

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

**Wednesday, September 18, 2013
Meeting Room 1B**

Immediately following the Public Hearing on the 2014 Budget at 5:45 p.m.

AGENDA

1. Call to Order –Valerie Merriam, President
2. Consent Agenda – action item – Sara Laughlin
 - a. Minutes of August 21, 2013 Board Meeting (page 1-4)
 - b. Minutes of September 11, 2013 Work Session (page 5-11)
 - c. Monthly Bills for Payment (page 12-16)
 - d. Monthly Financial Report (page 17-45)
 - e. Personnel Report (page 46-49)
 - f. 2013 Board Meetings Calendar (page 50-51)
3. Director’s Monthly Report (page 52-69) – Sara Laughlin, Director
4. Old Business
5. New Business – action items
 - a. Petition to Appeal for an Increase to the Maximum Levy (page 70) – Gary Lettelleir
 - b. Contract for Roof Survey Engineer (page 71-74) – Gary Lettelleir
 - c. Authorize Proceeding with Design Development for Main Library Renovation (page 75-90) – Marilyn Wood, with Christine Matheu and Kristopher Floyd, Christine Matheu Architect
 - d. Contract for Phone System Consultant (page 91-95) – Marilyn Wood and Ned Baugh
6. Department Update – Michael White, CATS
7. Public Comment
8. Adjournment

View the Board Packet on the Library’s website:

<http://mcpl.info/library-trustees/meetings>

MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Wednesday, August 21, 2013
Meeting Room 1B
5:45 pm

Present:

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

Absent: Valerie Merriam

Staff Attendance: Michael Hoerger, Chris Hosler, Sara Laughlin, Gary Lettelleir, Sue Sater, Bara Swinson, Pam Wallace, Michael White, Kyle Wickemeyer-Hardy, Josh Wolf, Marilyn Wood, and CATS staff.

Others in Attendance:

Tom Bunger and Rachel Bunn (H-T reporter).

Call to Order

Vice President Stephen Moberly called the meeting to order at 5:45pm in Meeting Room 1B.

Consent Agenda

The consent agenda items were presented to the Board.

Steve Moberly stated the July 17 agenda was titled “work session,” and it should be a Board meeting. Steve also questioned an item on the check summary register regarding hardware. Gary responded that it includes the annual maintenance fee, and a hardware cost for three replacement self-service check-out stations.

Steve asked a question about the City of Bloomington cost for Zone 4 parking, on page 10 of the check summary register. Sara responded that the Zone 4 permits are used by approximately 50 employees and allow them to park in residential areas to the north of the library.

Steve also asked about an expenditure to Ice Miller for legal services. He asked if this was for representing the library with union negotiations. Sara responded it was.

John Walsh moved that we approve the consent agenda. Fred Risinger seconded. The vote passed unanimously.

Director's Monthly Report

Sara Laughlin presented the Director's monthly report. Sara pointed out that the parking meters are now operational. We have a display in the atrium with parking information, parking brochures and maps are available for patrons at each of the public service desks, and parking is a highlight on the website, where there is also an interactive "parking finder." Sara briefly reviewed the costs of parking at meters and in garages and free parking locations.

John asked about the three free hours in garages. He wondered if the fourth hour was free too. Sara responded that those who park in garages will take a ticket and, on exit, will pay for any time beyond three hours.

Fred encouraged patrons to use the garages.

Steve asked about the City parking lot on 6th and Lincoln. He asked where the paid parking spaces were in the lot. Sara responded that the spaces are those with meters, closest to the museum.

Kari asked if the parking garage would take credit cards. Sara replied that both the meters and the parking garages take credit cards. There is a 30 cent fee each time a credit card is used.

Old Business

Marilyn Wood presented an update on the Main Library renovation. On July 29, Sara, Gary, and Marilyn met with the architects, who presented two options. They have now developed a third option after listening to all our needs and priorities.

On August 8, Kris Floyd presented the options to managers. After that meeting, managers, shared plans with staff.

Last week, Kris and the engineer visited the library to do a mechanical survey. Their next step will be the schematic design. We plan to bring this information to the Board in September.

New Business

Approve 2014 Budget for Advertising

Gary Lettelleir presented the approval of the 2014 Budget for Advertising. Gary stated there were two changes in the public notice. The 2014 general fund levy increased by \$9,000. The increase will allow the library to receive an adjustment related to the Financial Institutions Tax. The other change is the addition of \$42,975 in the excess levy appeal column.

Gary reported that we went over the appeal and the way it was included in last year's Public Notice during last year's budget review with the DLGF. We were all in agreement that it was correct. We have a new field rep this year, and she said that last year's Notice should have had the appeal amount included in the advertised levy. To correct this error, she suggested that we file another appeal. We will be proposing a resolution to file another appeal for the \$42,975 at next month's meeting.

Kari moved that we authorize the publication of the budget. John seconded. The vote was unanimous.

Remove Surplus Property from Asset Inventory

Gary presented the resolution declaring certain property surplus and distributed a list of tag items to be discarded.

John moved to approve the resolution. Fred seconded. The vote was unanimous.

Drop Test Proctoring Service and Remove Test Proctoring Policy and Test Proctoring Fee from 2013 Fee Schedule

Sara presented information relating to discontinuing the test proctoring service. She asked the Board to approval removing the Test Proctoring Policy and Test Proctoring Fee from the 2013 Fee Schedule.

John moved to approve the plan to drop test proctoring service, the policy, and the fee. Fred seconded. The vote was unanimous.

Approve Joint Agreement with Americans Federation of State, County, and Municipal Employees Local 2802 (AFSCME)

Kyle presented the agreement to the Board. On July 9, the management and labor negotiating teams and their advisors attended training on interest-based bargaining, held at the library.

Kyle reviewed the changes in the proposed agreement.

Approve Personnel Policy Changes related to Agreement

Kyle reviewed four proposed changes.

John moved to approve. Kari seconded. The vote was unanimous.

Department Update

Sue Sater presented an Administration update on library meeting rooms and introduced Pam Wallace, new administrative assistant, who will be coordinating meeting room processes.

Public Comment

There was no public comment.

Dave Ferguson thanked Sara for providing information on the Public Employees Retirement Fund. Dave encouraged the Board to look at page 90.

Adjournment

The meeting adjourned at 6:35 p.m.

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES WORK SESSION
Wednesday, September 11, 2013
Meeting Room 1B
5:45 pm**

Present:

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

Absent: David Ferguson

Staff Attendance: Ned Baugh, Michael Hoerger, Sara Laughlin, Gary Lettelleir, Mark Mobley, Mickey Needham, Sue Sater, Bara Swinson, Pam Wasmer, Kyle Wickemeyer-Hardy, Marilyn Wood, and CATS staff.

Others in Attendance:

Tom Bunger (Library Attorney), Rachel Bunn (H-T Reporter), John Dorrer (Senior Account Manager, STR), Christine Matheu and Kristopher Floyd (Architects), and Ted Jones (from Jones Consultants).

Call to Order

President Valerie Merriam called the meeting to order at 5: 45 p.m. in Meeting Room 1B. The Board introduced themselves and reported the current books they were reading.

Contract for Roof Survey Engineer

Gary reviewed the roof inspections completed by John Dorrer, STR. As a result to the inspections, Dorrer determined that there were some repairs on the 1997 portion of the Main Library roof that needed to be repaired, at an estimated cost of approximately \$8,000-\$10,000. STR recommended that the library move ahead with replacing the entire roof section, rather than making the repairs and then replacing the roof shortly thereafter. Because the project is estimated to cost more than \$150,000, the library will be required to follow public bidding process, which requires a structural engineer. The proposed fee for the services is \$19,900, based on 7% of the project with an estimated cost of \$284,000. Gary stated that we plan to schedule the work early in 2014.

Kari asked what the \$19,000 would do for us. Dorrer replied that the first part of the work would be a site visit, resulting in a design letter describing replacement work to be completed and options. After that STR would make a recommendation about which option to pursue, for the Board's approval. STR would prepare the notice to bidders, including a timeline for the work. Once the bids are received, he will conduct the bid opening and will prepare a recommendation for the Board about which vendor to select. Once the contractor is chosen, he will prepare the contract. Once the job is completed, he will oversee the punch list. STR will act as a liaison with the contractor during the warranty period.

Stephen asked if \$19,000 would be the fee regardless of the bid amount. John replied it would.. Stephen asked Gary if the 2013 \$600,000 bond might be consumed by the roof at \$400,000. He asked Gary to confirm that it would now be \$284,000. Gary confirmed that that amount was the estimate received from STR, but we won't know for sure until bids are received and accepted.

Brief discussion followed regarding previous roof experience, and if it would be possible for any alternatives to be added, like solar panels or a roof garden. Dorrer responded the roof must be designed to carry the weight of a roof garden. He said there were problems with solar panels mounted on roofs which sometimes punched through the membrane and destroyed the roof. He cautioned that the investment might not result in savings.

Kari asked if Dorrer was referring to solar panels or solar shingles. Dorrer responded he was referring to solar panels, and stated they would need to be compatible with the current roof. It will be something to consider during development of bid specifications, if the Board suggested it.

Schematic Design for Main Library Renovation

Marilyn distributed an updated timeline of the renovation and reported that the library building committee and architects have completed several of the steps in the renovation. She introduced Christine Matheu and Kristopher Floyd, Christine Matheu Architect, who presented a schematic design for the Main Library renovation.

Matheu noted that she and Floyd had met with staff, the community, and have done a survey of the areas of this project, with auditorium, sound, and lighting specialists. They created a schematic design and reviewed it with the building committee (Sara, Marilyn, and Gary).

She and Floyd shared the schematic designs for all three floors, including, on the first floor Movies and Music, Teen Center, Digital Creativity Center, Auditorium, Friends Bookstore, Children's Program Room, Community Outreach offices, second floor meeting rooms and relocated movies and music collections, and Collection Services and Informational Systems on

the third floor. Parts of CATS and the Children's Department are also now included in the renovation.

Stephen asked what the square feet were for the teen space and the creativity center. Christine replied the information on this will be provided in a slide.

Brief discussion followed regarding the teen space.

Kris reported on the Children's Program Room (which will be relocated to the current children's homework space). The program storage room will be modified a little in order to have adequate space. All of the shelving in the storage room will be reused. There will be a double door from the storage room into the program space, and a door will be added to the back, giving staff access to restrooms in the CATS hallway.

Community Outreach will be moved to the old drive-up window area and a small portion of the current CATS department. Current office furniture systems elsewhere in the building will be reused in this space.

The architects and theater specialists identified several issues in the Auditorium – acoustics, lighting, and safety. Kris recommended that the carpet be removed to improve sound quality. The lighting level is appropriate for the space, but stair treads do not have nosing in contrast to the carpet, as required in current building code. The house lighting is very spotty. The third issue is the sound system. They will look at existing equipment and develop a strategy to reuse and add to make a better sound system.

Plans call for Meeting Room 1A to be turned into a green room for the Auditorium and storage area. He recommended adding a single door as well as the current double doors, moving the vending area closer to the Atrium, and taking some of the vending area as an area for adding a "stage left" area to the Auditorium.

On the second floor, plans are to move the shelving areas by the fireplace and making it a seating area. We also are looking at having listening stations (it may or may not be included). The 2nd floor meeting area is being suggested for a current space that is not being used (the old Circulation work room area). The meeting area includes 2 small study rooms, and 1 meeting room space with a storage closet.

Kris reported on the third floor, which will include information services and collection services. Kris went over the plan, which will expand space for information services. The architects will reconfigure the current spaces for both areas, and will look at new office furniture for the areas.

Floyd reviewed the existing square feet dedicated to each activity and compared the schematic design.

Discussion followed regarding the Auditorium space, the green room dressing room and storage space, and the spaces for the Children's Program area and the Teen Center. Kari asked about the café in the teen space. Christine explained it is currently envisioned as a counter with a sink and a place for a refrigerator and a microwave, not as a duplicate of the vending machines in the atrium. Sara added that we want to create a distinctive atmosphere in the teen space. Christine stated that teens they talked to have suggested soft colors, natural wood tones, and natural light.

John wondered if there would be digital technology work in the digital center. Sara responded yes, but details have not been finalized.

Kris presented the costs involved. The total construction cost and contingency is a low of \$746,703.00 and high of \$843,005.00. The furniture allowance is from \$145,000 to \$175,000. Total construction and furniture cost estimate is \$891,703.00-\$1,018,005.00.

Sara told the Board that we love the design, which addresses and improves every space. Sara reviewed the funding already set aside for the renovation. She described strategies for reducing costs, including reusing furniture and equipment, fund raising, and making small adjustments to the plans that reduce expense. Staff are actively looking at ways of offsetting the digital creativity cost and have identified some furniture and some shelving that we currently have that can be used. Sara also mentioned alternate ideas to cut costs that included minimizing some of the costs with the Auditorium and the meeting rooms.

Sara recommended to the Board that we continue with the architect design and get bids.

Valerie encouraged the updating of the Auditorium.

John said he was concerning by the cost estimates, but felt the teen center and digital creativity space were new things that could transform the use of the library and move it into the future.

Kari stated these are estimates and not yet final pricing. Sara agreed and said she hopes the Board will authorize going forward with design development and construction drawings for all the areas currently included.

Stephen said it was an ambitious project, but he wanted to talk about other concerns like the roof. He asked about the chillers. Sara replied that we are beginning the process of seeking bids for replacements of chiller. She noted that the costs for roof and chiller replacement were included in the bond.

Stephen said he also is concerned about the contract for a phone system consultant and where the money for that would come from. Sara responded that we do have money for the phone system in the bond. Sara explained all of these needs are in relation to the aging of the building. We have been planning for them, saving and gathering money, and now we are working on doing the work.

Valerie said it would be good to see all on one page how we would use money from the bond. Sara replied that the budget documents in the packet on page 22 is a summary of all capital spending.

The Board reviewed the MCPL Capital Spending Plan Summary and the total of expenditures.

Stephen asked how many musical performances we have in the Auditorium. Sara said we will look into it and report back to the Board on the usage.

Fred agreed with Sara that we should move ahead to get estimates. Looking at the Bond issue, LIRF fund, and Rainy Day fund, he felt the staff was carrying out the projects approved by the Board.

The Board asked Sara to look into other funding with grants and new funding ideas. Sara said she would and feels there are some opportunities.

2014 Budget

Gary presented Budget updates. He reported that the library's COIT distribution was \$18,000 lower than anticipated, and Financial Institutions Tax for the first half of 2014 would be slightly higher, but he was keeping the conservative estimate in case it fell off in the second half of the year. The county's Assessed Valuation increased from \$6.3 billion to \$6.7 billion. The library tax rate will be about \$.0934 cents compared to last year which was \$0911.

Gary reported that the County Council issued its non-binding approval from last night.

He reported on the Tax Levy Appeal. He will ask for Board approval to file the appeal at the meeting next week.

Gary stated there will be a public hearing next week before the Board Meeting. The final Board approval will be on October 16. Following the approval, he will submit the budget on the online Gateway system.

Contract for Phone System Consultant

Marilyn Wood and Ned Baugh presented the contract for the phone system consultant. Marilyn reported on the current phone systems at the Main Library Ellettsville, both of which are no longer supported by their vendors.

She reviewed a project proposal from Telecom Resources, Inc., to provide IT consulting services for the phone replacement project. She requested approval to contract with them for Phases I-III as outlined in their proposal, at a cost of \$11,375. Ned added that we planned for phone system when we updated IT infrastructure earlier this year.

The Board expressed concerns about spending money for a consultant and wondered what would happen if we didn't use one. Ned assured the Board that it would be wise to have one.

John wondered how many potential vendors there were who could provide what the library needs. Ned responded that we have already talked to 6-8 vendors. These vendors are smaller than AT&T, but mid-size.

Valerie asked if anyone in Bloomington had experience with this consultant. Marilyn responded that Telecom Resources submitted two references, neither in Bloomington. Marilyn received a positive recommendation from the one she reached.

Stephen asked what the life expectancy would be for a new phone system. Ned responded that he thought it could be 3-5 years for component parts, including server and instruments, but not for the entire system.

Kari assured Marilyn and Ned that she understood the need for a new phone system but was concerned about the need to hire a consultant. Sara said we need an RFP to be our tool to help us find the best phone system. We need someone to help us understand the language of a response, and we someone to confirm that the installation has been installed correctly. A consultant would be an advantage to us in helping us make the best decision for a new phone system.

Discussion followed.

Stephen mentioned the information about all three projects was a lot to go over in a single Board work session. He asked Sara if the Board needed to make a decision about the renovation in next week's Board meeting. Sara responded if we delayed it, it would create a longer period of uncertainty for staff and community trying to use these spaces and require the architects to adjust their schedules.

Valerie reminded we wouldn't be voting on appropriating more funds next week, just on moving forward with design development on the whole project.

Stephen said he needed more time, especially with one Board member absent this month. She said the Board could delay decision to the regularly-scheduled Board meeting in October, make the work session a special Board meeting, or set another date earlier.

Valerie encouraged the Board to study page 22. Stephen asked if page 22 could be made clearer. Sara responded that she would work on it.

Fred said he would prefer to have this on the agenda next week. Valerie said she thought it should be on the agenda for discussion.

John stated that he was supportive, but he did agree that he needed more than a week to understand it before voting. Valerie said David will see this online, and she will ask him to get back to the Board about it.

Sara said she would let the Board know when the plans were posted on the web and asked the Board to get any questions and concerns back to her.

Public Comment

There was no public comment.

Adjournment

The meeting adjourned at 8:03 p.m.

MONROE COUNTY PUBLIC LIBRARY

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***Check Summary Register©**

August 16, 2013 to September 12, 2013

Name	Check Date	Check Amt	
06500 FIFTH THIRD CHECKING			
Paid Chk# 004562	AMERICAN INBOUND	8/21/2013	\$9.85 PAGER
Paid Chk# 004563	AT&T (OK)	8/21/2013	\$62.26 LONG-DISTANCE PHONE
Paid Chk# 004564	CDW GOVERNMENT, INC.	8/21/2013	\$63.62 IS SPLS
Paid Chk# 004565	DERYL RAY DALE	8/21/2013	\$50.00 PLAC REFUND/LIVES IN COUNTY
Paid Chk# 004566	DUNCAN VIDEO, INC.	8/21/2013	\$7,678.00 24" HDSDI/SDI MONITORS
Paid Chk# 004567	JPMORGAN CHASE BANK, NA	8/21/2013	\$2,488.22 VARIOUS
Paid Chk# 004568	NOVELTY, INC.	8/21/2013	\$168.00 FD/CHILD-PRIZES SRP
Paid Chk# 004569	POLARIS LIBRARY SYSTEMS, INC	8/21/2013	\$1,200.00 2 CREDIT CARD READERS
Paid Chk# 004570	SHAWN S. HENLINE	8/21/2013	\$83.43 BKM FUEL
Paid Chk# 004571	UNIQUE MANAGEMENT	8/21/2013	\$1,566.25 COLLECTION AGENCY/CIRC
Paid Chk# 004572	VERIZON WIRELESS	8/21/2013	\$387.71 CELL PHONES
Paid Chk# 004573	WILDCARE, INC.	8/21/2013	\$125.00 FD/SRP CHILDRENS GIVING
Paid Chk# 004574	BRIANNA BUSH	8/23/2013	\$37.50 1/2 ZONE 4 PARKING
Paid Chk# 004575	ELIZABETH FRENCH	8/23/2013	\$37.50 1/2 ZONE 4 PARKING
Paid Chk# 004576	ICE MILLER LLP	8/23/2013	\$720.00 LEGAL SERVICES
Paid Chk# 004577	MARY LORO	8/23/2013	\$29.99 CIRC. SPLS
Paid Chk# 004578	MATT STOCKWELL	8/23/2013	\$37.50 1/2 ZONE 4 PARKING
Paid Chk# 004579	MIDWEST PRESORT SERVICE	8/23/2013	\$266.52 POSTAGE SERVICES
Paid Chk# 004580	OCLC, INC.	8/23/2013	\$3,136.56 MONTHLY OCLC
Paid Chk# 004581	A&E REPRODUCTIONS, INC,	8/28/2013	\$98.00 SCAN BLUEPRINTS
Paid Chk# 004582	AMY L. CORNWELL	8/28/2013	\$80.00 INTERPRETING SERVICE
Paid Chk# 004583	AT&T (IL)	8/28/2013	\$1,348.72 PHONE CALLS
Paid Chk# 004584	AT&T MOBILITY	8/28/2013	\$246.93 CELL PHONES
Paid Chk# 004585	BOBBY OVERMAN	8/28/2013	\$37.50 1/2 ZONE 4 PARKING
Paid Chk# 004586	CERTIFIED FLOORCOVERING	8/28/2013	\$300.00 DELIVERY FEE ON CARPET TILES
Paid Chk# 004587	CITGO	8/28/2013	\$494.12 FUEL
Paid Chk# 004588	DUKE ENERGY	8/28/2013	\$1,512.49 ELECTRICITY
Paid Chk# 004589	EXPRESS SERVICES, INC.	8/28/2013	\$252.60 TEMPORARY STAFF
Paid Chk# 004590	GLHEC	8/28/2013	\$200.80 GARNISHMENT W/H
Paid Chk# 004591	JIM GORDON, INC	8/28/2013	\$77.28 COPIERS MNTHLY MAINT.
Paid Chk# 004592	MICHAEL HOERGER	8/28/2013	\$0.00 IS SPLS
Paid Chk# 004593	OVERDRIVE, INC.	8/28/2013	\$12,000.00 E-BOOKS
Paid Chk# 004594	REPUBLIC SERVICES #694	8/28/2013	\$731.72 TRASH SERVICE
Paid Chk# 004595	STEPHANIE HOLMAN	8/28/2013	\$123.99 MILEAGE/CHILD CONF.
Paid Chk# 004596	SUZANNE KERN - PETTY CASH	8/28/2013	\$76.31 POSTAGE COSTS
Paid Chk# 004597	TASC	8/28/2013	\$537.40 4TH QTR. COBRA & FSA FEES
Paid Chk# 004598	THE AMERICAN PIANO FACTORY	8/28/2013	\$97.00 PIANO TUNING
Paid Chk# 004599	UNITED WAY	8/28/2013	\$116.00 UNITED WAY W/H
Paid Chk# 004600	VECTREN ENERGY DELIVERY	8/28/2013	\$52.96 NATURAL GAS
Paid Chk# 004601	WILMA HARDY	8/28/2013	\$25.00 REFUND ON LOST ITEM
Paid Chk# 004602	YP	8/28/2013	\$171.00 PHONE LISTING
Paid Chk# 004603	AFSCME COUNCIL 62	8/30/2013	\$1,244.17 UNION DUES W/H
Paid Chk# 004604	AMERICAN SHREDDING	8/30/2013	\$88.55 SHREDDING
Paid Chk# 004605	AMERICAN UNITED LIFE INS. CO.	8/30/2013	\$1,602.28 403b TSA-AUL W/H
Paid Chk# 004606	ANTHEM BLUE CROSS BLUE	8/30/2013	\$51,074.00 HEALTH INS. - SEPT.'13
Paid Chk# 004607	BAKER & TAYLOR BOOKS	8/30/2013	\$17,658.31 BOOKS
Paid Chk# 004608	BLACKSTONE AUDIO, INC.	8/30/2013	\$521.22 NONPRINT
Paid Chk# 004609	BLR	8/30/2013	\$417.00 1 YR. SUBSCRIPTION
Paid Chk# 004610	CDW GOVERNMENT, INC.	8/30/2013	\$258.91 IS SPLS
Paid Chk# 004611	COLONIAL LIFE	8/30/2013	\$551.52 OTHER INS. - SEPT.'13
Paid Chk# 004612	DEMCO, INC.	8/30/2013	\$104.81 CATALOGING SPLS
Paid Chk# 004613	EDGEWOOD HIGH SCHOOL	8/30/2013	\$130.00 2-2013 YEARBOOKS
Paid Chk# 004614	GALE/CENGAGE LEARNING	8/30/2013	\$1,016.48 BOOKS
Paid Chk# 004615	GUARDIAN LIFE INS. CO.	8/30/2013	\$7,501.91 VISION, DENTAL, & LIFE INS. - SEPT.'13

MONROE COUNTY PUBLIC LIBRARY

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***Check Summary Register©**

August 16, 2013 to September 12, 2013

Name	Check Date	Check Amt	
Paid Chk# 004616	HFI MECHANICAL CONTRACTOR	8/30/2013	\$279.00 BLDG SERVICES
Paid Chk# 004617	INSIDE INDIANA	8/30/2013	\$71.95 PERIODICALS
Paid Chk# 004618	LEGAL SHIELD	8/30/2013	\$47.84 PREPAID LEGAL W/H
Paid Chk# 004619	LIVE OAK MEDIA	8/30/2013	\$65.85 NONPRINT
Paid Chk# 004620	LOGISTECH, INC.	8/30/2013	\$40.85 BOOKS
Paid Chk# 004621	LOWE'S	8/30/2013	\$454.51 BLDG SPLS
Paid Chk# 004622	MAXIMUM PC	8/30/2013	\$19.95 PERIODICALS
Paid Chk# 004623	MCCALL'S QUICK QUILTS	8/30/2013	\$22.98 PERIODICALS
Paid Chk# 004624	MIDWEST PRESORT SERVICE	8/30/2013	\$303.67 POSTAGE SERVICES
Paid Chk# 004625	MIDWEST TAPE	8/30/2013	\$11,732.76 NONPRINT
Paid Chk# 004626	MONROE COUNTY HISTORICAL	8/30/2013	\$19.95 BOOKS
Paid Chk# 004627	MONROE COUNTY YMCA	8/30/2013	\$75.68 YMCA W/H
Paid Chk# 004628	NEWSOUND	8/30/2013	\$40.84 NONPRINT
Paid Chk# 004629	QUILL CORPORATION	8/30/2013	\$429.23 OFFICE SPLS
Paid Chk# 004630	RANDOM HOUSE, INC.	8/30/2013	\$360.25 NONPRINT
Paid Chk# 004631	RECORDED BOOKS, LLC	8/30/2013	\$760.49 NONPRINT
Paid Chk# 004632	ROCKFORD MAP PUBLISHERS,	8/30/2013	\$996.95 BOOKS
Paid Chk# 004633	SELECT EMBROIDERY	8/30/2013	\$125.00 SHIRTS
Paid Chk# 004634	SHARON PATMORE	8/30/2013	\$100.00 BOOKS
Paid Chk# 004635	TANTOR MEDIA	8/30/2013	\$131.80 NONPRINT
Paid Chk# 004636	THE GOTHIC YEARBOOK	8/30/2013	\$124.00 BOOKS
Paid Chk# 004637	THE HOOSIER ELM DAR	8/30/2013	\$18.98 NONPRINT
Paid Chk# 004638	VECTREN ENERGY DELIVERY	8/30/2013	\$46.00 NATURAL GAS
Paid Chk# 004639	WEB COMMERCE PARTNERS,	8/30/2013	\$105.24 LABELS
Paid Chk# 004640	WIESER EDUCATIONAL	8/30/2013	\$631.35 BOOKS
Paid Chk# 004641	WTIU	8/30/2013	\$30.00 NONPRINT
Paid Chk# 004642	BERRY	9/5/2013	\$66.05 PHONE LISTINGS
Paid Chk# 004643	GECRB/AMAZON	9/5/2013	\$6,683.15 BOOKS
Paid Chk# 004644	JON RICHARDSON EXCAVATION	9/5/2013	\$0.00 CONCRETE WORK/FINAL PYMT
Paid Chk# 004645	MIDWEST PRESORT SERVICE	9/5/2013	\$285.52 POSTAGE SERVICES
Paid Chk# 004646	POSTMASTER	9/5/2013	\$1,000.00 BULK MAILING CHECK
Paid Chk# 004647	SMITHVILLE	9/5/2013	\$1,425.00 MONTHLY INTERNET SVCS
Paid Chk# 004648	JON RICHARDSON EXCAVATION	9/5/2013	\$12,585.00 FINAL/CONCRETE WORK
Paid Chk# 004649	AMERICAN UNITED LIFE INS. CO.	9/11/2013	\$1,496.59 403b TSA-AUL W/H
Paid Chk# 004650	AT&T (IL)	9/11/2013	\$331.99 4 DEDICATED LINES
Paid Chk# 004651	CITY OF BLOOMINGTON UTILITIE	9/11/2013	\$2,107.23 WATER & SEWER
Paid Chk# 004652	COSTUME SPECIALISTS, INC.	9/11/2013	\$140.00 FD/CHILD-COSTUME
Paid Chk# 004653	DUKE ENERGY	9/11/2013	\$23,608.14 ELECTRICITY
Paid Chk# 004654	ELLETTSVILLE UTILITIES	9/11/2013	\$234.97 WATER & SEWER
Paid Chk# 004655	EXPRESS SERVICES, INC.	9/11/2013	\$505.20 TEMPORARY HELP
Paid Chk# 004656	INDIANA UNIVERSITY, #739-13	9/11/2013	\$60.00 LEADERSHIP APPLICATION FEE
Paid Chk# 004657	JANE E. PILGRIM	9/11/2013	\$25.95 REFUND ON LOST ITEM
Paid Chk# 004658	JANET LAMBERT	9/11/2013	\$9.96 FD/CHILD SPLS
Paid Chk# 004659	ROSA N. PEREZ	9/11/2013	\$600.00 FD/HISPANIC HERITAGE PERFORMANCE
Paid Chk# 004660	SMITHVILLE	9/11/2013	\$181.79 TELEPHONE
Paid Chk# 004661	VANESSA SCHWEGMAN	9/11/2013	\$152.14 ALA CONF./FOOD & TRAVEL
Paid Chk# 004662	VERIZON WIRELESS	9/11/2013	\$120.03 BKM DATA LINES
Paid Chk# 004663	APPLE INC.	9/12/2013	\$4,905.00 COMPUTER EQUIPMENT
Paid Chk# 004664	BAKER & TAYLOR BOOKS	9/12/2013	\$15,323.39 BOOKS
Paid Chk# 004665	BANCTEC INC.	9/12/2013	\$31.83 FOLDER MONTHLY MAINT.
Paid Chk# 004666	BANYON DATA SYSTEMS, INC.	9/12/2013	\$195.00 WINFIX ASSETS SUPPORT/YRLY CONTRACT
Paid Chk# 004667	BLACKSTONE AUDIO, INC.	9/12/2013	\$30.36 NONPRINT
Paid Chk# 004668	CDW GOVERNMENT, INC.	9/12/2013	\$2,500.00 ADOBE SUITE SOFTWARE
Paid Chk# 004669	CINTAS CORPORATION	9/12/2013	\$300.09 FIRST-AID SPLS
Paid Chk# 004670	ELECTRONIC COMMERCE, INC.	9/12/2013	\$1,760.00 PAYROLL SERVICES

MONROE COUNTY PUBLIC LIBRARY

***Check Summary Register©**

August 16, 2013 to September 12, 2013

Name	Check Date	Check Amt	
Paid Chk# 004671 ENGRAVING AND STAMP	9/12/2013	\$45.50	PLAQUE FOR CHILDREN'S GARDEN
Paid Chk# 004672 EVANCED SOLUTIONS, LLC	9/12/2013	\$105.00	11/1/13-10/31/14 ONLINE PAY MAINT.
Paid Chk# 004673 FINDAWAY WORLD, LLC	9/12/2013	\$1,294.17	NONPRINT
Paid Chk# 004674 FREEDOM BUSINESS	9/12/2013	\$3,705.76	CARTRIDGES
Paid Chk# 004675 GALE/CENGAGE LEARNING	9/12/2013	\$728.14	BOOKS
Paid Chk# 004676 GE CAPITAL INFORMATION	9/12/2013	\$50.93	COPIER RENTAL
Paid Chk# 004677 HP PRODUCTS	9/12/2013	\$5,050.02	CLEANING SPLS
Paid Chk# 004678 INTERNET MINDED DESIGN AND	9/12/2013	\$1,235.00	CONSULTING/CATS WEBSITE
Paid Chk# 004679 KLEINDORFER'S HDWE	9/12/2013	\$6.00	BLDG SPLS
Paid Chk# 004680 LEARNING TREASURES	9/12/2013	\$72.53	FD/ELL SPLS
Paid Chk# 004681 LOWE'S	9/12/2013	\$61.52	BLDG SPLS
Paid Chk# 004682 LYNDA.COM, INC.	9/12/2013	\$1,750.00	TRAINING SOFTWARE
Paid Chk# 004683 MCGRAW-HILL EDUCATION	9/12/2013	\$183.50	BOOKS
Paid Chk# 004684 MIDWEST TAPE	9/12/2013	\$8,072.69	NONPRINT
Paid Chk# 004685 MITCHELL1	9/12/2013	\$1,499.00	DATABASES
Paid Chk# 004686 MONROE CTY LIBRARY STAFF	9/12/2013	\$250.49	BOOKS
Paid Chk# 004687 NATURE'S WAY, INC.	9/12/2013	\$85.00	PLANTS/MONTHLY CARE
Paid Chk# 004688 NOLAN'S LAWN CARE SERVICE	9/12/2013	\$248.15	LAWN CARE
Paid Chk# 004689 PC GAMER	9/12/2013	\$19.95	PERIODICALS
Paid Chk# 004690 B,B & C POW PEST CONTROL,	9/12/2013	\$49.00	PEST CONTROL
Paid Chk# 004691 QUILL CORPORATION	9/12/2013	\$139.09	OFFICE SPLS
Paid Chk# 004692 RANDOM HOUSE, INC.	9/12/2013	\$333.70	NONPRINT
Paid Chk# 004693 RECORDED BOOKS, LLC	9/12/2013	\$3,098.60	NONPRINT
Paid Chk# 004694 SCHOLASTIC LIBRARY	9/12/2013	\$182.00	BOOKS
Paid Chk# 004695 SPOKEN ARTS	9/12/2013	\$58.00	NONPRINT
Paid Chk# 004696 STANSIFER RADIO COMPANY	9/12/2013	\$144.84	IS SPLS
Paid Chk# 004697 TANTOR MEDIA	9/12/2013	\$149.20	NONPRINT
Paid Chk# 004698 THE ELLETTSVILLE JOURNAL	9/12/2013	\$22.00	1 YEAR SUBSCRIPTION
Paid Chk# 004699 THE HERALD-TIMES, INC.	9/12/2013	\$1,112.19	ADVERTISING & PUBLICATION
Paid Chk# 004700 THE PRODUCTION HOUSE	9/12/2013	\$2,200.00	DIGITIZING
Paid Chk# 004701 UNITED LABORTORIES	9/12/2013	\$325.98	BLDG SPLS
Total Checks		\$244,874.34	

MONROE COUNTY PUBLIC LIBRARY
CHECKING ACCOUNTS
08/16/13 - 09/12/13

Fifth Third Checking Account/Check Register Total	\$244,874.34
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (Sept. '13)	727.34
Fifth Third Checking-Monthly Service Charge ()	0.00
Add: Payrolls	
Vouchers 8/23/13 Payroll (ECI)	114,200.79
Electronic transfer (ECI) employee/employer taxes	44,170.44
Electronic transfer (ECI) employee "HSA"	2,393.55
Electronic PERF pymt. 8/27/13	16,795.77
Electronic transfer 8/27/13 (TASC) employee "FSA"	528.45
Vouchers 9/06/13 Payroll (ECI)	117,477.19
Electronic transfer (ECI) employee/employer taxes	44,616.41
Electronic transfer (ECI) employee "HSA"	2,393.55
Electronic PERF pymt. 9/10/13	16,875.05
Electronic transfer 9/10/13 (TASC) employee "FSA"	528.45
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	\$605,581.33

ACCOUNTS PAYABLE VOUCHER

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

Payee JPMORGAN CHASE BANK, NA PALATINE, IL 60094-4016	Claim 22917 Purchase Order No. 0 Terms Date Due
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Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
7/9/2013		E020-016-21300 OFFICE DEPOT/OFFICE SPLS	\$68.69
7/9/2013		E020-016-44100 LOWES/FURNITURE	\$45.91
7/30/2013		E026-016-44700 AMAZON/CONVERTERS	\$568.48
8/1/2013		E026-016-44700 AMAZON/AUDIO MIXER	\$224.10
7/25/2013		E020-016-32600 FEDEX/SHIPPING	\$10.87
7/15/2013		E001-018-45300 AMAZON/NONPRINT	\$45.98
7/18/2013		E001-018-45100 THE ART VENUE/BOOKS	\$51.00
7/26/2013		E001-018-45100 YESASIA/BOOKS	\$259.39
7/17/2013		E019-018-32300 DAYTON TRAVEL/CONF. GASOLINE	\$58.80
7/8/2013		E019-011-21350 MICHAEL'S/FD-CHILD SPLS	\$48.41
7/10/2013		E019-011-21350 KROGER/FD-CHILD SPLS	\$7.98
7/10/2013		E019-011-21350 DICK'S/FD-CHILD SPLS	\$14.95
7/18/2013		E019-011-21350 AMAZON/FD-CHILD ECRR	\$16.76
7/22/2013		E019-011-21350 AMAZON/FD-CHILD ECRR PRIZES	\$37.40
7/26/2013		E019-011-21350 AMAZON/FD-CHILD-LEGOS	\$152.24
7/5/2013		E019-010-21350 KROGER/FD-ADULT FOOD	\$15.75
7/8/2013		E019-010-21350 KROGER/FD TEEN MAKER-FOOD	\$5.47
7/9/2013		E019-010-21350 KROGER/FD-ADULT FOOD	\$24.07
7/9/2013		E019-010-21350 MICHAEL'S/FD-TEEN SPLS	\$65.72
7/23/2013		E019-010-21350 AMAZON/FD-ADULT SRP	\$29.82
7/24/2013		E019-010-21350 AMAZON/FD-ADULT SRP	\$34.42
7/30/2013		E019-010-21350 MAKEYMAKEY/FD-TEEN MAKER SPLS	\$54.90
7/31/2013		E019-010-21350 KROGER/FD-TEEN-FOOD	\$19.51
7/16/2013		E019-010-21350 PIZZA HUNT/FD-TEEN FOOD	\$102.50
7/9/2013		E001-019-23000 MONOPRICE/IS SPLS	\$72.74
7/16/2013		E020-016-31500 DREAMHOST/ANNUAL FEE-WEBSITE	\$119.40
7/16/2013		E020-016-31600 DREAMHOST/CATS WEBSITE/MNTHLY	\$49.90
7/21/2013		E001-019-31600 HOOTSUITE/FACEBOOK MNTHLY FEE	\$9.99
7/10/2013		E001-007-21200 OVERNIGHTPRINTS/BUS. CARDS	\$33.50
7/8/2013		E019-015-21350 KROGER/FD-VITAL-FOOD	\$7.17
7/19/2013		E016-015-21350 KROGER/FD-VITAL GIFT CARD/GENRAL	\$55.00
7/19/2013		E001-006-33100 IDEALIST/GRAPHIC'S POSITION AD.	\$70.00
8/2/2013		E016-015-39100 COABC/VITAL DUES/GENERAL	\$80.00
7/17/2013		E001-001-21300 ENGRAVING&STAMP/OFFICE SPLS	\$27.40
Total			\$2,488.22

VOUCHER NO. 22917 WARRANT NO. 4567

Financial Report Comments

Reports as of 8-31-13

Board Meeting Date 9/18/13

Monthly Budget Report:

The guideline for the portion of the annual budget spent after eight months is 66.7% or seven twelfths. The actual operating fund spending through August 31 is 64.5% of the annual total budget.

Summary Report

Employee Benefits – 2013 (\$960,545) compared to 2012 (\$778,224). The September health insurance premium was pre-paid in August (\$43,000). PERF – encumbered amount (15,000) and change to monthly pay from quarterly pay (\$62,000).

Professional Services - 2013 (\$193,826) compared to 2012 (\$141,401). 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. Legal services (\$18,000)

Monthly Budget Report

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 AUGUST 31, 2013
EIGHT MONTHS = 66.6%

	2013 AUGUST	2012 AUGUST	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	283,393.80	285,915.90	2,475,695.15	3,843,756.00	2,384,754.77	1,368,060.85	64.4%	35.6%
EMPLOYEE BENEFITS	148,316.85	65,985.06	960,545.13	1,449,633.99	778,224.27	489,088.86	66.3%	33.7%
OTHER WAGES	<u>2,533.97</u>	<u>0.00</u>	<u>3,193.39</u>	<u>13,100.00</u>	<u>3,064.16</u>	<u>9,906.61</u>	<u>24.4%</u>	<u>75.6%</u>
TOTAL PERSONNEL SERVICES	<u>434,244.62</u>	<u>351,900.96</u>	<u>3,439,433.67</u>	<u>5,306,489.99</u>	<u>3,166,043.20</u>	<u>1,867,056.32</u>	<u>64.8%</u>	<u>35.2%</u>
SUPPLIES								
OFFICE SUPPLIES	3,707.31	1,152.61	26,626.20	49,950.00	24,963.94	23,323.80	53.3%	46.7%
OPERATING SUPPLIES	11,523.05	4,375.98	64,081.02	112,700.00	54,151.96	48,618.98	56.9%	43.1%
REPAIR & MAINT. SUPPLIES	<u>1,871.25</u>	<u>2,496.51</u>	<u>15,939.64</u>	<u>23,800.00</u>	<u>16,869.65</u>	<u>7,860.36</u>	<u>67.0%</u>	<u>33.0%</u>
TOTAL SUPPLIES	<u>17,101.61</u>	<u>8,025.10</u>	<u>106,646.86</u>	<u>186,450.00</u>	<u>95,985.55</u>	<u>79,803.14</u>	<u>57.2%</u>	<u>42.8%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	32,645.68	17,902.14	193,826.13	351,200.00	141,400.82	157,373.87	55.2%	44.8%
COMMUNICATION & TRANSPORTATION	5,212.70	5,678.62	36,990.06	95,850.00	49,931.06	58,859.94	38.6%	61.4%
PRINTING & ADVERTISING	248.00	15.00	2,680.56	8,250.00	1,228.96	5,569.44	32.5%	67.5%
INSURANCE	0.00	0.00	63,753.00	61,100.00	58,793.00	-2,653.00	104.3%	-4.3%
UTILITIES	28,607.73	30,241.33	215,276.35	321,000.00	208,140.55	105,723.65	67.1%	32.9%
REPAIR & MAINTENANCE	977.19	1,064.79	36,808.37	40,500.00	49,813.44	3,691.63	90.9%	9.1%
RENTALS	2,400.00	2,025.00	31,857.00	33,700.00	31,157.50	1,843.00	94.5%	5.5%
ELECTRONIC SERVICES	25,000.00	500.00	90,353.58	165,119.00	45,450.47	74,765.42	54.7%	45.3%
OTHER CHARGES	<u>17,833.33</u>	<u>16,666.67</u>	<u>149,766.68</u>	<u>227,280.00</u>	<u>141,459.30</u>	<u>77,513.32</u>	<u>65.9%</u>	<u>34.1%</u>
TOTAL OTHER SERVICES & CHARGES	<u>112,924.63</u>	<u>74,093.55</u>	<u>821,311.73</u>	<u>1,303,999.00</u>	<u>727,375.10</u>	<u>482,687.27</u>	<u>63.0%</u>	<u>37.0%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	250.00	0.00	9,954.62	16,000.00	5,419.86	6,045.38	62.2%	37.8%
OTHER CAPITAL OUTLAY	<u>105,532.53</u>	<u>94,366.17</u>	<u>664,886.33</u>	<u>1,005,081.00</u>	<u>658,587.65</u>	<u>340,194.67</u>	<u>66.2%</u>	<u>33.8%</u>
TOTAL CAPITAL OUTLAY	<u>105,782.53</u>	<u>94,366.17</u>	<u>674,840.95</u>	<u>1,021,081.00</u>	<u>664,007.51</u>	<u>346,240.05</u>	<u>66.1%</u>	<u>33.9%</u>
TOTAL OPERATING EXPENDITURES	<u><u>670,053.39</u></u>	<u><u>528,385.78</u></u>	<u><u>5,042,233.21</u></u>	<u><u>7,818,019.99</u></u>	<u><u>4,653,411.36</u></u>	<u><u>2,775,786.78</u></u>	<u><u>64.5%</u></u>	<u><u>35.5%</u></u>

2012 BUDGET
%USED IN 2012

7,641,343.13
60.9%

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

	2013 AUGUST	2012 AUGUST	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	11,868.61	115,905.83	177,208.00	71,333.25	61,302.17	65.4%	34.6%
1130 PROFESSIONAL/SUPERVISORS	42,398.80	38,151.29	334,256.21	505,886.00	324,285.87	171,629.79	66.1%	33.9%
1140 PROFESSIONAL ASSISTANTS	93,813.51	95,348.67	816,328.59	1,271,320.00	809,047.72	454,991.41	64.2%	35.8%
1150 SPECIALISTS & TECHNICIANS	56,156.97	62,391.03	540,205.51	845,151.00	522,106.99	304,945.49	63.9%	36.1%
1160 CLERICAL ASSISTANTS	30,056.87	31,796.41	270,126.03	434,725.00	269,429.43	164,598.97	62.1%	37.9%
1170 PAGES	19,705.97	18,760.85	160,503.49	240,720.00	158,032.24	80,216.51	66.7%	33.3%
1190 BUILDING MAINTENANCE	27,625.70	27,599.04	238,369.49	368,746.00	230,519.27	130,376.51	64.6%	35.4%
TOTAL SALARIES	283,393.80	285,915.90	2,475,695.15	3,843,756.00	2,384,754.77	1,368,060.85	64.4%	35.6%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	16,734.78	16,823.22	145,522.38	237,765.00	140,305.58	92,242.62	61.2%	38.8%
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	23,373.08	0.00	202,441.36	311,493.00	191,552.36	109,051.64	65.0%	35.0%
12301 ENCUMBERED PERF	0.00	0.00	15,335.99	15,535.99	0.00	200.00	98.7%	1.3%
1235 EMPLOYEE/PERF	7,011.90	0.00	60,732.19	93,448.00	0.00	32,715.81	65.0%	35.0%
1240 EMPLOYER CONT/INSURANCE	97,283.24	45,227.35	502,479.70	725,756.00	413,552.83	223,276.30	69.2%	30.8%
1250 EMPLOYER CONT/MEDICARE	3,913.85	3,934.49	34,033.51	55,636.00	32,813.50	21,602.49	61.2%	38.8%
TOTAL EMPLOYEE BENEFITS	148,316.85	65,985.06	960,545.13	1,449,633.99	778,224.27	489,088.86	66.3%	33.7%
OTHER WAGES								
1310 WORKSTUDY	0.00	0.00	0.00	3,100.00	2,730.73	3,100.00	0.0%	100.0%
1180 TEMPORARY STAFF	2,533.97	0.00	3,193.39	10,000.00	333.43	6,806.61	31.9%	68.1%
TOTAL OTHER WAGES	2,533.97	0.00	3,193.39	13,100.00	3,064.16	9,906.61	24.4%	75.6%
TOTAL PERSONNEL SERVICES	434,244.62	351,900.96	3,439,433.67	5,306,489.99	3,166,043.20	1,867,056.32	64.8%	35.2%
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	33.50	0.00	130.65	950.00	865.71	819.35	13.8%	86.2%
2130 OFFICE SUPPLIES	521.60	172.15	4,101.91	14,550.00	5,858.30	10,448.09	28.2%	71.8%
2135 GENERAL SUPPLIES	0.00	0.00	142.79	0.00	90.67	-142.79	#DIV/0!	#DIV/0!
2140 DUPLICATING	3,152.21	980.46	21,271.09	33,150.00	18,149.26	11,878.91	64.2%	35.8%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OFFICE SUPPLIES	3,707.31	1,152.61	26,626.20	49,950.00	24,963.94	23,323.80	53.3%	46.7%

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

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

	2013 AUGUST	2012 AUGUST	2013 Y-T-D ACTUAL	2013 BUDGET	2012 Y-T-D ACTUAL	2013 Y-T-D BUDGET REMAINING	2013 % OF BUDGET USED	2013 % OF BUDGET REMAINING
OPERATING SUPPLIES								
2210 CLEANING SUPPLIES	2,459.23	2,130.30	20,027.59	37,200.00	20,021.53	17,172.41	53.8%	46.2%
2220 FUEL, OIL, & LUBRICANTS	577.55	632.88	5,842.19	10,000.00	4,781.08	4,157.81	58.4%	41.6%
2230 CATALOGING SUPPLIES-BOOKS	207.52	0.00	3,030.15	5,500.00	2,257.25	2,469.85	55.1%	44.9%
2240 A/V SUPPLIES-CATALOGING	78.00	510.84	1,821.91	10,150.00	2,436.29	8,328.09	17.9%	82.1%
2250 CIRCULATION SUPPLIES	8,075.75	1,101.96	27,539.40	37,750.00	18,482.08	10,210.60	73.0%	27.0%
2260 LIGHT BULBS	0.00	0.00	3,243.13	4,500.00	2,736.06	1,256.87	72.1%	27.9%
2280 UNIFORMS	125.00	0.00	1,282.00	1,700.00	1,829.00	418.00	75.4%	24.6%
2290 DISPLAY/EXHIBIT SUPPLIES	0.00	0.00	1,294.65	5,900.00	1,608.67	4,605.35	21.9%	78.1%
TOTAL OPERATING SUPPLIES	11,523.05	4,375.98	64,081.02	112,700.00	54,151.96	48,618.98	56.9%	43.1%
REPAIR & MAINTENANCE SUPPLIES								
2300 IS SUPPLIES	453.05	691.17	3,979.04	6,600.00	2,661.29	2,620.96	60.3%	39.7%
2310 BUILDING MATERIALS & SUPPLIES	1,279.68	1,805.34	11,756.39	16,800.00	13,986.54	5,043.61	70.0%	30.0%
2320 PAINT & PAINTING SUPPLIES	138.52	0.00	204.21	400.00	221.82	195.79	51.1%	48.9%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL REPAIR & MAINTENANCE SUPPLIES	1,871.25	2,496.51	15,939.64	23,800.00	16,869.65	7,860.36	67.0%	33.0%
TOTAL SUPPLIES	17,101.61	8,025.10	106,646.86	186,450.00	95,985.55	79,803.14	57.2%	42.8%
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	80.00	0.00	11,070.53	12,000.00	0.00	929.47	92.3%	7.7%
3120 ENGINEERING/ARCHITECTURAL	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
3130 LEGAL SERVICES	12,266.45	0.00	23,756.90	28,500.00	5,176.72	4,743.10	83.4%	16.6%
3140 BUILDING SERVICES	4,034.74	3,527.18	18,535.53	32,000.00	12,738.45	13,464.47	57.9%	42.1%
3150 MAINTENANCE CONTRACTS	3,609.20	3,852.26	63,826.88	134,100.00	71,137.62	70,273.12	47.6%	52.4%
3160 COMPUTER SERVICES (OCLC)	7,938.82	7,799.11	37,294.16	66,500.00	17,774.11	29,205.84	56.1%	43.9%
3170 ADMIN/ACCOUNTING SERVICES	3,150.22	2,723.59	27,080.63	44,100.00	24,289.37	17,019.37	61.4%	38.6%
3175 COLLECTION AGENCY SERVICES	1,566.25	0.00	12,261.50	24,000.00	10,283.55	11,738.50	51.1%	48.9%
TOTAL PROFESSIONAL SERVICES	32,645.68	17,902.14	193,826.13	351,200.00	141,400.82	157,373.87	55.2%	44.8%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	2,623.80	3,950.82	20,070.17	30,900.00	19,440.10	10,829.83	65.0%	35.0%
3215 CABLE TV	4.74	0.00	38.25	0.00	0.00	-38.25	#DIV/0!	#DIV/0!
3220 POSTAGE	1,426.35	1,717.28	10,919.40	30,000.00	11,996.28	19,080.60	36.4%	63.6%
3230 TRAVEL EXPENSE	70.31	0.00	312.94	10,000.00	1,345.70	9,687.06	3.1%	96.9%
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	1,087.50	10.52	1,217.30	1,450.00	870.45	232.70	84.0%	16.0%
TOTAL COMMUNICATION & TRANSPORTATION	5,212.70	5,678.62	36,990.06	95,850.00	49,931.06	58,859.94	38.6%	61.4%

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

	2013 AUGUST	2012 AUGUST	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	140.00	0.00	1,393.95	2,750.00	835.56	1,356.05	50.7%	49.3%
3320 PRINTING	108.00	15.00	1,286.61	5,500.00	393.40	4,213.39	23.4%	76.6%
TOTAL PRINTING & ADVERTISING	248.00	15.00	2,680.56	8,250.00	1,228.96	5,569.44	32.5%	67.5%
INSURANCE								
3410 OFFICIAL BOND	0.00	0.00	450.00	700.00	450.00	250.00	64.3%	35.7%
3420 OTHER INSURANCE	0.00	0.00	63,303.00	60,400.00	58,343.00	-2,903.00	104.8%	-4.8%
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	383.67	197.33	1,825.63	3,100.00	1,288.86	1,274.37	58.9%	41.1%
3520 ELECTRICITY	25,865.11	27,473.37	197,150.61	292,000.00	193,259.35	94,849.39	67.5%	32.5%
3530 WATER	2,358.95	2,570.63	16,300.11	25,900.00	13,592.34	9,599.89	62.9%	37.1%
TOTAL UTILITIES	28,607.73	30,241.33	215,276.35	321,000.00	208,140.55	105,723.65	67.1%	32.9%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	0.00	0.00	24,439.31	19,000.00	2,943.48	-5,439.31	128.6%	-28.6%
3630 OTHER EQUIP/FURNITURE REPAIRS	395.00	326.00	4,292.63	10,200.00	4,321.26	5,907.37	42.1%	57.9%
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	582.19	738.79	7,114.03	8,300.00	4,509.56	1,185.97	85.7%	14.3%
3650 MATERIAL BINDING/REPAIR SERV.	0.00	0.00	962.40	3,000.00	1,873.14	2,037.60	32.1%	67.9%
TOTAL REPAIR & MAINTENANCE	977.19	1,064.79	36,808.37	40,500.00	49,813.44	3,691.63	90.9%	9.1%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	2,400.00	2,025.00	31,857.00	33,600.00	31,157.50	1,743.00	94.8%	5.2%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	100.00	0.00	100.00	0.0%	100.0%
TOTAL RENTALS	2,400.00	2,025.00	31,857.00	33,700.00	31,157.50	1,843.00	94.5%	5.5%
ELECTRONIC SERVICES								
38450 DATABASES SERVICES	25,000.00	0.00	58,096.38	91,701.00	38,300.47	33,604.62	63.4%	36.6%
38460 E-BOOKS SERVICES	0.00	500.00	32,257.20	73,418.00	7,150.00	41,160.80	43.9%	56.1%
TOTAL ELECTRONIC SERVICES	25,000.00	500.00	90,353.58	165,119.00	45,450.47	74,765.42	54.7%	45.3%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	0.00	0.00	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	17,833.33	0.00	142,666.68	214,000.00	0.00	71,333.32	66.7%	33.3%
3945 TRANSFER TO ANOTHER FUND (R.DAY)	0.00	16,666.67	0.00	0.00	133,333.32	0.00	#DIV/0!	#DIV/0!
3950 EDUCATIONAL SERV/LICENSING	0.00	0.00	0.00	3,400.00	1,050.00	3,400.00	0.0%	100.0%
TOTAL OTHER CHARGES	17,833.33	16,666.67	149,766.68	227,280.00	141,459.30	77,513.32	65.9%	34.1%
TOTAL OTHER SERVICES/CHARGES	112,924.63	74,093.55	821,311.73	1,303,999.00	727,375.10	482,687.27	63.0%	37.0%

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

	2013 AUGUST	2012 AUGUST	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	250.00	0.00	6,236.55	0.00	792.96	-6,236.55	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	0.00	0.00	3,718.07	16,000.00	3,115.02	12,281.93	23.2%	76.8%
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	250.00	0.00	9,954.62	16,000.00	5,419.86	6,045.38	62.2%	37.8%
OTHER CAPITAL OUTLAY								
4510 BOOKS	62,696.20	48,210.32	406,877.51	594,454.00	392,079.78	187,576.49	68.4%	31.6%
4520 PERIODICALS & NEWSPAPERS	2,652.05	1,058.21	7,311.34	41,042.00	3,119.28	33,730.66	17.8%	82.2%
4530 NONPRINT MATERIALS	40,184.28	45,097.64	250,697.48	369,585.00	263,388.59	118,887.52	67.8%	32.2%
4540 ELECTRONIC RESOURCES	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OTHER CAPITAL OUTLAY	105,532.53	94,366.17	664,886.33	1,005,081.00	658,587.65	340,194.67	66.2%	33.8%
TOTAL CAPITAL OUTLAY	105,782.53	94,366.17	674,840.95	1,021,081.00	664,007.51	346,240.05	66.1%	33.9%
TOTAL OPERATING EXPENDITURES	670,053.39	528,385.78	5,042,233.21	7,818,019.99	4,653,411.36	2,775,786.78	64.5%	35.5%

*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 August 31, 2013

8 months = 66.6%

2013

Object	Object Descr	2013 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	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	\$13,635.98	\$115,905.83	\$61,302.17	65.41%
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	\$42,398.80	\$334,256.21	\$171,629.79	66.07%
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	\$93,813.51	\$816,328.59	\$454,991.41	64.21%
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	\$56,156.97	\$540,205.51	\$304,945.49	63.92%
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	\$30,056.87	\$270,126.03	\$164,598.97	62.14%
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	\$19,705.97	\$160,503.49	\$80,216.51	66.68%
11800	TEMPORAY STAFF	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$659.42	\$2,533.97	\$3,193.39	\$6,806.61	31.93%
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	\$27,625.70	\$238,369.49	\$130,376.51	64.64%
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	\$16,734.78	\$145,522.38	\$92,242.62	61.20%
12200	UNEMPLOYMENT	\$10,000.00	\$0.00	\$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	\$23,373.08	\$202,441.36	\$109,051.64	64.99%
12301	ENCUMBERED PERF	\$15,535.99	\$15,335.99	\$0.00	\$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	\$7,011.90	\$60,732.19	\$32,715.81	64.99%
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	\$97,283.24	\$502,479.70	\$223,276.30	69.24%
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	\$3,913.85	\$34,033.51	\$21,602.49	61.17%
13100	WORK STUDY	\$3,100.00	\$0.00	\$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	\$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	\$33.50	\$130.65	\$819.35	13.75%
21300	OFFICE SUPPLIES	\$14,550.00	\$903.46	\$788.27	\$253.41	\$512.53	\$152.64	\$406.97	\$563.03	\$521.60	\$4,101.91	\$10,448.09	28.19%
21350	GENERAL SUPPLIES	\$0.00	\$41.63	\$59.83	\$0.00	\$7.83	\$33.50	\$0.00	\$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	\$3,152.21	\$21,271.09	\$11,878.91	64.17%
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	\$2,459.23	\$20,027.59	\$17,172.41	53.84%
22200	FUEL/OIL/LUBRICANTS	\$10,000.00	\$1,136.83	\$670.84	\$108.90	\$607.24	\$1,379.40	\$102.46	\$1,258.97	\$577.55	\$5,842.19	\$4,157.81	58.42%
22300	CATALOGING	\$5,500.00	\$356.72	\$0.00	\$47.93	\$0.00	\$0.00	\$2,002.22	\$415.76	\$207.52	\$3,030.15	\$2,469.85	55.09%
22400	A/V SUPPLIES/CATALOG	\$10,150.00	\$0.00	\$0.00	\$246.76	\$0.00	\$210.95	\$1,286.20	\$0.00	\$78.00	\$1,821.91	\$8,328.09	17.95%
22500	CIRCULATION SUPPLIES	\$37,750.00	\$2,759.35	\$0.00	\$8,827.91	\$0.00	\$28.98	\$87.41	\$7,760.00	\$8,075.75	\$27,539.40	\$10,210.60	72.95%
22600	LIGHT BULBS	\$4,500.00	\$210.53	\$1,595.59	\$4.38	\$0.00	\$297.80	\$1,109.43	\$25.40	\$0.00	\$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	\$125.00	\$1,282.00	\$418.00	75.41%

Object	Object Descr	2013 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	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	\$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	\$453.05	\$3,979.04	\$2,620.96	60.29%
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	\$1,279.68	\$11,756.39	\$5,043.61	69.98%
23200	PAINT/PAINTING SUPPLIES	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65.69	\$0.00	\$0.00	\$138.52	\$204.21	\$195.79	51.05%
31100	CONSULTING SERVICES	\$12,000.00	\$8,630.00	\$0.00	\$690.00	\$0.00	\$0.00	\$0.00	\$1,670.53	\$80.00	\$11,070.53	\$929.47	92.25%
31200	ENGINEERING/ARCHITECTU	\$10,000.00	\$0.00	\$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	\$12,266.45	\$23,756.90	\$4,743.10	83.36%
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	\$4,034.74	\$18,535.53	\$13,464.47	57.92%
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	\$3,609.20	\$63,826.88	\$70,273.12	47.60%
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	\$7,938.82	\$37,294.16	\$29,205.84	56.08%
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	\$3,150.22	\$27,080.63	\$17,019.37	61.41%
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	\$1,566.25	\$12,261.50	\$11,738.50	51.09%
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	\$2,623.80	\$20,070.17	\$10,829.83	64.95%
32150	CABLE TV SERVICE	\$0.00	\$0.00	\$0.00	\$8.27	\$15.76	\$4.74	\$0.00	\$4.74	\$4.74	\$38.25	-\$38.25	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	\$1,426.35	\$10,919.40	\$19,080.60	36.40%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$0.00	\$0.00	\$24.93	\$118.87	\$98.83	\$0.00	\$70.31	\$312.94	\$9,687.06	3.13%
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$25.00	\$0.00	\$147.00	\$0.00	\$0.00	\$100.00	\$0.00	\$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	\$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	\$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	\$1,087.50	\$1,217.30	\$232.70	83.95%
33100	ADVERTISING/PUBLICATIO	\$2,750.00	\$0.00	\$0.00	\$95.60	\$0.00	\$0.00	\$742.50	\$415.85	\$140.00	\$1,393.95	\$1,356.05	50.69%
33200	PRINTING SERVICES	\$5,500.00	\$15.00	\$15.00	\$87.00	\$947.61	\$114.00	\$0.00	\$0.00	\$108.00	\$1,286.61	\$4,213.39	23.39%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$0.00	\$450.00	\$0.00	\$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	\$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	\$383.67	\$1,825.63	\$1,274.37	58.89%
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	\$25,865.11	\$197,150.61	\$94,849.39	67.52%
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	\$2,358.95	\$16,300.11	\$9,599.89	62.93%
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	\$0.00	\$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	\$395.00	\$4,292.63	\$5,907.37	42.08%
36400	VEHICLE	\$8,300.00	\$46.86	\$1,894.95	\$746.70	\$94.30	\$2,444.07	\$0.00	\$1,304.96	\$582.19	\$7,114.03	\$1,185.97	85.71%
36500	MATERIALS	\$3,000.00	\$382.20	\$280.52	\$0.00	\$0.00	\$114.09	\$0.00	\$185.59	\$0.00	\$962.40	\$2,037.60	32.08%

Object	Object Descr	2013 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	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	\$2,400.00	\$31,857.00	\$1,743.00	94.81%
37200	EQUIPMENT RENTAL	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
38450	DATABASES	\$91,701.00	\$0.00	\$925.00	\$449.95	\$11,299.69	\$50.00	\$36,050.00	\$9,321.74	\$0.00	\$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	\$25,000.00	\$32,257.20	\$41,160.80	43.94%
39100	DUES/INSTITUTIONAL	\$7,380.00	\$6,000.00	\$100.00	\$750.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$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	\$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	\$17,833.33	\$142,666.68	\$71,333.32	66.67%
39500	EDUCATIONAL/LICENSING	\$3,400.00	\$0.00	\$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	\$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	\$250.00	\$3,718.07	\$12,281.93	23.24%
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	\$62,696.20	\$406,877.51	\$187,576.49	68.45%
45200	PERIODICALS/NEWSPAPERS	\$41,042.00	\$2,611.91	\$0.00	\$83.95	\$47.90	\$33.99	\$613.10	\$1,268.44	\$2,652.05	\$7,311.34	\$33,730.66	17.81%
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	\$40,184.28	\$250,697.48	\$118,887.52	67.83%
		\$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	\$670,053.39	\$5,042,233.21	\$2,775,786.78	64.50%

MONROE COUNTY PUBLIC LIBRARY

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LIRF Budget & Expenditure Report

January 1, 2013 to August 31, 2013

8 months = 66.6%

Object	Object Descr	2013 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	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	\$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	\$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	\$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	\$0.00	\$350,000.00	0.00%

MONROE COUNTY PUBLIC LIBRARY

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Debt Service Budget & Expenditures Report

January 1, 2013 to August 31, 2013

8 months = 66.6%

Object Object Descr	2013 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	2013 YTD Amt	2013	2013
											Balance	%YTD Budget
37100 REAL ESTATE	\$600,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$296,436.14	\$0.00	\$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	0.00%
39250 PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450 TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$600,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$296,436.14	\$0.00	\$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 August 31, 2013

8 months = 66.6%

Object	Object Descr	2013 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	2013	2013	2013
											YTD Amt	YTD Balance	%YTD Budget
31100	CONSULTING SERVICES	\$10,000.00	\$0.00	\$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	\$3,244.71	\$3,244.71	\$26,755.29	10.82%
31300	LEGAL SERVICES	\$10,000.00	\$0.00	\$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	\$9,386.30	\$9,386.30	\$10,613.70	46.93%
44100	FURNITURE	\$25,000.00	\$0.00	\$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	\$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	\$0.00	\$280,000.00	0.00%
		\$400,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,631.01	\$12,631.01	\$387,368.99	3.16%

MONROE COUNTY PUBLIC LIBRARY

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Special Revenue Budget & Expenditure Report

January 1, 2013 to August 31, 2013

8 months = 66.6%

Object	Object Descr	2013 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	YTD Amount	2013	2013
												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	\$4,725.44	\$40,166.21	\$21,263.96	65.39%
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	\$9,512.50	\$80,856.23	\$42,806.30	65.38%
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	\$13,778.39	\$116,559.69	\$62,702.09	65.02%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$22,590.01	\$1,646.88	\$1,640.45	\$1,649.36	\$1,631.61	\$2,501.46	\$1,608.04	\$1,631.88	\$1,651.07	\$13,960.75	\$8,629.26	61.80%
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	\$2,176.38	\$19,969.92	\$16,715.94	54.43%
12350	PERF/EMPLOYEE CONTRIB.	\$0.00	\$653.59	\$654.48	\$653.86	\$656.95	\$657.61	\$659.50	\$653.02	\$652.92	\$5,241.93	-\$5,241.93	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	\$10,695.20	\$61,359.28	\$8,640.72	87.66%
12500	MEDICARE/EMPLOYER	\$5,283.14	\$385.16	\$383.65	\$385.74	\$381.59	\$585.02	\$376.07	\$381.65	\$386.15	\$3,265.03	\$2,018.11	61.80%
13100	WORK STUDY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21200	STATIONERY/BUS. CARDS	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21300	OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$68.69	\$68.69	\$431.31	13.74%
21350	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$83.94	\$0.00	\$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	\$0.00	\$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	\$37.32	\$405.28	\$594.72	40.53%
22700	VIDEO TAPE/MEDIA STORAGE	\$17,000.00	\$0.00	\$0.00	\$0.00	\$1,755.65	\$0.00	\$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	\$0.00	\$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	\$0.00	\$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	\$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	\$0.00	\$750.00	0.00%
31500	MAINTENANCE CONTRACTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$119.40	\$119.40	-\$119.40	0.00%
31600	COMPUTER SERVICES	\$0.00	\$49.90	\$49.90	\$49.90	\$49.83	\$49.90	\$49.90	\$49.90	\$49.90	\$399.13	-\$399.13	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	\$0.00	\$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	\$2.50	\$42.05	-\$42.05	0.00%
32100	TELEPHONE	\$3,500.00	\$288.93	\$250.65	\$247.69	\$247.51	\$247.26	\$11.06	\$494.07	\$246.93	\$2,034.10	\$1,465.90	58.12%
32150	CABLE TV SERVICE	\$0.00	\$0.00	\$0.00	\$19.31	\$0.00	\$11.06	\$0.00	\$11.06	\$11.06	\$52.49	-\$52.49	0.00%
32200	POSTAGE	\$750.00	\$0.00	\$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	\$0.00	\$1,162.22	-\$662.22	232.44%

Object	Object Descr	2013 Budget									YTD Amount	2013	
			Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.		YTD Balance	%YTD Budget
32400	PROFESSIONAL MTG/OFF	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$575.00	\$0.00	\$0.00	\$0.00	\$575.00	-\$75.00	115.00%
32600	FREIGHT/DELIVERY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.87	\$10.87	\$489.13	2.17%
36300	OTHER EQUIP/FURNITURE	\$6,000.00	\$35.00	\$140.00	\$295.25	\$140.00	\$187.00	\$35.00	\$230.00	\$0.00	\$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	\$600.00	\$3,199.50	\$300.50	91.41%
39100	DUES/INSTITUTIONAL	\$1,500.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$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	\$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	\$2,500.00	\$7,500.00	\$2,500.00	75.00%
44100	FURNITURE	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.91	\$45.91	\$1,154.09	3.83%
44700	EQUIPMENT - CATS	\$50,000.00	\$352.02	\$0.00	\$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	\$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	\$47,270.63	\$373,919.23	\$258,294.26	59.14%

MONROE COUNTY PUBLIC LIBRARY

LCPF Budget & Expenditure Report

January 1, 2013 to August 31, 2013

8 months = 66.6%

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

MONROE COUNTY PUBLIC LIBRARY

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Gen. Obligation Bond Budget & Expenditure

January 1, 2013 to August 31, 2013

8 months = 66.6%

Object	Object Descr	2013 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	YTD Amount	2013	2013
												YTD Balance	%YTD Budget
31300	LEGAL SERVICES	\$0.00	\$0.00	\$11,500.00	\$0.00	\$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	\$500.00	\$22,528.82	-\$22,528.82	0.00%
33100	ADVERTISING/PUBLICATI	\$0.00	\$0.00	\$194.26	\$195.18	\$0.00	\$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	\$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	\$10,000.00	\$26,995.00	-\$26,995.00	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	\$900.00	\$101,182.14	-\$43,182.14	174.45%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$4,723.80	\$159.00	\$99.98	\$0.00	\$0.00	\$2,553.00	\$0.00	\$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	\$8,470.58	\$25,944.68	\$19,055.32	57.65%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$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	\$19,870.58	\$220,151.11	-\$87,151.11	165.53%

MONROE COUNTY PUBLIC LIBRARY

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

Fund	Fund Descr	2013 Budget	August 2013 Amt	2013 YTD Amt	2012 Budget	August 2012 Amt	2012 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,818,019.99	\$670,053.39	\$5,042,233.21	\$7,641,343.13	\$528,385.78	\$4,653,411.36	8.36%
002	JAIL	\$0.00	\$1,069.83	\$3,448.26	\$0.00	\$222.20	\$3,502.20	-1.54%
003	CLEARING	\$0.00	\$3,670.45	\$17,048.38	\$0.00	\$712.50	\$712.50	2292.76%
004	GIFT UNRESTRICTED	\$0.00	\$0.00	\$6,466.67	\$0.00	\$0.00	\$33,286.42	-80.57%
005	PLAC	\$0.00	\$50.00	\$8,100.00	\$0.00	\$0.00	\$8,550.00	-5.26%
006	RETIREES	\$0.00	\$264.44	\$5,668.44	\$0.00	\$1,555.44	\$14,774.19	-61.63%
007	LIRF	\$350,000.00	\$0.00	\$0.00	\$350,000.00	\$859.00	\$3,995.41	-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	\$12,631.01	\$12,631.01	\$410,000.00	\$0.00	\$20,988.66	-39.82%
010	PAYROLL	\$0.00	\$334,630.57	\$2,771,978.50	\$0.00	\$317,887.06	\$2,664,842.22	4.02%
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	\$8,542.13	\$51,051.15	\$0.00	\$6,235.84	\$60,638.48	-15.81%
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	\$10,176.27	\$56,806.86	\$0.00	\$11,502.54	\$54,076.88	5.05%
020	SPECIAL REVENUE	\$632,213.49	\$47,270.63	\$373,919.23	\$642,803.96	\$34,394.94	\$352,674.71	6.02%
021	CAPITAL PROJECTS	\$10,975.00	\$0.00	\$10,817.71	\$543,411.00	\$8,712.85	\$81,303.83	-86.69%
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	\$0.00	\$17,644.33	\$0.00	\$2,436.91	\$23,990.95	-26.45%
025	LSTA-SMITHVILLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
026	GENERAL	\$133,000.00	\$19,870.58	\$220,151.11	\$0.00	\$0.00	\$0.00	0.00%
027	COMMUNITY FDTN	\$26,000.00	\$2,262.22	\$11,391.81	\$0.00	\$0.00	\$0.00	0.00%
		\$10,072,058.48	\$1,110,491.52	\$8,905,792.81	\$9,909,646.09	\$912,905.06	\$8,255,747.01	7.87%

MONROE COUNTY PUBLIC LIBRARY

Revenue Totals Budget Forms (all funds)

Source Descr	2013 YTD Budget	Jan	Feb	Mar	April	May	June	July	Aug	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	\$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	\$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	\$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	\$172,969.23	\$1,383,753.84	\$570,902.16	79.64%
COMMERCIAL VEHICLE	\$37,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,055.87	\$0.00	\$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	0.00%
ELL COPIERS/PRINTERS	\$0.00	\$373.72	\$347.11	\$421.60	\$412.90	\$468.07	\$283.66	\$673.72	\$394.39	\$3,375.17	-\$3,375.17	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	\$2,442.37	\$17,346.22	-\$17,346.22	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	\$12,338.21	\$104,181.34	\$70,818.66	61.46%
COLLECTION AGENCY	\$0.00	\$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	\$1,192.65	\$8,775.30	\$1,224.70	88.69%
MISCELLANEOUS	\$0.00	\$6,925.89	\$140.49	\$231.41	\$202.04	\$1,579.97	\$815.42	\$14,844.32	\$628.66	\$25,368.20	-\$25,368.20	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	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	0.00%
PLAC DISTRIBUTION	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,280.05	\$17,280.05	-\$7,280.05	172.80%
REALESTATE RECEIPTS	\$0.00	\$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	0.00%
READER PRINTER	\$0.00	\$131.75	\$123.71	\$308.81	\$161.75	\$114.30	\$79.05	\$118.40	\$130.25	\$1,168.02	-\$1,168.02	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	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	\$1,282.49	\$9,135.92	-\$3,135.92	152.27%
TEMPORARY LOANS	\$0.00	\$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	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	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	0.00%
RENT INCOME	\$6,000.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$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	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	\$208,658.30	\$4,648,694.98	\$3,053,834.02	62.65%
Fund 002 JAIL												
RECEIPTS	\$0.00	\$6,000.00	\$0.00	\$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	Aug	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	\$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	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	0.00%
REALESTATE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$825.00	\$825.00	-\$825.00	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	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	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	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	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	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	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	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	0.00%
INSURANCE/CLAIMS-	\$0.00	\$0.00	\$0.00	\$0.00	\$18,267.37	\$0.00	\$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	\$825.00	\$19,092.37	-\$19,092.37	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	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	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	0.00%
UNRESTRICTED GIFT	\$0.00	\$283.08	\$152.06	\$446.86	\$267.28	\$422.04	\$277.73	\$658.25	\$113.43	\$2,620.73	-\$2,620.73	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	0.00%
Fund 004 GIFT	\$0.00	\$283.08	\$152.06	\$446.86	\$267.28	\$422.04	\$277.73	\$658.25	\$113.43	\$2,620.73	-\$2,620.73	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	\$600.00	\$6,900.00	-\$6,900.00	0.00%
Fund 005 PLAC	\$0.00	\$1,200.00	\$950.00	\$1,250.00	\$950.00	\$500.00	\$800.00	\$650.00	\$600.00	\$6,900.00	-\$6,900.00	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	\$103.17	\$5,507.17	-\$5,507.17	0.00%
Fund 006 RETIREES	\$0.00	\$1,120.60	\$1,120.60	\$1,120.60	\$504.33	\$516.77	\$510.55	\$510.55	\$103.17	\$5,507.17	-\$5,507.17	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	0.00%
LIRF RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107,000.00	\$0.00	\$0.00	\$107,000.00	-\$107,000.00	0.00%

Source Descr	2013 YTD Budget	Jan	Feb	Mar	April	May	June	July	Aug	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	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	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	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	0.00%
Fund 007 LIRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107,000.00	\$0.00	\$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	\$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	\$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	\$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	\$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	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	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	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	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	0.00%
Fund 008 DEBT	\$612,500.00	\$897.43	\$0.00	\$0.00	\$0.00	\$6,915.71	\$347,707.29	\$0.00	\$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	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	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	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	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	\$317,785.57	\$2,758,253.18	-\$2,758,253.18	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	\$317,785.57	\$2,758,253.18	-\$2,758,253.18	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	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	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	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	0.00%

Source Descr	2013 YTD Budget	Jan	Feb	Mar	April	May	June	July	Aug	2013 YTD Amt	2013 YTD Balance	% 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	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	0.00%
RECEIPTS	\$0.00	\$0.00	\$0.00	\$11,049.25	\$0.00	\$11,936.85	\$0.00	\$0.00	\$11,927.97	\$34,914.07	-\$34,914.07	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	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	\$400.00	\$22,731.53	-\$22,731.53	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	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	\$12,327.97	\$57,645.60	-\$57,645.60	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	0.00%
RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$46,474.95	\$0.00	\$0.00	\$0.00	\$0.00	\$18,750.00	\$65,224.95	-\$65,224.95	0.00%
Fund 019 GIFT-	\$0.00	\$0.00	\$0.00	\$46,474.95	\$0.00	\$0.00	\$0.00	\$0.00	\$18,750.00	\$65,224.95	-\$65,224.95	0.00%
Fund 020 SPECIAL REVENUE												
MISCELLANEOUS	\$0.00	\$235.00	\$70.00	\$205.00	\$195.00	\$425.00	\$190.00	\$65.00	\$90.00	\$1,475.00	-\$1,475.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$99,392.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$198,784.00	\$298,176.00	-\$298,176.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$56,832.50	\$0.00	\$0.00	\$56,832.50	\$0.00	\$0.00	\$56,832.50	\$170,497.50	-\$170,497.50	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$3,443.00	\$0.00	\$0.00	\$3,443.00	\$0.00	\$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	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	\$255,706.50	\$477,034.50	-\$477,034.50	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	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	0.00%
LICENSE EXCISE TAX	\$0.00	\$2,919.01	\$0.00	\$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	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	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	0.00%
Fund 021 CAPITAL	\$0.00	\$2,919.01	\$0.00	\$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	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	0.00%

Source Descr	2013 YTD Budget	Jan	Feb	Mar	April	May	June	July	Aug	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	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	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	\$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	\$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	\$814,869.94	\$8,525,412.92	-\$184,383.92	104.35%

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: August 2013

FUND Descr	08/01/2013	MTD Debit	MTD Credit	08/31/2013	Bal Sht Descr
OPERATING	\$1,908.65	\$1.08	\$0.00	\$1,909.73	CHASE/BANK ONE SAVINGS
OPERATING	\$2,636.81	\$7,579.48	\$0.01	\$10,216.28	ONB/MONROE BANK CHECKING
OPERATING	\$2,990.09	\$9,599.01	\$0.00	\$12,589.10	UNITED COMMERCE BANK
OPERATING	-\$44,143.11	\$491,582.40	\$653,604.78	-\$206,165.49	FIFTH THIRD BANK CHECKING
OPERATING	\$1,300,604.86	\$1,281.06	\$300,000.00	\$1,001,885.92	FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	\$1,263,997.30	\$510,043.03	\$953,604.79	\$820,435.54	
JAIL	\$3,621.57	\$0.00	\$1,069.83	\$2,551.74	FIFTH THIRD BANK CHECKING
Fund 002 JAIL	\$3,621.57	\$0.00	\$1,069.83	\$2,551.74	
CLEARING	\$4,889.44	\$825.00	\$3,670.45	\$2,043.99	FIFTH THIRD BANK CHECKING
Fund 003 CLEARING	\$4,889.44	\$825.00	\$3,670.45	\$2,043.99	
GIFT UNRESTRICTED	\$43.35	\$106.43	\$0.00	\$149.78	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$0.00	\$7.00	\$0.00	\$7.00	UNITED COMMERCE BANK
GIFT UNRESTRICTED	\$8,532.36	\$0.00	\$0.00	\$8,532.36	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$8,575.71	\$113.43	\$0.00	\$8,689.14	
PLAC	\$100.00	\$200.00	\$0.00	\$300.00	ONB/MONROE BANK CHECKING
PLAC	\$150.00	\$400.00	\$0.00	\$550.00	UNITED COMMERCE BANK
PLAC	\$400.00	\$0.00	\$50.00	\$350.00	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$650.00	\$600.00	\$50.00	\$1,200.00	
RETIREES	\$0.00	\$407.38	\$568.65	-\$161.27	FIFTH THIRD BANK CHECKING
Fund 006 RETIREES	\$0.00	\$407.38	\$568.65	-\$161.27	
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	\$12,631.01	\$13,685.01	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 Descr	08/01/2013	MTD Debit	MTD Credit	08/31/2013	Bal Sht Descr
Fund 009 RAINY DAY	\$1,621,155.78	\$0.00	\$12,631.01	\$1,608,524.77	
GIFT-RESTRICED	\$350.00	\$400.00	\$0.00	\$750.00	ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$30,980.54	\$11,927.97	\$8,542.13	\$34,366.38	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$50,000.00	\$0.00	\$0.00	\$50,000.00	FIFTH THIRD BANK SAVINGS
Fund 016 GIFT-RESTRICED	\$81,330.54	\$12,327.97	\$8,542.13	\$85,116.38	
GIFT-FOUNDATION	\$0.00	\$0.49	\$0.00	\$0.49	ONB/MONROE BANK CHECKING
GIFT-FOUNDATION	\$8,172.85	\$18,750.00	\$10,176.76	\$16,746.09	FIFTH THIRD BANK CHECKING
Fund 019 GIFT-FOUNDATION	\$8,172.85	\$18,750.49	\$10,176.76	\$16,746.58	
SPECIAL REVENUE	\$9.72	\$90.00	\$2.50	\$97.22	UNITED COMMERCE BANK
SPECIAL REVENUE	\$66,337.87	\$255,616.50	\$47,268.13	\$274,686.24	FIFTH THIRD BANK CHECKING
Fund 020 SPECIAL REVENUE	\$66,347.59	\$255,706.50	\$47,270.63	\$274,783.46	
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	\$385.94	\$0.00	\$0.00	\$385.94	FIFTH THIRD BANK CHECKING
Fund 024 FINRA GRANT	\$385.94	\$0.00	\$0.00	\$385.94	
GENERAL OBLIGATION BOND	\$71,815.09	\$0.00	\$19,870.58	\$51,944.51	FIFTH THIRD BANK CHECKING
GENERAL OBLIGATION BOND	\$1,509,300.00	\$0.00	\$0.00	\$1,509,300.00	FIFTH THIRD BANK SAVINGS
Fund 026 GENERAL OBLIGATION BOND	\$1,581,115.09	\$0.00	\$19,870.58	\$1,561,244.51	
COMMUNITY FDTN GRANT	\$3,870.41	\$0.00	\$2,262.22	\$1,608.19	FIFTH THIRD BANK CHECKING
Fund 027 COMMUNITY FDTN GRANT	\$3,870.41	\$0.00	\$2,262.22	\$1,608.19	
	\$6,382,525.15	\$798,773.80	\$1,059,717.05	\$6,121,581.90	

MONROE COUNTY PUBLIC LIBRARY

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CHASE BANK SAVINGS

06110 BANKONESV

August 2013

Account Summary

Beginning Balance	8/1/2013	\$11,922.20
+ Receipts/Deposits		\$1.08
- Payments (Checks and		\$0.00
Ending Balance as	8/30/2013	\$11,923.28

Check Book

Active	G 001-06110	OPERATING	\$1,909.73
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	\$11,923.28

Beginng Balance	\$11,922.20
+ Total Deposits	\$1.08
- Checks Written	\$0.00

Check Book	\$11,923.28
Difference	\$0.00

MONROE COUNTY PUBLIC LIBRARY

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ONB MONROE CHECKING
06300 ONB/MONROE
August 2013

Account Summary

Beginning Balance	8/1/2013	\$3,130.16
+ Receipts/Deposits		\$8,286.39
- Payments (Checks and		\$0.00
Ending Balance as	8/31/2013	\$11,416.55

Check Book

Active	G 001-06300	OPERATING	\$10,216.28
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$149.78
Active	G 005-06300	PLAC	\$300.00
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	\$750.00
Active	G 019-06300	GIFT-FOUNDATION	\$0.49
Active	G 020-06300	SPECIAL REVENUE	\$0.00
Active	G 024-06300	FINRA GRANT	\$0.00
		Cash	\$11,416.55
	Beginng Balance		\$3,130.16
	+ Total Deposits		\$8,286.39
	- Checks Written		\$0.00
	Check Book		\$11,416.55
	Difference		\$0.00

MONROE COUNTY PUBLIC LIBRARY

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UNITED COMMERCE

06400 UNITED COM

August 2013

Account Summary

Beginning Balance	8/1/2013	\$3,149.81
+ Receipts/Deposits		\$10,093.51
- Payments (Checks and		\$0.00
Ending Balance as	8/30/2013	\$13,243.32

Check Book

Active	G 001-06400	OPERATING	\$12,589.10
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$7.00
Active	G 005-06400	PLAC	\$550.00
Active	G 016-06400	GIFT-RESTRICED	\$0.00
Active	G 020-06400	SPECIAL REVENUE	\$97.22
		Cash	\$13,243.32
	Beginng Balance	\$3,149.81	
	+ Total Deposits	\$10,093.51	
	- Checks Written	\$0.00	
	Check Book	\$13,243.32	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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FIFTH THIRD CHECKING

06500 FIFTHCKNG

August 2013

Account Summary

Beginning Balance	8/1/2013	\$306,608.08
+ Receipts/Deposits		\$777,569.60
- Payments (Checks and		\$732,868.00
Ending Balance as	8/31/2013	\$351,309.68

Check Book

Active	G 001-06500	OPERATING	-\$206,165.49
Active	G 002-06500	JAIL	\$2,551.74
Active	G 003-06500	CLEARING	\$2,043.99
Active	G 004-06500	GIFT UNRESTRICTED	\$8,532.36
Active	G 005-06500	PLAC	\$350.00
Active	G 006-06500	RETIREES	-\$161.27
Active	G 007-06500	LIRF	\$20,692.32
Active	G 008-06500	DEBT SERVICE	\$13,020.98
Active	G 009-06500	RAINY DAY	\$13,685.01
Active	G 010-06500	PAYROLL	\$0.00
Active	G 016-06500	GIFT-RESTRICED	\$34,366.38
Active	G 019-06500	GIFT-FOUNDATION	\$16,746.09
Active	G 020-06500	SPECIAL REVENUE	\$274,686.24
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	\$51,944.51
Active	G 027-06500	COMMUNITY FDTN	\$1,608.19
		Cash	\$235,059.57

Beginng Balance	\$306,608.08
+ Total Deposits	\$777,569.60
- Checks Written	\$849,118.11

Check Book	\$235,059.57
O/S Checks	\$116,250.11

MONROE COUNTY PUBLIC LIBRARY

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FIFTH THIRD SAVINGS

06510 FIFTHSAVG

August 2013

Account Summary

Beginning Balance	8/1/2013	\$5,147,658.12
+ Receipts/Deposits		\$1,281.06
- Payments (Checks and		\$300,000.00
Ending Balance as	8/31/2013	\$4,848,939.18

Check Book

Active	G 001-06510	OPERATING	\$1,001,885.92
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	\$4,848,939.18

Beginng Balance	\$5,147,658.12
+ Total Deposits	\$1,281.06
- Checks Written	\$300,000.00

Check Book	\$4,848,939.18
Difference	\$0.00

TO: Monroe County Public Library – Board of Trustees
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager
RE: Personnel Report
DATE: September 18, 2013

Beginning Employment

- Erin Tobey, Communications & Marketing, Graphic Designer, Pay Grade G, 30 hours per week effective September 9, 2013.
- Ross Jackson, Facilities/Security, Security Technician, Pay Grade E, 20 hours per week effective September 15, 2013.
- Justen Warne, Circulation, Clerk, Pay Grade C, 20 hours per week effective September 12, 2013.

Ending Employment

- Roger Kelley, Facilities, Security Technician, Pay Grade E, 20 hours per week effective August 16, 2013.
- Josh Brewer, Circulation, Page, Pay Grade A, 15-18 hours per week effective September 11, 2013.
- Corinna Manion, Community Outreach Services, Community Outreach Specialist, Pay Grade G, 37.5 hours per week effective September 13, 2013.

Job Changes

- Ginny Hosler, Circulation, Clerk, Pay Grade C, from 25 hours per week to 37.5 hours per week effective August 26, 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	137	20	157	3,988	590	4,578	141,004	18,183	159,187
09/06/13	140	20	160	4,050	590	4,640	142,979	18,418	161,397
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

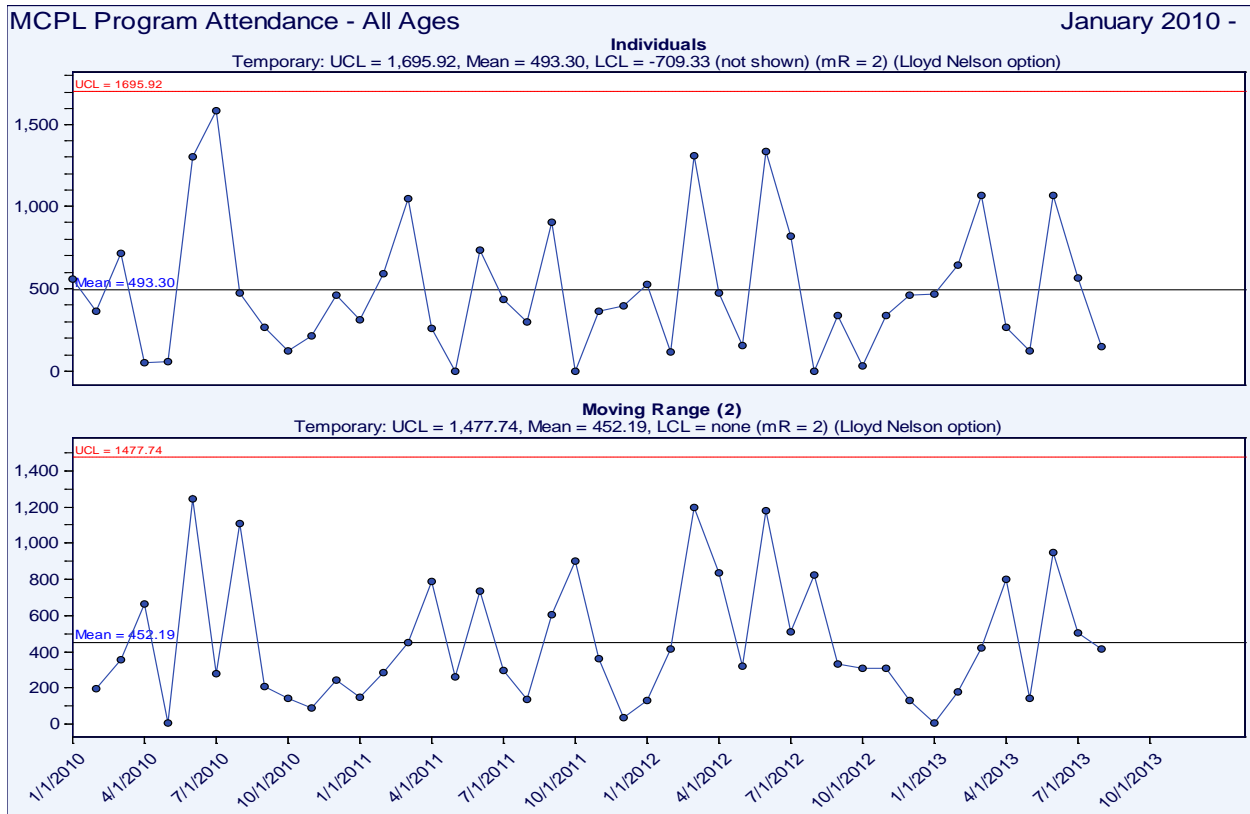
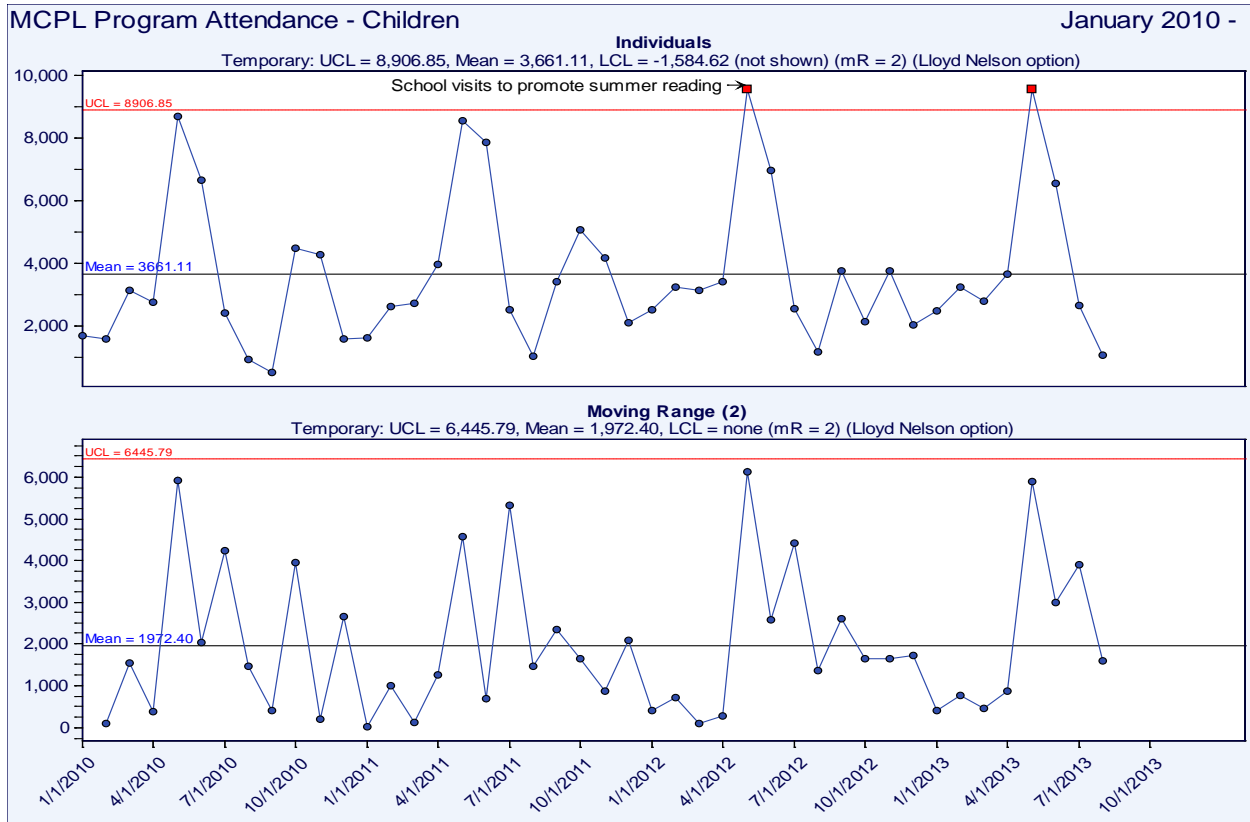
2013 Board of Trustees Calendar

<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 began the 2013-14 academic year with 15 preschool classrooms and five Early Head Start classrooms; another preschool classroom will be added at Highland Park Elementary in the near future. Outreach Librarian Polly O'Shea visited 12 of the sites in August, presenting a "clothing" theme story time. The children listened to *Joseph Had a Little Overcoat* by Simms Taback, danced during a movement activity based on their outfits, and had fun singing along to *Pete the Cat: I Love My White Shoes* by Eric Litwin.
- Mary Frasier and Christina Jones presented an "Every Child Ready to Read" workshop for 42 parents at the WIC Latch-On. Participants were very enthusiastic. They attempted to set a record for the greatest number of simultaneously nursing babies while they learned how to support early literacy development.
- Children's Services at the Main Library presented nine preschool programs for 470 children and caregivers and three infant and toddler programs for 28 children and their caregivers. It was a light programming month, as the summer reading program ended and the department geared up for first grade tours and class visits from other grades.
- Ellettsville Branch staff increased the number of preschool story times offered this fall to help meet the demand for these early literacy experiences at the library.
- Stephanie Holman, children's librarian at the Ellettsville Branch, attended the Indiana Library Federation/Children's and Young Peoples Division Conference in Indianapolis. Highlights included a program on combining the national program "1,000 Books Before Kindergarten" with "Every Child Ready to Read" to increase literacy skills, a program on marketing books by subject, and a display in the exhibits by architect Odle McGuire Shook that featured large photos of the Children's Room at the Ellettsville Branch.
- Stephanie Holman received the following email from patrons who recently moved away: *"Dear Stephanie, I wanted to let you know that we have moved out of Bloomington to California (Bay Area). We have enjoyed attending the story times at Ellettsville and would have continued to if we were still there, but alas we are not. We have been going to the libraries out here though. Story times we have gone to here are not quite as good as yours and Miss Penny's, but you two are hard to beat. Take care and I wish you much fun this year."*

1B. Support basic literacy skills.

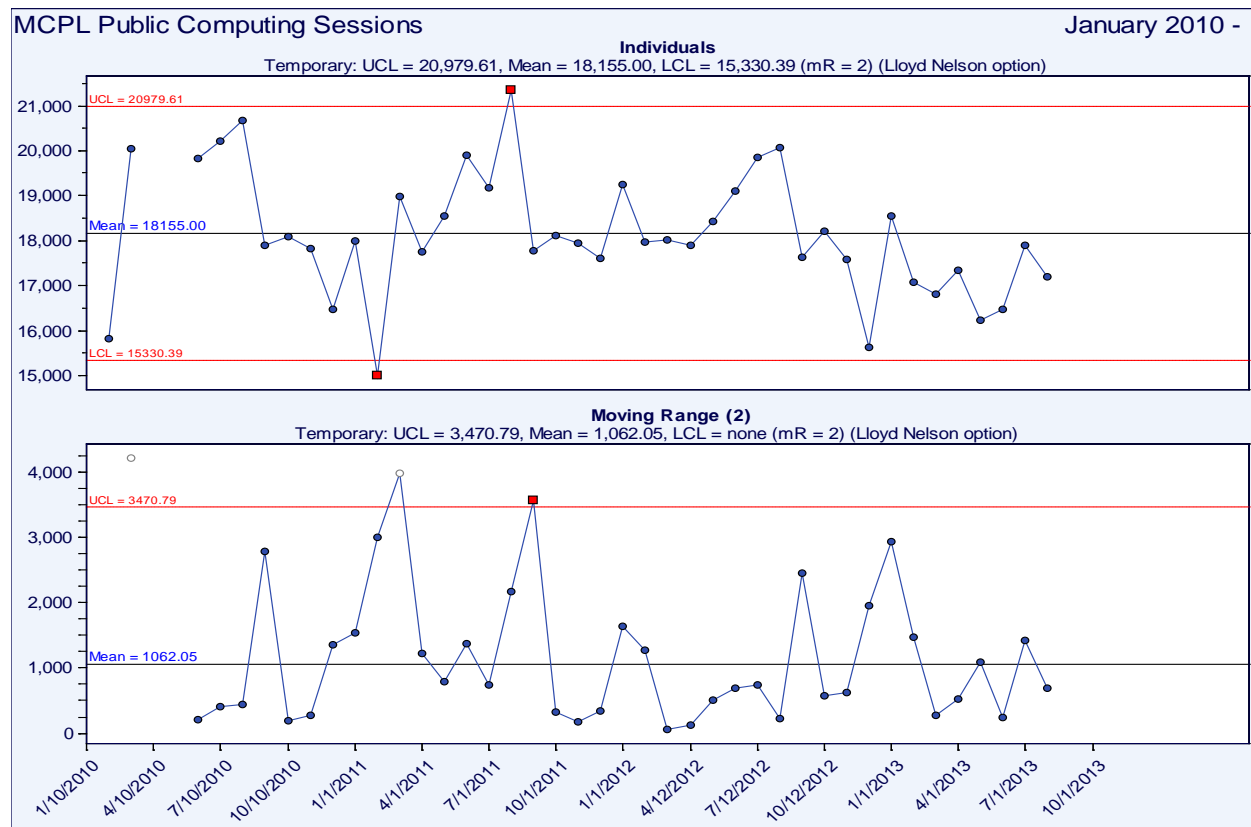
- VITAL tutors provided 339 hours of one-to-one tutoring to 89 learners in August, a marked increase from 239 hours in July. With the start of a new school year, many of tutors and learners have more time available to engage in learning activities. Tutors also volunteered 18 hours facilitating English conversation groups.
- Josh Wolf promoted the library at the annual MCCSC International Family Orientation attended by more than 150 people.
- Josh Wolf, Vanessa Schwegman, Bara Swinson, and Sara Laughlin, plus Tammy Miller, Jan Bergeson, and Jason Taylor from MCCSC, participated in a conference call with Susan Carlton, Skokie (IL) Public Library, to learn practical details about their school library card program. Josh and Sara described the goals of the school/library partnership at a meeting of 25 MCCSC principals and assistant principals. Afterwards they demonstrated a handful of age-appropriate electronic resources available to students. Vanessa and Jason worked on the technical details for sharing files.
- Ellettsville Branch staff, in conjunction with Communications & Marketing, recorded a public service announcement for WCLS 97.7 to advertise the children's, teen, adult, and computer classes and programs offered at the branch.

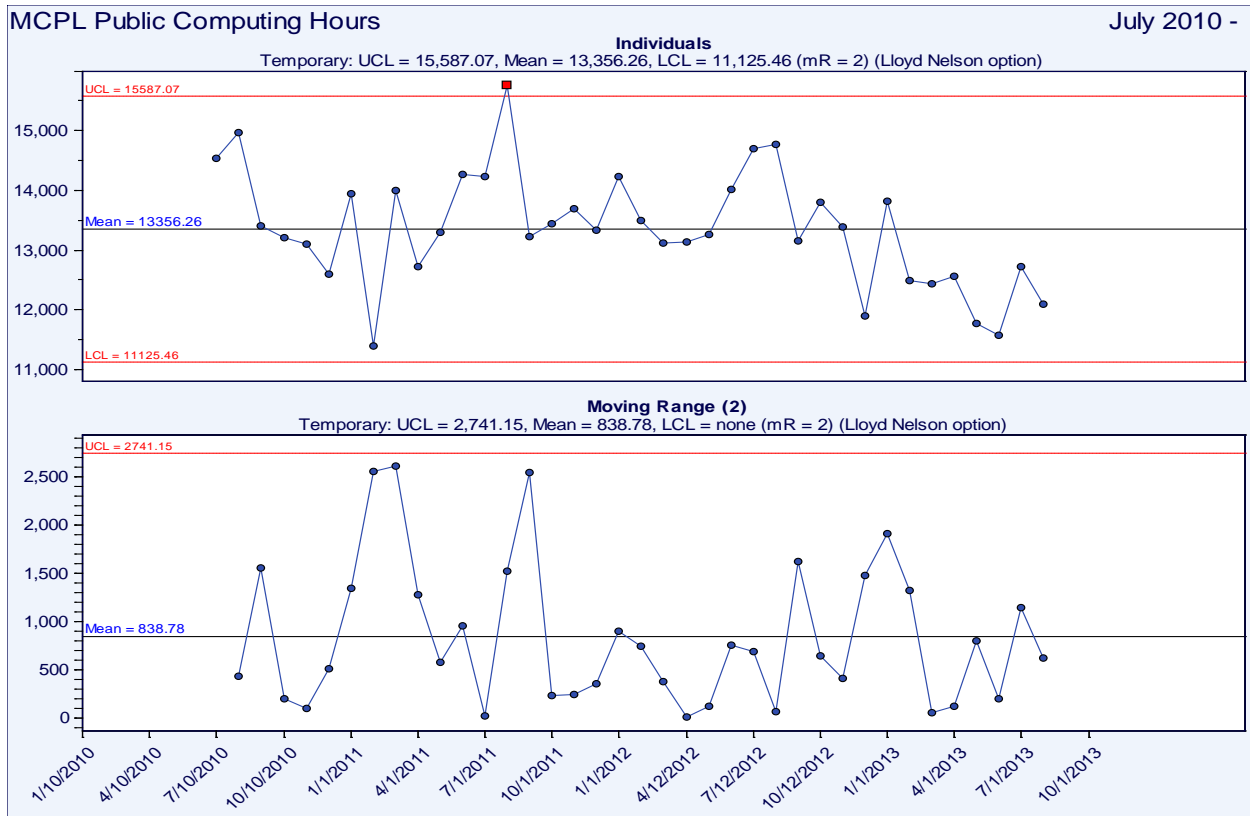
1C. Serve as a community resource for digital literacy.

- Instructional designer Austin Stroud presented three programs for patrons: "Microsoft Word 2010 Tips and Tricks," "Presenting with Microsoft PowerPoint 2010," and "Web Design" and facilitated ten one-on-one sessions with patrons on the topics of downloading digital coupons, converting a VHS tape to a DVD (patron provided the VCR), online job application assistance, downloading eBooks (Kindle, laptop and Kindle Fire), email (Gmail), close-captioning a foreign language video, and Windows Movie Maker.
- Instructional designer Austin Stroud served as the guest speaker for the August 27 Bloomington Business and Professional Exchange meeting at the American Legion. A crowd of 15 job seekers and job-help experts were on hand as Austin presented about the free employment resources, services, and programs offered within the library. Representatives from Work One and the Broadview Learning Center asked for programming brochures to display in their offices.
- Ellettsville Branch staff held four one-on one sessions to assist patrons learn new technology.

1D. Support digital creativity.

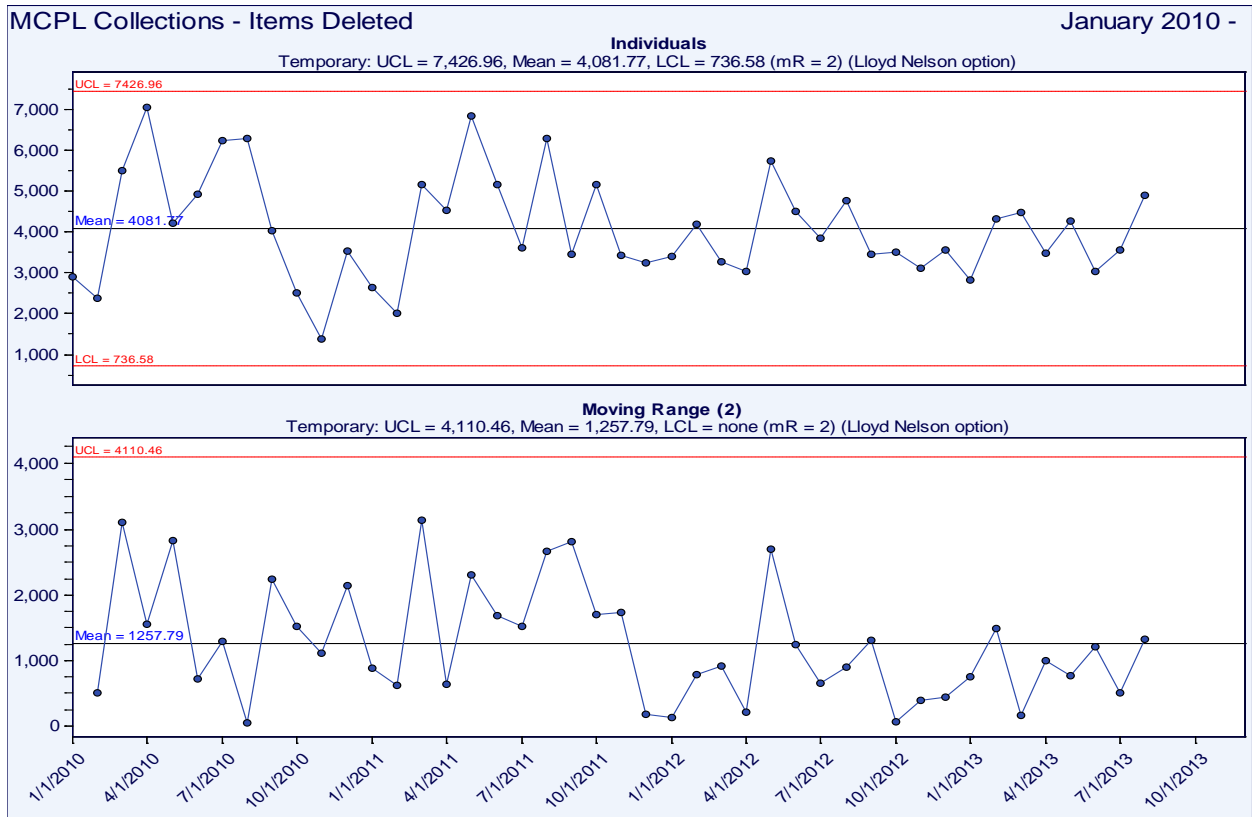
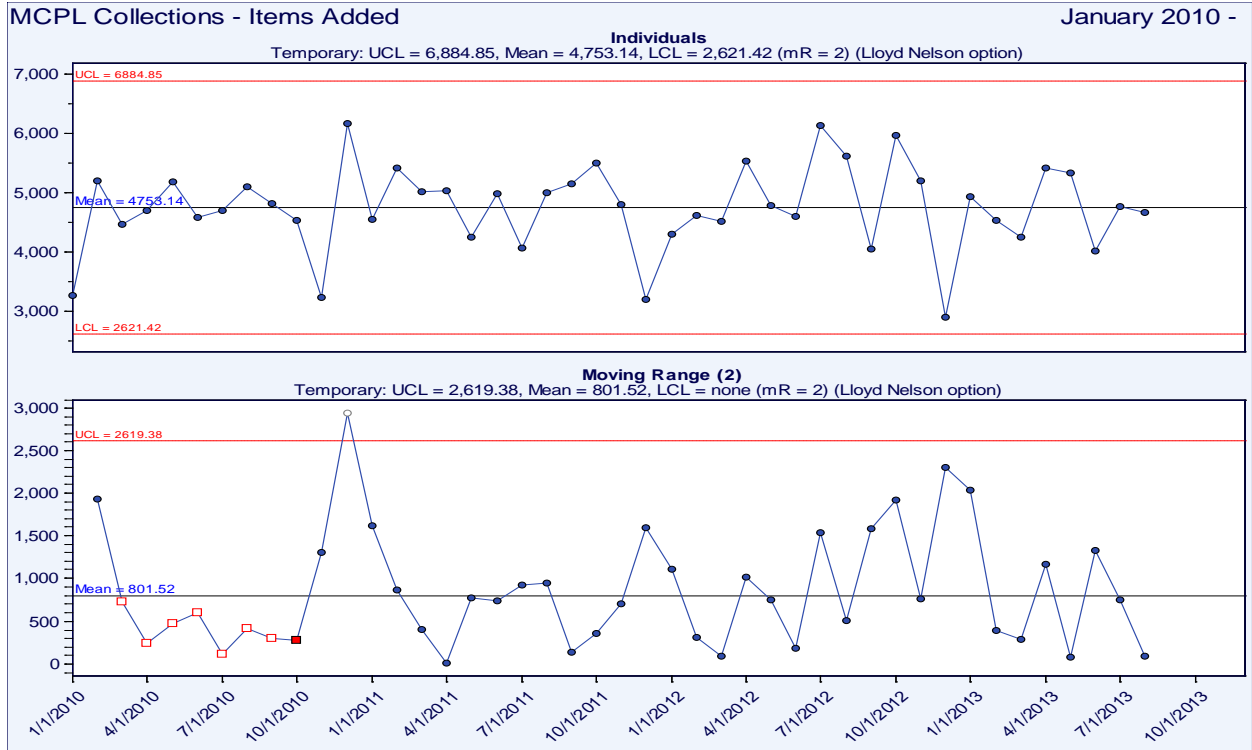
- Steven Backs and Michael Hoerger served on the coordinating committee for the first annual Makevention, held at the Bloomington Convention Center on August 24th. The event was attended by roughly 1000 participants, greatly exceeding the goal of 500. Exhibitors included three robotics clubs, Bloominglabs, the Project School, Pinnacle School, Wonderlab, Discardia and other groups interested in the Maker movement. Michael created all the graphic elements used to advertise and market the event, earning the library a spot as co-sponsor.

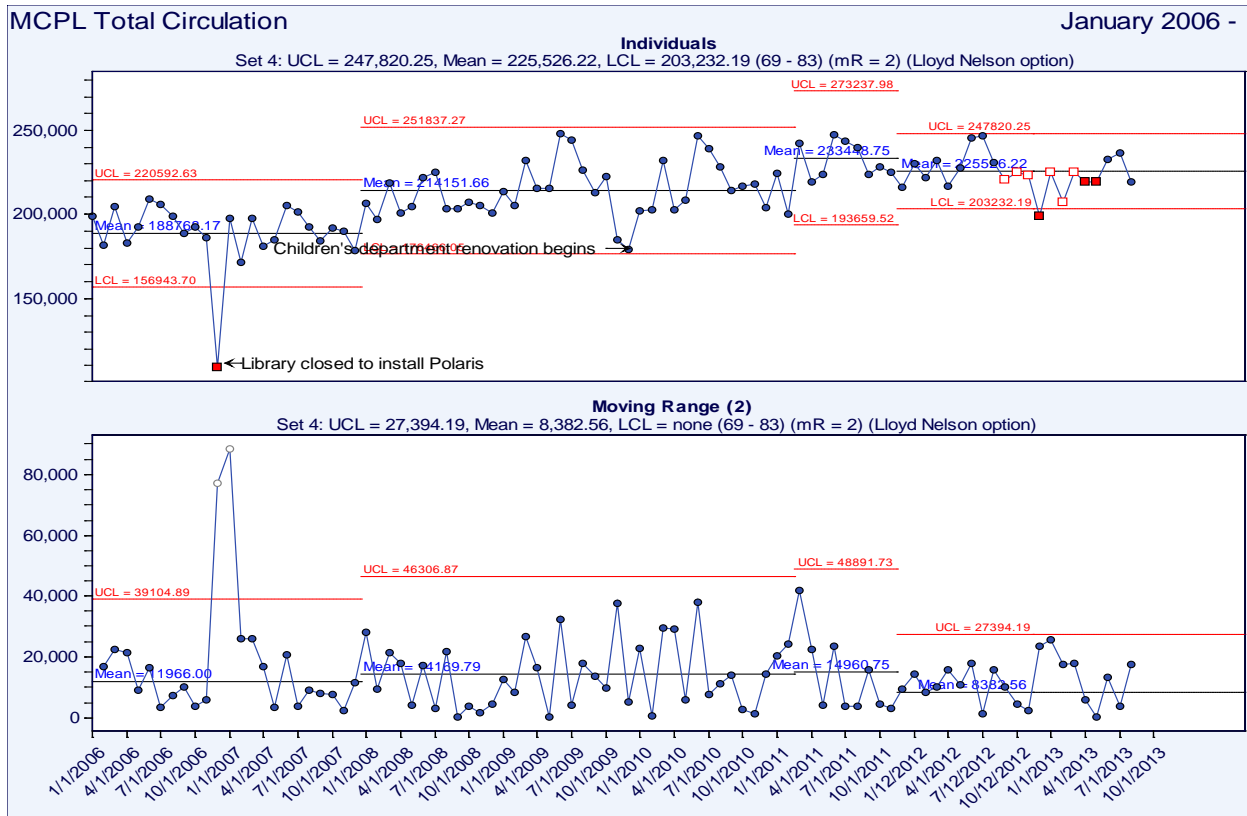




1E. Maintain collections to meet current needs, adding new formats and removing obsolete formats.

- The Indiana Department of Workforce Development announced that it will discontinue the use of the GED as a high school equivalency exam in December 2013, due to concerns about the computer-only model and the nearly double increase in price. The new Test Assessing Secondary Completion (TASC) will offer a paper-and-pencil option to ensure accessibility and is expected to cost less than the new GED. The VITAL collection will offer TASC preparation materials when they are available.
- The Library joined “ReadersFirst” a loose-knit group including 285 libraries serving 198,000,000 readers, organizing to improve e-book access and services for public library users.
- Jane Ruddick, Collection Services, completed an online class, “Collecting Self-Published Authors at the Public Library.”
- Pages are involved in multiple shifting projects to better utilize space. In the Adult Collection, Audio Books and the recently added Playaways have more space. In the Children’s Collection, shifting in the early readers incorporated new shelving tubs and has improved the organization.

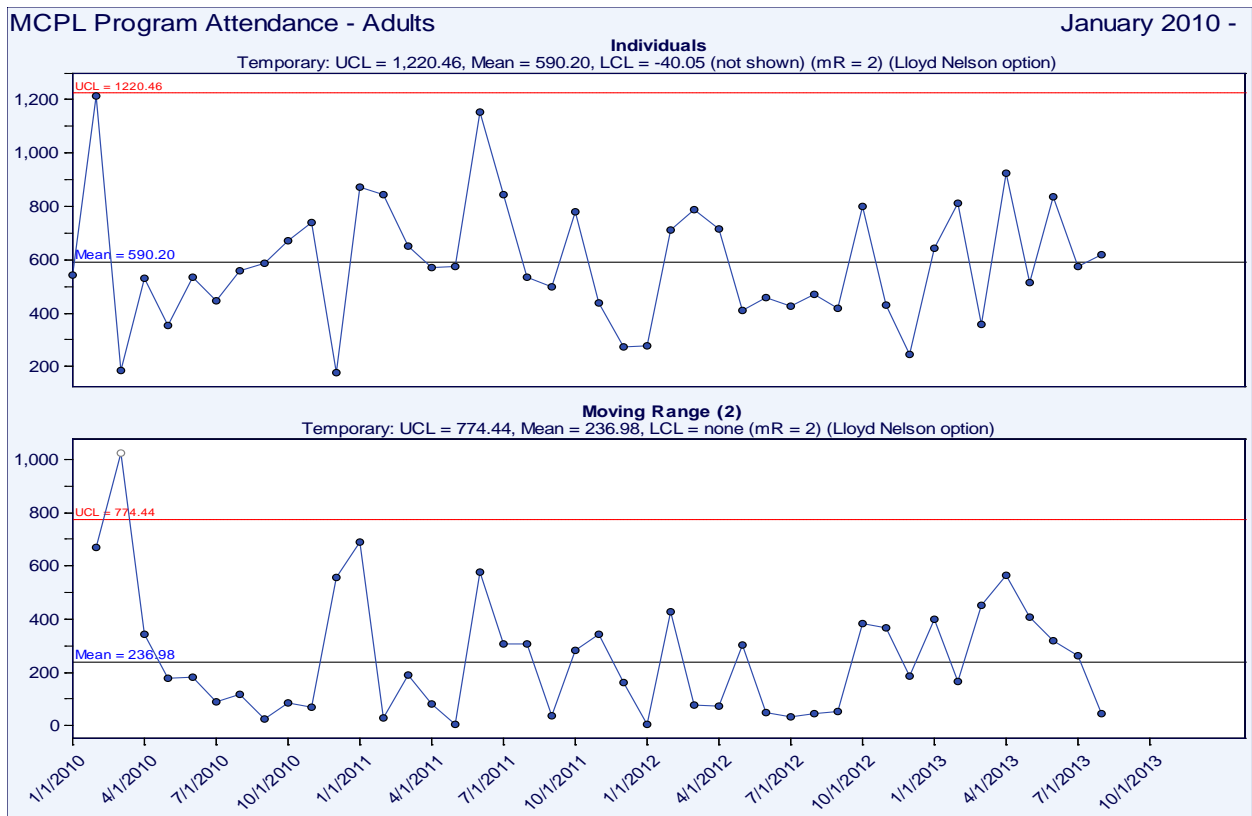
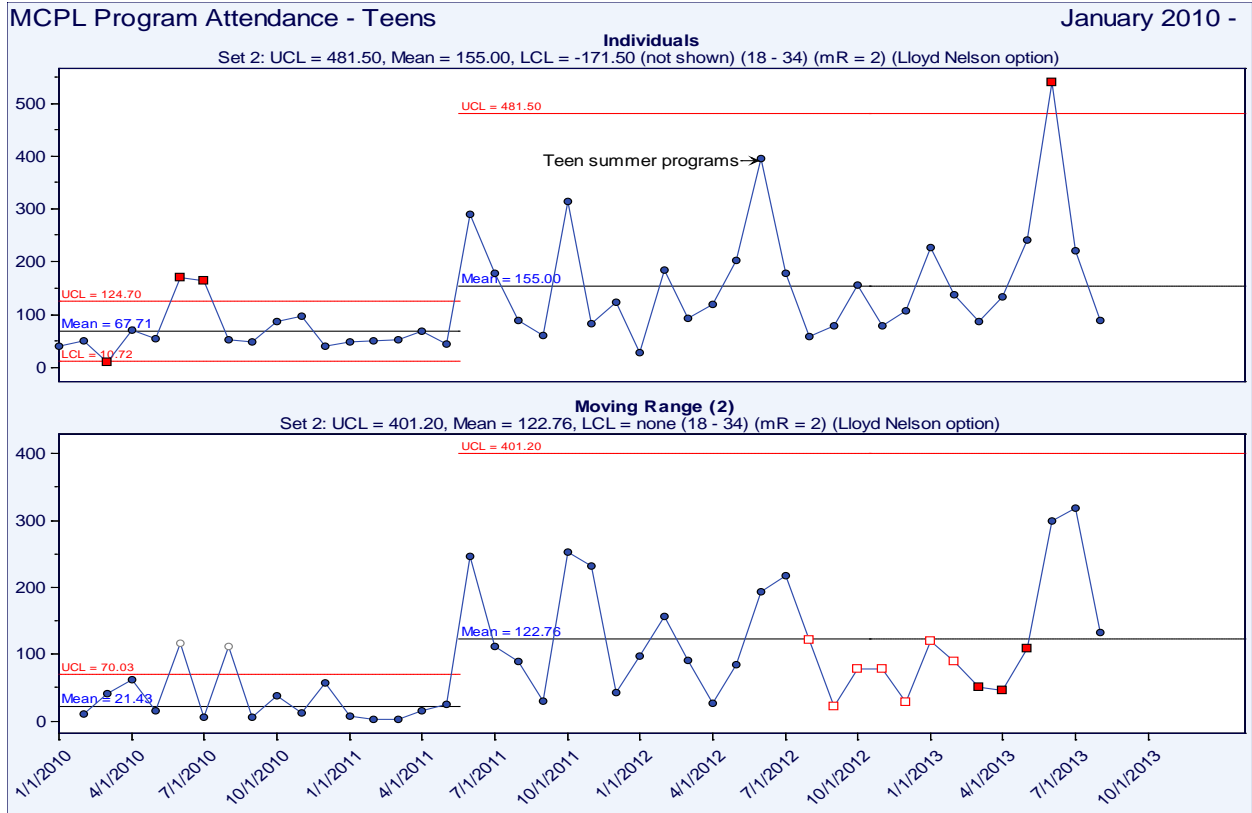




GOAL 2: Provide shared access to the world's information for free.

2A. Provide programs for teens and adults.

- Twelve readers attended "Books Plus" to discuss *These Is My Words: The Diary of Sarah Agnes Prine 1881 - 1901 Arizona Territories*. Ten people who had read the book said they enjoyed it very much. Several said that it was not a book they would have chosen on their own, so were happy to be introduced to it. One woman said she was put off by the grammar in the title and had planned to just skim it, but became caught up in the story and read every word. One reader had lived in the area of Arizona in which the book is set and said the descriptions of the land and weather were still accurate today.
- The Teen Summer Reading program wrapped up in mid-August. This year's program had 410 participants, with 102 completed game boards turned in. It was a slight increase from last year's 372 participants, but a major increase from the 64 completed game boards turned in during the summer of 2012.
- Luann Dillon coordinated a program with Daina Bohr of the Indiana State Library genealogy collections, who presented ways to research ancestors from Ohio, Kentucky, Illinois and Michigan. Luann also reviewed with participants the Indiana Room Collections. 12 people attended.
- Josh Wolf presented bibliographic instruction for 96 Project School sixth, seventh, and eighth graders.



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

- August was a great recruitment month for VITAL. VITAL Coordinator Bethany Terry attended the Community Volunteer Fair and the School of Education Resource Fair, meeting with dozens of prospective volunteers from Indiana University and the Bloomington community. Monthly orientation sessions are being offered to support new volunteer engagement.
- Josh Wolf wrote and distributed a programming survey to the IU Working Moms Group. The Children’s staff received 47 responses and are already planning some programming adjustments.
- As a representative of the Services to Persons with Disabilities Working Group, Mary Frasier attended two meetings of the Council for Community Accessibility.
- Stephanie Holman received a lovely comment from a patron that demonstrates that our services and programs do touch lives. After attending our “Bubble Wonders Show on 8/1, Jen Campanella wrote to say:

“Oh, dear Stephanie! Geoff Akins' message about believing in yourself and that anything is possible hit home for ME (forget about the kids!) right at the very end of his show.

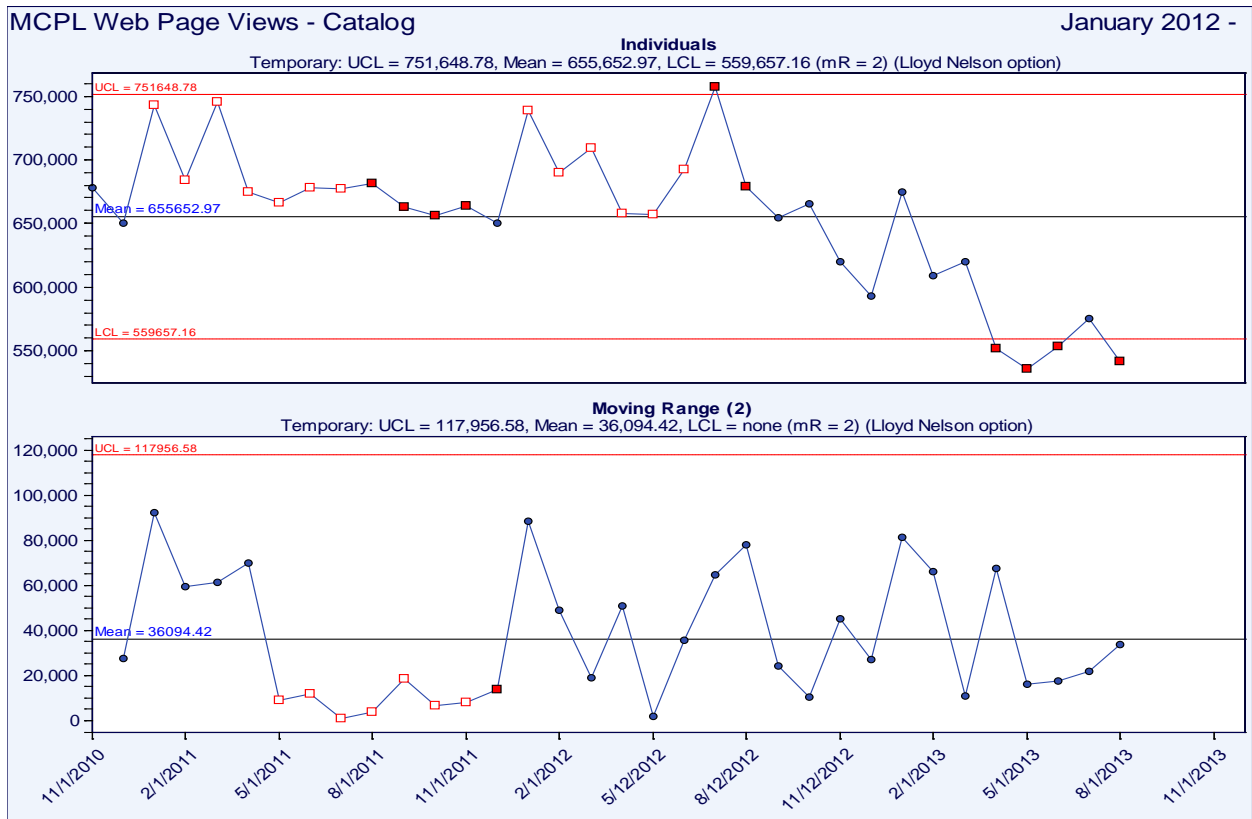
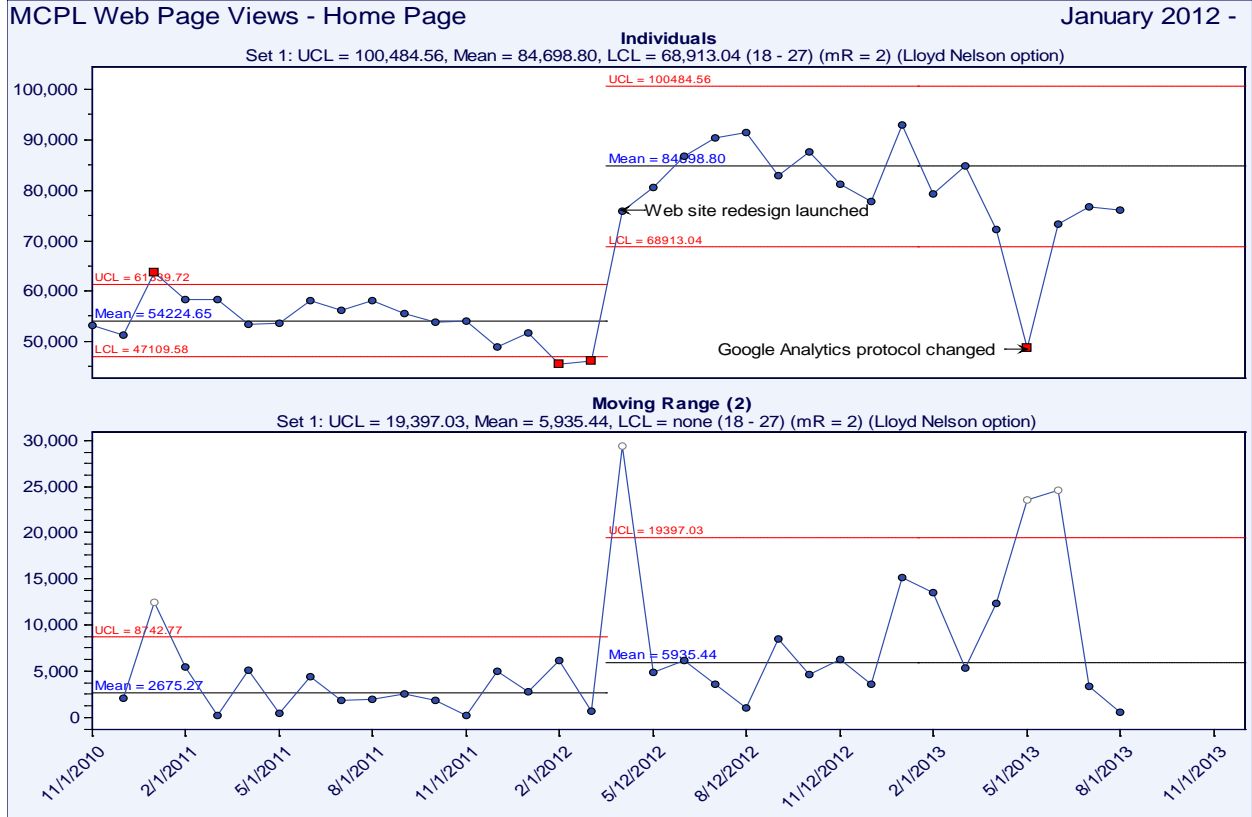
“At the risk of sounding like a sap, I was amazed that a children's program at the library was so powerful and inspiring enough to almost reduce me to a blubbering heap (but I held it together pretty OK... sort of.) I quickly realized that my emotions weren't from feeling defeated or giving up, but from the renewed sense of hope, inspiration, and realization that everything will be OK and I'll figure it out soon enough, with a little patience.

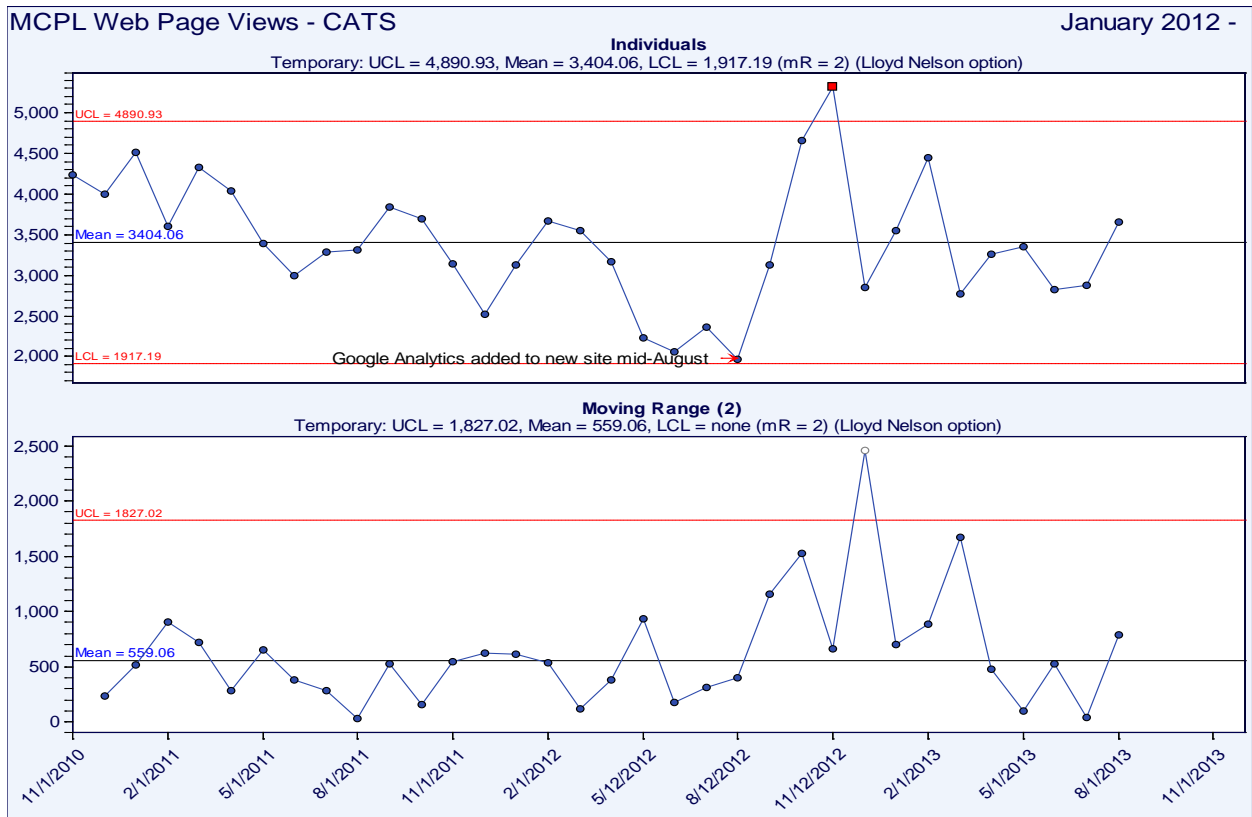
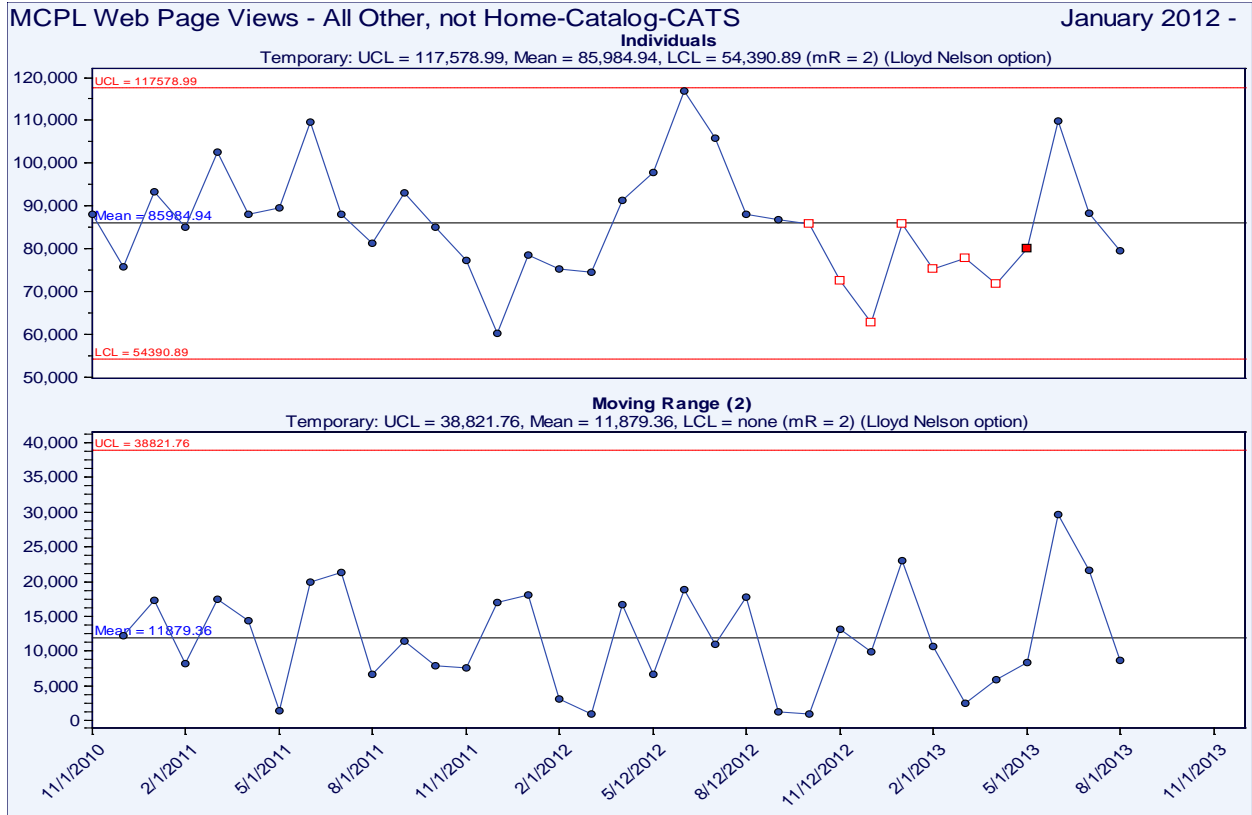
“So thanks to the Friends of the Library for making it all possible. And thanks to Geoff Akins for my renewed hope and inner strength”.”

- A team from Johnson County (IN) Public Library visited the library to tour the Learn and Play Space and get ideas for digital creativity.
- Sara Laughlin attended the initial meeting of the countywide task force preparing to assist community members in understanding options for and enrolling in health insurance. Other partners include IU Health Bloomington, City of Bloomington, and Volunteers in Medicine. Mickey Needham and Steve Backs will be representing the library.
- Sara Laughlin represented the library in the Bell Trace Community Advisory Board, as they investigate ways for their organization and residents to be more involved in the community.

2C. Strengthen services for nonprofit organizations.

August Meeting Rooms/Auditorium Use		
Meeting Rooms	Main Library meeting rooms used	104
	Main Library auditorium used	9
	Main Library atrium	0
	Ellettsville Branch	9
	TOTAL MEETING ROOMS USED	122





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.

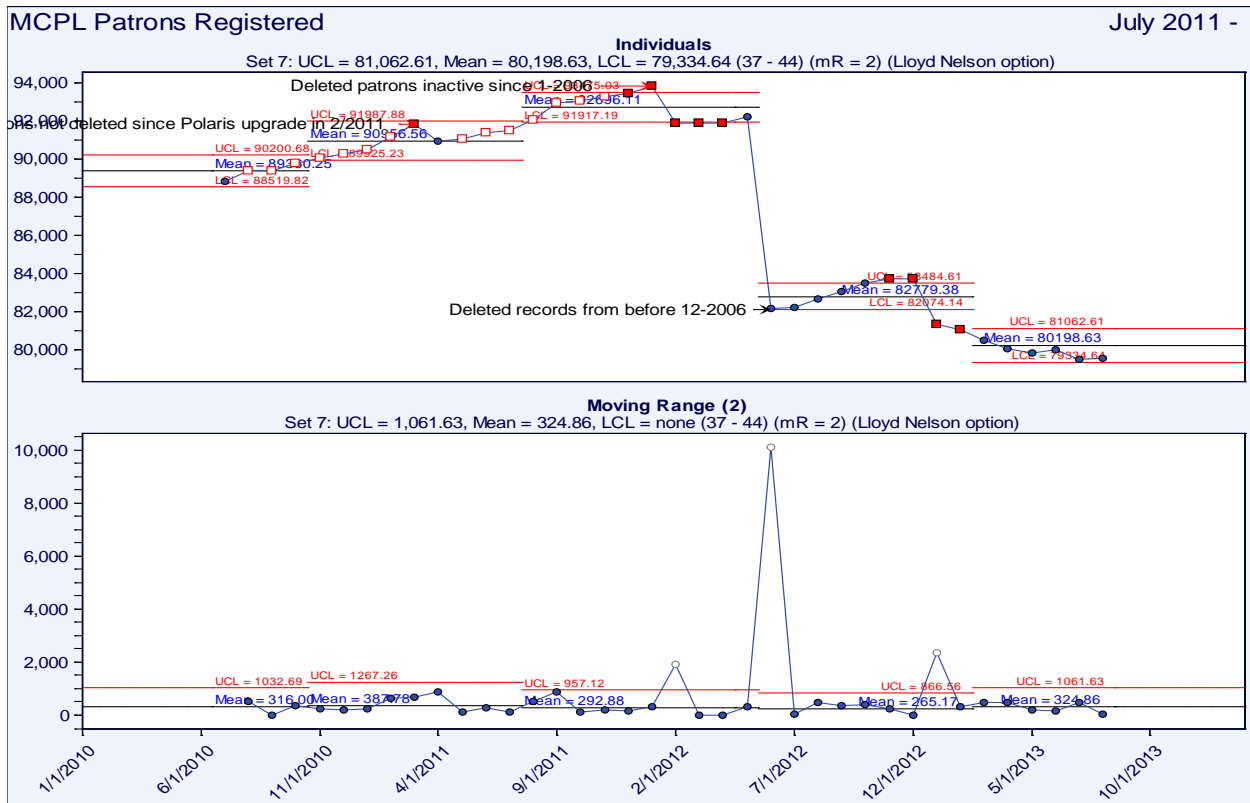
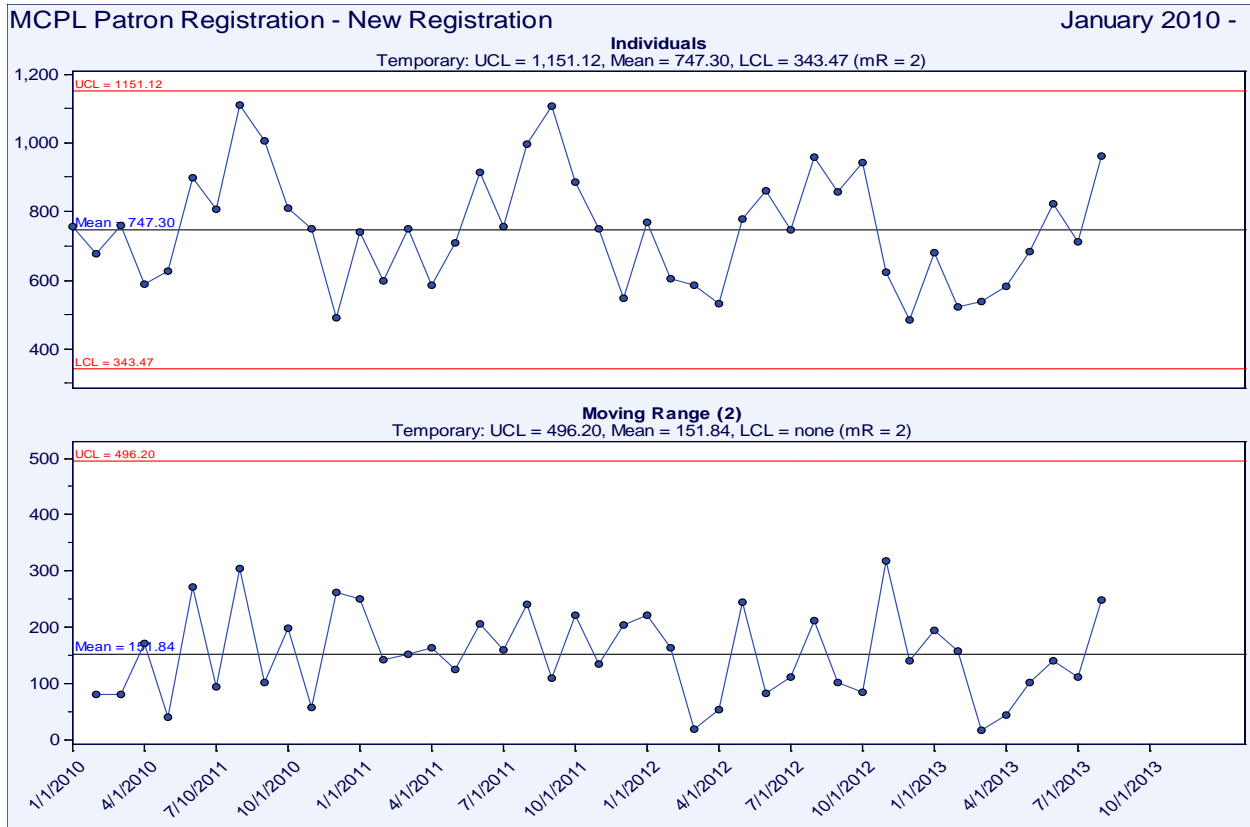
- After several months of infrastructure upgrades and negotiation with Internet providers, the library proceeded with an agreement with Smithville Telecom to increase bandwidth from 20 Mb to 50 Mb. The change will be effective in early September. Ned Baugh, Information Systems manager, negotiated a reduction in price from the \$55/megabit we were previously paying to \$30/megabit. As a consequence, costs will increase from \$13,200 to \$18,000 (36%), while bandwidth will increase 150%.
- The Indiana Room returned the book scanner on loan from the Indiana State Library after wrapping up the second and most complex phase of this project, creating 3,438 images: Monroe County Commissioner Records (1,166 images in three books) and City of Bloomington Council Minutes (2,272 images from four books).

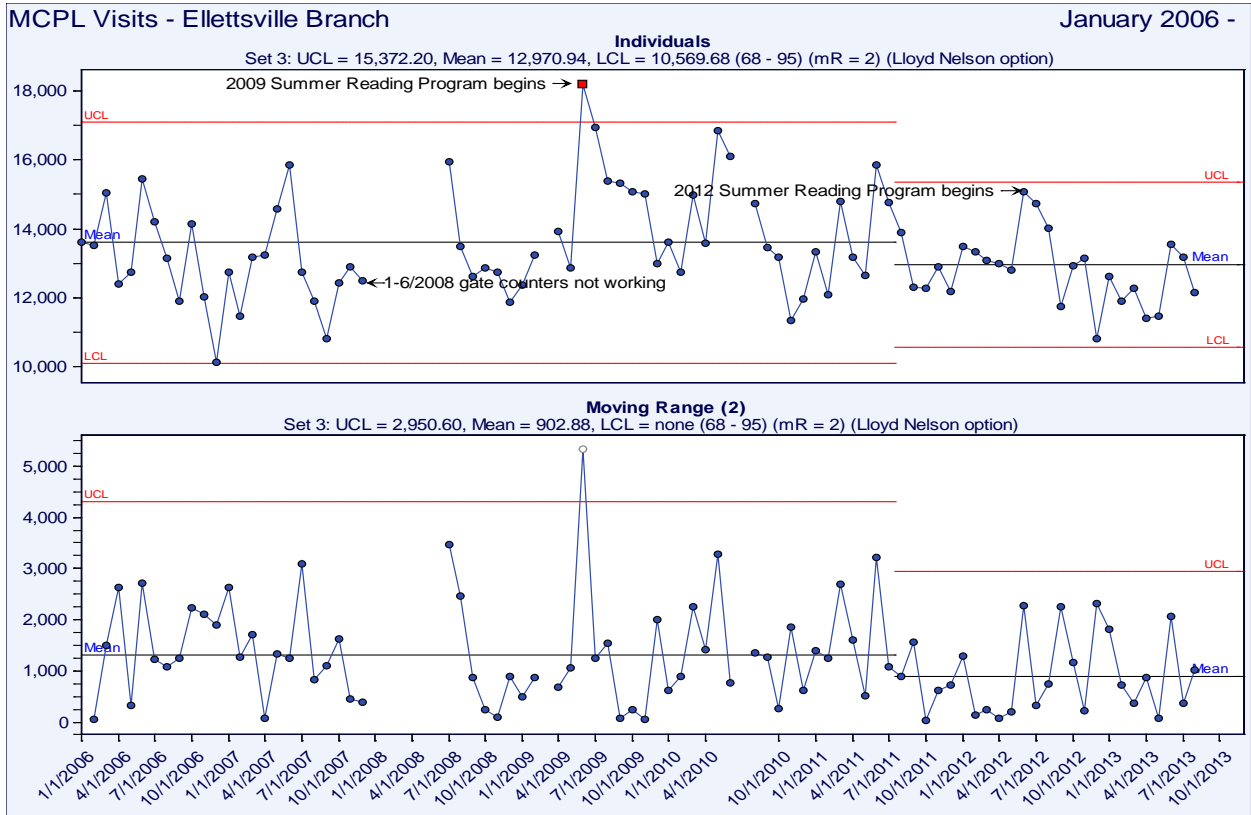
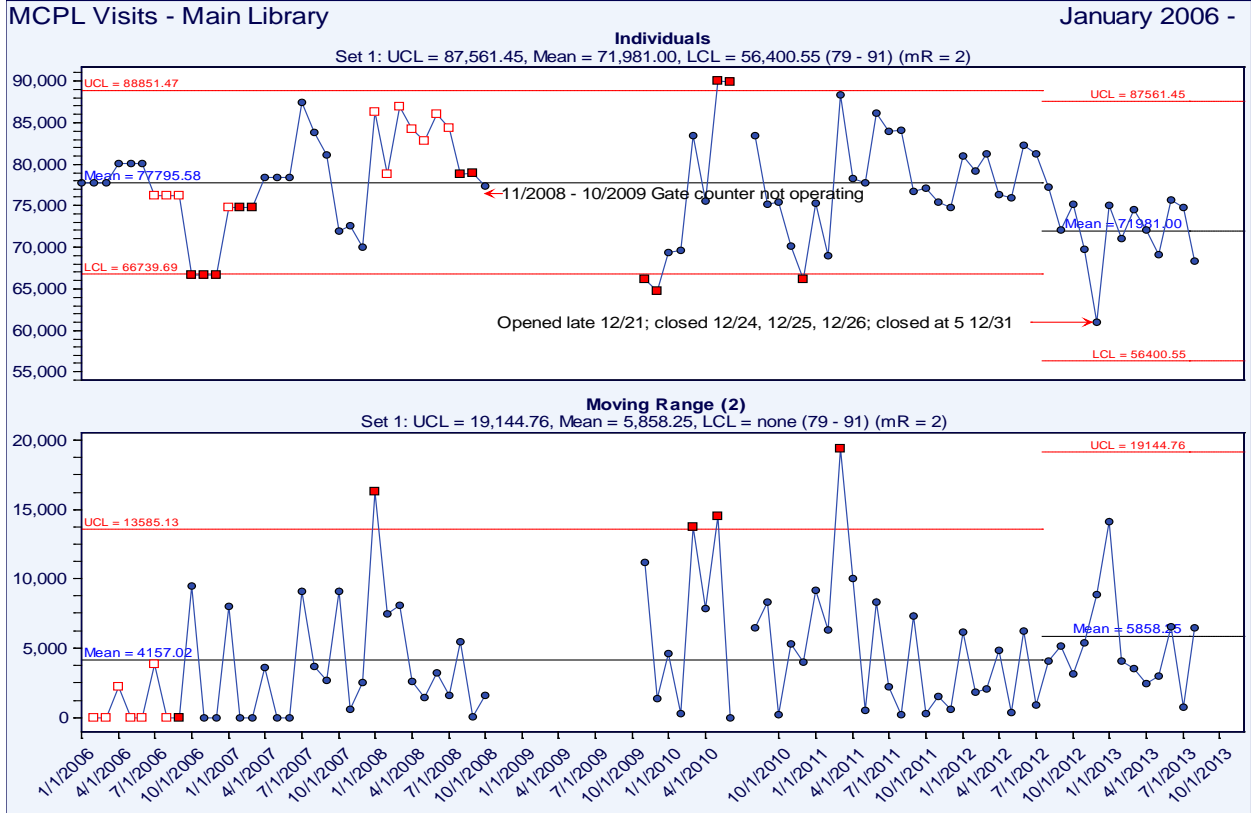
August Access		
Read It Off	Number registered	431
	Charges waived	\$611.70
	Number individuals with charged waived	75
	Number exiting program	20
Interlibrary Loan	Items loaned	241
	Items borrowed	23
Author Alert	Alerts placed	224

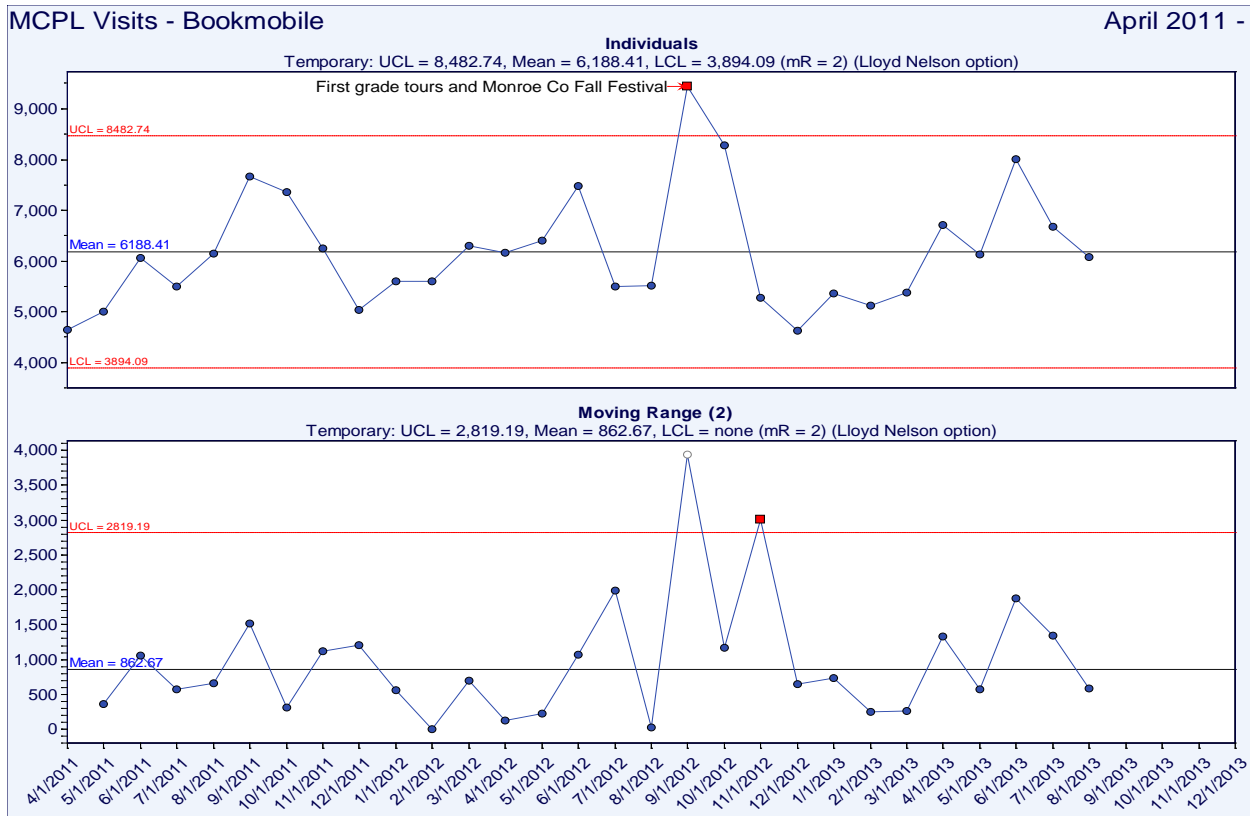
August CATS	
Government programs produced	31
Patron programs produced	105
Community programs produced	28
Public service announcements	2
Dubs delivered	130
Programs added to collection	164

- On August 19, the City Council gave preliminary approval for CATS 2014 budget at \$407,905, a 2.6% increase over 2013.
- Non-governmental CATS productions included “2013 Monroe County Fair Baby Contest;” “1960s – 1970s Bloomington Reunion Reunion;” “Target of Opportunity” from the Buskirk-Chumley Theater; Bloomington Rotary luncheon speakers Dr. Nicole Serena Kousaleos, Dan Preston and Jennifer Stone; “Protective Orders: Moving Beyond Domestic Violence” panel discussion designed to bring domestic violence issues and the protective order process to the forefront of Monroe County, “Healthy Business Bloomington Breakfast” featuring Dr. William VanNess, the Indiana State Health Commissioner, discussing the importance of worksite wellness and how a wellness program can work within the Affordable Care Act; Chamber of Commerce “Federal Focus Breakfast” with Senator Joe Donnelly Bloomington Community Farmers’ Market’s “25th Annual Salsa Contest;” and “Grant Street Jazz Festival.”

GOAL 3: Provide high quality, personalized customer service.







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

- As part of her work on the Disabilities Committee, children’s librarian Stephanie Holman completed a four-week online course on “Serving Children with Disabilities in the Library.”

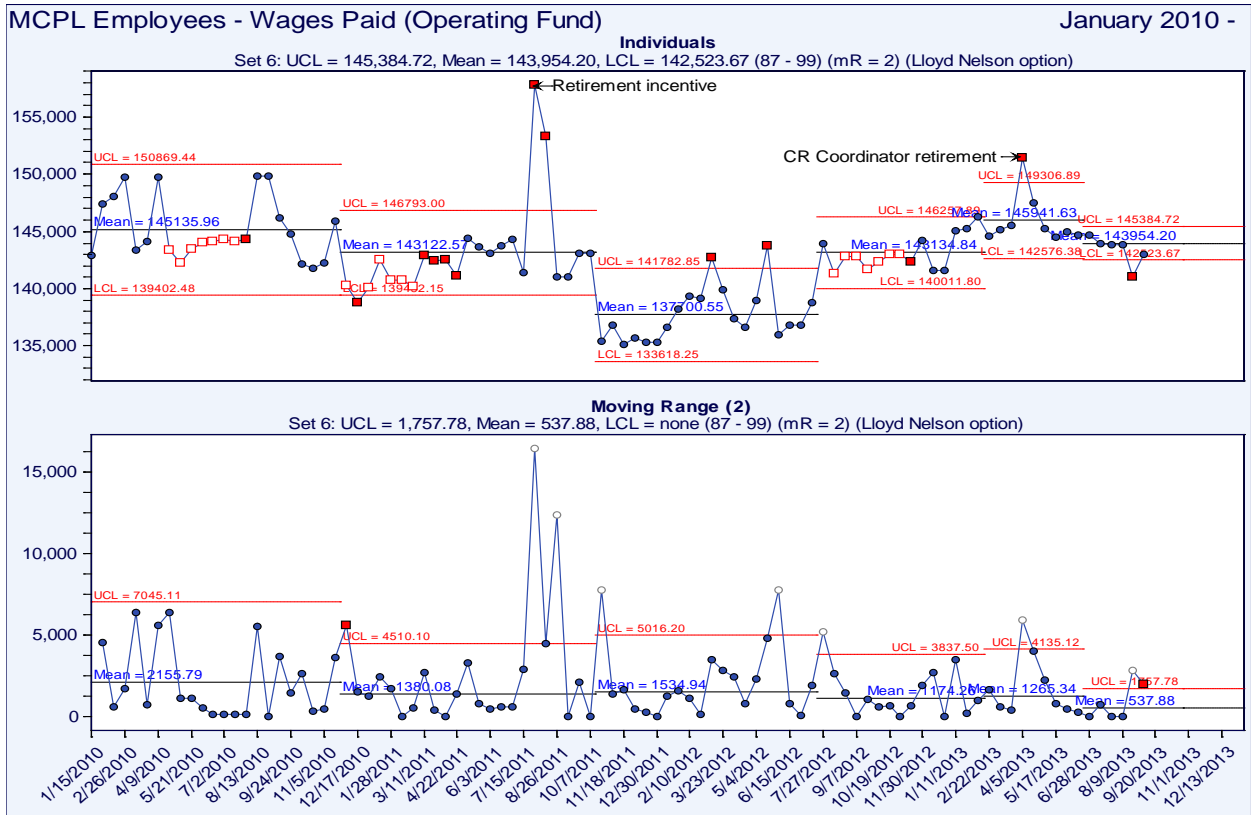
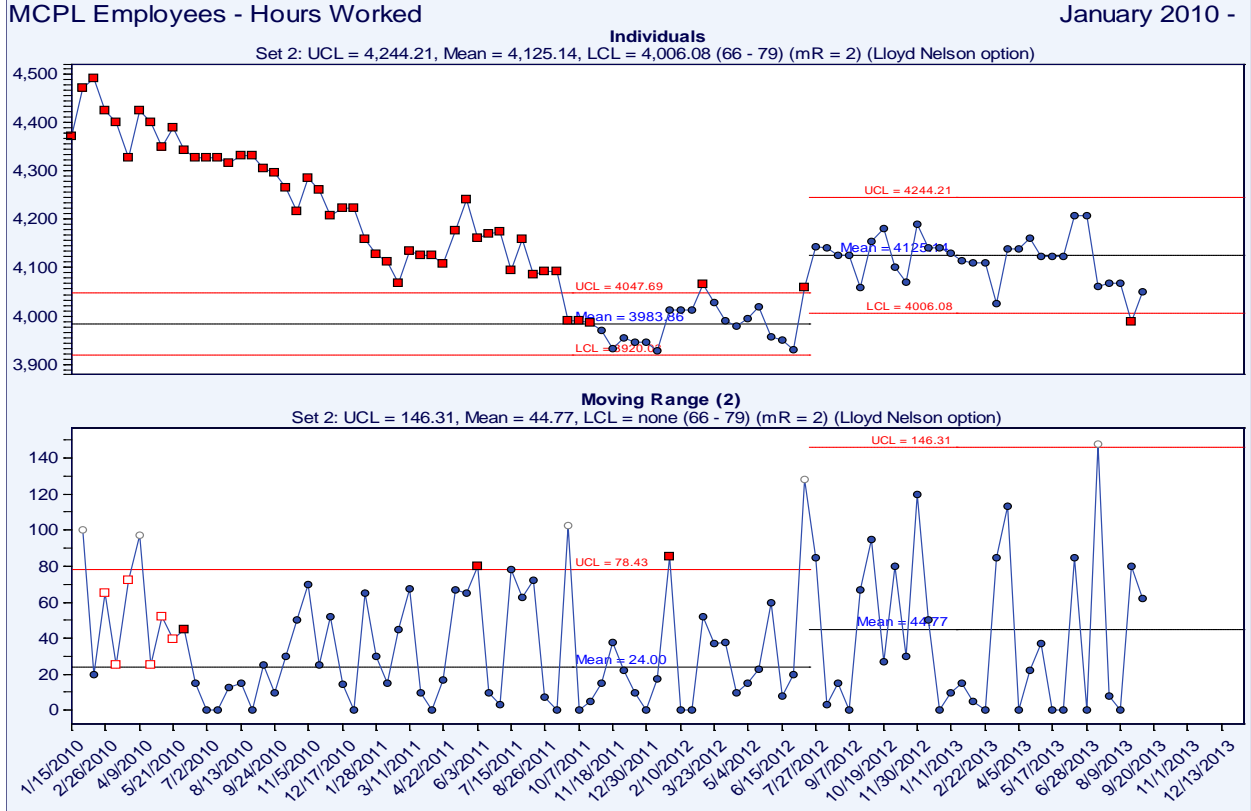
3B. Develop a unified communication strategy.

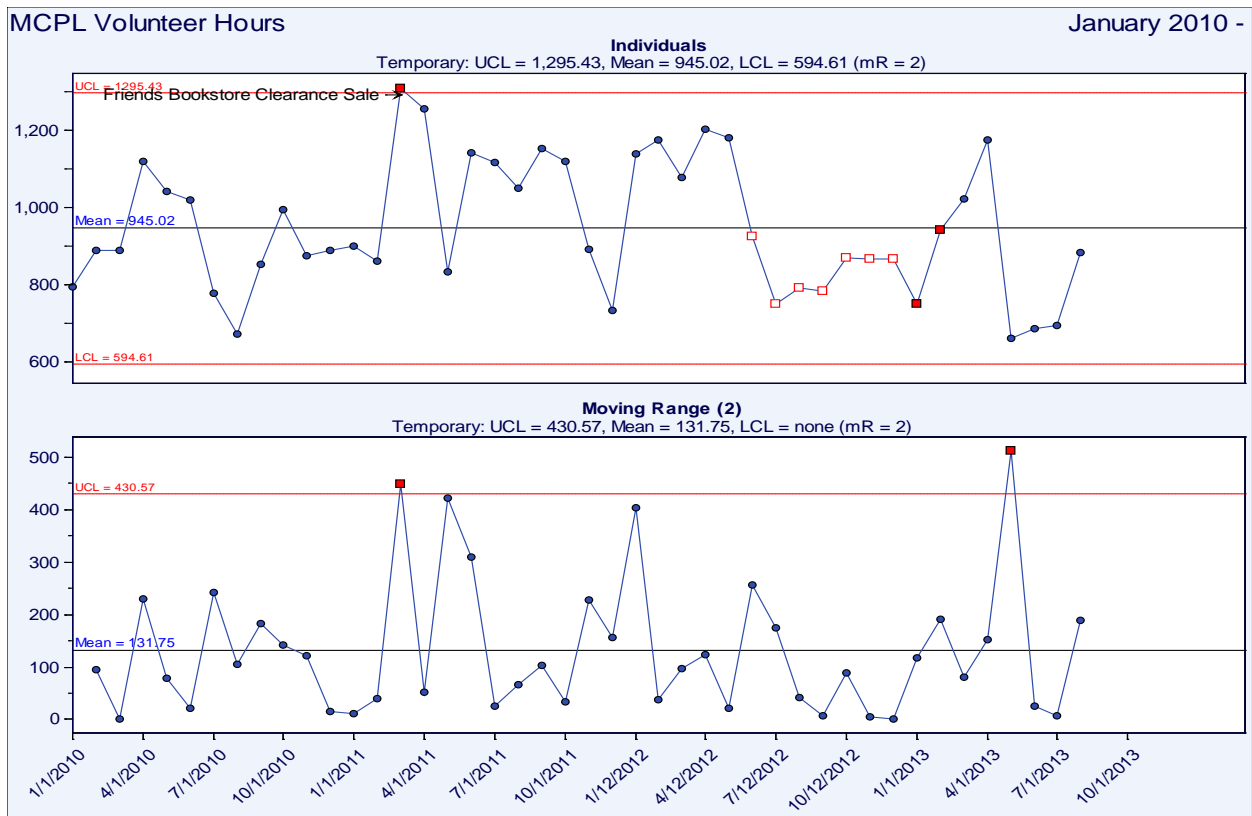
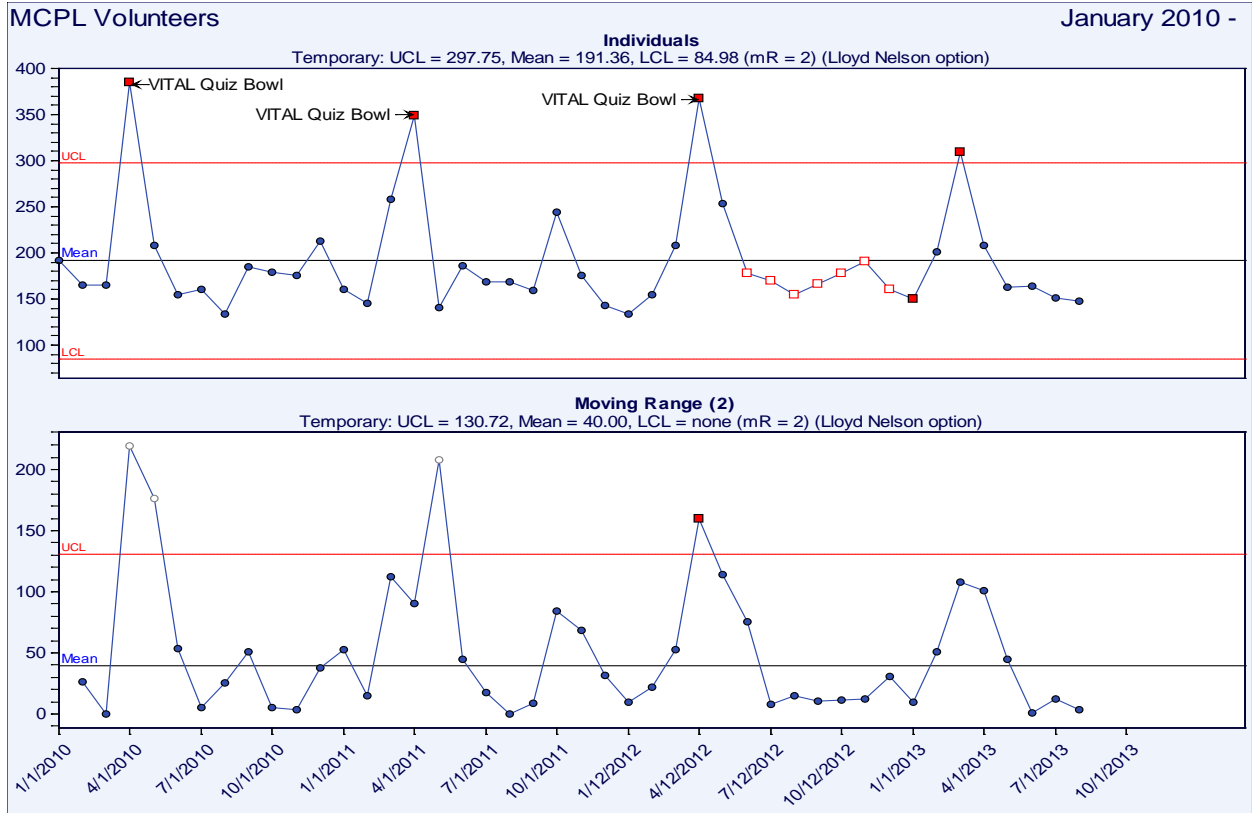
3C. Position auditorium as a valued local performance venue.

GOAL 4: Optimize stewardship of library resources.

4A. Recruit and retain quality employees.

- Director Sara Laughlin renewed her Level 1 license through 2018. All reference assistants, librarians, associate director, and managers of Adult & Teen Services, Children’s Services, Circulation, Collection Services, Community Outreach, and Ellettsville Branch must be certified. Most in those positions in our library were “grandfathered” in 2008 and must renew by October 1, 2013.
- Several library staff members attended webinars on the topics of discovery services and the Affordable Care Act.
- Ellettsville welcomed IU School of Informatics intern Emily Steuven for the fall semester.





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

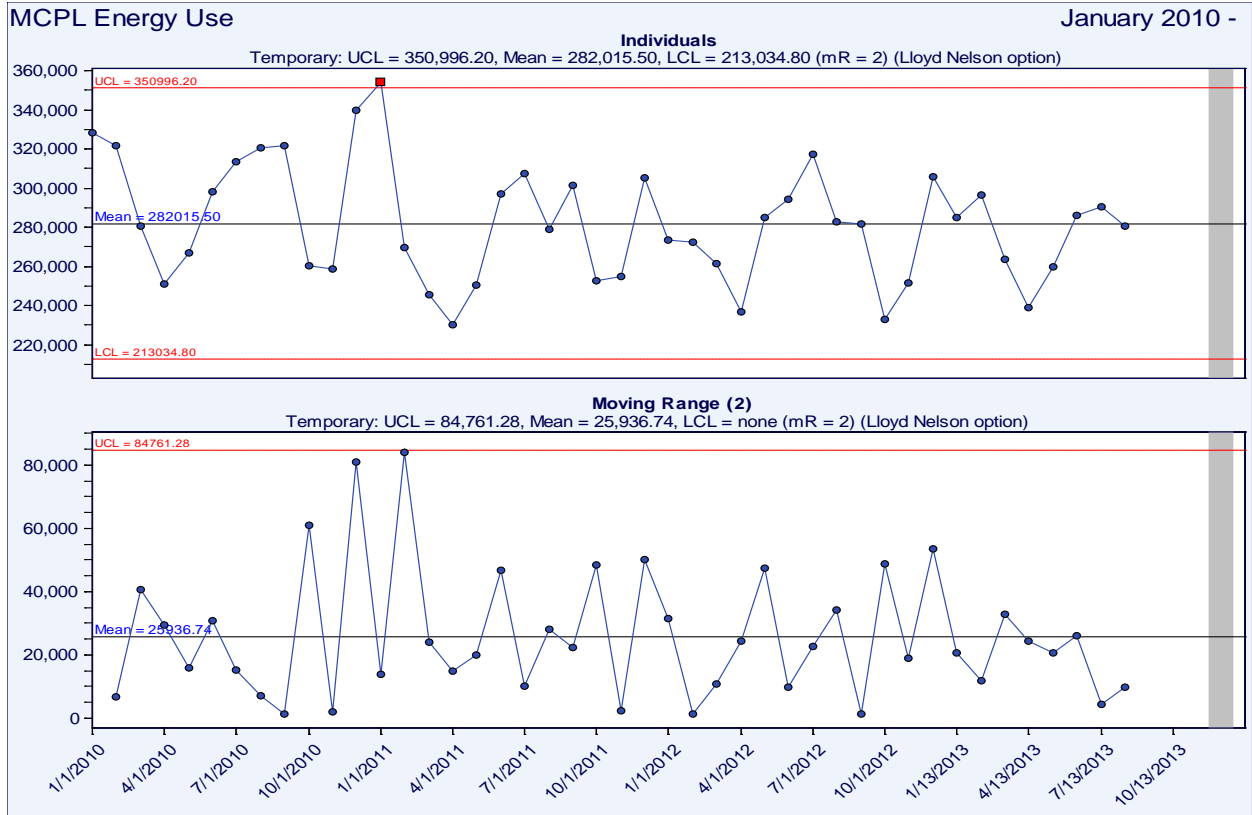
- Sue Sater, Sarah Bowman, Stephanie Holman, and Sara Laughlin participated in a Friends author event planning meeting.
- Sara Laughlin and Michael White met with Monroe County Council member Lee Jones to share details of the library's multi-faceted relationship with the Council, including non-binding review of the library budget, approval of bond issues, and funding for CATS.
- Steve Moberly, Gary Lettelier, Marilyn Wood, and Sara Laughlin met with a representative from the Department of Local Government Finance to review the library's draft budget on August 16.
- Sara Laughlin attended the Chamber's Federal Update Breakfast with Senator Joe Donnelly.

4C. Maintain library facilities.

- Kris Floyd, Christine Matheu Architect, presented the renovation space program to managers on August 8. Following the meeting, he held individual meetings with a number of departments.
- Parking meters were activated downtown on August 12. The library prepared staff to assist people in understanding the new parking environment and finding the best place to park in a number of ways: Staff attended one of two all-staff meetings, where they received parking fliers and learned to give positive, supportive messages that encouraged people to come downtown and use the library. Communications & Marketing produced fliers, "Ask Me about Parking" buttons, displays for the case and kiosks, and an interactive "parking finder." Meanwhile, the library installed new signage in the library lot and began adding messages to every windshield reminding parkers about the two-hour limit and asking for their cooperation in reserving the spots for those using the library. In September, security staff will begin issuing warnings to frequent abusers of the limit.
- The library lent electrical connections to support the Grant Street Jazz Fest on August 24.

4D. Improve stewardship of library assets and records.

- Marilyn Wood organized the first ever library-wide clean-up days. Facilities held a clean-up day on August 15, in order to make room for storage. On August 22, all other departments (except Community Services, which used Friday, August 23) cleaned, organized and discarded thousands of pounds of outdated furniture, equipment, and documents, with the help of Facilities, temporary workers to haul heavy items, two dumpsters, and many employees who dedicated their off-desk time to the effort. At the end of the day, all were bone tired, but very happy to have clean and organized areas in which to work. Key to the success of the day was a newly-completed records retention guide, which identified records, locations, ownership, and external or internally established retention periods.



PETITION TO APPEAL FOR AN INCREASE TO THE MAXIMUM LEVY

The _____ **Board of Trustees** _____ of the **Monroe County Public Library** _____,
(Fiscal/Governing Body) (Taxing Unit)

___**Monroe**_____ County, State of Indiana, has determined to file for an excess levy appeal.

(Please check the appropriate excess levy appeal(s) and provide the dollar amount(s) requested:

- | | |
|--|------------------------|
| <input type="checkbox"/> Annexation (IC 6-1.1-18.5-13(1)) | \$ _____ |
| <input type="checkbox"/> Three Year Growth (IC 6-1.1-18.5-13(3)) | \$ _____ |
| <input type="checkbox"/> Emergency Levy Appeal (C-1.1-18.5-13(13)) | \$ _____ |
| <input type="checkbox"/> Property Tax Shortfall (IC 6-1.1-18.5-16) | \$ _____ |
| <input checked="" type="checkbox"/> Correction of Error (IC 6-1.1-18.5-14) | \$ <u>42,975</u> _____ |

The fiscal/governing body of **Monroe County Public Library, Monroe** County hereby resolves to proceed with a petition for an excess levy to the Department of Local Government Finance to increase the taxing unit's maximum levy.

Adopted this 21st day of September, 2013.

FOR

AGAINST

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST: _____

2014 Roof Project Information

August 27, 2013

One of the projects included in the \$1.8 million general obligation bond which covers facility and equipment needs 2013-2015 is the replacement of part of the roof at the Main Library. The cost estimate we used in the bond application was \$400,000. Because the estimated cost exceeds \$150,000, we are required to use the services of a licensed engineer and to seek public bids.

We have attached a proposal from STR Building Resources to provide roof design services that include:

- Design Development
- Construction Documents and Bidding
- Contract Administration

Their proposed fee of \$19,900 is based on 7% of an estimated project cost of \$284,000. John Dorrer, Senior Account Manager with STR, is planning to attend the September 11 board work session to answer any technical questions about the recent roof inspection or the planned project.

STR Building Resources worked with us in 2008 when we had a leak and needed to replace the roof area over the original portion of the Main Library built in 1969-1970. The portion of the roof we are replacing in 2014 is the addition from 1996. STR provides roof design and consulting to many school systems in Indiana including MCCSC. They did an inspection of the Main and Ellettsville Branch in May 2013. The portion of the Main roof replaced in 2008 was near the end of its warranty and the inspection would allow us to make any claims if necessary.

As a result of the inspection, STR suggested about \$8,000-\$10,000 worth of repairs to be done in the next six to nine months. The portion of the main roof that was installed in 1996 was recommended for replacement within three years.

By going ahead with the replacement in 2014 we can avoid spending the \$8,000 to \$10,000 in repairs that are associated with the way the edges of the roof are attached to the walls of the building. Our plan is to schedule the work as soon as the weather permits in early 2014. The bidding would occur in late December 2013 or early January 2014. March is a relatively slow time of year for work on education-related facilities. By avoiding the summer rush, we hope to benefit from very competitive bidding.



STR BUILDING RESOURCES LLC
16848 SOUTHPARK DRIVE, SUITE 300
WESTFIELD, IN 46074
T 317.867.8505
F 317.867.8506
www.str-seg.com

August 8, 2013

Mr. Mark Mobley
Monroe County Public Library
303 E. Kirkwood Ave.
Bloomington, IN 47408-3534

**Re: Proposal for Roof Design Services
2014 Library Roof Replacement Project**

Dear Mr. Mobley:

Pursuant to your request, STR Building Resources LLC (STR-SEG), is pleased to submit the following proposal to the Monroe County Public Library, herein after referred to as Owner, for the roof system replacement of Roof Areas 3 through 12 at the Monroe County Public Library located at 330 E. Kirkwood Ave., Bloomington, Indiana. This proposal includes project design development, construction document preparation, and contract administration.

STR-SEG proposes the following scope of services:

DESIGN DEVELOPMENT

- STR-SEG will review the Owner's requirements and related information including, but not limited to, schedule, budget, service life expectations, warranties, history, building usage, contractor preferences, and contractor insurance requirements.
- STR-SEG will conduct a pre-design survey of the subject roof and wall areas to evaluate existing conditions. Based on the survey, STR-SEG will make recommendations on the scope of work required along with options and opinions of probable cost.
- STR-SEG will meet with the Owner for a final review to discuss the recommendations and opinion of probable cost as they relate to the Owner's objectives prior to the start of design.

CONSTRUCTION DOCUMENTS and BIDDING

- STR-SEG will prepare a specification package from the data obtained during the pre-design survey. The specifications will be non-proprietary, listing quality manufacturers capable of providing equivalent materials. The package will include a roof plan and details along with information on proper methods of application for each component of the roof system. It will be prepared to promote competitive bidding by qualified contractors using STR-SEG-acceptable products, resulting in a manufacturer's warranty.
- STR-SEG will assist the Owner in preparing the advertisement from which to solicit bids.
- If required, a pre-bid meeting will be held at the job site. STR-SEG will attend the pre-bid meeting to answer bidder questions and make clarifications for equivalent competitive bids.
- STR-SEG will assist in the analysis of the bids.



CONTRACT ADMINISTRATION

- STR-SEG will provide contract administration services commencing at project award. These services will include:
 - Review of shop drawings, submittals and change orders.
 - Review of permits and licensing.
 - Review of the contractor's application for payment and change orders.
 - Review of contractor warranties and project closeout documentation.
- STR-SEG will conduct a Project Start-up Meeting to review the project and Owner requirements and conditions.
- A qualified representative of STR-SEG will make periodic site visits at various times during construction to observe the quality and progress of the work and will apprise the Owner of construction activities and issues that may arise.
- STR-SEG will prepare a punch list of deficient or outstanding items at substantial completion. Upon notification by the contractor that the project is complete we will conduct a final review of the completed work prior to acceptance.

COMPENSATION

Professional Fees

Compensation for professional services, described above and pursuant to the STR-SEG General Conditions (STR-SEG-GC) shall be on a flat fee base of Nineteen Thousand Nine Hundred Dollars (\$19,900.00). Invoicing shall be provided as follows:

- 30% of the total fee upon completion of Design Development.
- 40% of the total fee upon completion of Construction Documents and Bidding.
- 30% due upon completion of project closeout.

Reimbursable Expenses

Reimbursable expenses are in addition to fees for professional services and represent STR-SEG's out-of-pocket expenses made in the interest of the project not included in the base fee per the attached General Conditions. They will be invoiced at cost.

AUTHORIZATION

If this proposal meets with your understanding of the project requirements please sign and return it along with a purchase order, if applicable, to STR-SEG. We will then schedule the work.

Should you have any questions regarding this proposal, please do not hesitate to call. We appreciate this opportunity to serve you and look forward to working with you on this project.

A C C E P T E D

Yours truly,
STR-SEG

John G. Dorrer
Senior Account Manager

Monroe County Public Library
Bloomington, Indiana

By: _____

Title: _____

Date: _____

GENERAL CONDITIONS TO THE CONTRACT

1. PARTIES AND SCOPE OF WORK: STR Building Resources, LLC (herein after referred to as STRBR) shall include said company, and its subcontractors performing the work. "Work" means the specific STRBR services as set forth in the proposal. Unless otherwise stated in writing, the Client assumes sole responsibility for determining whether the quantity and the nature of the work ordered by the Client is adequate and sufficient for the Client's intended purpose. The authorization of the work by the Client shall constitute acceptance of the terms of the proposal and these General Conditions.
2. TESTING: Any necessary testing of existing or newly installed materials shall be done outside of the accepted proposal terms and the costs of these tests will be born by the Client.
3. SCHEDULING OF WORK: The services set forth in the proposal will be accomplished in a timely, workmanlike and professional manner by STRBR personnel as per the prices quoted.
4. ACCESS TO SITE: Client will arrange and provide such access to the sites as is necessary for STRBR to perform the work.
5. RESPONSIBILITY: STRBR's work shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. STRBR shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. STRBR's work or failure to perform same shall not In any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents.
6. PAYMENT: Client shall be invoiced for work performed to date as outlined in the proposal. Client agrees to pay each invoice within thirty (30) days of receipt. Payment made beyond this period shall be subject to interest at Prime Rate plus 5% APR.
7. TERMINATION: This Agreement may be terminated by either party upon seven day's prior written notice. In the event of termination, Client shall compensate STRBR for all services performed up to and including the termination date, including reimbursable expenses.
8. SERVICES: STRBR's services will be performed and documents prepared in accordance with its proposal, Client's acceptance thereof, these General Conditions, and with generally accepted principles and practices in performing its professional services. STRBR will use that degree of care and skill ordinarily exercised under similar circumstances by members of its professions. Statements made in STRBR's reports are opinions based upon professional judgment and are not to be construed as representations of fact.
9. LIMITS OF LIABILITY: The Client agrees that the total liability of STRBR for any claims arising out of services performed under this Agreement shall be limited to a maximum of the net fee received by STRBR, exclusive of reimbursable expenses, consultants' fees and expenses.
10. PROVISIONS SEVERABLE: In the event any of the provisions of these general conditions should be found to be unenforceable it shall be stricken and the remaining provisions shall be enforceable.
11. ENTIRE AGREEMENT: This Agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertaking made other than as set forth herein. This Agreement may be modified only in writing, signed by each of the parties hereto.
12. STRBR shall have no responsibility for the presence, discovery, removal or exposure of persons to hazardous materials of any kind, including asbestos or other toxic substances.

Recommendation to Proceed with Design Development for Main Library Phase III Renovation

We have completed a number of important steps in Main Library Phase III renovation planning.

- ✓ Selected architects
- ✓ Developed space program after substantial input from staff and public
- ✓ Created inventory of existing furniture and equipment
- ✓ Conducted engineering survey of existing mechanical, acoustical, lighting, and structural elements
- ✓ Developed schematic design, adding detailed room arrangements based on space program and engineering surveys

In the schematic designs, the architects have addressed the library's space and service challenges in practical and creative ways. They have incorporated solutions to issues raised by staff and focus groups and have been very thoughtful about cost savings and reuse of resources wherever possible. We believe that their proposals would allow us to meet new service needs and substantially improve the work spaces for staff in affected areas.

We recommend that the Board approve proceeding to the "design development" phase for the total project.

We still have challenges ahead and many some tough choices/decisions to make. Even after we reduced the initial scope, the architects' cost estimates, detailed on the following pages, currently exceed the funding that the Board has dedicated to the project. We believe we can significantly reduce the final costs through these activities. We have already begun meeting with the architects and with departments involved to identify savings, and we anticipate seeking alternative funding to offset some costs.

Next steps include:

- Completing design development
- Completing construction documents
- Completing the public bid process

If costs still outrun funding available after bids are received, the Board may decide to authorize additional funding to complete the total project or may choose not to include some or all alternates.

MCPL RENOVATION PHASE III PROJECT OPTIONS							
		2013 Op. Fund	2013 Rainy Day Fund	2013 LIRF	2013-2015 Bond	ALL FUNDS TOTAL	
Already Appropriated	Construction Funds						
	Main Renovation Phase III		\$210,000	\$210,000			
	Auditorium Renovation				\$150,000		
	Third Floor Renovation				\$225,000		
	Total Construction Funds	\$0	\$210,000	\$210,000	\$375,000	\$795,000	
	Architect Fees	\$10,000	\$30,000			\$40,000	
	TOTAL Architect Fees						
	TOTAL APPROPRIATED	\$10,000	\$240,000	\$210,000	\$375,000	\$835,000	
					Low Estimate	High Estimate	
Current Cost Estimate	Construction: Low and High			Basic Construction	\$711,146	\$802,862	
				Contingency: Basic Construction 5%	\$35,557	\$40,143	
				Furniture Allowance	\$145,000	\$175,000	
				Basic Construction Sub-total	\$891,703	\$1,018,005	
				Alternate A: Auditorium Lighting	\$35,500	\$39,050	
				Alternate B: Auditorium Stage Upgrades	\$94,375	\$109,710	
				Alternate C: Auditorium Sound	\$24,700	\$27,300	
				Contingency 5%: Alternates A/B/C	\$7,729	\$8,803	
				Alternates Sub-total	\$162,304	\$184,863	
				SUB-TOTAL CURRENT CONSTRUCTION ESTIMATE	\$1,054,007	\$1,202,868	
		Architect Fees (7.6% of Construction)			Current Contract	\$59,280	\$59,280
					Additional for increased cost	\$20,825	\$32,138
					Sub-total Architect Fees	\$80,105	\$91,418
					TOTAL ESTIMATE	\$1,134,112	\$1,294,286
					\$299,112	\$459,286	
	Strategies to Reduce Cost			Use carpet to reduce furniture allowance	\$10,000	\$15,000	
				Find external funding to offset costs	\$50,000	\$70,000	
				Reuse other furniture/furnishings	\$20,000	\$30,000	
				Roof replacement unused bond funds	\$60,000	\$100,000	
				Sub-total Cost Reduction Strategies	\$140,000	\$215,000	

Options	1. Fund the entire project, with cost savings. Appropriate additional funding to cover costs.				
		Total Construction + 5% Contingency + Furniture	\$1,054,007		\$1,202,868
		Total Architect's Fees	\$80,105		\$80,105
		Subtract Cost Savings	-\$140,000		-\$215,000
		TOTAL	\$994,112		\$1,067,973
		GAP FROM BUDGET	\$159,112		\$244,286
	2. Fund basic construction and furnishings, plus Alternate B: Auditorium Stage Upgrade.				
		Basic Construction + 5% Contingency + Furniture	\$891,703		\$1,018,344
		Basic Architect Fees	\$59,280		\$59,280
		Subtract Cost Savings	-\$140,000		-\$215,000
		Add Alternate B: Auditorium Stage Upgrade	\$94,375		\$109,710
		Add Contingency for Alternate B (5%)	\$4,719		\$5,486
		Add 7.6% architect fees for Alternate B	\$7,173		\$8,338
		TOTAL	\$917,250		\$986,158
		GAP FROM BUDGET	\$82,250		\$151,158
	3. Fund basic construction and furnishings.				
		Basic Construction + 5% Contingency + Furniture	\$891,703		\$1,018,005
		Basic Architect Fees	\$59,280		\$59,280
		Subtract Cost Savings	-\$140,000		-\$215,000
		TOTAL	\$810,983		\$862,285
		GAP FROM BUDGET	-\$24,017		\$27,285

**Monroe County Public Library
LCPF Plan Summary
2011 - 2013**

		2011		2012		2013
LCPF PLAN SUMMARY - Section 1						
Expenditures						
1	Planned Construction, Repair, Replacement or Remodeling	\$60,000		\$417,313		\$74,006
2	Acquisition of Real Property	\$0		\$0		\$365,000
3	Site Development	\$0		\$0		\$0
4	Emergency Allocation	\$0		\$0		\$0
5	Purchase, Lease, Repair and Maintenance of Equipment	\$345,560		\$0		\$0
6	Purchase, Lease, Repair and Maintenance of Computer Hardware & Software	\$125,489		\$125,000		\$125,000
Sub Total of Expenditures		\$531,049		\$542,313		\$564,006
7	Allocation for Future Projects	\$0		\$0		\$0
Total Expenditures and Allocations		\$531,049		\$542,313		\$564,006
LCPF Plan Summary - Section 2						
		2011		2012		2013
Sources and Estimates of Revenue						
1	January 1 Cash Balance (Of Each Year of the Plan)	\$224,094		\$0		\$0
2	Less Encumbered Appropriations	\$214,500		\$0		\$0
3	Equals Cash Balance Available for Current Plan	\$9,594		\$0		\$0
4	Plus Property Tax Receipts	\$475,000		\$494,000		\$513,760
5	Plus Auto Excise, CVET, and F.I.T. Receipts	\$46,455		\$48,313		\$50,246
6	Plus Other Revenue	\$0		\$0		\$0
Equals Total Funds Available for Plan		\$531,049		\$542,313		\$564,006
Estimated Assessed Valuation (2009AV)		\$5,722,891,566	1.5%	\$5,951,807,229	1.5%	\$6,189,879,518
Adopted Tax Rate		0.0083		0.0083		0.0083

MCPL CAPITAL SPENDING PLAN SUMMARY								
	Op. Fund	Op. Fund	Rainy Day	LIRF	LIRF	Bond	Status	Total
	2013	2014	2013	2013	2014	2013-2015		
Main Renovation - Architect	\$10,000		\$30,000					
Main Renovation - Phase III Construction			\$210,000	\$210,000		375,000		\$835,000
Main Renovation - Digital Creativity Center Equipment		\$46,000			\$54,000			\$100,000
Roof - Main Addition						\$400,000		\$400,000
Chillers - Main						\$300,000		\$300,000
Phone System (\$50,000 shifted from ELL courtyard)						\$100,000		\$100,000
Annual Investment in Facilities Repair/Replacement								
Furniture - general/not renovation		\$10,000						\$10,000
Other Equipment - general/not renovation	\$16,000	\$22,000						\$38,000
Building Renovation - general/not renovation		\$5,000						\$5,000
Indiana Room Scanning Equipment					\$21,000			\$21,000
Ellettsville circulation/reference area renovation						\$25,000		\$25,000
1B/1C Meeting Room Partition (replacement for safety, shifted from elevator repair)						\$20,000		\$20,000
Annual Investment in IS and CATS Equipment								
I.S. Equipment (2013: \$58,000; 2014: \$50,000; 2015: \$50,000)						\$158,000		\$158,000
I.S. Software (2013: \$25,000; 2014: \$25,000; 2015: \$25,000)						\$75,000		\$75,000
CATS Equipment (2013: \$45,000; 2014: \$45,000; 2015: \$45,000)						\$135,000		\$135,000
CATS Software						\$15,000		\$15,000
Completed Projects								
Computer network upgrade (\$80,000 shifted from elevator repair)						\$80,000	x	\$80,000
Landscaping Main Library						\$42,000	x	\$42,000
Replace 1993 Van						\$25,000	x	\$25,000
Bond issuance cost including legal expenses						\$50,000	x	\$50,000
Total Expenditures	\$26,000	\$83,000	\$240,000	\$210,000	\$75,000	\$1,800,000		\$2,434,000

**Monroe County Public Library
LCPF Plan Summary
2011 - 2013**

		2011		2012		2013
LCPF PLAN SUMMARY - Section 1						
Expenditures						
1	Planned Construction, Repair, Replacement or Remodeling	\$60,000		\$417,313		\$74,006
2	Acquisition of Real Property	\$0		\$0		\$365,000
3	Site Development	\$0		\$0		\$0
4	Emergency Allocation	\$0		\$0		\$0
5	Purchase, Lease, Repair and Maintenance of Equipment	\$345,560		\$0		\$0
6	Purchase, Lease, Repair and Maintenance of Computer Hardware & Software	\$125,489		\$125,000		\$125,000
Sub Total of Expenditures		\$531,049		\$542,313		\$564,006
7	Allocation for Future Projects	\$0		\$0		\$0
Total Expenditures and Allocations		\$531,049		\$542,313		\$564,006
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4	Plus Property Tax Receipts	\$475,000		\$494,000		\$513,760
5	Plus Auto Excise, CVET, and F.I.T. Receipts	\$46,455		\$48,313		\$50,246
6	Plus Other Revenue	\$0		\$0		\$0
Equals Total Funds Available for Plan		\$531,049		\$542,313		\$564,006
Estimated Assessed Valuation (2009AV)		\$5,722,891,566	1.5%	\$5,951,807,229	1.5%	\$6,189,879,518
Adopted Tax Rate		0.0083		0.0083		0.0083

MONROE COUNTY PUBLIC LIBRARY RENOVATION

Phase III

303 East Kirkwood Avenue
Bloomington, Indiana

SCHEMATIC DESIGN

September 10, 2013

Project #1303



Monroe County
Public Library

C h r i s t i n e M a t h e u A r c h i t e c t

205 N. College Ave
Suite 010
Bloomington
IN 47404
Tel. 812 339 1235
Fax 812 339 1238
www.cmatheuarchitect.com

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APPENDIX 'A'

Meeting Notes

APPENDIX 'B'

Auditorium – Consultant Reports

AREA COMPARISON SUMMARY

	EXIST. SPACE	SPACE PROG.	SCHEMATIC DESIGN
FIRST FLOOR:			
Teen Center	---	4,687 sf	3,880 sf
Digital Creativity Center	---	1,298 sf	1,140 sf
Friends of Bookstore	2,947 sf	4,307 sf	2,960 sf
Children's Program Room	790 sf	790 sf	836 sf
Children's Dept. Storage	697 sf	696 sf	630 sf
Homework Area	502 sf	---	---
Auditorium <i>(includes 300 sf East Side Wing/Stor. Alt.)</i>	2,891 sf	3,706 sf	2,400 sf
Community Outreach	1,073 sf	1,200 sf	1,120 sf
CATS Storage	237 sf	237 sf	291 sf
SECOND FLOOR:			
Movies and Music	2,730 sf	2,466 sf	2,707 sf
Meeting Rooms	---	1,100 sf	1,100 sf
THIRD FLOOR:			
Collection Services	2,757 sf	1,796 sf	1,976 sf
Information Systems	728 sf	1,688 sf	1,510 sf
TOTAL	15,074 sf	23,971 sf	20,550 sf

V. PRELIMINARY COST ESTIMATE

The following Preliminary Construction Cost Estimate for the Monroe County Public Library Renovation Phase III includes preliminary cost estimates for proposed construction, a furniture allowance, recommended alternates, and a construction contingency. The estimate is based on an anticipated construction start up in early 2014 and is preliminary and subject to change once the project moves into a more detailed design phase.

The Owner has identified a Total Construction Cost & Furniture Budget of \$780,000.00. The Architect recommends a 5% contingency allowance in the amount of \$39,000.00 be retained for costs that may arise during construction. The total construction cost and furniture budget is therefore \$741,000.00. The Construction Cost Estimate does not include costs for equipment for offices, the Teen Center, or the Digital Creativity Center.

I. CONSTRUCTION COST:

A. FIRST FLOOR RENOVATED SPACES:

Teen Center:

3,880 sf @ \$41.00 - \$46.00/sf: \$ 159,080.00 - \$ 178,480.00

Digital Creativity Center:

1,440 sf @ \$49.00 - \$54.00/sf: \$ 70,560.00 - \$ 77,760.00

Bookstore:

2,960 sf @ \$39.00 - \$44.00/sf: \$ 115,440.00 - \$ 130,240.00

Children's Department:

Program Room:

836 sf @ \$38.00 - \$43.00/sf: \$ 31,768.00 - \$ 35,948.00

Storage:

630 sf @ \$20.00 - \$25.00/sf: \$ 12,600.00 - \$ 15,750.00

Community Outreach:

1,120 sf @ \$48.00 - \$53.00/sf \$ 53,760.00 - \$ 59,360.00

CATS Equipment Room:

291 sf @ \$30.00 - \$35.00/sf \$ 8,730.00 - \$ 10,185.00

Auditorium:

New Finishes:

2,400 sf @ \$30.00 - \$35.00/sf \$ 72,000.00 - \$ 84,000.00

B. SECOND FLOOR RENOVATED SPACES:

Movies & Music:

Minimal Electrical Work: \$ 2,000.00 - \$ 3,000.00

Meeting Rooms:

1,100 sf @ \$45.00 - \$50.00/sf: \$ 49,500.00 - \$ 55,000.00

C. THIRD FLOOR RENOVATED SPACES:

Collection Services:

1,976 sf @ \$40.00 - \$45.00/sf: \$ 79,040.00 - \$ 88,920.00

Information Systems:

1,299 sf @ \$42.00 - \$47.00/sf: \$ 54,558.00 - \$ 61,053.00

Information Systems Storage:

211 sf @ \$10.00 - \$15.00/sf: \$ 2,110.00 - \$ 3,165.00

\$ 711,146.00 - \$ 802,862.00

Contingency Allow 5%:

\$ 35,557.00 - \$ 40,143.00

TOTAL CONSTRUCTION COST ESTIMATE

\$ 746,703.00 - \$ 843,005.00

II. FURNITURE ALLOWANCE:

A. Furniture Allowance: \$ 145,000.00 - \$ 175,000.00

* According to Kim Cullen based on best library practices \$28.00/sf is a typical budget used for teen center and digital creativity center furniture. For budget considerations this estimate assumes \$20.00/sf.

TOTAL CONSTRUCTION & FURNITURE COST ESTIMATE

\$ 891,703.00 - \$ 1,018,005.00

III. ALTERNATES:

A. ALTERNATE 'A' – New Auditorium House lighting:

New Auditorium House Lighting: \$ 35,500.00 - \$ 39,050.00

\$ 35,500.00 - \$ 39,050.00

B. ALTERNATE 'B' – Stage Upgrades:

1. New Auditorium Stage Lighting: \$ 34,000.00 - \$ 40,000.00

2. Rework Ducts, Work lights,
& Sprinkler: \$ 27,400.00 - \$ 30,140.00

3. Rework Lighting Bulkhead &
Curtain Tracks: \$ 17,800.00 - \$ 21,360.00

4. Green Room & Stage Left
Wing Construction: \$ 15,175.00 - \$ 18,210.00

\$ 94,375.00 - \$ 109,710.00

C. ALTERNATE 'C': Reintegration of Existing Auditorium Sound System:

Reintegrate Existing Auditorium

Sound System: \$ 24,700.00 - \$ 27,300.00

\$ 24,700.00 - \$ 27,300.00

IV. ARCHITECTURAL & ENGINEERING FEE

- A. The architectural and engineering fee is \$59,280.00 and is based on 7.6% of a \$780,000.00 construction budget.
- B. Reimbursable expenses are an estimated \$3,500.00.

V. COST REDUCTION CONSIDERATIONS:

- A. Consider alternate funding for the furniture package.
- B. Consider alternate funding for the Friends of the Library Bookstore.
- C. Delete all Auditorium finishes.
- D. Delete Meeting Rooms & Meeting Room furniture.
- E. Delete all work on the Third Floor.

PLEASE NOTE:

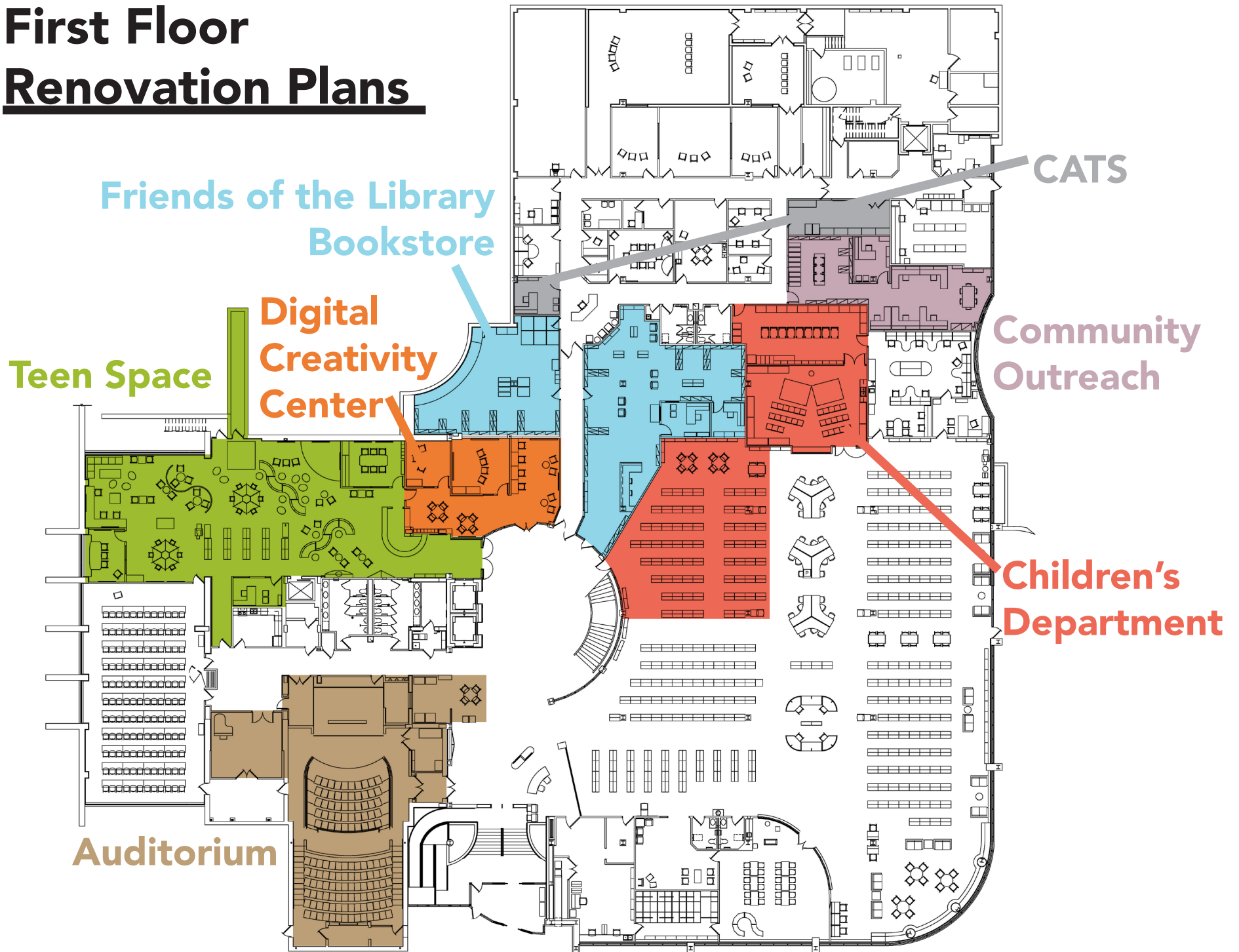
Costs related to environmental abatement are not included in the above estimate. It is recommended that the Owner have a complete environmental assessment of the building prepared in order to identify items which may need abatement and which may add cost to the project.

VI. PROJECT TASK SCHEDULE

The following Project Task Schedule reflects tasks which have been completed to date and tasks which are anticipated for completion of the Monroe County Public Library Renovation project.

<u>TASK</u>	<u>DATE</u>
Owner Reviews & Approves Architect's Project Proposal	26 Mar – 17 April 2013
Architect Prepares Owner-Architect Agreement	18 – 30 April 2013
Owner Reviews and Signs Owner-Architect Agreement	1 – 14 May 2013
Architect Begins Project	15 May 2013
Architect & Consultants Prepare for Programming Meetings	16 May – 10 June 2013
Architect Conducts Programming Meetings	11 – 21 June 2013
Architect & Owner Walk-Through Building	26 June 2013
Architect Surveys & Prepares Measured Base Drawings	27 June – 19 July 2013
Architect Prepares Space Program & Concept Design Options	27 June– 28 July 2013
Architect Presents Space Program & Concept Designs to Owner	29 July 2013
Architect & Engineers Survey & Assesses Existing Conditions	30 July - 16 Aug 2013
Architect Surveys Existing Furniture & Equipment	30 July – 16 Aug 2013
Architect Prepares Schematic Design	30 July – 13 Sept 2013
Architect Reviews Schematic Design with Owner	10 Sept 2013
Architect Presents Schematic Design to Library Board for Approval	11 Sept 2013
Architect Presents Schematic Design to Public	12 Sept 2013
Architect Reviews Schematic Design with Departments	16 Sept - 20 Sept 2013
Architect Prepares Design Development Documents	12 Sept – 4 Nov 2013
Architect Reviews Design Development Documents with Owner	5 Nov 2013
Architect Presents Design Development Documents to Board for Approval	6 Nov 2013
Architect Presents Design Development Documents to Public	13 Nov 2013
Architect Prepares Construction Documents	7 Nov 2013 – 6 Jan 2014
Architect Presents Construction Documents with Owner	7 Jan 2014
Architect Presents Construction Documents to Library Board for Approval	8 Jan 2014
Architect Submits Construction Documents to State Plan Review	9 Jan 2014
Owner Finalizes Project Financing & Approves Project to Go to Bid	9 – 16 Jan 2014
Construction Documents Printed and Ready for Distribution to Contractors	20 Jan 2014
Architect Conducts Pre-Bid Meeting	30 Jan 2014
Architect Prepares and Distributes Addendum	6 Feb 2014
Architect Receives Contractors' Bids & Reviews with Owner	12 Feb 2014
Architect Prepares Owner-Contractor Agreement for Signatures	13 – 20 Feb 2014
Owner and Contractor Sign Agreement	21 Feb 2014
Construction Begins in Phases	24 Feb 2014
Substantial Completion of Construction in Phases	3 June, 3 July, 3 Aug, 3 Sept 2014
Owner Occupies New Spaces in Phases	17 June, 17 July, 17 Aug, 17 Sept 2014

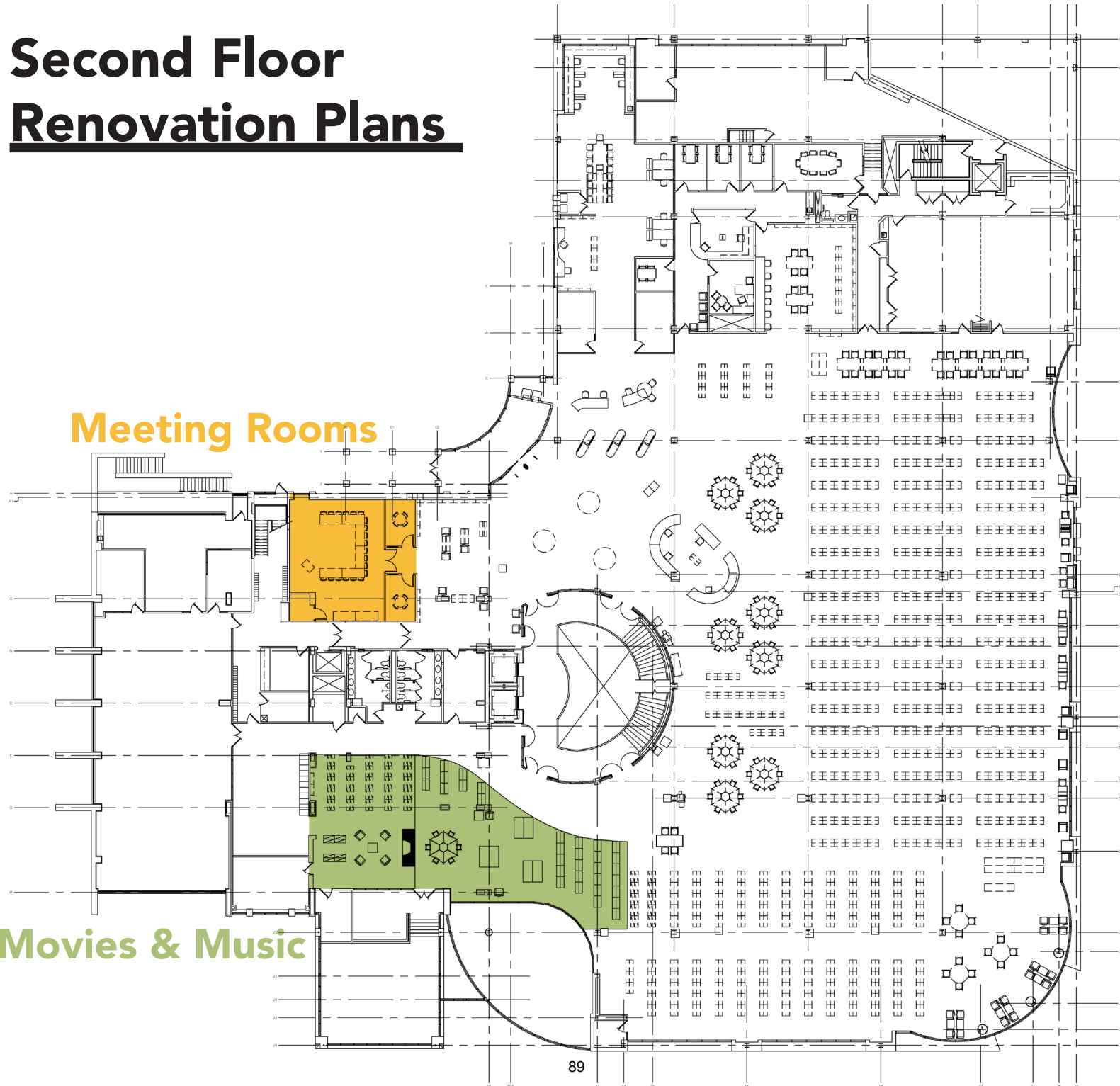
First Floor Renovation Plans



Second Floor Renovation Plans

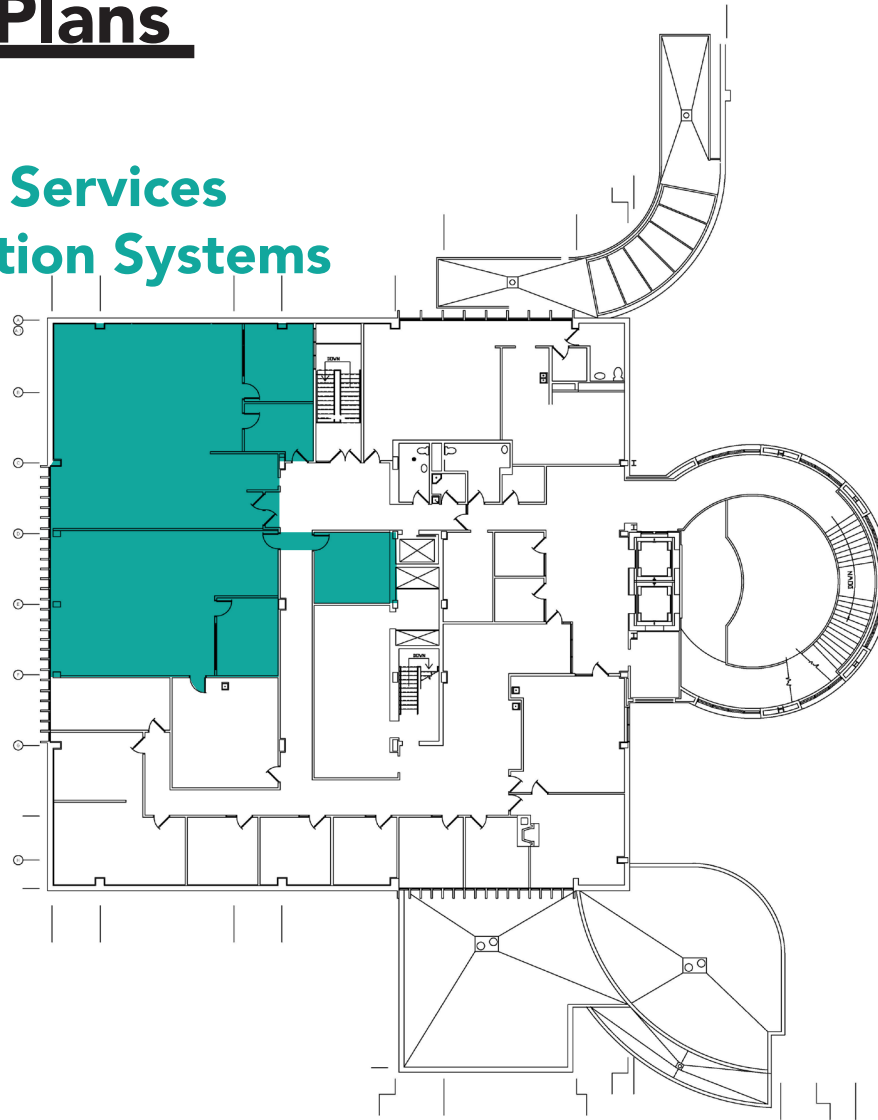
Meeting Rooms

Movies & Music



Third Floor Renovation Plans

Collection Services & Information Systems



Phone System Replacement Information

September 2013

Phones remain an essential tool in the delivery of service at the Monroe County Public Library. Currently, the library has two separate systems – one at the Main Library and one at the Ellettsville Branch. The Ellettsville system does not support voicemail. The current phone systems and equipment at both the Main Library and the Ellettsville Branch have reached their end of life as products and are no longer supported by the manufacturer – NEC ended sales of the newer of the systems in 2005. Availability of parts and costs of potential repairs are unpredictable.

Replacement and integration of these two systems offer many benefits including shared functional operations between the Main Library and Ellettsville, improved features and efficiencies, and reduced dependence on vendor support to make even the smallest changes.

Scheduling this work prior to the renovation will reduce costs that we will incur with our current system, which requires vendor intervention with any phone move or update.

For projects exceeding \$150,000, we are legally required to follow public bidding procedures. Initial discussions with various vendors have indicated replacement costs could exceed \$100,000; however, until we have developed our RFP and received responses we will not have firm figures, so we want to be prepared to follow the public process. We have set aside money in the General Obligation Bond to fund this work. We have attached a project proposal from Telecom Resources, Inc. to provide IT consulting services for the phone replacement project. We propose to use Telecom Resources for Phases I-III as they have outlined. The total cost to manage this project would be \$11,375.



Ms. Marilyn Wood, Associate Director
Monroe County Public Library
303 E. Kirkwood Ave
Bloomington, IN. 47408

September 5, 2013

PROJECT DESCRIPTION – Revised on September 5, 2013

Telecom Resources, Inc. (TRI) will provide IT Consulting Services to MCPL for your upcoming IT Telephony replacement project.

PHASE I 15 hours \$2625

- Kick off meeting with Ned and Vanessa to discuss upcoming project, and deliverables.
- Provide all pros and cons going Digital vs. VoIP (Voice over Internet Protocol)
- Revise the existing Request for Proposal to get ready to send out to select vendors
- We will obtain copies of all AT&T local and long distance bills for review
- Provide to MCPL our final report along with the newly written RFP.

PHASE II 25 hours \$4375

- Read through all RFP responses from up to 3 vendors
- Input data onto Excel Spreadsheet and compare each side by side
- Provide pros and cons of each proposal
- Have the final 2 vendors come to MCPL for a one hour review of their capabilities
- Help MCPL make the final decision based on demos and responses to RF

PHASE III 25 hours \$4375

- Oversee the timeline of events and attend cutover meetings with vendor
- Be onsite over the weekend or at cutover to make sure the cut goes smoothly
- Issue orders to Telco for new trunking if needed

ADDITIONAL 12 ITEMS 30 hours \$5250

- Advise on the existing network access from AT&T compared to others out there.
- Review the SIP trunking application as relates to the DID capability at Corporate and remote offices
- Review existing Intranet connectivity for remote offices
- Coordinate, review and negotiate the selected Vendor's Contract



- Review all new invoices that come in from new IP/PBX vendor
- Review the existing AT&T contract(s) and document all contracts end and start dates
- Oversee Inter-Site IXC Network Design & Implementation (e.g., MPLS, QoS Routers, etc.)
- Desktop soft Client (e.g., MS Outlook) Integration Requirements (if applicable)
- Oversee and review of Wireless integration
- Oversee peripheral systems interface (e.g., Wireless, Handhelds, POS, etc.)
- Assist in Development of an Enterprise-wide Dial Plan
- Working with carrier to make sure there is ample capacity in the network for future MCPL applications

RESOURCE TEAM

- Barb Grothe, CEO 317-502-5599 and team of other STC Consultants if needed

ENGAGEMENT SCHEDULE

- Phase I can start upon acceptance and should be completed within 15-30 days.

ASSUMPTIONS and TERMS

- If items are asked of us that are not part of the above scope, they will need to be approved prior to starting. Telecom Resources, Inc. will bill at the end of the 30 day engagement. Payment will be due upon receipt of Invoice. If you are in agreement, please sign below and scan to bgrothe@tel-res.com or fax to 317 889 1829. Our fees are plus any travel expenses if needed.

PROJECT COST

- Telecom Resources will bill this project at the cost below by Phase that is accepted.

✓ PHASE I	\$ 2,625.00
✓ PHASE II	\$ 4,375.00
✓ PHASE III	\$ 4,375.00
✓ ADDL. ITEMS	\$ 5,250.00
 TOTAL	 \$16,625.00 (Client may select which Phases they would like)



Submitted by:

Barbara Grothe

Barbara Grothe, CEO/Principal Consultant
Telecom Resources, Inc.

DATE: _____

Accepted by:

Marilyn Wood, Associate Director
Monroe Co. Public Library

DATE: _____

Marilyn, per our phone call today, (9/5/13) the items listed below in yellow are included in the 3 Phases quoted. The items in blue were not included in the first 3 phases and have been added into the proposal as “additional items” as they will be going on in tandem with the project which is why I did not label it as a Phase 4. If you have any questions, please call me at 317-502-5599.

- Oversee the applications design & integration (e.g., Call Presence, VoIP, Corporate phone book) **PHASE 1**
- Conduct audit of all Telecommunications Monthly Invoices for Voice/Data excluding cellphones **PHASE 1**
- Oversee that MCPL IT staff continues to maintain the Corporate Trunking and analog POTS line/alarm/fire inventory list **PHASE 1**
- Determine the correct number of lines at Corporate and Ellettsville Locations. **PHASE 1**
- Work with MCPL IT on pros and cons of Microsoft Lync as a possible replacement. **PHASE 2**
- Based on User Needs, start writing the “Request for Proposal” for new IP/PBX vs. MS Lync if appropriate **PHASE 1**
- Review all bids and write up report comparison of 3 vendors **PHASE 2**
- Project manage the new voice/data infrastructure between Corporate and the remote sites **PHASE 3**
- Coordinate timeline with all vendors and oversee installation **PHASE 3**
- Advise on the existing network access from AT&T compared to others out there.
- Review the SIP trunking application as relates to the DID capability at Corporate and remote offices
- Review existing Intranet connectivity for remote offices
- Coordinate, review and negotiate the selected Vendor’s Contract



- Review all new invoices that come in from new IP/PBX vendor
- Review the existing AT&T contract(s) and document all contracts end and start dates
- Plan, Coordinate & Chair all Project Implementation Meetings **PHASE 3**
- Prepared meeting notes from all major meetings with responsible parties and action items **PHASE 3**
- Oversee Inter-Site IXC Network Design & Implementation (e.g., MPLS, QoS Routers, etc.)
- Desktop soft Client (e.g., MS Outlook) Integration Requirements (if applicable)
- Oversee and review of Wireless integration
- Oversee peripheral systems interface (e.g., Wireless, Handhelds, POS, etc.)
- Assist in Development of an Enterprise-wide Dial Plan
- Establish Cutover Activities, Responsible Parties & Due Dates / Times **PHASE 3**
- Coordinate Station Hardware Placed & Tested. **PHASE 3**
- Working with carrier to make sure there is ample capacity in the network for future MCPL applications