

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Wednesday, February 20, 2013
Ellettsville Branch**

AGENDA

1. Call to Order – Kari Isaacson, President
2. Consent Agenda – action item – Sara Laughlin
 - a. Minutes of January 16, 2013 Board Meeting (page 1-5)
 - b. Minutes of January 16, 2013 Board of Finance (page 6-)
 - c. Minutes of February 6, 2013 Work Session (page 7-10)
 - d. Monthly Bills for Payment (page 11-18)
 - e. Monthly Financial Report (page 19-45)
 - f. Personnel Report (page 46-49)
 - g. 2013 Board Meetings Calendar (page 50)
3. Director’s Monthly Report (page 51-66), Fourth Quarter Report (page 67-68), Annual Report Highlights (page 69), and State Library Annual Report (page 70-98) – Sara Laughlin
4. Old Business
 - a. Parliamentary procedure 4-page summary (page 99-102)– Kari Isaacson
5. New Business – action items
 - a. Proposal to Seek Architect to Lead Main Library Phase 3 Renovation (page 103-111) – Marilyn Wood
 - b. Revisions to Collection Development Policy (page 112-123) – Pam Wasmer
 - c. Contract for Nonprofit Central (page 124-137) – Sara Laughlin
 - d. Memorandum of Understanding with WFHB for CATS Week (page 138-140) – Michael White
 - e. City of Bloomington BDU use agreements with CATS (page 141-144) – Michael White
 - f. Slate of Officers for 2013 (page 145) – Kari Isaacson
6. Department Update: Ellettsville Branch – Mickey Needham
7. Public Comment
8. Adjournment

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

**Wednesday, January 16, 2013
5:45 p.m.
Meeting Room 1B**

MINUTES

Trustees in Attendance:

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

Others in Attendance:

Sara Laughlin, Marilyn Wood, Gary Lettelleir, Kyle Wickemeyer-Hardy, Chris Hosler, Pam Wasmer, Mickey Needham, Bara Swinson, Katy Bull, Kathy Starks-Dyer, Paula Gray-Overtoom, Vanessa Schwegman, 5 SLIS students, Jim Whitlatch. Tom Bunger arrived at 6:30.

Call to Order

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

Consent Agenda

1. Minutes of November 14, 2012 Executive Session
2. Minutes of December 19, 2012 Board Meeting
3. Minutes of January 9, 2013 Work Session
4. Monthly Bills for Payment
5. Monthly Financial Report
6. Personnel Report
7. 2013 Board Meetings Calendar

Steve Moberly pointed out a correction on page 7 of the January 9, 2013 Work Session Minutes, first paragraph at top of page, last sentence. Should read: *Pre-existing conditions WILL be covered if we add this coverage by the end of the month. Strike "not"*.

Melissa Pogue also noted a correction to the January 9, 2013 minutes. She was *not* at the meeting.

Steve Moberly moved the Consent Agenda be approved, with corrections; David Ferguson seconded the motion; unanimously passed.

Director's Monthly Report

Sara reported that due to the library opening at 11 on December 21st; being closed December 24, 25 and 26 and closed at 5 on New Year's Eve, usage numbers for December were lower than in previous years. She thanked staff who made it in on December 26 to clear the sidewalks. The Bookmobile was closed five days in December due to road conditions and holidays.

Sara also pointed out that this was the first year since she has been here that no transfers were needed among the four large sections of the budget, since every one ended the year under the budgeted amount. She thanked Gary for helping keep expenses under control. December was a very busy month, with end-of-month, end-of-year, as well as the end of one strategic plan and beginning of new month, year, and plan.

Steve asked about the circulation figures missing and Sara stated that she compiled the chart after she sent the packet. Circulation is down 0.5% from last year, and she is still working on analysis. She will have more information next month. Bara reported that our downloadable circulation was up.

Old Business

None.

New Business

a. 2013 Library Fee Schedule

Gary Lettelleir reported that, as a result of patrons now having the option to print or copy with color, we have added color copies at \$.30 to the fee schedule. Gary also pointed out that the changes Steve brought up about obituaries have been made.

Fred stated that he thought our price for color copies was very reasonable and that the cost would be \$1.00 per copy elsewhere.

John Walsh moved to approve the 2013 Library Fee Schedule; Fred Risinger seconded; unanimously passed.

b. Resolution to Encumber 2012 Appropriations

Gary explained that the resolution allows for payment in 2013 for some items that were budgeted in 2012. Largest item is the PERF contribution for the December 28 payroll. That was debited to our account in early January 2013, but we would rather pay for it from the 2012 budget. Other large items are two scanners that are in the Capital Projects Fund; payment for final session of Leadership training; and a couple of computers ordered but not yet received.

Fred Risinger moved to approve the Resolution to Encumber 2012 Appropriations; Melissa Pogue seconded; unanimously passed.

c. Resolution to Transfer Funds from Unused Balance in Operating Fund to the Rainy Day Fund

Gary reported that when we did 2012 budget we appropriated \$200,000 to be transferred to the Rainy Day Fund. We had to wait until the end of the year to confirm that we could actually make the transfer without going over budget. The transfer needs action by the Board to comply with State Board of Accounts audit requirements.

Steve Moberly asked if this was the balance of the Operating Fund for 2012 and Gary reported that it was not the entire balance, but the budgeted amount. We established a \$1 million target for the Rainy Day Fund, to cover unexpected emergencies. Prior to 2012 the balance was \$800,000; we budgeted to contribute \$200,000 in 2012. John Walsh asked what would happen with other money that was left over in the line items. Gary explained that we spent about 95% of what we had budgeted. We intentionally built in 5% cushion to provide for unexpected spending needs. If we had spent 100% of budgeted amounts, then our expenditures would have been more than the revenue we took in. Due to careful spending, this year the total expenditure was less than revenue, so the ending balance in the Operating Fund is very close to where it was at the beginning of the year. The money that is left in fund remains there and carries over as a cash balance.

John Walsh moved to approve the Resolution to Transfer Funds from Unused Balance in Operating Fund to the Rainy Day Fund; Steve Moberly seconded; unanimously passed.

d. Quote for Landscaping at Main Library

Sara shared the quote for replacing cobblestones, removing the fountain that's in the plaza, and replacing it with new plantings and a sun dial. This funding is included in the General Obligation Bond and is the first expense out of bond.

John Walsh asked why the plan called for colored cement rather than the brick shown in the sample sun dial. Sara said that the brick doesn't fit in with architectural style of this building and that the bricks will move with freezing and thawing and might become a hazard. The proposed look will be cleaner and more modern. Fred asked to reconfirm that this was the lowest bid. Sara confirmed.

Kari Isaacson asked if this \$43,000 would only cover the southwest corner and Sara answered that it would. The rest will be replaced as we go. According to the landscape architect, the southwest corner is the most prominent and the other corner on Kirkwood in front of Children's will be addressed next. Boy Scouts have already removed ground cover and bushes on that corner. We received a grant from the Bloomington Board of Realtors to buy new plantings for that corner.

Fred Risinger moved to approve the quote for landscaping; Melissa Pogue seconded; unanimously passed.

e. Board Governance Policy

Discussion was held on the proposed Board Governance Policy presented by Sara in the packet. Several Board members did not realize this was an item to be voted on, but thought it was just for reference.

Fred proposed postponing this idea now and perhaps appointing a subcommittee to draft a document and bring back to Board. John recommended this be put on the agenda for the next work session and that the Board look at documents again. Sara said she would bring the documents to the next meeting. After lengthy discussion Kari thanked everyone for their input and stated that this item will be put on the next work session agenda.

f. Proposal to Replace Sick Bank with Short Term Disability Insurance

Kyle Wickemeyer-Hardy addressed the Board about the discussion held at last week's work session and why we're proposing changes. The objectives are to eliminate practices that would result in breaches of privacy and to protect employees' income.

Valerie Merriam made a point of order and stated that a motion was needed before the Board could discuss this. Valerie moved the resolution to replace sick bank with short term disability insurance; Fred Risinger seconded.

Kyle reported that additional information gathering and conversations have taken place this past week, the documents were revised and shared with the Labor Management Committee and with managers. Kyle also asked the insurance company to re-quote short term disability insurance as a voluntary benefit, but does not yet have a response.

Valerie asked why the sick bank would have to be ended, because it is legal. Kyle's response was that a sick bank involves decision making that opens us up to liability.

After much discussion, David Ferguson outlined the five areas that needed to be addressed – the sick leave bank, short term disability, long term disability, and a cap on sick days, and the update to the FMLA language in the policy.

Valerie expressed her concern that the staff had little time to digest this. She also questioned the affordability of the insurance and the trust of staff to understand all that is happening on their behalf. Valerie also stated that there are two weeks left in January and she would like to see that all staff understands how this will affect them individually.

Sara stated that she, Kyle, Gary, and Marilyn have been working on this for three months. They consulted with Labor Management Committee and managers in November and again last week and made revisions based on their and Board input.

Kari asked if the Board was ready to vote or if they felt they needed more time to study. Valerie stated she would like to hear from staff.

Chris Hosler, president of union local, stated that, from what he has heard, the staff is confused. Chris read a portion of a letter he had sent earlier in the day to the Board, which stated that the union understands that changes need to be made and they applaud the changes made in the original proposal from before work session. Happy to see the removal of the cap on the number of sick days that may be paid out upon retirement. Chris noted that those who had earned 75+ sick days would lose those days. He asked about the option to grandfather those days. He also stated that the time frame in which this all happened has been rushed and that employees would benefit from extra time to look at proposal.

Valerie expressed her concern again about staff not really having a grasp on this and that we have until January 31 to accept. Sara informed the Board that just today she had gotten permission from the insurance company to hold the quote for one more month, but that if the

Board did not make a decision tonight, she needed direction on how to proceed. She stated that she was anxious to eliminate the potential liability of the sick leave bank.

Dave Ferguson suggested that the Board vote on sick leave bank issue. Sara said that she would also recommend the Board go ahead and adopt the new FMLA language.

Steve suggested the Board have a special meeting at end of January as he felt the Board was not ready to vote tonight. Kari asked for a motion.

Steve called a point of order and asked Valerie to withdraw her earlier motion. Valerie made a motion to remove her earlier motion to adopt the proposal to replace sick leave bank with short term disability insurance; Fred seconded, unanimously passed.

David Ferguson then moved to strike section 4.03 from Personnel Manual regarding sick leave; return up to four contributed days to each person who has contributed them, provided that they don't already have 100 sick days or more; and rescind current FMLA policy as shown and replace it with new language on pages 92-104. Fred Risinger seconded. The motion carried.

Fred moved that the Board meet to discuss short term disability issue on February 6, 2013; Melissa seconded; unanimously passed.

Sara stated that she will notify the media that a change has been made to the Board's calendar. Sara confirmed that the Board would like Sara and HR to develop the possibility of short term disability insurance paid by the employee; to compare the cost of the library paying vs. the employee paying; and to have further discussions with employees.

Public Comment

Chris Hosler addressed the board and stated that he is pleased that the Board is considering keeping the accumulated sick days. Chris also shared that on behalf of the Union the whole idea of discussing employee benefits is uncomfortable to the Union because they can't talk to all employees and don't have access to legal counsel. It is the Union's preference that future benefit reviews be done in the framework of bargaining.

Adjournment

Kari adjourned the meeting at 8:00 p.m. The Board of Finance meeting will immediately follow.

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

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

MINUTES

Trustees in Attendance:

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

Others in Attendance:

Sara Laughlin, Marilyn Wood, Gary Lettelleir, Tom Bunger.

Call to Order

Kari Isaacson called the meeting to order at 8:01 p.m.

Election of President and Secretary of Board of Finance

David Ferguson nominated Kari Isaacson to be President and Steve Moberly to be Secretary of the Board of Finance; seconded by John Walsh, unanimously passed.

Review of Investment Report and Policy

Gary Lettelleir gave the highlights of report. The cash balance of all funds at end of 2012 is approximately \$6,466,000, and increase of \$2,660,000 over last year's balance. This is due to sale of bond, COIT funds that we received as result of underpayment in 2011 and 2012, and unspent funds in library Capital Projects Fund.

\$5,100,000 of year-end cash balance is invested in a Fifth Third money market account.

\$1,000,000 is invested in a Certificate of Deposit at Fifth Third.

The proposed changes in the Investment Policy are the result of legislation changes in 2012. The first adds additional language stating that 25% of invested funds may have maturity dates over two years but less than five. The second change includes an expiration date now required.

Dave Ferguson moved to adopt the change to our policy; Valerie Merriam seconded; unanimously passed.

Adjournment

Meeting was adjourned at 8:05 p.m.

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

SPECIAL MEETING/WORK SESSION

Wednesday, February 6, 2013

5:45 p.m.

Meeting Room 1B

MINUTES

Trustees in Attendance:

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

Others in Attendance:

Sara Laughlin, Marilyn Wood, Gary Lettelleir, Kyle Wickemeyer-Hardy, Pam Wasmer, Bara Swinson, Chris Hosler, Tom Bunger

Call to Order

Kari Isaacson called the meeting to order at 5:45 p.m. She announced that this was a special meeting to vote on the proposal to replace the previous sick leave bank with short term disability insurance, to be followed by general work session.

Proposal to Replace Sick Bank with Short Term Disability Insurance

Kyle Wickemeyer-Hardy reviewed the proposal to replace the sick leave bank with short term disability insurance and the updates made to the proposal since the January meeting, including a new effective date of March 1.

Discussion followed on the proposed changes to the sick bank policy, short term disability and long term disability. Steve Moberly had questions about the rationale behind the sick leave balance change. Valerie Merriam shared that we want to honor our fiduciary responsibility to those who have already accumulated sick days.

Kyle noted that the proposal is to grandfather accrual balances that are greater than 75 days as of March 10, 2013. These grandfathered accruals will be available for use by the employee as permitted under related MCPL policies. Kyle also pointed out the changes in policy language as follows:

- Personnel policies 4.04 and 4.05 Health Insurance Full and Part-Time removes references to life, accidental death and dismemberment, and long term disability insurance, which are moved to the new section 4.06.
- Personnel Policy 4.06 Group Insurance is added and contains the non-healthcare insurance benefit language removed from 4.04 and 4.05, as well as language about short-term disability insurance.

In addition, the proposal adds voluntary short term disability insurance through Guardian as a shared cost benefit for 37.5, 30 and 25 hour staff. Because the coverage is now voluntary, it will provide 60% of an employee's income. The cost will be based on income and will differ for each employee. Employees must exhaust accumulated sick and personal leave before using short term disability insurance. The proposal includes the library paying for up to \$150/employee for those who elect coverage. Cost sharing will be determined annually by the Board.

If 30 employees enroll the 2013 cost to the library will \$4,500. If virtually all eligible enroll the cost could be as high as \$15,000.

John asked if there was an estimate of where the Library will fall between 30 employees enrolling and all eligible enrolling. Kyle said there was no way to be absolutely sure, but she predicted that approximately 40 would enroll.

Valerie stated that she was pleased to see shared financial responsibility, the opportunity for the Board to review costs and benefit each year during budgeting, and that staff was given more time and clarification on the proposal.

Kyle reiterated that the pricing and eligibility go back to January 1, but coverage starts March 1.

John Walsh moved to adopt changes to Personnel Policy 4.02 Sick Leave; Personnel Policies 4.04 and 4.05 Health Insurance Full and Part Time; Personnel Policy 4.06 Group Insurance, and to add voluntary short term disability Insurance through Guardian as outlined in packet. Valerie Merriam second; passed unanimously.

Proposal to Seek Architect to Lead Main Library Phase 3 Renovation

Marilyn Wood reported that eight renovation planning teams have studied renovation needs and desired outcomes. Each team prepared a written report that have been combined and will be provided to the architects along with the RFP.

Nine architects have been identified to receive the RFP; others may also request it and respond. the goal is to send the RFP by end of February, receive proposals by end of March, select and sign a contract with the architect by early May, and start construction in November.

Valerie asked if there was a priority list for bids that come in higher. Marilyn indicated that we have included priorities in the RFP. Kari indicated that she was pleased with the priority list. Steve questioned the timeline as far as the November 2013 to April 2014 construction time. Marilyn indicated that this is a tentative time frame; because some areas must be completed in order to allow access to others, we expect a phased construction approach.

Revisions to Collection Development Policy

Pam Wasmer, manager of Collection Services Department and chair of the Collection Development Committee, addressed the Board regarding proposed revisions to the Collection Development Policy. She indicated that the committee is charged every year to review policy and bring changes to Board. The two big reasons for suggesting changes are to reflect the

Mission and Vision language in the strategic plan and to reflect changes from collecting to providing access.

The State Board of Accounts changed way we need to account for expenditures for e-content licenses in our budget.

Pam also pointed out that there is a change to the name of committee to Content and Collections Committee.

David Ferguson suggested that Trustees read documents in the Appendices. He pointed out that in the Freedom to View and Freedom to Read policies there is no age restrictions. He doesn't agree with this view.

Contract for Nonprofit Central

The Board approved the submission last fall of a proposal to the Community Foundation to develop Nonprofit Central. The Library has been awarded \$26,000. This is the contract related to that grant. A job description has been drafted and will be advertised soon.

Steve asked a question about the what will be reported on the reporting dates in the contract – June 30, 2013 and February 28,2014. Sara indicated that she didn't have the proposal with her, but knew it would be usage and financial measures. She promised to provide details in the packet for the Board meeting.

Steve also asked how people and organizations would learn about the services. Sara said we plan to announce the service through the Nonprofit Alliance and a number of other partners. It has not been decided where the program will be housed in the Library, but it will start as soon as the person is hired.

Memorandum of Understanding with WFHB for CATS Week

Sara reported that WFHB has already approved this agreement and is hoping that the Board will continue the library's ongoing relationship with them to produce CATS Week. Nothing has changed in the agreement. Steve Moberly pointed out that on page 46 the signature is wrong for Melissa Pogue. Sara will make the correction before the Board meeting.

Slate of Officers for 2013

Kari presented the proposed slate of officers for 2013:

President:	Valerie Merriam
Vice President:	Steve Moberly
Secretary:	Fred Risinger
Treasurer.	David Ferguson

The Board will vote on slate at next meeting. John thanked everyone for agreeing to serve.

Board Governance Policy

Sara will provide a four-page document that outlines most-commonly used motions and other actions.

Kari shared that a Board member requested the Board have an overview of what parliamentary procedure is. Sara provided each member with a book on parliamentary procedure. Sara found and will provide a four-page document that outlines most-commonly used motions and other actions. She has also been in contact with Daniel Bixler, who was recommended by Tim Mayer, the City Council Parliamentarian. He is available to come on a Thursday night to provide a brief overview for the Board and answer questions. Steve suggested that once the Board review the handout first and then decide if it needs further education. The Board agreed.

Public Comment

Valerie thanked Sara for attending last week's City Council meeting regarding parking until after 11 p.m. The Council has taken parking issue under advisement and it looks like they will vote to postpone a decision.

Next meeting is February 20th at the Ellettsville Branch.

Adjournment

Kari adjourned the meeting at 6:31 p.m.

Financial Report Comments

Reports as of 1-31-13

Board Meeting Date 2/20/13

Monthly Budget Report:

The guideline for the portion of the annual budget spent after 1 month is 8.33% or one twelfth. The actual operating fund spending for January is 7.8% of the annual total budget.

The Anthem health insurance bill for January is not included because we did not receive the invoice in time. The Anthem monthly cost is about \$49,000.

Summary Report – Employee Benefits 2013 (\$107,740) compared to 2012 (\$37,638). The increase of about \$70,000 is due to the timing of the PERF, clinic, and employer-paid life insurance payments. They are all included in January 2013 but in January 2012 the payments had not been made yet.

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

MONROE COUNTY PUBLIC LIBRARY

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*Check Summary Register©

January 15, 2013 to February 14, 2013

Name	Check Date	Check Amt	
06500 FIFTH THIRD CHECKING			
Paid Chk# 003623 AMERICAN INBOUND	1/16/2013	\$9.85	PAGER
Paid Chk# 003624 AMERICAN UNITED LIFE INS. CO.	1/16/2013	\$1,426.09	403b TSA-AUL W/H
Paid Chk# 003625 AT&T (IL)	1/16/2013	\$294.80	4 DEDICATED LINES
Paid Chk# 003626 BETTINA J. BAUGH	1/16/2013	\$34.98	REFUND ON LOST ITEMS
Paid Chk# 003627 DUKE ENERGY	1/16/2013	\$24,981.95	ELECTRICITY
Paid Chk# 003628 MIDWEST PRESORT SERVICE	1/16/2013	\$261.20	POSTAGE SERVICES
Paid Chk# 003629 SIGOURNEY FORCE	1/16/2013	\$36.75	REFUND ON LOST ITEMS
Paid Chk# 003630 UNITED COMMERCE BANK	1/16/2013	\$168.07	HSA EMPLOYEE W/H 1/11/13
Paid Chk# 003631 VERIZON WIRELESS	1/16/2013	\$196.22	CELL PHONE
Paid Chk# 003632 JPMORGAN CHASE BANK, NA	1/18/2013	\$4,877.85	VARIOUS
Paid Chk# 003633 AT&T (OK)	1/22/2013	\$56.39	L-D CALLS
Paid Chk# 003634 CITY OF BLOOMINGTON	1/22/2013	\$911.56	WATER & SEWER
Paid Chk# 003635 FEDEX	1/22/2013	\$30.47	SHIPPING
Paid Chk# 003636 JASON EVANS GROTH	1/22/2013	\$88.65	FINRA PROGRAM FOOD & PRIZES
Paid Chk# 003637 JEAN HALEY	1/22/2013	\$51.90	REFUND ON LOST ITEMS
Paid Chk# 003638 JERALD W. JAMES	1/22/2013	\$200.00	FINRA PROGRAM/COLLEGE SAVGS.
Paid Chk# 003639 MICHAEL ADAMS	1/22/2013	\$37.50	1/2 ZONE 4 PARKING PERMIT
Paid Chk# 003640 MIDWEST PRESORT SERVICE	1/22/2013	\$294.74	POSTAGE SERVICE
Paid Chk# 003641 SMITHVILLE	1/22/2013	\$179.65	PHONE
Paid Chk# 003642 THE HUNTINGTON NATIONAL	1/22/2013	\$400.00	12/20/12-11/30/13 BOND PAYING
Paid Chk# 003643 UNITED COMMERCE BANK	1/22/2013	\$10.00	HSA W/H 1/11/13
Paid Chk# 003644 AFSCME COUNCIL 62	1/29/2013	\$1,252.33	UNION DUES W/H
Paid Chk# 003645 AMERICAN UNITED LIFE INS. CO.	1/29/2013	\$1,359.45	403b TSA-AUL W/H
Paid Chk# 003646 AT&T MOBILITY	1/29/2013	\$288.93	CELL PHONES
Paid Chk# 003647 CITGO	1/29/2013	\$716.80	FUEL
Paid Chk# 003648 DELUXE	1/29/2013	\$979.76	CHECKS & 1099-MISC. FORMS
Paid Chk# 003649 DUKE ENERGY	1/29/2013	\$1,945.51	ELECTRICITY
Paid Chk# 003650 ELIZABETH DAVIS	1/29/2013	\$29.74	SPLS FOR MLK JR. PROGRAM
Paid Chk# 003651 GLHEC	1/29/2013	\$200.80	GARNISHMENT W/H
Paid Chk# 003652 INDIANA RAPTOR CENTER	1/29/2013	\$350.00	FD/CHILD/PROGRAMS
Paid Chk# 003653 JERALD W. JAMES	1/29/2013	\$200.00	IT'S YOUR MONEY/FINRA PROGRAM
Paid Chk# 003654 LEGAL SHIELD	1/29/2013	\$47.84	PRE-PAID LEGAL W/H
Paid Chk# 003655 MIDWEST PRESORT SERVICE	1/29/2013	\$373.65	POSTAGE SERVICES
Paid Chk# 003656 MONROE COUNTY TREASURER	1/29/2013	\$160.44	GRANISHMENT W/H
Paid Chk# 003657 MONROE COUNTY YMCA	1/29/2013	\$127.38	YMCA W/H
Paid Chk# 003658 REPUBLIC SERVICES #694	1/29/2013	\$165.00	TRASH SERVICE
Paid Chk# 003659 UNITED WAY	1/29/2013	\$118.00	UNITED WAY W/H
Paid Chk# 003660 VECTREN ENERGY DELIVERY	1/29/2013	\$368.17	NATURAL GAS
Paid Chk# 003661 YP	1/29/2013	\$171.00	PHONE LISTINGS
Paid Chk# 003662 AT&T (IL)	1/31/2013	\$1,273.63	TELEPHONE
Paid Chk# 003663 CITY OF BLOOMINGTON	1/31/2013	\$25.00	NONPROFIT BOARD CERT. PROGRAM
Paid Chk# 003664 EASTERN ALLIANCE INS. GROUP	1/31/2013	\$14,075.00	WORKERS COMP. 2/1/13 - 2/1/14
Paid Chk# 003665 GUARDIAN LIFE INS. CO.	1/31/2013	\$6,588.10	DENTAL, VISION, & LIFE INS.-FEB. '13
Paid Chk# 003666 MIDWEST PRESORT SERVICE	1/31/2013	\$263.82	POSTAGE SERVICES
Paid Chk# 003667 ANTHEM BLUE CROSS BLUE	2/4/2013	\$120,149.10	HEALTH INS. - JAN.'13 & FEB.'13
Paid Chk# 003668 ELLEN ARNHOLTER	2/4/2013	\$16.94	SPLS FOR MLK JR. DAY
Paid Chk# 003669 ELLETTSVILLE UTILITIES	2/4/2013	\$246.18	WATER & SEWER
Paid Chk# 003670 GEICOR/AMAZON	2/4/2013	\$4,011.03	BOOKS
Paid Chk# 003671 JANET LAMBERT	2/4/2013	\$4.48	FD-CHILD SPLS
Paid Chk# 003672 KATY BULL	2/4/2013	\$30.94	REFUND ON LOST ITEMS
Paid Chk# 003673 PATRICIA G. CALLISON	2/4/2013	\$300.00	FD/ADULT PROGRAM
Paid Chk# 003674 ROGER KELLEY	2/4/2013	\$37.50	1/2 ZONE 4 PARKING
Paid Chk# 003675 SMITHVILLE	2/4/2013	\$1,425.00	MONTHLY INTERNET SERVICE
Paid Chk# 003676 AMERICAN INBOUND	2/13/2013	\$9.85	PAGER

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***Check Summary Register©**

January 15, 2013 to February 14, 2013

Name	Check Date	Check Amt	
Paid Chk# 003677 AMERICAN UNITED LIFE INS. CO.	2/13/2013	\$1,580.53	403b TSA-AUL W/H
Paid Chk# 003678 AT&T (IL)	2/13/2013	\$350.89	4 DEDICATED LINES
Paid Chk# 003679 CITY OF BLOOMINGTON	2/13/2013	\$893.58	WATER & SEWER
Paid Chk# 003680 COLONIAL LIFE	2/13/2013	\$575.10	EMPLOYEE INSURANCES
Paid Chk# 003681 DUKE ENERGY	2/13/2013	\$23,323.20	ELECTRICITY
Paid Chk# 003682 MIDWEST PRESORT SERVICE	2/13/2013	\$322.47	POSTAGE SERVICE
Paid Chk# 003683 PENNY GILLIE	2/13/2013	\$22.43	FD/ELL. SPLS
Paid Chk# 003684 RACHEL APPLIGATE	2/13/2013	\$2,050.00	CONSULTING/FINAL REPORT-FINRA
Paid Chk# 003685 SARA LAUGHLIN	2/13/2013	\$475.70	REIMBURSE ALA CONF. EXPENSES
Paid Chk# 003686 SMITHVILLE	2/13/2013	\$178.15	TELEPHONE
Paid Chk# 003687 VERIZON WIRELESS	2/13/2013	\$120.03	BKM DATA LINES
Paid Chk# 003688 WILLIAM H. CLAFILIN	2/13/2013	\$900.00	FD/CHILD-PERFORMANCES
Paid Chk# 003689 A1 LANDSCAPE & HAULING INC.	2/14/2013	\$675.00	SALT APPLICATIONS
Paid Chk# 003690 ALL-PHASE ELECTRIC SUPPLY	2/14/2013	\$1,515.75	LIGHT BULBS
Paid Chk# 003691 AMERICAN SHREDDING	2/14/2013	\$42.55	DOCUMENT DESTRUCTION
Paid Chk# 003692 AUDIOGO	2/14/2013	\$744.02	NONPRINT
Paid Chk# 003693 AUDIO-TECH BUSINESS BOOK	2/14/2013	\$199.00	NONPRINT
Paid Chk# 003694 AVCAFE	2/14/2013	\$171.57	NONPRINT
Paid Chk# 003695 BAKER & TAYLOR BOOKS	2/14/2013	\$44,132.36	BOOKS
Paid Chk# 003696 BANCTEC INC.	2/14/2013	\$30.90	FOLDER-MONTHLY MAINT.
Paid Chk# 003697 BLACKSTONE AUDIO, INC.	2/14/2013	\$87.50	NONPRINT
Paid Chk# 003698 BLOOMINGTON CAR WASH	2/14/2013	\$55.00	VEHICLE MAINT.
Paid Chk# 003699 BUNGER & ROBERTSON, LLP	2/14/2013	\$13,360.00	2012 BOND ISSUE
Paid Chk# 003700 CARMICHAEL TRUCK &	2/14/2013	\$1,519.39	SPRINTER & BKM REPAIR
Paid Chk# 003701 CD BABY	2/14/2013	\$17.45	NONPRINT
Paid Chk# 003702 CDW GOVERNMENT, INC.	2/14/2013	\$2,537.52	IS SPLS & SOFTWARE
Paid Chk# 003703 CENTER POINT LARGE PRINT	2/14/2013	\$429.00	BOOKS
Paid Chk# 003704 CHARDON LABORATORIES, INC.	2/14/2013	\$662.00	QTRLY. COOLING/HEATING TOWER SERVICE
Paid Chk# 003705 CIM TECHNOLOGY SOLUTIONS	2/14/2013	\$237.50	ELL. SOUND SYSTEM REPAIR
Paid Chk# 003706 CINTAS CORPORATION	2/14/2013	\$380.77	FIRST AID SPLS
Paid Chk# 003707 DEBORAH T. WALSH	2/14/2013	\$30.00	BOOKS
Paid Chk# 003708 DEMCO, INC.	2/14/2013	\$87.83	OFFICE SPLS
Paid Chk# 003709 DUNCAN SUPPLY COMPANY, INC	2/14/2013	\$153.51	BLDG. SPLS
Paid Chk# 003710 ELECTRONIC COMMERCE, INC.	2/14/2013	\$3,754.50	PAYROLL SERVICE
Paid Chk# 003711 ELLETTTSVILLE TRUE VALUE	2/14/2013	\$20.22	BLDG. SPLS
Paid Chk# 003712 EVANCED SOLUTIONS, LLC	2/14/2013	\$1,115.10	SOFTWARE MAINT. 4/1/13 - 3/31/14
Paid Chk# 003713 EVANSVILLE BINDERY, INC.	2/14/2013	\$280.52	BOOK BINDING
Paid Chk# 003714 FINDAWAY WORLD, LLC	2/14/2013	\$1,311.44	NONPRINT
Paid Chk# 003715 FIRST INSURANCE GROUP, INC.	2/14/2013	\$46,892.00	COM PKG, AUTO, UMBRELLA, D&O, INS.
Paid Chk# 003716 FREEDOM BUSINESS SOLUTION	2/14/2013	\$3,015.85	CARTRIDGES & PRINTER REPAIR
Paid Chk# 003717 GALE	2/14/2013	\$1,796.53	BOOKS
Paid Chk# 003718 GAYLORD BROS., INC.	2/14/2013	\$104.30	DISPLAY SPLS
Paid Chk# 003719 GREEN PLANET FILMS	2/14/2013	\$49.00	NONPRINT
Paid Chk# 003720 GREY HOUSE PUBLISHING	2/14/2013	\$527.05	BOOKS
Paid Chk# 003721 HP PRODUCTS	2/14/2013	\$3,801.90	CLEANING SPLS
Paid Chk# 003722 IMAGING OFFICE SYSTEMS, INC.	2/14/2013	\$1,550.00	MAINT. CONTRACT 3/27/13-3/26/14
Paid Chk# 003723 J & S LOCKSMITH, INC.	2/14/2013	\$321.55	VEHICLE REPAIR & BLDG SPLS
Paid Chk# 003724 J. A. SEXAUER	2/14/2013	\$1,971.56	BLDG SPLS
Paid Chk# 003725 JERALD W. JAMES	2/14/2013	\$200.00	TALK TO AN EXPERT/FINRA PROGRA
Paid Chk# 003726 JIM GORDON, INC	2/14/2013	\$77.98	COPIERS-MAINT.
Paid Chk# 003727 JOHN WEAVER	2/14/2013	\$47.39	BOOKS
Paid Chk# 003728 KLEINDORFER'S HDWE	2/14/2013	\$56.16	BLDG SPLS
Paid Chk# 003729 KOORSEN FIRE & SECURITY, INC	2/14/2013	\$733.94	ANNUAL FIRE ALARM INSPECTION
Paid Chk# 003730 LEARNING TREASURES	2/14/2013	\$85.65	FD/CHILD/LAPS SPLS
Paid Chk# 003731 LOGISTECH, INC.	2/14/2013	\$685.07	BOOKS

MONROE COUNTY PUBLIC LIBRARY

***Check Summary Register©**

January 15, 2013 to February 14, 2013

Name	Check Date	Check Amt	
Paid Chk# 003732 MENARDS - BLOOMINGTON	2/14/2013	\$259.07	BLDG SPLS
Paid Chk# 003733 MIDWEST TAPE	2/14/2013	\$20,696.11	NONPRINT
Paid Chk# 003734 NEWSOUND	2/14/2013	\$23.84	NONPRINT
Paid Chk# 003735 NOLAN'S LAWN CARE SERVICE	2/14/2013	\$423.00	LAWN SERVICE
Paid Chk# 003736 O REILLY AUTO PARTS	2/14/2013	\$41.39	VEHCILE REPAIR
Paid Chk# 003737 OCLC, INC.	2/14/2013	\$3,606.72	OCLC & ELEC. DATABASES
Paid Chk# 003738 OXFORD UNIVERSITY PRESS	2/14/2013	\$38.97	BOOKS
Paid Chk# 003739 PAM MARTINDALE	2/14/2013	\$5.00	BOOKS
Paid Chk# 003740 PBS	2/14/2013	\$21.70	NONPRINT
Paid Chk# 003741 PEARSON EDUCATION	2/14/2013	\$327.33	BOOKS
Paid Chk# 003742 POLARIS LIBRARY SYSTEMS, INC	2/14/2013	\$2,625.00	API SITE LICENSE
Paid Chk# 003743 POLARIS USERS GROUP	2/14/2013	\$100.00	2013 MEMBERSHIP DUES
Paid Chk# 003744 B,B & C POW PEST CONTROL,	2/14/2013	\$49.00	PEST CONTROL
Paid Chk# 003745 QUILL CORPORATION	2/14/2013	\$1,462.75	OFFICE SPLS & PAPER
Paid Chk# 003746 RANDOM HOUSE, INC.	2/14/2013	\$836.80	NONPRINT
Paid Chk# 003747 RECORDED BOOKS, LLC	2/14/2013	\$1,082.24	NONPRINT
Paid Chk# 003748 REGENT BOOK COMPANY	2/14/2013	\$99.91	BOOKS
Paid Chk# 003749 SCHINDLER ELEVATOR	2/14/2013	\$2,453.76	QTRLY MAINT. 2/1/13 -4/30/13
Paid Chk# 003750 SCHOLASTIC INC.	2/14/2013	\$486.20	BOOKS
Paid Chk# 003751 SELECT EMBROIDERY	2/14/2013	\$1,530.50	UNIFORMS & BOOK BAGS
Paid Chk# 003752 SPOKEN ARTS	2/14/2013	\$67.90	NONPRINT
Paid Chk# 003753 STANDARD & POOR'S LLC	2/14/2013	\$402.51	BOOKS
Paid Chk# 003754 TAYLOR A. HODGES	2/14/2013	\$44.99	REFUND ON LOST ITEM
Paid Chk# 003755 THE ELLETTSVILLE JOURNAL	2/14/2013	\$194.26	PUBLIC NOTICE/BOND SALE
Paid Chk# 003756 THE MCGRAW-HILL COMPANIES	2/14/2013	\$74.75	BOOKS
Paid Chk# 003757 THE PRODUCTION HOUSE	2/14/2013	\$1,505.00	TAPE CONVERSIONS
Paid Chk# 003758 THE VIDEO PROJECT	2/14/2013	\$98.95	NONPRINT
Paid Chk# 003759 TRI-STATE BEARING	2/14/2013	\$187.32	BLDG SPLS
Paid Chk# 003760 UNITED LABORTORIES	2/14/2013	\$495.60	CLEANING SPLS
Paid Chk# 003761 WEST PAYMENT CENTER	2/14/2013	\$938.00	BOOKS
Paid Chk# 003762 WILLIAMS BROS. HEALTH CARE	2/14/2013	\$175.00	WHEELCHAIR
Total Checks		\$398,471.97	

MONROE COUNTY PUBLIC LIBRARY
CHECKING ACCOUNTS
1/15/12 - 02/14/13
AND 1/11/13 PAYROLL

Fifth Third Checking Account/Check Register Total \$398,471.97

Add: Electronic Withdrawals

Merchant Services-Monthly Credit Card Fees (Jan. '12)	722.45
PayPal/set-up IN Room Obits CC service	0.14
Fifth Third Checking-Monthly Service Charge (Jan. '13)	63.00
Fifth Third Checking-Monthly Service Charge (Feb. '13)	63.00
Fifth Third Savings-Monthly Service Charge (Jan. '13)	23.50
Old National Bank - Deposit Tickets	135.09

Add: Payrolls

Vouchers 1/11/13 Payroll (ECI)	117,667.62
Electronic transfer (ECI) employee/employer taxes	44,625.04
Electronic transfer (ECI) employer "HSA"	27,906.50
Electronic transfer (ECI) employee "HSA"	2,227.68
Electronic transfer 1/15/13 (TASC) employee "FSA"	509.22
Electronic PERF pymt. 1/17/13	17,230.44

Vouchers 1/25/13 Payroll (ECI)	117,000.62
Electronic transfer (ECI) employee/employer taxes	44,881.08
Electronic transfer (ECI) employee "HSA"	2,405.75
Electronic transfer 1/29/13 (TASC) employee "FSA"	509.22
Electronic PERF pymts 1/28/13	17,226.87

Vouchers 2/08/13 Payroll (ECI)	118,517.60
Electronic transfer (ECI) employee/employer taxes	44,939.69
Electronic transfer (ECI) employee "HSA"	3,198.55
Electronic transfer 2/12/13 (TASC) employee "FSA"	566.91
Electronic PERF pymt. 2/11/13	<u>17,235.51</u>

TOTAL OF A/P AND PAYROLL CHECK REGISTERS \$976,127.45

CK # 3632

ACCOUNTS PAYABLE VOUCHER

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

Payee JPMORGAN CHASE BANK, NA PALATINE, IL 60094-4016	Check 003632 1/18/2013 Purchase Order No. 0 Terms Date Due	Claim 21866
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Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
12/30/2012		E001-007-33200 CONSTANT CONTACT/FEE FOR NEWSLETTERS	\$15.00
12/10/2012		E026-016-44700 AMAZON/CATS EQUIP.	\$553.40
12/11/2012		E020-016-36300 KAPPATRONIX/EQUIP REPAIR	\$35.00
12/16/2012		E020-016-23500 AMAZON/VIDEO MAT'LS	\$17.77
12/17/2012		E020-016-23500 AMAZON/VIDEO MAT'LS	\$157.64
12/17/2012		E020-016-23500 AMAZON/VIDEO MAT'LS	\$71.08
12/17/2012		E020-016-23500 AMAZON/VIDEO MAT'LS	\$22.52
12/18/2012		E020-016-23500 AMAZON/VIDEO MA'TLS	\$53.31
12/19/2012		E020-016-44700 AT&T/PHONE UNGRADE	\$352.02
12/7/2012		E019-016-21350 LITTLE CAESARS/FD-CATS-FOOD	\$39.30
12/22/2012		E019-016-21350 AVERS/FD-CATS/FOOD	\$103.54
12/7/2012		E001-018-45300 AMAZON/NONPRINT	\$89.94
12/7/2012		E001-018-45100 THE BOOK NOOK/BOOKS	\$53.65
12/11/2012		E001-018-45200 HERALD TIMES/NEWSPAPERS	\$238.80
12/13/2012		E001-018-45300 WORDSPICTURE/NONPRINT	\$22.50
12/13/2012		E001-018-45300 CBAUKNIGHT/NONPRINT	\$25.00
12/14/2012		E001-018-45100 MELISSAMCDA/BOOKS	\$77.95
12/20/2012		E001-018-45100 THE BOOK NOOK/BOOKS	(\$3.51)
12/7/2012		E019-010-45100 AMAZON/ADULT/WINTER READING	(\$2.00)
12/14/2012		E019-010-45100 AMAZON/ADULT/WINTER READING	\$49.41
12/4/2012		E019-019-32400 ACT/CODE4LIB CONFERENCE	\$160.00
12/5/2012		E019-019-44600 BARNES&NOBLE/NOOK HD	\$199.00
12/5/2012		E019-019-44600 BARNES&NOBLE/NOOK HD	\$199.00
12/5/2012		E021-019-44601 APPLE/2 MAC MINIS	\$1,274.37
12/5/2012		E021-019-44601 APPLE/MAC MINI TAX	\$31.03
12/5/2012		E021-019-44601 APPLE/MAC MINI ACCESSORY	\$73.83
12/5/2012		E021-019-44601 APPPLE/MAC MINI TAX	\$52.43
12/11/2012		E021-019-44601 APPLE/MAC MINI TAX	(\$10.29)
12/11/2012		E021-019-44601 APPLE/MAC MINI TAX	(\$31.03)
12/11/2012		E021-019-44601 APPLE/MAC MINI TAX	(\$10.20)
12/11/2012		E021-019-44601 APPLE/MAC MINI TAX	(\$52.43)
12/11/2012		E001-001-32500 ALA-GRAPH/STAFF EDUCATION PROGRAMS	\$110.00
12/12/2012		E019-019-44600 AMAZON/KINDLE PAPERWHITE	\$119.00
12/16/2012		E020-016-31600 DREAMHOST/CATS WEBSITE SERVICE	\$49.90
12/20/2012		E001-019-23000 TECHSOUP/IS SPLS	\$53.00
12/21/2012		E001-019-31600 HOOTSUITE/FACEBOOK MNTLY CHG.	\$9.99
12/10/2012		E001-005-31700 PAYPAL/CC MNTLY FEE	\$96.15
12/9/2012		E001-007-22900 PROGRESSIVE DISPLAYS/SIGN & POSTER HOLDERS	\$148.83
12/28/2012		E001-004-32200 USPS/HR POSTAGE	\$5.75
12/19/2012		E019-001-32400 GREATER BLGTN CH/LEGISTATIVE MTG.	\$19.00

12/19/2012	E019-003-32400 GREATER BLGTN CH/LEGISTATIVE MTG.	\$19.00
12/11/2012	E019-001-32400 DELTA/ALA MIDWINTER AIR FARE	\$389.20
Total		\$4,877.85

VOUCHER NO. 21866 WARRANT NO. 003632 1/18/2013

JPMORGAN CHASE BANK, NA

ALLOWED

IN THE SUM OF \$ \$4,877.85

\$ \$4,877.85

ON ACCOUNT OF APPROPRIATION FOR

COST DITRIBUTION LEDGER CLASSIFICATION
IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND

Board/Council Member

Acct. No.	Account Title	Amount
E001-007-33200		\$15.00
E026-016-44700		\$553.40
E020-016-36300		\$35.00
E020-016-23500		\$17.77
E020-016-23500		\$157.64
E020-016-23500		\$71.08
E020-016-23500		\$22.52
E020-016-23500		\$53.31
E020-016-44700		\$352.02
E019-016-21350		\$39.30
E019-016-21350		\$103.54
E001-018-45300		\$89.94
E001-018-45100		\$53.65
E001-018-45200		\$238.80
E001-018-45300		\$22.50
E001-018-45300		\$25.00
E001-018-45100		\$77.95
E001-018-45100		(\$3.51)
E019-010-45100		(\$2.00)
E019-010-45100		\$49.41
E019-019-32400		\$160.00
E019-019-44600		\$199.00
E019-019-44600		\$199.00
E021-019-44601		\$1,274.37
E021-019-44601		\$31.03
E021-019-44601		\$73.83
E021-019-44601		\$52.43
E021-019-44601		(\$10.29)
E021-019-44601		(\$31.03)
E021-019-44601		(\$10.20)
E021-019-44601		(\$52.43)
E001-001-32500		\$110.00
E019-019-44600		\$119.00

E020-016-31600	\$49.90
E001-019-23000	\$53.00
E001-019-31600	\$9.99
E001-005-31700	\$96.15
E001-007-22900	\$148.83
E001-004-32200	\$5.75
E019-001-32400	\$19.00
E019-003-32400	\$19.00
E019-001-32400	\$389.20

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF JANUARY 31, 2013

	2013 JANUARY	2012 JANUARY	2013 Y-T-D ACTUAL	2013 BUDGET	2012 Y-T-D ACTUAL	2013 Y-T-D BUDGET REMAINING	2013 % OF BUDGET USED	2013 % OF BUDGET REMAINING
PERSONNEL SERVICES (1000'S)								
SALARIES								
1120 ADMINISTRATION	13,635.99	7,368.61	13,635.99	177,208.00	7,368.61	163,572.01	7.7%	92.3%
1130 PROFESSIONAL/SUPERVISORS	38,914.32	38,151.28	38,914.32	505,886.00	38,151.28	466,971.68	7.7%	92.3%
1140 PROFESSIONAL ASSISTANTS	97,255.64	95,337.60	97,255.64	1,271,320.00	95,337.60	1,174,064.36	7.6%	92.4%
1150 SPECIALISTS & TECHNICIANS	65,021.29	60,862.56	65,021.29	845,151.00	60,862.56	780,129.71	7.7%	92.3%
1160 CLERICAL ASSISTANTS	32,562.63	30,788.03	32,562.63	434,725.00	30,788.03	402,162.37	7.5%	92.5%
1170 PAGES	16,123.13	16,971.36	16,123.13	240,720.00	16,971.36	224,596.87	6.7%	93.3%
1190 BUILDING MAINTENANCE	28,595.96	26,911.87	28,595.96	368,746.00	26,911.87	340,150.04	7.8%	92.2%
TOTAL SALARIES	292,108.96	276,391.31	292,108.96	3,843,756.00	276,391.31	3,551,647.04	7.6%	92.4%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	17,154.54	16,240.20	17,154.54	237,765.00	16,240.20	220,610.46	7.2%	92.8%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
1230 EMPLOYER CONTRIBUTION/PERF	24,091.10	0.00	24,091.10	311,493.00	0.00	287,401.90	7.7%	92.3%
12301 ENCUMBERED PERF	15,335.99	0.00	15,335.99	15,535.99	0.00	200.00	98.7%	1.3%
1235 EMPLOYEE/PERF	7,227.30	0.00	7,227.30	93,448.00	0.00	86,220.70	7.7%	92.3%
1240 EMPLOYER CONT/INSURANCE	39,918.79	17,599.45	39,918.79	725,756.00	17,599.45	685,837.21	5.5%	94.5%
1250 EMPLOYER CONT/MEDICARE	4,011.95	3,798.01	4,011.95	55,636.00	3,798.01	51,624.05	7.2%	92.8%
TOTAL EMPLOYEE BENEFITS	107,739.67	37,637.66	107,739.67	1,449,633.99	37,637.66	1,341,894.32	7.4%	92.6%
OTHER WAGES								
1310 WORKSTUDY	0.00	2,730.73	0.00	3,100.00	2,730.73	3,100.00	0.0%	100.0%
1180 TEMPORARY STAFF	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
TOTAL OTHER WAGES	0.00	2,730.73	0.00	13,100.00	2,730.73	13,100.00	0.0%	100.0%
TOTAL PERSONNEL SERVICES	399,848.63	316,759.70	399,848.63	5,306,489.99	316,759.70	4,906,641.36	7.5%	92.5%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
1004 MISCELLANOUS UNAPPROPRIATED	0.00	301.28	0.00	0.00	301.28	0.00	#DIV/0!	#DIV/0!
2110 OFFICIAL RECORDS	979.76	0.00	979.76	1,300.00	0.00	320.24	75.4%	24.6%
2120 STATIONERY & PRINTING	0.00	0.00	0.00	950.00	0.00	950.00	0.0%	100.0%
2130 OFFICE SUPPLIES	903.46	1,301.74	903.46	14,550.00	1,301.74	13,646.54	6.2%	93.8%
2135 GENERAL SUPPLIES	41.63	0.00	41.63	0.00	0.00	-41.63	#DIV/0!	#DIV/0!
2140 DUPLICATING	2,609.74	1,658.23	2,609.74	33,150.00	1,658.23	30,540.26	7.9%	92.1%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OFFICE SUPPLIES	4,534.59	3,261.25	4,534.59	49,950.00	3,261.25	45,415.41	9.1%	90.9%

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

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF JANUARY 31, 2013

	2013 JANUARY	2012 JANUARY	2013 Y-T-D ACTUAL	2013 BUDGET	2012 Y-T-D ACTUAL	2013 Y-T-D BUDGET REMAINING	2013 % OF BUDGET USED	2013 % OF BUDGET REMAINING
OPERATING SUPPLIES								
2210 CLEANING SUPPLIES	2,029.71	0.00	2,029.71	37,200.00	0.00	35,170.29	5.5%	94.5%
2220 FUEL, OIL, & LUBRICANTS	1,136.83	1,013.49	1,136.83	10,000.00	1,013.49	8,863.17	11.4%	88.6%
2230 CATALOGING SUPPLIES-BOOKS	356.72	626.31	356.72	5,500.00	626.31	5,143.28	6.5%	93.5%
2240 A/V SUPPLIES-CATALOGING	0.00	0.00	0.00	10,150.00	0.00	10,150.00	0.0%	100.0%
2250 CIRCULATION SUPPLIES	2,759.35	232.05	2,759.35	37,750.00	232.05	34,990.65	7.3%	92.7%
2260 LIGHT BULBS	210.53	0.00	210.53	4,500.00	0.00	4,289.47	4.7%	95.3%
2280 UNIFORMS	0.00	0.00	0.00	1,700.00	0.00	1,700.00	0.0%	100.0%
2290 DISPLAY/EXHIBIT SUPPLIES	378.83	0.00	378.83	5,900.00	0.00	5,521.17	6.4%	93.6%
TOTAL OPERATING SUPPLIES	6,871.97	1,871.85	6,871.97	112,700.00	1,871.85	105,828.03	6.1%	93.9%
REPAIR & MAINTENANCE SUPPLIES								
2300 IS SUPPLIES	453.27	215.60	453.27	6,600.00	215.60	6,146.73	6.9%	93.1%
2310 BUILDING MATERIALS & SUPPLIES	779.00	0.00	779.00	16,800.00	0.00	16,021.00	4.6%	95.4%
2320 PAINT & PAINTING SUPPLIES	0.00	38.81	0.00	400.00	38.81	400.00	0.0%	100.0%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL REPAIR & MAINTENANCE SUPPLIES	1,232.27	254.41	1,232.27	23,800.00	254.41	22,567.73	5.2%	94.8%
TOTAL SUPPLIES	12,638.83	5,387.51	12,638.83	186,450.00	5,387.51	173,811.17	6.8%	93.2%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
30040 MISC. UNAPPROPRIATED	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3110 CONSULTING SERVICES	8,630.00	0.00	8,630.00	12,000.00	0.00	3,370.00	71.9%	28.1%
3120 ENGINEERING/ARCHITECTURAL	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
3130 LEGAL SERVICES	186.71	166.32	186.71	28,500.00	166.32	28,313.29	0.7%	99.3%
3140 BUILDING SERVICES	3,667.40	1,161.71	3,667.40	32,000.00	1,161.71	28,332.60	11.5%	88.5%
3150 MAINTENANCE CONTRACTS	2,083.20	10,191.33	2,083.20	134,100.00	10,191.33	132,016.80	1.6%	98.4%
3160 COMPUTER SERVICES (OCLC)	4,609.27	1,425.00	4,609.27	66,500.00	1,425.00	61,890.73	6.9%	93.1%
3170 ADMIN/ACCOUNTING SERVICES	2,774.73	4,415.36	2,774.73	44,100.00	4,415.36	41,325.27	6.3%	93.7%
3175 COLLECTION AGENCY SERVICES	3,195.15	1,673.65	3,195.15	24,000.00	1,673.65	20,804.85	13.3%	86.7%
TOTAL PROFESSIONAL SERVICES	25,146.46	19,033.37	25,146.46	351,200.00	19,033.37	326,053.54	7.2%	92.8%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	2,301.59	2,304.79	2,301.59	30,900.00	2,304.79	28,598.41	7.4%	92.6%
3220 POSTAGE	1,798.55	1,402.76	1,798.55	30,000.00	1,402.76	28,201.45	6.0%	94.0%
3230 TRAVEL EXPENSE	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
3240 PROFESSIONAL MTG. (OFF-SITE)	25.00	19.00	25.00	10,000.00	19.00	9,975.00	0.3%	99.8%
3250 CONTINUING ED. (ON-SITE)	660.00	0.00	660.00	10,000.00	0.00	9,340.00	6.6%	93.4%
32501 ENCUMBERED CONTINU. ED.(ON-SITE)	3,500.00	4,162.56	3,500.00	3,500.00	4,162.56	0.00	100.0%	0.0%
3260 FREIGHT & DELIVERY	30.47	0.00	30.47	1,450.00	0.00	1,419.53	2.1%	97.9%
TOTAL COMMUNICATION & TRANSPORTATION	8,315.61	7,889.11	8,315.61	95,850.00	7,889.11	87,534.39	8.7%	91.3%

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF JANUARY 31 2013

	2013 JANUARY	2012 JANUARY	2013 Y-T-D ACTUAL	2013 BUDGET	2012 Y-T-D ACTUAL	2013 Y-T-D BUDGET REMAINING	2013 % OF BUDGET USED	2013 % OF BUDGET REMAINING
PRINTING & ADVERTISING								
3310 ADVERTISING & PUBLICATION	0.00	0.00	0.00	2,750.00	0.00	2,750.00	0.0%	100.0%
3320 PRINTING	15.00	0.00	15.00	5,500.00	0.00	5,485.00	0.3%	99.7%
TOTAL PRINTING & ADVERTISING	15.00	0.00	15.00	8,250.00	0.00	8,235.00	0.2%	99.8%
INSURANCE								
3410 OFFICIAL BOND	0.00	0.00	0.00	700.00	0.00	700.00	0.0%	100.0%
3420 OTHER INSURANCE	14,075.00	3,200.00	14,075.00	60,400.00	3,200.00	46,325.00	23.3%	76.7%
TOTAL INSURANCE	14,075.00	3,200.00	14,075.00	61,100.00	3,200.00	47,025.00	23.0%	77.0%
UTILITIES								
3510 GAS	368.17	54.12	368.17	3,100.00	54.12	2,731.83	11.9%	88.1%
3520 ELECTRICITY	26,927.46	25,660.13	26,927.46	292,000.00	25,660.13	265,072.54	9.2%	90.8%
3530 WATER	1,157.74	792.60	1,157.74	25,900.00	792.60	24,742.26	4.5%	95.5%
TOTAL UTILITIES	28,453.37	26,506.85	28,453.37	321,000.00	26,506.85	292,546.63	8.9%	91.1%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	3,168.42	888.79	3,168.42	19,000.00	888.79	15,831.58	16.7%	83.3%
3630 OTHER EQUIP/FURNITURE REPAIRS	420.00	694.00	420.00	10,200.00	694.00	9,780.00	4.1%	95.9%
36301 ENCUMBERED EQUIP/FURN REPAIRS	0.00	3,000.00	0.00	0.00	3,000.00	0.00	#DIV/0!	#DIV/0!
3640 VEHICLE REPAIR & MAINTENANCE	46.86	977.95	46.86	8,300.00	977.95	8,253.14	0.6%	99.4%
3650 MATERIAL BINDING/REPAIR SERV.	382.20	568.55	382.20	3,000.00	568.55	2,617.80	12.7%	87.3%
TOTAL REPAIR & MAINTENANCE	4,017.48	6,129.29	4,017.48	40,500.00	6,129.29	36,482.52	9.9%	90.1%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	9,706.00	19,171.00	9,706.00	33,600.00	19,171.00	23,894.00	28.9%	71.1%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	100.00	0.00	100.00	0.0%	100.0%
TOTAL RENTALS	9,706.00	19,171.00	9,706.00	33,700.00	19,171.00	23,994.00	28.8%	71.2%
ELECTRONIC SERVICES								
38450 DATABASES SERVICES	0.00	0.00	0.00	91,701.00	0.00	91,701.00	0.0%	100.0%
38460 E-BOOKS SERVICES	558.60	0.00	558.60	73,418.00	0.00	72,859.40	0.8%	99.2%
TOTAL ELECTRONIC SERVICES	558.60	0.00	558.60	165,119.00	0.00	164,560.40	0.3%	99.7%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	6,000.00	0.00	6,000.00	7,380.00	0.00	1,380.00	81.3%	18.7%
3920 INTEREST/TEMPORARY LOAN	0.00	0.00	0.00	2,500.00	0.00	2,500.00	0.0%	100.0%
3940 TRANSFER TO LIRF	17,833.37	0.00	17,833.37	214,000.00	0.00	196,166.63	8.3%	91.7%
3945 TRANSFER TO ANOTHER FUND (R.DAY)	0.00	16,666.63	0.00	0.00	16,666.63	0.00	#DIV/0!	#DIV/0!
3950 EDUCATIONAL SERV/LICENSING	0.00	960.00	0.00	3,400.00	960.00	3,400.00	0.0%	100.0%
TOTAL OTHER CHARGES	23,833.37	17,626.63	23,833.37	227,280.00	17,626.63	203,446.63	10.5%	89.5%
TOTAL OTHER SERVICES/CHARGES	114,120.89	99,556.25	114,120.89	1,303,999.00	99,556.25	1,189,878.11	8.8%	91.2%

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF JANUARY 31, 2013

	2013 JANUARY	2012 JANUARY	2013 Y-T-D ACTUAL	2013 BUDGET	2012 Y-T-D ACTUAL	2013 Y-T-D BUDGET REMAINING	2013 % OF BUDGET USED	2013 % OF BUDGET REMAINING
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	0.00	1,495.00	0.00	16,000.00	1,495.00	16,000.00	0.0%	100.0%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4445 BUILDING RENOVATIONS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4460 IS EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
44601 ENCUMBERED IS EQUIPMENT	0.00	1,511.88	0.00	0.00	1,511.88	0.00	#DIV/0!	#DIV/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	0.00	3,006.88	0.00	16,000.00	3,006.88	16,000.00	0.0%	100.0%
OTHER CAPITAL OUTLAY								
4510 BOOKS	54,542.07	45,153.21	54,542.07	594,454.00	45,153.21	539,911.93	9.2%	90.8%
4520 PERIODICALS & NEWSPAPERS	2,611.91	144.25	2,611.91	41,042.00	144.25	38,430.09	6.4%	93.6%
4530 NONPRINT MATERIALS	26,856.73	35,164.08	26,856.73	369,585.00	35,164.08	342,728.27	7.3%	92.7%
4540 ELECTRONIC RESOURCES	0.00	558.60	0.00	0.00	558.60	0.00	#DIV/0!	#DIV/0!
TOTAL OTHER CAPITAL OUTLAY	84,010.71	81,020.14	84,010.71	1,005,081.00	81,020.14	921,070.29	8.4%	91.6%
TOTAL CAPITAL OUTLAY	84,010.71	84,027.02	84,010.71	1,021,081.00	84,027.02	937,070.29	8.2%	91.8%
TOTAL OPERATING EXPENDITURES	610,619.06	505,730.48	610,619.06	7,818,019.99	505,730.48	7,207,400.93	7.8%	92.2%

*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 JANUARY 31, 2013
ONE MONTH = 8.3%

	2013 JANUARY	2012 JANUARY	2013 Y-T-D ACTUAL	2013 BUDGET	2012 Y-T-D ACTUAL	2013 Y-T-D BUDGET REMAINING	2013 % OF BUDGET USED	2013 % OF BUDGET REMAINING
PERSONNEL SERVICES								
SALARIES	292,108.96	276,391.31	292,108.96	3,843,756.00	276,391.31	3,551,647.04	7.6%	92.4%
EMPLOYEE BENEFITS	107,739.67	37,637.66	107,739.67	1,449,633.99	37,637.66	1,341,894.32	7.4%	92.6%
OTHER WAGES	0.00	2,730.73	0.00	13,100.00	2,730.73	13,100.00	0.0%	100.0%
TOTAL PERSONNEL SERVICES	<u>399,848.63</u>	<u>316,759.70</u>	<u>399,848.63</u>	<u>5,306,489.99</u>	<u>316,759.70</u>	<u>4,906,641.36</u>	<u>7.5%</u>	<u>92.5%</u>
SUPPLIES								
OFFICE SUPPLIES	4,534.59	3,261.25	4,534.59	49,950.00	3,261.25	45,415.41	9.1%	90.9%
OPERATING SUPPLIES	6,871.97	1,871.85	6,871.97	112,700.00	1,871.85	105,828.03	6.1%	93.9%
REPAIR & MAINT. SUPPLIES	1,232.27	254.41	1,232.27	23,800.00	254.41	22,567.73	5.2%	94.8%
TOTAL SUPPLIES	<u>12,638.83</u>	<u>5,387.51</u>	<u>12,638.83</u>	<u>186,450.00</u>	<u>5,387.51</u>	<u>173,811.17</u>	<u>6.8%</u>	<u>93.2%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	25,146.46	19,033.37	25,146.46	351,200.00	19,033.37	326,053.54	7.2%	92.8%
COMMUNICATION & TRANSPORTATION	8,315.61	7,889.11	8,315.61	95,850.00	7,889.11	87,534.39	8.7%	91.3%
PRINTING & ADVERTISING	15.00	0.00	15.00	8,250.00	0.00	8,235.00	0.2%	99.8%
INSURANCE	14,075.00	3,200.00	14,075.00	61,100.00	3,200.00	47,025.00	23.0%	77.0%
UTILITIES	28,453.37	26,506.85	28,453.37	321,000.00	26,506.85	292,546.63	8.9%	91.1%
REPAIR & MAINTENANCE	4,017.48	6,129.29	4,017.48	40,500.00	6,129.29	36,482.52	9.9%	90.1%
RENTALS	9,706.00	19,171.00	9,706.00	33,700.00	19,171.00	23,994.00	28.8%	71.2%
ELECTRONIC SERVICES	558.60	0.00	558.60	165,119.00	0.00	164,560.40	0.3%	99.7%
OTHER CHARGES	23,833.37	17,626.63	23,833.37	227,280.00	17,626.63	203,446.63	10.5%	89.5%
TOTAL OTHER SERVICES & CHARGES	<u>114,120.89</u>	<u>99,556.25</u>	<u>114,120.89</u>	<u>1,303,999.00</u>	<u>99,556.25</u>	<u>1,189,878.11</u>	<u>8.8%</u>	<u>91.2%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	0.00	3,006.88	0.00	16,000.00	3,006.88	16,000.00	0.0%	100.0%
OTHER CAPITAL OUTLAY	84,010.71	81,020.14	84,010.71	1,005,081.00	81,020.14	921,070.29	8.4%	91.6%
TOTAL CAPITAL OUTLAY	<u>84,010.71</u>	<u>84,027.02</u>	<u>84,010.71</u>	<u>1,021,081.00</u>	<u>84,027.02</u>	<u>937,070.29</u>	<u>8.2%</u>	<u>91.8%</u>
TOTAL OPERATING EXPENDITURES	<u>610,619.06</u>	<u>505,730.48</u>	<u>610,619.06</u>	<u>7,818,019.99</u>	<u>505,730.48</u>	<u>7,207,400.93</u>	<u>7.8%</u>	<u>92.2%</u>

2012 BUDGET
%USED IN 2012
7,641,343.13
6.6%

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF JANUARY 31, 2013

	2013 JANUARY	2012 JANUARY	2013 Y-T-D ACTUAL	2013 BUDGET	2012 Y-T-D ACTUAL	2013 Y-T-D BUDGET REMAINING	2013 % OF BUDGET USED	2013 % OF BUDGET REMAINING
PERSONNEL SERVICES (1000'S)								
SALARIES								
1120 ADMINISTRATION	13,635.99	7,368.61	13,635.99	177,208.00	7,368.61	163,572.01	7.7%	92.3%
1130 PROFESSIONAL/SUPERVISORS	38,914.32	38,151.28	38,914.32	505,886.00	38,151.28	466,971.68	7.7%	92.3%
1140 PROFESSIONAL ASSISTANTS	97,255.64	95,337.60	97,255.64	1,271,320.00	95,337.60	1,174,064.36	7.6%	92.4%
1150 SPECIALISTS & TECHNICIANS	65,021.29	60,862.56	65,021.29	845,151.00	60,862.56	780,129.71	7.7%	92.3%
1160 CLERICAL ASSISTANTS	32,562.63	30,788.03	32,562.63	434,725.00	30,788.03	402,162.37	7.5%	92.5%
1170 PAGES	16,123.13	16,971.36	16,123.13	240,720.00	16,971.36	224,596.87	6.7%	93.3%
1190 BUILDING MAINTENANCE	28,595.96	26,911.87	28,595.96	368,746.00	26,911.87	340,150.04	7.8%	92.2%
TOTAL SALARIES	292,108.96	276,391.31	292,108.96	3,843,756.00	276,391.31	3,551,647.04	7.6%	92.4%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	17,154.54	16,240.20	17,154.54	237,765.00	16,240.20	220,610.46	7.2%	92.8%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
1230 EMPLOYER CONTRIBUTION/PERF	24,091.10	0.00	24,091.10	311,493.00	0.00	287,401.90	7.7%	92.3%
12301 ENCUMBERED PERF	15,335.99	0.00	15,335.99	15,535.99	0.00	200.00	98.7%	1.3%
1235 EMPLOYEE/PERF	7,227.30	0.00	7,227.30	93,448.00	0.00	86,220.70	7.7%	92.3%
1240 EMPLOYER CONT/INSURANCE	39,918.79	17,599.45	39,918.79	725,756.00	17,599.45	685,837.21	5.5%	94.5%
1250 EMPLOYER CONT/MEDICARE	4,011.95	3,798.01	4,011.95	55,636.00	3,798.01	51,624.05	7.2%	92.8%
TOTAL EMPLOYEE BENEFITS	107,739.67	37,637.66	107,739.67	1,449,633.99	37,637.66	1,341,894.32	7.4%	92.6%
OTHER WAGES								
1310 WORKSTUDY	0.00	2,730.73	0.00	3,100.00	2,730.73	3,100.00	0.0%	100.0%
1180 TEMPORARY STAFF	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
TOTAL OTHER WAGES	0.00	2,730.73	0.00	13,100.00	2,730.73	13,100.00	0.0%	100.0%
TOTAL PERSONNEL SERVICES	399,848.63	316,759.70	399,848.63	5,306,489.99	316,759.70	4,906,641.36	7.5%	92.5%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
1004 MISCELLANOUS UNAPPROPRIATED	0.00	301.28	0.00	0.00	301.28	0.00	#DIV/0!	#DIV/0!
2110 OFFICIAL RECORDS	979.76	0.00	979.76	1,300.00	0.00	320.24	75.4%	24.6%
2120 STATIONERY & PRINTING	0.00	0.00	0.00	950.00	0.00	950.00	0.0%	100.0%
2130 OFFICE SUPPLIES	903.46	1,301.74	903.46	14,550.00	1,301.74	13,646.54	6.2%	93.8%
2135 GENERAL SUPPLIES	41.63	0.00	41.63	0.00	0.00	-41.63	#DIV/0!	#DIV/0!
2140 DUPLICATING	2,609.74	1,658.23	2,609.74	33,150.00	1,658.23	30,540.26	7.9%	92.1%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OFFICE SUPPLIES	4,534.59	3,261.25	4,534.59	49,950.00	3,261.25	45,415.41	9.1%	90.9%

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

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF JANUARY 31, 2013

	2013 JANUARY	2012 JANUARY	2013 Y-T-D ACTUAL	2013 BUDGET	2012 Y-T-D ACTUAL	2013 Y-T-D BUDGET REMAINING	2013 % OF BUDGET USED	2013 % OF BUDGET REMAINING
OPERATING SUPPLIES								
2210 CLEANING SUPPLIES	2,029.71	0.00	2,029.71	37,200.00	0.00	35,170.29	5.5%	94.5%
2220 FUEL, OIL, & LUBRICANTS	1,136.83	1,013.49	1,136.83	10,000.00	1,013.49	8,863.17	11.4%	88.6%
2230 CATALOGING SUPPLIES-BOOKS	356.72	626.31	356.72	5,500.00	626.31	5,143.28	6.5%	93.5%
2240 A/V SUPPLIES-CATALOGING	0.00	0.00	0.00	10,150.00	0.00	10,150.00	0.0%	100.0%
2250 CIRCULATION SUPPLIES	2,759.35	232.05	2,759.35	37,750.00	232.05	34,990.65	7.3%	92.7%
2260 LIGHT BULBS	210.53	0.00	210.53	4,500.00	0.00	4,289.47	4.7%	95.3%
2280 UNIFORMS	0.00	0.00	0.00	1,700.00	0.00	1,700.00	0.0%	100.0%
2290 DISPLAY/EXHIBIT SUPPLIES	378.83	0.00	378.83	5,900.00	0.00	5,521.17	6.4%	93.6%
TOTAL OPERATING SUPPLIES	6,871.97	1,871.85	6,871.97	112,700.00	1,871.85	105,828.03	6.1%	93.9%
REPAIR & MAINTENANCE SUPPLIES								
2300 IS SUPPLIES	453.27	215.60	453.27	6,600.00	215.60	6,146.73	6.9%	93.1%
2310 BUILDING MATERIALS & SUPPLIES	779.00	0.00	779.00	16,800.00	0.00	16,021.00	4.6%	95.4%
2320 PAINT & PAINTING SUPPLIES	0.00	38.81	0.00	400.00	38.81	400.00	0.0%	100.0%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL REPAIR & MAINTENANCE SUPPLIES	1,232.27	254.41	1,232.27	23,800.00	254.41	22,567.73	5.2%	94.8%
TOTAL SUPPLIES	12,638.83	5,387.51	12,638.83	186,450.00	5,387.51	173,811.17	6.8%	93.2%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
30040 MISC. UNAPPROPRIATED	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3110 CONSULTING SERVICES	8,630.00	0.00	8,630.00	12,000.00	0.00	3,370.00	71.9%	28.1%
3120 ENGINEERING/ARCHITECTURAL	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
3130 LEGAL SERVICES	186.71	166.32	186.71	28,500.00	166.32	28,313.29	0.7%	99.3%
3140 BUILDING SERVICES	3,667.40	1,161.71	3,667.40	32,000.00	1,161.71	28,332.60	11.5%	88.5%
3150 MAINTENANCE CONTRACTS	2,083.20	10,191.33	2,083.20	134,100.00	10,191.33	132,016.80	1.6%	98.4%
3160 COMPUTER SERVICES (OCLC)	4,609.27	1,425.00	4,609.27	66,500.00	1,425.00	61,890.73	6.9%	93.1%
3170 ADMIN/ACCOUNTING SERVICES	2,774.73	4,415.36	2,774.73	44,100.00	4,415.36	41,325.27	6.3%	93.7%
3175 COLLECTION AGENCY SERVICES	3,195.15	1,673.65	3,195.15	24,000.00	1,673.65	20,804.85	13.3%	86.7%
TOTAL PROFESSIONAL SERVICES	25,146.46	19,033.37	25,146.46	351,200.00	19,033.37	326,053.54	7.2%	92.8%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	2,301.59	2,304.79	2,301.59	30,900.00	2,304.79	28,598.41	7.4%	92.6%
3220 POSTAGE	1,798.55	1,402.76	1,798.55	30,000.00	1,402.76	28,201.45	6.0%	94.0%
3230 TRAVEL EXPENSE	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
3240 PROFESSIONAL MTG. (OFF-SITE)	25.00	19.00	25.00	10,000.00	19.00	9,975.00	0.3%	99.8%
3250 CONTINUING ED. (ON-SITE)	660.00	0.00	660.00	10,000.00	0.00	9,340.00	6.6%	93.4%
32501 ENCUMBERED CONTINU. ED.(ON-SITE)	3,500.00	4,162.56	3,500.00	3,500.00	4,162.56	0.00	100.0%	0.0%
3260 FREIGHT & DELIVERY	30.47	0.00	30.47	1,450.00	0.00	1,419.53	2.1%	97.9%
TOTAL COMMUNICATION & TRANSPORTATION	8,315.61	7,889.11	8,315.61	95,850.00	7,889.11	87,534.39	8.7%	91.3%

AS OF JANUARY 31 2013

	2013 JANUARY	2012 JANUARY	2013 Y-T-D ACTUAL	2013 BUDGET	2012 Y-T-D ACTUAL	2013 Y-T-D BUDGET REMAINING	2013 % OF BUDGET USED	2013 % OF BUDGET REMAINING
PRINTING & ADVERTISING								
3310 ADVERTISING & PUBLICATION	0.00	0.00	0.00	2,750.00	0.00	2,750.00	0.0%	100.0%
3320 PRINTING	15.00	0.00	15.00	5,500.00	0.00	5,485.00	0.3%	99.7%
TOTAL PRINTING & ADVERTISING	15.00	0.00	15.00	8,250.00	0.00	8,235.00	0.2%	99.8%
INSURANCE								
3410 OFFICIAL BOND	0.00	0.00	0.00	700.00	0.00	700.00	0.0%	100.0%
3420 OTHER INSURANCE	14,075.00	3,200.00	14,075.00	60,400.00	3,200.00	46,325.00	23.3%	76.7%
TOTAL INSURANCE	14,075.00	3,200.00	14,075.00	61,100.00	3,200.00	47,025.00	23.0%	77.0%
UTILITIES								
3510 GAS	368.17	54.12	368.17	3,100.00	54.12	2,731.83	11.9%	88.1%
3520 ELECTRICITY	26,927.46	25,660.13	26,927.46	292,000.00	25,660.13	265,072.54	9.2%	90.8%
3530 WATER	1,157.74	792.60	1,157.74	25,900.00	792.60	24,742.26	4.5%	95.5%
TOTAL UTILITIES	28,453.37	26,506.85	28,453.37	321,000.00	26,506.85	292,546.63	8.9%	91.1%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	3,168.42	888.79	3,168.42	19,000.00	888.79	15,831.58	16.7%	83.3%
3630 OTHER EQUIP/FURNITURE REPAIRS	420.00	694.00	420.00	10,200.00	694.00	9,780.00	4.1%	95.9%
36301 ENCUMBERED EQUIP/FURN REPAIRS	0.00	3,000.00	0.00	0.00	3,000.00	0.00	#DIV/0!	#DIV/0!
3640 VEHICLE REPAIR & MAINTENANCE	46.86	977.95	46.86	8,300.00	977.95	8,253.14	0.6%	99.4%
3650 MATERIAL BINDING/REPAIR SERV.	382.20	568.55	382.20	3,000.00	568.55	2,617.80	12.7%	87.3%
TOTAL REPAIR & MAINTENANCE	4,017.48	6,129.29	4,017.48	40,500.00	6,129.29	36,482.52	9.9%	90.1%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	9,706.00	19,171.00	9,706.00	33,600.00	19,171.00	23,894.00	28.9%	71.1%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	100.00	0.00	100.00	0.0%	100.0%
TOTAL RENTALS	9,706.00	19,171.00	9,706.00	33,700.00	19,171.00	23,994.00	28.8%	71.2%
ELECTRONIC SERVICES								
38450 DATABASES SERVICES	0.00	0.00	0.00	91,701.00	0.00	91,701.00	0.0%	100.0%
38460 E-BOOKS SERVICES	558.60	0.00	558.60	73,418.00	0.00	72,859.40	0.8%	99.2%
TOTAL ELECTRONIC SERVICES	558.60	0.00	558.60	165,119.00	0.00	164,560.40	0.3%	99.7%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	6,000.00	0.00	6,000.00	7,380.00	0.00	1,380.00	81.3%	18.7%
3920 INTEREST/TEMPORARY LOAN	0.00	0.00	0.00	2,500.00	0.00	2,500.00	0.0%	100.0%
3940 TRANSFER TO LIRF	17,833.37	0.00	17,833.37	214,000.00	0.00	196,166.63	8.3%	91.7%
3945 TRANSFER TO ANOTHER FUND (R.DAY)	0.00	16,666.63	0.00	0.00	16,666.63	0.00	#DIV/0!	#DIV/0!
3950 EDUCATIONAL SERV/LICENSING	0.00	960.00	0.00	3,400.00	960.00	3,400.00	0.0%	100.0%
TOTAL OTHER CHARGES	23,833.37	17,626.63	23,833.37	227,280.00	17,626.63	203,446.63	10.5%	89.5%
TOTAL OTHER SERVICES/CHARGES	114,120.89	99,556.25	114,120.89	1,303,999.00	99,556.25	1,189,878.11	8.8%	91.2%

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF JANUARY 31, 2013

	2013 JANUARY	2012 JANUARY	2013 Y-T-D ACTUAL	2013 BUDGET	2012 Y-T-D ACTUAL	2013 Y-T-D BUDGET REMAINING	2013 % OF BUDGET USED	2013 % OF BUDGET REMAINING
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	0.00	1,495.00	0.00	16,000.00	1,495.00	16,000.00	0.0%	100.0%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4445 BUILDING RENOVATIONS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4460 IS EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
44601 ENCUMBERED IS EQUIPMENT	0.00	1,511.88	0.00	0.00	1,511.88	0.00	#DIV/0!	#DIV/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	0.00	3,006.88	0.00	16,000.00	3,006.88	16,000.00	0.0%	100.0%
OTHER CAPITAL OUTLAY								
4510 BOOKS	54,542.07	45,153.21	54,542.07	594,454.00	45,153.21	539,911.93	9.2%	90.8%
4520 PERIODICALS & NEWSPAPERS	2,611.91	144.25	2,611.91	41,042.00	144.25	38,430.09	6.4%	93.6%
4530 NONPRINT MATERIALS	26,856.73	35,164.08	26,856.73	369,585.00	35,164.08	342,728.27	7.3%	92.7%
4540 ELECTRONIC RESOURCES	0.00	558.60	0.00	0.00	558.60	0.00	#DIV/0!	#DIV/0!
TOTAL OTHER CAPITAL OUTLAY	84,010.71	81,020.14	84,010.71	1,005,081.00	81,020.14	921,070.29	8.4%	91.6%
TOTAL CAPITAL OUTLAY	84,010.71	84,027.02	84,010.71	1,021,081.00	84,027.02	937,070.29	8.2%	91.8%
TOTAL OPERATING EXPENDITURES	610,619.06	505,730.48	610,619.06	7,818,019.99	505,730.48	7,207,400.93	7.8%	92.2%

*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 JANUARY 31, 2013
ONE MONTH = 8.3%

	2013 JANUARY	2012 JANUARY	2013 Y-T-D ACTUAL	2013 BUDGET	2012 Y-T-D ACTUAL	2013 Y-T-D BUDGET REMAINING	2013 % OF BUDGET USED	2013 % OF BUDGET REMAINING
PERSONNEL SERVICES								
SALARIES	292,108.96	276,391.31	292,108.96	3,843,756.00	276,391.31	3,551,647.04	7.6%	92.4%
EMPLOYEE BENEFITS	107,739.67	37,637.66	107,739.67	1,449,633.99	37,637.66	1,341,894.32	7.4%	92.6%
OTHER WAGES	0.00	2,730.73	0.00	13,100.00	2,730.73	13,100.00	0.0%	100.0%
TOTAL PERSONNEL SERVICES	<u>399,848.63</u>	<u>316,759.70</u>	<u>399,848.63</u>	<u>5,306,489.99</u>	<u>316,759.70</u>	<u>4,906,641.36</u>	<u>7.5%</u>	<u>92.5%</u>
SUPPLIES								
OFFICE SUPPLIES	4,534.59	3,261.25	4,534.59	49,950.00	3,261.25	45,415.41	9.1%	90.9%
OPERATING SUPPLIES	6,871.97	1,871.85	6,871.97	112,700.00	1,871.85	105,828.03	6.1%	93.9%
REPAIR & MAINT. SUPPLIES	1,232.27	254.41	1,232.27	23,800.00	254.41	22,567.73	5.2%	94.8%
TOTAL SUPPLIES	<u>12,638.83</u>	<u>5,387.51</u>	<u>12,638.83</u>	<u>186,450.00</u>	<u>5,387.51</u>	<u>173,811.17</u>	<u>6.8%</u>	<u>93.2%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	25,146.46	19,033.37	25,146.46	351,200.00	19,033.37	326,053.54	7.2%	92.8%
COMMUNICATION & TRANSPORTATION	8,315.61	7,889.11	8,315.61	95,850.00	7,889.11	87,534.39	8.7%	91.3%
PRINTING & ADVERTISING	15.00	0.00	15.00	8,250.00	0.00	8,235.00	0.2%	99.8%
INSURANCE	14,075.00	3,200.00	14,075.00	61,100.00	3,200.00	47,025.00	23.0%	77.0%
UTILITIES	28,453.37	26,506.85	28,453.37	321,000.00	26,506.85	292,546.63	8.9%	91.1%
REPAIR & MAINTENANCE	4,017.48	6,129.29	4,017.48	40,500.00	6,129.29	36,482.52	9.9%	90.1%
RENTALS	9,706.00	19,171.00	9,706.00	33,700.00	19,171.00	23,994.00	28.8%	71.2%
ELECTRONIC SERVICES	558.60	0.00	558.60	165,119.00	0.00	164,560.40	0.3%	99.7%
OTHER CHARGES	23,833.37	17,626.63	23,833.37	227,280.00	17,626.63	203,446.63	10.5%	89.5%
TOTAL OTHER SERVICES & CHARGES	<u>114,120.89</u>	<u>99,556.25</u>	<u>114,120.89</u>	<u>1,303,999.00</u>	<u>99,556.25</u>	<u>1,189,878.11</u>	<u>8.8%</u>	<u>91.2%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	0.00	3,006.88	0.00	16,000.00	3,006.88	16,000.00	0.0%	100.0%
OTHER CAPITAL OUTLAY	84,010.71	81,020.14	84,010.71	1,005,081.00	81,020.14	921,070.29	8.4%	91.6%
TOTAL CAPITAL OUTLAY	<u>84,010.71</u>	<u>84,027.02</u>	<u>84,010.71</u>	<u>1,021,081.00</u>	<u>84,027.02</u>	<u>937,070.29</u>	<u>8.2%</u>	<u>91.8%</u>
TOTAL OPERATING EXPENDITURES	<u>610,619.06</u>	<u>505,730.48</u>	<u>610,619.06</u>	<u>7,818,019.99</u>	<u>505,730.48</u>	<u>7,207,400.93</u>	<u>7.8%</u>	<u>92.2%</u>

2012 BUDGET
%USED IN 2012

7,641,343.13
6.6%

MONROE COUNTY PUBLIC LIBRARY

Operating Budget & Expenditure Report

January 1, 2012 to January 31, 2013
1 month = 8.3%

Object	Object Descr	2013				
		2013 Budget	Jan.	2013 YTD Amt	2013 YTD Balance	%YTD Budget
11200	ADMINISTRATION	\$177,208.00	\$13,635.99	\$13,635.99	\$163,572.01	7.69%
11300	PROF/SUPERVISORS	\$505,886.00	\$38,914.32	\$38,914.32	\$466,971.68	7.69%
11400	PROFESSIONAL	\$1,271,320.00	\$97,255.64	\$97,255.64	\$1,174,064.36	7.65%
11500	SPECIALIST/TECHNICIANS	\$845,151.00	\$65,021.29	\$65,021.29	\$780,129.71	7.69%
11600	CLERICAL ASSISTANTS	\$434,725.00	\$32,562.63	\$32,562.63	\$402,162.37	7.49%
11700	PAGES	\$240,720.00	\$16,123.13	\$16,123.13	\$224,596.87	6.70%
11800	TEMPORAY STAFF	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
11900	BUILDING	\$368,746.00	\$28,595.96	\$28,595.96	\$340,150.04	7.75%
12100	FICA/EMPLOYER	\$237,765.00	\$17,154.54	\$17,154.54	\$220,610.46	7.21%
12200	UNEMPLOYMENT	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
12300	PERF/EMPLOYER	\$311,493.00	\$24,091.10	\$24,091.10	\$287,401.90	7.73%
12301	ENCUMBERED PERF	\$15,535.99	\$15,335.99	\$15,335.99	\$200.00	98.71%
12350	PERF/EMPLOYEE	\$93,448.00	\$7,227.30	\$7,227.30	\$86,220.70	7.73%
12400	INS/EMPLOYER	\$725,756.00	\$39,918.79	\$39,918.79	\$685,837.21	5.50%
12500	MEDICARE/EMPLOYER	\$55,636.00	\$4,011.95	\$4,011.95	\$51,624.05	7.21%
13100	WORK STUDY	\$3,100.00	\$0.00	\$0.00	\$3,100.00	0.00%
21100	OFFICIAL RECORDS	\$1,300.00	\$979.76	\$979.76	\$320.24	75.37%
21200	STATIONERY/BUS. CARDS	\$950.00	\$0.00	\$0.00	\$950.00	0.00%
21300	OFFICE SUPPLIES	\$14,550.00	\$903.46	\$903.46	\$13,646.54	6.21%
21350	GENERAL SUPPLIES	\$0.00	\$41.63	\$41.63	-\$41.63	0.00%
21400	DUPLICATING	\$33,150.00	\$2,609.74	\$2,609.74	\$30,540.26	7.87%
22100	CLEANING SUPPLIES	\$37,200.00	\$2,029.71	\$2,029.71	\$35,170.29	5.46%
22200	FUEL/OIL/LUBRICANTS	\$10,000.00	\$1,136.83	\$1,136.83	\$8,863.17	11.37%
22300	CATALOGING	\$5,500.00	\$356.72	\$356.72	\$5,143.28	6.49%
22400	A/V SUPPLIES/CATALOG	\$10,150.00	\$0.00	\$0.00	\$10,150.00	0.00%
22500	CIRCULATION SUPPLIES	\$37,750.00	\$2,759.35	\$2,759.35	\$34,990.65	7.31%
22600	LIGHT BULBS	\$4,500.00	\$210.53	\$210.53	\$4,289.47	4.68%
22800	UNIFORMS	\$1,700.00	\$0.00	\$0.00	\$1,700.00	0.00%
22900	DISPLAY/EXHIBITS SUPPLIES	\$5,900.00	\$378.83	\$378.83	\$5,521.17	6.42%
23000	IS SUPPLIES	\$6,600.00	\$453.27	\$453.27	\$6,146.73	6.87%
23100	BUILDING MATERIAL	\$16,800.00	\$779.00	\$779.00	\$16,021.00	4.64%
23200	PAINT/PAINTING SUPPLIES	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
31100	CONSULTING SERVICES	\$12,000.00	\$8,630.00	\$8,630.00	\$3,370.00	71.92%
31200	ENGINEERING/ARCHITECTU	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
31300	LEGAL SERVICES	\$28,500.00	\$186.71	\$186.71	\$28,313.29	0.66%
31400	BUILDING SERVICES	\$32,000.00	\$3,667.40	\$3,667.40	\$28,332.60	11.46%
31500	MAINTENANCE	\$134,100.00	\$2,083.20	\$2,083.20	\$132,016.80	1.55%
31600	COMPUTER SERVICES	\$66,500.00	\$4,609.27	\$4,609.27	\$61,890.73	6.93%
31700	ADMIN/ACCOUNTING	\$44,100.00	\$2,774.73	\$2,774.73	\$41,325.27	6.29%
31750	COLLECTION AGENCY	\$24,000.00	\$3,195.15	\$3,195.15	\$20,804.85	13.31%
32100	TELEPHONE	\$30,900.00	\$2,301.59	\$2,301.59	\$28,598.41	7.45%
32200	POSTAGE	\$30,000.00	\$1,798.55	\$1,798.55	\$28,201.45	6.00%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$25.00	\$25.00	\$9,975.00	0.25%
32500	CONTINUING	\$10,000.00	\$660.00	\$660.00	\$9,340.00	6.60%
32501	ENCUMBERED CONTINUING	\$3,500.00	\$3,500.00	\$3,500.00	\$0.00	100.00%
32600	FREIGHT/DELIVERY	\$1,450.00	\$30.47	\$30.47	\$1,419.53	2.10%
33100	ADVERTISING/PUBLICATIO	\$2,750.00	\$0.00	\$0.00	\$2,750.00	0.00%
33200	PRINTING SERVICES	\$5,500.00	\$15.00	\$15.00	\$5,485.00	0.27%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$0.00	\$700.00	0.00%
34200	OTHER INSURANCE	\$60,400.00	\$14,075.00	\$14,075.00	\$46,325.00	23.30%
35100	GAS	\$3,100.00	\$368.17	\$368.17	\$2,731.83	11.88%
35200	ELECTRICITY	\$292,000.00	\$26,927.46	\$26,927.46	\$265,072.54	9.22%
35300	WATER	\$25,900.00	\$1,157.74	\$1,157.74	\$24,742.26	4.47%
36100	BUILDING REPAIRS	\$19,000.00	\$3,168.42	\$3,168.42	\$15,831.58	16.68%
36300	OTHER EQUIP/FURNITURE	\$10,200.00	\$420.00	\$420.00	\$9,780.00	4.12%
36400	VEHICLE	\$8,300.00	\$46.86	\$46.86	\$8,253.14	0.56%
36500	MATERIALS	\$3,000.00	\$382.20	\$382.20	\$2,617.80	12.74%
37100	REAL ESTATE	\$33,600.00	\$9,706.00	\$9,706.00	\$23,894.00	28.89%

MONROE COUNTY PUBLIC LIBRARY

Operating Budget & Expenditure Report

January 1, 2012 to January 31, 2013

1 month = 8.3%

Object	Object Descr	2013				
		2013 Budget	Jan.	2013 YTD Amt	2013 YTD Balance	%YTD Budget
37200	EQUIPMENT RENTAL	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
38450	DATABASES	\$91,701.00	\$0.00	\$0.00	\$91,701.00	0.00%
38460	E-BOOKS	\$73,418.00	\$558.60	\$558.60	\$72,859.40	0.76%
39100	DUES/INSTITUTIONAL	\$7,380.00	\$6,000.00	\$6,000.00	\$1,380.00	81.30%
39200	INTEREST/TEMPORARY	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
39400	TRANSFER TO LIRF	\$214,000.00	\$17,833.37	\$17,833.37	\$196,166.63	8.33%
39500	EDUCATIONAL/LICENSING	\$3,400.00	\$0.00	\$0.00	\$3,400.00	0.00%
44300	OTHER EQUIPMENT	\$16,000.00	\$0.00	\$0.00	\$16,000.00	0.00%
45100	BOOKS	\$594,454.00	\$54,542.07	\$54,542.07	\$539,911.93	9.18%
45200	PERIODICALS/NEWSPAPERS	\$41,042.00	\$2,611.91	\$2,611.91	\$38,430.09	6.36%
45300	NONPRINT MATERIALS	\$369,585.00	\$26,856.73	\$26,856.73	\$342,728.27	7.27%
		\$7,818,019.99	\$610,619.06	\$610,619.06	\$7,207,400.93	7.81%

MONROE COUNTY PUBLIC LIBRARY

LIRF Budget & Expenditure Report

January 1, 2013 to January 31, 2013
1 month = 8.3%

Object	Object Descr	2013 Budget	Jan.	YTD Amount	2013 YTD Balance	2013 %YTD Budget
36100	BUILDING REPAIRS	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
44300	OTHER EQUIPMENT	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
44450	BUILDING RENOVATION	\$280,000.00	\$0.00	\$0.00	\$280,000.00	0.00%
		\$350,000.00	\$0.00	\$0.00	\$350,000.00	0.00%

MONROE COUNTY PUBLIC LIBRARY
Debt Service Budget & Expenditures Report

January 1, 2013 to January 31, 2013
1 month = 8.3%

Object	2013		2013	2013	2013
Object Descr	Budget	Jan.	YTD Amt	YTD Balance	%YTD Budget
37100 REAL ESTATE	\$600,000.00	\$0.00	\$0.00	\$600,000.00	0.00%
39200 INTEREST/TEM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39250 PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450 TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$600,000.00	\$0.00	\$0.00	\$600,000.00	0.00%

MONROE COUNTY PUBLIC LIBRARY

Rainy Day Budget & Expenditures Report

January 1, 2013 to January 31, 2013
1 month = 8.3%

Object	Object Descr	2013 Budget	Jan 2012	2013 YTD Amt	2013 YTD Balance	2013 %YTD Budget
31100	CONSULTING SERVICES	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
31200	ENGINEERING/ARCHITECTURAL	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.00%
31300	LEGAL SERVICES	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
36100	BUILDING REPAIRS	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
44100	FURNITURE	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
44300	OTHER EQUIPMENT	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
44450	BUILDING RENOVATION	\$280,000.00	\$0.00	\$0.00	\$280,000.00	0.00%
		\$400,000.00	\$0.00	\$0.00	\$400,000.00	0.00%

MONROE COUNTY PUBLIC LIBRARY

Special Revenue Budget & Expenditure Report

January 1, 2013 to January 31, 2013
1 month = 8.3%

Object	Object Descr	2013 Budget	Jan.	YTD Amount	2013 YTD Balance	2013 %YTD Budget
11300	PROF/SUPERVISORS	\$61,430.17	\$4,725.43	\$4,725.43	\$56,704.74	7.69%
11400	PROFESSIONAL ASSISTANT	\$123,662.53	\$9,512.48	\$9,512.48	\$114,150.0	7.69%
11600	CLERICAL ASSISTANTS	\$179,261.78	\$13,805.32	\$13,805.32	\$165,456.4	7.70%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$22,590.01	\$1,646.88	\$1,646.88	\$20,943.13	7.29%
12300	PERF/EMPLOYER	\$36,685.86	\$3,586.78	\$3,586.78	\$33,099.08	9.78%
12350	PERF/EMPLOYEE CONTRIB.	\$0.00	\$653.59	\$653.59	-\$653.59	0.00%
12400	INS/EMPLOYER	\$70,000.00	\$8,974.90	\$8,974.90	\$61,025.10	12.82%
12500	MEDICARE/EMPLOYER	\$5,283.14	\$385.16	\$385.16	\$4,897.98	7.29%
13100	WORK STUDY	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
21200	STATIONERY/BUS. CARDS	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
21300	OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
21400	DUPLICATING	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
22200	FUEL/OIL/LUBRICANTS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
22700	VIDEO TAPE/MEDIA STORAGE	\$17,000.00	\$0.00	\$0.00	\$17,000.00	0.00%
23000	IS SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
23500	VIDEO MATERIALS/CATS	\$10,000.00	\$422.12	\$422.12	\$9,577.88	4.22%
31100	CONSULTING SERVICES	\$5,000.00	\$335.00	\$335.00	\$4,665.00	6.70%
31300	LEGAL SERVICES	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
31600	COMPUTER SERVICES	\$0.00	\$49.90	\$49.90	-\$49.90	0.00%
31650	DIGITIZATION SERVICES	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
31700	ADMIN/ACCOUNTING	\$0.00	\$6.74	\$6.74	-\$6.74	0.00%
32100	TELEPHONE	\$3,500.00	\$288.93	\$288.93	\$3,211.07	8.26%
32200	POSTAGE	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
32300	TRAVEL EXPENSE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
32400	PROFESSIONAL MTG/OFF	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
32600	FREIGHT/DELIVERY	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
36300	OTHER EQUIP/FURNITURE	\$6,000.00	\$35.00	\$35.00	\$5,965.00	0.58%
37100	REAL ESTATE	\$3,500.00	\$733.50	\$733.50	\$2,766.50	20.96%
39100	DUES/INSTITUTIONAL	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
39500	EDUCATIONAL/LICENSING	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
39600	COMMUNITY NEWS SERVICES	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
44100	FURNITURE	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
44700	EQUIPMENT - CATS	\$50,000.00	\$352.02	\$352.02	\$49,647.98	0.70%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
		\$632,213.49	\$45,513.75	\$45,513.75	\$586,699.7	7.20%

MONROE COUNTY PUBLIC LIBRARY

LCPF Budget & Expenditure Report

January 1, 2013 to January 31, 2013
1 month = 8.3%

Object	Object Descr	2013 Budget	Jan.	YTD Amount	2013 YTD Balance	2013 %YTD Budget
44601	ENCUMBERED IS	\$10,975.00	\$10,817.71	\$10,817.71	\$157.29	98.57%
		\$10,975.00	\$10,817.71	\$10,817.71	\$157.29	98.57%

MONROE COUNTY PUBLIC LIBRARY

Gen. Obligation Bond Budget & Expenditure

January 1, 2013 to January 31, 2013

1 month = 8.3%

Object	Object Descr	2013 Budget	Jan.	YTD Amount	2013 YTD Balance	2013 %YTD Budget
31700	ADMIN/ACCOUNTING	\$0.00	\$22,028.82	\$22,028.82	-\$22,028.82	0.00%
44600	IS EQUIPMENT	\$58,000.00	\$0.00	\$0.00	\$58,000.00	0.00%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
44700	EQUIPMENT - CATS	\$45,000.00	\$553.40	\$553.40	\$44,446.60	1.23%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
		\$133,000.00	\$22,582.22	\$22,582.22	\$110,417.78	16.98%

MONROE COUNTY PUBLIC LIBRARY

Expenditure Summary compared to last year

2013 compared to 2012: Period Ending January

Fund	Fund Descr	2013 Budget	January 2013 Amt	2013 YTD Amt	2012 Budget	January 2012 Amt	2012 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,802,483.45	\$610,619.06	\$610,619.06	\$7,641,343.13	\$505,730.48	\$505,730.48	21.00%
002	JAIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
003	CLEARING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
004	GIFT	\$0.00	\$150.81	\$150.81	\$0.00	\$0.00	\$0.00	0.00%
005	PLAC	\$0.00	\$2,400.00	\$2,400.00	\$0.00	\$2,400.00	\$2,400.00	0.00%
006	RETIREEES	\$0.00	\$221.20	\$221.20	\$0.00	\$105.59	\$105.59	109.00%
007	LIRF	\$0.00	\$0.00	\$0.00	\$350,000.00	\$0.00	\$0.00	0.00%
008	DEBT SERVICE	\$0.00	\$0.00	\$0.00	\$322,088.00	\$0.00	\$0.00	0.00%
009	RAINY DAY	\$0.00	\$0.00	\$0.00	\$410,000.00	\$1,233.63	\$1,233.63	-100.00%
010	PAYROLL	\$0.00	\$316,724.53	\$316,724.53	\$0.00	\$294,979.74	\$294,979.74	7.00%
011	INVESTMENT-GIFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
012	TEEN COUNCIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
015	LSTA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
016	GIFT-RESTRICED	\$0.00	\$5,252.84	\$5,252.84	\$0.00	\$16,445.53	\$16,445.53	-68.00%
017	LEVY EXCESS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
018	IN KIND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
019	GIFT-FOUNDATION	\$101,850.00	\$2,620.61	\$2,620.61	\$0.00	\$1,761.73	\$1,761.73	49.00%
020	SPECIAL REVENUE	\$632,213.49	\$45,513.75	\$45,513.75	\$642,803.96	\$39,790.56	\$39,790.56	14.00%
021	CAPITAL PROJECTS	\$10,975.00	\$10,817.71	\$10,817.71	\$543,411.00	\$7,384.60	\$7,384.60	46.00%
022	GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
023	LSTA-CIVIL WAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
024	FINRA GRANT	\$0.00	\$8,528.18	\$8,528.18	\$0.00	\$1,837.39	\$1,837.39	364.00%
025	LSTA-SMITHVILLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
026	GENERAL	\$133,000.00	\$22,582.22	\$22,582.22	\$0.00	\$0.00	\$0.00	0.00%
		\$8,680,521.94	\$1,025,430.91	\$1,025,430.91	\$9,909,646.09	\$871,669.25	\$871,669.25	18.00%

MONROE COUNTY PUBLIC LIBRARY

Monthly Revenue Report (Cash Basis)

Current Period compared to Prior Period
 Current Period: January 2013
 Operating Fund

Source	Source Descr	2013 Budget	January 2013 Amt	2013 YTD Amt	2012 Budget	January 2012 Amt	2012 YTD Amt	%Last YR YTD Diff
00100	PROPERTY TAX/ADVANCES	\$5,163,373.00	\$0.00	\$0.00	\$4,592,520.00	\$0.00	\$0.00	0.00%
00200	INTANGIBLES TAX	\$10,500.00	\$0.00	\$0.00	\$12,443.00	\$0.00	\$0.00	0.00%
00300	LICENSE EXCISE TAX	\$330,000.00	\$27,071.09	\$27,071.09	\$232,699.00	\$0.00	\$0.00	0.00%
00400	COUNTY OPTION INCOME TAX	\$1,954,656.00	\$172,969.23	\$172,969.23	\$1,980,075.00	\$164,950.76	\$164,950.76	5.00%
00500	COMMERCIAL VEHICLE EXCISE TAX	\$37,000.00	\$0.00	\$0.00	\$42,483.00	\$0.00	\$0.00	0.00%
00600	US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03400	ELL COPIERS/PRINTERS	\$0.00	\$373.72	\$373.72	\$0.00	\$225.36	\$225.36	66.00%
03500	LOST/DAMAGED	\$0.00	\$1,978.93	\$1,978.93	\$0.00	\$2,304.15	\$2,304.15	-14.00%
03600	FINES/FEES	\$175,000.00	\$14,229.20	\$14,229.20	\$175,000.00	\$16,458.24	\$16,458.24	-14.00%
03650	COLLECTION AGENCY FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03700	BLGTN COPIERS/PRINTERS	\$10,000.00	\$1,312.80	\$1,312.80	\$6,000.00	\$493.00	\$493.00	166.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$6,925.89	\$6,925.89	\$0.00	\$3,472.58	\$3,472.58	99.00%
04100	PUBLIC LIBRARY ACCESS CARD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
04200	MEETING ROOM FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
04500	PLAC DISTRIBUTION	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	0.00%
10000	REALESTATE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
11500	STATE DISTRIBUTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
17000	READER PRINTER RECEIPTS	\$0.00	\$131.75	\$131.75	\$0.00	\$243.01	\$243.01	-46.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM	\$6,000.00	\$1,265.64	\$1,265.64	\$7,500.00	\$1,123.51	\$1,123.51	13.00%
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	\$6,000.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	0.00%
53000	LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$7,702,529.00	\$226,258.25	\$226,258.25	\$7,066,220.00	\$189,270.61	\$189,270.61	20.00%

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: January 2013

FUND Descr	01/01/2013	MTD Debit	MTD Credit	01/31/2013	Bal Sht Descr
OPERATING	\$1,901.06	\$1.11	\$0.00	\$1,902.17	CHASE/BANK ONE SAVINGS
OPERATING	\$26,087.05	\$8,019.79	\$26,738.29	\$7,368.55	ONB/MONROE BANK CHECKING
OPERATING	\$28,804.94	\$10,291.78	\$29,172.71	\$9,924.01	UNITED COMMERCE BANK
OPERATING	-\$379,869.88	\$513,140.31	\$593,309.81	-\$460,039.38	FIFTH THIRD BANK CHECKING
OPERATING	\$1,501,383.92	\$1,263.88	\$250,023.50	\$1,252,624.30	FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	\$1,178,307.09	\$532,716.87	\$899,244.31	\$811,779.65	
JAIL	\$0.00	\$6,000.00	\$0.00	\$6,000.00	FIFTH THIRD BANK CHECKING
GIFT UNRESTRICTED	\$864.16	\$279.08	\$1,011.57	\$131.67	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$11.00	\$4.00	\$13.00	\$2.00	UNITED COMMERCE BANK
GIFT UNRESTRICTED	\$11,659.92	\$1,024.57	\$150.81	\$12,533.68	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$12,535.08	\$1,307.65	\$1,175.38	\$12,667.35	
PLAC	\$450.00	\$453.05	\$553.05	\$350.00	ONB/MONROE BANK CHECKING
PLAC	\$1,800.00	\$750.00	\$2,000.00	\$550.00	UNITED COMMERCE BANK
PLAC	\$150.00	\$2,550.00	\$2,400.00	\$300.00	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$2,400.00	\$3,753.05	\$4,953.05	\$1,200.00	
RETIREEES	\$0.00	\$1,120.60	\$221.20	\$899.40	FIFTH THIRD BANK CHECKING
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	\$1,643.98	\$897.43	\$0.00	\$2,541.41	FIFTH THIRD BANK CHECKING
DEBT SERVICE	\$31,103.53	\$0.00	\$0.00	\$31,103.53	FIFTH THIRD BANK SAVINGS
Fund 008 DEBT SERVICE	\$32,747.51	\$897.43	\$0.00	\$33,644.94	
RAINY DAY	\$176,316.02	\$0.00	\$0.00	\$176,316.02	FIFTH THIRD BANK CHECKING
RAINY DAY	\$944,339.76	\$0.00	\$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	\$1,621,155.78	\$0.00	\$0.00	\$1,621,155.78	
PAYROLL	\$13,725.32	\$325,443.94	\$317,383.26	\$21,786.00	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$13,717.48	\$435.00	\$13,992.48	\$160.00	ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$0.00	\$250.00	\$8.90	\$241.10	UNITED COMMERCE BANK
GIFT-RESTRICED	\$64,804.45	\$14,158.30	\$5,249.76	\$73,712.99	FIFTH THIRD BANK CHECKING
Fund 016 GIFT-RESTRICED	\$78,521.93	\$14,843.30	\$19,251.14	\$74,114.09	
GIFT-FOUNDATION	\$0.00	\$2.57	\$0.00	\$2.57	ONB/MONROE BANK CHECKING
GIFT-FOUNDATION	\$8,328.49	\$2.00	\$2,625.18	\$5,705.31	FIFTH THIRD BANK CHECKING
Fund 019 GIFT-FOUNDATION	\$8,328.49	\$4.57	\$2,625.18	\$5,707.88	
SPECIAL REVENUE	\$295.87	\$235.00	\$322.06	\$208.81	UNITED COMMERCE BANK

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: January 2013

FUND Descr	01/01/2013	MTD Debit	MTD Credit	01/31/2013	Bal Sht Descr
SPECIAL REVENUE	\$18,029.57	\$93,663.85	\$45,512.79	\$66,180.63	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$150,000.00	\$0.00	\$90,000.00	\$60,000.00	FIFTH THIRD BANK SAVINGS
Fund 020 SPECIAL REVENUE	\$168,325.44	\$93,898.85	\$135,834.85	\$126,389.44	
CAPITAL PROJECTS	\$195,671.28	\$3,022.96	\$10,921.66	\$187,772.58	FIFTH THIRD BANK CHECKING
CAPITAL PROJECTS	\$231,084.10	\$0.00	\$0.00	\$231,084.10	FIFTH THIRD BANK SAVINGS
Fund 021 CAPITAL PROJECTS	\$426,755.38	\$3,022.96	\$10,921.66	\$418,856.68	
FINRA GRANT	\$18,030.27	\$0.00	\$8,528.18	\$9,502.09	FIFTH THIRD BANK CHECKING
GENERAL OBLIGATION BOND	\$1,795.62	\$60,000.00	\$22,582.22	\$39,213.40	FIFTH THIRD BANK CHECKING
GENERAL OBLIGATION BOND	\$1,779,600.00	\$0.00	\$60,000.00	\$1,719,600.00	FIFTH THIRD BANK SAVINGS
Fund 026 GENERAL OBLIGATION BOND	\$1,781,395.62	\$60,000.00	\$82,582.22	\$1,758,813.40	
	\$6,462,952.36	\$1,043,009.22	\$1,482,720.43	\$6,023,241.15	

MONROE COUNTY PUBLIC LIBRARY

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CHASE BANK SAVINGS

06110 BANKONESV

January 2013

Account Summary

Beginning Balance on	1/1/2013	\$11,914.61	Cleared	\$11,915.72
+	Receipts/Deposits	\$1.11	Statement	\$11,915.72
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	1/31/2013	\$11,915.72		

Check Book Balance

Active	G 001-06110	OPERATING	\$1,902.17
Active	G 004-06110	GIFT UNRESTRICTED	\$0.00
Active	G 007-06110	LIRF	\$10,013.55
Active	G 008-06110	DEBT SERVICE	\$0.00
Active	G 009-06110	RAINY DAY	\$0.00
Active	G 010-06110	PAYROLL	\$0.00
Active	G 016-06110	GIFT-RESTRICED	\$0.00
Active	G 017-06110	LEVY EXCESS	\$0.00
Active	G 019-06110	GIFT-FOUNDATION	\$0.00
Active	G 021-06110	CAPITAL PROJECTS	\$0.00
		Cash	\$11,915.72

Beginng Balance	\$11,914.61	
+ Total Deposits	\$1.11	
- Checks Written	\$0.00	
Check Book Balance	\$11,915.72	
Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

02/05/13 10:06 AM
Page 1

***Check Reconciliation©**
ONB MONROE CHECKING
06300 ONB/MONROE
January 2013

Account Summary

Beginning Balance on	1/1/2013	\$44,461.44	Cleared	\$8,012.79
+	Receipts/Deposits	\$9,186.44	Statement	\$8,012.79
-	Payments (Checks and Withdrawals)	\$45,635.09	Difference	\$0.00
Ending Balance as of	1/31/2013	\$8,012.79		

Check Book Balance

Active	G 001-06300	OPERATING	\$7,368.55
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$131.67
Active	G 005-06300	PLAC	\$350.00
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	\$160.00
Active	G 019-06300	GIFT-FOUNDATION	\$2.57
Active	G 020-06300	SPECIAL REVENUE	\$0.00
Active	G 024-06300	FINRA GRANT	\$0.00
		Cash	\$8,012.79
	Beginng Balance	\$44,461.44	
	+ Total Deposits	\$9,186.44	
	- Checks Written	\$45,635.09	
	Check Book Balance	\$8,012.79	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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Page 1

***Check Reconciliation©**

UNITED COMMERCE

06400 UNITED COM

January 2013

Account Summary

Beginning Balance on	1/1/2013	\$30,911.81	Cleared	\$10,925.92
+	Receipts/Deposits	\$11,514.11	Statement	\$10,925.92
-	Payments (Checks and Withdrawals)	\$31,500.00	Difference	\$0.00
Ending Balance as of	1/31/2013	\$10,925.92		

Check Book Balance

Active	G 001-06400	<i>OPERATING</i>	\$9,924.01
Active	G 003-06400	<i>CLEARING</i>	\$0.00
Active	G 004-06400	<i>GIFT UNRESTRICTED</i>	\$2.00
Active	G 005-06400	<i>PLAC</i>	\$550.00
Active	G 016-06400	<i>GIFT-RESTRICED</i>	\$241.10
Active	G 020-06400	<i>SPECIAL REVENUE</i>	\$208.81
		Cash	\$10,925.92
	Beginng Balance	\$30,911.81	
	+ Total Deposits	\$11,514.11	
	- Checks Written	\$31,500.00	
	Check Book Balance	\$10,925.92	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

02/05/13 12:25 PM
Page 1

***Check Reconciliation©**

FIFTH THIRD CHECKING

06500 FIFTHCKNG

January 2013

Account Summary

Beginning Balance on	1/1/2013	\$268,924.75	Cleared	\$261,961.39
+	Receipts/Deposits	\$688,142.36	Statement	\$261,961.39
-	Payments (Checks and Withdrawals)	\$695,105.72	Difference	\$0.00
Ending Balance as of	1/31/2013	\$261,961.39		

Check Book Balance

Active	G 001-06500	OPERATING	-\$460,039.38
Active	G 002-06500	JAIL	\$6,000.00
Active	G 003-06500	CLEARING	\$0.00
Active	G 004-06500	GIFT UNRESTRICTED	\$12,533.68
Active	G 005-06500	PLAC	\$300.00
Active	G 006-06500	RETIREES	\$899.40
Active	G 007-06500	LIRF	\$83,692.32
Active	G 008-06500	DEBT SERVICE	\$2,541.41
Active	G 009-06500	RAINY DAY	\$176,316.02
Active	G 010-06500	PAYROLL	\$21,786.00
Active	G 016-06500	GIFT-RESTRICED	\$73,712.99
Active	G 019-06500	GIFT-FOUNDATION	\$5,705.31
Active	G 020-06500	SPECIAL REVENUE	\$66,180.63
Active	G 021-06500	CAPITAL PROJECTS	\$187,772.58
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$9,502.09
Active	G 025-06500	LSTA-SMITHVILLE NEWS	\$0.00
Active	G 026-06500	GENERAL OBLIGATION	\$39,213.40
		Cash	\$226,116.45

Beginng Balance	\$268,924.75
+ Total Deposits	\$688,142.36
- Checks Written	\$730,950.66
Check Book Balance	\$226,116.45
O/S Checks	\$35,844.94

MONROE COUNTY PUBLIC LIBRARY

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Page 1

***Check Reconciliation©**

FIFTH THIRD SAVINGS

06510 FIFTHSAVG

January 2013

Account Summary

Beginning Balance on	1/1/2013	\$5,164,029.89	Cleared	\$4,765,270.27
+	Receipts/Deposits	\$1,263.88	Statement	\$4,765,270.27
-	Payments (Checks and Withdrawals)	\$400,023.50	Difference	\$0.00
Ending Balance as of	1/31/2013	\$4,765,270.27		

Check Book Balance

Active	G 001-06510	OPERATING	\$1,252,624.30
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-RESTRICTED	\$0.00
Active	G 020-06510	SPECIAL REVENUE	\$60,000.00
Active	G 021-06510	CAPITAL PROJECTS	\$231,084.10
Active	G 025-06510	LSTA-SMITHVILLE NEWS	\$0.00
Active	G 026-06510	GENERAL OBLIGATION	\$1,719,600.00
		Cash	\$4,765,270.27

Beginng Balance	\$5,164,029.89	
+ Total Deposits	\$1,263.88	
- Checks Written	\$400,023.50	
Check Book Balance	\$4,765,270.27	
Difference	\$0.00	

TO: Monroe County Public Library – Board of Trustees
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager
RE: Personnel Report
DATE: February 20, 2013

Beginning Employment

- Leanne Zdravecky, Circulation, Clerk, Pay Grade C, 20 hours per week, effective February 17, 2013.
- Mallory Cline, Circulation, Page, Pay Grade A, 15-18 hours per week, effective February 17, 2013.
- Ian Hoagland, Circulation, Page, Pay Grade A, 15-18 hours per week, effective February 17, 2013.
- Emily Richardson-Rossbach, Circulation, Page, Pay Grade A, 15-18 hours per week, effective February 17, 2013.
- Shannon Schreur-Klein, Circulation, Page, Pay Grade A, 15-18 hours per week, effective February 17, 2013.
- Jessica Shurr, Circulation, Page, Pay Grade A, 15-18 hours per week, effective February 17, 2013.
- Sarah Wilson, Circulation, Page, Pay Grade A, 15-18 hours per week, effective February 17, 2013.

Ending Employment

None

Job Changes

None

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
01/25/13	140	20	160	4,115	580	4,695	145,248	17,903	163,151

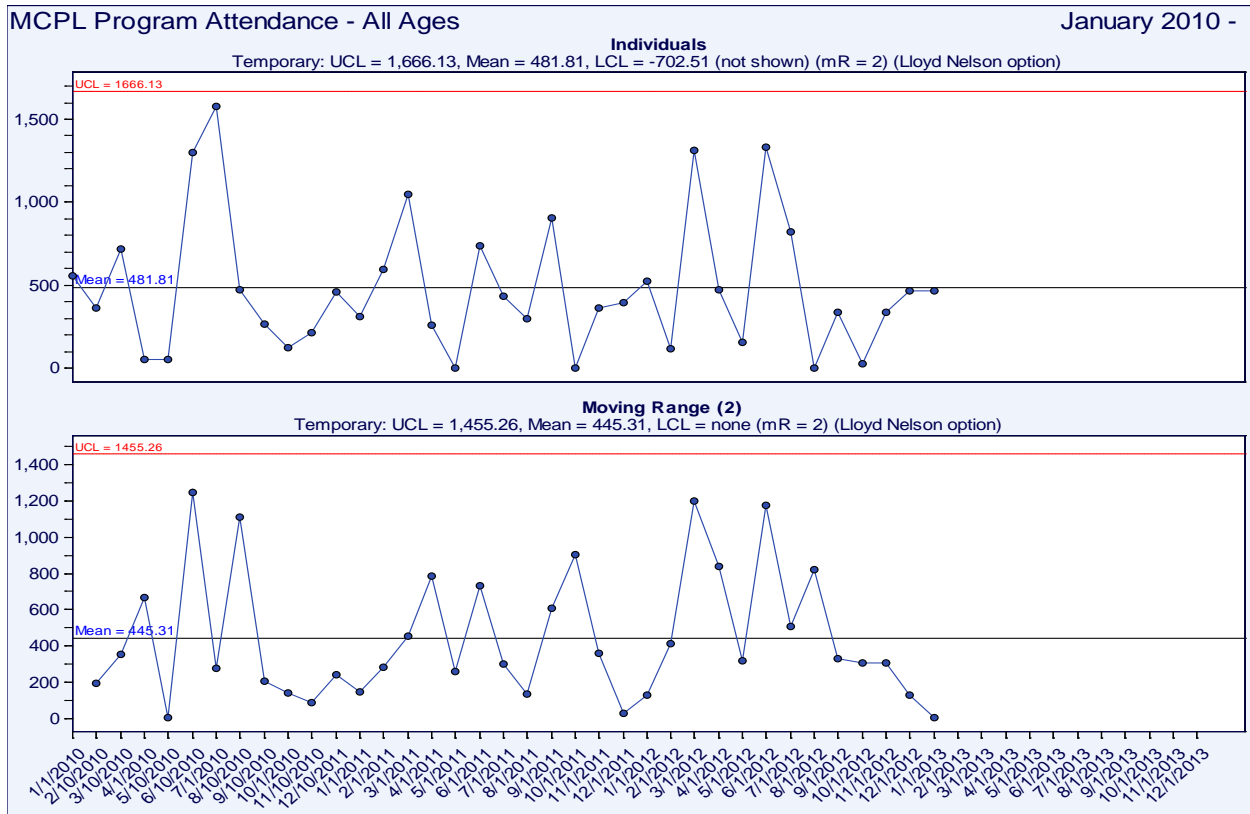
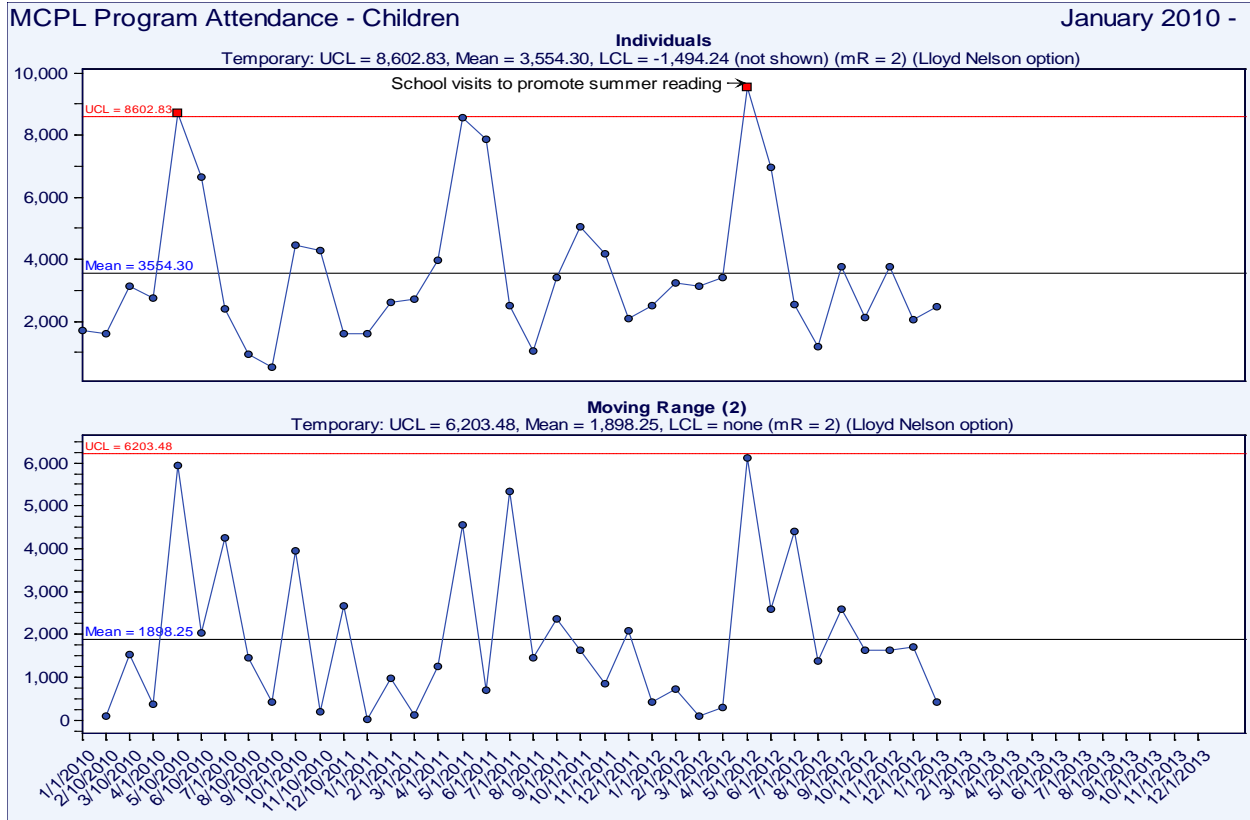
Monroe County Public Library Employees, Hours and Wages, by Pay Period, 2010-

02/08/13	140	20	160	4,110	580	4,690	146,237	18,072	164,309
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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; Friends update
	16	Board of Finance	Review Investment Report and Policy
February	6	Work Session	
	20	Board Meeting	Election of Board Officers; Ellettsville update-Mickey Needham
March	20	Work Session	
	27	Board Meeting	E-book update-Pam Wasmer and Mickey Needham
April	10	Work Session	
	17	Board Meeting	"Maker" program update-Steve Backs
May	8	Work Session	
	15	Board Meeting	Summer reading update-Josh Wolf
June	12	Work Session	
	19	Board Meeting	Dept update TBA
July	10	Work Session	Draft 2014 Budget
	17	Board Meeting	VITAL update-Bethany Terry
August	14	Work Session	Revise 2014 Budget
	21	Board Meeting	Approve 2014 Budget for advertising; Dept update TBA
September	11	Work Session	
	18	Public Hearing	2014 Budget
	18	Board Meeting	CATS update-Michael White
October	9	Work Session	2014 Budget, as recommended by County Council
	16	Board Meeting	Adopt 2014 Budget; Dept update TBA
November	13	Work Session	
	20	Board Meeting	Approve 2014 employee insurance package; Dept update TBA
December	11	Work Session	
	18	Board Meeting	Approve 2014 salary schedule, holiday schedule, pay grade schedule, director's salary; CATS contracts; fee schedule; Community Outreach update-Chris Jackson

GOAL 1: Strengthen 21st century literacy skills.



1A. Strengthen early literacy skills.

- "Snowy Days" was the theme for the Outreach preschool story times at Head Start. Filled with rhythm, rhyme, and repetition, the variety of activities included a reading of *A Hat for Minerva Louise* and *Snowmen at Night*, a seated "Dance of the Snowstorm," a snowman action song, and, back by popular demand, Polly O'Shea's "Hey Mr. Snowman" felt board rap.
- The Children's Department at the Main Library hosted 16 in-house programs for 710 children, aged birth-to-five and their caregivers. Winter themes abounded, but the often cold weather didn't seem to keep anyone away.
- Christina Jones and Mary Frasier presented an Every Child Ready to Read workshop at BDLC childcare for 14 teachers. They followed this up with a "Reading Rockets" in-house workshop attended by eight parents.
- 4,708 people visited the Learn and Play Space, and LAPS supervisors hosted 21 "Learning through Play" sessions for 870 people.
- The Ellettsville Branch offered 10 story times (Tiny, Preschool, Evening) in the month with an average of 30 attending each program.

1B. Support basic literacy skills.

- The Children's Homework Center was open for 17 days and hosted 65 help sessions.
- Children's Services librarians visited 4 MCCSC elementary schools and shared stories and activities with over 160 students as part of the Portable Programs Series.
- VITAL had 225 attendees at 21 programs this month, including ESL Book Club, Writing Group, English Conversation Groups, and the VITAL Advocacy Council.
- 97 VITAL learners are matched with individual tutors.

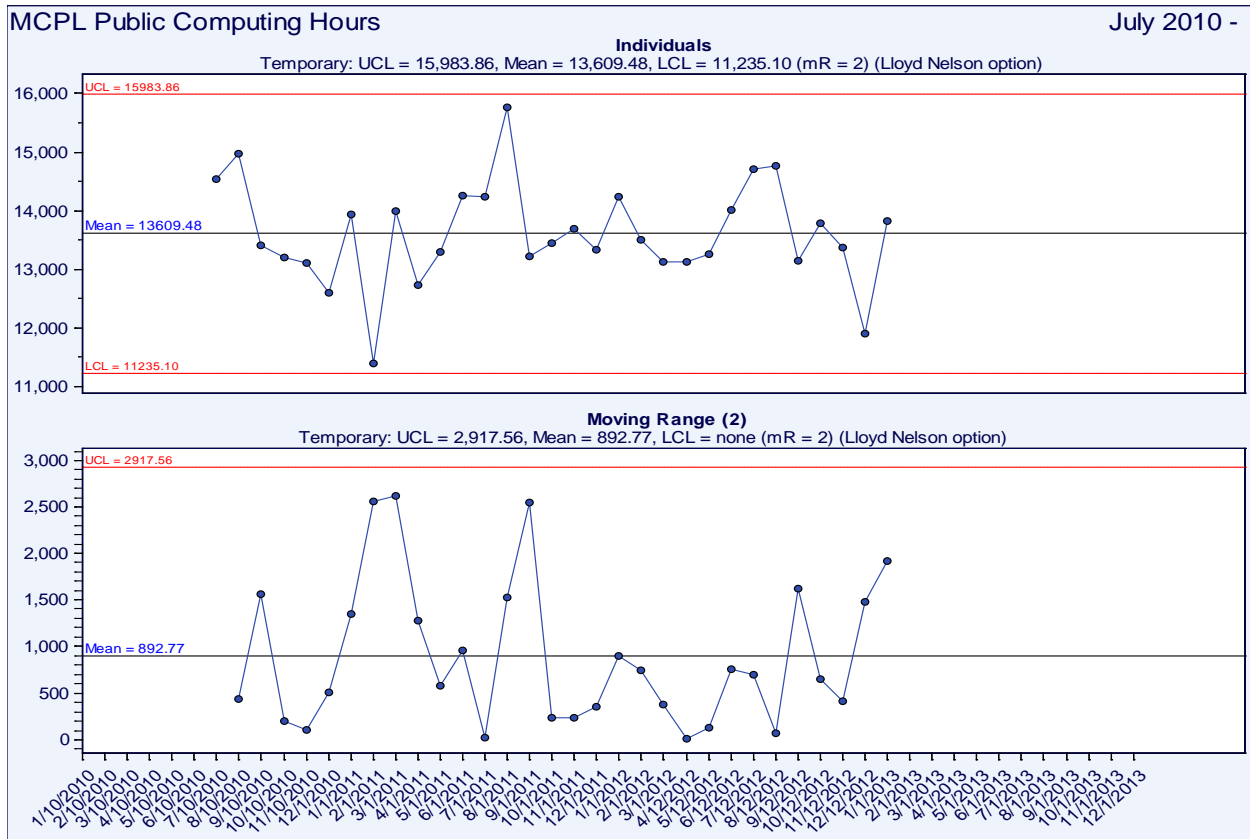
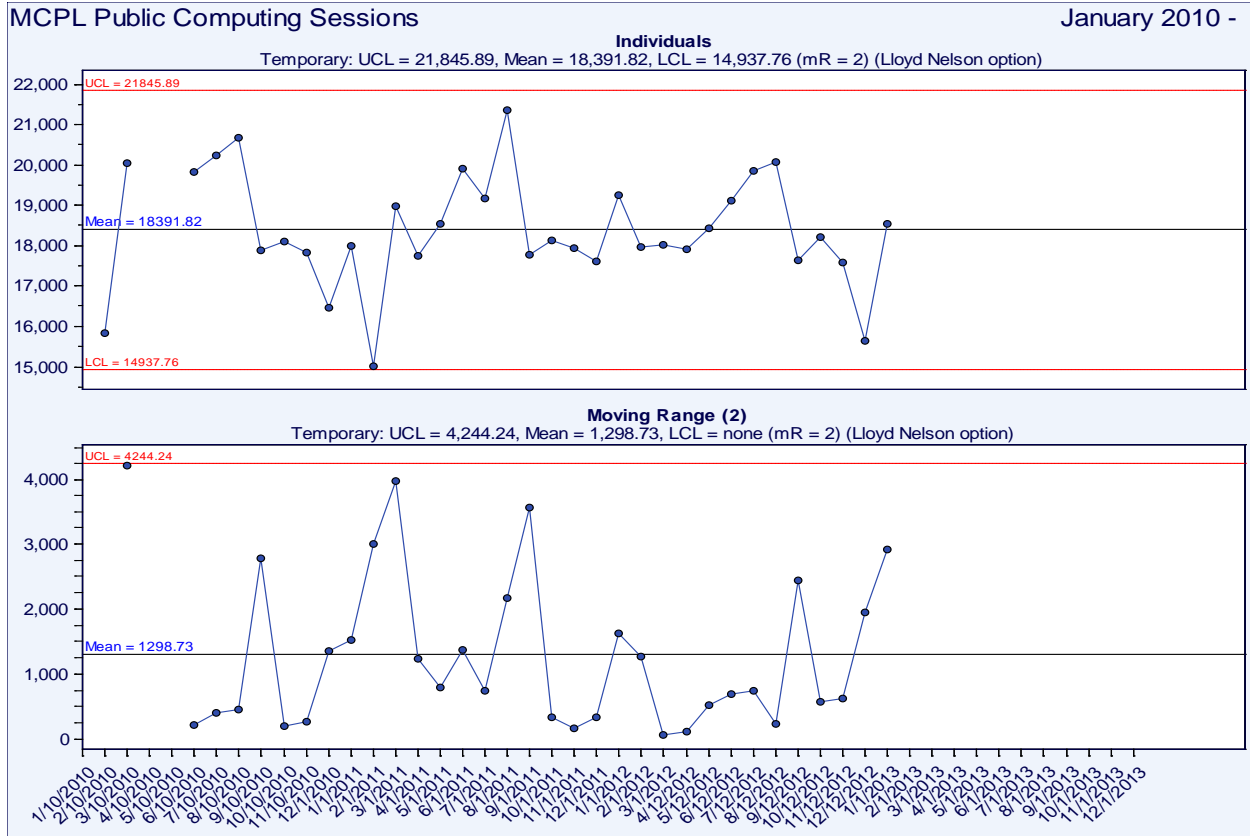
While considering content for Spring Brochure (deadline in January), Stephanie invited Christina Jones to conduct an Every Child Ready to Read "Fun with Science" program for preschoolers at the branch. It will be conducted in April.

As part of her PIE Team work, Penny created a bulletin board display in the Children's Room featuring rhyming words, one of the preschool initiatives at Edgewood Early Childhood Center. She also made a list of new counting and number recognition nonfiction picture books.

- A Kindergarten student at Edgewood Primary and frequent preschool story time attendee was featured in the *Herald-Times* for writing a book to raise funds for Salvation Army. Alan Martindale was quoted as saying "It makes me sad when people are hungry because they cannot survive...or thrive." Stephanie purchased a copy of his book for the Ellettsville Branch (\$5) and is having it added to the picture book collection.
- The *Herald-Times* took a picture of a child reading to a dog in the Ellettsville Branch's "Read to the Dogs" program. The photographer managed to capture the joy and relaxation of this program which leads participants to increased reading skills.
- Josh Wolf, Margaret Harter, and Sara Laughlin represented the library in Bloomington Reads planning, a partnership with the Foundation of MCCSC, the Chamber, WTIU, Kiwanis, and Author Solutions.

1C. Serve as a community resource for digital literacy.

- Lisa Champelli and Aubrey Dunnuck hosted a "Digital Downloads" program for parents and school age children to introduce them to the library's variety of downloadable material for children.
- Adult and Teen Services department members provided 21 "One on One Technology Help" sessions, Information Services instructional designer Austin Stroud added another seven, and Ellettsville Branch staff three more. They helped patrons with a variety of challenges, from learning how to use new tablet computers to learning the basics of using Indiana Digital Media to download.

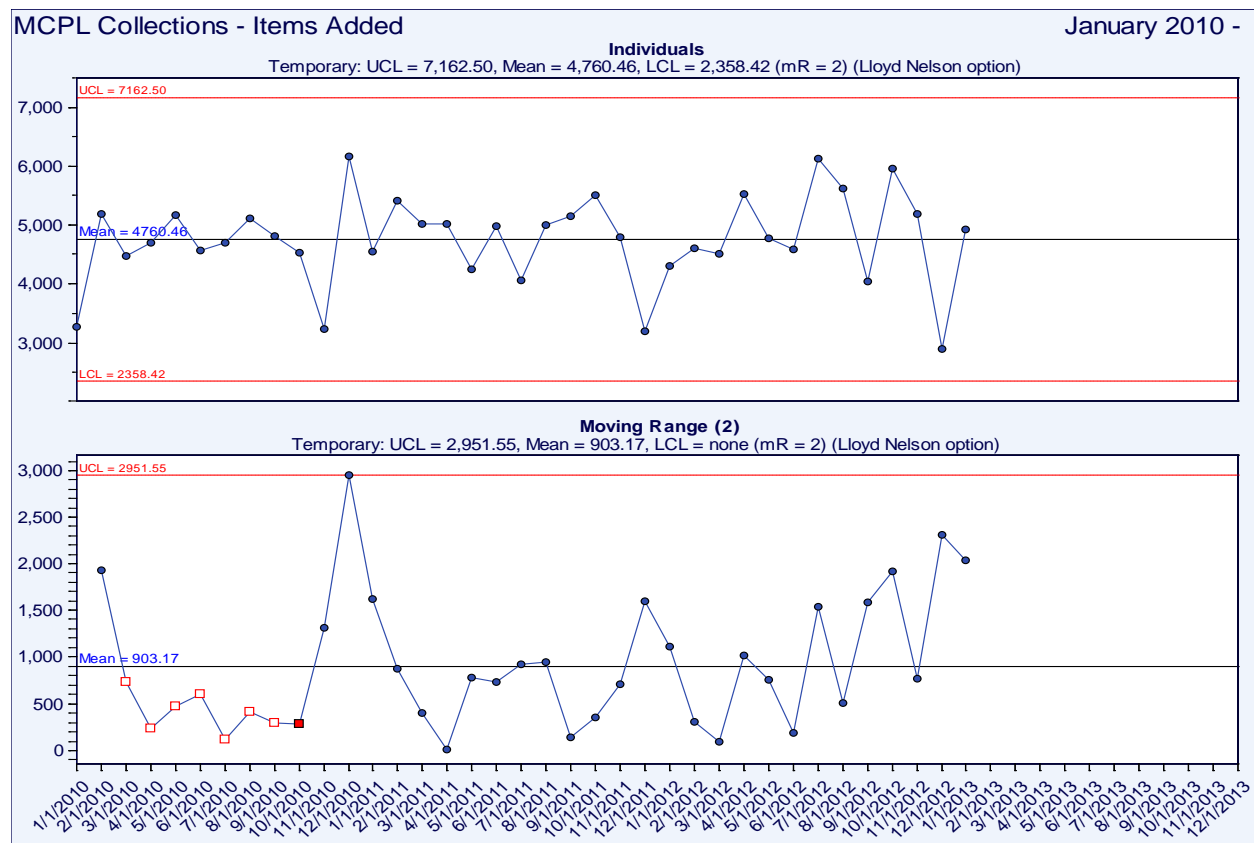


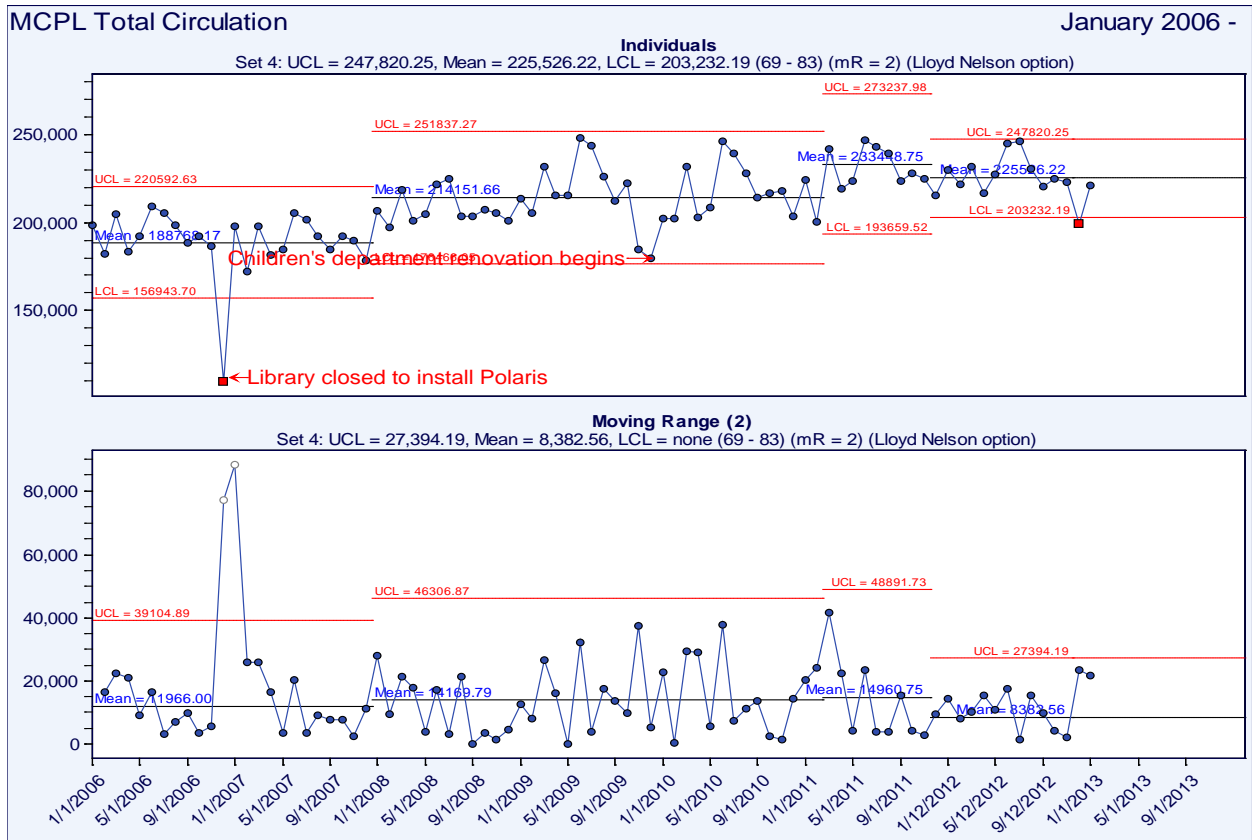
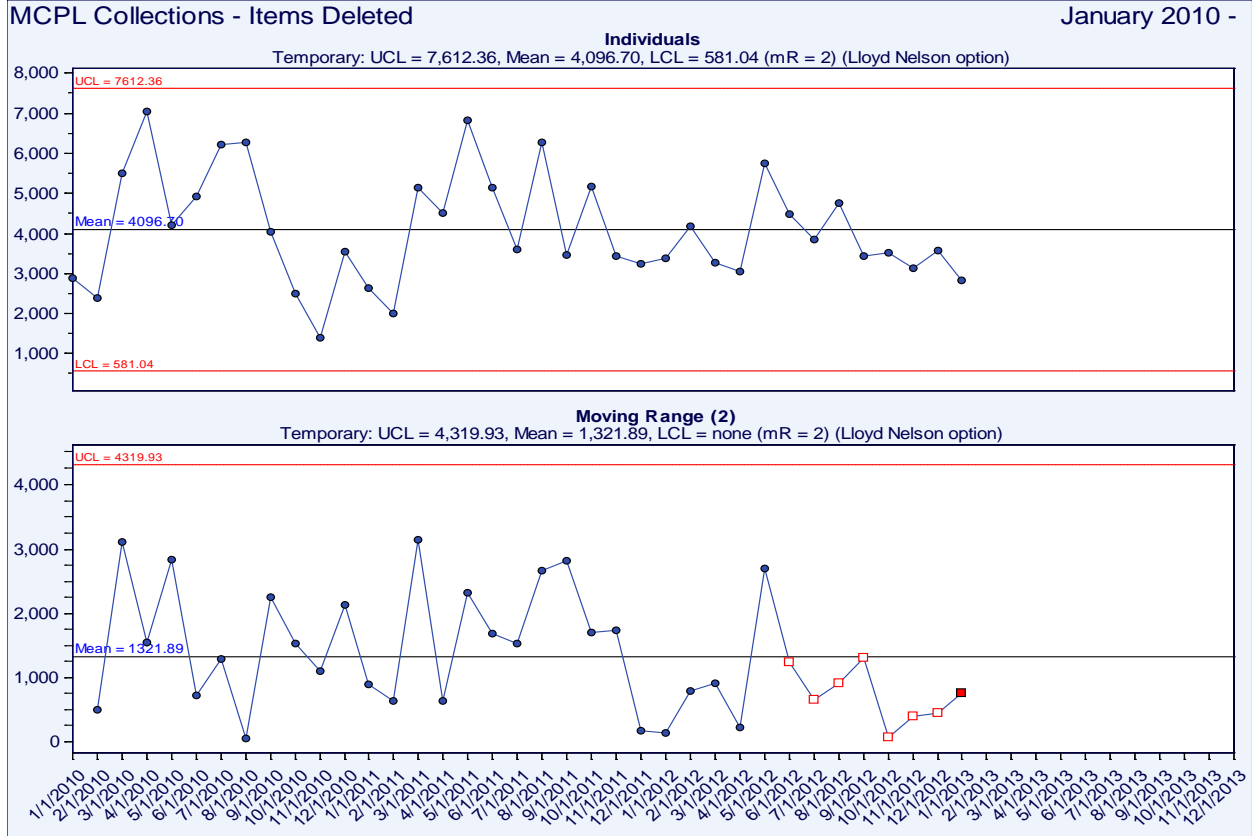
1D. Support digital creativity.

- Several staff members attended a two-part webinar presented by the Public Library Association featuring the Pittsburgh (PA) Public Library's digital creativity initiative.

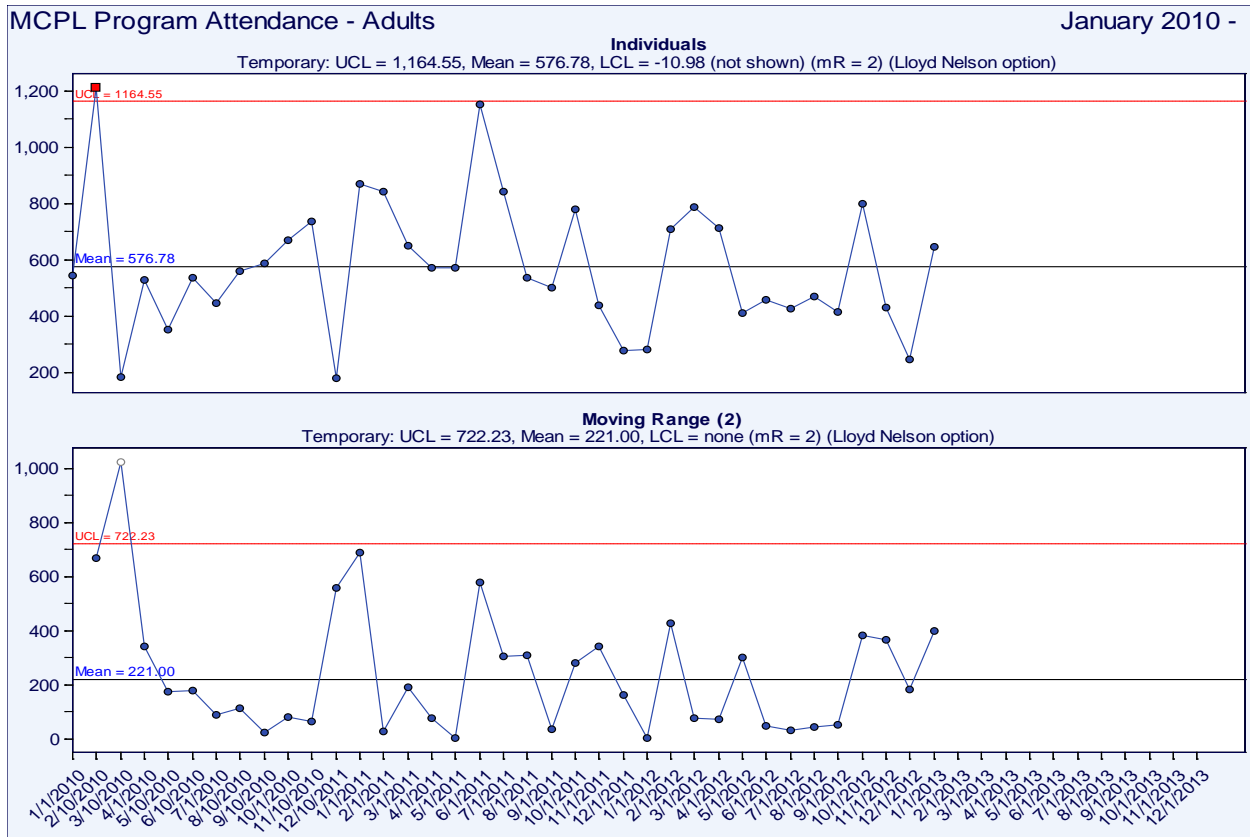
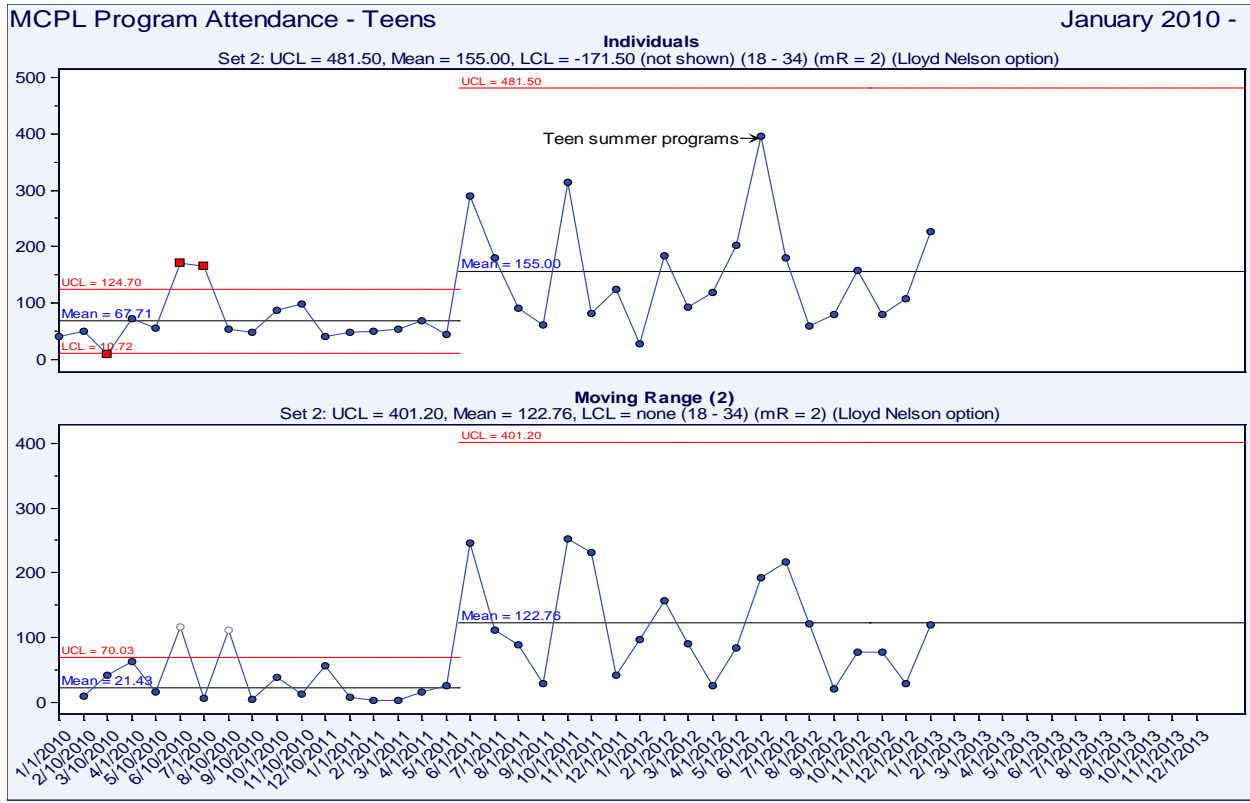
1E. Maintain collections to meet current needs, adding new formats and removing obsolete formats.

- New VITAL collection guides have been created to facilitate easy browsing by tutors and patrons. "The Dewey Decimal Guide," "Great Literary Classics," and "Basic Grammar" are complete, and many more are in the works including "Exam Preparation," "Tutor Resources" and "Audio-visual Resources." We plan to continue to develop new collection guides in response to the needs expressed by patrons and library staff.
- The Monroe County Timeline redesign project is moving along. Indiana Room staff members met with programmer David Ernst on January 29 to review progress. Elizabeth Schlemmer from the History Center was in attendance; all were impressed with the enhancements. The final product is due by the end of February.
- Training continued with how to prepare images creating on the book scanner for uploading. File renaming software will be required and we've begun reviewing our options with Information Systems. Austin Stroud has prepared a syllabus for the digitization team to receive tLEUs for Photoshop Elements, as requested.





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



2A. Provide programs for teens and adults.

- The first Youth Convention, put on by the Monroe County Youth Council, on January 19 at The Warehouse attracted 100 teens who increased their awareness in three community-focused areas: health/safety, cultural diversity, and social issues. More than 20 local businesses and organizations participated in the event, and Monroe County Commissioner Iris Kiesling met Youth Council leaders and chatted with attending teens. The day ended with dinner and a concert. Thanks to sponsors, partners, and the Youth Council for their hard work in planning and running a very successful event!
- Ellen, a young teen, visited the Ellettsville Branch recently to talk about the book *The Book Thief*. She was so moved by the story that she had warped the entire last chapter of the paperback copy she’d won in the Summer Reading Program with her tears. She asked for advice on what she could read next, without losing or tainting the emotions this book had instilled in her.

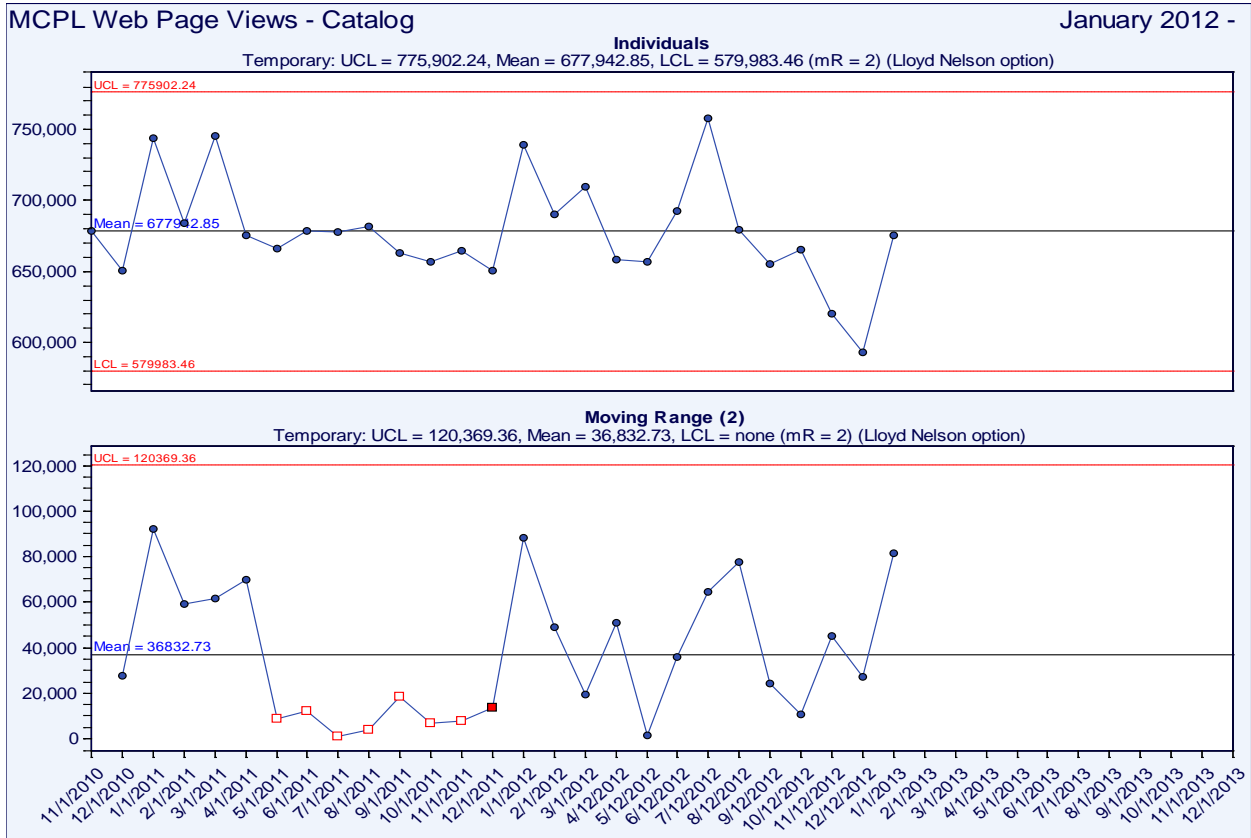
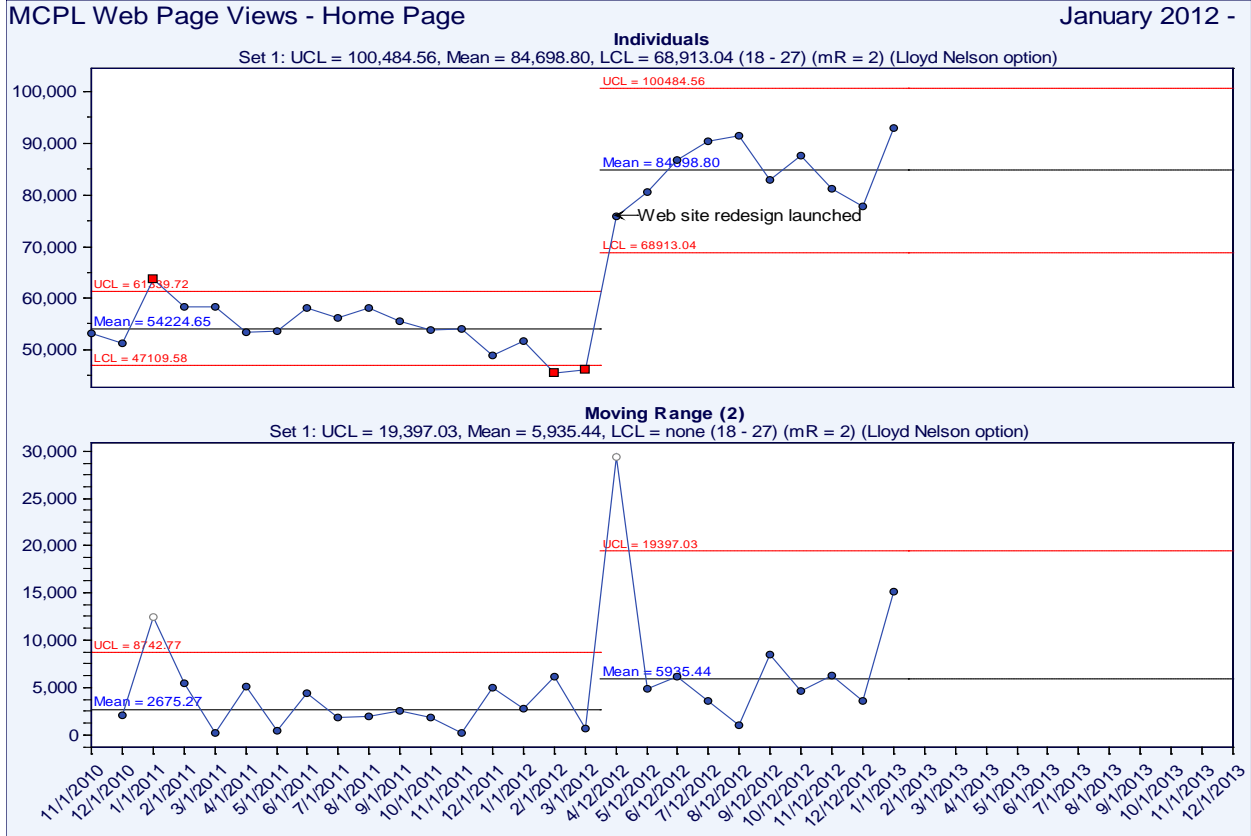
2B. Increase community awareness of and engagement with the library.

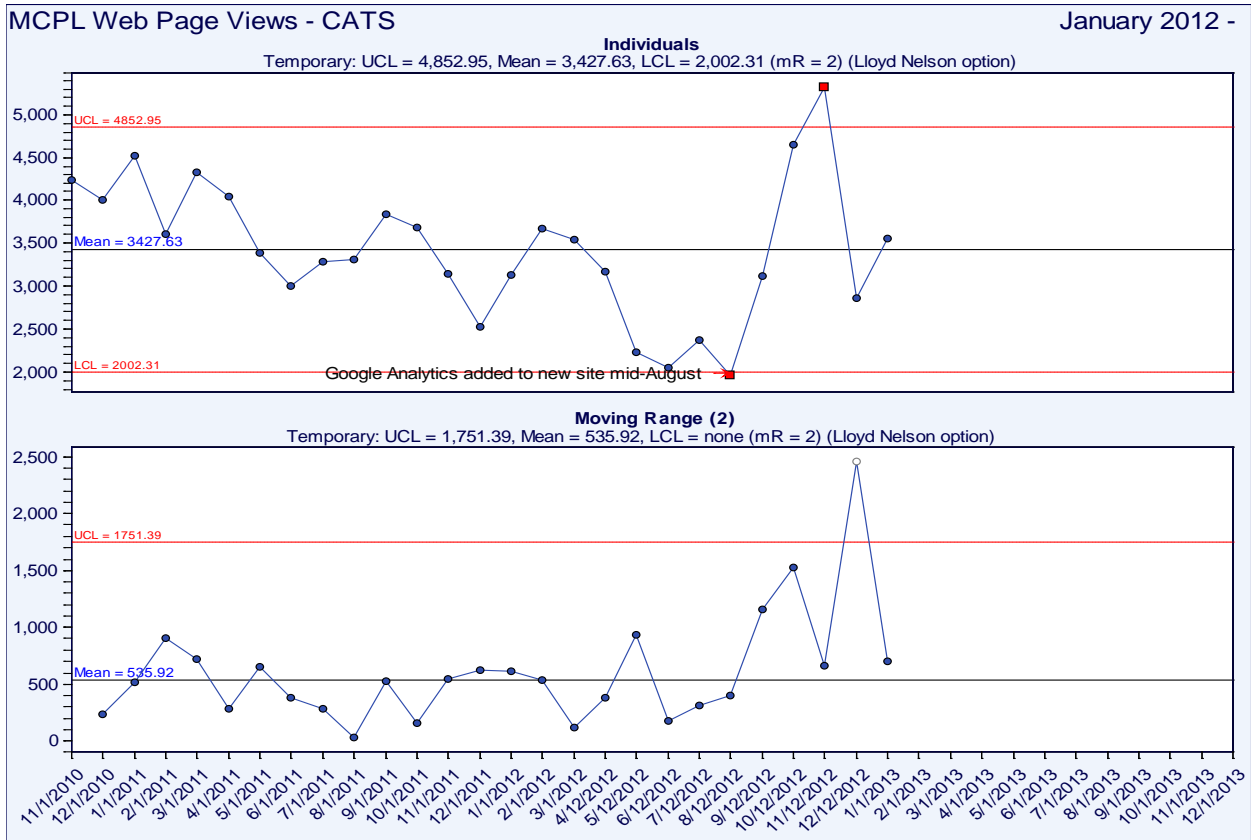
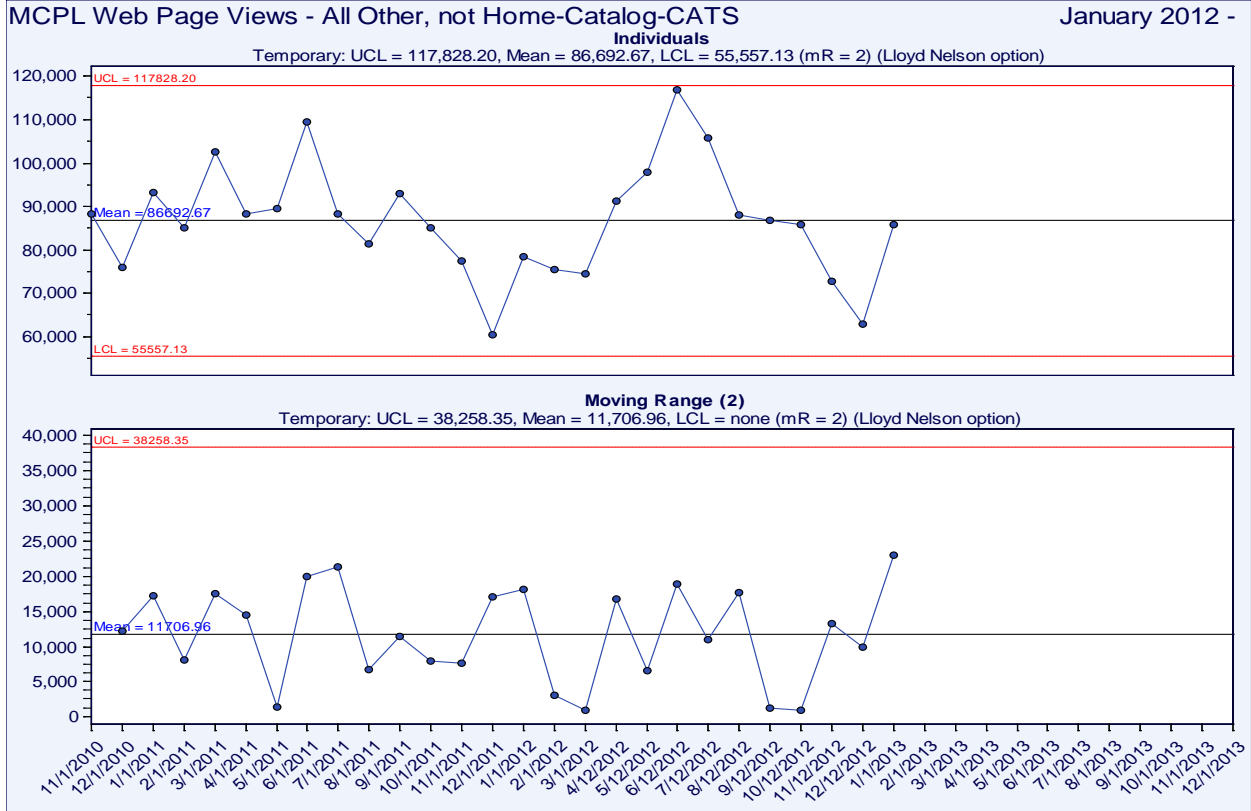
- VITAL hosted the South Central Education Association (SCEA) meeting of regional literacy organizations, who toured the VITAL resource room and discussed opportunities for sharing resources and training opportunities funded by a \$2,000 grant through the Region 8 Department of Workforce Development Innovation Fund.
- Josh Wolf attended a meeting of the Smart Start Coalition and agreed to provide content about literacy and library services to their developing social media presence.
- Almost 200 patron and 200 staff submissions were received for the Winter Reading Program in January. Weekly winners received a limestone coaster with a book-themed quote and a free book.
- Stephanie Holman recorded Public Service Announcements at WCLS 97.7 for upcoming February events. She also did one for a teen program.
- Sara Laughlin represented the library at the first meeting of the “Entrepreneurship Ecosystem” initiative convened by the Bloomington Economic Development Corporation, the Chamber, the Cook Center for Entrepreneurship, and the City of Bloomington.
- Sara Laughlin and Kathy Loser, Bloomington High School North, announced the One Book One Bloomington and Beyond selection, *The Handmaid’s Tale*, on WFHB on January 15.

2C. Strengthen services for nonprofit organizations.

- Indiana Room staff members drafted a job description and began planning how to implement *Nonprofit Central* and are corresponding with the Community Foundation about our progress.
- Christine Friesel began another year serving on the United Way Community Investment Committee, reviewing allocation applications by member agencies.
- Penny Gillie attended an organizational meeting with local school system RBCSC and Monroe County YMCA with the goal of creating a school/youth partnership. They are applying for a “21st Century Learning” grant. Stephanie and Penny shared ways the library could support the initiatives (i.e., library card acquisition, collection and technology services, and quarterly programming).
- Sara Laughlin attended the first meeting of the Boys & Girls Club’s initiative to find collaborative space in Ellettsville.
- The library hosted Leadership Bloomington’s session with Michael White on “guerrilla interviews.”

<i>January Meeting Rooms/Auditorium Use</i>		
Meeting Rooms	Main Library meeting rooms used	83
	Main Library auditorium used	17
	Main Library atrium	0
	Ellettsville Branch	15
	TOTAL MEETING ROOMS USED	115





2D. Continually refresh web content and improve usability based on principles of user-centered design.

- The VITAL website has a new look. Updates include online tutor application and training registration and resource and referral guides for literacy organizations in Monroe County and surrounding areas.

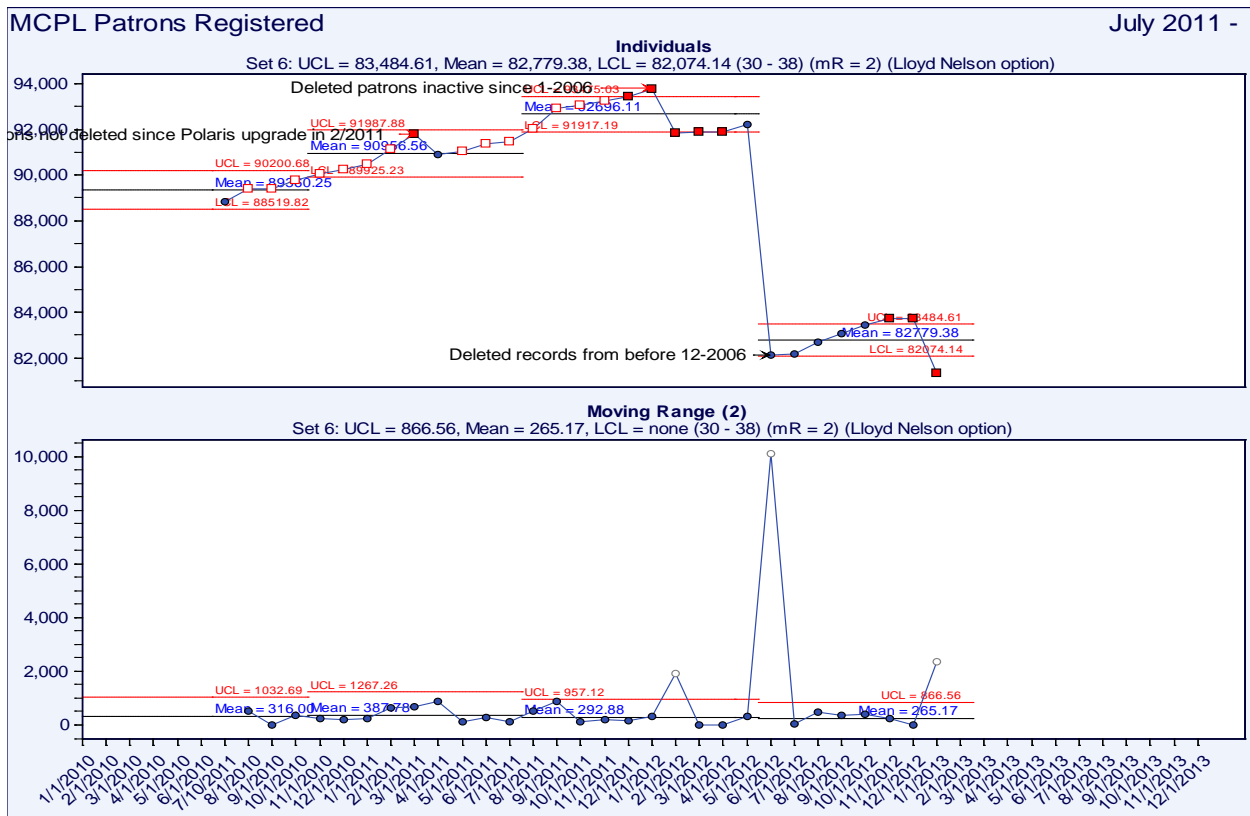
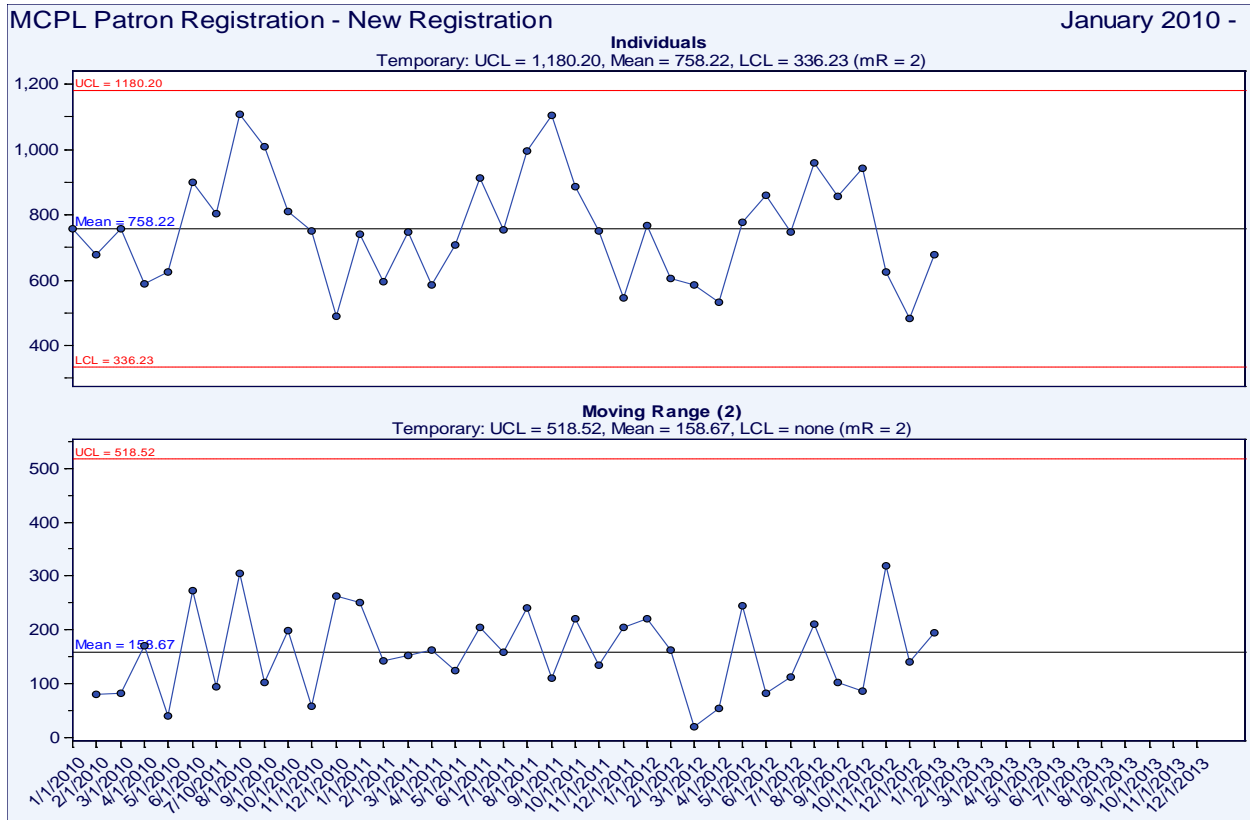
2E. Increase technological infrastructure capacity to support increased digital focus.

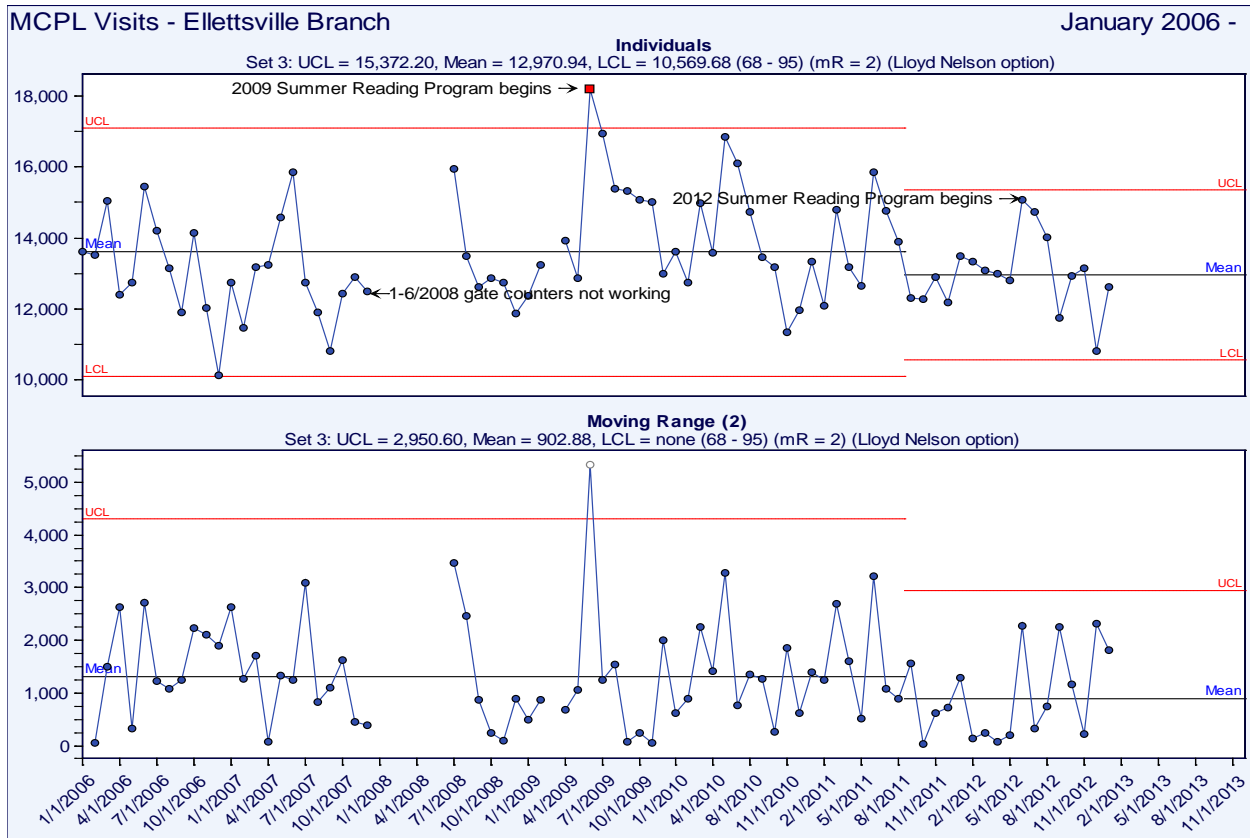
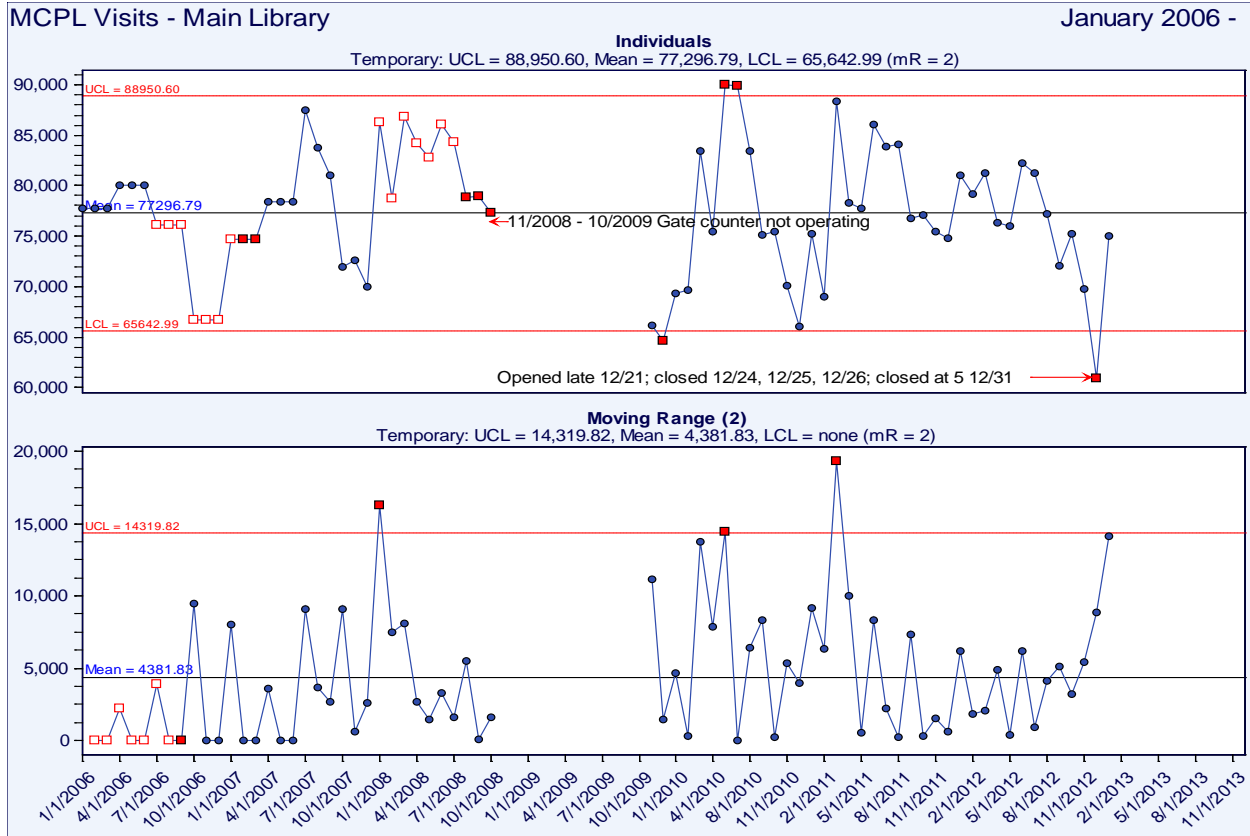
- With the assistance of Information Services, Adult and Teen Services department and Ellettsville Branch added three great new services this month to assist patrons using our (and their own!) computers: wireless printing, self-service scanning, and color printing.
- CATS productions included *Bloomington Rotary Tuesday Luncheons featuring Dr. Rob Stone, Feisal Istrabadi, Scott Stowers, and Dr. Justin Maxwell*; the *Bloomington Arts Commission Reception for Patty Pizzo*, whose life was marked by tireless advocacy for the arts and work for more than a dozen cultural, environmental, and social service organizations; Dr. Martin Luther King, Jr. celebrations including *Expressions: Dr. King’s Dream for Humanity* from the Buskirk-Chumley Theater with remarks by Mayor Mark Kruzan, presentation of the Dr. Martin Luther King, Jr. Legacy Award, recognition of volunteers who participated in "A Day On! Not A Day Off," music by the IU African American Choral Ensemble and the University Elementary School Fifth Grade Chorus and keynote speaker Carlotta LaNier, one of the "Little Rock Nine" who were the first African American students to attend Little Rock Central High School in 1957; best-selling author Jim Hightower in the *WFHB Community Radio Celebration of 20 Years* at the Buskirk-Chumley Theater; and the League of Women Voters’ “Discussion of State Initiative on Education” from Showers Chambers.
- Several reel-to-reel programs from the CATS archives were restored as CATS continues to complete tape transfers of the most vulnerable programs in the collection. After undergoing a ‘tape-baking’ process, fourteen of the oldest community programs were added back into the collection as digital tapes and digital media files.

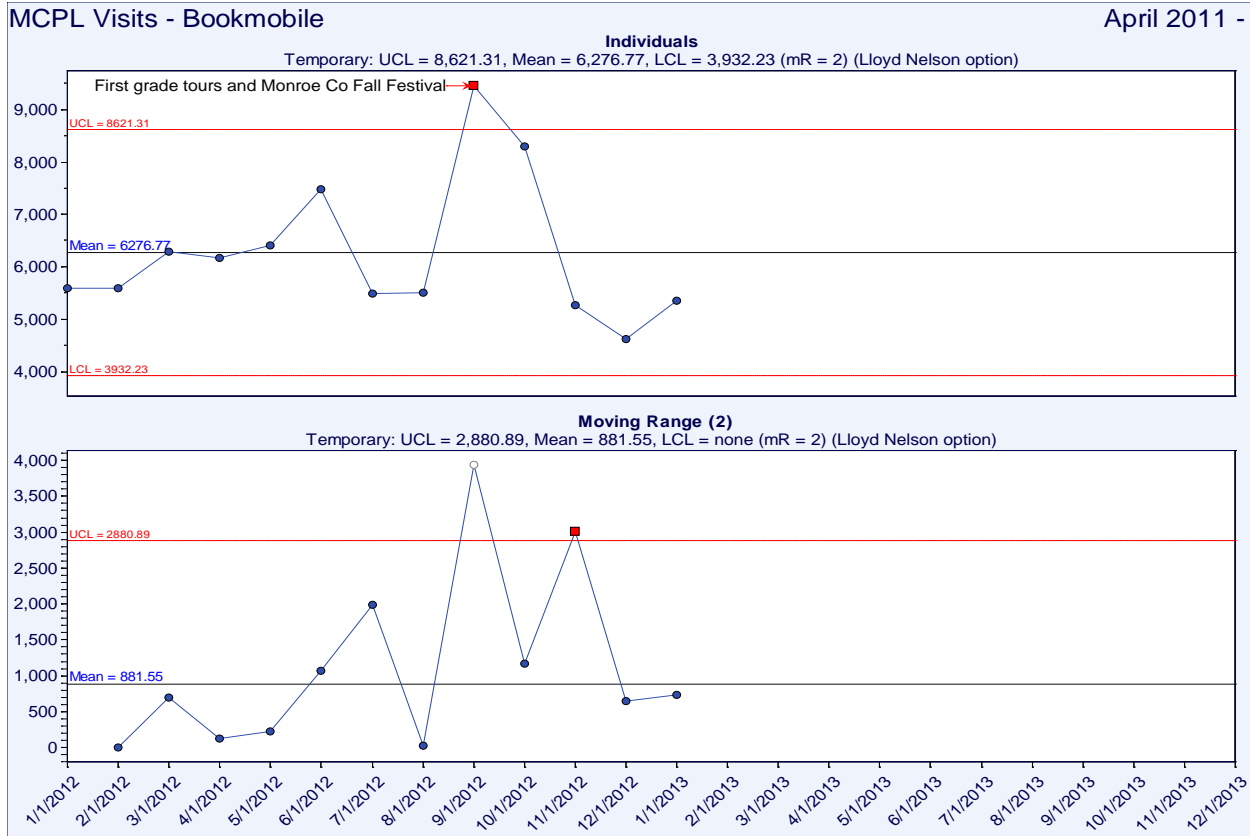
January Access		
Read It Off	Number registered	392
	Charges waived	\$328.00
	Number individuals with charged waived	49
	Number exiting program	9
Interlibrary Loan	Items loaned	232
	Items borrowed	27
Author Alert	Alerts placed	272

January CATS	
Government programs produced	28
Patron programs produced	108
Community programs produced	32
Public service announcements	5
Dubs delivered	110
Programs added to collection	173

GOAL 3: Provide high quality, personalized customer service.







3A. Provide quality customer service to increasingly diverse audiences.

- Ellettsville Branch purchased a wheelchair for patron use.
- All Circulation staff attended "Civil Library Boot Camp training focusing on proactive interactions and basic communication culture to encourage positive behaviors.
- Circulation Supervisors and Page Team Leaders discussed job satisfaction after the customer service initiative prohibiting earphone use while working. Brainstorming ideas included internal and external customer interaction and resulting satisfaction gained through appreciation of our services.

3B. Develop a unified communication strategy.

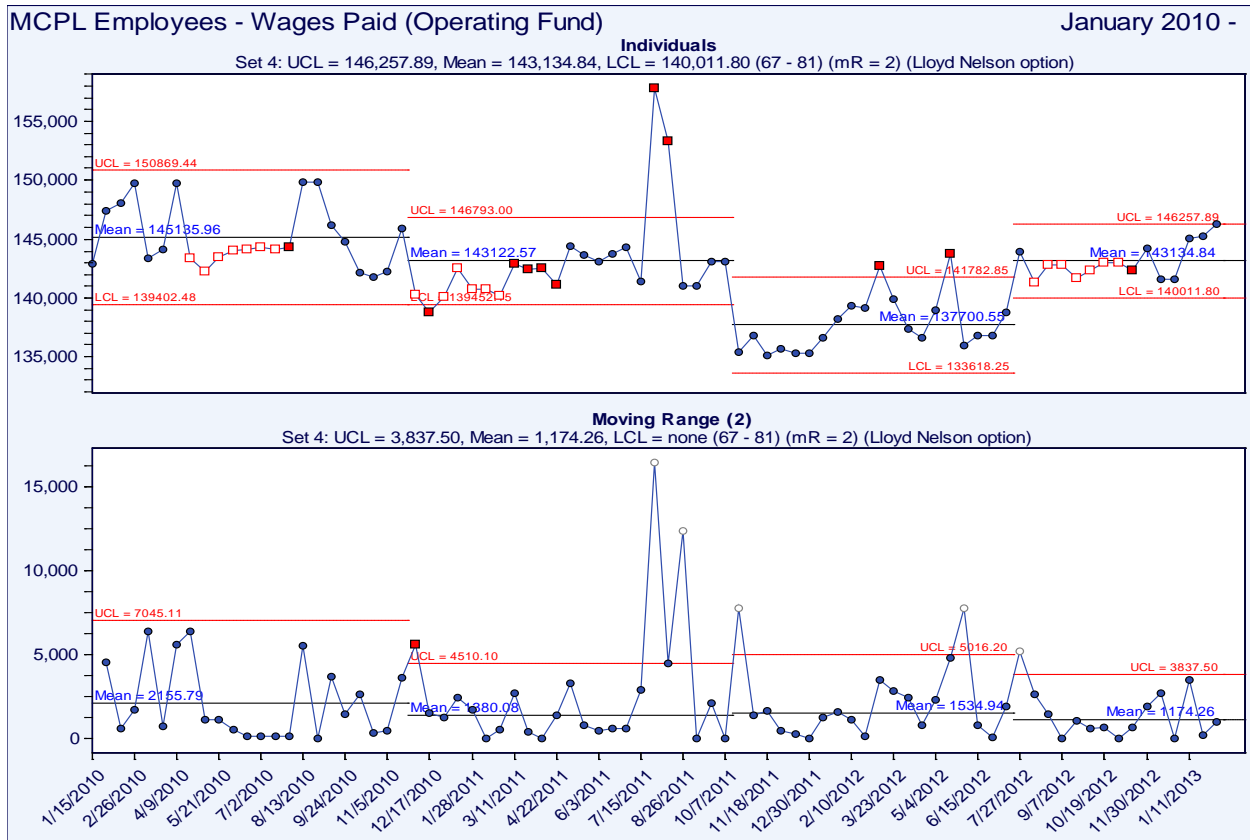
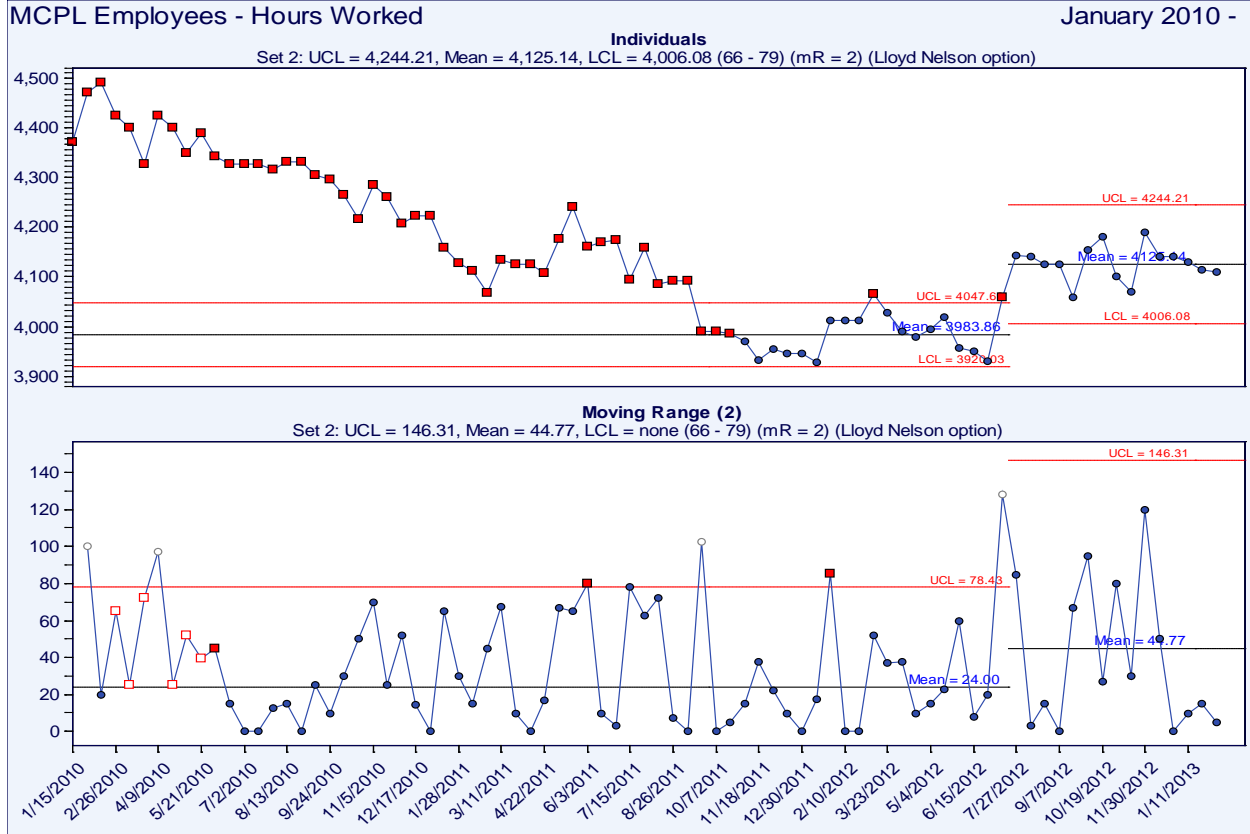
- Community Relations worked with CATS to create an e-newsletter format for sharing weekly program guides to replace those lost in a recent redesign of the *Herald-Times*.

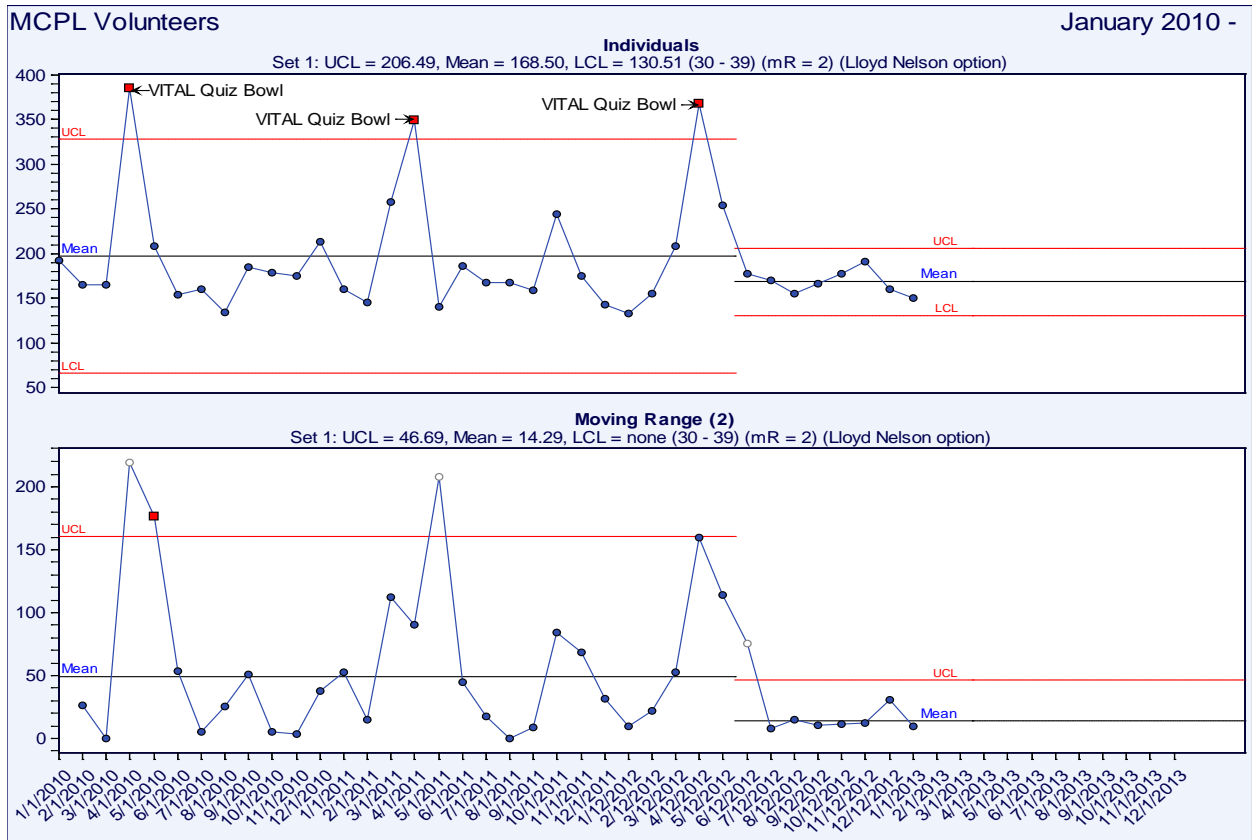
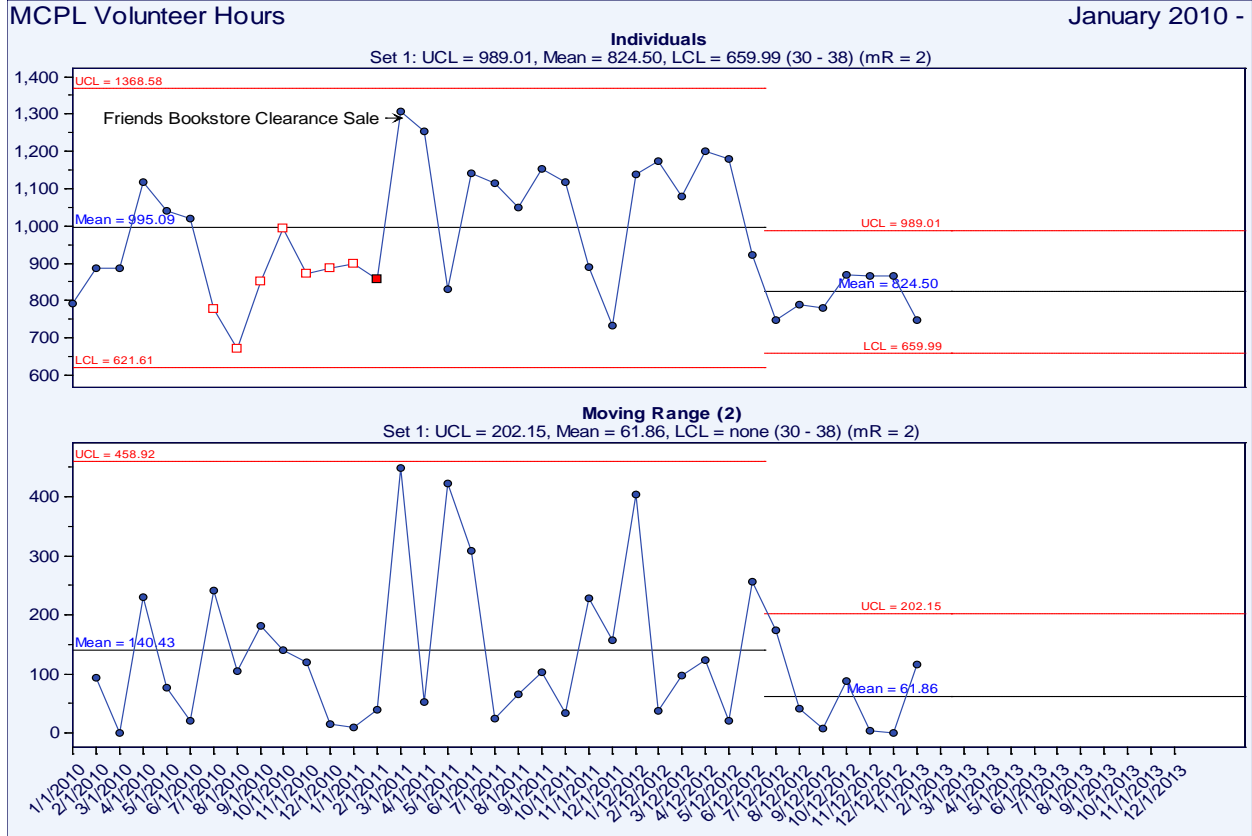
3C. Position auditorium as a valued local performance venue.

GOAL 4: Optimize stewardship of library resources.

4A. Recruit and retain quality employees.

- ATS recruited two interns from IU SLIS for the spring semester, Kristen Cash and Leanne Mobley.
- Ten managers completed the year-long leadership training with Paula Singer.
- Sara Laughlin was invited to join the Dean's Advisory Council for the IU School of Informatics, into which the School of Library and Information Science will merge.
- Sara Laughlin attended the American Library Association Midwinter Meeting in Seattle, where she represented the Association of Specialized and Cooperative Library Services as president-elect.





4B. Assure adequate, stable funding for library operations.

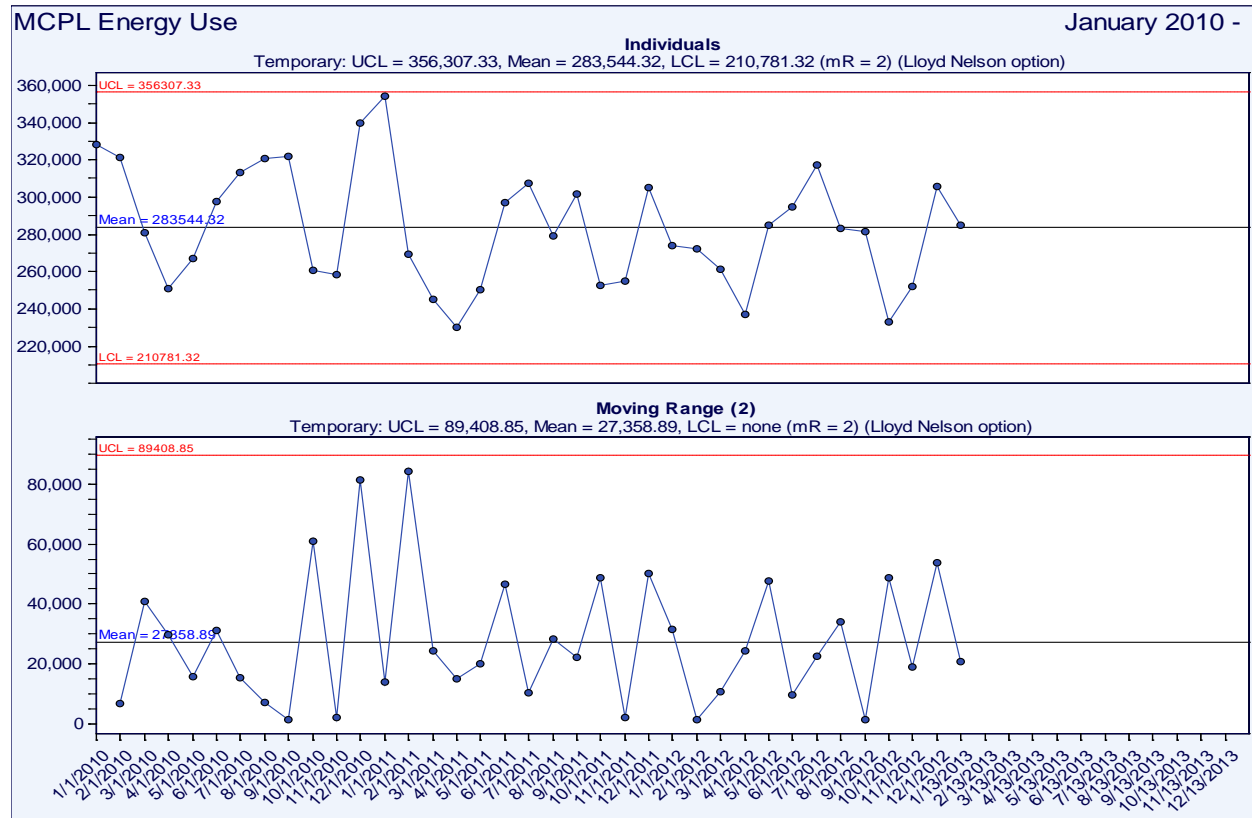
- The Friends 2012 Campaign raised \$42,200, 46% more than in 2011. The Friends is grateful to everyone who made the Campaign successful, including honorary chairs Jim and Sally Harvey, the Campaign committee, Board representative Melissa Pogue, and staff representative Brandon Rome, employees, and the Staff Association for matching employee contributions. 62% of donations were designated "Where Needed Most." The Campaign will add to funding for library collections in 2013. \$14,000 has been set aside to purchase patron requests. The Campaign will also fund book club kits, One Book One Bloomington titles, early literacy books and kits, accessible e-readers and e-book titles, and funding for the VITAL assistant. Campaign funds will purchase a handheld RFID reader which can be used for inventory, weeding, shelf reading, and searches. In addition, more than \$6,000 will be added to the Friends' Collections Endowment to provide annual funding.
- Margaret Harter gave a tour of the library for new members of the Friends Board; Chris Jackson updated them on outreach services; following their meeting, Sara Laughlin gave them an overview of library governance, funding, and operations, and thanked them for joining the Board.
- Sara Laughlin attended the Chamber Legislative Preview on January 18, then hosted Rep. Peggy Mayfield on a tour of the library and discussion of the library's relationship to the General Assembly.

4C. Maintain library facilities.

- Bond funds allowed purchase of a new Dodge Caravan to replace the black van, which will then replace the green van used by Facilities. The new van will be used by Community Outreach for Head Start visits and other deliveries, by staff traveling to conferences, and as backup for other vans.
- Sara Laughlin attended the City Council work session on parking and spoke against the proposal.

4D. Improve stewardship of library assets and records.

- ATS has two interns from IU SLIS for the spring semester, Kristen Cash and Leanne Mobley.



Library Circulation

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

100,000+

125,000+

150,000+

175,000+

200,000+

225,000+

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	Increase	%
1994	91,400	86,804	105,092	95,928	90,161	109,116	105,030	100,764	91,581	96,209	95,879	77,104	1,145,068	40,646	3.7%
1995	104,347	94,669	104,140	93,934	92,215	109,590	104,095	105,387	89,181	98,036	94,454	78,981	1,169,029	23,961	2.1%
1996	99,083	97,969	100,332	97,724	92,557	102,389	100,506	72,677	78,476	109,334	96,766	64,366	1,112,179	-56,850	-4.9%
1997	102,297	80,417	108,333	99,623	99,660	113,370	115,565	105,481	98,538	104,353	103,578	92,649	1,223,864	111,685	10.0%
1998	116,835	105,194	123,885	109,977	103,656	129,291	126,959	113,247	108,779	115,966	114,187	102,124	1,370,100	146,236	11.9%
1999	110,233	114,354	130,356	115,485	106,471	133,561	127,946	116,536	110,365	119,753	118,931	101,731	1,405,722	35,622	2.6%
2000	121,815	120,968	131,933	118,453	116,142	133,324	130,490	125,569	114,408	124,389	126,687	106,259	1,470,437	64,715	4.6%
2001	135,604	130,721	149,383	128,818	131,845	155,769	149,605	140,771	128,799	139,696	137,810	122,983	1,651,804	181,367	12.3%
2002	153,544	139,737	155,582	146,765	142,675	158,285	164,134	152,802	142,870	157,269	149,439	129,504	1,792,606	140,802	8.5%
2003	165,033	152,780	169,828	152,491	158,807	177,377	177,894	164,227	162,784	166,539	159,777	150,057	1,957,594	164,988	9.2%
2004	176,266	168,978	192,225	168,365	163,194	190,965	189,404	173,782	163,761	168,290	169,478	141,357	2,066,065	108,471	5.5%
2005	182,879	171,080	194,707	180,853	175,874	203,419	197,892	196,619	178,987	185,622	179,184	164,071	2,211,187	145,122	7.0%
2006	198,702	182,066	204,622	183,375	192,548	209,081	205,823	198,671	188,688	192,392	186,547	109,366	2,251,881	40,694	1.8%
2007	197,973	171,889	197,962	181,352	184,840	205,370	201,607	192,456	184,509	192,278	189,825	178,494	2,278,555	26,674	1.2%
2008	206,697	197,227	218,760	200,849	204,840	222,018	225,175	203,624	203,581	207,154	205,469	200,919	2,496,313	217,758	9.6%
2009	213,633	205,451	232,000	215,647	215,771	248,189	244,064	226,378	212,681	222,453	184,819	179,522	2,600,608	104,295	4.2%
2010	202,229	202,607	232,050	202,717	208,775	246,755	239,330	228,111	214,194	216,913	218,296	202,893	2,614,870	14,262	0.5%
2011	224,404	200,312	242,073	219,522	223,724	247,200	243,376	239,514	223,895	228,286	225,306	215,839	2,733,451	118,581	4.5%
2012	230,234	222,006	232,125	216,572	227,403	245,175	246,586	230,921	220,825	225,249	222,871	199,261	2,719,228	-14,223	-0.5%

Library Visits

	4th Quarter		Year to Date	
	2011	2012	2011	2012
Main Library	227,346	205,980	946,835	912,453
Ellettsville Branch	37,375	36,877	160,246	158,291
Bookmobile	18,657	18,207	53,720	76,233
All Locations	283,378	261,064	1,160,801	1,129,486

Library Programs

	4th Quarter				Year to Date			
	2011		2012		2011		2012	
	Programs	People	Programs	People	Programs	People	Programs	People
Children	442	11,358	271	7,984	1,503	45,744	1,220	44,370
Young Adult	47	520	29	343	152	1,404	286	1,681
Adult	158	1,493	170	1,475	767	8,986	566	6,141
General - All Ages	12	1,204	13	825	47	5,782	66	5,887
Total	653	14,575	483	10,627	2,469	61,916	2,138	58,079

CATS Programs

	4th Quarter		Year to Date	
	2011	2012	2011	2012
Programs added	597	608	2,794	2,474
Public programs produced	106	106	352	400
Patron programs produced	88	363	579	1,558
Government meetings produced	89	95	389	407

Meeting Room Use

	4th Quarter		Year to Date	
	2011	2012	2011	2012
Main Library Meeting Rooms	318	242	1,188	1,126
Main Library Auditorium	50	41	195	201
Main Library Atrium	1	-	4	2
Ellettsville Meeting Rooms	43	46	155	167
Total	412	329	1,542	1,496

Technology Use (*In 2012 the library switched from Webalizer "hits" to Google Analytics "page views")

	4th Quarter		Year to Date	
	2011	2012	2011	2012
Public Computer Sessions	53,684	113,509	220,194	281,776
Web Site Home Page Views	237,746	762,108	1,006,336	1,413,606
All Other Web Pages Views	17,923,755	226,161	75,898,592	1,066,729
Catalog Page Views	11,700,630	1,301,200	45,646,669	7,538,411

Collection Development

	4th Quarter		Year to Date	
	2011	2012	2011	2012
Items cataloged	13,506	14,062	57,000	58,232
Items discarded	11,831	10,207	51,475	46,359



Monroe County Public Library

2012 Annual Report Highlights

Stabilized funding.

- Completed sale of \$1.8 million general obligation bond to cover capital needs from 2013 through 2015.
- Income from CATS contracts with City of Bloomington, Monroe County, and Town of Ellettsville increased 4.4% - from \$600,337 to \$627,006.
- Increased non-tax contributions and in-kind services 8.0% – from \$391,241 to \$422,694.
 - Cash contributions of \$169,516: \$105,350 from Friends of the Library; \$26,000 from Community Foundation of Bloomington and Monroe County for Nonprofit Central; \$9,375 for VITAL, \$7,480 in energy rebates from Duke Energy and Energizing Indiana; \$6,000 from Monroe County for jail library collections; \$5,000 from Wahl Family Charitable Trust for equipment for the expanded Learn and Play Space; \$1,175 from IU Health Bloomington Hospital for cigarette receptacles and summer reading; \$1,000 from United Way to continue subscription to the Foundation Center; \$500 from Bloomington Board of Realtors for landscaping; \$500 from the City of Bloomington for Martin Luther King Day programming; \$500 from Monroe County School Corporation and \$500 Monroe County Teachers Association for math homework help; \$250 from Tri-Kappa for children’s and teen programming; and \$5,886 in other gifts.
 - Increased in-kind contributions 4.6% - from \$242,158 to \$253,178 – for 11,619 volunteer hours contributed.

Usage of the library held steady.

- Increased hits on the library’s home page 33.4% - from 673,335 to 897,975, following complete web redesign.
- Decreased the number of public computer sessions 0.2% - from 220,194 to 219,680 - and decreased hours of use 0.2% - from 163,320 to 162,936.
- Registered 8,748 new cardholders. Active cardholders totaled 83,700, approximately 61% of county population (2010 Census). A 10.5% decrease was the result of deleting 10,952 “legacy” accounts brought forward during the 2006 system upgrade.
- Decreased circulation 0.5% - from 2,733,451 to 2,719,228.
- Decreased the total number of physical items in the collection 0.2% – from 499,507 to 498,302, while increasing the number of downloadable items 133.6% - from 4,661 to 10,888.
 - Books in the collection decreased 0.7% - from 381,708 to 378,811. E-books expanded 207.8% - from 2,469 to 7,600.
 - Movies in the collection increased 7.2% - from 58,836 to 63,077. E-movies grew 12.8% - from 86 to 97.
 - Music and audio items in the collection increased 4.6% - from 53,915 to 56,414. Downloadable audio increased 51.5% - from 2,106 to 3,191.
 - Newspaper and magazine subscriptions increased 23.7% – from 473 to 585.
- Decreased library programs 8.0% - from 2,466 to 2,269.
 - Adult programs decreased 23.9% - from 765 to 582.
 - Teen programs increased 90.1% - from 152 to 289.
 - Children’s programs decreased 11.8% - from 1,503 to 1,326.
 - All-age programs increased 53.2% - from 47 to 72.
- Decreased library program attendance 3.3% - from 61,916 to 59,876.
 - Adult program attendance decreased 29.5% - from 8,986 to 6,337.
 - Teen program attendance increased 29.3% - from 1,404 to 1,816.
 - Children’s program attendance decreased 0.9% - from 45,744 to 45,344.
 - All-age program attendance increased 10.3% - from 5,782 to 6,379.
- Decreased use of meeting rooms by community groups 0.3% - from 1,545 to 1,540.
- Decreased visits to the Main Library, Ellettsville Branch, and Bookmobile 1.2% - from 1,160,801 to 1,146,977. Midway through the year, a door counter installed in the Learn and Play Space revealed four times the daily visits previously estimated.
- Increased total reference transactions 5.0% - from 137,020 to 143,884, based on a typical week count.

MONROE COUNTY PUBLIC LIBRARY

Indiana Public Library Annual Report 2012

CURRENT YEAR

PREVIOUS YEAR

Part 1 - General Information

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

01-001	Library Code	IN0180	7531
01-002	Library Name	MONROE COUNTY PUBLIC LIBRARY	<i>Monroe County Public Library</i>
01-003	Library Director	SARA LAUGHLIN	<i>Sara Laughlin</i>
01-004	Street Address	303 E. Kirkwood Ave.	<i>303 E. Kirkwood Ave.</i>
01-005	City	Bloomington	<i>Bloomington</i>
01-006	State	IN	<i>IN</i>
01-007	ZIP+4	47408-3534	<i>47408-3534</i>
01-008	Mailing Address	303 E. Kirkwood	<i>303 E. Kirkwood</i>
01-009	Mailing City	Bloomington	<i>Bloomington</i>
01-010	State	IN	<i>IN</i>
01-011	Mailing ZIP+4	47408-3534	<i>47408-3534</i>
01-012	Phone	(812) 349-3050	<i>(812) 349-3050</i>
01-013	FAX	(812) 349-3051	<i>(812) 349-3051</i>
01-014	TDD	N/A	<i>N/A</i>
01-015	Congressional District #	9	<i>9</i>
01-016	Public Library E-Mail Address, or a means of electronic contact listed on the library's website	askus@mcpl.info	<i>askus@mcpl.info</i>
01-017	Library URL	http://www.mcpl.info	<i>http://www.mcpl.info</i>
01-018	What Day of the Month is the Regular Library Board Meeting?	3rd Wednesday	
01-019	What is the time of the Regular Library Board Meeting?	5:45 p.m.	<i>3rd Wednesday 5:45 p.m.</i>
01-020	Does your library have a Friends of the Library Group?	Yes	<i>Yes</i>
01-021	If yes, has your Friends group received a 501(c)3 designation from the IRS? Yes or No	Yes	<i>Yes</i>
01-022	Name of the person preparing this report	Sara Laughlin	<i>Sara Laughlin</i>
01-023	Preparer's phone number	(812) 349-3050	<i>(812) 349-3050</i>
01-024	Time zone in which library district headquarters is located.	Eastern Time	<i>Eastern Time</i>

Building Questions

01-025	The year the current central building was built	1970	1970
01-026	Date of most recent structural addition or alteration to current central building	1997	1997
01-027	What is the square footage of the central building?	135,000	135,000
01-028	Total Central Library hours Open per week winter schedule	69	
01-029	Click here to complete Central Library daily hours.		

Please record hours open for the Central Library only. Record the regular hours open during the year in a typical week. These are the hours which will be listed in the directory, found at <http://www.in.gov/library/pldirectory.htm> and updated as you notify us.

01-030	Total Hours Central Library Open after 6:00 p.m. Each Week	12	12
01-031	Total Hours Central Library Open Saturday and Sunday Each Week	12	
01-032	Total Central Library Hours Open per Year	0.00	
01-033	Total weekly Winter hours	69	69
01-034	# of weeks on the Winter schedule	N/A	52
01-035	Total weekly Summer hours	69	69
01-036	# of weeks on the Summer schedule	N/A	N/A
01-037	Total System Public Service Hours per Year	0.00	8,112.00
01-038	How many Sundays was your Library System Open Last Year?	52	52

Internet Access

01-039	Internet Access	Yes	Yes
01-040	Type of Internet Access	Fiber Optic	Fiber Optic
01-041	Speed of Internet Access	20 MB	20 MB
01-042	Does the central building have a wireless hub?	Yes	Yes

ISL Use Only

01-043	PLSCKEY	IN0180	
01-044	PLSC_SEQ	2	
01-045	LIBID	7531	
01-046	Outlet Type Code	CE	
01-047	Metropolitan Status Code	CC	

Branch Information

01-049	Total Number of Branches	1	1
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Individual Branch Information

01-052a	Branch Name	ELLETTSVILLE BRANCH	Ellettsville Branch
01-052b	Street Address	600 W. TEMPERANCE	600 W. Temperance
01-052c	City	ELLETTSVILLE	Ellettsville
01-052d	County	MONROE	
01-052e	State	IN	IN
01-052f	Zip+4	47429*1324	47429*1324
01-052g	Mail Address	600 W. Temperance	600 W. Temperance
01-052h	Total Square Footage	12000	12,000
01-052i	Year Built	1990	1990
01-052j	Year of Addition or Alteration	2009	2009
01-052k	Phone	(812) 349-2515	(812) 349-2515
01-052l	Fax	N/A	(812) 876-2515
01-052m	Total hours open per week	64	64
01-052n	Number of Weeks per Year Individual Branch is Open	52	52
01-052o	Internet access	Yes	Yes
01-052p	Type of Internet Access	DS3	DS3
01-052q	Speed of Internet Access	100 MB	100 MB

01-052r	Does this branch have a wireless hub?	Yes	Yes
01-052s	Does the branch have a separate webpage?	Yes	
01-052t	URL?	Yes	
01-053a	Monday opening time	10:00 AM	
01-053b	Monday closing time	9:00 PM	
01-053c	Tuesday opening time	10:00 AM	
01-053d	Tuesday closing time	9:00 PM	
01-053e	Wednesday opening time	10:00 AM	
01-053f	Wednesday closing time	9:00 PM	
01-053g	Thursday opening time	10:00 AM	
01-053h	Thursday closing time	9:00 PM	
01-053i	Friday opening time	10:00 AM	
01-053j	Friday closing time	6:00 PM	
01-053k	Saturday opening time	9:00 AM	
01-053l	Saturday closing time	5:00 PM	
01-053m	Sunday opening time	1:00 PM	
01-053n	Sunday closing time	5:00 PM	
01-055b	Total Winter Branch hours per week	64	64
01-055c	# of weeks on the Winter schedule (Branch)	0	52
01-055d	Total Summer Branch hours per week	64	64
01-055e	# of weeks on the Summer schedule (Branch)	0	N/A
01-056a	Branch PLSCKEY	IN0180	
01-056b	Branch PLSC_SEQ	3	
01-056c	Branch LIBID	7531	
01-056d	Branch Outlet Type Code	BR	
01-056e	Branch Metropolitan Status Code	NC	
01-056	Total Annual Hours of All Branches **NOTE - Must provide answers for 01-055b - 01-055e even if answer is 0 or N/A.	0.00	3,328.00

Bookmobile Information

01-058	Total Number of Bookmobiles	1	1
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Individual Bookmobile Information

01-059a	Bookmobile Name	Monroe County Public Library Bookmobile	<i>Monroe County Public Library Bookmobile</i>
01-059b	Street Address	303 E. Kirkwood	<i>303 E. Kirkwood</i>
01-059c	City	Bloomington	<i>Bloomington</i>
01-059d	County	MONROE	
01-059e	State	IN	<i>IN</i>
01-059f	Zip+4	47408	<i>47408</i>
01-059g	Mail Address	303 E. Kirkwood	<i>303 E. Kirkwood</i>
01-059h	Phone	(812) 349-3050	<i>(812) 349.3050</i>
01-059i	Fax	(812) 349-3051	<i>(812) 349-3051</i>
01-059j	Total hours per week	23	<i>23</i>
01-059k	Number of Weeks Bookmobile is Open	52	<i>52.00</i>
01-059l	Internet Access	Yes	<i>Yes</i>
01-059m	Type of Internet Access	Other	<i>Other</i>
01-060a	Total Weekly Winter Hours Bookmobile Open	23	<i>23</i>

01-060b	# of Weeks Bookmobile Open at Winter Hours Schedule	N/A	52
01-060c	Total Weekly Summer Hours Bookmobile Open	23	23
01-060d	# of Weeks Bookmobile Open at Summer Hours Schedule	N/A	N/A
01-062a	Bookmobile PLSCKEY	IN0180	
01-062b	Bookmobile PLSC_SEQ	4	
01-062c	Bookmobile LIBID	7531	
01-062d	Bookmobile Outlet Type Code	BS	
01-062e	Bookmobile Metropolitan Status Code	NC	
01-061	Total Annual Hours of All Bookmobiles **NOTE - Must provide answers for 01-060a - 01-060d even if answer is 0 or N/A.	0.00	1,196.00

Part 2 - Registrations

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

02-001	Total Number of Individual Resident Registered Users	83,700	93,470
02-002	Total Number of Users from Contracting Areas	0	0
02-003	Total Number of Individual Non-Resident (non-taxed) Registered Users	6	5
02-004	Total Number of Reciprocal Users	0	0
02-005	Total Number of PLAC Users	378	489
02-006	Total Number of Non-Resident Cards Issued to Student Users	0	0
02-007	Total Number of Non-Resident Cards Issued to School Employees	0	0
02-008	Total Number of Non-Resident Cards Issued to Library Employees	0	0
02-009	Amount of Individual Non-Resident Fee	\$60.00	\$60.00
02-010	Date Library Board adopted this fee	12/20/2006	12/20/2006
02-011	Does your library purge or mark inactive patron files at least every three years?	Yes	January 2012

Part 3 - Libraries & Political Subdivisions

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

If your library district is located in more than one county or is a county contractual, please list information for both counties or library and contractual division.

2010 Census figures are used for all calculations

03-001	County Name of Primary County	MONROE	Monroe
03-002	Total Assessed Valuation for Library District	\$6,319,658,549	\$6,262,434,138
03-003	Operating Tax Rate	.0817	.0733
03-004	Source year for data	2012	
03-005	BIRF/Lease Rental Tax Rate	.0095	.0038

03-006	LCPF Tax Rate	0	.0079
03-007	Did your library roll the LCPF into the operating tax rate?	Yes	No
03-008	County Name of Additional County or County Contractual (Leave blank if the library district does not cross into another county and it is not a county contractual)		N/A
03-009	Total Assessed Valuation for Library District		N/A
03-010	Operating Tax Rate		N/A
03-011	Source year for data		
03-012	BIRF/Lease Rental Tax Rate		N/A
03-013	LCPF Tax Rate		N/A
03-014	Total district population without contract	137,974	120,563
03-015	Total district population with contracts	0	0
03-016	Political Subdivision Name	Monroe County	Monroe County
03-017	Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)	3	3
03-018	Population <u>2010 Census</u> (Taxed & Served)	137,974	120,563
03-019	Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)	N/A	N/A
03-020	Population <u>2010 Census</u> (Served by Contract)	0	N/A

Part 4 - Library Operating Fund Income

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Local Government Operating Fund Income

04-001	Property Tax or CEDIT Operating Fund Income From Library Tax Rate	\$4,453,924	\$4,588,186
04-002	CAGIT Property Tax Replacement Credit	\$0	\$0
04-003	CAGIT Certified Shares	\$0	\$0
04-004	CAGIT Special Fund	\$0	\$0
04-005	County Option Income Tax (COIT)	\$1,979,409	\$2,086,408
04-006	Contractual Revenue Received for Service	\$0	\$0
04-007	Local Option Income Tax (LOIT)	\$0	\$0
04-008	Total Local Operating Fund Income	\$6,433,333	\$6,674,594

State Government Operating Fund Income

04-009	Financial Institutions Tax (FIT)	\$13,456	\$10,231
04-010	License Vehicle Excise Tax	\$289,232	\$356,263
04-011	Commercial Vehicle Excise Tax (CVET)	\$34,766	
04-012	Other State Operating Fund Income	\$0	\$0
04-013	Source(s):	0	0
04-014	Total State Operating Fund Income	\$337,454	\$366,494

Federal Government Operating Fund Income

04-015	LSTA Grants	\$0	\$0
04-016	Name of Non-Operating Fund	0	LSTA-Civil War and LSTA-Smithville Newspaper

04-017	Amount of LSTA grant placed in Non-Operating Fund	\$0	\$17,802
04-018	Other Federal Grants Operating Fund Income	\$0	\$0
04-019	List Source	N/A	0
04-020	Total Federal Operating Fund Income	\$0	\$0
Other Operating Fund Income			
04-021	PLAC Reimbursement	\$17,763	
04-022	Fines and Fees	\$192,632	\$228,933
04-023	Interest on Investments	\$8,287	\$12,621
04-024	Gift Receipts Operating Fund Income	\$0	\$0
04-025	Private and Public Foundation Grants Operating Fund Income	\$0	\$0
04-026	Miscellaneous Operating Fund Income	\$50,303	\$63,047
04-027	Source(s)	Copiers, Meeting Room Rent, Reader-Printer Service	<i>PLAC, Levy Excess, Copiers</i>
04-028	Total Other Operating Fund Income	\$268,985	\$304,601
04-029	TOTAL OPERATING FUND INCOME	\$7,039,772	\$7,345,689
04-030	Total Public and Private Foundation Grants Income (deposited into any fund)	\$45,791	\$223,025

Part 5 - Expenditure Data

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Operating Fund Expenditures

05-001	Salaries/Wages of All Library Staff	\$3,677,539	\$3,689,445
05-002	Employee benefits	\$1,245,919	\$1,219,972
05-003	Other Personal Services	\$5,068	\$11,829
05-004	Total Personal Services	\$4,928,526	\$4,921,246
05-005	Total Staff Expenditures	\$4,923,458	\$4,909,417
05-006	Total Supplies	\$157,768	\$143,179
05-007	Professional Services, i.e.-ADP, webDewey, etc.	\$252,104	\$271,179
05-009	Communication and Transportation	\$73,819	\$65,781
05-010	Printing and Advertising	\$2,032	\$4,082
05-011	Insurance	\$58,793	\$53,247
05-012	Utility Services	\$307,311	\$288,489
05-013	Repairs and Maintenance	\$62,655	\$33,173
05-014	Rentals	\$31,270	\$31,262
05-015	Debt Service (Operating Expenditures only)	\$0	\$0
05-016	Lease Rental (Operating Expenditures only)	\$0	\$0
05-017	Other (exclude LIRF and Rainy Day)	\$210,680	\$211,381
05-018	Total Other Services and Charges	\$998,664	\$1,037,788
05-019	Land	\$0	\$0
05-020	Buildings	\$0	\$0
05-021	Improvements Other Than Buildings	\$0	\$0
05-022	Furniture and Equipment	\$21,485	\$18,051

05-023	Public Access Computers, electronic reading and electronic media devices DO NOT REPORT in Q05-022	\$0	\$0
Operating Fund Expenditure Data			
05-024	Books (include Book Lease)	\$579,970	\$585,377
05-025	Periodicals and Newspapers	\$35,291	\$38,779
05-026	Nonprinted (Physical) Materials, Microforms & AV, not Electronic	\$365,906	\$385,644
05-008	Electronic database licensing/purchase/lease expenditures. (DO NOT REPORT in 05-007).	\$154,756	\$79,194
05-027	Electronic Physical Format, including playaways and Ebook readers) (Do not report database licenses or Ebook subscriptions here. Report those in Q05-008)	\$0	\$0
05-028	Print Materials Expenditures	\$647,064	\$656,214
05-029	Electronic Materials Expenditures	\$155,107	\$80,281
05-030	Other Materials Expenditures	\$372,678	\$392,789
05-031	Total Collection Expenditures	\$1,174,849	\$1,129,284
05-032	Total Operating Fund Capital Outlays	\$1,002,652	\$1,027,851
Non-Operating Fund Library Materials Expenditure Data			
05-033	Books (Include Book Lease) - From non-operating fund expenditures	\$28,431	\$29,161
05-034	Periodicals and Newspapers - From non-operating fund expenditures	\$3,372	\$2,897
05-035	Nonprinted (Physical) Materials, Microforms & AV, not Electronic - From non-operating fund expenditures	\$6,772	\$7,145
05-036	Public Access Electronic Physical Format (pulled out from Nonprinted Materials and reported separately) - From non-operating fund expenditures	\$351	\$1,087
05-037	Public Access Purchased/Leased/Licensed/Locally Digitized Electronic Format. PUBLIC ACCESS DATABASES	\$0	\$0
05-038	Operating Expenditure Fund Collection Development	\$1,135,923	\$1,088,994
05-039	Total Non-Operating Fund Collection Expenditures	\$85,086	\$78,117
05-040	Public Access Computers, electronic reading and electronic media devices from all funds except operating	\$46,160	\$37,827
05-041	TOTAL OPERATING FUND EXPENDITURES	\$7,242,366	\$7,130,064
05-042	Other Operating Expenditures	\$1,177,917	\$1,199,018
05-043	Total Operating Expenditures	\$7,276,224	\$7,237,719
05-044	Total Collection Expenditure	\$1,259,935	\$1,167,111
05-045	Operating Expenditures per capita (=SUM(Q05-041/Q03-014). Expressed in dollars/cents \$____.____)	\$52.49	\$59.14
05-046	Difference between OE per capita minus Non-Resident fee (=SUM(Q05-045-Q02-009).	\$-7.51	
05-047	Collection Development Expenditure AS % Operating Expenditure (=SUM(Q05-038/Q05-041	15.6%	15.2%

05-048 Total Capital Fund Expenditures \$408,924

Part 6 - Capital Revenue

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

06-001	Local government capital revenue	\$627,487	\$2,220,669
06-002	State government capital revenue	\$63,541	\$176,630
06-003	Federal government capital revenue	\$0	\$0
06-004	Other capital revenue	\$0	\$10,400
06-005	Total capital revenue	\$691,028	\$2,407,699

Part 7 - Employment Data

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

07-001	Total Number of ALL Librarians with an ALA-MLS	34.00	32.00
07-002	Total Hours Paid Per Week For ALL ALA-MLS Librarians	1,220	1,150
07-003	FTE for ALL Librarians with an ALA-MLS	30.50	28.75
07-004	Total Number of ALL Librarians, including ALA-MLS Librarians	50.00	47.00
07-005	Total Hours Paid Per Week For ALL Librarians, including ALA-MLS Librarians	1,820	1,695
07-006	FTE for ALL Librarians	45.50	42.38
07-007	Total Number of ALL OTHER PAID STAFF	111.00	106.00
07-008	Total Hours Paid Per Week For ALL OTHER PAID STAFF	2,890	2,367.5
07-009	FTE for ALL OTHER PAID STAFF	72.25	59.19
07-010	Total Number of ALL PAID STAFF	161.00	153.00
07-011	Total Hours Paid per week for ALL PAID STAFF	4,710.00	4,062.50
07-012	FTE for ALL PAID STAFF	117.75	101.56
07-013	Number of hours per week considered to be full-time employment in your library.	37.5	37.5

Part 8 - Library Service and Technology

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Interlibrary Loans

08-001	Provided To Other Libraries	2,474	2,248
08-002	Received From Other Libraries	323	241

Annual Local Library Service

08-003	# Children's Programs in Library (0-14 yrs)	1,000	1,176
08-004	# Children's Programs Outside Library (0-14 yrs) (outreach)	326	327

08-005	Total # of Children's Programs (-14) yrs	1,326	1,503
08-006	# Young Adult Programs in Library (15-17 yrs)	282	144
08-007	# Young Adult Programs Outside Library (15-17 yrs) (outreach)	7	5
08-008	Total # of Young Adult Programs	289	
08-009	# Adult Programs in Library (18+ yrs)	560	745
08-010	# Adult Programs Outside Library (18+ yrs) (outreach)	22	20
08-011	# General Programs in Library (All age groups)	69	42
08-012	# General Programs Outside Library (All Age Groups) (outreach)	3	5
08-013	Total # of Programs (Children, YA, Adult and General: in library & outreach)	2,269	2,464
08-014	# of Non-Library Sponsored Programs/meetings/events	1,496	1,152
08-015	How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?	10	10

Attendance

08-017	Children's Program Attendance in library	30,103	32,795
08-018	Children's Program Attendance Outside library (outreach)	15,241	12,764
08-020	Young Adult Program Attendance in library	1,634	1,154
08-021	Young Adult Program Attendance Outside library (outreach)	182	138
08-023	Adult Program Attendance in library (18+ yrs)	5,730	8,091
08-024	Adult Program Attendance Outside library (18+ yrs) (outreach)	607	873
08-025	General Program Attendance in library (All age groups)	6,215	4,412
08-026	General Program Attendance Outside library (outreach) (All age groups)	164	1,377
08-028	Total Non-Library Sponsored Programs/meetings/events Attendance	40,392	31,789
08-029	Total Visits In Library Per Year (If you don't have an annual figure, multiply a typical week count by 52)	1,146,977	1,160,801
08-030	Total Reference Transactions Per year (If you don't have an annual figure, multiply typical week count by 52)	143,884	137,020
08-019	Total Children's Program Attendance	45,344	45,559
08-022	Total Young Adult Program Attendance	1,816	
08-027	Total Program Attendance	59,876	61,604

Electronic Services

08-031	# of State Licensed Databases (INSPIRE databases)	62	58
08-032	# of Local/Other Licensed Databases (Not INSPIRE) (Report ebooks, downloadable audio and downloadable video in Part 9).	18	16
08-033	Total Licensed Databases	80	74

Database Usage Measure

08-034	# of Searches of Databases to which the Library subscribes. (Do not include INSPIRE searches).	191,564	200,289
08-035	# of Sessions of Databases to which the Library subscribes (Do not include INSPIRE searches).	15,632	9,483
08-036	Name(s) of Public Use/Commercial Databases to which the Library subscribes	Ancestry Library Edition, Children's Literature Comprehensive Database, Chilton Library, Consumer Reports, eSequels, Fold 3, Foundation Center, Heritage Quest, Mango Languages, Mitchell on Demand, NADA online, NovelList Plus, Refernece USA, Tumblebooks	<i>Response has been entered.</i>
08-037	Subject(s) of Public Use Databases which the Library Both Developed and Owns (NO LICENSE PURCHASED)	Community organizations, High School Yearbooks, Obituaries	<i>Community organization file, Monroe County high school yearbook database</i>

Public Computer Usage

08-038	Uses of Public Internet Computers per Year (if you don't have an annual figure, multiply a typical week count by 52)	219,680	220,194
08-039	# of Users of Wireless Internet Connections in Building (or Outside) per Year	N/A	N/A

Internet

08-040	Total # of Page Views on All Web Pages in the Library's Domain	10,089,012	72,929,454
08-041	Total # of Page Views on the Library's Home Page	897,975	1,006,336
08-042	Total # of Hits or Page Views on the Library's Public Access Catalog	8,116,138	45,646,669
08-043	Number Computer Terminals System-wide Used by General Public Connected to Internet and a Printer	131	130
08-044	Number of Scanners for the General Public System-wide	2	0
08-045	Number of Computer Terminals used <u>by Staff</u> with office software and operating system, connected to the Internet System and a printer.	140	138
08-046	Does Your Library Have Voice over IP?	No	No

Library System Bookkeeping and Circulation

08-047	Does Your Library Have an Automated Bookkeeping System?	Yes	Yes
08-048	Name of Bookkeeping System	Banyon	Banyon
08-049	Name of Integrated Library System	Polaris	Polaris
08-050	Is the Library Catalog Available Online?	Yes	Yes

Part 9 - Circulation and Holdings

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

09-001	TOTAL Circulation of All Materials	2,719,228	2,733,451	79
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09-002	Circulation of All Children's Materials (0-14yrs)	879,586	952,966
09-003	Total In-house Usage of Materials	212,784	N/A
09-004	Did Your Library Circulate Laptops?	No	No
09-005	Number of Annual Circulations of Laptops	0	0
09-006	Did your library circulate Ebook readers or music devices (i.e.-Kindles, Playaways, MP3 players, etc.)	Yes	No
09-007	Number of Electronic Book Reading or Music Playing Devices Owned by the Library	302	18
09-008	Number of Annual Circulations of Book Reading or Music Playing Devices	562	0
09-009	Did Your Library Circulate Other Equipment?	No	No
09-010	Number of Annual Circulations of Other Equipment	0	0

Selected Holdings (not including INSPIRE)

09-011	Books	378,811	381,708
09-012	Video Materials - Physical Units	63,077	58,836
09-013	Video Materials - Downloadable Titles (*NEW* Whether cataloged in your ILS or not)	97	86
09-014	Audio Materials - Physical Units	56,414	53,915
09-015	Audio Materials - Downloadable Titles (*NEW* Whether cataloged in your ILS or not)	3,191	2,106
09-016	Electronic (Physical) Format	1,328	17
09-017	Electronic books (E-books) (*NEW* Whether cataloged in your ILS or not))	7,600	2,469
09-018	Current Serial Subscriptions	585	473
09-019	Holdings	Yes	
09-020	Specify Type(s) of Holdings:	Kits, Toys, Oral Histories, Microfilm, Maps	
09-021	Does the library belong to an Ebook consortium?	Yes	
09-022	Name of Consortium	Indiana Digital Media	
09-023	Total # of titles available in Consortium	12,724	

Part 10 - Library Board

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

List all county contractual board members, if appropriate.

10-001	Position	Member	<i>Member</i>
10-002	First Name	John	<i>John</i>
10-003	Middle Initial/Name	A.	<i>A.</i>
10-004	Last Name	Walsh	<i>Walsh</i>
10-005	Home address	1320 E. 10th St., LI 029	<i>1320 E. 10th St., LI 029</i>
10-006	City	Bloomington	<i>Bloomington</i>
10-007	Zip Code	47405	<i>47405</i>
10-008	E-mail address	jawalsh@indiana.edu	<i>jawalsh@indiana.edu</i>
10-009	Appointing Authority	County Council	<i>County Council</i>
10-010	Date Term Expires	1-31-2014	<i>1-31-2014</i>

10-011	Number of Consecutive Terms	2	2
10-012	Date Initially Appointed	2-1-2006	2-1-2006
10-001	Position	Member	<i>Member</i>
10-002	First Name	Fred	<i>Fred</i>
10-003	Middle Initial/Name		
10-004	Last Name	Risinger	<i>Risinger</i>
10-005	Home address	7039 E. St. Rd. 45	<i>7039 E. St. Rd. 45</i>
10-006	City	Bloomington	<i>Bloomington</i>
10-007	Zip Code	47408	<i>47408</i>
10-008	E-mail address	risinger@indiana.edu	<i>risinger@indiana.edu</i>
10-009	Appointing Authority	County Council	<i>County Council</i>
10-010	Date Term Expires	1-31-2015	<i>1-31-2015</i>
10-011	Number of Consecutive Terms	2	2
10-012	Date Initially Appointed	4-1-2007	<i>4-1-2007</i>
10-001	Position	Secretary	<i>Secretary</i>
10-002	First Name	Stephen	<i>Stephen</i>
10-003	Middle Initial/Name	C.	<i>C.</i>
10-004	Last Name	Moberly	<i>Moberly</i>
10-005	Home address	2638 E. Windermere Woods Drive	<i>2638 E. Windermere Woods Drive</i>
10-006	City	Bloomington	<i>Bloomington</i>
10-007	Zip Code	47401	<i>47401</i>
10-008	E-mail address	moberlys@iquest.net	<i>moberlys@iquest.net</i>
10-009	Appointing Authority	County Commissioners	<i>County Commissioners</i>
10-010	Date Term Expires	1-31-2014	<i>1-31-2014</i>
10-011	Number of Consecutive Terms	2	2
10-012	Date Initially Appointed	2-1-2006	<i>2-1-2006</i>
10-001	Position	Treasurer	<i>Treasurer</i>
10-002	First Name	David	<i>David</i>
10-003	Middle Initial/Name	L.	<i>L.</i>
10-004	Last Name	Ferguson	<i>Ferguson</i>
10-005	Home address	403 E. 6th Street	<i>403 E. 6th Street</i>
10-006	City	Bloomington	<i>Bloomington</i>
10-007	Zip Code	47408	<i>47408</i>
10-008	E-mail address	dlf@ferglaw.com	<i>dlf@ferglaw.com</i>
10-009	Appointing Authority	County Commissioners	<i>County Commissioners</i>
10-010	Date Term Expires	1-31-2014	<i>1-31-2012</i>
10-011	Number of Consecutive Terms	1	<i>1</i>
10-012	Date Initially Appointed	2-1-2008	<i>2-1-2008</i>
10-001	Position	Vice President	<i>Member</i>
10-002	First Name	Valerie	<i>Valerie</i>
10-003	Middle Initial/Name		
10-004	Last Name	Merriam	<i>Merriam</i>
10-005	Home address	1900 W. Burma Road	<i>1900 W. Burma Road</i>
10-006	City	Gosport	<i>Gosport</i>
10-007	Zip Code	47433	<i>47433</i>
10-008	E-mail address	valerie.merriam@gmail.com	<i>valerie.merriam@gmail.com</i>
		Monroe County Community	<i>Monroe County Community</i>

10-009	Appointing Authority	School Corporation	<i>School Corporation</i>
10-010	Date Term Expires	1-31-2015	<i>1-31-2011</i>
10-011	Number of Consecutive Terms	1	<i>1</i>
10-012	Date Initially Appointed	2-1-2007	<i>2-1-2007</i>
10-001	Position	Member	<i>Vice President</i>
10-002	First Name	Melissa	<i>Melissa</i>
10-003	Middle Initial/Name		
10-004	Last Name	Pogue	<i>Pogue</i>
10-005	Home address	1101 W. Temperance St.	<i>1101 W. Temperance St.</i>
10-006	City	Ellettsville	<i>Ellettsville</i>
10-007	Zip Code	47429	<i>47429</i>
10-008	E-mail address	mpogue@rbbesc.k12.in.us	<i>mpogue@rbbesc.k12.in.us</i>
10-009	Appointing Authority	Richland Bean Blossom School Corporation	<i>Richland Bean Blossom School Corporation</i>
10-010	Date Term Expires	1-31-2013	<i>1-31-2013</i>
10-011	Number of Consecutive Terms	1	<i>1</i>
10-012	Date Initially Appointed	2-1-2009	<i>2-1-2009</i>
10-001	Position	President	<i>President</i>
10-002	First Name	Kari	<i>Kari</i>
10-003	Middle Initial/Name		
10-004	Last Name	Isaacson	<i>Isaacson</i>
10-005	Home address	807 Brighton Court	<i>807 Brighton Court</i>
10-006	City	Bloomington	<i>Bloomington</i>
10-007	Zip Code	47401	<i>47401</i>
10-008	E-mail address	kisaacso@mccsc.edu	<i>kisaacso@mccsc.edu</i>
10-009	Appointing Authority	Monroe County Community School Corporation	<i>Monroe County Community School Corporation</i>
10-010	Date Term Expires	1-31-2013	<i>1-31-2013</i>
10-011	Number of Consecutive Terms	1	<i>1</i>
10-012	Date Initially Appointed	2-1-2009	<i>2-1-2009</i>

Part 11 - Salary Section

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

11-001	Director annual salary	\$95,792	<i>\$94,376</i>
11-002	Director contract	No	<i>No</i>
11-003	Director certification	LC 1	<i>Level 1</i>
11-004	Job Title	Assistant/Associate Director	<i>Department Head, Manager or Supervisor</i>
11-005	Certification	LC 2	<i>LC 2</i>
11-006	Minimum Hourly Wage	\$32.00	<i>\$23.</i>
11-007	Maximum Hourly Wage	\$48.00	<i>\$34.50</i>
11-004	Job Title	Department Head, Manager or Supervisor	<i>Branch Head</i>
11-005	Certification	LC 2	<i>LC 2</i>
11-006	Minimum Hourly Wage	\$23.00	<i>\$23</i>

11-007	Maximum Hourly Wage	\$34.50	\$34.50
11-004	Job Title	Branch Head	<i>Automation/Network/System Manager</i>
11-005	Certification	LC 2	<i>Not Applicable</i>
11-006	Minimum Hourly Wage	\$23.00	\$23
11-007	Maximum Hourly Wage	\$34.50	\$34.50
11-004	Job Title	Automation/Network/System Manager	<i>Business Manager</i>
11-005	Certification	Not Applicable	<i>Not Applicable</i>
11-006	Minimum Hourly Wage	\$23.00	\$23
11-007	Maximum Hourly Wage	\$34.50	\$34.50
11-004	Job Title	Business Manager	<i>Cataloging or Technical Services Librarian</i>
11-005	Certification	Not Applicable	<i>LC 3</i>
11-006	Minimum Hourly Wage	\$23.00	\$18
11-007	Maximum Hourly Wage	\$34.50	\$27.00
11-004	Job Title	Cataloging or Technical Services Librarian	<i>@Children's Librarian</i>
11-005	Certification	LC 3	<i>LC 3</i>
11-006	Minimum Hourly Wage	\$18.00	\$18
11-007	Maximum Hourly Wage	\$27.00	\$27.00
11-004	Job Title	@Children's Librarian	<i>@Young Adult Librarian</i>
11-005	Certification	LC 3	<i>LC 3</i>
11-006	Minimum Hourly Wage	\$18.00	\$18
11-007	Maximum Hourly Wage	\$27.00	\$27.00
11-004	Job Title	@Young Adult Librarian	<i>Circulation Librarian</i>
11-005	Certification	LC 3	<i>LC 3</i>
11-006	Minimum Hourly Wage	\$18.00	\$18
11-007	Maximum Hourly Wage	\$27.00	\$27.00
11-004	Job Title	Circulation Librarian	<i>Indiana History, Local History or Genealogy Librarian</i>
11-005	Certification	LC 3	<i>LC 3</i>
11-006	Minimum Hourly Wage	\$18.00	\$18
11-007	Maximum Hourly Wage	\$27.00	\$27.00
11-004	Job Title	Indiana History, Local History or Genealogy Librarian	<i>Specialist (Professional)</i>
11-005	Certification	LC 3	<i>Not Applicable</i>
11-006	Minimum Hourly Wage	\$18.00	\$20
11-007	Maximum Hourly Wage	\$27.00	\$30.00
11-004	Job Title	Specialist (Professional)	<i>Library Assistant</i>
11-005	Certification	Not Applicable	<i>LC 6</i>
11-006	Minimum Hourly Wage	\$20.00	\$14
11-007	Maximum Hourly Wage	\$30.00	\$20.30
11-004	Job Title	Library Assistant	<i>Bookkeeper or Treasurer</i>
11-005	Certification	LC 6	<i>Not Applicable</i>
11-006	Minimum Hourly Wage	\$14.00	\$15.5
11-007	Maximum Hourly Wage	\$20.30	\$22.48

11-004	Job Title	Bookkeeper or Treasurer	<i>Clerical or Aide</i>
11-005	Certification	Not Applicable	<i>Not Applicable</i>
11-006	Minimum Hourly Wage	\$15.50	<i>\$10.60</i>
11-007	Maximum Hourly Wage	\$22.48	<i>\$14.84</i>
11-004	Job Title	Secretary or Receptionist	<i>Maintenance, Custodian, Janitor, Housekeeper</i>
11-005	Certification	Not Applicable	<i>Not Applicable</i>
11-006	Minimum Hourly Wage	\$10.60	<i>\$12.9</i>
11-007	Maximum Hourly Wage	\$14.84	<i>\$18.06</i>
11-004	Job Title	Library Technicians (including Computer)	<i>Administrative Assistant</i>
11-005	Certification	Not Applicable	<i>Not Applicable</i>
11-006	Minimum Hourly Wage	\$14.00	<i>\$12.90</i>
11-007	Maximum Hourly Wage	\$20.30	<i>\$18.06</i>
11-004	Job Title	Clerical or Aide	<i>@General Reference or Adult Librarian</i>
11-005	Certification	Not Applicable	<i>LC 3</i>
11-006	Minimum Hourly Wage	\$10.60	<i>\$18</i>
11-007	Maximum Hourly Wage	\$14.84	<i>\$27.00</i>
11-004	Job Title	Maintenance, Custodian, Janitor, Housekeeper	<i>Page, Intern or Student Assistant</i>
11-005	Certification	Not Applicable	<i>Not Applicable</i>
11-006	Minimum Hourly Wage	\$10.60	<i>\$7.5</i>
11-007	Maximum Hourly Wage	\$14.84	<i>\$10.50</i>
11-004	Job Title	Security	<i>Secretary or Receptionist</i>
11-005	Certification	Not Applicable	<i>Not Applicable</i>
11-006	Minimum Hourly Wage	\$12.90	<i>\$10.6</i>
11-007	Maximum Hourly Wage	\$18.06	<i>\$14.84</i>
11-004	Job Title	Administrative Assistant	<i>Library Technicians (including Computer)</i>
11-005	Certification	Not Applicable	<i>Not Applicable</i>
11-006	Minimum Hourly Wage	\$12.90	<i>\$14.0</i>
11-007	Maximum Hourly Wage	\$18.60	<i>\$20.30</i>
11-004	Job Title	Page, Intern or Student Assistant	<i>Security</i>
11-005	Certification	Not Applicable	<i>Not Applicable</i>
11-006	Minimum Hourly Wage	\$7.50	<i>\$12.9</i>
11-007	Maximum Hourly Wage	\$10.50	<i>\$18.06</i>
11-004	Job Title	@General Reference or Adult Librarian	
11-005	Certification	LC 3	
11-006	Minimum Hourly Wage	\$18.00	
11-007	Maximum Hourly Wage	\$27.00	
11-008	Other (list) Job Title:	Maintenance Supervisor	<i>Maintenance Supervisor</i>
11-009	Other: Certification Level	Not Applicable	<i>Not Applicable</i>
11-010	Other: Minimum Hourly Wage	\$18.00	<i>\$18</i>
11-011	Other: Maximum Hourly Wage	\$27.00	<i>\$27</i>
11-008	Other (list) Job Title:	Security Lead	<i>Security Lead</i>
11-009	Other: Certification Level	Not Applicable	<i>Not Applicable</i>

11-010	Other: Minimum Hourly Wage	\$14.00	\$15.50
11-011	Other: Maximum Hourly Wage	\$20.30	\$20.30
11-008	Other (list) Job Title:	Human Resources Manager	<i>Human Resources Manager</i>
11-009	Other: Certification Level	Not Applicable	<i>Not Applicable</i>
11-010	Other: Minimum Hourly Wage	\$23.00	\$23.0
11-011	Other: Maximum Hourly Wage	\$34.50	\$34.5
11-008	Other (list) Job Title:	Finance Manager	<i>Maintenance Technician</i>
11-009	Other: Certification Level	Not Applicable	<i>Not Applicable</i>
11-010	Other: Minimum Hourly Wage	\$23.00	\$15.5
11-011	Other: Maximum Hourly Wage	\$34.50	\$22.48
11-008	Other (list) Job Title:	Maintenance Technician	<i>Page Team Leader</i>
11-009	Other: Certification Level	Not Applicable	<i>Not Applicable</i>
11-010	Other: Minimum Hourly Wage	\$15.50	\$8.60
11-011	Other: Maximum Hourly Wage	\$22.48	\$12.04
11-008	Other (list) Job Title:	Page Team Leader	
11-009	Other: Certification Level	Not Applicable	
11-010	Other: Minimum Hourly Wage	\$8.60	
11-011	Other: Maximum Hourly Wage	\$12.04	

Employee Fringe Benefit Information - Full-time Employees

11-012	PERF	Yes	<i>PERF</i>
11-013	Deferred Compensation	No	
11-014	Health Insurance	Yes	
11-015	Health Savings Account (HSA)	Yes	
11-016	Dental Insurance	Yes	
11-017	Life Insurance	Yes	
11-018	Vision Insurance	Yes	
11-019	Disability	Yes	
11-020	Paid Time off for Continuing Education	Yes	
11-021	Reimbursement for Continuing Education	Yes	
11-022	Other1 (specify)	Access to Clinic w/ Health Insur.	
11-023	Other2 (specify)	NA	

Employee Fringe Benefit Information - Part-time Employees

11-024	PERF	No	
11-025	Deferred Compensation	No	
11-026	Health Insurance	Yes	
11-027	Health Savings Account (HSA)	Yes	
11-028	Dental Insurance	Yes	
11-029	Life Insurance	Yes	
11-030	Vision Insurance	Yes	
11-031	Disability	No	
11-032	Paid Time off for Continuing Education	Yes	
11-033	Reimbursement for Continuing Education	Yes	
11-034	Other1 (specify)	Access to Clinic w/ Health Insur.	
11-035	Other2 (specify)	NA	

Paid days off per year - Full-time Librarian

11-036	Number of Vacation Days	24	24	85
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11-037	Number of Sick Days	12	12
11-038	Number of Personal Days	0	N/A
11-039	Holidays	9	9
11-040	Funeral/Bereavement	3-5	1-3
11-041	Other Days (specify)	NA	N/A

Paid days off per year - Part-Time Librarian

11-042	Number of Vacation Days	24	24
11-043	Number of Sick Days	12	12
11-044	Number of Personal Days	0	N/A
11-045	Holidays	9	9
11-046	Funeral/Bereavement	3	1-3
11-047	Other Days	NA	N/A

Paid days off per year - Full-Time Support Staff

11-049	Number of Vacation Days	14-24	14-24
11-050	Number of Sick Days	12	12
11-051	Number of Personal Days	0	N/A
11-052	Holidays	9	9
11-053	Funeral/Bereavement	3	1-3
11-054	Other Days	0	N/A

Paid days off per year - Part-Time Support Staff

11-055	Number of Vacation Days	14-24	14-24
11-056	Number of Sick Days	12	12
11-057	Number of Personal Days	0	N/A
11-058	Holidays	9	9
11-059	Funeral/Bereavement	3	1-3
11-060	Other Days	NA	N/A

Part 12 - PLAC Loans

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Report the # of PLAC loans your library made to a home patron of the following library(ies)

DO NOT report any loans made to your own library

12-001	Did your library make any PLAC loans?	Yes	N/A
12-002	Adams Public Library System IN0249		
12-003	Akron Carnegie Public Library IN0127	132	
12-004	Alexandria-Monroe Public Library IN0157		
12-005	Alexandrian Public Library IN0018		
12-006	Allen County Public Library IN0073		
12-007	Anderson Public Library IN0158		
12-008	Andrews-Dallas Township Public Library IN0078		
12-009	Argos Public Library IN0064		
12-010	Attica Public Library IN0106		
12-011	Aurora Public Library District IN0221		
12-012	Avon-Washington Township Public Library IN0204		
12-013	Bartholomew County Public Library IN0215	31	

12-014	Barton Rees Pogue Memorial Public Library IN0147	
12-015	Batesville Memorial Public Library IN0233	
12-016	Bedford Public Library IN0178	8,292
12-017	Beech Grove Public Library IN0211	
12-018	Bell Memorial Public Library IN0056	
12-019	Benton County Public Library IN0097	
12-020	Berne Public Library IN0071	
12-021	Bicknell-Vigo Township Public Library IN0009	
12-022	Bloomfield-Eastern Greene County Public Library IN0177	18,776
12-023	Boonville-Warrick County Public Library IN0023	
12-024	Boswell-Grant Township Public Library IN0096	
12-025	Bourbon Public Library IN0065	
12-026	Brazil Public Library IN0173	
12-027	Bremen Public Library IN0063	
12-028	Bristol-Washington Township Public Library IN0053	
12-029	Brook-Iroquois-Washington Township Public Library IN0039	
12-030	Brookston-Prairie Township Public Library IN0119	
12-031	Brown County Public Library IN0216	13,758
12-032	Brownsburg Public Library IN0201	
12-033	Brownstown Public Library IN0225	
12-034	Butler Public Library IN0077	
12-035	Cambridge City Public Library IN0170	
12-036	Camden-Jackson Township Public Library IN0101	
12-037	Carmel Clay Public Library IN0195	
12-038	Carnegie Public Library Of Steuben County IN0088	
12-039	Centerville-Center Township Public Library IN0172	
12-040	Charlestown Clark County Public Library IN0217	
12-041	Churubusco Public Library IN0093	
12-042	Clayton-Liberty Township Public Library IN0203	
12-043	Clinton Public Library IN0188	
12-044	Coatesville-Clay Township Public Library IN0200	
12-045	Colfax-Perry Township Public Library IN0103	
12-046	Converse-Jackson Township Public Library IN0131	
12-047	Covington-Veedersburg Public Library IN0107	
12-048	Crawford County Public Library IN0219	
12-049	Crawfordsville District Public Library IN0109	
12-050	Crown Point Community Public Library IN0031	
12-051	Culver-Union Township Public Library IN0061	
12-052	Danville-Center Township Public Library IN0202	
12-053	Darlington Public Library IN0112	

12-054 Delphi Public Library IN0100
 12-055 Dublin Public Library IN0169
 12-056 Dunkirk Public Library IN0153
 12-057 Earl Park Public Library IN0095
 12-058 East Chicago Public Library IN0027
 12-059 Eckhart Public Library IN0075 92
 12-060 Edinburgh Wright-Hageman Public Library
 IN0208
 12-061 Elkhart Public Library IN0050
 12-062 Evansville-Vanderburgh Public Library IN0020
 12-063 Fairmount Public Library IN0145
 12-064 Farmland Public Library IN0160
 12-065 Fayette County Public Library IN0139
 12-066 Flora-Monroe Township Public Library IN0102
 12-067 Fort Branch-Johnson Township Public Library
 IN0007
 12-068 Fortville-Vernon Township Public Library IN0198
 12-069 Francesville-Salem Township Public Library
 IN0045
 12-070 Frankfort Community Public Library-Clinton
 County Contractual Public Library IN0104
 12-071 Franklin County Public Library District IN0140
 12-072 Fremont Public Library IN0089
 12-073 Fulton County Public Library IN0126
 12-074 Garrett Public Library IN0074
 12-075 Gary Public Library IN0028
 12-076 Gas City-Mill Township Public Library IN0143
 12-077 Goodland & Grant Township Public Library
 IN0041
 12-078 Goshen Public Library IN0054
 12-079 Greensburg-Decatur County Contractual Public
 Library IN0244
 12-080 Greentown & Eastern Howard School Public
 Library IN0129
 12-081 Greenwood Public Library IN0206
 12-082 Hagerstown-Jefferson Township Public Library
 IN0168
 12-083 Hamilton East Public Library IN0248
 12-084 Hamilton North Public Library IN0196
 12-085 Hammond Public Library IN0029
 12-086 Hancock County Public Library IN0199
 12-087 Harrison County Public Library IN0224
 12-088 Hartford City Public Library IN0136
 12-089 Henry Henley Public Library IN0165
 12-090 Huntingburg Public Library IN0004
 12-091 Huntington City-Township Public Library IN0080
 12-092 Hussey-Mayfield Memorial Public Library
 IN0243
 12-093 Indianapolis-Marion County Public Library
 IN0210

12-094	Jackson County Public Library IN0226	18
12-095	Jasonville Public Library IN0174	
12-096	Jasper County Public Library IN0025	
12-097	Jasper-Dubois County Contractual Public Library IN0003	
12-098	Jay County Public Library IN0155	
12-099	Jefferson County Public Library IN0227	
12-100	Jeffersonville Township Public Library IN0218	
12-101	Jennings County Public Library IN0228	
12-102	Johnson County Public Library IN0207	
12-103	Jonesboro Public Library IN0144	
12-104	Joyce Public Library IN0242	
12-105	Kendallville Public Library IN0086	
12-106	Kentland-Jefferson Township Public Library IN0040	
12-107	Kewanna-Union Township Public Library IN0125	
12-108	Kingman-Millcreek Public Library IN0108	
12-109	Kirklin Public Library IN0105	
12-110	Knightstown Public Library IN0152	
12-111	Knox County Public Library IN0010	20
12-112	Kokomo-Howard County Public Library IN0128	
12-113	La Crosse Public Library IN0036	
12-114	La Grange County Public Library IN0083	
12-115	La Porte County Public Library IN0037	
12-116	Ladoga-Clark Township Public Library IN0113	
12-117	Lake County Public Library IN0030	
12-118	Lawrenceburg Public Library IN0220	
12-119	Lebanon Public Library IN0191	
12-120	Ligonier Public Library IN0084	
12-121	Lincoln Heritage Public Library IN0239	
12-122	Linden Carnegie Public Library IN0111	2
12-123	Linton Public Library IN0175	
12-124	Logansport-Cass County Public Library IN0123	
12-125	Loogootee Public Library IN0011	217
12-126	Lowell Public Library IN0241	
12-127	Marion Public Library IN0142	98
12-128	Matthews Public Library IN0148	
12-129	Melton Public Library IN0230	
12-130	Michigan City Public Library IN0033	
12-131	Middlebury Community Public Library IN0055	
12-132	Middletown Fall Creek Township Public Library IN0149	
12-133	Milford Public Library IN0058	
12-134	Mishawaka-Penn_Harris Public Library IN0069	
12-135	Mitchell Community Public Library IN0179	236
12-136	Monon Town & Township Public Library IN0120	
12-137	Monroe County Public Library IN0180	

12-138	Monterey-Tippecanoe Township Public Library IN0047	
12-139	Montezuma Public Library IN0182	
12-140	Monticello-Union Township Public Library IN0121	
12-141	Montpelier-Harrison Township Public Library IN0137	
12-142	Mooreville Public Library IN0213	
12-143	Morgan County Public Library IN0212	3,403
12-144	Morrisson Reeves Library IN0171	
12-145	Muncie-Center Township Public Library IN0138	
12-146	Nappanee Public Library IN0052	
12-147	New Albany-Floyd County Public Library IN0223	
12-148	New Carlisle & Olive Township Public Library IN0066	
12-149	New Castle-Henry County Public Library IN0150	
12-150	New Harmony Workingmen's Institute IN0017	
12-151	Newton County Public Library IN0038	
12-152	Noble County Public Library IN0085	
12-153	North Judson-Wayne Township Public Library IN0048	
12-154	North Madison County Public Library System IN0156	
12-155	North Manchester Public Library IN0134	
12-156	North Webster Community Public Library IN0247	
12-157	Oakland City-Columbia Township Public Library IN0008	
12-158	Odon Winkelpleck Public Library IN0002	104
12-159	Ohio County Public Library IN0229	
12-160	Ohio Township Public Library System IN0022	
12-161	Orleans Town & Township Public Library IN0231	12
12-162	Osgood Public Library IN0234	
12-163	Otterbein Public Library IN0099	
12-164	Owen County Public Library IN0181	19,132
12-165	Owensville Carnegie Public Library IN0005	
12-166	Oxford Public Library IN0098	
12-167	Paoli Public Library IN0232	280
12-168	Peabody Public Library IN0092	
12-169	Pendleton Community Public Library IN0159	
12-170	Penn Township Public Library IN0154	
12-171	Perry County Public Library IN0013	
12-172	Peru Public Library IN0130	
12-173	Pierceton & Washington Township Public Library IN0060	
12-174	Pike County Public Library IN0015	
12-175	Plainfield-Guilford Township Public Library IN0205	
12-176	Plymouth Public Library IN0062	
12-177	Porter County Public Library System IN0043	

12-178	Poseyville Carnegie Public Library IN0016	
12-179	Princeton Public Library IN0006	
12-180	Pulaski County Public Library IN0046	
12-181	Putnam County Public Library IN0184	502
12-182	Remington-Carpenter Township Public Library IN0024	
12-183	Ridgeville Public Library IN0163	
12-184	Roachdale-Franklin Township Public Library IN0185	
12-185	Roann Paw-Paw Township Public Library IN0133	
12-186	Roanoke Public Library IN0079	
12-187	Rockville Public Library IN0183	
12-188	Royal Center-Boone Township Public Library IN0122	
12-189	Rushville Public Library IN0166	
12-190	Salem-Washington Township Public Library IN0238	11
12-191	Scott County Public Library IN0236	
12-192	Shelby County Public Library IN0214	
12-193	Sheridan Public Library IN0193	
12-194	Shoals Public Library IN0012	2,103
12-195	South Whitley-Cleveland Township Public Library IN0091	
12-196	Speedway Public Library IN0209	
12-197	Spencer County Public Library IN0019	475
12-198	Spiceland Town-Township Public Library IN0151	
12-199	St. Joseph County Public Library IN0068	
12-200	Starke County Public Library System IN0049	
12-201	Sullivan County Public Library IN0186	
12-202	Swayzee Public Library IN0141	
12-203	Switzerland County Public Library IN0237	
12-204	Syracuse-Turkey Creek Township Public Library IN0059	
12-205	Thorntown Public Library IN0190	
12-206	Tippecanoe County Public Library IN0115	
12-207	Tipton County Public Library IN0132	
12-208	Tyson Library Association, Inc IN0235	
12-209	Union City Public Library IN0164	
12-210	Union County Public Library IN0167	
12-211	Van Buren Public Library IN0146	
12-212	Vermillion County Public Library IN0187	
12-213	Vigo County Public Library IN0189	22
12-214	Wabash Carnegie Public Library IN0135	
12-215	Wakarusa-Olive & Harrison Township Public Library IN0051	
12-216	Walkerton-Lincoln Township Public Library IN0067	
12-217	Walton & Tipton Township Public Library IN0124	

12-218	Wanatah Public Library IN0035		
12-219	Warren Public Library IN0082		
12-220	Warsaw Community Public Library IN0057	11	
12-221	Washington Carnegie Public Library IN0001	29	
12-222	Washington Township Public Library IN0162		
12-223	Waterloo-Grant Township Public Library IN0076		
12-224	Waveland-Brown Township Public Library IN0110		
12-225	Wells County Public Library IN0090		
12-226	West Lafayette Public Library IN0114		
12-227	West Lebanon-Pike Township Public Library IN0116		
12-228	Westchester Public Library IN0044		
12-229	Westfield-Washington Public Library IN0194		
12-230	Westville-New Durham Township Public Library IN0034		
12-231	Whiting Public Library IN0026	6	
12-232	Willard Library Of Evansville IN0021		
12-233	Williamsport-Washington Township Public Library IN0117		
12-234	Winchester Community Public Library IN0161		
12-235	Wolcott Community Public Library IN0118		
12-236	Worthington Jefferson Township Public Library IN0176		
12-237	York Township Public Library IN0094		
12-238	Yorktown Public Library IN0245		
12-239	TOTAL PLAC Loans	67,762	69,034

Part 13 - Compliance with Standards for Public Libraries

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Standards which can be verified by data or information elsewhere in the report do not appear in this section.

Please answer either "Yes", "No", or "N/A" if applicable.

Do not skip any questions.

Does your library:

13-001	Comply with Public Library Law under IC 36-12?	Yes	Yes
13-002	Comply with the Indiana Library and Historical Department Law under IC 4-23-7?	Yes	Yes
13-003	Comply with other Indiana laws that affect municipal corporations?	Yes	Yes
13-004	Comply with all federal laws affecting employment practice?	Yes	Yes
13-005	Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes.?	Yes	Yes

13-006	Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?	Yes	<i>Yes</i>
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Do the library board and director maintain separate functions as follows:

13-007	The board is responsible for governance and policy.	Yes	<i>Yes</i>
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13-008	The director Is responsible for administration, operation and management of the library.	Yes	<i>Yes</i>
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Does the director:

13-009	Work full-time?	Yes	<i>Yes</i>
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13-010	Have the required librarian certification rules under 590 IAC 5? (Check https://mylicense.in.gov/EVerification/Search.aspx if any question occurs)	Yes	
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With the advice and recommendations of the library director, the library board has adopted the following policies and procedures?

13-011	An annual classification of employees	Yes	<i>Yes</i>
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13-012	Schedules of salaries	Yes	<i>Yes</i>
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13-013	A proposed library budget	Yes	
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13-014	Library policies	Yes	<i>Yes</i>
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Employment practices, including:

13-016	Recruitment	Yes	<i>Yes</i>
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13-017	Selection	Yes	<i>Yes</i>
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13-018	Appointment	Yes	<i>Yes</i>
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13-019	Personnel actions	Yes	<i>Yes</i>
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13-020	Salary administration	Yes	<i>Yes</i>
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13-021	Employee benefits	Yes	<i>Yes</i>
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13-022	Conditions of work	Yes	<i>Yes</i>
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13-023	Leaves	Yes	<i>Yes</i>
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13-024	Does the library board adhere to the principles discussed in approved and current Indiana state library publications for library trustees?	Yes	<i>Yes</i>
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13-025	Does the library have written bylaws that state its purpose and its operational procedures?	Yes	
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13-026	Do the library bylaws specifically state rules governing conflicts of interest issues?	Yes	
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13-027	Do the library bylaws specifically state rules governing Nepotism?	Yes	
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13-028	Have the bylaws been reviewed by the board in the last three (3) years?	Yes	
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13-029	Has a copy of the current version of the bylaws been submitted to the Indiana State Library?	Yes	
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13-030	Have all amendments to the bylaws been adopted by the board and have they been submitted to the Indiana State Library with the annual report?	Yes	
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Does Your Library Have:

13-031	A Collection Development Plan?	Yes	<i>Yes</i>
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13-032	Written principle of access to all library materials and services?	Yes	<i>Yes</i>
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13-033	Does the library have a long-range plan of service?	Yes	
13-034	Which years are covered by the plan?	2013-2017	
13-035	Has the long-range plan been updated in the last three (3) years?	Yes	
13-036	Have copies of the plan, updates, and all revisions been filed with the Indiana State Library?	Yes	
<u>Does your long-range plan include:</u>			
13-037	A statement of community needs and goals?	Yes	
13-038	Measurable objectives and service responses to the community's needs and goals?	Yes	
13-039	An assessment of facilities, services, technology, and operations?	Yes	
13-040	An ongoing annual evaluation process?	Yes	
13-041	Financial resources and sustainability?	Yes	
13-042	Collaboration with other public libraries?	Yes	
13-043	Collaboration with other community partners?	Yes	
13-044	Does the library have a technology plan?	Yes	
13-045	Which years are covered by the plan?	2013-2015	
13-046	Has the technology plan been updated in the last three (3) years?	Yes	
13-047	Have copies of the plan, updates, and all revisions been filed with the Indiana State Library?	Yes	
<u>Does your technology plan include:</u>			
13-048	Goals and realistic strategy for using telecommunications and information technology?	Yes	
13-049	A professional development strategy?	Yes	
13-050	An assessment of telecommunication services, hardware, software, and other services needed?	Yes	
13-051	An equipment replacement schedule?	Yes	
13-052	Financial resources and sustainability?	Yes	
13-053	An ongoing annual evaluation process?	Yes	
13-054	An automation plan that conforms to national cataloging standards?	Yes	
13-055	Does your library provide interlibrary loan free of charge <i>to other libraries</i> within Indiana (other than reimbursement for actual direct photocopy and postage costs).	Yes	Yes
<u>The library lends materials</u>			
13-056	via Statewide reciprocal borrowing program?	N/A	
13-057	via the Evergreen consortium?	N/A	
13-058	Using OCLC Resource Sharing?	Yes	
13-059	Using a local reciprocal borrowing agreement with at least one (1) other public library district within the library district's county or an adjacent county?	No	Yes
13-060	How many days per week does your library subscribe to InfoEXPRESS?	3	
<u>Does the library provide adult services that include the following?</u>			

13-061	Programs and reference services offered by a qualified individual holding the appropriate librarian certificate?	Yes	Yes
13-062	Knowledge of and access to reference materials, including INSPIRE?	Yes	Yes
13-063	A collection of materials for adults?	Yes	Yes
13-064	Space designated in the library for adult services?	Yes	Yes
<u>An enhanced level of service is achieved when a library designates:</u>			
13-065	One (1) or more staff to serve at least part time, with appropriate certification, as an adult services librarian, at each fixed location?	Yes	Yes
<u>An exceptional level of service is achieved when a library designates:</u>			
13-066	One (1) full-time equivalent, with appropriate certification, as an adult services librarian, at each fixed location?	Yes	Yes
<u>Does the library provide young adult services that include the following?</u>			
13-067	Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.	Yes	Yes
13-068	Knowledge of and access to reference materials, including INSPIRE.	Yes	Yes
13-069	A collection of materials for young adults.	Yes	Yes
13-070	Space designated in the library for young adult services.	Yes	Yes
<u>An enhanced level of service is achieved when a library designates:</u>			
13-071	One (1) or more staff to serve at least part time, with appropriate certification, as a young adult services librarian, at each fixed location?	Yes	Yes
<u>An exceptional level of service is achieved when a library designates:</u>			
13-072	One (1) full-time equivalent, with appropriate certification, as a young adult services librarian, at each fixed location?	No	Yes
<u>Does the library provide children's services that include the following?</u>			
13-073	Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.	Yes	Yes
13-074	A collection of materials for children, parents, and caregivers in each fixed location.	Yes	Yes
13-075	Space in each fixed location designated in the library for children's services.	Yes	Yes
<u>An enhanced level of service is achieved when a library designates:</u>			
13-076	One (1) or more staff to serve at least part time, with appropriate certification, as a children's services librarian, at each fixed location?	Yes	Yes
<u>An exceptional level of service is achieved when a library designates:</u>			
13-077	One (1) full-time equivalent, with appropriate certification, as a children's services librarian, at each fixed location?	Yes	Yes
13-078	Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access directly or through the Indiana state library to large print books, Braille books, audio books, and enhanced media?	Yes	Yes

13-079	Does the library provide computers for the free use of all persons regardless of residency, so long as such use would not violate any laws or other legally binding prohibitions imposed upon the person, including, but not limited to, fines	Yes	Yes
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13-080	Does the library provide support for continuing education for staff and trustees?	Yes	Yes
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Does your library provide the following means of communicating with the public:

13-081	An answering machine, voice mail or other similar technology to provide operating hours of the library?	Yes	
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13-082	Does your library provide a means to provide copies to the public at each location. (A fee may be charged not to exceed a fee established by Indiana State Law?)	Yes	Yes
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Does your library webpage include:

13-083	Hours of operation?	Yes	
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13-084	A physical address for your library?	Yes	
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13-085	A map for each fixed location?	Yes	
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13-086	A telephone number?	Yes	
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13-087	An e-mail address or means of electronic contact?	Yes	
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13-088	A link to free electronic resources, for example INSPIRE?	Yes	
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13-089	Publicly posted policies adopted by the library board, including, but not limited to, circulation policies, fees, and internet use policies?	Yes	
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13-090	A link to the library's online public access catalog?	Yes	
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13-091	A calendar of events and programs which is updated at least monthly?	Yes	
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13-092	Has your Internet Policy been reviewed by the board in the last year?	Yes	
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Part 14 - Statement of Intent to Comply with Standards

14-001	Please explain any NO answers given in Part 13.		<i>Response has been entered.</i>
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Part 15 - Supplement

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

15-001	Does Your Library Have a Foundation?	Yes	
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15-002	Is Your Foundation Separate From Your Friends Group?	No	
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15-003	Does Your Library Participate in a Community Foundation?	Yes	
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15-004	If Yes, What Is Its Name?	Community Foundation of Bloomington and Monroe Co.	
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15-005	Does Your Library Have a Separate Public Computer Lab?	No	
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15-006	# of Computers Available in the Lab?	N/A
15-007	Does Your Library Have a Mobile / Portable Computer Lab?	Yes
15-008	Has Your Library Received Any Grants During This Period, Other Than LSTA Grants?	Yes
15-009	If Yes, What Is the Name of the Funder?	Community Foundation of Bloomington and Monroe County
15-010	How Much Was the Grant for?	\$26,000
15-011	What Was the Purpose of the Grant?	create a nonprofit center
15-009	If Yes, What Is the Name of the Funder?	Wahl Family Charitable Trust
15-010	How Much Was the Grant for?	\$5,000
15-011	What Was the Purpose of the Grant?	Furnish Learn and Play Space for early literacy
15-012	Does Your Library Have a Grant Consultant or a Staff Person Overseeing Grants?	Yes
15-013	Has Your Library Hired a Consultant?	Yes
15-014	What Project Did They Work On?	Technology audit
15-015	Name:	Probleu
15-016	Address	320 W. 8th St., Bloomington, IN 47404
15-017	Email	info@probleu.com
15-018	Phone	800-293-6103
15-014	What Project Did They Work On?	Leadership training for managers
15-015	Name:	Singer Group
15-016	Address	12915 Dover Road, Reisterstown, MD 21136
15-017	Email	contact@singergrp.com
15-018	Phone	410-561-7561
15-014	What Project Did They Work On?	strategic plan facilitation
15-015	Name:	Consensus KC
15-016	Address	P. O. Box 10252, Kansas City, MO 64171
15-017	Email	jenwilding@consensuskc.org
15-018	Phone	816-531-5078
15-019	Is Your Library Involved in Community Outreach, Such As Fairs And Festivals?	Yes
15-020	# Events	N/A
15-021	Attendance	N/A
15-022	Does Your Library Use Social Media?	Yes
Which Ones Do You Use? (check all that apply)		
15-023	Facebook	Yes
15-024	Twitter	Yes
15-025	Pinterest	No
15-026	Flickr	No
15-027	Other	No

15-028	Does Your Library Have Book Club Sets?	No
15-029	# of Titles	
15-030	# Copies Each Title	
15-031	Name of Contact Person in Charge of Program	
15-032	Email:	
15-033	Does Your Library Participate in a One Book / One City Program?	Yes
15-034	Does Your Library Use Any Open Source Software?	Yes
15-035	List:	Drupal
15-036	Does Your Library Provide Assistive Technology?	Yes
If Yes, How Is It Provided:		
15-037	# of Separate Assistive Technology Workstations	N/A
15-038	# of Mainstreamed Workstations With Assistive Technology	0
15-039	Do You Have Assistive Technology Available for Checkout?	No
15-040	List:	

Complete broadband survey at <http://in-polis-app21.ads.iu.edu/BroadbandService/default.aspx>

Parliamentary Procedure at a Glance

(Based on *The Standard Code of Parliamentary Procedure* by Alice Sturgis)

Principal Motions (Listed in Order of Precedence)

TO DO THIS	YOU SAY THIS	May You Interrupt Speaker?	Must You Be Seconded?	Is The Motion Debatable?	What Vote is Required?
*Adjourn the meeting	"I move the meeting be adjourned"	NO	YES	YES (RESTRICTED)	MAJORITY
*Recess the meeting	"I move that the meeting be recessed until..."	NO	YES	YES**	MAJORITY
Complain about noise, room temperature, etc.	"I rise to the question of personal privilege"	YES	NO	NO	NONE
Postpone temporarily (Table)	"I move that this motion be tabled"	NO	YES	NO	MAJORITY (REQUIRES TWO-THIRDS IF IT WOULD SUPPRESS)
End debate	"I move to vote immediately"	NO	YES	NO	TWO-THIRDS
*Limit debate	"I move that each speaker be limited to a total of two minutes per discussion"	NO	YES	YES**	TWO-THIRDS
*Postpone consideration of an item to a certain time	"I move to postpone this item until 2:00pm..."	NO	YES	YES**	MAJORITY
*Have something referred to committee	"I move this matter be referred to..."	NO	YES	YES**	MAJORITY
*Amend a motion	"I move to amend this motion by..."	NO	YES	YES	MAJORITY
*Introduce business (the Main Motion)	"I move that..."	NO	YES	YES	MAJORITY
*Amend a previous action	"I move to amend the motion that was adopted..."	NO	YES	YES	MAJORITY
Ratify action taken in absence of a quorum or in an emergency	"I move to ratify the action taken by the Council..."	NO	YES	YES	MAJORITY
Reconsider	"I move to reconsider..."	YES	YES	YES**	MAJORITY
Rescind (a main motion)	"I move to rescind the motion..."	NO	YES	YES	MAJORITY
Resume consideration of a tabled item	"I move to resume consideration of...?"	NO	YES	NO	MAJORITY

*Amendable

**Debatable if no Other Motion is Pending

Parliamentary Procedure at a Glance

(Based on *The Standard Code of Parliamentary Procedure* by Alice Sturgis)

Incidental Motions

TO DO THIS	YOU SAY THIS	May You Interrupt Speaker?	Must You Be Seconded?	Is The Motion Debatable?	What Vote is Required?
Vote on a ruling by the Chair	"I appeal the Chair's decision"	YES	YES	YES	MAJORITY
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	NO	YES	NO	TWO-THIRDS
To discuss an issue without restrictions of parliamentary rules	"I move that we consider informally..."	NO	YES	NO	MAJORITY
To call attention to a violation of the rules or error in procedure, and to secure a ruling on the question raised	"I rise to a point of order"	YES	NO	NO	NONE
To ask a question relating to procedure	"I rise to a parliamentary inquiry"	YES	NO	NO	NONE
To allow the maker of a motion to remove the motion from consideration	"I move to withdraw my motion"	YES	NO	NO	NONE
To separate a multi-part question into individual questions for the purpose of voting	"I move division of the question"	NO	NO	NO	NONE
To verify an indecisive voice or hand vote by requiring voters to rise and be counted	"I move to divide the Assembly"	YES	NO	NO	NONE

*Amendable

**Debatable if no Other Motion is Pending

THE CHIEF PURPOSES OF MOTIONS

PURPOSE	MOTION
Present an idea for consideration and action	Main motion Resolution Consider informally
Improve a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Close debate
Delay a decision	Refer to committee Postpone to a certain time Postpone temporarily Recess Adjourn
Suppress a proposal	Table Withdraw a motion
Meet an emergency	Question of privilege Suspend rules
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask member a question Question of privilege
Question the decision of the presiding officer	Point of order Appeal from decision of chair
Enforce rights and privileges	Division of assembly Division of question Parliamentary inquiry Point of order Appeal from decision of chair
Consider a question again	Resume consideration Reconsider Rescind Renew a motion Amend a previous action Ratify
Change an action already taken	Reconsider Rescind Amend a previous action
Terminate a meeting	Adjourn Recess

(From The Standard Code of Parliamentary Procedure by Alice Sturgis)

Parliamentary Strategy

(From *The Standard Code of Parliamentary Procedure* by Alice Sturgis)

TO SUPPORT A MOTION	TO OPPOSE A MOTION
<ol style="list-style-type: none"> 1. Second it promptly and enthusiastically. 2. Speak in favor of it as soon as possible. 3. Do your homework; know your facts; have handouts, charts, overhead projector slides, etc., if appropriate. 4. Move to amend motion, if necessary, to make it more acceptable to opponents. 5. Vote against motion to table or to postpone, unless delay will strengthen your position. 6. Move to recess or postpone, if you need time to marshal facts or work behind the scenes. 7. If defeat seems likely, move to refer to committee, if that would improve chances. 8. If defeat seems likely, move to divide question, if appropriate, to gain at least a partial victory. 9. Have available a copy of the organization's standing rules, its bylaws, and <i>The Standard Code of Parliamentary Procedure</i>, in case of a procedural dispute. 10. If motion is defeated, move to reconsider, if circumstances warrant it. 11. If motion is defeated, consider reintroducing it at a subsequent meeting. 	<ol style="list-style-type: none"> 1. Speak against it as soon as possible. Raise questions; try to put proponents on the defensive. 2. Move to amend the motion so as to eliminate objectionable aspects. 3. Move to amend the motion to adversely encumber it. 4. Draft a more acceptable version and offer as amendment by substitution. 5. Move to postpone to a subsequent meeting. 6. Move to refer to committee. 7. Move to table. 8. Move to recess, if you need time to round up votes or obtain more facts. 9. Question the presence of a quorum, if appropriate. 10. Move to adjourn. 11. On a voice vote, vote emphatically. 12. If the motion is adopted, move to reconsider, if you might win a subsequent vote. 13. If the motion is adopted, consider trying to rescind it at a subsequent meeting. 14. Have available a copy of the organization's standing rules, its bylaws, and <i>The Standard Code of Parliamentary Procedure</i>, in case of a procedural dispute.

Summary of Renovation Phase III Planning to Date

January 24, 2013

The Library appointed eight renovation planning teams to represent the interests of specific program areas in the library. Each of these teams produced a written report with recommendations that outline their desired outcomes from the renovation. The teams were asked to identify their ideal, essential, and not essential but preferred outcomes and to consider the following in their recommendations:

- Every function the space would support now and the next 15-20 years
- The kinds of public services that might occur in the space
- The number of individuals who would work in or use the space
- The types or kinds of work space needed
- The kinds of equipment and furnishings that would be needed
- Important adjacencies for each area
- Options that should be considered
- Any questions they might have for the architect

Each team also reviewed previous architectural plans from 2009 to identify which part of those plans remained relevant, or which might need to be reconsidered. A report that combines individual responses from each of the teams will be provided to the architects along with the RFP. To further explain the scope of the work to be completed we are also including the following information in our renovation team report:

The following spaces should be included in the scope of renovation. Some are currently vacant and others can be used in alternative ways than they are at present, if it would better meet our desired outcomes.

- *First Floor: auditorium, meeting rooms, Movies & Music, Friends Bookstore, gallery hallway, Community Outreach (2 separate rooms), workroom across from Outreach, former drive-up area off of Grant Street*
- *Second Floor: Indiana Room, microfilm area outside Indiana Room, Silent Reading Room, Young Adult/teen collection area, vacant room behind current new book area (former circulation workroom) and hallway leading to this space*
- *Third floor: all spaces except staff lounge*

Given the realities of budgets, we understand we may need to have a phased approach to completing this work. We are interested in reviewing alternate approaches or phased plans in order to reach our desired outcomes. We recognize that in many cases the work in one area will necessarily impact timing of the work in another; however, we offer the following overarching goals and priority to guide your work:

- *Maximize utilization of all spaces including those currently vacant*
- *Create a digital creativity space with a teen focus*
- *Enlarge and redesign the Information Systems office*

- *Improve workspace layout, design, and storage for Community Relations*
- *Improve lighting, sound and safety issues in the auditorium*
- *Update flooring, finishes, and technology in meeting rooms while considering new design or layout for multi-purpose use of these spaces*
- *Update finishes and/or furnishings and reconfigure to create efficient workspace design for Movies & Music, the Bookstore, Community Outreach and the Learn & Play space in Children's*

An RFP has been prepared and is attached. Following approval by the Board, our next steps will be to forward our RFP to the attached list of architects. Our anticipated timeline for receiving proposals, selection of an architect and construction is also attached.

**Monroe County Public Library
Phase III Renovation Timeline**

<i>Date</i>	<i>Task</i>
February 6 and 20, 2013	Board discusses phase 3 program, timeline, RFP, and list of architects at work session and approves proceeding with RFP at Board meeting
February 22, 2013	Mail/e-mail RFP to architects
Tuesday, March 5, 2013	Walkthrough (optional)
Monday, March 25, 2013: 4 p.m.	Architect proposals due
Week of April 1, 2013	Architect interviews
April 10 and 17, 2013	Board discusses recommendation to select architect at work session and approves at Board meeting; authorizes proceeding with contract
April 18-May 10, 2013	Finalize and sign contract with architect
May 13-July 2013	Architects lead program development, including public forum
July-August 2013	Architects work with staff to prepare construction document details
September 2013	Bid process
October 9 and 16, 2013	Board reviews at work session and approves construction contract
November 2013 – April 2014	Construction

February 21, 2013

(contact)
(firm)
(address)
(city state zip)

The Monroe County Public Library wishes to engage an architectural firm with strong experience in interior design, development of multi-media learning and creation spaces, and the capability to assist with the next phase of reconfiguring and remodeling the Main Library, 303 E. Kirkwood, in Bloomington.

The attached Architect Request for Proposals gives some background about the Library and outlines the scope of the project and the proposal process. Floor plans of phase three proposals from 2009 are also attached.

We have also attached a compilation of reports prepared by teams representing the following departments / program areas that describe desired outcomes of the renovation project:

Outreach	Childrens
Meeting Rooms	Book Store
Movies and Music	Auditorium
Third Floor	Digital Creativity

We hope that you will consider submitting a proposal before the March 25 deadline. We hope to present a recommendation to the Board for discussion at their work session on April 10 and for approval on April 17.

In order to make the selection process fair and open, we invite you to attend a pre-proposal meeting at 9:30 a.m. on March 5 in meeting room 2B. Our plan for this meeting includes a tour of the building and to answer questions for the group. Please let us know if you will be attending this meeting by sending an email to: kkirk@mcpl.info by Friday, March 1.

We look forward to meeting you on March 5.

Sara Laughlin
Director

Background

In the latest Hennen Public Library Ratings, the Monroe County Public Library was ranked number three in the country among public libraries serving populations of 100,000 to 250,000, and, in July 2011, *Library Journal* reported that the Library was 15th in the country in per-capita circulation. The strong support of our community was confirmed in a 2012 survey where 79% of respondents felt the Library was “extremely important” to the future of Monroe County.

The west half of the current Monroe County Public Library facility at 303 East Kirkwood Avenue, Bloomington, opened in 1970. In 1997, the Library tripled in size when an addition was added to the east. The Main Library now occupies 137,000 square feet and an entire city block. Public services are located on the first and second floors; the Library’s administration and a variety of support services are housed on the third floor.

Since 1997, library circulation and use has set a new record every year. In 2011, the Library hosted over 1.1 million visitors and 1 million web visitors, circulated 2.7 million items, supported more than 220,000 sessions on public computers, attracted 61,559 participants to library programs and supported 1,152 meetings of community groups.

In the 15 years since the Library addition opened, many changes have occurred in the way customers use the Library:

- Formats for movies and music are changing rapidly. When the addition was completed in 1997, the Library circulated 16 mm films and records. In 2011, there were more than 110,000 DVDs in the collection. In July 2011 we added downloadable music. The life-cycle that remains for spinning media is uncertain.
- Many customers take advantage of the library’s wireless environment; the Library offers 130 computer workstations, one-on-one assistance, and technology training. We anticipate growth and change in the use of technology in all areas.
- Circulation of adult fiction and non-fiction and children’s picture books and fiction continue to be high. In September 2011, Kindle e-books became available, widening the selection of titles to download from the Library. We have noticed declining use of children’s non-fiction and traditional reference desk requests, as more customers have high-speed access to Internet.
- Our customers expect quick, attentive customer service and they respond positively to traditional library amenities and comfortable seating. We wish to continue to enhance the customer experience and differentiate between areas for those who seek help or want to work in a group and those who want quiet.
- Our customers seek quality experiences. Their interest in programs for children, teens, and adults is strong and growing. In 2011, library program attendance increased by 14% to more than 61,000.
- The Library’s 10 meeting rooms are in heavy demand. Rooms appropriate for various sized groups and up-to-date technology are both needed.

Over the next few years, the Library expects customer preferences and technology options to continue their rapid evolution. Additionally, the Library will experience tighter budgets, making efficient deployment of staff and utilization of space essential.

Current Renovation Project: Phase One and Two Already Completed

Between November 2009 and August 2010, the Library completed the first two phases of renovation. On the first floor, we installed new flooring and finishes and reconfigured stacks in the Children's Department and new flooring and finishes in CATS hallways.

On the second floor, we installed new flooring and finishes in most areas of Adult and Teen Services, reconfigured stacks and reference desk, relocated the circulation functions and moved from a primarily staff-driven to a primarily customer-driven circulation environment, and reconfigured adult literacy offices, tutoring rooms, group discussion room, and resource area.

Exterior changes included foundation work to eliminate flooding at Grant Street entrances, relocation of the drive-up window from Grant Street into the parking lot, reconfiguration of the entrance door from the parking lot; and redesign of the parking lot, reversing the flow of traffic, adding a lay-by, drive-up lane, and three additional spaces to replace those needed for drive-up lane, and ramps for accessibility in the parking lot and on Kirkwood.

Next Steps: Phase Three

As part of their work in 2009, architects completed designs for future renovation. The work envisioned in those designs for the first floor included:

- Expanding the Learn and Play Space into the current Parent Resource Center.
- New flooring and finishes in meeting rooms 1A, 1B, and 1C.
- Moving the Community Outreach offices into the former drive-up window space.
- Moving the Friends Bookstore into the Community Outreach offices and former Circulation workroom, with an entrance on the atrium.
- Removing interior walls in the current Friends Bookstore area and creating new, enlarged Movies & Music area, with new flooring, finishes, and lighting.

Work envisioned on the second floor included:

- New flooring and finishes in meeting rooms 2B and 2C
- Build out of former Circulation workroom into two meeting rooms
- Removing office behind the current microforms area to open up exterior windows and removing glass wall at silent reading room.
- New flooring and finishes in microforms area and silent reading room.
- New flooring and finishes in Indiana Room and offices adjacent.

Since that time, the Library's resources and usage have continued to evolve. Budget constraints have caused the Library to eliminate eight staff positions. The result being that extreme efficiency, with as few service points as possible, is paramount if the Library is to continue its hours and services. The rapid acceptance of downloadable books, movies, and music has caused the Library to question how much longer "spinning media" will be available and used by customers and therefore how much space to allocate to these collections. There is new interest in the Library becoming a digital creativity center for teens. Therefore, the Library is also seeking a design for:

- Digital creativity space where teens can master technologies needed for 21st century jobs as well as their own personal production and creative endeavors
- Auditorium renovation
- Third floor renovation

As a result, the Library seeks to engage an architect to assist with reviewing and updating the renovation design for phase three and, estimating costs, creating construction drawings, managing bid processes, and overseeing construction. A detailed list of areas to be addressed – along with attendant service decisions that Library leadership must make – is attached.

The estimated budget for the project is approximately \$780,000.

Process for Selecting an Architect

1. Attend a pre-proposal meeting at 9:30 a.m. on Tuesday, March 5, if desired. A tour of the facility will be conducted at this time.
2. Following the pre-proposal meeting, you may submit questions by e-mail only to Gary Lettelleir, Financial Officer (glettell@mcpl.info). Questions and responses will be distributed to all proposers. Questions will not be answered in any other format. We will respond within two days to questions submitted between March 5 and 5:00 PM on Monday, March 18.
3. Submit proposal to demonstrate the firm's capabilities, as outlined in the criteria below, before 4 p.m. on Monday, March 25. The selection committee will need 6 hard copies.
4. Be available for an interview at the Library or via phone. Interviews will be scheduled between Monday, April 4, and Friday, April 8.

The staff will make a recommendation at the Board work session on April 10, and the Board will vote on the recommendation on April 17.

Proposals should include the following information:

1. Architectural and interior design capability available to the firm.
2. Demonstrated experience with library or other public facility (hospital, museum, school, etc.) construction or renovation, especially with facilities receiving high usage comparable to that of the Library.
3. Location of the firm in or within easy driving distance of Monroe County.

4. Detailed description of recent similar projects, with contact information for clients familiar with the firm's work on these projects
5. Anticipated scope of work.
6. Estimated construction cost.
7. Fee structure and estimated total architectural and design costs with a "not-to-exceed" contract fee to complete the following tasks:
 - Architectural, engineering, and design services for design development and construction documents
 - Cost estimate verification
 - Bidding services
 - Construction administration

Firm	Contact	Address	City State Zip	Phone	Firm URL	E-mail	Library	Other projects	Comments
K. R. Montgomery	Mike Montgomery	1020 Jackson St.	Anderson, IN 46016	765.649.8477	http://krmarchitecture.com/	mike@krmontgomery.com	x		
Tabor Bruce Architecture & Design	Doug Bruce	1101 S. Walnut	Bloomington, IN 47401	812.332.6258	www.taborbruce.com	dbruce@taborbruce.com			
Christine Matheu	Christine Matheu	205 N. College Ave., Suite 10	Bloomington, IN 47404	812.339.1235	www.cmatheuarchitect.com/	cmatheu@cmatheuarchitect.com		x	
Kirkwood Design Studio	Mary Krupinski	113 E. 6th St.	Bloomington, IN 47408	812.331.0255	www.kdsarchitects.com	mk@kdsarchitects.com		x	x
Morrison Kattman Menze	Zachary Benedict	119 W. Wayne St.	Fort Wayne, IN 46802	260.422.0783	www.mkmdesign.com	gmorrison@mkmdesign.com	x		
American Structurepoint	Scott A. Marchisin	7260 Shadeland Station	Indianapolis, IN 46256	317.547.5580	www.structurepoint.com	samarchisin@structurepoint.com	x		
Odle McGuire Shook	Matt Mayol	429 N. Pennsylvania St, Suite 403	Indianapolis, IN 46204	317.842.0000	http://omscorp.net	mattm@omscorp.com	x	x	
Ratio Architects	Brock Roseberry	107 S. Pennsylvania Street	Indianapolis, IN 46204	317.633.4040	www.RATIOarchitects.com	broseberry@RATIOarchitects.com	x	x	x
Moody Nolan	Michael Howard	200 South Meridian St	Indianapolis, IN 46225	317.916.4082	http://www.moodynolan.com/#home/0	mhoward@moodynolan.com	x		

Adopted by the **Monroe County Public Library Board of Trustees**, October 18, 2006

Revised April 16, 2009

Revised January 19, 2011

Revised March 21, 2012

Statement of Purpose

The purpose of this policy is to inform the public and guide professional staff, outline the principles and criteria for selecting, retaining and discarding resources (print, nonprint and electronic). The policy assists the staff in building collections that are responsive to the community's educational, informational and recreational needs, while meeting the mission, roles and goals of the library.

Statements of Mission, Vision and Goals

The Collection Development Policy of Monroe County Public Library (MCPL) falls under the umbrella of the following statements of Mission and Vision.

Mission:

~~We enrich individual lives and strengthen our community by offering equitable access to information and opportunities for literacy, learning and enjoyment.~~

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

Vision:

~~We aspire to be a dynamic library, essential to thoughtful, productive community life, and always meeting our community's evolving needs.~~

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

Goals:

The goals that drive Collection Development are:

- ~~Provide responsive service that meets the community's needs and interests.~~
- ~~Provide high quality and relevant collections with active collection management.~~
- ~~Utilize centralized collection management to increase efficiency in the library's acquisition and de-selection cycles.~~
- ~~Provide services and collections to address emerging demographic trends.~~

Strengthen 21st century literacy skills.

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

Optimize stewardship of library resources

The Mission, Vision, and Goals will support the Collection Development for all locations of Monroe County Public Library including the Main Library, the Ellettsville Branch, the Bookmobile and other service outlets.

Introduction

The library collection ~~contains~~ *provides access to* materials which provide citizens of Monroe County with equitable access to information and materials for lifelong learning, enrichment and enjoyment. (See [MCPL Mission Statement](#)).

MCPL strives to ~~collect~~ *make available* materials representing different viewpoints. The library recognizes some materials may be considered controversial and may offend some users. Inclusion of questionable language or attitudes in materials is not in itself a reason to exclude them from the collection. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. Materials which represent only one point of view may be selected to provide necessary alternatives to other material. The existence of a particular viewpoint in the collection is not an endorsement of that particular point of view, but an expression of the library's adherence to the principles of intellectual freedom.

The Board of Trustees of Monroe County Public Library adopts and declares that the American Library Association's Intellectual Freedom Statements will guide the development of the Library's collections. Specifically the library will adhere to and support the American Library Association's [Library Bill of Rights](#) (Appendix A), [Freedom to Read](#) (Appendix B), [Freedom to View](#) (Appendix C), and [Interpretations of the Library Bill of Rights](#) (Appendix D).

The Board of Trustees delegates the development of the collection to the Director, while the overall collection development process for MCPL involves a wide variety of individuals from the selectors to department managers to individual staff, including the Director.

Scope of Collection

The scope of the collection refers to the range and types of materials selected including the formats offered and the level of difficulty. The scope is as broad as possible to allow for the maximum possibility of free expression and free access to ideas. The MCPL collection will focus on the general patron rather than the researcher. It will also take into consideration special groups of patrons within our community--for example Spanish-speaking individuals and emergent readers.

Selection Guidelines

The "Selection Guidelines" relate to the Library's goals and objectives. Staff should keep the following in mind when recommending titles for selection. However, an item need not meet all considerations to be acceptable.

- Consider the identified, expressed or anticipated needs and interests of individuals in the general community.
- Consider the quality of content, such as timeliness, accuracy, literary merit, illustrations, indexes and bibliographies.
- Include different viewpoints, values, philosophies, cultures and religions whenever possible. Selections will not be made on the basis of any assumed approval or disapproval.
- Select a broad range of materials in all subject areas.
- Attempt to balance the collection with in-demand, current interest titles. (MCPL may purchase multiple copies of specific authors and/or in high demand current interest titles.)
- Assess the significance in relation to library resources already available.
- Utilize standard selection sources recognized by librarians to identify materials to be purchased.
- Utilize specialized knowledge of Library staff.
- Consider the reputation and/or significance of author, publisher and/or producer.
- Select a variety of reading and comprehension levels based on community needs.
- Provide a wide variety of formats to meet differing needs of individual patrons.
- Maximize the effectiveness of the available materials budget.
- Consider other community resources, interlibrary loan, etc. to maximize the Library's resources. Out-of-print, used items, or items that require Library staff to go beyond the scope of its normal purchasing procedures are usually not purchased.
- Strive to develop a collection that complements the curriculum of area educational institutions but does not duplicate curriculum materials in use by educational institutions or home schooled students.
- Consider patron requests within the overarching principles of selection.
- Assess the quality of binding and physical suitability for library use.
- Self-published or print on demand materials, especially by local authors, may be purchased by MCPL. The library uses the same criteria for purchasing these items as it does for other materials.

Standard Selection Sources

Standard selection sources used to identify items for purchase may include:

- Professional journal reviews: Preference is given to positive reviews published in Publisher's Weekly, Kirkus, Booklist, Library Journal, School Library Journal, Criticas, Video Librarian, and other nationally recognized, library-oriented journals.
- Standard collection tools and recommended lists prepared by professional organizations and specialized vendors.
- Evaluative bibliographies in specialized areas.
- Lists such as "top 100", publishers' announcements, and similar sources.
- Award lists and "notable" and "recommended" lists published by professional associations.

Formats

The library acquires materials in a variety of formats. Selection within a format follows all general selection principles. (A list of formats currently being purchased can be found in [Formats Currently Purchased by MCPL](#) (Appendix E).

The Library monitors the development of new formats and uses the principles of selection to decide the appropriate time to add them to the collection. The Library also monitors the declining use of a particular format. When that format is discontinued, the existing collection will continue to circulate until no longer useful. The Collection Development Committee reviews the addition and/or discontinuation of formats on an annual basis.

Access to the Collection

The library collection is accessible to all residents of Monroe County. Most material is available for loan and the rest is available for in-house use. [For specific loan rules, see the Circulation policy.] Some items may be purchased to support staff in their jobs and may not be readily available to the public.

Patrons may determine the Library's holdings through the Library's [online catalog](#). The library also subscribes to a variety of proprietary databases covering a wide variety of subjects.

Additionally, all Indiana residents have access to [INSPIRE](#), a collection of proprietary databases maintained by the Indiana State Library. INSPIRE is an integral component of the Library's electronic offerings and every effort is made to purchase individual products which complement rather than duplicate the coverage of INSPIRE.

Responsibility for the use of the library's collection by children rests with their parents and legal guardians. It is only the parent or legal guardian who may restrict his/her children—and ONLY his/her children—from access to library materials or services. Selection of adult materials will not be limited by the possibility that items may come into the possession of minors.

Preservation

The library's facility and budget do not accommodate extensive conservation and preservation activities for most materials. Reasonable attempts will be made to keep valuable material in the collection through cleaning, mending and repair. Other preservation efforts may include the transfer of information between formats in order to preserve the content when copyright allows.

The collection is not archival. No extraordinary efforts are made to retain or preserve last copies or out-of-print titles.

Annual Materials Allocation

The annual material budget for the Library is divided into ~~four~~ **five** main categories: Books, Newspapers and Magazines, Nonprint, and ~~Electronic Resources~~ **E-books and Databases**. ~~The first three are As~~ required by the State Board of Accounts. For the Library's own use, these categories are further divided by areas of collection and format. The materials budget is recommended by the Director and approved by the Library Board of Trustees as a portion of the Library's total budget. Factors used to determine the specific allocation for each area may include:

- Statistics based on usage by category
- Average cost of items in each category
- Number of items lost or withdrawn in an area
- Average circulation for each item by category
- Level of development for the category as determined by staff
- User requests in the area
- Start-up costs of new collections
- Replacement projects in given areas of the collection as required.

Areas that have not been sufficiently funded in the past, or areas that are totally new may receive extra funds at the discretion of the Director. The percentages may fluctuate from year-to-year depending on funding, target areas of the collection, and the library's goals and objectives.

General Collection Statements

Adult Collection

Fiction

The fiction collection consists of retrospective and current titles of general fiction including short stories, genre fiction, large print, young adult and paperbacks.

The emphasis of the collection is on American and British authors, but world authors in English translation, local authors, and some small press publications are collected as well.

Graphic Novels

Graphic Novels are characterized by images in a static panel form, text is within the panels, usually in small blocks or balloons, bound in longer and more durable formats than comic magazines, using the same materials and methods as printed text-based books.

The Graphic Novel collection includes both fiction and nonfiction and is designed for young adult and adult audiences.

Indiana Room

This collection is established to contribute to the community's knowledge of Bloomington, Monroe County, and Indiana—past and present. The Indiana Room supports the community—patrons, organizations and businesses—by providing up-to-date sources and access to quality information about the County and State. In-house products are also created and maintained to facilitate easy access to topical information.

Access to selected local history and genealogy collection will be expanded through digitization.

The Indiana Room genealogical collection emphasizes Indiana but also contains resources for other states with historical migration patterns to Indiana. Some of the material is archival. Included are county histories, genealogical material, and local and state publications. Some duplication of state and local items of high interest may be added to the Ellettsville Branch as well.

Non-English

The library maintains collections of non-English materials aimed at meeting the recreational and information needs of an increasingly diverse population within Monroe County. The non-English collections serve native speakers as well as students.

Resources include both print and non-print circulating materials. The collection also includes materials which aid in learning English as a second language (ESL). These are written in the native language of the learner.

The development of the non-English collection will be determined by demographics, patron requests, circulation statistics, and language needs assessments. The library will also work with educational and governmental officials, social service agencies and cultural centers to assess current needs and future trends.

Nonfiction

The adult nonfiction collection serves patrons from adolescence (defined as twelve years of age) through adulthood. It combines adult and young adult resources into one collection, offering access to the widest possible range of information.

The library seeks to maintain a well-rounded and balanced collection of nonfiction materials for the lay reader and to support patrons in their everyday life. Highly specialized or materials for college courses will not be purchased. The collection is designed to cover broad areas of knowledge and interest, including both basic works of permanent value and timely materials on current issues.

VITAL (Volunteers in Tutoring Adult Learners)

VITAL helps adults achieve their personal literacy goals through one-on-one tutoring, basic classroom instruction and English as a second language (ESL) classes. Topics covered by the VITAL collection include coping skills/life skills, basic English/reading skills, Pre-GED materials, leisure reading, and books for teacher/tutors. Materials are selected at various reading levels for adult learners.

Young Adult Collection

Young Adult materials are purchased to support a wide variety of interests from adolescence (age twelve) through adulthood. Selection is influenced by the special interests and developmental and informational needs of young adults and the bridging from the children's to adult resources.

While local curricula are generally supported, school textbooks and workbooks are specifically excluded from purchase in this collection.

Children's Collection

This collection serves the needs and interests of children from birth through early adolescence (age twelve); provides distinctive resources for adults working with or interested in materials for children; and supports the delivery of library services to this age group.

The collection includes a variety of print and nonprint materials. School textbooks and workbooks are specifically excluded from the general circulating children's collection, but may be purchased to support homework assistance programs.

Periodicals and Newspapers

The periodical and newspaper collections supplement the book and nonprint collections by providing up-to-date information, covering current topics not yet available in other print media, and presenting a more concise treatment of a subject than is usually found in books. Emphasis for magazines is placed on popular titles, business needs and a representative sampling of other topics. The collection is also used by the staff for selection and professional development.

Funding constraints limit the number of subscriptions and copies purchased by the Library. Gift subscriptions may be accepted for magazines, if they meet general selection guidelines. The Library subscribes to a number of local, Indiana, regional and national newspapers. Older issues of selected materials may be available on microform. The subscription lists are reviewed annually by staff.

Reference

The Library maintains a collection of print reference sources, covering a wide variety of topics and intended to meet the informational needs of the general public. Standard resources make up the core of this collection, consisting of books updated on a continuing basis and of individual works selected to meet demonstrated patron and community demands.

A core collection of print sources for children and adults who work with children is maintained. In addition, bibliographies of noted works for children are available for professional reference and readers' advisory.

The Library also subscribes to a variety of electronic products, databases, encyclopedias and other technology sources. Electronic products are purchased as funding allows to complement print offerings and to provide convenient access to information.

In addition, the Library provides and promotes patron use of reference and research products made available free of charge to Indiana libraries through INSPIRE, a statewide collection of databases.

Finally, a collection of professional materials is provided for staff use and are housed in various offices throughout MCPL. These titles generally serve a specific purpose related to such topics as programming, customer service, or administrative tasks. While not generally accessible to the public, titles available for checkout may be requested by patrons and will be handled via the Library's procedures for holds.

Nonprint

Audiobooks

The audiobook collections include literature and popular fiction and nonfiction. Unabridged editions are preferred.

The adult collection also contains language instruction resources, study courses, and spoken performances.

The juvenile audiobook collection emphasizes popular fiction, but includes recommended nonfiction titles, especially folktales. The collection includes "read-along" CDs that come packaged with a book.

CD-ROMS

The Ellettsville Branch as well as Children's Services at the Main Library has a small collection of software available on CD-ROM.

The juvenile CD-ROM collection emphasis is on products with educational content, supporting the curricular needs of school-age children. A limited number of games are also purchased.

Compact Discs (CDs)

The adult music CD collection consists of original, unedited works. It is intended for adolescence through adulthood. The collection emphasizes current popular material from all genres.

The juvenile music collection on CD emphasizes materials for early childhood and primary grades (birth through Grade 3). Popular music is included and an effort is made to collect a representation of musical styles, genres and different cultures.

Downloadable Audiobooks, Videos, Music, and Ebooks

The library provides patrons access to audio and electronic books (e-books). The collection emphasis is on adult fiction, but adult nonfiction and children's titles are also available.

Downloadable music is provided through Freegal.

DVDS

The adult collection of DVDs contains a broad selection of entertainment, informational, and instructional videos. It is intended for adolescence (age twelve) through adult. The emphasis of the collection is on popular materials. In addition, the collection is balanced with classic movies, independent films, foreign films, and nonfiction educational and documentary titles.

There are a limited number of "public performance" (for group viewing) videos within the collection. (This means that they may be shown in a free public viewing setting—for example, a large group in a church or school—when checked out.) All current selections for this video collection are in DVD format.

The juvenile DVD/videocassette collection emphasizes early childhood and primary grades (birth through Grade 3), especially for home use. There are some "public performance" (for group viewing) videos within the collection.

Toys

This collection is housed in Children's Services and provides recommended interactive learning materials appropriate for children from birth through age 4 that help develop skills needed for learning to read.

Other Departmental Collections

CATS (Community Access Television Services)

CATS records and maintains a collection of Monroe County, City of Bloomington and other public municipal meetings. CATS also records and maintains a collection of local programs and events including arts and cultural activities, public panel discussions, and candidate forums. Decisions on what to add to the collection are based on what programs CATS feels that the community will most appreciate. More detailed information on how these events are selected for recording is available on the [CATS website](#).

While CATS cannot cover all events, they do loan equipment to individuals and groups who want their event added to the CATS collection. Individuals and groups may also donate programming to the CATS collection, after paperwork is signed, stating the group or individual responsible for the content. There are a number of ways that the public can access the CATS collection. See the CATS website listed above.

Related Services

Interlibrary Loan

Interlibrary loan is a transaction in which Monroe Public Library obtains/tries to obtain materials directly from another library on behalf of a patron, or another library borrows materials from the Monroe County Public Library on behalf of its patron. Interlibrary loan is a service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials which would not ordinarily be purchased by the library and to provide material from the collection to other libraries.

Monroe County Public Library patrons in good standing may request items not found in MCPL or other local library collections (such as Indiana University) through interlibrary loan.

Interlibrary loan is both a public service and an integral element in the collection development process. Staff may consider purchasing an item, in lieu of requesting it through ILL, if the material is requested frequently and deemed appropriate for selection within the guidelines described in this collection development policy.

Jail Library

The Monroe County Jail Library consists of a collection of paperback and hardback books developed to meet the interests and needs of inmates at the Monroe County Correctional Center. Annual funding for this collection is made possible through Monroe County and official guidelines have been established for this purpose.

Selection of items is based on providing informational, educational and recreational reading materials to inmates. Criteria include titles that assist inmate reentry to society, promote rehabilitation and reduce recidivism. Special attention is given to areas of substance abuse, parenting and legal information. Emphasis is on popular reading material based on demand. In addition to the dedicated jail library collection, inmates have access to books from the Monroe County Public Library upon request, but are subject to review by the Correctional Facility's administration.

Gifts and Donations

The Monroe County Public Library Foundation gratefully accepts donations of gently used materials. The Foundation allows Library staff to select materials for the Library's collection according to the Library's selection guidelines. Items that are not added to the collection are forwarded to the Bookstore for sale or disposal and are not returned to the donor.

No conditions may be imposed relating to any gift, donation, or memorial either before or after its acceptance by the Library. Upon request the library will provide a receipt as to the number and format of items donated. The library can not determine the value of donations.

Donation of monetary gifts, memorials, and commemorations to the Library are a thoughtful way to remember a special person or occasion and to help build the Library's collection. Donors may suggest subjects or titles to be acquired with their donation, but the Library reserves the right to make the final decision. Upon request a special gift plate identifying the donor and/or the person being memorialized and/or honored is placed in the material purchased and the individual is notified by the library.

De-selection of Materials

The staff reviews the collection continually to keep it responsive to patrons' needs, assess it for deficiencies (gaps), ensure its usefulness to the community and make room for newer materials. Titles may be weeded (withdrawn), retained, updated, rebound, reclassified or duplicated as justified by need. In general, weeding

follows guidelines set out in the [CREW*](#) (Continuous Review, Evaluation, and Weeding) Manual which includes:

- Physical condition
- Frequency of circulation
- Currency of information and the availability of updated material
- Permanent value to the collection, such as a classic book or an item of historical value
- Unnecessary copies or the presence of similar materials in the collection.
- Space to house the item
- Discontinuation of format

Inclusion of questionable language or attitudes, or a perception of factual inaccuracy, are not necessarily criteria for de-selection.

Withdrawn materials may be given to the Library Foundation for their Bookstore. Reference materials retaining informational value may be transferred to the circulating collection, offered to other libraries or nonprofit organizations within the community.

Reconsideration of Materials

The selection and de-selection of materials for the library is an on-going process, involving many different staff and many interactions with the community using the materials. Members of the community may have questions about the process or about selection of specific items. These questions are addressed as follows:

1. Questions concerning the process or a specific item in the collection can be answered by a librarian. The professional staff can clarify scope and depth of the collection, the role of individual and parental responsibility, and the use of selection guides. Many inquiries can be answered without pursuing the reconsideration process. The principles governing selection can be found in the Collection Policy Statement.
2. Patrons may wish to suggest alternative materials and may need to know about the process of making [Suggestions for Purchase](#).
3. Patrons may choose to ask for a formal review of specific materials. To do so, the patron must fill out a [Request for Reconsideration of Library Material](#) form (Appendix G).
4. Procedures for Requests for Reconsideration:
 - a. When the form is returned to the library, a copy should be made for the Department Manager in the department where the material is held. The original form will be forwarded to the Library Director.
 - b. The Library Director will notify the patron that the Request has been received and that a Reconsideration Committee will review the material and make a recommendation for action.
 - c. The Chair of the Collection Development Committee may form a Reconsideration Committee in consultation with the Director. This committee will consist of:
 1. the selector for that budget area, who will chair the committee;
 2. the department manager (or designated representative) of the department in which the item is held; and

3. a member of the Collection Development Committee who does not work in the department in which the item under review is held, and, in some cases,
4. a representative from the community.
- d. All members of the Reconsideration Committee will read, view, or listen to the material within 30 days of receiving the request form. Original reviews and other pertinent information will be researched.
- e. The committee will meet to discuss and evaluate the material, and a response will be determined. The committee's response and a recommendation for action will be sent to the Library Director within 45 days after receiving the request.
- f. The Library Director, or designee, will respond to the individual who submitted the "Request for Reconsideration" form and copy the members of the Reconsideration Committee and the Library Board of Trustees.
- g. The individual who submitted the Request for Reconsideration may appeal in writing the Director's response to the Library Board within 10 days after receiving the Director's response.

Policy Review and Revision Statement

The ~~Collection Development Committee~~ **Content and Collections Committee** will review the Collection Development Policy at their annual September meeting. Any recommended change(s) will be sent to the Director for review. Changes recommended by the Administrative Team will be sent to the Library Board of Trustees for consideration and/or further action.

List of Appendices:

- Appendix A: [Library Bill of Rights](#)
- Appendix B: [Freedom to Read](#)
- Appendix C: [Freedom to View](#)
- Appendix D: [Interpretations of the Library Bill of Rights](#)
- Appendix E: [Formats Currently Purchased by MCPL](#)
- Appendix F: [Purchase Suggestion Form](#)
- Appendix G: [Request for Reconsideration of Library Material](#)

*Larson, Jeanette. *CREW : a weeding manual for modern libraries/ revised and updated by Jeanette Larson.* -- Austin, Tex. : Texas State Library and Archives Commission, ~~2008.~~ **2012.** p. : ill. ; 28 cm.

Updated March 28, 2012



101 W KIRKWOOD, SUITE 321
BLOOMINGTON, IN 47404-6129

CFBMC.ORG

GRANT AGREEMENT

The Community Foundation is pleased to partner with you in supporting the **Nonprofit Central** project. The grant award to your organization from the Community Foundation of Bloomington and Monroe County, Inc. is for the explicit purposes described in your request, subject to any special terms or contingencies described below. Please signify your acceptance of the grant and your willingness to abide by the parameters established in this agreement by signing and returning this agreement. Grant disbursements cannot be made until a signed agreement is returned to the Community Foundation.

Grantee: Monroe County Public Library

Grant Number: 20130101

Grant Amount: \$26,000

Project/Program Name: Nonprofit Central

Special Terms of the Grant: Project Professional's compensation and benefits

Grant Funding Period: December 1, 2012 – June 30, 2014

Intermediate Reporting Date(s): June 30, 2013; February 28, 2014

Final Report Due Date: June 30, 2014

Recognition of Grant

The Community Foundation of Bloomington and Monroe County, Inc. announces its grant awards through various vehicles including media outlets, websites, newsletters and other Foundation publications.

You are encouraged to make public announcements of your own, especially when such notices might stimulate additional support or help to spread the word about your grant initiative or organization. When doing so, please make specific reference to the **Community Foundation of Bloomington and Monroe County, Inc.** as issuer of the grant. Please send copies of announcements and other published references to your grant with your Intermediate and Final Reports.

Many grantees print donor lists in their publications and include stories about initiatives in their newsletters. Please include recognition of the Community Foundation funding as appropriate. If there are public relations opportunities, such as events tied to your grant initiative, please let us know if our participation might help. To explore joint public relations opportunities, please contact the Community Foundation.

Expenditure of Funds

The Community Foundation disburses grant funds on a reimbursement basis. Please submit copies of invoices for approved expenses, as outlined in your grant budget, to the address listed above. Any variations from the approved grant budget must be approved by the Community Foundation. To request approval for an exception, please contact Renee Chambers, the Community Foundation Program Director. Invoices for expenses incurred prior to the grant award date are not reimbursable.

If the Community Foundation learns that all or any part of a grant is not being used in furtherance of the purposes of the grant, the Community Foundation shall take all reasonable and appropriate steps to recover the grant funds and ensure redirection of the diverted funds to the approved purposes of the grant as outlined by this agreement. If, in its sole determination, grant funds are found to be improperly used, the Community Foundation reserves the right to take legal action, where appropriate, to recover funds, including a request for reimbursement of attorney fees and expenses. Improper use of funds may limit a grantee's eligibility for future support.

All grant dollars must be expended within the grant funding period defined in this agreement. Requests for extensions to the grant funding period may be submitted to the Program Director for consideration. Extensions are not guaranteed.

Required Reporting

Intermediate and **final reports** must be submitted by the dates specified in this agreement unless an extension has been requested of and approved by the Community Foundation in writing. Failure to submit reports may affect future funding opportunities. Your reports should include information on:

- First Intermediate Report
 - Summary of survey that includes baseline data
- Second Intermediate Report
 - Update on survey with comparative analysis
 - Formative assessment of progress including:
 - comparative analysis of data collected for outcomes of goals 1, 2 and 3
 - strengths and weaknesses of program
 - changes made to program
 - Update on program sustainability
 - Financial reporting
- Final Report
 - Overview of program including:
 - update of all points included in Second Intermediate Report

Limit of Commitment

Unless otherwise stipulated in writing, this grant is made with the understanding that the Foundation has no obligation to provide other or additional support to the grantee.

For the Grantee:

Signature of Authorized Representative

Printed Name/Title

Date



COMMUNITY IMPACT FUNDING GRANT APPLICATION

ORGANIZATION INFORMATION

Name: Monroe County Public Library

Employer Identification Number (EIN): 356000257

Mailing Address: 303 E. Kirkwood Ave

Street Address (if different):

City/State/Zip: Bloomington, IN 47408

Executive Director or CEO: Sara Laughlin, Director

Telephone: 812-349-3050 **Cell Phone:** 812-327-2497 **E-Mail:** laughlin@mcpl.info

Contact Person/Title (if different): Christine Eykholt Friesel, Indiana Room Coordinator

Telephone: 812-349-3261 **Cell Phone:** 812-320-9922 **E-Mail:** cfriesel@mcpl.info

Website Address: www.mcpl.info

Is your organization an IRS 501(c)(3) not-for-profit or exempt organization YES NO

If no, Fiscal Sponsor's Name and EIN Number: We are a municipal corporation.

ORGANIZATIONAL CAPACITY AND COMMITMENT

Date organization incorporated: 1820

Number of staff: full time: 72 **part time:** 88 **volunteers:** approximately 170/month

Number of voting Board Members: 7

Average percentage of Board Members attending last year's Board Meetings: 90%

Percentage of Board Members making donations to your organization last year: 86%

Date of most recent Strategic Plan: 2008-2012; 2013-2015 under development

Is your organization's 990 available on Guide Star? YES NO.

Has your organization run on a balanced budget over the last 3 years: YES NO

If no, please explain:

Date of your last audit: 11/21/2011

Frequency of audits: Every two years, by Indiana State Board of Accounts

ORGANIZATION MISSION

Please describe your organization's mission and its relevance to Monroe County:

The Monroe County Public Library's mission is to enrich and strengthen our community by providing equitable access to information and opportunities to read, learn, discover and create. (2013-2015 Strategic Plan).

Last year the Library circulated 2.7 million items and hosted more than 1.1 million visits and 200,000 public computing sessions. Two-thirds of county residents had current library cards. In the August 2012 community survey, 77% of respondents said the Library was extremely important to the future of the community; categories that received the top satisfaction ratings: the Library's broad collections, staff courteousness and knowledge.

PROJECT INFORMATION

Name of Project: *Nonprofit Central*

Provide a three (3) to six (6) sentence summary of our project. Assume that this summary will be used to communicate the substance of your proposal to stakeholders, the media, and in Community Foundation print materials, as appropriate.

Located at the Monroe County Public Library, *Nonprofit Central* will be a free and welcoming place for information and development for more than 700 diverse nonprofit organizations in our community. A centrally located and neutral provider of information, *Nonprofit Central* will improve the management and governance capacity of Monroe County nonprofit organizations. *Nonprofit Central* will be a resource for those individuals new to this region, new to their role as board members or fund developers, or even new to the sector in general. By providing staff dedicated to building a special collection and meeting both the general and specific information needs of our county's diverse nonprofits, *Nonprofit Central* will enable organizations to become both self-sustaining and ready for collaboration.

Amount of Request \$42,459 **Percentage of project budget:** 59%

In the event that we are unable to meet your full request, will you be able to proceed with partial funding? YES NO (although activities will necessarily be reduced)

Who will the project/program serve (target population): All those in Monroe County who are affiliated with nonprofit organizations – as board members, donors, staff, or volunteers.

How many will project/program serve? **Directly Serve** 700 **Indirectly Serve:** 4,200¹

Geographic area project/program will serve: Monroe County residents may borrow materials, and anyone may attend programs or use resources while in the library.

Are there other organizations providing services in Monroe County that address the need or opportunity served by your proposed grant project? YES NO

If yes, please detail any past, current, or planned collaboration with these entities:

¹ 700 nonprofits x 6 individuals (board and staff) =4,200.

- **The United Way of Monroe County (UWMC).** Since 2009, UWMC has underwritten the annual subscription cost of the Foundation Center resources housed at the Library and supervised by Christine Eykholt Friesel, Indiana Room Coordinator. UWMC supports educational needs of its member agencies through its own Nonprofit Resource Center and advises nonprofit professionals on complex issues which are beyond the scope of the Library now and would be when *Nonprofit Central* is established. For the last three years Christine has represented the Library on the UWMC's Community Investment Committee, serving on the Vision Council and the Certification Review Panel.
- **Nonprofit Alliance of Monroe County (NPA).** Since the Library applied for and became a designated Cooperating Collection of the Foundation Center in 2007, Christine has served as a regular member of the of the NPA's group for Training, Outreach, and Networking (TON). The NPA solicits feedback from its network of professionals to design, offer, and promote 6-8 learning opportunities on timely topics annually, including the Nonprofit Toolkit, a day-long training held in the fall with the support of IU-SPEA. Recent examples of Library partnerships with the NPA include a panel discussions to help demystify the process of approaching and working with potential funders: *Meet the Grantmakers* (2009) and *Making the Ask* (2010). With input from the NPA, the Library in 2011 updated an existing resource list of meeting spaces in the community (<http://mcpl.info/geninfo/monroe-county-meeting-spaces>). The Library also maintains an online database of more than 700 community organizations (<http://mcpl.info/commorg/all-organizations>). *Nonprofit Central* will seek the counsel of the NPA regularly, especially in identifying experts as potential speakers.
- **Community Foundation of Bloomington and Monroe County (CFBMC).** For years the CFBMC has provided funding, coaching, and training for more than 300 organizations, enabling them to improve capacity once a relationship with the CFBMC has been established.
- **City of Bloomington.** The Bloomington Volunteer Network provides training to nonprofits which utilize volunteers (est. 235), including board members. The Housing and Neighborhood Development office provides grants to the community, often counseling them on the grant application process. Other departments, including Department of Economic and Sustainable Development, work to assist nonprofit organizations. The Library has worked closely with a number of City departments and regularly refers patrons to these services.
- **IU School of Public and Environmental Affairs (SPEA).** Public and Nonprofit Management and Arts Administration faculty present seminars and occasionally provide consulting to local nonprofit organizations and are interested in placing interns with local nonprofits for practical experience.
- **Indiana Nonprofit Resource Network (INRN).** This organization serves 24 counties in Southern Indiana and is a regional resource for nonprofit expertise and has recently started working with the Library to provide training opportunities in Bloomington. Speaker fees and promotional support for the most recent program come from the NPA, CFBMC, and the student chapter of the Nonprofit Management Association at SPEA.

Letters of support from some of these organizations are attached.

The Community Foundation requires your board's approval for submission. Your board chair's signature below signifies approval.

Board Chair Signature

Date

Executive Director Signature

Date

NOTE: ALL applicants from Indiana University are required by the University to submit their application for approval to Steven Martin, Associate Vice President for Research Administration, PO Box 1847 (509 E 3rd Street), Bloomington, Indiana 47402, 812-855-0516, in place of Board Chair signature on application. NO EXCEPTIONS.

- ✓ A completed Logic Chart is attached to this application
- ✓ A narrative is attached to this application
- ✓ A project budget is attached to this application

Overview

The Library seeks Community Impact Funding to create *Nonprofit Central*, a highly visible, single source clearinghouse for information, education, support, and networking opportunities for over 700² local nonprofits. It will help nonprofits improve their management and governance and increase their capacity to achieve their missions. *Nonprofit Central* will offer:

- A neutral point of entry with a mission and capacity for equitable access.
- Regular staffing, including information specialists and a place for daily, walk-in assistance.
- A comprehensive, current list of local nonprofits as well as unincorporated organizations, by field, with contact information, which also may serve as potential partners or fiscal sponsors.
- Print and electronic materials, e.g., kits from BoardSource, to meet training needs.
- Regular communication and promotion of professional learning opportunities, resources, and technical support.

In this era of scarcity, our supporters will act as advisors, offering checks-and-balances and critical nudging. In exchange, *Nonprofit Central* will act as traffic controller, providing unbiased information for those working with nonprofits as clients, volunteers, board members, donors, interns, job seekers, consultants, entrepreneurs, faculty or sector experts, or managers. Only under these conditions of feedback from our supporters will *Nonprofit Central* become the obvious place to go for basic informational needs for nonprofits in every stage of development.

Perfectly positioned to host *Nonprofit Central*, the Library enjoys strong community support in its role as information provider and neutral convener. The Library has a long history of providing services to nonprofits, including free meeting space,³ access to Foundation Center databases with one-on-one assistance, and regular educational sessions for those in the nonprofit sector. It participates in programming of the NPA, Bloomington Entertainment and Arts District, Lifelong Learning Coalition, and the Greater Bloomington Chamber of Commerce.

Open 69 hours a week, the Library is staffed by 33 librarians, including subject specialists. Our Financial, Human Resources, and Community Relations Office are staffed with certified professionals. In its 2012 community survey, 713 respondents gave their highest satisfaction ratings to staff courteousness and knowledge, and 79 percent felt the library was extremely important to the future of the community.

The Library manages a complex annual operating budget of more than \$7.5 million and capital funding totaling \$1.5 million/year from several local tax sources and supports and benefits from our active Friends of the Library organization, which contributes approximately \$100,000/year to the Library. The Library regularly manages grants. The Indiana Room has been the steward for three federal grants for digitization and worked with several partners including the Monroe County History Center, Indiana University Libraries, Indiana State Library, and Smithville Area Association. The Library is currently having great success with “It’s Your Money,” an initiative funded by an \$80,000 grant from the

²According to Kirsten A. Grønbyerg, Professor, Governance and Management Faculty Chair, and Efroymson Chair in Philanthropy, Center on Philanthropy, Indiana University, a quick *Guidestar* search shows that the Bloomington metropolitan area has 1,200 registered nonprofits, but this may include some old data from the IRS. Of the 1,200 organizations in *Guidestar*, 731 are 501(c)(3). The National Center for Charitable Statistics shows that, looking only within Monroe County, there are 535 organizations that are 501(c)(3). The Library’s *Community Organizations* database includes a listing of over 700 organizations, grassroots, and clubs. The Library’s database currently does not include churches synagogues, or other places of worship, which, according to *Reference USA*, totals 152.

³ The Library annually hosts more than 1,200 meetings of Monroe County nonprofits in our free meeting rooms; we are frequently invited to cosponsor public programs and events

FINRA Foundation and the American Library Association, to increase financial literacy among teens and 20-somethings in our community.

Community Need

According to the 2012 Service Community Assessment of Needs (SCAN), conducted by UWMC and IU SPEA, a substantial portion of nonprofits struggle with board governance basics, formal volunteer training, and technology strategies to manage donations and social media messaging.⁴

Of the 87 nonprofits that participated in the SCAN survey, two-thirds reported an increased demand for services and 37% reported that meeting the needs and interests of clients was a major challenge. Religious, social, and human services fields experienced the greatest challenges in 2012.

- 51% found obtaining funding and other financial resources a major challenge.
- 50% cited difficulty with staff training and development; nearly half lacked formal volunteer training (48%) or faced challenges keeping trained and qualified volunteers (54%); 59% did not have board self-assessment and development tools and 45% reported challenges with board training and development.
- Many also lacked written policies; 30% did not have a written conflict of interest policy; 27% had no written bylaws; 26% were without a written grievance policy; 15% lacked personnel policies; and 24% had no job descriptions.
- One in four did not have recent independent audits.
- Tools for evaluating program outcomes were not in place in 35% of nonprofits.

The Library reviewed needs with the local nonprofit sector, including the UWMC, NPA, IU SPEA, City of Bloomington, and others. Representatives we talked with reported:

- A steady demand for help, especially from those wishing to start a new nonprofit or to solve basic organizational, financial or governance challenges, validating the areas of need reflected in the SCAN results.
- Difficulties in providing the sustained support necessary and in coordinating the substantial expertise available in Monroe County for making lasting improvements in nonprofits. Current resources are fragmented, especially for those new to the area or sector.
- Challenges with identifying what local nonprofits and grassroots groups are working on, limiting opportunities to collaborate.

Once *Nonprofit Central* is established, these professionals will refer individuals for basic informational needs. They will contribute their expertise and that of their organizations (possibly including interns, program content or presenters, and technical skills).

We continue to study the services provided by two fully-developed best practice programs, which are located in public libraries and operate with close relationships to their own community foundations – Kalamazoo Public Library’s ONEPlace (**O**pportunities for **N**onprofit **E**xcellence) and the Paul Clarke Nonprofit Resource Center at Allen County Public Library.⁵ Advice from these libraries has already proved useful as we have planned *Nonprofit Central*.

Nonprofit Central addresses all three of the Community Foundation’s funding priorities:

- Innovative or transformative solutions to critical community issues.
- Collaboration across organizations or fields of interest to increase impact and effectiveness.

⁴2012 Service Community Assessment of Needs (SCAN Report); <http://www.monroeunitedway.org/scan>

⁵ More details about these services are available via and <http://www.kpl.gov/oneplace/> or <http://www.acpl.lib.in.us/nrc/index.html> or www.pcnrc.org.

- Capacity-building opportunities for developing more efficient or sustainable organizations.

We have set three goals and a number of activities for *Nonprofit Central*:

1. Increase the management and governance capacity of Monroe County nonprofit organizations.
2. Improve capacity of these organizations to develop resources for long-term sustainability.
3. Strengthen the collaborative environment among nonprofits to support learning and innovation.

To accomplish these goals, we will:

- Develop resources, including online and physical, reflecting best practices in nonprofit management, governance, and resource development, and an easily-searchable, comprehensive online list of county nonprofits and grassroots, by field of interest.
- Create a dedicated space within the Library suitable for individual coaching and small group consultations, to be conducted by the project team, our partners, or visiting experts.
- Hire a professional, to be responsible for identifying priority needs with the Indiana Room Coordinator, developing web and print resources, planning and promoting programs and networking opportunities, and working with community partners; in addition, develop the capacity of Library staff to respond to questions from nonprofits and to make referrals.
- Offer regular, varied, and free professional learning opportunities, including hosting fund raising/development forums on planned giving and other long-term funding strategies, providing individual assistance and coordinating regular networking opportunities for nonprofit organizations so team members can learn from experts and each other.
- Promote use of nonprofit resources through regular communications using the Library's resources including social media and webpage, presentations, articles for newspaper and nonprofit newsletters and dissemination to organizations, and individual visits and outreach.
- Leverage existing relationships within the sector to improve opportunities for collaboration through quarterly meetings with an advisory committee of principal stakeholders in nonprofit development in Monroe County and regular informal communications.
- Provide Library human resources, financial management, publicity, and other support services.
- Measure outcomes through both quantitative and qualitative methods as outlined in the logic chart.

Sustainability

The Library envisions two possible futures for sustaining *Nonprofit Central*:

Scenario 1. First year goals have been achieved:

- Organizations report that *Nonprofit Central's* activities have resulted in tangible improvement and satisfaction with the services is high.
- Staffing and partnerships are adequate to handle the requests for assistance, provide training and development opportunities, maintain resources, and regularly communicate with local nonprofits.
- Additional Library staff members have received training and development and are capable of providing access to resources and assisting in the programs of *Nonprofit Central*.

Under this scenario, the Library would anticipate requesting a second year of partial support from the Community Foundation and incorporating part of the funding for *Nonprofit Central* in its 2014 budget.

After a second successful year, the Library would anticipate continuing operations in 2015, although continued involvement of the Community Foundation in some way as a funding partner and advisory committee members would continue to lend valuable credibility.

Scenario 2. Assessment suggests that *Nonprofit Central* is not well-used.

The Library would not request additional funding or add the *Nonprofit Central* to its budget and rely on existing staff, who have received training and development during the first year, to continue to provide access to the resources and maintain the list of local nonprofits and meeting rooms. We would work with the strengthened partnerships for financial and in-kind contributions, including the use of interns, co-sponsored programs, and advice. The Library would continue as a leading community resource for nonprofit organizations.

Budget: Nonprofit Central	Community Foundation	Monroe County Public Library (in-kind)	Friends of the Library	United Way	Advisory Committee (in-kind)	Total cost
PERSONNEL SERVICES -- SALARIES						
Project Coordinator (Indiana Room Coordinator PG I 10% X 61 weeks)		\$9,000				
Project Professional PG H 2013: \$18.00/hr X 25 hours/week = \$450/week X 39 weeks	\$19,350					
Project Professional PG H 2014: \$18.36/hr x 25 hours/week = \$459/week X 9 weeks	\$4,131					
Web Administrator		\$3,500				
Community Relations Staff (Coordinator & Graphic Artist)		\$6,000				
Advisory Committee (\$50/hour X 8 hours X 10 participants)					\$4,000	
EMPLOYER CONTRIBUTION/FICA						
Project Coordinator Benefits (FICA / Medicare = 7.7%)		\$693				
Project Professional Benefits (FICA / Medicare = 7.7%)	\$1,808					
Community Relations Staff Benefits (FICA / Medicare = 7.7%)		\$462				
Advisory Committee Benefits (\$4,000 X 30%)					\$1,200	
PROFESSIONAL SERVICES						
Performers / Programs(Expert Presenters for Public Programs)	\$2,510		1,000		\$5,000	
Printing	\$1,800	\$1,000				

Databases (subscription services)	\$2,000			1,000		
E-Books	\$2,000					
CAPITAL OUTLAY (4000s)						
Books	\$4,000	\$1,000				
Periodicals & Newspapers	\$1,000					
Sub-total	\$38,599	\$17,200	\$1,000	1,520	\$10,200	
Administrative Overhead (financial, HR, office equipment and supplies, utilities, etc. = 10% of subtotal)	\$3,860					
TOTAL	\$42,459	\$17,200	\$1,000	1,520	\$10,200	\$72,379

LOGIC CHART

Goal	Activities	Outcomes	Evaluation Method
<p>GOAL 1: Increase the management and governance capacity of Monroe County nonprofit organizations.</p>	<ol style="list-style-type: none"> 1. Build a collection of online and physical resources reflecting best practices in nonprofit management and governance. 2. Create a welcoming space within the library where individuals and small groups can gather. 3. Hire a professional to develop capacity of Library staff to respond to questions from nonprofit organizations and make referrals. 4. Offer regular professional learning opportunities. 5. Provide individual assistance. 6. Promote use of nonprofit resources through regular communications, presentations, and individual visits and outreach. 	<p>Monroe County nonprofits:</p> <ol style="list-style-type: none"> 1. Are aware of the resources and support available from <i>Nonprofit Central</i>. 2. Representatives from nonprofits use <i>Nonprofit Central</i>. 3. Demonstrate increased organizational and governance capacity, according to the categories included in the SCAN report. 	<ol style="list-style-type: none"> 1. Conduct an initial online survey of local nonprofit organizations, using categories included in the SCAN report which will provide baseline data. 2. Repeat the survey asking about awareness of <i>Nonprofit Central</i>, as a summative assessment near the end of the first year. 3. Gather data throughout the year to provide a formative assessment of progress and potential mid-course adjustments needed to strengthen activities, including: <ul style="list-style-type: none"> • Records of attendance at professional learning and individual assistance, including total participants, unique participants, source of referral, and nonprofits represented at learning and networking activities and at individual sessions • End-of-session evaluations from learning and networking activities and individual sessions, plus follow-up evaluations approximately two months following participation to gather data on implementation • Number of uses of online and physical resources

<p>GOAL 2:</p> <p>Improve capacity of Monroe County nonprofit organizations to develop resources for long-term sustainability.</p>	<ol style="list-style-type: none"> 1. Offer regular programs on how to use Foundation Center database and other nonprofit resources. 2. Host fund raising/development forums on planned giving and other long-term funding strategies. 3. Facilitate regular opportunities for networking. 4. Provide individual assistance, by appointment. 	<p>Monroe County nonprofits:</p> <ol style="list-style-type: none"> 1. Are aware of and use best practices in resource development. 2. Demonstrate increased diversification in current funding sources. 3. Have long-term sustainability plans. 	<ol style="list-style-type: none"> 1. Surveys (as above) showing increased use of best practices, increased diversification of funding sources, and development of long-term sustainability plans. 2. Attendance (as above) and end-of-session evaluations.
<p>GOAL 3:</p> <p>Strengthen the collaborative environment among nonprofits to support learning and innovation.</p>	<ol style="list-style-type: none"> 1. Maintain a comprehensive online list of Monroe County nonprofit organizations, by field. 2. Facilitate regular opportunities for networking for nonprofit organizations. 3. Form an advisory committee to foster partnerships with other groups interested in nonprofit development in Monroe County. 	<p>Monroe County nonprofits :</p> <ol style="list-style-type: none"> 1. Are aware of an enhanced access to other groups in the same field. 2. Know and communicate with individuals from other local nonprofit organizations. 3. Report reduced duplication of effort. 	<ol style="list-style-type: none"> 1. Surveys (as above) showing increased awareness of other local organizations. 2. Attendance and end-of-session evaluations. 3. Reports from nonprofits about partnerships and mutual support. 4. Annual focus group with partners.

**Agreement between Bloomington Community Radio WFHB
and Monroe County Public Library
for Production and distribution of Weekly News Program**

This agreement outlines the details of a joint news initiative to be undertaken by Bloomington Community Radio (WFHB) and the Monroe County Public Library through CATS.

Between January 1 and December 31, 2013, the two organizations will produce a weekly program focusing on primary issues(s) in Monroe County, based on content acquired from CATS coverage of local government meetings. The program shall be telecast on the CATS network. In addition, CATS agrees that the program will be both streamed and archived on the CATS website.

The weekly news program shall be a joint undertaking of WFHB and the Monroe County Public Library through CATS. Each party to this agreement shall carry out the following responsibilities:

Monroe County Public Library through CATS will provide:

1. Footage collected during CATS' regular coverage of local government meetings
2. Other relevant cats material
3. Studio Production services, including equipment and facilities necessary to produce and create the half-hour program.
4. Weekly telecasts of the program on CATS channels 3, 12 and 14
5. The sum of \$10,000, which shall be payable to WFHB in four installments from the Library's Special Revenue Fund and not from funds received from property tax revenues. WFHB shall have access to deposited funds for any use in the ordinary and usual course of WFHB business.

WFHB will provide:

1. An anchor for the telecast
2. One on one interviews conducted by WFHB employees
3. WFHB will telecast the program by streaming on their website, possibly over the air on WFHB
4. WFHB will provide a staff person assigned to coordinate and produce the program
5. Additional WFHB volunteers
6. On-air in-kind underwriting: WFHB agrees to air one on-air ad for CATS each and every day of the calendar year (value: \$3,650). This ad shall consist of a 20-second live read performed by on-air hosts, drawing from a rotation of up to six scripts written by the CATS General Manager and approved by the WFHB General Manager.

The Monroe County Public Library and WFHB agree that the editorial decisions shall be determined as a result of consultation between the CATS General Manager and the WFHB General Manager.

WFHB and the Monroe County Public Library and CATS agree that the final show as produced and telecast shall become the property of the Monroe County Public Library and CATS and the appropriate acknowledgment of this ownership shall be stated in the credits for each show. The program shall be archived and retained in the same manner as all CATS programs.

The Monroe County Public Library and CATS and WFHB acknowledge that each party will direct their employees to meet their obligations under this agreement. Each party to this agreement shall be responsible for compensating the employees which they use to meet their obligations under this agreement. Monroe County Public Library, CATS and WFHB acknowledge that neither shall be responsible for nor share any liability for compensating the employees other than those under their employ.

The Monroe County Public Library, CATS and WFHB each acknowledge that no party to this agreement shall have a cause of action against any other party of this agreement as a result of the production of the news program. Each party to this agreement shall be responsible for obtaining all necessary insurance coverage to protect and indemnify them from any liability which they may incur as a result of participation under this agreement. Each party to this agreement shall be responsible for and meet their obligations as the employer of any employee who may provide services under this agreement and shall have no cause of action against the other party of this agreement for any cause of action brought against them by any employee providing services to an employer under this contract.

Each party to the agreement shall further secure a waiver of subrogation from any insurer providing insurance required hereunder.

All parties under this agreement acknowledge that this agreement may be amended only in writing and if such amendments are approved by the Monroe County Public Library Board of Trustees and the WFHB Board of Directors.

WFHB, Monroe County Public Library and CATS acknowledge that this agreement may be terminated at any time. Notice of termination shall be mailed at least 30 days in advance of the termination to the individuals listed below representing the other party:

Chad Carrothers, General Manager
WFHB Community Radio
108 West 4th Street
Bloomington, IN 47404

Michael White, Manager
CATS/Monroe County Public Library
303 E. Kirkwood
Bloomington, IN 47408

Sara Laughlin, Director
Monroe County Public Library
303 E. Kirkwood
Bloomington, IN 47408

The parties further agree that this agreement may be renewed on an annual basis upon approval by the governing bodies of each party.

Joe Estivill, President
WFHB Community Radio
Board of Directors

Date _____

Chad Carrothers, General Manager
WFHB Community Radio

Date _____

Kari Isaacson, President
Board of Trustees
Monroe Country Public Library

Date _____

Michael White, General Manager
Community Access Television Services

Date _____

CITY OF BLOOMINGTON
Public Department
Reviewed By: *[Signature]*
2/6/13

**AGREEMENT BETWEEN THE CITY OF BLOOMINGTON
AND THE MONROE COUNTY PUBLIC LIBRARY
FOR PERMISSION TO USE DIGITAL UNDERGROUND FIBER**

WHEREAS, the City of Bloomington (“City”), through its Information and Technology Services Department (“ITS”), has adopted a policy of placing fiber optic cable in buried conduit throughout the City and refers to this network as the Bloomington Digital Underground (“BDU”); and,

WHEREAS, Indiana Code § 36-1-7-2 authorizes governmental entities to enter into contracts to buy, sell, or exchanges services, supplies or equipment between or among themselves; and,

WHEREAS, the Monroe County Public Library (“MCPL”) is a governmental entity and seeks to obtain the services of the City in the form of connection to and use of strands of fiber of the BDU; and,

WHEREAS, the City wishes to provide said services to MCPL upon certain terms and conditions;

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

Section 1: Term. This Agreement shall be in full force from the date this Agreement is fully executed and shall end on December 31, 2013.

Section 2: Permission. This Agreement grants MCPL permission to use four (4) strands of dark fiber optic cable located in the City’s BDU network.

Section 3: Payment. MCPL shall not be required to make payment to the City for the use of these fiber optic strands, however, the City reserves the right to enact legislation which could impose payment obligations. In the event that the City enacts legislation which would impose payment obligations, MCPL shall have the right to terminate its obligations under this Agreement. Any payment obligation which may be imposed shall be due and payable in advance on an annual basis.

Section 4: Use. MCPL shall be responsible for lighting the fibers. The City shall be responsible for patching over to MCPL’s ISP(s) within the Telecom Hotel.

Section 5. Connection: MCPL shall be responsible for securing any easements necessary for connection to the BDU and for construction of lateral connections in compliance with standards and specifications established by ITS. Line-locate wires must be installed in any lateral which connects to the BDU. Splicing and connection to the BDU must be performed by a certified technician, and all costs associated with connecting to the BDU shall be borne by MCPL. Upon completion of its connection to the BDU, MCPL shall provide the City with “as built” drawings in both print and digital form of MCPL’s connections and laterals. MCPL shall be responsible

for any repairs to the connections and laterals which must be performed during the term of this Agreement. MCPL shall notify the City forty-five (45) days in advance of any construction projects pertaining or connecting to the BDU.

Section 6. Responsibility for Maintenance and Repairs. The City shall be responsible for maintenance and repair of the BDU core network. MCPL shall be responsible for maintenance and repair of its lateral connections from the splice point to their facility. MCPL shall notify the City forty-eight (48) hours in advance of any maintenance hole or hand-hole entrance to the BDU.

Section 7. Restoration and Line Location Services. The City shall retain an Emergency Restoration Agreement (“ERA”) on the BDU core network with a certified contractor. The City will provide line locate services for the BDU core network. MCPL shall be responsible for their own ERA of fiber optics from the splice point to their facility along with line location services unless the City has extended the BDU along the lateral pursuant to Section 9 below.

Section 8. Call Out Requirements. MCPL will provide a call out list to the City in case of emergency work. The list should include the order in which the City is to call out, the cell phone, pager, and home phone numbers, as well as e-mail addresses for each person on the list.

Section 9. Right to Co-locate. MCPL agrees to permit the City to install BDU conduit within any new MCPL lateral extension, with the City bearing the marginal additional cost of installation of said conduit. The City may, at its discretion, install conduit in all, part or none of the lateral extension.

Section 10. Substitution of Fibers. In the event that in the future MCPL obtains the City’s permission to use fiber in a different conduit or a conduit as a whole, the City may request that MCPL discontinue use of the fibers referenced herein and those fibers shall be returned to the City’s management in exchange for an equivalent number of fibers in the additional conduit or as part of the arrangement for the additional conduit itself.

Section 11. Rights Reserved. The City reserves the right to terminate its obligations under this Agreement without notice or liability to MCPL in the event that the Telecom Hotel shall cease service or change owners, or in the event of any damage, destruction or condemnation of the Telecom Hotel which renders it unusable or inoperable. The City also reserves the right to terminate its obligations under this Agreement at its sole discretion upon thirty (30) days written notice to MCPL.

Section 12. Waiver of Claims. The City and its agents shall have no liability to MCPL for any damage to the property of MCPL located in or about the BDU core network. MCPL hereby waives all claims for recovery from the City of any loss or damage incurred due to defects in, or damage to, the fiber optic cable system.

Section 13. Waiver of Warranties. The City expressly disclaims all express and implied warranties, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. Except as otherwise provided in this Agreement, no information, oral or

written, provided or disseminated by the City shall create any express or implied warranties, guaranty of performance, or contractual obligations.

Section 14. Assignment of Rights. The rights granted to MCPL shall not be assigned in whole or in part without the City's prior written consent. In the event said consent is granted, the provisions of this Agreement shall be binding upon and inure to the benefit of any successors and assigns.

Section 15. Indemnification. MCPL shall defend, indemnify, and hold harmless the City from and against all liabilities, judgments, claims, damages, settlements, expenses and costs, including reasonable attorneys' fees and litigation expenses arising out of or relating to MCPL's execution and undertaking of this Agreement. MCPL shall promptly notify the City of any third party claim or legal action arising out of or related to this Agreement.

Section 16. Third Party Rights. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and MCPL.

Section 17. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Indiana. Venue of any disputes arising under this Agreement shall be in the Monroe Circuit Court, Monroe County, Indiana.

Section 18. Costs and Expense of Enforcement. If MCPL shall default in the performance of any of its obligations under this Agreement, it shall be responsible for the reimbursement of any attorneys' fees and expenses which the City may incur in enforcing any obligations herein.

Section 19. Waiver. No waiver by either party of any default or breach of the other party's performance of any term, condition or covenant of this Agreement shall be deemed to be a waiver or any subsequent default or breach of the same or any other term, condition or covenant contained in this Agreement.

Section 20. Notices. All notices required to be given by either party hereunder shall be in writing and delivered by hand, courier, overnight delivery service or registered or certified mail return receipt requested. Any notice or other communication under this Agreement shall be deemed given when received or refused and shall be directed to the following address:

CITY

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

MCPL

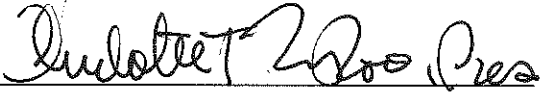
Monroe County Public Library
303 E. Kirkwood Ave.
Bloomington, IN 47408
Attn: Director

Section 20. Severability. Should any part of the Agreement be found in violation of any federal, state, or local law or ordinance, all unaffected parts shall remain in effect and enforceable provided that the intent of the Agreement is still served.

IN WITNESS WHEREOF, the parties have executed this Agreement this _____ day
of _____, 2013.

City of Bloomington
Board of Public Works
By:

Monroe County Public Library
Board of Trustees
By:



Charlotte Zietlow, President

President, MCPL Board of Trustees



Mark Krizan, Mayor

Sara Laughlin, MCPL Director

Monroe County Public Library

Board of Trustees

Slate of Officers, February 2013 – January 2014

President	Valerie Merriam
Vice-President	Stephen Moberly
Secretary	Fred Risinger
Treasurer	David Ferguson