

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

**Wednesday, April 17, 2013
Meeting Room 1B**

AGENDA

1. Call to Order – Valerie Merriam, President
2. Consent Agenda – action item – Sara Laughlin
 - a. Minutes of March 27, 2013 Board Meeting (page 1-4)
 - b. Minutes of March 27, 2013 Executive Session (page 5)
 - c. Minutes of April 10, 2013 Work Session (page 6-8)
 - d. Monthly Bills for Payment (page 9-13)
 - e. Monthly Financial Report (page 14-40)
 - f. Personnel Report (page 41-44)
 - g. 2013 Board Meetings Calendar (page 45)
3. Director’s Monthly Report (page 46-61) and Quarterly Report (page 62-63) – Sara Laughlin
4. Old Business
5. New Business – action items
 - a. Resolution to Request Advance Tax Draw (page 64-65) – Gary Lettelleir
 - b. Proposal to Hire Architect to Lead Main Library Phase 3 Renovation (page 66-70) – Marilyn Wood
6. Department Update – Steve Backs, Adult and Teen Services
7. Public Comment
8. Adjournment

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Wednesday, March 27, 2013**

Meeting Room 1B

Present:

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

Staff Attendance:

Chris Hosler, Sara Laughlin, Gary Lettelleir, Sue Sater, Bara Swinson, Josh Wolf, and CATS staff

Others in Attendance:

Tom Bunger, Ray, and five others, IU SLIS students.

Call to Order

President Valerie Merriam called the meeting to order at 5:45pm in Meeting Room 1B. Board members introduced themselves.

Consent Agenda

Fred Risinger moved to approve the consent agenda. Kari Isaacson seconded.

Kari asked about the bills of payment regarding the collection agency fee. She asked if it was going well. Sara responded she would gather the latest figures and share with the Board. The collection agency reports actual cash collected and items returned.

The vote to approve the consent agenda was unanimous.

Director's Monthly Report

Sara Laughlin presented the monthly report and a couple of updates. The flood, a week ago Monday, resulted from failure of the coupling around one of the four interior drains on the roof of the Main Library addition. Sometime between 5:00 p.m. on Sunday afternoon and 5:00 a.m.

on Monday, several hundred gallons of water flooded the second floor. Custodian Nancy Carwile responded quickly with buckets and HFI came promptly and the leak was repaired by 7:00. We made a decision to close the library in order to focus on drying out floors and walls and assessing and preserving collections. On the first floor, soaked ceiling tiles fell, but most of the damage occurred in aisles, so we lost a few books, but not many. On the second floor, the primary location of the leak was over the books on CD, most of which are in plastic cases and did not get wet on the inside. We lost 775 books, mainly in the computer section, with a value about \$20,000.00. We do not have a count of books on CD yet, but estimate around 300. Our insurance will cover all but \$1,000 deductible.

Sara thanked staff for quick action. We were able to move a Lotus program scheduled for that evening to Mathers Museum and quickly contact other groups with meetings and events scheduled. Many staff members helped with addressing the water, alerting patrons that the library was closed, working with insurance and remediation contractors, and a variety of other urgent tasks.

Sara presented an update on parking. The City Council approved an amended parking meter proposal. The amended version added 140 additional free parking spaces, some near the library, and also reduced the cost of part-time employee parking in the garage from \$32.50 to \$25/month. Meters have not been chosen yet, but the plan is to have them in place by the fall.

Stephen asked Sara to convey thanks to Nancy for her quick action with the flooding situation. Valerie also commented that she observed the scope of the flood the next day and saw how hard the staff was working to address it.

Valerie asked if we knew the hours of the city parking meters. Sara said she believed the hours will remain the same as the original proposal – 8 a.m. to 10 p.m., with no metering on Sunday.

Valerie said the Trustees will need to discuss parking issues again in the future and what we will do to improve library parking.

Kari suggested that we look at being open later on Sundays.

Brief discussion followed.

Old Business

Marilyn Wood presented the Main Library Renovation-Phase 3 Update. We sent a Request for Proposals in February to 14 firms. We received 10 proposals by the deadline and are in the process of reviewing them. Next week, we will be conducting interviews and hope to have a recommendation for the Board at the April 10 work session.

Sara said we suspect we have a larger project than our budget will allow, so may have to make difficult choices.

David Ferguson asked if the Board could see the proposals. Sara said the Board is welcome to review them.

New Business

Gary Lettelleir reported that the library had purchased a new van and requested the Board declare the 1993 van surplus.

Kari asked if we would try to get the blue book value. Gary said we do not have control, as we work with Kenny Bland auctions and they include the van in their weekly auction and sell to the highest bidder. We will let our employees know, as some have expressed an interest.

Fred asked if the auction had others cars as well or just our library van. Gary responded that the items vary quite a bit from week to week and may or may not include other vehicles.

Kari moved to declare the van surplus. Fred seconded. The vote was unanimous.

Renew Contract with El Centro Comunal Latino

Valerie asked for a motion for the contract renewal with El Centro Comunal Latino. Steve made a motion to approve the contract renewal. Kari seconded.

Becky Perez, President of El Centro Latino, presented information on services El Centro provides. El Centro serves as a walk-in service provider for all sorts of different things. Monday is El Centro's highest traffic day, especially during the hours of 12:00-7:00 p.m. Parents bring their children for tutoring service. Legal service support is often requested, especially for housing and health issues. El Centro has an ongoing women's group that started in the fall with 5-10 women, residents of the Bloomington area, who have been learning about preventative health. One of the topics they have discussed is diabetes. El Centro serves the community as needs arise. El Centro's secretary runs a mentoring program for high school age students to learn leadership skills. Becky said young males are the predominant group seeking assistance.

Kari asked how El Centro publicizes its services. Becky replied that they work through IU, their Facebook page, and they have a group that people can join to find out about events in the community. Online social networking and personal communication are the best channels. The City's newsletter also casts a wide net.

Kari asked where they would put the fliers. Becky responded they send fliers out to a network of community agencies and leaders, including the City of Bloomington, IU Health Bloomington Hospital's Community Health Services, IU, and various other organizations.

Valerie stated the contract is the same as in previous years, and asked for a vote. The motion passed unanimously.

2013 Holiday Closing Schedule

Sara asked the Board to approve a revised 2013 Holiday Closing Schedule, in order to move Staff Day from October 23 to 24. The Indiana Library Federation annual conference is scheduled for October 22-23, which would create a conflict for several of our staff who plan to attend and present. All other dates on the holiday closing schedule remain the same.

Fred moved to accept the proposed revision. Stephen seconded. The vote was unanimous.

Public Comment

Ray Jordan, a homeless resident, informed the Board that he was banned from the library on September 1 for 7 days. No one told him why. I came back a week later and was approached by two Security Officers. He was told he had been banned for six months. They handed him a card but it was not filled out.

Ray reported that he spoke to the director about his ban. He said she asked if he had been eating in the computer area and if he had been yelling. He replied that he had had problems with two security officers and needed the Trustees to help him and find out what was going on.

Ray stated that he wasn't given any kind of a reason or an opportunity to challenge the ban. He said he had spoken to an attorney who advised him that he had a right to know why he was banned and to be able to contest it.

He said that he asked if he could come into the library to attend a Board meeting and the director told him that she would alert Security to allow him in. I have been coming to the library for a long time. He said he had complained about Security several times, but was not getting any help.

He asked to know what he was being charged with, more information about the 6 months ban, what has been written about him. The director told him that he could not have access to this information.

Valerie thanked Ray for speaking to the Board.

Adjournment

The meeting adjourned at 6:25 p.m.

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

Wednesday, March 27, 2013

6:30 P.M.

Board Room

Present: Steve Moberly, Fred Risinger, Dave Ferguson, Kari Isaacson and Valerie Merriam, Paul Sinclair, Sara Laughlin, Marilyn Wood, Kyle Wickemeyer-Hardy, and Josh Wolf.

The Board discussed strategy related to collective bargaining, as permitted by I.C. 5-14-1.5-6.1.

The meeting adjourned at 7:40 p.m.

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES WORK SESSION
Wednesday, April 10, 2013**

Meeting Room 1B

Present:

Kari Isaacson, Valerie Merriam, Stephen Moberly, Melissa Pogue, Fred Risinger, and John Walsh.

Absent: David Ferguson

Staff in attendance:

Chris Hosler, Sara Laughlin, Gary Lettelleir, Sue Sater, Bara Swinson, Michael White, Josh Wolfe, Marilyn Wood, and CATS staff.

Others in attendance:

Tom Bunger and H-T reporter Rachel Bunn.

Call to Order

President Valerie Merriam called the meeting to order at 5:45 p.m. in Meeting Room 1B. The Board introduced themselves.

Resolution to Request Advance Tax Draw

Gary Lettelleir presented the resolution and asked for approval to request the advance at the April 17 Board meeting.

Brief discussion followed regarding the advance tax draw. Gary stated we need to do everything we can to get tax revenues as soon as we can, so that we never have to borrow from another fund or a financial institution.

Proposal to Hire Architect to Lead Main Library Phase 3 Renovation

Marilyn Wood presented the recommendation to hire an architect for Main Renovation Phase 3. Marilyn stated that in 2009 we did the last renovation, Phase I and II, and knew we would need a renovation Phase 3 in the future. We have \$835,000 set aside for architect's fees and construction costs of the Phase 3 renovations.

As part of the report that the library sent to architects, we included information on the scope of the projects, which included renovation on the first, second, and third floor. Due to budget, we knew we might have to limit renovation ideas.

All of the firms advised that we think through the plan to meet our current needs and to assure we didn't make decisions now that would negatively impact the future.

Marilyn recommended that the Board approve Christine Matheu Architect to serve as architect for the renovation. She cited a number of reasons, especially their credentials and experience, the team they have assembled which can focus on all of our challenges, their experiences with many other public facilities, which have included changing technology and educational needs and working with limited budgets. We valued the architect's commitment to including staff and public in planning. Christine Matheu's firm is based in Bloomington. They gave us multiple ideas of use of space. They recommended the creation of a master plan to look at our system and how changes will affect areas in the library.

Their total cost is \$81,280. The professional services fee is \$59,280 or approximately 7.6% for construction costs of \$780,000. The master plan cost is \$22,000.

Steve asked if this was the third and last renovation, and why we needed a master plan when we didn't have one for the first two phases.

Marilyn replied that four of the ten architectural firms submitting proposals recommended one. Because we suspect that the list of desired renovations is larger than our budget, and the space choices are intertwined, we agreed we needed to look at the whole plan and assure that we make the best decisions now, even if we aren't able to make all changes.

Steve asked if Marilyn thought the other two phases were flawed without a master plan.

Marilyn replied that she wouldn't say that.

Steve stated he had heard good things about the architect but he wasn't sure this was a good expenditure for tax dollars of \$22,000.

Sara stated that the first two phases were primarily addressing traditional library functions. This third phase includes varied changes that are contingent on each other.

Fred said he too had questions about the cost involved, but he liked the fact that this architect had a library consultant on their team, and he liked the idea that they would listen to staff and the public.

John asked if the master plan would happen before anything else. Sara replied yes, and she believes it will happen from May through July.

Kari said she thought we already had priorities in mind and were picturing a master plan ourselves. Sara replied that was true, but, since we weren't architects, we didn't know if we could actually make the changes we envisioned, nor could we estimate costs.

Marilyn added that we would decide where spaces need to be and then they will help design them.

Kari asked if there was a building in Bloomington designed or renovated by Christine Matheu with which she would be familiar.

Marilyn responded that they had worked on the Monroe County Courthouse, the Convention Center, and the Montessori School, among others.

John asked if they had library renovation experiences. Sara said they did not, but their experiences in public facilities relate to what we are thinking about which are not traditional library renovations.

Steve asked if Kristopher Floyd and others on the team were local firms. Marilyn said Matheu and Floyd and Jones Design are in Bloomington. Bright Consultants are located in Indianapolis, and Kimberly Bolan Cullin in Zionsville.

Valerie said it will be crucial to know about each area that we want to renovate because of the domino effect.

John said he was confused by the master plan proposal. Although some pieces would be a, he wasn't convinced we needed one.

Valerie and Steve inquired about the cost of master plans from the other architects. Marilyn responded one was \$8,500 and another was \$25,000.

Sara, Marilyn, and Gary will meet with the architects to get a better understanding of the master plan.

Public Comment

There was no public comment.

Valerie suggested that each time the Board of Trustees introduce themselves at our meetings, we state what books we are reading.

Adjournment

The meeting adjourned at 6:20 p.m.

Financial Report Comments

Reports as of 3-31-13

Board Meeting Date 4/17/13

Monthly Budget Report:

The guideline for the portion of the annual budget spent after three months is 25% or three twelfths. The actual operating fund spending through March is 24.1% of the annual total budget.

The Anthem health insurance bill for April was paid in March. The Anthem monthly cost is about \$49,000.

Summary Report

Employee Benefits 2013 (\$402,074) compared to 2012 (\$272,441). The increase of about \$128,000 is mainly due to the timing of the PERF payments this year. PERF is running about \$30,000 per month plus about \$15,000 that was encumbered. Last year we had not made any PERF payments until April because we were paying on a quarterly basis.

Professional Services 2013 (\$66,685) compared to 2012 (\$49,966). Consulting services related to the upgrade of the library's computer network infrastructure account for about \$9,300 of the increase. The OCLC service related to our collections cataloguing is being paid monthly this year and the timing of the payments account for about \$9,000 of the increase

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

MONROE COUNTY PUBLIC LIBRARY

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*Check Summary Register©

March 22, 2013 to April 11, 2013

Name	Check Date	Check Amt	
06500 FIFTH THIRD CHECKING			
Paid Chk# 003910 JPMORGAN CHASE BANK, NA	3/22/2013	\$2,058.37	VARIOUS
Paid Chk# 003911 OLD NATIONAL BANK	3/22/2013	\$11,115.00	2013 PARKING SPACES
Paid Chk# 003912 AFSCME COUNCIL 62	3/28/2013	\$1,244.17	UNION DUES W/H
Paid Chk# 003913 AMERICAN UNITED LIFE INS. CO.	3/28/2013	\$1,486.58	403b TSA-AUL W/H
Paid Chk# 003914 ANTHEM BLUE CROSS BLUE	3/28/2013	\$59,570.43	HEALTH INS. - APRIL '13
Paid Chk# 003915 AT&T (IL)	3/28/2013	\$1,370.88	PHONE CALLS
Paid Chk# 003916 AT&T MOBILITY	3/28/2013	\$247.69	CELL PHONES
Paid Chk# 003917 CANDACE LINDGREN	3/28/2013	\$62.44	REFUND ON LOST ITEMS
Paid Chk# 003918 COLONIAL LIFE	3/28/2013	\$551.52	OTHER INSURANCES-APRIL '13
Paid Chk# 003919 CONSTANT CONTACT, INC.	3/28/2013	\$72.00	6 MONTHS/NEWSLETTER SUB.
Paid Chk# 003920 FIRST INSURANCE GROUP, INC.	3/28/2013	\$632.00	'13 DODGE CARAVAN INS.
Paid Chk# 003921 GIANNA KIRKLEY	3/28/2013	\$29.95	REFUND ON LOST ITEM
Paid Chk# 003922 GLHEC	3/28/2013	\$200.80	GARNISHMENT W/H
Paid Chk# 003923 LEGAL SHIELD	3/28/2013	\$47.84	PRE-PAID LEGAL W/H
Paid Chk# 003924 LUANN DILLON	3/28/2013	\$47.00	RESEARCH SEMINAR FEE
Paid Chk# 003925 MAXWELL G. LEWIS	3/28/2013	\$29.99	REFUND ON LOST ITEM
Paid Chk# 003926 MIDWEST PRESORT SERVICE	3/28/2013	\$634.23	POSTAGE SERVICE
Paid Chk# 003927 MONROE COUNTY YMCA	3/28/2013	\$127.38	YMCA W/H
Paid Chk# 003928 RONALD L. DARRAH	3/28/2013	\$30.00	FD/INDIANA RM PROGRAM
Paid Chk# 003929 UNITED WAY	3/28/2013	\$118.00	UNITED WAY W/H
Paid Chk# 003930 VECTREN ENERGY DELIVERY	3/28/2013	\$51.27	NATURAL GAS
Paid Chk# 003931 YP	3/28/2013	\$171.00	PHONE LISTINGS (BOOK & INTERNET)
Paid Chk# 003932 INDIANA UNIVERSITY ASIAN	4/3/2013	\$230.00	FD/CR-LUNAR NEW YEAR PROGRAM
Paid Chk# 003933 BERRY	4/3/2013	\$68.05	ELL./PHONE LISTING
Paid Chk# 003934 CITGO	4/3/2013	\$607.24	FUEL
Paid Chk# 003935 DUKE ENERGY	4/3/2013	\$1,626.70	ELECTRICITY
Paid Chk# 003936 ELLETTSVILLE UTILITIES	4/3/2013	\$236.46	WATER & SEWER
Paid Chk# 003937 GECRB/AMAZON	4/3/2013	\$9,673.32	BOOKS
Paid Chk# 003938 GUARDIAN LIFE INS. CO.	4/3/2013	\$9,644.07	VISION INS.
Paid Chk# 003939 JOHN R. ARTHUR	4/3/2013	\$26.24	REFUND ON LOST ITEMS
Paid Chk# 003940 REPUBLIC SERVICES #694	4/3/2013	\$165.00	TRASH REMOVAL
Paid Chk# 003941 SMITHVILLE	4/3/2013	\$1,425.00	INTERNET SERVICE
Paid Chk# 003942 VECTREN ENERGY DELIVERY	4/3/2013	\$216.67	NATURAL GAS
Paid Chk# 003943 AMERICAN INBOUND	4/9/2013	\$9.85	PAGER
Paid Chk# 003944 AMERICAN UNITED LIFE INS. CO.	4/9/2013	\$1,580.53	403b TSA-AULW/H
Paid Chk# 003945 AMY KROUSE ROSENTHAL	4/9/2013	\$586.00	FD/CHILDREN--PROGRAM
Paid Chk# 003946 AT&T (IL)	4/9/2013	\$321.75	4 DEDICATED LINES
Paid Chk# 003947 BAKER & TAYLOR BOOKS	4/9/2013	\$36.60	STAFF ORDER W/H
Paid Chk# 003948 BETTY BRADBURY	4/9/2013	\$27.67	REFUND ON LOST ITEMS
Paid Chk# 003949 CITY OF BLOOMINGTON	4/9/2013	\$866.61	WATER & SEWER
Paid Chk# 003950 DARCI HAWXHURST	4/9/2013	\$293.75	TUTOR TRAINING SESSIONS
Paid Chk# 003951 DUKE ENERGY	4/9/2013	\$21,631.90	ELECTRICITY
Paid Chk# 003952 INDIANA LITERACY ASSOC., INC.	4/9/2013	\$35.00	MEMBERSHIP DUES/VITAL
Paid Chk# 003953 MIDWEST PRESORT SERVICE	4/9/2013	\$348.98	POSTAGE SERVICES
Paid Chk# 003954 SMITHVILLE	4/9/2013	\$177.95	PHONE
Paid Chk# 003955 THE MAY AGENCY, INC.	4/9/2013	\$2,078.00	MEDIA PROFESSIONAL LIABILITY
Paid Chk# 003956 VERIZON WIRELESS	4/9/2013	\$120.03	BKM DATA LINES
Paid Chk# 003957 A1 LANDSCAPE & HAULING INC.	4/11/2013	\$675.00	SNOW REMOVAL & SALT APPLICATIO
Paid Chk# 003958 ADP, INC.	4/11/2013	\$83.86	BACKGROUND CHECKS
Paid Chk# 003959 AMERICAN LIBRARY	4/11/2013	\$60.50	BOOKS
Paid Chk# 003960 AUDIOGO	4/11/2013	\$152.26	BOOKS
Paid Chk# 003961 AVCAFE	4/11/2013	\$80.59	NONPRINT
Paid Chk# 003962 BAKER & TAYLOR BOOKS	4/11/2013	\$41,166.39	BOOKS
Paid Chk# 003963 BANCTEC INC.	4/11/2013	\$30.90	FOLDER/MNTHLY MAINT. CONTRACT

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March 22, 2013 to April 11, 2013

Name	Check Date	Check Amt	
Paid Chk# 003964 BLACKSTONE AUDIO, INC.	4/11/2013	\$51.75	NONPRINT
Paid Chk# 003965 BLOOM MAGAZINE	4/11/2013	\$47.90	2-1 YR. SUBSCRIPTIONS
Paid Chk# 003966 BOLD CORE RESPONSE, INC.	4/11/2013	\$1,000.00	WATER DAMAGE RESTORATION SVCS
Paid Chk# 003967 CD BABY	4/11/2013	\$18.41	NONPRINT
Paid Chk# 003968 CDW GOVERNMENT, INC.	4/11/2013	\$11,814.48	BACKUP SERVICER & CABLES
Paid Chk# 003969 CIM TECHNOLOGY SOLUTIONS	4/11/2013	\$51.47	IS SPLS
Paid Chk# 003970 CINTAS CORPORATION	4/11/2013	\$104.16	FIRST-AID SPLS
Paid Chk# 003971 DATA MEDIA PRODUCTS, INC.	4/11/2013	\$1,755.65	VIDEOTAPE
Paid Chk# 003972 DEMCO, INC.	4/11/2013	\$120.20	SIGN FRAMES - CHANGEABLE
Paid Chk# 003973 ELECTRONIC COMMERCE, INC.	4/11/2013	\$1,926.00	PAYROLL SERVICES
Paid Chk# 003974 ENGRAVING AND STAMP CENTE	4/11/2013	\$49.56	OFFICE SPL
Paid Chk# 003975 ENVISIONWARE, INC.	4/11/2013	\$2,060.20	YEARLY MAINT.
Paid Chk# 003976 FEDEX OFFICE	4/11/2013	\$140.40	PRINTING
Paid Chk# 003977 FINDAWAY WORLD, LLC	4/11/2013	\$1,006.28	NONPRINT
Paid Chk# 003978 FREEDOM BUSINESS SOLUTION	4/11/2013	\$667.20	CARTRIDGES & PAPER
Paid Chk# 003979 GALE	4/11/2013	\$2,059.78	BOOKS
Paid Chk# 003980 HFI MECHANICAL CONTRACTOR	4/11/2013	\$1,233.98	WATER DAMAGE & BLDG REPAIR
Paid Chk# 003981 HP PRODUCTS	4/11/2013	\$1,730.59	CLEANING SPLS
Paid Chk# 003982 INDIANA STATE LIBRARY	4/11/2013	\$3,400.00	1ST QTR. PLAC-MAIN & ELL
Paid Chk# 003983 J. A. SEXAUER	4/11/2013	\$952.79	BLDG SPLS
Paid Chk# 003984 JIM GORDON, INC	4/11/2013	\$140.42	MAINT. CONTRACT
Paid Chk# 003985 KIMBO EDUCATIONAL	4/11/2013	\$377.25	NONPRINT
Paid Chk# 003986 KLEINDORFER'S HDWE	4/11/2013	\$41.96	BLDG SPLS
Paid Chk# 003987 LOGISTECH, INC.	4/11/2013	\$126.44	BOOKS
Paid Chk# 003988 MAXWELLS OFFICE PRODUCTS	4/11/2013	\$124.35	CANON COPIER IR-2800 YRLY OVERAGE
Paid Chk# 003989 MIDWEST TAPE	4/11/2013	\$18,979.27	BOOKS
Paid Chk# 003990 MPLC	4/11/2013	\$274.59	1 YR. MOTION PICTURE LICENSE
Paid Chk# 003991 NATIONAL SCHOOL PRODUCTS	4/11/2013	\$90.19	NONPRINT
Paid Chk# 003992 OCLC, INC.	4/11/2013	\$3,215.08	MNTHLY CHARGE
Paid Chk# 003993 PYGMALION' S ART SUPPLIES	4/11/2013	\$7.83	SPLS
Paid Chk# 003994 QUILL CORPORATION	4/11/2013	\$488.16	OFFICE SPLS
Paid Chk# 003995 RANDOM HOUSE, INC.	4/11/2013	\$712.35	NONPRINT
Paid Chk# 003996 RECORDED BOOKS, LLC	4/11/2013	\$14,710.36	NONPRINT
Paid Chk# 003997 SAM'S CLUB	4/11/2013	\$5.96	CLEANING SPLS
Paid Chk# 003998 SELECT EMBROIDERY	4/11/2013	\$100.00	UNIFORMS
Paid Chk# 003999 STANLEY STEAMER	4/11/2013	\$1,345.26	CARPET CLEANING
Paid Chk# 004000 STANSIFER RADIO COMPANY IN	4/11/2013	\$26.89	VIDEO MAT'LS
Paid Chk# 004001 TANTOR MEDIA	4/11/2013	\$27.99	NONPRINT
Paid Chk# 004002 THE AMERICAN PIANO FACTORY	4/11/2013	\$427.00	PIANO REPAIR
Paid Chk# 004003 THE HERALD-TIMES, INC.	4/11/2013	\$432.24	SRP ADVERTISEMENT
Paid Chk# 004004 THE MACEXPRIENCE	4/11/2013	\$2,789.00	IMAC COMPUTER
Paid Chk# 004005 THE PRODUCTION HOUSE	4/11/2013	\$1,480.00	DIGITIZATION
Paid Chk# 004006 UNIQUE MANAGEMENT SERVICE	4/11/2013	\$1,270.90	COLLECTION SERVICE/CIRC.
Paid Chk# 004007 VISION VIDEO	4/11/2013	\$54.97	NONPRINT
Paid Chk# 004008 WESTON WOODS STUDIOS	4/11/2013	\$59.90	NONPRINT
Paid Chk# 004009 WORLD ARTS INC.	4/11/2013	\$807.21	BROCHURES & BOOKMARKS
Paid Chk# 004010 WORLD BOOK DIRECT MARKETI	4/11/2013	\$46.40	BOOKS
Total Checks		\$252,534.18	

MONROE COUNTY PUBLIC LIBRARY
CHECKING ACCOUNTS
03/22/13 - 04/11/13

Fifth Third Checking Account/Check Register Total	\$252,534.18
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (Mar. '13)	709.11
Fifth Third Checking-Monthly Service Charge (Apr. '13)	63.00
Fifth Third Savings-Monthly Service Charge ()	0.00
Add: Payrolls	
Vouchers 3/22/13 Payroll (ECI)	116,943.61
Electronic transfer (ECI) employee/employer taxes	44,720.04
Electronic transfer (ECI) employee "HSA"	2,310.09
Electronic transfer 3/26/13 (TASC) employee "FSA"	528.45
Electronic PERF pymt. 3/25/13	17,085.70
Vouchers 4/05/13 Payroll (ECI)	122,215.57
Electronic transfer (ECI) employee/employer taxes	47,237.10
Electronic transfer (ECI) employer "HSA"	90.00
Electronic transfer (ECI) employee "HSA"	2,310.09
Electronic transfer 4/09/13 (TASC) employee "FSA"	528.45
Electronic PERF pymt. 4/11/13	18,105.68
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	\$625,381.07

ACCOUNTS PAYABLE VOUCHER

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

Payee JPMORGAN CHASE BANK, NA PALATINE, IL 60094-4016	Claim 22177 Purchase Order No. 0 Terms Date Due
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Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
2/28/2013		E001-007-33200 CONSTANTCONTACT/FEE FOR NEWSLETTERS	\$15.00
2/15/2013		E020-016-36300 KAPPATRONIX/EQUIP. REPAIR	\$225.25
2/27/2013		E020-016-36300 KAPPATRONIX/EQUIP. REPAIR	\$70.00
2/21/2013		E001-018-45300 BRONYDOC/NONPRINT	\$29.98
2/5/2013		E019-011-21350 IN A YARN BASKET/FD-CHILD SPLS	\$14.25
2/20/2013		E019-011-21350 JOANN FABRIC/FD-CHILD SPLS	\$6.58
2/27/2013		E019-011-21350 STAPLES/FD-CHILD SPLS	\$32.27
2/27/2013		E019-011-21350 MARSH/FD-CHILD SPLS	\$19.27
2/28/2013		E019-011-21350 DEZIGNZWITHAZ/FD-CHILD SPLS	\$27.80
2/6/2013		E019-007-21350 CHINA BUFFET/FD-CR/LUNAR NEW YEAR	\$306.00
2/5/2013		E019-010-21350 KROGER/FD-TEEN-FOOD	\$36.12
2/5/2013		E019-010-21350 FACTORY CARD/FD-TEEN SPLS	\$19.92
2/5/2013		E019-010-21350 HOBBY-LOBBY/FD-TEEN SPLS	\$20.96
2/8/2013		E019-010-21350 MARSH/FD-ADULT-FOOD	\$71.91
2/12/2013		E019-010-21350 AMAZON/FD-TEEN SPLS	\$13.45
3/3/2013		E019-010-21350 KROGER/FD-ADULT-FOOD	\$27.48
2/4/2013		E001-019-31500 GODADDY/RENEW SSL CERTIFICATE	\$139.98
2/16/2013		E020-016-31600 DREAMHOST/CATS MNTHLY WEBSITE FEE	\$49.90
2/21/2013		E026-019-44650 PREZI/SOFTWARE SUBSCRIPTION	\$159.00
2/21/2013		E001-019-31600 HOOTSUITE/FACEBOOK MNTHLY FEE	\$9.99
2/11/2013		E001-005-31700 PAYFLOW/PAYPAL-MNTHLY CC FEE	\$97.75
2/12/2013		E019-011-21350 LOWE'S/FD-CHILD SPLS	\$9.98
2/12/2013		E019-011-21350 JOANN FABRIC/FD-CHILD SPLS	\$62.64
2/12/2013		E019-011-21350 KMART/FD-CHILD SPLS	\$29.84
2/23/2013		E001-003-44100 STAPLES/OFFICE CHAIR	\$299.99
2/22/2013		E019-015-21350 KROGER/FD-VITAL SPLS	\$35.14
2/25/2013		E001-004-32200 USPS/POSTAGE	\$3.30
2/20/2013		E001-001-21300 THE ENGRAVING/STAMP-OFFICE SPLS	\$61.08
3/1/2013		E001-006-32400 GREATER BLGTN CHAMBER/MTG. KYLE (HR)	\$35.00
3/2/2013		E001-006-32400 SOUTHCENTRAL IN/SCIHRA CONF./KYLE	\$65.00
2/20/2013		E001-008-22200 MARATHON/GAS LIBRARY VAN	\$63.54
Total			\$2,058.37

VOUCHER NO. 22177

WARRANT NO. 3910

JPMORGAN CHASE BANK, NA

ALLOWED

IN THE SUM OF \$ \$2,058.37

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

	2013 MARCH	2012 MARCH	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	40,907.95	177,208.00	22,105.85	136,300.05	23.1%	76.9%
1130 PROFESSIONAL/SUPERVISORS	38,914.33	38,151.26	116,742.96	505,886.00	114,453.82	389,143.04	23.1%	76.9%
1140 PROFESSIONAL ASSISTANTS	98,356.38	97,649.88	292,867.65	1,271,320.00	288,863.79	978,452.35	23.0%	77.0%
1150 SPECIALISTS & TECHNICIANS	65,021.35	63,174.89	195,049.32	845,151.00	185,827.47	650,101.68	23.1%	76.9%
1160 CLERICAL ASSISTANTS	31,064.28	31,690.24	95,139.92	434,725.00	93,059.82	339,585.08	21.9%	78.1%
1170 PAGES	19,091.84	19,472.85	53,533.48	240,720.00	56,122.72	187,186.52	22.2%	77.8%
1190 BUILDING MAINTENANCE	26,453.11	27,005.01	83,121.80	368,746.00	80,821.88	285,624.20	22.5%	77.5%
TOTAL SALARIES	292,537.27	284,512.75	877,363.08	3,843,756.00	841,255.35	2,966,392.92	22.8%	77.2%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	17,200.56	16,740.56	51,521.11	237,765.00	49,467.09	186,243.89	21.7%	78.3%
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	23,870.63	0.00	71,996.08	311,493.00	0.00	239,496.92	23.1%	76.9%
12301 ENCUMBERED PERF	0.00	0.00	15,335.99	15,535.99	0.00	200.00	98.7%	1.3%
1235 EMPLOYEE/PERF	7,161.19	0.00	21,598.78	93,448.00	0.00	71,849.22	23.1%	76.9%
1240 EMPLOYER CONT/INSURANCE	54,983.86	57,418.27	229,572.56	725,756.00	211,404.99	496,183.44	31.6%	68.4%
1250 EMPLOYER CONT/MEDICARE	4,022.72	3,915.30	12,049.28	55,636.00	11,569.01	43,586.72	21.7%	78.3%
TOTAL EMPLOYEE BENEFITS	107,238.96	78,074.13	402,073.80	1,449,633.99	272,441.09	1,047,560.19	27.7%	72.3%
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	399,776.23	362,586.88	1,279,436.88	5,306,489.99	1,116,427.17	4,027,053.11	24.1%	75.9%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
1004 MISCELLANOUS UNAPPROPRIATED	0.00	144.65	0.00	0.00	559.14	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	253.41	286.14	1,945.14	14,550.00	2,140.91	12,604.86	13.4%	86.6%
2135 GENERAL SUPPLIES	0.00	20.67	101.46	0.00	90.67	-101.46	#DIV/0!	#DIV/0!
2140 DUPLICATING	2,969.81	1,333.21	9,339.58	33,150.00	5,939.81	23,810.42	28.2%	71.8%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OFFICE SUPPLIES	3,223.22	1,784.67	12,365.94	49,950.00	8,730.53	37,584.06	24.8%	75.2%

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

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

	2013 MARCH	2012 MARCH	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	3,548.62	3,861.52	9,875.83	37,200.00	9,687.20	27,324.17	26.5%	73.5%
2220 FUEL, OIL, & LUBRICANTS	108.90	587.21	1,916.57	10,000.00	2,311.30	8,083.43	19.2%	80.8%
2230 CATALOGING SUPPLIES-BOOKS	47.93	27.16	404.65	5,500.00	853.19	5,095.35	7.4%	92.6%
2240 A/V SUPPLIES-CATALOGING	246.76	244.80	246.76	10,150.00	715.79	9,903.24	2.4%	97.6%
2250 CIRCULATION SUPPLIES	8,827.91	64.16	11,587.26	37,750.00	7,542.94	26,162.74	30.7%	69.3%
2260 LIGHT BULBS	4.38	1,408.04	1,810.50	4,500.00	1,734.99	2,689.50	40.2%	59.8%
2280 UNIFORMS	0.00	0.00	873.00	1,700.00	0.00	827.00	51.4%	48.6%
2290 DISPLAY/EXHIBIT SUPPLIES	435.00	1,349.65	918.13	5,900.00	1,349.65	4,981.87	15.6%	84.4%
TOTAL OPERATING SUPPLIES	13,219.50	7,542.54	27,632.70	112,700.00	24,195.06	85,067.30	24.5%	75.5%
REPAIR & MAINTENANCE SUPPLIES								
2300 IS SUPPLIES	508.07	139.31	1,400.06	6,600.00	958.74	5,199.94	21.2%	78.8%
2310 BUILDING MATERIALS & SUPPLIES	1,011.68	868.06	4,781.83	16,800.00	5,294.41	12,018.17	28.5%	71.5%
2320 PAINT & PAINTING SUPPLIES	0.00	0.00	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	1,519.75	1,007.37	6,181.89	23,800.00	6,374.83	17,618.11	26.0%	74.0%
TOTAL SUPPLIES	17,962.47	10,334.58	46,180.53	186,450.00	39,300.42	140,269.47	24.8%	75.2%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
30040 MISC. UNAPPROPRIATED	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3110 CONSULTING SERVICES	690.00	0.00	9,320.00	12,000.00	0.00	2,680.00	77.7%	22.3%
3120 ENGINEERING/ARCHITECTURAL	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
3130 LEGAL SERVICES	2,331.97	347.86	4,378.68	28,500.00	2,633.68	24,121.32	15.4%	84.6%
3140 BUILDING SERVICES	4,608.19	927.00	10,156.53	32,000.00	4,502.21	21,843.47	31.7%	68.3%
3150 MAINTENANCE CONTRACTS	3,852.94	3,577.21	12,299.88	134,100.00	23,015.68	121,800.12	9.2%	90.8%
3160 COMPUTER SERVICES (OCLC)	4,803.53	1,425.00	13,879.51	66,500.00	4,275.00	52,620.49	20.9%	79.1%
3170 ADMIN/ACCOUNTING SERVICES	4,293.29	2,793.78	12,273.57	44,100.00	12,102.80	31,826.43	27.8%	72.2%
3175 COLLECTION AGENCY SERVICES	0.00	0.00	4,376.55	24,000.00	3,436.80	19,623.45	18.2%	81.8%
TOTAL PROFESSIONAL SERVICES	20,579.92	9,070.85	66,684.72	351,200.00	49,966.17	284,515.28	19.0%	81.0%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	2,655.77	2,332.90	7,341.65	30,900.00	7,006.53	23,558.35	23.8%	76.2%
3215 CABLE TV	8.27	0.00	8.27	0.00	0.00	-8.27	#DIV/0!	#DIV/0!
3220 POSTAGE	1,561.99	1,351.28	4,299.61	30,000.00	4,178.65	25,700.39	14.3%	85.7%
3230 TRAVEL EXPENSE	0.00	80.08	0.00	10,000.00	80.08	10,000.00	0.0%	100.0%
3240 PROFESSIONAL MTG. (OFF-SITE)	147.00	0.00	172.00	10,000.00	19.00	9,828.00	1.7%	98.3%
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	3,984.70	3,500.00	3,500.00	8,147.26	0.00	100.0%	0.0%
3260 FREIGHT & DELIVERY	0.00	11.30	91.80	1,450.00	209.93	1,358.20	6.3%	93.7%
TOTAL COMMUNICATION & TRANSPORTATION	4,373.03	7,760.26	16,073.33	95,850.00	19,641.45	79,776.67	16.8%	83.2%

MONTHLY BUDGET REPORT
AS OF MARCH 31, 2013

	2013 MARCH	2012 MARCH	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	95.60	15.00	95.60	2,750.00	15.00	2,654.40	3.5%	96.5%
3320 PRINTING	87.00	0.00	117.00	5,500.00	0.00	5,383.00	2.1%	97.9%
TOTAL PRINTING & ADVERTISING	182.60	15.00	212.60	8,250.00	15.00	8,037.40	2.6%	97.4%
INSURANCE								
3410 OFFICIAL BOND	450.00	0.00	450.00	700.00	450.00	250.00	64.3%	35.7%
3420 OTHER INSURANCE	457.00	1,761.00	61,424.00	60,400.00	55,072.00	-1,024.00	101.7%	-1.7%
TOTAL INSURANCE	907.00	1,761.00	61,874.00	61,100.00	55,522.00	-774.00	101.3%	-1.3%
UTILITIES								
3510 GAS	356.93	51.40	777.12	3,100.00	667.08	2,322.88	25.1%	74.9%
3520 ELECTRICITY	24,549.79	23,179.36	76,455.73	292,000.00	73,671.96	215,544.27	26.2%	73.8%
3530 WATER	1,094.37	793.20	3,391.87	25,900.00	2,601.24	22,508.13	13.1%	86.9%
TOTAL UTILITIES	26,001.09	24,023.96	80,624.72	321,000.00	76,940.28	240,375.28	25.1%	74.9%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	3,348.06	767.40	6,516.48	19,000.00	1,656.19	12,483.52	34.3%	65.7%
3630 OTHER EQUIP/FURNITURE REPAIRS	750.00	389.90	1,741.50	10,200.00	2,511.66	8,458.50	17.1%	82.9%
36301 ENCUMBERED EQUIP/FURN REPAIRS	0.00	15,000.00	2,688.51	0.00	18,000.00	-2,688.51	#DIV/0!	#DIV/0!
3640 VEHICLE REPAIR & MAINTENANCE	746.70	0.00	662.72	8,300.00	1,842.37	7,637.28	8.0%	92.0%
3650 MATERIAL BINDING/REPAIR SERV.	0.00	0.00	0.00	3,000.00	1,033.61	3,000.00	0.0%	100.0%
TOTAL REPAIR & MAINTENANCE	4,844.76	16,157.30	11,609.21	40,500.00	25,043.83	28,890.79	28.7%	71.3%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	9,982.50	0.00	19,726.00	33,600.00	19,246.00	13,874.00	58.7%	41.3%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	100.00	0.00	100.00	0.0%	100.0%
TOTAL RENTALS	9,982.50	0.00	19,726.00	33,700.00	19,246.00	13,974.00	58.5%	41.5%
ELECTRONIC SERVICES								
38450 DATABASES SERVICES	449.95	0.00	1,374.95	91,701.00	0.00	90,326.05	1.5%	98.5%
38460 E-BOOKS SERVICES	698.60	0.00	1,257.20	73,418.00	0.00	72,160.80	1.7%	98.3%
TOTAL ELECTRONIC SERVICES	1,148.55	0.00	2,632.15	165,119.00	0.00	162,486.85	1.6%	98.4%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	750.00	1,050.00	6,850.00	7,380.00	6,825.98	530.00	92.8%	7.2%
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	53,500.03	214,000.00	0.00	160,499.97	25.0%	75.0%
3945 TRANSFER TO ANOTHER FUND (R.DAY)	0.00	16,666.67	0.00	0.00	49,999.97	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	18,583.33	17,716.67	60,350.03	227,280.00	57,785.95	166,929.97	26.6%	73.4%
TOTAL OTHER SERVICES/CHARGES	86,602.78	76,505.04	319,786.76	1,303,999.00	304,160.68	984,212.24	24.5%	75.5%

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

	2013 MARCH	2012 MARCH	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	5,699.79	519.98	5,699.79	0.00	792.96	-5,699.79	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	717.86	0.00	892.86	16,000.00	1,779.99	15,107.14	5.6%	94.4%
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	6,417.65	519.98	6,592.65	16,000.00	4,084.83	9,407.35	41.2%	58.8%
OTHER CAPITAL OUTLAY								
4510 BOOKS	38,932.95	27,786.46	144,405.45	594,454.00	142,848.21	450,048.55	24.3%	75.7%
4520 PERIODICALS & NEWSPAPERS	83.95	29.00	2,695.86	41,042.00	391.46	38,346.14	6.6%	93.4%
4530 NONPRINT MATERIALS	27,639.97	19,222.96	81,363.18	369,585.00	99,079.79	288,221.82	22.0%	78.0%
4540 ELECTRONIC RESOURCES	0.00	0.00	0.00	0.00	1,613.60	0.00	#DIV/0!	#DIV/0!
TOTAL OTHER CAPITAL OUTLAY	66,656.87	47,038.42	228,464.49	1,005,081.00	243,933.06	776,616.51	22.7%	77.3%
TOTAL CAPITAL OUTLAY	73,074.52	47,558.40	235,057.14	1,021,081.00	248,017.89	786,023.86	23.0%	77.0%
TOTAL OPERATING EXPENDITURES	577,416.00	496,984.90	1,880,461.31	7,818,019.99	1,707,906.16	5,937,558.68	24.1%	75.9%

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

MONROE COUNTY PUBLIC LIBRARY
MONTHLY SUMMARY OF BUDGET CATEGORIES
AS OF MARCH 31, 2013
THREE MONTHS = 25.0%

	2013 MARCH	2012 MARCH	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	292,537.27	284,512.75	877,363.08	3,843,756.00	841,255.35	2,966,392.92	22.8%	77.2%
EMPLOYEE BENEFITS	107,238.96	78,074.13	402,073.80	1,449,633.99	272,441.09	1,047,560.19	27.7%	72.3%
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>399,776.23</u>	<u>362,586.88</u>	<u>1,279,436.88</u>	<u>5,306,489.99</u>	<u>1,116,427.17</u>	<u>4,027,053.11</u>	<u>24.1%</u>	<u>75.9%</u>
SUPPLIES								
OFFICE SUPPLIES	3,223.22	1,784.67	12,365.94	49,950.00	8,730.53	37,584.06	24.8%	75.2%
OPERATING SUPPLIES	13,219.50	7,542.54	27,632.70	112,700.00	24,195.06	85,067.30	24.5%	75.5%
REPAIR & MAINT. SUPPLIES	1,519.75	1,007.37	6,181.89	23,800.00	6,374.83	17,618.11	26.0%	74.0%
TOTAL SUPPLIES	<u>17,962.47</u>	<u>10,334.58</u>	<u>46,180.53</u>	<u>186,450.00</u>	<u>39,300.42</u>	<u>140,269.47</u>	<u>24.8%</u>	<u>75.2%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	20,579.92	9,070.85	66,684.72	351,200.00	49,966.17	284,515.28	19.0%	81.0%
COMMUNICATION & TRANSPORTATION	4,373.03	7,760.26	16,073.33	95,850.00	19,641.45	79,776.67	16.8%	83.2%
PRINTING & ADVERTISING	182.60	15.00	212.60	8,250.00	15.00	8,037.40	2.6%	97.4%
INSURANCE	907.00	1,761.00	61,874.00	61,100.00	55,522.00	-774.00	101.3%	-1.3%
UTILITIES	26,001.09	24,023.96	80,624.72	321,000.00	76,940.28	240,375.28	25.1%	74.9%
REPAIR & MAINTENANCE	4,844.76	16,157.30	11,609.21	40,500.00	25,043.83	28,890.79	28.7%	71.3%
RENTALS	9,982.50	0.00	19,726.00	33,700.00	19,246.00	13,974.00	58.5%	41.5%
ELECTRONIC SERVICES	1,148.55	0.00	2,632.15	165,119.00	0.00	162,486.85	1.6%	98.4%
OTHER CHARGES	18,583.33	17,716.67	60,350.03	227,280.00	57,785.95	166,929.97	26.6%	73.4%
TOTAL OTHER SERVICES & CHARGES	<u>86,602.78</u>	<u>76,505.04</u>	<u>319,786.76</u>	<u>1,303,999.00</u>	<u>304,160.68</u>	<u>984,212.24</u>	<u>24.5%</u>	<u>75.5%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	6,417.65	519.98	6,592.65	16,000.00	4,084.83	9,407.35	41.2%	58.8%
OTHER CAPITAL OUTLAY	66,656.87	47,038.42	228,464.49	1,005,081.00	243,933.06	776,616.51	22.7%	77.3%
TOTAL CAPITAL OUTLAY	<u>73,074.52</u>	<u>47,558.40</u>	<u>235,057.14</u>	<u>1,021,081.00</u>	<u>248,017.89</u>	<u>786,023.86</u>	<u>23.0%</u>	<u>77.0%</u>
TOTAL OPERATING EXPENDITURES	<u>577,416.00</u>	<u>496,984.90</u>	<u>1,880,461.31</u>	<u>7,818,019.99</u>	<u>1,707,906.16</u>	<u>5,937,558.68</u>	<u>24.1%</u>	<u>75.9%</u>

2012 BUDGET
%USED IN 2012

7,641,343.13
22.4%

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

	2013 MARCH	2012 MARCH	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	40,907.95	177,208.00	22,105.85	136,300.05	23.1%	76.9%
1130 PROFESSIONAL/SUPERVISORS	38,914.33	38,151.26	116,742.96	505,886.00	114,453.82	389,143.04	23.1%	76.9%
1140 PROFESSIONAL ASSISTANTS	98,356.38	97,649.88	292,867.65	1,271,320.00	288,863.79	978,452.35	23.0%	77.0%
1150 SPECIALISTS & TECHNICIANS	65,021.35	63,174.89	195,049.32	845,151.00	185,827.47	650,101.68	23.1%	76.9%
1160 CLERICAL ASSISTANTS	31,064.28	31,690.24	95,139.92	434,725.00	93,059.82	339,585.08	21.9%	78.1%
1170 PAGES	19,091.84	19,472.85	53,533.48	240,720.00	56,122.72	187,186.52	22.2%	77.8%
1190 BUILDING MAINTENANCE	26,453.11	27,005.01	83,121.80	368,746.00	80,821.88	285,624.20	22.5%	77.5%
TOTAL SALARIES	292,537.27	284,512.75	877,363.08	3,843,756.00	841,255.35	2,966,392.92	22.8%	77.2%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	17,200.56	16,740.56	51,521.11	237,765.00	49,467.09	186,243.89	21.7%	78.3%
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	23,870.63	0.00	71,996.08	311,493.00	0.00	239,496.92	23.1%	76.9%
12301 ENCUMBERED PERF	0.00	0.00	15,335.99	15,535.99	0.00	200.00	98.7%	1.3%
1235 EMPLOYEE/PERF	7,161.19	0.00	21,598.78	93,448.00	0.00	71,849.22	23.1%	76.9%
1240 EMPLOYER CONT/INSURANCE	54,983.86	57,418.27	229,572.56	725,756.00	211,404.99	496,183.44	31.6%	68.4%
1250 EMPLOYER CONT/MEDICARE	4,022.72	3,915.30	12,049.28	55,636.00	11,569.01	43,586.72	21.7%	78.3%
TOTAL EMPLOYEE BENEFITS	107,238.96	78,074.13	402,073.80	1,449,633.99	272,441.09	1,047,560.19	27.7%	72.3%
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	399,776.23	362,586.88	1,279,436.88	5,306,489.99	1,116,427.17	4,027,053.11	24.1%	75.9%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
1004 MISCELLANOUS UNAPPROPRIATED	0.00	144.65	0.00	0.00	559.14	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	253.41	286.14	1,945.14	14,550.00	2,140.91	12,604.86	13.4%	86.6%
2135 GENERAL SUPPLIES	0.00	20.67	101.46	0.00	90.67	-101.46	#DIV/0!	#DIV/0!
2140 DUPLICATING	2,969.81	1,333.21	9,339.58	33,150.00	5,939.81	23,810.42	28.2%	71.8%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OFFICE SUPPLIES	3,223.22	1,784.67	12,365.94	49,950.00	8,730.53	37,584.06	24.8%	75.2%

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

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

	2013 MARCH	2012 MARCH	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	3,548.62	3,861.52	9,875.83	37,200.00	9,687.20	27,324.17	26.5%	73.5%
2220 FUEL, OIL, & LUBRICANTS	108.90	587.21	1,916.57	10,000.00	2,311.30	8,083.43	19.2%	80.8%
2230 CATALOGING SUPPLIES-BOOKS	47.93	27.16	404.65	5,500.00	853.19	5,095.35	7.4%	92.6%
2240 A/V SUPPLIES-CATALOGING	246.76	244.80	246.76	10,150.00	715.79	9,903.24	2.4%	97.6%
2250 CIRCULATION SUPPLIES	8,827.91	64.16	11,587.26	37,750.00	7,542.94	26,162.74	30.7%	69.3%
2260 LIGHT BULBS	4.38	1,408.04	1,810.50	4,500.00	1,734.99	2,689.50	40.2%	59.8%
2280 UNIFORMS	0.00	0.00	873.00	1,700.00	0.00	827.00	51.4%	48.6%
2290 DISPLAY/EXHIBIT SUPPLIES	435.00	1,349.65	918.13	5,900.00	1,349.65	4,981.87	15.6%	84.4%
TOTAL OPERATING SUPPLIES	13,219.50	7,542.54	27,632.70	112,700.00	24,195.06	85,067.30	24.5%	75.5%
REPAIR & MAINTENANCE SUPPLIES								
2300 IS SUPPLIES	508.07	139.31	1,400.06	6,600.00	958.74	5,199.94	21.2%	78.8%
2310 BUILDING MATERIALS & SUPPLIES	1,011.68	868.06	4,781.83	16,800.00	5,294.41	12,018.17	28.5%	71.5%
2320 PAINT & PAINTING SUPPLIES	0.00	0.00	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	1,519.75	1,007.37	6,181.89	23,800.00	6,374.83	17,618.11	26.0%	74.0%
TOTAL SUPPLIES	17,962.47	10,334.58	46,180.53	186,450.00	39,300.42	140,269.47	24.8%	75.2%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
30040 MISC. UNAPPROPRIATED	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3110 CONSULTING SERVICES	690.00	0.00	9,320.00	12,000.00	0.00	2,680.00	77.7%	22.3%
3120 ENGINEERING/ARCHITECTURAL	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
3130 LEGAL SERVICES	2,331.97	347.86	4,378.68	28,500.00	2,633.68	24,121.32	15.4%	84.6%
3140 BUILDING SERVICES	4,608.19	927.00	10,156.53	32,000.00	4,502.21	21,843.47	31.7%	68.3%
3150 MAINTENANCE CONTRACTS	3,852.94	3,577.21	12,299.88	134,100.00	23,015.68	121,800.12	9.2%	90.8%
3160 COMPUTER SERVICES (OCLC)	4,803.53	1,425.00	13,879.51	66,500.00	4,275.00	52,620.49	20.9%	79.1%
3170 ADMIN/ACCOUNTING SERVICES	4,293.29	2,793.78	12,273.57	44,100.00	12,102.80	31,826.43	27.8%	72.2%
3175 COLLECTION AGENCY SERVICES	0.00	0.00	4,376.55	24,000.00	3,436.80	19,623.45	18.2%	81.8%
TOTAL PROFESSIONAL SERVICES	20,579.92	9,070.85	66,684.72	351,200.00	49,966.17	284,515.28	19.0%	81.0%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	2,655.77	2,332.90	7,341.65	30,900.00	7,006.53	23,558.35	23.8%	76.2%
3215 CABLE TV	8.27	0.00	8.27	0.00	0.00	-8.27	#DIV/0!	#DIV/0!
3220 POSTAGE	1,561.99	1,351.28	4,299.61	30,000.00	4,178.65	25,700.39	14.3%	85.7%
3230 TRAVEL EXPENSE	0.00	80.08	0.00	10,000.00	80.08	10,000.00	0.0%	100.0%
3240 PROFESSIONAL MTG. (OFF-SITE)	147.00	0.00	172.00	10,000.00	19.00	9,828.00	1.7%	98.3%
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	3,984.70	3,500.00	3,500.00	8,147.26	0.00	100.0%	0.0%
3260 FREIGHT & DELIVERY	0.00	11.30	91.80	1,450.00	209.93	1,358.20	6.3%	93.7%
TOTAL COMMUNICATION & TRANSPORTATION	4,373.03	7,760.26	16,073.33	95,850.00	19,641.45	79,776.67	16.8%	83.2%

MONTHLY BUDGET REPORT
AS OF MARCH 31, 2013

	2013 MARCH	2012 MARCH	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	95.60	15.00	95.60	2,750.00	15.00	2,654.40	3.5%	96.5%
3320 PRINTING	87.00	0.00	117.00	5,500.00	0.00	5,383.00	2.1%	97.9%
TOTAL PRINTING & ADVERTISING	182.60	15.00	212.60	8,250.00	15.00	8,037.40	2.6%	97.4%
INSURANCE								
3410 OFFICIAL BOND	450.00	0.00	450.00	700.00	450.00	250.00	64.3%	35.7%
3420 OTHER INSURANCE	457.00	1,761.00	61,424.00	60,400.00	55,072.00	-1,024.00	101.7%	-1.7%
TOTAL INSURANCE	907.00	1,761.00	61,874.00	61,100.00	55,522.00	-774.00	101.3%	-1.3%
UTILITIES								
3510 GAS	356.93	51.40	777.12	3,100.00	667.08	2,322.88	25.1%	74.9%
3520 ELECTRICITY	24,549.79	23,179.36	76,455.73	292,000.00	73,671.96	215,544.27	26.2%	73.8%
3530 WATER	1,094.37	793.20	3,391.87	25,900.00	2,601.24	22,508.13	13.1%	86.9%
TOTAL UTILITIES	26,001.09	24,023.96	80,624.72	321,000.00	76,940.28	240,375.28	25.1%	74.9%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	3,348.06	767.40	6,516.48	19,000.00	1,656.19	12,483.52	34.3%	65.7%
3630 OTHER EQUIP/FURNITURE REPAIRS	750.00	389.90	1,741.50	10,200.00	2,511.66	8,458.50	17.1%	82.9%
36301 ENCUMBERED EQUIP/FURN REPAIRS	0.00	15,000.00	0.00	0.00	18,000.00	0.00	#DIV/0!	#DIV/0!
3640 VEHICLE REPAIR & MAINTENANCE	746.70	0.00	2,688.51	8,300.00	1,842.37	5,611.49	32.4%	67.6%
3650 MATERIAL BINDING/REPAIR SERV.	0.00	0.00	662.72	3,000.00	1,033.61	2,337.28	22.1%	77.9%
TOTAL REPAIR & MAINTENANCE	4,844.76	16,157.30	11,609.21	40,500.00	25,043.83	28,890.79	28.7%	71.3%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	9,982.50	0.00	19,726.00	33,600.00	19,246.00	13,874.00	58.7%	41.3%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	100.00	0.00	100.00	0.0%	100.0%
TOTAL RENTALS	9,982.50	0.00	19,726.00	33,700.00	19,246.00	13,974.00	58.5%	41.5%
ELECTRONIC SERVICES								
38450 DATABASES SERVICES	449.95	0.00	1,374.95	91,701.00	0.00	90,326.05	1.5%	98.5%
38460 E-BOOKS SERVICES	698.60	0.00	1,257.20	73,418.00	0.00	72,160.80	1.7%	98.3%
TOTAL ELECTRONIC SERVICES	1,148.55	0.00	2,632.15	165,119.00	0.00	162,486.85	1.6%	98.4%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	750.00	1,050.00	6,850.00	7,380.00	6,825.98	530.00	92.8%	7.2%
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	53,500.03	214,000.00	0.00	160,499.97	25.0%	75.0%
3945 TRANSFER TO ANOTHER FUND (R.DAY)	0.00	16,666.67	0.00	0.00	49,999.97	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	18,583.33	17,716.67	60,350.03	227,280.00	57,785.95	166,929.97	26.6%	73.4%
TOTAL OTHER SERVICES/CHARGES	86,602.78	76,505.04	319,786.76	1,303,999.00	304,160.68	984,212.24	24.5%	75.5%

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

	2013 MARCH	2012 MARCH	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	5,699.79	519.98	5,699.79	0.00	792.96	-5,699.79	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	717.86	0.00	892.86	16,000.00	1,779.99	15,107.14	5.6%	94.4%
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	6,417.65	519.98	6,592.65	16,000.00	4,084.83	9,407.35	41.2%	58.8%
OTHER CAPITAL OUTLAY								
4510 BOOKS	38,932.95	27,786.46	144,405.45	594,454.00	142,848.21	450,048.55	24.3%	75.7%
4520 PERIODICALS & NEWSPAPERS	83.95	29.00	2,695.86	41,042.00	391.46	38,346.14	6.6%	93.4%
4530 NONPRINT MATERIALS	27,639.97	19,222.96	81,363.18	369,585.00	99,079.79	288,221.82	22.0%	78.0%
4540 ELECTRONIC RESOURCES	0.00	0.00	0.00	0.00	1,613.60	0.00	#DIV/0!	#DIV/0!
TOTAL OTHER CAPITAL OUTLAY	66,656.87	47,038.42	228,464.49	1,005,081.00	243,933.06	776,616.51	22.7%	77.3%
TOTAL CAPITAL OUTLAY	73,074.52	47,558.40	235,057.14	1,021,081.00	248,017.89	786,023.86	23.0%	77.0%
TOTAL OPERATING EXPENDITURES	577,416.00	496,984.90	1,880,461.31	7,818,019.99	1,707,906.16	5,937,558.68	24.1%	75.9%

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

MONROE COUNTY PUBLIC LIBRARY
MONTHLY SUMMARY OF BUDGET CATEGORIES
AS OF MARCH 31, 2013
THREE MONTHS = 25.0%

	2013 MARCH	2012 MARCH	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	292,537.27	284,512.75	877,363.08	3,843,756.00	841,255.35	2,966,392.92	22.8%	77.2%
EMPLOYEE BENEFITS	107,238.96	78,074.13	402,073.80	1,449,633.99	272,441.09	1,047,560.19	27.7%	72.3%
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>399,776.23</u>	<u>362,586.88</u>	<u>1,279,436.88</u>	<u>5,306,489.99</u>	<u>1,116,427.17</u>	<u>4,027,053.11</u>	<u>24.1%</u>	<u>75.9%</u>
SUPPLIES								
OFFICE SUPPLIES	3,223.22	1,784.67	12,365.94	49,950.00	8,730.53	37,584.06	24.8%	75.2%
OPERATING SUPPLIES	13,219.50	7,542.54	27,632.70	112,700.00	24,195.06	85,067.30	24.5%	75.5%
REPAIR & MAINT. SUPPLIES	1,519.75	1,007.37	6,181.89	23,800.00	6,374.83	17,618.11	26.0%	74.0%
TOTAL SUPPLIES	<u>17,962.47</u>	<u>10,334.58</u>	<u>46,180.53</u>	<u>186,450.00</u>	<u>39,300.42</u>	<u>140,269.47</u>	<u>24.8%</u>	<u>75.2%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	20,579.92	9,070.85	66,684.72	351,200.00	49,966.17	284,515.28	19.0%	81.0%
COMMUNICATION & TRANSPORTATION	4,373.03	7,760.26	16,073.33	95,850.00	19,641.45	79,776.67	16.8%	83.2%
PRINTING & ADVERTISING	182.60	15.00	212.60	8,250.00	15.00	8,037.40	2.6%	97.4%
INSURANCE	907.00	1,761.00	61,874.00	61,100.00	55,522.00	-774.00	101.3%	-1.3%
UTILITIES	26,001.09	24,023.96	80,624.72	321,000.00	76,940.28	240,375.28	25.1%	74.9%
REPAIR & MAINTENANCE	4,844.76	16,157.30	11,609.21	40,500.00	25,043.83	28,890.79	28.7%	71.3%
RENTALS	9,982.50	0.00	19,726.00	33,700.00	19,246.00	13,974.00	58.5%	41.5%
ELECTRONIC SERVICES	1,148.55	0.00	2,632.15	165,119.00	0.00	162,486.85	1.6%	98.4%
OTHER CHARGES	18,583.33	17,716.67	60,350.03	227,280.00	57,785.95	166,929.97	26.6%	73.4%
TOTAL OTHER SERVICES & CHARGES	<u>86,602.78</u>	<u>76,505.04</u>	<u>319,786.76</u>	<u>1,303,999.00</u>	<u>304,160.68</u>	<u>984,212.24</u>	<u>24.5%</u>	<u>75.5%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	6,417.65	519.98	6,592.65	16,000.00	4,084.83	9,407.35	41.2%	58.8%
OTHER CAPITAL OUTLAY	66,656.87	47,038.42	228,464.49	1,005,081.00	243,933.06	776,616.51	22.7%	77.3%
TOTAL CAPITAL OUTLAY	<u>73,074.52</u>	<u>47,558.40</u>	<u>235,057.14</u>	<u>1,021,081.00</u>	<u>248,017.89</u>	<u>786,023.86</u>	<u>23.0%</u>	<u>77.0%</u>
TOTAL OPERATING EXPENDITURES	<u>577,416.00</u>	<u>496,984.90</u>	<u>1,880,461.31</u>	<u>7,818,019.99</u>	<u>1,707,906.16</u>	<u>5,937,558.68</u>	<u>24.1%</u>	<u>75.9%</u>

2012 BUDGET
%USED IN 2012

7,641,343.13
22.4%

MONROE COUNTY PUBLIC LIBRARY

Operating Budget & Expenditure Report

January 1, 2013 to March 31, 2013
3 months = 25.0%

Object	Object Descr	2013 Budget	Jan.	Feb.	Mar.	2013 YTD Amt	2013	
							YTD Balance	%YTD Budget
11200	ADMINISTRATION	\$177,208.00	\$13,635.99	\$13,635.98	\$13,635.98	\$40,907.95	\$136,300.05	23.08%
11300	PROF/SUPERVISORS	\$505,886.00	\$38,914.32	\$38,914.31	\$38,914.33	\$116,742.96	\$389,143.04	23.08%
11400	PROFESSIONAL	\$1,271,320.00	\$97,255.64	\$97,255.63	\$98,356.38	\$292,867.65	\$978,452.35	23.04%
11500	SPECIALIST/TECHNICIANS	\$845,151.00	\$65,021.29	\$65,006.68	\$65,021.35	\$195,049.32	\$650,101.68	23.08%
11600	CLERICAL ASSISTANTS	\$434,725.00	\$32,562.63	\$31,513.01	\$31,064.28	\$95,139.92	\$339,585.08	21.89%
11700	PAGES	\$240,720.00	\$16,123.13	\$18,318.51	\$19,091.84	\$53,533.48	\$187,186.52	22.24%
11800	TEMPORAY STAFF	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
11900	BUILDING	\$368,746.00	\$28,595.96	\$28,072.73	\$26,453.11	\$83,121.80	\$285,624.20	22.54%
12100	FICA/EMPLOYER	\$237,765.00	\$17,154.54	\$17,166.01	\$17,200.56	\$51,521.11	\$186,243.89	21.67%
12200	UNEMPLOYMENT	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
12300	PERF/EMPLOYER	\$311,493.00	\$24,091.10	\$24,034.35	\$23,870.63	\$71,996.08	\$239,496.92	23.11%
12301	ENCUMBERED PERF	\$15,535.99	\$15,335.99	\$0.00	\$0.00	\$15,335.99	\$200.00	98.71%
12350	PERF/EMPLOYEE	\$93,448.00	\$7,227.30	\$7,210.29	\$7,161.19	\$21,598.78	\$71,849.22	23.11%
12400	INS/EMPLOYER	\$725,756.00	\$39,918.79	\$134,669.9	\$54,983.86	\$229,572.56	\$496,183.44	31.63%
12500	MEDICARE/EMPLOYER	\$55,636.00	\$4,011.95	\$4,014.61	\$4,022.72	\$12,049.28	\$43,586.72	21.66%
13100	WORK STUDY	\$3,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,100.00	0.00%
21100	OFFICIAL RECORDS	\$1,300.00	\$979.76	\$0.00	\$0.00	\$979.76	\$320.24	75.37%
21200	STATIONERY/BUS. CARDS	\$950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$950.00	0.00%
21300	OFFICE SUPPLIES	\$14,550.00	\$903.46	\$788.27	\$253.41	\$1,945.14	\$12,604.86	13.37%
21350	GENERAL SUPPLIES	\$0.00	\$41.63	\$59.83	\$0.00	\$101.46	-\$101.46	0.00%
21400	DUPLICATING	\$33,150.00	\$2,609.74	\$3,760.03	\$2,969.81	\$9,339.58	\$23,810.42	28.17%
22100	CLEANING SUPPLIES	\$37,200.00	\$2,029.71	\$4,297.50	\$3,548.62	\$9,875.83	\$27,324.17	26.55%
22200	FUEL/OIL/LUBRICANTS	\$10,000.00	\$1,136.83	\$670.84	\$108.90	\$1,916.57	\$8,083.43	19.17%
22300	CATALOGING	\$5,500.00	\$356.72	\$0.00	\$47.93	\$404.65	\$5,095.35	7.36%
22400	A/V SUPPLIES/CATALOG	\$10,150.00	\$0.00	\$0.00	\$246.76	\$246.76	\$9,903.24	2.43%
22500	CIRCULATION SUPPLIES	\$37,750.00	\$2,759.35	\$0.00	\$8,827.91	\$11,587.26	\$26,162.74	30.69%
22600	LIGHT BULBS	\$4,500.00	\$210.53	\$1,595.59	\$4.38	\$1,810.50	\$2,689.50	40.23%
22800	UNIFORMS	\$1,700.00	\$0.00	\$873.00	\$0.00	\$873.00	\$827.00	51.35%
22900	DISPLAY/EXHIBITS SUPPLIES	\$5,900.00	\$378.83	\$104.30	\$435.00	\$918.13	\$4,981.87	15.56%
23000	IS SUPPLIES	\$6,600.00	\$453.27	\$438.72	\$508.07	\$1,400.06	\$5,199.94	21.21%
23100	BUILDING MATERIAL	\$16,800.00	\$779.00	\$2,991.15	\$1,011.68	\$4,781.83	\$12,018.17	28.46%
23200	PAINT/PAINTING SUPPLIES	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
31100	CONSULTING SERVICES	\$12,000.00	\$8,630.00	\$0.00	\$690.00	\$9,320.00	\$2,680.00	77.67%
31200	ENGINEERING/ARCHITECTU	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
31300	LEGAL SERVICES	\$28,500.00	\$186.71	\$1,860.00	\$2,331.97	\$4,378.68	\$24,121.32	15.36%
31400	BUILDING SERVICES	\$32,000.00	\$3,667.40	\$1,880.94	\$4,608.19	\$10,156.53	\$21,843.47	31.74%
31500	MAINTENANCE	\$134,100.00	\$2,083.20	\$6,363.74	\$3,852.94	\$12,299.88	\$121,800.12	9.17%
31600	COMPUTER SERVICES	\$66,500.00	\$4,609.27	\$4,466.71	\$4,803.53	\$13,879.51	\$52,620.49	20.87%
31700	ADMIN/ACCOUNTING	\$44,100.00	\$2,774.73	\$5,205.55	\$4,293.29	\$12,273.57	\$31,826.43	27.83%
31750	COLLECTION AGENCY	\$24,000.00	\$3,195.15	\$1,181.40	\$0.00	\$4,376.55	\$19,623.45	18.24%
32100	TELEPHONE	\$30,900.00	\$2,301.59	\$2,384.29	\$2,655.77	\$7,341.65	\$23,558.35	23.76%
32150	CABLE TV SERVICE	\$0.00	\$0.00	\$0.00	\$8.27	\$8.27	-\$8.27	0.00%
32200	POSTAGE	\$30,000.00	\$1,798.55	\$939.07	\$1,561.99	\$4,299.61	\$25,700.39	14.33%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$25.00	\$0.00	\$147.00	\$172.00	\$9,828.00	1.72%
32500	CONTINUING	\$10,000.00	\$660.00	\$0.00	\$0.00	\$660.00	\$9,340.00	6.60%
32501	ENCUMBERED CONTINUING	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	100.00
32600	FREIGHT/DELIVERY	\$1,450.00	\$30.47	\$61.33	\$0.00	\$91.80	\$1,358.20	6.33%
33100	ADVERTISING/PUBLICATIO	\$2,750.00	\$0.00	\$0.00	\$95.60	\$95.60	\$2,654.40	3.48%
33200	PRINTING SERVICES	\$5,500.00	\$15.00	\$15.00	\$87.00	\$117.00	\$5,383.00	2.13%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$0.00	\$450.00	\$450.00	\$250.00	64.29%
34200	OTHER INSURANCE	\$60,400.00	\$14,075.00	\$46,892.00	\$457.00	\$61,424.00	-\$1,024.00	101.70
35100	GAS	\$3,100.00	\$368.17	\$52.02	\$356.93	\$777.12	\$2,322.88	25.07%
35200	ELECTRICITY	\$292,000.00	\$26,927.46	\$24,978.48	\$24,549.79	\$76,455.73	\$215,544.27	26.18%
35300	WATER	\$25,900.00	\$1,157.74	\$1,139.76	\$1,094.37	\$3,391.87	\$22,508.13	13.10%
36100	BUILDING REPAIRS	\$19,000.00	\$3,168.42	\$0.00	\$3,348.06	\$6,516.48	\$12,483.52	34.30%
36300	OTHER EQUIP/FURNITURE	\$10,200.00	\$420.00	\$571.50	\$750.00	\$1,741.50	\$8,458.50	17.07%
36400	VEHICLE	\$8,300.00	\$46.86	\$1,894.95	\$746.70	\$2,688.51	\$5,611.49	32.39%
36500	MATERIALS	\$3,000.00	\$382.20	\$280.52	\$0.00	\$662.72	\$2,337.28	22.09%

MONROE COUNTY PUBLIC LIBRARY

Operating Budget & Expenditure Report

January 1, 2013 to March 31, 2013
3 months = 25.0%

Object	Object Descr	2013 Budget	Jan.	Feb.	Mar.	2013 YTD Amt	2013	
							YTD Balance	%YTD Budget
37100	REAL ESTATE	\$33,600.00	\$9,706.00	\$37.50	\$9,982.50	\$19,726.00	\$13,874.00	58.71%
37200	EQUIPMENT RENTAL	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
38450	DATABASES	\$91,701.00	\$0.00	\$925.00	\$449.95	\$1,374.95	\$90,326.05	1.50%
38460	E-BOOKS	\$73,418.00	\$558.60	\$0.00	\$698.60	\$1,257.20	\$72,160.80	1.71%
39100	DUES/INSTITUTIONAL	\$7,380.00	\$6,000.00	\$100.00	\$750.00	\$6,850.00	\$530.00	92.82%
39200	INTEREST/TEMPORARY	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
39400	TRANSFER TO LIRF	\$214,000.00	\$17,833.37	\$17,833.33	\$17,833.33	\$53,500.03	\$160,499.97	25.00%
39500	EDUCATIONAL/LICENSING	\$3,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,400.00	0.00%
44100	FURNITURE	\$0.00	\$0.00	\$0.00	\$5,699.79	\$5,699.79	-\$5,699.79	0.00%
44300	OTHER EQUIPMENT	\$16,000.00	\$0.00	\$175.00	\$717.86	\$892.86	\$15,107.14	5.58%
45100	BOOKS	\$594,454.00	\$54,542.07	\$50,930.43	\$38,932.95	\$144,405.45	\$450,048.55	24.29%
45200	PERIODICALS/NEWSPAPERS	\$41,042.00	\$2,611.91	\$0.00	\$83.95	\$2,695.86	\$38,346.14	6.57%
45300	NONPRINT MATERIALS	\$369,585.00	\$26,856.73	\$26,866.48	\$27,639.97	\$81,363.18	\$288,221.82	22.01%
		\$7,818,019.99	\$610,619.06	\$692,426.2	\$577,416.00	\$1,880,461.31	\$5,937,558.68	24.05%

MONROE COUNTY PUBLIC LIBRARY

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LIRF Budget & Expenditure Report

January 1, 2013 to March 31, 2013
3 months = 25.0%

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

MONROE COUNTY PUBLIC LIBRARY

Debt Service Budget & Expenditures Report

January 1, 2013 to March 31, 2013
3 months = 25.0%

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

MONROE COUNTY PUBLIC LIBRARY

Rainy Day Budget & Expenditures Report

January 1, 2013 to March 31, 2013
3 months = 25.0%

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

MONROE COUNTY PUBLIC LIBRARY

Special Revenue Budget & Expenditure Report

January 1, 2013 to March 31, 2013
3 months = 25.0%

Object	Object Descr	2013				YTD	2013	2013
		Budget	Jan.	Feb.	Mar.	Amount	YTD Balance	%YTD Budget
11300	PROF/SUPERVISORS	\$61,430.17	\$4,725.43	\$4,725.44	\$4,725.44	\$14,176.31	\$47,253.86	23.08%
11400	PROFESSIONAL ASSISTANT	\$123,662.53	\$9,512.48	\$9,512.50	\$9,512.50	\$28,537.48	\$95,125.05	23.08%
11600	CLERICAL ASSISTANTS	\$179,261.78	\$13,805.32	\$13,734.60	\$13,813.49	\$41,353.41	\$137,908.3	23.07%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$22,590.01	\$1,646.88	\$1,640.45	\$1,649.36	\$4,936.69	\$17,653.32	21.85%
12300	PERF/EMPLOYER	\$36,685.86	\$3,586.78	\$2,181.59	\$2,179.49	\$7,947.86	\$28,738.00	21.66%
12350	PERF/EMPLOYEE CONTRIB.	\$0.00	\$653.59	\$654.48	\$653.86	\$1,961.93	-\$1,961.93	0.00%
12400	INS/EMPLOYER	\$70,000.00	\$8,974.90	\$13,440.16	\$5,252.35	\$27,667.41	\$42,332.59	39.52%
12500	MEDICARE/EMPLOYER	\$5,283.14	\$385.16	\$383.65	\$385.74	\$1,154.55	\$4,128.59	21.85%
13100	WORK STUDY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21200	STATIONERY/BUS. CARDS	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21300	OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21400	DUPLICATING	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
22200	FUEL/OIL/LUBRICANTS	\$1,000.00	\$0.00	\$31.77	\$129.50	\$161.27	\$838.73	16.13%
22700	VIDEO TAPE/MEDIA STORAGE	\$17,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,000.00	0.00%
23000	IS SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
23500	VIDEO MATERIALS/CATS	\$10,000.00	\$422.12	\$224.46	\$174.72	\$821.30	\$9,178.70	8.21%
31100	CONSULTING SERVICES	\$5,000.00	\$335.00	\$0.00	\$0.00	\$335.00	\$4,665.00	6.70%
31300	LEGAL SERVICES	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
31600	COMPUTER SERVICES	\$0.00	\$49.90	\$49.90	\$49.90	\$149.70	-\$149.70	0.00%
31650	DIGITIZATION SERVICES	\$2,500.00	\$0.00	\$1,505.00	\$1,545.00	\$3,050.00	-\$550.00	122.00%
31700	ADMIN/ACCOUNTING	\$0.00	\$6.74	\$1.94	\$5.40	\$14.08	-\$14.08	0.00%
32100	TELEPHONE	\$3,500.00	\$288.93	\$250.65	\$247.69	\$787.27	\$2,712.73	22.49%
32150	CABLE TV SERVICE	\$0.00	\$0.00	\$0.00	\$19.31	\$19.31	-\$19.31	0.00%
32200	POSTAGE	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
32300	TRAVEL EXPENSE	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32400	PROFESSIONAL MTG/OFF	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32600	FREIGHT/DELIVERY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
36300	OTHER EQUIP/FURNITURE	\$6,000.00	\$35.00	\$140.00	\$295.25	\$470.25	\$5,529.75	7.84%
37100	REAL ESTATE	\$3,500.00	\$733.50	\$0.00	\$1,170.00	\$1,903.50	\$1,596.50	54.39%
39100	DUES/INSTITUTIONAL	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
39500	EDUCATIONAL/LICENSING	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
39600	COMMUNITY NEWS SERVICES	\$10,000.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$7,500.00	25.00%
44100	FURNITURE	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0.00%
44700	EQUIPMENT - CATS	\$50,000.00	\$352.02	\$0.00	\$0.00	\$352.02	\$49,647.98	0.70%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
		\$632,213.49	\$45,513.75	\$48,476.59	\$44,309.00	\$138,299.34	\$493,914.1	21.88%

MONROE COUNTY PUBLIC LIBRARY

LCPF Budget & Expenditure Report

January 1, 2013 to March 31, 2013
3 months = 25.0%

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

MONROE COUNTY PUBLIC LIBRARY

Gen. Obligation Bond Budget & Expenditure

January 1, 2013 to March 31, 2013
3 months = 25.0%

Object	Object Descr	2013	Jan.	Feb.	Mar.	YTD	2013	2013
		Budget				Amount	YTD	%YTD
						Balance	Budget	
31300	LEGAL SERVICES	\$0.00	\$0.00	\$11,500.00	\$0.00	\$11,500.00	-\$11,500.00	0.00%
31700	ADMIN/ACCOUNTING	\$0.00	\$22,028.82	\$0.00	\$0.00	\$22,028.82	-\$22,028.82	0.00%
33100	ADVERTISING/PUBLICAT	\$0.00	\$0.00	\$194.26	\$195.18	\$389.44	-\$389.44	0.00%
44300	OTHER EQUIPMENT	\$0.00	\$0.00	\$24,075.25	\$0.00	\$24,075.25	-\$24,075.25	0.00%
44450	BUILDING RENOVATION	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	-\$3,000.00	0.00%
44600	IS EQUIPMENT	\$58,000.00	\$0.00	\$0.00	\$4,900.00	\$4,900.00	\$53,100.00	8.45%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$4,723.80	\$159.00	\$4,882.80	\$20,117.20	19.53%
44700	EQUIPMENT - CATS	\$45,000.00	\$553.40	\$0.00	\$0.00	\$553.40	\$44,446.60	1.23%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
		\$133,000.00	\$22,582.22	\$40,493.31	\$8,254.18	\$71,329.71	\$61,670.29	53.63%

MONROE COUNTY PUBLIC LIBRARY

Expenditure Summary compared to last year

2013 compared to 2012: Period Ending March

Fund	Fund Descr	2013 Budget	March 2013 Amt	2013 YTD Amt	2012 Budget	March 2012 Amt	2012 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,818,019.99	\$577,416.00	\$1,880,461.31	\$7,641,343.13	\$496,984.90	\$1,707,906.16	10.00%
002	JAIL	\$0.00	\$435.54	\$720.69	\$0.00	\$84.93	\$977.00	-26.00%
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	\$186.16	\$186.16	-19.00%
005	PLAC	\$0.00	\$0.00	\$2,400.00	\$0.00	\$0.00	\$2,400.00	0.00%
006	RETIREEES	\$0.00	\$1,027.50	\$4,389.30	\$0.00	\$2,507.92	\$8,979.32	-51.00%
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	\$2,466.58	\$4,424.21	-100.00%
010	PAYROLL	\$0.00	\$321,685.67	\$985,706.76	\$0.00	\$318,186.33	\$955,552.23	3.00%
011	INVESTMENT-GIFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
012	TEEN COUNCIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
015	LSTA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
016	GIFT-RESTRICED	\$0.00	\$7,175.61	\$18,255.66	\$0.00	\$5,773.56	\$29,389.58	-38.00%
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	\$9,030.69	\$17,789.39	\$0.00	\$3,025.18	\$10,727.58	66.00%
020	SPECIAL REVENUE	\$632,213.49	\$44,309.00	\$138,299.34	\$642,803.96	\$41,986.33	\$125,418.21	10.00%
021	CAPITAL PROJECTS	\$10,975.00	\$0.00	\$10,817.71	\$543,411.00	\$17,110.12	\$40,307.78	-73.00%
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	\$409.92	\$12,417.32	\$0.00	\$1,985.73	\$8,428.37	47.00%
025	LSTA-SMITHVILLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
026	GENERAL	\$133,000.00	\$8,254.18	\$71,329.71	\$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	\$969,744.11	\$3,142,738.00	\$9,909,646.09	\$890,297.74	\$2,894,696.60	9.00%

MONROE COUNTY PUBLIC LIBRARY

Monthly Revenue Report (Cash Basis)

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

Source	Source Descr	2013 Budget	March 2013 Amt	2013 YTD Amt	2012 Budget	March 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	\$518,907.69	\$1,980,075.00	\$164,950.76	\$494,852.28	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	\$421.60	\$1,142.43	\$0.00	\$350.11	\$985.72	16.00%
03500	LOST/DAMAGED	\$0.00	\$2,367.20	\$6,923.62	\$0.00	\$2,248.53	\$7,016.61	-1.00%
03600	FINES/FEES	\$175,000.00	\$12,884.93	\$40,064.55	\$175,000.00	\$14,582.50	\$47,694.22	-16.00%
03650	COLLECTION AGENCY FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03700	BLGTN COPIERS/PRINTERS	\$10,000.00	\$1,091.55	\$2,993.75	\$6,000.00	\$1,424.30	\$3,592.47	-17.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$231.41	\$7,297.79	\$0.00	\$167.00	\$5,292.78	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	\$262.00	\$622.00	-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	\$308.81	\$564.27	\$0.00	\$143.30	\$646.81	-13.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM	\$6,000.00	\$1,039.58	\$3,380.53	\$7,500.00	\$634.23	\$2,672.51	26.00%
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	\$150.00	\$150.00	\$7,500.00	\$0.00	\$1,800.00	-92.00%
53000	LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$7,702,529.00	\$191,464.31	\$608,495.72	\$7,066,220.00	\$184,762.73	\$565,175.40	8.00%

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: March 2013

FUND Descr	03/01/2013	MTD Debit	MTD Credit	03/31/2013	Bal Sht Descr
OPERATING	\$1,903.17	\$1.04	\$0.00	\$1,904.21	CHASE/BANK ONE SAVINGS
OPERATING	\$14,718.86	\$7,868.39	\$9.09	\$22,578.16	ONB/MONROE BANK CHECKING
OPERATING	\$19,420.82	\$9,953.39	\$0.00	\$29,374.21	UNITED COMMERCE BANK
OPERATING	-\$661,780.94	\$623,828.06	\$560,797.53	-\$598,750.41	FIFTH THIRD BANK CHECKING
OPERATING	\$953,697.98	\$1,037.38	\$450,000.00	\$504,735.36	FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	\$327,959.89	\$642,688.26	\$1,010,806.62	-\$40,158.47	
JAIL	\$5,714.85	\$0.00	\$435.54	\$5,279.31	FIFTH THIRD BANK CHECKING
GIFT UNRESTRICTED	\$280.73	\$438.86	\$0.00	\$719.59	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$5.00	\$8.00	\$0.00	\$13.00	UNITED COMMERCE BANK
GIFT UNRESTRICTED	\$12,533.68	\$0.00	\$0.00	\$12,533.68	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$12,819.41	\$446.86	\$0.00	\$13,266.27	
PLAC	\$700.00	\$350.00	\$0.00	\$1,050.00	ONB/MONROE BANK CHECKING
PLAC	\$1,150.00	\$900.00	\$0.00	\$2,050.00	UNITED COMMERCE BANK
PLAC	\$300.00	\$0.00	\$0.00	\$300.00	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$2,150.00	\$1,250.00	\$0.00	\$3,400.00	
RETIREEES	-\$1,120.60	\$1,120.60	\$1,027.50	-\$1,027.50	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	
PAYROLL	\$0.00	\$324,232.93	\$321,685.67	\$2,547.26	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$1,045.00	\$905.00	\$0.00	\$1,950.00	ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$549.60	\$5.75	\$160.00	\$395.35	UNITED COMMERCE BANK
GIFT-RESTRICED	\$72,897.28	\$15,714.25	\$7,181.36	\$81,430.17	FIFTH THIRD BANK CHECKING
Fund 016 GIFT-RESTRICED	\$74,491.88	\$16,625.00	\$7,341.36	\$83,775.52	
GIFT-FOUNDATION	\$2.57	\$0.00	\$0.00	\$2.57	ONB/MONROE BANK CHECKING
GIFT-FOUNDATION	-\$432.78	\$46,474.95	\$9,030.69	\$37,011.48	FIFTH THIRD BANK CHECKING
Fund 019 GIFT-FOUNDATION	-\$430.21	\$46,474.95	\$9,030.69	\$37,014.05	
SPECIAL REVENUE	\$0.00	\$3,453.00	\$0.00	\$3,453.00	ONB/MONROE BANK CHECKING

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: March 2013

FUND Descr	03/01/2013	MTD Debit	MTD Credit	03/31/2013	Bal Sht Descr
SPECIAL REVENUE	\$276.87	\$195.00	\$5.40	\$466.47	UNITED COMMERCE BANK
SPECIAL REVENUE	\$173,930.48	\$0.00	\$44,303.60	\$129,626.88	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$60,000.00	\$0.00	\$0.00	\$60,000.00	FIFTH THIRD BANK SAVINGS
Fund 020 SPECIAL REVENUE	\$234,207.35	\$3,648.00	\$44,309.00	\$193,546.35	
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	\$6,022.87	\$0.00	\$409.92	\$5,612.95	FIFTH THIRD BANK CHECKING
GENERAL OBLIGATION BOND	-\$1,279.91	\$0.00	\$8,254.18	-\$9,534.09	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	\$1,718,320.09	\$0.00	\$8,254.18	\$1,710,065.91	
	\$5,574,517.38	\$1,036,486.60	\$1,403,300.48	\$5,207,703.50	

MONROE COUNTY PUBLIC LIBRARY

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CHASE BANK SAVINGS

06110 BANKONESV

March 2013

Account Summary

Beginning Balance on	3/1/2013	\$11,916.72
+	Receipts/Deposits	\$1.04
-	Payments (Checks and Withdrawals)	\$0.00
Ending Balance as of	3/29/2013	\$11,917.76

Check Book Balance

Active	G 001-06110	OPERATING	\$1,904.21
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	\$11,917.76

Beginning Balance	\$11,916.72
+ Total Deposits	\$1.04
- Checks Written	\$0.00
Check Book Balance	\$11,917.76
Difference	\$0.00

MONROE COUNTY PUBLIC LIBRARY

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ONB MONROE CHECKING
06300 ONB/MONROE
March 2013**

Account Summary

Beginning Balance on	3/1/2013	\$16,747.16
+	Receipts/Deposits	\$13,006.16
-	Payments (Checks and Withdrawals)	\$0.00
Ending Balance as of	3/31/2013	\$29,753.32

Check Book Balance

Active	G 001-06300	OPERATING	\$22,578.16
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$719.59
Active	G 005-06300	PLAC	\$1,050.00
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	\$1,950.00
Active	G 019-06300	GIFT-FOUNDATION	\$2.57
Active	G 020-06300	SPECIAL REVENUE	\$3,453.00
Active	G 024-06300	FINRA GRANT	\$0.00
		Cash	\$29,753.32
	Beginning Balance		\$16,747.16
	+ Total Deposits		\$13,006.16
	- Checks Written		\$0.00
	Check Book Balance		\$29,753.32
	Difference		\$0.00

MONROE COUNTY PUBLIC LIBRARY

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UNITED COMMERCE

06400 UNITED COM

March 2013

Account Summary

Beginning Balance on	3/1/2013	\$21,402.29
+ Receipts/Deposits		\$10,896.74
- Payments (Checks and Withdrawals)		\$0.00
Ending Balance as of	3/29/2013	\$32,299.03

Check Book Balance

Active	G 001-06400	OPERATING	\$29,374.21
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$13.00
Active	G 005-06400	PLAC	\$2,050.00
Active	G 016-06400	GIFT-RESTRICED	\$395.35
Active	G 020-06400	SPECIAL REVENUE	\$466.47
		Cash	\$32,299.03
	Beginning Balance	\$21,402.29	
	+ Total Deposits	\$10,896.74	
	- Checks Written	\$0.00	
	Check Book Balance	\$32,299.03	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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FIFTH THIRD CHECKING
06500 FIFTHCKNG
March 2013

Account Summary

Beginning Balance on	3/1/2013	\$161,642.91
+	Receipts/Deposits	\$686,452.28
-	Payments (Checks and Withdrawals)	\$555,562.78
Ending Balance as of	3/31/2013	\$292,532.41

Check Book Balance

Active	G 001-06500	OPERATING	-\$598,750.41
Active	G 002-06500	JAIL	\$5,279.31
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	-\$1,027.50
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	\$2,547.26
Active	G 016-06500	GIFT-RESTRICED	\$81,430.17
Active	G 019-06500	GIFT-FOUNDATION	\$37,011.48
Active	G 020-06500	SPECIAL REVENUE	\$129,626.88
Active	G 021-06500	CAPITAL PROJECTS	\$187,772.58
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$5,612.95
Active	G 025-06500	LSTA-SMITHVILLE NEWS	\$0.00
Active	G 026-06500	GENERAL OBLIGATION	-\$9,534.09
Active	G 027-06500	COMMUNITY FDTN	\$0.00
		Cash	\$115,352.06

Beginning Balance	\$161,642.91
+ Total Deposits	\$686,452.28
- Checks Written	\$732,743.13
Check Book Balance	\$115,352.06
O/S Checks	\$177,180.35

MONROE COUNTY PUBLIC LIBRARY

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FIFTH THIRD SAVINGS

06510 FIFTHSAVG

March 2013

Account Summary

Beginning Balance on	3/1/2013	\$4,466,343.95
+	Receipts/Deposits	\$1,037.38
-	Payments (Checks and Withdrawals)	\$450,000.00
Ending Balance as of	3/31/2013	\$4,017,381.33

Check Book Balance

Active	G 001-06510	OPERATING	\$504,735.36
Active	G 007-06510	LIRF	\$526,518.58
Active	G 008-06510	DEBT SERVICE	\$31,103.53
Active	G 009-06510	RAINY DAY	\$944,339.76
Active	G 016-06510	GIFT-RESTRICTED	\$0.00
Active	G 020-06510	SPECIAL REVENUE	\$60,000.00
Active	G 021-06510	CAPITAL PROJECTS	\$231,084.10
Active	G 025-06510	LSTA-SMITHVILLE NEWS	\$0.00
Active	G 026-06510	GENERAL OBLIGATION	\$1,719,600.00
		Cash	\$4,017,381.33

Beginning Balance	\$4,466,343.95
+ Total Deposits	\$1,037.38
- Checks Written	\$450,000.00

Check Book Balance	\$4,017,381.33
Difference	\$0.00

TO: Monroe County Public Library – Board of Trustees
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager
RE: Personnel Report
DATE: April 17, 2013

Beginning Employment

- Vicky Coffin, Facilities, Security Technician, Pay Grade E, 20 hours per week effective March 26, 2013.

Ending Employment

None

Job Changes

None

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

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

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

07/15/11	144	20	164	4,095	575	4,670	141,369	17,945	159,314
07/29/11	146	20	166	4,158	575	4,733	157,807	17,099	174,906
08/12/11	143	20	163	4,085	575	4,660	153,319	18,247	171,566
08/26/11	144	22	166	4,093	605	4,698	140,964	17,431	158,395
09/09/11	144	22	166	4,093	605	4,698	140,964	17,431	158,395
09/23/11	137	22	159	3,990	605	4,595	143,087	17,431	160,518
10/07/11	137	22	159	3,990	605	4,595	143,087	19,345	162,432
10/21/11	137	22	159	3,985	605	4,590	135,340	18,113	153,453
11/04/11	136	19	155	3,970	555	4,525	136,773	17,674	154,447
11/18/11	135	20	155	3,933	575	4,508	135,137	17,458	152,595
12/02/11	135	20	155	3,955	575	4,530	135,610	17,184	152,794
12/16/11	135	20	155	3,945	575	4,520	135,287	20,976	156,263
12/30/11	135	20	155	3,945	575	4,520	135,287	17,124	152,411
01/13/12	133	20	153	3,928	575	4,503	136,578	17,053	153,631
01/27/12	140	20	160	4,013	575	4,588	138,161	17,716	155,877
02/10/12	138	21	159	4,013	590	4,603	139,301	18,083	157,384
02/24/12	138	21	159	4,013	590	4,603	139,161	17,674	156,835
03/09/12	140	21	161	4,065	590	4,655	142,695	17,837	160,532
03/23/12	139	20	159	4,028	575	4,603	139,842	17,874	157,716
04/06/12	138	20	158	3,990	575	4,565	137,363	17,823	155,186
04/20/12	137	20	157	3,980	580	4,560	136,572	17,901	154,473
05/04/12	138	20	158	3,995	580	4,575	138,913	18,372	157,285
05/18/12	138	20	158	4,018	580	4,598	143,730	17,853	161,583
06/01/12	137	20	157	3,958	580	4,538	135,948	18,306	154,254
06/15/12	136	20	156	3,950	583	4,533	136,741	17,386	154,127
06/29/12	134	20	154	3,930	580	4,510	136,829	17,731	154,560
07/13/12	141	19	160	4,058	560	4,618	138,743	17,587	156,330
07/27/12	143	20	163	4,143	580	4,723	143,950	17,657	161,607
08/10/12	142	19	161	4,140	555	4,695	141,277	17,272	158,549
08/24/12	141	19	160	4,125	555	4,680	142,755	16,856	159,611
09/07/12	141	18	159	4,125	530	4,655	142,755	16,893	159,648
09/21/12	138	19	157	4,058	555	4,613	141,707	16,959	158,666
10/05/12	144	20	164	4,153	580	4,733	142,342	18,212	160,554
10/19/12	143	20	163	4,180	580	4,760	143,011	18,212	161,223
11/02/12	139	20	159	4,100	580	4,680	143,007	18,356	161,363
11/16/12	137	20	157	4,070	580	4,650	142,342	17,911	160,253
11/30/12	145	20	165	4,190	580	4,770	144,244	17,743	161,987
12/14/12	142	20	162	4,140	580	4,720	141,558	17,438	158,996
12/28/12	142	20	162	4,140	580	4,720	141,558	17,532	159,090
01/11/13	142	20	162	4,130	580	4,710	145,032	17,493	162,525
01/25/13	140	20	160	4,115	580	4,695	145,248	17,903	163,151

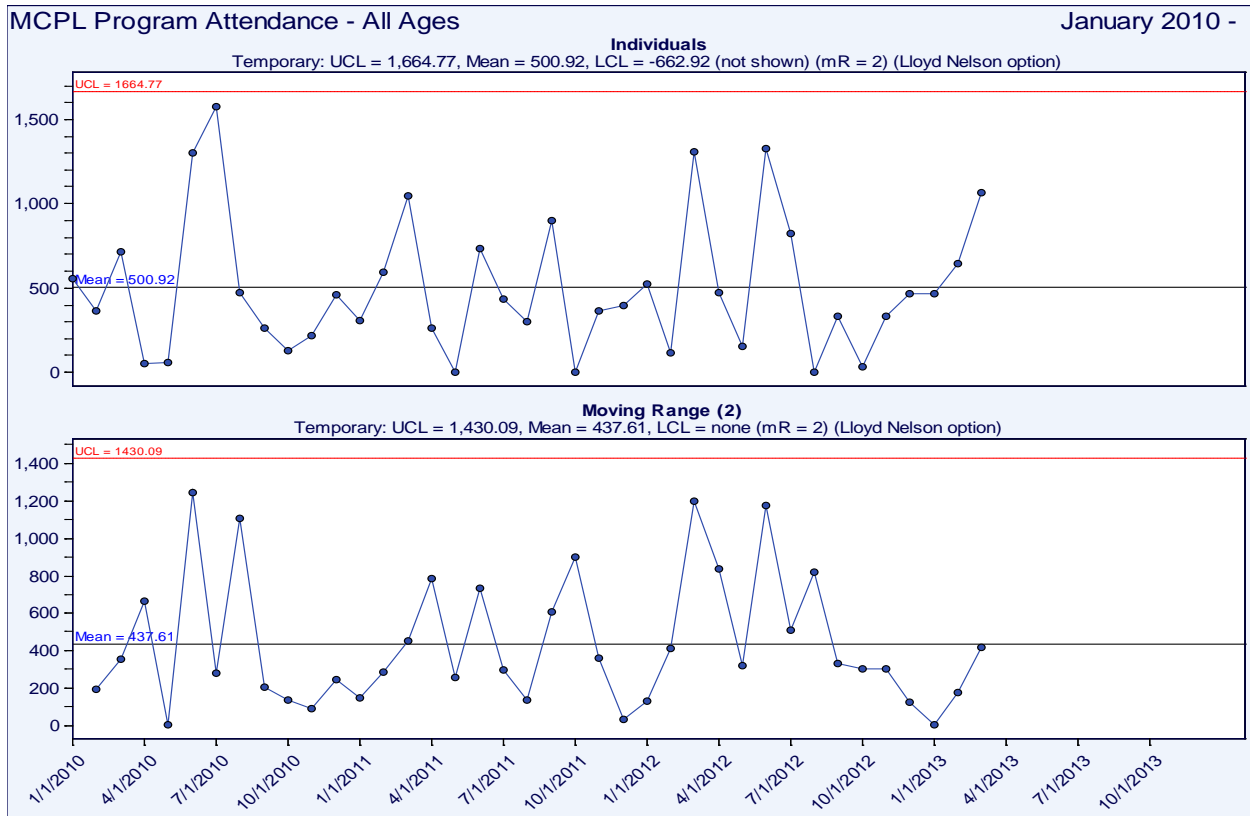
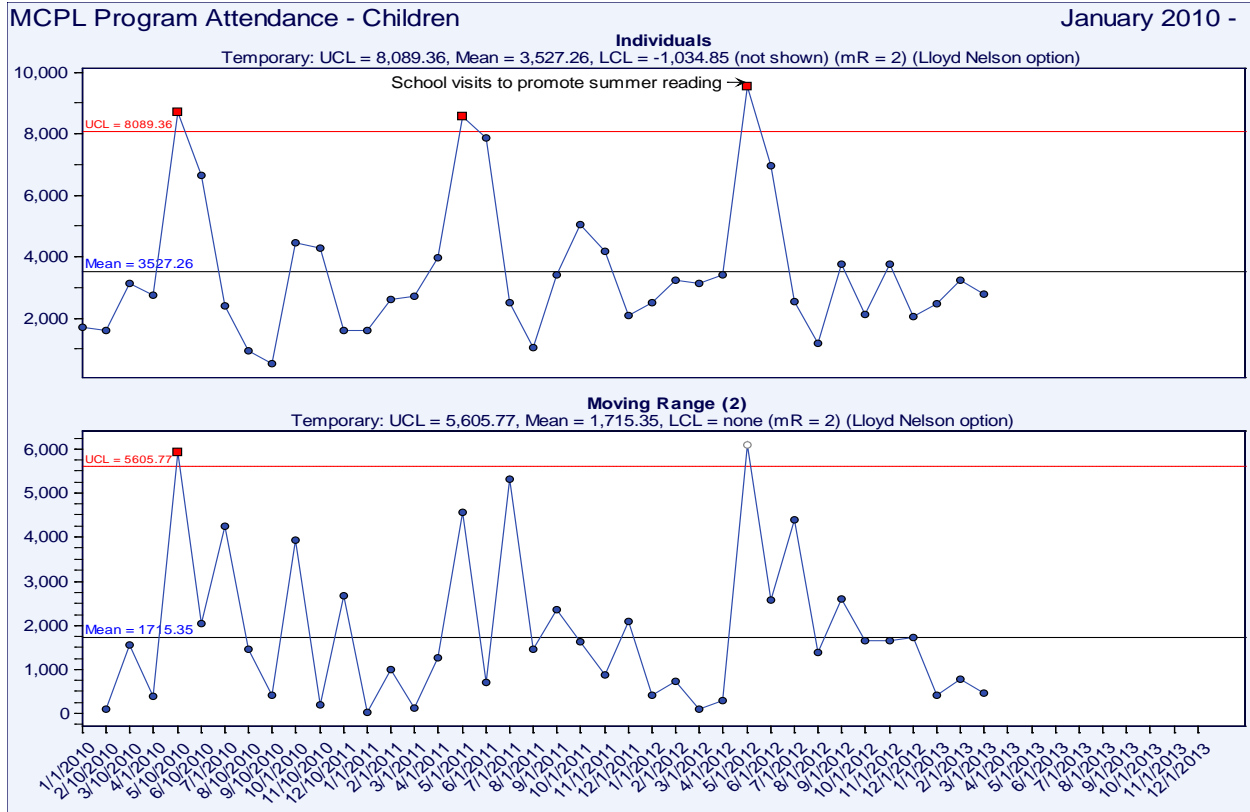
Monroe County Public Library Employees, Hours and Wages, by Pay Period, 2010-

02/08/13	140	20	160	4,110	580	4,690	146,237	18,072	164,309
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
03/22/13	143	19	162	4,138	560	4,698	145,555	17,147	162,702
04/05/13	143	20	163	4,138	575	4,713	151,475	17,458	168,933

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; El Centro contract; fee schedule; Community Outreach update-Chris Jackson

GOAL 1: Strengthen 21st century literacy skills.



1A. Strengthen early literacy skills.

- Penny Gillie put up a new display about color identification on the bulletin board in the children's room with instructions for a color identification game for parents and children.
- March Head Start story times included folklore and animal stories from Africa. We read *Abiyoyo* by Pete Seeger and *The Princess and the Pea* with African illustrations by Rachel Isadora. The latter inspired interesting conversations about our perceptions of what a "real princess" would look like. We also enjoyed a puppet show presentation of "The Lion and the Mouse", and a monkey themed action rhyme.
- The Children's Services Department hosted 74 in-house programs for 2,890 children and caregivers and 6 off-site programs for 319 children and adults in March. The Seusspicious Behavior celebration, organized by Christina Jones, drew over 500 patrons. In addition to a special appearance by the Cat in the Hat, our new partnership with WTIU allowed children to review their favorite picture books for later airing on The Friday Zone.
- Campus Kitchens provided two Healthy Eating preschool activity programs that were well attended. Children made crafts, sampled fruits and vegetables, and listened to stories about the benefits of healthy living.
- 5,082 people visited the Learn and Play Space in March.

1B. Support basic literacy skills.

- VITAL conducted training for 11 new ESL tutors in March; several new tutors will also be supporting the VITAL staff as office volunteers. One-on-one matches continue to thrive; VITAL tutors provided 245 hours of one-on-one tutoring to 100 learners in March. As our one-on-one matches continue to grow, VITAL is working to develop tutor mentors within the program to provide additional support to new tutors in the program.
- The Children's department hosted several research tours in March. In a thank-you note, one precocious sixth grader from University Elementary thanked the presenter for the "myriad of jokes and happiness you perspicaciously added in."

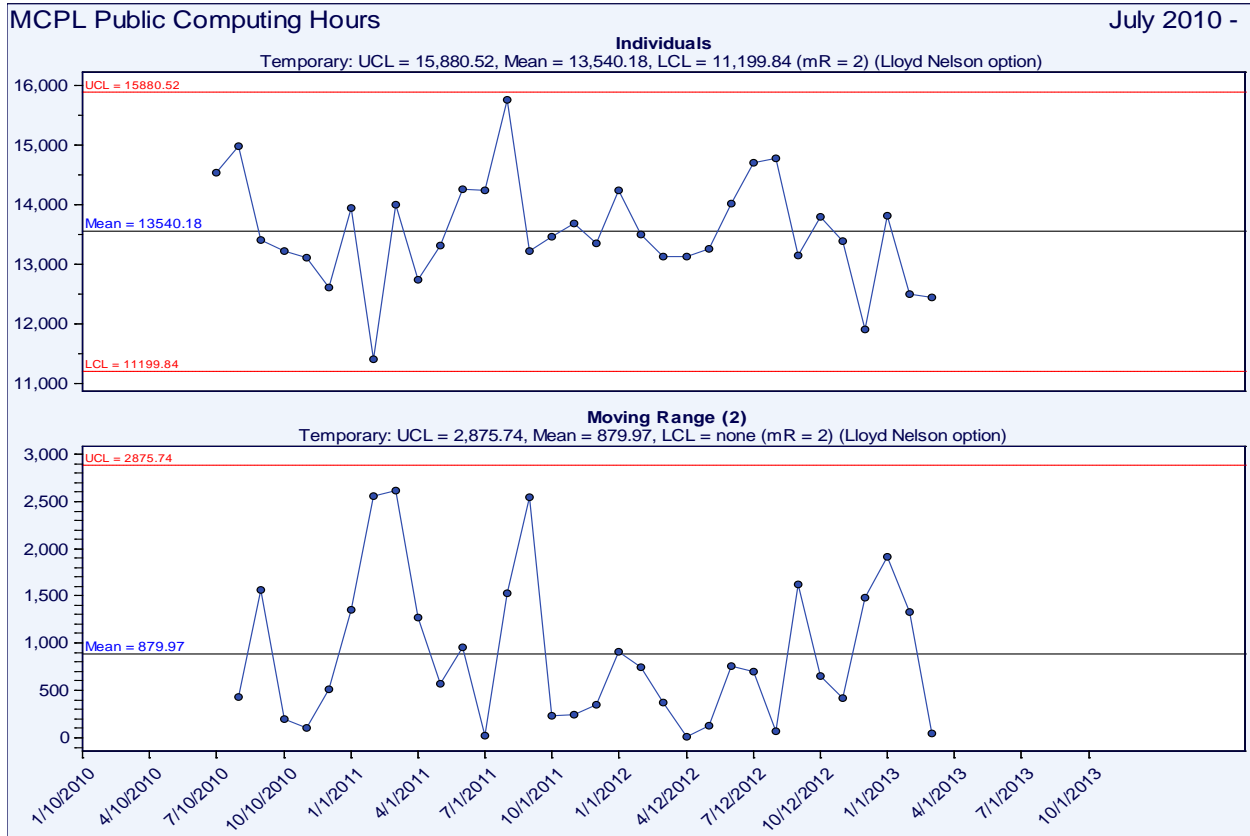
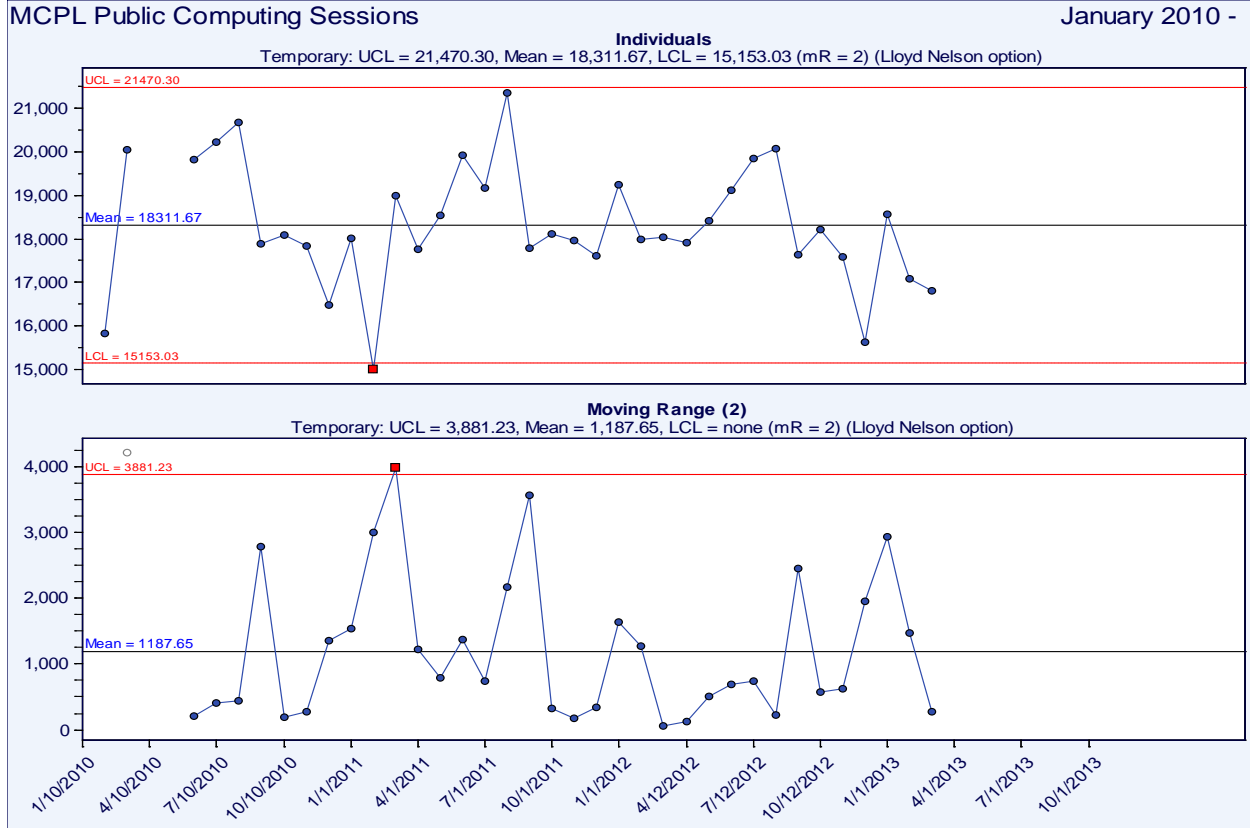
1C. Serve as a community resource for digital literacy.

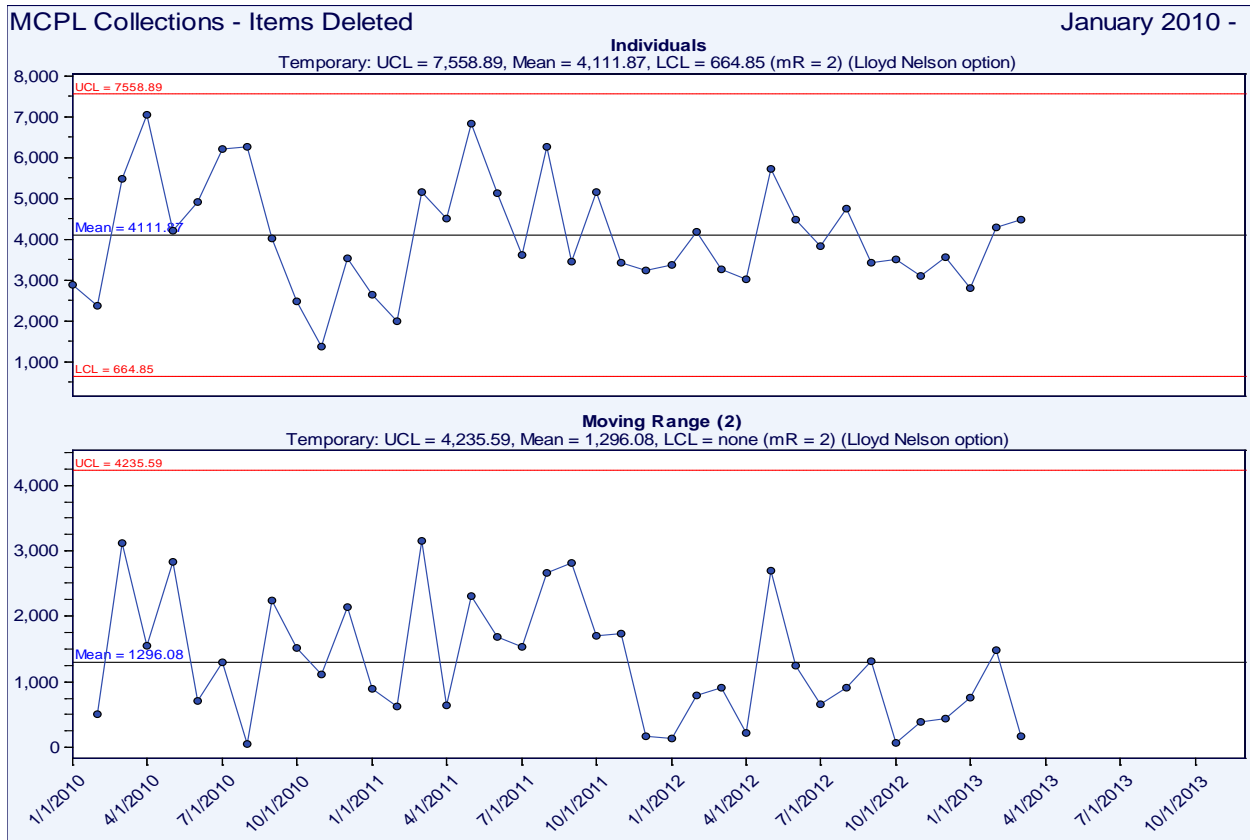
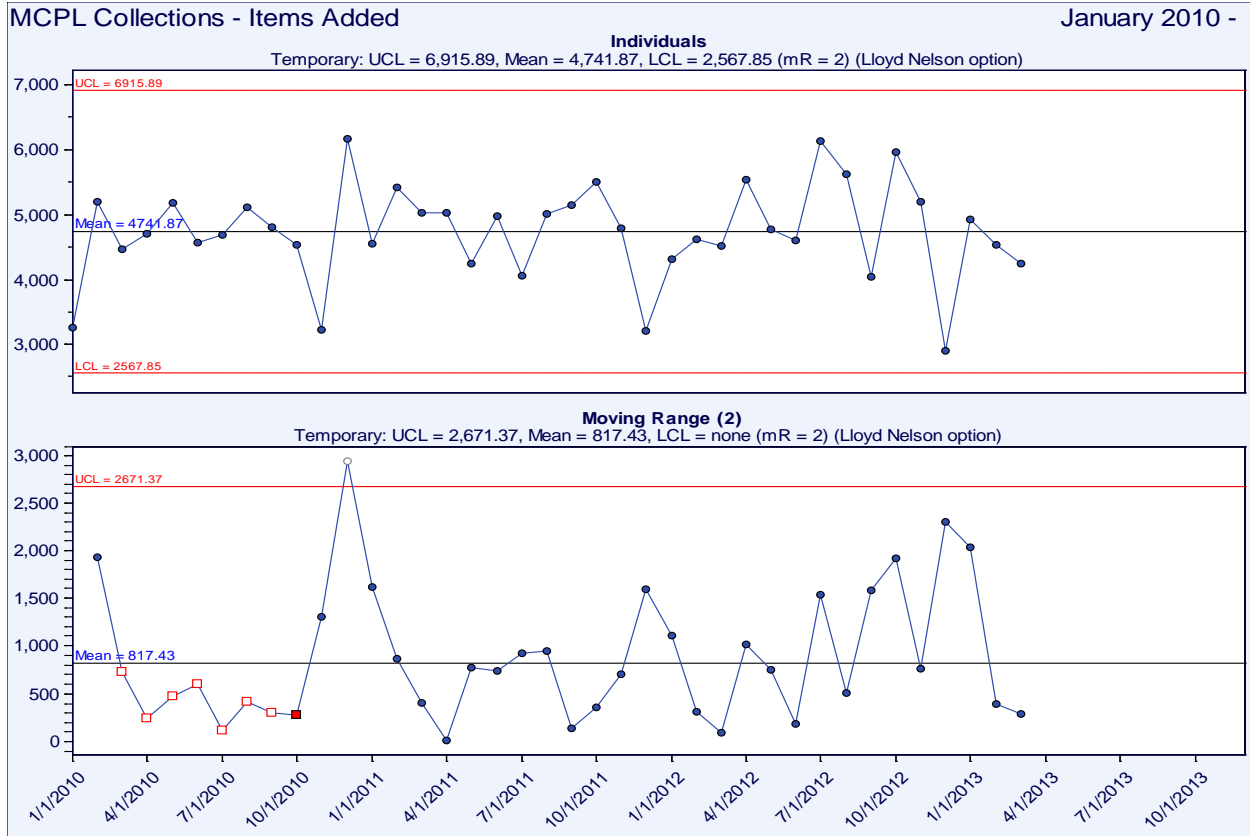
- Pam Wasmer, Josh Wolf, and Lisa Champelli met with MCCSC librarians to share our ebook experiences and discuss future partnerships.

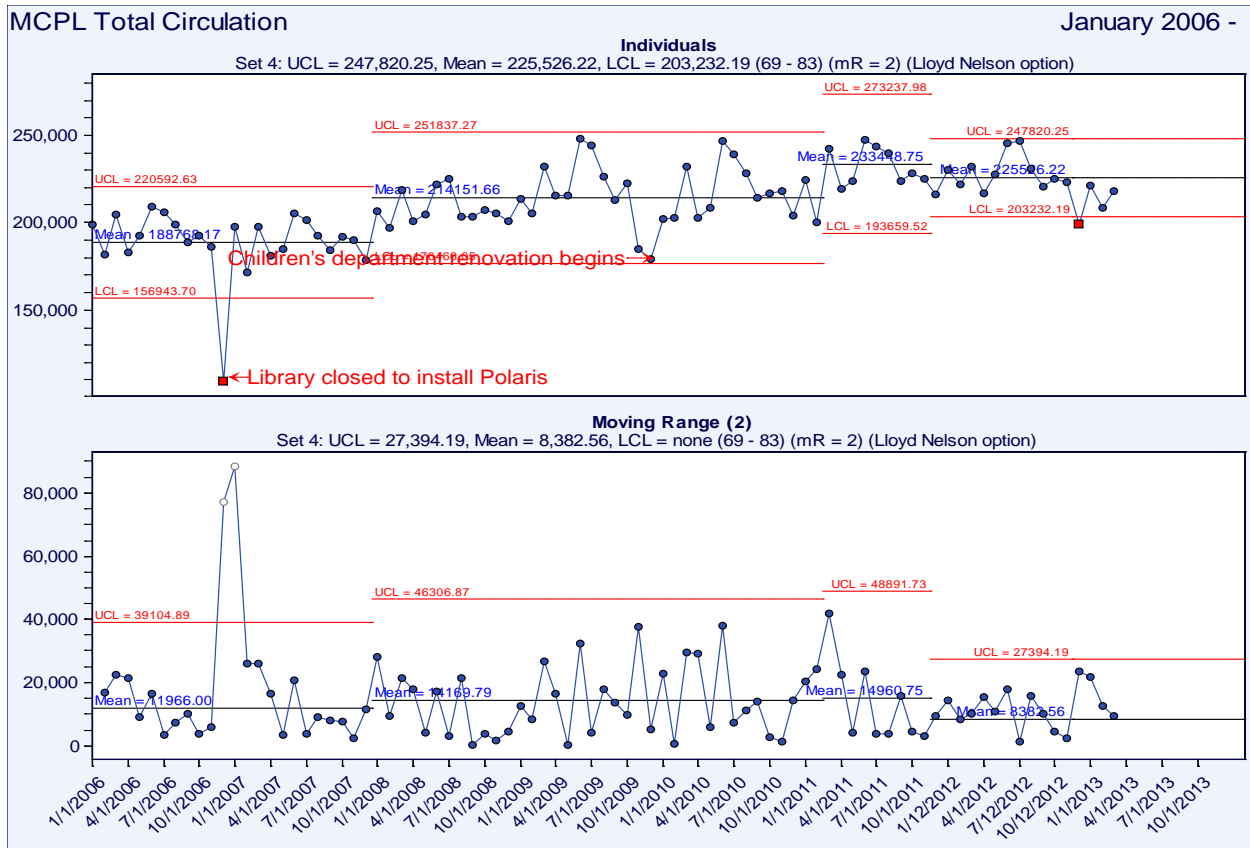
1D. Support digital creativity.

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

- Main Circulation and Collection Services started the first month of implementing a project of weeding based on condition. In January and February we discarded 707 worn/ugly materials. March shows significant process change with 952 worn things discarded.







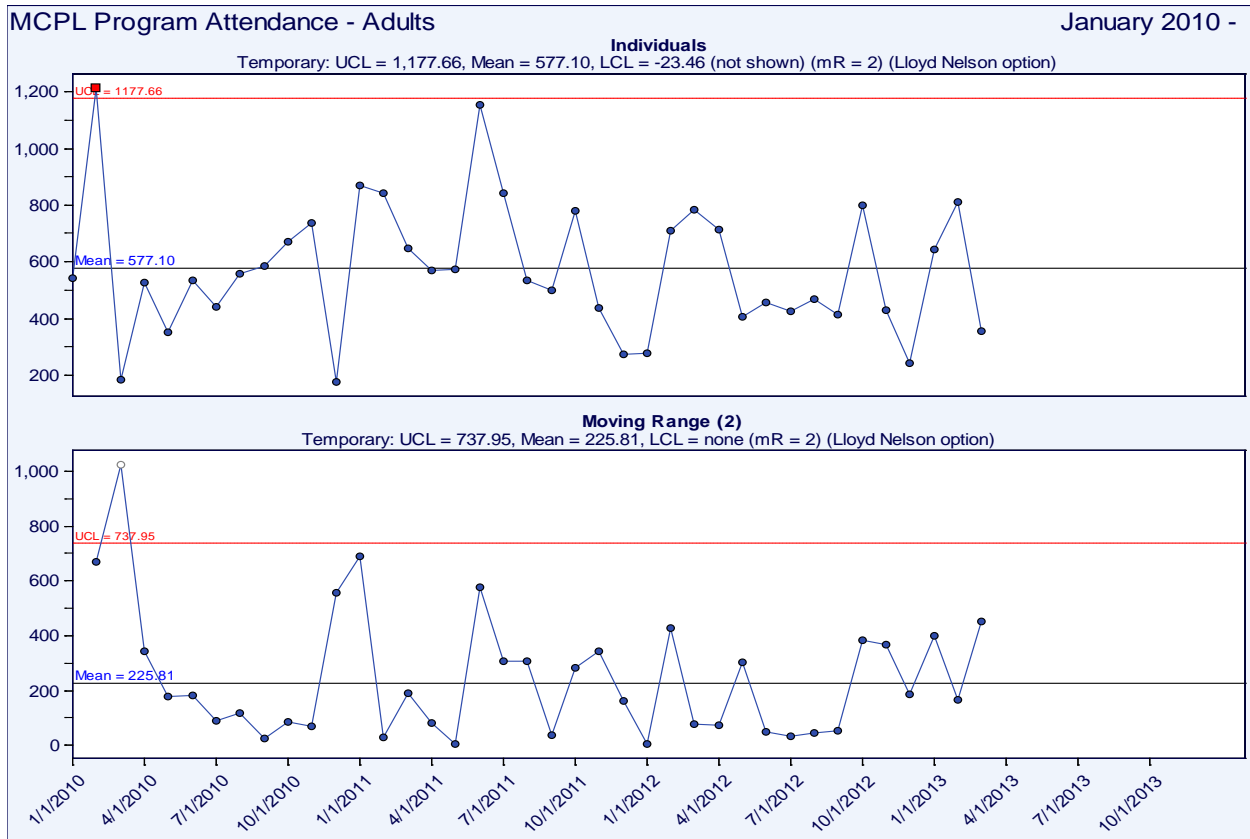
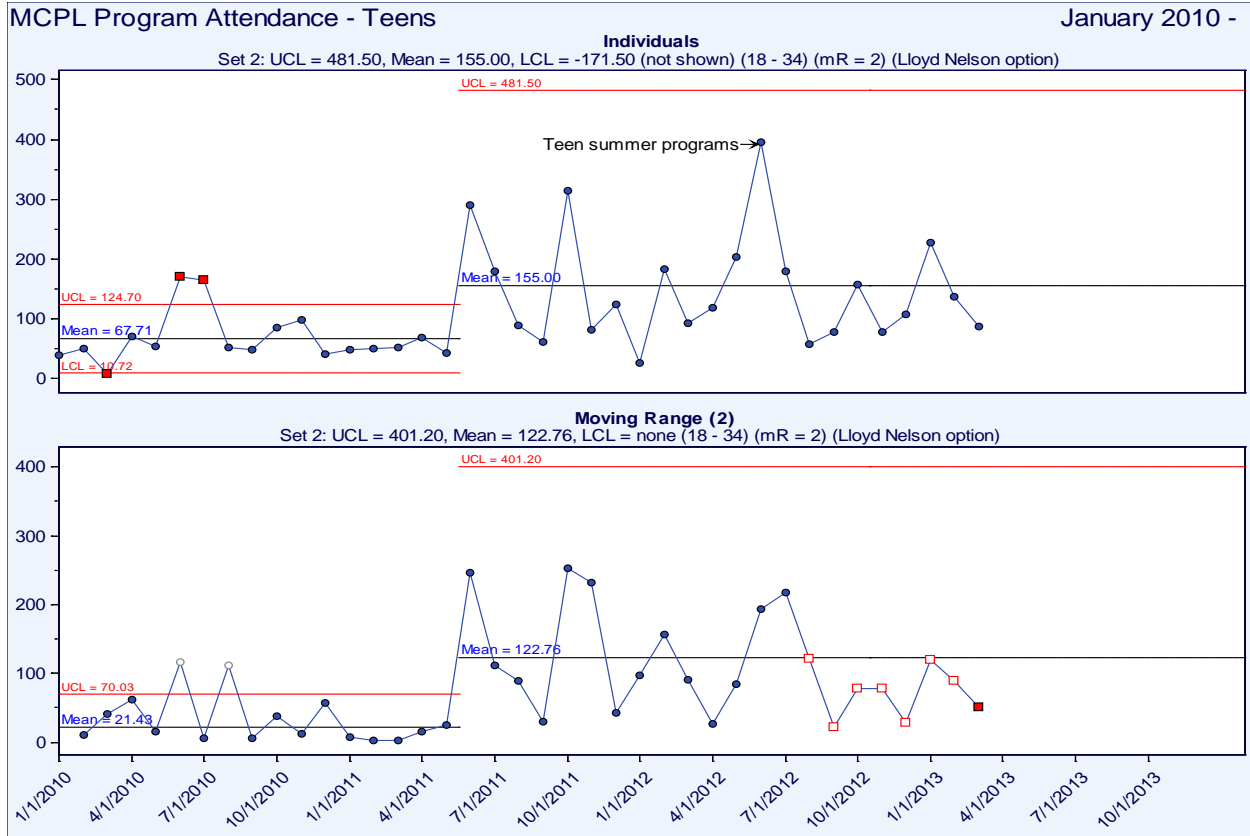
GOAL 2: Provide shared access to the world's information for free.

2A. Provide programs for teens and adults.

- New Movie Monday continues to be a popular program, and our showing of *Argo* came close on the heels of the Academy Awards. Over 100 patrons were in attendance and they were thrilled to have a chance to view this movie on the big screen especially while the holds queue for this movie is extremely long!
- Math Homework Help had fewer sessions in March due to Spring Break and the flood at the library, but as the only free tutoring session in town for teens continues to be a popular service. This program could use a few more dedicated volunteers, but anecdotal feedback from our Tutor Coordinator remains very positive.

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

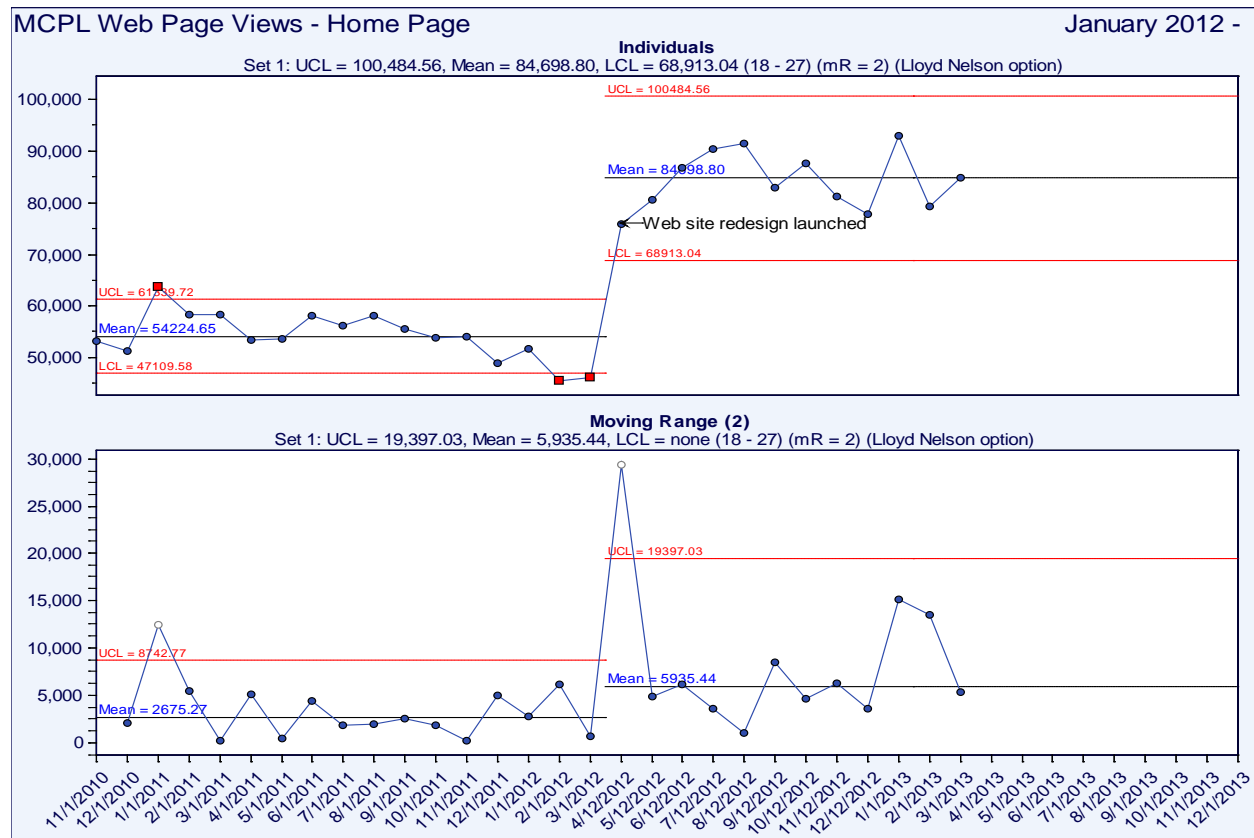
- The Services through Schools working group had a conference call with MCCSC curriculum directors to explore ways we can ease access to MCPL electronic resources for students and teachers.
- Sara Laughlin presented the second annual State of the Library address. 40 people attended, including Board members, Friends, media representatives, community members, and staff members.
- Sara Laughlin gave an update on library activities at the Old Northeast Neighborhood Association meeting on March 25.
- Sara Laughlin represented the library at the second Entrepreneurship Ecosystem meeting on March 26.

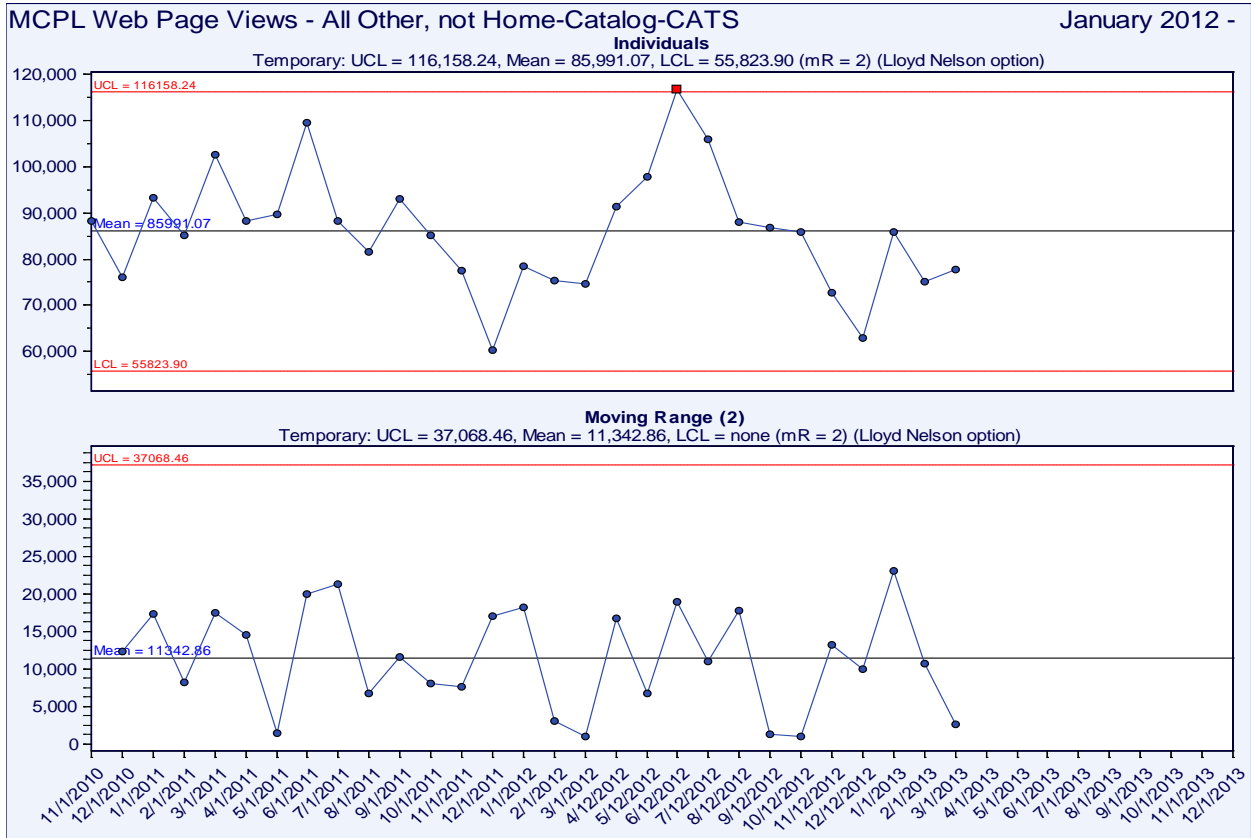
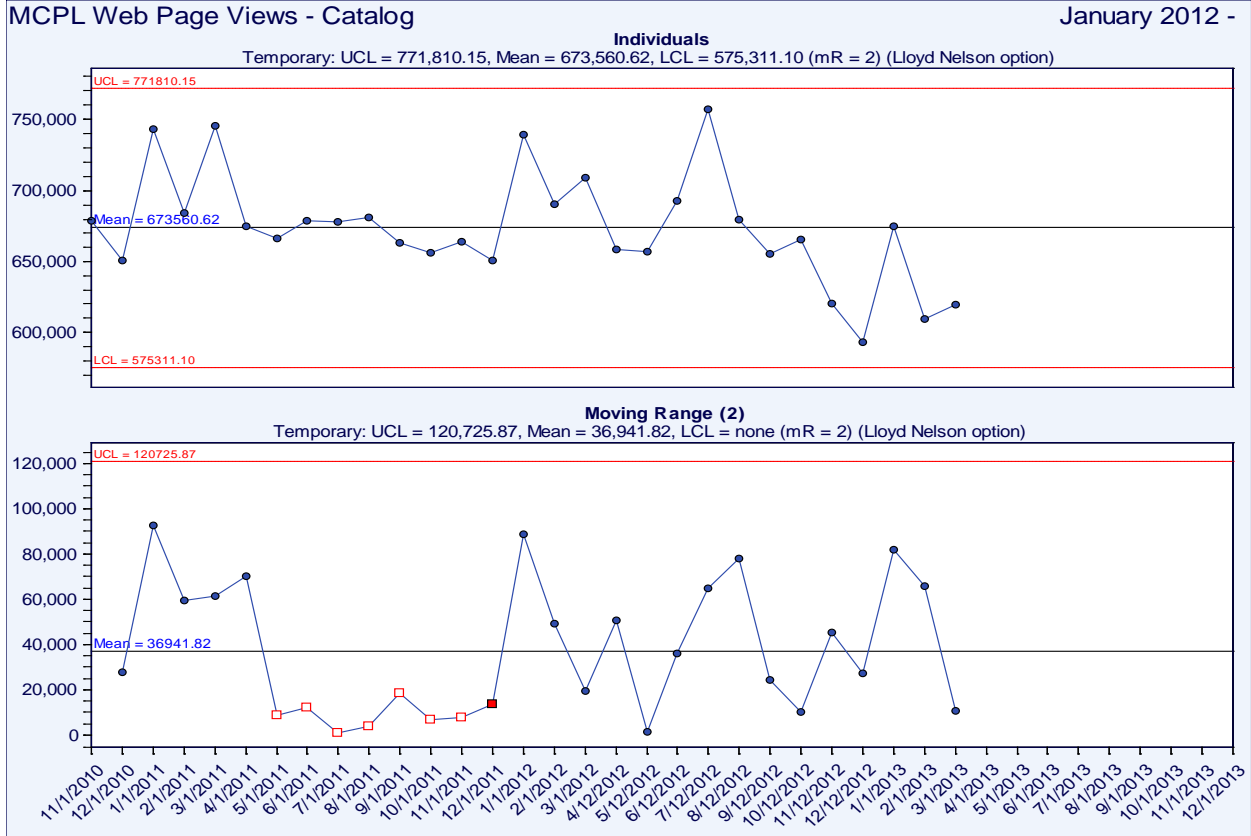


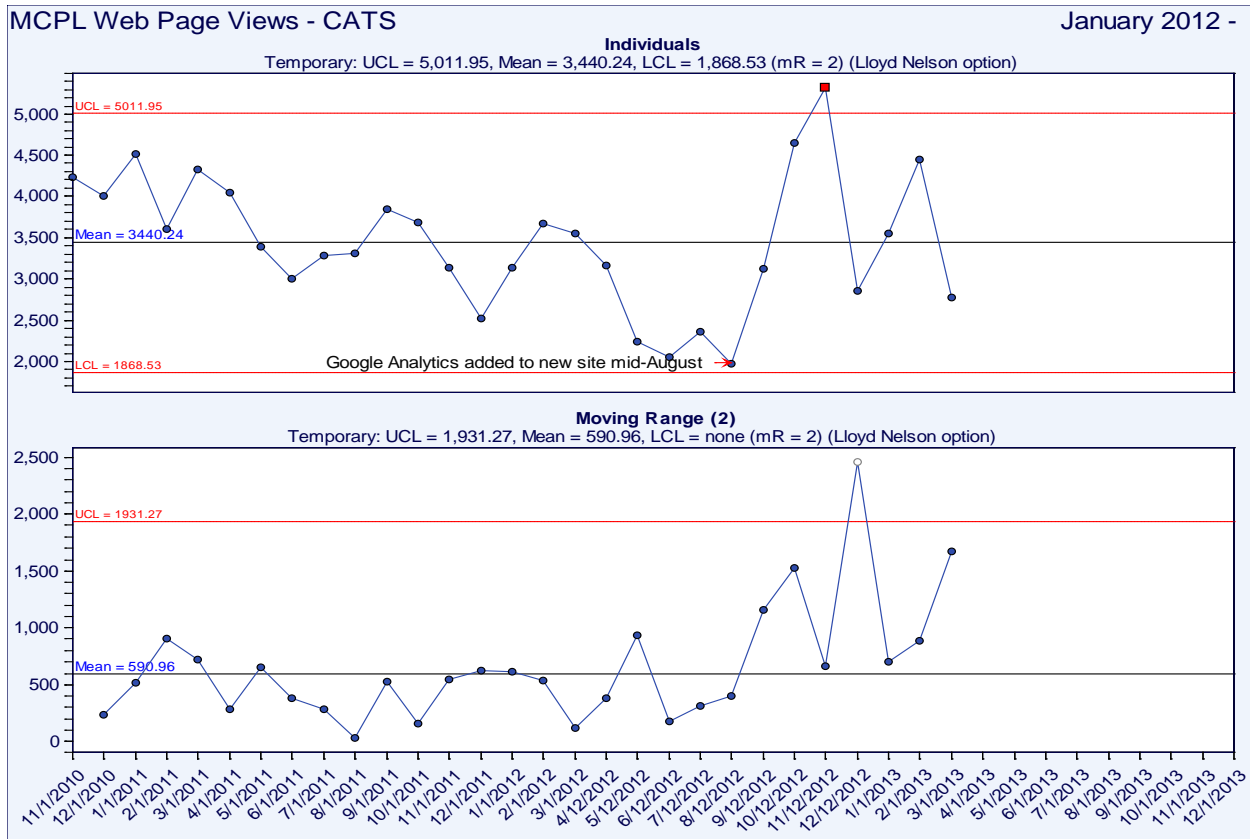
2C. Strengthen services for nonprofit organizations.

- Marc Tschida joined the library as Coordinator of Nonprofit Central . Marc has 15 years of experience working in business and nonprofit sectors of the Bloomington arts and cultural community, most recently as general manager of Cardinal Stage Company. He is also an experienced board member with organizations including WFHB (including serving as president), the Cinephile Film Arts, and Bloomington Area Music. Marc has been involved with writing proposals and administering grants from the Corporation for Public Broadcasting, Bloomington Monroe County Community Foundation, Indiana Arts Commission, Indiana University's Themester and ArtsWeek, and The Bloomington Arts Commission for more than \$150,000.
- Christine Friesel was invited to attend the Catholic Charities annual breakfast to learn about their initiatives with preschool children and hear an overview of the nonprofit's mission, challenges, and priority needs. Catholic Charities was a recipient of a *Community Impact Funding Initiative* grant and they will be working to convert their mental health case records to an electronic platform.
- Sara Laughlin recorded a public service announcement for WFHB.

March Meeting Rooms/Auditorium Use		
Meeting Rooms	Main Library meeting rooms used	118
	Main Library auditorium used	19
	Main Library atrium	0
	Ellettsville Branch	13
	TOTAL MEETING ROOMS USED	150







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

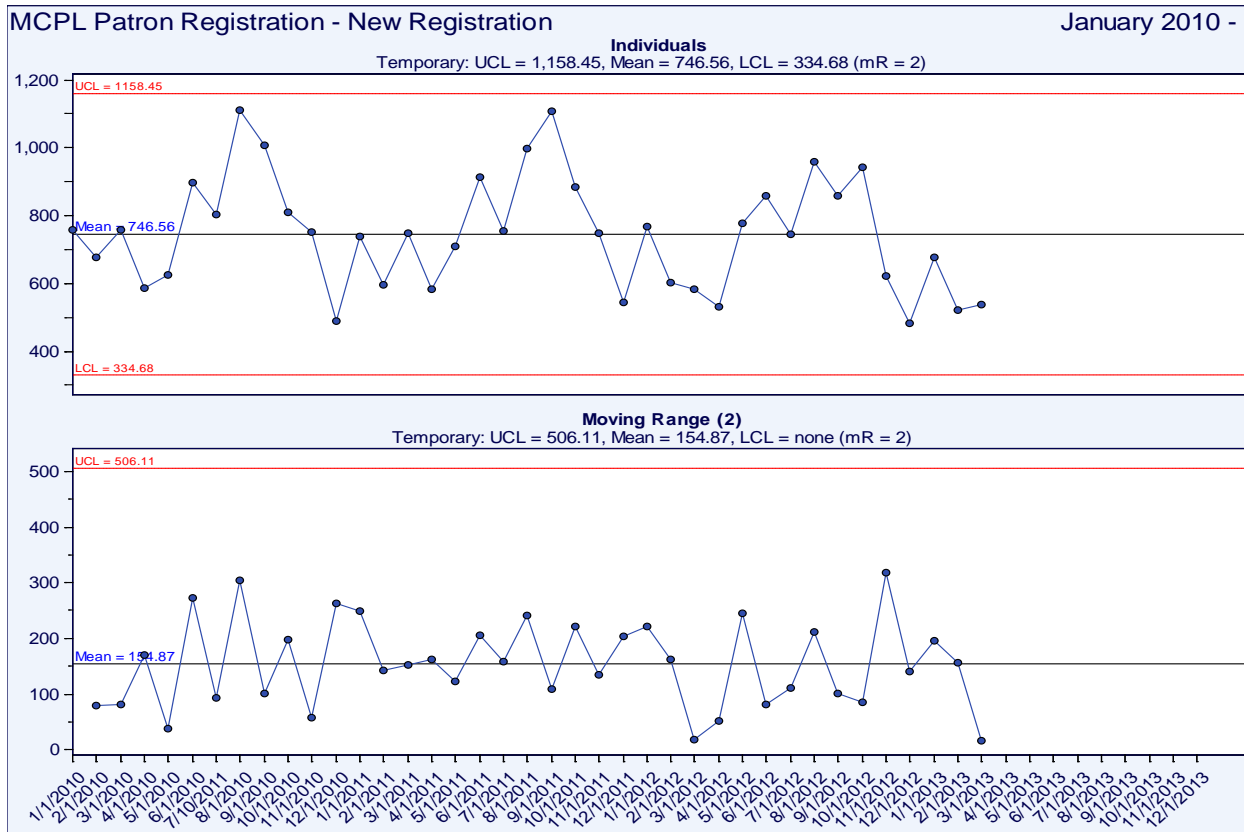
2E. Increase technological infrastructure capacity to support increased digital focus.

- CATS non-governmental productions included *Mr. Powell Writes a Memo*, Unitarian Universalist Church; *Bloomington Belly Dancers* and *WFHB Firehouse Follies – 20 Year Celebration*, Ivy Tech John Waldron Arts Center; *Solar Leadership Celebration and Forum*, Beth Shalom Center, hosted by Earth Care Bloomington, Hoosier Interfaith Power and Light, and Southern Indiana Renewable Energy Network; *Bloomington Rotary Tuesday Luncheons featuring* Henk Haitjema and Ann Marie Thomson, Larry Barker, Noelle Turner, and Dr. Jack Peterson; *Commission on the Status of Women: Women's Leadership Development Event*, Showers Chambers; *Stuntology: Learn to be a Master Trickster!* Monroe County Public Library Auditorium; *Monroe County Extension Office 100 Year Anniversary*, CATS Studio A; lecture hosted by Women's International League of Peace and Freedom, *Building Peace in the Age of Drone Warfare*, by Medea Benjamin, one of the founders of both Global Exchange and Code Pink; *Bloomington Human Rights Commission Public Awards Ceremony*, Showers Chambers; *Behind the Scenes with Steve Zegree & the Singing Hoosiers – the 2013 Spring Concert*, IU Auditorium; *Women's History Month Luncheon*, Convention Center; and *Women Rule: Finding a Voice at WFHB*, The Back Door.
- CATS continued to add restored reel-to-reel programs as part of the series *From the Archives*, which continues to play on the Library Channel, Saturday nights at 8 p.m. and Sunday afternoon at 2 p.m.
- CATS addressed a cross-interference issue that was affecting the audio of live meetings from the Showers Building and County Courthouse when both demodulators were in use at the same time. The problem was traced to CATS master router.

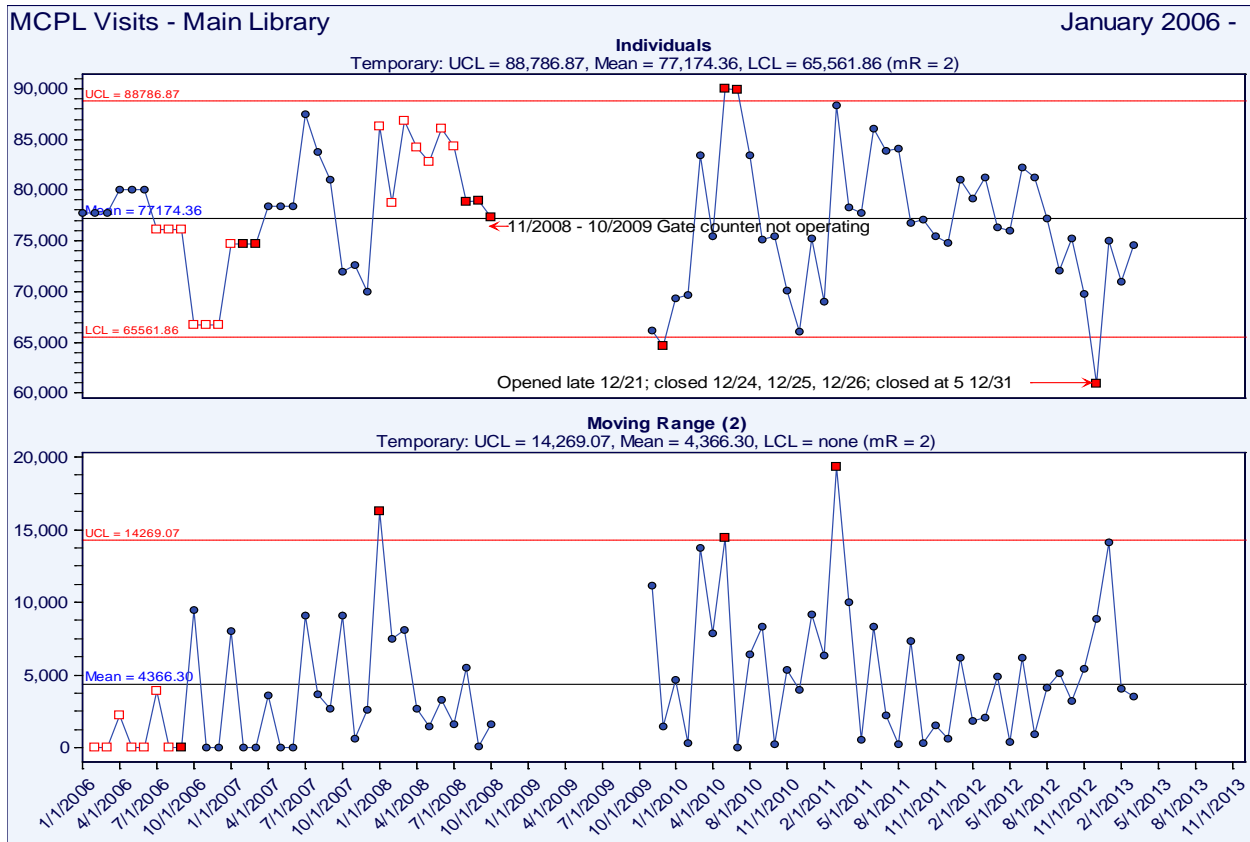
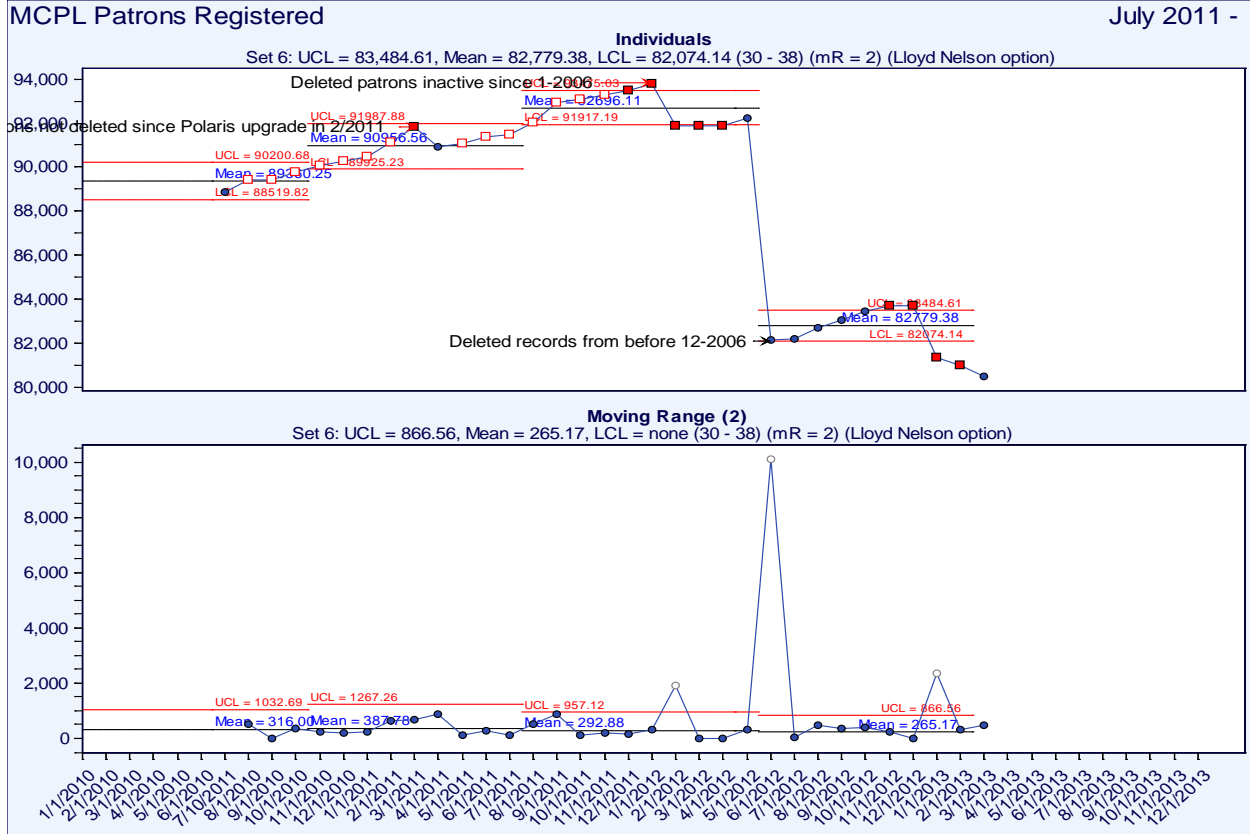
March Access		
Read It Off	Number registered	391
	Charges waived	\$624.84
	Number individuals with charged waived	56
	Number exiting program	11
Interlibrary Loan	Items loaned	24
	Items borrowed	239
Author Alert	Alerts placed	347

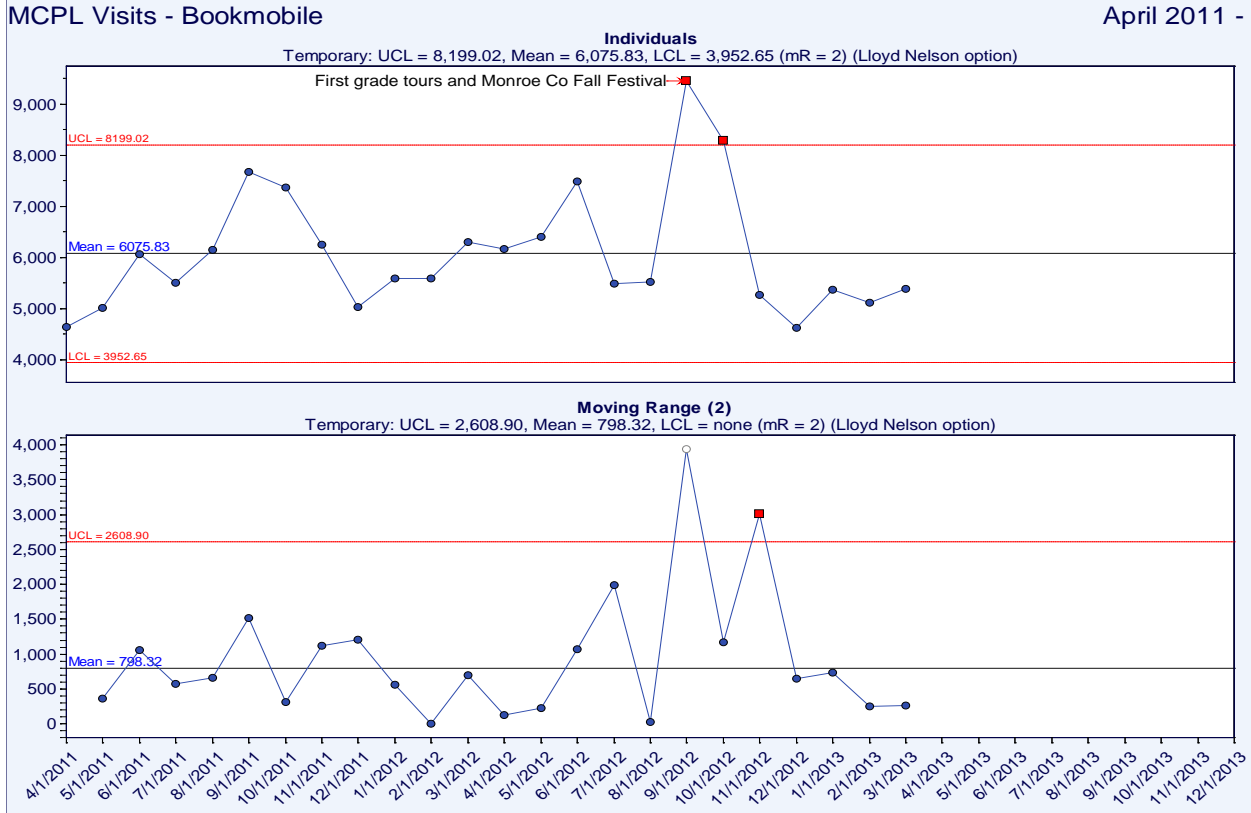
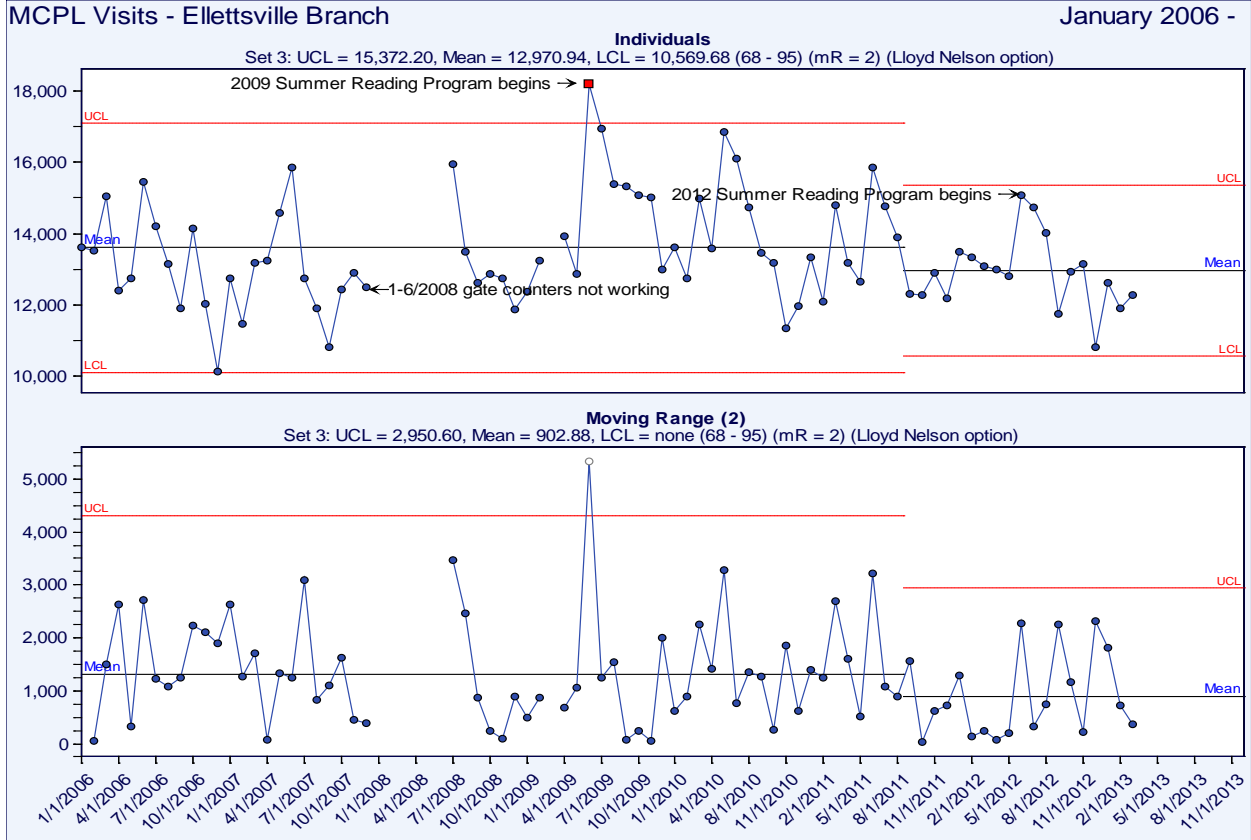
March CATS	
Government programs produced	89
Patron programs produced	128
Community programs produced	33
Public service announcements	8
Dubs delivered	125
Programs added to collection	200

GOAL 3: Provide high quality, personalized customer service.



- Decreases in total number of patrons registered continues to reflect the process change of deleting legacy accounts of individuals who have been inactive for six years but owed fines or fees, whose records were retained in the change from the previous patron database to Polaris. The pattern of dramatic drop in the initial clean-up continues as we delete a “regular” batch each month.





- 3A. Provide quality customer service to increasingly diverse audiences.
- 3B. Develop a unified communication strategy.
- 3C. Position auditorium as a valued local performance venue.

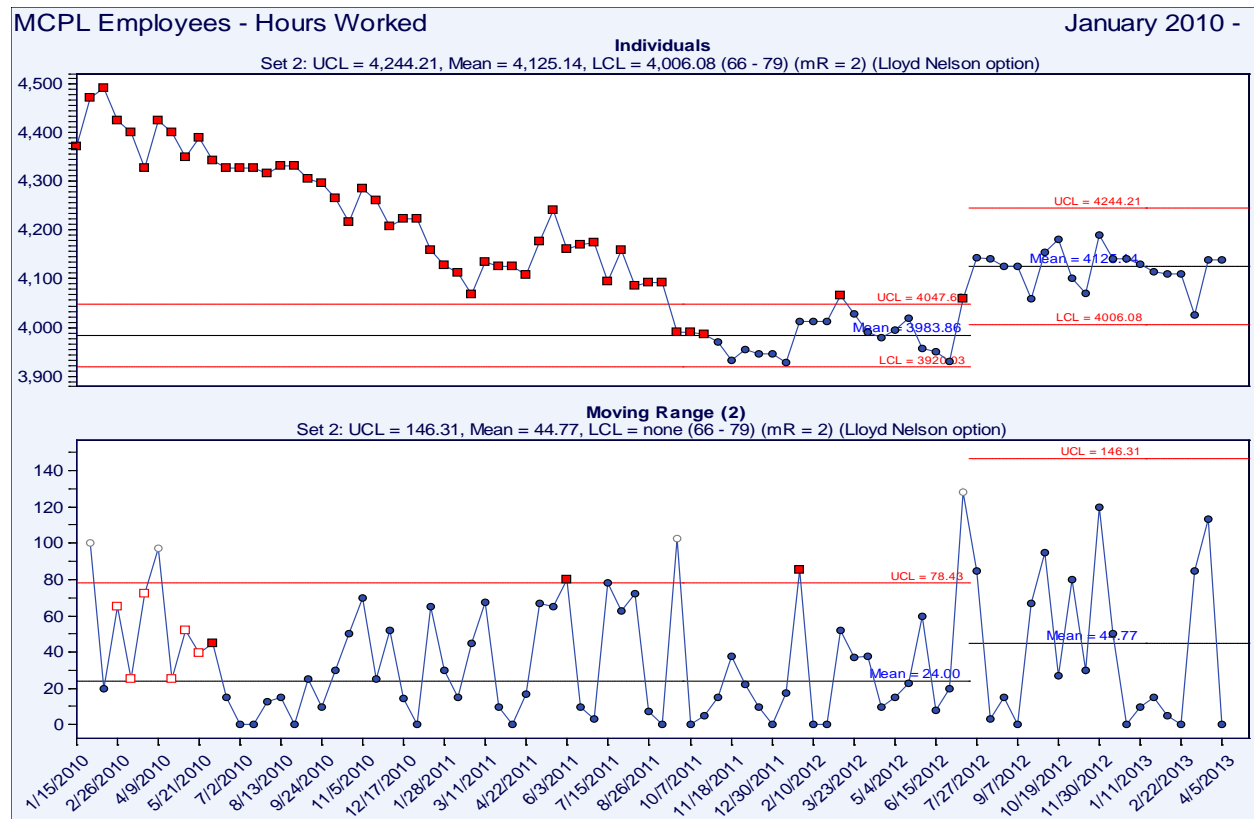
GOAL 4: Optimize stewardship of library resources.

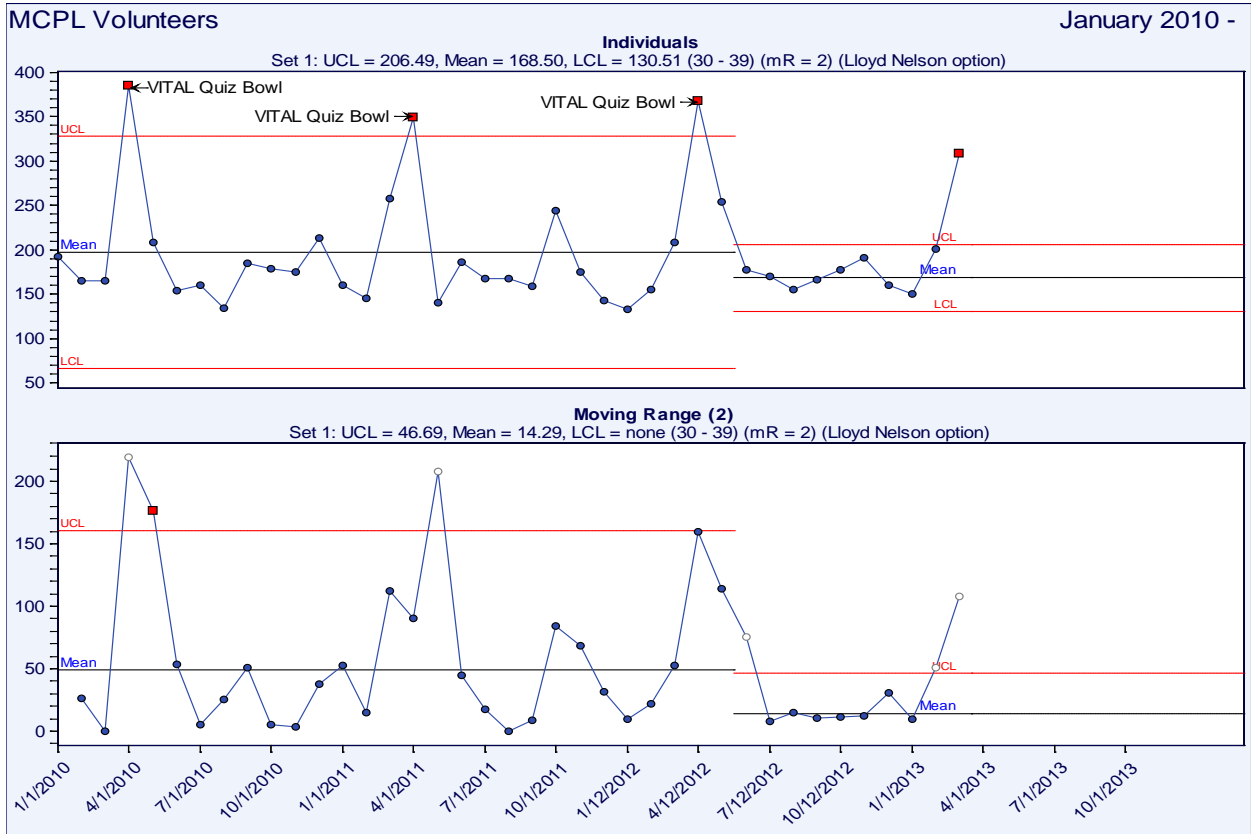
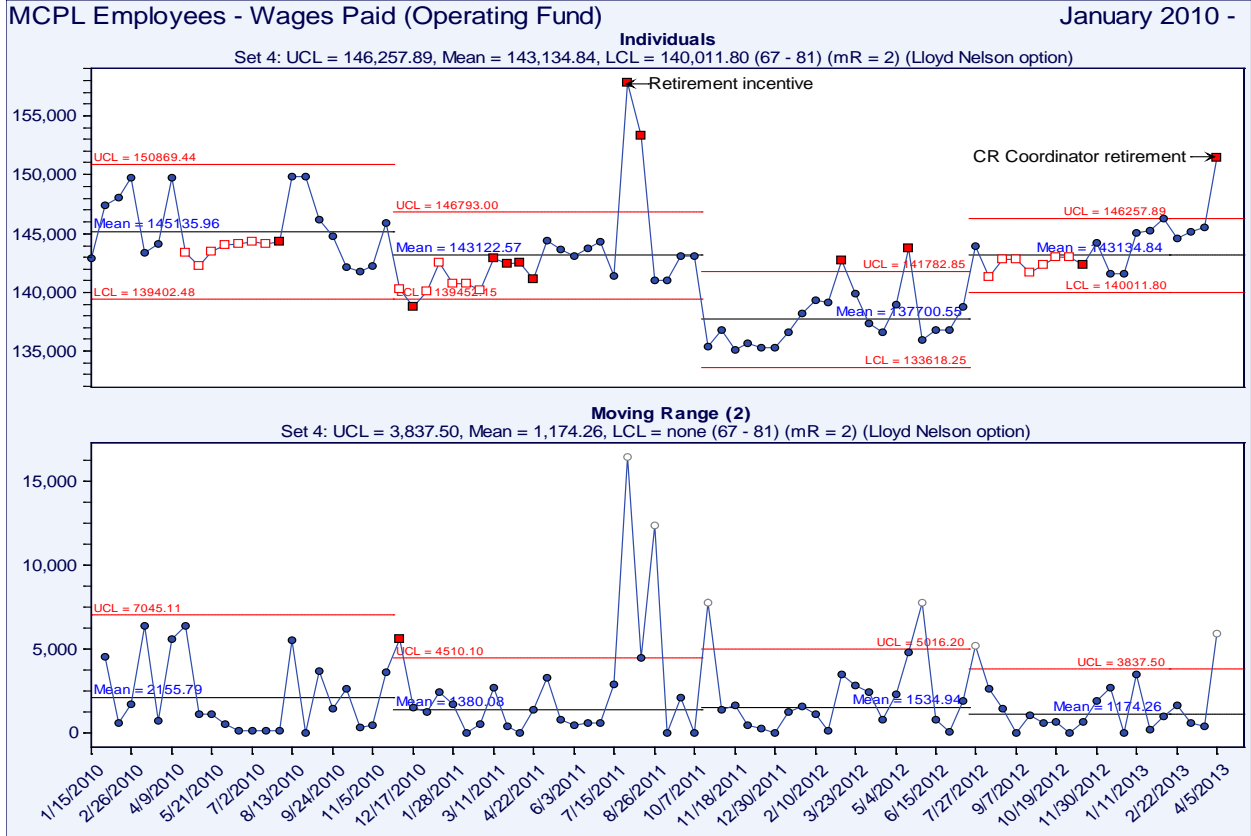
4A. Recruit and retain quality employees.

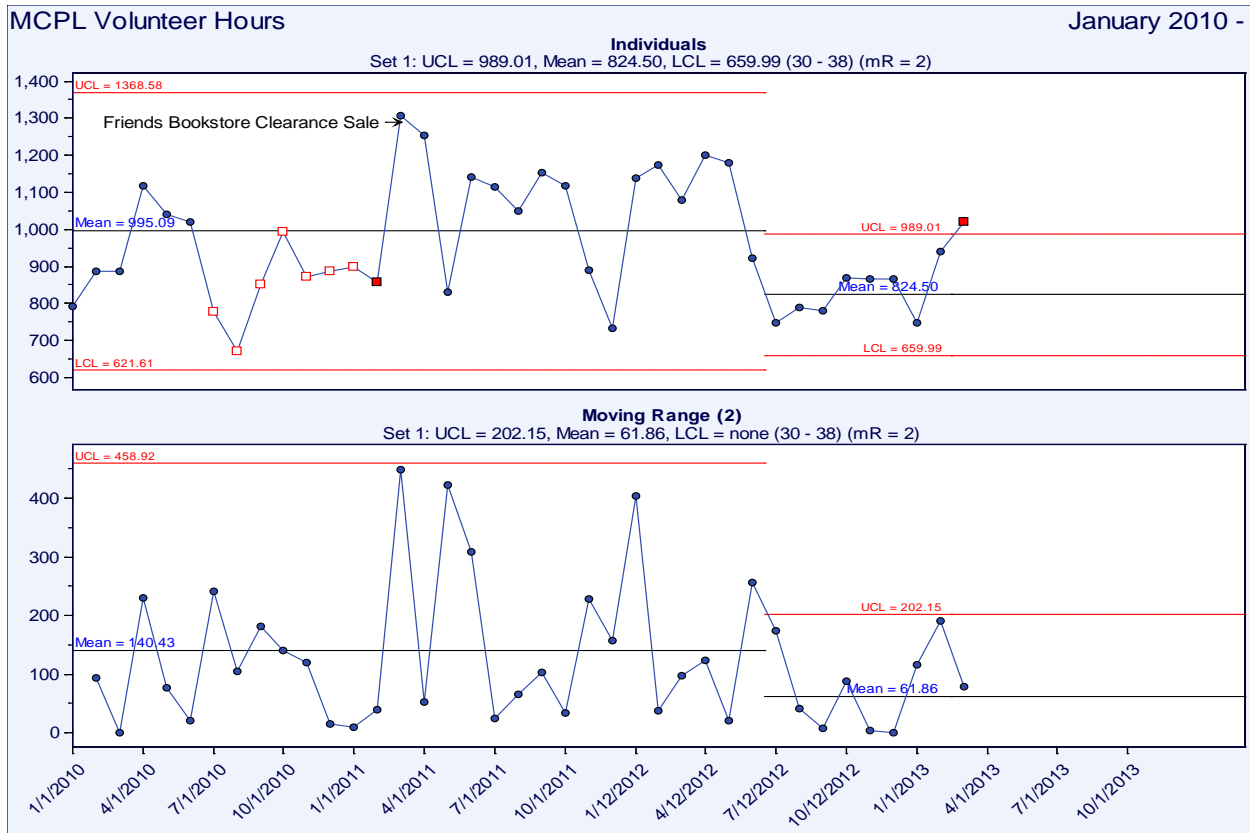
- Sara Laughlin gave a guest lecture on the library's use of data in Dr. Alice Robbin's IU SLIS class.
- Paul Sinclair, Ice Miller, met with management representatives to begin planning for upcoming union negotiations.

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

- VITAL received partial funding from Trinity Episcopal Church in response to a proposal to replace outdated materials in the VITAL collection. They were not able to fully fund the request due to the high number of proposals received this year. VITAL is pursuing alternative funds to complete the project.
- The American Library Association's Smart Investing at the Library program invited the library to reapply for a second financial literacy grant. Sarah Bowman, Marilyn Wood, and Sara Laughlin attended a conference call to learn about proposal procedures.
- Sarah Bowman, Stephanie Holman, Sue Sater, and Sara Laughlin attended a Friends author event meeting on March 19. Steve Moberly, Michael Hoerger, Keith Carter, and Sara Laughlin attended a Friends 2013 Campaign meeting on March 28.





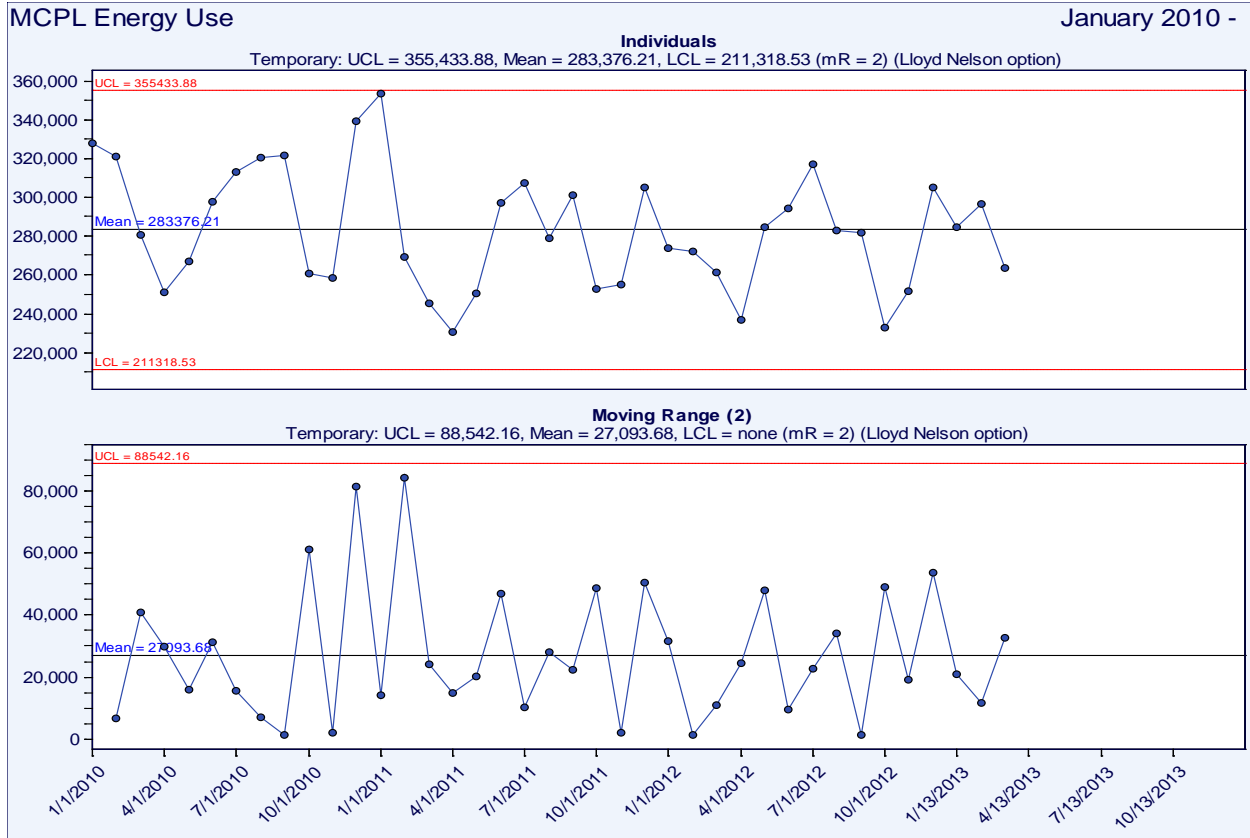


4C. Maintain library facilities.

- The library received 10 proposals from architects interested in leading the third phase of Main Library renovation. Interviews with finalists were scheduled for the first week of April.

4D. Improve stewardship of library assets and records.

- Mary Loro organized a multi-department conference call with Bibliotheca, RFID/AMH provider, to review coverage under our maintenance contract. We were able to clarify that their representatives are responsible for repair/maintenance in some areas library maintenance staff had been covering. The new agreement relieves our local staff of responsibility for sorter repairs. We have already tested the new process to address a leaking air compressor at the Main 9-bin sorter.
- Staff from three departments attended a teleconference training on our new handheld RFID reader. The mobile device promises exciting improvements to inventory and searching capacity.



Library Circulation

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

100,000+

125,000+

150,000+

175,000+

200,000+

225,000+

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	Increase	%
1994	91,400	86,804	105,092	95,928	90,161	109,116	105,030	100,764	91,581	96,209	95,879	77,104	1,145,068	40,646	3.7%
1995	104,347	94,669	104,140	93,934	92,215	109,590	104,095	105,387	89,181	98,036	94,454	78,981	1,169,029	23,961	2.1%
1996	99,083	97,969	100,332	97,724	92,557	102,389	100,506	72,677	78,476	109,334	96,766	64,366	1,112,179	-56,850	-4.9%
1997	102,297	80,417	108,333	99,623	99,660	113,370	115,565	105,481	98,538	104,353	103,578	92,649	1,223,864	111,685	10.0%
1998	116,835	105,194	123,885	109,977	103,656	129,291	126,959	113,247	108,779	115,966	114,187	102,124	1,370,100	146,236	11.9%
1999	110,233	114,354	130,356	115,485	106,471	133,561	127,946	116,536	110,365	119,753	118,931	101,731	1,405,722	35,622	2.6%
2000	121,815	120,968	131,933	118,453	116,142	133,324	130,490	125,569	114,408	124,389	126,687	106,259	1,470,437	64,715	4.6%
2001	135,604	130,721	149,383	128,818	131,845	155,769	149,605	140,771	128,799	139,696	137,810	122,983	1,651,804	181,367	12.3%
2002	153,544	139,737	155,582	146,765	142,675	158,285	164,134	152,802	142,870	157,269	149,439	129,504	1,792,606	140,802	8.5%
2003	165,033	152,780	169,828	152,491	158,807	177,377	177,894	164,227	162,784	166,539	159,777	150,057	1,957,594	164,988	9.2%
2004	176,266	168,978	192,225	168,365	163,194	190,965	189,404	173,782	163,761	168,290	169,478	141,357	2,066,065	108,471	5.5%
2005	182,879	171,080	194,707	180,853	175,874	203,419	197,892	196,619	178,987	185,622	179,184	164,071	2,211,187	145,122	7.0%
2006	198,702	182,066	204,622	183,375	192,548	209,081	205,823	198,671	188,688	192,392	186,547	109,366	2,251,881	40,694	1.8%
2007	197,973	171,889	197,962	181,352	184,840	205,370	201,607	192,456	184,509	192,278	189,825	178,494	2,278,555	26,674	1.2%
2008	206,697	197,227	218,760	200,849	204,840	222,018	225,175	203,624	203,581	207,154	205,469	200,919	2,496,313	217,758	9.6%
2009	213,633	205,451	232,000	215,647	215,771	248,189	244,064	226,378	212,681	222,453	184,819	179,522	2,600,608	104,295	4.2%
2010	202,229	202,607	232,050	202,717	208,775	246,755	239,330	228,111	214,194	216,913	218,296	202,893	2,614,870	14,262	0.5%
2011	224,404	200,312	242,073	219,522	223,724	247,200	243,376	239,514	223,895	228,286	225,306	215,839	2,733,451	118,581	4.5%
2012	230,234	222,006	232,125	216,572	227,403	245,175	246,586	230,921	220,825	225,249	222,871	199,261	2,719,228	-14,223	-0.5%
2013	221,124	208,584	217,870										647,578	-2,071,650	-76.2%

Library Visits

	1st Qtr		Year to Date	
	2012	2013	2012	2013
Main Library	241,434	220,603	241,434	220,603
Ellettsville Branch	39,903	36,782	39,903	36,782
Bookmobile	17,491	15,867	17,491	15,867

Library Programs

	1st Qtr				Year to Date			
	2012		2013		2012		2013	
	Programs	People	Programs	People	Programs	People	Programs	People
Children	277	8,912	322	8,627	277	8,912	322	8,627
Young Adult	46	304	31	447	46	304	31	447
Adult	131	1,774	245	1,619	131	1,774	245	1,619
General - All Ages	17	1,948	17	2,122	17	1,948	17	2,122
Total	471	12,938	615	12,815	471	12,938	615	12,815

CATS Programs

	1st Quarter		Year to Date	
	2012	2013	2012	2013
Programs added	652	587	652	587
Community programs	88	94	88	94
Government meetings	444	384	444	384
Patron programs	109	89	109	89

Meeting Room Use

	1st Quarter		Year to Date	
	2012	2013	2012	2013
Main Library Meeting Rooms	330	303	330	303
Main Library Auditorium	55	47	55	47
Main Library Atrium	1	0	1	0
Ellettsville Meeting Rooms	49	42	49	42
Total	435	392	435	392

Technology Use

	1st Quarter		Year to Date	
	2012	2013	2012	2013
Public Computer Sessions	55,254	42,452	55,254	42,452
Web Site Home Page Hits	143,852	256,913	143,852	256,913
All Web Pages Hits	238,868	238,927	238,868	238,927
Catalog Hits	2,138,103	1,903,825	2,138,103	1,903,825

Collection Development

	1st Quarter		Year to Date	
	2012	2013	2012	2013
Items added	13,444	13,727	13,444	13,727
Items discarded	10,841	11,602	10,841	11,602

MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**RESOLUTION TO REQUEST ADVANCE TAX DRAWS
FROM MONROE COUNTY AUDITOR**

BE IT RESOLVED that the Board of Trustees of Monroe County Public Library, 303 E. Kirkwood Avenue, Bloomington, Indiana shall request advance tax draws from Monroe County Auditor to be paid before semi-annual tax settlements.

BE IT FURTHER RESOLVED that the requests will be submitted to the Monroe County Auditor in April and October of 2013.

ADOPTED THIS ____17th____ DAY OF ____April____, 2013

AYE

NAY

April 17, 2013

Steve Saulter
Monroe County Auditor
Monroe County Courthouse
Room 209, Court House
Bloomington, IN 47404

Dear Mr.Saulter:

In accordance with **IC 5-13-6-3 (b)**, I am requesting a property tax advance for the Monroe County Public Library. Please advance taxes in debt service and general funds between now and June 30, 2013, as possible. Please advise us of the anticipated date or dates that we may receive these funds.

Thank you for your help and cooperation in this matter.

Sincerely,

Valerie Merriam, President
Board of Trustees

Recommendation to Hire Architect for Phase III Renovation

Revised April 12, 2013

Cost

The professional services fee for Christine Matheu Architect is \$59,280, or approximately 7.6% for construction costs of \$780,000. Fees among the proposals we received ranged from \$49,725 to \$149,000. Services include all architectural and engineering for pre-design, schematic design, design development, construction documents including estimate verification, bidding and negotiations, and construction observation for construction of spaces for \$780,000.

The original fee for services we received from Christine Matheu Architect included costs associated with development of a master plan that provided for full programming for all areas we originally scoped in our plan. The inclusion of all these areas has an estimated construction cost of more than \$1.8 million based on square footage. The master plan would have included gathering information, reviewing the building spaces, and preparing design plans for that entire construction package. After discussion with Christine Matheu Architect, we have reduced the size of our project and scaled it back to include only those spaces which, based on early estimates, should have a construction cost of approximately \$780,000. The fee of \$59,280 will cover all A/E Professional services for the following spaces in the library:

- Digital Creativity
- Movies and Music
- Auditorium
- Friends Bookstore
- Community Outreach offices
- Information Services/Collection Services
- Young Adult collection and microfilm area on the second floor
- Current vacant space on the second floor to become a meeting room

To scale to the funds available, the following areas will no longer be in scope of the project:

- Third floor (except Information Services/Collection Services areas)
- Meeting rooms 1A, 1B/1C, 2B/2C
- Indiana Room
- Silent Reading Room
- Learn and Play Space

Background & Funding

Planning and construction for the renovation of the Main Library in 2009 was guided by budget constraints. Architects recommended a phased approach to planning and implementation and identified several additional areas in need of renovation in a later phase.

The General Obligation Bond received in 2013 set aside \$375,000 for Phase III renovation. Additionally, \$450,000 has been set aside in LIRF, and \$10,000 in the Rainy Day Fund for a total of \$835,000 for Phase III renovation in 2013-2014.

Planning for Renovation

In September 2012, the Library appointed eight renovation planning teams to represent the interests of specific program areas in the library. Each of these teams produced a written report with recommendations that outline their desired outcomes from the renovation. The teams were asked to identify their ideal, essential, and not essential but preferred outcomes and to consider the following in their recommendations:

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

Each team also reviewed previous architectural plans from 2009 to identify which part of those plans remained relevant, or which might need to be reconsidered. A report that combined individual responses from each of the teams was compiled and included as part of the architects RFP. To further explain the scope of the work to be completed, the following information was also included in the renovation team report:

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

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

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

- *Maximize utilization of all spaces including those currently vacant*
- *Create a digital creativity space with a teen focus*
- *Enlarge and redesign the Information Systems office*
- *Improve workspace layout, design, and storage for Community Relations*
- *Improve lighting, sound and safety issues in the auditorium*
- *Update flooring, finishes, and technology in meeting rooms while considering new design or layout for multi-purpose use of these spaces*
- *Update finishes and/or furnishings and reconfigure to create efficient workspace design for Movies & Music, the Bookstore, Community Outreach and the Learn & Play space in Children's*

RFP Process & Proposals Received

On February 20, the Board approved issuing a Request for Proposal to a number of architectural firms, both local and others in Indiana, with experience in designing and renovating libraries or public spaces. On February 21, the RFP was sent to 13 firms. On March 5, the Library hosted a tour of the facility and a chance for all architects to ask additional questions. Following that, another firm contacted the Library and asked to be included in the RFP. On March 26, a total of 10 proposals were received. One proposal was submitted by a team of two firms.

The proposals were reviewed by Sara Laughlin, Gary Lettelier, and Marilyn Wood. Three firms were selected for interviews:

- Christine Matheu Architect, Bloomington
- Odle, McGuire and Shook, Indianapolis
- Rowland Design, Indianapolis

On April 4, Gary and Marilyn interviewed the three finalists. Each firm provided a brief presentation highlighting areas of their proposal that they felt would be of significant value to our project, and answered a series of questions.

All firms advised we pursue very careful and collaborative planning to identify highest priority areas that effectively meet our design needs, concepts and costs. This planning will impact both current and future construction costs and budgets. It will also help to identify potential areas where we could take advantage of improved energy efficiency or improve our efforts to be effective environmental stewards.

Recommendation

All three firms made compelling proposals. After final review, we recommend that Christine Matheu serve as the architect for Phase III renovation.

Their project team will include:

- Christine Matheu, Architect and Interior Designer, and Kristopher Floyd, Project Manager, Bloomington
- Circle Design Group, Inc., mechanical, electrical and plumbing engineers, Indianapolis
- Kimberly Bolan & Associates, library consulting services, Zionsville
- Jones Consultants, theater design services, Bloomington
- Wright Consulting Associates, acoustical design services, Indianapolis

This firm is recommended based on the following:

- **Their team credentials and experience.** They have assembled a team that has extensive experience in all areas that will be significant in our renovation. Christine Matheu has successfully designed and planned many public facilities with similar challenges of designing space to meet changing community needs, changing technology, and changing educational needs all within limited space and with limited budgets. Circle Design has familiarity with the MCPL facility and its mechanical, electrical and plumbing systems as the engineer during the 2009 renovation. Kimberly Bolan is a leader in re-envisioning libraries with specific expertise in designing teen spaces and integrating library technologies. Both Wright Consulting and Jones Consultants are experts in their respective fields of sound design, theater design and theater lighting.
- **Their commitment to engaging the community and staff in gathering information and feedback.** Their presentation included very specific ways that we might engage library representatives and community groups to gather information to inform space planning. Their consideration recognized that our spaces have differing challenges and require input from different groups. They are committed to incorporating that planning and feedback into their work.
- **Location.** The firm is based in Bloomington. They have extensive experience working in Monroe County and in public facilities.
- **Creative solutions for our building challenges.** They offered multiple ideas for ways that we could reconfigure current space, incorporate technology and use graphics and design elements to create a welcoming destination in a changing library environment.

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

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

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