

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

**Wednesday, August 21, 2013
Meeting Room 1B**

AGENDA

1. Call to Order – Steve Moberly, Vice-President
2. Consent Agenda – action item – Sara Laughlin
 - a. Minutes of June 17, 2013 Board Meeting (page 1-3)
 - b. Minutes of August 14, 2013 Work Session (page 4-7)
 - c. Minutes of August 14, 2013 Executive Session (page 8)
 - d. Monthly Bills for Payment (page 9-15)
 - e. Monthly Financial Report (page 16-44)
 - f. Personnel Report (page 45-48)
 - g. 2013 Board Meetings Calendar (page 49-50)
3. Director's Monthly Report (page 51-66) – Sara Laughlin, Director
4. Old Business
 - a. Renovation Phase 3 Update – Marilyn Wood, Associate Director
5. New Business – action items
 - a. Approve 2014 Budget for Advertising (page 67-85) – Gary Lettelleir, Financial Officer
 - b. Remove Surplus Property from Asset Inventory (page 86-87) – Gary Lettelleir, Financial Officer
 - c. Drop Test Proctoring Service and Remove Test Proctoring Policy and Test Proctoring Fee from 2013 Fee Schedule (page 88-90) – Christine Friesel, Indiana Room Coordinator
 - d. Approve Joint Agreement with American Federation of State, County and Municipal Employees Local 2802 ("AFSCME"), August 21, 2013 – August

17, 2016 (page 91-113) – Kyle Wickemeyer-Hardy, Human Resources Manager

e. Approve Personnel Policy Changes related to Agreement (page 114-121) – Kyle Wickemeyer-Hardy, Human Resources Manager

6. Department Update – Sue Sater, Administration
7. Public Comment
8. Adjournment

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES WORK SESSION
Wednesday, July 17, 2013
Meeting Room 1B
5:45 pm**

Present:

David Ferguson, Kari Isaacson Hartig, Valerie Merriam, Stephen Moberly, and Fred Risinger,

Absent: Melissa Pogue and John Walsh.

Staff Attendance: Michael Hoerger, Chris Jackson, Sara Laughlin, Gary Lettelleir, Mickey Needham, Sue Sater, Bara Swinson, Bethany Taylor, Michael White, Marilyn Wood, and CATS staff.

Others in Attendance:

Tom Bunger and Rachel Bunn.

Call to Order

President Valerie Merriam called the meeting to order at 5:46 p.m. in Meeting Room 1B.

Consent Agenda

Kari Hartig moved for approval of the consent agenda. Fred Risinger seconded. The vote was unanimous.

Director's Monthly Report

Sara Laughlin presented the director's monthly report and the quarterly performance report. She called the Board's attention to the revenue report on page 31.

Sara reported that the calendar of meetings was included in the report as David Ferguson requested.

Sara announced that there was an increase in library program attendance. Most programs and activities have been booked and overbooked.

Kari complimented Children's Services. At one of the recent programs it poured rain outside, and Kari was pleased to hear one of the librarians offer to put a movie on in the Auditorium while people who came in from the rain waited.

Valerie thanked Sara for responding so quickly to questions that she and Steve had before the meeting today. Valerie stated she was pleased to hear that our bandwidth was going to expand. Brief discussion followed on the usage of bandwidth in the library building. Valerie asked what the estimated date for the increase was. Marilyn responded within the next couple of months.

Following discussion, the Board introduced themselves and reported on the book they were currently reading.

Old Business

Marilyn Wood presented an update on Renovation Phase 3. The architects have completed 13 focus group discussions and shared notes on those meetings. They are preparing the space program for a meeting with the building committee on July 29.

Valerie asked if there were any surprises from the focus groups. Marilyn responded that most comments were similar to what we have heard in the past. We received some good comments and suggestions for the digital creativity space.

Marilyn stated that we are still under construction in the re-landscaping of the plaza. We will work on the landscaping once the concrete work is finished later this week.

New Business

David Ferguson asked about the charts presented to the Board. He felt it was hard to make comparisons from year to year. Brief discussion followed on the charts.

Department Update

Bethany Terry presented a general overview of VITAL. A complete report will be available for the Board in September. She described the ESL conversation classes, one-on-one tutoring, and volunteer tutoring hours contributed over the last year. Among students; 55% are female; 45% are male; and learners are from many different countries.

VITAL has trained 30 tutors this year, and is always looking for new tutors. An orientation is scheduled at 10:00 a.m. tomorrow, and anyone interested in tutoring is more than welcome to come.

VITAL looks for ways to support learners with technology. We are lucky to partner with the Broadview Learning Center for a level-by-level GED preparation. Bethany said we currently

have five learners using it. New learners who have never used a computer before find this approach more challenging. The goal is more learning time, more access to technology, and using an i-pad. Updates will be included in Board packets.

VITAL continues to work with the MCCSC Adult Learning Center, Work One, and the Bloomington Writing Project. Future connections may be with the IU Asian Culture Center, which has started its own one-on-one tutor program, and the Region 8 Adult Literacy Consortium.

Valerie asked how long the tutor training lasts. Bethany replied that tutor training is a three-hour session. The one-on-one training is a six-hour session.

Brief discussion followed regarding the doubling in cost of GED registration, the number of volunteers in VITAL, and concerns that tutors and learners might have about the cost of parking issues downtown.

After discussion ended, Valerie introduced Michael Hoerger, the new communications and marketing manager. Sara shared an overview of Michael's background. Michael stated he was very excited about beginning this new position and moving the library forward.

Public Comment

There was no public comment.

Valerie stated the library is a place that does not accept censorship and shared her opinion. She said she was sorry to hear the former governor felt censorship should have happened in our schools.

Adjournment

The meeting adjourned at 6:48pm.

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES WORK SESSION
Wednesday, August 14, 2013
Meeting Room 1B
5:45 pm**

Present:

David Ferguson, Kari Isaacson Hartig, Melissa Pogue, Stephen Moberly, Fred Risinger, and John Walsh.

Absent: Valerie Merriam

Staff Attendance:

Christine Friesel, Sara Laughlin, Gary Lettelleir, Sue Sater, Michael White, Pam Wallace, Michael White, Michael Hoerger, Marilyn Wood, Kyle Wickemeyer-Hardy, Josh Wolf, and CATS staff.

Others in Attendance:

Tom Bunger.

Call to Order

Vice President Stephen Moberly called the meeting to order at 5: 45 p.m. in Meeting Room 1B. The Board introduced themselves to the public.

The Board consented to move the Proposal to Drop Test Proctoring Service to the first agenda item.

Proposal to Drop Test Proctoring Service

Christine Friesel presented the proposal. She explained that there was an increase in demand and complexity of administering the tests, which prompted the Indiana Room to review the test proctoring services that the library currently offered.

Melissa Pogue asked how many tests the library proctored on average. Christine replied that there were 22 in July.

Kari asked if we received any money from educational institutions for proctoring tests. Christine replied that we do not, as it is the student who decides on our location for a test and pays the fee.

John asked about other locations in town that offer test proctoring. Christine reported that Ivy Tech, IU Best Testing Services, Sylvan Learning Center, and MCCSC offer proctoring.

Fred commented that he agreed this service was not a library priority and should be ended unless we were willing to provide salary and other expenses.

Steve reminded the Board that at one time there was no fee for proctoring. The Board added the charge. As of September if we pass this proposal, this would stop any of those fees coming into the library.

Kari said she understood there are a lot of complexities that go with proctoring, and she only thinks this will become more complex in the future.

Steve asked how the staff would notify the public about this change in our policies. Christine assured the Board that the library will honor all current commitments, post information on the library website, and contact other organizations that are aware that we have provided proctoring services.

The Board asked about the location of proctoring. Christine replied that the Indiana Room was the preferred location because it was quiet, but that librarians also had to attend to the other duties of the desk and were not always able to provide the ideal close oversight.

John asked how common it was for other libraries to offer this service. Christine replied that most libraries offering this service are smaller libraries.

Steve thanked Christine and announced this will be an action item in next week's meeting.

2014 Budget

Gary Lettelleir presented the 2014 budget, beginning with the Notice to Taxpayers. The notice includes the details of our budget estimates, the date of public hearing, time and location. To meet the budget calendar requirements, we will publish the notice after the Board approves it at the meeting next week.

Kari asked Gary to explain the current budget and the current tax levy. Gary replied that the tax levy (\$5,737,209) determines the rate on people's property tax bills. The budget estimate is the estimate of budget expenditures and how the money will be used. There are other sources of

revenues beside the tax levies. Sara added the right-hand column tax levy is this year's (2013) tax levy.

Steve reminded the Board that, after the budget is advertised, the Board can reduce a budget, but can't increase it.

Gary reviewed changes since the July meeting, including wage and benefit assumptions (bottom line didn't change), capital spending, and accompanying documents in the Board packet.

David asked a question about the PERF increase. He had concerns about the library paying an increase for full-time employees. He wondered if the increased amount was a benefit to the staff. Sara responded that the increase was based on actuarial calculations by the PERF Board and the library had no control over the percentage. Sara added that she doesn't expect to see that type of increase next year.

David asked if there was information on increases on the PERF website. Sara replied yes, and she will provide information to the Board.

John noted the budget included the library paying all of the employee contribution to PERF. He wondered if there was any chance that we might reduce that. Sara responded that, in 1986, the General Assembly authorized local government organizations to pay the employee portion as well as the employer portion. In January 1987, library director Bob Trinkle proposed paying this contribution, in lieu of raises, and the library has been contributing the employee portion ever since.

David asked for confirmation that the PERF increase would cost \$37,400. He was concerned with how future increases would affect the budget.

Steve asked about the wage and benefit assumptions on page 2. He thinks the language relating to the 49.2% expenditure for wages should be changed to include the percentage for employee benefits, including PERF contributions.

Steve asked who will be doing the updated salary survey in the fall. Sara said we will do the research and bring recommendations to the Board. The proposals will be based on estimates from other large Indiana libraries comparable to our library size.

John asked about replacing library equipment related to technology. Sara responded that we don't know what our costs will be, but money for technology costs are included in the bond for technology expenses. Gary responded that equipment will need to be replaced every five years or less, so we need to set aside at least \$20,000 a year.

Kari said it seems like some of the public access technology may become less necessary as more people use the library's wireless and their own equipment. Gary added that we are investing more in our increase in bandwidth.

Steve asked about the County Option Income Tax adjustment information on page 2 and wanted to make sure this information would be available in August. Gary said we don't yet have confirmation of the library's allocation. Sara went over the figures from last year to this year and pointed out that the net COIT distribution for the County did increase this year, but we do not yet know what our portion will be. Sara assured the Board that she will let them know as soon as she finds out what the adjustment will be.

Steve asked about a concern the library had about covering the cost for a staff person for the digital creativity center. Sara replied that she had taken advantage of staff turnover to reduce staffing in Collection Services and at Ellettsville. She anticipates a second employee will be needed and hopes to fill that position from vacancies occurring over the next year.

Resolution Declaring Certain Property Surplus

Gary presented the resolution to remove property surplus.

Brief discussion followed regarding expenses to the library on property surplus. Steve noted that this will be an action on next week's agenda.

Public Comment

There was no public comment.

Adjournment

The meeting adjourned at 6:36pm.

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

Wednesday, August 14, 2013

6:30 P.M.

Board Room

Present: Steve Moberly, Dave Ferguson, Kari Hartig, Melissa Pogue, Fred Risinger, John Walsh, Paul Sinclair, Sara Laughlin, Marilyn Wood, Kyle Wickemeyer-Hardy, and Josh Wolf.

The meeting convened at 6:45 p.m.

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.

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Name	Check Date	Check Amt	
06500 FIFTH THIRD CHECKING			
Paid Chk# 004386 AT&T (IL)	7/17/2013	\$322.88	4 DEDICATED LINES
Paid Chk# 004387 CDW GOVERNMENT, INC.	7/17/2013	\$688.91	IS SUPPLIES
Paid Chk# 004388 COMCAST	7/17/2013	\$15.80	CABLE EQUIP. CHARGE
Paid Chk# 004389 ELECTRONIC COMMERCE, INC.	7/17/2013	\$1,893.00	PAYROLL SERVICES
Paid Chk# 004390 FEDEX	7/17/2013	\$25.72	PAYROLL DELIVERY
Paid Chk# 004391 HINDS SECURITY	7/17/2013	\$240.00	OVERNIGHT SECURITY/TEMPORARY
Paid Chk# 004392 INDIANA ELECTRICAL &	7/17/2013	\$1,000.00	PLAZA AREA LIGHTS/LANDSCAPE PR
Paid Chk# 004393 KATHERINE R. WILSON	7/17/2013	\$25.95	REFUND ON LOST ITEM
Paid Chk# 004394 MIDWEST PRESORT SERVICE	7/17/2013	\$881.22	POSTAGE SERVICES
Paid Chk# 004395 VERIZON WIRELESS	7/17/2013	\$225.13	CELL PHONS
Paid Chk# 004396 AMERICAN UNITED LIFE INS. CO.	7/22/2013	\$1,433.95	403b TSA-AUL W/H
Paid Chk# 004397 AT&T (OK)	7/22/2013	\$102.66	L-D PHONE CALLS
Paid Chk# 004398 AUDIOGO	7/22/2013	\$212.26	NONPRINT
Paid Chk# 004399 BAKER & TAYLOR BOOKS	7/22/2013	\$17,052.36	BOOKS
Paid Chk# 004400 BLACKSTONE AUDIO, INC.	7/22/2013	\$50.00	NONPRINT
Paid Chk# 004401 CAPSTONE PRESS, INC.	7/22/2013	\$168.00	BOOKS
Paid Chk# 004402 CENTER POINT LARGE PRINT	7/22/2013	\$216.90	BOOKS
Paid Chk# 004403 DAVID C. WEIGAND	7/22/2013	\$100.00	FD/CHILD/PROGRAM
Paid Chk# 004404 DELL MARKETING L.P.	7/22/2013	\$170.39	IS SPLS
Paid Chk# 004405 FINDAWAY WORLD, LLC	7/22/2013	\$1,133.54	NONPRINT
Paid Chk# 004406 GALE/CENGAGE LEARNING	7/22/2013	\$5,247.19	BOOKS
Paid Chk# 004407 LATIN-AMERICAN PERIODICALS	7/22/2013	\$945.41	PERIODICALS
Paid Chk# 004408 MICHELE NEEDHAM	7/22/2013	\$41.57	FD/EMBRACING EBOOKS CONF./FOOD
Paid Chk# 004409 MIDWEST TAPE	7/22/2013	\$6,967.52	NONPRINT
Paid Chk# 004410 NOLAN'S LAWN CARE SERVICE	7/22/2013	\$989.30	LAWN CARE
Paid Chk# 004411 PAMELA WASMER	7/22/2013	\$40.92	FD/EMBRACING EBOOKS CONF./FOOD
Paid Chk# 004412 RANDOM HOUSE, INC.	7/22/2013	\$328.40	NONPRINT
Paid Chk# 004413 RECORDED BOOKS, LLC	7/22/2013	\$687.05	NONPRINT
Paid Chk# 004414 SARA LAUGHLIN	7/22/2013	\$270.89	ALA CONF. EXPENSES
Paid Chk# 004415 JPMORGAN CHASE BANK, NA	7/23/2013	\$8,241.58	VARIOUS
Paid Chk# 004416 AMERICAN INBOUND	7/29/2013	\$9.85	PAGER
Paid Chk# 004417 AT&T (IL)	7/29/2013	\$1,359.61	PHONE
Paid Chk# 004418 AT&T MOBILITY	7/29/2013	\$255.68	CELL PHONES
Paid Chk# 004419 AUDREY M. SCHULTZ	7/29/2013	\$43.23	REFUND ON LOST ITEMS
Paid Chk# 004420 B & H PHOTO-VIDEO	7/29/2013	\$149.99	VIDEO MAT'LS
Paid Chk# 004421 BERRY	7/29/2013	\$66.05	DIRECTORY LISTING
Paid Chk# 004422 BIBLIOTHECA ITG, LLC	7/29/2013	\$7,760.00	RFID TAGS & LABELS
Paid Chk# 004423 BLOOMINGTON VALLEY	7/29/2013	\$239.60	OUTSIDE LANDSCAPING
Paid Chk# 004424 CARMICHAEL TRUCK &	7/29/2013	\$1,304.96	BKM REPAIR
Paid Chk# 004425 CITGO	7/29/2013	\$553.63	FUEL
Paid Chk# 004426 DEMCO, INC.	7/29/2013	\$415.76	CATALOGING SPLS
Paid Chk# 004427 DUKE ENERGY	7/29/2013	\$1,680.75	ELECTRICITY
Paid Chk# 004428 MATRIX INTEGRATION LLC	7/29/2013	\$6,670.00	NETWORK EQUIP & SOFTWARE
Paid Chk# 004429 MCCSC-TRANSPORTATION	7/29/2013	\$49.56	BUS TRANSPORTATION
Paid Chk# 004430 MIDWEST PRESORT SERVICE	7/29/2013	\$296.93	POSTAGE
Paid Chk# 004431 NANCY VAZQUEZ	7/29/2013	\$24.95	REFUND ON LOST ITEM
Paid Chk# 004432 OCTOBER DRENTH	7/29/2013	\$55.49	REFUND ON LOST ITEMS
Paid Chk# 004433 POLARIS LIBRARY SYSTEMS, INC	7/29/2013	\$51,506.21	3 SELF-CHECK KIOSK
Paid Chk# 004434 SARAH BOWMAN	7/29/2013	\$17.20	FD/ADULT SPLS
Paid Chk# 004435 VECTREN ENERGY DELIVERY	7/29/2013	\$56.76	NATURAL GAS
Paid Chk# 004436 WILLIAM R. MORRIS, JR.	7/29/2013	\$300.00	TUTOR TRAINING/VITAL-GENERAL
Paid Chk# 004437 YP	7/29/2013	\$171.00	DIRECTORY LISTING
Paid Chk# 004438 ACTION WITHOUT BORDERS	8/1/2013	\$70.00	GRAPHIC DESIGNER AD.
Paid Chk# 004439 AFSCME COUNCIL 62	8/1/2013	\$1,244.17	UNION DUES

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	Name	Check Date	Check Amt		
Paid Chk#	004440	AMERICAN UNITED LIFE INS. CO.	8/1/2013	\$1,496.58	403b TSA-AUL W/H
Paid Chk#	004441	COLONIAL LIFE	8/1/2013	\$551.52	OTHER INS.-AUG. W/H
Paid Chk#	004442	GLHEC	8/1/2013	\$200.80	GARNISHMENT W/H
Paid Chk#	004443	HINDS SECURITY	8/1/2013	\$940.00	SECURITY SERVICES
Paid Chk#	004444	JANET LAMBERT	8/1/2013	\$2.97	FD/CHILD SPLS
Paid Chk#	004445	JON RICHARDSON EXCAVATION	8/1/2013	\$10,000.00	CONCRETE WORK/DRAW #2
Paid Chk#	004446	JAMES KIP MAY	8/1/2013	\$200.00	DIGITAL IMAGE FOR REPRODUCTION
Paid Chk#	004447	LEGAL SHIELD	8/1/2013	\$47.84	PRE-PAID LEGAL
Paid Chk#	004448	MARY FRASIER	8/1/2013	\$103.06	FD/CHILD SPLS & FOOD
Paid Chk#	004449	MONROE COUNTY TREASURER	8/1/2013	\$169.77	GARNISHMENT W/H
Paid Chk#	004450	MONROE COUNTY YMCA	8/1/2013	\$75.68	YMCA W/H
Paid Chk#	004451	PENNY GILLIE	8/1/2013	\$15.89	FD/ELL SPLS
Paid Chk#	004452	PYGMALION' S ART SUPPLIES	8/1/2013	\$4.27	FD/CHILD SPLS
Paid Chk#	004453	REPUBLIC SERVICES #694	8/1/2013	\$210.00	TRASH SERVICES
Paid Chk#	004454	SMITHVILLE	8/1/2013	\$1,425.00	MONTHLY INTERNET SERVICE
Paid Chk#	004455	STEPHANIE HOLMAN	8/1/2013	\$58.39	FD/ELL SPLS
Paid Chk#	004456	UNITED WAY	8/1/2013	\$116.00	UNITED WAY W/H
Paid Chk#	004457	VECTREN ENERGY DELIVERY	8/1/2013	\$46.00	NATURAL GAS
Paid Chk#	004458	ANTHEM BLUE CROSS BLUE	8/5/2013	\$55,820.87	AUG. HEALTH INS.
Paid Chk#	004459	CITY OF BLOOMINGTON	8/5/2013	\$3,637.50	ZONE 4 PARKING
Paid Chk#	004460	ELLETTSVILLE UTILITIES	8/5/2013	\$238.71	WATER & SEWER
Paid Chk#	004461	GUARDIAN LIFE INS. CO.	8/5/2013	\$7,438.02	STD, DENTAL, VISION & LIFE INS. - AUG.
Paid Chk#	004462	MIDWEST PRESORT SERVICE	8/5/2013	\$287.15	POSTAGE SERVICES
Paid Chk#	004463	VICTORIA GABHART	8/5/2013	\$26.60	REFUND ON LOST ITEM
Paid Chk#	004464	A.M. BEST COMPANY, INC.	8/8/2013	\$166.95	BOOKS
Paid Chk#	004465	BAKER & TAYLOR BOOKS	8/8/2013	\$21,939.57	BOOKS
Paid Chk#	004466	BLACKSTONE AUDIO, INC.	8/8/2013	\$196.95	NONPRINT
Paid Chk#	004467	BLOOMINGTON HARDWARE	8/8/2013	\$13.78	ZIP TIES FOR COMPUTER CABLES
Paid Chk#	004468	BUNGER & ROBERTSON, LLP	8/8/2013	\$360.00	LEGAL SERVICES
Paid Chk#	004469	CD BABY	8/8/2013	\$18.63	NONPRINT
Paid Chk#	004470	CHARDON LABORATORIES, INC.	8/8/2013	\$662.00	QTRLY MAINT. CONTRACT
Paid Chk#	004471	CHRISTINE MATHEU	8/8/2013	\$3,244.71	PHASE III OF RENOVATION
Paid Chk#	004472	CINTAS CORPORATION	8/8/2013	\$387.16	FIRST AID SPLS
Paid Chk#	004473	CITY OF BLOOMINGTON UTILITIE	8/8/2013	\$2,358.95	WATER & SEWER
Paid Chk#	004474	DIXON PHONE PLACE	8/8/2013	\$44.00	BATTERY
Paid Chk#	004475	DUKE ENERGY	8/8/2013	\$24,352.62	ELECTRICITY
Paid Chk#	004476	ELLETTSVILLE TRUE VALUE	8/8/2013	\$52.12	BLDG SPLS
Paid Chk#	004477	GALE	8/8/2013	\$556.85	BOOKS
Paid Chk#	004478	GE CAPITAL INFORMATION	8/8/2013	\$50.93	VITAL COPIER RENTAL
Paid Chk#	004479	GECRB/AMAZON	8/8/2013	\$6,011.70	BOOKS, NONPRINT
Paid Chk#	004480	GENEALOGICAL SOCIETY OF	8/8/2013	\$63.50	BOOKS
Paid Chk#	004481	GENEALOGICAL PUBLISHING	8/8/2013	\$129.95	BOOKS
Paid Chk#	004482	HFI MECHANICAL CONTRACTOR	8/8/2013	\$5,335.00	BLDG REPAIR
Paid Chk#	004483	HP PRODUCTS	8/8/2013	\$2,342.53	CLEANING SPLS
Paid Chk#	004484	ICE MILLER LLP	8/8/2013	\$10,767.50	LEGAL SERVICES
Paid Chk#	004485	JIM GORDON, INC	8/8/2013	\$84.33	COPIERS/ MAINT.
Paid Chk#	004486	LEGAL DIRECTORIES	8/8/2013	\$67.75	BOOKS
Paid Chk#	004487	LOWE'S	8/8/2013	\$193.90	PAINT
Paid Chk#	004488	MIDWEST PRESORT SERVICE	8/8/2013	\$299.06	POSTAGE SERVICES
Paid Chk#	004489	MIDWEST TAPE	8/8/2013	\$7,743.52	NONPRINT
Paid Chk#	004490	MONROE CTY LIBRARY STAFF	8/8/2013	\$42.25	BOOKS
Paid Chk#	004491	MR. COPY, INC.	8/8/2013	\$108.00	CIRC EVALUATION FORMS
Paid Chk#	004492	NATURE'S WAY, INC.	8/8/2013	\$1,339.50	INTERIOR PLANTS
Paid Chk#	004493	NETECH CORPORATION	8/8/2013	\$293.00	CAMERA SERVICE
Paid Chk#	004494	NEW READERS PRESS	8/8/2013	\$292.07	BOOKS

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	Name	Check Date	Check Amt	
Paid Chk#	004495 OVERDRIVE, INC.	8/8/2013	\$13,000.00	E-BOOKS
Paid Chk#	004496 B,B & C POW PEST CONTROL,	8/8/2013	\$84.00	PEST CONTROL
Paid Chk#	004497 RANDOM HOUSE, INC.	8/8/2013	\$395.70	NONPRINT
Paid Chk#	004498 RECORDED BOOKS, LLC	8/8/2013	\$611.75	NONPRINT
Paid Chk#	004499 REGENT BOOK COMPANY	8/8/2013	\$13.82	BOOKS
Paid Chk#	004500 TANTOR MEDIA	8/8/2013	\$279.89	NONPRINT
Paid Chk#	004501 THE GREAT COURSES	8/8/2013	\$264.90	NONPRINT
Paid Chk#	004502 VERIZON WIRELESS	8/8/2013	\$120.05	BKM DATA LINES
Paid Chk#	004503 AMERICAN UNITED LIFE INS. CO.	8/15/2013	\$1,590.53	403b TSA-AUL W/H
Paid Chk#	004504 APPLETREE ANSWERING SERVI	8/15/2013	\$9.85	PAGER
Paid Chk#	004505 AT&T (IL)	8/15/2013	\$340.86	4 DEDICATED LINES
Paid Chk#	004506 COMCAST	8/15/2013	\$15.80	EQUIP. CHARGE
Paid Chk#	004507 DARCI HAWXHURST	8/15/2013	\$250.00	ESL TRAINING/VITAL/GENERAL
Paid Chk#	004508 ELECTRONIC COMMERCE, INC.	8/15/2013	\$1,749.00	PAYROLL SERVICES
Paid Chk#	004509 HINDS SECURITY	8/15/2013	\$770.00	OVERNIGHT SECURITY SERVICE
Paid Chk#	004510 MIDWEST PRESORT SERVICE	8/15/2013	\$291.32	POSTAGE
Paid Chk#	004511 RON GREENE	8/15/2013	\$75.00	ZONE 4 PARKING PERMIT
Paid Chk#	004512 SMITHVILLE	8/15/2013	\$183.35	TELEPHONE
Paid Chk#	004513 VICKY GOSE	8/15/2013	\$37.50	1/2 OF ZONE 4 PARKING
Paid Chk#	004514 WEX BANK	8/15/2013	\$37.32	FUEL
Paid Chk#	004515 A.M. BEST COMPANY, INC.	8/15/2013	\$166.95	BOOKS
Paid Chk#	004516 ACTIVATE HEALTHCARE	8/15/2013	\$11,760.00	4TH QTR. '13
Paid Chk#	004517 ADP, INC.	8/15/2013	\$73.95	BACKGROUND CHECKS
Paid Chk#	004518 AL'S TWO-WAY RADIO SERVICE	8/15/2013	\$283.00	EQUIPMENT REPAIR
Paid Chk#	004519 AVCAFE	8/15/2013	\$23.49	NONPRINT
Paid Chk#	004520 BAKER & TAYLOR BOOKS	8/15/2013	\$27,139.19	BOOKS
Paid Chk#	004521 BANCTEC INC.	8/15/2013	\$31.83	FOLDER/MONTHLY MAINT.
Paid Chk#	004522 BIBLIOTHECA ITG, LLC	8/15/2013	\$8,000.00	RFID LABELS
Paid Chk#	004523 BLACKSTONE AUDIO, INC.	8/15/2013	\$511.73	NONPRINT
Paid Chk#	004524 BLOOMINGTON CAR WASH	8/15/2013	\$109.00	CAR MAINT.
Paid Chk#	004525 BUNGER & ROBERTSON, LLP	8/15/2013	\$345.00	LEGAL SERVICES
Paid Chk#	004526 CARMICHAEL TRUCK &	8/15/2013	\$473.19	DODGE SPRINTER REPAIRS
Paid Chk#	004527 CENTER POINT LARGE PRINT	8/15/2013	\$216.90	BOOKS
Paid Chk#	004528 DEMCO, INC.	8/15/2013	\$263.34	CATALOGING SPLS
Paid Chk#	004529 EBSCO	8/15/2013	\$125.07	PERIODICALS
Paid Chk#	004530 ENGRAVING AND STAMP	8/15/2013	\$167.81	GARDEN SIGNAGE/CHILDRENS GIFT
Paid Chk#	004531 FILM MOVEMENT	8/15/2013	\$450.00	NONPRINT
Paid Chk#	004532 FINDAWAY WORLD, LLC	8/15/2013	\$588.23	NONPRINT
Paid Chk#	004533 FREEDOM BUSINESS	8/15/2013	\$1,980.68	CARTRIDGES
Paid Chk#	004534 GALE/CENGAGE LEARNING	8/15/2013	\$526.29	BOOKS
Paid Chk#	004535 GAYLORD BROS., INC.	8/15/2013	\$45.76	CIRC SPLS
Paid Chk#	004536 H.J. UмбаUGH & ASSOC.IATES	8/15/2013	\$500.00	FILING SERVICES
Paid Chk#	004537 HFI MECHANICAL CONTRACTOR	8/15/2013	\$4,051.30	BLDG REPAIR
Paid Chk#	004538 INDIANA DAILY STUDENT	8/15/2013	\$180.00	INTERNAT'L STUDENT GUIDE
Paid Chk#	004539 INDIANA STATE LIBRARY/ILL	8/15/2013	\$787.50	ILL DELIVERY/JUNE '13-JUNE'14
Paid Chk#	004540 KLEINDORFER'S HDWE	8/15/2013	\$89.06	BLDG SPLS
Paid Chk#	004541 KOORSEN FIRE & SECURITY,	8/15/2013	\$405.18	SEMI-ANNUAL INSPECTION
Paid Chk#	004542 LOWE'S	8/15/2013	\$86.40	BLDG SPLS
Paid Chk#	004543 MAXWELLS OFFICE PRODUCTS	8/15/2013	\$564.00	YRLY MAINT./CANON NP-6230
Paid Chk#	004544 MCGRAW-HILL EDUCATION	8/15/2013	\$208.53	BOOKS
Paid Chk#	004545 MENARDS - BLOOMINGTON	8/15/2013	\$271.75	BLDG SPLS
Paid Chk#	004546 MIDWEST TAPE	8/15/2013	\$13,768.50	NONPRINT
Paid Chk#	004547 MONROE COUNTY SOLID WASTE	8/15/2013	\$120.44	RECYCLING LIGHT BULBS
Paid Chk#	004548 NATURE'S WAY, INC.	8/15/2013	\$85.00	MONTHLY BLDG SERVICES
Paid Chk#	004549 NEWSOUND	8/15/2013	\$29.34	NONPRINT

MONROE COUNTY PUBLIC LIBRARY

***Check Summary Register©**

July 12, 2013 to August 15, 2013

Name	Check Date	Check Amt	
Paid Chk# 004550 NOLAN'S LAWN CARE SERVICE	8/15/2013	\$486.90	BLDG SERVICES
Paid Chk# 004551 OCLC, INC.	8/15/2013	\$3,367.27	MONTHLY OCLC
Paid Chk# 004552 PARACLETE PRESS, INC.	8/15/2013	\$52.96	NONPRINT
Paid Chk# 004553 PROQUEST LLC	8/15/2013	\$1,995.10	PERIODICALS
Paid Chk# 004554 QUILL CORPORATION	8/15/2013	\$899.70	PAPER
Paid Chk# 004555 RANDOM HOUSE, INC.	8/15/2013	\$85.05	NONPRINT
Paid Chk# 004556 RECORDED BOOKS, LLC	8/15/2013	\$721.00	NONPRINT
Paid Chk# 004557 RONALD NELSON GREENE	8/15/2013	\$265.00	REUPHOLSTERED 6 CHAIRS
Paid Chk# 004558 SCHINDLER ELEVATOR	8/15/2013	\$2,453.76	QTRLY MAINT. CONTRACT
Paid Chk# 004559 VISION VIDEO	8/15/2013	\$71.46	NONPRINT
Paid Chk# 004560 WFHB	8/15/2013	\$2,500.00	WFHB/CATS NEWS PROGRAM Q3 '13
Paid Chk# 004561 WIESER EDUCATIONAL	8/15/2013	\$15.50	BOOKS
	Total Checks	\$404,114.03	

MONROE COUNTY PUBLIC LIBRARY
CHECKING ACCOUNTS
07/12/13 - 08/15/13

Fifth Third Checking Account/Check Register Total	\$404,114.03
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (Aug. '13)	710.27
Fifth Third Checking-Monthly Service Charge (July'13)	73.00
Fifth Third Checking-Monthly Service Charge (Aug. '13)	65.00
Add: Payrolls	
Vouchers 7/12/13 Payroll (ECI)	116,983.50
Electronic transfer (ECI) employee/employer taxes	44,521.10
Electronic transfer (ECI) employee "HSA"	2,393.55
Electronic transfer (ECI) employer "HSA"	28,926.50
Electronic PERF pymt. 7/18/13	16,757.05
Electronic transfer 7/16/13 (TASC) employee "FSA"	528.45
Vouchers 7/26/13 Payroll (ECI)	115,899.93
Electronic transfer (ECI) employee/employer taxes	44,725.89
Electronic transfer (ECI) employee "HSA"	2,393.55
Electronic PERF pymt. 7/30/13	16,872.11
Electronic transfer 7/30/13 (TASC) employee "FSA"	528.45
Vouchers 8/09/13 Payroll (ECI)	115,565.83
Electronic transfer (ECI) employee/employer taxes	44,135.44
Electronic transfer (ECI) employee "HSA"	2,393.55
Electronic PERF pymt. 8/13/13	16,765.87
Electronic transfer 8/13/13 (TASC) employee "FSA"	528.45
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	\$974,881.52

CK # 4415

ACCOUNTS PAYABLE VOUCHER

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

<p>Payee JPMORGAN CHASE BANK, NA PALATINE, IL 60094-4016</p>	<p>Claim 22752 Purchase Order No. 0 Terms Date Due</p>
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Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
6/4/2013		E020-016-23000 BEST BUY/IPAD CASE	\$99.00
6/4/2013		E020-016-21400 BEST BUY/EPSON CARTRIDGES	\$90.96
6/21/2013		E020-016-36300 KAPPATRONIX/EQUIP. REPAIR	\$145.00
6/18/2013		E001-018-45300 AMAZON.COM/NONPRINT	\$29.98
6/18/2013		E001-018-45300 AMAZON.COM/NONPRINT	\$29.98
6/19/2013		E001-018-45300 DRUMHEAVEN/NONPRINT	\$29.32
6/22/2013		E001-018-45200 CONSUMER REPORT/PERIODICALS	\$8.99
6/24/2013		E001-018-38450 NEWYORK TIMES/DATABASES	\$19.97
6/12/2013		E019-011-21350 INSECT LORE-FD/CHILD SPLS	\$41.71
6/13/2013		E019-011-21350 HOBBY-LOBBY/FD-CHILD SPLS	\$26.42
6/17/2013		E019-011-21350 ITUNES/FD-CHILD SPLS	\$1.06
6/24/2013		E019-011-21350 ITUNES/FD-CHILD SPLS	\$6.39
6/6/2013		E019-010-21350 AMAZON.COM/FD-ADULT SPLS	\$25.59
6/7/2013		E019-010-21350 KROGER/FD-IN RM FOOD	\$85.73
6/10/2013		E019-010-21350 KROGER/FD-TEEN FOOD	\$14.85
6/20/2013		E019-010-21350 KROGER/FD-TEEN FOOD	\$40.73
6/27/2013		E019-010-21350 AMAZON.COM/FD TEEN SPLS	\$14.44
6/27/2013		E019-010-21350 CHEAPTOTES.COM/FD-TEEN SPLS	\$38.39
7/1/2013		E019-010-21350 KROGER/FD-KROGER/FD-MAKER PROGRAM	\$15.50
7/2/2013		E019-010-21350 KROGER/FD-MAKER PROGRAM	\$59.97
7/2/2013		E019-010-21350 RADIOSHACK/FD-MAKER PROGRAM	\$56.95
7/3/2013		E019-010-21350 AMAZON.COM/FD-TEEN SPLS	\$8.99
7/1/2013		E019-010-21350 SUBWAY/FD-TEEN FOOD	\$89.95
7/1/2013		E019-010-21350 SUBWAY/FD-CHILD SRP/FOOD	\$75.00
7/1/2013		E016-010-21350 PIZZA X/COMIC BOOK DAY/TRI-KAPPA	\$145.84
7/1/2013		E019-010-21350 PIZZA HUT/FD-MAKER PROGRAM	\$99.00
6/5/2013		R001-012-03600 MCPL-F/F SELF CHECK TEST	\$1.00
6/5/2013		R001-012-03600 MCPL-F/F SELF CHECK TEST	\$1.00
6/10/2013		E026-019-44600 MACEXPERIENCE/IPAD MINI	\$368.00
6/11/2013		E001-019-23000 NEWEGGBUSINESS/IS SPLS	\$19.99
6/13/2013		E001-019-23000 MONOPRICE/IS SPLS	\$101.93
6/13/2013		E001-019-23000 AMAZON.COM/KINDLES & CHARGER	\$342.99
6/17/2013		E001-019-31500 YAHOO/FLICKR/YEARLY CONTRACT	\$24.95
6/17/2013		E026-019-44600 MACEXPERIENCE/IPAD & CASE	\$568.00
6/17/2013		E026-019-44600 MACEXPERIENCE/CASE CHANGE	(\$20.00)
6/24/2013		E020-016-31600 DREAMHOST/MONTHLY WEBSITE FEE	\$49.90
6/24/2013		E001-019-31600 HOOTSUITE/MONTHLY FACEBOOK SITE FEE	\$9.99
6/24/2013		E026-019-44600 NEWEGGBUSINESS/10 MONITORS	\$899.90
6/24/2013		E001-019-36300 MACEXPERIENCE/REPAIR IPAD-REPLACED	\$329.00
6/27/2013		E001-019-23000 MONOPRICE/IS SPLS	\$28.02
6/12/2013		E001-011-21200 OVERNIGHTPRINTS/BUS. CARDS	\$26.50

6/13/2013	E001-005-31700 PAYPAL/MONTHLY CC FEE	\$84.55
6/24/2013	E001-005-31500 SURVEYMONKEY/RENEWAL	\$239.00
7/4/2013	E001-005-31700 PAYPAL/MONTHLY CC FEE	\$86.95
7/3/2013	E019-019-32300 HILTON HOTELS/ALA HOTEL	\$488.88
6/25/2013	E020-016-22200 MARATHON/GAS	\$89.42
6/12/2013	E019-001-21350 MARSH/FOCUS GROUP FOOD	\$28.73
6/20/2013	E019-001-21350 MARSH/FOCUS GROUP FOOD	\$13.16
6/21/2013	E019-001-21350 MARSH/FOCUS GROUP FOOD	\$79.40
7/1/2013	E019-001-32500 ALA/DISABILITIES ON-LINE COURSES	\$650.00
6/13/2013	E019-019-32300 HILTON HOTEL/ALA CONF.	\$244.44
6/19/2013	E019-001-21350 BLGTN SANDWICH/FOCUS GROUP FOOD	\$56.61
6/20/2013	E019-001-21350 BLGTN SANDWICH/FOCUS GROUP/FOOD	\$185.31
7/1/2013	E019-003-32300 BAKERS-SQUARE/ALA FOOD	\$35.38
7/2/2013	E019-003-32300 SAVOR-MCCORMICK/ALA FOOD	\$9.12
7/2/2013	E019-003-32300 GIORDANO'S/ALA FOOD	\$16.52
7/3/2013	E019-003-32300 HILTON/ALA HOTEL	\$488.88
7/1/2013	E019-003-32300 SPEEDWAY/ALA TRAVEL EXP.	\$44.20
6/17/2013	E016-015-21350 THEAWARDSCNTR/VITAL-QUIZ BOWL EXP.	\$78.00
6/18/2013	E004-001-21350 SAM'SCLUB/WELLNESS FOOD	\$28.41
6/18/2013	E001-006-33100 HERALD-TIMES/ADMIN JOB POSTING	\$415.85
6/13/2013	E019-019-32300 HILTON HOTELS/ALA HOTEL	\$244.44
6/17/2013	E019-001-32300 HILTON HOTELS/HOTEL DEPOSIT	\$250.26
7/1/2013	E019-001-32300 HEAVEN/ALA FOOD	\$38.00
7/2/2013	E019-001-32300 HYATT HOTELS/ALA FOOD	\$15.75
7/4/2013	E019-001-32300 HILTON HOTELS/ALA HOTEL	\$279.44
Total		\$8,241.58

VOUCHER NO. 22752

WARRANT NO. 4415

JPMORGAN CHASE BANK, NA

ALLOWED

IN THE SUM OF \$ \$8,241.58

\$ \$8,241.58

ON ACCOUNT OF APPROPRIATION FO

COST DISTRIBUTION LEDGER CLASSIFICATION
IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND

Board/Council Member

Acct. No.	Account Title	Amount
E020-016-23000		\$99.00
E020-016-21400		\$90.96
E020-016-36300		\$145.00
E001-018-45300		\$29.98
E001-018-45300		\$29.98
E001-018-45300		\$29.32
E001-018-45200		\$8.99
E001-018-38450		\$19.97
E019-011-21350		\$41.71
E019-011-21350		\$26.42
E019-011-21350		\$1.06

Financial Report Comments

Reports as of 7-31-13

Board Meeting Date 8/21/13

Monthly Budget Report:

The guideline for the portion of the annual budget spent after seven months is 58.3% or seven twelfths. The actual operating fund spending through July 31 is 55.9% of the annual total budget.

Summary Report

Professional Services 2013 (\$161,180) compared to 2012 (\$123,498). Consulting services related to the upgrade of the library's computer network infrastructure account for about \$9,000 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 \$20,000 of the increase

Monthly Budget Report

PERF – The employer and employee payments in July of 2013 total to about \$46,000 compared to about \$102,000 for July of last year. It is a timing difference. In 2012 we were making quarterly payments. This year we are paying monthly.

Building Repair – 2013 (\$24,439) compared to 2012 (\$2,943). From fixing leaks to HVAC repairs, the library has been hit hard this year.

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

MONROE COUNTY PUBLIC LIBRARY
MONTHLY SUMMARY OF BUDGET CATEGORIES
AS OF JULY 31, 2013
SEVEN MONTHS = 58.3%

	2013 JULY	2012 JULY	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	289,365.62	284,816.09	2,192,301.35	3,843,756.00	2,098,838.87	1,651,454.65	57.0%	43.0%
EMPLOYEE BENEFITS	136,152.36	176,706.75	812,228.28	1,449,633.99	712,239.21	637,405.71	56.0%	44.0%
OTHER WAGES	659.42	0.00	659.42	13,100.00	3,064.16	12,440.58	5.0%	95.0%
TOTAL PERSONNEL SERVICES	<u>426,177.40</u>	<u>461,522.84</u>	<u>3,005,189.05</u>	<u>5,306,489.99</u>	<u>2,814,142.24</u>	<u>2,301,300.94</u>	<u>56.6%</u>	<u>43.4%</u>
SUPPLIES								
OFFICE SUPPLIES	1,826.49	3,592.06	22,918.89	49,950.00	23,811.33	27,031.11	45.9%	54.1%
OPERATING SUPPLIES	11,233.34	4,197.62	52,557.97	112,700.00	49,775.98	60,142.03	46.6%	53.4%
REPAIR & MAINT. SUPPLIES	2,314.99	3,180.42	14,068.39	23,800.00	14,373.14	9,731.61	59.1%	40.9%
TOTAL SUPPLIES	<u>15,374.82</u>	<u>10,970.10</u>	<u>89,545.25</u>	<u>186,450.00</u>	<u>87,960.45</u>	<u>96,904.75</u>	<u>48.0%</u>	<u>52.0%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	46,930.14	37,235.34	161,180.45	351,200.00	123,498.68	190,019.55	45.9%	54.1%
COMMUNICATION & TRANSPORTATION	5,691.04	2,276.10	31,777.36	95,850.00	44,252.44	64,072.64	33.2%	66.8%
PRINTING & ADVERTISING	415.85	245.80	2,432.56	8,250.00	1,213.96	5,817.44	29.5%	70.5%
INSURANCE	0.00	0.00	63,753.00	61,100.00	58,793.00	-2,653.00	104.3%	-4.3%
UTILITIES	29,293.42	26,557.43	186,668.62	321,000.00	177,899.22	134,331.38	58.2%	41.8%
REPAIR & MAINTENANCE	6,427.39	2,091.53	35,831.18	40,500.00	48,748.65	4,668.82	88.5%	11.5%
RENTALS	480.00	150.00	29,457.00	33,700.00	29,132.50	4,243.00	87.4%	12.6%
ELECTRONIC SERVICES	9,321.74	10,586.92	65,353.58	165,119.00	44,950.47	99,765.42	39.6%	60.4%
OTHER CHARGES	18,083.35	16,916.67	131,933.35	227,280.00	124,792.63	95,346.65	58.0%	42.0%
TOTAL OTHER SERVICES & CHARGES	<u>116,642.93</u>	<u>96,059.79</u>	<u>708,387.10</u>	<u>1,303,999.00</u>	<u>653,281.55</u>	<u>595,611.90</u>	<u>54.3%</u>	<u>45.7%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	0.00	0.00	9,704.62	16,000.00	5,419.86	6,295.38	60.7%	39.3%
OTHER CAPITAL OUTLAY	81,993.10	77,874.27	559,353.80	1,005,081.00	564,221.48	445,727.20	55.7%	44.3%
TOTAL CAPITAL OUTLAY	<u>81,993.10</u>	<u>77,874.27</u>	<u>569,058.42</u>	<u>1,021,081.00</u>	<u>569,641.34</u>	<u>452,022.58</u>	<u>55.7%</u>	<u>44.3%</u>
TOTAL OPERATING EXPENDITURES	<u><u>640,188.25</u></u>	<u><u>646,427.00</u></u>	<u><u>4,372,179.82</u></u>	<u><u>7,818,019.99</u></u>	<u><u>4,125,025.58</u></u>	<u><u>3,445,840.17</u></u>	<u><u>55.9%</u></u>	<u><u>44.1%</u></u>

2012 BUDGET 7,641,343.13
%USED IN 2012 54.0%

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

	2013 JULY	2012 JULY	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	11,568.62	102,269.85	177,208.00	59,464.64	74,938.15	57.7%	42.3%
1130 PROFESSIONAL/SUPERVISORS	38,914.33	38,151.29	291,857.41	505,886.00	286,134.58	214,028.59	57.7%	42.3%
1140 PROFESSIONAL ASSISTANTS	93,813.48	93,998.64	722,515.08	1,271,320.00	713,699.05	548,804.92	56.8%	43.2%
1150 SPECIALISTS & TECHNICIANS	62,274.36	62,279.03	484,048.54	845,151.00	459,715.96	361,102.46	57.3%	42.7%
1160 CLERICAL ASSISTANTS	31,919.25	31,999.88	240,069.16	434,725.00	237,633.02	194,655.84	55.2%	44.8%
1170 PAGES	19,967.76	18,758.69	140,797.52	240,720.00	139,271.39	99,922.48	58.5%	41.5%
1190 BUILDING MAINTENANCE	28,840.46	28,059.94	210,743.79	368,746.00	202,920.23	158,002.21	57.2%	42.8%
TOTAL SALARIES	289,365.62	284,816.09	2,192,301.35	3,843,756.00	2,098,838.87	1,651,454.65	57.0%	43.0%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	16,985.09	16,770.95	128,787.60	237,765.00	123,482.36	108,977.40	54.2%	45.8%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
1230 EMPLOYER CONTRIBUTION/PERF	35,167.89	102,468.69	179,068.28	311,493.00	191,552.36	132,424.72	57.5%	42.5%
12301 ENCUMBERED PERF	0.00	0.00	15,335.99	15,535.99	0.00	200.00	98.7%	1.3%
1235 EMPLOYEE/PERF	10,550.31	0.00	53,720.29	93,448.00	0.00	39,727.71	57.5%	42.5%
1240 EMPLOYER CONT/INSURANCE	69,476.74	53,544.79	405,196.46	725,756.00	368,325.48	320,559.54	55.8%	44.2%
1250 EMPLOYER CONT/MEDICARE	3,972.33	3,922.32	30,119.66	55,636.00	28,879.01	25,516.34	54.1%	45.9%
TOTAL EMPLOYEE BENEFITS	136,152.36	176,706.75	812,228.28	1,449,633.99	712,239.21	637,405.71	56.0%	44.0%
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	659.42	0.00	659.42	10,000.00	333.43	9,340.58	6.6%	93.4%
TOTAL OTHER WAGES	659.42	0.00	659.42	13,100.00	3,064.16	12,440.58	5.0%	95.0%
TOTAL PERSONNEL SERVICES	426,177.40	461,522.84	3,005,189.05	5,306,489.99	2,814,142.24	2,301,300.94	56.6%	43.4%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
2110 OFFICIAL RECORDS	0.00	0.00	979.76	1,300.00	0.00	320.24	75.4%	24.6%
2120 STATIONERY & PRINTING	26.50	865.71	97.15	950.00	865.71	852.85	10.2%	89.8%
2130 OFFICE SUPPLIES	563.03	711.40	3,580.31	14,550.00	5,686.15	10,969.69	24.6%	75.4%
2135 GENERAL SUPPLIES	0.00	0.00	142.79	0.00	90.67	-142.79	#DIV/0!	#DIV/0!
2140 DUPLICATING	1,236.96	2,014.95	18,118.88	33,150.00	17,168.80	15,031.12	54.7%	45.3%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OFFICE SUPPLIES	1,826.49	3,592.06	22,918.89	49,950.00	23,811.33	27,031.11	45.9%	54.1%

*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 JULY 31, 2013

	2013 JULY	2012 JULY	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	1,773.21	1,969.19	17,568.36	37,200.00	17,891.23	19,631.64	47.2%	52.8%
2220 FUEL, OIL, & LUBRICANTS	1,258.97	528.07	5,264.64	10,000.00	4,148.20	4,735.36	52.6%	47.4%
2230 CATALOGING SUPPLIES-BOOKS	415.76	0.00	2,822.63	5,500.00	2,257.25	2,677.37	51.3%	48.7%
2240 A/V SUPPLIES-CATALOGING	0.00	101.66	1,743.91	10,150.00	1,925.45	8,406.09	17.2%	82.8%
2250 CIRCULATION SUPPLIES	7,760.00	0.00	19,463.65	37,750.00	17,380.12	18,286.35	51.6%	48.4%
2260 LIGHT BULBS	25.40	689.46	3,243.13	4,500.00	2,736.06	1,256.87	72.1%	27.9%
2280 UNIFORMS	0.00	883.00	1,157.00	1,700.00	1,829.00	543.00	68.1%	31.9%
2290 DISPLAY/EXHIBIT SUPPLIES	0.00	26.24	1,294.65	5,900.00	1,608.67	4,605.35	21.9%	78.1%
TOTAL OPERATING SUPPLIES	11,233.34	4,197.62	52,557.97	112,700.00	49,775.98	60,142.03	46.6%	53.4%
REPAIR & MAINTENANCE SUPPLIES								
2300 IS SUPPLIES	1,706.16	267.69	3,525.99	6,600.00	1,970.12	3,074.01	53.4%	46.6%
2310 BUILDING MATERIALS & SUPPLIES	608.83	2,912.73	10,476.71	16,800.00	12,181.20	6,323.29	62.4%	37.6%
2320 PAINT & PAINTING SUPPLIES	0.00	0.00	65.69	400.00	221.82	334.31	16.4%	83.6%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL REPAIR & MAINTENANCE SUPPLIES	2,314.99	3,180.42	14,068.39	23,800.00	14,373.14	9,731.61	59.1%	40.9%
TOTAL SUPPLIES	15,374.82	10,970.10	89,545.25	186,450.00	87,960.45	96,904.75	48.0%	52.0%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
30040 MISC. UNAPPROPRIATED	0.00	0.00	0.00	0.00	1.00	0.00	#DIV/0!	#DIV/0!
3110 CONSULTING SERVICES	1,670.53	0.00	10,990.53	12,000.00	0.00	1,009.47	91.6%	8.4%
3120 ENGINEERING/ARCHITECTURAL	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
3130 LEGAL SERVICES	302.93	259.57	11,490.45	28,500.00	5,176.72	17,009.55	40.3%	59.7%
3140 BUILDING SERVICES	1,639.86	1,324.56	14,500.79	32,000.00	9,211.27	17,499.21	45.3%	54.7%
3150 MAINTENANCE CONTRACTS	37,619.45	31,980.09	60,217.68	134,100.00	67,285.36	73,882.32	44.9%	55.1%
3160 COMPUTER SERVICES (OCLC)	1,434.99	1,425.00	29,355.34	66,500.00	9,975.00	37,144.66	44.1%	55.9%
3170 ADMIN/ACCOUNTING SERVICES	2,866.18	823.07	23,930.41	44,100.00	21,565.78	20,169.59	54.3%	45.7%
3175 COLLECTION AGENCY SERVICES	1,396.20	1,423.05	10,695.25	24,000.00	10,283.55	13,304.75	44.6%	55.4%
TOTAL PROFESSIONAL SERVICES	46,930.14	37,235.34	161,180.45	351,200.00	123,498.68	190,019.55	45.9%	54.1%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	4,167.44	944.79	17,446.37	30,900.00	15,489.28	13,453.63	56.5%	43.5%
3215 CABLE TV	4.74	0.00	33.51	0.00	0.00	-33.51	#DIV/0!	#DIV/0!
3220 POSTAGE	1,493.14	1,331.31	9,493.05	30,000.00	10,279.00	20,506.95	31.6%	68.4%
3230 TRAVEL EXPENSE	0.00	0.00	242.63	10,000.00	1,345.70	9,757.37	2.4%	97.6%
3240 PROFESSIONAL MTG. (OFF-SITE)	0.00	0.00	272.00	10,000.00	19.00	9,728.00	2.7%	97.3%
3250 CONTINUING ED. (ON-SITE)	0.00	0.00	660.00	10,000.00	3,259.53	9,340.00	6.6%	93.4%
32501 ENCUMBERED CONTINU. ED.(ON-SITE)	0.00	0.00	3,500.00	3,500.00	13,000.00	0.00	100.0%	0.0%
3260 FREIGHT & DELIVERY	25.72	0.00	129.80	1,450.00	859.93	1,320.20	9.0%	91.0%
TOTAL COMMUNICATION & TRANSPORTATION	5,691.04	2,276.10	31,777.36	95,850.00	44,252.44	64,072.64	33.2%	66.8%

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

	2013 JULY	2012 JULY	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	415.85	0.00	1,253.95	2,750.00	835.56	1,496.05	45.6%	54.4%
3320 PRINTING	<u>0.00</u>	<u>245.80</u>	<u>1,178.61</u>	<u>5,500.00</u>	<u>378.40</u>	<u>4,321.39</u>	21.4%	<u>78.6%</u>
TOTAL PRINTING & ADVERTISING	415.85	245.80	2,432.56	8,250.00	1,213.96	5,817.44	29.5%	70.5%
INSURANCE								
3410 OFFICIAL BOND	0.00	0.00	450.00	700.00	450.00	250.00	64.3%	35.7%
3420 OTHER INSURANCE	<u>0.00</u>	<u>0.00</u>	<u>63,303.00</u>	<u>60,400.00</u>	<u>58,343.00</u>	<u>-2,903.00</u>	104.8%	<u>-4.8%</u>
TOTAL INSURANCE	0.00	0.00	63,753.00	61,100.00	58,793.00	-2,653.00	104.3%	-4.3%
UTILITIES								
3510 GAS	155.54	46.00	1,441.96	3,100.00	1,091.53	1,658.04	46.5%	53.5%
3520 ELECTRICITY	27,087.87	22,996.10	171,285.50	292,000.00	165,785.98	120,714.50	58.7%	41.3%
3530 WATER	<u>2,050.01</u>	<u>3,515.33</u>	<u>13,941.16</u>	<u>25,900.00</u>	<u>11,021.71</u>	<u>11,958.84</u>	53.8%	<u>46.2%</u>
TOTAL UTILITIES	29,293.42	26,557.43	186,668.62	321,000.00	177,899.22	134,331.38	58.2%	41.8%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	4,492.60	1,287.29	24,439.31	19,000.00	2,943.48	-5,439.31	128.6%	-28.6%
3630 OTHER EQUIP/FURNITURE REPAIRS	444.24	160.00	3,897.63	10,200.00	3,995.26	6,302.37	38.2%	61.8%
36301 ENCUMBERED EQUIP/FURN REPAIRS	0.00	0.00	0.00	0.00	36,166.00	0.00	#DIV/0!	#DIV/0!
3640 VEHICLE REPAIR & MAINTENANCE	1,304.96	644.24	6,531.84	8,300.00	3,770.77	1,768.16	78.7%	21.3%
3650 MATERIAL BINDING/REPAIR SERV.	<u>185.59</u>	<u>0.00</u>	<u>962.40</u>	<u>3,000.00</u>	<u>1,873.14</u>	<u>2,037.60</u>	32.1%	<u>67.9%</u>
TOTAL REPAIR & MAINTENANCE	6,427.39	2,091.53	35,831.18	40,500.00	48,748.65	4,668.82	88.5%	11.5%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	480.00	150.00	29,457.00	33,600.00	29,132.50	4,143.00	87.7%	12.3%
3720 EQUIPMENT RENTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>0.00</u>	<u>100.00</u>	0.0%	<u>100.0%</u>
TOTAL RENTALS	480.00	150.00	29,457.00	33,700.00	29,132.50	4,243.00	87.4%	12.6%
ELECTRONIC SERVICES								
38450 DATABASES SERVICES	9,321.74	7,086.92	58,096.38	91,701.00	38,300.47	33,604.62	63.4%	36.6%
38460 E-BOOKS SERVICES	<u>0.00</u>	<u>3,500.00</u>	<u>7,257.20</u>	<u>73,418.00</u>	<u>6,650.00</u>	<u>66,160.80</u>	9.9%	<u>90.1%</u>
TOTAL ELECTRONIC SERVICES	9,321.74	10,586.92	65,353.58	165,119.00	44,950.47	99,765.42	39.6%	60.4%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	250.00	250.00	7,100.00	7,380.00	7,075.98	280.00	96.2%	3.8%
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	17,833.35	0.00	124,833.35	214,000.00	0.00	89,166.65	58.3%	41.7%
3945 TRANSFER TO ANOTHER FUND (R.DAY)	0.00	16,666.67	0.00	0.00	116,666.65	0.00	#DIV/0!	#DIV/0!
3950 EDUCATIONAL SERV/LICENSING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,400.00</u>	<u>1,050.00</u>	<u>3,400.00</u>	0.0%	<u>100.0%</u>
TOTAL OTHER CHARGES	18,083.35	16,916.67	131,933.35	227,280.00	124,792.63	95,346.65	58.0%	42.0%
TOTAL OTHER SERVICES/CHARGES	116,642.93	96,059.79	708,387.10	1,303,999.00	653,281.55	595,611.90	54.3%	20 45.7%

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

	2013 JULY	2012 JULY	2013 Y-T-D ACTUAL	2013 BUDGET	2012 Y-T-D ACTUAL	2013 Y-T-D BUDGET REMAINING	2013 % OF BUDGET USED	2013 % OF BUDGET REMAINING
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	0.00	0.00	6,236.55	0.00	792.96	-6,236.55	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	0.00	0.00	3,468.07	16,000.00	3,115.02	12,531.93	21.7%	78.3%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4445 BUILDING RENOVATIONS	0.00	0.00	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	0.00	0.00	9,704.62	16,000.00	5,419.86	6,295.38	60.7%	39.3%
OTHER CAPITAL OUTLAY								
4510 BOOKS	46,784.19	46,633.70	344,181.31	594,454.00	343,869.46	250,272.69	57.9%	42.1%
4520 PERIODICALS & NEWSPAPERS	1,268.44	481.03	4,659.29	41,042.00	2,061.07	36,382.71	11.4%	88.6%
4530 NONPRINT MATERIALS	33,940.47	30,759.54	210,513.20	369,585.00	218,290.95	159,071.80	57.0%	43.0%
4540 ELECTRONIC RESOURCES	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OTHER CAPITAL OUTLAY	81,993.10	77,874.27	559,353.80	1,005,081.00	564,221.48	445,727.20	55.7%	44.3%
TOTAL CAPITAL OUTLAY	81,993.10	77,874.27	569,058.42	1,021,081.00	569,641.34	452,022.58	55.7%	44.3%
TOTAL OPERATING EXPENDITURES	640,188.25	646,427.00	4,372,179.82	7,818,019.99	4,125,025.58	3,445,840.17	55.9%	44.1%

*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

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Operating Budget & Expenditure Report

January 1, 2013 to July 31, 2013

7 months = 58.3%

2013

Object	Object Descr	2013 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	2013 YTD Amt	2013 YTD Balance	%YTD Budget
11200	ADMINISTRATION	\$177,208.00	\$13,635.99	\$13,635.98	\$13,635.98	\$13,635.97	\$20,453.97	\$13,635.98	\$13,635.98	\$102,269.85	\$74,938.15	57.71%
11300	PROF/SUPERVISORS	\$505,886.00	\$38,914.32	\$38,914.31	\$38,914.33	\$38,914.34	\$58,371.48	\$38,914.30	\$38,914.33	\$291,857.41	\$214,028.59	57.69%
11400	PROFESSIONAL ASSISTANT	\$1,271,320.00	\$97,255.64	\$97,255.63	\$98,356.38	\$101,300.19	\$140,720.29	\$93,813.47	\$93,813.48	\$722,515.08	\$548,804.92	56.83%
11500	SPECIALIST/TECHNICIANS	\$845,151.00	\$65,021.29	\$65,006.68	\$65,021.35	\$65,258.79	\$98,145.41	\$63,320.66	\$62,274.36	\$484,048.54	\$361,102.46	57.27%
11600	CLERICAL ASSISTANTS	\$434,725.00	\$32,562.63	\$31,513.01	\$31,064.28	\$32,265.52	\$48,524.46	\$32,220.01	\$31,919.25	\$240,069.16	\$194,655.84	55.22%
11700	PAGES	\$240,720.00	\$16,123.13	\$18,318.51	\$19,091.84	\$18,778.30	\$28,354.37	\$20,163.61	\$19,967.76	\$140,797.52	\$99,922.48	58.49%
11800	TEMPORAY STAFF	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$659.42	\$659.42	\$9,340.58	6.59%
11900	BUILDING	\$368,746.00	\$28,595.96	\$28,072.73	\$26,453.11	\$27,672.23	\$42,828.45	\$28,280.85	\$28,840.46	\$210,743.79	\$158,002.21	57.15%
12100	FICA/EMPLOYER	\$237,765.00	\$17,154.54	\$17,166.01	\$17,200.56	\$17,533.92	\$25,688.06	\$17,059.42	\$16,985.09	\$128,787.60	\$108,977.40	54.17%
12200	UNEMPLOYMENT	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$24,560.54	\$23,724.74	\$23,619.03	\$35,167.89	\$179,068.28	\$132,424.72	57.49%
12301	ENCUMBERED PERF	\$15,535.99	\$15,335.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,335.99	\$200.00	98.71%
12350	PERF/EMPLOYEE CONTRIB.	\$93,448.00	\$7,227.30	\$7,210.29	\$7,161.19	\$7,368.13	\$7,117.38	\$7,085.69	\$10,550.31	\$53,720.29	\$39,727.71	57.49%
12400	INS/EMPLOYER	\$725,756.00	\$39,918.79	\$134,669.91	\$54,983.86	\$51,839.35	\$11,204.80	\$43,103.01	\$69,476.74	\$405,196.46	\$320,559.54	55.83%
12500	MEDICARE/EMPLOYER	\$55,636.00	\$4,011.95	\$4,014.61	\$4,022.72	\$4,100.68	\$6,007.68	\$3,989.69	\$3,972.33	\$30,119.66	\$25,516.34	54.14%
13100	WORK STUDY	\$3,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$979.76	\$320.24	75.37%
21200	STATIONERY/BUS. CARDS	\$950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.65	\$26.50	\$97.15	\$852.85	10.23%
21300	OFFICE SUPPLIES	\$14,550.00	\$903.46	\$788.27	\$253.41	\$512.53	\$152.64	\$406.97	\$563.03	\$3,580.31	\$10,969.69	24.61%
21350	GENERAL SUPPLIES	\$0.00	\$41.63	\$59.83	\$0.00	\$7.83	\$33.50	\$0.00	\$0.00	\$142.79	-\$142.79	0.00%
21400	DUPLICATING	\$33,150.00	\$2,609.74	\$3,760.03	\$2,969.81	\$664.49	\$1,220.87	\$5,656.98	\$1,236.96	\$18,118.88	\$15,031.12	54.66%
22100	CLEANING SUPPLIES	\$37,200.00	\$2,029.71	\$4,297.50	\$3,548.62	\$1,736.55	\$16.56	\$4,166.21	\$1,773.21	\$17,568.36	\$19,631.64	47.23%
22200	FUEL/OIL/LUBRICANTS	\$10,000.00	\$1,136.83	\$670.84	\$108.90	\$607.24	\$1,379.40	\$102.46	\$1,258.97	\$5,264.64	\$4,735.36	52.65%
22300	CATALOGING	\$5,500.00	\$356.72	\$0.00	\$47.93	\$0.00	\$0.00	\$2,002.22	\$415.76	\$2,822.63	\$2,677.37	51.32%
22400	A/V SUPPLIES/CATALOG	\$10,150.00	\$0.00	\$0.00	\$246.76	\$0.00	\$210.95	\$1,286.20	\$0.00	\$1,743.91	\$8,406.09	17.18%
22500	CIRCULATION SUPPLIES	\$37,750.00	\$2,759.35	\$0.00	\$8,827.91	\$0.00	\$28.98	\$87.41	\$7,760.00	\$19,463.65	\$18,286.35	51.56%
22600	LIGHT BULBS	\$4,500.00	\$210.53	\$1,595.59	\$4.38	\$0.00	\$297.80	\$1,109.43	\$25.40	\$3,243.13	\$1,256.87	72.07%
22800	UNIFORMS	\$1,700.00	\$0.00	\$873.00	\$0.00	\$100.00	\$184.00	\$0.00	\$0.00	\$1,157.00	\$543.00	68.06%

Object	Object Descr	2013 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	2013 YTD Amt	2013 YTD Balance	%YTD Budget
22900	DISPLAY/EXHIBITS	\$5,900.00	\$378.83	\$104.30	\$435.00	\$224.12	\$152.40	\$0.00	\$0.00	\$1,294.65	\$4,605.35	21.94%
23000	IS SUPPLIES	\$6,600.00	\$453.27	\$438.72	\$508.07	\$209.94	\$29.00	\$180.83	\$1,706.16	\$3,525.99	\$3,074.01	53.42%
23100	BUILDING MATERIAL	\$16,800.00	\$779.00	\$2,991.15	\$1,011.68	\$1,098.91	\$2,345.49	\$1,641.65	\$608.83	\$10,476.71	\$6,323.29	62.36%
23200	PAINT/PAINTING SUPPLIES	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65.69	\$0.00	\$0.00	\$65.69	\$334.31	16.42%
31100	CONSULTING SERVICES	\$12,000.00	\$8,630.00	\$0.00	\$690.00	\$0.00	\$0.00	\$0.00	\$1,670.53	\$10,990.53	\$1,009.47	91.59%
31200	ENGINEERING/ARCHITECTU	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$4,043.86	\$2,062.00	\$702.98	\$302.93	\$11,490.45	\$17,009.55	40.32%
31400	BUILDING SERVICES	\$32,000.00	\$3,667.40	\$1,880.94	\$4,608.19	\$1,119.00	\$1,423.40	\$162.00	\$1,639.86	\$14,500.79	\$17,499.21	45.31%
31500	MAINTENANCE CONTRACTS	\$134,100.00	\$2,083.20	\$6,363.74	\$3,852.94	\$2,295.87	\$5,403.97	\$2,598.51	\$37,619.45	\$60,217.68	\$73,882.32	44.91%
31600	COMPUTER SERVICES	\$66,500.00	\$4,609.27	\$4,466.71	\$4,803.53	\$4,650.07	\$4,697.23	\$4,693.54	\$1,434.99	\$29,355.34	\$37,144.66	44.14%
31700	ADMIN/ACCOUNTING	\$44,100.00	\$2,774.73	\$5,205.55	\$4,293.29	\$2,780.46	\$3,326.69	\$2,683.51	\$2,866.18	\$23,930.41	\$20,169.59	54.26%
31750	COLLECTION AGENCY	\$24,000.00	\$3,195.15	\$1,181.40	\$0.00	\$2,371.75	\$1,485.70	\$1,065.05	\$1,396.20	\$10,695.25	\$13,304.75	44.56%
32100	TELEPHONE	\$30,900.00	\$2,301.59	\$2,384.29	\$2,655.77	\$2,558.87	\$2,413.38	\$965.03	\$4,167.44	\$17,446.37	\$13,453.63	56.46%
32150	CABLE TV SERVICE	\$0.00	\$0.00	\$0.00	\$8.27	\$15.76	\$4.74	\$0.00	\$4.74	\$33.51	-\$33.51	0.00%
32200	POSTAGE	\$30,000.00	\$1,798.55	\$939.07	\$1,561.99	\$1,288.73	\$1,047.37	\$1,364.20	\$1,493.14	\$9,493.05	\$20,506.95	31.64%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$0.00	\$0.00	\$24.93	\$118.87	\$98.83	\$0.00	\$242.63	\$9,757.37	2.43%
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$25.00	\$0.00	\$147.00	\$0.00	\$0.00	\$100.00	\$0.00	\$272.00	\$9,728.00	2.72%
32500	CONTINUING	\$10,000.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$660.00	\$9,340.00	6.60%
32501	ENCUMBERED CONTINUING	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$0.00	100.00%
32600	FREIGHT/DELIVERY	\$1,450.00	\$30.47	\$61.33	\$0.00	\$0.00	\$0.00	\$12.28	\$25.72	\$129.80	\$1,320.20	8.95%
33100	ADVERTISING/PUBLICATIO	\$2,750.00	\$0.00	\$0.00	\$95.60	\$0.00	\$0.00	\$742.50	\$415.85	\$1,253.95	\$1,496.05	45.60%
33200	PRINTING SERVICES	\$5,500.00	\$15.00	\$15.00	\$87.00	\$947.61	\$114.00	\$0.00	\$0.00	\$1,178.61	\$4,321.39	21.43%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$250.00	64.29%
34200	OTHER INSURANCE	\$60,400.00	\$14,075.00	\$46,892.00	\$457.00	\$2,078.00	\$0.00	-\$199.00	\$0.00	\$63,303.00	-\$2,903.00	104.81%
35100	GAS	\$3,100.00	\$368.17	\$52.02	\$356.93	\$387.83	\$121.47	\$0.00	\$155.54	\$1,441.96	\$1,658.04	46.51%
35200	ELECTRICITY	\$292,000.00	\$26,927.46	\$24,978.48	\$24,549.79	\$24,673.90	\$21,364.25	\$21,703.75	\$27,087.87	\$171,285.50	\$120,714.50	58.66%
35300	WATER	\$25,900.00	\$1,157.74	\$1,139.76	\$1,094.37	\$1,103.07	\$1,108.17	\$6,288.04	\$2,050.01	\$13,941.16	\$11,958.84	53.83%
36100	BUILDING REPAIRS	\$19,000.00	\$3,168.42	\$0.00	\$3,348.06	\$2,233.98	\$0.00	\$11,196.25	\$4,492.60	\$24,439.31	-\$5,439.31	128.63%
36300	OTHER EQUIP/FURNITURE	\$10,200.00	\$420.00	\$571.50	\$750.00	\$1,033.90	\$232.99	\$445.00	\$444.24	\$3,897.63	\$6,302.37	38.21%
36400	VEHICLE	\$8,300.00	\$46.86	\$1,894.95	\$746.70	\$94.30	\$2,444.07	\$0.00	\$1,304.96	\$6,531.84	\$1,768.16	78.70%
36500	MATERIALS	\$3,000.00	\$382.20	\$280.52	\$0.00	\$0.00	\$114.09	\$0.00	\$185.59	\$962.40	\$2,037.60	32.08%

Object Object Descr	2013 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	2013 YTD Amt	2013 YTD Balance	%YTD Budget
37100 REAL ESTATE	\$33,600.00	\$9,706.00	\$37.50	\$9,982.50	\$25.00	\$0.00	\$9,226.00	\$480.00	\$29,457.00	\$4,143.00	87.67%
37200 EQUIPMENT RENTAL	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
38450 DATABASES	\$91,701.00	\$0.00	\$925.00	\$449.95	\$11,299.69	\$50.00	\$36,050.00	\$9,321.74	\$58,096.38	\$33,604.62	63.35%
38460 E-BOOKS	\$73,418.00	\$558.60	\$0.00	\$698.60	\$0.00	\$0.00	\$6,000.00	\$0.00	\$7,257.20	\$66,160.80	9.88%
39100 DUES/INSTITUTIONAL	\$7,380.00	\$6,000.00	\$100.00	\$750.00	\$0.00	\$0.00	\$0.00	\$250.00	\$7,100.00	\$280.00	96.21%
39200 INTEREST/TEMPORARY	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$17,833.33	\$17,833.33	\$17,833.31	\$17,833.35	\$124,833.35	\$89,166.65	58.33%
39500 EDUCATIONAL/LICENSING	\$3,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,400.00	0.00%
44100 FURNITURE	\$0.00	\$0.00	\$0.00	\$5,699.79	\$0.00	\$536.76	\$0.00	\$0.00	\$6,236.55	-\$6,236.55	0.00%
44300 OTHER EQUIPMENT	\$16,000.00	\$0.00	\$175.00	\$717.86	\$0.00	\$2,256.21	\$319.00	\$0.00	\$3,468.07	\$12,531.93	21.68%
45100 BOOKS	\$594,454.00	\$54,542.07	\$50,930.43	\$38,932.95	\$48,001.23	\$41,154.56	\$63,835.88	\$46,784.19	\$344,181.31	\$250,272.69	57.90%
45200 PERIODICALS/NEWSPAPERS	\$41,042.00	\$2,611.91	\$0.00	\$83.95	\$47.90	\$33.99	\$613.10	\$1,268.44	\$4,659.29	\$36,382.71	11.35%
45300 NONPRINT MATERIALS	\$369,585.00	\$26,856.73	\$26,866.48	\$27,639.97	\$28,716.07	\$30,342.92	\$36,150.56	\$33,940.47	\$210,513.20	\$159,071.80	56.96%
	\$7,818,019.99	\$610,619.06	\$692,426.25	\$577,416.00	\$568,014.68	\$656,948.53	\$626,567.05	\$640,188.25	\$4,372,179.82	\$3,445,840.17	55.92%

MONROE COUNTY PUBLIC LIBRARY

LIRF Budget & Expenditure Report

January 1, 2013 to July 31, 2013

7 months = 58.3%

Object	Object Descr	2013 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	YTD Amount	2013	2013
											YTD	%YTD
											Balance	BUDGET
36100	BUILDING REPAIRS	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$280,000.00	0.00%
		\$350,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350,000.00	0.00%

MONROE COUNTY PUBLIC LIBRARY

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Debt Service Budget & Expenditures Report

January 1, 2013 to July 31, 2013

7 months = 58.3%

Object	2013								2013	2013	
Object Descr	Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	YTD Amt	YTD	%YTD
										Balance	Budget
37100 REAL ESTATE	\$600,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$296,436.14	\$0.00	\$296,436.14	\$303,563.86	49.41%
39200 INTEREST/TEMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39250 PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450 TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$600,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$296,436.14	\$0.00	\$296,436.14	\$303,563.86	49.41%

MONROE COUNTY PUBLIC LIBRARY

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Rainy Day Budget & Expenditures Report

January 1, 2013 to July 31, 2013

7 months = 58.3%

Object	Object Descr	2013	Jan.	Feb.	Mar.	Apr.	May	June	July	2013	2013	2013
		Budget								YTD	YTD	%YTD
31100	CONSULTING SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$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	\$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	\$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	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$280,000.00	0.00%
		\$400,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400,000.00	0.00%

MONROE COUNTY PUBLIC LIBRARY

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Special Revenue Budget & Expenditure Report

January 1, 2013 to July 31, 2013

7 months = 58.3%

Object	Object Descr	2013									2013	2013
		Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	YTD Amount	YTD Balance	%YTD Budget
11300	PROF/SUPERVISORS	\$61,430.17	\$4,725.43	\$4,725.44	\$4,725.44	\$4,725.44	\$7,088.16	\$4,725.43	\$4,725.43	\$35,440.77	\$25,989.40	57.69%
11400	PROFESSIONAL ASSISTANT	\$123,662.53	\$9,512.48	\$9,512.50	\$9,512.50	\$9,512.50	\$14,268.75	\$9,512.49	\$9,512.51	\$71,343.73	\$52,318.80	57.69%
11600	CLERICAL ASSISTANTS	\$179,261.78	\$13,805.32	\$13,734.60	\$13,813.49	\$13,478.08	\$21,235.34	\$13,130.15	\$13,584.32	\$102,781.30	\$76,480.48	57.34%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$22,590.01	\$1,646.88	\$1,640.45	\$1,649.36	\$1,631.61	\$2,501.46	\$1,608.04	\$1,631.88	\$12,309.68	\$10,280.33	54.49%
12300	PERF/EMPLOYER	\$36,685.86	\$3,586.78	\$2,181.59	\$2,179.49	\$2,189.81	\$2,192.05	\$2,198.31	\$3,265.51	\$17,793.54	\$18,892.32	48.50%
12350	PERF/EMPLOYEE CONTRIB.	\$0.00	\$653.59	\$654.48	\$653.86	\$656.95	\$657.61	\$659.50	\$653.02	\$4,589.01	-\$4,589.01	0.00%
12400	INS/EMPLOYER	\$70,000.00	\$8,974.90	\$13,440.16	\$5,252.35	\$5,442.56	\$1,050.00	\$4,585.67	\$11,918.44	\$50,664.08	\$19,335.92	72.38%
12500	MEDICARE/EMPLOYER	\$5,283.14	\$385.16	\$383.65	\$385.74	\$381.59	\$585.02	\$376.07	\$381.65	\$2,878.88	\$2,404.26	54.49%
13100	WORK STUDY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21200	STATIONERY/BUS. CARDS	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21300	OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21350	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$83.94	\$0.00	\$83.94	-\$83.94	0.00%
21400	DUPLICATING	\$200.00	\$0.00	\$0.00	\$0.00	\$70.97	\$0.00	\$0.00	\$90.96	\$161.93	\$38.07	80.97%
22200	FUEL/OIL/LUBRICANTS	\$1,000.00	\$0.00	\$31.77	\$129.50	\$39.54	\$38.88	\$38.85	\$89.42	\$367.96	\$632.04	36.80%
22700	VIDEO TAPE/MEDIA STORAGE	\$17,000.00	\$0.00	\$0.00	\$0.00	\$1,755.65	\$0.00	\$0.00	\$0.00	\$1,755.65	\$15,244.35	10.33%
23000	IS SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$532.01	\$99.00	\$631.01	\$368.99	63.10%
23500	VIDEO MATERIALS/CATS	\$10,000.00	\$422.12	\$224.46	\$174.72	\$26.89	\$1,541.90	\$1,112.23	\$491.43	\$3,993.75	\$6,006.25	39.94%
31100	CONSULTING SERVICES	\$5,000.00	\$335.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$335.00	\$4,665.00	6.70%
31300	LEGAL SERVICES	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
31600	COMPUTER SERVICES	\$0.00	\$49.90	\$49.90	\$49.90	\$49.83	\$49.90	\$49.90	\$49.90	\$349.23	-\$349.23	0.00%
31650	DIGITIZATION SERVICES	\$2,500.00	\$0.00	\$1,505.00	\$1,545.00	\$1,480.00	\$1,415.00	\$0.00	\$1,705.00	\$7,650.00	-\$5,150.00	306.00%
31700	ADMIN/ACCOUNTING	\$0.00	\$6.74	\$1.94	\$5.40	\$5.78	\$12.34	\$5.54	\$1.81	\$39.55	-\$39.55	0.00%
32100	TELEPHONE	\$3,500.00	\$288.93	\$250.65	\$247.69	\$247.51	\$247.26	\$11.06	\$494.07	\$1,787.17	\$1,712.83	51.06%
32150	CABLE TV SERVICE	\$0.00	\$0.00	\$0.00	\$19.31	\$0.00	\$11.06	\$0.00	\$11.06	\$41.43	-\$41.43	0.00%
32200	POSTAGE	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$560.72	\$601.50	\$0.00	\$1,162.22	-\$662.22	232.44%
32400	PROFESSIONAL MTG/OFF	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$575.00	\$0.00	\$0.00	\$575.00	-\$75.00	115.00%

Object	Object Descr	2013								YTD	2013	2013
		Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Amount	YTD	%YTD
32600	FREIGHT/DELIVERY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$140.00	\$187.00	\$35.00	\$230.00	\$1,062.25	\$4,937.75	17.70%
37100	REAL ESTATE	\$3,500.00	\$733.50	\$0.00	\$1,170.00	\$0.00	\$0.00	\$696.00	\$0.00	\$2,599.50	\$900.50	74.27%
39100	DUES/INSTITUTIONAL	\$1,500.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	\$600.00	60.00%
39500	EDUCATIONAL/LICENSING	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
39600	COMMUNITY NEWS SERVICES	\$10,000.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$5,000.00	\$5,000.00	50.00%
44100	FURNITURE	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$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	\$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	\$42,734.71	\$54,217.45	\$42,461.69	\$48,935.41	\$326,648.60	\$305,564.89	51.67%

MONROE COUNTY PUBLIC LIBRARY

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LCPF Budget & Expenditure Report

January 1, 2013 to July 31, 2013

7 months = 58.3%

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

MONROE COUNTY PUBLIC LIBRARY

Gen. Obligation Bond Budget & Expenditure

January 1, 2013 to July 31, 2013

7 months = 58.3%

Object	Object Descr	2013								2013	2013	
		Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	YTD Amount	YTD Balance	%YTD Budget
31300	LEGAL SERVICES	\$0.00	\$0.00	\$11,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,500.00	-\$11,500.00	0.00%
31700	ADMIN/ACCOUNTING	\$0.00	\$22,028.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,028.82	-\$22,028.82	0.00%
33100	ADVERTISING/PUBLICATI	\$0.00	\$0.00	\$194.26	\$195.18	\$0.00	\$0.00	\$0.00	\$0.00	\$389.44	-\$389.44	0.00%
44300	OTHER EQUIPMENT	\$0.00	\$0.00	\$24,075.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,075.25	-\$24,075.25	0.00%
44450	BUILDING RENOVATION	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$2,995.00	\$0.00	\$11,000.00	\$16,995.00	-\$16,995.00	0.00%
44600	IS EQUIPMENT	\$58,000.00	\$0.00	\$0.00	\$4,900.00	\$11,790.44	\$31,442.49	\$29,050.31	\$23,098.90	\$100,282.14	-\$42,282.14	172.90%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$4,723.80	\$159.00	\$99.98	\$0.00	\$0.00	\$2,553.00	\$7,535.78	\$17,464.22	30.14%
44700	EQUIPMENT - CATS	\$45,000.00	\$553.40	\$0.00	\$0.00	\$2,789.00	\$6,325.49	\$7,806.21	\$0.00	\$17,474.10	\$27,525.90	38.83%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$14,679.42	\$40,762.98	\$36,856.52	\$36,651.90	\$200,280.53	-\$67,280.53	150.59%

MONROE COUNTY PUBLIC LIBRARY

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Expenditure Summary compared to last year
2013 compared to 2012: Period Ending July

Fund	Fund Descr	2013 Budget	July 2013 Amt	2013 YTD Amt	2012 Budget	July 2012 Amt	2012 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,818,019.99	\$640,188.25	\$4,372,179.82	\$7,641,343.13	\$646,427.00	\$4,125,025.58	5.99%
002	JAIL	\$0.00	\$453.76	\$2,378.43	\$0.00	\$446.87	\$3,280.00	-27.49%
003	CLEARING	\$0.00	\$87.99	\$13,377.93	\$0.00	\$0.00	\$0.00	0.00%
004	GIFT UNRESTRICTED	\$0.00	\$28.41	\$6,466.67	\$0.00	\$4,070.99	\$33,286.42	-80.57%
005	PLAC	\$0.00	\$2,250.00	\$8,050.00	\$0.00	\$2,250.00	\$8,550.00	-5.85%
006	RETIREES	\$0.00	\$1,085.60	\$5,404.00	\$0.00	\$1,555.44	\$13,218.75	-59.12%
007	LIRF	\$350,000.00	\$0.00	\$0.00	\$350,000.00	\$2,500.00	\$3,136.41	-100.00%
008	DEBT SERVICE	\$600,000.00	\$0.00	\$296,436.14	\$322,088.00	\$0.00	\$278,999.20	6.25%
009	RAINY DAY	\$400,000.00	\$0.00	\$0.00	\$410,000.00	\$0.00	\$20,988.66	-100.00%
010	PAYROLL	\$0.00	\$323,354.31	\$2,437,347.93	\$0.00	\$323,937.02	\$2,346,955.16	3.85%
011	INVESTMENT-GIFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
012	TEEN COUNCIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
015	LSTA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
016	GIFT-RESTRICED	\$0.00	\$5,751.05	\$42,509.02	\$0.00	\$5,456.09	\$54,402.64	-21.86%
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	\$10,434.80	\$46,630.59	\$0.00	\$11,518.53	\$42,574.34	9.53%
020	SPECIAL REVENUE	\$632,213.49	\$48,935.41	\$326,648.60	\$642,803.96	\$51,269.91	\$318,279.77	2.63%
021	CAPITAL PROJECTS	\$10,975.00	\$0.00	\$10,817.71	\$543,411.00	\$7,454.69	\$72,590.98	-85.10%
022	GATES HARDWARE	\$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	\$15.05	\$17,644.33	\$0.00	\$5,158.86	\$21,554.04	-18.14%
025	LSTA-SMITHVILLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
026	GENERAL	\$133,000.00	\$36,651.90	\$200,280.53	\$0.00	\$0.00	\$0.00	0.00%
027	COMMUNITY FDTN	\$26,000.00	\$2,334.60	\$9,129.59	\$0.00	\$0.00	\$0.00	0.00%
		\$10,072,058.48	\$1,071,571.13	\$7,795,301.29	\$9,909,646.09	\$1,062,045.40	\$7,342,841.95	6.16%

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Revenue Totals Budget Forms (all funds)

Source Descr	2013 YTD Budget	Jan	Feb	Mar	April	May	June	July	2013 YTD Amt	2013 YTD Balance	2013 % of Budget
Fund 001 OPERATING											
PROPERTY	\$5,163,373.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,023,959.11	\$822,687.62	\$0.00	\$2,846,646.73	\$2,316,726.27	55.13%
INTANGIBLES TAX	\$10,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,139.42	\$0.00	\$0.00	\$8,139.42	\$2,360.58	77.52%
LICENSE EXCISE TAX	\$330,000.00	\$27,071.09	\$0.00	\$0.00	\$0.00	\$0.00	\$175,447.81	\$0.00	\$202,518.90	\$127,481.10	61.37%
COUNTY OPTION	\$1,954,656.00	\$172,969.23	\$172,969.23	\$172,969.23	\$172,969.23	\$172,969.23	\$172,969.23	\$172,969.23	\$1,210,784.61	\$743,871.39	61.94%
COMMERCIAL VEHICLE	\$37,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,055.87	\$0.00	\$0.00	\$19,055.87	\$17,944.13	51.50%
US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELL COPIERS/PRINTERS	\$0.00	\$373.72	\$347.11	\$421.60	\$412.90	\$468.07	\$283.66	\$673.72	\$2,980.78	-\$2,980.78	0.00%
LOST/DAMAGED	\$0.00	\$1,978.93	\$2,577.49	\$2,367.20	\$2,292.65	\$1,644.68	\$2,061.67	\$1,981.23	\$14,903.85	-\$14,903.85	0.00%
FINES/FEES	\$175,000.00	\$14,229.20	\$12,950.42	\$12,884.93	\$12,331.35	\$13,492.21	\$12,098.84	\$13,856.18	\$91,843.13	\$83,156.87	52.48%
COLLECTION AGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
BLGTN	\$10,000.00	\$1,312.80	\$589.40	\$1,091.55	\$1,521.25	\$911.65	\$317.40	\$1,838.60	\$7,582.65	\$2,417.35	75.83%
MISCELLANEOUS	\$0.00	\$6,925.89	\$140.49	\$231.41	\$202.04	\$1,579.97	\$815.42	\$14,844.32	\$24,739.54	-\$24,739.54	0.00%
PUBLIC LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MEETING ROOM FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PLAC DISTRIBUTION	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
REALESTATE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
STATE DISTRIBUTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
READER PRINTER	\$0.00	\$131.75	\$123.71	\$308.81	\$161.75	\$114.30	\$79.05	\$118.40	\$1,037.77	-\$1,037.77	0.00%
COIN TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$6,000.00	\$1,265.64	\$1,075.31	\$1,039.58	\$922.57	\$970.63	\$1,198.58	\$1,381.12	\$7,853.43	-\$1,853.43	130.89%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RENT INCOME	\$6,000.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$1,950.00	\$4,050.00	32.50%
LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 001 OPERATING	\$7,702,529.00	\$226,258.25	\$190,773.16	\$191,464.31	\$190,813.74	\$2,243,305.14	\$1,187,959.28	\$209,462.80	\$4,440,036.68	\$3,262,492.32	57.64%
Fund 002 JAIL											
RECEIPTS	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	-\$6,000.00	0.00%

Source Descr	2013 YTD Budget	Jan	Feb	Mar	April	May	June	July	2013 YTD Amt	2013 YTD Balance	2013 % of Budget
Fund 002 JAIL	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	-\$6,000.00	0.00%
Fund 003 CLEARING											
CONFERENCE/RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
REALESTATE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
YMCA RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PHONE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPLF CC RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPLF RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ILL FINES/FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
REIMBURSEMENT/CLEA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE/COBRA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FEMA/CLEARING FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE/CLAIMS-	\$0.00	\$0.00	\$0.00	\$0.00	\$18,267.37	\$0.00	\$0.00	\$0.00	\$18,267.37	-\$18,267.37	0.00%
Fund 003 CLEARING	\$0.00	\$0.00	\$0.00	\$0.00	\$18,267.37	\$0.00	\$0.00	\$0.00	\$18,267.37	-\$18,267.37	0.00%
Fund 004 GIFT UNRESTRICTED											
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
UNRESTRICTED GIFT	\$0.00	\$283.08	\$152.06	\$446.86	\$267.28	\$422.04	\$277.73	\$658.25	\$2,507.30	-\$2,507.30	0.00%
INTEREST/DIVIDEND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 004 GIFT	\$0.00	\$283.08	\$152.06	\$446.86	\$267.28	\$422.04	\$277.73	\$658.25	\$2,507.30	-\$2,507.30	0.00%
Fund 005 PLAC											
PUBLIC LIBRARY	\$0.00	\$1,200.00	\$950.00	\$1,250.00	\$950.00	\$500.00	\$800.00	\$650.00	\$6,300.00	-\$6,300.00	0.00%
Fund 005 PLAC	\$0.00	\$1,200.00	\$950.00	\$1,250.00	\$950.00	\$500.00	\$800.00	\$650.00	\$6,300.00	-\$6,300.00	0.00%
Fund 006 RETIREES											
RETIREES INSURANCE	\$0.00	\$1,120.60	\$1,120.60	\$1,120.60	\$504.33	\$516.77	\$510.55	\$510.55	\$5,404.00	-\$5,404.00	0.00%
Fund 006 RETIREES	\$0.00	\$1,120.60	\$1,120.60	\$1,120.60	\$504.33	\$516.77	\$510.55	\$510.55	\$5,404.00	-\$5,404.00	0.00%
Fund 007 LIRF											
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIRF RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107,000.00	\$0.00	\$107,000.00	-\$107,000.00	0.00%

Source Descr	2013 YTD Budget	Jan	Feb	Mar	April	May	June	July	2013 YTD Amt	2013 YTD Balance	2013 % of Budget
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 007 LIRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107,000.00	\$0.00	\$107,000.00	-\$107,000.00	0.00%
Fund 008 DEBT SERVICE											
PROPERTY	\$600,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$327,521.15	\$0.00	\$327,521.15	\$272,478.85	54.59%
INTANGIBLES TAX	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$458.58	\$0.00	\$0.00	\$458.58	\$41.42	91.72%
LICENSE EXCISE TAX	\$10,000.00	\$897.43	\$0.00	\$0.00	\$0.00	\$0.00	\$20,186.14	\$0.00	\$21,083.57	-\$11,083.57	210.84%
COMMERCIAL VEHICLE	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,457.13	\$0.00	\$0.00	\$6,457.13	-\$4,457.13	322.86%
US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 008 DEBT	\$612,500.00	\$897.43	\$0.00	\$0.00	\$0.00	\$6,915.71	\$347,707.29	\$0.00	\$355,520.43	\$256,979.57	58.04%
Fund 009 RAINY DAY											
COUNTY OPTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPL OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 009 RAINY DAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 010 PAYROLL											
GROSS PAYROLL	\$0.00	\$324,785.21	\$325,510.56	\$324,232.93	\$330,028.56	\$489,048.64	\$323,651.51	\$323,210.20	\$2,440,467.61	-\$2,440,467.61	0.00%
Fund 010 PAYROLL	\$0.00	\$324,785.21	\$325,510.56	\$324,232.93	\$330,028.56	\$489,048.64	\$323,651.51	\$323,210.20	\$2,440,467.61	-\$2,440,467.61	0.00%
Fund 013 PETTY CASH											
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 013 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 014 CHANGE											
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 014 CHANGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Source Descr	2013 YTD Budget	Jan	Feb	Mar	April	May	June	July	2013 YTD Amt	2013 YTD Balance	2013 % of Budget
Fund 016 GIFT-RESTRICED											
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RECEIPTS	\$0.00	\$0.00	\$0.00	\$11,049.25	\$0.00	\$11,936.85	\$0.00	\$0.00	\$22,986.10	-\$22,986.10	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RESTRICED GIFT	\$0.00	\$845.00	\$6,205.00	\$5,410.00	\$2,860.00	\$1,315.00	\$975.00	\$4,721.53	\$22,331.53	-\$22,331.53	0.00%
INTEREST/DIVIDEND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 016 GIFT-	\$0.00	\$845.00	\$6,205.00	\$16,459.25	\$2,860.00	\$13,251.85	\$975.00	\$4,721.53	\$45,317.63	-\$45,317.63	0.00%
Fund 019 GIFT-FOUNDATION											
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$46,474.95	\$0.00	\$0.00	\$0.00	\$0.00	\$46,474.95	-\$46,474.95	0.00%
Fund 019 GIFT-	\$0.00	\$0.00	\$0.00	\$46,474.95	\$0.00	\$0.00	\$0.00	\$0.00	\$46,474.95	-\$46,474.95	0.00%
Fund 020 SPECIAL REVENUE											
MISCELLANEOUS	\$0.00	\$235.00	\$70.00	\$205.00	\$195.00	\$425.00	\$190.00	\$65.00	\$1,385.00	-\$1,385.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$99,392.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$99,392.00	-\$99,392.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$56,832.50	\$0.00	\$0.00	\$56,832.50	\$0.00	\$0.00	\$113,665.00	-\$113,665.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$3,443.00	\$0.00	\$0.00	\$3,443.00	\$0.00	\$6,886.00	-\$6,886.00	0.00%
CONTRACT-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 020 SPECIAL	\$0.00	\$235.00	\$156,294.50	\$3,648.00	\$195.00	\$57,257.50	\$3,633.00	\$65.00	\$221,328.00	-\$221,328.00	0.00%
Fund 021 CAPITAL PROJECTS											
PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTANGIBLES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LICENSE EXCISE TAX	\$0.00	\$2,919.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,919.01	-\$2,919.01	0.00%
COMMERCIAL VEHICLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 021 CAPITAL	\$0.00	\$2,919.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,919.01	-\$2,919.01	0.00%
Fund 024 FINRA GRANT											
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 024 FINRA GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Source Descr	2013 YTD Budget	Jan	Feb	Mar	April	May	June	July	2013 YTD Amt	2013 YTD Balance	% of Budget
Fund 026 GENERAL OBLIGATION BOND											
BOND SALE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 026 GENERAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 027 COMMUNITY FDTN GRANT											
RECEIPTS	\$26,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00	\$13,000.00	50.00%
Fund 027 COMMUNITY	\$26,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00	\$13,000.00	50.00%
	\$8,341,029.00	\$564,543.58	\$681,005.88	\$585,096.90	\$556,886.28	\$2,811,217.65	\$1,972,514.36	\$539,278.33	\$7,710,542.98	\$630,486.02	92.44%

MONROE COUNTY PUBLIC LIBRARY

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Cash Balances by fund

Current Period: July 2013

FUND Descr	07/01/2013	MTD Debit	MTD Credit	07/31/2013	Bal Sht Descr
OPERATING	\$1,907.47	\$1.18	\$0.00	\$1,908.65	CHASE/BANK ONE SAVINGS
OPERATING	\$23,375.03	\$10,609.20	\$31,347.42	\$2,636.81	ONB/MONROE BANK CHECKING
OPERATING	\$27,935.88	\$10,474.94	\$35,420.73	\$2,990.09	UNITED COMMERCE BANK
OPERATING	\$22,413.97	\$557,441.63	\$623,998.71	-\$44,143.11	FIFTH THIRD BANK CHECKING
OPERATING	\$1,601,257.05	\$174,347.81	\$475,000.00	\$1,300,604.86	FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	\$1,676,889.40	\$752,874.76	\$1,165,766.86	\$1,263,997.30	
JAIL	\$4,075.33	\$0.00	\$453.76	\$3,621.57	FIFTH THIRD BANK CHECKING
Fund 002 JAIL	\$4,075.33	\$0.00	\$453.76	\$3,621.57	
CLEARING	\$4,977.43	\$0.00	\$87.99	\$4,889.44	FIFTH THIRD BANK CHECKING
Fund 003 CLEARING	\$4,977.43	\$0.00	\$87.99	\$4,889.44	
GIFT UNRESTRICTED	\$873.30	\$651.25	\$1,481.20	\$43.35	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$7,041.07	\$1,519.70	\$28.41	\$8,532.36	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$7,914.37	\$2,170.95	\$1,509.61	\$8,575.71	
PLAC	\$700.00	\$150.00	\$750.00	\$100.00	ONB/MONROE BANK CHECKING
PLAC	\$1,250.00	\$500.00	\$1,600.00	\$150.00	UNITED COMMERCE BANK
PLAC	\$300.00	\$2,350.00	\$2,250.00	\$400.00	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$2,250.00	\$3,000.00	\$4,600.00	\$650.00	
LIRF	\$10,013.55	\$0.00	\$0.00	\$10,013.55	CHASE/BANK ONE SAVINGS
LIRF	\$20,692.32	\$0.00	\$0.00	\$20,692.32	FIFTH THIRD BANK CHECKING
LIRF	\$696,518.58	\$0.00	\$0.00	\$696,518.58	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	\$1,227,724.45	\$0.00	\$0.00	\$1,227,724.45	
DEBT SERVICE	\$13,020.98	\$0.00	\$0.00	\$13,020.98	FIFTH THIRD BANK CHECKING
DEBT SERVICE	\$78,810.82	\$0.00	\$0.00	\$78,810.82	FIFTH THIRD BANK SAVINGS
Fund 008 DEBT SERVICE	\$91,831.80	\$0.00	\$0.00	\$91,831.80	
RAINY DAY	\$26,316.02	\$0.00	\$0.00	\$26,316.02	FIFTH THIRD BANK CHECKING
RAINY DAY	\$1,094,339.76	\$0.00	\$0.00	\$1,094,339.76	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	\$16,989.11	\$323,210.20	\$323,354.31	\$16,845.00	FIFTH THIRD BANK CHECKING
Fund 010 PAYROLL	\$16,989.11	\$323,210.20	\$323,354.31	\$16,845.00	

FUND Descr	07/01/2013	MTD Debit	MTD Credit	07/31/2013	Bal Sht Descr
GIFT-RESTRICED	\$16,606.85	\$4,721.53	\$20,978.38	\$350.00	ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$15,598.96	\$21,132.63	\$5,751.05	\$30,980.54	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$50,000.00	\$0.00	\$0.00	\$50,000.00	FIFTH THIRD BANK SAVINGS
Fund 016 GIFT-RESTRICED	\$82,205.81	\$25,854.16	\$26,729.43	\$81,330.54	
GIFT-FOUNDATION	\$18,607.65	\$0.00	\$10,434.80	\$8,172.85	FIFTH THIRD BANK CHECKING
Fund 019 GIFT-FOUNDATION	\$18,607.65	\$0.00	\$10,434.80	\$8,172.85	
SPECIAL REVENUE	\$733.05	\$65.00	\$788.33	\$9.72	UNITED COMMERCE BANK
SPECIAL REVENUE	\$1,041.95	\$114,229.52	\$48,933.60	\$66,337.87	FIFTH THIRD BANK CHECKING
Fund 020 SPECIAL REVENUE	\$1,775.00	\$114,294.52	\$49,721.93	\$66,347.59	
CAPITAL PROJECTS	\$772.58	\$0.00	\$0.00	\$772.58	FIFTH THIRD BANK CHECKING
CAPITAL PROJECTS	\$418,084.10	\$0.00	\$0.00	\$418,084.10	FIFTH THIRD BANK SAVINGS
Fund 021 CAPITAL PROJECTS	\$418,856.68	\$0.00	\$0.00	\$418,856.68	
FINRA GRANT	\$400.99	\$0.00	\$15.05	\$385.94	FIFTH THIRD BANK CHECKING
Fund 024 FINRA GRANT	\$400.99	\$0.00	\$15.05	\$385.94	
GENERAL OBLIGATION BOND	-\$6,533.01	\$115,020.00	\$36,671.90	\$71,815.09	FIFTH THIRD BANK CHECKING
GENERAL OBLIGATION BOND	\$1,624,300.00	\$0.00	\$115,000.00	\$1,509,300.00	FIFTH THIRD BANK SAVINGS
Fund 026 GENERAL OBLIGATION BOND	\$1,617,766.99	\$115,020.00	\$151,671.90	\$1,581,115.09	
COMMUNITY FDTN GRANT	\$6,205.01	\$0.00	\$2,334.60	\$3,870.41	FIFTH THIRD BANK CHECKING
Fund 027 COMMUNITY FDTN GRANT	\$6,205.01	\$0.00	\$2,334.60	\$3,870.41	
	\$6,799,625.80	\$1,336,424.59	\$1,736,680.24	\$6,399,370.15	

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CHASE BANK SAVINGS

06110 BANKONESV

July 2013

Account Summary

Beginning Balance	7/1/2013	\$11,921.02
+ Receipts/Deposits		\$1.18
- Payments (Checks and		\$0.00
Ending Balance as	7/31/2013	\$11,922.20

Check Book

Active	G 001-06110	OPERATING	\$1,908.65
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	\$11,922.20

Beginng Balance	\$11,921.02
+ Total Deposits	\$1.18
- Checks Written	\$0.00

Check Book	\$11,922.20
Difference	\$0.00

MONROE COUNTY PUBLIC LIBRARY

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ONB MONROE CHECKING
06300 ONB/MONROE
July 2013

Account Summary

Beginning Balance	7/1/2013	\$44,998.18
+ Receipts/Deposits		\$16,131.98
- Payments (Checks and		\$58,000.00
Ending Balance as	7/31/2013	\$3,130.16

Check Book

Active	G 001-06300	OPERATING	\$2,636.81
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$43.35
Active	G 005-06300	PLAC	\$100.00
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	\$350.00
Active	G 019-06300	GIFT-FOUNDATION	\$0.00
Active	G 020-06300	SPECIAL REVENUE	\$0.00
Active	G 024-06300	FINRA GRANT	\$0.00
		Cash	\$3,130.16
	Beginng Balance		\$44,998.18
	+ Total Deposits		\$16,131.98
	- Checks Written		\$58,000.00
	Check Book		\$3,130.16
	Difference		\$0.00

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UNITED COMMERCE

06400 UNITED COM

July 2013

Account Summary

Beginning Balance	7/1/2013	\$30,104.68
+ Receipts/Deposits		\$11,045.13
- Payments (Checks and		\$38,000.00
Ending Balance as	7/31/2013	\$3,149.81

Check Book

Active	G 001-06400	OPERATING	\$2,990.09
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$0.00
Active	G 005-06400	PLAC	\$150.00
Active	G 016-06400	GIFT-RESTRICED	\$0.00
Active	G 020-06400	SPECIAL REVENUE	\$9.72
		Cash	\$3,149.81
	Beginng Balance	\$30,104.68	
	+ Total Deposits	\$11,045.13	
	- Checks Written	\$38,000.00	
	Check Book	\$3,149.81	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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FIFTH THIRD CHECKING
06500 FIFTHCKNG
July 2013**

Account Summary

Beginning Balance	7/1/2013	\$173,421.84
+ Receipts/Deposits		\$810,779.77
- Payments (Checks and		\$677,593.53
Ending Balance as	7/31/2013	\$306,608.08

Check Book

Active	G 001-06500	OPERATING	-\$44,143.11
Active	G 002-06500	JAIL	\$3,621.57
Active	G 003-06500	CLEARING	\$4,889.44
Active	G 004-06500	GIFT UNRESTRICTED	\$8,532.36
Active	G 005-06500	PLAC	\$400.00
Active	G 006-06500	RETIREEES	\$0.00
Active	G 007-06500	LIRF	\$20,692.32
Active	G 008-06500	DEBT SERVICE	\$13,020.98
Active	G 009-06500	RAINY DAY	\$26,316.02
Active	G 010-06500	PAYROLL	\$16,845.00
Active	G 016-06500	GIFT-RESTRICED	\$30,980.54
Active	G 019-06500	GIFT-FOUNDATION	\$8,172.85
Active	G 020-06500	SPECIAL REVENUE	\$66,337.87
Active	G 021-06500	CAPITAL PROJECTS	\$772.58
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$385.94
Active	G 025-06500	LSTA-SMITHVILLE	\$0.00
Active	G 026-06500	GENERAL OBLIGATION	\$71,815.09
Active	G 027-06500	COMMUNITY FDTN	\$3,870.41
		Cash	\$232,509.86

Beginng Balance	\$173,421.84
+ Total Deposits	\$810,779.77
- Checks Written	\$751,691.75

Check Book	\$232,509.86
O/S Checks	\$74,098.22

MONROE COUNTY PUBLIC LIBRARY

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FIFTH THIRD SAVINGS
06510 FIFTHSAVG
July 2013

Account Summary

Beginning Balance	7/1/2013	\$5,673,310.31
+ Receipts/Deposits		\$174,347.81
- Payments (Checks and		\$700,000.00
Ending Balance as	7/31/2013	\$5,147,658.12

Check Book

Active	G 001-06510	OPERATING	\$1,300,604.86
Active	G 007-06510	LIRF	\$696,518.58
Active	G 008-06510	DEBT SERVICE	\$78,810.82
Active	G 009-06510	RAINY DAY	\$1,094,339.76
Active	G 016-06510	GIFT-RESTRICED	\$50,000.00
Active	G 020-06510	SPECIAL REVENUE	\$0.00
Active	G 021-06510	CAPITAL PROJECTS	\$418,084.10
Active	G 025-06510	LSTA-SMITHVILLE	\$0.00
Active	G 026-06510	GENERAL OBLIGATION	\$1,509,300.00
		Cash	\$5,147,658.12
	Beginng Balance		\$5,673,310.31
	+ Total Deposits		\$174,347.81
	- Checks Written		\$700,000.00
	Check Book		\$5,147,658.12
	Difference		\$0.00

TO: Monroe County Public Library – Board of Trustees
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager
RE: Personnel Report
DATE: August 21, 2013

Beginning Employment

- Brianna Bush, Circulation, Clerk, Pay Grade C, 20 hours per week, effective August 13, 2013.
- Kelly Jordan, Circulation, Clerk, Pay Grade C, 20 hours per week, effective August 13, 2013.
- Ryan Stacy, Adult & Teen Services, Reference Assistant, Pay Grade F, 37.5 hours per week, effective August 19, 2013.

Ending Employment

- Lucas Sinex, Circulation, Page, Pay Grade A, 15-18 hours per week, effective July 26, 2013.
- Lynn Wallace, Circulation, Page, Pay Grade A, 15-18 hours per week, effective August 8, 2013.
- Courtney Rishel, Circulation, Page, Pay Grade A, 15-18 hours per week, effective August 23, 2013.

Job Changes

- Leanne Zdravecky, Circulation, Clerk, Pay Grade C, 20 hours per week to 37.5 hours per week, effective July 29, 2013.
- Pamela Wallace, Circulation, Circulation Technician, Pay Grade E, 37.5 hours per week to Administrative Assistant, Pay Grade E, 37.5 hours per week, effective August 5, 2013.
- Christine Sneed, from Circulation, Page, Pay Grade A, 15-18 hours per week to Collection Services, Materials Support Clerk, Pay Grade C, 25 hours per week, effective August 12, 2013.
- Jessica Shurr, from Circulation, Page, Pay Grade A, 15-18 hours per week to Circulation, Clerk, Pay Grade C, 20 hours per week, effective August 13, 2013.

Monroe County Public Library Employees, Hours and Wages, by Pay Period, 2010 through mid-May 2013

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 through mid-May 2013

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
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

Monroe County Public Library Employees, Hours and Wages, by Pay Period, 2010 through mid-May 2013

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
01/11/13	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
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
04/19/13	143	21	164	4,160	605	4,765	147,473	17,594	165,067
05/03/13	142	21	163	4,123	605	4,728	145,246	19,056	164,302
05/17/13	142	21	163	4,123	605	4,728	144,459	18,513	162,972
05/31/13	142	21	163	4,123	605	4,728	144,926	18,197	163,123
06/14/13	147	21	168	4,208	555	4,763	144,658	17,086	161,744
06/28/13	147	20	167	4,208	580	4,788	144,658	18,358	163,016
07/12/13	141	21	162	4,060	605	4,665	143,908	18,150	162,058
07/26/13	140	20	160	4,068	590	4,658	143,852	18,197	162,049
08/09/13	140	20	160	4,068	590	4,658	143,852	18,383	162,235
08/23/13			0			0			0
09/06/13			0			0			0
09/20/13			0			0			0
10/04/13			0			0			0
10/18/13			0			0			0
11/01/13			0			0			0
11/15/13			0			0			0
11/29/13			0			0			0
12/13/13			0			0			0
12/27/13			0			0			0
01/10/14			0			0			0

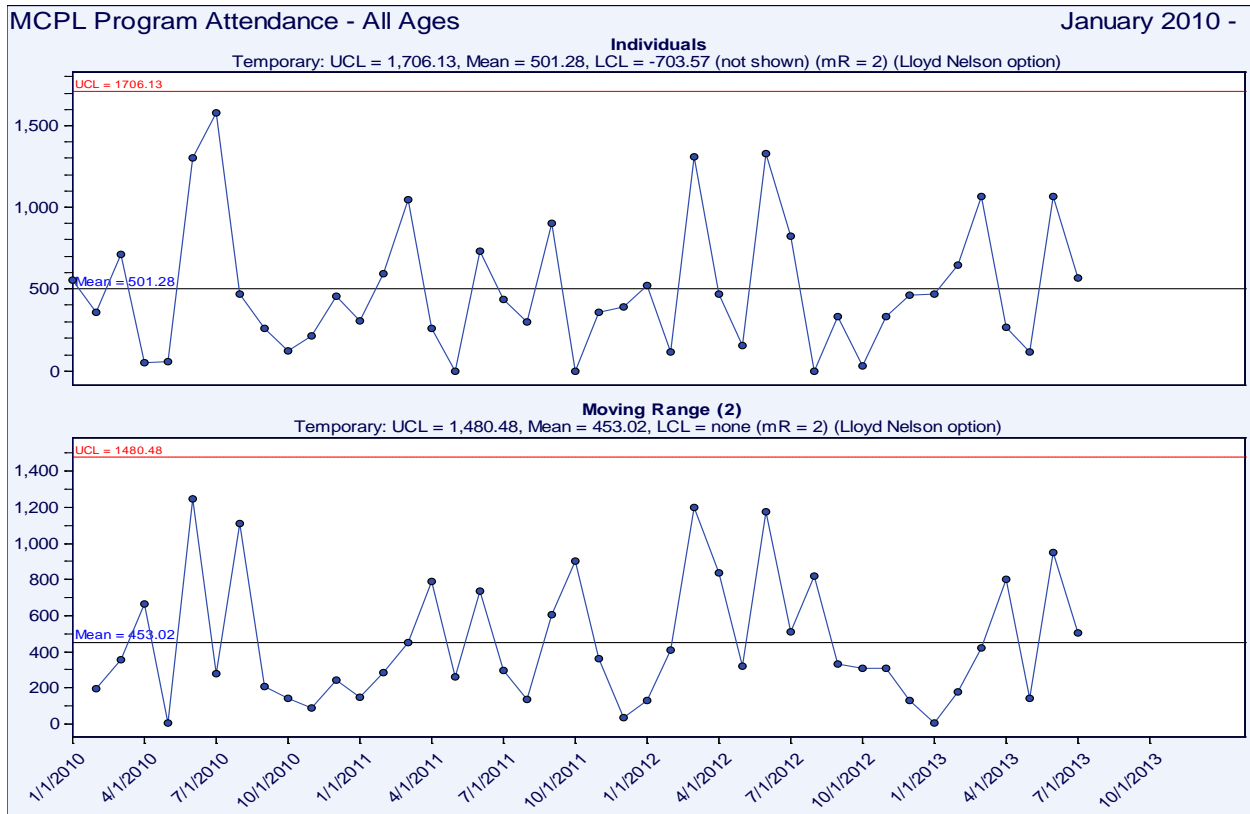
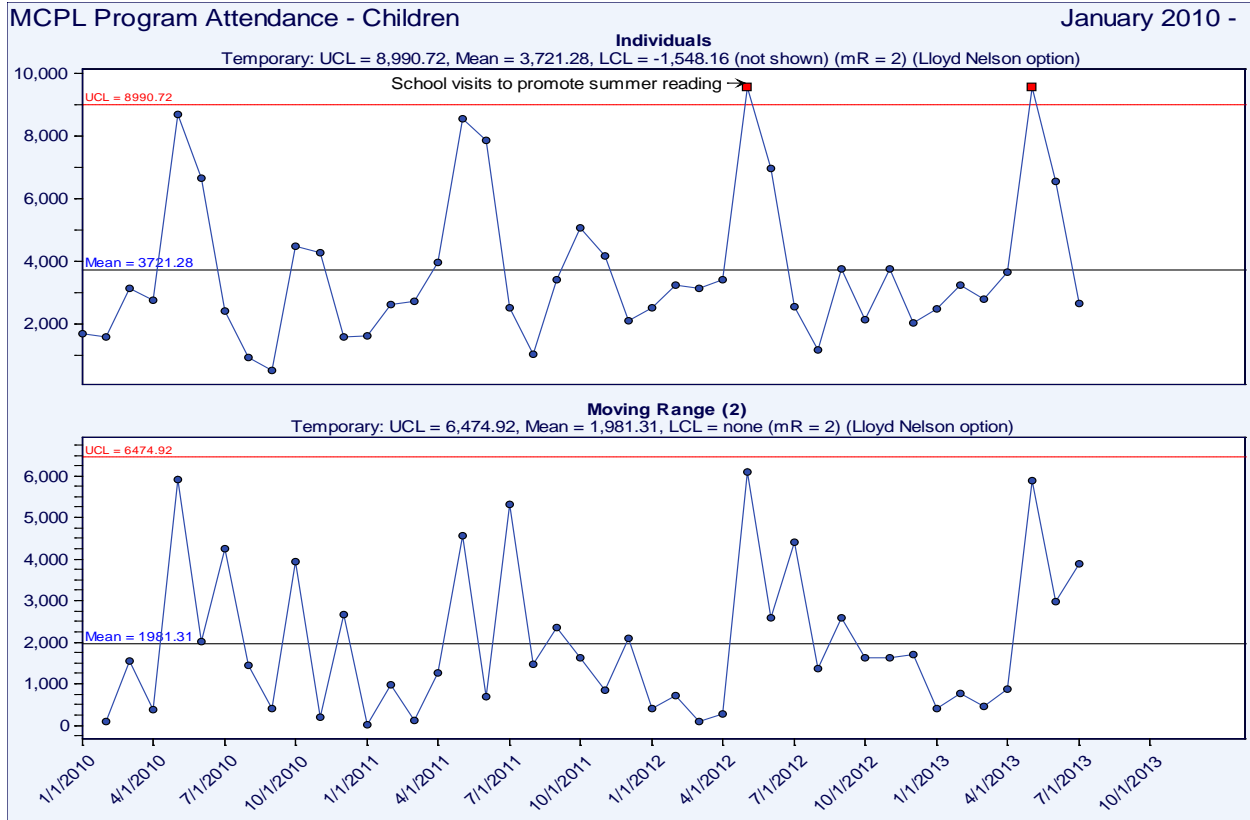
2013 Board of Trustees Calendar

<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

2014 Board of Trustees Calendar (tentative)

January	8	Work Session	Conflict of Interest forms
	15	Board Meeting	Budget line-item transfers
	15	Board of Finance	Review Investment Report and Policy
February	12	Work Session	
	19	Board Meeting	Election of Board Officers
March	19	Work Session	
	26	Board Meeting	
April	9	Work Session	
	16	Board Meeting	
May	14	Work Session	
	21	Board Meeting	
June	11	Work Session	
	18	Board Meeting	
July	9	Work Session	Draft 2015 Budget
	16	Board Meeting	
August	13	Work Session	Revise 2015 Budget
	20	Board Meeting	Approve 2015 Budget for advertising
September	10	Work Session	
	17	Board Meeting	2015 Budget
	17	Public Hearing	Public Hearing on 2015 Budget
October	8	Work Session	2015 Budget, as recommended by County Council
	15	Board Meeting	Adopt 2015 Budget
November	12	Work Session	
	19	Board Meeting	Approve 2015 employee insurance package
December	10	Work Session	
	17	Board Meeting	Approve 2015 salary schedule, holiday schedule, pay grade schedule, director's salary; CATS contracts; El Centro contract; fee schedule

GOAL 1: Strengthen 21st century literacy skills.



1A. Strengthen early literacy skills.

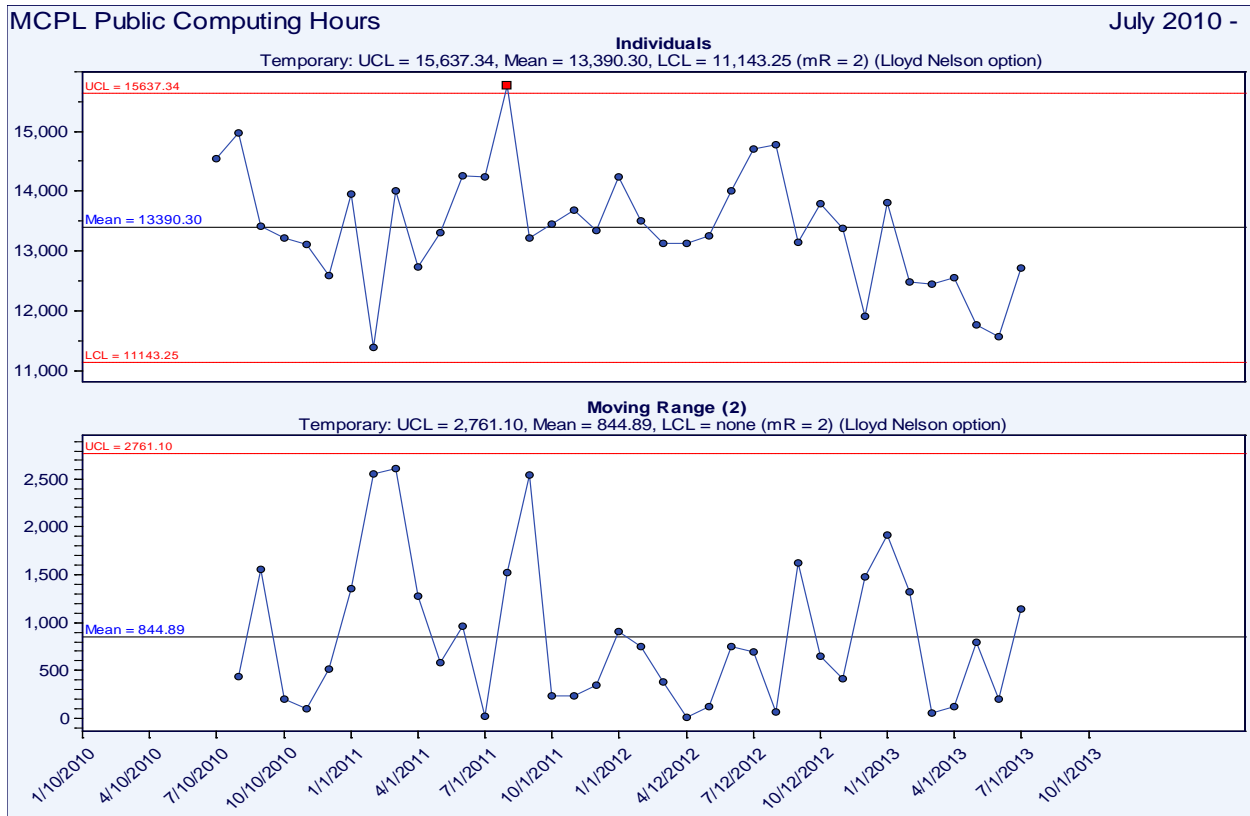
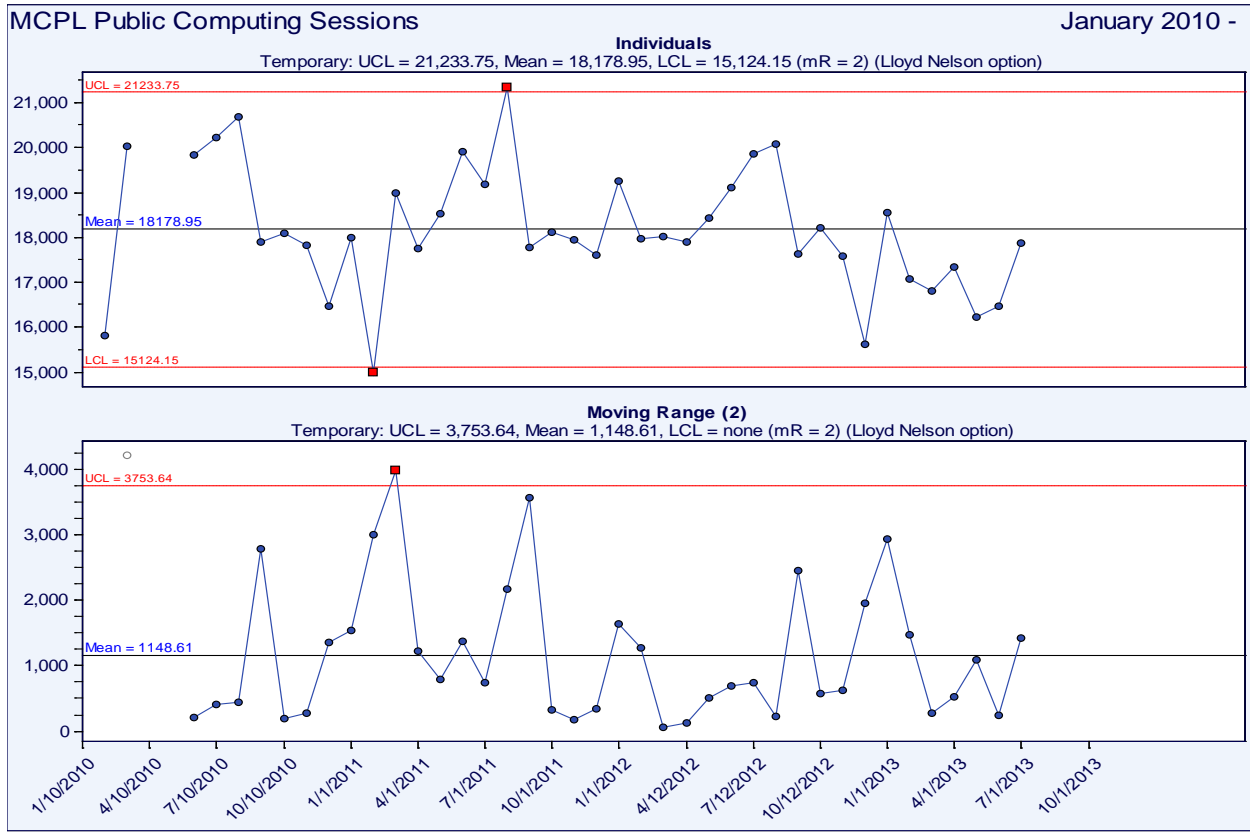
- Head Start classrooms were closed in July, giving outreach librarian Polly O'Shea a chance to catch her breath and prepare for the fall semester. She also presented a food- themed storytime at Growing Hearts Daycare.
- In July, summer reading activity plateaued and Children's Services resumed a more rigorous birth-to-five programming schedule. We presented 21 in-house programs for 828 children and caregivers.

1B. Support basic literacy skills.

- The Bookmobile made three visits to Monroe County Community School Corporation's EdVenture Reading Camp at Fairview Elementary. We've received a lot of positive feedback from students, faculty, and staff on this program, and look forward to continuing the service next summer. Children's Services presented four more programs as well. We have already begun receiving requests from summer school teachers who would like us to visit their classrooms during the regular school year.
- In July, we hosted five separate camp programs. Some of them sent us lovely cards afterwards.
- The Bookmobile had 218 Summer Reading Program participants this year. Kids loved showing staff the list of books they had read, and their creatively decorated guides. Meanwhile parents frequently expressed their gratitude for making reading a fun summertime activity. The Children's Department at Main gave out 188 guides in July, bringing the total to 2,872 for the summer.
- Continuing the Children's maker series, Christina Jones presented a popular series of Lego workshops. In other programs, children made doll houses, worm motels, and explosive Crazy Kitchen Science concoctions.
- Children's Services is changing the way it supports homework. The staff will not be operating the formal Homework Center this year, after several years of declining participation. Instead Children's staff are available seven days a week with books and online resources to help children with homework - whether they need to complete an assignment, write a report, or do a presentation. We can help them find the right information, teach them how to cite their sources, and show them computer resources for sharing their work with others. Parents can access new resources to help locate local tutors. Our message: After school or on the weekend, we are ready to help.
- Back to school isn't just for kids! The VITAL program has seen an influx of volunteers and learners over the past month. We have seen an increase in requests for math tutors; math continues to be one of the most challenging topics for learners working on their GED skills. VITAL tutors provided 239 hours of one-to-one tutoring to 75 learners in July and 22 hours to English conversation groups. One learner participated in online learning programs for a total of an hour and a half.

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

- Instructional designer Austin Stroud presented seven programs for patrons on topics including marketing through social media, Microsoft Access 2010, Microsoft Publisher 2010, Microsoft PowerPoint 2010, and Microsoft Excel 2010 and facilitated five one-on-one sessions with patrons on the topics of email, Facebook, organizing photos, online job searching, and resume/cover letter assistance.
- With planning assistance from Community Outreach Manager Chris Jackson, Austin Stroud presented an offsite program to 24 patrons on downloading eBooks and audiobooks from the library's OverDrive subscription at the Meadowood Retirement Community. This was a very positive experience for all involved, and more off-site technology programming is planned in the future.
- Sara Laughlin met with Carol Weiss Kennedy, Director of Community Health at IU Health Bloomington, to discuss a partnership to assist county residents in signing up for health insurance exchanges. The City of Bloomington will also be participating.

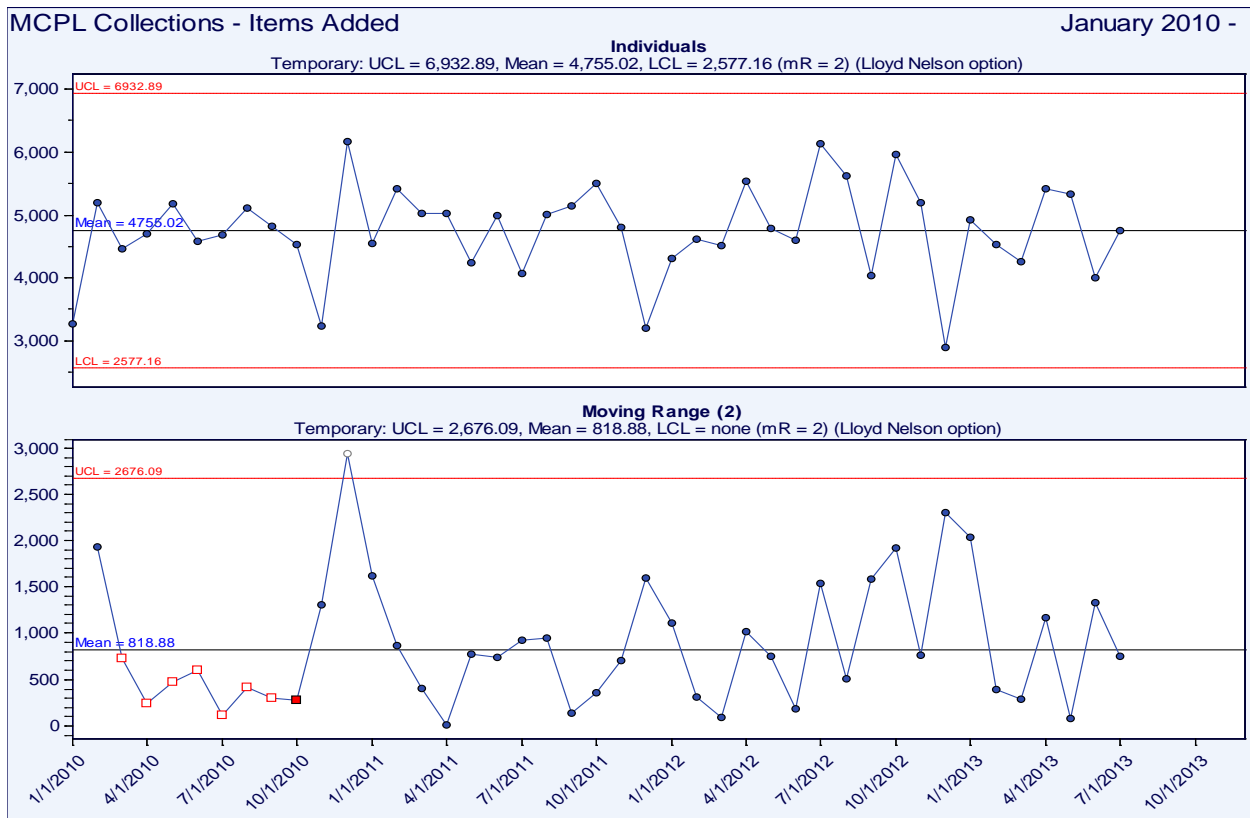


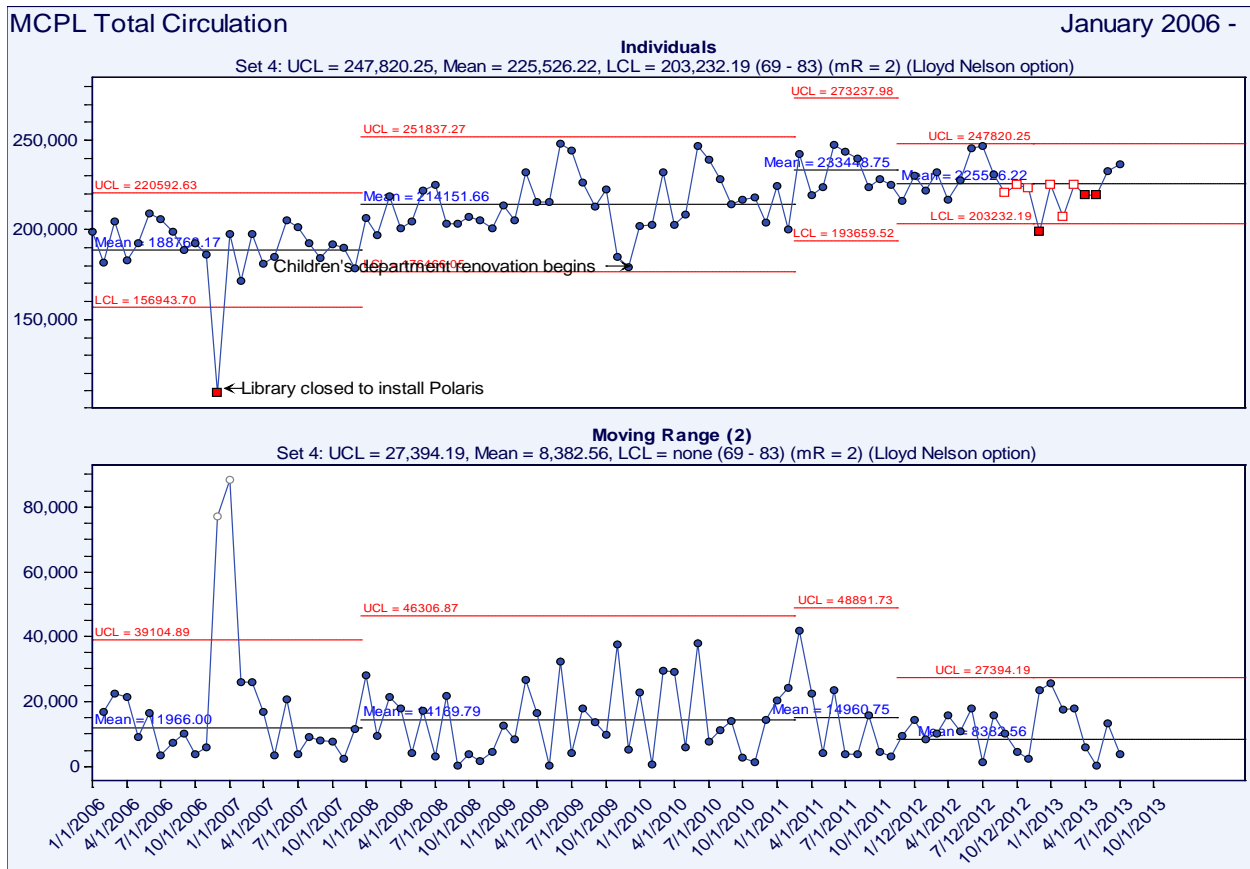
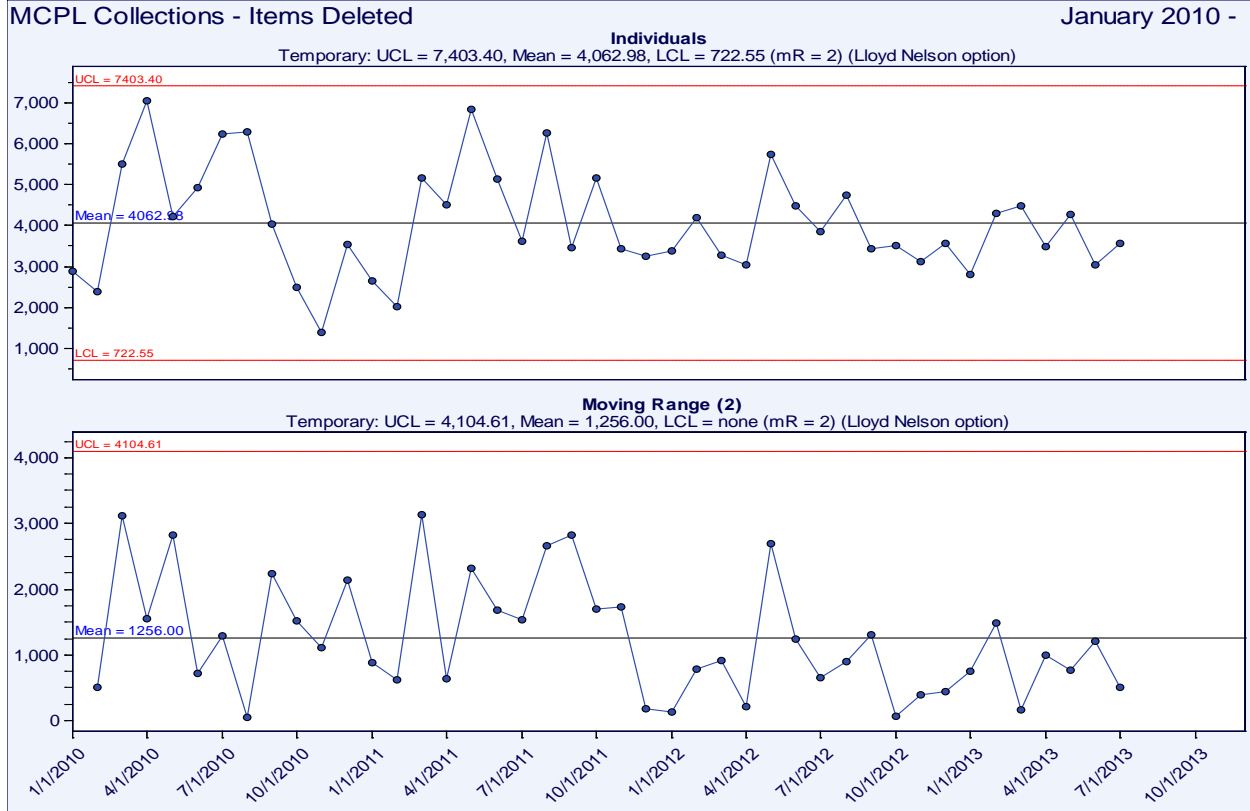
1D. Support digital creativity.

- Lisa Champelli offered children and parents repeat presentations of “Creative Play with iPads” and “Create Your Own Animoto Video” programs.

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

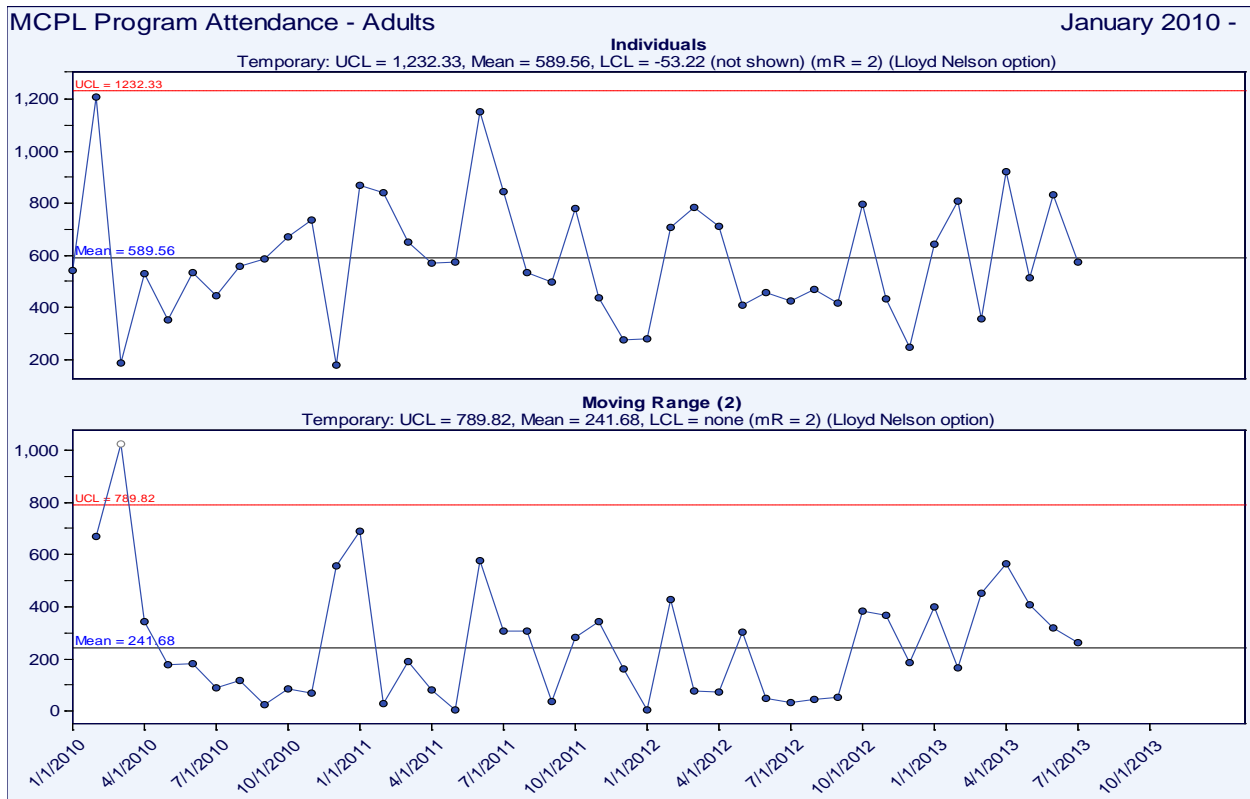
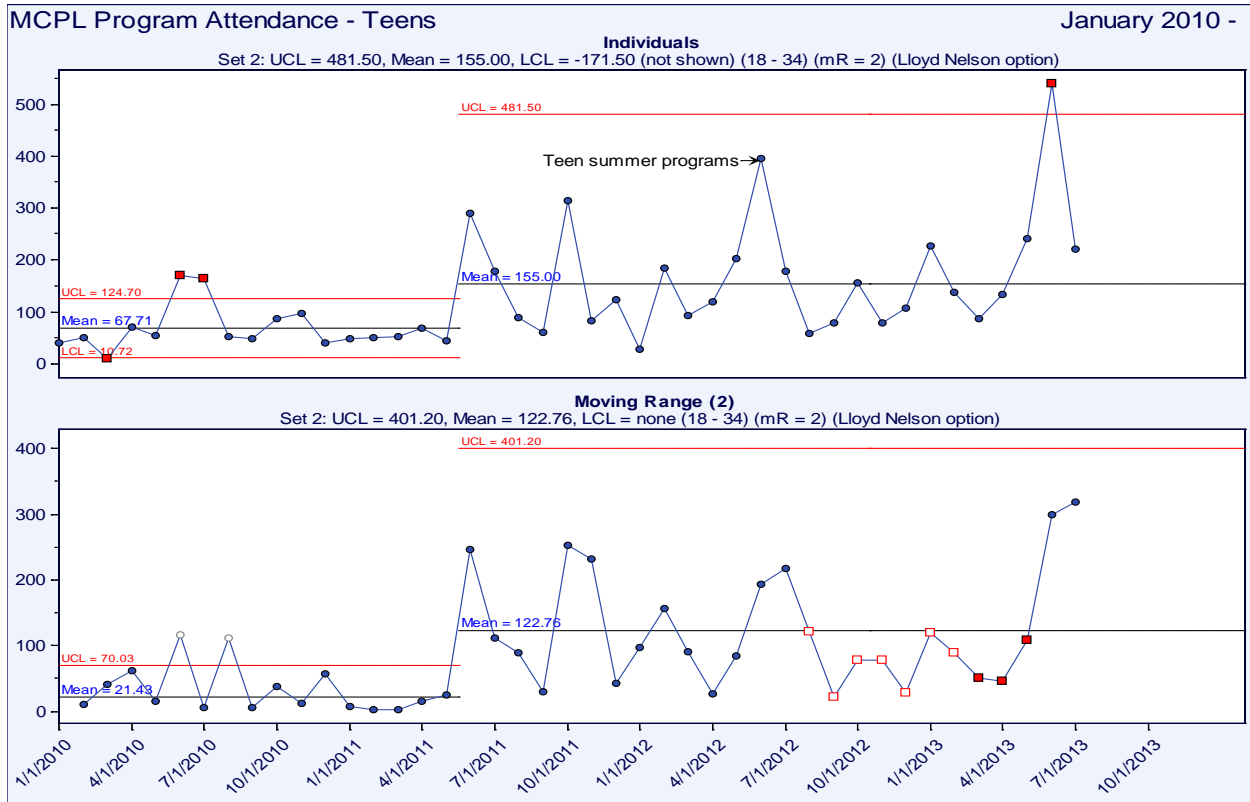
- The annual weeding of the VITAL collection is nearly complete, making way for new resources for tutors and adult learners. Recent additions include new resources for English conversation group leaders, math resources, and a geography series to replace our 20-year-old United States books. 2014 GED books will be hitting the shelves as soon as they arrive.
- Mickey Needham and Pam Wasmer attended the “Embracing E-books” conference in Worthington, Ohio.





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

2A. Provide programs for teens and adults.



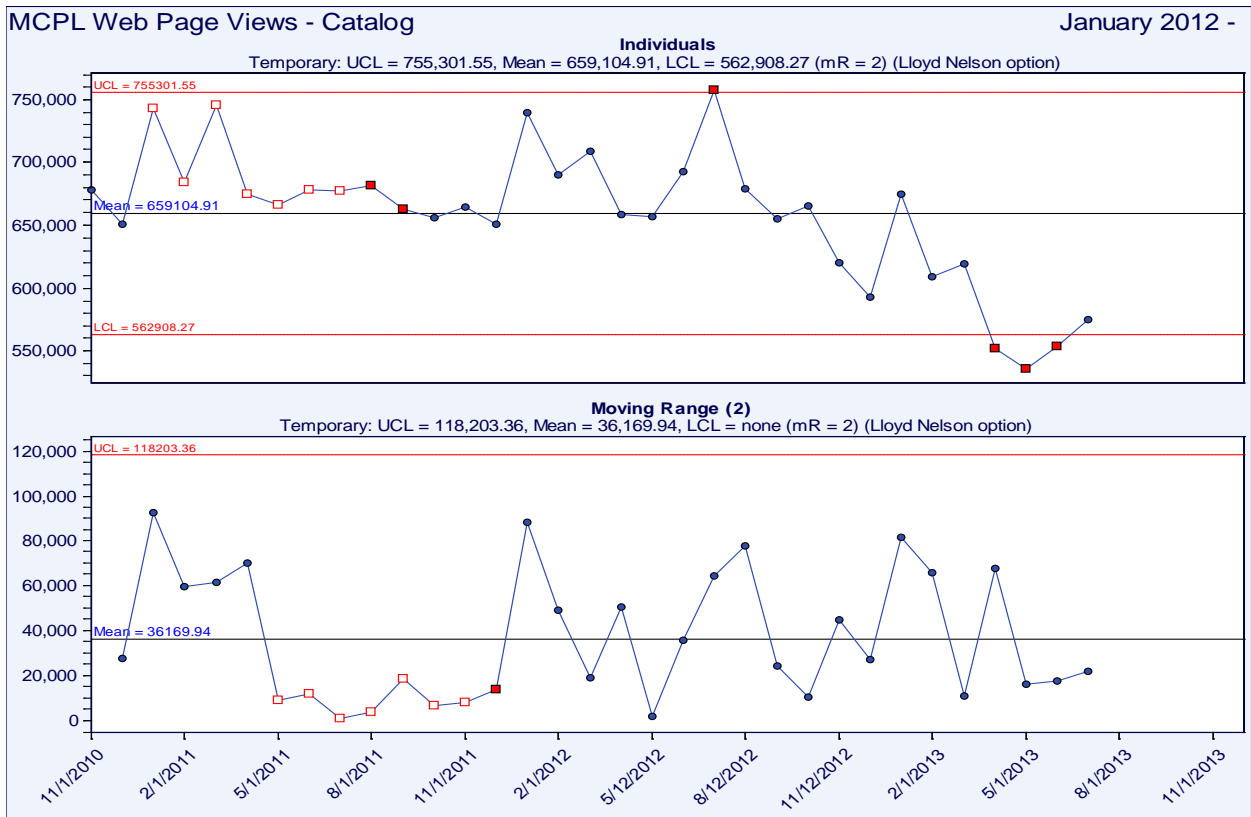
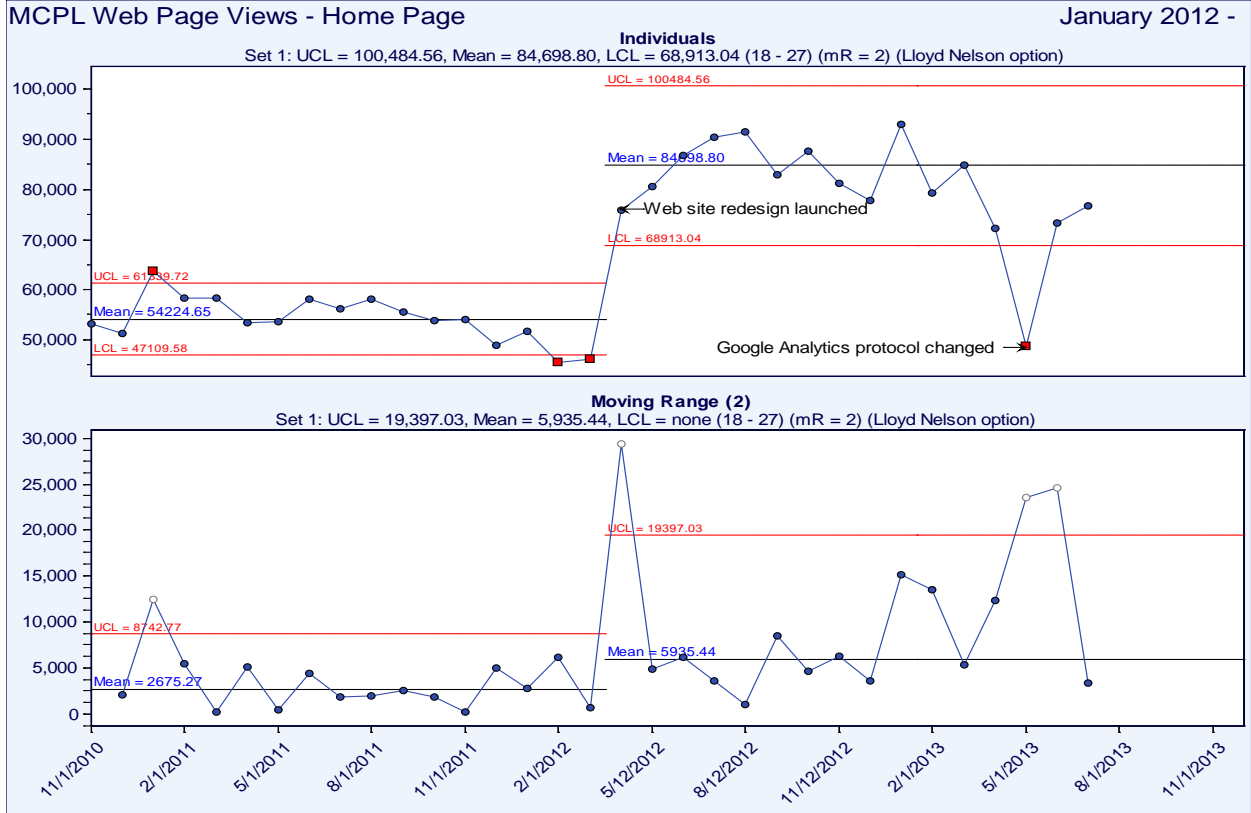
2B. Increase community awareness of and engagement with the library.

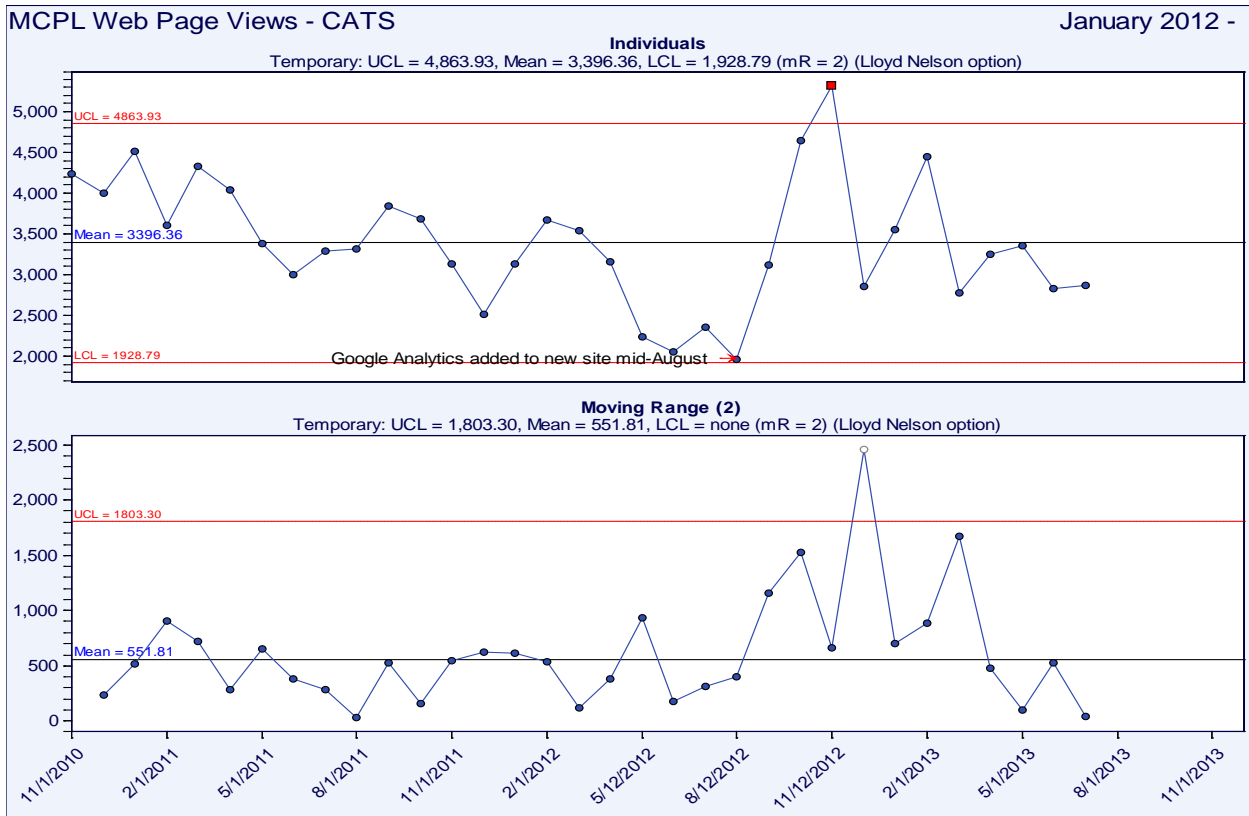
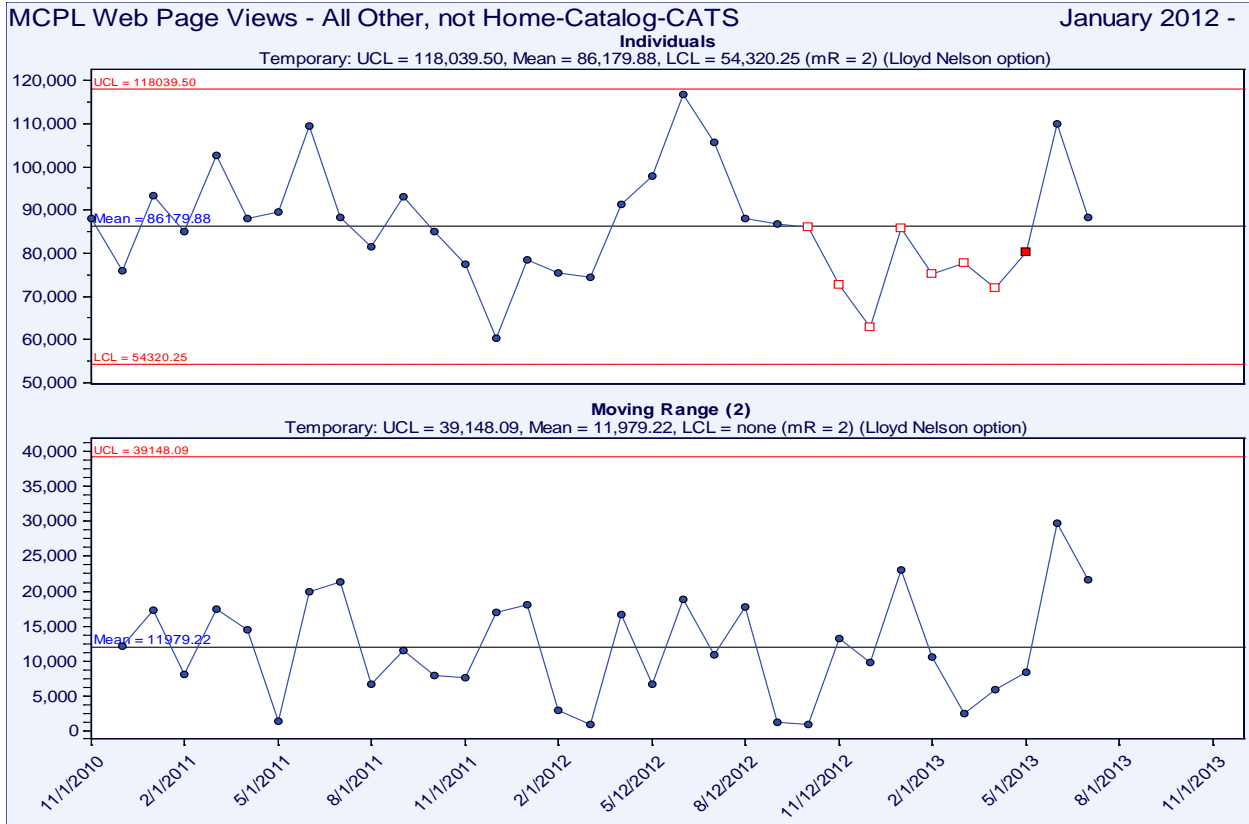
- The biannual VITAL newsletter raises awareness about VITAL services within the community. Nearly 300 newsletters were distributed to VITAL tutors, learners, donors, and governmental and social service organizations.
- A mom with three young children from Arlington Heights (IL) stopped by the desk to compliment us. She said they have a great home library but ours is “fantastic!” They had just enjoyed Storyhour Extravaganza and playing in the Learn and Play Space.
- Chris Hosler met with representatives from Ivy Tech and Edgewood Middle and High Schools about a partnership to bring a Math Homework Help program for teens to the Ellettsville area.
- The Ellettsville Branch staff has seen an uptick in the number of patrons who comment positively on the Summer Reading Program. Family after family have made comments on how much the program has done to keep their children involved and reading.

2C. Strengthen services for nonprofit organizations.

- Indiana Room Coordinator Christine Friesel served on the United Way’s Certification Standards review sessions as part of her work with the Community Investment Committee.
- During July, 31 individuals used Nonprofit Central and Nonprofit Central Coordinator Marc Tschida held eight outreach events, with 69 in attendance. He compiled a report for the Community Foundation, outlining library contributions, progress report on outcomes, what’s next, what’s working.
- Foundation Center Regional Trainer David Holmes came to Nonprofit Central for a site visit, standards review, and resource support update. Mr. Holmes provided counsel on how to respond to basic questions about funding and finding copyright-free text for best practices.
- NonProfit Central held two training programs – “Introduction to Grantseeking Basics ,” attended by nine people, and “Introduction to Finding Funders” with eight participants.

<i>July Meeting Rooms/Auditorium Use</i>		
Meeting Rooms	Main Library meeting rooms used	84
	Main Library auditorium used	8
	Main Library atrium	0
	Ellettsville Branch	7
	TOTAL MEETING ROOMS USED	99





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

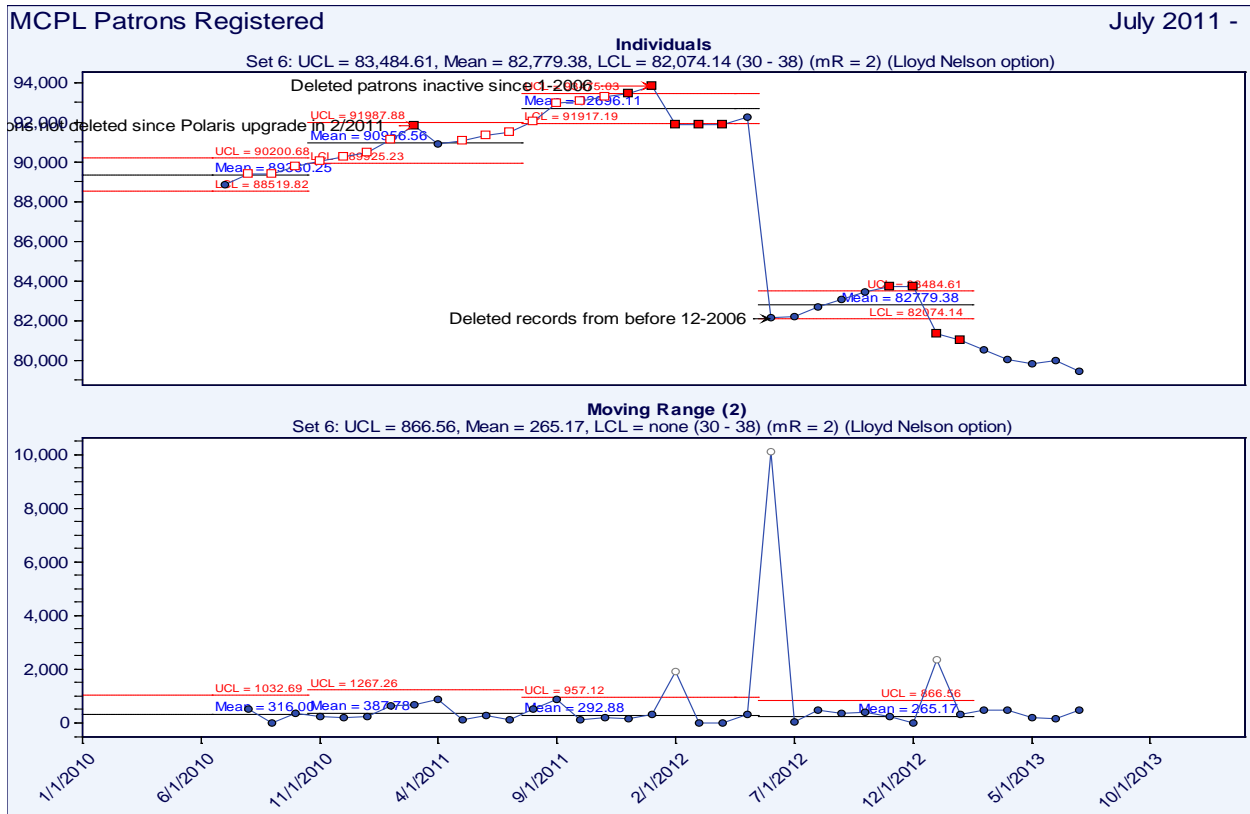
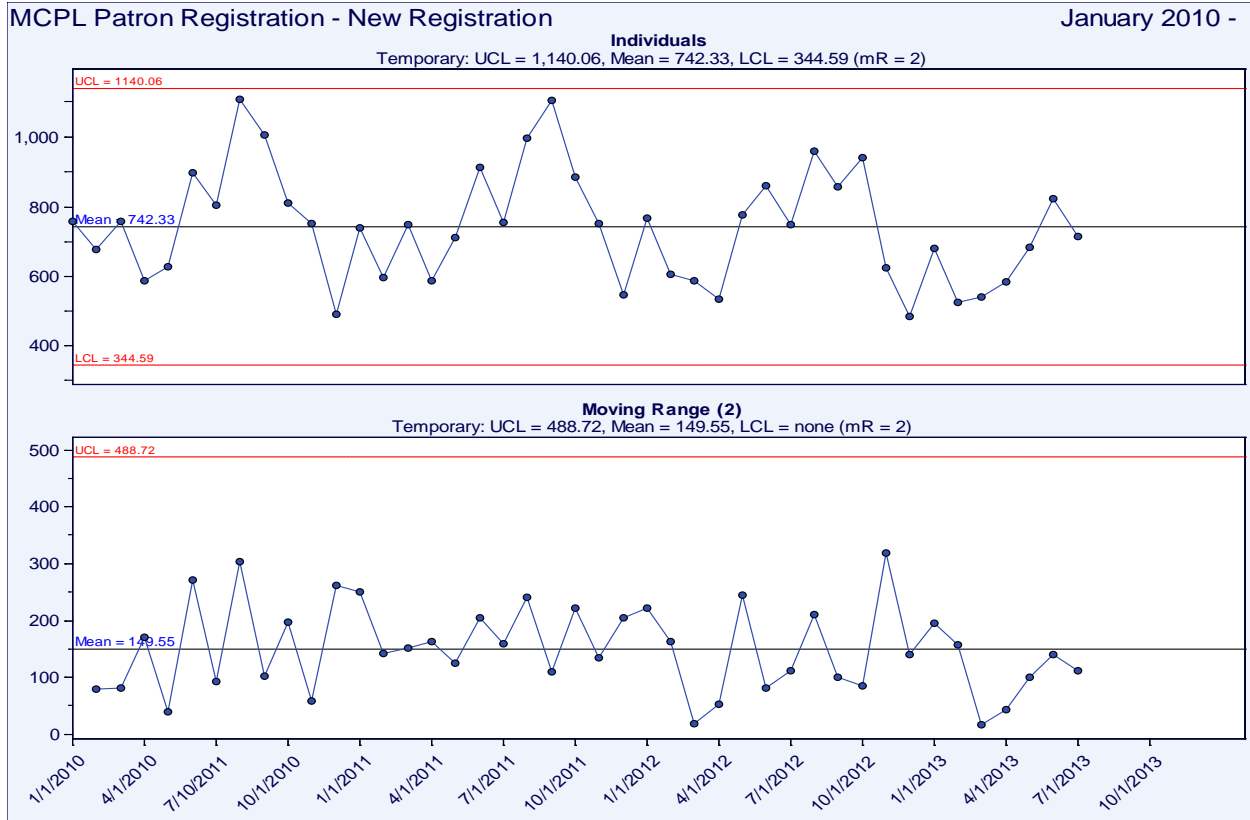
2E. Increase technological infrastructure capacity to support increased digital focus.

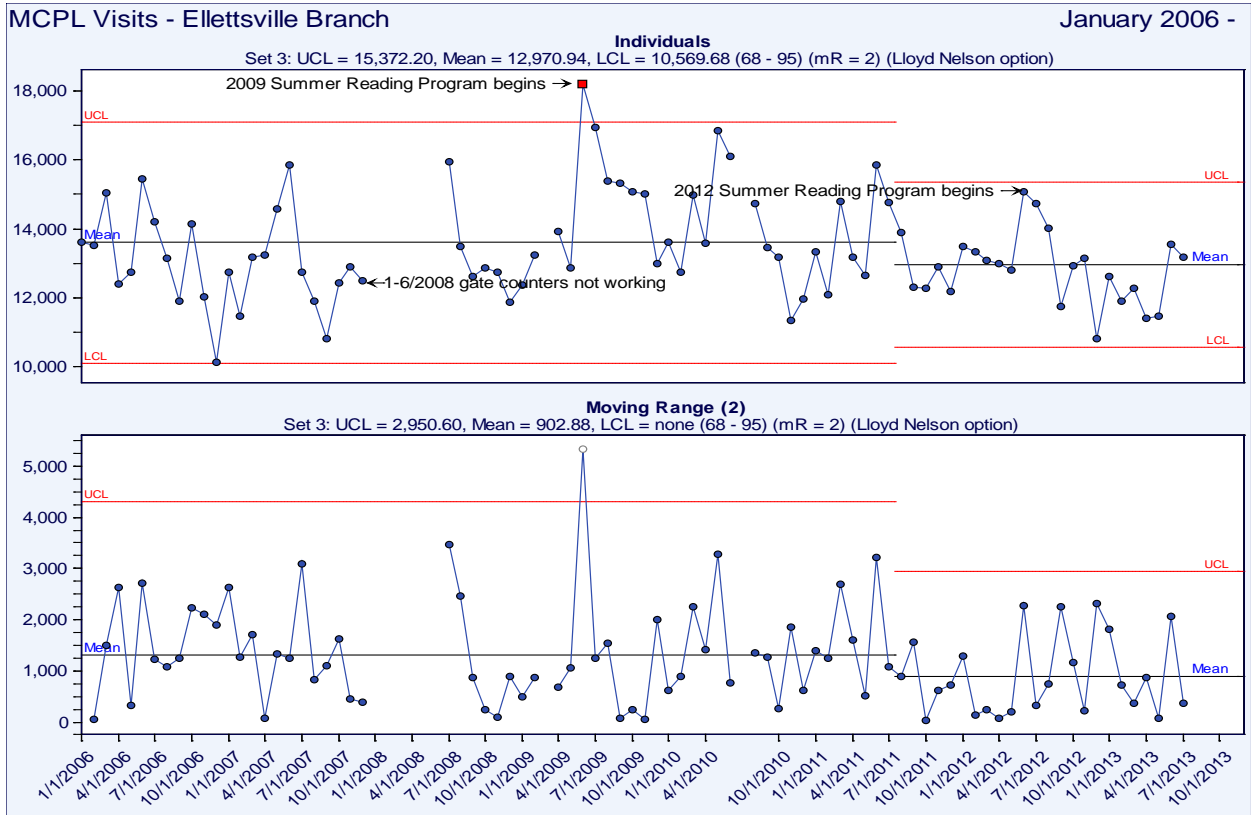
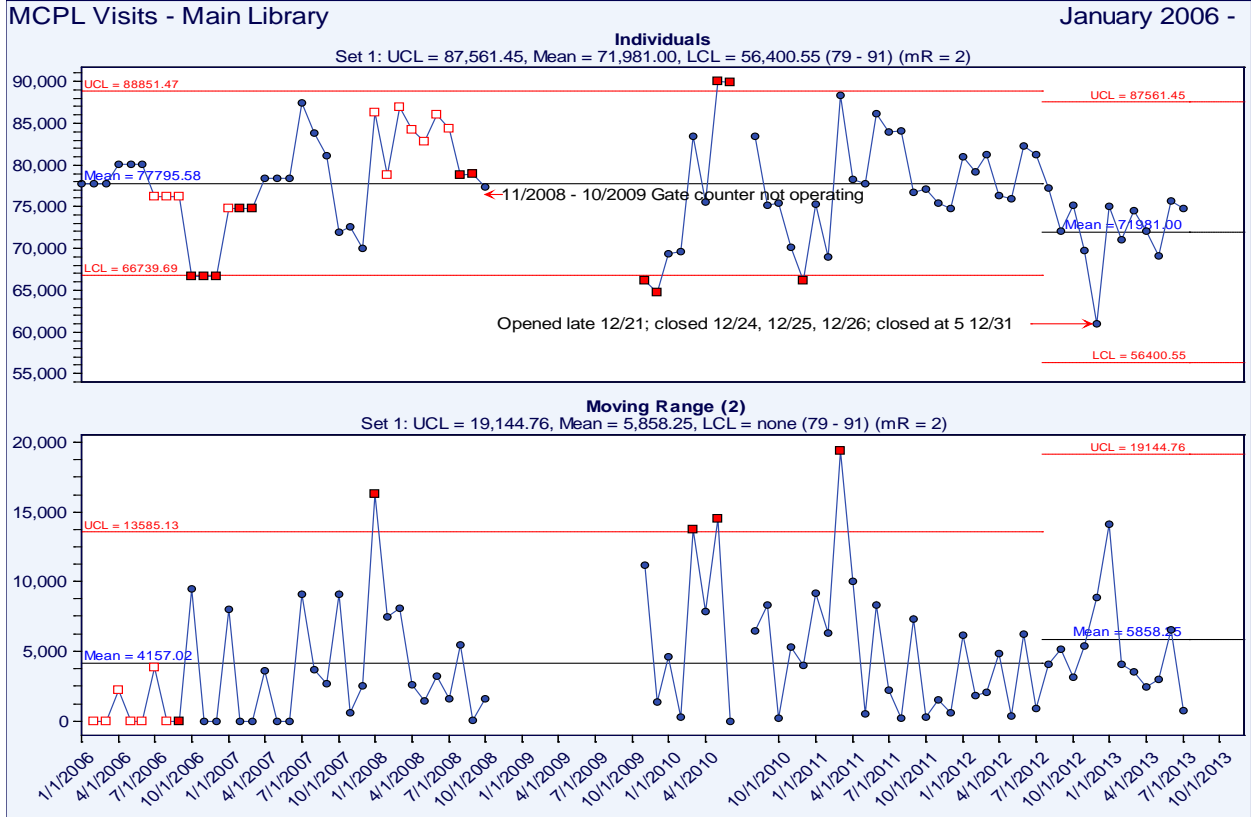
- The City of Bloomington completed digitization of four books – the earliest city council minutes and another book.
- Indiana Room Coordinator Christine Friesel met with Monroe County History Center director Helmut Hentschel concerning the Monroe County Timeline and drafted a memo of understanding for creating local content. We hope to launch the timeline for the public in spring 2014.

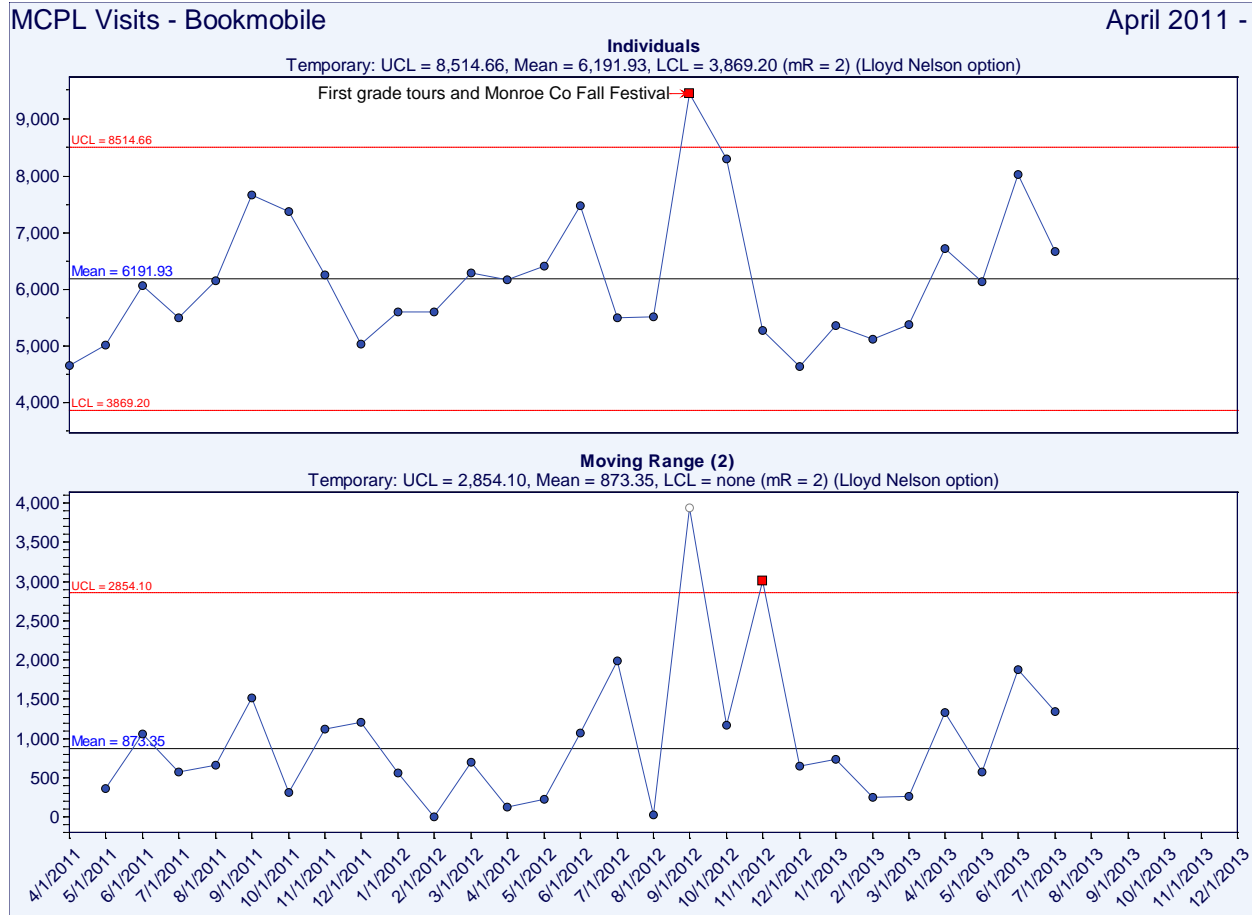
<i>July Access</i>		
Read It Off	Number registered	437
	Charges waived	\$841.16
	Number individuals with charged waived	106
	Number exiting program	27
Interlibrary Loan	Items loaned	259
	Items borrowed	26
Author Alert	Alerts placed	251

<i>July CATS</i>	
Government programs produced	
Patron programs produced	
Community programs produced	
Public service announcements	
Dubs delivered	
Programs added to collection	

GOAL 3: Provide high quality, personalized customer service.







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

- An online class with ALA is helping staff continue to improve services to children with disabilities.

3B. Develop a unified communication strategy.

- The Library's Facebook page hit 1,000 "likes" on July 13.

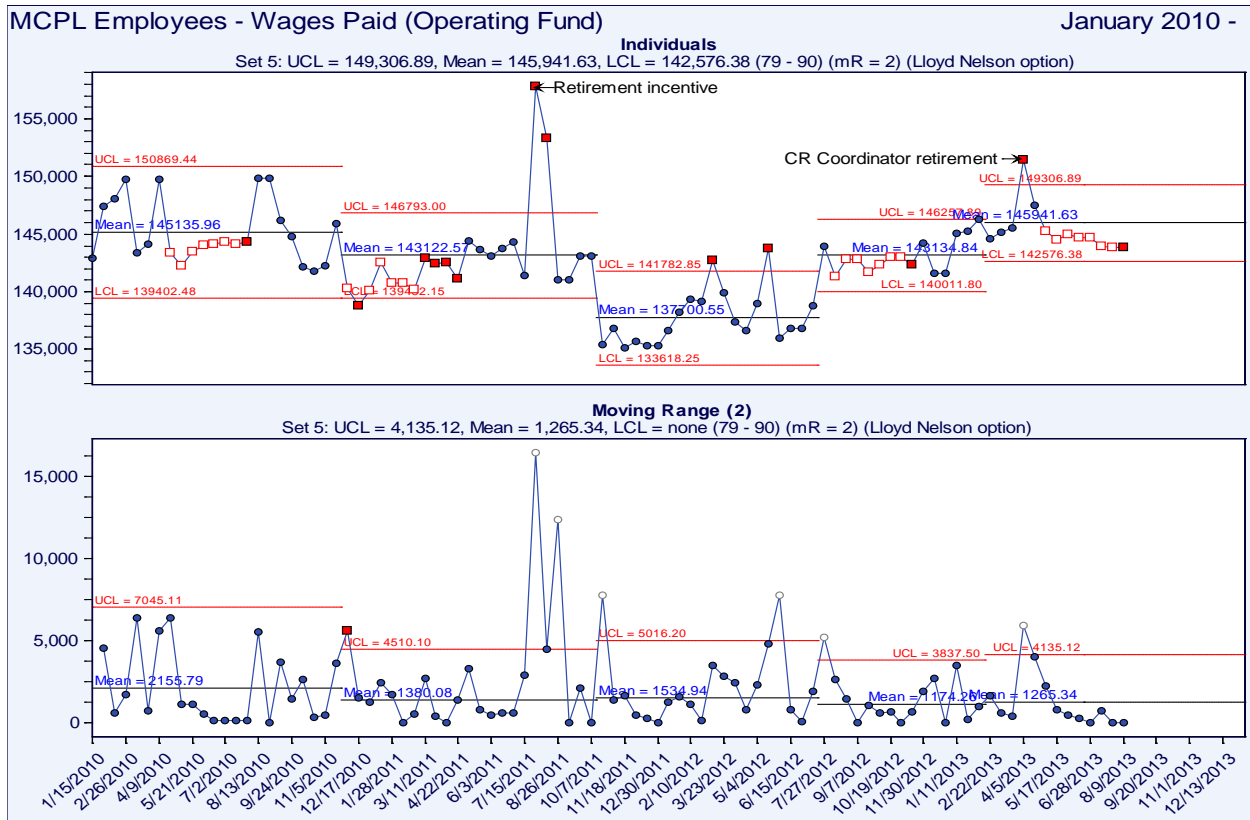
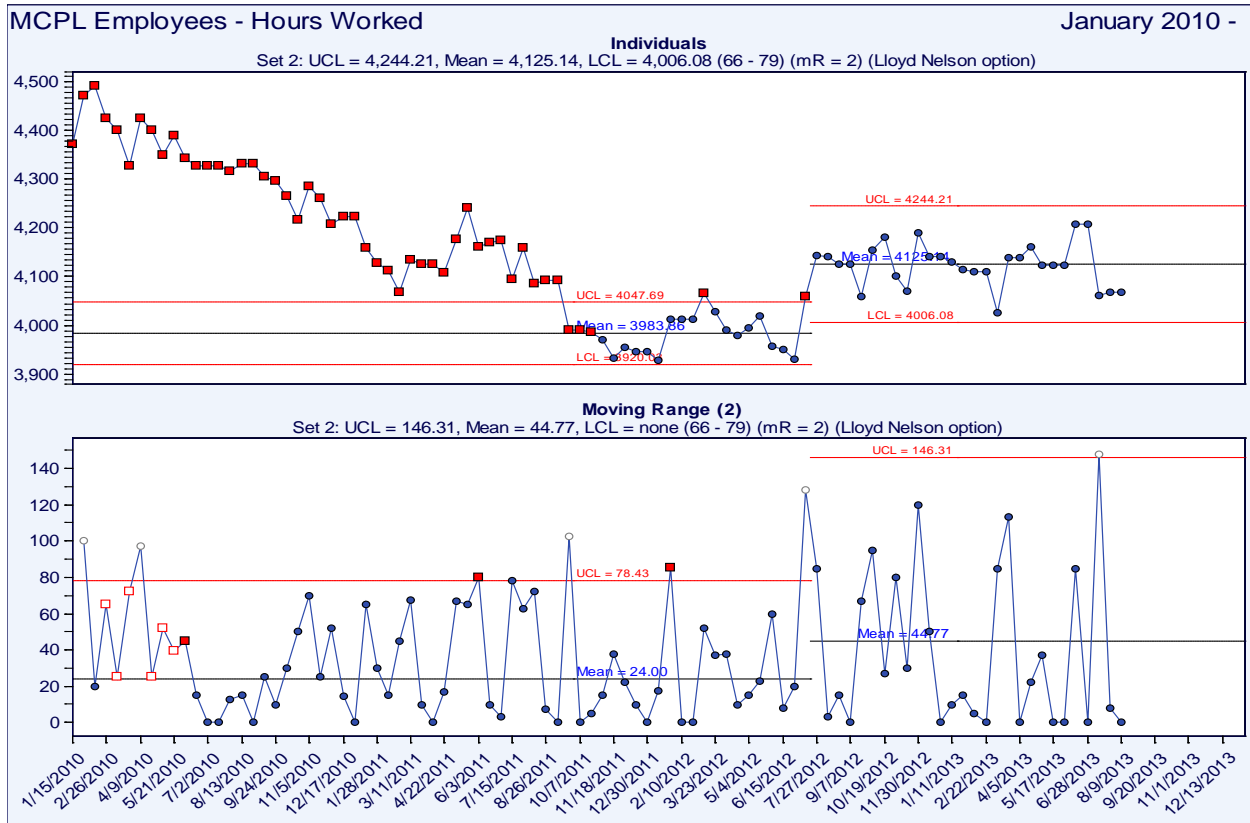
3C. Position auditorium as a valued local performance venue.

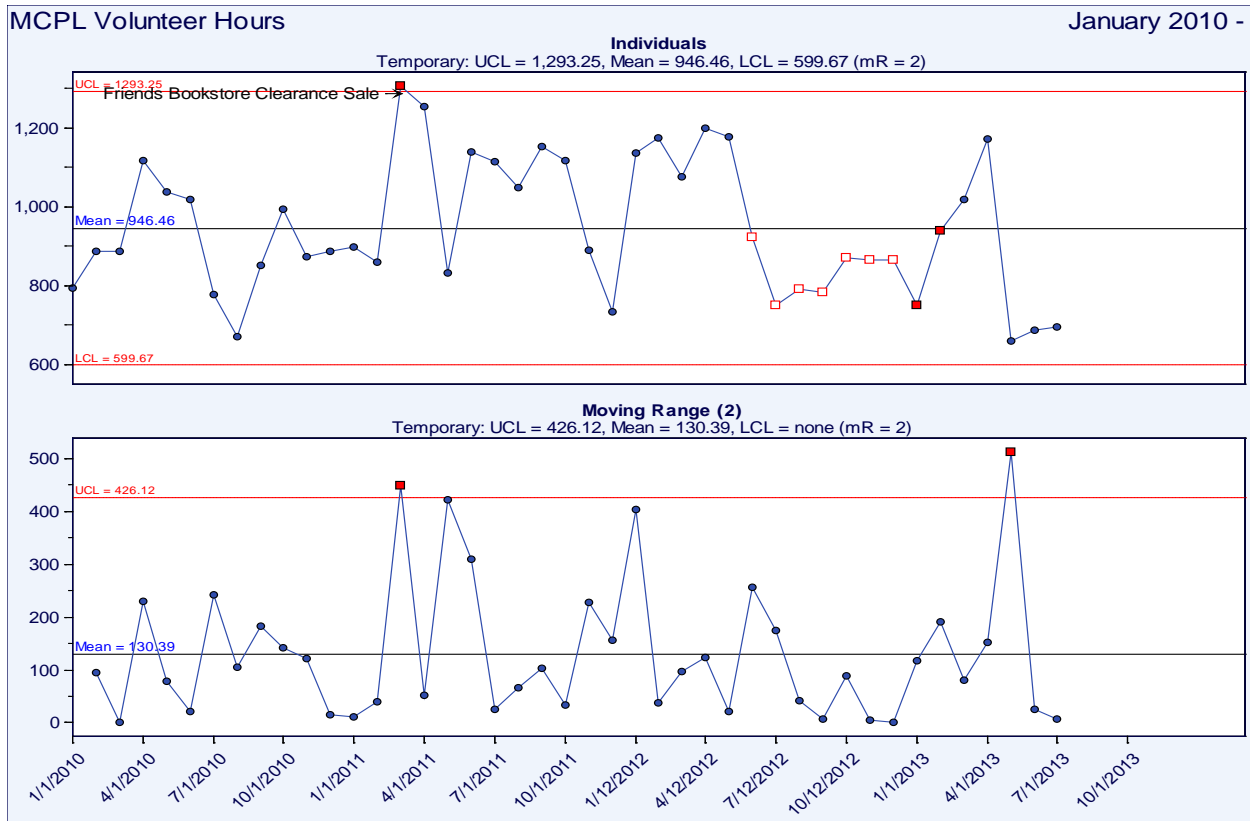
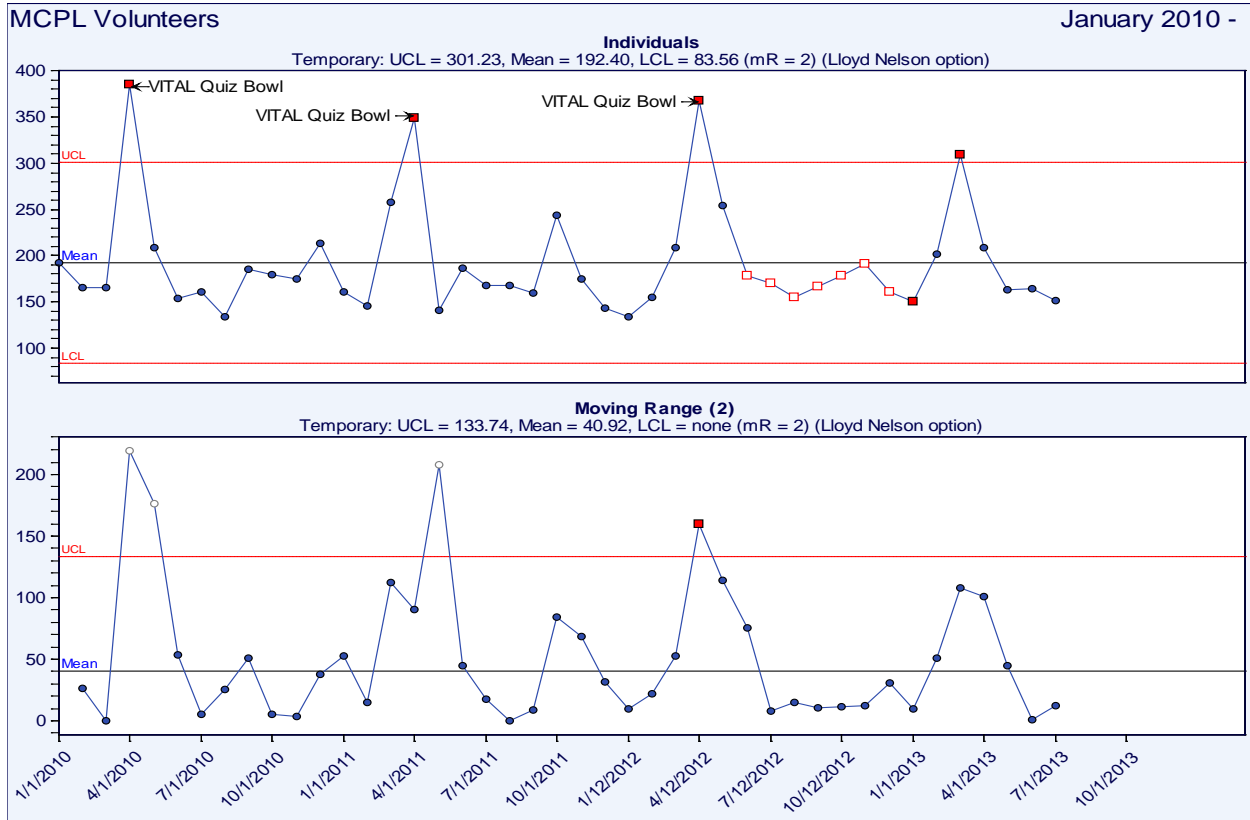
GOAL 4: Optimize stewardship of library resources.

4A. Recruit and retain quality employees.

- Staff from 11 of 12 departments submitted 927 entries to the Fifth Annual Summer Fitness Program, sponsored by the Staff Association and Wellness Committee. Fifty staff members participated in 46 different types of exercises (top three: walking, biking, and basketball) and performed 464 hours of exercise during the six-week period.
- The Ellettsville Branch welcomed a new Circulation Technician, Amy Hamilton, to the staff.
- Emily Bedwell, an Ivy Tech Intern at the Ellettsville Branch, completed her summer internship. She helped with children's programming and circulation during a very busy summer.
- Gary Lettelleir and Sara Laughlin met with Bloomington Transit director Lew May to discuss bus passes for employees.
- Michael Hoerger and Sara Laughlin shared positive parking messages at two all-staff sessions.

- Sara Laughlin attended the Indiana Evaluation Association meeting on "Evaluation for Learning."





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

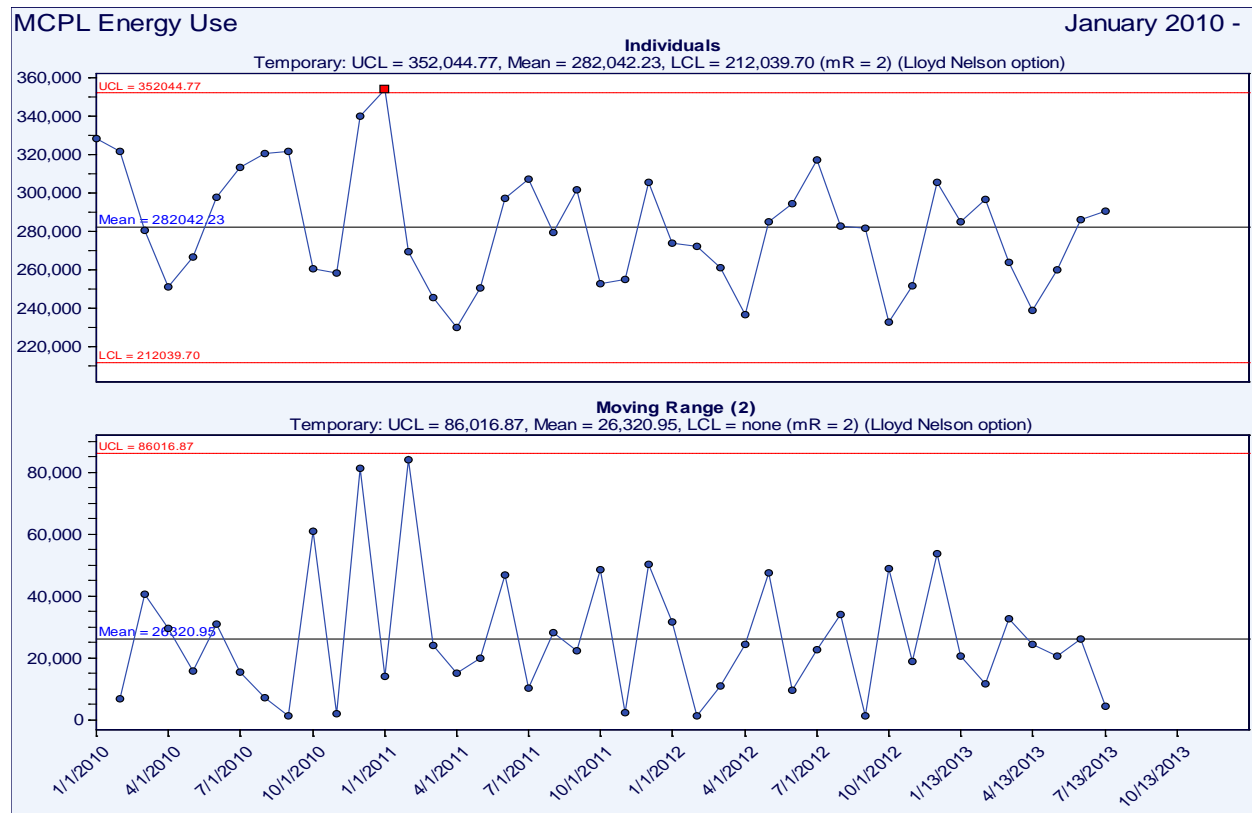
- Sara Laughlin and Michael White met with new County Council members Shelli Yoder and Cheryl Munson. A similar meeting with Lee Jones is scheduled for August.

4C. Maintain library facilities.

- Concrete work and stone installation was completed for the sundial in the plaza. Maintenance supervisor Jason Chandler discovered and repaired two long-time storm drain leaks, which prepared for the final pouring of replacement sidewalk sections.
- Renovation committee members Marilyn Wood, Gary Lettelleir, Mark Mobley, and Sara Laughlin received initial space program options from Christine Matheu architect. They made several suggestions, which will be incorporated before presentation to managers in early August.
- Marilyn Wood arranged for indoor plants in poor condition to be replaced. They will be watered and maintained through an agreement with Nature's Way.
- Marilyn Wood, Sara Laughlin, and Gary Lettelleir met with Susie Johnson to review the library's plans for the library parking lot, street parking, and employee parking.

4D. Improve stewardship of library assets and records.

- Records retention committee continued work on a comprehensive list of library records, retention schedules, location, and department responsible.
- Marilyn Wood planned a library-wide "cleaning day" on August 22, during which all off-desk time will be spent on de-cluttering office and storage areas. The Facilities Department will hold its own "cleaning day" on August 15, in order to clear storage areas and so that they can assist other departments the following week. Community Outreach and Friends Bookstore will hold their "cleaning day" on Friday, August 23.



PRESCRIBED BY DEPT OF LOCAL GOVERNMENT
FINANCE

FORM APPROVED BY STATE BOARD OF ACCOUNTS

Budget Form No. 3

NOTICE TO TAXPAYERS



Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at 303 East Kirkwood, Bloomington. The political subdivision or appropriate fiscal body shall publish this notice twice in accordance with IC 5-3-1 with the first publication at least ten days before the date fixed for the public hearing and the second publication at least three days before the date fixed for the public hearing.

Notice is hereby given to taxpayers of Monroe County Public Library, Monroe County, Indiana that the proper officers of Monroe County Public Library will conduct a public hearing on the year 2014 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of Monroe County Public Library not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, Monroe County Public Library shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of Monroe County Public Library will meet to adopt the following budget:

Date of Public Hearing Wednesday, September 18 2013
Time of Public Hearing 5:45 PM
Public Hearing Place 303 East Kirkwood, Bloomington

Date of Adoption Meeting Wednesday, October 16 2013
Time of Adoption Meeting 5:45 PM
Adoption Meeting Place 303 East Kirkwood, Bloomington

Estimated Civil Max Levy \$ 5,341,700

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (Including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals (Included in Column 3)	5 Current Tax Levy
	Click Here to Insert Form 4b published amounts 	Click Here to Insert Form 4b published amounts 		
0061-RAINY DAY	\$ 400,000	\$ 0	\$ 0	0
0101-GENERAL	\$ 8,001,684	\$ 5,350,596	\$ 42,975	5,163,161
0180-DEBT SERVICE	\$ 607,768	\$ 600,000	\$ 0	594,048
2011-LIBRARY IMPROVEMENT RESERVE	\$ 350,000	\$ 0	\$ 0	0
<i>Totals:</i>	<i>Total: \$ 9,359,452</i>	<i>Total: \$ 5,950,596</i>	<i>Total: \$ 42,975</i>	<i>Total: \$ 5,757,209</i>

Monroe County Public Library 2014 Budget

The focus of the 2014 budget is the implementation of the strategic plan approved by the Board in December 2012. The pace of change in technology and changes in the local community present many challenges. The library is striving to position itself to meet the needs of residents of Monroe County, ranging from the new ways to address 21st century literacy and access information to the impact of I-69 and changes to downtown parking.

2014 Revenue and Expense Summary

The total Operating Fund revenue projection for 2014 is \$7,881,400, an increase of about 1.2% compared to 2013 revenue projections. The 2014 Operating Fund property tax levy (\$5,341,700) is based on an Assessed Value Growth Quotient (AVGQ, the six-year average of Indiana non-farm personal income reported by the U.S. Bureau of Labor Statistics) of 2.6% and last year's maximum levy of \$5,206,348, which includes the 2012 excess levy appeal (\$42,975). The County Option Income Tax (COIT) projection is a conservative estimate that is a reduction from 2013 of about \$90,000; final COIT distribution figures should be announced before the August work session.

The 2014 general fund expenditure budget is \$8,001,684, an increase of 2.6% compared to the 2013 expenditure budget. The 2014 budget allows the library to maintain its current level of service and make technology and facility updates to meet changes to delivery of library services outlined in the new strategic plan and position the library to address future needs of a growing community.

Wage and Benefit Assumptions

Wages account for 49.2% of the 2014 budget and include a 2% salary increase for staff and the second and final manager increases recommended in the 2009 compensation study; the Board will approve wage increases at the December 2013 meeting. Efforts to control wage costs continue, with every open position being reviewed before posting. In 2013, Collection Services eliminated one position, Ellettsville Branch reduced 12.5 hours in circulation, and Circulation reviewed and broadened job descriptions to increase flexibility to handle resignations and planned and unplanned absences. A new position for coordinator for the digital creativity center is included in the 2014 budget.

The budget includes the final phase of salary adjustments to implement the 2009 Singer Group recommendations from the compensation and classification study. Staff increases were implemented in 2010 (first half of increases to new pay grade minimums, historical compression increases, and 1% for those above mid-points) and 2011 (second half of increases to new pay grade minimums and 1% increases for all). The first half of manager increases occurred in 2011; we have allocated funds to address the remaining half in 2014. Because it has been five years since the study, we are in the process of completing an updated salary survey and will have detailed recommendations to discuss in the fall.

We have estimated a 10% increase for the employer contribution to health insurance. Health insurance costs will be better known after mid-year reports on usage become available and Affordable Healthcare Act provisions are implemented in October.

The rate for the employer-paid portion of PERF will increase from 10% to 11.2% for full time employees. The additional 1.2% which is a 12% cost increase will cost the library approximately \$37,400. The library will continue to pay the 3% employee contribution to PERF.

Capital Spending

Phase 3 renovation work will carry over to 2014. The total amount projected for architects and construction is \$835,000. The Bond fund will cover about \$375,000 and most of the balance will come from the Library Improvement Reserve Fund (LIRF) and the Rainy Day Fund. LIRF and Rainy Day will be repaid in 2014 from the balance that remains in the inactive Library Capital Projects Fund.

We are planning to replace the chillers in 2014, using approximately \$300,000 from the Bond Fund.

The Operating Fund includes an allocation of \$46,000 for equipment in the new digital creativity center. We also plan to fund about \$54,000 for DCC equipment out of the LIRF fund. The LIRF fund will also be used to purchase equipment for scanning in the Indiana Room (\$21,000). More detail can be seen in the attached worksheet **E**.

Accompanying Documents

Worksheet A shows estimated revenue, expense, and cash balances, by fund. **Worksheet B** includes line item expenditures for all five funds. **Worksheet C** shows line item expenditures in the Operating Fund budget, compared to previous years. **Worksheet D** provides narrative information about major items and items that changed significantly. **Worksheet E** includes the capital spending plan for 2014 to 2015.

2014 Budget - estimated revenue, expense, and cash balances

Worksheet A	<i>2013 Budget after 1782</i>	<i>2014 Estimates</i>
Operating Fund		
Asses. Val.	6,319,658,549	5,687,692,694
INCOME		
<i>Property Tax 2014 - growth quotient = 2.6%</i>		
Property Tax	\$ 5,163,161	5,341,700
County Option Income Tax	\$ 2,075,631	\$ 1,985,000
Commercial Vehicle Excise Tax	\$ 45,678	\$ 45,700
Financial Institutions Tax	\$ 18,011	\$ 18,000
License Excise	\$ 278,565	\$ 279,000
Fines/Fees	\$ 175,000	\$ 175,000
Other - misc per dlgr		
Other - meeting rooms/interest	\$ 12,000	\$ 12,000
Other - copiers/PLAC	\$ 20,000	\$ 25,000
TOTAL	\$ 7,788,046	\$ 7,881,400
EXPENSES		
Personnel Services	\$ 5,290,953	\$ 5,548,234
Supplies	\$ 186,450	\$ 200,550
Other Services/Charges	\$ 1,300,499	\$ 1,233,753
Capital	\$ 1,021,081	\$ 1,019,147
TOTAL before encumbrance	\$7,798,983	\$8,001,684
Encumbrance	\$18,836	
	\$7,817,819	
FUND BALANCE		
Beginning	\$ 1,178,307	\$ 1,148,534
Encumbrance		
Income less exp.	\$ (29,773)	\$ (120,284)
Ending balance	\$ 1,148,534	\$ 1,028,250

2013 Budget after

1782

2014 Estimates

Debt Service Fund

INCOME

Property Tax	\$	594,048	\$	600,000
Appeal 1782 - corrected levy \$150,298				
Commercial Vehicle Excise Tax		5,256		5,000
Financial Institutions Tax		2,072		2,000
License Excise		32,050		32,000
TOTAL	\$	633,426	\$	639,000

EXPENSES

Bond Payment	\$	596,508	\$	607,768
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FUND BALANCE

Beginning	\$	32,748	\$	69,666
Income less exp.	\$	36,918	\$	31,232
Ending balance	\$	69,666	\$	100,898

Library Improvement Reserve Fund

INCOME

Transfer - repay			\$	205,780
Transfer	\$	214,000	\$	-

EXPENSES

Personal Services				
Supplies				
Other Services/Charges	\$	20,000	\$	100,000
Capital	\$	330,000	\$	250,000
TOTAL		\$350,000		\$350,000

FUND BALANCE

Beginning	\$	1,120,724	\$	910,724
renovation/equipment	\$	(210,000)	\$	(75,000)
Ending balance - contingency reserve	\$	910,724	\$	1,041,504
Future Projects Balance	\$	214,000	\$	214,000
Total	\$	1,124,724	\$	1,255,504

2013 Budget after

Worksheet A

1782

2014 Estimates

Rainy Day Fund			
INCOME	Transfer - repay		210,000
EXPENSES	Personal Services		
	Supplies		
	Other Services/Charges	\$ 70,000	\$ 200,000
	Capital	\$ 330,000	\$ 200,000
	TOTAL	\$400,000	\$400,000
FUND BALANCE	Beginning	\$ 1,621,156	\$ 790,000
	renovation	\$ (210,000)	
	repay 210,000		
	Ending balance	\$ 790,000	\$ 1,000,000
	Future Projects Balance	\$ 621,156	\$ 621,156
	Total	\$ 1,411,156	\$ 1,621,156
Library Capital Projects Fund			
INCOME	Property Tax		\$ -
	TOTAL		
EXPENSES	xfer balance LIRF - rainy day		\$ 415,780
	TOTAL before encumbrance		
	Encumbrance	\$ 10,975	
FUND BALANCE	Beginning	\$ 426,755	
	Income less exp.	\$ (10,975)	
	Ending balance	\$ 415,780	\$ -
			transfer 2014 balance in 2015 to lirf-rainy day

2014 BUDGET COMPARISON

Worksheet C	2014 BUDGET	2013 BUDGET	2012 ACTUAL	2011 ACTUAL
PERSONNEL SERVICES (1000'S)				
SALARIES				
1120 ADMINISTRATION	222,871	177,208	131,492	94,376
1130 PROFESSIONAL/SUPERVISORS	546,004	505,886	496,695	480,565
1140 PROFESSIONAL ASSISTANTS	1,289,610	1,271,320	1,238,117	1,344,562
1150 SPECIALISTS & TECHNICIANS	868,268	845,151	805,597	762,827
1160 CLERICAL ASSISTANTS	430,085	434,725	411,551	428,505
1170 PAGES	247,000	240,720	238,618	235,085
1180 -see "Other Wages" below				
1190 BUILDING MAINTENANCE	375,255	368,746	355,469	343,525
TOTAL SALARIES	3,979,093	3,843,756	3,677,539	3,689,445
EMPLOYEE BENEFITS				
1210 EMPLOYER CONTRIBUTION/FICA	245,485	237,765	216,465	217,866
1220 UNEMPLOYMENT COMPENSATION	10,000	10,000	-	-
1230 EMPLOYER CONTRIBUTION/PERF	364,667	311,493	287,855	359,295
462,345 1235 EMPLOYEE CONTRIBUTION/PERF	97,679	93,448	86,356	
1240 EMPLOYER CONT/INSURANCE	778,899	725,756	604,618	591,871
1250 EMPLOYER CONT/MEDICARE	57,412	55,636	50,625	50,941
TOTAL EMPLOYEE BENEFITS	1,554,141	1,434,098	1,245,919	1,219,972
OTHER WAGES				
1310 WORKSTUDY	5,000	3,100	4,735	2,961
1180 TEMPORARY STAFF	10,000	10,000	333	8,868
1350 STIPEND/RECLASSIFICATION			-	-
TOTAL OTHER WAGES	15,000	13,100	5,068	11,829
TOTAL PERSONNEL SERVICES	5,548,234 69.34%	5,290,953 67.84%	4,928,526	4,921,246

Worksheet C	2014 BUDGET	2013 BUDGET	2012 ACTUAL	2011 ACTUAL
SUPPLIES (2000'S)				
OFFICE SUPPLIES				
2110 OFFICIAL RECORDS	1,100	1,300	-	1,613
2120 STATIONERY & PRINTING	1,100	950	972	302
2130 OFFICE SUPPLIES	13,650	14,550	8,637	10,758
2140 DUPLICATING	42,400	33,150	28,037	27,874
2150 PROMOTIONAL MATERIALS			-	-
TOTAL OFFICE SUPPLIES	58,250	49,950	37,646	40,546
OPERATING SUPPLIES				
2210 CLEANING SUPPLIES	38,200	37,200	35,502	34,906
2220 FUEL, OIL, & LUBRICANTS	10,000	10,000	7,348	7,818
2230 CATALOGING SUPPLIES-BOOKS	7,000	5,500	6,098	3,652
2240 A/V SUPPLIES-CATALOGING	9,500	10,150	6,863	7,730
2250 CIRCULATION SUPPLIES	33,900	37,750	31,614	22,609
2260 LIGHT BULBS	7,200	4,500	5,982	3,763
2270 VIDEOTAPE - CATS			-	-
2280 UNIFORMS	1,900	1,700	1,829	1,261
2290 DISPLAY/EXHIBIT SUPPLIES	6,700	5,900	1,839	459
TOTAL OPERATING SUPPLIES	114,400	112,700	97,076	82,197
REPAIR & MAINTENANCE SUPPLIES				
2300 IS SUPPLIES	6,500	6,600	3,387	4,725
2310 BUILDING MATERIALS & SUPPLIES	21,000	16,800	19,370	14,093
2315 ENERGY AUDIT MATERIALS			-	1,490
2320 PAINT & PAINTING SUPPLIES	400	400	290	127
2340 OTHER REPAIR & BINDING			-	-
2350 VIDEO MATERIALS - CATS			-	-
TOTAL REPAIR & MAINTENANCE SUPPLIES	27,900	23,800	23,047	20,436
TOTAL SUPPLIES	200,550	186,450	157,768	143,179

Worksheet C	2014 BUDGET	2013 BUDGET	2012 ACTUAL	2011 ACTUAL
OTHER SERVICES/CHARGES (3000'S)				
PROFESSIONAL SERVICES				
3110 CONSULTING SERVICES	13,500	12,000	-	250
3120 ENGINEERING/ARCHITECTURAL	30,000	10,000	-	2,863
3130 LEGAL SERVICES	17,300	28,500	8,784	14,674
3140 BUILDING SERVICES	30,000	32,000	19,687	21,786
3150 MAINTENANCE CONTRACTS	144,600	134,100	134,824	94,571
3160 COMPUTER SERVICES (OCLC)	70,500	66,500	36,008	49,343
3170 ADMIN/ACCOUNTING SERVICES	46,900	44,100	36,083	43,488
3175 COLLECTION AGENCY SERVICES	20,000	24,000	16,719	44,204
TOTAL PROFESSIONAL SERVICES	372,800	351,200	252,104	271,179
COMMUNICATION & TRANSPORTATION				
3210 TELEPHONE	32,700	30,900	28,922	27,523
3220 POSTAGE	25,000	30,000	18,808	23,045
3230 TRAVEL EXPENSE	10,000	10,000	2,829	3,809
3240 PROFESSIONAL MTG. (OFF-SITE)	10,000	10,000	483	779
3250 CONTINUING ED. (ON-SITE)	10,000	10,000	21,779	9,390
3260 FREIGHT & DELIVERY	1,600	1,450	999	1,235
TOTAL COMMUNICATION & TRANSPORTATION	89,300	92,350	73,820	65,781
PRINTING & ADVERTISING				
3310 ADVERTISING & PUBLICATION	2,700	2,750	1,065	1,064
3320 PRINTING	5,000	5,500	967	3,018
TOTAL PRINTING & ADVERTISING	7,700	8,250	2,032	4,082
INSURANCE				
3410 OFFICIAL BOND	600	700	450	450
3420 OTHER INSURANCE	63,400	60,400	58,343	52,797
TOTAL INSURANCE	64,000	61,100	58,793	53,247
UTILITIES				
3510 GAS	2,750	3,100	1,853	2,227
3520 ELECTRICITY	296,400	292,000	278,072	270,576

Worksheet C		2014	2013	2012	2011
		BUDGET	BUDGET	ACTUAL	ACTUAL
	3530 WATER	27,300	25,900	27,386	15,685
TOTAL UTILITIES		326,450	321,000	307,311	288,488
REPAIR & MAINTENANCE					
	3610 BUILDING REPAIR	22,000	19,000	11,680	3,937
	3630 OTHER EQUIP/FURNITURE REPAIRS	21,200	10,200	43,002	21,393
	3640 VEHICLE REPAIR & MAINTENANCE	11,000	8,300	5,889	6,055
	3650 MATERIAL BINDING/REPAIR SERV.	3,000	3,000	2,083	1,788
TOTAL REPAIR & MAINTENANCE		57,200	40,500	62,655	33,173
RENTALS					
	3710 REAL ESTATE RENTAL/BOND PMT.	38,200	33,600	31,270	31,262
	3720 EQUIPMENT RENTAL		100	-	-
TOTAL RENTALS		38,200	33,700	31,270	31,262
OTHER CHARGES					
	3845 ELEC. RECOURCES-DATABASES	161,917	91,701	90,606	
	3846 E-BOOKS	102,136	73,418	64,150	
	3910 DUES/INSTITUTIONAL	7,550	7,380	7,226	7,326
	1004 MISCELLANEOUS			-	1,651
	3920 INTEREST/TEMPORARY LOAN	2,500	2,500	-	-
	3930 TAXES & ASSESSMENTS			-	-
	3940 TRANSFER TO LIRF	-	214,000	-	200,000
	3945 TRANSFER TO RAINY DAY			200,000	
	3950 EDUCATIONAL SERV/LICENSING	4,000	3,400	3,454	2,404
TOTAL OTHER CHARGES		278,103	392,399	365,436	211,381
TOTAL OTHER SERVICES/CHARGES		1,233,753	1,300,499	1,153,419	958,593
CAPITAL OUTLAY (4000'S)					
FURNITURE & EQUIPMENT					
	4410 FURNITURE	10,000		8,288	1,400
	44105 ENCUMBERED FURNITURE			-	1,388

Worksheet C

	2014 BUDGET	2013 BUDGET	2012 ACTUAL	2011 ACTUAL
4420 AUDIO VISUAL EQUIPMENT			-	-
4430 OTHER EQUIPMENT	68,000	16,000	7,610	9,434
4440 LAND & BUILDINGS			-	-
4450 BUILDING RENOVATIONS	5,000		4,075	5,830
4460 IS EQUIPMENT			1,512	-
4465 IS SOFTWARE			-	-
4470 EQUIPMENT - CATS			-	-
4475 SOFTWARE - CATS			-	-
	<hr/>			
TOTAL FURNITURE & EQUIPMENT	83,000	16,000	21,485	18,051
OTHER CAPITAL OUTLAY				
4510 BOOKS	548,250	594,454	579,970	585,377
4520 PERIODICALS & NEWSPAPERS	41,936	41,042	35,291	38,779
4530 NONPRINT MATERIALS	345,961	369,585	365,907	385,644
to get to 15%	-	-		
4540 ELECTRONIC RESOURCES	-	-	-	79,194
	<hr/>			
TOTAL OTHER CAPITAL OUTLAY	936,147	1,005,081	981,167	1,088,994
	15.00%	15.00%		
TOTAL CAPITAL OUTLAY	1,019,147	1,021,081	1,002,652	1,107,045
	<hr/>			
TOTAL OPERATING EXPENDITURES	8,001,684	7,798,983	7,242,365	7,130,064
	<hr/> <hr/>			

		2014	2014	2014	2014	2014
2014 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
Worksheet B						
PERSONNEL SERVICES						
SALARIES						
	1120 ADMINISTRATION	222,871				
	1130 PROFESSIONAL/SUPERVISORS	546,004				
	1140 PROFESSIONAL ASSISTANTS	1,289,610				
	1150 SPECIALISTS & TECHNICIANS	868,268				
	1160 CLERICAL ASSISTANTS	430,085				
	1170 PAGES/MASTERCONTROLLERS	247,000				
	1180 -see "Other Wages" below					
	1190 BUILDING MAINTENANCE	375,255				
TOTAL SALARIES		3,979,093		-	-	3,979,093
EMPLOYEE BENEFITS						
	1210 EMPLOYER CONTRIBUTION/FICA	245,485				
	1220 UNEMPLOYMENT COMPENSATION	10,000				
	1230 EMPLOYER CONTRIBUTION/PERF	364,667				
	1235 EMPLOYEE CONTRIBUTION/PERF	97,679				
	1240 EMPLOYER CONT/INSURANCE	778,899				
	1250 EMPLOYER CONT/MEDICARE	57,412				
TOTAL EMPLOYEE BENEFITS		1,554,141		-		1,554,141
OTHER WAGES						
	1310 WORKSTUDY	5,000				
	1180 TEMPORARY STAFF	10,000				
	1350 STIPEND	-				
TOTAL OTHER WAGES		15,000				15,000
TOTAL PERSONNEL SERVICES (1000s)		5,548,234		-		5,548,234
SUPPLIES (2000s)						
OFFICE SUPPLIES						
	2110 OFFICIAL RECORDS	1,100				
	2120 STATIONERY & PRINTING	1,100				
	2130 OFFICE SUPPLIES	13,650				
	2140 DUPLICATING	42,400				
	2150 PROMOTIONAL MATERIALS	-				

		2014	2014	2014	2014	2014
2014 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
Worksheet B						
TOTAL OFFICE SUPPLIES		58,250		-		58,250
OPERATING SUPPLIES						
	2210 CLEANING SUPPLIES	38,200				
	2220 FUEL, OIL, & LUBRICANTS	10,000				
	2230 CATALOGING SUPPLIES	7,000				
	2240 AUDIO VISUAL SUPPLIES	9,500				
	2250 CIRCULATION SUPPLIES	33,900				
	2260 LIGHT BULBS	7,200				
	2270 RECORDING MATERIALS - CATS	-				
	2280 UNIFORMS	1,900				
	2290 DISPLAY/EXHIBIT SUPPLIES	6,700				
TOTAL OPERATING SUPPLIES		114,400		-		114,400
REPAIR & MAINTENANCE SUPPLIES						
	2300 IS SUPPLIES	6,500				
	2310 BUILDING MATERIALS & SUPPLIES	21,000				
	2315 ENERGY AUDIT SUPPLIES	-				
	2320 PAINT & PAINTING SUPPLIES	400				
	2340 OTHER REPAIR & BINDING	-				
	2350 RECORDING EQUIP SUPPLIES - CATS	-				
TOTAL REPAIR & MAINTENANCE SUPPLIES		27,900				27,900
TOTAL SUPPLIES (2000s)		200,550		-		200,550
OTHER SERVICES/CHARGES (3000s)						
PROFESSIONAL SERVICES						
	3110 CONSULTING SERVICES	13,500		50,000		
	3120 ENGINEERING/ARCHITECTURAL	30,000				
	3130 LEGAL SERVICES	17,300		50,000		
	3140 BUILDING SERVICES	30,000				
	3150 MAINTENANCE CONTRACTS	144,600				
	3160 OCLC & COMPUTER SERVICES	70,500				
	3170 ADMIN/ACCOUNTING SERVICES	46,900				
	3175 COLLECTION AGENCY SERVICE	20,000				

		2014	2014	2014	2014	2014
2014 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
Worksheet B						
TOTAL PROFESSIONAL SERVICES		372,800	-	100,000		472,800
OTHER SERVICES/CHARGES (3000s) CONTINUED						
COMMUNICATION & TRANSPORTATION						
	3210 TELEPHONE	32,700				
	3220 POSTAGE	25,000				
	3230 TRAVEL EXPENSE	10,000				
	3240 PROFESSIONAL MEETINGS	10,000				
	3250 CONTINUING EDUCATION	10,000				
	3260 FREIGHT & DELIVERY	1,600				
TOTAL COMMUNICATION & TRANSPORTATION		89,300				89,300
PRINTING & ADVERTISING						
	3310 ADVERTISING & PUBLICATION	2,700				
	3320 PRINTING	5,000				
TOTAL PRINTING & ADVERTISING		7,700				7,700
INSURANCE						
	3410 OFFICIAL BOND	600				
	3420 OTHER INSURANCE	63,400				
TOTAL INSURANCE		64,000				64,000
UTILITIES						
	3510 GAS	2,750				
	3520 ELECTRICITY	296,400				
	3530 WATER	27,300				
TOTAL UTILITIES		326,450				326,450
REPAIR & MAINTENANCE						
	3610 BUILDING REPAIR	22,000	100,000	100,000		
	3630 OTHER REPAIR	21,200				
	3640 VEHICLE REPAIR & MAINTENANCE	11,000				
	3650 MATERIALS BINDING/REPAIR	3,000				
TOTAL REPAIR & MAINTENANCE		57,200	100,000	100,000		257,200
RENTALS						

		2014	2014	2014	2014	2014
2014 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
Worksheet B						
	3710 REAL ESTATE RENTAL/BOND PMT.	38,200			607,768	
	3720 EQUIPMENT RENTAL	-				
	TOTAL RENTALS	38,200			607,768	645,968
OTHER SERVICES/CHARGES (3000s) CONTINUED						
OTHER CHARGES						
	3845 ELEC. RECURSES-DATABASES	161,917				
	3846 E-BOOKS	102,136				
	3910 DUES/INSTITUTIONAL	7,550				
	3920 INTEREST/TEMPORARY LOAN	2,500				
	3930 TAXES & ASSESSMENTS	-				
	3940 TRANSFER TO LIRF	-				
	3945 TRANSFER TO RAINY DAY	-				
	3950 EDUCATIONAL LICENSING/SERVICES	4,000				
	TOTAL OTHER CHARGES	278,103				278,103
TOTAL OTHER SERVICES/CHARGES (3000s)		1,233,753	100,000	200,000	607,768	2,141,521
CAPITAL OUTLAY (4000s)						
FURNITURE & EQUIPMENT						
	4410 FURNITURE	10,000		50,000		
	4420 AUDIO VISUAL EQUIPMENT	-				
	4430 OTHER EQUIPMENT	68,000	100,000	50,000		
	4440 LAND & BUILDINGS	-				
	4450 BUILDING RENOVATION -	5,000	150,000	100,000		
	4460 IS EQUIPMENT	-				
	4465 IS SOFTWARE	-				
	4470 EQUIPMENT - CATS	-				
	4475 SOFTWARE - CATS	-				
	TOTAL FURNITURE & EQUIPMENT	83,000	250,000	200,000		533,000
OTHER CAPITAL OUTLAY						
	4510 BOOKS	548,250				
	4520 PERIODICALS & NEWSPAPERS	41,936				
	4530 NONPRINT MATERIALS	345,961				
	to get to 15%					
	4540 ELECTRONIC RESOURCES	-				

		2014	2014	2014	2014	2014
	2014 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
	Worksheet B					
	TOTAL OTHER CAPITAL OUTLAY	936,147				936,147
		15.00%				
	TOTAL CAPITAL OUTLAY	1,019,147	250,000	200,000		1,469,147
	TOTAL EXPENDITURES 2014	8,001,684	350,000	400,000	607,768	9,359,452
	TOTAL BUDGET 2013	7,798,983	350,000	400,000	600,000	9,148,983
	Increase from 2013	2.60%	0.00%	0.00%	1.29%	2.30%

Monroe County Public Library
2014 Budget: Line Item Detail Narrative
Updated July 22, 2013

OPERATING FUND

(Income for this fund comes from a property tax levy, County Option Income Tax (COIT), Financial Institutions Tax, License Excise Tax, Commercial Vehicle Excise Tax, and non-tax revenue from copiers, fines, fees, Public Library Access Card reimbursements.)

<u>Line</u>	<u>Comment</u>
1120-1190	The 2014 wage projection is based on a 2% wage increase for employees. This could change depending on health insurance cost (1240). A coordinator for the digital creativity center is a new staff position in the 2014 budget. Funds have been allocated to complete the recommendations of the 2009 Singer compensation and classification study.
1180	Small reserve fund set aside in order to address temporary staffing shortages.
1210	FICA = 6.2% of total wages
1220	The library is self-insuring for unemployment insurance. This amount is appropriated to cover any claims during 2014.
1230	The rate that the library contributes for full-time employees to the Indiana Public Employees Retirement System for the employer contribution went from 10% in 2013 to 11.2% in 2014. The associated cost due to the rate increase was about \$37,400
1235	The library contributes 3% of wages for full-time employees to the Indiana Public Employees Retirement System for the employee contribution.
1240	Employer contribution to health insurance is estimated at a 10% increase. The 10% is based on our actual 2013 premiums which turned out to be lower than the 2013 budget. We have also budgeted \$30,000 to allow for new employees to be added to the plan as a result of employee turnover during the year. The impact of the Affordable Healthcare Act on 2014 premiums is difficult to predict but we feel a 10% allowance is reasonable.
1310-1350	Wages for temporary staff, including work-study students.
2140	Anticipated costs of replacing copiers that are getting old
3110-3120	Consulting fees are in the budget as a placeholder. \$7,500 is allocated to the I.S. department and it is related to expected assistance with network configuration and increased capacity for data storage. The main roof addition is planned for 2014 or 2015 and could possibly involve consulting or engineering services.

- 3630 Additional funds allocated for equipment in the digital creativity center and for repair and replacement of chairs for patrons and staff.
- 4510-4540 Collection materials expenditures equal 15% of Operating Fund budget (including 3845 and 3846) to continue to meet State Standards for materials expenditures at the enhanced level.

LIBRARY IMPROVEMENT RESERVE FUND (LIRF)

(This fund derives income from end-of-year transfers from the Operating Fund and can only be used for capital expenditures.)

- 3610 Appropriated in case of emergency building repairs exceeding amount appropriated in Operating Fund.
- 4430 Appropriated for unexpected equipment replacement expenditures. Actual spending for 2014 is expected to be \$75,000. Indiana Room scanning equipment (\$21,000) and digital creativity area equipment (\$54,000).
- 4450 Appropriated for unexpected building needs.

RAINY DAY FUND

(This fund derives income from unanticipated revenue from COIT and can be spent on any category allowed by the Operating Fund.)

- 3110 Appropriated to cover unexpected need for consultant services.
- 3130 Appropriated in case Operating Funds are insufficient to cover legal costs.
- 3610 Appropriated to cover emergency building repairs exceeding amount appropriated in Operating Fund.
- 4410 - 4430 Appropriated in case of unanticipated need for furniture or equipment.
- 4450 Appropriated for unexpected building needs.

DEBT SERVICE FUND

(This fund derives its income from a separate property tax levy and can only be spent to pay off bond indebtedness.)

- 3710 Second payment on 2013-2015 general obligation bond.

MCPL CAPITAL SPENDING PLAN SUMMARY	Gen. Fund	Rainy Day	LIRF	LIRF	Gen. Fund	General Obligation Bond 2013-2015		
	2013	2013	2013	2014	2014	2013	2014	2015
General Fund Expenditures								
Architect	\$10,000							
Furniture					\$10,000			
Digital Creativity Center Equipment					\$46,000			
Other Equipment	\$16,000				\$22,000			
Building Renovation					\$5,000			
Rainy Day & LIRF Fund Expenditures								
Main Renovation Phase III		\$210,000	\$210,000					
Architect		\$30,000						
Digital Creativity Center Equipment				\$54,000				
Indiana Room Scanning Equipment				\$21,000				
Bond Fund Expenditures								
Auditorium Renovation						\$150,000	\$0	
Renovate Third Floor - I.S. dept., security, graphics, floor covering						\$225,000		
Roof - Main Addition	\$0							\$400,000
Chillers - Main HVAC	\$0						\$300,000	
Ellettsville Circ. And reference desk area renov.	\$0						\$25,000	
Ellettsville Yellow House Demolished in 2011 - cost \$18,096 (LIRF)								
Ellettsville Garden / Courtyard	\$0					\$0	\$50,000	
May need these funds for Phone system								
I.S. Equipment						\$58,000	\$50,000	\$50,000
I.S. Software						\$25,000	\$25,000	\$25,000
CATS Equipment						\$45,000	\$45,000	\$45,000
CATS Software						\$5,000	\$5,000	\$5,000
New Phone System (actual estimate around \$100,000) see Ell. Courtyard							\$25,000	\$25,000
Landscaping Main Library -						\$17,000		
Replace Cobbled Sidewalks at Kirkwood and Parking Lot						\$25,000		
Replace 1993 Van						\$25,000		
Originally budgeted - Replace Elevator Controls - Main						\$100,000		
replace elevator project with computer network upgrade 2013								
Originally budgeted - Frequency Drives - Air Handler replacement - HVAC system - \$50,000								
Bond issuance cost - legal and misc.						\$50,000		
Sub Total of Expenditures	\$26,000	\$240,000	\$210,000	\$75,000	\$83,000	\$725,000	\$525,000	\$550,000

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

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

WHEREAS, the estimated value of the item(s) listed below is less than \$1,000 and the library has the authority to sell, transfer, demolish, or junk the items under IC 5-22-22-6 Public or private sale or transfer without advertising or IC 5-22-22-8 Worthless property,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Monroe County Public Library declares the following item(s) surplus and authorizes disposition of the items.

Asset #	Description	Purchase Date
	See attached	

ADOPTED THIS 21st DAY OF AUGUST, 2013

AYE

NAY

Local Tag	Description	Year
400554	Express Check Workstation w/ 15" monitor	2007
400555	Express Check Workstation w/ 15" monitor	2007
400556	Express Check Workstation w/ 15" monitor	2007
400557	Express Check Workstation w/ 15" monitor	2007
400558	Express Check Workstation w/ 15" monitor	2007
401211	EXPRESS CHECK WORKSTATION W/17" MONITOR	2009
401466	EXPRESS CHECK MACHINE W/17" MONITOR	2010
401467	EXPRESS CHECK MACHINE W/17" MONITOR	2010
400823	COMPUTER/OPTIPLEX	2001
401135	COIN CHANGER	2004
400541	Computer w/ 17" Flat Panel Monitor	2007
400594	COMPUTER W/19" LCD DISPLAY	2007
400571	COMPUTER W/19" LCD DISPLAY	2007
400569	COMPUTER W/19" LCD DISPLAY	2007
400127	Computer 8/2.93	2005
400159	Computer 8/2.93	2005
400608	COMPUTER	2007
400148	Computer 8/2.93	2005
400160	Computer 8/2.93	2005
400153	Computer 8/2.93	2005
400143	Computer 8/2.93	2005
400150	Computer 8/2.93	2005

August 21, 2013 surplus equipment resolution attachment



Monroe County
Public Library

Main Library
303 E Kirkwood Ave
Bloomington, IN 47408
812.349.3050

Ellettsville Branch
600 W Temperance St
Ellettsville, IN 47429
812.876.1272

Proposal to Drop Test Proctoring Services at MCPL

An increase in demand and complexity has prompted the Indiana Room to review the test proctoring services currently offered.

We request the Board discontinue the test proctoring policy and eliminate the test proctoring fee from the 2013 fee schedule, effective September 30, 2013 for the following reasons:

1. **The library is not an appropriate location for test proctoring:** Some test takers are potential employees completing job skills assessments for a company. Some are middle or high school students taking alternative classes to suit their schedule preferences and academic needs outside the regular MCCSC program. Some are college students trying to test out of a course or trying to make up a test missed due to illness or other event.

The library cannot offer a place that is consistently conducive to taking exams, which is not in the best interest for the student. There is no way to ensure quiet. Some schools require the proctor be a professional librarian. Problems also occur when the proctor must address other patrons' needs. The library does not have the capacity to meet these active proctoring requirements in every instance.

Other local organizations offer test proctoring services; all provide a more controlled environment and charge a similar or higher rate:

- a. Ivy Tech Distance Learning
 - b. IU Best Testing Services
 - c. Sylvan Learning Center
 - d. MCCSC
2. **Test proctoring is not a library priority:** The service requires attention, compromising our ability to work on tasks outlined in the strategic plan (e.g. attending to patrons at the desk, collection development and digitization, creating local content, and collaborating with nonprofits).
 3. **Increase in demand for test proctoring strains staffing:** Requests for test proctoring have grown substantially: 10 in 2010, 21 in 2011, 29 in 2012, and 43 through the first 7 months of 2013. Responding to requests and corresponding with all parties (students, parents, instructors, school administrators, and proctors/librarians) is time consuming. Generally, all tests require attention to very specific instructions, are time sensitive, and require diligence when administering and processing.

We charge \$30 per test, but administrative overhead has grown to approximately \$55 per test, due to increase in demand and complexity. Anticipated income for 2013 will be approximately \$1,800, so loss of the service will not have significant negative budgetary impact.

Test Proctoring Policy

Adopted by MCPL Board of Trustees, September 16, 2009

The Monroe County Public Library (MCPL) offers test-proctoring for distance learning students taking online and written tests.

Students requesting test proctoring are responsible for meeting the educational institution's as well as the Library's requirements.

Librarians are available for proctoring during library public service hours. The Library will only proctor tests received from the educational institution via mail or e-mail or website.

The Library provides staff to oversee the test and a location in which to take the test, but does not provide equipment, tools, or supplies for tests, e.g., computers or calculators, or technical support for student's equipment, e.g., laptop computers.

The Library charges a fee for proctoring tests. The fee is set annually by the Board of Trustees.

Monroe County Public Library 2013 Fee Schedule

Overdue fines	\$0.25/day (Maximum \$10/item) (No charge for children's materials)
Collection Agency Fee	\$10.00
Replacement Library Card	\$1.00
Annual Subscription Card – Non-resident	\$60.00
Lost items	Varies
Photocopies	\$0.10/page non-color, \$0.30/page color (Patrons granted \$0.30/day free reference material copies)
Printing	\$0.10/page non-color, \$0.30/page color (Patrons granted \$0.30/day free printing)
Obituaries supplied to those who live out-of-county	\$3/name
Genealogy research supplied to those who live out-of-county	\$10/request
Meeting room and auditorium rental for businesses operating in Monroe County	\$150/hour for Auditorium and 1B/1C combined \$75/hour for 1A, 1B, 1C
Meeting room clean-up fee	Maintenance (reset room, clean carpet, repair furniture, etc.): \$25/hour. Equipment damage or replacement: Cost + \$10 service fee
Test proctoring	\$30/test
CATS dubs	\$10/dub (No charge for dubs of public meetings for elected officials from units with contracts with CATS)
Supplies	
Reusable bags	\$1/bag
Blank CDs	\$1/disc

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

**Joint Submission for Approval by
The Board of Trustees of the Monroe County Library**

August 21, 2013

On Behalf of
The Monroe County Public Library ("Library")
and
The American Federation of State, County and Municipal Employees, AFL-CIO,
and its Local Number 2802 ("AFSCME")

Article I – Definitions

As used in this agreement (as defined below), the following terms shall have the following meanings:

Agreement means the understanding reached by the parties and approved by the Board of Trustees of the Monroe County Public Library. Nothing in this document, including the use of the term "agreement" shall be interpreted or construed to mean that this document is a binding contract of any kind or that either party has the right or authority to enforce this document by way of legal action or proceeding in any court or administrative agency (local, state, or federal). The parties recognize and agree that the sole and final authority with regard to this document is the Board of Trustees of the Monroe County Public Library and that no court or agency (local, state, or federal) shall have any jurisdiction of any kind whatsoever over the relationship of the parties or the terms of this document. It is understood that this document is not intended to, and shall not, serve to diminish, supersede or modify the authority or powers of the Board of Trustees of the Monroe County Public Library. It is also understood by the parties that this agreement does not waive any individual employee's right to seek redress of claims with the Equal Employment Opportunity Commission, the Indiana Civil Rights Commission or any other local, state or federal agency with jurisdiction over claims of discrimination covered by local, state or federal law.

Confidential employee means any employee who works in the Monroe County Library's ("Library") administrative office, security, and any other employee who, in the regular course of his or her duties, assists and acts in a confidential capacity to persons who formulate, determine, and effectuate management policies with regard to employee relations or who, in the regular course of his or her duties, has authorized access to information relating to the effectuation or review of the employer's employee relations or human resources policies.

Employee means any regular employee of the Library, but the term "employee" does not include anyone who is: a confidential employee; or, a managerial employee; or, a supervisor; or, a part-time employee who is classified as working less than twenty (20) hours per week; or, a member of the Board of Trustees; or, a temporary employee.

Managerial employee means any individual who: participates in the formulation of policy (nothing in this definition is intended to prohibit any bargaining unit employees from participating in authorized committees); or, is significantly engaged in executive or management functions; or, is charged with the responsibility of directing the implementation of management policies, procedures or practices, or, is involved in administration of human resources or personnel decisions, including, but not limited to, staffing, reductions, reorganizations, hiring, discipline, evaluations, pay, assignments, transfers, promotions or demotions.

Personnel practices means wages, hours, fringe benefits, and the voluntary payment of dues.

Resolution means the Resolution Establishing Policies Concerning Employee Organizations adopted by the Board of Trustees of the Monroe County Public Library on December 19, 2007.

Supervisor means any individual who has authority to hire, transfer, suspend, lay off, recall, promote, demote, discharge, assign and schedule, reward or discipline other employees, or to adjust grievances, or effectively to recommend any such action. All facts and circumstances must be considered. Engaging in one or more of these activities, in and of itself, will not result in a finding of supervisory activity.

Article II -- Union Recognition and Representation

Section 1. The American Federation of State, County and Municipal Employees, AFL-CIO, Local 2802 ("AFSCME") is recognized as the representative of all regular full-time and part-time employees (who work twenty (20) hours per week or more) of the Monroe County Public Library ("Library"), specifically excluding all confidential, probationary, supervisory, managerial, and temporary employees, as well as part-time employees who work fewer than twenty (20) hours per week. Also excluded are all members of the Library Board, interns, and similar staff or employee positions.

Section 2. With regard to those employees covered by this agreement, AFSCME shall be entitled: (i) to act on behalf of all the employees in the unit and shall be responsible for representing the interests of all the employees in the unit in a manner consistent with the Resolution, without discrimination and without regard to employee organization membership; (ii) to be given the opportunity, upon request of the employees, to be represented at discussions between administrative officials or their representatives and employees or employee representatives concerning grievances or personnel practices; and (iii) to call, and be represented on an equal representation committee meeting with administrative officials for the purpose of negotiating joint written recommendations to the Library Board on matters concerning grievances or personnel practices for employees in the unit.

Section 3. AFSCME acknowledges the paramount interests of the people of the State of Indiana and the County of Monroe in the efficient and economical operation of the Library and hereby pledges to refrain from encouraging or participating in any acts or practices which are inconsistent with such paramount interests or with this agreement or the resolution. The privileges herein extended to AFSCME shall not be construed either directly or indirectly to extend to, without limitation, such areas of discretion and policy as: (i) the mission of the Library; (ii) the Library's budget; (iii) the organization and assignment of Library employees; (iv) the technology of performing work of the Library; (v) any matters governed by federal, state or local government law or regulation; or (vi) any of the rights or responsibilities retained by the Library as set forth in the Resolution or reserved to the Library by this agreement.

Section 4. Neither AFSCME nor any employee shall have the right to participate in, conduct, threaten, or to induce or encourage others to participate in, conduct or threaten any strike, slowdown, work stoppage or other type of job action or interruption or interference with the activities of the Library, or to act in concert with other employees to abstain in whole or in part from the full, faithful and proper performance of their duties for the Library. The Library reserves the right to deal with any such activity by any lawful means, including discharge or suspension without pay of any participating employee. In addition, upon a finding by the Board that any of the actions prohibited herein have occurred: (i) a court of competent jurisdiction immediately shall restrain and enjoin all such employees and AFSCME from engaging in such actions and award to the Library its costs and reasonable attorneys' fees, and any and all other appropriate money damages and other relief; (ii) the Library may terminate immediately any employee who has violated this section. In the event that AFSCME is determined to have violated this Article, it shall cease to be accorded recognition under the Resolution for a period of not less than one (1) year. In the event recognition is withdrawn by the Library, all rights and privileges granted to AFSCME by the Resolution or this agreement shall terminate and this agreement shall be of no further force or effect.

Section 5. In the event that a termination under this Article is made, subject to review under the Grievance Procedure of this agreement, the review of such termination must only determine whether an employee has violated this Article to properly uphold the termination. A person separated from employment for violating this Article may, subsequent to such violation, at the sole discretion of the Library Board, or its designated representatives, be appointed or reappointed, employed or reemployed, but only upon the following conditions: (i) such person shall be on probation for a period of two (2) years following such appointment or reappointment, employment or reemployment, during which period he or she shall serve at the pleasure of the Library without recourse to the grievance procedure; and (ii) such person shall be considered a completely new employee for purposes of vacation allowance, sick leave accrual, and all other benefits related to length of service, except retirement benefits as established from time to time by law.

Section 6. The Library shall not participate in, threaten, conduct or induce a lockout of employees during the term of this agreement.

Article III -- Employee Rights

Section 1. Employees of the Library shall have the right freely and without fear of penalty or reprisal to form, join, and assist any lawful employee organization, or to refrain from any such activity. Such rights do not extend to participation in the management of an employee organization, or acting as a representative of any such organization, where such participation or activity would result in a conflict of interest or otherwise be incompatible with law or with the official duties of an employee.

Section 2. The Library shall take appropriate action to advise all employees of the rights referred to in this Article and to assure such employees that they may exercise such rights without fear of penalty or reprisal and free of interference, restraint, coercion, or discrimination by the Library, or its officers or employees, or by any employee organization, or its officers or employees or members.

Section 3. Nothing in this agreement shall be construed to require an employee to become or to remain a member of AFSCME or any employee organization.

Section 4. Nothing in this agreement shall preclude any employee or group of employees, regardless of AFSCME membership, from bringing matters of personal concern to the attention of appropriate administrative officials of the Library in accordance with applicable rules, regulations or established policy, or from choosing his or her own representative in a grievance or appellate action.

Article IV -- Management Rights

Section 1. The Library retains the right and responsibility: (i) to direct employees of the Library; (ii) to hire, promote, transfer, assign and retain employees in positions; (iii) to suspend, demote, discharge, or take other disciplinary action against employees; (iv) to relieve employees from duties because of lack of work, financial exigency, discontinuance or curtailment of an activity or for other legitimate reasons; (v) to maintain the efficiency of the operations; (vi) to determine the methods, means and personnel by which such operations are to be conducted; (vii) to make and enforce work rules and policies; (viii) to take all actions consistent with this agreement; and (ix) to take whatever actions may be necessary to carry out the mission of the Library.

Section 2. This enumeration of these examples of management rights shall not be deemed to exclude other rights not enumerated. It is agreed that all other rights not specifically restricted by the express terms of this agreement or Resolution are retained exclusively by the Library.

Article V -- Union Security

Section 1. Membership in the Union is not compulsory for any employee and is not a condition of employment with the Library. Employees have the right to join or not join the Union and neither the Union nor the Library shall exert any pressure on any employee to join or not join the Union. The Union will immediately recognize any revocation of Union membership by any Library employee.

Section 2. Neither the Union nor the Library will discriminate against any employee based on membership in the Union.

Section 3. The Library will not enter into any agreement or contract with any Union eligible employee that is in conflict with this agreement.

Section 4. The Library shall share equally the cost of printing this agreement and the Resolution, which shall consist of one 8 ½ by 11 inch copy of the agreement and Resolution for each employee. At the discretion of the Library, the agreement and Resolution may be posted on the Library intranet rather than printed.

Section 5. The Library agrees to provide AFSCME a comprehensive list of all eligible Members distinguished by employee name, job title, department, classification, and seniority date every six months, along with a current list of all union eligible job titles. The lists will be sent to the union president.

Section 6. The Library also agrees to provide new Library employees who are in the bargaining unit with the information about AFSCME supplied to it by AFSCME as a part of the employee's orientation package and to provide new employees with the names of the AFSCME stewards.

Section 7. Upon request, the Library shall provide to AFSCME job descriptions of positions covered by this agreement. The Library shall notify AFSCME of its decision to establish any new classifications for positions covered by this agreement.

Article VI -- Union Dues Check-off

Section 1. Deduction of Union dues from an employee paycheck will be a completely voluntary decision on the part of each individual employee. There shall be no solicitation of employees for Union membership or for the payment of Union dues conducted upon the premises of the Library during working time by the Union, its representatives or by any employee.

Section 2. The amount of Union dues shall be fixed by the Union in accordance with the Constitution and applicable Bylaws of the Union and shall be certified to the Library by the Union in writing. The amount of Union dues shall not be modified more than once per year. Any modification to the amount of Union dues shall also be in writing.

Section 3. Employees who wish to have Union dues deducted from their paychecks shall furnish the Library with written authorization to make such deductions, which authorization must be in full compliance with, and valid under, all applicable laws. The Library retains the right to reject any authorization that is not in compliance with law. An authorization will be deemed automatically revoked if an employee leaves the employ of the Library or no longer is working in a position covered by this agreement. In the event that any law is established or interpreted to prohibit deductions in accordance with this Article, the Library will no longer be obligated to make such deductions.

Section 4. Upon receipt by the Library of a voluntary, lawful and duly authorized, written deduction authorization form, the Library shall deduct from the first pay period of each month, the authorizing employee's Union membership dues. The Library shall remit to the Union all such deductions by the twentieth (20th) day of the succeeding month for which the deduction is made, at an address supplied in writing to the Library.

Section 5. The Union agrees to defend, hold harmless and indemnify the Library against any lawsuit, claim, demand, proceeding or other form of liability that might arise out of or by reason of action taken or not taken by the Library for the purpose of complying with any of the provisions of this Article. Such indemnification by the Union shall be without cost to the Library, including attorneys' fees. In the event of any lawsuit, claim, demand or other proceeding against the Library, the Library shall have the right to choose its own defense counsel and all costs and fees will be charged to the Union.

Section 6. The transmission of amounts to the Union by the Library pursuant to this Article shall constitute a complete release of the Library, and full waiver by the Union and each employee who has furnished an authorization for Union dues deduction, for all sums transmitted.

Section 7. If an employee who has furnished a compliant Union dues deduction authorization does not have sufficient earnings for the period in which the deduction is to be made to allow for such deduction, such Union dues will not be deducted and the Library will have no obligation or responsibility to make any such deduction.

Article VII -- Labor/Management Committee

Section 1. The Library and AFSCME, recognizing the advantage of mutual cooperation, hereby agree to establish a joint Labor Management Committee to facilitate labor-management relations within the Library. The Committee shall consist of six (6) employees, three (3) of whom shall be appointed by the Library and three (3) of whom shall be appointed by AFSCME. All members of the Committee must be employed by the Library, unless mutually agreed otherwise by the parties, in advance.

Section 2. The Library and AFSCME will meet no less often than once per quarter for the purpose of discussing issues important to both, unless the parties agree that there is no need for a meeting during a particular quarter. The authorized scope of these meetings will be to discuss personnel practices as defined in the Resolution. No personnel practices will be modified without discussing them with the Union.

Section 3. Committee meetings shall, whenever practical, be conducted on paid time. Minutes of the Labor/Management meetings shall be published within ten (10) days of approval by the Union and Management.

Article VIIIa. – Employee Conduct

Employee job performance and personal conduct impact MCPL's ability to achieve its mission of providing a high quality of public service. It is always the hope that the working relationship between the employee and the Library will be long term and mutually satisfactory. However, when violations of policies occur or when observed job performance is deemed unsatisfactory, a supervisor is expected to work with the employee in order to improve the performance of that individual.

Therefore, these rules and principles of job performance are adopted as guidelines for monitoring behavior, evaluating the performance of staff, seeking improvements in performance when problems arise, exercising progressive disciplinary procedures applicable to all staff, and providing a fair and consistent process of appeal for staff to follow. The spirit of this policy is to facilitate open discussion between supervisors and employees in order to resolve issues in an environment of mutual respect and objectivity without retaliation.

a. Counseling

Counseling and coaching of employees is a regular occurrence and desirable to achieve understanding and communication, without formal discipline where practical. Therefore, counseling and documentation of counseling will not be considered disciplinary in nature and will not be used for purposes of progressive discipline. Because counseling is not disciplinary in nature, it is not subject to the grievance procedure.

Article VIIIb. – Discipline

Section 1. Administration shall retain the right and responsibility to suspend, demote, discharge, or take other disciplinary action against employees. Any of the following actions may be taken when necessary to discipline an employee. Any disciplinary action taken for minor infractions shall be progressive. Transfers will not be used for disciplinary reasons. The Library shall have thirty (30) days from the date that the Library's representative knew of an employee's infraction to impose discipline for any infraction that may have occurred.

For purposes of progressive discipline, no disciplinary action taken against an employee may be considered except those issued within the preceding three (3) years.

If a final decision is made to impose discipline, the employee and the Union, with the employee's permission, shall be notified in writing within fourteen (14) calendar days of the action being taken, unless a mutually agreed upon extension is granted.

a. Counseling

~~Counseling and coaching of employees is a regular occurrence and desirable to achieve understanding and communication, without formal discipline where practical. Therefore, counseling and documentation of counseling will not be considered disciplinary in nature and will not be used for purposes of progressive discipline. Because counseling is not disciplinary in nature, it is not subject to the grievance procedure.~~

ba. Disciplinary Warnings/Corrective Action

When infractions of rules or policies or performance concerns are more serious, where there are repeated minor infractions, where coaching/counseling has been ineffective, or for any other reason the Library deems appropriate or necessary, an employee may be issued a written warning/corrective action. The Union will be given a copy of such warnings, so long as the employee consents, and the warning will be placed in the employee's personnel file. The employee may grieve a written warning/corrective action through the Grievance Procedure in this agreement.

eb. Suspension

The Library Director or his/her designee may suspend employees with or without pay for serious infractions of rules or policies, where there are repeated minor infractions, where less severe corrective action/warning has been ineffective, where there are performance concerns, or for any other reason the Library deems appropriate or necessary. The length of suspension will be determined by the Library and communicated to the employee. The employee may grieve a suspension through the Grievance Procedure in this agreement.

dc. Dismissal/Discharge

The Library may discharge employees for serious infractions of rules or policies, where there are repeated minor infractions, where less severe corrective action/warning has been ineffective, where there are performance concerns or for any other reason the Library deems appropriate or necessary. The employee may grieve a discharge through the Grievance Procedure in this agreement.

Section 2. An employee shall have the right, upon request, to have one AFSCME representative, either a steward or an officer, with him/her at any disciplinary meeting. The employee will have the right to choose a particular Union representative, so long as it is not disruptive to operations. The presence or absence of a Union representative will not be grounds for seeking to grieve the outcome of the investigation on the merits.

Section 3. If a grievance of a disciplinary action results in a withdrawal or change of such disciplinary action, the record of the disciplinary action shall be changed or removed from the employee's file to reflect the results of the grievance.

Article IX -- Grievance Procedure

Section 1. This procedure shall extend only to: (i) the interpretation or application of this agreement; or (ii) the interpretation or application of Library policy, and not to changes in or proposed changes in Library policy.

STEP 1. Within ten (10) days of the aggrieved event, the employee and an AFSCME steward or employee-officer shall meet with the employee's immediate supervisor and department manager during the employee's regularly scheduled work period and attempt to resolve the grievance.

STEP 2. If the grievance is not satisfactorily resolved at the first step, then within ten (10) additional days, the employee and the AFSCME steward or employee-officer may request, in writing, a meeting with the Human Resources Manager and the Department Manager or designee. Within ten (10) days of this request, a meeting shall be held during the employee's regularly scheduled work time. Within ten (10) days after this meeting, the Department Manager or designee shall give a written answer to the employee and the local AFSCME representative. The employee's AFSCME representation at this step shall be limited to one (1) steward or employee-officer.

STEP 3. If the grievance is not resolved at the second step, then within ten (10) days, the employee and the AFSCME representative may forward the written grievance to the Associate Director or, in his/her absence, to the Library Director. To assist in resolving the grievance, the Associate Director and/or Library Director may schedule a meeting with the aggrieved employee and the AFSCME steward or employee-officer. This meeting shall be held during the employee's regularly scheduled work time. The employee's AFSCME representation at this and all subsequent steps in this grievance is limited to one (1) AFSCME steward or employee-officer and one (1) non-employee AFSCME staff representative. Within thirty (30) days of the receipt of the grievance, the Associate Director or Library Director will make a written determination and advise the employee and Union of the decision.

STEP 4. If the employee is still aggrieved after the decision in step three, then within ten (10) days, the employee may request mediation by a mutually agreeable mediator. If the parties cannot agree, then the Union may submit a request to the American Arbitration Association for a panel of five (5) mediators from which the parties will strike, in alternating fashion after the flip of a coin, one mediator from the list. The last remaining name will serve as the mediator. This step may be invoked only with the approval of the individual employee or employees concerned. These mediation procedures shall be advisory in nature with any decisions or recommendations subject to the approval of the Board of Trustees.

Section 2. All costs of any mediation hereunder shall be shared equally by the parties.

Section 3. The aggrieved employee or employees shall have the right to have a representative of his or her own choosing speak for the employee's interests, so long as such representative is also an employee or is a representative of AFSCME and is not an employee's personal attorney. The Library shall not retaliate or discriminate in any manner against any employee for initiating a grievance.

Section 4. If management does not respond to a grievance within the specified time limits, unless prevented by good cause or when the time is extended by mutual agreement of the parties, the employee may advance the grievance to the next step. If an employee or the Union fails to file a grievance or the grievance is not appealed within the time limits provided in this Article, the grievance shall be considered withdrawn.

Section 5. Grievances will be processed only when the occurrence on which the grievance is based occurs prior to the effective date of the termination of this agreement.

Section 6. Employees who are required to attend hearings during the grievance procedure shall be compensated at their regular rate of pay. It is understood by the parties that overtime will not be paid to any employee for any of the above listed proceedings.

Section 7. An employee who is suspended or terminated may bypass Step 1 and initiate a grievance at Step 2.

Article X -- Personnel Files

Section 1. The File. All library personnel files shall be maintained in the Human Resources department and made available for the employees' inspection upon request. Upon request, one copy of any material in an employee's personnel file shall be provided to the employee free of charge. If more than one copy is requested, additional copies will be provided at a standardized charge for duplication. The review of the file shall take place in an appropriate area of Human Resources and, if the employee so chooses, in the presence of an AFSCME representative (a steward or an employee-officer). The personnel file of each employee (date of hire, classification, performance appraisals, etc.) shall be held in strict confidence, with the exceptions noted below, for the employee and the Board. Authorized persons who may have access to this file are the employee, an authorized Union representative of the employee designated in writing by the employee, the employee's manager, the employee's supervisor, the administrative office, and the Board.

Section 2. Additional Documents. Employees may submit documents for placement in their personnel file to the Human Resources Manager, to be forwarded to the Library Director or their designee if the documents relate to their job performance and relevant non-work accomplishments.

Section 3. Employment References. References to prospective employers regarding a current or former employee will contain dates of employment, position held and whether the person is currently employed with the Library. Upon written request by the employee, the Human Resources Manager or the employee's immediate manager may supply a reference letter of the employee's job performance to the prospective employer with a copy also sent to the employee.

Section 4. Credit Inquiries. The Library will verify the fact of employment upon request. If additional information is requested, the employee will be consulted. Informational requests from banks and other credit institutions shall not be answered, with the exception of dates of hire and salary, position held and whether the person is currently employed with the Library.

Section 5. Notation of Duties Performed. Employees who have been assigned to temporary duties outside their job classification shall have that fact noted in their personnel file as evidence of their performance.

Article XI -- Union Business and Union Stewards

Section 1. The Union may select, and the Library will recognize, five (5) Union Stewards who must be regular employees of the Library, all of whom shall be recognized by the Library as the representative(s) of the bargaining unit employees for purposes of discussion of matters covered by this agreement. The Stewards must be identified in writing to the Library.

Section 2. The duties of the Steward shall be limited to the investigation and/or presentation of grievances and the administration of this agreement.

Section 3. There shall be no investigation or processing of employee complaints or grievances during scheduled working time. Conferences between the Union and the Library to discuss employee complaints and grievances shall take place at times and places mutually agreed upon by the Library and the Union, but in the event such discussions occur during the Steward's non-work time, the Steward will not be compensated for such time.

Section 4. Discussions regarding the renewal or modification of this agreement will take place at times and places mutually agreed upon by the Library and the Union.

Section 5. AFSCME may select no more than three (3) employees to represent AFSCME in the negotiation of proposed modifications to this agreement during working hours without loss in compensation. No overtime will be granted. There shall be no more than one (1) employee from any branch and no more than one (1) employee from any department of the Main Library. The names of such representatives of AFSCME shall be submitted to Human Resources at least two (2) weeks prior to the first scheduled meeting. AFSCME may also be represented in negotiations by a non-employee union representative.

Section 6. The Library shall provide the Union with reasonable space on two (2) bulletin boards at the Main branch and one (1) at the Ellettsville branch. ~~No item may be posted that is partisan, political, defamatory, derogatory, or offensive. The bulletin board is also not to be used for campaign purposes, Union or otherwise.~~

The union will also be provided access to one (1) library email account for notification to union eligible staff for time sensitive information. This email account will be configured for *outbound* messaging only.

- Notifications will direct recipients to their personal email accounts or other communications internal to the union.
- Union represented employees may "opt-out" of the distribution list by contacting the union.
- The list of names of participating union-eligible staff will be maintained by the union with periodic updates sent to the Information Systems Manager and copied to the Human Resources Manager.

As with all MCPL computers and personal email usage guidelines, personal business may be conducted during breaks and unpaid time, providing such use does not negatively impact other employees' ability to perform their jobs.

See Section 5.08: Use of Computers, Email, and Other Technologies

No item information displayed on the bulletin board or contained in the notification email may be partisan, political, defamatory, derogatory, or offensive. Neither the bulletin board nor the MCPL email account ~~is not to~~ may be used for campaign purposes, Union or otherwise.

Section 7. Union Access

a. Access to work locations

Stewards and the Local 2802 AFSCME President shall be allowed access to work locations with supervisor approval at reasonable times in order to represent employees. With reasonable notice to the Library Director or designee and with the approval of the Library Director or designee, a non-employee representative of AFSCME shall be allowed access to work locations not accessible to the general public.

b. Meeting rooms

The Library shall make available on Library premises conference and meeting rooms for Local 2802 union meetings upon prior notification by the designated Union representative and subject to prior commitments for space utilization by the Library, other governmental entities, or members of the general public. All meetings held under this section shall occur during normal Library operating hours and be consistent with Library meeting room policy. The Union must reserve meeting rooms like all other public entities. Employees shall not attend Union meetings pursuant to this Section during scheduled work times.

Section 9. The Library will provide the Union with prior notice of significant changes to Library policy that conflict with this agreement. An agenda and board packet will be accessible to all parties on the Library shared network.

Section 10. The Library shall notify AFSCME five (5) days after the first pay period of the new hires, if any new or rehired employee is added to the payroll in a position covered by this agreement.

Article XII -- Subcontracting Work

Section 1. Employees covered by this agreement recognize and acknowledge that the nature of the work of the Library requires the utilization of seasonal, temporary, part-time or volunteer workers on occasion and such use shall not violate this Article. Further, it shall not be a violation of this Article for the Library to utilize interns and/or work-study employees, as it deems appropriate, in the sole discretion of management.

Section 2. There shall be no limitation on the Library's right to subcontract, contract, or outsource bargaining unit work to outside firms, contractors or subcontractors, if the Library deems such a relationship appropriate. However, the Library shall not subcontract bargaining unit work solely for the purpose of laying off members of the bargaining unit.

Article XIII – Seniority

Section 1. Seniority of an employee begins with the most recent date of employment with the Library and takes effect after any probationary period has expired.

Section 2. Seniority shall be considered continuous unless the employee:

- a. Is discharged for cause; or
- b. Resigns voluntarily; or
- c. Is laid off for lack of work and not recalled within one (1) year of such layoff; or
- d. Fails to return to work by recall subsequent to a layoff within five (5) days after having been notified to do so by certified mail to last known address.

When an employee is terminated for any of these reasons and is subsequently re-employed, he/she shall be considered a new employee for all purposes.

Article XIV -- Layoff and Recall

Section 1. If a reduction in the workforce is necessary, the Library shall notify the affected employees and the AFSCME President within eight (8) work weeks.

Section 2. Seasonal, temporary and probationary employees shall be laid off first. Additional layoffs will take into consideration seniority, breadth of skills/knowledge, and job performance, in conjunction with current business needs. However, the Library may allow voluntary resignations, retirements, demotions, or changes to part-time status on the part of relevant employees in order to offset layoffs.

Section 3. Employees laid off will retain and accumulate seniority rights during such layoff for a period up to one year.

Section 4. Upon recall, former employees within a job classification who were laid off in accordance with this Article shall be offered recall in the reverse order in which they were laid off, provided, however, no more than one (1) year has elapsed since their layoff.

Section 5. AFSCME will be furnished copies of all official layoff and recall notices to the affected employee(s) within five (5) work days of their announcement.

Article XV -- Work on Higher Rated Jobs

Section 1. In the event an employee is directed by the Library to temporarily perform all or substantially all the job functions and duties of another classification covered by this agreement which has a higher scheduled rate of pay, and the employee works in such classification for more than one (1) full week (of at least five (5) consecutive days) that employee shall receive the higher rate of pay which shall be retroactive to the first hour of said assignment and continue for the duration of such assignment.

Article XVI -- Unauthorized Activities

Section 1. Strikes and Other Acts Prohibited.

a. No employee and no employee organization shall have the right to participate in, conduct, threaten, or to induce or encourage others to participate in, conduct or threaten any strike, slowdown, work stoppage or other type of job action or interruption or interference with the activities of the Library, or to act in concert with other employees to abstain in whole or in part from the full, faithful and proper performance of their duties for the Library. The Library reserves the right to deal with any such activity by any lawful means, including discharge or suspension without pay of any participating employee.

b. Upon a finding by the Board that any of the actions prohibited in this section have occurred:

- (1) A court of competent jurisdiction immediately shall restrain and enjoin any individuals or organizations from engaging in such actions; and
- (2) Award to the Library its costs and reasonable attorneys' fees; and
- (3) Award any and all other appropriate money damages and other relief.

c. The Library may terminate immediately any employee who has violated this section. In the event that such a termination is made subject to review under a dispute resolution procedure contained in this agreement, the Board of Trustees or its designee reviewing the termination must only determine whether an employee has violated this section to properly uphold the termination. A person separated from employment for violating the above conditions may, subsequent to such violation, at the sole discretion of the Board of Trustees, or its designated representatives, be appointed or reappointed, employed or reemployed, but only upon the following conditions:

- (1) Such person shall be on probation for a period of two (2) years following such appointment or reappointment, employment or reemployment, during which period he or she shall serve at the pleasure of the administrative officials of the Library without recourse to grievance procedures;
- (2) Such person shall be considered a completely new employee for purpose of vacation allowance, sick leave accrual, and all other benefits related to length of service, except retirement benefits as established from time to time by law.

d. Any employee organization determined to have violated this section shall cease to be accorded recognition under the Resolution for a period of one (1) year.

Section 2. Nothing in the Resolution or this agreement shall operate to limit or restrain the Library or Library administration from exercising its right to express or disseminate, whether in written, printed, graphic or visual form, any views, argument or opinion with respect to an employee organization or matters related thereto.

Article XVII -- Entire Agreement

Section 1. The Library and AFSCME shall not be bound by any requirement not specifically stated in this agreement. This agreement represents the complete agreement between the parties.

Section 2. It is expressly understood that no provision of this agreement shall be waived or considered waived by any act, omission or communication, provided, however, that both parties shall have the right to mutually agree to waive a provision by express written authorization from the Library representative and the representative of AFSCME.

Section 3. If any article or section of this agreement should become invalid by operation of law or be declared invalid or permanently enjoined by any court of competent jurisdiction, the remainder of this agreement shall not be affected and either party may request collective bargaining negotiations concerning the invalid provision within thirty (30) days of its invalidity.

Article XVIII -- Employee Personnel Policies, Benefits, and Wages

Section 1. All benefits and personnel policies contained in the Personnel Manual, and employee benefits, and wages, as approved by the Board of Trustees, shall be applicable to employees represented by the Union. The parties recognize that the Board of Trustees has the sole authority to modify such benefits, and policies, and wages. The Library will not propose any modifications to the personnel policies contained in the Personnel Manual, which affect the bargaining unit, without first engaging in good faith bargaining with the Union.

Section 2. The Library will not propose any modifications to the personnel policies contained in the Personnel Manual, which affect the bargaining unit, without first engaging in good faith bargaining with the Union.

Section 3. During the early stages in the budgetary process, the administration conducts analysis and considers various factors of the ensuing fiscal year's budget. Estimates of possible wage adjustments will be shared with the library Board of Trustees as part of preliminary budgetary reporting.

The Library will not propose any modifications to wages, which affect the bargaining unit, without first engaging in good faith bargaining with the Union.

Section 4. The Wage and Salary Schedule, Pay Schedule and Holiday Closing Schedule will be posted annually on the library's intranet following the annual approval by the Board of Trustees.

Article XIX -- Term of Agreement

Section 1. This agreement shall become effective on August 21, 2013 and shall remain in effect until August 17, 2016. If notice is provided by either party that it wishes to modify or amend this agreement at least 180 days in advance of its termination, the parties agree to commence bargaining on a subsequent agreement no later than 60 days before the expiration of this agreement.

Section 2: If the parties are unable to conclude negotiations, if negotiations are broken off or if impasse occurs, then within ninety (90) days the parties agree to submit separate recommendations to the Board of Trustees.

Appendix A

For information purposes only, the job classification and salary structure adopted by the Board of Trustees for 2010 is listed below (the parties have agreed that wages and salary will not be open to discussions between the parties until the term of this agreement has expired):

MONROE COUNTY PUBLIC LIBRARY				
BI-WEEKLY/HOURLY PAY SCALE PER PAY GRADE for 2010				
<small>Reflects new classification structure and partial implementation of Singer Compensation Study recommendations</small>				
Pay Grade	HRS (exempt)	2010 Minimum	2010 Midpoint	2010 Maximum
HOURLY				
A		\$7.43	\$8.92	\$10.40
B		\$8.34	\$10.01	\$11.68
C		\$10.42	\$12.51	\$14.59
D		\$11.23	\$13.48	\$15.72
E		\$12.37	\$14.85	\$17.32
F		\$13.51	\$16.55	\$19.59
G		\$14.91	\$18.27	\$21.62
BIWEEKLY				
H		\$1,315.50	\$1,644.38	\$1,973.25
H	60	\$1,052.40	\$1,315.50	\$1,578.60
H	50	\$877.00	\$1,096.25	\$1,315.50
H	40	\$701.60	\$877.00	\$1,052.40
I	50	\$1,454.25	\$1,818.00	\$2,181.75
		\$969.50	\$1,212.00	\$1,454.50
J		\$1,714.50	\$2,185.88	\$2,657.25
K		\$2,230.50	\$2,844.00	\$3,457.50
L				

Appendix B

For information purposes only, the health insurance premiums and contributions for the various employee groups adopted by the Board of Trustees for 2010 is listed below:



Monroe County Public Library

Health Care Premium Contributions for Year 2010

Coverage Type and Employee Status	PPO Plan - 18, Rx F			HSA Plan - E2 (Current) (Embedded Deductible)			HSA Plan - H10 (Non-Embedded Deductible)		
	CONTRIBUTIONS			CONTRIBUTIONS			CONTRIBUTIONS		
	Employee	Library	Annual	Employee	Library	Annual	Employee	Library	Annual
Employee Only	Annual	Biweekly	Annual	Annual	Biweekly	Annual	Annual	Biweekly	Annual
37.5 Hr/Week FT	\$1,409	\$54.19	\$8,181	-\$744	-\$28.82	\$8,181	-\$1,825	-\$70.20	\$8,181
30 Hr/Week/PT	\$2,845	\$101.74	\$4,945	\$492	\$18.92	\$4,945	-\$589	-\$22.88	\$4,945
25 Hr/Week/PT	\$3,469	\$133.44	\$4,121	\$1,316	\$50.62	\$4,121	\$235	\$9.04	\$4,121
20 Hr/Week/PT	\$4,294	\$165.14	\$3,297	\$2,140	\$82.32	\$3,297	\$1,059	\$40.74	\$3,297
EE/Child(ren)									
37.5 Hr/Week FT	\$8,700	\$257.88	\$7,115	-\$2,781	-\$108.95	\$7,115	-\$813	-\$31.27	\$7,115
30 Hr/Week/PT	\$8,123	\$312.41	\$5,892	\$4,204	\$161.88	\$5,892	\$2,238	\$86.00	\$5,892
25 Hr/Week/PT	\$9,071	\$348.89	\$4,743	\$5,152	\$198.16	\$4,743	\$3,185	\$122.48	\$4,743
20 Hr/Week/PT	\$10,020	\$385.38	\$3,795	\$6,101	\$234.85	\$3,795	\$4,133	\$158.97	\$3,795
EE/Spouse									
37.5 Hr/Week FT	\$8,835	\$332.12	\$7,456	\$4,070	\$156.54	\$7,456	\$1,778	\$68.39	\$7,456
30 Hr/Week/PT	\$10,126	\$389.47	\$5,985	\$5,561	\$213.90	\$5,985	\$3,289	\$125.75	\$5,985
25 Hr/Week/PT	\$11,120	\$427.71	\$4,971	\$6,558	\$252.14	\$4,971	\$4,284	\$163.98	\$4,971
20 Hr/Week/PT	\$12,115	\$465.95	\$3,977	\$7,550	\$290.37	\$3,977	\$5,258	\$202.22	\$3,977
Family									
37.5 Hr/Week FT	\$11,409	\$438.82	\$7,946	\$5,918	\$227.83	\$7,946	\$3,182	\$121.80	\$7,946
30 Hr/Week/PT	\$12,999	\$499.94	\$6,357	\$7,508	\$288.75	\$6,357	\$4,751	\$182.72	\$6,357
25 Hr/Week/PT	\$14,058	\$540.89	\$5,297	\$8,567	\$329.50	\$5,297	\$5,810	\$223.47	\$5,297
20 Hr/Week/PT	\$15,117	\$581.44	\$4,238	\$9,828	\$370.25	\$4,238	\$6,870	\$264.22	\$4,238

Above contributes an equal amount to each full-time employee (\$8,181) for one of the three plan designs. Part-time contributions were calculated based on the percentage of time worked (20 hrs., 53%; 25hrs., 66%; 30hrs., 80%).

**The Library Contributes 15% of Family/Spouse/Children premiums for full-time employees.*

**Negative Contributions represent funds deposited to the employee's HSA account. The employee may also contribute additional funds (pre-tax) up to the annual cap. The maximum in 2010 is \$3,050 for employee-only and \$6,150 for those with dependant/family coverage.*

**Non-Embedded means the entire family deductible must be met by one, or combination of, family members before plan coverage takes effect at 100%.*

Proposed Personnel Policy Changes 08-02-2013

Section 4.01 PERSONAL LEAVE (regular staff working 20 or more hours/week)

Personal leave is paid time off which may be used by regular full-time or part-time employees who work at least 20 hours per week for vacations, personal business or use of the employees' choice.

Eligibility for personal leave is accrued at the end of each calendar month and is posted to employees' service records in hourly segments. Time will be prorated for beginning employees and those employees terminating employment from the library.

Personal leave may be taken as accrued or saved up to a cap of one and one half times the employees annual accrued time (18 months). An employee cannot accrue more personal leave in excess of their cap. Any personal leave which would have been accrued above an employee's cap will be lost. Only under extraordinary circumstances may extensions be granted with the approval of the department manager and administration. The amount of accrued time can change as an employee accumulates seniority in the organization and accrues more days per year. Employees changing from full-time status to part-time will not be penalized for personal leave above their new cap.

Personal leave is granted according to the following schedule:

PERSONAL Leave – HOURLY; Pay Grades A - G

<i>Months Worked</i>	20 hrs/wk		25 hrs/wk		30 hrs/wk		37.5 hrs/wk		<i>Based On</i>
	<i>Hours Earned Per Month</i>	<i>CAP</i>	<i>Hours Earned Per Month</i>	<i>CAP</i>	<i>Hours Earned Per Month</i>	<i>CAP</i>	<i>Hours Earned Per Month</i>	<i>CAP</i>	
1-47 (3.9 yrs)	4.67	84	5.83	105	7	126	8.75	157.50	14 days/yr
48-59 (4 yrs)	6.33	114	7.92	142.50	9.5	171	11.88	213.75	19 days/yr
60-71 (5 yrs)	6.67	120	8.33	150	10	180	12.50	225	20 days/yr
72-83 (6 yrs)	7	126	8.75	157	10.5	189	13.13	236.25	21 days/yr
84-95 (7 yrs)	7.33	132	9.17	165	11	198	13.75	247.50	22 days/yr
96-107 (8 yrs)	7.67	138	9.58	172.50	11.5	207	14.38	258.75	23 days/yr
> 108 (9 yrs)	8	144	10	180	12	216	15	270	24 days/yr

PERSONAL Leave – EXEMPT; Pay Grades H - K

	20 hrs/wk		25 hrs/wk		30 hrs/wk		37.5 hrs/wk		
<i>Months Worked</i>	<i>Hours Earned Per Month</i>	<i>CAP</i>	<i>Hours Earned Per Month</i>	<i>CAP</i>	<i>Hours Earned Per Month</i>	<i>CAP</i>	<i>Hours Earned Per Month</i>	<i>CAP</i>	<i>Based On</i>
After 1	8	144	10	180	12	216	15	270	24 days/yr

Employees will be paid for unused personal leave upon termination of employment, whether voluntary or involuntary. After the employee has tendered his or her resignation and a termination date has been established, requests to use Personal Leave must be approved by the Library Director.

Employees are responsible to verify that sufficient benefit leave time has been accrued to cover the requested leave. If benefit leave time is taken without sufficient time accrued, that time will be treated as unpaid leave, **and is subject to disciplinary action.**

Section 4.02 SICK LEAVE (*regular staff working 20 or more hours/week*)

Staff working 20 or more hours per week are allowed paid sick leave subject to MCPL policies. Employees may use sick leave when incapacitated by illness or injury, when seeking preventive medical attention such as, optical and dental appointments as necessary, when seeking psychological counseling with an accredited therapist, or when it is necessary to care for members of the immediate family who are ill or hospitalized. Immediate family is defined as the employee's spouse, child, parent, sibling, step-parent, step-child, grandparents, grandchildren, any person living in the immediate household, or any of the above as they pertain to the employee's spouse. Exceptions to the above definition may be made with prior approval by the Library Director or Associate Director who will base their decision on the patient's relationship to the employee.

The employee must use all income protection leave prior to a determination of whether unpaid leave will be classified as approved or unapproved leave. **Unapproved unpaid leave is subject to disciplinary action.**

See 4.19 Family and Medical Leave; I. Military Leave

Staff working fewer than 20 hours/week do not receive paid sick leave and are encouraged to schedule medical appointments on non-working hours when possible. If this is not possible, staff will need to work with their supervisor or department manager to make necessary arrangements to cover or reschedule shifts.

Paid sick leave may be used in minimum increments one quarter (1/4) hour for hourly employees. The quarter (1/4) hour leave increment also applies to *any* employee using sick leave under FMLA leave, as approved by the Human Resources Manager, especially as it pertains to intermittent/reduced schedule FMLA leave. Otherwise, exempt employees use sick days in full-day increments. *See 3.05 Overtime policy regarding exempt employees.*

Employees must notify the library at the earliest possible moment when they are incapacitated by illness or injury. This means that every day of a short-term illness (less than three (3) work days) must be reported via a phone call to the supervisor or designated staff member of the department. The designated supervisor must also be contacted on each additional day of absence. Failure to report illness is cause for disciplinary action, up to and including termination of employment.

See 4.19 FMLA Leave for illness/injury extending beyond three (3) work days.

If there is a pattern observed in the use of sick leave, or the illness or injury is prolonged beyond three (3) work days, a doctor's statement or certificate will be required and may replace the daily phone call. The certification should include the nature of the illness and the earliest date at which the employee can return to work. The library may require certificates from more than one doctor. The library reserves the right to determine if extensive non-FMLA leaves can be accommodated.

Managers and Supervisors, in consultation with the Human Resources Manager, may require confirmation of a personal illness, injury, or medical/dental appointment, or the need for family care, through a licensed physician's statement, when any of the following apply:

- An employee has been absent on three or more consecutive days, and/or the employee has a pattern of absenteeism (i.e., absences tend to occur on the same day of week, just prior/after holidays, etc.).
- The employee has received prior disciplinary action for absenteeism during the prior twelve months.
- The manager/supervisor has cause to believe that the claim is dishonest.

In determining whether there is a pattern of absenteeism, absences approved by the library under the Americans with Disabilities Act or Family and Medical Leave Act will not be considered.

This policy will not be construed to limit the library's right to require a physician's statement or other medical documentation to support, a long-term absence, including FMLA, an employee's fitness to return to work, an employee's continued ability to perform the assigned tasks, or to determine an employee's eligibility for other benefits or to comply with any state or federal requirement.

See 4.19 Family and Medical Leave; D (4) and 4.06 Short Term Disability.

Sick Leave Accrual

One (1) benefit day of sick leave is earned for each full calendar month with the first and last month of employment being prorated. A benefit day is one-fifth of the week or 4 hours for 20 hours per week employees, 5 hours for 25 hours per week employees, 6 hours for 30 hours per week employees, and 7.5 hours for 37.5 hours per week employees. Unused sick leave may accumulate up to a maximum of 75 working days. Sick day accruals are not paid out at the end of employment except as provided for under 4.09.2 Credit for Unused Accrued Sick Leave for qualified MCPL retirees.

Reference the Sick Leave schedule below:

SICK Leave – ALL Pay Grades/Exempt and Hourly

	<u>20 hrs/wk</u>		<u>25 hrs/wk</u>		<u>30 hrs/wk</u>		<u>37.5 hrs/wk</u>		
<u>Months Worked</u>	<u>Hours Earned Per Month</u>	<u>CAP</u> <i>(*no access to STD/FMLA)</i>	<u>Hours Earned Per Month</u>	<u>CAP</u>	<u>Hours Earned Per Month</u>	<u>CAP</u>	<u>Hours Earned Per Month</u>	<u>CAP</u>	<u>Based On</u>
<u>After 1</u>	<u>4</u>	<u>300*</u>	<u>5</u>	<u>375</u>	<u>6</u>	<u>450</u>	<u>7.5</u>	<u>562.5</u>	<u>12 days/yr</u>

Personal leave may be used to supplement accrued sick leave with the approval of the Human Resources Manager. A leave without pay may be requested and considered under certain circumstances (see **4.11 Leave Without Pay (staff working 20+ hours/week)**).

The MCPL Board of Trustees agrees that as of December 31, 2012, employee sick leave accrual balances that are greater than 75 days will be grandfathered. These accruals will be available for use by the employee as permitted under related MCPL policies. As long as an employee's grandfathered days are over the new cap, new sick leave days will not be earned. When all sick leave days in excess of 75 have been used, the employee will again earn new sick leave hours, up to the new cap.

If an employee happens to be on an approved personal leave, sick leave cannot be substituted for personal leave unless there is an extreme circumstance, such as employee being hospitalized for illness or injury and producing documentation from the employee's health care provider stating

they are unable to work. The employee must immediately notify the Human Resources manager who may approve a change in the leave request.

To use sick leave for scheduled medical needs, employees *are responsible* for entering leave requests using the Library's time management system. Managers and supervisors may assist with documenting unanticipated sick leave requests.

Income Protection Leave and FMLA Leave

When an employee is enrolled in a short-term disability benefit, both sick leave and personal leave must be exhausted before the STD benefit begins. Sick, Personal or unpaid leave will be used during the waiting period.

Sick/Personal/and other paid and unpaid leaves, including Worker's Compensation and short term disability leave, run concurrently with FMLA leave, when applicable.

Fitness for Duty

If sick leave is used while on FMLA leave, the Department of Labor certification of health care provider form shall be completed and submitted to the Human Resources Manager.

Before returning to work from a sick leave absence of thirty (30) calendar days or more, an employee shall be required to provide a physician's verification that he or she is fit-for-duty, taking into account the essential duties of the job.

A physician's statement may also be required for shorter periods of absence. Indicated restrictions as related to the employee's job duties will be fully considered in determining the library's ability to accommodate short-term medical restrictions and/or absences.

Unused Sick Leave Accruals

Unused sick leave will not be paid upon termination of employment unless the employee retires under PERF, whereupon, the PERF retirement policy shall control payment of unused sick leave, if any.

See 4.09 Retirement Benefits-Insurance-Sick-Leave Credit and the Public Employees' Retirement Fund web site for further information.

4.13 BEREAVEMENT LEAVE (staff working 20+ hours/week)

Managerial/supervisory/confidential employees. Up to five (5) work days leave of absence with pay is allowed in case of death within an employee's immediate family, not to exceed the number of hours the employee would ordinarily have worked during that pay period. Immediate family is defined as

- a. Employee's Spouse
- b. Domestic partner
- c. Child (step)
- d. Parent (step)
- e. Current or former legal guardian
- f. Sibling (step)
- g. ~~Step parent~~
- h. ~~Step child~~
- i. Grandparents (great)
- j. ~~Grandchildren~~
- k. Aunt/Uncle (great)
- l. Niece/Nephew
- m. any person living in the immediate household, or
- n. any of the above as they pertain to the employee's spouse or domestic partner.

Up to two (2) work days leave of absence with pay is allowed for any other close relatives, not to exceed the number of hours the employee would ordinarily have worked during that pay period. Exceptions to bereavement days allowed, up to a maximum of five (5) work days, may be made with the approval of the Manager in consultation with Associate Director or Library Director ~~or Associate Director~~ and will be based on the employee's relationship to the deceased, travel time involved and how much responsibility the employee may have in planning/organizing the funeral or memorial service.

If additional time is needed, sick leave of up to a maximum of 5 work days, personal leave or leave without pay may be requested in addition to the above bereavement leave with the approval of the Library Director or Associate Director.

Short leaves of a day or less with pay may be allowed for attending funerals or memorial services of non-family members. Notification should be made to the employee's department manager/supervisor as soon as possible.

Bargaining unit employees. ~~To protect employees from losing pay for attending the funeral of a loved one, employees may be granted funeral leave with pay, as set out below, to attend the funeral of a member of the employee's immediate family. Immediate family shall be defined as the following:~~

Employees will be compensated for a period up to three (3) days of bereavement leave in case of death within an employee's immediate family, not to exceed the number of hours the employee would ordinarily have worked during that pay period.

If additional time is needed, sick leave of up to a maximum of 3 work days, personal leave or leave without pay may be requested in addition to the above bereavement leave with the approval of the Manager in consultation with Associate Director, or the Library Director. The decision will be based on the employee's relationship to the deceased, travel time involved and how much responsibility the employee may have in planning/organizing the funeral or memorial service.

Immediate family is defined as:

- a. Parents Spouse
- b. Domestic partner
- c. Child (step) Mother or father in law
- d. StepParent (step)
- e. Current or former legal guardian
- f. Sister or brother Sibling (step)
- g. Sister or brother in law
- h. Stepbrother or stepsister
- i. Grandparent (great)
- j. Grandparent in law
- k. Child or stepchild
- l. Grandchild
- m. Aunt/Uncle (great)
- n. Niece or nephew Niece/Nephew
- o. Relative living in the Employee's household
- p. Any person living in the immediate household
- q. Any of the above as they pertain to the employee's spouse or domestic partner

Employees may be compensated for a period up to three (3) consecutive work days, one of which must include the funeral, as actually needed to attend the funeral. Employees must notify their manager of the need to take funeral leave.

Employees must notify their manager of the need to take bereavement leave in a timely fashion.

6.02 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, MCPL expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on MCPL. In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, he or she should notify the supervisor at least one half (½) hour before the time the employee would normally begin the shift or work day. Employees are expected to manage their leave accruals responsibly.

Supervisors are to oversee employee timekeeping records on MCPL forms; , including all employee absences and designation of whether supervisor notification was properly provided by the employee.

Poor attendance and excessive tardiness are disruptive. For benefitted employees, absences resulting in insufficient accruals (unpaid status) may be categorized as unapproved time off. Such attendance issues ~~Either~~ may lead to disciplinary action, up to and including termination of employment.

In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, he or she should notify the supervisor at least one half (½) hour before the time the employee would normally begin the shift or work day. Exceptions to the notification requirement for verified emergencies will be considered by the department manager or supervisor in consultation with the Human Resources manager.