

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

**Wednesday, March 27, 2013
Meeting Room 1B**

AGENDA

1. Call to Order – Valerie Merriam, President
2. Consent Agenda – action item – Sara Laughlin
 - a. Minutes of February 20, 2013 Board Meeting (page 1-4)
 - b. Minutes of March 20, 2013 Work Session (page 5)
 - c. Monthly Bills for Payment (page 6-13)
 - d. Monthly Financial Report (page 14-40)
 - e. Personnel Report (page 41-44)
 - f. 2013 Board Meetings Calendar (page 45)
3. Director’s Monthly Report (page 46-61) – Sara Laughlin
4. Old Business
 - a. Main Library Renovation-Phase 3 Update – Marilyn Wood
5. New Business – action items
 - a. Declare green van obsolete (page 62) – Gary Lettelleir
 - b. Renew contract with El Centro Comunal Latino (page 63-65) – Becky Perez
 - c. Revise 2013 Holiday Closing Schedule to Move Staff Day (page 66) – Sara Laughlin
6. Public Comment
7. Adjournment

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

MEETING

Wednesday, February 20, 2013

5:45 p.m.

Ellettsville Branch

MINUTES

Trustees in Attendance:

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

Others in Attendance:

Sara Laughlin, Marilyn Wood, Gary Lettelleir, Kyle Wickemeyer-Hardy, Pam Wasmer, Mickey Needham, Martin O'Neill, Tom Bunger, nine IU SLIS students

Call to Order

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

Consent Agenda

- a. Minutes of January 16, 2013 Board meeting
- b. Minutes of January 16, 2013 Board of Finance
- c. Minutes of February 6, 2013 Work Session
- d. Monthly Bills for Payment
- e. Monthly Financial Report
- f. Personnel Report
- g. 2013 Board Meetings Calendar

Monthly Bills for Payment. Valerie asked why service charges vary from month to month. Gary explained that this might be an annual banking fee. He will look into it and respond by email. It was also pointed out that the real estate charge on page 34 line 37100 is for CATS' portion of parking fees.

Valerie Merriam moved that the Consent Agenda be approved; Melissa Pogue seconded; unanimously approved.

Director's Monthly Report, Fourth Quarter Report, Annual Report Highlights, and State Library Annual Report

Sara announced that she has tentatively scheduled the 2013 State of Library presentation for March 20th at 5:00 p.m. in 1B, just before the work session.

She reviewed the four reports provided in the Board packet. The first is the monthly Director's Report. Second is the Fourth Quarter two-page report that is annual wrap up of numbers for 2012. The third is the State Library Annual Report and the fourth a one-page summary of highlights.

The reports showed usage was down a fraction, the first time since 1996 that usage has declined. She suggested some reasons why usage was down – concerns about safety and parking downtown, plus the change from print to e-reading and access to information. The library plans to ramp up to meet demand for e-content.

Valerie asked if we were we closed more days in this reporting period than previous years. Sara indicated that we were closed one day, December 26, opened two hours late on July 6 and December 21, and were not closed at all in 2011. These closures don't quite account for the drop in circulation.

Old Business

a. Parliamentary procedures

The Board discussed the four-page document on parliamentary procedures Sara provided. Everyone agreed that this document would be sufficient reference to use. It will be provided to new Board members in the future.

New Business

a. Proposal to Seek Architect to Lead Main Library Phase 3 Renovation

Marilyn Wood reviewed renovation planning to date, the draft Request for Proposal, cover letter, timeline for construction, and list of firms to receive the RFP, along with a timeline for construction. Others may see the notice and submit proposals.

Steve Moberly moved to authorize staff to proceed with proposal to Seek Architect to lead Main Library Phase 3 Renovation; John Walsh seconded; unanimously approved.

b. Revisions to Collection Department Policy

Pam Wasmer reviewed the suggested revisions to collection department policy. Valerie asked how often books were purchased at request of patrons. Pam replied we receive requests and make purchases nearly every day. Sara added that items purchased on request of patrons

circulate, on average, twice as many times as those we select. Many requests for purchase are funded through the Friends annual gift.

John Walsh moved to accept revisions to the Collection Department policy; Valerie Merriam seconded; unanimously approved.

c. Contract for Nonprofit Central

Sara reviewed the Nonprofit Central contract. The Library was awarded \$26,000 which will be used to cover the cost of a part-time employee. In response to Steve Moberly's earlier question about how we would evaluate the success of the program, Sara pointed out on page 136-137 in the packet, the pages in the proposal on which the logic model with evaluation methodology is described. The grant is for a year and a half. After the employee is in place, we have scheduled a few weeks to get ready before announcing the service. We are not committed to proceed after one year.

Steve said that, while it was flattering that the library was encouraged to apply for the grant, he felt there were other entities in Monroe County that would be suitable, including the United Way and the IU School of Public and Environmental Affairs. He shared his concern whether this should be part of library's mission. He does not want the library to overextend itself supporting this service. He suggested seeking assistance from the IU Maurer School of Law with interns or students to address possible legal questions that might come up about nonprofits.

Valerie Merriam moved to accept the Contract for Nonprofit Central; Fred Risinger seconded; unanimously approved.

d. Memorandum of Understanding with WFHB for CATS Week

Martin O'Neill presented the WFHB contract on behalf of Michael White. Steve Moberly asked if there had been any changes in contract from last year. Martin indicated there had not.

John Walsh moved to approve the Memorandum of Understanding with WFHB for CATS Week; Melissa Pogue seconded; unanimously approved.

e. City of Bloomington BDU use agreements with CATS

Martin O'Neill presented the agreement between the City of Bloomington BDU and CATS. John Walsh asked if the contract was the same as last year. Sara indicated that the last contracts we had on file were from 2007 and 2008. Sara believes there has not been one signed since then, but added that the current one is the same as the two earlier ones.

Steve Moberly moved to approve City of Bloomington BDU use agreements with CATS; Fred Risinger seconded; unanimously approved.

f. Slate of Officers for 2013

Kari presented the list of new officers for 2013 and John Walsh moved to approve slate of officers:

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

Melissa Pogue seconded; unanimously approved.

Kari presented a gavel to new president Valerie Merriam. Valerie presented Kari with a plaque on behalf of the Board and community for her two years of service as President.

Department Update: Ellettsville Branch

Mickey Needham, Manager of the Ellettsville Branch, shared with the Board some changes coming to the branch. One of the goals in the new strategic plan is to reconfigure the reference desk area into a “business center” where patrons can make photocopies, scan, reserve computers, and print. Plans call for a smaller information desk, maybe mobile, new furniture in the teen area, and finding more space to increase this area. She would eventually like to work on the circulation desk area, particularly the “cloud” overhead. Mickey also shared highlights from personal interactions staff has recently had at the branch. In March the library will be serving as a local art gallery with hundreds of pieces of art from local schools.

Public Comment

No public comments.

Adjournment

Kari adjourned the meeting at 6:44 p.m.

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

**Wednesday, March 20, 2013
5:45 p.m.
Meeting Room 1B**

MINUTES

Trustees in Attendance:

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

Others in Attendance:

Sara Laughlin, Marilyn Wood, Gary Lettelleir, Kyle Wickemeyer-Hardy, Michael White, Tom Bunger, Pam Wasmer, Mickey Needham.

Call to Order

Valerie Merriam called the meeting to order at 5:48 p.m.

2013 Agreement with El Centro Comunal Latino

Sara presented the proposed agreement. She reported that it has not changed in any way. Becky Perez will give an El Centro update next week at board meeting. John Walsh asked if there was any information on how much traffic El Centro brings in. Sara responded that she Becky Perez, El Centro Board President will be at the meeting next week and she will ask her to report that information, John also asked if the Library has grown its Spanish language volumes. Sara will gather that information and share it next week as well.

Resolution to Declare 1993 Van Surplus

Gary Lettelleir presented a resolution to declare the old 1993 library van as surplus. A 2013 Chrysler has been purchased to replace the twenty-year-old Plymouth minivan, with funds allocated from the 2012 general obligation bond. The old van runs but it's been heavily used. Gary requested approval to remove it from the asset inventory and sell it in an auction. Steve Moberly asked what the van was used for. Gary said that it made daily runs between Main and Ellettsville and has been the library's "work horse." The library also has a 2006 Chrysler van used for staff transportation to events and for weekly Outreach visits. That van will now be used for deliveries and the new van will be used for staff transportation and Outreach visits.

Public Comment

There was no public comment.

Adjournment

Valerie announced that there will be an Executive Session next week after the board meeting with attorney Paul Sinclair for the purpose of discussing upcoming collective bargaining. The current agreement will expire in August. She adjourned the meeting at 5:55 p.m.

Financial Report Comments

Reports as of 2-28-13

Board Meeting Date 3/27/13

Monthly Budget Report:

The guideline for the portion of the annual budget spent after two month is 16.67% or two twelfths. The actual operating fund spending through February is 16.7% of the annual total budget.

The Anthem health insurance bill for January and February was paid in February. The Anthem monthly cost is about \$49,000.

Summary Report – Employee Benefits 2013 (\$294,834) compared to 2012 (\$194,367). The increase of about \$100,000 is due to the timing of the PERF, clinic, and employer paid life. They are all included in February 2013 but in February 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

03/21/13 1:10 PM

Page 1

*Check Summary Register©

February 15, 2013 to March 21, 2013

Name	Check Date	Check Amt
06500 FIFTH THIRD CHECKING		
Paid Chk# 003763 FEDEX	2/20/2013	\$61.33 SHIPPING
Paid Chk# 003764 JANET LAMBERT	2/20/2013	\$11.97 FD/CHILD SPLS
Paid Chk# 003765 JPMORGAN CHASE BANK, NA	2/20/2013	\$3,873.48 VARIOUS
Paid Chk# 003766 MARY FRASIER	2/20/2013	\$17.98 FD/LUNAR NEW YEAR SPLS
Paid Chk# 003767 MIDWEST PRESORT SERVICE	2/20/2013	\$325.50 POSTAGE SERVICES
Paid Chk# 003768 PAULA GRAY-OVERTOOM	2/20/2013	\$96.99 CODE4LIB CONF. EXPENSES
Paid Chk# 003769 STEPHANIE HOLMAN	2/20/2013	\$29.89 FUEL FOR LIBRARY VAN
Paid Chk# 003770 TASC	2/20/2013	\$537.40 COBRA & FSA EXPENSES
Paid Chk# 003771 TOM BERICH	2/20/2013	\$500.00 FD/CHILD/PERFORMANCES
Paid Chk# 003772 UNIQUE MANAGEMENT SERVICE	2/20/2013	\$1,181.40 COLLECTION AGENCY FEE/CIRC
Paid Chk# 003773 VERIZON WIRELESS	2/20/2013	\$203.88 CELL PHONES
Paid Chk# 003774 VIRGINIA H. RICHEY	2/20/2013	\$90.00 FD/ELL - STORY TIME PROGRAMS
Paid Chk# 003775 WEX BANK	2/20/2013	\$31.77 FUEL
Paid Chk# 003776 AFSCME COUNCIL 62	2/26/2013	\$1,223.77 UNION DUES W/H
Paid Chk# 003777 AMERICAN UNITED LIFE INS. CO.	2/26/2013	\$1,423.95 403b TSA-AUL W/H
Paid Chk# 003778 AT&T (IL)	2/26/2013	\$1,299.41 PHONE CALLS
Paid Chk# 003779 AT&T (OK)	2/26/2013	\$51.08 PHONE CALLS
Paid Chk# 003780 CHAD E. STEPHAN	2/26/2013	\$41.94 REFUND ON LOST ITEMS
Paid Chk# 003781 CITGO	2/26/2013	\$640.95 FUEL
Paid Chk# 003782 DUKE ENERGY	2/26/2013	\$1,655.28 ELECTRICITY
Paid Chk# 003783 GLHEC	2/26/2013	\$200.80 GARNISHMENT W/H
Paid Chk# 003784 LEGAL SHIELD	2/26/2013	\$47.84 PRE-PAID LEGAL W/H
Paid Chk# 003785 MARY FRASIER	2/26/2013	\$18.95 FD/LUNAR NEW YEAR SPLS
Paid Chk# 003786 MIDWEST PRESORT SERVICE	2/26/2013	\$291.10 POSTAGE SERVICES
Paid Chk# 003787 MONROE COUNTY YMCA	2/26/2013	\$127.38 YMCA W/H
Paid Chk# 003788 UNITED WAY	2/26/2013	\$118.00 UNITED WAY W/H
Paid Chk# 003789 VECTREN ENERGY DELIVERY	2/26/2013	\$52.02 NATURAL GAS
Paid Chk# 003790 YP	2/26/2013	\$171.00 PHONE LISTING
Paid Chk# 003791 ANTHEM BLUE CROSS BLUE	2/27/2013	\$59,066.31 HEALTH INS. - MAR.'13
Paid Chk# 003792 AT&T MOBILITY	2/27/2013	\$250.65 CELL PHONES
Paid Chk# 003793 BLOOMINGTON FORD, INC.	2/27/2013	\$24,075.25 2013 DODGE GRAND CARAVAN 4DR W
Paid Chk# 003794 COLONIAL LIFE	2/27/2013	\$575.10 VARIOUS INS.-MAR.'13
Paid Chk# 003795 GUARDIAN LIFE INS. CO.	2/27/2013	\$6,268.93 DENTAL, VISION & LIFE INS. - MAR.'13
Paid Chk# 003796 ARRT	3/1/2013	\$30.00 WORKBOOKS
Paid Chk# 003797 INTA S. CARPENTER	3/1/2013	\$44.25 REFUND ON LOST ITEMS
Paid Chk# 003798 MIDWEST PRESORT SERVICE	3/1/2013	\$312.35 POSTAGE SERVICES
Paid Chk# 003799 THE HERALD-TIMES, INC.	3/1/2013	\$195.18 2012 BOND ADVERTISING
Paid Chk# 003800 VECTREN ENERGY DELIVERY	3/1/2013	\$305.66 NATURAL GAS
Paid Chk# 003801 GEGRB/AMAZON	3/6/2013	\$6,240.06 BOOKS
Paid Chk# 003802 INDIANA BUREAU OF	3/6/2013	\$15.00 NEW VAN/APPL. FEE/PLATES
Paid Chk# 003803 AMERICAN INBOUND	3/11/2013	\$9.85 PAGER
Paid Chk# 003804 AT&T (IL)	3/11/2013	\$323.35 4 DEDICATED LINES
Paid Chk# 003805 CITY OF BLOOMINGTON	3/11/2013	\$866.61 WATER & SEWER
Paid Chk# 003806 DUKE ENERGY	3/11/2013	\$24,549.79 ELECTRICITY
Paid Chk# 003807 ELLETTSVILLE UTILITIES	3/11/2013	\$227.76 WATER & SEWER
Paid Chk# 003808 REPUBLIC SERVICES #694	3/11/2013	\$165.00 TRASH SERVICE
Paid Chk# 003809 SAMUEL H. BARTLETT	3/11/2013	\$600.00 FD/CHILD PROGRAMS
Paid Chk# 003810 SMITHVILLE	3/11/2013	\$1,425.00 INTERNET SERVICE
Paid Chk# 003811 WILLIAM R. MORRIS, JR.	3/11/2013	\$300.00 FD/VITAL/TUTOR TRAINING/
Paid Chk# 003812 ACTIVATE HEALTHCARE	3/15/2013	\$11,865.00 2ND QTR.'13 CLINIC SERVICES
Paid Chk# 003813 AMERICAN UNITED LIFE INS. CO.	3/15/2013	\$1,330.00 403b TSA-AUL W/H
Paid Chk# 003814 AMY L. CORNWELL	3/15/2013	\$160.00 INTERPRETING
Paid Chk# 003815 ANDREW SCHWARTZ	3/15/2013	\$46.77 REFUND ON LOST ITEMS
Paid Chk# 003816 AVER'S PIZZA	3/15/2013	\$88.50 FD/CHILD-FOOD SRP VIDEO

MONROE COUNTY PUBLIC LIBRARY

03/21/13 1:10 PM

Page 2

***Check Summary Register©**

February 15, 2013 to March 21, 2013

Name	Check Date	Check Amt	
Paid Chk# 003817 BERRY	3/15/2013	\$199.14	PHONE LISTINGS 3 MOS. - ELL
Paid Chk# 003818 BLGTM H.S.NORTH DRAMA	3/15/2013	\$250.00	FD/CHILD/PERFORMANCE
Paid Chk# 003819 ELIZABETH ROCKAWAY	3/15/2013	\$36.19	REFUND ON LOST ITEMS
Paid Chk# 003820 FIRST INSURANCE GROUP, INC.	3/15/2013	\$150.00	TREASURER BOND-LETTLEIR
Paid Chk# 003821 ICE MILLER LLP	3/15/2013	\$2,072.50	LEGAL SERVICES
Paid Chk# 003822 INTERNET MINDED DESIGN AND	3/15/2013	\$2,200.00	TIMELINE-PHASE I/KOON FUND-IND
Paid Chk# 003823 KATHRYN LAVERY	3/15/2013	\$40.94	REFUND ON LOST ITEMS
Paid Chk# 003824 MALLORY CLINE	3/15/2013	\$37.50	1/2 ZONE 4 PARKING PERMIT
Paid Chk# 003825 MELINDA L. VONBOKERN	3/15/2013	\$9.75	REFUND ON LOST ITEM
Paid Chk# 003826 MIDWEST GENERAL INS AGENC	3/15/2013	\$125.00	WORKERS COMP. AUDIT
Paid Chk# 003827 MIDWEST PRESORT SERVICE	3/15/2013	\$276.67	POSTAGE SERVICES
Paid Chk# 003828 OCLC, INC.	3/15/2013	\$3,368.54	MONTHLY OCLC
Paid Chk# 003829 SMITHVILLE	3/15/2013	\$178.15	PHONE
Paid Chk# 003830 SUSAN JACKSON	3/15/2013	\$55.75	REFUND ON LOST ITEM
Paid Chk# 003831 VERIZON WIRELESS	3/15/2013	\$120.03	BKM DATA LINES
Paid Chk# 003832 WFHB	3/15/2013	\$2,500.00	1ST QTR.'13 WFHB/CATS NEWS
Paid Chk# 003833 ACTIVATE HEALTHCARE	3/20/2013	\$370.00	FLU SHOTS
Paid Chk# 003834 AT&T (OK)	3/20/2013	\$78.78	L-D PHONE
Paid Chk# 003835 BLUEPRINT TECHNOLOGIES	3/20/2013	\$2,169.14	PHONE MAINT. 3/1-5/31/13
Paid Chk# 003836 COMCAST	3/20/2013	\$27.58	EQUIP. CHG. ON CABLE TV
Paid Chk# 003837 EVERLASTING MEMORIALS	3/20/2013	\$3,000.00	PARTIAL PAYMENT ON SUNDIAL STONES
Paid Chk# 003838 JERALD W. JAMES	3/20/2013	\$200.00	TALK TO AN EXPERT/FINRA GRANT
Paid Chk# 003839 MIDWEST PRESORT SERVICE	3/20/2013	\$258.15	POSTAGE SERVICES
Paid Chk# 003840 VERIZON WIRELESS	3/20/2013	\$204.59	CELL PHONES
Paid Chk# 003841 WEX BANK	3/20/2013	\$129.50	GASOLINE
Paid Chk# 003842 A1 LANDSCAPE & HAULING INC.	3/21/2013	\$2,725.00	SNOW & SALT APP.
Paid Chk# 003843 ADP, INC.	3/21/2013	\$259.47	BACKGROUND CHECKS
Paid Chk# 003844 ADTEC	3/21/2013	\$530.00	E-RATE CONSULTING
Paid Chk# 003845 AUDIOGO	3/21/2013	\$523.50	NONPRINT
Paid Chk# 003846 AVCAFE	3/21/2013	\$97.88	NONPRINT
Paid Chk# 003847 BAKER & TAYLOR BOOKS	3/21/2013	\$33,083.44	BOOKS
Paid Chk# 003848 BANCTEC INC.	3/21/2013	\$30.90	MONTHLY FOLDER MAINT.
Paid Chk# 003849 BIBLIOTHECA ITG, LLC	3/21/2013	\$14,343.03	RFID TAGS & HANDHELD RFID READER
Paid Chk# 003850 BLACKSTONE AUDIO, INC.	3/21/2013	\$60.00	NONPRINT
Paid Chk# 003851 BOOKS IN MOTION	3/21/2013	\$178.65	NONPRINT
Paid Chk# 003852 CARMICHAEL TRUCK &	3/21/2013	\$120.78	SPRINTER VAN REPAIR
Paid Chk# 003853 CD BABY	3/21/2013	\$13.45	NONPRINT
Paid Chk# 003854 CDW GOVERNMENT, INC.	3/21/2013	\$5,403.12	IS SPLS & COMPUTERS
Paid Chk# 003855 CENTER POINT LARGE PRINT	3/21/2013	\$214.50	BOOKS
Paid Chk# 003856 CIM TECHNOLOGY SOLUTIONS	3/21/2013	\$650.00	PHONE REPAIRS
Paid Chk# 003857 CINTAS CORPORATION	3/21/2013	\$272.08	FIRST-AID SPLS
Paid Chk# 003858 CLCD, LLC	3/21/2013	\$449.95	DATABASE
Paid Chk# 003859 CRYSTAL CLEAR	3/21/2013	\$1,190.00	WINDOW CLEANING
Paid Chk# 003860 DEMCO, INC.	3/21/2013	\$372.41	A/V CATALOGING SPLS
Paid Chk# 003861 EBSCO	3/21/2013	\$32.95	PERIODICALS
Paid Chk# 003862 ELECTRONIC COMMERCE, INC.	3/21/2013	\$3,474.00	PAYROLL SERVICES
Paid Chk# 003863 ELLETTSVILLE TRUE VALUE	3/21/2013	\$35.02	BLDG SPLS
Paid Chk# 003864 FEDEX OFFICE	3/21/2013	\$136.00	LAPS & BATHROOM SIGNS
Paid Chk# 003865 FINDAWAY WORLD, LLC	3/21/2013	\$1,474.64	NONPRNT
Paid Chk# 003866 FREEDOM BUSINESS SOLUTION	3/21/2013	\$2,969.81	CARTRIDGES
Paid Chk# 003867 GALE	3/21/2013	\$2,504.79	BOOKS
Paid Chk# 003868 GRAPHIC VISIONS	3/21/2013	\$210.00	RE-LETTER SIGNS
Paid Chk# 003869 HFI MECHANICAL CONTRACTOR	3/21/2013	\$2,999.56	BLDG REPAIRS
Paid Chk# 003870 HIGH SPEED TIRE & AUTOMOTIV	3/21/2013	\$610.92	VEHICLE REPAIRS
Paid Chk# 003871 HILLCREEK FIBER STUDIO	3/21/2013	\$79.00	BOOKS

MONROE COUNTY PUBLIC LIBRARY

03/21/13 1:10 PM

Page 3

***Check Summary Register©**

February 15, 2013 to March 21, 2013

Name	Check Date	Check Amt
Paid Chk# 003872 HOOSIER HERITAGE MAGAZINE	3/21/2013	\$16.00 PERIODICALS
Paid Chk# 003873 HP PRODUCTS	3/21/2013	\$4,155.36 CLEANING SPLS
Paid Chk# 003874 INDIANA CHAMBER OF COMMER	3/21/2013	\$142.95 POSTER SET
Paid Chk# 003875 J.F.J DISC REPAIR INC.	3/21/2013	\$37.28 A/V SPLS
Paid Chk# 003876 JANET A. PIERSON	3/21/2013	\$500.00 TEEN/HOMEWORK HELP COORDINATOR
Paid Chk# 003877 JIM GORDON, INC	3/21/2013	\$76.92 COPIERS-MONTHLY MAINT.
Paid Chk# 003878 KLEINDORFER'S HDWE	3/21/2013	\$278.21 BLDG SPLS
Paid Chk# 003879 LEARNING TREASURES	3/21/2013	\$16.50 FD/CHILD SPLS
Paid Chk# 003880 LOGISTECH, INC.	3/21/2013	\$493.45 BOOKS
Paid Chk# 003881 LOWE'S	3/21/2013	\$96.50 BLDG SPLS
Paid Chk# 003882 MAXWELLS OFFICE PRODUCTS	3/21/2013	\$1,436.00 YRLY MAINT. CONTRACT I-R2800
Paid Chk# 003883 MENARDS - BLOOMINGTON	3/21/2013	\$545.37 BLDG SPLS
Paid Chk# 003884 MIDWEST TAPE	3/21/2013	\$21,111.01 NONPRINT
Paid Chk# 003885 MONROE COUNTY HISTORICAL	3/21/2013	\$134.96 BOOKS
Paid Chk# 003886 NAPA AUTO PARTS	3/21/2013	\$21.58 FAN
Paid Chk# 003887 NEWSOUND	3/21/2013	\$25.31 NONPRINT
Paid Chk# 003888 NOLAN'S LAWN CARE SERVICE	3/21/2013	\$444.19 LAWN CARE
Paid Chk# 003889 O REILLY AUTO PARTS	3/21/2013	\$23.78 WIPER BLADES
Paid Chk# 003890 OFFICE DEPOT, INC.	3/21/2013	\$5,399.80 20 CHAIRS
Paid Chk# 003891 OVERHEAD DOOR COMPANY	3/21/2013	\$348.50 BLDG REPAIR
Paid Chk# 003892 PIP # 548	3/21/2013	\$89.00 SIGNS/RETURN BIN, OPACS, ETC.
Paid Chk# 003893 POSTMASTER	3/21/2013	\$200.00 PERMIT #307/BULK MAILING FEE
Paid Chk# 003894 B,B & C POW PEST CONTROL,	3/21/2013	\$84.00 PEST CONTROL
Paid Chk# 003895 RANDOM HOUSE, INC.	3/21/2013	\$692.90 NONPRINT
Paid Chk# 003896 RECORDED BOOKS, LLC	3/21/2013	\$1,137.24 NONPRINT
Paid Chk# 003897 REGENT BOOK COMPANY	3/21/2013	\$37.44 BOOKS
Paid Chk# 003898 SPOKEN ARTS	3/21/2013	\$67.90 NONPRINT
Paid Chk# 003899 STANSIFER RADIO COMPANY IN	3/21/2013	\$179.67 VIDEO MAT'LS
Paid Chk# 003900 STEPHANIE HOLMAN	3/21/2013	\$47.18 FD/ELL SPLS
Paid Chk# 003901 SUZANNE KERN - PETTY CASH	3/21/2013	\$49.83 POSTAGE & OFFICE SPLS
Paid Chk# 003902 TANTOR MEDIA	3/21/2013	\$240.93 NONPRINT
Paid Chk# 003903 THE ELLETTSVILLE JOURNAL	3/21/2013	\$57.59 ANNUAL REPORT PUBLICATION
Paid Chk# 003904 THE GREATER BLOOMINGTON	3/21/2013	\$750.00 MEMBERSHIP DUES
Paid Chk# 003905 THE HERALD-TIMES, INC.	3/21/2013	\$38.01 ANNUAL REPORT PUBLICATION
Paid Chk# 003906 THE PRODUCTION HOUSE	3/21/2013	\$1,545.00 TAPE CONVERSION
Paid Chk# 003907 TUMBLEWEED PRESS INC.	3/21/2013	\$698.60 E-BOOKS
Paid Chk# 003908 VIRGINIA H. RICHEY	3/21/2013	\$90.00 FD/ELL PRESCHOOL STORY TIME
Paid Chk# 003909 WESTON WOODS STUDIOS	3/21/2013	\$89.85 NONPRINT
Total Checks		\$288,162.99

MONROE COUNTY PUBLIC LIBRARY
CHECKING ACCOUNTS
02/15/12 - 03/21/13

Fifth Third Checking Account/Check Register Total	\$288,162.99
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (Feb. '13)	658.54
Fifth Third Checking-Monthly Service Charge (Mar. '13)	63.00
Fifth Third Savings-Monthly Service Charge (Feb.'13)	0.00
Add: Payrolls	
Vouchers 2/22/13 Payroll (ECI)	116,364.43
Electronic transfer (ECI) employee/employer taxes	44,579.66
Electronic transfer (ECI) employer "HSA"	737.50
Electronic transfer (ECI) employee "HSA"	2,348.55
Electronic transfer 2/26/13 (TASC) employee "FSA"	528.45
Electronic PERF pymt. 2/25/13	17,151.92
Vouchers 3/08/13 Payroll (ECI)	117,881.60
Electronic transfer (ECI) employee/employer taxes	44,591.49
Electronic transfer (ECI) employee "HSA"	2,310.09
Electronic transfer 3/12/13 (TASC) employee "FSA"	528.45
Electronic PERF pymt. 3/11/13	<u>17,086.19</u>
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	<u><u>\$652,992.86</u></u>

ck # 3765

ACCOUNTS PAYABLE VOUCHER

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

<p>Payee JPMORGAN CHASE BANK, NA PALATINE, IL 60094-4016</p>	<p>Claim 22023 Purchase Order No. 0 Terms Date Due</p>
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Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
1/30/2013		E001-007-33200 CONSTANTCONTACT/FEE FOR NEWSLETTERS	\$15.00
1/11/2013		E020-016-36300 KAPPATRONIX/EQUIP. REPAIR	\$140.00
1/18/2013		E020-016-23500 LCOM GLOBAL/FIBER CABLES	\$136.26
1/25/2013		E020-016-23500 AMAZON/DYMO SPINE LABELS	\$18.86
1/27/2013		E020-016-23500 AMAZON/DYMO SPINE LABELS	\$47.15
1/31/2013		E020-016-23500 LCOM GLOBAL/FIBER CABLES	\$22.19
1/10/2013		E001-018-45300 AUTISM SERVICES/NONPRINT	\$40.00
1/10/2013		E001-007-21350 AMAZON/CAMERA FLASH MEMEORY CARDS	\$59.83
1/23/2013		E001-018-38450 NADA/DATABASE-USED CAR GUIDE	\$350.00
1/4/2013		E019-011-21350 HOBBY-LOBBY/FD-CHILD SPLS	\$64.07
1/4/2013		E019-011-21350 MAY'S GREENHOUSE/FD-CHILD SPLS	\$3.12
1/9/2013		E019-011-21350 HAPPYHENTOYS/FD-CHILD SPLS	\$149.88
1/15/2013		E019-011-44300 BEST BUY/FD-CHILD/CD PLAYER	\$109.99
1/17/2013		E016-011-21350 WALMART/SPLS-MLK DAY GRANT	\$66.86
1/17/2013		E016-011-21350 HOBBY-LOBBY/SPLS-MLK DAY GRANT	\$13.98
1/20/2013		E016-011-21350 KROGER/FOOD-MLK DAY GRANT	\$78.49
1/26/2013		E019-011-21350 STAPLES/FD-CHILD SPLS	\$25.27
1/26/2013		E019-007-21350 FACTORY CARD/FD-LUNAR NEW YEAR	\$22.96
1/30/2013		E019-011-21350 ETSY.COM/FD-CHILD SRP VIDEO	\$8.00
1/15/2013		E019-010-21350 BAS BLEU/FD-WRP-ADULT	\$235.10
1/24/2013		E019-010-21350 DISPLAYS2GO/FD-BOOK CLUB KITS	\$80.25
2/3/2013		E019-010-21350 KROGER/FD-ADULT FOOD	\$21.70
1/19/2013		E019-010-21350 ROCKITS PIZZA/FD-TEEN FOOD	\$156.00
1/8/2013		E001-019-31500 RED HAT/LINUX SERVER SUPPORT	\$349.00
1/10/2013		E001-019-31500 TEAMSFTWARE/WEB BROWSER RENEWAL	\$125.00
1/16/2013		E020-016-31600 DREAMHOST/CATS WEB SITE MNTHLY FEE	\$49.90
1/21/2013		E001-019-31600 HOOTSUITE/FACEBOOK MNTHLY FEE	\$9.99
1/3/2013		E001-010-21300 SMITHGEAR/HEADPHONES	\$168.75
1/3/2013		E001-011-21300 SMITHGEAR/HEADPHONES	\$33.75
1/3/2013		E001-014-21300 SMITHGEAR/HEADPHONES	\$22.50
1/11/2013		E001-005-31700 PAYPAL/CC MNTHLY FEE	\$85.65
1/25/2013		E019-003-32400 ALA/ALA CONF.	\$225.00
1/25/2013		E019-001-32300 CHILI'S/ALA FOOD	\$18.60
1/27/2013		E019-001-32300 GRILL CONCEPTS/ALA FOOD	\$20.98
1/28/2013		E019-001-32300 DUNGENESS BAY/ALA FOOD	\$20.00
1/28/2013		E019-001-32300 INDY PARK RIDE & FLY/SHUTTLE-ALA	\$55.00
1/28/2013		E019-001-32300 ROOSEVELT HOTEL/ALA EXP.	\$310.12
1/4/2013		E016-011-21350 BADGE A MINIT/MLK DAY GRANT	\$71.95
1/4/2013		E016-011-21350 BLAST OFF BALLOONS/MLK DAY GRANT	\$150.00
1/5/2013		E016-011-21350 SPECIAL IDEAS/MLK DAY GRANT	\$62.50
1/9/2013		E019-015-21350 KROGER/FD-VITAL	\$12.47

1/10/2013	E016-015-21350 AMAZON/WAHL GRANT/OUTREACH	\$59.00
1/9/2013	E001-015-21300 DEMCO/OUTREACH SPLS	\$15.61
1/19/2013	E001-007-21300 STAPLES/OFFICE SPLS	\$22.27
1/28/2013	E019-015-21350 KROGER/FD-VITAL	\$44.82
1/28/2013	E019-015-21350 OFFICE DEPOT/FD-VITAL SPLS	\$22.67
1/30/2013	E001-007-21300 FACTORYEXPRESS/BLADES FOR CUTTER	\$52.99
Total		\$3,873.48

VOUCHER NO. 22023 WARRANT NO. 3765

JPMORGAN CHASE BANK, NA

ALLOWED
IN THE SUM OF \$ \$3,873.48

\$ \$3,873.48
ON ACCOUNT OF APPROPRIATION FOR

COST DISTRIBUTION LEDGER CLASSIFICATION
IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND

Board/Council Member

Acct. No.	Account Title	Amount
E001-007-33200		\$15.00
E020-016-36300		\$140.00
E020-016-23500		\$136.26
E020-016-23500		\$18.86
E020-016-23500		\$47.15
E020-016-23500		\$22.19
E001-018-45300		\$40.00
E001-007-21350		\$59.83
E001-018-38450		\$350.00
E019-011-21350		\$64.07
E019-011-21350		\$3.12
E019-011-21350		\$149.88
E019-011-44300		\$109.99
E016-011-21350		\$66.86
E016-011-21350		\$13.98
E016-011-21350		\$78.49
E019-011-21350		\$25.27
E019-007-21350		\$22.96
E019-011-21350		\$8.00
E019-010-21350		\$235.10
E019-010-21350		\$80.25
E019-010-21350		\$21.70
E019-010-21350		\$156.00
E001-019-31500		\$349.00
E001-019-31500		\$125.00
E020-016-31600		\$49.90
E001-019-31600		\$9.99
E001-010-21300		\$168.75
E001-011-21300		\$33.75

E001-014-21300		\$22.50
E001-005-31700		\$85.65
E019-003-32400		\$225.00
E019-001-32300		\$18.60
E019-001-32300		\$20.98
E019-001-32300		\$20.00
E019-001-32300		\$55.00
E019-001-32300		\$310.12
E016-011-21350		\$71.95
E016-011-21350		\$150.00
E016-011-21350		\$62.50
E019-015-21350		\$12.47
E016-015-21350		\$59.00
E001-015-21300		\$15.61
E001-007-21300		\$22.27
E019-015-21350		\$44.82
E019-015-21350		\$22.67
E001-007-21300		\$52.99

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF FEBRUARY 28, 2013

	2013 FEBRUARY	2012 FEBRUARY	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	13,635.98	7,368.62	27,271.97	177,208.00	14,737.23	149,936.03	15.4%	84.6%
1130 PROFESSIONAL/SUPERVISORS	38,914.31	38,151.28	77,828.63	505,886.00	76,302.56	428,057.37	15.4%	84.6%
1140 PROFESSIONAL ASSISTANTS	97,255.63	95,876.31	194,511.27	1,271,320.00	191,213.91	1,076,808.73	15.3%	84.7%
1150 SPECIALISTS & TECHNICIANS	65,006.68	61,790.02	130,027.97	845,151.00	122,652.58	715,123.03	15.4%	84.6%
1160 CLERICAL ASSISTANTS	31,513.01	30,581.55	64,075.64	434,725.00	61,369.58	370,649.36	14.7%	85.3%
1170 PAGES	18,318.51	19,678.51	34,441.64	240,720.00	36,649.87	206,278.36	14.3%	85.7%
1190 BUILDING MAINTENANCE	28,072.73	26,905.00	56,668.69	368,746.00	53,816.87	312,077.31	15.4%	84.6%
TOTAL SALARIES	292,716.85	280,351.29	584,825.81	3,843,756.00	556,742.60	3,258,930.19	15.2%	84.8%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	17,166.01	16,486.33	34,320.55	237,765.00	32,726.53	203,444.45	14.4%	85.6%
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	24,034.35	0.00	48,125.45	311,493.00	0.00	263,367.55	15.4%	84.6%
12301 ENCUMBERED PERF	0.00	0.00	15,335.99	15,535.99	0.00	200.00	98.7%	1.3%
1235 EMPLOYEE/PERF	7,210.29	0.00	14,437.59	93,448.00	0.00	79,010.41	15.4%	84.6%
1240 EMPLOYER CONT/INSURANCE	134,669.91	136,387.27	174,588.70	725,756.00	153,986.72	551,167.30	24.1%	75.9%
1250 EMPLOYER CONT/MEDICARE	4,014.61	3,855.70	8,026.56	55,636.00	7,653.71	47,609.44	14.4%	85.6%
TOTAL EMPLOYEE BENEFITS	187,095.17	156,729.30	294,834.84	1,449,633.99	194,366.96	1,154,799.15	20.3%	79.7%
OTHER WAGES								
1310 WORKSTUDY	0.00	0.00	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	0.00	0.00	13,100.00	2,730.73	13,100.00	0.0%	100.0%
TOTAL PERSONNEL SERVICES	479,812.02	437,080.59	879,660.65	5,306,489.99	753,840.29	4,426,829.34	16.6%	83.4%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
1004 MISCELLANOUS UNAPPROPRIATED	0.00	113.21	0.00	0.00	414.49	0.00	#DIV/0!	#DIV/0!
2110 OFFICIAL RECORDS	0.00	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	788.27	553.03	1,691.73	14,550.00	1,854.77	12,858.27	11.6%	88.4%
2135 GENERAL SUPPLIES	59.83	70.00	101.46	0.00	70.00	-101.46	#DIV/0!	#DIV/0!
2140 DUPLICATING	3,760.03	2,948.37	6,369.77	33,150.00	4,606.60	26,780.23	19.2%	80.8%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OFFICE SUPPLIES	4,608.13	3,684.61	9,142.72	49,950.00	6,945.86	40,807.28	18.3%	81.7%

*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 FEBRUARY 28, 2013

	2013 FEBRUARY	2012 FEBRUARY	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	4,297.50	5,825.68	6,327.21	37,200.00	5,825.68	30,872.79	17.0%	83.0%
2220 FUEL, OIL, & LUBRICANTS	670.84	710.60	1,807.67	10,000.00	1,724.09	8,192.33	18.1%	81.9%
2230 CATALOGING SUPPLIES-BOOKS	0.00	199.72	356.72	5,500.00	826.03	5,143.28	6.5%	93.5%
2240 A/V SUPPLIES-CATALOGING	0.00	470.99	0.00	10,150.00	470.99	10,150.00	0.0%	100.0%
2250 CIRCULATION SUPPLIES	0.00	7,246.73	2,759.35	37,750.00	7,478.78	34,990.65	7.3%	92.7%
2260 LIGHT BULBS	1,595.59	326.95	1,806.12	4,500.00	326.95	2,693.88	40.1%	59.9%
2280 UNIFORMS	873.00	0.00	873.00	1,700.00	0.00	827.00	51.4%	48.6%
2290 DISPLAY/EXHIBIT SUPPLIES	104.30	0.00	483.13	5,900.00	0.00	5,416.87	8.2%	91.8%
TOTAL OPERATING SUPPLIES	7,541.23	14,780.67	14,413.20	112,700.00	16,652.52	98,286.80	12.8%	87.2%
REPAIR & MAINTENANCE SUPPLIES								
2300 IS SUPPLIES	438.72	603.83	891.99	6,600.00	819.43	5,708.01	13.5%	86.5%
2310 BUILDING MATERIALS & SUPPLIES	2,991.15	4,426.35	3,770.15	16,800.00	4,426.35	13,029.85	22.4%	77.6%
2320 PAINT & PAINTING SUPPLIES	0.00	82.87	0.00	400.00	121.68	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	3,429.87	5,113.05	4,662.14	23,800.00	5,367.46	19,137.86	19.6%	80.4%
TOTAL SUPPLIES	15,579.23	23,578.33	28,218.06	186,450.00	28,965.84	158,231.94	15.1%	84.9%
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	0.00	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	1,860.00	2,119.50	2,046.71	28,500.00	2,285.82	26,453.29	7.2%	92.8%
3140 BUILDING SERVICES	1,880.94	2,413.50	5,548.34	32,000.00	3,575.21	26,451.66	17.3%	82.7%
3150 MAINTENANCE CONTRACTS	6,363.74	9,247.14	8,446.94	134,100.00	19,438.47	125,653.06	6.3%	93.7%
3160 COMPUTER SERVICES (OCLC)	4,466.71	1,425.00	9,075.98	66,500.00	2,850.00	57,424.02	13.6%	86.4%
3170 ADMIN/ACCOUNTING SERVICES	5,205.55	4,893.66	7,980.28	44,100.00	9,309.02	36,119.72	18.1%	81.9%
3175 COLLECTION AGENCY SERVICES	1,181.40	1,763.15	4,376.55	24,000.00	3,436.80	19,623.45	18.2%	81.8%
TOTAL PROFESSIONAL SERVICES	20,958.34	21,861.95	46,104.80	351,200.00	40,895.32	305,095.20	13.1%	86.9%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	2,384.29	2,368.84	4,685.88	30,900.00	4,673.63	26,214.12	15.2%	84.8%
3220 POSTAGE	939.07	1,424.61	2,737.62	30,000.00	2,827.37	27,262.38	9.1%	90.9%
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)	0.00	0.00	25.00	10,000.00	19.00	9,975.00	0.3%	99.8%
3250 CONTINUING ED. (ON-SITE)	0.00	0.00	660.00	10,000.00	0.00	9,340.00	6.6%	93.4%
32501 ENCUMBERED CONTINU. ED.(ON-SITE)	0.00	0.00	3,500.00	3,500.00	4,162.56	0.00	100.0%	0.0%
3260 FREIGHT & DELIVERY	61.33	198.63	91.80	1,450.00	198.63	1,358.20	6.3%	93.7%
TOTAL COMMUNICATION & TRANSPORTATION	3,384.69	3,992.08	11,700.30	95,850.00	11,881.19	84,149.70	12.2%	87.8%

AS OF FEBRUARY 28 2013

	2013 FEBRUARY	2012 FEBRUARY	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	30.00	5,500.00	0.00	5,470.00	0.5%	99.5%
TOTAL PRINTING & ADVERTISING	15.00	0.00	30.00	8,250.00	0.00	8,220.00	0.4%	99.6%
INSURANCE								
3410 OFFICIAL BOND	0.00	450.00	0.00	700.00	450.00	700.00	0.0%	100.0%
3420 OTHER INSURANCE	46,892.00	50,111.00	60,967.00	60,400.00	53,311.00	-567.00	100.9%	-0.9%
TOTAL INSURANCE	46,892.00	50,561.00	60,967.00	61,100.00	53,761.00	133.00	99.8%	0.2%
UTILITIES								
3510 GAS	52.02	561.56	420.19	3,100.00	615.68	2,679.81	13.6%	86.4%
3520 ELECTRICITY	24,978.48	24,832.47	51,905.94	292,000.00	50,492.60	240,094.06	17.8%	82.2%
3530 WATER	1,139.76	1,015.44	2,297.50	25,900.00	1,808.04	23,602.50	8.9%	91.1%
TOTAL UTILITIES	26,170.26	26,409.47	54,623.63	321,000.00	52,916.32	266,376.37	17.0%	83.0%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	0.00	0.00	3,168.42	19,000.00	888.79	15,831.58	16.7%	83.3%
3630 OTHER EQUIP/FURNITURE REPAIRS	571.50	1,427.76	991.50	10,200.00	2,121.76	9,208.50	9.7%	90.3%
36301 ENCUMBERED EQUIP/FURN REPAIRS	0.00	0.00	0.00	0.00	3,000.00	0.00	#DIV/0!	#DIV/0!
3640 VEHICLE REPAIR & MAINTENANCE	1,894.95	864.42	1,941.81	8,300.00	1,842.37	6,358.19	23.4%	76.6%
3650 MATERIAL BINDING/REPAIR SERV.	280.52	465.06	662.72	3,000.00	1,033.61	2,337.28	22.1%	77.9%
TOTAL REPAIR & MAINTENANCE	2,746.97	2,757.24	6,764.45	40,500.00	8,886.53	33,735.55	16.7%	83.3%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	37.50	75.00	9,743.50	33,600.00	19,246.00	23,856.50	29.0%	71.0%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	100.00	0.00	100.00	0.0%	100.0%
TOTAL RENTALS	37.50	75.00	9,743.50	33,700.00	19,246.00	23,956.50	28.9%	71.1%
ELECTRONIC SERVICES								
38450 DATABASES SERVICES	925.00	0.00	925.00	91,701.00	0.00	90,776.00	1.0%	99.0%
38460 E-BOOKS SERVICES	0.00	0.00	558.60	73,418.00	0.00	72,859.40	0.8%	99.2%
TOTAL ELECTRONIC SERVICES	925.00	0.00	1,483.60	165,119.00	0.00	163,635.40	0.9%	99.1%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	100.00	5,775.98	6,100.00	7,380.00	5,775.98	1,280.00	82.7%	17.3%
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	17,833.33	0.00	35,666.70	214,000.00	0.00	178,333.30	16.7%	83.3%
3945 TRANSFER TO ANOTHER FUND (R.DAY)	0.00	16,666.67	0.00	0.00	33,333.30	0.00	#DIV/0!	#DIV/0!
3950 EDUCATIONAL SERV/LICENSING	0.00	0.00	0.00	3,400.00	960.00	3,400.00	0.0%	100.0%
TOTAL OTHER CHARGES	17,933.33	22,442.65	41,766.70	227,280.00	40,069.28	185,513.30	18.4%	81.6%
TOTAL OTHER SERVICES/CHARGES	119,063.09	128,099.39	233,183.98	1,303,999.00	227,655.64	1,070,815.02	17.9%	82.1%

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF FEBRUARY 28, 2013

	2013 FEBRUARY	2012 FEBRUARY	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	272.98	0.00	0.00	272.98	0.00	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	175.00	284.99	175.00	16,000.00	1,779.99	15,825.00	1.1%	98.9%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4445 BUILDING RENOVATIONS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4460 IS EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
44601 ENCUMBERED IS EQUIPMENT	0.00	0.00	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	175.00	557.97	175.00	16,000.00	3,564.85	15,825.00	1.1%	98.9%
OTHER CAPITAL OUTLAY								
4510 BOOKS	50,930.43	69,908.54	105,472.50	594,454.00	115,061.75	488,981.50	17.7%	82.3%
4520 PERIODICALS & NEWSPAPERS	0.00	218.21	2,611.91	41,042.00	362.46	38,430.09	6.4%	93.6%
4530 NONPRINT MATERIALS	26,866.48	44,692.75	53,723.21	369,585.00	79,856.83	315,861.79	14.5%	85.5%
4540 ELECTRONIC RESOURCES	0.00	1,055.00	0.00	0.00	1,613.60	0.00	#DIV/0!	#DIV/0!
TOTAL OTHER CAPITAL OUTLAY	77,796.91	115,874.50	161,807.62	1,005,081.00	196,894.64	843,273.38	16.1%	83.9%
TOTAL CAPITAL OUTLAY	77,971.91	116,432.47	161,982.62	1,021,081.00	200,459.49	859,098.38	15.9%	84.1%
TOTAL OPERATING EXPENDITURES	692,426.25	705,190.78	1,303,045.31	7,818,019.99	1,210,921.26	6,514,974.68	16.7%	83.3%

*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 FEBRUARY 28, 2013
TWO MONTHS = 16.7%

	2013 FEBRUARY	2012 FEBRUARY	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	292,716.85	280,351.29	584,825.81	3,843,756.00	556,742.60	3,258,930.19	15.2%	84.8%
EMPLOYEE BENEFITS	187,095.17	156,729.30	294,834.84	1,449,633.99	194,366.96	1,154,799.15	20.3%	79.7%
OTHER WAGES	0.00	0.00	0.00	13,100.00	2,730.73	13,100.00	0.0%	100.0%
TOTAL PERSONNEL SERVICES	<u>479,812.02</u>	<u>437,080.59</u>	<u>879,660.65</u>	<u>5,306,489.99</u>	<u>753,840.29</u>	<u>4,426,829.34</u>	<u>16.6%</u>	<u>83.4%</u>
SUPPLIES								
OFFICE SUPPLIES	4,608.13	3,684.61	9,142.72	49,950.00	6,945.86	40,807.28	18.3%	81.7%
OPERATING SUPPLIES	7,541.23	14,780.67	14,413.20	112,700.00	16,652.52	98,286.80	12.8%	87.2%
REPAIR & MAINT. SUPPLIES	3,429.87	5,113.05	4,662.14	23,800.00	5,367.46	19,137.86	19.6%	80.4%
TOTAL SUPPLIES	<u>15,579.23</u>	<u>23,578.33</u>	<u>28,218.06</u>	<u>186,450.00</u>	<u>28,965.84</u>	<u>158,231.94</u>	<u>15.1%</u>	<u>84.9%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	20,958.34	21,861.95	46,104.80	351,200.00	40,895.32	305,095.20	13.1%	86.9%
COMMUNICATION & TRANSPORTATION	3,384.69	3,992.08	11,700.30	95,850.00	11,881.19	84,149.70	12.2%	87.8%
PRINTING & ADVERTISING	15.00	0.00	30.00	8,250.00	0.00	8,220.00	0.4%	99.6%
INSURANCE	46,892.00	50,561.00	60,967.00	61,100.00	53,761.00	133.00	99.8%	0.2%
UTILITIES	26,170.26	26,409.47	54,623.63	321,000.00	52,916.32	266,376.37	17.0%	83.0%
REPAIR & MAINTENANCE	2,746.97	2,757.24	6,764.45	40,500.00	8,886.53	33,735.55	16.7%	83.3%
RENTALS	37.50	75.00	9,743.50	33,700.00	19,246.00	23,956.50	28.9%	71.1%
ELECTRONIC SERVICES	925.00	0.00	1,483.60	165,119.00	0.00	163,635.40	0.9%	99.1%
OTHER CHARGES	17,933.33	22,442.65	41,766.70	227,280.00	40,069.28	185,513.30	18.4%	81.6%
TOTAL OTHER SERVICES & CHARGES	<u>119,063.09</u>	<u>128,099.39</u>	<u>233,183.98</u>	<u>1,303,999.00</u>	<u>227,655.64</u>	<u>1,070,815.02</u>	<u>17.9%</u>	<u>82.1%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	175.00	557.97	175.00	16,000.00	3,564.85	15,825.00	1.1%	98.9%
OTHER CAPITAL OUTLAY	77,796.91	115,874.50	161,807.62	1,005,081.00	196,894.64	843,273.38	16.1%	83.9%
TOTAL CAPITAL OUTLAY	<u>77,971.91</u>	<u>116,432.47</u>	<u>161,982.62</u>	<u>1,021,081.00</u>	<u>200,459.49</u>	<u>859,098.38</u>	<u>15.9%</u>	<u>84.1%</u>
TOTAL OPERATING EXPENDITURES	<u><u>692,426.25</u></u>	<u><u>705,190.78</u></u>	<u><u>1,303,045.31</u></u>	<u><u>7,818,019.99</u></u>	<u><u>1,210,921.26</u></u>	<u><u>6,514,974.68</u></u>	<u><u>16.7%</u></u>	<u><u>83.3%</u></u>

2012 BUDGET
%USED IN 2012 7,641,343.13
 15.8%

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF FEBRUARY 28, 2013

	2013 FEBRUARY	2012 FEBRUARY	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	13,635.98	7,368.62	27,271.97	177,208.00	14,737.23	149,936.03	15.4%	84.6%
1130 PROFESSIONAL/SUPERVISORS	38,914.31	38,151.28	77,828.63	505,886.00	76,302.56	428,057.37	15.4%	84.6%
1140 PROFESSIONAL ASSISTANTS	97,255.63	95,876.31	194,511.27	1,271,320.00	191,213.91	1,076,808.73	15.3%	84.7%
1150 SPECIALISTS & TECHNICIANS	65,006.68	61,790.02	130,027.97	845,151.00	122,652.58	715,123.03	15.4%	84.6%
1160 CLERICAL ASSISTANTS	31,513.01	30,581.55	64,075.64	434,725.00	61,369.58	370,649.36	14.7%	85.3%
1170 PAGES	18,318.51	19,678.51	34,441.64	240,720.00	36,649.87	206,278.36	14.3%	85.7%
1190 BUILDING MAINTENANCE	28,072.73	26,905.00	56,668.69	368,746.00	53,816.87	312,077.31	15.4%	84.6%
TOTAL SALARIES	292,716.85	280,351.29	584,825.81	3,843,756.00	556,742.60	3,258,930.19	15.2%	84.8%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	17,166.01	16,486.33	34,320.55	237,765.00	32,726.53	203,444.45	14.4%	85.6%
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	24,034.35	0.00	48,125.45	311,493.00	0.00	263,367.55	15.4%	84.6%
12301 ENCUMBERED PERF	0.00	0.00	15,335.99	15,535.99	0.00	200.00	98.7%	1.3%
1235 EMPLOYEE/PERF	7,210.29	0.00	14,437.59	93,448.00	0.00	79,010.41	15.4%	84.6%
1240 EMPLOYER CONT/INSURANCE	134,669.91	136,387.27	174,588.70	725,756.00	153,986.72	551,167.30	24.1%	75.9%
1250 EMPLOYER CONT/MEDICARE	4,014.61	3,855.70	8,026.56	55,636.00	7,653.71	47,609.44	14.4%	85.6%
TOTAL EMPLOYEE BENEFITS	187,095.17	156,729.30	294,834.84	1,449,633.99	194,366.96	1,154,799.15	20.3%	79.7%
OTHER WAGES								
1310 WORKSTUDY	0.00	0.00	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	0.00	0.00	13,100.00	2,730.73	13,100.00	0.0%	100.0%
TOTAL PERSONNEL SERVICES	479,812.02	437,080.59	879,660.65	5,306,489.99	753,840.29	4,426,829.34	16.6%	83.4%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
1004 MISCELLANOUS UNAPPROPRIATED	0.00	113.21	0.00	0.00	414.49	0.00	#DIV/0!	#DIV/0!
2110 OFFICIAL RECORDS	0.00	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	788.27	553.03	1,691.73	14,550.00	1,854.77	12,858.27	11.6%	88.4%
2135 GENERAL SUPPLIES	59.83	70.00	101.46	0.00	70.00	-101.46	#DIV/0!	#DIV/0!
2140 DUPLICATING	3,760.03	2,948.37	6,369.77	33,150.00	4,606.60	26,780.23	19.2%	80.8%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OFFICE SUPPLIES	4,608.13	3,684.61	9,142.72	49,950.00	6,945.86	40,807.28	18.3%	81.7%

*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 FEBRUARY 28, 2013

	2013 FEBRUARY	2012 FEBRUARY	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	4,297.50	5,825.68	6,327.21	37,200.00	5,825.68	30,872.79	17.0%	83.0%
2220 FUEL, OIL, & LUBRICANTS	670.84	710.60	1,807.67	10,000.00	1,724.09	8,192.33	18.1%	81.9%
2230 CATALOGING SUPPLIES-BOOKS	0.00	199.72	356.72	5,500.00	826.03	5,143.28	6.5%	93.5%
2240 A/V SUPPLIES-CATALOGING	0.00	470.99	0.00	10,150.00	470.99	10,150.00	0.0%	100.0%
2250 CIRCULATION SUPPLIES	0.00	7,246.73	2,759.35	37,750.00	7,478.78	34,990.65	7.3%	92.7%
2260 LIGHT BULBS	1,595.59	326.95	1,806.12	4,500.00	326.95	2,693.88	40.1%	59.9%
2280 UNIFORMS	873.00	0.00	873.00	1,700.00	0.00	827.00	51.4%	48.6%
2290 DISPLAY/EXHIBIT SUPPLIES	104.30	0.00	483.13	5,900.00	0.00	5,416.87	8.2%	91.8%
TOTAL OPERATING SUPPLIES	7,541.23	14,780.67	14,413.20	112,700.00	16,652.52	98,286.80	12.8%	87.2%
REPAIR & MAINTENANCE SUPPLIES								
2300 IS SUPPLIES	438.72	603.83	891.99	6,600.00	819.43	5,708.01	13.5%	86.5%
2310 BUILDING MATERIALS & SUPPLIES	2,991.15	4,426.35	3,770.15	16,800.00	4,426.35	13,029.85	22.4%	77.6%
2320 PAINT & PAINTING SUPPLIES	0.00	82.87	0.00	400.00	121.68	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	3,429.87	5,113.05	4,662.14	23,800.00	5,367.46	19,137.86	19.6%	80.4%
TOTAL SUPPLIES	15,579.23	23,578.33	28,218.06	186,450.00	28,965.84	158,231.94	15.1%	84.9%
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	0.00	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	1,860.00	2,119.50	2,046.71	28,500.00	2,285.82	26,453.29	7.2%	92.8%
3140 BUILDING SERVICES	1,880.94	2,413.50	5,548.34	32,000.00	3,575.21	26,451.66	17.3%	82.7%
3150 MAINTENANCE CONTRACTS	6,363.74	9,247.14	8,446.94	134,100.00	19,438.47	125,653.06	6.3%	93.7%
3160 COMPUTER SERVICES (OCLC)	4,466.71	1,425.00	9,075.98	66,500.00	2,850.00	57,424.02	13.6%	86.4%
3170 ADMIN/ACCOUNTING SERVICES	5,205.55	4,893.66	7,980.28	44,100.00	9,309.02	36,119.72	18.1%	81.9%
3175 COLLECTION AGENCY SERVICES	1,181.40	1,763.15	4,376.55	24,000.00	3,436.80	19,623.45	18.2%	81.8%
TOTAL PROFESSIONAL SERVICES	20,958.34	21,861.95	46,104.80	351,200.00	40,895.32	305,095.20	13.1%	86.9%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	2,384.29	2,368.84	4,685.88	30,900.00	4,673.63	26,214.12	15.2%	84.8%
3220 POSTAGE	939.07	1,424.61	2,737.62	30,000.00	2,827.37	27,262.38	9.1%	90.9%
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)	0.00	0.00	25.00	10,000.00	19.00	9,975.00	0.3%	99.8%
3250 CONTINUING ED. (ON-SITE)	0.00	0.00	660.00	10,000.00	0.00	9,340.00	6.6%	93.4%
32501 ENCUMBERED CONTINU. ED.(ON-SITE)	0.00	0.00	3,500.00	3,500.00	4,162.56	0.00	100.0%	0.0%
3260 FREIGHT & DELIVERY	61.33	198.63	91.80	1,450.00	198.63	1,358.20	6.3%	93.7%
TOTAL COMMUNICATION & TRANSPORTATION	3,384.69	3,992.08	11,700.30	95,850.00	11,881.19	84,149.70	12.2%	87.8%

AS OF FEBRUARY 28 2013

	2013 FEBRUARY	2012 FEBRUARY	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	30.00	5,500.00	0.00	5,470.00	0.5%	99.5%
TOTAL PRINTING & ADVERTISING	15.00	0.00	30.00	8,250.00	0.00	8,220.00	0.4%	99.6%
INSURANCE								
3410 OFFICIAL BOND	0.00	450.00	0.00	700.00	450.00	700.00	0.0%	100.0%
3420 OTHER INSURANCE	46,892.00	50,111.00	60,967.00	60,400.00	53,311.00	-567.00	100.9%	-0.9%
TOTAL INSURANCE	46,892.00	50,561.00	60,967.00	61,100.00	53,761.00	133.00	99.8%	0.2%
UTILITIES								
3510 GAS	52.02	561.56	420.19	3,100.00	615.68	2,679.81	13.6%	86.4%
3520 ELECTRICITY	24,978.48	24,832.47	51,905.94	292,000.00	50,492.60	240,094.06	17.8%	82.2%
3530 WATER	1,139.76	1,015.44	2,297.50	25,900.00	1,808.04	23,602.50	8.9%	91.1%
TOTAL UTILITIES	26,170.26	26,409.47	54,623.63	321,000.00	52,916.32	266,376.37	17.0%	83.0%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	0.00	0.00	3,168.42	19,000.00	888.79	15,831.58	16.7%	83.3%
3630 OTHER EQUIP/FURNITURE REPAIRS	571.50	1,427.76	991.50	10,200.00	2,121.76	9,208.50	9.7%	90.3%
36301 ENCUMBERED EQUIP/FURN REPAIRS	0.00	0.00	0.00	0.00	3,000.00	0.00	#DIV/0!	#DIV/0!
3640 VEHICLE REPAIR & MAINTENANCE	1,894.95	864.42	1,941.81	8,300.00	1,842.37	6,358.19	23.4%	76.6%
3650 MATERIAL BINDING/REPAIR SERV.	280.52	465.06	662.72	3,000.00	1,033.61	2,337.28	22.1%	77.9%
TOTAL REPAIR & MAINTENANCE	2,746.97	2,757.24	6,764.45	40,500.00	8,886.53	33,735.55	16.7%	83.3%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	37.50	75.00	9,743.50	33,600.00	19,246.00	23,856.50	29.0%	71.0%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	100.00	0.00	100.00	0.0%	100.0%
TOTAL RENTALS	37.50	75.00	9,743.50	33,700.00	19,246.00	23,956.50	28.9%	71.1%
ELECTRONIC SERVICES								
38450 DATABASES SERVICES	925.00	0.00	925.00	91,701.00	0.00	90,776.00	1.0%	99.0%
38460 E-BOOKS SERVICES	0.00	0.00	558.60	73,418.00	0.00	72,859.40	0.8%	99.2%
TOTAL ELECTRONIC SERVICES	925.00	0.00	1,483.60	165,119.00	0.00	163,635.40	0.9%	99.1%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	100.00	5,775.98	6,100.00	7,380.00	5,775.98	1,280.00	82.7%	17.3%
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	17,833.33	0.00	35,666.70	214,000.00	0.00	178,333.30	16.7%	83.3%
3945 TRANSFER TO ANOTHER FUND (R.DAY)	0.00	16,666.67	0.00	0.00	33,333.30	0.00	#DIV/0!	#DIV/0!
3950 EDUCATIONAL SERV/LICENSING	0.00	0.00	0.00	3,400.00	960.00	3,400.00	0.0%	100.0%
TOTAL OTHER CHARGES	17,933.33	22,442.65	41,766.70	227,280.00	40,069.28	185,513.30	18.4%	81.6%
TOTAL OTHER SERVICES/CHARGES	119,063.09	128,099.39	233,183.98	1,303,999.00	227,655.64	1,070,815.02	17.9%	82.1%

MONROE COUNTY PUBLIC LIBRARY
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AS OF FEBRUARY 28, 2013

	2013 FEBRUARY	2012 FEBRUARY	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	272.98	0.00	0.00	272.98	0.00	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	175.00	284.99	175.00	16,000.00	1,779.99	15,825.00	1.1%	98.9%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4445 BUILDING RENOVATIONS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4460 IS EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
44601 ENCUMBERED IS EQUIPMENT	0.00	0.00	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	175.00	557.97	175.00	16,000.00	3,564.85	15,825.00	1.1%	98.9%
OTHER CAPITAL OUTLAY								
4510 BOOKS	50,930.43	69,908.54	105,472.50	594,454.00	115,061.75	488,981.50	17.7%	82.3%
4520 PERIODICALS & NEWSPAPERS	0.00	218.21	2,611.91	41,042.00	362.46	38,430.09	6.4%	93.6%
4530 NONPRINT MATERIALS	26,866.48	44,692.75	53,723.21	369,585.00	79,856.83	315,861.79	14.5%	85.5%
4540 ELECTRONIC RESOURCES	0.00	1,055.00	0.00	0.00	1,613.60	0.00	#DIV/0!	#DIV/0!
TOTAL OTHER CAPITAL OUTLAY	77,796.91	115,874.50	161,807.62	1,005,081.00	196,894.64	843,273.38	16.1%	83.9%
TOTAL CAPITAL OUTLAY	77,971.91	116,432.47	161,982.62	1,021,081.00	200,459.49	859,098.38	15.9%	84.1%
TOTAL OPERATING EXPENDITURES	692,426.25	705,190.78	1,303,045.31	7,818,019.99	1,210,921.26	6,514,974.68	16.7%	83.3%

*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 FEBRUARY 28, 2013
TWO MONTHS = 16.7%

	2013 FEBRUARY	2012 FEBRUARY	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	292,716.85	280,351.29	584,825.81	3,843,756.00	556,742.60	3,258,930.19	15.2%	84.8%
EMPLOYEE BENEFITS	187,095.17	156,729.30	294,834.84	1,449,633.99	194,366.96	1,154,799.15	20.3%	79.7%
OTHER WAGES	0.00	0.00	0.00	13,100.00	2,730.73	13,100.00	0.0%	100.0%
TOTAL PERSONNEL SERVICES	<u>479,812.02</u>	<u>437,080.59</u>	<u>879,660.65</u>	<u>5,306,489.99</u>	<u>753,840.29</u>	<u>4,426,829.34</u>	<u>16.6%</u>	<u>83.4%</u>
SUPPLIES								
OFFICE SUPPLIES	4,608.13	3,684.61	9,142.72	49,950.00	6,945.86	40,807.28	18.3%	81.7%
OPERATING SUPPLIES	7,541.23	14,780.67	14,413.20	112,700.00	16,652.52	98,286.80	12.8%	87.2%
REPAIR & MAINT. SUPPLIES	3,429.87	5,113.05	4,662.14	23,800.00	5,367.46	19,137.86	19.6%	80.4%
TOTAL SUPPLIES	<u>15,579.23</u>	<u>23,578.33</u>	<u>28,218.06</u>	<u>186,450.00</u>	<u>28,965.84</u>	<u>158,231.94</u>	<u>15.1%</u>	<u>84.9%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	20,958.34	21,861.95	46,104.80	351,200.00	40,895.32	305,095.20	13.1%	86.9%
COMMUNICATION & TRANSPORTATION	3,384.69	3,992.08	11,700.30	95,850.00	11,881.19	84,149.70	12.2%	87.8%
PRINTING & ADVERTISING	15.00	0.00	30.00	8,250.00	0.00	8,220.00	0.4%	99.6%
INSURANCE	46,892.00	50,561.00	60,967.00	61,100.00	53,761.00	133.00	99.8%	0.2%
UTILITIES	26,170.26	26,409.47	54,623.63	321,000.00	52,916.32	266,376.37	17.0%	83.0%
REPAIR & MAINTENANCE	2,746.97	2,757.24	6,764.45	40,500.00	8,886.53	33,735.55	16.7%	83.3%
RENTALS	37.50	75.00	9,743.50	33,700.00	19,246.00	23,956.50	28.9%	71.1%
ELECTRONIC SERVICES	925.00	0.00	1,483.60	165,119.00	0.00	163,635.40	0.9%	99.1%
OTHER CHARGES	17,933.33	22,442.65	41,766.70	227,280.00	40,069.28	185,513.30	18.4%	81.6%
TOTAL OTHER SERVICES & CHARGES	<u>119,063.09</u>	<u>128,099.39</u>	<u>233,183.98</u>	<u>1,303,999.00</u>	<u>227,655.64</u>	<u>1,070,815.02</u>	<u>17.9%</u>	<u>82.1%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	175.00	557.97	175.00	16,000.00	3,564.85	15,825.00	1.1%	98.9%
OTHER CAPITAL OUTLAY	77,796.91	115,874.50	161,807.62	1,005,081.00	196,894.64	843,273.38	16.1%	83.9%
TOTAL CAPITAL OUTLAY	<u>77,971.91</u>	<u>116,432.47</u>	<u>161,982.62</u>	<u>1,021,081.00</u>	<u>200,459.49</u>	<u>859,098.38</u>	<u>15.9%</u>	<u>84.1%</u>
TOTAL OPERATING EXPENDITURES	<u>692,426.25</u>	<u>705,190.78</u>	<u>1,303,045.31</u>	<u>7,818,019.99</u>	<u>1,210,921.26</u>	<u>6,514,974.68</u>	<u>16.7%</u>	<u>83.3%</u>

2012 BUDGET
%USED IN 2012 7,641,343.13
 15.8%

MONROE COUNTY PUBLIC LIBRARY

Operating Budget & Expenditure Report

January 1, 2013 to February 28, 2013
2 months = 16.7%

Object	Object Descr	2013					%YTD Budget
		2013 Budget	Jan.	Feb.	2013 YTD Amt	2013 YTD Balance	
11200	ADMINISTRATION	\$177,208.00	\$13,635.99	\$13,635.98	\$27,271.97	\$149,936.03	15.39%
11300	PROF/SUPERVISORS	\$505,886.00	\$38,914.32	\$38,914.31	\$77,828.63	\$428,057.37	15.38%
11400	PROFESSIONAL	\$1,271,320.00	\$97,255.64	\$97,255.63	\$194,511.27	\$1,076,808.73	15.30%
11500	SPECIALIST/TECHNICIANS	\$845,151.00	\$65,021.29	\$65,006.68	\$130,027.97	\$715,123.03	15.39%
11600	CLERICAL ASSISTANTS	\$434,725.00	\$32,562.63	\$31,513.01	\$64,075.64	\$370,649.36	14.74%
11700	PAGES	\$240,720.00	\$16,123.13	\$18,318.51	\$34,441.64	\$206,278.36	14.31%
11800	TEMPORAY STAFF	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
11900	BUILDING	\$368,746.00	\$28,595.96	\$28,072.73	\$56,668.69	\$312,077.31	15.37%
12100	FICA/EMPLOYER	\$237,765.00	\$17,154.54	\$17,166.01	\$34,320.55	\$203,444.45	14.43%
12200	UNEMPLOYMENT	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
12300	PERF/EMPLOYER	\$311,493.00	\$24,091.10	\$24,034.35	\$48,125.45	\$263,367.55	15.45%
12301	ENCUMBERED PERF	\$15,535.99	\$15,335.99	\$0.00	\$15,335.99	\$200.00	98.71%
12350	PERF/EMPLOYEE	\$93,448.00	\$72,227.30	\$7,210.29	\$14,437.59	\$79,010.41	15.45%
12400	INS/EMPLOYER	\$725,756.00	\$39,918.79	\$134,669.9	\$174,588.70	\$551,167.30	24.06%
12500	MEDICARE/EMPLOYER	\$55,636.00	\$4,011.95	\$4,014.61	\$8,026.56	\$47,609.44	14.43%
13100	WORK STUDY	\$3,100.00	\$0.00	\$0.00	\$0.00	\$3,100.00	0.00%
21100	OFFICIAL RECORDS	\$1,300.00	\$979.76	\$0.00	\$979.76	\$320.24	75.37%
21200	STATIONERY/BUS. CARDS	\$950.00	\$0.00	\$0.00	\$0.00	\$950.00	0.00%
21300	OFFICE SUPPLIES	\$14,550.00	\$903.46	\$788.27	\$1,691.73	\$12,858.27	11.63%
21350	GENERAL SUPPLIES	\$0.00	\$41.63	\$59.83	\$101.46	-\$101.46	0.00%
21400	DUPLICATING	\$33,150.00	\$2,609.74	\$3,760.03	\$6,369.77	\$26,780.23	19.22%
22100	CLEANING SUPPLIES	\$37,200.00	\$2,029.71	\$4,297.50	\$6,327.21	\$30,872.79	17.01%
22200	FUEL/OIL/LUBRICANTS	\$10,000.00	\$1,136.83	\$670.84	\$1,807.67	\$8,192.33	18.08%
22300	CATALOGING	\$5,500.00	\$356.72	\$0.00	\$356.72	\$5,143.28	6.49%
22400	A/V SUPPLIES/CATALOG	\$10,150.00	\$0.00	\$0.00	\$0.00	\$10,150.00	0.00%
22500	CIRCULATION SUPPLIES	\$37,750.00	\$2,759.35	\$0.00	\$2,759.35	\$34,990.65	7.31%
22600	LIGHT BULBS	\$4,500.00	\$210.53	\$1,595.59	\$1,806.12	\$2,693.88	40.14%
22800	UNIFORMS	\$1,700.00	\$0.00	\$873.00	\$873.00	\$827.00	51.35%
22900	DISPLAY/EXHIBITS SUPPLIES	\$5,900.00	\$378.83	\$104.30	\$483.13	\$5,416.87	8.19%
23000	IS SUPPLIES	\$6,600.00	\$453.27	\$438.72	\$891.99	\$5,708.01	13.52%
23100	BUILDING MATERIAL	\$16,800.00	\$779.00	\$2,991.15	\$3,770.15	\$13,029.85	22.44%
23200	PAINT/PAINTING SUPPLIES	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
31100	CONSULTING SERVICES	\$12,000.00	\$8,630.00	\$0.00	\$8,630.00	\$3,370.00	71.92%
31200	ENGINEERING/ARCHITECTU	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
31300	LEGAL SERVICES	\$28,500.00	\$186.71	\$1,860.00	\$2,046.71	\$26,453.29	7.18%
31400	BUILDING SERVICES	\$32,000.00	\$3,667.40	\$1,880.94	\$5,548.34	\$26,451.66	17.34%
31500	MAINTENANCE	\$134,100.00	\$2,083.20	\$6,363.74	\$8,446.94	\$125,653.06	6.30%
31600	COMPUTER SERVICES	\$66,500.00	\$4,609.27	\$4,466.71	\$9,075.98	\$57,424.02	13.65%
31700	ADMIN/ACCOUNTING	\$44,100.00	\$2,774.73	\$5,205.55	\$7,980.28	\$36,119.72	18.10%
31750	COLLECTION AGENCY	\$24,000.00	\$3,195.15	\$1,181.40	\$4,376.55	\$19,623.45	18.24%
32100	TELEPHONE	\$30,900.00	\$2,301.59	\$2,384.29	\$4,685.88	\$26,214.12	15.16%
32150	CABLE TV SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
32200	POSTAGE	\$30,000.00	\$1,798.55	\$939.07	\$2,737.62	\$27,262.38	9.13%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$25.00	\$0.00	\$25.00	\$9,975.00	0.25%
32500	CONTINUING	\$10,000.00	\$660.00	\$0.00	\$660.00	\$9,340.00	6.60%
32501	ENCUMBERED CONTINUING	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00	\$0.00	100.00
32600	FREIGHT/DELIVERY	\$1,450.00	\$30.47	\$61.33	\$91.80	\$1,358.20	6.33%
33100	ADVERTISING/PUBLICATIO	\$2,750.00	\$0.00	\$0.00	\$0.00	\$2,750.00	0.00%
33200	PRINTING SERVICES	\$5,500.00	\$15.00	\$15.00	\$30.00	\$5,470.00	0.55%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
34200	OTHER INSURANCE	\$60,400.00	\$14,075.00	\$46,892.00	\$60,967.00	-\$567.00	100.94
35100	GAS	\$3,100.00	\$368.17	\$52.02	\$420.19	\$2,679.81	13.55%
35200	ELECTRICITY	\$292,000.00	\$26,927.46	\$24,978.48	\$51,905.94	\$240,094.06	17.78%
35300	WATER	\$25,900.00	\$1,157.74	\$1,139.76	\$2,297.50	\$23,602.50	8.87%
36100	BUILDING REPAIRS	\$19,000.00	\$3,168.42	\$0.00	\$3,168.42	\$15,831.58	16.68%
36300	OTHER EQUIP/FURNITURE	\$10,200.00	\$420.00	\$571.50	\$991.50	\$9,208.50	9.72%
36400	VEHICLE	\$8,300.00	\$46.86	\$1,894.95	\$1,941.81	\$6,358.19	23.40%
36500	MATERIALS	\$3,000.00	\$382.20	\$280.52	\$662.72	\$2,337.28	22.09%

MONROE COUNTY PUBLIC LIBRARY

Operating Budget & Expenditure Report

January 1, 2013 to February 28, 2013
2 months = 16.7%

Object	Object Descr	2013					2013
		Budget	Jan.	Feb.	YTD Amt	YTD Balance	%YTD Budget
37100	REAL ESTATE	\$33,600.00	\$9,706.00	\$37.50	\$9,743.50	\$23,856.50	29.00%
37200	EQUIPMENT RENTAL	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
38450	DATABASES	\$91,701.00	\$0.00	\$925.00	\$925.00	\$90,776.00	1.01%
38460	E-BOOKS	\$73,418.00	\$558.60	\$0.00	\$558.60	\$72,859.40	0.76%
39100	DUES/INSTITUTIONAL	\$7,380.00	\$6,000.00	\$100.00	\$6,100.00	\$1,280.00	82.66%
39200	INTEREST/TEMPORARY	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
39400	TRANSFER TO LIRF	\$214,000.00	\$17,833.37	\$17,833.33	\$35,666.70	\$178,333.30	16.67%
39500	EDUCATIONAL/LICENSING	\$3,400.00	\$0.00	\$0.00	\$0.00	\$3,400.00	0.00%
44300	OTHER EQUIPMENT	\$16,000.00	\$0.00	\$175.00	\$175.00	\$15,825.00	1.09%
45100	BOOKS	\$594,454.00	\$54,542.07	\$50,930.43	\$105,472.50	\$488,981.50	17.74%
45200	PERIODICALS/NEWSPAPERS	\$41,042.00	\$2,611.91	\$0.00	\$2,611.91	\$38,430.09	6.36%
45300	NONPRINT MATERIALS	\$369,585.00	\$26,856.73	\$26,866.48	\$53,723.21	\$315,861.79	14.54%
		\$7,818,019.99	\$610,619.06	\$692,426.25	\$1,303,045.31	\$6,514,974.68	16.67%

MONROE COUNTY PUBLIC LIBRARY

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Page 1

LIRF Budget & Expenditure Report

January 1, 2013 to February 28, 2013
2 months = 16.7%

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

MONROE COUNTY PUBLIC LIBRARY

Debt Service Budget & Expenditures Report

January 1, 2013 to February 28, 2013
2 months = 16.7%

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

MONROE COUNTY PUBLIC LIBRARY

Rainy Day Budget & Expenditures Report

January 1, 2013 to February 28, 2013
2 months = 16.7%

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

MONROE COUNTY PUBLIC LIBRARY

Special Revenue Budget & Expenditure Report

January 1, 2013 to February 28, 2013
2 months = 16.7%

Object	Object Descr	2013		YTD	2013		
		Budget	Jan.		Feb.	YTD	%YTD
				Amount	Balance	Budget	
11300	PROF/SUPERVISORS	\$61,430.17	\$4,725.43	\$4,725.44	\$9,450.87	\$51,979.30	15.38%
11400	PROFESSIONAL ASSISTANT	\$123,662.53	\$9,512.48	\$9,512.50	\$19,024.98	\$104,637.5	15.38%
11600	CLERICAL ASSISTANTS	\$179,261.78	\$13,805.32	\$13,734.60	\$27,539.92	\$151,721.8	15.36%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$22,590.01	\$1,646.88	\$1,640.45	\$3,287.33	\$19,302.68	14.55%
12300	PERF/EMPLOYER	\$36,685.86	\$3,586.78	\$2,181.59	\$5,768.37	\$30,917.49	15.72%
12350	PERF/EMPLOYEE CONTRIB.	\$0.00	\$653.59	\$654.48	\$1,308.07	-\$1,308.07	0.00%
12400	INS/EMPLOYER	\$70,000.00	\$8,974.90	\$13,440.16	\$22,415.06	\$47,584.94	32.02%
12500	MEDICARE/EMPLOYER	\$5,283.14	\$385.16	\$383.65	\$768.81	\$4,514.33	14.55%
13100	WORK STUDY	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21200	STATIONERY/BUS. CARDS	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21300	OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21400	DUPLICATING	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
22200	FUEL/OIL/LUBRICANTS	\$1,000.00	\$0.00	\$31.77	\$31.77	\$968.23	3.18%
22700	VIDEO TAPE/MEDIA STORAGE	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00	0.00%
23000	IS SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
23500	VIDEO MATERIALS/CATS	\$10,000.00	\$422.12	\$224.46	\$646.58	\$9,353.42	6.47%
31100	CONSULTING SERVICES	\$5,000.00	\$335.00	\$0.00	\$335.00	\$4,665.00	6.70%
31300	LEGAL SERVICES	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
31600	COMPUTER SERVICES	\$0.00	\$49.90	\$49.90	\$99.80	-\$99.80	0.00%
31650	DIGITIZATION SERVICES	\$2,500.00	\$0.00	\$1,505.00	\$1,505.00	\$995.00	60.20%
31700	ADMIN/ACCOUNTING	\$0.00	\$6.74	\$1.94	\$8.68	-\$8.68	0.00%
32100	TELEPHONE	\$3,500.00	\$288.93	\$250.65	\$539.58	\$2,960.42	15.42%
32150	CABLE TV SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
32200	POSTAGE	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
32300	TRAVEL EXPENSE	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32400	PROFESSIONAL MTG/OFF	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32600	FREIGHT/DELIVERY	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
36300	OTHER EQUIP/FURNITURE	\$6,000.00	\$35.00	\$140.00	\$175.00	\$5,825.00	2.92%
37100	REAL ESTATE	\$3,500.00	\$733.50	\$0.00	\$733.50	\$2,766.50	20.96%
39100	DUES/INSTITUTIONAL	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
39500	EDUCATIONAL/LICENSING	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
39600	COMMUNITY NEWS SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
44100	FURNITURE	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0.00%
44700	EQUIPMENT - CATS	\$50,000.00	\$352.02	\$0.00	\$352.02	\$49,647.98	0.70%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
		\$632,213.49	\$45,513.75	\$48,476.59	\$93,990.34	\$538,223.1	14.87%

MONROE COUNTY PUBLIC LIBRARY

LCPF Budget & Expenditure Report

January 1, 2013 to February 28, 2013
2 months = 16.7%

Object	Object Descr	2013 Budget	Jan.	Feb.	YTD Amount	2013 YTD Balance	2013 %YTD Budget
44601	ENCUMBERED IS	\$10,975.00	\$10,817.71	\$0.00	\$10,817.71	\$157.29	98.57%
		\$10,975.00	\$10,817.71	\$0.00	\$10,817.71	\$157.29	98.57%

MONROE COUNTY PUBLIC LIBRARY

Gen. Obligation Bond Budget & Expenditure

January 1, 2013 to February 28, 2013
2 months = 16.7%

Object	Object Descr	2013 Budget	Jan.	Feb.	YTD Amount	2013 YTD Balance	2013 %YTD Budget
31300	LEGAL SERVICES	\$0.00	\$0.00	\$11,500.00	\$11,500.00	-\$11,500.00	0.00%
31700	ADMIN/ACCOUNTING	\$0.00	\$22,028.82	\$0.00	\$22,028.82	-\$22,028.82	0.00%
33100	ADVERTISING/PUBLICAT	\$0.00	\$0.00	\$194.26	\$194.26	-\$194.26	0.00%
44300	OTHER EQUIPMENT	\$0.00	\$0.00	\$24,075.25	\$24,075.25	-\$24,075.25	0.00%
44600	IS EQUIPMENT	\$58,000.00	\$0.00	\$0.00	\$0.00	\$58,000.00	0.00%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$4,723.80	\$4,723.80	\$20,276.20	18.90%
44700	EQUIPMENT - CATS	\$45,000.00	\$553.40	\$0.00	\$553.40	\$44,446.60	1.23%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
		\$133,000.00	\$22,582.22	\$40,493.31	\$63,075.53	\$69,924.47	47.43%

MONROE COUNTY PUBLIC LIBRARY

Expenditure Summary compared to last year

2013 compared to 2012: Period Ending February

Fund	Fund Descr	2013 Budget	February 2013 Amt	2013 YTD Amt	2012 Budget	February 2012 Amt	2012 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,818,019.99	\$692,426.25	\$1,303,045.31	\$7,641,343.13	\$705,190.78	\$1,210,921.26	8.00%
002	JAIL	\$0.00	\$285.15	\$285.15	\$0.00	\$892.07	\$892.07	-68.00%
003	CLEARING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
004	GIFT	\$0.00	\$0.00	\$150.81	\$0.00	\$0.00	\$0.00	0.00%
005	PLAC	\$0.00	\$0.00	\$2,400.00	\$0.00	\$0.00	\$2,400.00	0.00%
006	RETIREEES	\$0.00	\$3,140.60	\$3,361.80	\$0.00	\$6,365.81	\$6,471.40	-48.00%
007	LIRF	\$350,000.00	\$0.00	\$0.00	\$350,000.00	\$0.00	\$0.00	0.00%
008	DEBT SERVICE	\$600,000.00	\$0.00	\$0.00	\$322,088.00	\$0.00	\$0.00	0.00%
009	RAINY DAY	\$400,000.00	\$0.00	\$0.00	\$410,000.00	\$724.00	\$1,957.63	-100.00%
010	PAYROLL	\$0.00	\$347,296.56	\$664,021.09	\$0.00	\$342,386.16	\$637,365.90	4.00%
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	\$5,827.21	\$11,080.05	\$0.00	\$7,170.49	\$23,616.02	-53.00%
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	\$6,138.09	\$8,758.70	\$0.00	\$5,940.67	\$7,702.40	14.00%
020	SPECIAL REVENUE	\$632,213.49	\$48,476.59	\$93,990.34	\$642,803.96	\$43,641.32	\$83,431.88	13.00%
021	CAPITAL PROJECTS	\$10,975.00	\$0.00	\$10,817.71	\$543,411.00	\$15,813.06	\$23,197.66	-53.00%
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	\$3,479.22	\$12,007.40	\$0.00	\$4,605.25	\$6,442.64	86.00%
025	LSTA-SMITHVILLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
026	GENERAL	\$133,000.00	\$40,493.31	\$63,075.53	\$0.00	\$0.00	\$0.00	0.00%
027	COMMUNITY FDTN	\$26,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$10,072,058.48	\$1,147,562.98	\$2,172,993.89	\$9,909,646.09	\$1,132,729.61	\$2,004,398.86	8.00%

MONROE COUNTY PUBLIC LIBRARY

Monthly Revenue Report (Cash Basis)

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

Source	Source Descr	2013 Budget	February 2013 Amt	2013 YTD Amt	2012 Budget	February 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	\$0.00	\$27,071.09	\$232,699.00	\$0.00	\$0.00	0.00%
00400	COUNTY OPTION INCOME TAX	\$1,954,656.00	\$172,969.23	\$345,938.46	\$1,980,075.00	\$164,950.76	\$329,901.52	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	\$347.11	\$720.83	\$0.00	\$410.25	\$635.61	13.00%
03500	LOST/DAMAGED	\$0.00	\$2,577.49	\$4,556.42	\$0.00	\$2,463.93	\$4,768.08	-4.00%
03600	FINES/FEES	\$175,000.00	\$12,950.42	\$27,179.62	\$175,000.00	\$16,653.48	\$33,111.72	-18.00%
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	\$589.40	\$1,902.20	\$6,000.00	\$1,675.17	\$2,168.17	-12.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$140.49	\$7,066.38	\$0.00	\$1,653.20	\$5,125.78	38.00%
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	\$360.00	\$360.00	-100.00%
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	\$123.71	\$255.46	\$0.00	\$260.50	\$503.51	-49.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM	\$6,000.00	\$1,075.31	\$2,340.95	\$7,500.00	\$914.77	\$2,038.28	15.00%
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	\$1,800.00	\$1,800.00	-100.00%
53000	LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$7,702,529.00	\$190,773.16	\$417,031.41	\$7,066,220.00	\$191,142.06	\$380,412.67	10.00%

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: February 2013

FUND Descr	02/01/2013	MTD Debit	MTD Credit	02/28/2013	Bal Sht Descr
OPERATING	\$1,902.17	\$1.00	\$0.00	\$1,903.17	CHASE/BANK ONE SAVINGS
OPERATING	\$7,368.55	\$7,350.31	\$0.00	\$14,718.86	ONB/MONROE BANK CHECKING
OPERATING	\$9,924.01	\$9,496.81	\$0.00	\$19,420.82	UNITED COMMERCE BANK
OPERATING	-\$460,039.38	\$476,027.29	\$677,768.85	-\$661,780.94	FIFTH THIRD BANK CHECKING
OPERATING	\$1,252,624.30	\$1,073.68	\$300,000.00	\$953,697.98	FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	\$811,779.65	\$493,949.09	\$977,768.85	\$327,959.89	
JAIL	\$6,000.00	\$0.00	\$285.15	\$5,714.85	FIFTH THIRD BANK CHECKING
GIFT UNRESTRICTED	\$131.67	\$149.06	\$0.00	\$280.73	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$2.00	\$3.00	\$0.00	\$5.00	UNITED COMMERCE BANK
GIFT UNRESTRICTED	\$12,533.68	\$0.00	\$0.00	\$12,533.68	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$12,667.35	\$152.06	\$0.00	\$12,819.41	
PLAC	\$350.00	\$350.00	\$0.00	\$700.00	ONB/MONROE BANK CHECKING
PLAC	\$550.00	\$600.00	\$0.00	\$1,150.00	UNITED COMMERCE BANK
PLAC	\$300.00	\$0.00	\$0.00	\$300.00	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$1,200.00	\$950.00	\$0.00	\$2,150.00	
RETIREEES	\$899.40	\$1,120.60	\$3,140.60	-\$1,120.60	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	\$2,541.41	\$0.00	\$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	\$33,644.94	\$0.00	\$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	
GIFT-RESTRICED	\$160.00	\$885.00	\$0.00	\$1,045.00	ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$241.10	\$320.00	\$11.50	\$549.60	UNITED COMMERCE BANK
GIFT-RESTRICED	\$73,712.99	\$5,033.64	\$5,849.35	\$72,897.28	FIFTH THIRD BANK CHECKING
Fund 016 GIFT-RESTRICED	\$74,114.09	\$6,238.64	\$5,860.85	\$74,491.88	
GIFT-FOUNDATION	\$2.57	\$0.00	\$0.00	\$2.57	ONB/MONROE BANK CHECKING
GIFT-FOUNDATION	\$5,705.31	\$0.00	\$6,138.09	-\$432.78	FIFTH THIRD BANK CHECKING
Fund 019 GIFT-FOUNDATION	\$5,707.88	\$0.00	\$6,138.09	-\$430.21	
SPECIAL REVENUE	\$208.81	\$70.00	\$1.94	\$276.87	UNITED COMMERCE BANK
SPECIAL REVENUE	\$66,180.63	\$156,224.50	\$48,474.65	\$173,930.48	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$60,000.00	\$0.00	\$0.00	\$60,000.00	FIFTH THIRD BANK SAVINGS
Fund 020 SPECIAL REVENUE	\$126,389.44	\$156,294.50	\$48,476.59	\$234,207.35	

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: February 2013

FUND Descr	02/01/2013	MTD Debit	MTD Credit	02/28/2013	Bal Sht Descr
CAPITAL PROJECTS	\$187,772.58	\$0.00	\$0.00	\$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	\$418,856.68	\$0.00	\$0.00	\$418,856.68	
FINRA GRANT	\$9,502.09	\$0.00	\$3,479.22	\$6,022.87	FIFTH THIRD BANK CHECKING
GENERAL OBLIGATION BOND	\$39,213.40	\$0.00	\$40,493.31	-\$1,279.91	FIFTH THIRD BANK CHECKING
GENERAL OBLIGATION BOND	\$1,719,600.00	\$0.00	\$0.00	\$1,719,600.00	FIFTH THIRD BANK SAVINGS
Fund 026 GENERAL OBLIGATION BOND	\$1,758,813.40	\$0.00	\$40,493.31	\$1,718,320.09	
	\$6,001,455.15	\$658,704.89	\$1,085,642.66	\$5,574,517.38	

MONROE COUNTY PUBLIC LIBRARY

03/15/13 11:08 AM
Page 1

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CHASE BANK SAVINGS

06110 BANKONESV

February 2013

Account Summary

Beginning Balance on	2/1/2013	\$11,915.72
+	Receipts/Deposits	\$1.00
-	Payments (Checks and Withdrawals)	\$0.00
Ending Balance as of	2/28/2013	\$11,916.72

Check Book Balance

Active	G 001-06110	OPERATING	\$1,903.17
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	\$11,916.72

Beginng Balance	\$11,915.72
+ Total Deposits	\$1.00
- Checks Written	\$0.00
Check Book Balance	\$11,916.72
Difference	\$0.00

MONROE COUNTY PUBLIC LIBRARY

03/15/13 11:18 AM
Page 1

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ONB MONROE CHECKING
06300 ONB/MONROE
February 2013

Account Summary

Beginning Balance on	2/1/2013	\$8,012.79
+	Receipts/Deposits	\$8,734.37
-	Payments (Checks and Withdrawals)	\$0.00
Ending Balance as of	2/28/2013	\$16,747.16

Check Book Balance

Active	G 001-06300	OPERATING	\$14,718.86
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$280.73
Active	G 005-06300	PLAC	\$700.00
Active	G 006-06300	RETIREEES	\$0.00
Active	G 007-06300	LIRF	\$0.00
Active	G 008-06300	DEBT SERVICE	\$0.00
Active	G 012-06300	TEEN COUNCIL	\$0.00
Active	G 015-06300	LSTA	\$0.00
Active	G 016-06300	GIFT-RESTRICED	\$1,045.00
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	\$16,747.16
	Beginng Balance		\$8,012.79
	+ Total Deposits		\$8,734.37
	- Checks Written		\$0.00
	Check Book Balance		\$16,747.16
	Difference		\$0.00

MONROE COUNTY PUBLIC LIBRARY

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UNITED COMMERCE

06400 UNITED COM

February 2013

Account Summary

Beginning Balance on	2/1/2013	\$10,925.92
+	Receipts/Deposits	\$10,476.37
-	Payments (Checks and Withdrawals)	\$0.00
Ending Balance as of	2/28/2013	\$21,402.29

Check Book Balance

Active	G 001-06400	OPERATING	\$19,420.82
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$5.00
Active	G 005-06400	PLAC	\$1,150.00
Active	G 016-06400	GIFT-RESTRICED	\$549.60
Active	G 020-06400	SPECIAL REVENUE	\$276.87
		Cash	\$21,402.29
	Beginng Balance	\$10,925.92	
	+ Total Deposits	\$10,476.37	
	- Checks Written	\$0.00	
	Check Book Balance	\$21,402.29	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

03/15/13 12:11 PM
Page 1

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FIFTH THIRD CHECKING
06500 FIFTHCKNG
February 2013**

Account Summary

Beginning Balance on	2/1/2013	\$261,961.39
+	Receipts/Deposits	\$635,319.47
-	Payments (Checks and Withdrawals)	\$735,637.95
Ending Balance as of	2/28/2013	\$161,642.91

Check Book Balance

Active	G 001-06500	OPERATING	-\$661,780.94
Active	G 002-06500	JAIL	\$5,714.85
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	RETIREEES	-\$1,120.60
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	\$0.00
Active	G 016-06500	GIFT-RESTRICED	\$72,897.28
Active	G 019-06500	GIFT-FOUNDATION	-\$432.78
Active	G 020-06500	SPECIAL REVENUE	\$173,930.48
Active	G 021-06500	CAPITAL PROJECTS	\$187,772.58
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$6,022.87
Active	G 025-06500	LSTA-SMITHVILLE NEWS	\$0.00
Active	G 026-06500	GENERAL OBLIGATION	-\$1,279.91
Active	G 027-06500	COMMUNITY FDTN	\$0.00
		Cash	\$57,107.26

Beginng Balance	\$261,961.39
+ Total Deposits	\$635,319.47
- Checks Written	\$840,173.60
Check Book Balance	\$57,107.26
O/S Checks	\$104,535.65

MONROE COUNTY PUBLIC LIBRARY

***Check Reconciliation©**

FIFTH THIRD SAVINGS

06510 FIFTHSAVG

February 2013

Account Summary

Beginning Balance on	2/1/2013	\$4,765,270.27
+ Receipts/Deposits		\$1,073.68
- Payments (Checks and Withdrawals)		\$300,000.00
Ending Balance as of	2/28/2013	\$4,466,343.95

Check Book Balance

Active	G 001-06510	OPERATING	\$953,697.98
Active	G 007-06510	LIRF	\$526,518.58
Active	G 008-06510	DEBT SERVICE	\$31,103.53
Active	G 009-06510	RAINY DAY	\$944,339.76
Active	G 016-06510	GIFT-RESTRICED	\$0.00
Active	G 020-06510	SPECIAL REVENUE	\$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	\$4,466,343.95

Beginng Balance	\$4,765,270.27
+ Total Deposits	\$1,073.68
- Checks Written	\$300,000.00
Check Book Balance	\$4,466,343.95
Difference	\$0.00

TO: Monroe County Public Library – Board of Trustees
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager
RE: Personnel Report
DATE: March 27, 2013

Beginning Employment

- Marc Tschida, Adult Teen Services, Grant Non-Profit Central Coordinator-Temporary Position, Pay Grade H, 25 hours per week, effective April 1, 2013.

Ending Employment

- Jackson Fagan, Circulation, Page, Pay Grade A, 15-18 hours per week, effective February 25, 2013.
- Jason Evans Groth, Adult & Teen Services, Grant Project Librarian-Temporary Position, Pay Grade H, 20 hours per week, effective February 10, 2013.
- Amy Luxenburger, Circulation, Page, Pay Grade A, 15-18 hours per week, effective March 17, 2013.
- Margaret Harter, Administration, Community Relations Coordinator, Pay Grade I, 37.5 hours per week effective March 22, 2013.
- Jeff Canada, Facilities, Security Technician, Pay Grade E, effective March 24, 2013

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

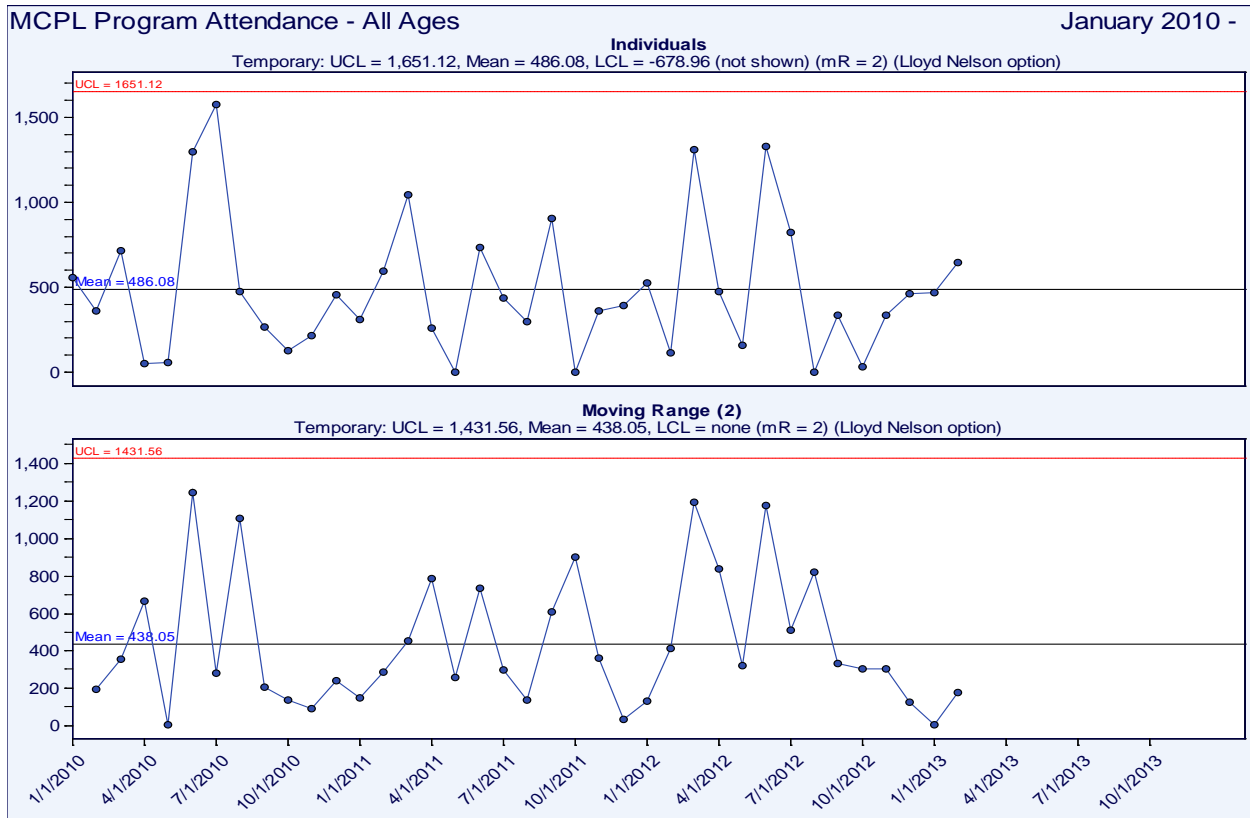
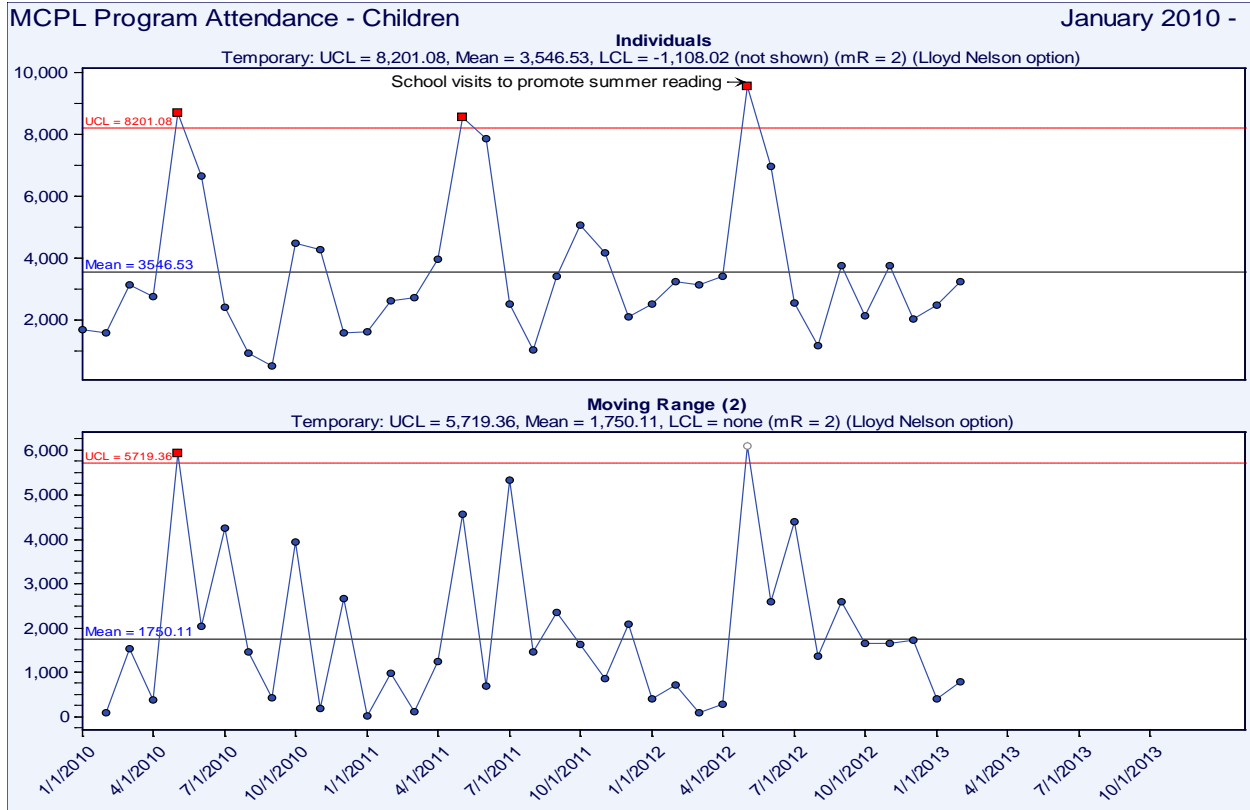
Monroe County Public Library Employees, Hours and Wages, by Pay Period, 2010-

02/08/13	140	20	160	4,110	580	4,690	146,237	18,072	164,309
02/22/13	140	20	160	4,110	580	4,690	144,546	17,601	162,147
03/08/13	143	19	162	4,025	560	4,585	145,161	17,315	162,476

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	
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	E-book update-Pam Wasmer and Mickey Needham
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: Sue Sater, Administration
September	11	Work Session	
	18	Public Hearing	2014 Budget
	18	Board Meeting	Department update: CATS, Michael White
October	9	Work Session	2014 Budget, as recommended by County Council
	16	Board Meeting	Adopt 2014 Budget; Dept update: Mark Mobley, Facilities
November	13	Work Session	
	20	Board Meeting	Approve 2014 employee insurance package; Dept update: Ned Baugh, Information Services
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.

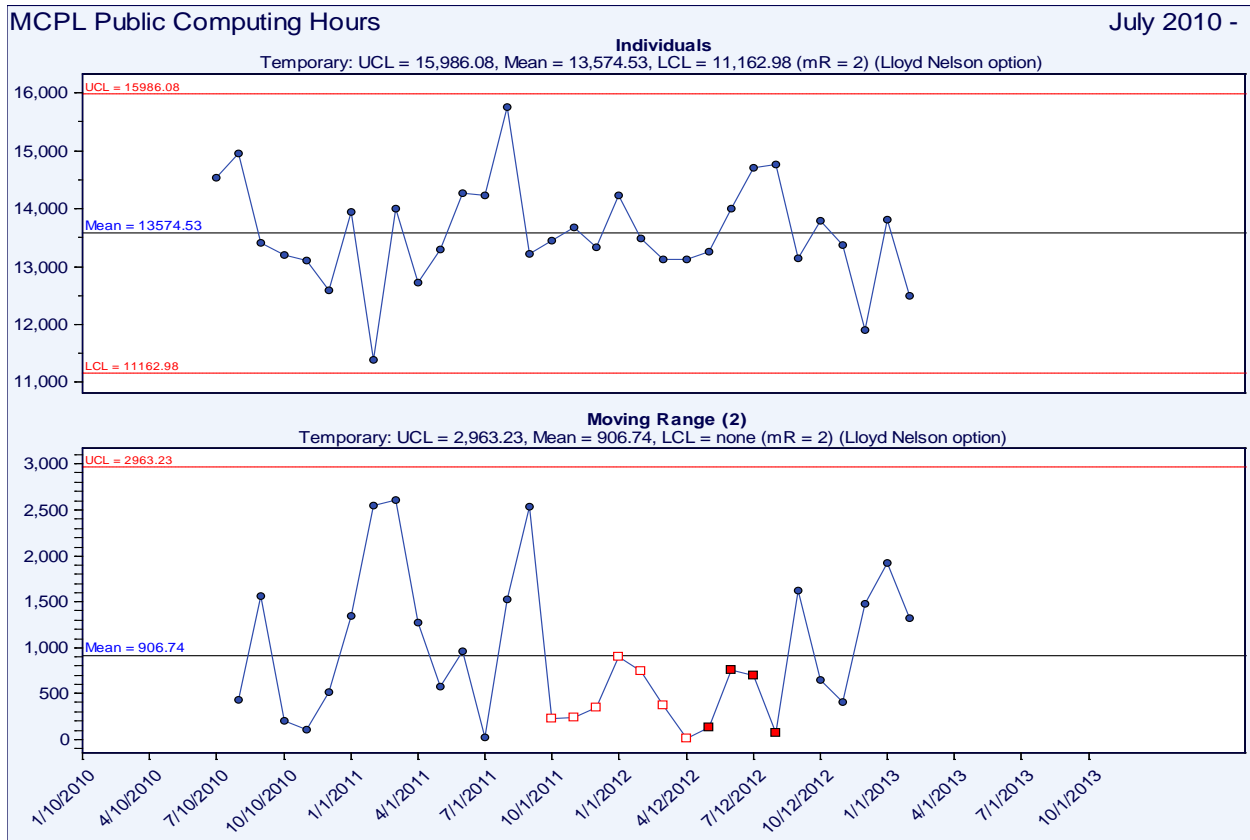
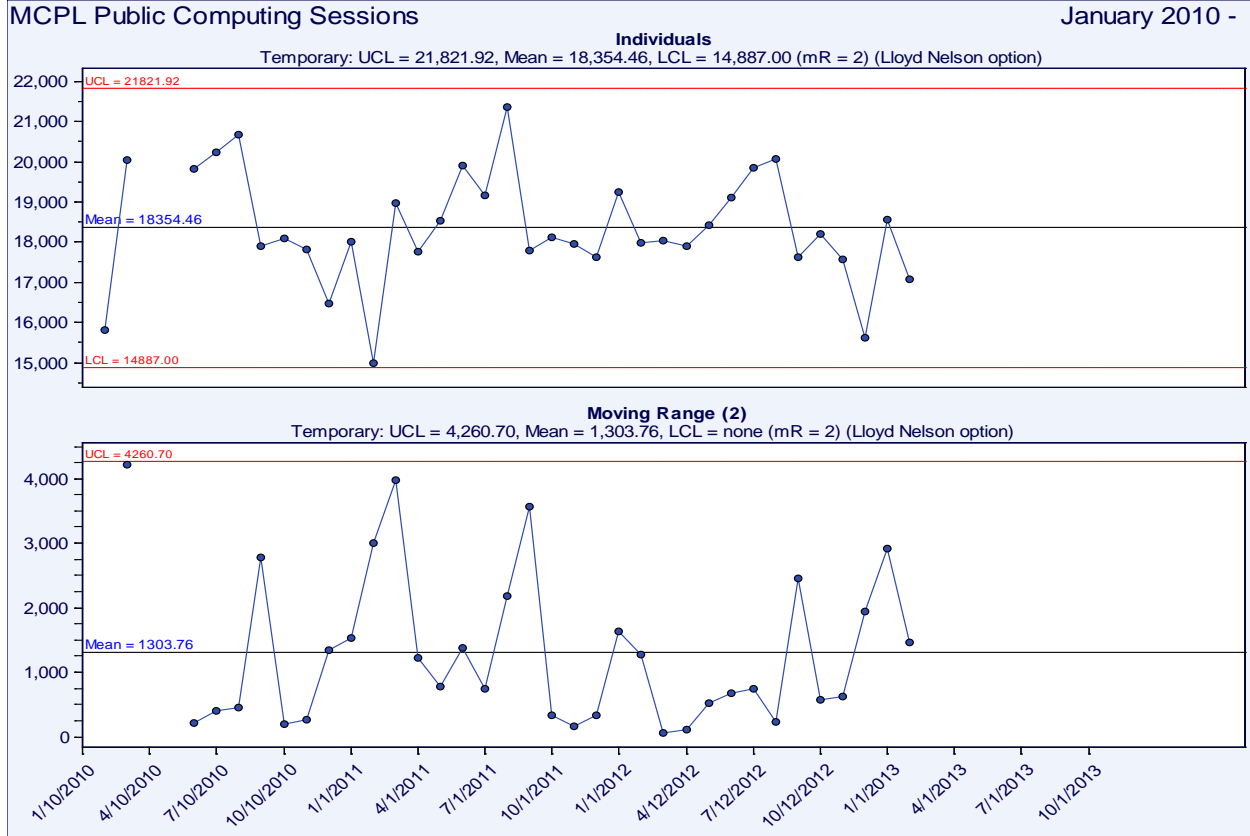
- In February, 4,135 patrons visited the Learn and Play Space. 1,241 people visited during a supervised "Learning through Play" session.
- Mary Frasier secured a partnership with IU School of ED researchers to evaluate Learn and Place Space activities and processes. They are conducting interviews with staff and surveying patrons. Their report is due in late April.
- The Children's Services Department presented 21 preschool story and activity programs for 776 children and caregivers in-house at the Main Library. Offsite, Mary Frasier presented two special needs programs for preschool children at Highland Park Elementary.
- Head Start story times for the month of February were full of silliness. We read *Shark in the Park* by Nick Sharratt and *Duck on a Bike* by David Shannon, and we enjoyed the action song "Shake My Sillies Out." The main attraction proved to be the new felt board/prop presentation of "On Top of Spaghetti," complete with a rolling styrofoam meatball on a string.
- Outreach Librarian Polly O'Shea also gave an early literacy presentation for parents and caregivers during the Arlington Head Start open house event. More casual than a formal ECRR workshop, the main focus was to relate the important role that parents and caregivers have in their child's development of pre-reading skills and to provide simple activities and book lists that support pre-reading skill development.
- A Head Start group visited the Ellettsville Branch for a special story time.
- Penny Gillie created an annotated list of rhyming books that parents can share with their preschool child to develop phonemic awareness.

1B. Support basic literacy skills.

- By invitation, Josh and Christina presented three programs offsite for 113 students at Arlington, Clear Creek, and Grandview Elementary Schools.
- The Homework Center was open for 21 days and hosted 69 help sessions for children in grades K-6.
- Volunteers were trained to assist in the growing numbers for monthly "Read to the Dogs" program at the Ellettsville Branch.
- In 2012, 266 young people under age 18 removed the blocks on their library cards, through the Read It Off program. Each time a student checked out and returned a book or magazine and had a short conversation with a library staff member, the library waived \$5 in fines. All told, the library waived \$6,780 in fines during 2012.
- Circulation issued 18 cards to children participating in the IU Proton Therapy Center treatment and staying at Jill's House; the children borrowed 358 items.
- Sara Laughlin attended a meeting with partners Foundation of Monroe County Community Schools and WFIU/WTIU to plan for "Bloomington Reads" week in April.
- 191 people attended 20 VITAL programs this month including Writing Group, English Conversation Groups, and Basic Literacy Tutor Training. VITAL tutors provided 277 hours of one-on-one tutoring; there are 85 learners currently matched with tutors. We are thrilled that 13 new tutors completed the Basic Literacy Tutor Training and are eager to be matched with adult learners.

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

- Austin Stroud arranged for a Technology Management Club from the IU Kelley School of Business to teach a budgeting class on Excel in March. In April, Dr. Noriko Hara's IU SLIS class on library instruction will present three classes (social networking, resume writing, and health information searching).
- VITAL has access to new instructional technologies through Broadview Learning Center and WorkOne and is currently assessing individual learners to determine what types of programming will

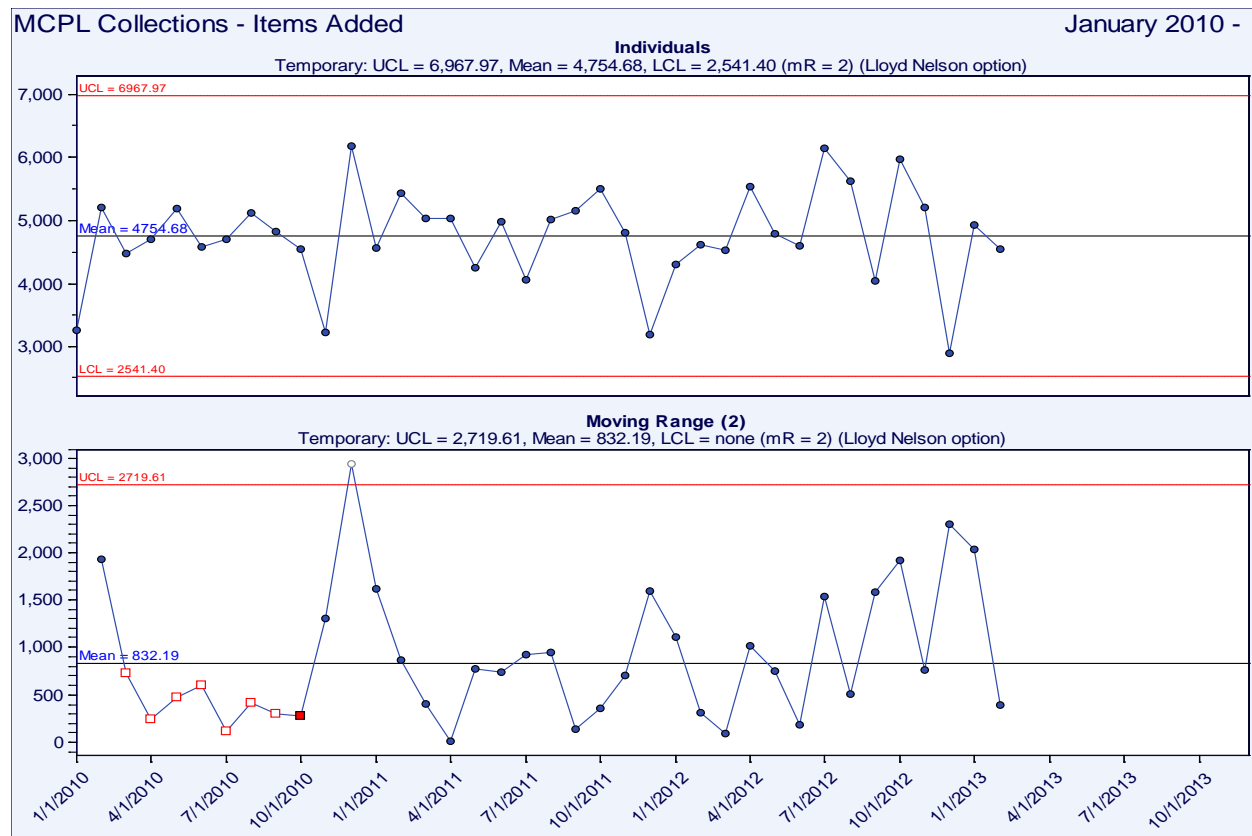


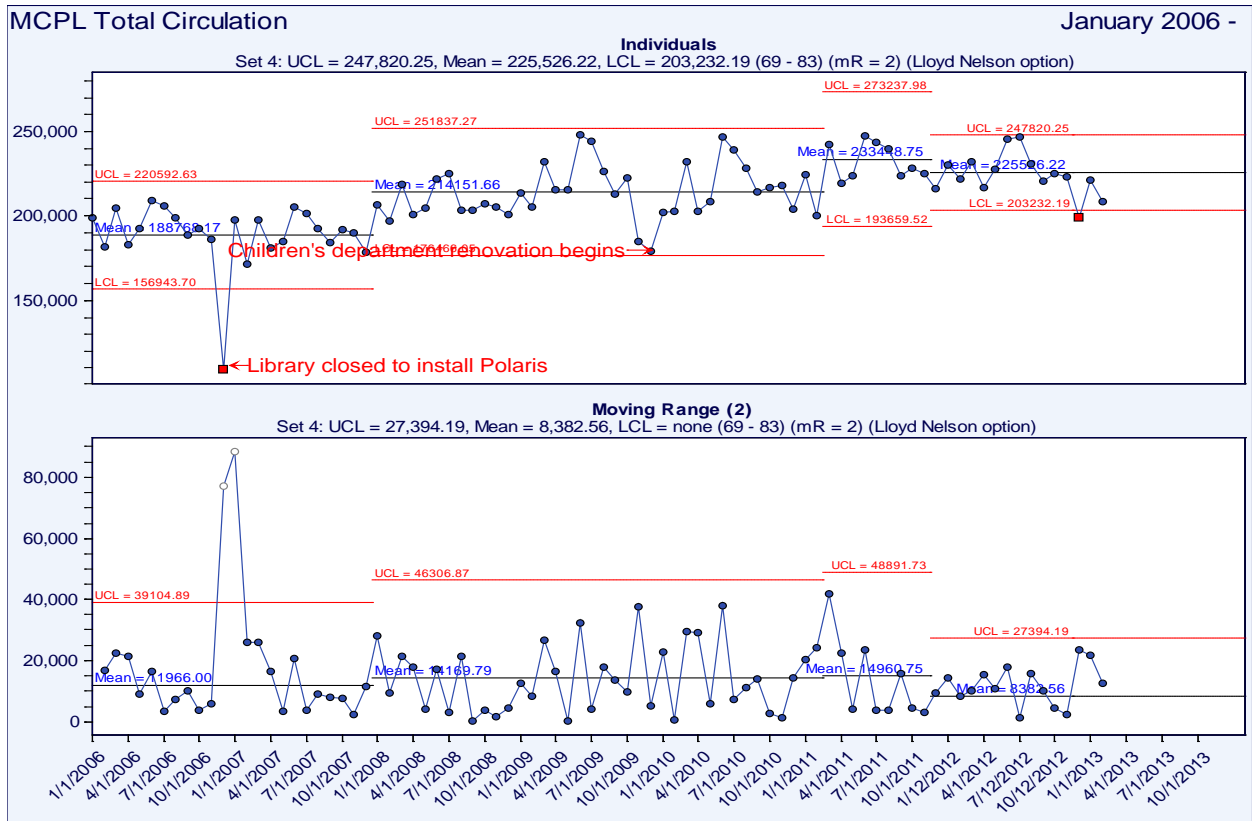
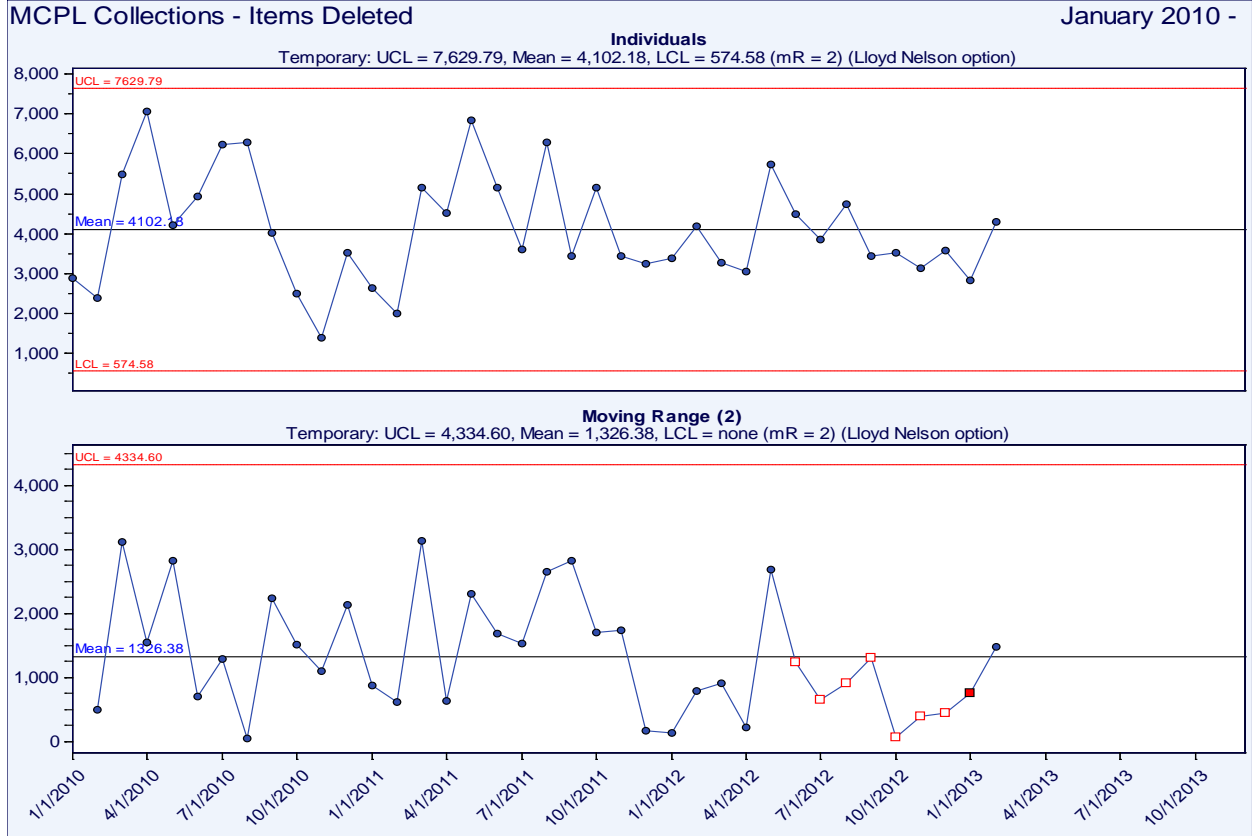
best support their literacy goals and provide them with increased learning opportunities. **WIN Career Readiness Courseware** provides online coursework that develops the skills needed to be successful in the 21st century job market including applied mathematics, locating information, reading for information and more. **ITTS** provides reading, language and math instruction that prepares students for the GED test. **ELLIS** is an online language learning provide that provides targeted instruction in grammar, pronunciation, vocabulary and communication.

1D. Support digital creativity.

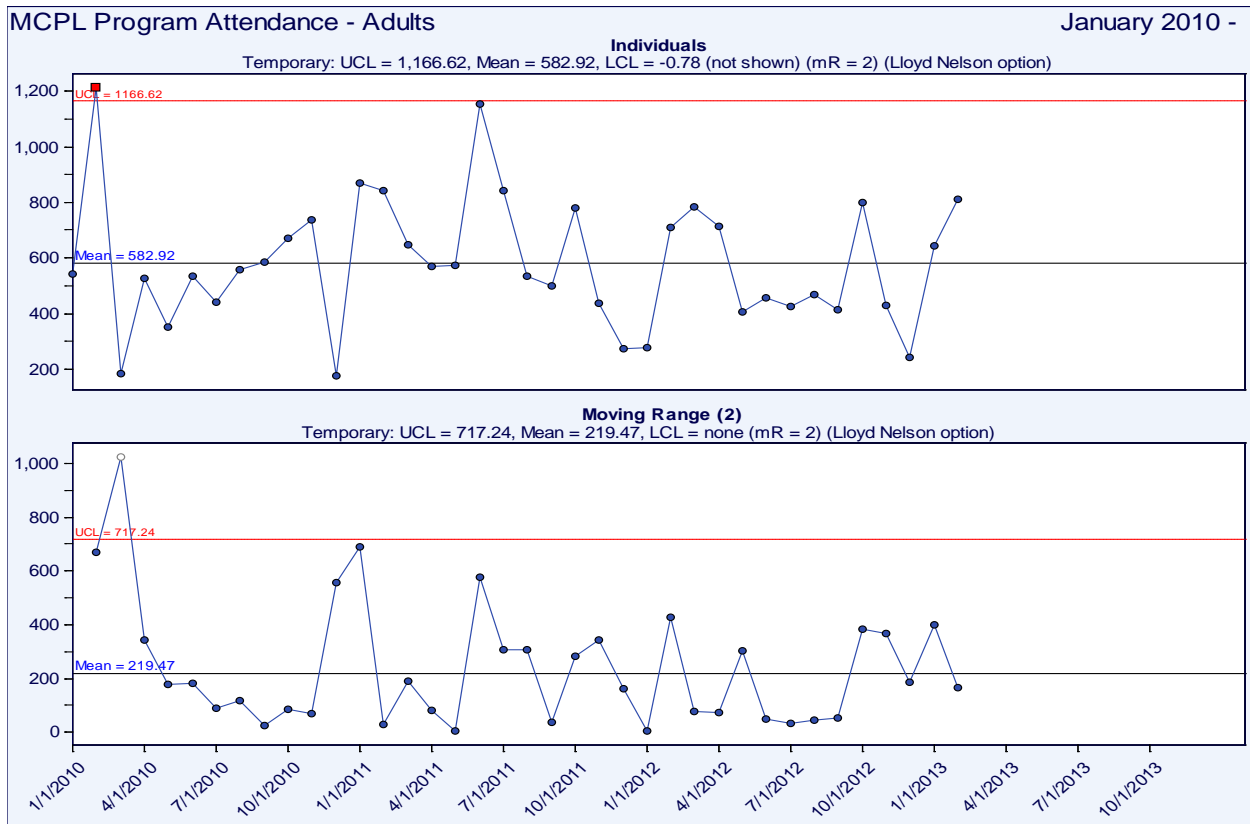
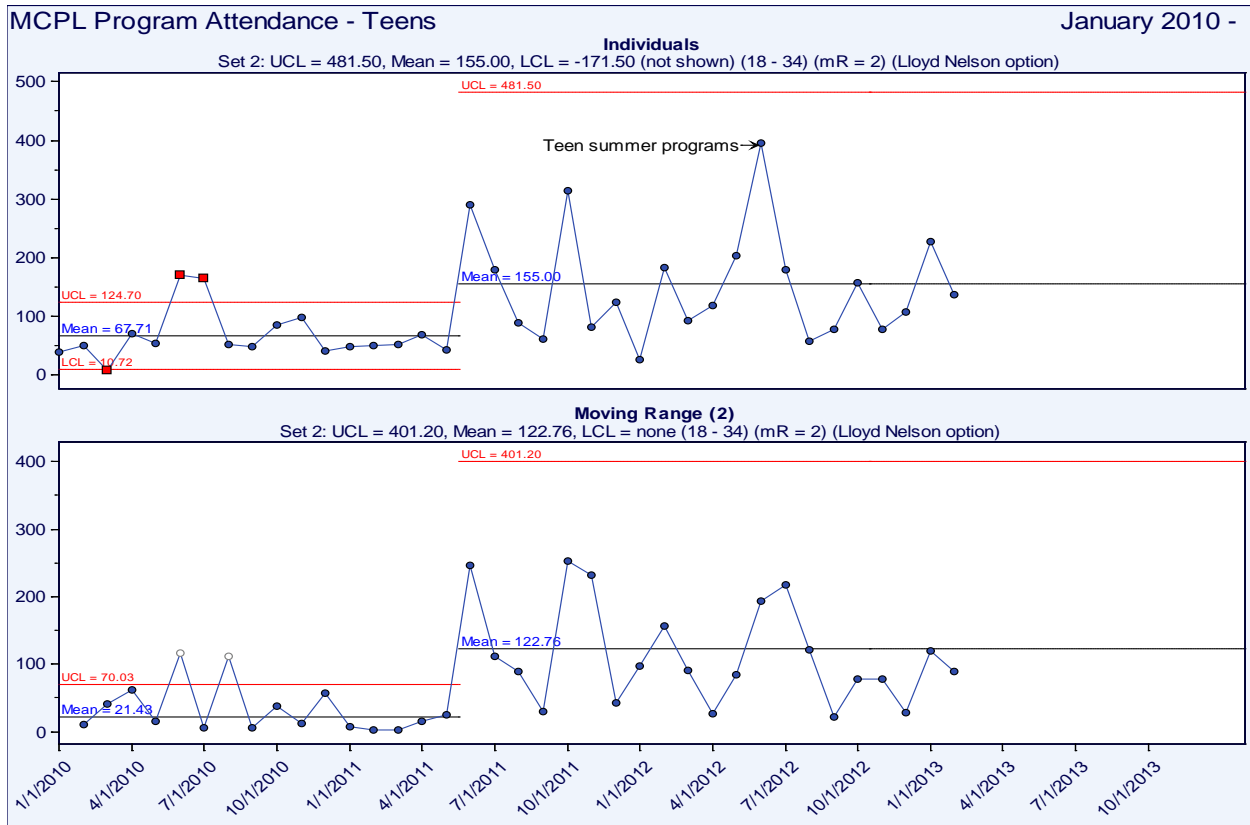
1E. Maintain collections to meet current needs, adding new formats and removing obsolete formats.

- Stephanie Holman weeded the Ellettsville Branch children folk and fairy tales, as Mickey Needham began major weeding in adult fiction.
- Sara Laughlin gave a presentation to the 30 members of the Bloomington Women's Club on February 26 on favorite books, how to find the next good book, and resources for book clubs.
- Collection Services Manager Pam Wasmer spoke to all circulation staff about the Continuous Review Evaluation Weeding Method (CREW). Circulation Staff read excerpts from the manual and planned to focus on weeding for poor physical condition (worn, torn, stained, smelly, broken binding, brittle pages, etc.).
- Overdrive launched a new user interface improving content discovery and navigation for downloadable ebooks and audiobooks. The "Next Generation" digital library also offers a "one-step checkout" through a browser-based reading format. The "one-step" option addresses patron frustration with multi-step navigation and transfer of files.





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



2A. Provide programs for teens and adults.

- The “Winter Reading” program wrapped up in February with 229 patrons participating online or in person at the Main Library. This brings the total to 427 for January and February combined. The final prize winner was selected and will receive a handmade Edgar Allen Poe themed quilt and book. A total of 548 staff members also participated. Thanks to the Staff Association for staff prizes and to Shawn Henline for her work in making the program a great success.
- 15 teens attended “Anime Club,” where they made chopstick catapults and set up a target with various points to practice trajectory, flight path, and aim. Several teens also participated in a dramatic read aloud from a popular manga.
- Christine Friesel met with a nine students and the instructor of an IU undergraduate class (*Fund Development for the Arts*) to provide instruction on the Foundation Center’s Database of Grantmakers.
- *Pre-Civil War Era African Americans in Owen County*: Christine Friesel provided an instructional session for IU Living Learning Center residents on how to locate information on the first African Americans settlers in Owen County. Eight students and two instructors attended.
- Luann Dillon led 11 family history researchers in an overview of the recently released 1940 Census names and the impact of the 1930's on Census questions and the lives of our ancestors. Searching on Ancestry Library Edition and Family Search turned up a few relatives.

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

- Josh Wolf, Lisa Champelli, and Sara Laughlin met with MCCSC Elementary Curriculum Director Tammy Miller to discuss new partnerships that will increase student access to MCPL’s digital resources.
- The Winter VITAL newsletter, with the latest VITAL news and referral information for prospective tutors and learners, was distributed in February to 275 community members and local service agencies.
- Stephanie Holman recorded PSAs at WCLS radio for upcoming March programs. The Ellettsville Branch has heard almost daily from patrons who heard the PSAs.
- Supported by a Community Foundation grant to the Boys & Girls Club, Sara Laughlin and Mickey Needham participated with other interested individuals and organizations to “dream big” about future Ellettsville partnerships that will serve the needs of area residents.
- Penny Gillie represented the library at the Edgewood Early Childhood Center’s Math and Science night. Forty-five preschoolers visited her station and took turns predicting whether objects would sink or float when placed in water.
- Christine Friesel made a presentation about the Smithville News and other Indiana Room projects for the 27 Lion’s Club members at the American Legion. Russ Working, the Lions Club program chair, viewed our July presentation on CATS and wanted others to hear about the project and local history.
- Steve Backs spoke on WFIU radio about “Maker Spaces and Digital Creativity” with Jenett Tillotson of Bloominglabs and Daniel Hickey of Indiana University. The interview was featured on Artworks and is archived on the WFIU Radio website (<http://indianapublicmedia.org/artworks/13-08/>).
- Chris Hosler worked with teachers to lead a research session on primary sources for 25 Batchelor Middle School students preparing for this year's National History Day.
- The Indiana Room previewed of the new *Monroe County Timeline*. In attendance were Elizabeth Schlemmer and Diane Ballard from the Monroe History Center, along with many library staff.

2C. Strengthen services for nonprofit organizations.

- Stephanie Holman worked with RBBCSC art teachers to gather student art for a Youth Art Month display. She also worked with the family of art teacher Cindy Marshall to create a memorial within

the display. Cindy worked at the local junior high for 34 years and passed away from cancer early this year. Cindy was pivotal in creating the mural that hangs in the Young Adult section of the Ellettsville Branch.

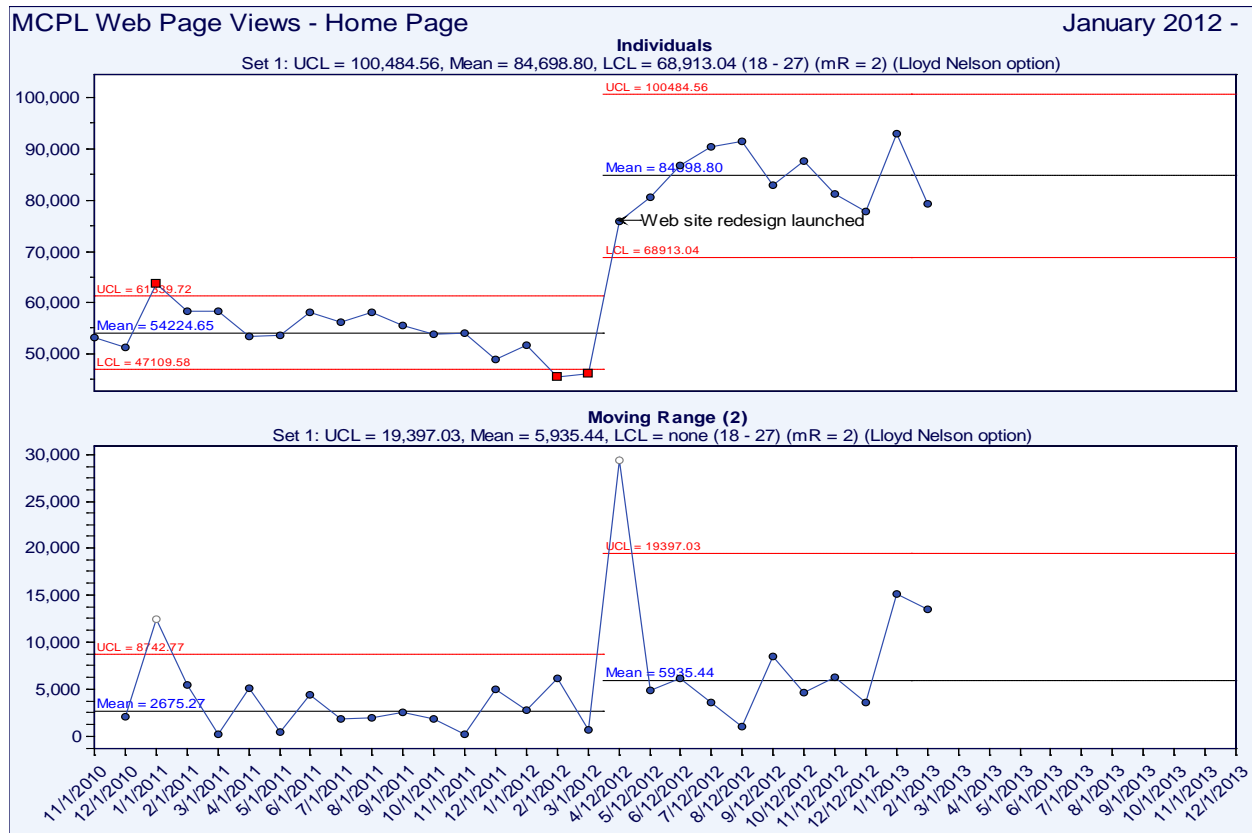
- Christine Friesel served on the United Way of Monroe County Community Investment Committee. This is her fourth year with the allocations process, studying proposals from local nonprofits to determine the appropriate allotment.
- Christine Friesel attended city's Nonprofit Board Certificate Program, led by IU SPEA Professor Al Lyons.

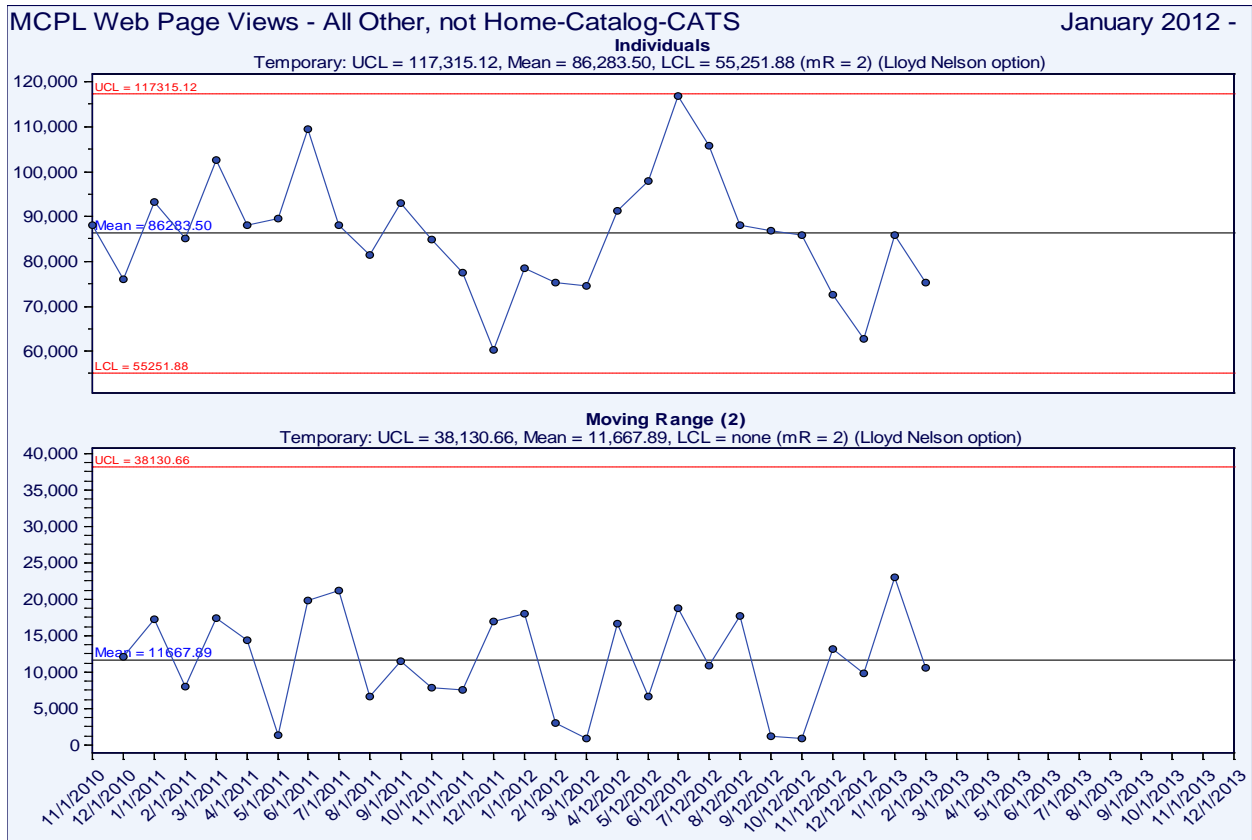
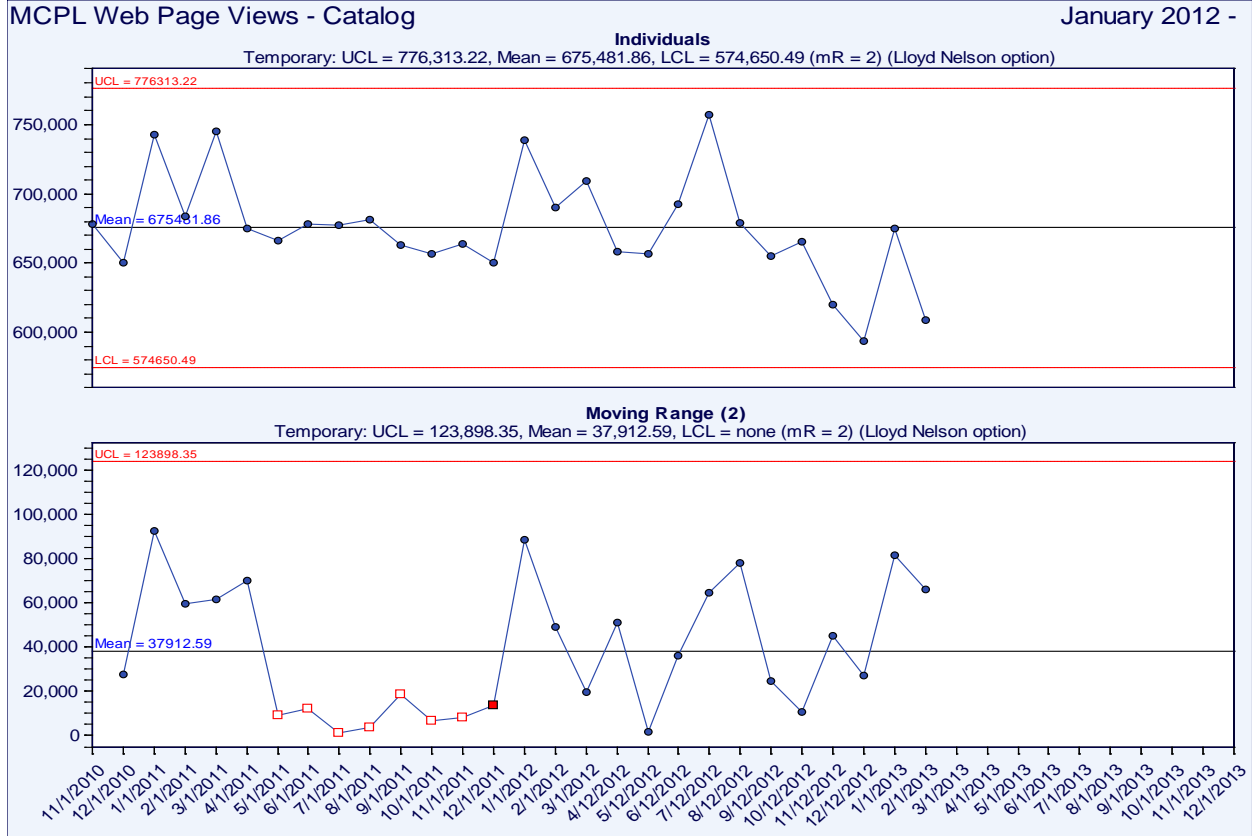
2D. Continually refresh web content and improve usability based on principles of user-centered design.

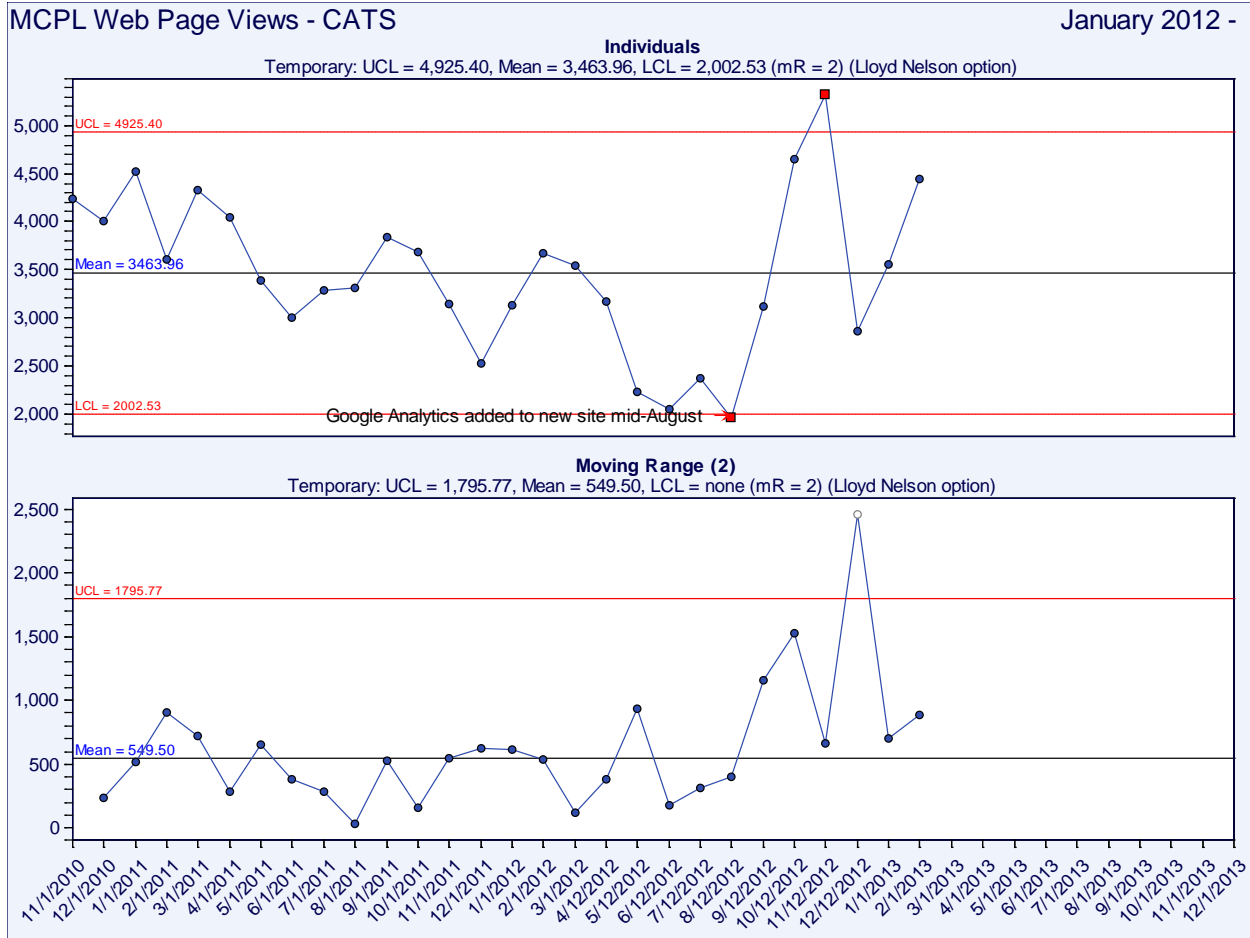
2E. Increase technological infrastructure capacity to support increased digital focus.

- The City of Bloomington signed an agreement with AT&T to add Public, Educational, and Governmental channels, which means that CATS channels will now be available to U-verse subscribers, although they will be buried in a second-tier menu.

February Meeting Rooms/Auditorium Use		
Meeting Rooms	Main Library meeting rooms used	107
	Main Library auditorium used	11
	Main Library atrium	0
	Ellettsville Branch	14
	TOTAL MEETING ROOMS USED	132





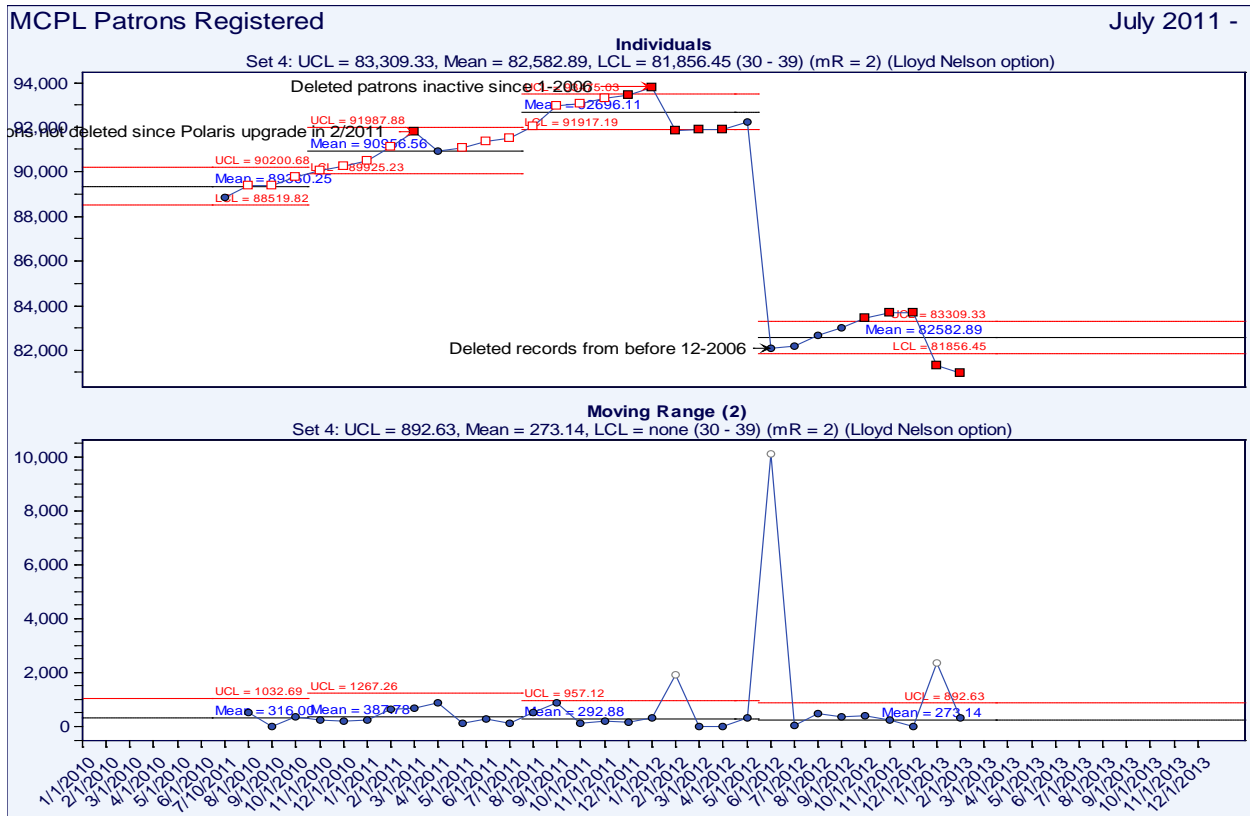
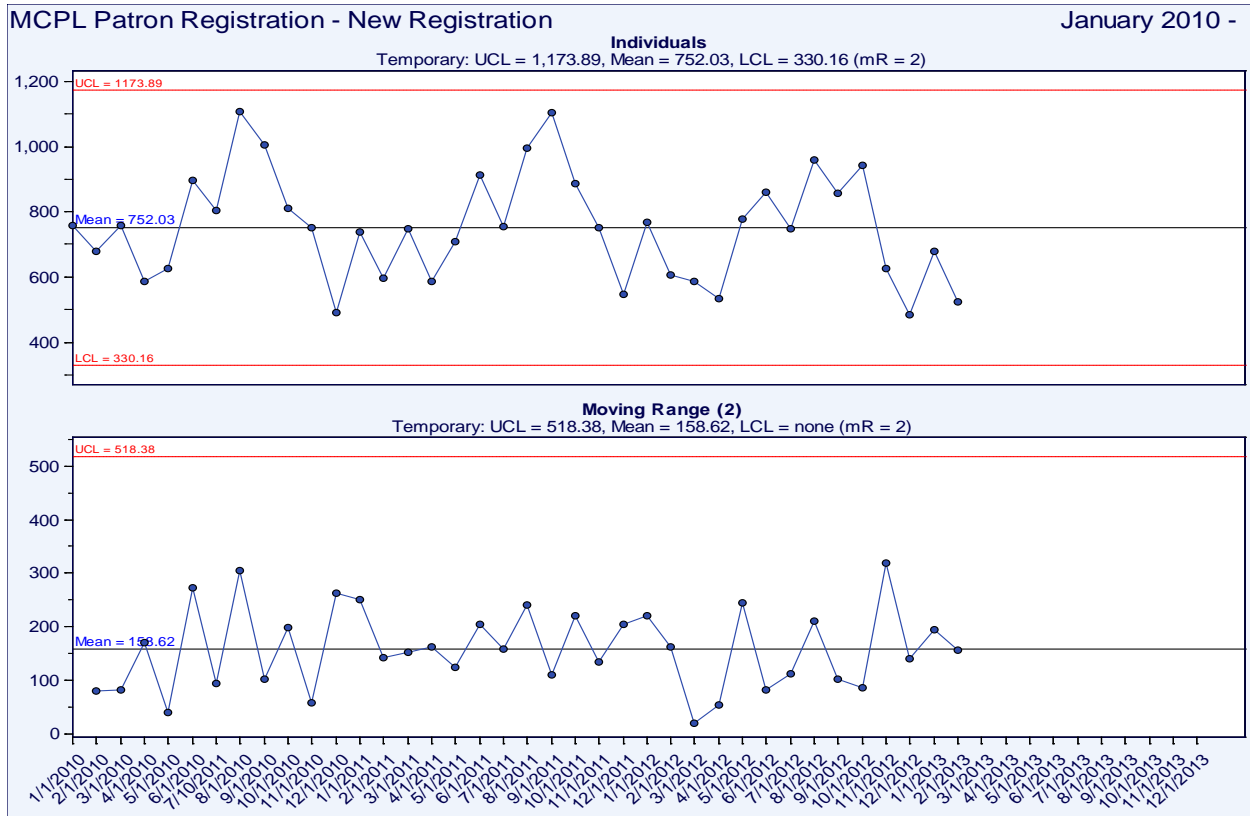


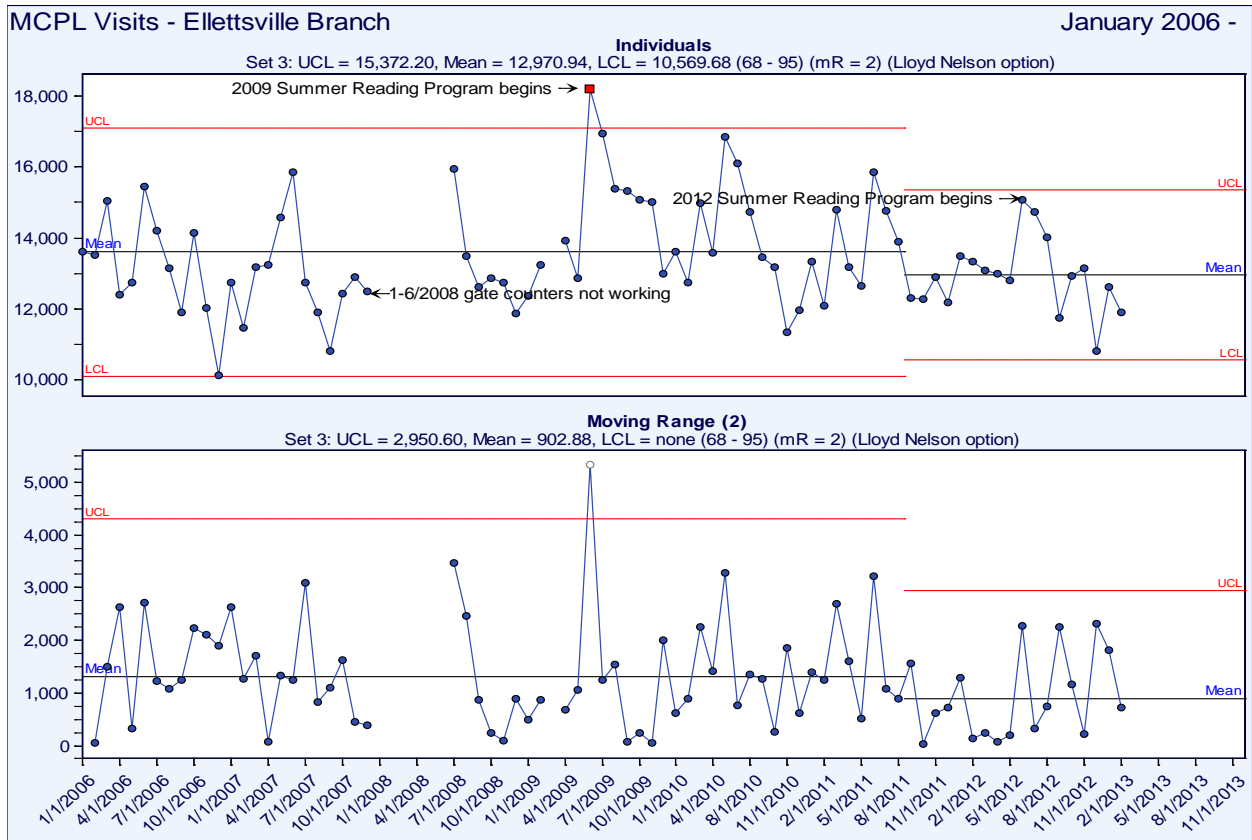
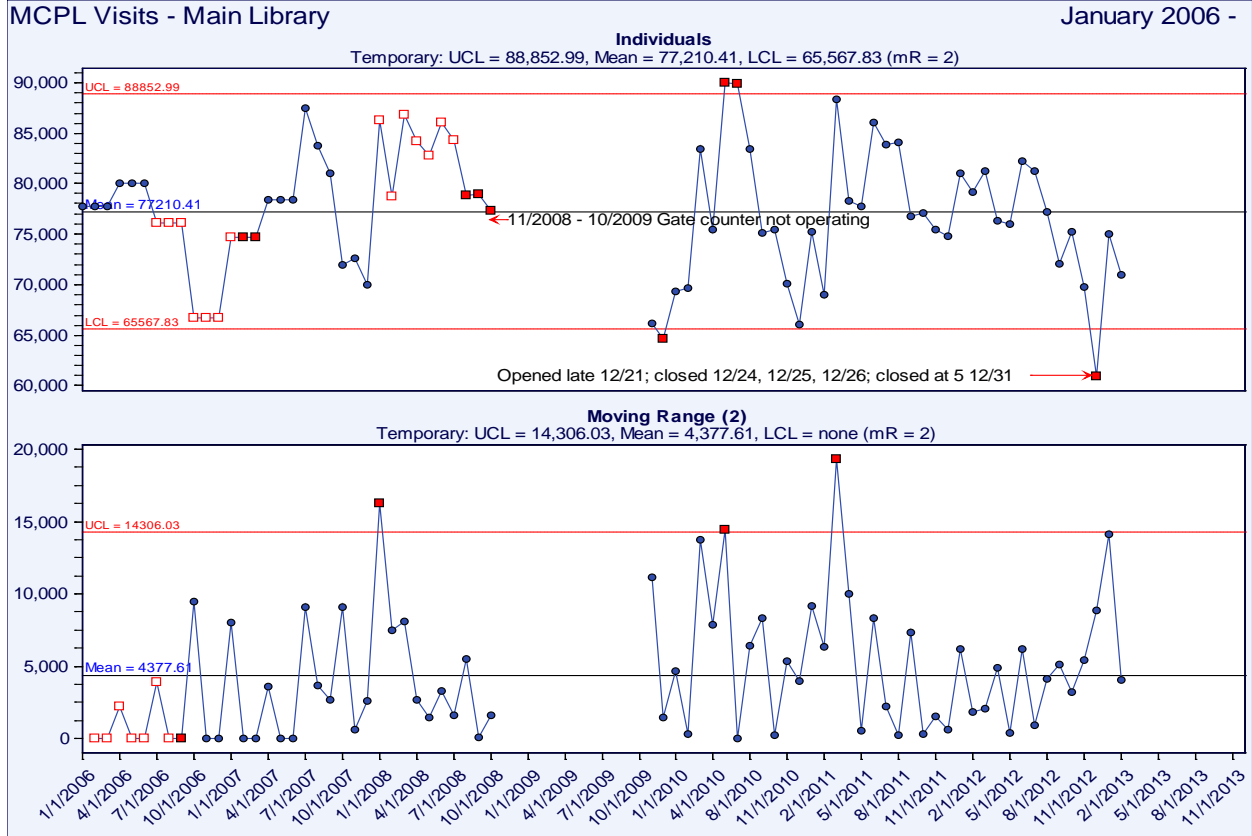
February Access		
Read It Off	Number registered	383
	Charges waived	\$536.64
	Number individuals with charged waived	65
	Number exiting program	13
Interlibrary Loan	Items loaned	205
	Items borrowed	36
Author Alert	Alerts placed	262

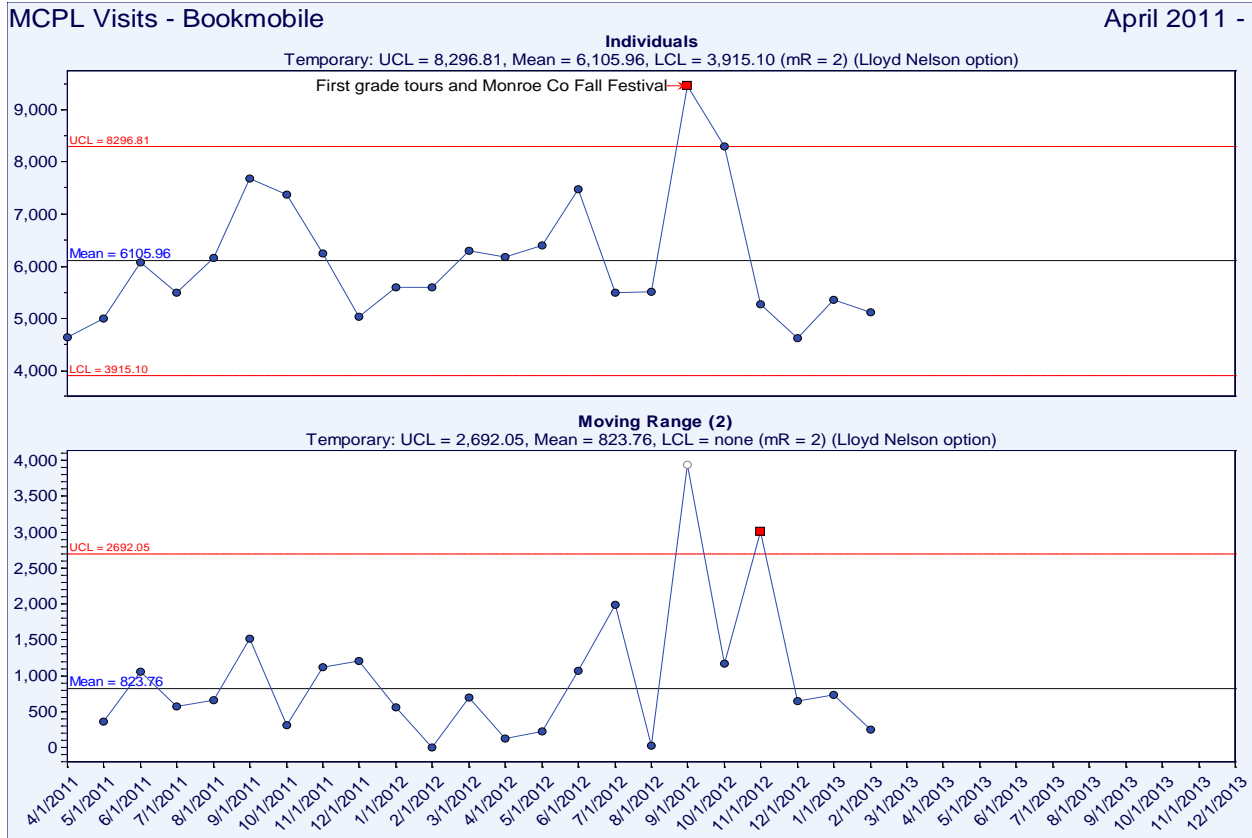
February CATS	
Government programs produced	30
Patron programs produced	148
Community programs produced	29
Public service announcements	7
Dubs delivered	128
Programs added to collection	214

- Our Libraryh3lp account is now set up so that we can receive Reference Chat questions via text message. The phone number is 812-898-4003 (812-TXT-4003).

GOAL 3: Provide high quality, personalized customer service.







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

- Chris Jackson’s article, “MCPL Bookmobile: All about Access,” was featured in the March-May 2013 issue of *Safety-Net* newsletter, published by the South Central Community Action Program.
- One-on-one training sessions are gaining steam at the branch and patrons have been expressing lots of appreciation for this kind of service. An example of one successful session involved an older woman who had zero computer skills. She needed to apply for a local job at CVS via the computer. To succeed in this endeavor, she had to get an email, login to CVS, find the job listing, build a resume, fill out a long application and take a “psychological assessment”. She was very grateful for the library service that allowed her time with a librarian to complete these tasks. At the end of the process she turned to the librarian and said: “can I pay you for this?” to which the librarian replied: “You already have”. Not only did the patron gain some very useful skills but the librarian received a genuinely lovely hug as a thank you!
- Branch Tax Help sessions began this February and have been solidly booked every session.

3B. Develop a unified communication strategy.

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

GOAL 4: Optimize stewardship of library resources.

4A. Recruit and retain quality employees.

- Austin Stroud presented a guest lecture in Dr. Hara’s IU SLIS class on the life of an instructional librarian in a public library, the job search, and the future of the field.

- Stephanie Holman viewed a webinar on using puppetry skills during story time.
- The Staff Association hosted a Valentine's Day pitch-in featuring chocolate desserts.
- 75 employees of 108 eligible enrolled in short-term disability coverage, which will begin March 1.
- Civil Library Boot Camp- The Encouraging Positive Patron Behavior subcommittee is nearly finished with training all staff on techniques and procedures for handling behavioral problems. The first part of this training will be completed in March and a second part will be offered starting in April. By the end of the training, staff members will have a sound understanding of library behavioral enforcement procedures and will have practiced techniques in role playing scenarios.

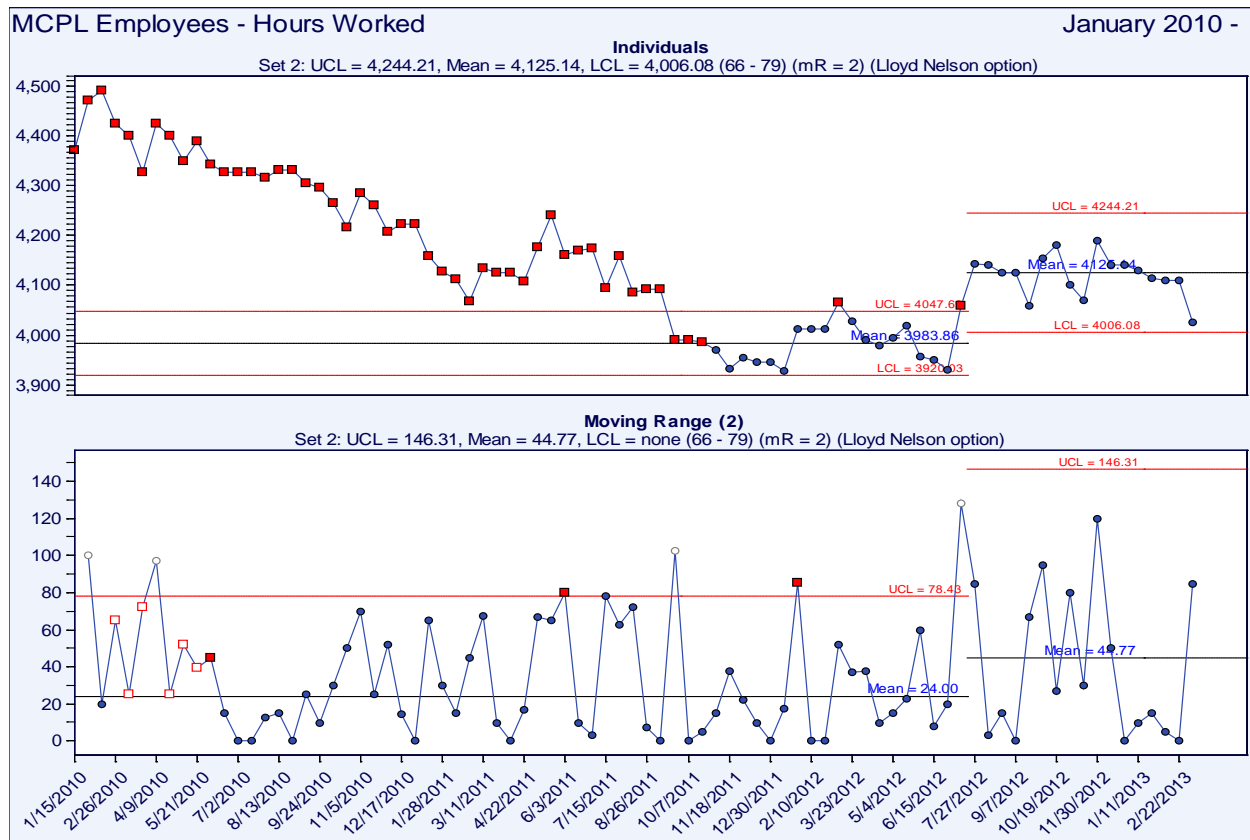
4B. Assure adequate, stable funding for library operations.

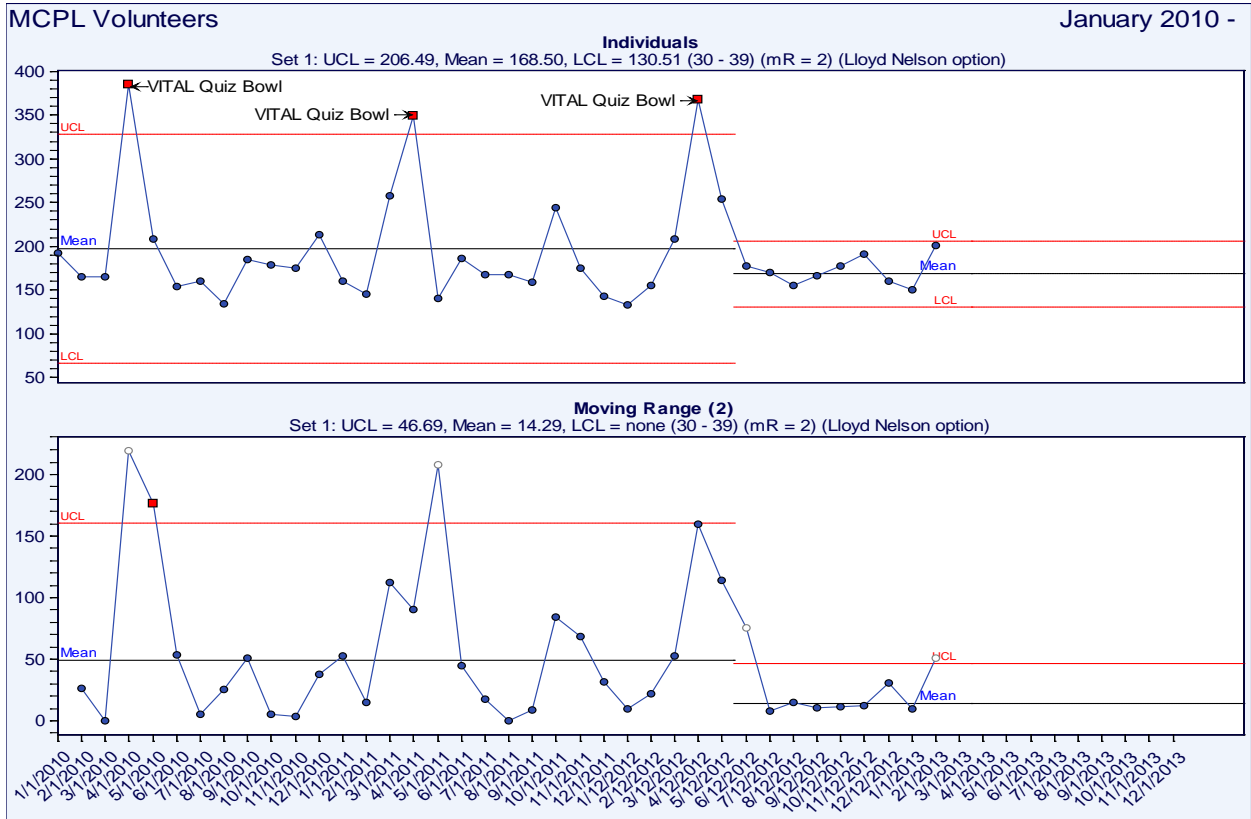
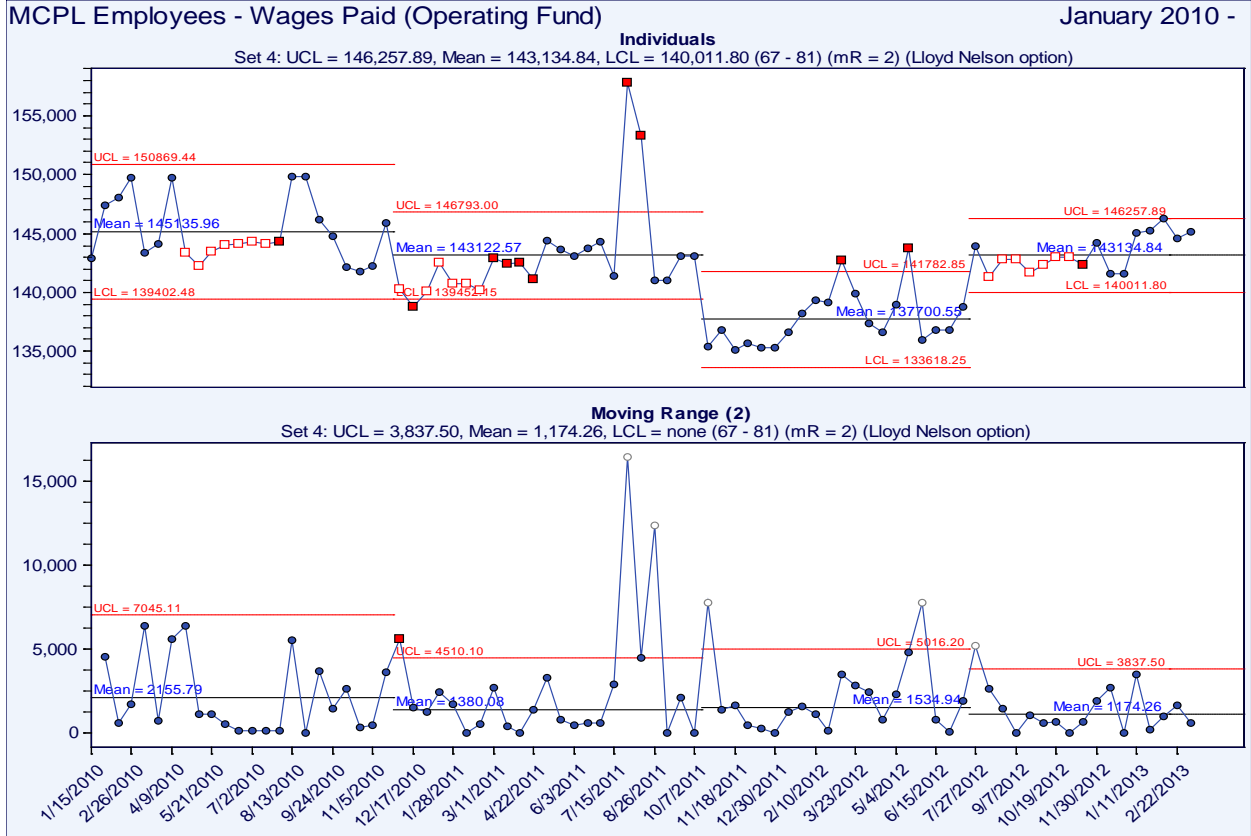
- Sara Laughlin hosted a party for major donors, Friends Board, and Friends Campaign Committee members on February 1.
- Sara Laughlin attended the League of Women Voters Legislative Update on February 9.
- Marilyn Wood and Sara Laughlin attended the Local Leaders Forum hosted by the Chamber on February 25.

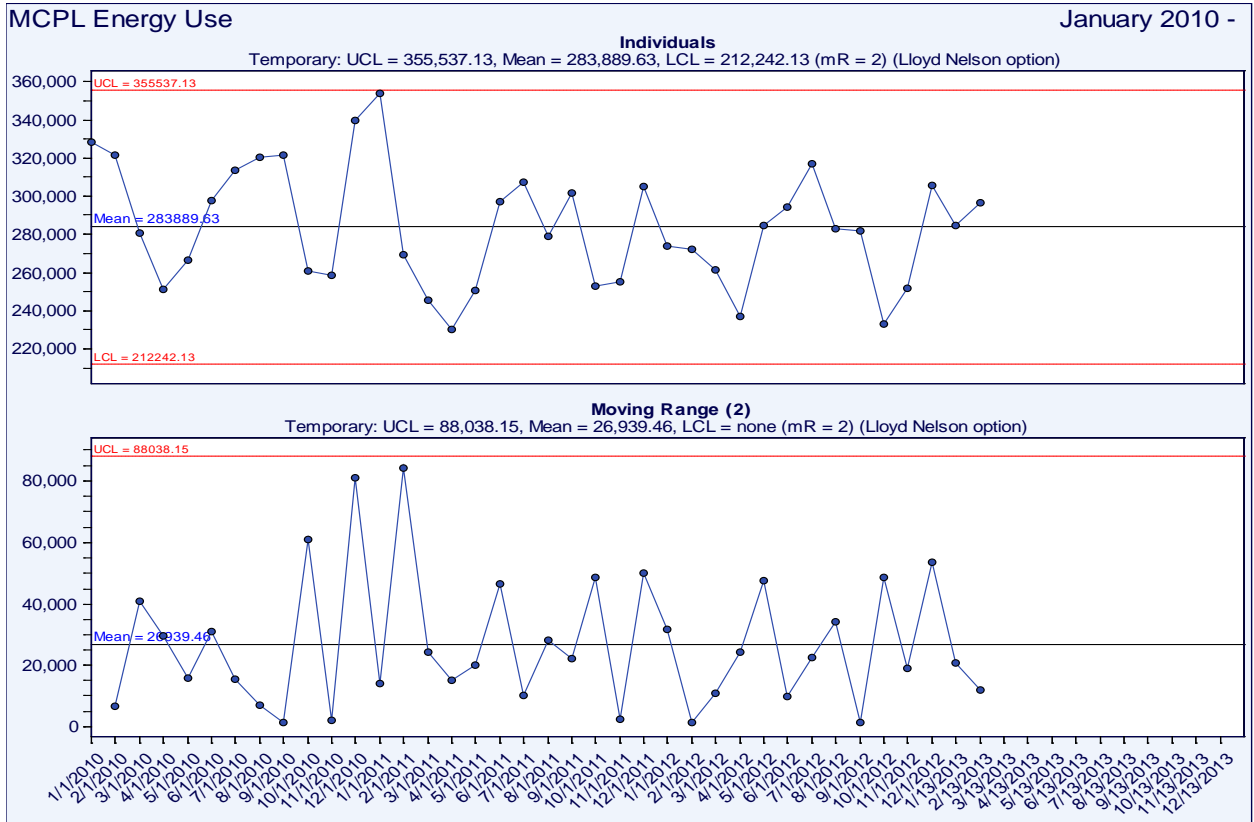
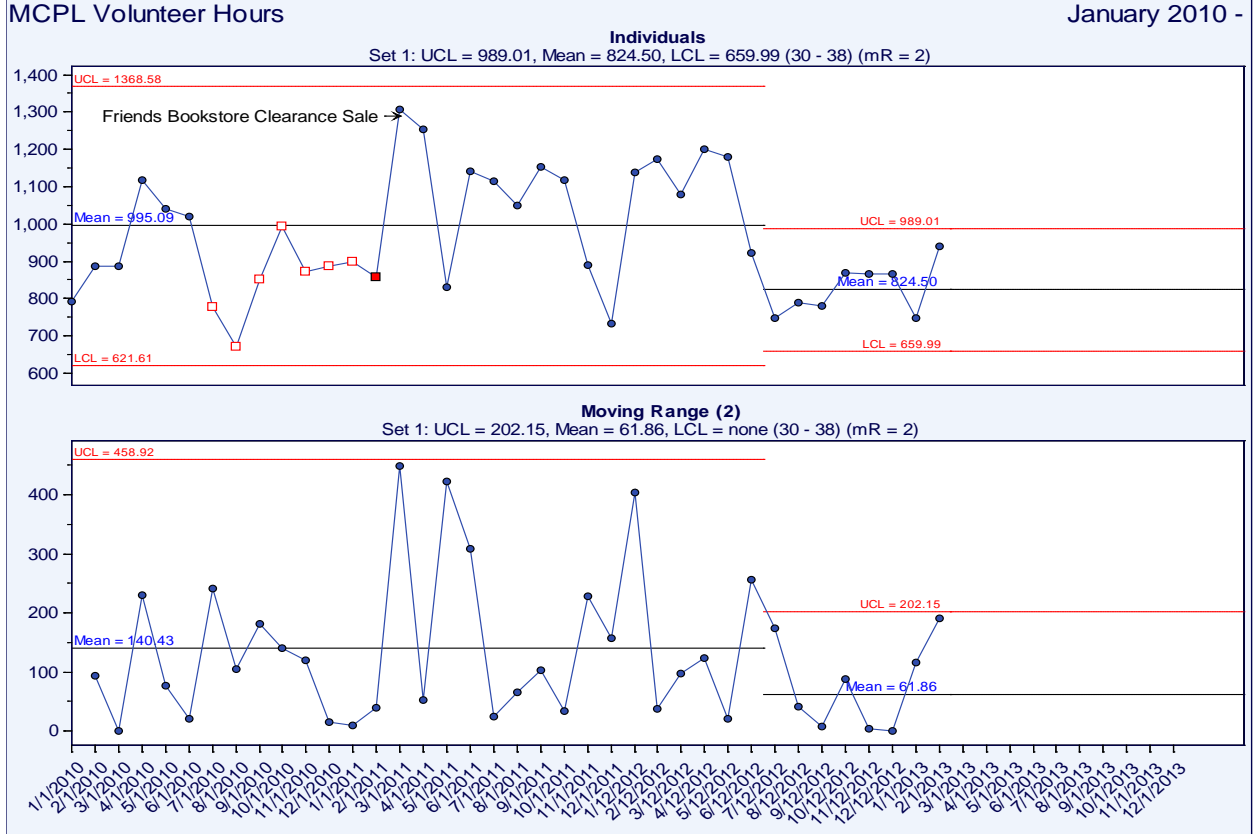
4C. Maintain library facilities.

- Branch employees brainstormed possible modifications to some public areas to enhance how patrons find and access information services as well as supporting technology.
- Sara Laughlin attended a February 19 meeting of downtown businesses, hosted by CFC, to discuss alternatives to the current parking meter proposal.

4D. Improve stewardship of library assets and records.







**MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS**

WHEREAS, the equipment listed below is no longer needed by the library, and

WHEREAS, the estimated value of the item(s) listed below is \$1,000 or more and the library has the authority to sell the item(s) at a public auction under IC 5-22-22.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Monroe County Public Library declares the following item(s) surplus and authorizes the sale of the item at a public auction.

Asset #	Description	Purchase Date
400423	Plymouth Voyager Van	1993

ADOPTED THIS 27th DAY OF MARCH, 2013

AYE

NAY

AGREEMENT BETWEEN MONROE COUNTY PUBLIC LIBRARY AND EL CENTRO COMUNAL LATINO, INC.

This Agreement is made and entered into this ____ day of _____, 2013, by and between the El Centro Comunal Latino, Inc. (the Latino Community Center), and the Monroe County Public Library (the Library).

WHEREAS, the Library is dedicated to reaching out into the community through on-going outreach activities in an effort to serve Latino community residents; and

WHEREAS, the Library's purpose and goals coincide with El Centro Comunal Latino, Inc. goals for offering services and information to the Latino community, and

WHEREAS, the El Centro Comunal Latino, Inc. and the Library desire to cooperate in the continuation of an El Centro Comunal Latino, Inc. office at the Monroe County Public Library; and

WHEREAS, the Library has the ability to provide office space at the Main Library; and

WHEREAS the El Centro Comunal Latino, Inc. is authorized to plan and develop partnerships and contractual arrangements with non-city organizations to ensure delivery of services.

NOW THEREFORE, the parties do mutually agree to continue a mutually beneficial partnership, as follows:

1. Purpose of Agreement:

The purpose of this agreement is to outline a program partnership which will provide office space for El Centro Comunal Latino, Inc. within the Monroe County Public Library.

2. Duration of Agreement:

The term of this Agreement shall begin January 1, 2013 and run through December 31, 2013. The parties may agree in writing to renew or extend the term of the Agreement.

3. El Centro Comunal Latino, Inc. agrees to:

- A. Display the hours that the office is available to the public.
- B. Notify the Library of any office closings within 2 weeks of closing.
- C. Keep and report basic service statistics on a monthly basis to the Library Administration.
- D. Agrees to meet with the Library Administration on an annual basis to discuss the value of the partnership.
- E. Encourage future programming and outreach options that further the goals of each partner.

- F. Include information about the Library in El Centro Comunal Latino, Inc. brochures and publications.
- G. Provide its own supplies for its designated operations on an ongoing basis.
- H. Pay the sum of \$3,600 in quarterly installments of \$900, which shall be due and payable on the first of January, April, July, and October for the succeeding three months.
- I. Represent El Centro Comunal Latino, Inc., in a professional manner and reflect its commitment to quality services and customer satisfaction.

4. The Monroe County Public Library agrees to:

- A. Agrees to meet with El Centro Comunal Latino, Inc. staff on an annual basis to discuss operations.
- B. Provide an adequate office space, and equipment and furnishings as needed.
- C. Work with El Centro Comunal Latino, Inc. to provide information on their services via the Library website and provide El Centro Comunal Latino, Inc. staff with access to the Library's website.
- D. Develop programming as needs are identified and staffing allows.
- E. Include information about El Centro Comunal Latino, Inc. in its promotional materials.
- F. Represent the Library in a professional manner and reflect its commitment to quality services and customer satisfaction.

5. Release of Liability

El Centro Comunal Latino, Inc. shall release, hold harmless, and forever indemnify the Monroe County Public Library and its officers, employees, agents and assigns from any and all claims which may arise as a result of El Centro Comunal Latino, Inc. activities at, or use of, the Monroe County Public Library. This includes claims for personal injury, property damage, or any other type of claim which might be brought by THE LIBRARY, its employees, agents, or patrons, or any third party.

6. Insurance

El Centro Comunal Latino, Inc. shall maintain comprehensive general Liability insurance with coverage for bodily injury per person in any one occurrence and for any one occurrence for all persons in that occurrence, and property damage. El Centro Comunal Latino, Inc. shall notify THE LIBRARY within ten (10) days of any insurance cancellation.

7. Termination

Termination by mutual agreement: The parties may terminate this Agreement prior to December 31, 2013 by mutual written agreement. Unilateral termination: In the event that

one of the parties to this Agreement breaches any of its terms and conditions, the non-breaching party shall serve written notice of the breach to the other party by certified mail. The offending party shall then have ten (10) days from the date of mailing in which to cure the breach. If the offending party fails to cure the breach within ten (10) days, the non-breaching party may, at its option and in writing, unilaterally terminate the Agreement.

8. Notice

Notice regarding any significant concerns or issues of non-compliance shall be given to those contacts as follows:

El Centro Comunal Latino, Inc.

Becky Perez
bpeducada@gmail.com

Monroe County Public Library

Sara Laughlin, Director
303 E. Kirkwood Ave.
Bloomington, IN 47408
812-349-3050

Representatives for the day to day operational implementation of this agreement are:

El Centro Comunal Latino, Inc.

Becky Perez
bpeducada@gmail.com

The Monroe County Public Library

Sue Sater, 349-3050

IN WITNESS WHEREOF, the parties have signed this Agreement on the date first set forth.

EL CENTRO COMUNAL LATINO, INC.

MONROE COUNTY PUBLIC LIBRARY

President, Board of Trustees
El Centro Comunal Latino, Inc.

President, Board of Trustees
Monroe County Public Library

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

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

2014

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