributing library materials to patients of IU Health-Southern Indiana Pediatrics during their six month well-baby visit. Along with library information, parents also receive early literacy tips and a free book as part of the "Reach Out and Read" program.

- At the invitation of La Casa, Josh attended the MCCSC Latino Family Night at Templeton Elementary, where he received an improvised calendar of Latino community events.
- Lisa Champelli attended Rhino's Open House to get a sense of what kind of programming they are doing and how it may dovetail with library programs.
- WTIU received their mobile media lab from PBS, and Josh met with outreach coordinator Mary Ducette to discuss plans for hosting the lab in Children's Services in January. During scheduled times, children will have access to PBS apps and software on Kindle Fires and iPads.
- The Community Foundation of Bloomington and Monroe County awarded the library a \$26,000 Community Impact Funding Initiative Grant to create *Nonprofit Central*. We received 14 letters of support from potential partners, including the United Way of Monroe County and the Nonprofit Alliance of Monroe County.
- Sara Laughlin participated as a member at a WFHB strategic planning committee meeting on December 8.
- Community member Pam Launer contacted the Ellettsville Branch in November and offered her extensive "Charles Dickens" winter display. It was extremely popular during the month of December. She and her husband used to set it up every holiday. He passed away two years ago and she said setting it up and seeing the joy it brings others was very healing to her.

Goal 2: Expand access to information.



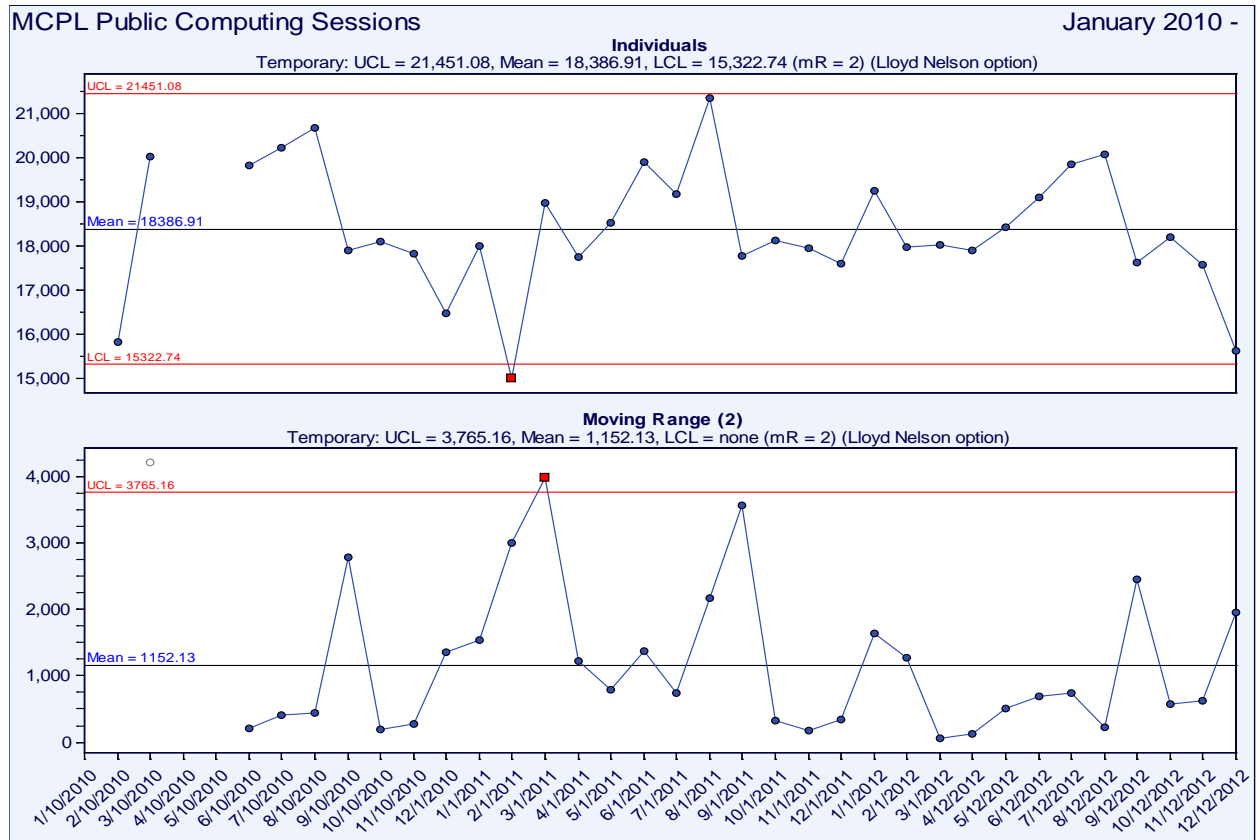
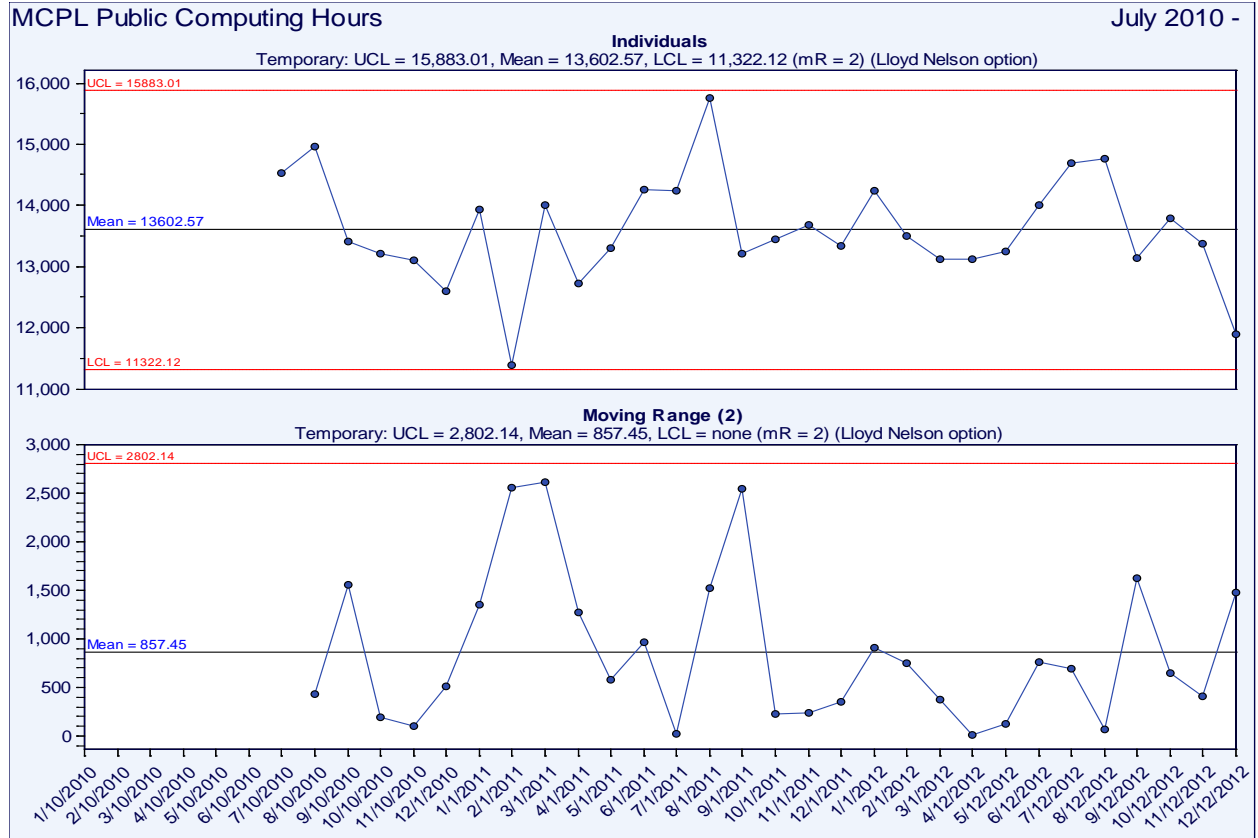




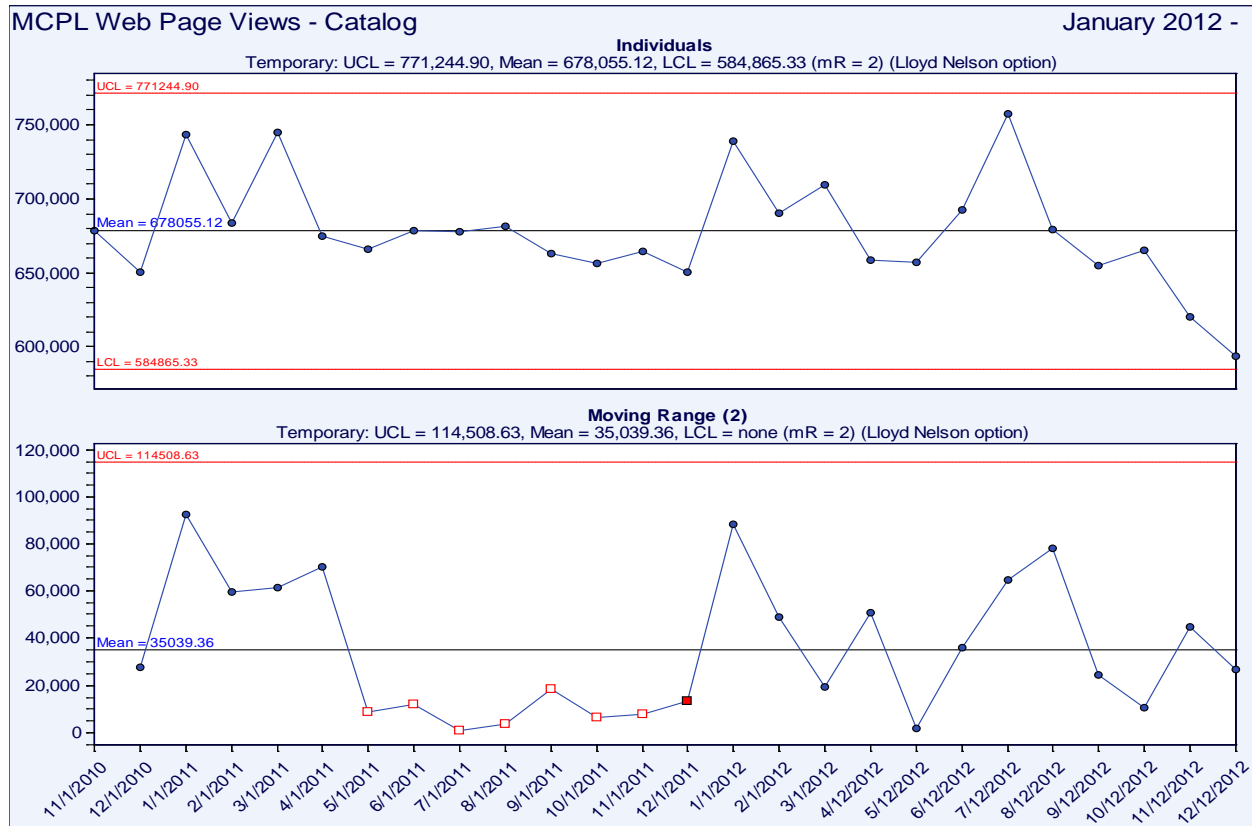
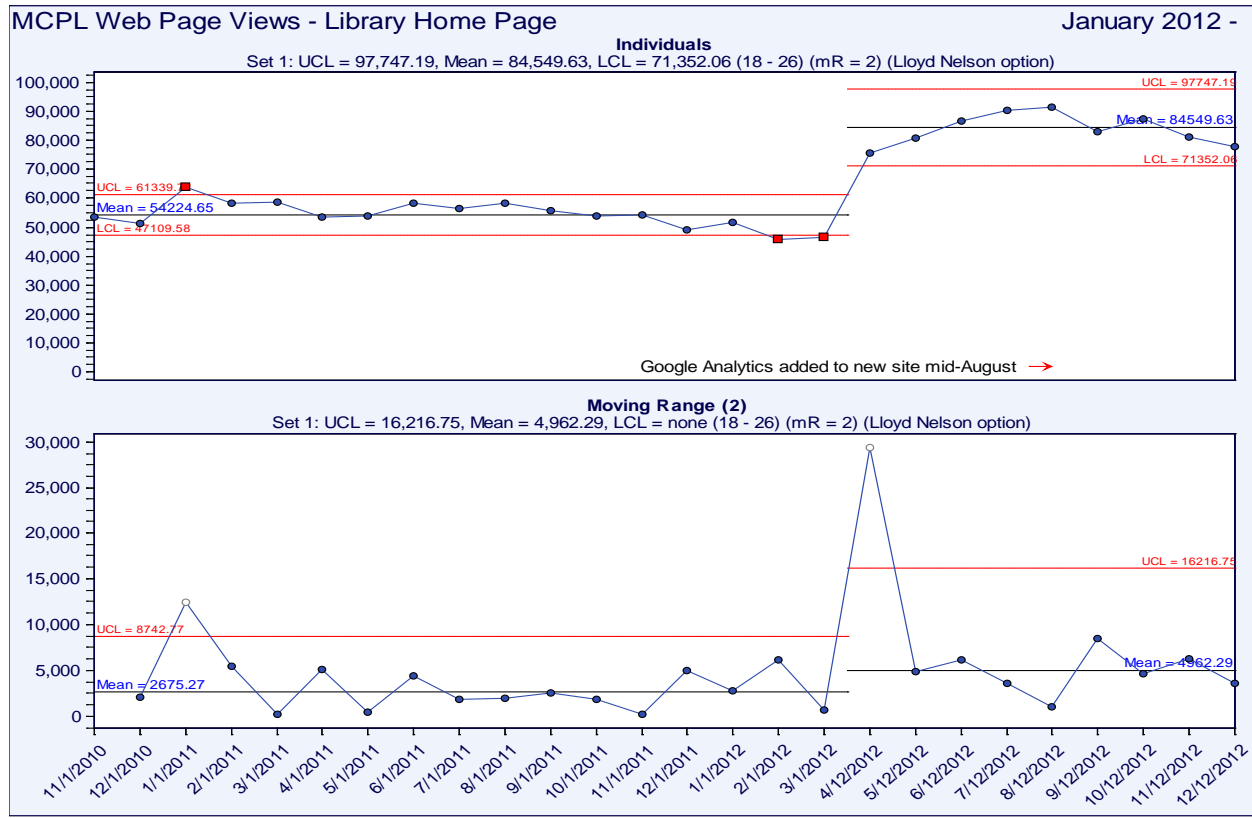
December Access		
Website Visits	Home page hits	
	Catalog hits	
	Other hits	
		TOTAL
Read It Off	Number registered	387
	Charges waived	\$282.75
	Number individuals with charged waived	35
	Number exiting program	17
Interlibrary loan	Items loaned	146
	Items borrowed	26

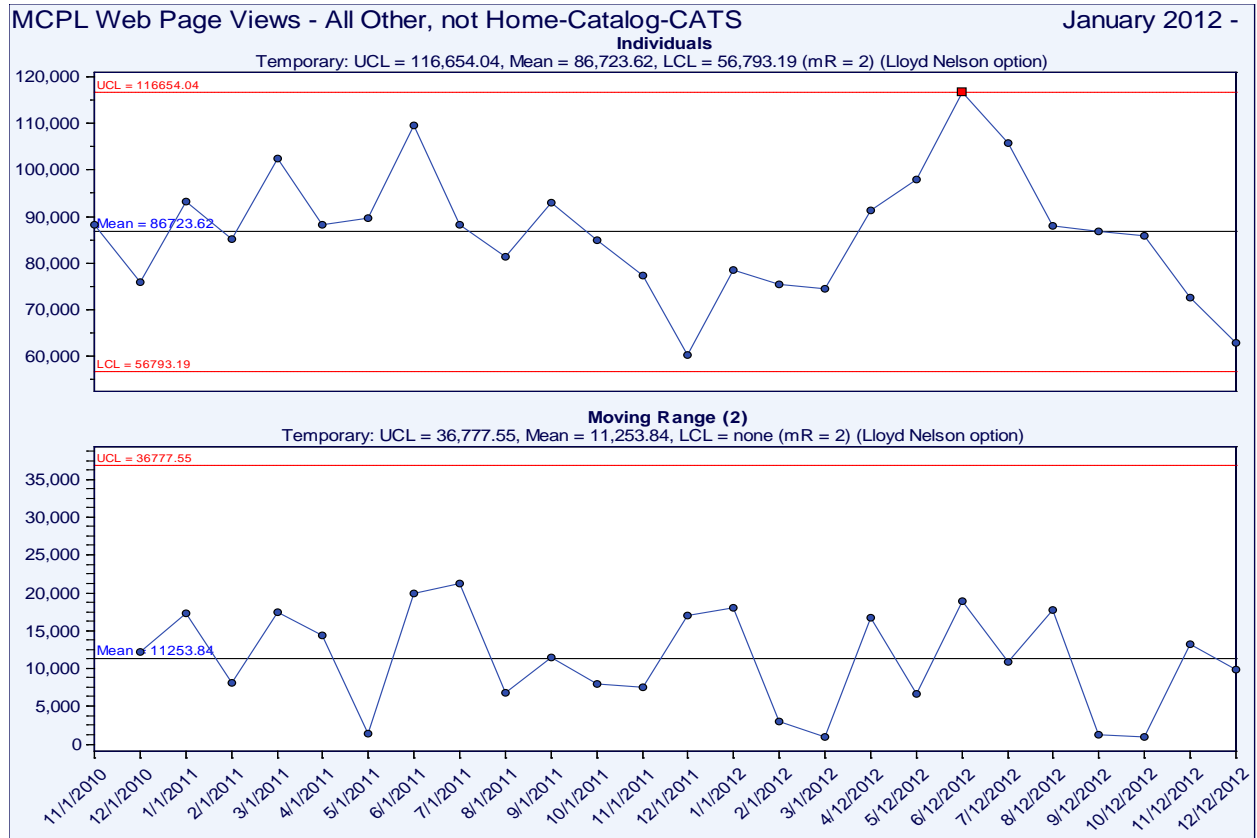
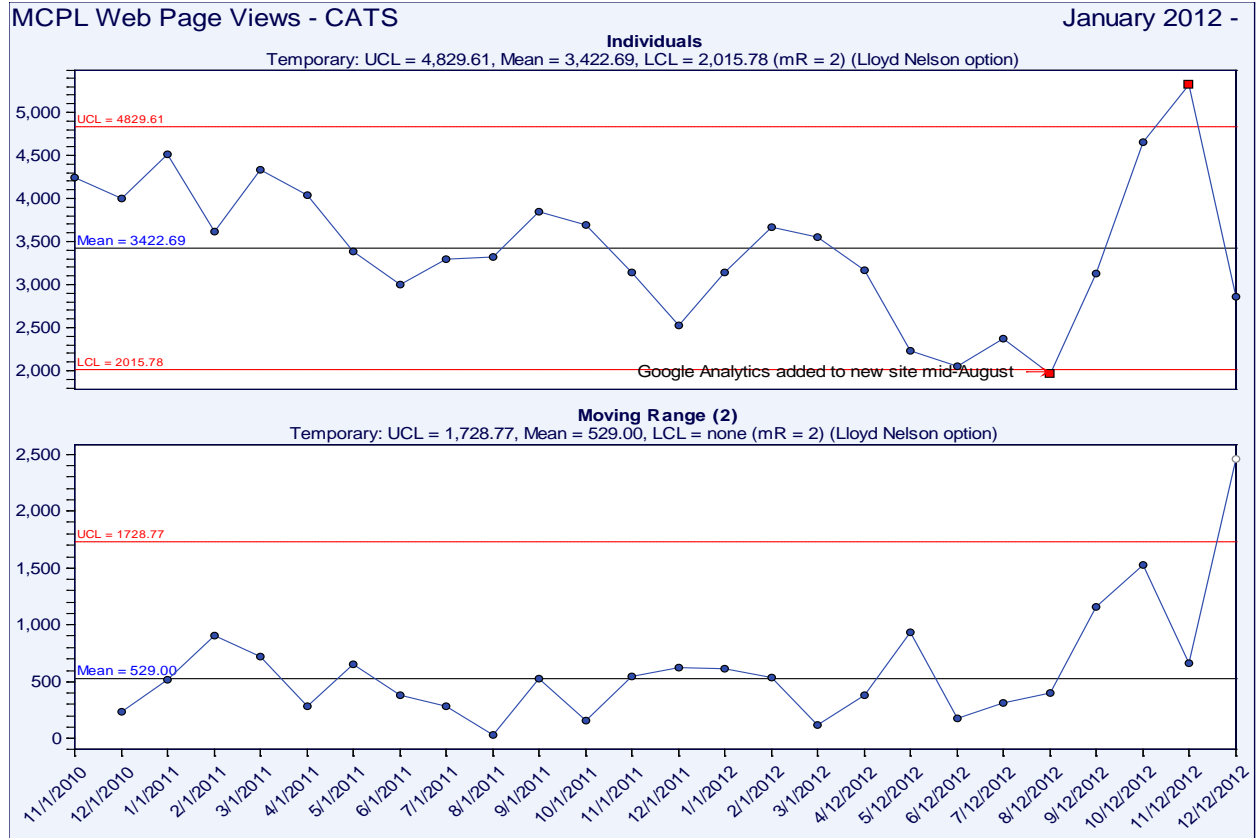
2A. Employ technology to facilitate better access to information.

- Late opening on December 21 and full-day closing on December 26 due to snow meant the Main Library was open 11 fewer hours and the Ellettsville Branch open 10 fewer hours than the average December, when holiday closing on December 24 and 25 and early closing on New Year's Eve typically result in lower usage.



2B. Improve web access.





- The book scanner loan from the Indiana State Library ended December 3. 12,961 newly scanned images took the Indiana Bedrock server to capacity. The book scanner will return to the library in April or May 2013.
- The *Monroe County Timeline* entered a new phase, with verbal agreements from the History Center to begin adding content in 2013 and a redesign plan with programmer David Ernst. Cost for this update will be covered by the Koon Fund.

2C. Deliver information through CATS.

December CATS	
Government programs produced	30
Patron programs produced	142
Community programs produced	34
Library events produced	5
Dubs delivered	131
Programs added to collection	211

- CATS produced community events included: *John McCutcheon LIVE* from the Monroe County Public Library Auditorium; *Bloomington Rotary Tuesday Luncheons featuring Ron Fogleman, Joanna Capannini; Symphonic Bells of Bloomington; Chimes of Christmas; Bloomington Symphony Orchestra – Peter and the Wolf and the Great Jam Sandwich* from the Wonderlab Science Museum; *Quarryland Men's Chorus and Winter Concert* from the Buskirk Chumley Theater; *In the Shadows: Campaign Finance Regulation and Disclosure after Citizens United*; and *2012 Harmony School Holiday Follies*.
- Several high quality programs were donated to CATS, including *Junkyard & the Rabbit*, a Midwestern television show focusing on folk music and found films, *Living Room*, a music show that explores vintage VHS recordings and current live performances, and *Basement Sublet of Horror*, a series of old horror movies hosted by Gunther Dedmond.

2D. Replace Bookmobile. COMPLETED

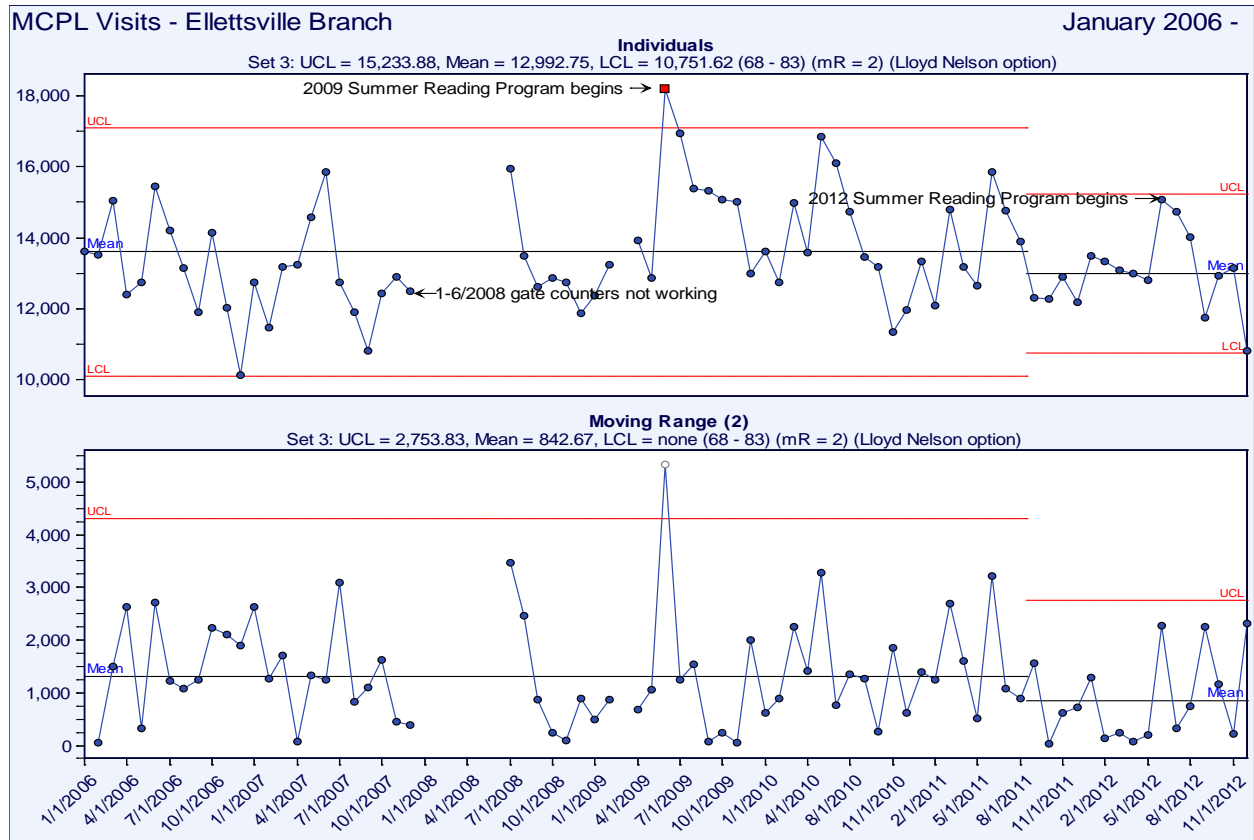
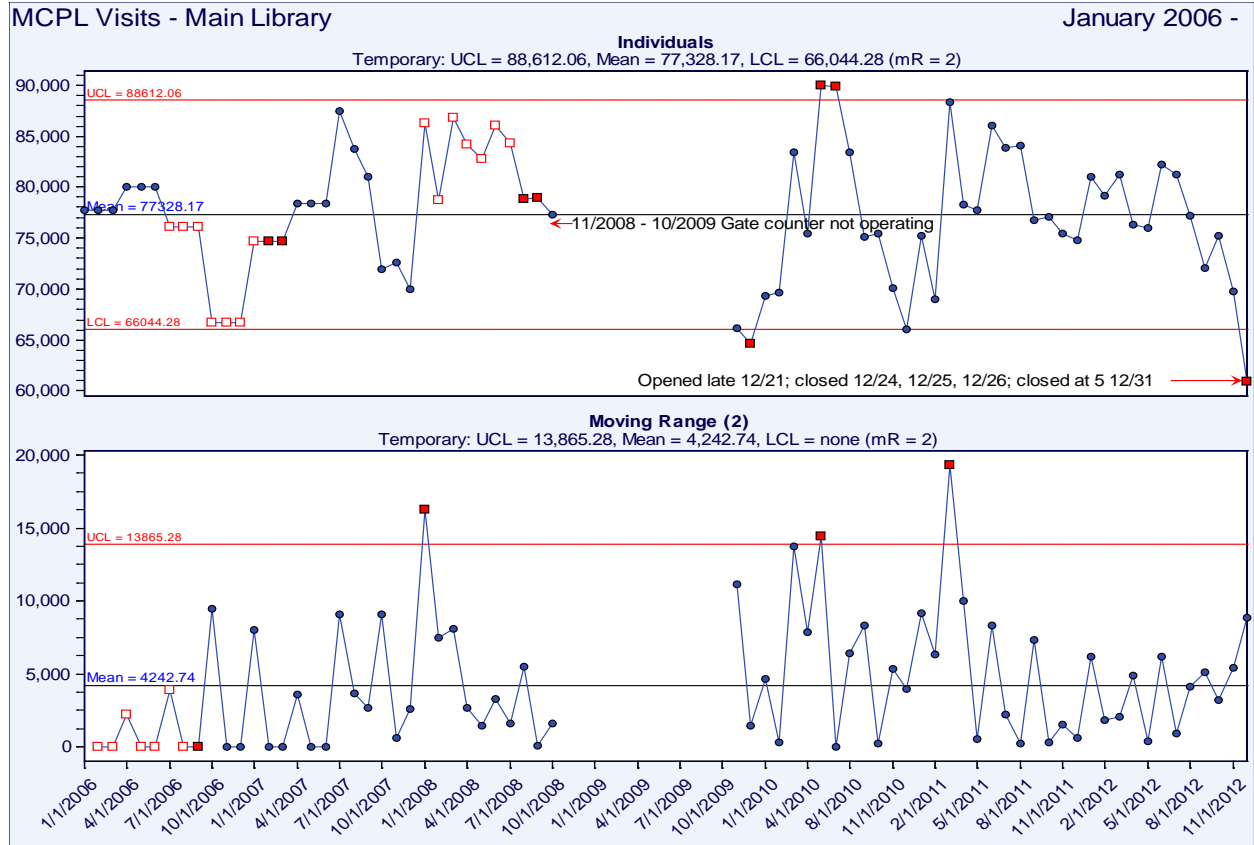
2E. Investigate changing or expanding hours.

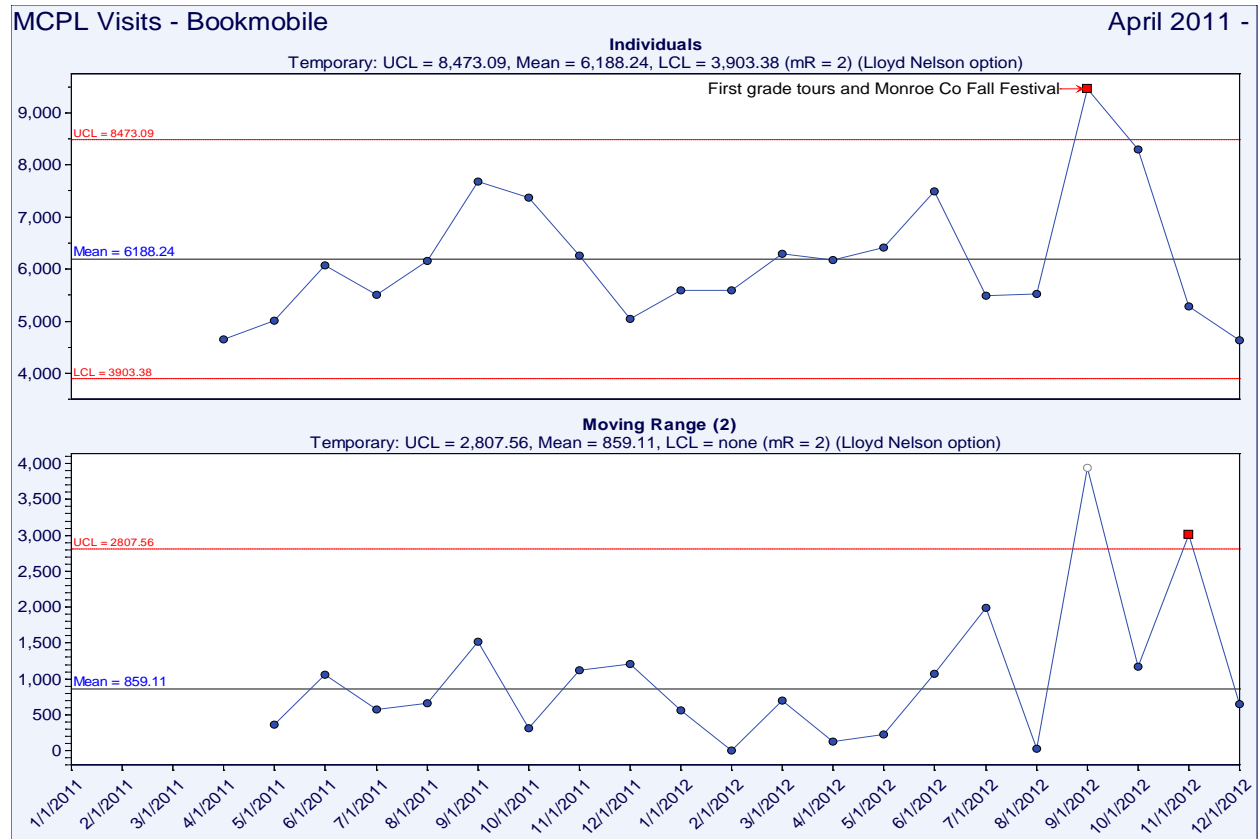
2F. Open a second branch location.

2G. Improve service for people with disabilities.

Goal 3: Deliver exemplary service.

- Library facilities opened at 11 on December 21, after three inches of snow fell overnight, and were closed on December 26 when nearly a foot of snow fell overnight and during the day. With Sara on leave both days, Associate Director Marilyn Wood got her first experience with making the decision about closing. While other staff dug out at home, Facilities staff cleared the library's sidewalks four times during the day. Thanks to them and to staff who mushed through the snow, the library was able to reopen on December 27.





December Service		
Meeting Rooms	Main Library meeting rooms used	60
	Main Library auditorium used	10
	Main Library atrium	0
	Ellettsville Branch	18
	TOTAL MEETING ROOMS USED	88
Author Alert	Holds placed	385

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

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

- Circulation retrieved 6.3% more holds in 2012 compared with 2011. System wide, the library processes an average 1,308 holds every day. Although patrons still clamor for traditional items on the hold shelves, 87% of the time they use electronic access to place their own holds through the web.

3C. Improve materials security. COMPLETED

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

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

- Marilyn Wood compiled reports from 8 working groups into a draft Request for Architectural Services.

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

3G. Provide high quality public technology services.

- Adult and Teen Services and Ellettsville tested new self-service scanners which allow patrons to scan paper documents either via a flatbed scanner or a document feeder and save them to a USB drive or Google docs or e-mail them. The product also provides fax and printing services. After a trial period, which includes a user survey, MCPL will decide whether to purchase a unit for each location. The response during the trial period has been overwhelmingly positive.

3H. Create engaging library experiences.

- Lisa Champelli and Mary Frasier booked and hosted folk legend John McCutcheon in the library auditorium on December 2. More than 150 patrons attended.
- More than 270 attended Lisa and Mary's two holiday-themed "Storyhour Extravaganzas."
- 25 patrons attended "Fermented Foods," a partnership program between the library's It's Your Money initiative and Mother Hubbard's Cupboard. They learned basics of fermentation and sampled several different types of fermented foods, including probiotic almonds, ginger radishes, and curry cauliflower. They made their own kimchi and received instructions on how to let it ferment. This proved to be a highly popular program; in addition to the full house there were also 30 people on the wait list. We will host another "Fermented Foods" in February to accommodate those who weren't able to make it to the first one.
- Approximately ten new members joined the Youth Council in December! Word of mouth about the upcoming Youth Convention is pulling in new faces.
- Despite being so close to Christmas, 12 teens came to Anime Club in December. We celebrated our fifth birthday with cupcakes and talked about the importance of New Year's cards in Japan. The teens made their own New Year's cards – most of them completely kawaii (adorable)!



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

3J. Offer regular customer service training and updates.

- Steve Backs provided a trial run of the "Civil Library Boot Camp" training session to managers on December 6. The Encouraging Positive Patron Behavior Committee is taking feedback from the managers and will start delivering the training to all staff members in January/February 2013.

3K. Implement training to enhance technology core competencies.

- Adult/Teen Services department received a Nexus 7 tablet. Steve Backs will start training staff on using this Android device, in preparation for the expected increase in tablet e-readers in 2013.

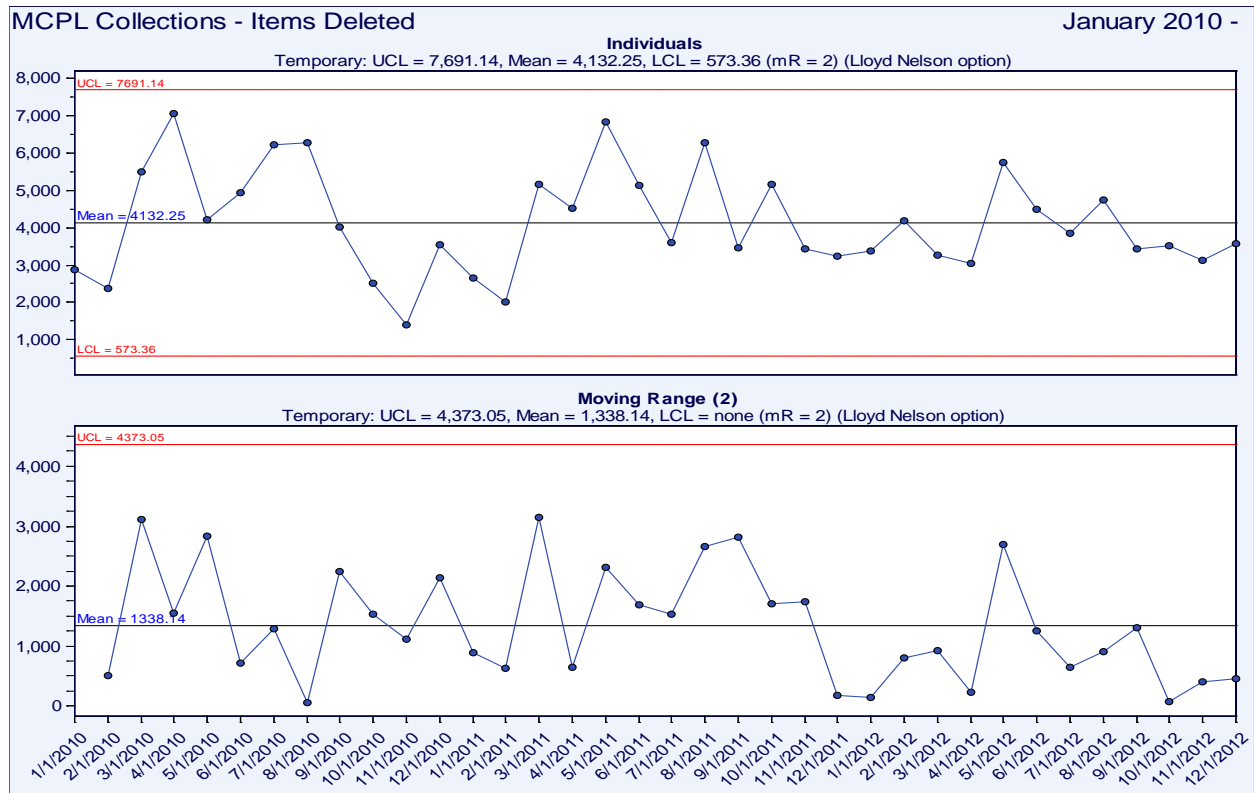
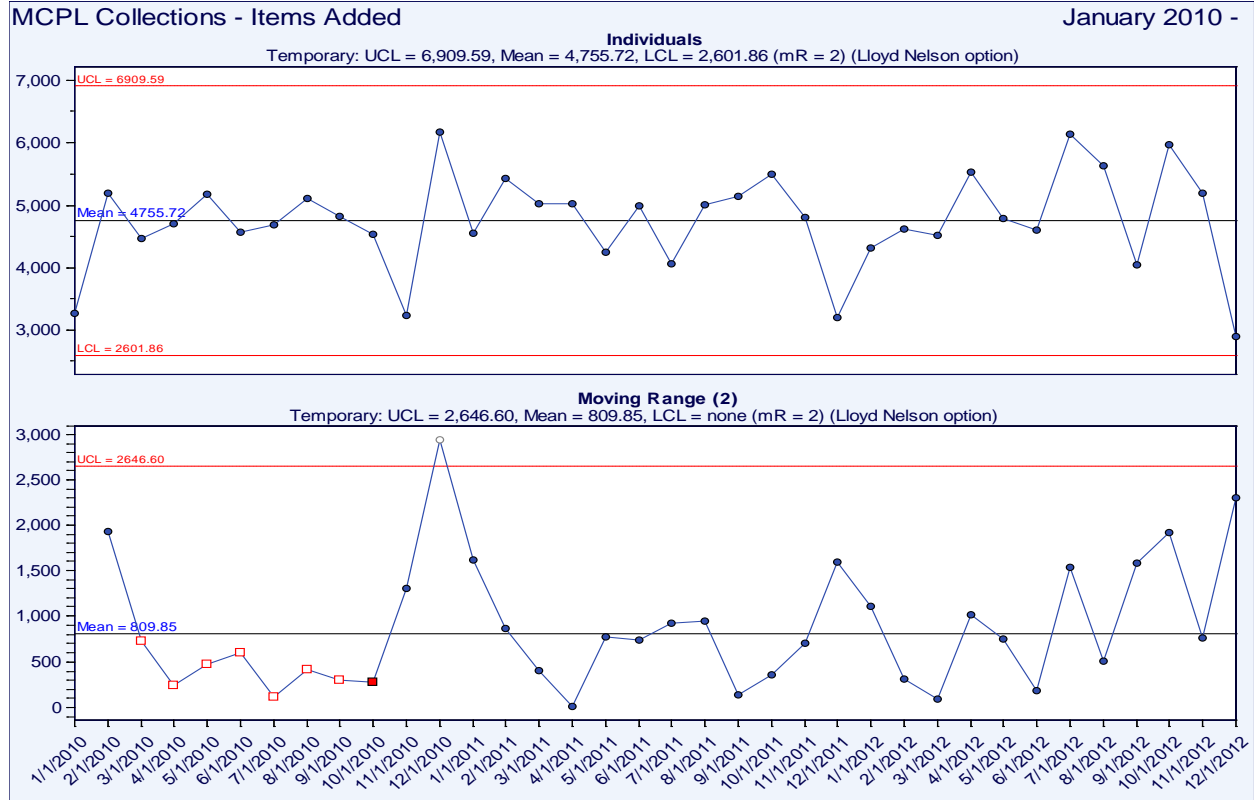
3L. Offer regular feedback opportunities for employees.

- Managers completed work plans based on the new strategic plan and began meeting with staff for 2012 annual reviews and 2013 work planning.
- During the Fall Semester, an IU-SLIS student observed reference work at the Ellettsville Branch as she completed coursework. She later told Stephanie Holman that she observed reference assistant Andrea Spaulding at the Reference desk busily multi-tasking with technology and other sources and she was very impressed with her skills.

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

Goal 4: Maintain High Quality Collections

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



4B. Maintain functional and attractive library collections.

4C. Continue to explore new formats.

- Downloadables have been holding steady at 3% of the total circulation, but they reached a new benchmark of 4% in December, the slowest month for traditional circulation. Overdrive (ebooks, audiobooks) hit a new high at 4,326, and Freegal (music) came in with its second-highest monthly totals for this year.

4D. Improve patron satisfaction with movies collection.

4E. Improve the weeding process. COMPLETED

4F. Develop a children's collection endowment.

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

5A. Implement recommendations from classification and compensation study.

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

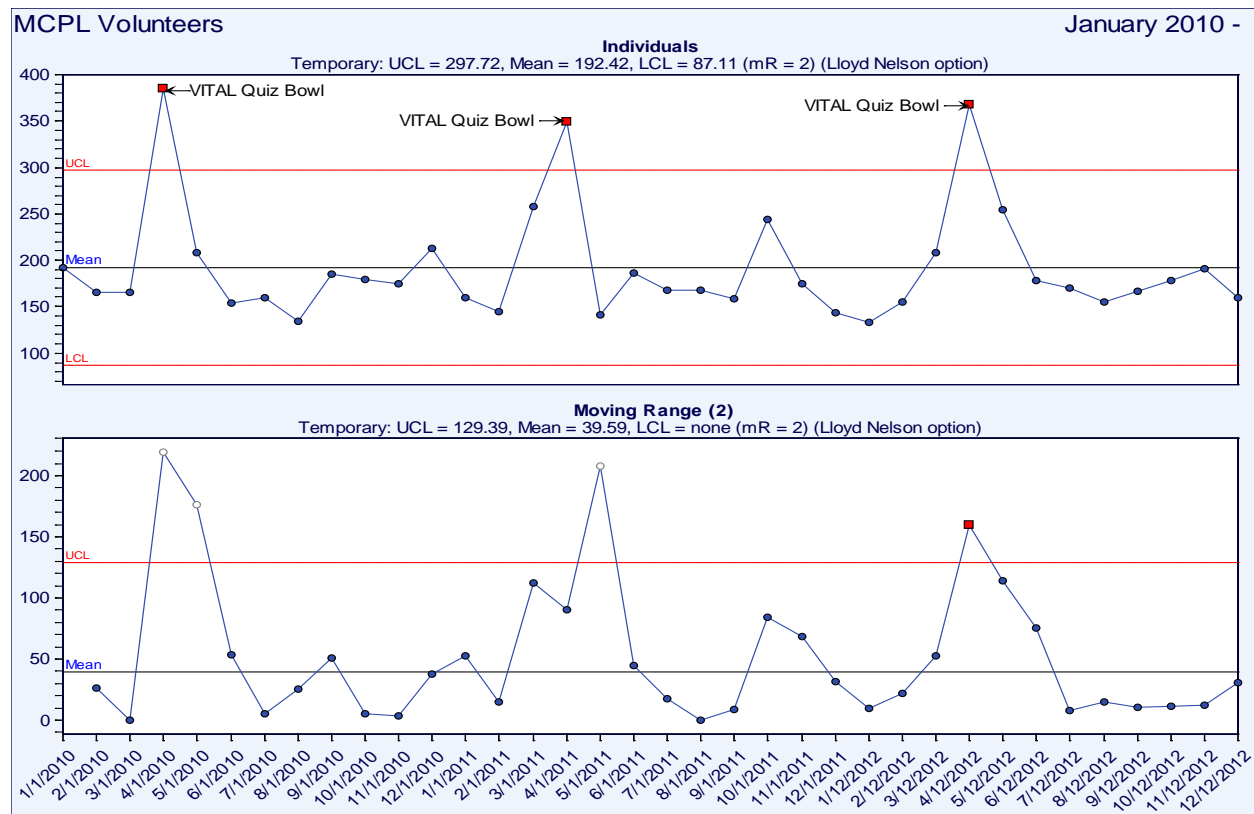
5C. Create staff development plan aligned with strategic plan.

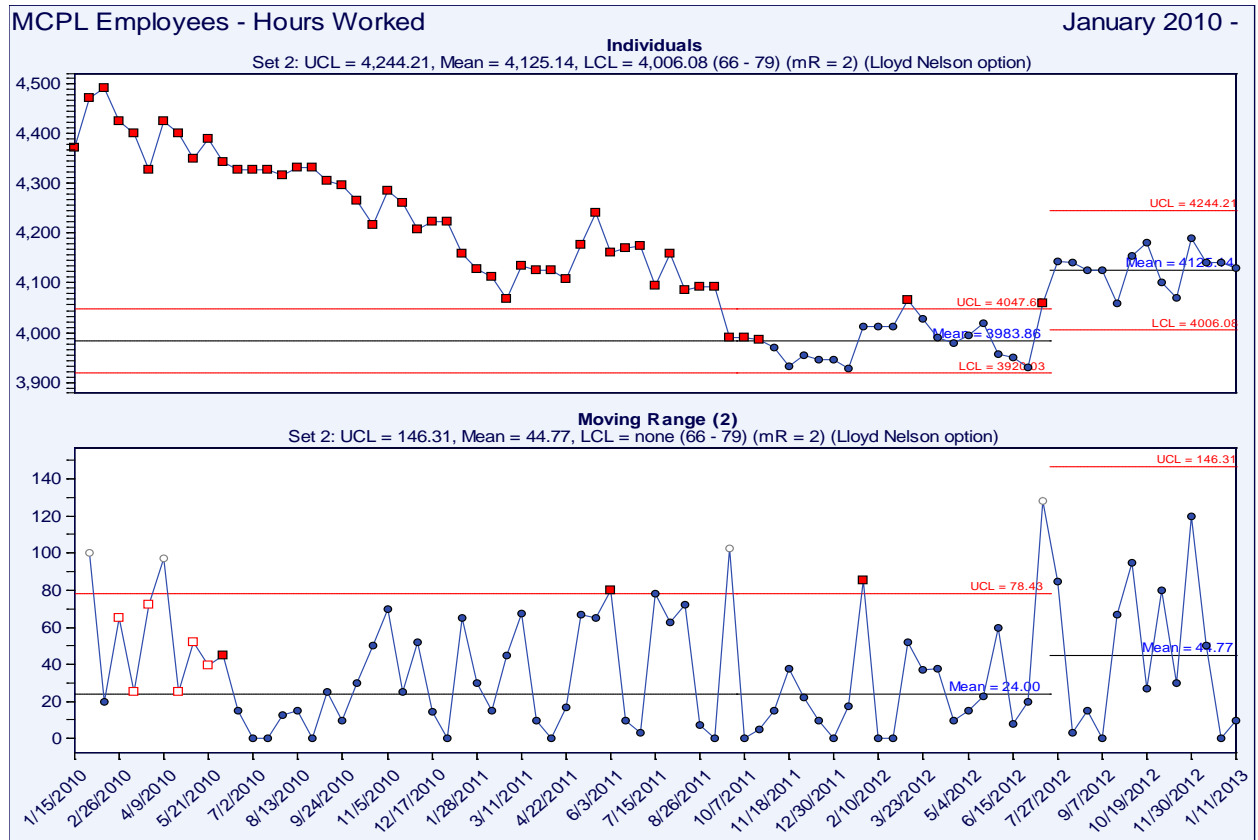
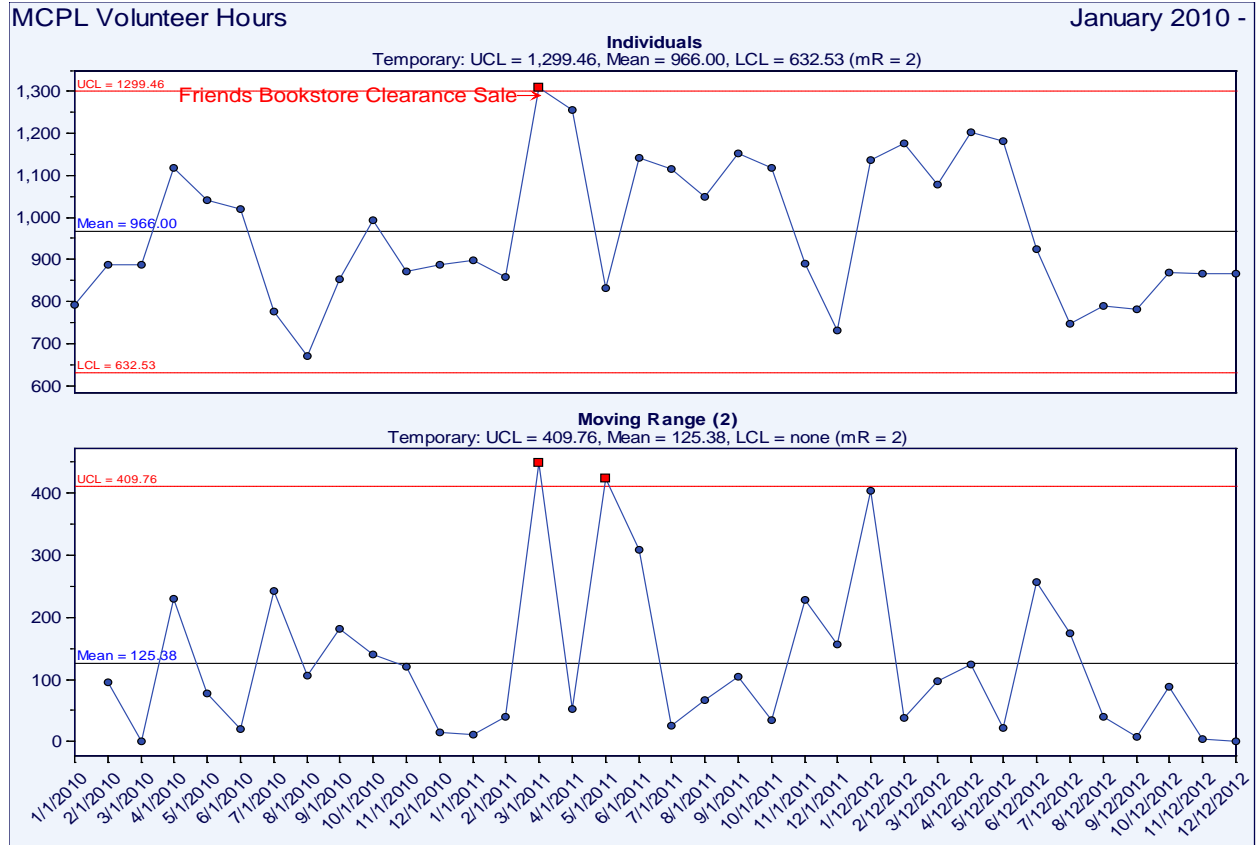
- Sara Laughlin presented the second of two sessions on "Best Practice Professional Learning" for the Indiana State Library's Staff Development Committee.

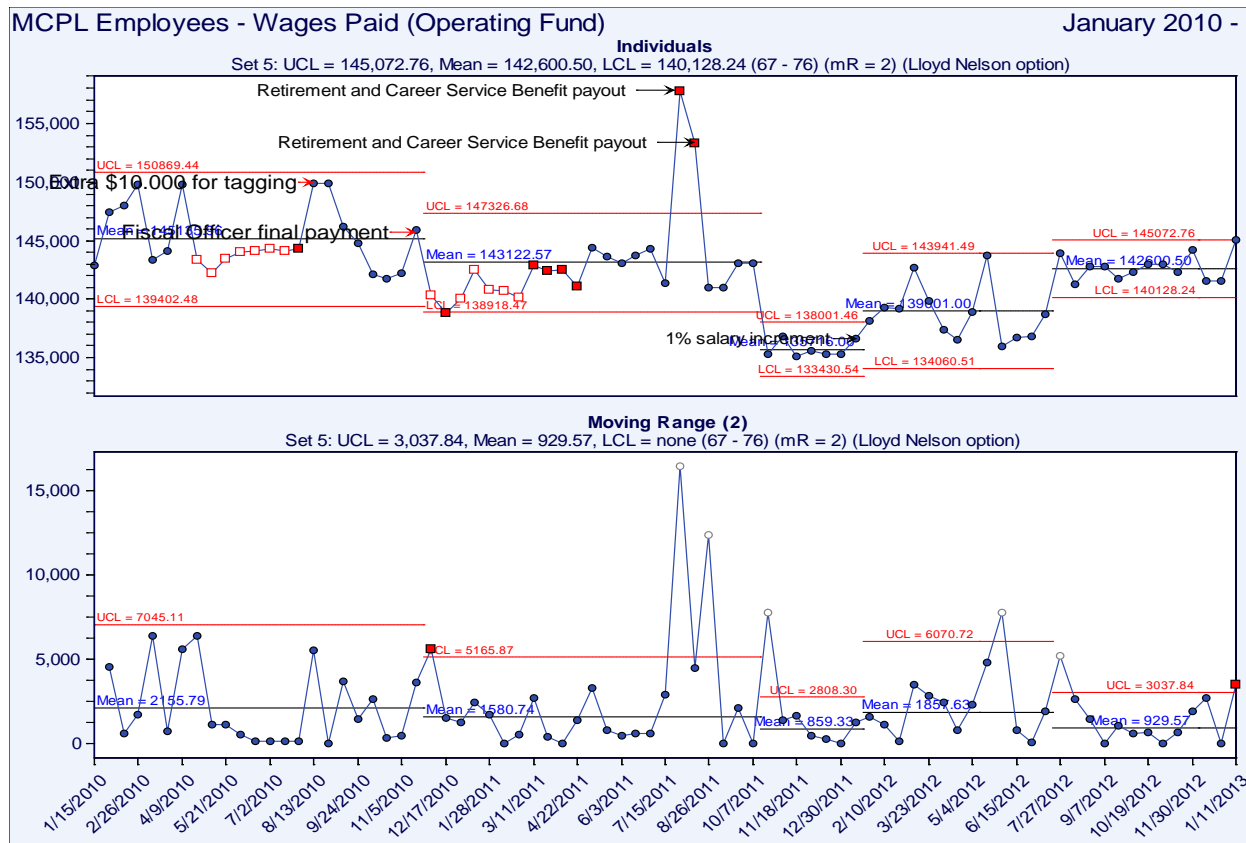
5D. Complete negotiations for and begin implementation of first union contract.

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

- Sue Sater received 19 new volunteer applications and forwarded them to departments.







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

- The Staff Association held its annual holiday pitch-in on December 13.

5G. Support improvement of key processes.

5H. Continue sustainability efforts to reduce energy consumption. (December data not yet available.)

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

5J. Maximize tax support.

- The library's \$1,800,000 general obligation bond was sold on December 6 at a very favorable interest rate of 0.8%, which will result in the library paying \$28,000 in interest over the three years, instead of the \$111,000 estimated.

5K. Increase funding from non-tax sources.

- The library received \$26,000 from the Community Foundation to support Nonprofit Central.
- The Wahl Family Charitable Trust awarded the library \$5,000 to purchase furnishings and equipment for the expanded Learn and Play Space that is included in the upcoming renovation.

5L. Work closely with Friends of the Library.

- Stephanie Holman, Sara Laughlin, and Sue Sater attended a Friends author event planning meeting on December 11.
- Children's librarian and early literacy expert Christina Jones gave an update on the library's early literacy programs at the Friends Board meeting on December 19.
- Stephanie Holman worked with Friends assistant Mary Jean Regoli to get updated Friends materials for pick-up at the Ellettsville Branch.

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 non-color, \$0.30/page color (Patrons granted \$0.30/day free reference material copies)
Printing	\$0.10/page non-color, \$0.30/page color (Patrons granted \$0.30/day free printing)
Obituaries supplied to those who live out-of-county	\$3/name
Genealogy research supplied to 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

Revised October 26, 2011
 Revised July 18, 2012
 Revised December 19, 2012
 Revised January, 2013

**MONROE COUNTY PUBLIC LIBRARY
ENCUMBRANCE OF APPROPRIATION BALANCES**

WHEREAS, it has been determined that it is now necessary to encumber appropriated balances from the 2012 annual budget.

NOW THEREFORE be it resolved by the Trustees of the Monroe County Public Library, Monroe County, Indiana that the following encumbrances are appropriated balances from 2012 and will be paid from appropriations carried forward into 2013. These amounts are shown separately and carried forward on the attached Ledger of Encumbrances and Balances. The disbursements charged to the encumbered appropriations of the 2012 annual budget will be identified as such on the 2013 appropriations.

<u>2012 Operating Fund</u>	
The Singer Group – leadership course (partial)	
January Session	3,500.00
PERF contribution - 12-28-12 payroll	15,335.99
<u>2012 Capital Projects Fund</u>	
I.S. equip. - Todays Business Solutions	
2 Scan Stations	9,490.00
Apple Store - 2 Mac computers	1,485.00
TOTAL ENCUMBRANCES	29,810.99

Presented to the Monroe County Public Library Board of Trustees, read in full, and adopted the 16th day of January, 2013 by the following vote.

AYE

NAY

Resolution to Transfer Funds to the Rainy Day Fund

WHEREAS, the Board of Trustees of the Monroe County Public Library finds that the purposes of the Operating Fund have been fulfilled; and,

WHEREAS, there is remaining in the Operating Fund an unused and unencumbered balance;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Monroe County Public Library do hereby transfer **\$200,000** from the Operating Fund to the Rainy Day Fund for the purpose(s) of an allocation for a future project. This fund shall be subject to the same appropriation process as other funds that receive tax money.

DULY ADOPTED by the Board of Trustees of the Monroe County Public Library at its regular meeting held on the 16th day of January, 2013, at which meeting a quorum was present.

AYE

NAY

ATTEST:

Secretary

**Monroe County Public Library
Main Library Landscaping**

The library issued a Request for Quotes in August 2012 for reconfiguring the landscaping on the southwest corner and near Kirkwood and parking lot entrances of the Main Library, 303 E. Kirkwood, following the landscape and sundial designs attached. We received three quotes and recommend J.R. Richardson Contracting. Included in the project will be:

Permits and Locating Utilities:

The contractor will be responsible for locating utilities and acquiring all necessary permits.

Demolition:

Protect 2 limestone bears in plaza and blue spruce in plaza. Please describe in detail how you plan to accomplish this. We don't believe that you will need to disturb the concrete sidewalk or curbing in this area, but we want to make sure the bears are not damaged.

Remove existing fountain in the plaza: Cap off the drains, fill the tank with gravel, and lower the riser on the fountain holding tank, if necessary.

Remove all concrete benches and supports underneath in the plaza as well as in front of the auditorium.

Remove the blue spruce trees in front of the auditorium facing Kirkwood, and retain the one in plaza area. Remove all shrubs in the plaza and to west of Kirkwood doors.

Remove the cobblestone area east to sidewalk in the fountain area, as indicated on design, and the small area near the Lincoln Street sidewalk in the plaza. Do not disturb concrete curb to south, between plaza and sidewalk, or in western part of north curb, beyond the bench area.

Remove all bollard lights as marked on landscape design, but leave the bases (Library maintenance will replace some with poles and LED lights). (Marilyn and I are going to drive by after dark and see how much light is coming from where; Gary and Mark are welcome to do that too.)

Remove stamped concrete in front of Kirkwood doors and parking lot doors. The library will remain open during this work, so access to at least one of the doors must be available at all times.

Remove trash cans and bases from plaza area and Kirkwood entrance. The library would like to preserve the cans and bases.

Construction:

Install sundial as specified in sundial design (attached) and specifications provided by the library, including grading area so that drainage runs away from building. Replace concrete surrounding sundial. Install fencing around area for seven days following installation until protective sealant is complete.

Add retaining wall on northeast corner of plaza and concrete curbs, as specified in landscape design, near Kirkwood doors and in plaza area.

Install bushes and trees as specified in landscape design in plaza area using species selected by the library.

Replace mulch after planting.

Replace stamped concrete removed in front of Kirkwood doors, parking lot doors, and plaza area with concrete to match existing surrounding concrete. Extend new concrete area to align with seams in existing concrete. Fence off entrance during construction.

Restore lights in soffit overlooking plaza to working order.

We received three quotes and recommend **J.R. Richardson Contracting to complete the project above for \$37,350**. (We have already paid \$3,850 for replacement of cobblestones outside parking lot doors, taking advantage of the library's closing for Staff Day on October 10 to minimize disruption in services, so the balance to be paid will be **\$33,500**).

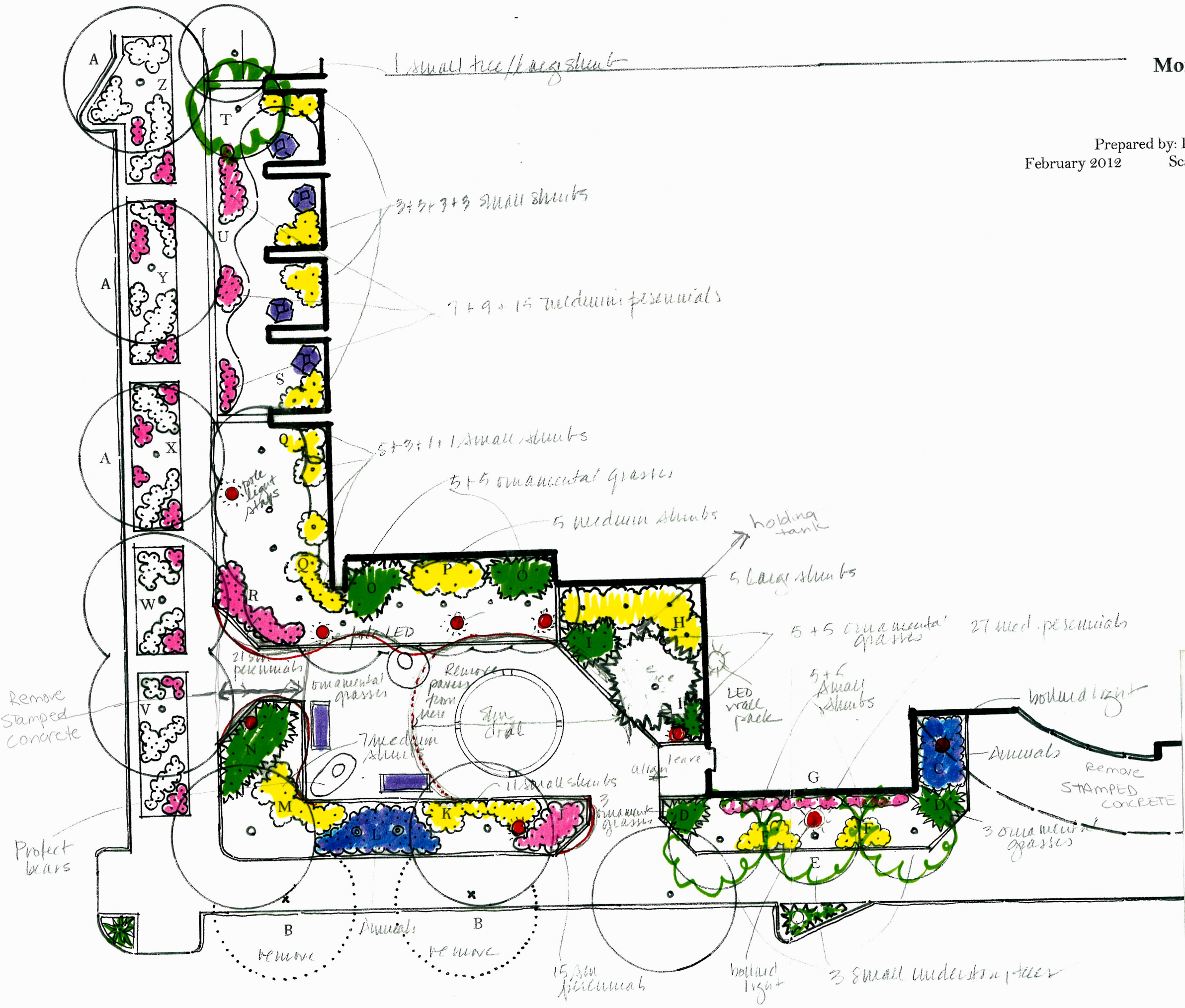
In addition, we recommend **Everlasting Memorials bid for \$5,995** to provide the granite squares with sand-blasted numerals in the sun dial, to be installed by J. R. Richardson.

We budgeted \$42,000 in the bond for the project; total cost will be \$43,345. The remaining \$1,345 will be charged to the Library Improvement Reserve Fund.

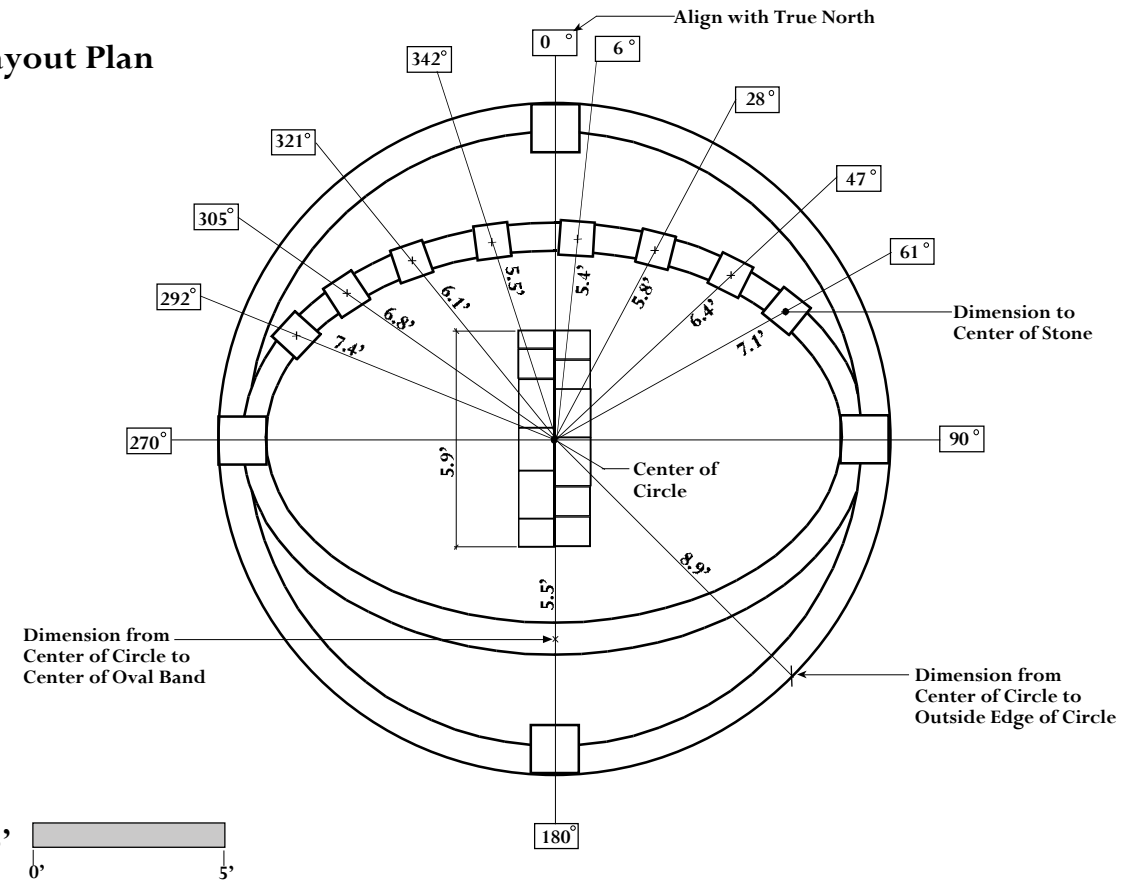
Work will begin in the spring when the weather is warm enough to allow pouring of concrete.

Monroe County Public Library
 Bloomington Indiana
 Master Site Planting Plan
 Southwest Corner - The Plaza

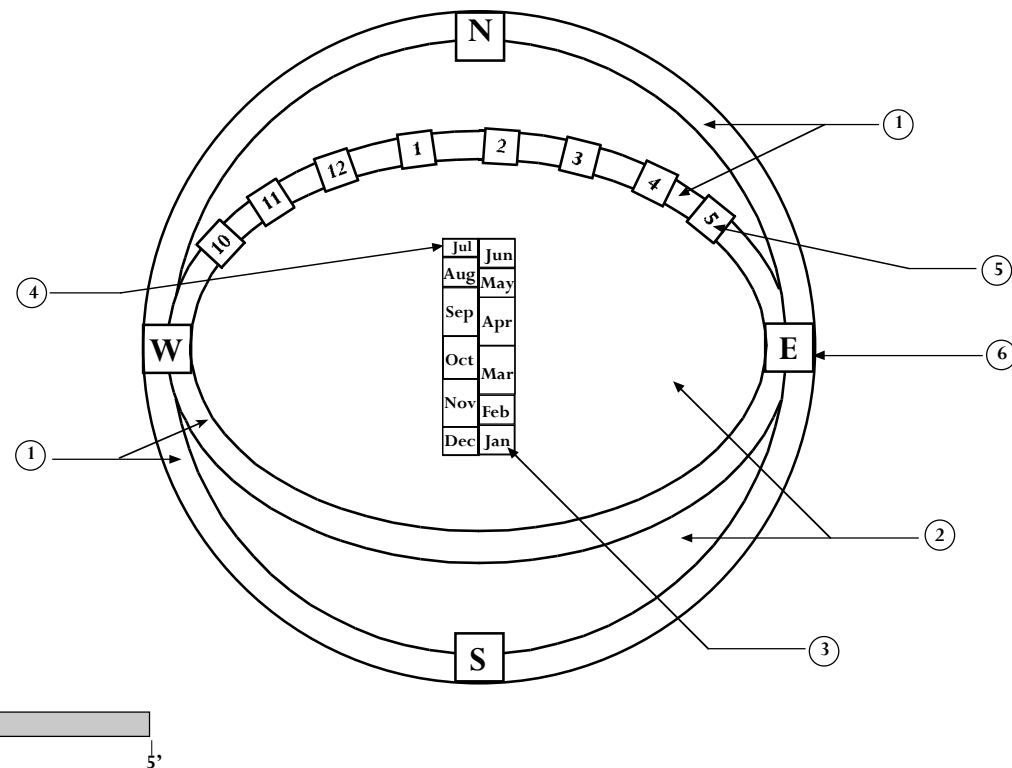
Prepared by: Debra Beck Natural Connections llc
 February 2012 Scale: 1" = 15' Page Three of Four



Sundial Layout Plan



Sundial Paving Detail



Sundial Paving Detail Notes:

- 8" Continuous Colored Concrete Band**
 Seek client approval for any control/expansion joint plans
 Final finish grade to match existing plaza
 Manufacturer: Irving Materials, *imix* Spectra brand colored concrete
 Color: Quarry Gray
 Finish: Match surrounding concrete
- Interior Circle Colored Concrete Paving**
 Seek client approval for any control/expansion joint plans
 Final finish grade to match existing plaza
 Manufacturer: Irving Materials, *imix* Spectra brand colored concrete
 Color: Yosemite Sand
 Finish: Match surrounding concrete
- Black Indigo Granite Stone**
 12" width, length/height of stones varies (see chart), min. 2" thickness
 Engraved with month symbols as shown (all except Jul)
 Font: Perpetua Bold
 Upper case: 3.5" height, Lower case: 2.5" height
 Finish: Flamed surface
- Black Indigo Granite Stone**
 12" x 5", min. 2" thickness
 Engraved with month symbol Jul
 Font: Perpetua Bold
 Upper case: 3.0" height/Lower case: 2.5" height
 (Smaller upper case than other months due to height of stone)
 Finish: Flamed surface
- Black Indigo Granite Stone**
 12" x 12", min. 2" thickness
 Engraved with time number as shown
 Font: Perpetua Bold
 Upper case 7" height
 Finish: Flamed surface
- Black Indigo Granite Stone**
 16" x 16", min 2" thickness
 Engraved with N, S, E, W as shown
 Font: Perpetua Bold
 Upper Case: 9.5" height
 Finish: Flamed surface

Height of Month Stones:

- 5" - Jul
- 9" - Jan & Jun
- 10" - Feb, May, Aug & Dec
- 13" - Oct
- 16" - Mar, Apr, Sep & Nov



Natural Connections LLC
 812-339-1820
 naturalconnections@juno.com

Monroe County Public Library
 303 East Kirkwood Avenue
 Bloomington, Indiana

Main Branch
Front Plaza
 Sundial
 Layout Plan

Prepared by:
 Debra Beck
 RLA

Page 1 of 1

Nov 2012

Call 811
 before
 you dig!



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Nov	Feb
Oct	Mar
Sep	Apr
Aug	May
Jul	Jun

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Monroe County Public Library

BOARD GOVERNANCE POLICY

The governing method of the Board of Directors will optimize teamwork, pro-activity, self-discipline, strategic leadership, resident and patron focus, inclusive deliberation, seeking diverse viewpoints, full participation, and clear distinction of Board, Director, and staff roles.

Annual Board Planning Cycle

The Board will follow an annual agenda that reviews policies, especially the Ends policies, annually, and continually improves Board performance. The cycle will start with the Board's approval of an annual calendar of meetings, including budget, Director performance evaluation, and other recurring activities, at the first meeting of the year.

Meeting Agendas, Supporting Documents, and Minutes

The Board meets monthly, as defined in its By-Laws, and follows Indiana law in regards to conduct and advertising of public meetings and executive sessions (IC 5-14-1.5).

Any Board member and the Director may request that the President add an item to the agenda for discussion at an upcoming meeting or may request a special public meeting or executive session, as appropriate. Board agendas are approved by the President of the Board before distribution to the Board and media.

Agendas and supporting documents will be provided to Board members and posted and submitted to the media, as required by Indiana law (IC 5-14-1.5) 48 hours in advance of the meeting.

Minutes of meetings are approved by the Board at their next Board meeting.

Group Action

Policy development belongs to the Board, and accordingly, Board actions rely upon constructive deliberations based on useful information and shall relate to the interests of the community. The Board-Director Linkage Policy addresses delegation of decision making to the Director.

The Board shall address relevant issues, debate policy and strategy, and act decisively.

New Board members will receive an orientation from the Board President or his/her designee and Director on library issues and governance policy structure and content.

To allow time for discussion and deliberation, the Board prefers to discuss substantive items at a Work Session before taking action during a Board Meeting.

Business between Meetings

Board members may communicate between meetings, but are not permitted to communicate for the purpose of reaching a decision outside of the public view.

Policy Monitoring

The Board shall establish effective and regular ways of monitoring compliance with policies.

BOARD MEMBERS' CODE OF CONDUCT

The Board expects of itself un-conflicted loyalty to the best interests of the community. This commitment includes ethical, businesslike, lawful conduct, proper use of authority, appropriate decorum in group and individual behavior when acting as Board members.

With respect to the library as a whole, Board members will:

1. Support and defend all policies and programs adopted by the Board of Directors.
2. Make public statements (oral or written) of library positions or policies through the President on behalf of the Board.
3. Interact with public and press regarding library business only at the direction or approval of the President.
4. Respect confidentiality of sensitive issues and treat reference and backup materials dealing with meeting agenda items and furnished to Board members with the agenda or separately between meetings as confidential when so designated. Confidentiality shall also pertain to the views expressed by individual Board members during discussions at executive sessions. When requested by the President, and with consent of the Board, confidentiality shall be extended to the full discussion or written interchange by the Board on sensitive matters.

With respect to Board activities:

1. Attend all scheduled meetings. If a Board member is unable to attend, he/she will notify the President at the earliest opportunity. A library board member may be removed at any time by his/her appointing authority for cause and shall be removed when he/she is absent from six (6) consecutive regular board meetings for any cause other than illness, as specified in Indiana law (IC 36-12-2-20).
2. Be prepared for meetings including becoming familiar with Bylaws, policies, legal and fiduciary responsibilities immediately upon appointment and deepening understanding throughout the Board term, with the assistance of staff.
3. Participate in meeting discussions and voting.
4. Contribute individual judgment and expertise including identifying any actions or conditions that are not in compliance with the library's policies and Bylaws and bringing them to the attention of the President.
5. Complete relevant board business between meetings.

With respect to personal integrity and professionalism:

1. Promote and participate in a climate of mutual trust, respect, and teamwork.
2. Avoid conflicts of interest, as identified in the Bylaws.
3. Avoid self-dealing or any conduct of private business or personal services between any member of the Board and the library.
4. Be loyal to the best interest of the Monroe County residents, including openly speaking up on their behalf and dissenting as deemed appropriate.

Failure to comply with the Code of Conduct will be cause for censure by the Board of Directors.

BOARD OF TRUSTEES JOB DESCRIPTION

The Board of Trustees represents the interests of the residents and taxpayers of Monroe County, provides strategic direction expressed in broad policies and offers clear future-oriented leadership, outward vision, and a broad range of viewpoints. The Board is accountable for the organization it governs. It exists on behalf of the residents of Monroe County who morally own the organization. In performance of this duty, under Governance Policy, the Board shall set goals, establish policy and procedures, to obtain such goals.

1. Direct, control and inspire the organization through written Board policies that are forward-looking, including influence of external factors and trends and capturing all relevant values for the successful outcomes and conduct of the library, including.
 - 1.1. Ends policies state library mission, vision, values, plans, and outcomes; the intended recipients; and acceptable costs thereof.
 - 1.2. Board-Director linkage policy, in one document, wherein the Board reserves authorities to itself and delegates specific responsibilities to the Director.
 - 1.3. Means policies prohibit actions unacceptable to the Board, including those related to programs, services, personnel, facilities, and relationships of the library.
 - 1.4. Governance policies state the philosophy and methods of the Board of Directors' own operations.
2. Assure performance of the Director through assessment and response to results-oriented data.
3. Represent the interests of residents of the community and patrons of the library.
4. Provide fiduciary oversight by approving budgets and reports of income and expenditures.
5. Monitor performance: policy compliance, Board performance, and progress toward Ends defined in Ends policies.
6. Act as ambassadors for the library.

ROLE OF THE PRESIDENT

In addition to the general job description of the Board, the President's role is to serve as the Chair of the Board and be the primary representative of the Board of Directors.

1. The President, or person delegated by the President, chairs Board meetings and ensures that the Board behaves consistent with its own policies and those legitimately imposed upon it from by law.
 - 1.1. Meeting discussion content will only be those issues that clearly belong to the Board.
 - 1.2. Deliberation will be timely, fair, orderly, and thorough, but also efficient, limited to time, and kept to the point.
 - 1.3. The President will be responsible for selecting appropriate dates for the Board of Directors' meetings, at least two per annum.

2. The President is authorized to make decisions between Board meetings on behalf of the Board when such decisions are a reasonable interpretation of Board policies. The President has no authority to make decisions beyond policies created by the Board.
3. The President may, at his or her discretion, identify focus areas as long as they are consistent with the Ends established by the Board.
4. The President as well as the Director will actively engage in publicity to promote the library as the official spokespersons of the library within the guidelines of the Board Members Code of Conduct and will establish and maintain contacts with outside associations and organizations which will benefit and promote the interest of the library.

ROLE OF THE VICE PRESIDENT

In addition to the general job description of the Board, the Vice President's role is to be directly responsible to the President and assist him/her in overseeing the work of the Board and Director.

1. The Vice President will assume the duties of the President should the President not be present at the Board of Directors' meetings or be unable to complete the term of office.
2. The Vice President will be responsible for carrying out all tasks or duties as assigned by the President.
3. In the absence or disability of the Vice President the President, shall appoint a replacement with the approval of the Board of Directors.

ROLE OF THE TREASURER

In addition to the general job description of the Board, the role of the Treasurer is to review financial statements, develop fiscal policies, review business plans, and confirm budgets, as outlined in **IC 36-12-2-22.**

In

In the absence or disability of the Treasurer, the President shall appoint a replacement with the approval of the Board of Directors.

ROLE OF THE SECRETARY

In addition to the general job description of the Board, the Secretary will be directly responsible to the President for the purpose of record keeping for this Association.

1. The Secretary shall record and file the minutes of all Board of Directors' meetings.
2. The Secretary shall be responsible for any request for Bylaws change. This will include proper documentation presentation to the Board and Membership.
3. During voting issues, the Secretary will be responsible for the issuance and count of all votes and for assurance of quorum at Board meetings.

ROLE OF BOARD MEMBERS AT LARGE

In addition to the general job description of the Board, Board Members At Large will be directly responsible to the President. They will assist him/her in overseeing the work of the Board and be responsible for carrying out duties and tasks as assigned by the President.

1. A Director, when designated by the President, will assume the duties of the President should the President and the Vice President not be present at Board of Directors' meetings.
2. A Director, as approved by the Board of Directors, may assume the duties of the President and the Vice President should both of these officers become incapacitated or death occurs.
3. A Director may establish and maintain contacts with outside associations and organizations, which will benefit and promote the interest of the library within the guidelines of the Board Members' Code of Conduct.