

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

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

**AGENDA**

1. Call to Order –Valerie Merriam, President
2. Consent Agenda – action item – Sara Laughlin
  - a. Minutes of September 18, 2013 Public Hearing on the Budget (page 1-2)
  - b. Minutes of September 18, 2013 Board Meeting (page 3-6)
  - c. Minutes of October 9, 2013 Work Session (page 7-10)
  - d. Monthly Bills for Payment (page 11-15)
  - e. Monthly Financial Report (page 16-44)
  - f. Personnel Report (page 45-48)
  - g. 2013 Board Meetings Calendar (page 49-50)
3. Director’s Monthly Report (page 51-67), Quarterly Report for July-September 2013 (page 68-69), and Impact of Parking on Visits and Circulation (page 70-71) – Sara Laughlin, Director
4. Old Business
5. New Business – action items
  - a. Approve Submittal of Proposal to Community Foundation to Continue Funding for Nonprofit Central in 2014 (page 72-73) – Christine Friesel
  - b. 2014 Budget (page 74-94) – Gary Lettelleir
  - c. Resolution to Declare Certain Property Surplus (page 95-96) – Gary Lettelleir
  - d. 2014 Employee Insurance Benefits and Associated Changes to Personnel Policy 4.05 and 4.06 (page 97-105) – Kyle Wickemeyer-Hardy
6. Department Update – Mark Mobley, Facilities
7. Public Comment
8. Adjournment

View the Board Packet on the Library’s website:  
<http://mcpl.info/library-trustees/meetings>

**MONROE COUNTY PUBLIC LIBRARY**  
**PUBLIC HEARING ON BUDGET**  
**Wednesday, September 18, 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, Martin O'Neill, Sue Sater, Bara Swinson, Michael White, Marilyn Wood, and CATS staff.

Others in Attendance:

Tom Bunger, Rachel Bunn (H-T reporter), and students from an IU SPEA class.

**Call to Order**

President Valerie Merriam called the meeting to order at 5:45 p.m.

**2014 Budget**

Gary Lettelleir presented the 2014 Budget, including revenue and expenditures in each of the Library's funds – Operating, Library Improvement Reserve, Rainy Day, and Debt Service.

Questions from the Board included technology equipment and e-books costs, and worksheet A regarding deficit budget numbers. Gary explained that we estimate high to cover every anticipated expenditure and don't plan to spend all of the money listed.

Sara added that we estimate our income conservatively. Sara reminded the Board that we will have staff turnover during the year which will result in savings.

Brief discussion followed on the fund balance on worksheet A.

Steve Moberly asked Sara to give the Board some history on end-of-year balances in the operating fund for the last few years. Sara responded that she will prepare one and share it with the Board.

**Public Comment**

There was no public comment.

**Adjournment**

The meeting adjourned at 6:02 p.m.

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Wednesday, September 18, 2013  
Meeting Room 1B**

**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, Martin O'Neill, Sue Sater, Bara Swinson, Michael White, Marilyn Wood, and CATS staff.

Others in Attendance: Tom Bunger, Rachel Bunn (H-T reporter), and a SPEA class from Indiana University.

**Call to Order**

President Valerie Merriam called the meeting to order at 6:03 p.m. in Meeting Room 1B.

**Consent Agenda**

Kari moved for approval of items on the consent agenda. Melissa seconded. The vote was unanimous.

**Director's Monthly Report**

Sara Laughlin presented the Director's monthly report.

Brief discussion followed regarding digital creativity, Internet bandwidth, computer use, and patrons' changing usage of the library and the new parking environment.

**Old Business**

There was no old business.

**New Business**

- a. Petition to Appeal for an Increase to the Maximum Levy

Gary explained that we need to file the appeal again this year because of a problem with the public notice last year.

Steve moved to approve the petition. Fred seconded. The vote was unanimous.

b. Contract for Roof Survey Engineer

Gary requested approval to proceed with the agreement with STR for engineering services related to Main Library roof replacement.

Fred moved to approve the contract. Melissa seconded. The vote was unanimous.

c. Authorize Proceeding with Design Development for Main Library Renovation

Marilyn Wood reported on progress in the renovation planning and asked the Board to approve moving forward with the design development phase and public bidding.

Sara went over anticipated capital spending from all funds (MCPL Capital Spending Plan Summary on page 79 of the Board packet), in response to the Board's request in last week's work session.

Valerie had a question about the cost of replacing the phone system. Sara stated that we were unsure of what it will cost until we have received bids.

Valerie asked where we would take the money from if the phone costs went beyond the estimate costs of \$100,000. Sara responded that it would come from the bond fund or other capital funds.

Sara reviewed renovation cost estimates (pages 76-77 in the Board packet), and recommended the Board proceed with the design development work for Main Library renovation. Sara stated she was optimistic that the architects and library staff could find savings to help reduce costs.

Kari wondered what additional things were involved in the Auditorium. Sara responded that the basic auditorium renovation included work on the finishes, and there are two alternates that include lighting and stage modifications and sound upgrades.

Discussion followed regarding earlier renovations. John expressed his concerns about any explosions in costs that might come up, but assured the Board that he didn't remember anything like that happening in the past.

Fred asked about the balances in LIRF and Rainy Day funds, which would provide ample funding even if costs overran estimates and stated that he felt the costs presented were affordable, as long as bids fell within the estimates provided by architects and the library could find some savings or additional funding.

Stephen asked about the handouts from the architects (on page 86) regarding cost involved with environmental abatements not included in the estimates. He wondered if we were planning to hire someone for this area. Sara responded that we did not expect surprises in this area, since there had been no environmental issues with the first two phases of renovation.

Kari asked if there was a contingency to do just the lights and the sound in the Auditorium. She expressed concerns on costs involved with adding another stage in the teen center and a green room.

Valerie stated that it wasn't a funding issue for her, because the library does have funding available. She reported she had communicated with David Ferguson, who said he had spoken to Tom Bunger, the library's attorney, about costs of the renovation. David supported proceeding with the next steps. Valerie agreed that there were questions and concerns about the auditorium changes, but reiterated that the Board was being asked to proceed with the design development only, not to accept a bid.

John stated that all of the renovations of the past have brought good changes and achievements for the library. He felt the teen and digital creativity spaces would be transformative and he felt the project should proceed.

Stephen said he would move to proceed, but he reminded the Board that 2014 would be the first year the library would not transfer money into the LIRF fund. Sara responded that she agreed that the Board needed to continue to plan for and invest in the facilities.

Kari agreed that it would be good to proceed.

John moved to proceed with design development. Fred seconded. The vote was unanimous.

d. Contract for Phone System Consultant

Marilyn presented additional information on the need for a phone system consultant and asked the Board to approve the contract.

Fred commented that voice over Internet protocol (VOIP) seems the route to go.

Kari agreed and expressed appreciation to Marilyn and Ned on their communication and work presented to the Board.

Stephen moved to approve a contract with Telecom. Kari seconded. The vote was unanimous.

## **Department Update**

Michael White and Martin O'Neill presented a CATS department update. 2013 is the 40<sup>th</sup> year of CATS operation. Michael thanked the library and other partners (City of Bloomington, Monroe County government, and the City of Ellettsville) for their support of CATS.

Martin O'Neill presented a report on the project to digitize video content. Two of the biggest challenges in the transition to digital are re-mastering programs for tapeless playback and redesigning master control. The new system will allow CATS to keep programming going for 24 hours a day, without having to go to satellite feeds.

In master control, all CRTs will be replaced by LCD monitors, resulting in less need for cable in the building. One cable can carry video and audio. CATS Master Control will be temporarily moved while new routing infrastructure is put in place. Benefits of the upgrade include an updated monitoring system, new and improved community calendar, and additional editing workspace for CATS Production staff.

Valerie asked how long it would take to convert the tapes. Martin replied that it would take years. There are ultimately 30,000 tapes in the CATS collection, but we are concerned right now with tapes produced locally.

Melissa asked if CATS funding would be reduced now that Smithville has its own channels. Michael responded that Smithville, AT&T, and Comcast are all subject to the law requiring cable operators to pay franchise fees, so revenue should not be affected.

## **Public Comment**

There was no public comment.

Valerie thanked Sara for sharing public comments related to the renovation. Sara stated that questions and responses will be added to our website.

## **Adjournment**

The meeting adjourned at 7:16pm.

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES WORK SESSION  
Wednesday, October 9, 2013  
Meeting Room 1B  
5:45 pm**

**Present:**

David Ferguson, Kari Isaacson, Valerie Merriam, Fred Risinger, and John Walsh.

Absent: Stephen Moberly and Melissa Pogue.

Staff Attendance: Christine Friesel, Sara Laughlin, Gary Lettelleir, Bobby Overman, Sue Sater, Bara Swinson, Marc Tschida, Marilyn Wood, Kyle Wickemeyer-Hardy, Josh Wolf, and CATS staff.

Others in Attendance: Tom Bunger and Kevin Howell (Howard?).

**Call to Order**

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

**Update on Nonprofit Central and Request to Submit Proposal to Community Foundation to Continue Funding in 2014**

Christine Friesel presented an update on Nonprofit Central, an initiative funded for 2013 by \$26,000 from the Community Foundation .

Nonprofit Central has three goals: to increase the management and governance capacity of local nonprofits, to improve capacity of nonprofits to develop resources for long-term sustainability, and to strengthen the collaborative environment among nonprofits to support learning and innovation.

Christine reported that the Library submitted a letter of intent to the Community Foundation and learned this week that the Foundation would like to receive a full proposal for continuing



Nonprofit Central, with particular emphasis on sustaining the service beyond 2015. The proposal is due in November, with funding to be announced late in the year.

Nonprofit Central Coordinator Marc Tschida introduced himself to the Board. He explained the importance of connecting and communicating with the community and among non-profit organizations, as well as continuing partnerships for programming, networking, and individual consultations.

Kari asked about the library's participation in this program. Sara responded that the Community Foundation provides the salary and the library provides space and equipment, HR and accounting services, the collection and promotional resources.

Valerie asked about new collaborations and expressed how pleased she was to hear about this. Marc responded that Nonprofit Central had received a number of inquiries about partnering.

John asked when the library would know about funding. Marc responded that he believed it would be around January 4.

### **2014 Budget**

Gary Lettelleir presented the 2014 Budget for discussion and reminded the Board the adoption of the 2014 budget is scheduled for next Wednesday. There have been no changes since the last Board discussion.

### **Resolution to Declare Certain Property Surplus**

Gary Lettelleir reported that the Library's recycling agreement now allows more frequent pick-up of obsolete equipment. Gary presented a list of items and asked the Board to approve at the meeting next week.

Kari asked if the equipment was broken. Gary responded that they were no longer operational.

### **2014 Employee Insurance Benefits and Associated Changes to Personnel Policy**

Kyle Wickemeyer-Hardy presented information on proposed 2014 employee insurance benefits and changes to the policy. The Affordable Care Act (ACA) is driving changes in health insurance and every employer has been challenged to understand and comply with the new regulations and choices. Every employee must have insurance, through their employer, individual insurance, or the ACA health insurance marketplace. If a person chooses not to be covered, they will pay a Federal tax penalty.

The library is proposing to drop coverage for part-time employees who work less than 30 hours/week (the ACA definition of “full-time”). If the library continues to offer insurance to part-time employees, none of them, whether they enroll in the library’s insurance or not, will be eligible for the considerable subsidies available through the marketplace.

Kyle stated the library considered grandfathering part-time staff currently covered, but this would still disqualify all part-time employees from subsidies.

John asked about the grandfathering, wondering why the staff would not be eligible for other plans. Kyle responded that we want people to have affordable care and if you are part-time you cannot always afford insurance.

David asked for clarification. Sara responded that the library proposed not to offer insurance to part-time employees in 2014. Staff members who work 37.5 or 30 hours will be considered “full-time” for health insurance and will continue to be covered under the library’s plan.

Kyle added the proposal includes allowing any employees not on the library’s health insurance – full-time or part-time – and their spouses and/or dependents to participate in the Monroe County Clinic, with the Library supporting half of the cost.

Kari asked whether part-time staff were able to use the clinic currently. Kyle confirmed that only those enrolled in the library’s health insurance were eligible at the present.

Kyle reported that Julia Thomas, JA Benefits and a certified enroller, will be available to meet with part-time staff to explore coverage choices and assist them with enrollment.

Valerie stated there is a third option available to employees that hasn’t been mentioned – an individual policy. Kyle confirmed this was correct.

David asked how to interpret the chart on page 27 in the Board packet. Sara reviewed the chart, which included annual and per-payroll costs for employee and library contributions.

Kyle described other parts of the 2014 insurance package. Dental and long-term disability insurance will include a slight price increase. Costs and coverage for voluntary vision and short-term disability insurance will stay the same.

John asked how much of the 10% increase included in the 2014 budget would be necessary to cover these changes. Sara responded that she anticipates that overall insurance costs will remain close to 2013 levels, after factoring in reduced overall costs resulting from dropping health insurance coverage for part-time employees, the 7% increase in health insurance costs, slight

increases in dental and long-term disability insurance, and additional costs of adding Clinic coverage. Participation in health care and Clinic are unknown until employees enroll, and with more-than-usual changes this year, it is difficult to predict whether more or fewer individuals will enroll in the Library's insurance.

Kyle spoke about the urgency of having enrollments in by November 15 this year, since enrollment activity will be intense among all carriers, given the new environment. The earlier timeline will also allow staff to compare the Library's rates with other coverage for which they may be eligible. The Library will provide as much support as possible.

Valerie asked how many part-time staff would benefit and how many would not from the proposed changes. Kyle responded that it was difficult for us to know definitively, because of the needs and circumstances of each individual. What we know is age and income at the library and we can predict from those two factors that the overwhelming majority will benefit. We do not know about other income of the individual, household income, or health status which might create a need for more or less medical or drug coverage.

Valerie asked if there had been any discussion on whether the library could move staff who currently work part-time to full-time status in order to qualify them for insurance benefits. Sara responded that the leadership team had not considered this option, but the decision had not been taken lightly by Administration. The library currently has 11 part-time employees enrolled in health insurance, and 32 not enrolled. In the new environment, continuing to offer insurance for the 11 would mean that neither they nor the 32 others would be eligible for substantial subsidies in the Federal marketplace. Kyle added that many of our part-time staff have other jobs or other obligations and would not be available for full-time work. For the library, part-time staff offer flexibility with scheduling for public service desks, and managers have felt it important to maintain part-time positions.

Valerie asked what the union response had been. Kyle responded that the Labor Management Committee had met to discuss the proposal and would be meeting again on Monday, October 14. She will share information with the Board next week.

Sara added that some staff had asked what the Library would do if the marketplaces were not available. She said the Library would return to the quote from Anthem for part-time staff.

### **Public Comment**

There was no public comment.

### **Adjournment**

The meeting adjourned at 6:39pm.

MONROE COUNTY PUBLIC LIBRARY

\*Check Summary Register©

September 13, 2013 to October 10, 2013

Name	Check Date	Check Amt	
<b>06500 FIFTH THIRD CHECKING</b>			
Paid Chk# 004702 COMCAST	9/17/2013	\$15.80	CABLE EQUIP. RENTAL
Paid Chk# 004703 DEBRA BECK	9/17/2013	\$1,348.65	LANDSCAPINT PLANT/MATERIALS
Paid Chk# 004704 ERIN TOBEY	9/17/2013	\$37.50	1/2 ZONE 4 PARKING PERMIT
Paid Chk# 004705 FEDEX	9/17/2013	\$25.84	SHIPPING/ECI
Paid Chk# 004706 JPMORGAN CHASE BANK, NA	9/17/2013	\$4,497.94	VARIOUS
Paid Chk# 004707 MIDWEST PRESORT SERVICE	9/17/2013	\$315.98	POSTAGE SERVICES
Paid Chk# 004708 OCLC, INC.	9/17/2013	\$3,399.85	MONTHLY OCLC
Paid Chk# 004709 STEPHANIE HOLMAN	9/17/2013	\$63.64	FD/ELL. SPLS
Paid Chk# 004710 STERICYCLE COMMUNICATION	9/17/2013	\$9.85	PAGER
Paid Chk# 004711 VERIZON WIRELESS	9/17/2013	\$224.02	CELL PHONES
Paid Chk# 004712 AFSCME COUNCIL 62	9/23/2013	\$1,244.17	UNION DUES W/H
Paid Chk# 004713 AMERICAN UNITED LIFE INS. CO.	9/23/2013	\$1,490.27	403b TSA-AUL W/H
Paid Chk# 004714 APPLE INC.	9/23/2013	\$987.00	3 IPAD MINIS/OUTREACH
Paid Chk# 004715 AT&T (OK)	9/23/2013	\$55.63	LONG-DISTANCE CALLS
Paid Chk# 004716 BUNGER & ROBERTSON, LLP	9/23/2013	\$660.00	LEGAL SERVICES
Paid Chk# 004717 CARMICHAEL WELDING INC.	9/23/2013	\$1,900.00	HANDRAIL/LANDSCAPING PROJECT
Paid Chk# 004718 CEREBELLUM CORPORATION	9/23/2013	\$39.98	NONPRINT
Paid Chk# 004719 CHRISTINE MATHEU	9/23/2013	\$9,326.96	PHASE III, RENOV.-PROJECT #130
Paid Chk# 004720 CRYSTAL CLEAR	9/23/2013	\$1,190.00	WINDOW CLEANING
Paid Chk# 004721 DARCI HAWXHURST	9/23/2013	\$206.25	TUTOR TRAINING/VITAL-QUIZ BOWL
Paid Chk# 004722 DELUXE	9/23/2013	\$60.45	1099 MISC FORM PACKET
Paid Chk# 004723 GLHEC	9/23/2013	\$200.80	GARNISHMENT W/H
Paid Chk# 004724 HAOYU WU	9/23/2013	\$40.00	REFUND ON LOST ITEM
Paid Chk# 004725 KOORSEN FIRE & SECURITY,	9/23/2013	\$280.95	FIRE EXTINGUISHER SERVICE
Paid Chk# 004726 MIDWEST PRESORT SERVICE	9/23/2013	\$294.03	POSTAGE SERVICES
Paid Chk# 004727 NUB GAMES, INC.	9/23/2013	\$470.00	REF. CHAT SOFTWARE SUBSCRIPTION
Paid Chk# 004728 UNIQUE MANAGEMENT	9/23/2013	\$1,104.80	COLLECTION SERVICE-CIRC.
Paid Chk# 004729 UNITED WAY	9/23/2013	\$116.00	UNITED WAY W/H
Paid Chk# 004730 VICTORIA GABHART	9/23/2013	\$39.89	REFUND ON LOST ITEMS
Paid Chk# 004731 WEX BANK	9/23/2013	\$39.96	FUEL
Paid Chk# 004732 AT&T (IL)	9/30/2013	\$1,372.13	TELEPHONE
Paid Chk# 004733 AT&T MOBILITY	9/30/2013	\$246.93	CELL PHONES
Paid Chk# 004734 BERRY	9/30/2013	\$66.05	ELL. PHONE ADVERTISING
Paid Chk# 004735 DUKE ENERGY	9/30/2013	\$1,743.56	ELECTRICITY
Paid Chk# 004736 INDIANA UNIVERSITY, #739-13	9/30/2013	\$1,000.00	LBMC--MICHAEL HOERGER
Paid Chk# 004737 LEGAL SHIELD	9/30/2013	\$47.84	PRE-PAID LEGAL W/H
Paid Chk# 004738 MONROE COUNTY YMCA	9/30/2013	\$75.68	YMCA W/H
Paid Chk# 004739 VECTREN ENERGY DELIVERY	9/30/2013	\$98.79	NATURAL GAS
Paid Chk# 004740 YP	9/30/2013	\$171.00	DIRECTORY LISTINGS
Paid Chk# 004741 ADP, INC.	10/2/2013	\$191.72	BACKGROUND CHECKS
Paid Chk# 004742 ANTHEM BLUE CROSS BLUE	10/2/2013	\$58,150.65	HEALTH INS. - OCT.'13
Paid Chk# 004743 ARTHUR LEACH	10/2/2013	\$105.00	REPAIR ON BOOK CARTS
Paid Chk# 004744 CITGO	10/2/2013	\$839.81	FUEL
Paid Chk# 004745 COLONIAL LIFE	10/2/2013	\$551.52	OTHER INS. - OCT.'13
Paid Chk# 004746 DIRK FRASER	10/2/2013	\$31.87	2013 ANTHEM REBATE
Paid Chk# 004747 GEGRB/AMAZON	10/2/2013	\$7,032.29	BOOKS
Paid Chk# 004748 GUARDIAN LIFE INS. CO.	10/2/2013	\$7,511.19	DENTAL, VISION,STD, & LIFE INS. - OCT.'13
Paid Chk# 004749 HILARY HARGIS	10/2/2013	\$31.87	2013 ANTHEM REBATE
Paid Chk# 004750 INDIANA WILD LLC	10/2/2013	\$450.00	FD/CHILD-PROGRAM
Paid Chk# 004751 KAREN KIRK	10/2/2013	\$31.87	2013 ANTHEM REBATE
Paid Chk# 004752 MIDWEST PRESORT SERVICE	10/2/2013	\$301.14	POSTAGE SERVICES
Paid Chk# 004753 SMITHVILLE	10/2/2013	\$1,425.00	MONTHLY INTERNET SERVICES
Paid Chk# 004754 AVCAFE	10/4/2013	\$147.42	NONPRINT
Paid Chk# 004755 BAKER & TAYLOR BOOKS	10/4/2013	\$26,405.01	BOOKS

**MONROE COUNTY PUBLIC LIBRARY**

**\*Check Summary Register©**

September 13, 2013 to October 10, 2013

Name	Check Date	Check Amt	
Paid Chk# 004756	BLACKSTONE AUDIO, INC.	10/4/2013	\$162.26 BOOKS
Paid Chk# 004757	CENTER POINT LARGE PRINT	10/4/2013	\$216.90 BOOKS
Paid Chk# 004758	CITY OF BLOOMINGTON	10/4/2013	\$25.00 NONPROFIT PROGRAM-M. TSCHIDA
Paid Chk# 004759	DISH	10/4/2013	\$732.00 1YR. SUBSCRIPTIONS
Paid Chk# 004760	FINDAWAY WORLD, LLC	10/4/2013	\$1,014.17 NONPRINT
Paid Chk# 004761	GALE/CENGAGE LEARNING	10/4/2013	\$1,363.39 BOOKS
Paid Chk# 004762	GENEALOGICAL PUBLISHING	10/4/2013	\$195.50 BOOKS
Paid Chk# 004763	HERITAGE BOOKS, INC.	10/4/2013	\$76.50 BOOKS
Paid Chk# 004764	INDIANA MAGAZINE OF HISTORY	10/4/2013	\$20.00 PERIODICALS
Paid Chk# 004765	MIDWEST COLLABORATIVE FOR	10/4/2013	\$14,857.64 DATABASES
Paid Chk# 004766	MIDWEST TAPE	10/4/2013	\$9,566.23 NONPRINT
Paid Chk# 004767	NEW YORK STATE LIBRARY	10/4/2013	\$20.00 ILL #107672395
Paid Chk# 004768	RANDOM HOUSE, INC.	10/4/2013	\$795.80 NONPRINT
Paid Chk# 004769	RECORDED BOOKS, LLC	10/4/2013	\$214.05 NONPRINT
Paid Chk# 004770	REPUBLIC SERVICES #694	10/4/2013	\$702.32 TRASH SERVICE
Paid Chk# 004771	SCHOLASTIC LIBRARY	10/4/2013	\$304.20 BOOKS
Paid Chk# 004772	TANTOR MEDIA	10/4/2013	\$74.98 NONPRINT
Paid Chk# 004773	THE GREAT COURSES	10/4/2013	\$59.95 NONPRINT
Paid Chk# 004774	THOMSON REUTERS - WEST	10/4/2013	\$1,813.50 BOOKS
Paid Chk# 004775	WESTON WOODS STUDIOS	10/4/2013	\$103.80 NONPRINT
Paid Chk# 004776	AMERICAN UNITED LIFE INS. CO.	10/8/2013	\$1,490.27 403b TSA-AUL
Paid Chk# 004777	CITY OF BLOOMINGTON	10/8/2013	\$25.00 NONPROFIT PROGRAM/L. DILLON
Paid Chk# 004778	CITY OF BLOOMINGTON UTILITIE	10/8/2013	\$2,062.28 WATER & SEWER
Paid Chk# 004779	DUKE ENERGY	10/8/2013	\$24,864.96 ELECTRICITY
Paid Chk# 004780	SMITHVILLE	10/8/2013	\$181.99 TELEPHONE
Paid Chk# 004781	VERIZON WIRELESS	10/8/2013	\$120.03 BKM DATA LINES
Paid Chk# 004782	BIBLIOTHECA ITG, LLC	10/10/2013	\$47,589.03 ANNUAL MAINT. 7/1/13-6/30/14
Paid Chk# 004783	CINTAS CORPORATION	10/10/2013	\$389.86 FIRST-AID SPLS
Paid Chk# 004784	CITY OF BLOOMINGTON	10/10/2013	\$25.00 NONPROFIT BOARD PROGRAM
Paid Chk# 004785	HALL SIGNS, INC.	10/10/2013	\$413.78 BLDG SPLS
Paid Chk# 004786	MIDWEST PRESORT SERVICE	10/10/2013	\$618.79 POSTAGE SERVICES
Paid Chk# 004787	PENNY GILLIE	10/10/2013	\$18.09 FD/ELL SPLS
Paid Chk# 004788	ALL-PHASE ELECTRIC SUPPLY	10/10/2013	\$206.51 LIGHT BULBS
Paid Chk# 004789	AVCAFE	10/10/2013	\$51.98 NONPRINT
Paid Chk# 004790	B & H PHOTO-VIDEO	10/10/2013	\$766.10 REPAIR ON LECTERNS & MONITOR
Paid Chk# 004791	BAKER & TAYLOR BOOKS	10/10/2013	\$20,292.82 BOOKS
Paid Chk# 004792	BANCTEC INC.	10/10/2013	\$31.83 MONTHLY FOLDER MAINT.
Paid Chk# 004793	BANYON DATA SYSTEMS, INC.	10/10/2013	\$795.00 FUND ACCTG. YRLY MAINT.
Paid Chk# 004794	BLACKSTONE AUDIO, INC.	10/10/2013	\$18.71 BOOKS
Paid Chk# 004795	BRODART CO.	10/10/2013	\$656.12 ELL. GIFT REST/3 SHELF BKTR
Paid Chk# 004796	BUNGER & ROBERTSON, LLP	10/10/2013	\$840.00 LEGAL SERVICES
Paid Chk# 004797	CARMICHAEL TRUCK &	10/10/2013	\$155.19 BKM REPAIR/MAINT.
Paid Chk# 004798	DEMCO, INC.	10/10/2013	\$475.57 CATALOGING SPLS
Paid Chk# 004799	ELECTRONIC COMMERCE, INC.	10/10/2013	\$1,870.00 PAYROLL SERVICES
Paid Chk# 004800	ENGRAVING AND STAMP	10/10/2013	\$24.00 OFFICE SPLS
Paid Chk# 004801	FINDAWAY WORLD, LLC	10/10/2013	\$568.29 NONPRINT
Paid Chk# 004802	FREEDOM BUSINESS	10/10/2013	\$1,498.10 CARTRIDGES & PAPER
Paid Chk# 004803	GALE/CENGAGE LEARNING	10/10/2013	\$208.14 BOOKS
Paid Chk# 004804	GE CAPITAL INFORMATION	10/10/2013	\$50.93 COPIER RENTAL/VITAL
Paid Chk# 004805	GLOBAL EQUIPMENT COMPANY	10/10/2013	\$363.66 FORKLIFT TRUCK
Paid Chk# 004806	GLOBAL GOV/ED SOLUTIONS INC	10/10/2013	\$170.00 APC REPLACEMENT BATTERY
Paid Chk# 004807	HFI MECHANICAL CONTRACTOR	10/10/2013	\$1,244.53 A/C UNITS 3&4 REPAIRS
Paid Chk# 004808	HIGH SPEED TIRE &	10/10/2013	\$373.78 AUTO REPAIR
Paid Chk# 004809	HP PRODUCTS	10/10/2013	\$3,226.72 CLEANING SPLS
Paid Chk# 004810	ICE MILLER LLP	10/10/2013	\$1,993.40 LEGAL SERVICES

**MONROE COUNTY PUBLIC LIBRARY**

**\*Check Summary Register©**

**September 13, 2013 to October 10, 2013**

<b>Name</b>	<b>Check Date</b>	<b>Check Amt</b>	
Paid Chk# 004811	IMAGINE VIDEO PRODUCTIONS	10/10/2013	\$53.00 NONPRINT
Paid Chk# 004812	INDIANA STATE LIBRARY	10/10/2013	\$2,150.00 3RD QTR.'13 PLAC
Paid Chk# 004813	INTERNET MINDED DESIGN AND	10/10/2013	\$228.00 TIMELINE/KOON FUND
Paid Chk# 004814	JIM GORDON, INC	10/10/2013	\$70.40 COPIERS/MAINT.
Paid Chk# 004815	KLEINDORFER'S HDWE	10/10/2013	\$81.45 BLDG SPLS
Paid Chk# 004816	KOORSEN FIRE & SECURITY,	10/10/2013	\$44.80 BLDG SERVICES
Paid Chk# 004817	LOGISTECH, INC.	10/10/2013	\$221.01 BOOKS
Paid Chk# 004818	LOWE'S	10/10/2013	\$35.36 BLDG SPLS
Paid Chk# 004819	MCGRAW-HILL EDUCATION	10/10/2013	\$183.49 BOOKS
Paid Chk# 004820	MIDWEST TAPE	10/10/2013	\$10,195.45 BOOKS & A/V CATALOGING SPLS
Paid Chk# 004821	MONROE COUNTY SOLID WASTE	10/10/2013	\$399.84 BLDG SERVICES
Paid Chk# 004822	NATURE'S WAY, INC.	10/10/2013	\$85.00 BLDG SERVICES
Paid Chk# 004823	NOLAN'S LAWN CARE SERVICE	10/10/2013	\$1,272.30 BLDG SERVICES
Paid Chk# 004824	OCLC, INC.	10/10/2013	\$3,195.51 OCLC SERVICE
Paid Chk# 004825	OVERHEAD DOOR COMPANY O	10/10/2013	\$90.00 BLDG SPLS
Paid Chk# 004826	B,B & C POW PEST CONTROL,	10/10/2013	\$84.00 PEST CONTROL
Paid Chk# 004827	PYGMALION' S ART SUPPLIES	10/10/2013	\$47.44 OFFICE SPLS
Paid Chk# 004828	QUILL CORPORATION	10/10/2013	\$489.93 OFFICE SPLS
Paid Chk# 004829	RANDOM HOUSE, INC.	10/10/2013	\$510.26 NONPRINT
Paid Chk# 004830	RECORDED BOOKS, LLC	10/10/2013	\$581.36 NONPRINT
Paid Chk# 004831	SAM'S CLUB	10/10/2013	\$41.89 CLEANING SPLS
Paid Chk# 004832	TANTOR MEDIA	10/10/2013	\$27.99 NONPRINT
Paid Chk# 004833	THE ELLETTSVILLE JOURNAL	10/10/2013	\$89.49 BUDGET PUBLICATIONS
Paid Chk# 004834	THE HERALD-TIMES, INC.	10/10/2013	\$31.00 ANNUAL BUDGET PUBLICATION
Paid Chk# 004835	THE PRODUCTION HOUSE	10/10/2013	\$2,835.00 DIGITIZING
Paid Chk# 004836	WESTON WOODS STUDIOS	10/10/2013	\$1,378.80 NONPRINT
Paid Chk# 004837	WIESER EDUCATIONAL	10/10/2013	\$43.98 BOOKS
	<b>Total Checks</b>		<b>\$308,179.95</b>

MONROE COUNTY PUBLIC LIBRARY  
CHECKING ACCOUNTS  
09/13/13 - 10/10/13

Fifth Third Checking Account/Check Register Total	\$308,179.95
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (Oct. '13)	731.66
Fifth Third Checking-Monthly Service Charge (Sept. '13)	77.00
Add: Payrolls	
Vouchers 9/20/13 Payroll (ECI)	115,890.49
Electronic transfer (ECI) employee/employer taxes	44,592.99
Electronic transfer (ECI) employee "HSA"	2,393.55
Electronic transfer (ECI) employer "HSA"	90.00
Electronic PERF pymt. 9/23/13	17,038.40
Electronic transfer 9/24/13 (TASC) employee "FSA"	528.45
Vouchers 10/04/13 Payroll (ECI)	120,730.40
Electronic transfer (ECI) employee/employer taxes	46,110.76
Electronic transfer (ECI) employee "HSA"	2,393.55
Electronic PERF pymt. 10/07/13	17,116.06
Electronic transfer 10/08/13 (TASC) employee "FSA"	528.45
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	\$676,401.71

**ACCOUNTS PAYABLE VOUCHER**

**MONROE COUNTY PUBLIC LIBRARY\*303 E KIRKWOOD AVE\*Address Line 2\*BLOOMINGTON, IN 47408**

Payee JPMORGAN CHASE BANK, NA  PALATINE, IL 60094-4016	Claim 23077  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
8/8/2013		E020-016-36300 KAPPATRONIX/EQUIP REPAIR	\$35.00
8/12/2013		E020-016-23000 BEST BUY/IS SPLS	\$169.98
8/12/2013		E020-016-23500 BEST BUY/VIDEO MAT'LS	\$61.47
8/12/2013		E026-016-44750 BEST BUY/PHOTOSHOP	\$69.99
8/12/2013		E026-016-44750 APPLE STORE/QUICK TIME	\$32.09
8/23/2013		E026-016-44750 AMAZON/4 ADOBE SOFTWARE	\$2,439.72
8/27/2013		E026-016-44700 AMAZON/LED MONITOR	\$159.99
8/6/2013		E001-018-45100 CABELA'S/BOOKS	\$33.11
8/9/2013		E001-018-45100 PAYPAL/BOOKS	\$34.45
8/15/2013		E019-011-21350 DISC SCH SPLS/FD-CHILD SPLS	\$47.92
8/16/2013		E001-011-22500 DISC SCH SPLS/CIRC SPLS	\$142.47
8/19/2013		E019-011-21350 KROGER/FD-CHILD SPLS	\$34.76
8/4/2013		E019-010-21350 KROGER/FD-ADULT SPLS	\$20.60
8/28/2013		E019-010-21350 ZIMPORT/FD-HISPANIC HERITAGE SPLS	\$25.80
8/19/2013		E019-010-21350 BUFFALOUIES/FD-ADULT FOOD	\$100.00
8/16/2013		E020-016-31600 DREAMHOST/MONTHLY WEBSITE	\$49.90
8/19/2013		E001-019-23000 THE MACEXPERIENCE/IS SPLS	\$29.00
8/21/2013		E001-019-31600 HOOTSUITE/MONTHLY FACEBOOK	\$9.99
8/2/2013		E001-005-31700 PAYFLOW/MONTHLY CC FEE	\$90.35
8/27/2013		E001-010-21300 SMITHGEAR/HEADPHONES	\$194.25
8/27/2013		E001-011-21300 SMITHGEAR/HEADPHONES	\$38.85
8/27/2013		E001-014-21300 SMITHGEAR/HEADPHONES	\$25.90
8/27/2013		E001-019-23000 THE MACEXPERIENCE/IS SPLS	\$29.00
8/1/2013		E016-015-39100 ESL-LIBRARY/DUES-VITAL/SCHOLARSHIP	\$55.00
8/1/2013		E019-014-32400 ILF/CYPD CONF.	\$170.00
8/7/2013		E001-012-22500 POLYLINE/CIRC SPLS	\$75.82
8/16/2013		E019-015-21350 KROGER/VITAL-FOOD	\$20.09
8/17/2013		E016-015-21350 RADIOSHACK/LASER POINTER/QB-VITAL	\$60.97
8/16/2013		E019-015-21350 PIZZA X/VITAL-FOOD	\$30.47
8/7/2013		E019-001-32400 ILF/CONF.	\$155.00
8/15/2013		E019-001-32400 GREATER BLGTN CH/CONF.	\$56.00
<b>Total</b>			<b>\$4,497.94</b>

VOUCHER NO. 23077

WARRANT NO. 4706

JPMORGAN CHASE BANK, NA

ALLOWED

IN THE SUM OF \$ \$4,497.94



## Financial Report Comments

Reports as of 9-30-13

Board Meeting Date 10/16/13

Monthly Budget Report:

The guideline for the portion of the annual budget spent after nine months is 75% or nine twelfths. The actual operating fund spending through September 30 is 70.3% of the annual total budget.

### **Summary Report**

**Employee Benefits** – 2013 (\$1,012,306) compared to 2012 (\$890,796). Last year the September and October Anthem premiums were paid in September. This year the September premium was paid in August and the October premium was paid after September 30. PERF – encumbered amount (15,000) and change to monthly pay from quarterly pay (\$93,000).

**Professional Services** - 2013 (\$204,453) compared to 2012 (\$158,829). 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 SEPTEMBER 30, 2013  
NINE MONTHS = 75.0%

	2013 SEPTEMBER	2012 SEPTEMBER	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	287,138.13	286,093.46	2,762,833.28	3,843,756.00	2,670,848.23	1,080,922.72	71.9%	28.1%
EMPLOYEE BENEFITS	51,760.69	112,572.39	1,012,305.82	1,449,633.99	890,796.66	437,328.17	69.8%	30.2%
OTHER WAGES	763.73	0.00	3,957.12	13,100.00	3,064.16	9,142.88	30.2%	69.8%
TOTAL PERSONNEL SERVICES	<u>339,662.55</u>	<u>398,665.85</u>	<u>3,779,096.22</u>	<u>5,306,489.99</u>	<u>3,564,709.05</u>	<u>1,527,393.77</u>	<u>71.2%</u>	<u>28.8%</u>
SUPPLIES								
OFFICE SUPPLIES	3,997.23	3,571.74	30,623.43	49,950.00	28,535.68	19,326.57	61.3%	38.7%
OPERATING SUPPLIES	5,268.31	16,390.20	69,349.33	112,700.00	70,542.16	43,350.67	61.5%	38.5%
REPAIR & MAINT. SUPPLIES	1,021.57	2,765.25	16,961.21	23,800.00	19,634.90	6,838.79	71.3%	28.7%
TOTAL SUPPLIES	<u>10,287.11</u>	<u>22,727.19</u>	<u>116,933.97</u>	<u>186,450.00</u>	<u>118,712.74</u>	<u>69,516.03</u>	<u>62.7%</u>	<u>37.3%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	10,776.76	17,428.58	204,452.89	351,200.00	158,829.40	146,747.11	58.2%	41.8%
COMMUNICATION & TRANSPORTATION	7,557.15	8,649.86	44,547.21	95,850.00	58,580.92	51,302.79	46.5%	53.5%
PRINTING & ADVERTISING	-39.01	70.34	2,641.55	8,250.00	1,299.30	5,608.45	32.0%	68.0%
INSURANCE	0.00	0.00	63,753.00	61,100.00	58,793.00	-2,653.00	104.3%	-4.3%
UTILITIES	27,792.69	29,880.53	243,069.04	321,000.00	238,021.08	77,930.96	75.7%	24.3%
REPAIR & MAINTENANCE	0.00	864.88	36,808.37	40,500.00	50,678.32	3,691.63	90.9%	9.1%
RENTALS	37.50	37.50	31,894.50	33,700.00	31,195.00	1,805.50	94.6%	5.4%
ELECTRONIC SERVICES	1,499.00	12,000.00	91,852.58	165,119.00	57,450.47	73,266.42	55.6%	44.4%
OTHER CHARGES	17,833.33	16,666.67	167,600.01	227,280.00	158,125.97	59,679.99	73.7%	26.3%
TOTAL OTHER SERVICES & CHARGES	<u>65,457.42</u>	<u>85,598.36</u>	<u>886,619.15</u>	<u>1,303,999.00</u>	<u>812,973.46</u>	<u>417,379.85</u>	<u>68.0%</u>	<u>32.0%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	0.00	319.99	9,954.62	16,000.00	5,739.85	6,045.38	62.2%	37.8%
OTHER CAPITAL OUTLAY	34,745.25	81,934.55	699,631.58	1,005,081.00	740,522.20	305,449.42	69.6%	30.4%
TOTAL CAPITAL OUTLAY	<u>34,745.25</u>	<u>82,254.54</u>	<u>709,586.20</u>	<u>1,021,081.00</u>	<u>746,262.05</u>	<u>311,494.80</u>	<u>69.5%</u>	<u>30.5%</u>
TOTAL OPERATING EXPENDITURES	<u>450,152.33</u>	<u>589,245.94</u>	<u>5,492,235.54</u>	<u>7,818,019.99</u>	<u>5,242,657.30</u>	<u>2,325,784.45</u>	<u>70.3%</u>	<u>29.7%</u>

2012 BUDGET  
%USED IN 2012

7,641,343.13  
68.6%

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF SEPTEMBER 30, 2013

	2013 SEPTEMBER	2012 SEPTEMBER	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	13,368.62	129,541.81	177,208.00	84,701.87	47,666.19	73.1%	26.9%
1130 PROFESSIONAL/SUPERVISORS	42,398.83	38,151.28	376,655.04	505,886.00	362,437.15	129,230.96	74.5%	25.5%
1140 PROFESSIONAL ASSISTANTS	93,813.51	95,348.65	910,142.10	1,271,320.00	904,396.37	361,177.90	71.6%	28.4%
1150 SPECIALISTS & TECHNICIANS	57,523.01	61,798.06	597,728.52	845,151.00	583,905.05	247,422.48	70.7%	29.3%
1160 CLERICAL ASSISTANTS	33,947.69	31,310.28	304,073.72	434,725.00	300,739.71	130,651.28	69.9%	30.1%
1170 PAGES	17,796.53	18,285.88	178,300.02	240,720.00	176,318.12	62,419.98	74.1%	25.9%
1190 BUILDING MAINTENANCE	28,022.58	27,830.69	266,392.07	368,746.00	258,349.96	102,353.93	72.2%	27.8%
<b>TOTAL SALARIES</b>	<b>287,138.13</b>	<b>286,093.46</b>	<b>2,762,833.28</b>	<b>3,843,756.00</b>	<b>2,670,848.23</b>	<b>1,080,922.72</b>	<b>71.9%</b>	<b>28.1%</b>
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	16,972.26	16,849.49	162,494.64	237,765.00	157,155.07	75,270.36	68.3%	31.7%
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	23,637.82	0.00	226,079.18	311,493.00	191,552.36	85,413.82	72.6%	27.4%
12301 ENCUMBERED PERF	0.00	0.00	15,335.99	15,535.99	0.00	200.00	98.7%	1.3%
1235 EMPLOYEE/PERF	7,091.33	0.00	67,823.52	93,448.00	0.00	25,624.48	72.6%	27.4%
1240 EMPLOYER CONT/INSURANCE	90.00	91,782.35	502,569.70	725,756.00	505,335.18	223,186.30	69.2%	30.8%
1250 EMPLOYER CONT/MEDICARE	3,969.28	3,940.55	38,002.79	55,636.00	36,754.05	17,633.21	68.3%	31.7%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>51,760.69</b>	<b>112,572.39</b>	<b>1,012,305.82</b>	<b>1,449,633.99</b>	<b>890,796.66</b>	<b>437,328.17</b>	<b>69.8%</b>	<b>30.2%</b>
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	763.73	0.00	3,957.12	10,000.00	333.43	6,042.88	39.6%	60.4%
<b>TOTAL OTHER WAGES</b>	<b>763.73</b>	<b>0.00</b>	<b>3,957.12</b>	<b>13,100.00</b>	<b>3,064.16</b>	<b>9,142.88</b>	<b>30.2%</b>	<b>69.8%</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>339,662.55</b>	<b>398,665.85</b>	<b>3,779,096.22</b>	<b>5,306,489.99</b>	<b>3,564,709.05</b>	<b>1,527,393.77</b>	<b>71.2%</b>	<b>28.8%</b>
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
2110 OFFICIAL RECORDS	60.45	0.00	1,040.21	1,300.00	0.00	259.79	80.0%	20.0%
2120 STATIONERY & PRINTING	0.00	105.95	130.65	950.00	971.66	819.35	13.8%	86.2%
2130 OFFICE SUPPLIES	398.09	370.41	4,500.00	14,550.00	6,228.71	10,050.00	30.9%	69.1%
2135 GENERAL SUPPLIES	0.00	59.95	142.79	0.00	150.62	-142.79	#DIV/0!	#DIV/0!
2140 DUPLICATING	3,538.69	3,035.43	24,809.78	33,150.00	21,184.69	8,340.22	74.8%	25.2%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL OFFICE SUPPLIES</b>	<b>3,997.23</b>	<b>3,571.74</b>	<b>30,623.43</b>	<b>49,950.00</b>	<b>28,535.68</b>	<b>19,326.57</b>	<b>61.3%</b>	<b>38.7%</b>

\*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 SEPTEMBER 30, 2013

	2013 SEPTEMBER	2012 SEPTEMBER	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
<b>OPERATING SUPPLIES</b>								
2210 CLEANING SUPPLIES	5,050.02	6,307.41	25,077.61	37,200.00	26,328.94	12,122.39	67.4%	32.6%
2220 FUEL, OIL, & LUBRICANTS	0.00	666.17	5,842.19	10,000.00	5,447.25	4,157.81	58.4%	41.6%
2230 CATALOGING SUPPLIES-BOOKS	0.00	767.03	3,030.15	5,500.00	3,024.28	2,469.85	55.1%	44.9%
2240 A/V SUPPLIES-CATALOGING	0.00	1,042.20	1,821.91	10,150.00	3,478.49	8,328.09	17.9%	82.1%
2250 CIRCULATION SUPPLIES	218.29	7,328.86	27,757.69	37,750.00	25,810.94	9,992.31	73.5%	26.5%
2260 LIGHT BULBS	0.00	173.80	3,243.13	4,500.00	2,909.86	1,256.87	72.1%	27.9%
2280 UNIFORMS	0.00	0.00	1,282.00	1,700.00	1,829.00	418.00	75.4%	24.6%
2290 DISPLAY/EXHIBIT SUPPLIES	0.00	104.73	1,294.65	5,900.00	1,713.40	4,605.35	21.9%	78.1%
<b>TOTAL OPERATING SUPPLIES</b>	<b>5,268.31</b>	<b>16,390.20</b>	<b>69,349.33</b>	<b>112,700.00</b>	<b>70,542.16</b>	<b>43,350.67</b>	<b>61.5%</b>	<b>38.5%</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>								
2300 IS SUPPLIES	337.98	50.81	4,317.02	6,600.00	2,712.10	2,282.98	65.4%	34.6%
2310 BUILDING MATERIALS & SUPPLIES	693.59	2,714.44	12,449.98	16,800.00	16,700.98	4,350.02	74.1%	25.9%
2320 PAINT & PAINTING SUPPLIES	-10.00	0.00	194.21	400.00	221.82	205.79	48.6%	51.4%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL REPAIR &amp; MAINTENANCE SUPPLIES</b>	<b>1,021.57</b>	<b>2,765.25</b>	<b>16,961.21</b>	<b>23,800.00</b>	<b>19,634.90</b>	<b>6,838.79</b>	<b>71.3%</b>	<b>28.7%</b>
<b>TOTAL SUPPLIES</b>	<b>10,287.11</b>	<b>22,727.19</b>	<b>116,933.97</b>	<b>186,450.00</b>	<b>118,712.74</b>	<b>69,516.03</b>	<b>62.7%</b>	<b>37.3%</b>
<b>OTHER SERVICES/CHARGES (3000'S)</b>								
<b>PROFESSIONAL SERVICES</b>								
30040 MISC. UNAPPROPRIATED	0.00	0.00	0.00	0.00	1.00	0.00	#DIV/0!	#DIV/0!
3110 CONSULTING SERVICES	0.00	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	810.00	1,655.64	24,416.90	28,500.00	6,832.36	4,083.10	85.7%	14.3%
3140 BUILDING SERVICES	1,853.10	1,150.88	20,388.63	32,000.00	13,889.33	11,611.37	63.7%	36.3%
3150 MAINTENANCE CONTRACTS	801.83	2,454.41	64,628.71	134,100.00	73,592.03	69,471.29	48.2%	51.8%
3160 COMPUTER SERVICES (OCLC)	3,552.34	4,338.97	40,846.50	66,500.00	22,113.08	25,653.50	61.4%	38.6%
3170 ADMIN/ACCOUNTING SERVICES	2,654.69	4,884.13	29,735.32	44,100.00	29,173.50	14,364.68	67.4%	32.6%
3175 COLLECTION AGENCY SERVICES	1,104.80	2,944.55	13,366.30	24,000.00	13,228.10	10,633.70	55.7%	44.3%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>10,776.76</b>	<b>17,428.58</b>	<b>204,452.89</b>	<b>351,200.00</b>	<b>158,829.40</b>	<b>146,747.11</b>	<b>58.2%</b>	<b>41.8%</b>
<b>COMMUNICATION &amp; TRANSPORTATION</b>								
3210 TELEPHONE	3,881.04	2,201.24	23,951.21	30,900.00	21,641.34	6,948.79	77.5%	22.5%
3215 CABLE TV	4.74	2,499.76	42.99	0.00	0.00	-42.99	#DIV/0!	#DIV/0!
3220 POSTAGE	1,895.53	0.00	12,814.93	30,000.00	14,496.04	17,185.07	42.7%	57.3%
3230 TRAVEL EXPENSE	0.00	86.50	312.94	10,000.00	1,432.20	9,687.06	3.1%	96.9%
3240 PROFESSIONAL MTG. (OFF-SITE)	0.00	140.00	272.00	10,000.00	159.00	9,728.00	2.7%	97.3%
3250 CONTINUING ED. (ON-SITE)	1,750.00	3,594.00	2,410.00	10,000.00	6,853.53	7,590.00	24.1%	75.9%
32501 ENCUMBERED CONTINU. ED.(ON-SITE)	0.00	0.00	3,500.00	3,500.00	13,000.00	0.00	100.0%	0.0%
3260 FREIGHT & DELIVERY	25.84	128.36	1,243.14	1,450.00	998.81	206.86	85.7%	14.3%
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>7,557.15</b>	<b>8,649.86</b>	<b>44,547.21</b>	<b>95,850.00</b>	<b>58,580.92</b>	<b>51,302.79</b>	<b>46.5%</b>	<b>53.5%</b>

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF SEPTEMBER 30, 2013

	2013 SEPTEMBER	2012 SEPTEMBER	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
<b>PRINTING &amp; ADVERTISING</b>								
3310 ADVERTISING & PUBLICATION	-39.01	55.34	1,354.94	2,750.00	890.90	1,395.06	49.3%	50.7%
3320 PRINTING	0.00	15.00	1,286.61	5,500.00	408.40	4,213.39	23.4%	76.6%
<b>TOTAL PRINTING &amp; ADVERTISING</b>	<b>-39.01</b>	<b>70.34</b>	<b>2,641.55</b>	<b>8,250.00</b>	<b>1,299.30</b>	<b>5,608.45</b>	<b>32.0%</b>	<b>68.0%</b>
<b>INSURANCE</b>								
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%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>63,753.00</b>	<b>61,100.00</b>	<b>58,793.00</b>	<b>-2,653.00</b>	<b>104.3%</b>	<b>-4.3%</b>
<b>UTILITIES</b>								
3510 GAS	98.79	54.61	1,924.42	3,100.00	1,343.47	1,175.58	62.1%	37.9%
3520 ELECTRICITY	25,351.70	21,704.72	222,502.31	292,000.00	214,964.07	69,497.69	76.2%	23.8%
3530 WATER	2,342.20	8,121.20	18,642.31	25,900.00	21,713.54	7,257.69	72.0%	28.0%
<b>TOTAL UTILITIES</b>	<b>27,792.69</b>	<b>29,880.53</b>	<b>243,069.04</b>	<b>321,000.00</b>	<b>238,021.08</b>	<b>77,930.96</b>	<b>75.7%</b>	<b>24.3%</b>
<b>REPAIR &amp; MAINTENANCE</b>								
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	0.00	349.99	4,292.63	10,200.00	4,671.25	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	0.00	304.74	7,114.03	8,300.00	4,814.30	1,185.97	85.7%	14.3%
3650 MATERIAL BINDING/REPAIR SERV.	0.00	210.15	962.40	3,000.00	2,083.29	2,037.60	32.1%	67.9%
<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>0.00</b>	<b>864.88</b>	<b>36,808.37</b>	<b>40,500.00</b>	<b>50,678.32</b>	<b>3,691.63</b>	<b>90.9%</b>	<b>9.1%</b>
<b>RENTALS</b>								
3710 REAL ESTATE RENTAL/PARKING	37.50	37.50	31,894.50	33,600.00	31,195.00	1,705.50	94.9%	5.1%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	100.00	0.00	100.00	0.0%	100.0%
<b>TOTAL RENTALS</b>	<b>37.50</b>	<b>37.50</b>	<b>31,894.50</b>	<b>33,700.00</b>	<b>31,195.00</b>	<b>1,805.50</b>	<b>94.6%</b>	<b>5.4%</b>
<b>ELECTRONIC SERVICES</b>								
38450 DATABASES SERVICES	1,499.00	0.00	59,595.38	91,701.00	38,300.47	32,105.62	65.0%	35.0%
38460 E-BOOKS SERVICES	0.00	12,000.00	32,257.20	73,418.00	19,150.00	41,160.80	43.9%	56.1%
<b>TOTAL ELECTRONIC SERVICES</b>	<b>1,499.00</b>	<b>12,000.00</b>	<b>91,852.58</b>	<b>165,119.00</b>	<b>57,450.47</b>	<b>73,266.42</b>	<b>55.6%</b>	<b>44.4%</b>
<b>OTHER CHARGES</b>								
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	160,500.01	214,000.00	0.00	53,499.99	75.0%	25.0%
3945 TRANSFER TO ANOTHER FUND (R.DAY)	0.00	16,666.67	0.00	0.00	149,999.99	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%
<b>TOTAL OTHER CHARGES</b>	<b>17,833.33</b>	<b>16,666.67</b>	<b>167,600.01</b>	<b>227,280.00</b>	<b>158,125.97</b>	<b>59,679.99</b>	<b>73.7%</b>	<b>26.3%</b>

TOTAL OTHER SERVICES/CHARGES	65,457.42	85,598.36	886,619.15	1,303,999.00	812,973.46	417,379.85	68.0%	32.0%
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MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF SEPTEMBER 30, 2013

	2013 SEPTEMBER	2012 SEPTEMBER	2013 Y-T-D ACTUAL	2013 BUDGET	2012 Y-T-D ACTUAL	2013 Y-T-D BUDGET REMAINING	2013 % OF BUDGET USED	2013 % OF BUDGET REMAINING
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	0.00	319.99	6,236.55	0.00	1,112.95	-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!
<b>TOTAL FURNITURE &amp; EQUIPMENT</b>	<b>0.00</b>	<b>319.99</b>	<b>9,954.62</b>	<b>16,000.00</b>	<b>5,739.85</b>	<b>6,045.38</b>	<b>62.2%</b>	<b>37.8%</b>
OTHER CAPITAL OUTLAY								
4510 BOOKS	20,082.12	52,250.32	426,959.63	594,454.00	444,330.10	167,494.37	71.8%	28.2%
4520 PERIODICALS & NEWSPAPERS	137.65	1,883.09	7,448.99	41,042.00	5,002.37	33,593.01	18.1%	81.9%
4530 NONPRINT MATERIALS	14,525.48	27,801.14	265,222.96	369,585.00	291,189.73	104,362.04	71.8%	28.2%
4540 ELECTRONIC RESOURCES	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL OTHER CAPITAL OUTLAY</b>	<b>34,745.25</b>	<b>81,934.55</b>	<b>699,631.58</b>	<b>1,005,081.00</b>	<b>740,522.20</b>	<b>305,449.42</b>	<b>69.6%</b>	<b>30.4%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>34,745.25</b>	<b>82,254.54</b>	<b>709,586.20</b>	<b>1,021,081.00</b>	<b>746,262.05</b>	<b>311,494.80</b>	<b>69.5%</b>	<b>30.5%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>450,152.33</b>	<b>589,245.94</b>	<b>5,492,235.54</b>	<b>7,818,019.99</b>	<b>5,242,657.30</b>	<b>2,325,784.45</b>	<b>70.3%</b>	<b>29.7%</b>

\*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

## Operating Budget & Expenditure Report

January 1, 2013 to September 30, 2013

9 months = 75.0%

Object	Object Descr	2013 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	2013 YTD Amt	2013 YTD Balance	2013 %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	\$13,635.98	\$129,541.81	\$47,666.19	73.10%
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	\$42,398.83	\$376,655.04	\$129,230.96	74.45%
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	\$93,813.51	\$910,142.10	\$361,177.90	71.59%
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	\$57,523.01	\$597,728.52	\$247,422.48	70.72%
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	\$33,947.69	\$304,073.72	\$130,651.28	69.95%
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	\$17,796.53	\$178,300.02	\$62,419.98	74.07%
11800	TEMPORAY STAFF	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$659.42	\$2,533.97	\$763.73	\$3,957.12	\$6,042.88	39.57%
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	\$28,022.58	\$266,392.07	\$102,353.93	72.24%
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	\$16,972.26	\$162,494.64	\$75,270.36	68.34%
12200	UNEMPLOYMENT	\$10,000.00	\$0.00	\$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	\$23,637.82	\$226,079.18	\$85,413.82	72.58%
12301	ENCUMBERED PERF	\$15,535.99	\$15,335.99	\$0.00	\$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	\$7,091.33	\$67,823.52	\$25,624.48	72.58%
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	\$90.00	\$502,569.70	\$223,186.30	69.25%
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	\$3,969.28	\$38,002.79	\$17,633.21	68.31%
13100	WORK STUDY	\$3,100.00	\$0.00	\$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	\$60.45	\$1,040.21	\$259.79	80.02%
21200	STATIONERY/BUS. CARDS	\$950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.65	\$26.50	\$33.50	\$0.00	\$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	\$398.09	\$4,500.00	\$10,050.00	30.93%
21350	GENERAL SUPPLIES	\$0.00	\$41.63	\$59.83	\$0.00	\$7.83	\$33.50	\$0.00	\$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	\$3,538.69	\$24,809.78	\$8,340.22	74.84%
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	\$5,050.02	\$25,077.61	\$12,122.39	67.41%
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	\$0.00	\$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	\$0.00	\$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	\$0.00	\$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	\$218.29	\$27,757.69	\$9,992.31	73.53%
22600	LIGHT BULBS	\$4,500.00	\$210.53	\$1,595.59	\$4.38	\$0.00	\$297.80	\$1,109.43	\$25.40	\$0.00	\$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	\$0.00	\$1,282.00	\$418.00	75.41%

Object	Object Descr	2013 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	2013 YTD Amt	2013 YTD Balance	2013 %YTD Budget
22900	DISPLAY/EXHIBITS	\$5,900.00	\$378.83	\$104.30	\$435.00	\$224.12	\$152.40	\$0.00	\$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	\$337.98	\$4,317.02	\$2,282.98	65.41%
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	\$693.59	\$12,449.98	\$4,350.02	74.11%
23200	PAINT/PAINTING SUPPLIES	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65.69	\$0.00	\$0.00	\$138.52	-\$10.00	\$194.21	\$205.79	48.55%
31100	CONSULTING SERVICES	\$12,000.00	\$8,630.00	\$0.00	\$690.00	\$0.00	\$0.00	\$0.00	\$1,670.53	\$80.00	\$0.00	\$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	\$0.00	\$10,000.00	0.00%
31300	LEGAL SERVICES	\$28,500.00	\$36.71	\$1,860.00	\$2,331.97	\$4,043.86	\$2,062.00	\$702.98	\$302.93	\$12,266.45	\$810.00	\$24,416.90	\$4,083.10	85.67%
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	\$1,853.10	\$20,388.63	\$11,611.37	63.71%
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	\$801.83	\$64,628.71	\$69,471.29	48.19%
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	\$3,552.34	\$40,846.50	\$25,653.50	61.42%
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	\$2,654.69	\$29,735.32	\$14,364.68	67.43%
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	\$1,104.80	\$13,366.30	\$10,633.70	55.69%
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	\$3,881.04	\$23,951.21	\$6,948.79	77.51%
32150	CABLE TV SERVICE	\$0.00	\$0.00	\$0.00	\$8.27	\$15.76	\$4.74	\$0.00	\$4.74	\$4.74	\$4.74	\$42.99	-\$42.99	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	\$1,895.53	\$12,814.93	\$17,185.07	42.72%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$0.00	\$0.00	\$24.93	\$118.87	\$98.83	\$0.00	\$70.31	\$0.00	\$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	\$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	\$1,750.00	\$2,410.00	\$7,590.00	24.10%
32501	ENCUMBERED CONTINUING	\$3,500.00	\$3,500.00	\$0.00	\$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	\$25.84	\$1,243.14	\$206.86	85.73%
33100	ADVERTISING/PUBLICATIO	\$2,750.00	\$0.00	\$0.00	\$95.60	\$0.00	\$0.00	\$742.50	\$415.85	\$140.00	-\$39.01	\$1,354.94	\$1,395.06	49.27%
33200	PRINTING SERVICES	\$5,500.00	\$15.00	\$15.00	\$87.00	\$947.61	\$114.00	\$0.00	\$0.00	\$108.00	\$0.00	\$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	\$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	\$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	\$98.79	\$1,924.42	\$1,175.58	62.08%
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	\$25,351.70	\$222,502.31	\$69,497.69	76.20%
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	\$2,342.20	\$18,642.31	\$7,257.69	71.98%
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	\$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	\$0.00	\$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	\$0.00	\$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	\$0.00	\$962.40	\$2,037.60	32.08%



Object	Object Descr	2013 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	2013 YTD Amt	2013 YTD Balance	2013 %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	\$37.50	\$31,894.50	\$1,705.50	94.92%
37200	EQUIPMENT RENTAL	\$100.00	\$0.00	\$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	\$1,499.00	\$59,595.38	\$32,105.62	64.99%
38460	E-BOOKS	\$73,418.00	\$558.60	\$0.00	\$698.60	\$0.00	\$0.00	\$6,000.00	\$0.00	\$25,000.00	\$0.00	\$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	\$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	\$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	\$17,833.33	\$160,500.01	\$53,499.99	75.00%
39500	EDUCATIONAL/LICENSING	\$3,400.00	\$0.00	\$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	\$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	\$0.00	\$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	\$20,082.12	\$426,959.63	\$167,494.37	71.82%
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	\$137.65	\$7,448.99	\$33,593.01	18.15%
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	\$14,525.48	\$265,222.96	\$104,362.04	71.76%
		\$7,818,019.99	\$610,469.06	\$692,426.25	\$577,416.00	\$568,014.68	\$656,948.53	\$626,567.05	\$640,188.25	\$670,053.39	\$450,152.33	\$5,492,235.54	\$2,325,784.45	70.25%

**MONROE COUNTY PUBLIC LIBRARY**

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**LIRF Budget & Expenditure Report**

January 1, 2013 to September 30, 2013

9 months = 75.0%

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

**MONROE COUNTY PUBLIC LIBRARY**

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**Debt Service Budget & Expenditures Report**

January 1, 2013 to September 30, 2013

9 months = 75.0%

Object Object Descr	2013 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	2013 YTD Amt	2013 YTD Balance	2013 %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	\$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	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	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	0.00%
	\$600,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$296,436.14	\$0.00	\$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 September 30, 2013

9 months = 75.0%

Object	Object Descr	2013 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	2013 YTD Amt	2013 YTD Balance	2013 %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	\$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	\$9,326.96	\$12,571.67	\$17,428.33	41.91%
31300	LEGAL SERVICES	\$10,000.00	\$0.00	\$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	\$0.00	\$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	\$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	\$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	\$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	\$9,326.96	\$21,957.97	\$378,042.03	5.49%

**MONROE COUNTY PUBLIC LIBRARY**

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**Special Revenue Budget & Expenditure Report**

January 1, 2013 to September 30, 2013

9 months = 75.0%

Object	Object Descr	2013										YTD Amount	2013 YTD Balance	2013 %YTD Budget
		Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.			
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	\$4,725.44	\$44,891.65	\$16,538.52	73.08%
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	\$9,512.50	\$90,368.73	\$33,293.80	73.08%
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	\$13,982.28	\$130,541.97	\$48,719.81	72.82%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$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	\$1,666.55	\$15,627.30	\$6,962.71	69.18%
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	\$2,182.26	\$22,152.18	\$14,533.68	60.38%
12350	PERF/EMPLOYEE CONTRIB.	\$0.00	\$653.59	\$654.48	\$653.86	\$656.95	\$657.61	\$659.50	\$653.02	\$652.92	\$654.68	\$5,896.61	-\$5,896.61	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	\$0.00	\$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	\$389.75	\$3,654.78	\$1,628.36	69.18%
13100	WORK STUDY	\$500.00	\$0.00	\$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	\$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	\$0.00	\$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	\$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	\$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	\$39.96	\$445.24	\$554.76	44.52%
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	\$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	\$252.84	\$883.85	\$116.15	88.39%
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	\$61.47	\$4,055.22	\$5,944.78	40.55%
31100	CONSULTING SERVICES	\$5,000.00	\$335.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,235.00	\$1,570.00	\$3,430.00	31.40%
31300	LEGAL SERVICES	\$750.00	\$0.00	\$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	\$0.00	\$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	\$49.90	\$449.03	-\$449.03	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	\$2,200.00	\$9,850.00	-\$7,350.00	394.00%
31700	ADMIN/ACCOUNTING	\$0.00	\$6.74	\$1.94	\$5.40	\$5.78	\$12.34	\$5.54	\$1.81	\$2.50	\$2.11	\$44.16	-\$44.16	0.00%
32100	TELEPHONE	\$3,500.00	\$288.93	\$250.65	\$247.69	\$247.51	\$247.26	\$11.06	\$494.07	\$246.93	\$246.93	\$2,281.03	\$1,218.97	65.17%
32150	CABLE TV SERVICE	\$0.00	\$0.00	\$0.00	\$19.31	\$0.00	\$11.06	\$0.00	\$11.06	\$11.06	\$11.06	\$63.55	-\$63.55	0.00%
32200	POSTAGE	\$750.00	\$0.00	\$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	\$0.00	\$1,162.22	-\$662.22	232.44%

Object	Object Descr	2013										2013		
		Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	YTD Amount	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	\$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	\$0.00	\$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	\$35.00	\$1,097.25	\$4,902.75	18.29%
37100	REAL ESTATE	\$3,500.00	\$733.50	\$0.00	\$1,170.00	\$0.00	\$0.00	\$696.00	\$0.00	\$600.00	\$0.00	\$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	\$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	\$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	\$0.00	\$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	\$0.00	\$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	\$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	\$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	\$37,247.73	\$411,166.96	\$221,046.53	65.04%

**MONROE COUNTY PUBLIC LIBRARY**

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**LCPF Budget & Expenditure Report**

January 1, 2013 to September 30, 2013

9 months = 75.0%

Object	Object Descr	2013										2013	2013	
		Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	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	\$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	\$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 September 30, 2013

9 months = 75.0%

Object	Object Descr	2013 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	YTD Amount	2013 YTD Balance	2013 %YTD Budget
31300	LEGAL SERVICES	\$0.00	\$0.00	\$11,500.00	\$0.00	\$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	\$0.00	\$22,528.82	-\$22,528.82	0.00%
33100	ADVERTISING/PUBLICAT	\$0.00	\$0.00	\$194.26	\$195.18	\$0.00	\$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	\$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	\$15,833.65	\$42,828.65	-\$42,828.65	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	\$4,905.00	\$106,087.14	-\$48,087.14	182.91%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$4,723.80	\$159.00	\$99.98	\$0.00	\$0.00	\$2,553.00	\$0.00	\$2,500.00	\$10,035.78	\$14,964.22	40.14%
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	\$159.99	\$26,104.67	\$18,895.33	58.01%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,541.80	\$2,541.80	\$2,458.20	50.84%
		\$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	\$25,940.44	\$246,091.55	-\$113,091.55	185.03%



**MONROE COUNTY PUBLIC LIBRARY**

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**Expenditure Summary compared to last year**  
**2013 compared to 2012: Period Ending September**

Fund	Fund Descr	2013 Budget	September 2013 Amt	2013 YTD Amt	2012 Budget	September 2012 Amt	2012 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,818,019.99	\$450,002.33	\$5,492,235.54	\$7,641,343.13	\$589,245.94	\$5,242,657.30	4.76%
002	JAIL	\$0.00	\$213.59	\$3,661.85	\$0.00	\$712.34	\$4,214.54	-13.11%
003	CLEARING	\$0.00	\$70.87	\$17,119.25	\$0.00	\$0.00	\$712.50	2302.70%
004	GIFT UNRESTRICTED	\$0.00	\$0.00	\$6,466.67	\$0.00	\$114.07	\$33,400.49	-80.64%
005	PLAC	\$0.00	\$0.00	\$8,100.00	\$0.00	\$0.00	\$8,550.00	-5.26%
006	RETIREES	\$0.00	\$0.00	\$5,668.44	\$0.00	\$3,110.88	\$17,885.07	-68.31%
007	LIRF	\$350,000.00	\$0.00	\$0.00	\$350,000.00	\$4,261.24	\$8,256.65	-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	\$9,326.96	\$21,957.97	\$410,000.00	\$7,000.00	\$27,988.66	-21.55%
010	PAYROLL	\$0.00	\$310,025.86	\$3,082,004.36	\$0.00	\$334,405.36	\$2,999,247.58	2.76%
011	INVESTMENT-GIFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
012	TEEN COUNCIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
015	LSTA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
016	GIFT-RESTRICED	\$0.00	\$5,291.26	\$56,342.41	\$0.00	\$8,357.57	\$68,996.05	-18.34%
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	\$5,499.10	\$62,305.96	\$0.00	\$10,065.00	\$64,141.88	-2.86%
020	SPECIAL REVENUE	\$632,213.49	\$37,247.73	\$411,166.96	\$642,803.96	\$50,382.10	\$403,056.81	2.01%
021	CAPITAL PROJECTS	\$10,975.00	\$0.00	\$10,817.71	\$543,411.00	\$10,910.07	\$92,213.90	-88.27%
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	\$3,011.35	\$27,002.30	-34.66%
025	LSTA-SMITHVILLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
026	GENERAL	\$133,000.00	\$25,940.44	\$246,091.55	\$0.00	\$0.00	\$0.00	0.00%
027	COMMUNITY FDTN	\$26,000.00	\$2,038.24	\$13,430.05	\$0.00	\$0.00	\$0.00	0.00%
		\$10,072,058.48	\$845,656.38	\$9,751,449.19	\$9,909,646.09	\$1,021,575.92	\$9,277,322.93	5.11%

**MONROE COUNTY PUBLIC LIBRARY**

**Revenue Totals Budget Forms (all funds)**

Source Descr	2013 YTD Budget	Jan	Feb	Mar	April	May	June	July	Aug	Sept	2013 YTD Amt	2013 YTD Balance	2013 % of Budget
<b>Fund 001 OPERATING</b>													
PROPERTY	\$5,163,373.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,023,959.11	\$822,687.62	\$0.00	\$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	\$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	\$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	\$172,969.23	\$1,556,723.07	\$397,932.93	88.49%
COMMERCIAL	\$37,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,055.87	\$0.00	\$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	0.00%
ELL COPIERS/PRINTERS	\$0.00	\$373.72	\$347.11	\$421.60	\$412.90	\$468.07	\$283.66	\$673.72	\$394.39	\$343.75	\$3,718.92	-\$3,718.92	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	\$2,126.12	\$19,472.34	-\$19,472.34	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	\$12,207.32	\$116,388.66	\$58,611.34	68.48%
COLLECTION AGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$869.01	\$9,644.31	\$355.69	102.03%
MISCELLANEOUS	\$0.00	\$6,925.89	\$140.49	\$231.41	\$202.04	\$1,579.97	\$815.42	\$14,844.32	\$628.66	\$226.34	\$25,594.54	-\$25,594.54	0.00%
PUBLIC LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	0.00%
PLAC DISTRIBUTION	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,280.05	\$0.00	\$17,280.05	-\$7,280.05	172.80%
REALESTATE	\$0.00	\$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	0.00%
READER PRINTER	\$0.00	\$131.75	\$123.71	\$308.81	\$161.75	\$114.30	\$79.05	\$118.40	\$130.25	\$140.61	\$1,308.63	-\$1,308.63	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	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	\$1,167.07	\$10,302.99	-\$4,302.99	171.72%
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	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	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	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	0.00%
RENT INCOME	\$6,000.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$300.00	\$2,250.00	\$3,750.00	37.50%
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	0.00%
<b>Fund 001 OPERATING</b>	<b>\$7,702,529.00</b>	<b>\$226,258.25</b>	<b>\$190,773.16</b>	<b>\$191,464.31</b>	<b>\$190,813.74</b>	<b>\$2,243,305.14</b>	<b>\$1,187,959.28</b>	<b>\$209,462.80</b>	<b>\$208,658.30</b>	<b>\$190,349.45</b>	<b>\$4,839,044.43</b>	<b>\$2,863,484.57</b>	<b>65.13%</b>
<b>Fund 002 JAIL</b>													
RECEIPTS	\$0.00	\$6,000.00	\$0.00	\$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	Sept	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	\$0.00	\$6,000.00	-\$6,000.00	0.00%	
Fund 003 CLEARING														
CONFERENCE/RECEIPT	\$0.00	\$0.00	\$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	\$0.00	0.00%
REALESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$825.00	\$0.00	\$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	\$0.00	0.00%
PHONE	\$0.00	\$0.00	\$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	\$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	\$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	\$0.00	0.00%
REIMBURSEMENT/CLE	\$0.00	\$0.00	\$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	\$1,579.06	\$1,579.06	-\$1,579.06	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	\$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	\$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	\$1,579.06	\$20,671.43	-\$20,671.43	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	\$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	\$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	\$0.00	0.00%
UNRESTRICTED GIFT	\$0.00	\$283.08	\$152.06	\$446.86	\$267.28	\$422.04	\$277.73	\$658.25	\$113.43	\$140.49	\$2,761.22	-\$2,761.22	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	\$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	\$140.49	\$2,761.22	-\$2,761.22	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	\$950.00	\$7,850.00	-\$7,850.00	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	\$950.00	\$7,850.00	-\$7,850.00	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	\$103.17	\$5,610.34	-\$5,610.34	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	\$103.17	\$5,610.34	-\$5,610.34	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	\$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	\$0.00	\$107,000.00	-\$107,000.00	0.00%	

Source Descr	2013 YTD Budget	Jan	Feb	Mar	April	May	June	July	Aug	Sept	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	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	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	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	0.00%
Fund 007 LIRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107,000.00	\$0.00	\$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	\$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	\$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	\$0.00	\$21,083.57	-\$11,083.57	210.84%
COMMERCIAL	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,457.13	\$0.00	\$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	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	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	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	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	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	\$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	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	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	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	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	\$321,327.39	\$3,079,580.57	-\$3,079,580.57	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	\$321,327.39	\$3,079,580.57	-\$3,079,580.57	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	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	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	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	0.00%

Source Descr	2013 YTD Budget	Jan	Feb	Mar	April	May	June	July	Aug	Sept	2013 YTD Amt	2013 YTD Balance	2013 % of Budget
Fund 016 GIFT-RESTRICTED													
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	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	0.00%
RECEIPTS	\$0.00	\$0.00	\$0.00	\$11,049.25	\$0.00	\$11,936.85	\$0.00	\$0.00	\$11,927.97	\$0.00	\$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	0.00%
RESTRICTED GIFT	\$0.00	\$845.00	\$6,205.00	\$5,410.00	\$2,860.00	\$1,315.00	\$975.00	\$4,721.53	\$400.00	\$1,015.61	\$23,747.14	-\$23,747.14	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	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	\$1,015.61	\$58,661.21	-\$58,661.21	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	0.00%
RESTRICTED GIFT	\$0.00	\$0.00	\$0.00	\$46,474.95	\$0.00	\$0.00	\$0.00	\$0.00	\$18,750.00	\$18,750.00	\$83,974.95	-\$83,974.95	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	\$18,750.00	\$83,974.95	-\$83,974.95	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	\$60.00	\$1,535.00	-\$1,535.00	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	\$0.00	\$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	\$0.00	\$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	\$3,443.00	\$10,329.00	-\$10,329.00	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	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	\$3,503.00	\$480,537.50	-\$480,537.50	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	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	0.00%
LICENSE EXCISE TAX	\$0.00	\$2,919.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,919.01	-\$2,919.01	0.00%
COMMERCIAL	\$0.00	\$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	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	0.00%
Fund 021 CAPITAL	\$0.00	\$2,919.01	\$0.00	\$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	0.00%
Fund 024 FINRA	\$0.00	\$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	Sept	2013 YTD Amt	2013 YTD Balance	2013 % 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	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	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	\$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	\$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	\$537,718.17	\$9,063,131.09	-\$722,102.09	112.74%

**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: September 2013

FUND Descr	09/01/2013	MTD Debit	MTD Credit	09/30/2013	Bal Sht Descr
OPERATING	\$1,909.73	\$1.11	\$0.00	\$1,910.84	CHASE/BANK ONE SAVINGS
OPERATING	\$10,216.28	\$6,546.79	\$0.00	\$16,763.07	ONB/MONROE BANK CHECKING
OPERATING	\$12,589.10	\$9,782.98	\$0.00	\$22,372.08	UNITED COMMERCE BANK
OPERATING	-\$206,165.49	\$473,042.39	\$432,358.00	-\$165,481.10	FIFTH THIRD BANK CHECKING
OPERATING	\$1,001,885.92	\$1,165.18	\$300,000.00	\$703,051.10	FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	\$820,435.54	\$490,538.45	\$732,358.00	\$578,615.99	
JAIL	\$2,551.74	\$0.00	\$213.59	\$2,338.15	FIFTH THIRD BANK CHECKING
Fund 002 JAIL	\$2,551.74	\$0.00	\$213.59	\$2,338.15	
CLEARING	\$2,043.99	\$1,579.06	\$70.87	\$3,552.18	FIFTH THIRD BANK CHECKING
Fund 003 CLEARING	\$2,043.99	\$1,579.06	\$70.87	\$3,552.18	
GIFT UNRESTRICTED	\$149.78	\$133.49	\$0.00	\$283.27	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$7.00	\$7.00	\$0.00	\$14.00	UNITED COMMERCE BANK
GIFT UNRESTRICTED	\$8,532.36	\$0.00	\$0.00	\$8,532.36	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$8,689.14	\$140.49	\$0.00	\$8,829.63	
PLAC	\$300.00	\$250.00	\$0.00	\$550.00	ONB/MONROE BANK CHECKING
PLAC	\$550.00	\$700.00	\$0.00	\$1,250.00	UNITED COMMERCE BANK
PLAC	\$350.00	\$0.00	\$0.00	\$350.00	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$1,200.00	\$950.00	\$0.00	\$2,150.00	
RETIREEES	-\$161.27	\$103.17	\$0.00	-\$58.10	FIFTH THIRD BANK CHECKING
Fund 006 RETIREEES	-\$161.27	\$103.17	\$0.00	-\$58.10	
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	\$13,685.01	\$0.00	\$9,326.96	\$4,358.05	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	09/01/2013	MTD Debit	MTD Credit	09/30/2013	Bal Sht Descr
Fund 009 RAINY DAY	\$1,608,524.77	\$0.00	\$9,326.96	\$1,599,197.81	
PAYROLL	\$0.00	\$321,327.39	\$310,025.86	\$11,301.53	FIFTH THIRD BANK CHECKING
Fund 010 PAYROLL	\$0.00	\$321,327.39	\$310,025.86	\$11,301.53	
GIFT-RESTRICTED	\$750.00	\$1,015.61	\$0.00	\$1,765.61	ONB/MONROE BANK CHECKING
GIFT-RESTRICTED	\$34,366.38	\$0.00	\$5,291.26	\$29,075.12	FIFTH THIRD BANK CHECKING
GIFT-RESTRICTED	\$50,000.00	\$0.00	\$0.00	\$50,000.00	FIFTH THIRD BANK SAVINGS
Fund 016 GIFT-RESTRICTED	\$85,116.38	\$1,015.61	\$5,291.26	\$80,840.73	
GIFT-FOUNDATION	\$0.49	\$0.00	\$0.00	\$0.49	ONB/MONROE BANK CHECKING
GIFT-FOUNDATION	\$16,746.09	\$18,750.00	\$5,499.10	\$29,996.99	FIFTH THIRD BANK CHECKING
Fund 019 GIFT-FOUNDATION	\$16,746.58	\$18,750.00	\$5,499.10	\$29,997.48	
SPECIAL REVENUE	\$97.22	\$60.00	\$2.11	\$155.11	UNITED COMMERCE BANK
SPECIAL REVENUE	\$274,686.24	\$3,443.00	\$37,245.62	\$240,883.62	FIFTH THIRD BANK CHECKING
Fund 020 SPECIAL REVENUE	\$274,783.46	\$3,503.00	\$37,247.73	\$241,038.73	
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	\$51,944.51	\$12,085.00	\$38,025.44	\$26,004.07	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	\$1,561,244.51	\$12,085.00	\$38,025.44	\$1,535,304.07	
COMMUNITY FDTN GRANT	\$1,608.19	\$0.00	\$2,038.24	-\$430.05	FIFTH THIRD BANK CHECKING
Fund 027 COMMUNITY FDTN GRANT	\$1,608.19	\$0.00	\$2,038.24	-\$430.05	
	\$6,121,581.90	\$849,992.17	\$1,140,097.05	\$5,831,477.02	



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**CHASE BANK SAVINGS**

**06110 BANKONESV**

**September 2013**

**Account Summary**

Beginning Balance	9/1/2013	\$11,923.28
+ Receipts/Deposits		\$1.11
- Payments (Checks and		\$0.00
Ending Balance as	9/30/2013	\$11,924.39

**Check Book**

Active	G 001-06110	OPERATING	\$1,910.84
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	<b>\$11,924.39</b>

Beginng Balance	\$11,923.28
+ Total Deposits	\$1.11
- Checks Written	\$0.00

Check Book	\$11,924.39
Difference	\$0.00

**MONROE COUNTY PUBLIC LIBRARY**

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**ONB MONROE CHECKING**  
**06300 ONB/MONROE**  
**September 2013**

**Account Summary**

Beginning Balance	9/1/2013	\$11,416.55
+ Receipts/Deposits		\$7,945.89
- Payments (Checks and		\$0.00
Ending Balance as	9/30/2013	\$19,362.44

**Check Book**

Active	G 001-06300	OPERATING	\$16,763.07
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$283.27
Active	G 005-06300	PLAC	\$550.00
Active	G 006-06300	RETIREEES	\$0.00
Active	G 007-06300	LIRF	\$0.00
Active	G 008-06300	DEBT SERVICE	\$0.00
Active	G 012-06300	TEEN COUNCIL	\$0.00
Active	G 015-06300	LSTA	\$0.00
Active	G 016-06300	GIFT-RESTRICED	\$1,765.61
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	<b>\$19,362.44</b>
	Beginng Balance	\$11,416.55	
	+ Total Deposits	\$7,945.89	
	- Checks Written	\$0.00	
	Check Book	\$19,362.44	
	Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

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**UNITED COMMERCE**

**06400 UNITED COM**

**September 2013**

**Account Summary**

Beginning Balance	9/1/2013	\$13,243.32
+ Receipts/Deposits		\$10,547.87
- Payments (Checks and		\$0.00
Ending Balance as	9/30/2013	\$23,791.19

**Check Book**

Active	G 001-06400	<i>OPERATING</i>	\$22,372.08
Active	G 003-06400	<i>CLEARING</i>	\$0.00
Active	G 004-06400	<i>GIFT UNRESTRICTED</i>	\$14.00
Active	G 005-06400	<i>PLAC</i>	\$1,250.00
Active	G 016-06400	<i>GIFT-RESTRICED</i>	\$0.00
Active	G 020-06400	<i>SPECIAL REVENUE</i>	\$155.11
		Cash	<b>\$23,791.19</b>
	Beginng Balance	\$13,243.32	
	+ Total Deposits	\$10,547.87	
	- Checks Written	\$0.00	
	Check Book	\$23,791.19	
	Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

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**FIFTH THIRD CHECKING**

**06500 FIFTHCKNG**

**September 2013**

**Account Summary**

Beginning Balance	9/1/2013	\$351,309.68
+ Receipts/Deposits		\$496,844.46
- Payments (Checks and		\$603,197.37
Ending Balance as	9/30/2013	\$244,956.77

**Check Book**

Active	G 001-06500	OPERATING	-\$165,481.10
Active	G 002-06500	JAIL	\$2,338.15
Active	G 003-06500	CLEARING	\$3,552.18
Active	G 004-06500	GIFT UNRESTRICTED	\$8,532.36
Active	G 005-06500	PLAC	\$350.00
Active	G 006-06500	RETIREES	-\$58.10
Active	G 007-06500	LIRF	\$20,692.32
Active	G 008-06500	DEBT SERVICE	\$13,020.98
Active	G 009-06500	RAINY DAY	\$4,358.05
Active	G 010-06500	PAYROLL	\$11,301.53
Active	G 016-06500	GIFT-RESTRICED	\$29,075.12
Active	G 019-06500	GIFT-FOUNDATION	\$29,996.99
Active	G 020-06500	SPECIAL REVENUE	\$240,883.62
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	\$26,004.07
Active	G 027-06500	COMMUNITY FDTN	-\$430.05
		Cash	<b>\$225,294.64</b>

Beginng Balance	\$351,309.68
+ Total Deposits	\$496,844.46
- Checks Written	\$622,859.50

Check Book	\$225,294.64
O/S Checks	\$19,662.13

MONROE COUNTY PUBLIC LIBRARY

**\*Check Reconciliation©**  
**FIFTH THIRD SAVINGS**  
**06510 FIFTHSAVG**  
**September 2013**

**Account Summary**

Beginning Balance	9/1/2013	\$4,848,939.18
+ Receipts/Deposits		\$1,165.18
- Payments (Checks and		\$300,000.00
Ending Balance as	9/30/2013	\$4,550,104.36

**Check Book**

Active	G 001-06510	OPERATING	\$703,051.10
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	<b>\$4,550,104.36</b>
	Beginng Balance		\$4,848,939.18
	+ Total Deposits		\$1,165.18
	- Checks Written		\$300,000.00
	Check Book		\$4,550,104.36
	Difference		\$0.00

TO: Monroe County Public Library – Board of Trustees  
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager  
RE: Personnel Report  
DATE: October 16, 2013

### Beginning Employment

- Jennifer Bradley, Facilities/Security, Security Technician, Pay Grade E, 20 hours per week effective August 5, 2013.

### Ending Employment

None

### Job Changes

None

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

<b>Pay Date</b>	<b>Employees- Op Fund</b>	<b>Employees- Special Rev</b>	<b>Employees- Total</b>	<b>Hours- Op Fund</b>	<b>Hours- Special Rev</b>	<b>Hours- Total</b>	<b>Wages- Op Fund</b>	<b>Wages-Special Rev</b>	<b>Wages- Total</b>
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

<b>Pay Date</b>	<b>Employees- Op Fund</b>	<b>Employees- Special Rev</b>	<b>Employees- Total</b>	<b>Hours- Op Fund</b>	<b>Hours- Special Rev</b>	<b>Hours- Total</b>	<b>Wages- Op Fund</b>	<b>Wages-Special Rev</b>	<b>Wages- Total</b>
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

<b>Pay Date</b>	<b>Employees- Op Fund</b>	<b>Employees- Special Rev</b>	<b>Employees- Total</b>	<b>Hours- Op Fund</b>	<b>Hours- Special Rev</b>	<b>Hours- Total</b>	<b>Wages- Op Fund</b>	<b>Wages-Special Rev</b>	<b>Wages- Total</b>
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	138	20	158	4,058	590	4,648	142,583	18,244	160,827
10/04/13	142	20	162	4,098	590	4,688	144,501	18,854	163,355
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

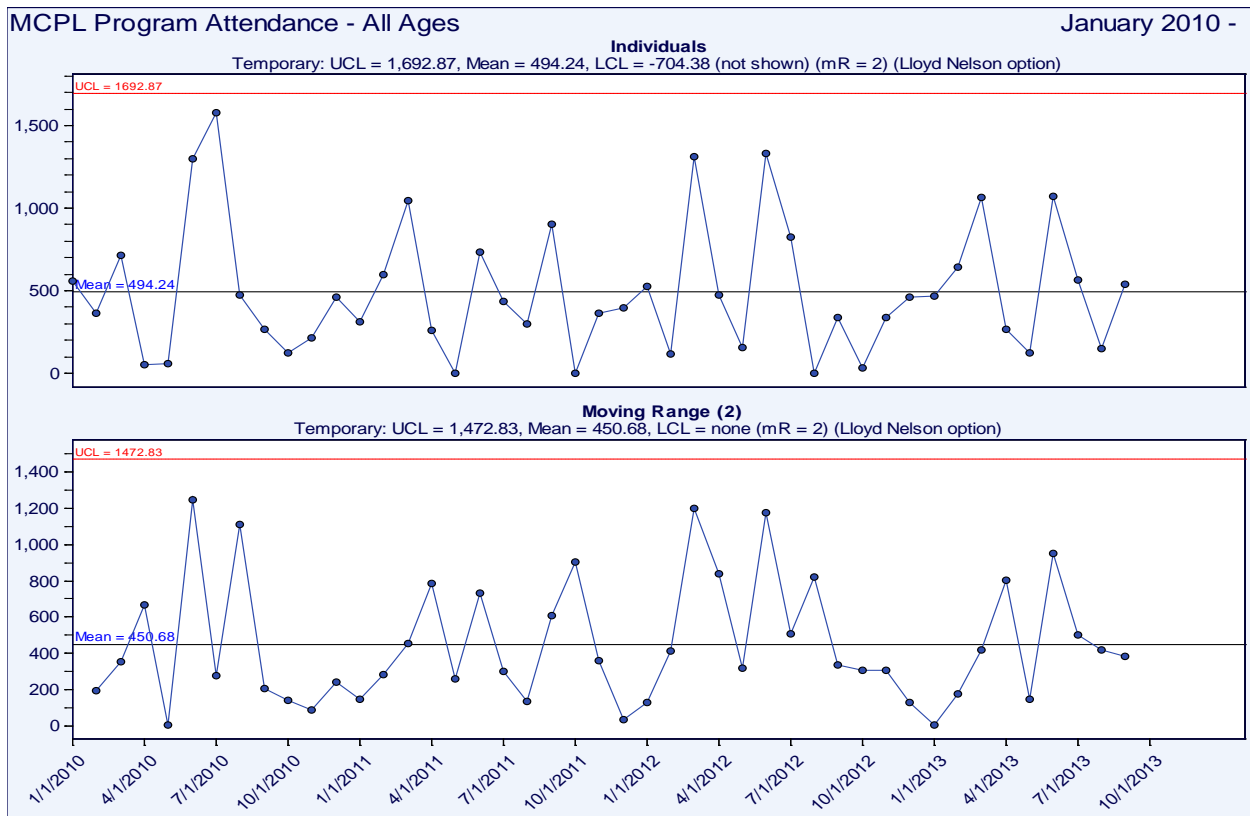
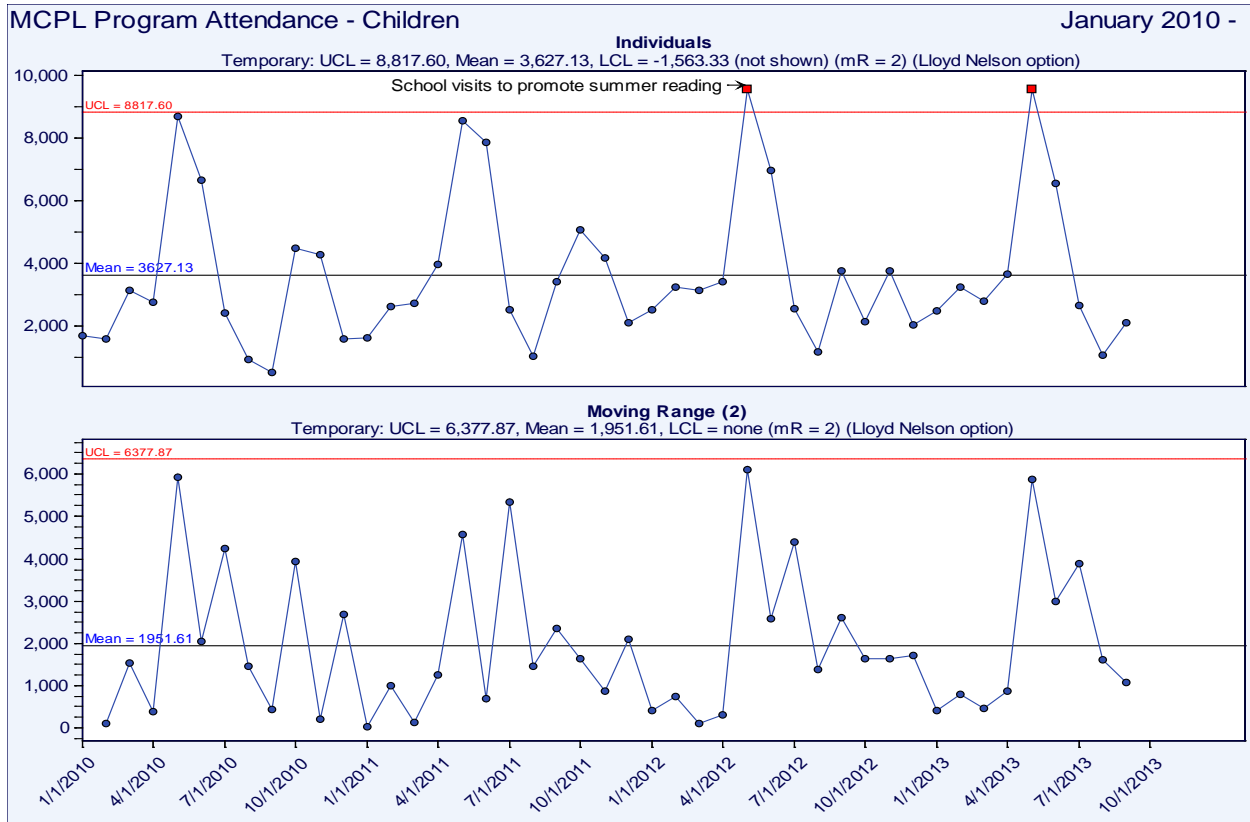
## 2013 Board of Trustees Calendar

<i>Month</i>	<i>Date</i>	<i>Meeting</i>	<i>Topic</i>
January	9	Work Session	
	16	Board Meeting	Budget line-item transfers; <a href="#">Friends update</a>
	16	Board of Finance	Review Investment Report and Policy
February	6	Work Session	
	20	Board Meeting	Election of Board Officers; <a href="#">Ellettsville update-Mickey Needham</a>
March	20	Work Session	
	27	Board Meeting	
April	10	Work Session	
	17	Board Meeting	<a href="#">"Maker" program update-Steve Backs</a>
May	8	Work Session	
	15	Board Meeting	<a href="#">Summer reading update-Josh Wolf</a>
June	12	Work Session	
	19	Board Meeting	<a href="#">E-book update-Pam Wasmer and Mickey Needham</a>
July	10	Work Session	Draft 2014 Budget
	17	Board Meeting	<a href="#">VITAL update-Bethany Terry</a>
August	14	Work Session	Revise 2014 Budget
	21	Board Meeting	Approve 2014 Budget for advertising; <a href="#">Dept update: Sue Sater, Administration</a>
September	11	Work Session	
	18	Public Hearing	2014 Budget
	18	Board Meeting	<a href="#">Department update: CATS, Michael White</a>
October	9	Work Session	2014 Budget, as recommended by County Council
	16	Board Meeting	Adopt 2014 Budget; <a href="#">Dept update: Mark Mobley, Facilities</a>
November	13	Work Session	
	20	Board Meeting	Approve 2014 employee insurance package; <a href="#">Dept update: Ned Baugh, Information Services</a>
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; <a href="#">Community Outreach update-Chris Jackson</a>

### 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 21<sup>st</sup> century literacy skills.**



## 1A. Strengthen early literacy skills.

- Polly O'Shea presented storytimes with an alligator theme at 18 Head Start classrooms. She read *The Three Little Gators* by Helen Ketteman and *Snip Snap! What's That?* by Mara Bergman and presented two adapted stories with an alligator puppet: one about how tedious teeth-brushing can be if you're an alligator and the other about an Alpha-Gator who likes to eat letters for dessert. The puppet shows were a hit!
- Penny Gillie and Stephanie Holman were invited by the Children's Department to record early literacy finger plays and action rhymes that they use with small children in their programming. These rhymes will be placed on the website to assist other early childhood caregivers.
- In a demonstration of the power of library programming, Stephanie Holman was talking to a mom and her five-year-old son before a program one day. The mom told Stephanie that her son had been talking about this upcoming program for days. She said that they first came to programs this summer but that the Ellettsville Branch has quickly become his favorite place to go. It now ranks above McDonald's Playland and Walmart!
- Mary Frasier and Christina Jones focused on adult education in September. Christina presented two "Every Child Ready to Read" workshops in the library (Alphabet Power), and both Mary and Christina presented workshops for local daycare providers at the annual conference of the South Central Chapter of the Indiana Association for the Education of Young Children.
- During the 28 days that we counted visitors in September, 3,867 patrons visited the Learn and Play Space.

## 1B. Support basic literacy skills.

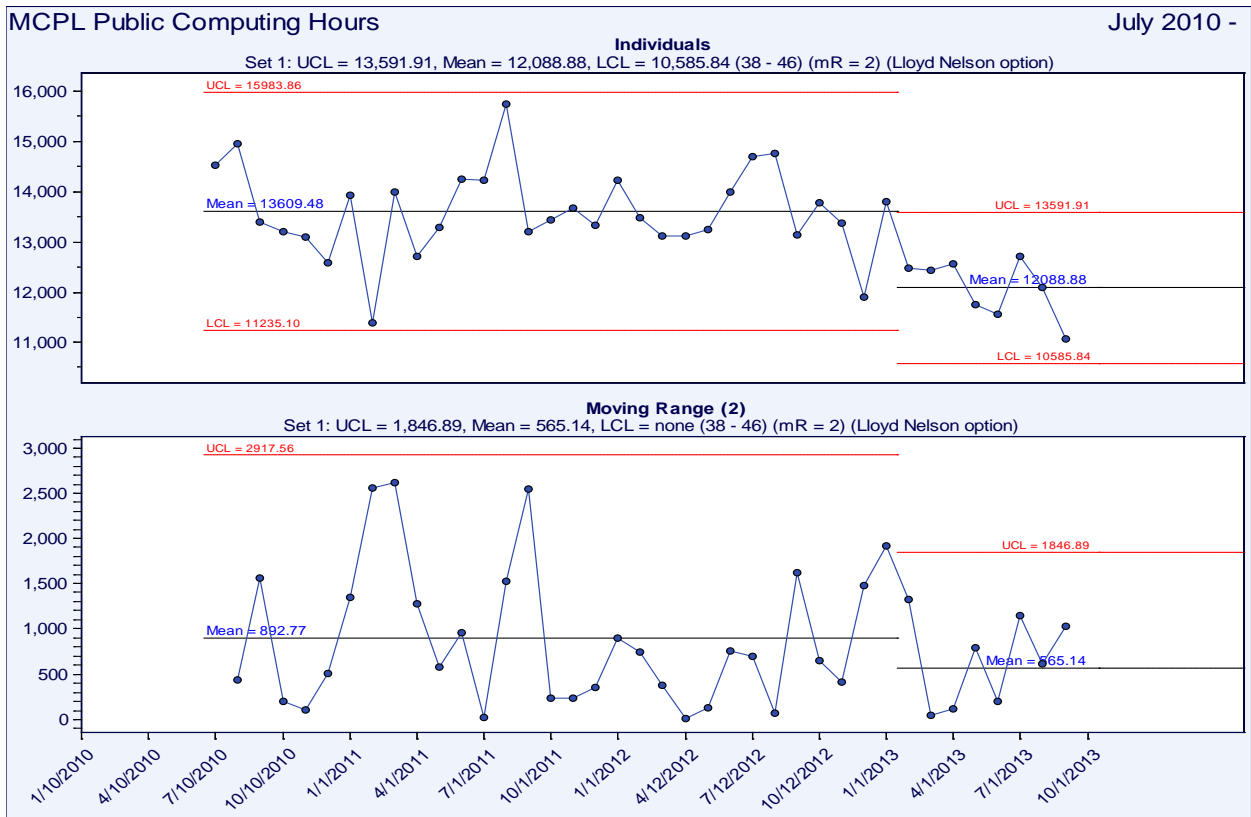
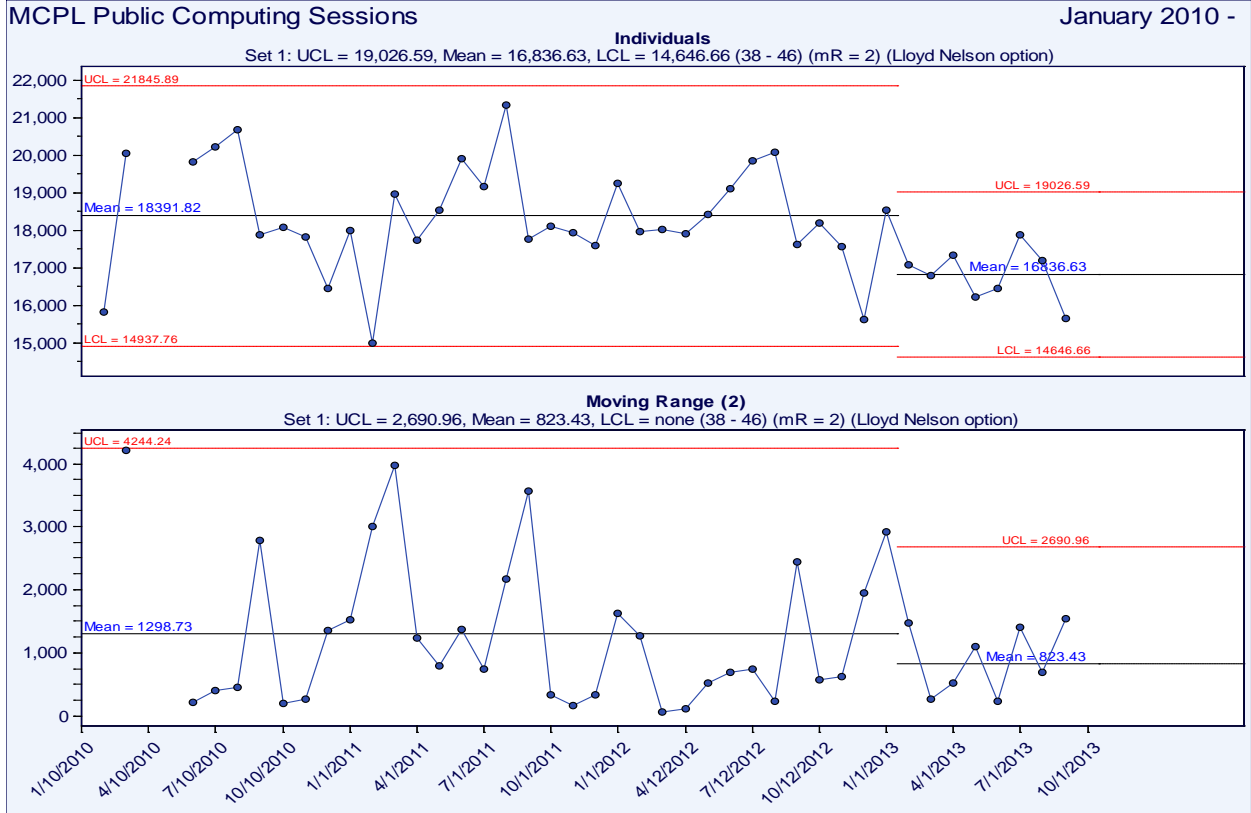
- VITAL welcomed 13 new basic literacy tutors in September. Tutors complete 10.5 hours training before they are matched with a learner. Additional training and resources are available to help tutors develop lesson plans and activities that meet the needs of their learners. VITAL tutors provided 383.5 hours of one-to-one tutoring to 71 learners in September; tutors also volunteered 26 hours facilitating English conversation groups.
- MCCSC selected two schools as pilots for the student library card project – Lakeview Elementary and Tri-North Middle School. MCCSC and Library are exchanging data and planning to create cards for a mid-September launch. The IDS interviewed Sara Laughlin about the initiative.
- First Grade tours kicked off with a bang. 685 children and teachers in 29 classes toured the library, played an interactive game that taught them the difference between fiction and nonfiction, and climbed aboard the bookmobile.

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

- Fifty-three individuals attended 11 programs for patrons – "Computer Basics (2)," "Organizing and Editing Your Photos (2)," "Learn4Life," "Microsoft Word 2010 Tips and Tricks," "Microsoft Word 2010 Basics," "Zinio," "Making Movies with Windows Movie Maker," and "Email Basics (2)" – and two open-lab sessions presented by instructional designer Austin Stroud. He also facilitated ten one-on-one sessions with patrons on the topics of Microsoft Word 2010, photo editing, flash drive storage, OverDrive (4), video editing, online job searching, and Learn4Life.

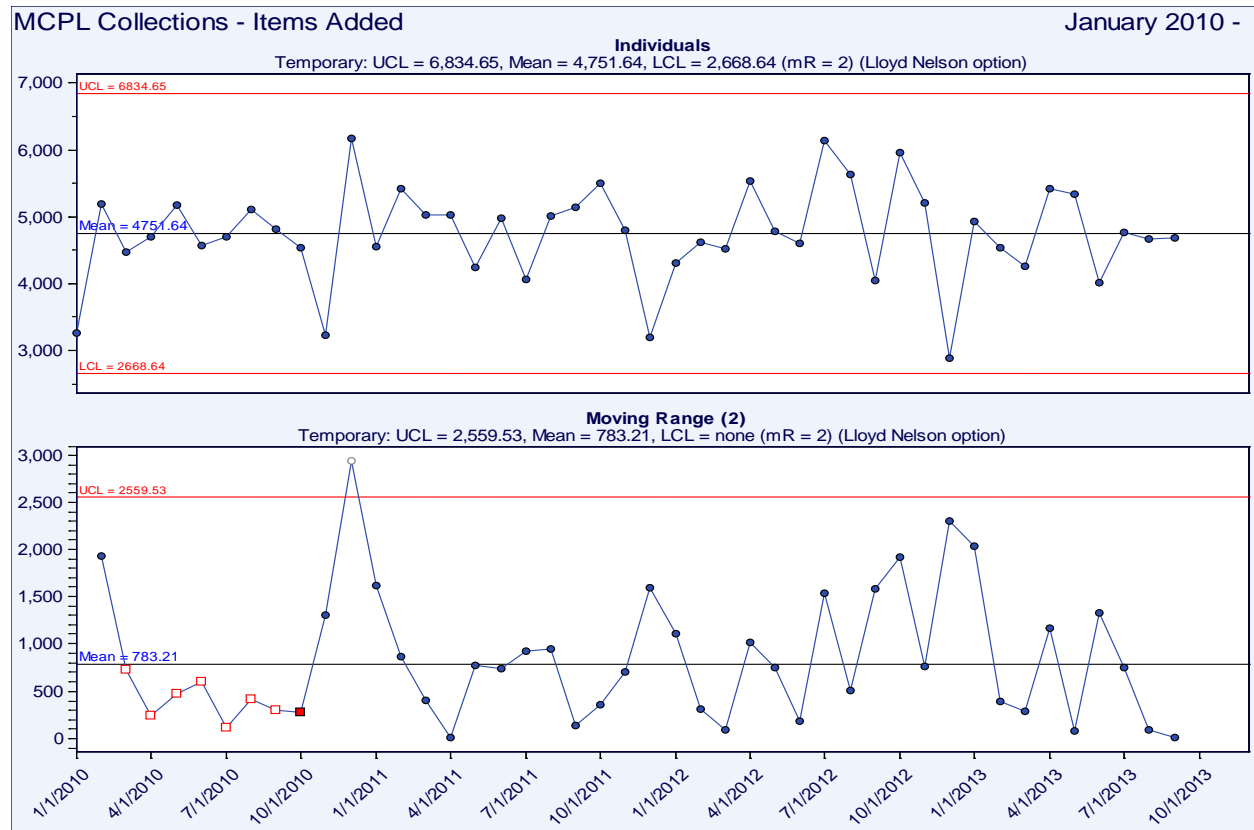
## 1D. Support digital creativity.

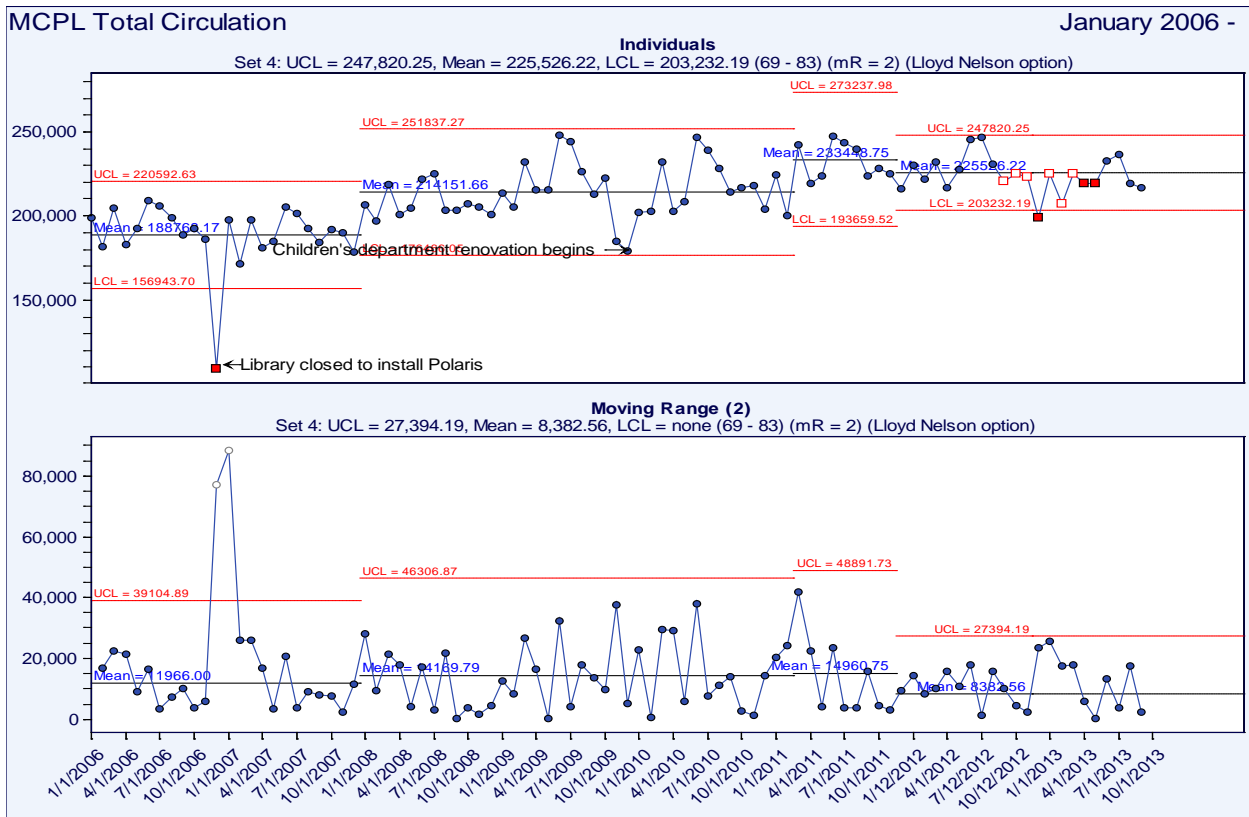
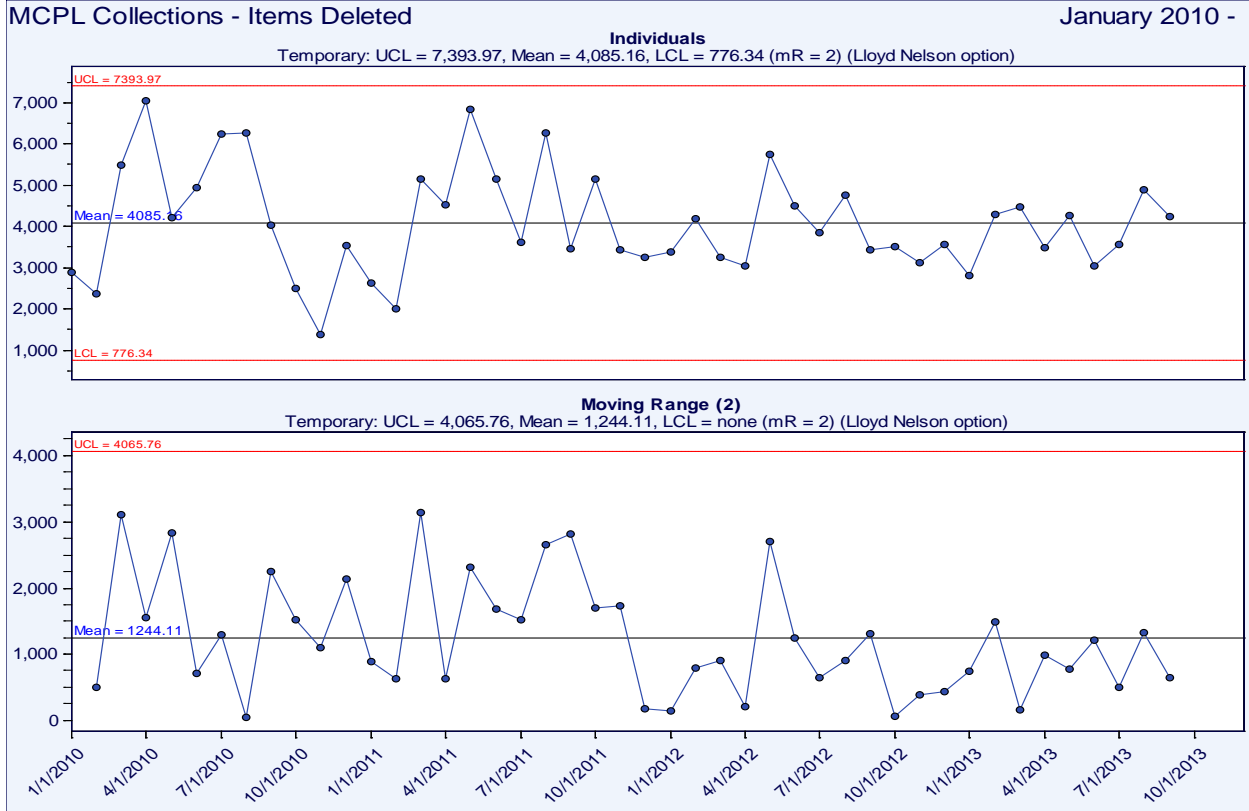
- Children's librarians were filmed performing a variety of fingerplays which will soon be uploaded on the MCPL Kids page. We're finding more and more ways to supplement our regular programming with digital media. Many thanks to Lisa Champelli for coordinating and Aubrey Dunnuck for filming.



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

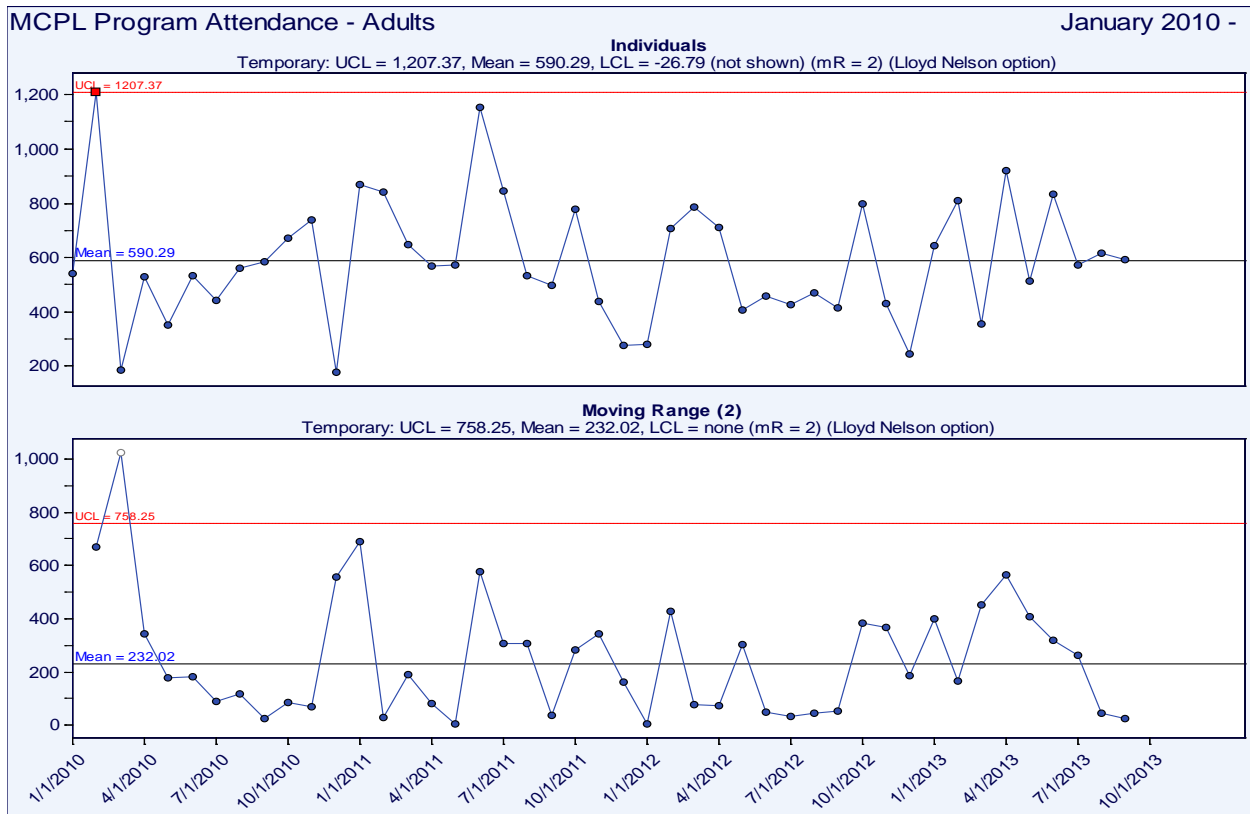
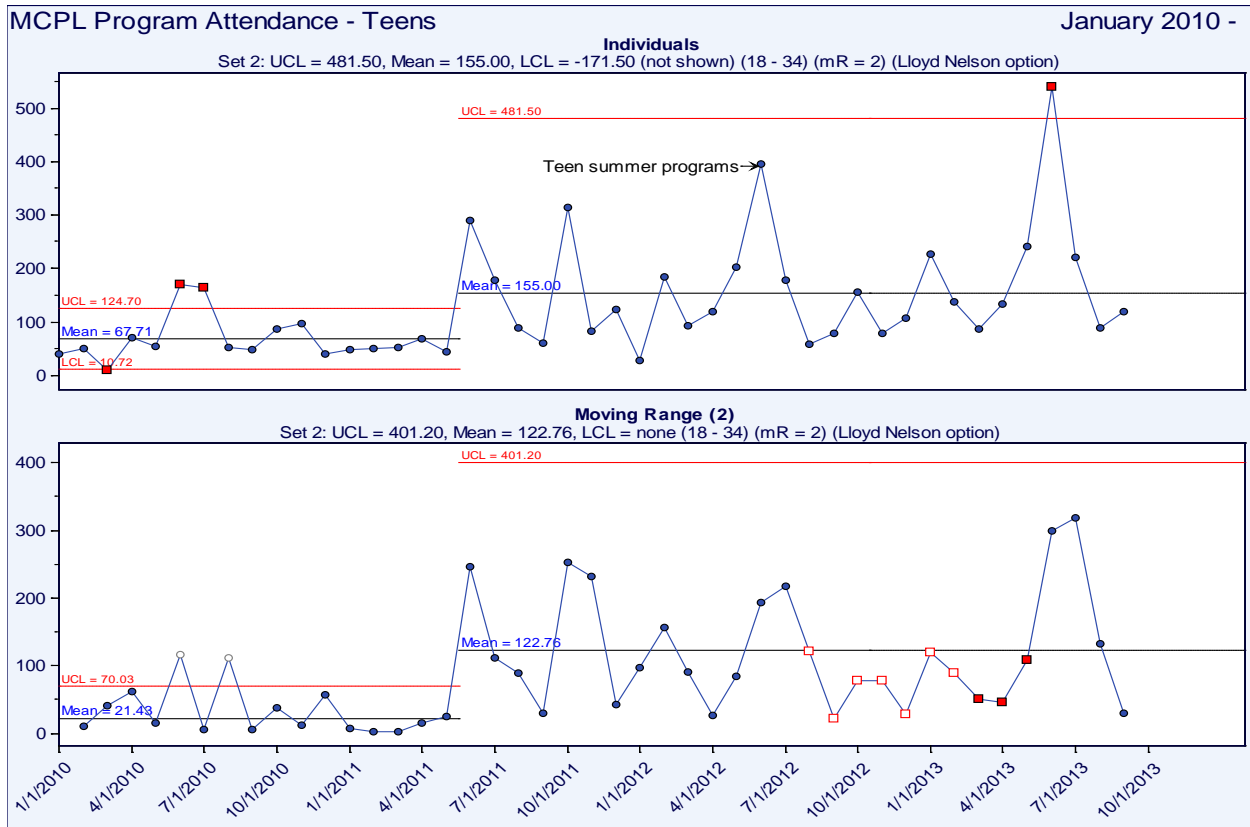
- The library signed a contract with 3M for Cloud Library eBook service. Complete integration with Polaris will be possible after the upgrade scheduled for mid-November.
- Community Outreach acquired three new iPad Minis with funding from the Friends of the Library. Along with some donated e-readers, these will be used to facilitate eBook distribution to homebound patrons.
- Ellettsville Branch staff continued work on major weeding projects in the DVD, children's fiction and first chapter books, and children's non-fiction sections.
- For the first time, use of e-content (cloud-based and downloadable books, audiobooks, magazines music and videos), reached 10% of total circulation for the month. Tumblebooks for elementary children hit an all-time high following the library's ongoing outreach to MCCSC administrators and librarians. Also of note is modest growth in Zinio magazine use following Austin Stroud's technology instruction offsite at Meadowood Retirement Community.







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



## 2A. Provide programs for teens and adults.

- ATS librarians Dory Lynch and Luann Dillon hosted a promotional event for "It's in the Bag" book discussion kits; six patrons dropped in to get an up-close look at the kits. They represented four local reading groups with about 30 members. Participants shared "best books" and "duds" they had read and described how their clubs were run and whether they shared food and drink. They thanked the library for sharing the information and resources, and plan to use the bags in the future. <http://mcpl.info/fiction/its-bag-book-club-kits-go>
- With the beginning of another school year, Math Homework Help began, with four sessions and an average of nine students in September.
- Chris Hosler visited The Academy of Science and Entrepreneurship (formerly New Tech High School) to begin a semester-long partnership with Rachel Bahr's English class, which is doing a semester-long unit on dystopias and dystopian fiction. Chris was invited to see group presentations on dystopias invented by the students and to offer critiques. He also talked about Library cards and the Read It Off program.
- Chris Hosler instructed Harmony Middle School students in searching the library's online catalog, as well as four of the databases available through mcpl.info, in order to help them conduct research for school projects. He also talked about library cards and the Read It Off program.
- Author Darrell Bakken presented the story of the "Indianapolis Central Canal," a historical sketch of the Wabash/Erie and Central Canal systems in the 1830s to 12 attendees. Mr. Bakken is a former Chief Engineer of Indianapolis Water Works and author of *Now That Time Has Had Its Say: A History of the Indianapolis Central Canal*.

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

- Students from the School of Education participated in an assessment and evaluation of the VITAL program as part of their Research in Second/Foreign Language Professional Development and Teacher Training course. The students produced supplemental evaluation and survey materials designed to gather outcomes and satisfaction data from tutors and learners. The surveys will be used to enhance recruitment and reporting practices at VITAL.
- Stephanie Holman recorded a PSA promoting computer services and teen and youth services at the Ellettsville Branch on radio station WCLS.
- Librarians at the Ellettsville Branch attended four meetings with "Partners in Education" teams at the RBB Early Childhood Center, Edgewood Primary School, Edgewood Intermediate, and Stinesville Elementary.
- Steve Backs and Mickey Needham continued to represent the library in the Affordable Care Act partnership.
- Josh Wolf met with the Smart Start Coalition. The library will host an Early Childhood Networking Event for Smart Start in November.
- Sara Laughlin participated as a member of the selection committee for WFHB's general manager.

## 2C. Strengthen services for nonprofit organizations.

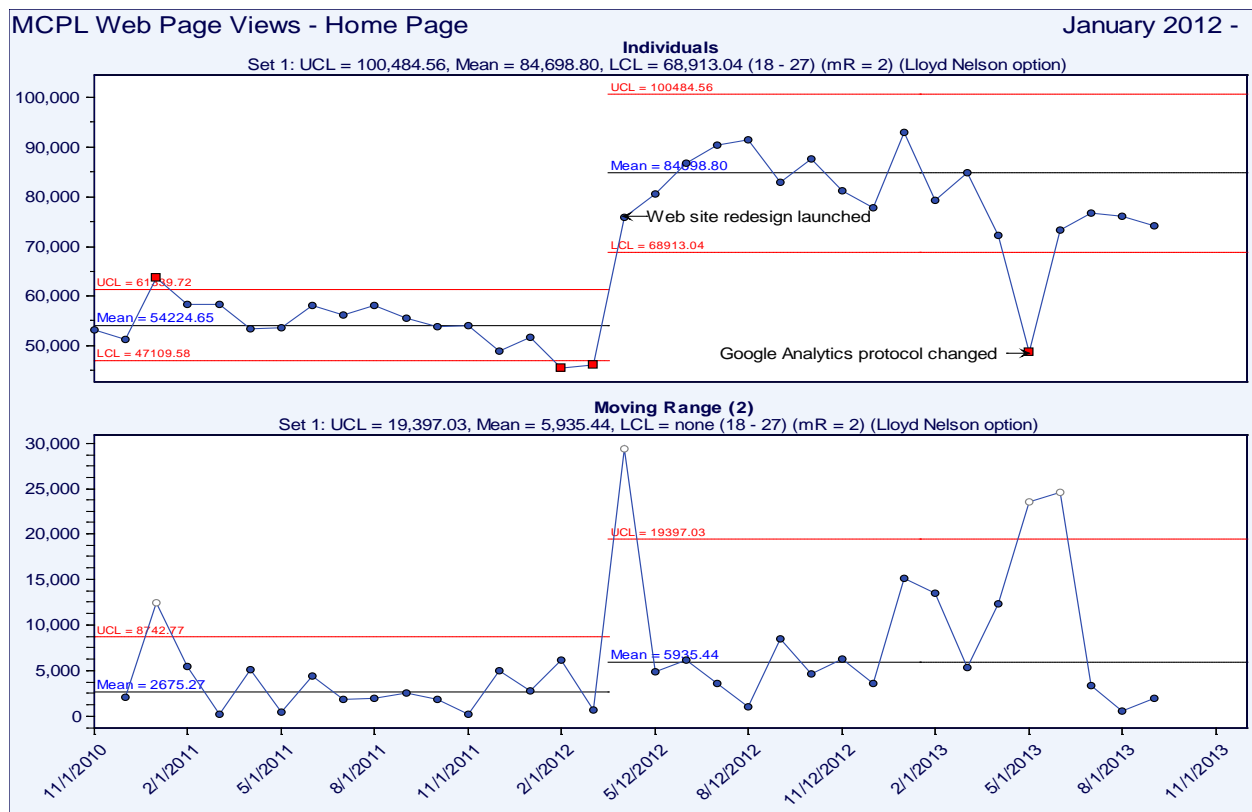
- At the "Meet the Grantmakers" program, panelists described their organizations' funding programs and guidelines and tips for writing a winning proposal. Panelists included Dr. Kirsten Gronbjerg, Indiana University SPEA, who gave the keynote address; Jacqui Bauer, 100+ Women Who Care; Bennet Brabson, Brabson Library and Educational Foundation; Mark Bradford, Old National Bank; Tina Peterson, Community Foundation of Bloomington & Monroe County; Miah Michaelsen, City of Bloomington; and Susan Sandberg, Jack Hopkins Social Service Funding. The free event attracted 54 attendees.

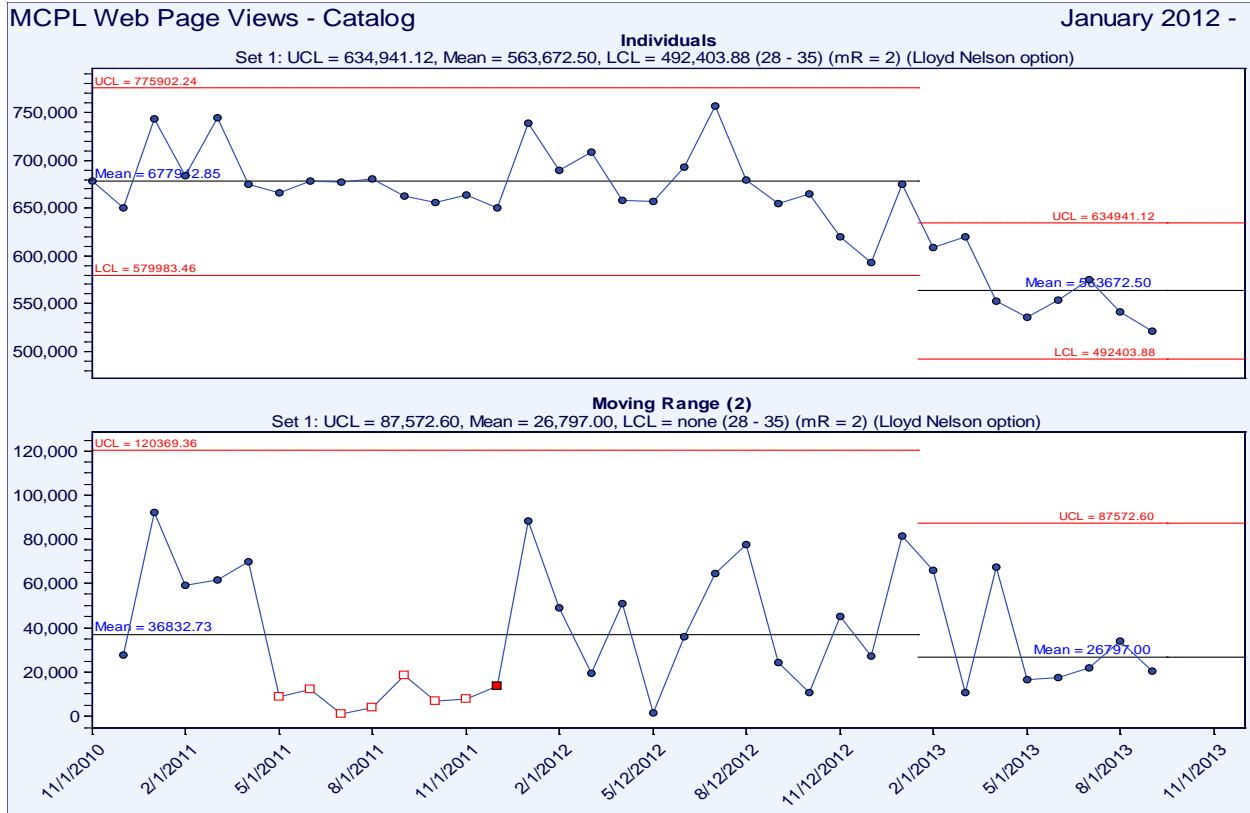
- At the request of Hoosier Hills Food Bank, which was faced with empty coffers, the Library scheduled a "Food for Fines" week from September 7-15. A grand total of 3,500 pounds of non-perishables were collected. Almost 300 patrons took advantage of this community event to "pay" fines and improve the standing of their library accounts.

September Meeting Rooms/Auditorium Use		
Meeting Rooms	Main Library meeting rooms used	67
	Main Library auditorium used	13
	Main Library atrium	0
	Ellettsville Branch	14
	<b>TOTAL MEETING ROOMS USED</b>	<b>94</b>

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

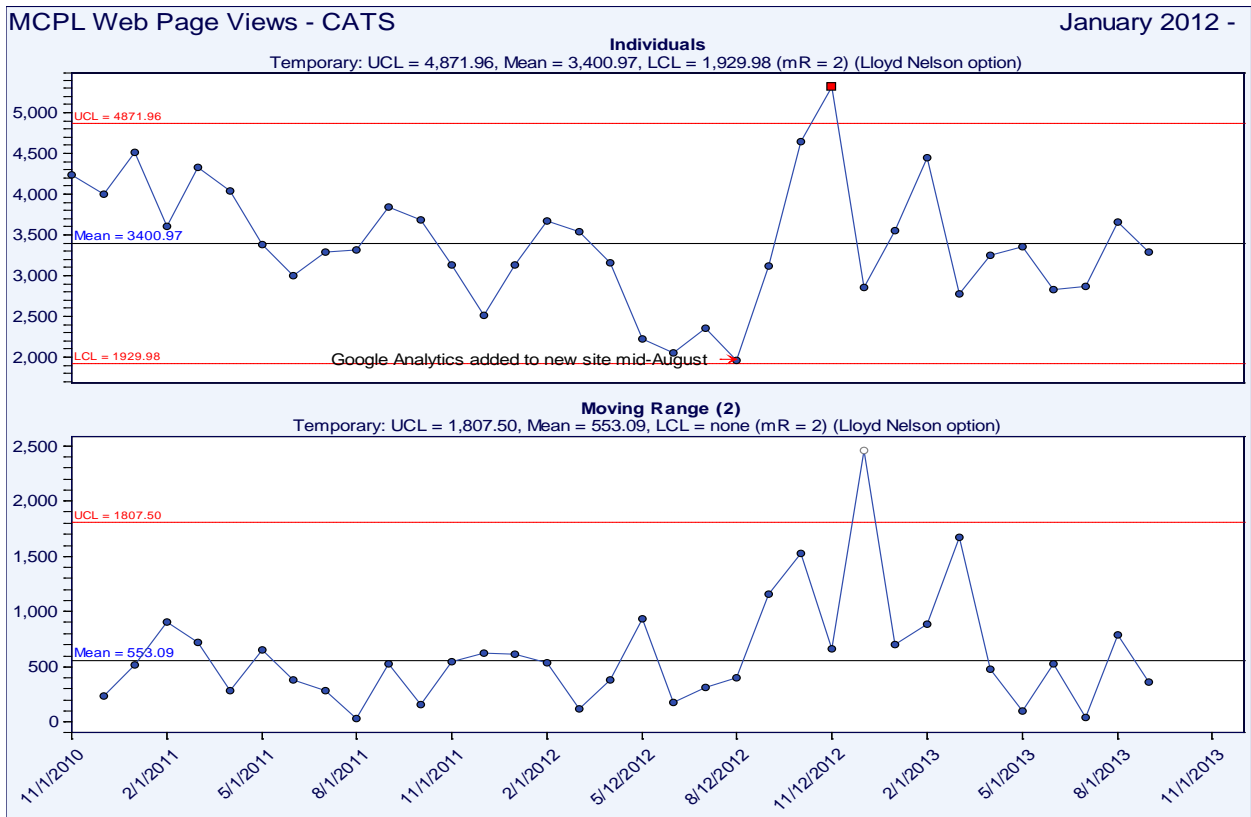
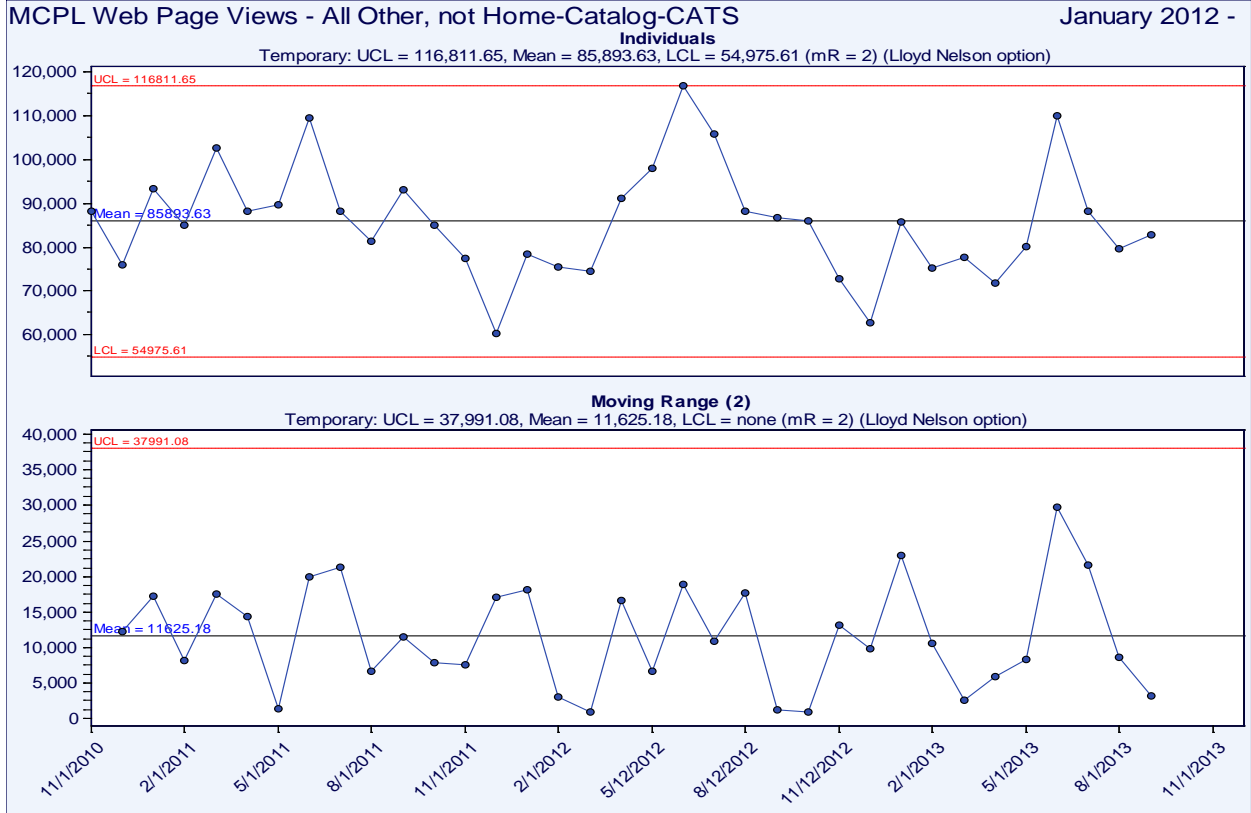
- Web Administrator Paula Gray-Overtom improved online event listings at *mcpl.info*. The registration process and registration details were simplified and clarified on the online calendar. In addition, users can now browse events on the mobile version of the website.





<b>September CATS</b>	
Government programs produced	32
Patron programs produced	130
Community programs produced	35
Public service announcements	4
Dubs delivered	140
Programs added to collection	145

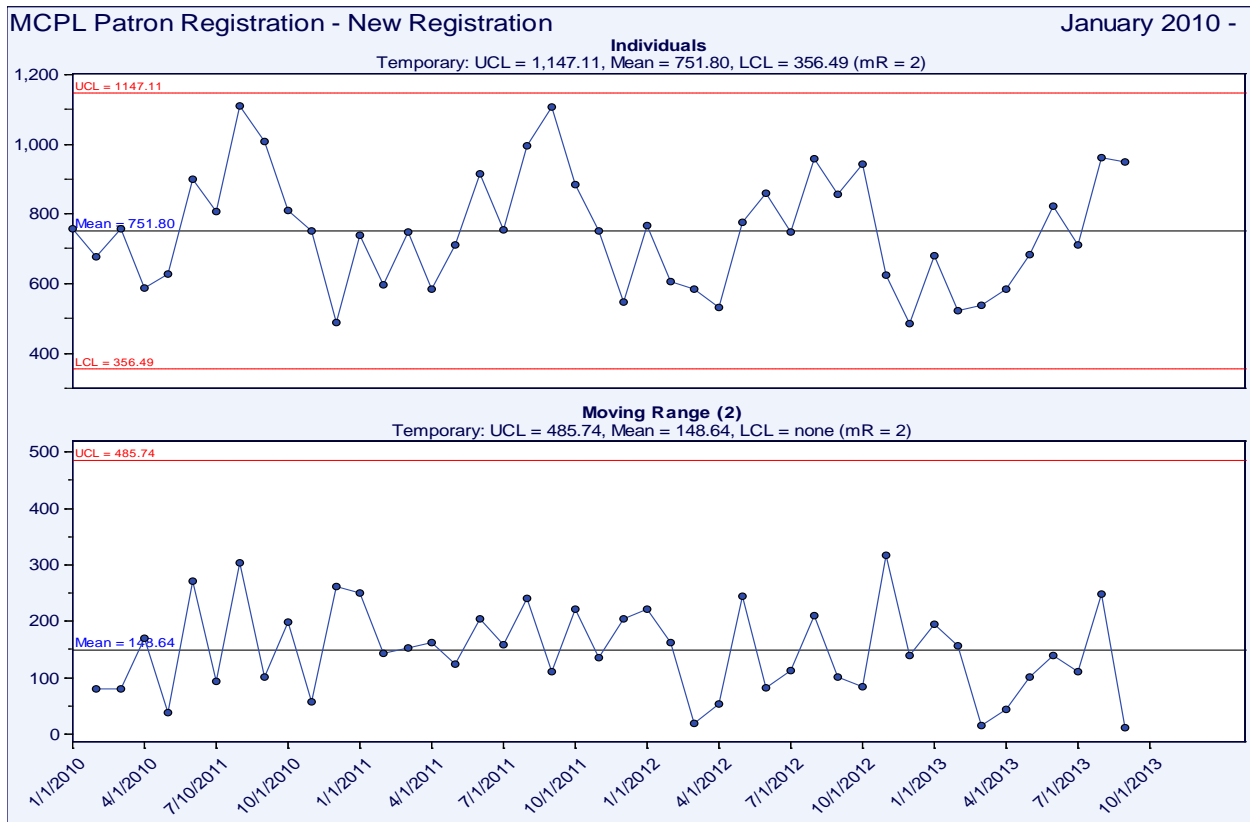
- CATS crews recorded a large number of government meetings and secured 2014 funding from Monroe County. Non-governmental productions included the "Bloomington Rotary Tuesday Luncheons" with Dr. Jerry Kindomba, speaking about Giving Back to Africa; Forrest Gilmore and Susan Rinne described new permanent supportive housing for chronically homeless individuals; Morgan Scherer described his 500-mile trek on the Appalachian Trail which raised \$10,000 for Centre Salisa, a school in Democratic Republic of Congo; and Kathy Romy, who described Meals on Wheels; WFHB's "Firehouse Follies – Goin' Down the Road;" "United States of ALEC" (the conservative American Legislative Exchange Council) with a panel discussion; "Meet the Grantmakers, sponsored by Nonprofit Central and the Nonprofit Alliance of Monroe County; "Bloomington Chef's Challenge;" and "Lotus World Music Festival."

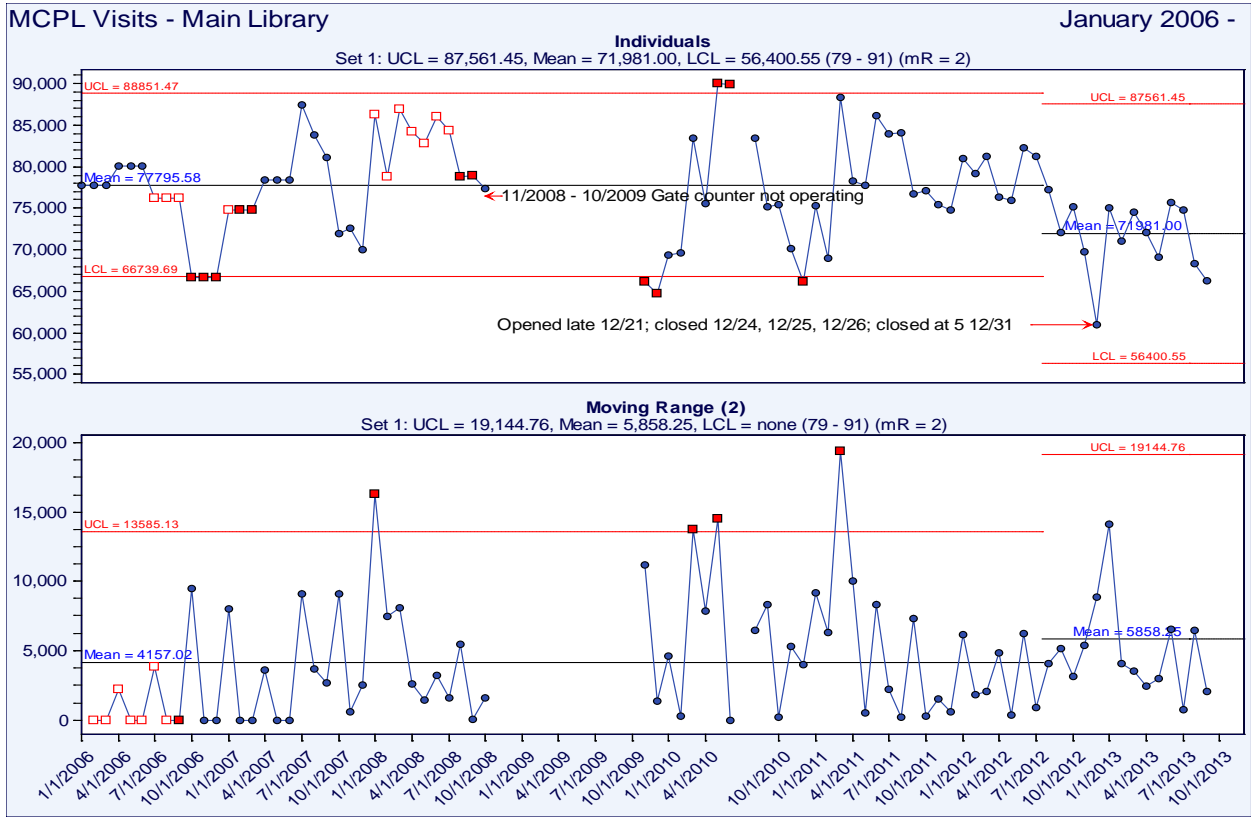
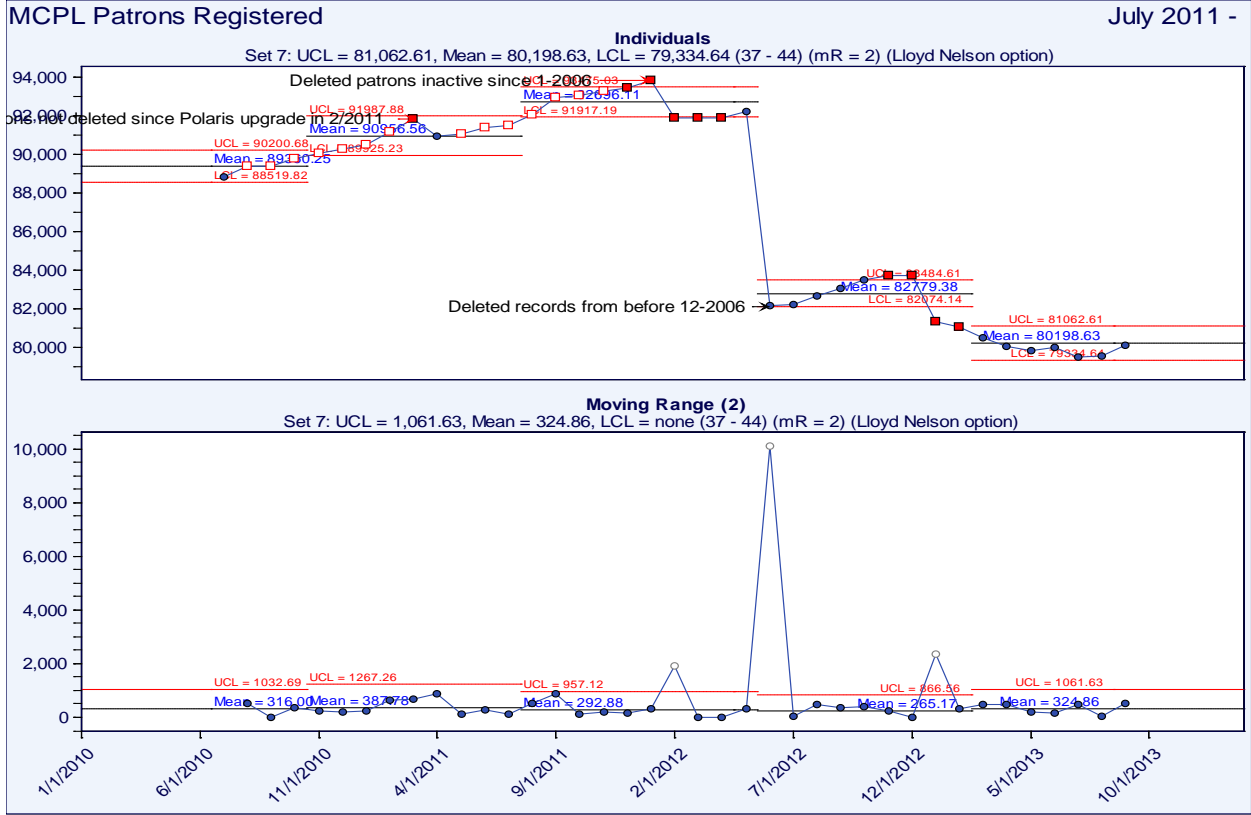


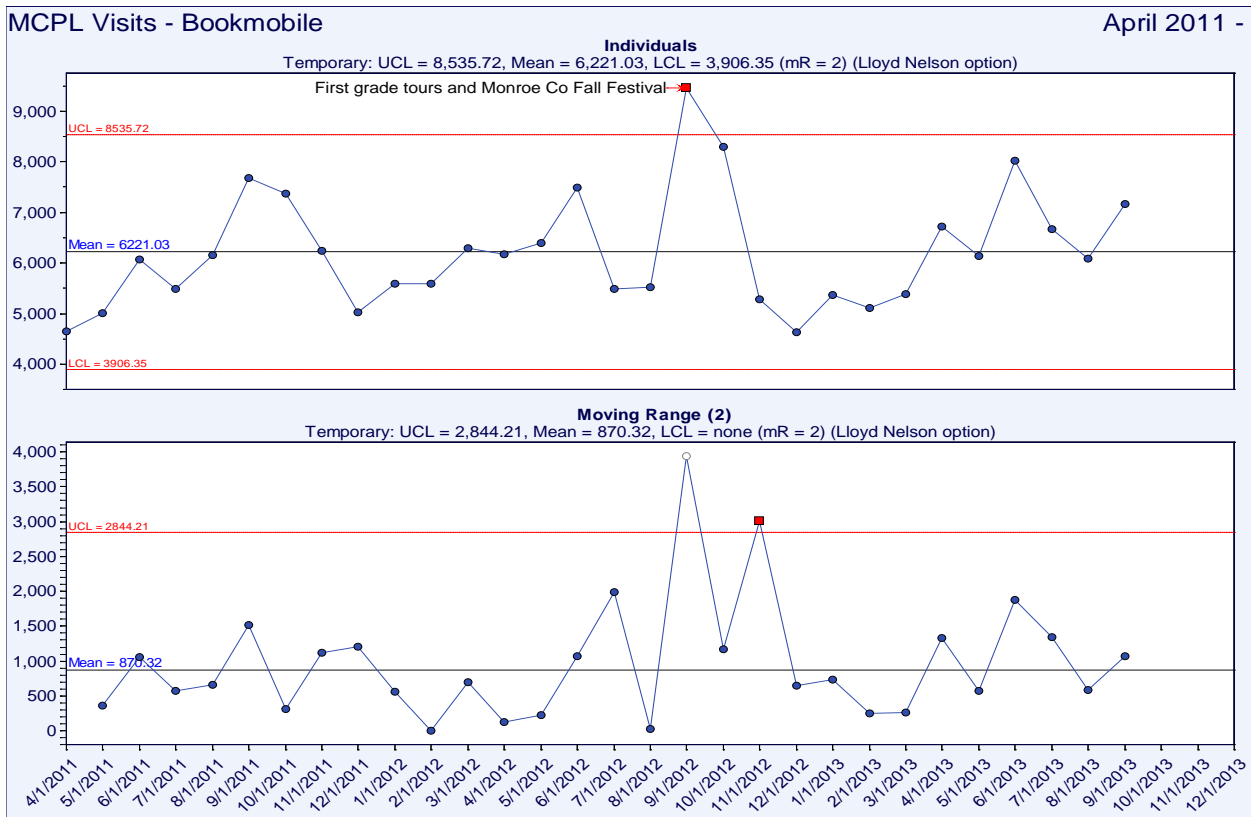
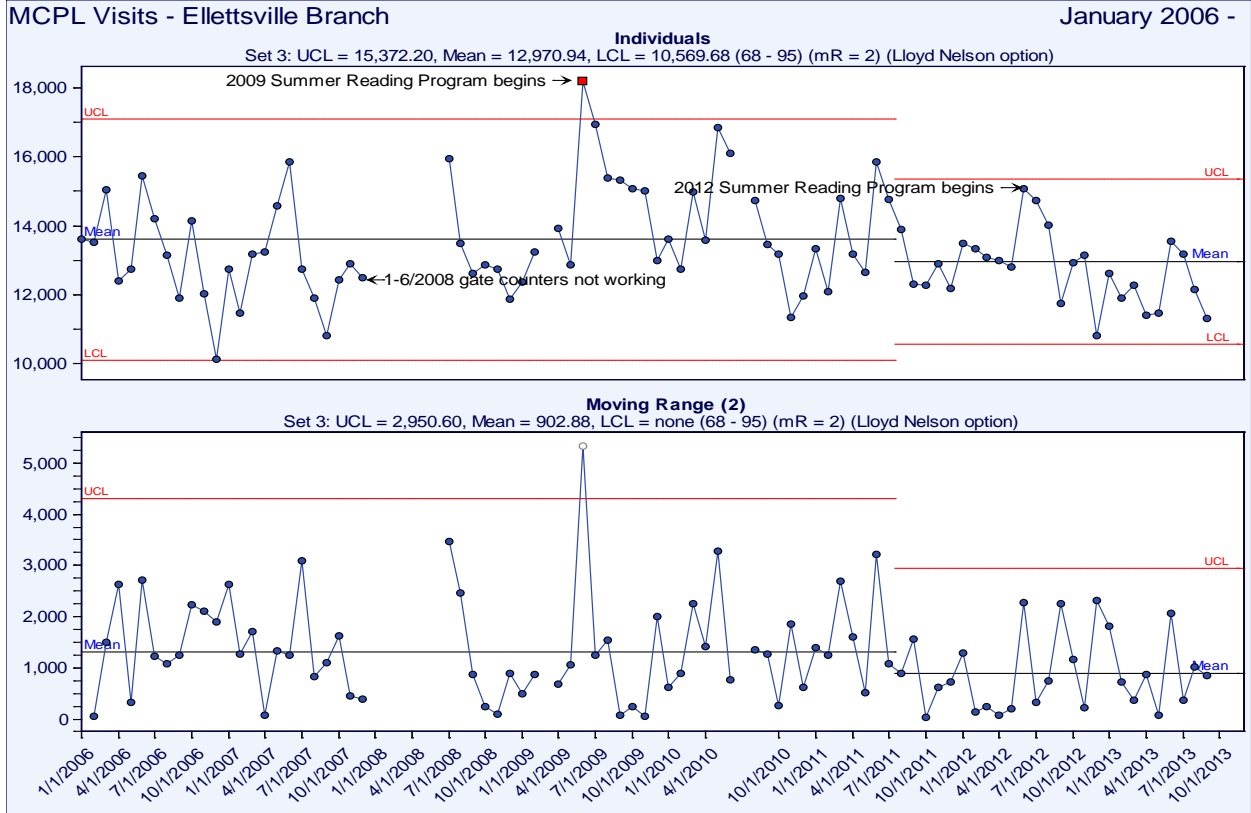
2E. Increase technological infrastructure capacity to support increased digital focus.

September Access		
Read It Off	Number registered	398
	Charges waived	\$448.78
	Number individuals with charged waived	59
	Number exiting program	5
Interlibrary Loan	Items loaned	263
	Items borrowed	23
Author Alert	Alerts placed	356

**GOAL 3: Provide high quality, personalized customer service.**









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

- September is National Library Card Sign Up Month, and more generally Fall is the library's heaviest time to sign up new users. In both August and September staff helped 950 new patrons create accounts. Many student groups from first graders to IU students flock to the library to start the new school year.

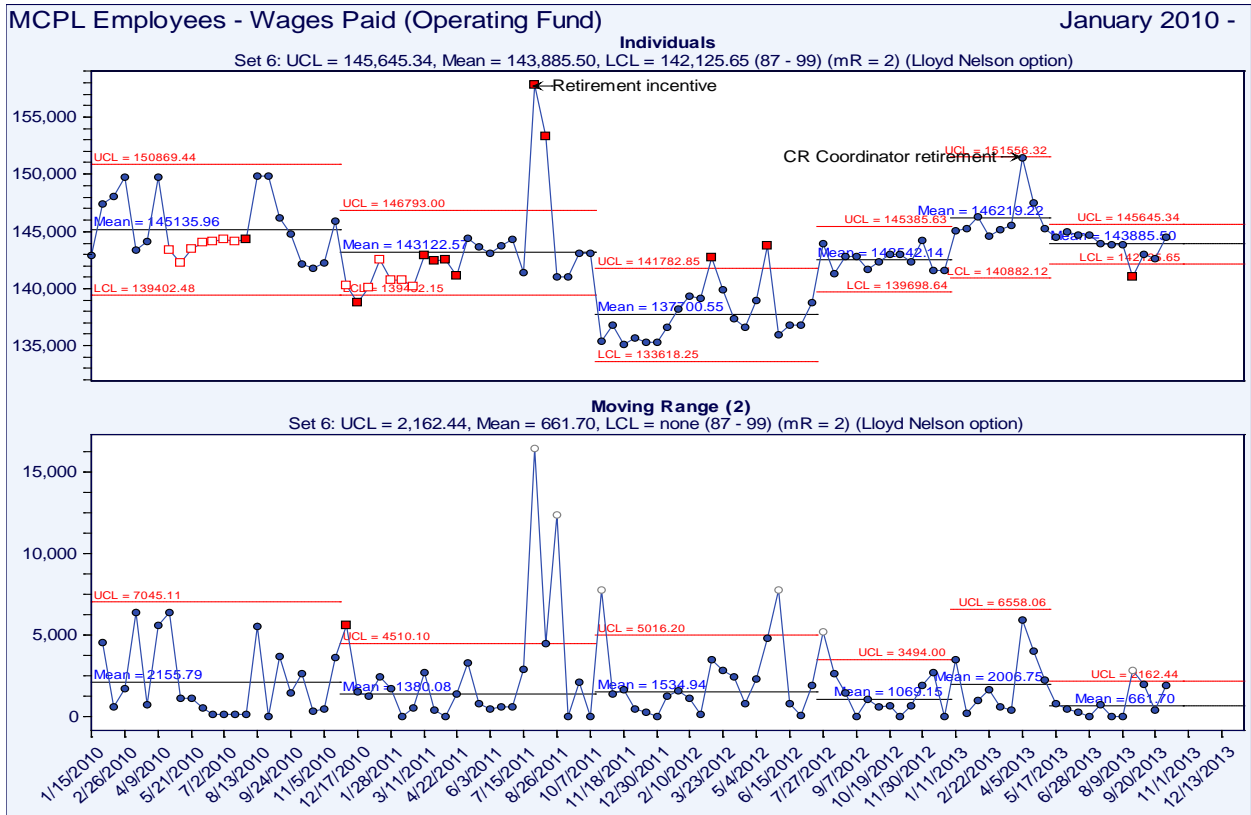
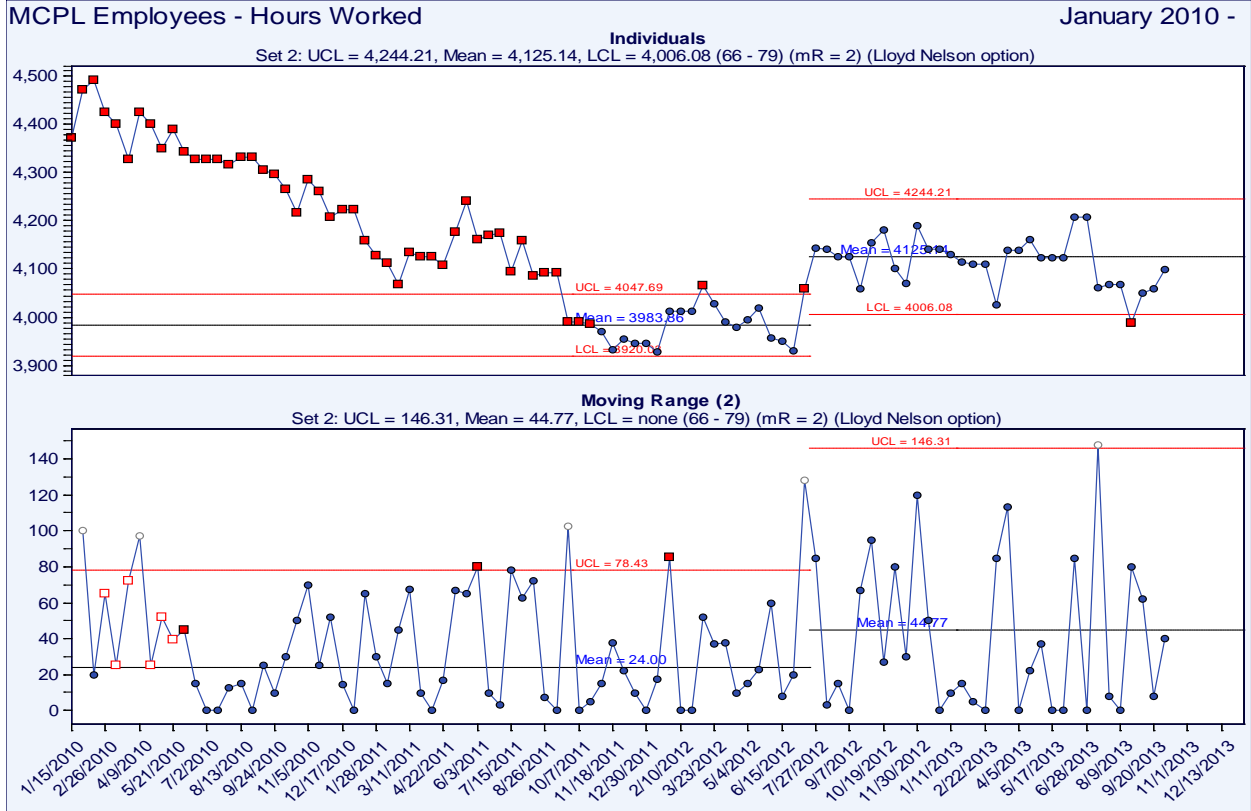
### **3B. Develop a unified communication strategy.**

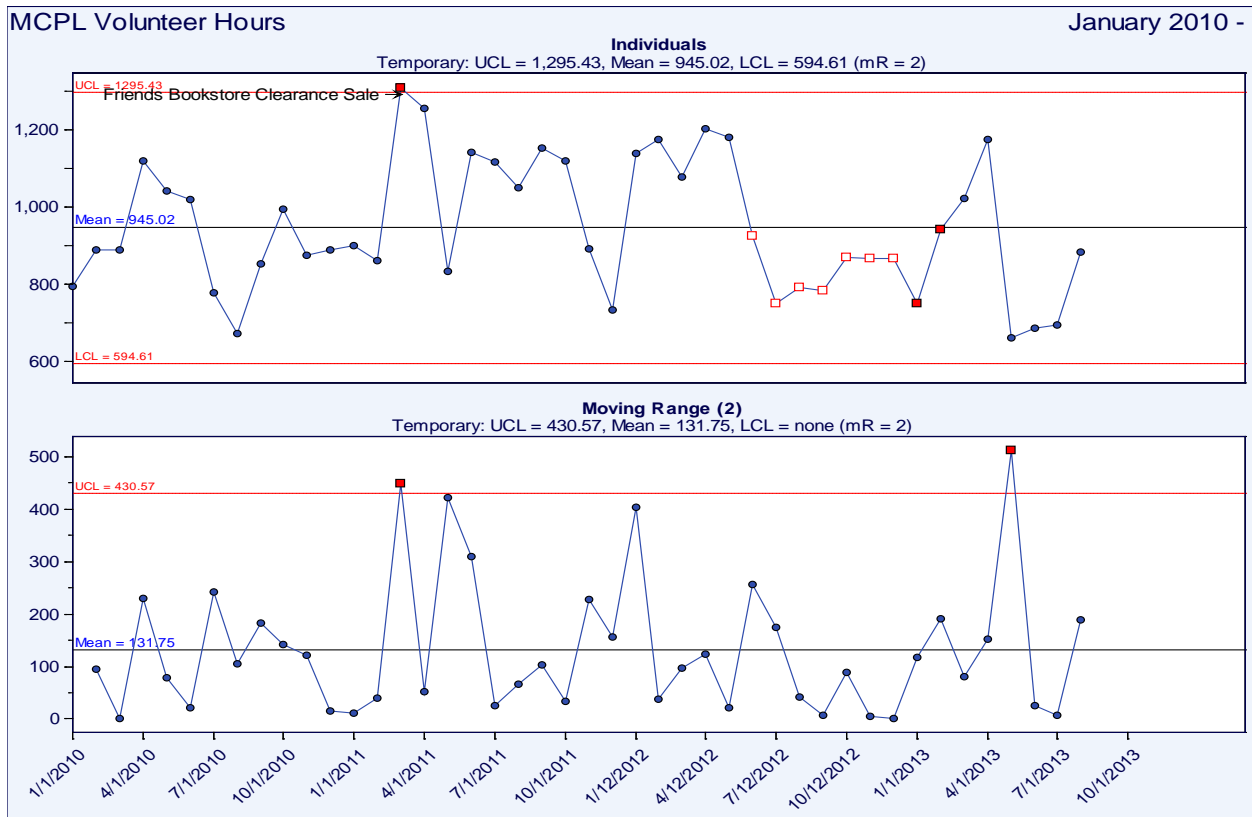
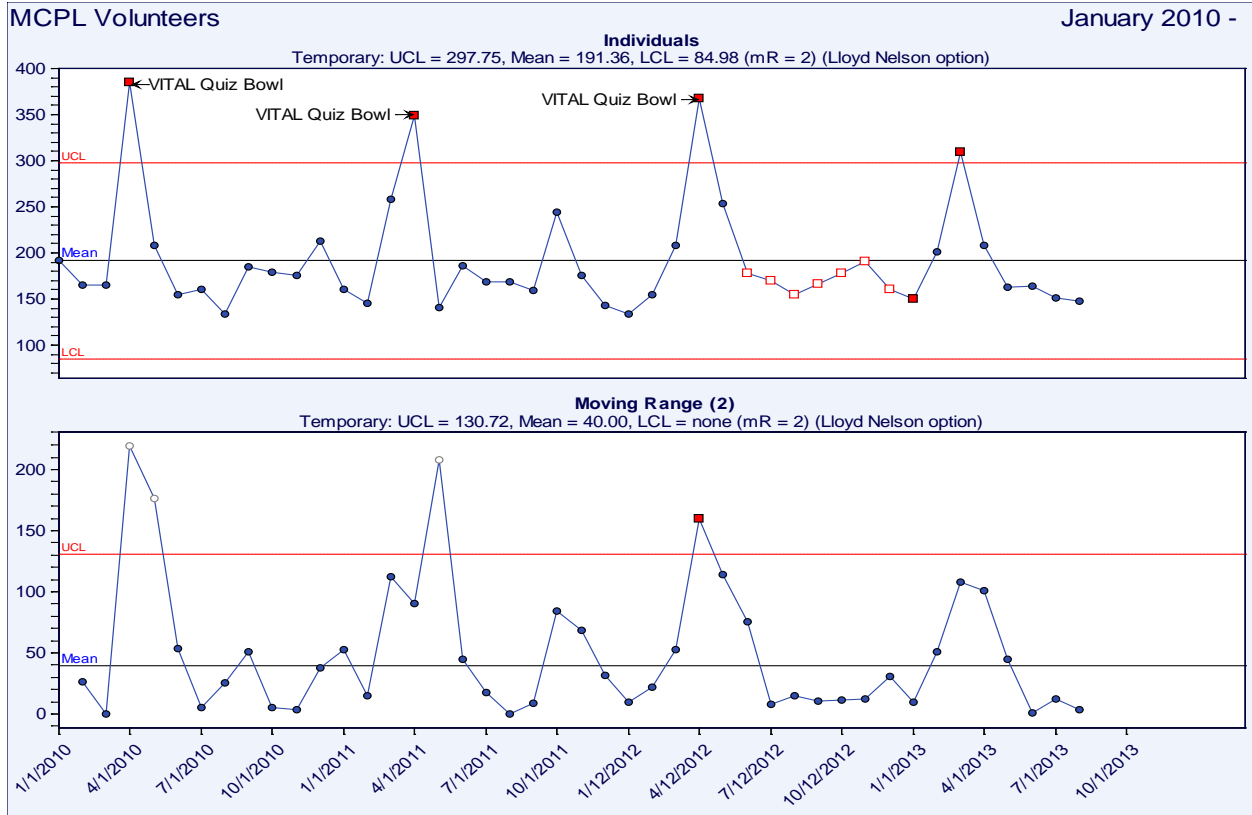
### **3C. Position auditorium as a valued local performance venue.**

## **GOAL 4: Optimize stewardship of library resources.**

### **4A. Recruit and retain quality employees.**

- Several new circulation clerks, and all library pages, received training on LINT, the staff intranet and Outlook Web App 2010 from instructional designer Austin Stroud.
- Children's Services staff members, web administrator Paula Gray-Overtom, and instructional designer Austin Stroud met with Monroe County Community School Corporation's (MCCSC) Terry Daugherty to get an overview of online tools MCCSC students and staff are using with school-issued iPads.
- Several staff members attended the webinar "Leaving Fort Ref: Frontiers of Embedded Librarianship" presented by Douglas County Libraries' Jamie LaRue, Colbe Galson, and Amy Long.
- The Staff Development Committee developed a program outline for staff development and are in the process of creating content or opportunities for the coming year for all staff.
- The HR department sponsored an update for full-time employees from PERF regarding retirement planning.
- Friends Secretary Mary Jean Regoli and Sara Laughlin co-presented at the Indiana Library Association's Small and Medium-sized Libraries Conference on maintaining relationships among Friends, Board, and staff in public libraries.
- Sara attended a meeting of the School of Informatics and Computing Dean's Advisory Council. Special guest was Peter Lee, manager of Microsoft Research.
- All-staff meetings on September 25 and 26 focused on staff parking options in the new downtown environment, dealing with metered street parking, loss of the ONB leased lot, and having reached the limit of Zone 4 permits available.





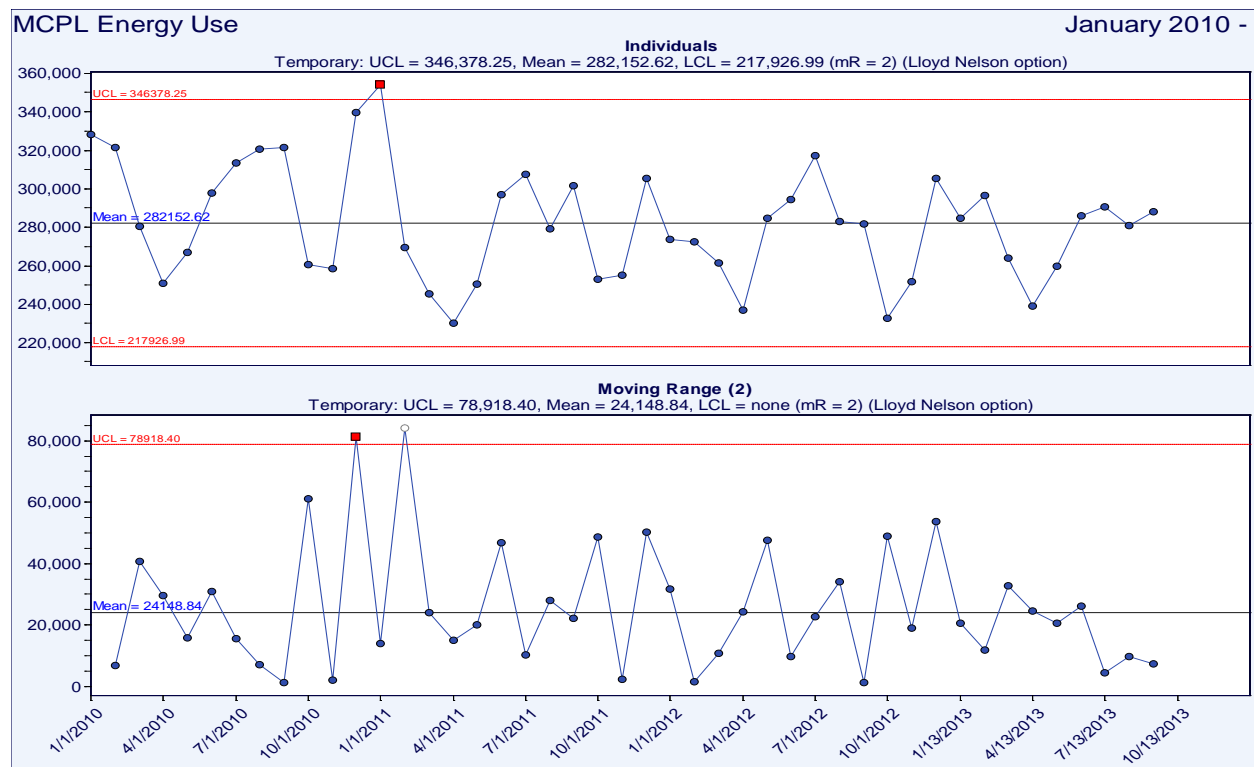
## 4B. Assure adequate, stable funding for library operations.

- Sara Laughlin, Gary Lettelleir and Marilyn Wood attended the County Council non-binding budget hearing where the 2014 budget received approval.
- Sara Laughlin, Sarah Bowman and Marilyn Wood made revisions to the library's application for the FINRA Smart Investing grant.
- Christine Friesel, Marc Tschida, Michael Hoerger, Marilyn Wood, and Sara Laughlin submitted a two-page letter of intent to the Community Foundation of Bloomington and Monroe County to continue funding for Nonprofit Central in 2014.
- Marilyn Wood, Mickey Needham, Ned Baugh, Jason Radke, and Sara Laughlin submitted a proposal to Wahl Family Charitable Trust for funding to equip a music studio in the new digital creativity lab.
- Sue Sater, Michael Hoerger, and Sara Laughlin participated in planning meetings for the Friends 2013 author event and the 2015 Friends 50<sup>th</sup> anniversary.
- The Friends Fall Clearance Sale netted a record \$4,148.

## 4C. Maintain library facilities.

- Facilities staff members and Marilyn Wood participated in a morning of planting in the plaza area.
- Facilities staff installed seven new benches around the library.
- Christine Matheu and Kris Floyd presented schematic designs for the upcoming renovation to the Board at its work session on September 11, at a public presentation on September 12. On September 18, the Board approved moving forward with design development. Marilyn Wood and Gary Lettelleir met with the architects and 10 staff groups to review schematic designs and make refinements to improve efficiencies and reduce costs where possible.
- Ned Baugh, Vanessa Schwegman and Marilyn Wood met with the phone consultant to begin development of an RFP for a new phone system.

## 4D. Improve stewardship of library assets and records.



## Library Circulation

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

		100,000+	125,000+	150,000+	175,000+	200,000+	225,000+								
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	Increase	%
1994	91,400	86,804	105,092	95,928	90,161	109,116	105,030	100,764	91,581	96,209	95,879	77,104	1,145,068	40,646	3.7%
1995	104,347	94,669	104,140	93,934	92,215	109,590	104,095	105,387	89,181	98,036	94,454	78,981	1,169,029	23,961	2.1%
1996	99,083	97,969	100,332	97,724	92,557	102,389	100,506	72,677	78,476	109,334	96,766	64,366	1,112,179	-56,850	-4.9%
1997	102,297	80,417	108,333	99,623	99,660	113,370	115,565	105,481	98,538	104,353	103,578	92,649	1,223,864	111,685	10.0%
1998	116,835	105,194	123,885	109,977	103,656	129,291	126,959	113,247	108,779	115,966	114,187	102,124	1,370,100	146,236	11.9%
1999	110,233	114,354	130,356	115,485	106,471	133,561	127,946	116,536	110,365	119,753	118,931	101,731	1,405,722	35,622	2.6%
2000	121,815	120,968	131,933	118,453	116,142	133,324	130,490	125,569	114,408	124,389	126,687	106,259	1,470,437	64,715	4.6%
2001	135,604	130,721	149,383	128,818	131,845	155,769	149,605	140,771	128,799	139,696	137,810	122,983	1,651,804	181,367	12.3%
2002	153,544	139,737	155,582	146,765	142,675	158,285	164,134	152,802	142,870	157,269	149,439	129,504	1,792,606	140,802	8.5%
2003	165,033	152,780	169,828	152,491	158,807	177,377	177,894	164,227	162,784	166,539	159,777	150,057	1,957,594	164,988	9.2%
2004	176,266	168,978	192,225	168,365	163,194	190,965	189,404	173,782	163,761	168,290	169,478	141,357	2,066,065	108,471	5.5%
2005	182,879	171,080	194,707	180,853	175,874	203,419	197,892	196,619	178,987	185,622	179,184	164,071	2,211,187	145,122	7.0%
2006	198,702	182,066	204,622	183,375	192,548	209,081	205,823	198,671	188,688	192,392	186,547	109,366	2,251,881	40,694	1.8%
2007	197,973	171,889	197,962	181,352	184,840	205,370	201,607	192,456	184,509	192,278	189,825	178,494	2,278,555	26,674	1.2%
2008	206,697	197,227	218,760	200,849	204,840	222,018	225,175	203,624	203,581	207,154	205,469	200,919	2,496,313	217,758	9.6%
2009	213,633	205,451	232,000	215,647	215,771	248,189	244,064	226,378	212,681	222,453	184,819	179,522	2,600,608	104,295	4.2%
2010	202,229	202,607	232,050	202,717	208,775	246,755	239,330	228,111	214,194	216,913	218,296	202,893	2,614,870	14,262	0.5%
2011	224,404	200,312	242,073	219,522	223,724	247,200	243,376	239,514	223,895	228,286	225,306	215,839	2,733,451	118,581	4.5%
2012	230,234	222,006	232,125	216,572	227,403	245,175	246,586	230,921	220,825	225,249	222,871	199,261	2,719,228	-14,223	-0.5%
2013	221,124	208,584	217,870	219,514	219,487	232,581	236,402	219,066	216,628				1,991,256	-727,972	-26.8%

## Library Visits

	3rd Quarter		Year to Date	
	2012	2013	2012	2013
Main Library	230,477	217,069	706,473	654,401
Ellettsville Branch	40,517	36,642	121,414	109,825
Bookmobile	20,473	19,932	58,026	56,678
<b>Main and Ellettsville</b>	<b>291,467</b>	<b>273,643</b>	<b>868,422</b>	<b>805,037</b>

## Library Programs

	3rd Quarter				Year to Date			
	2012		2013		2012		2013	
	Programs	People	Programs	People	Programs	People	Programs	People
Children	301	7,522	256	5,878	949	36,386	1,009	34,285
Young Adult	108	316	84	432	257	1,338	213	1,793
Adult	141	1,311	173	1,786	396	4,666	736	5,675
General - All Ages	13	1,156	10	1,253	53	5,062	44	4,827
<b>Total</b>	<b>563</b>	<b>10,305</b>	<b>523</b>	<b>9,349</b>	<b>1,655</b>	<b>47,452</b>	<b>2,002</b>	<b>46,580</b>

## CATS Programs

	3rd Quarter		Year to Date	
	2012	2013	2012	2013
Programs added	592	483	1,866	1,645
New programs produced	109	89	294	278
Government meetings produced	352	351	1,195	1,104
Programs Cablecast (all channels)	110	95	312	284

## Meeting Room Use

	3rd Quarter		Year to Date	
	2012	2013	2012	2013
Main Library Meeting Rooms	244	255	884	882
Main Library Auditorium	42	30	160	117
Main Library Atrium	-	-	2	-
Ellettsville Meeting Rooms	28	30	121	111
<b>Total</b>	<b>314</b>	<b>315</b>	<b>1,167</b>	<b>1,110</b>

## Technology Use

	3rd Quarter		Year to Date	
	2012	2013	2012	2013
Public Computer Sessions	57,570	50,744	168,267	143,247
Web Site Home Page Hits	264,520	227,058	651,498	678,454
All Web Pages Hits	288,284	250,577	840,568	751,463
Catalog Hits	2,091,392	1,638,792	6,237,211	5,184,404

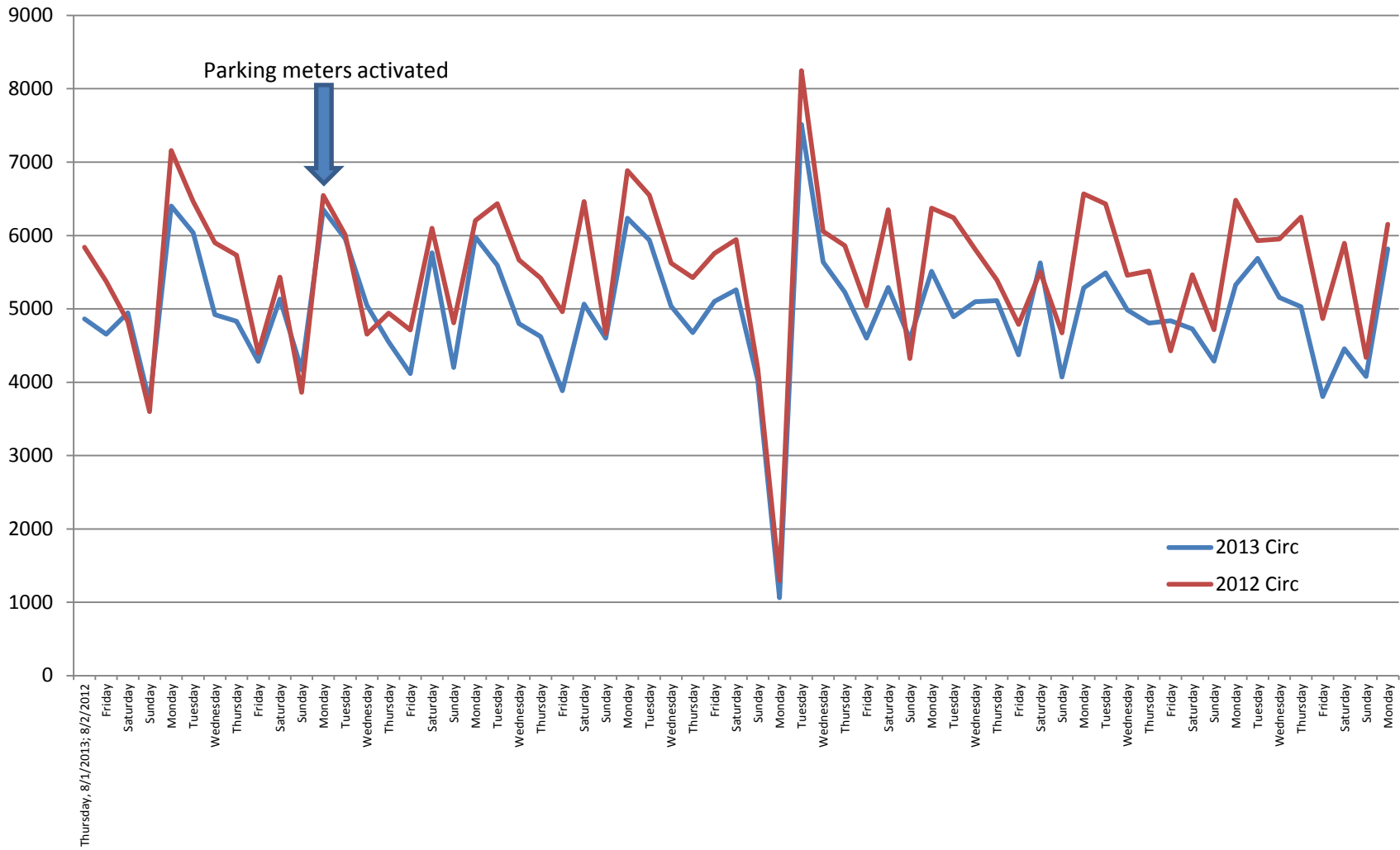
## Collection Development

	3rd Quarter		Year to Date	
	2012	2013	2012	2013
Items cataloged	15,812	14,120	44,170	42,618
Items discarded	12,033	12,681	36,152	35,071

<b>VISITS BY DAY, AUG 1-SEP 30 2013 COMPARED WITH AUGUST 2-OCT 1 2012</b>											
	<i>Main Total 2013</i>	<i>ELL Total 2013</i>	<i>TOTAL 2013</i>		<i>Main Change from 2012</i>	<i>ELL Change from 2012</i>	<i>TOTAL CHANGE from 2012</i>		<i>Main % Change</i>	<i>ELL % Change</i>	<i>TOTAL % CHANGE</i>
<b>Monday</b>	20,480	3,985	24,465		-2,666	-533	-3,199		-13.0%	-13.4%	-13.1%
<b>Tuesday</b>	23,472	4,245	27,717		-3,076	148	-2,928		-13.1%	3.5%	-10.6%
<b>Wednesday</b>	19,527	3,635	23,162		-2,495	-513	-3,008		-12.8%	-14.1%	-13.0%
<b>Thursday</b>	21,963	4,032	25,995		-3,480	-124	-3,604		-15.8%	-3.1%	-13.9%
<b>Friday</b>	17,818	3,116	20,934		-2,023	-234	-2,257		-11.4%	-7.5%	-10.8%
<b>Saturday</b>	21,369	2,950	24,319		-911	-318	-1,229		-4.3%	-10.8%	-5.1%
<b>Sunday</b>	12,529	1,971	14,500		-88	-192	-280		-0.7%	-9.7%	-1.9%
<b>TOTAL</b>	<b>137,158</b>	<b>23,934</b>	<b>161,092</b>		<b>-14,739</b>	<b>-1,766</b>	<b>-16,505</b>		<b>-10.7%</b>	<b>-7.4%</b>	<b>-10.2%</b>

<b>CIRCULATION BY DAY, MAIN LIBRARY, AUG 1-SEP 30 2013 COMPARED WITH AUG 2-OCT 1 2012</b>					
	<i>Total Main Circ 2013</i>	<i>Total Main Circ 2012</i>		<i>Change 2012-2013</i>	<i>% Change</i>
Monday	47976	53669		-5693	-10.6%
Tuesday	47114	52304		-5190	-9.9%
Wednesday	40680	45123		-4443	-9.8%
Thursday	43720	50377		-6657	-13.2%
Friday	39656	44326		-4670	-10.5%
Saturday	46272	51986		-5714	-11.0%
Sunday	37748	39164		-1416	-3.6%
<b>TOTAL</b>	<b>303166</b>	<b>336949</b>		<b>-33783</b>	<b>-10.0%</b>

**Parking Meter Impact: Main Library Circulation, August-September 2012 compared with 2013**





September 20, 2013

Renee Chambers, Program Director  
Community Foundation of Bloomington and Monroe County  
101 W. Kirkwood, Suite 321  
Bloomington, IN 47404

Dear Renee:

Monroe County Public Library is seeking the Community Foundation's continued support for **Nonprofit Central** through the Community Impact Funding Initiative. We believe another year of support will help us move this new and popular community service towards sustainability.

The library's mission is "to enrich individual lives and strengthen our community by providing equitable access to information and opportunities to read, learn, discover, and create." In 2012, the library received a Community Impact Funding grant to create **Nonprofit Central**, a single source for information, support, education, and networking for our community's 700+ nonprofit organizations, to help them increase capacity in order to more effectively achieve their missions.

In March, the library hired Marc Tschida to serve as project coordinator, and he began introducing himself to partners, supporters, and nonprofit representatives. Tschida has met with more than 120 groups, and, in May, he began offering regular hours (Monday through Friday, 1-5 p.m.) in an easily accessible location on the second floor of the library.

In the first five months of operation, we believe we've made good progress toward our three goals:

**1. Increase the management and governance capacity of local nonprofits.**

An open house in June welcomed 38 nonprofit leaders, board members, volunteers, and partners to the space, where they saw the collections and website. The easel on which they shared their needs and ideas became the focal point for conversations and helped us learn about priority needs; it also offered the first demonstration of the power of networking among a group of nonprofit representatives.

The survey of nonprofit organizations completed in August provides a baseline against which **Nonprofit Central** can measure its impact. Respondents were most familiar with the library's meeting spaces, books, and staff, and less familiar with online lists of community meeting spaces and organizations and Foundation Center tools. Help with fund raising, outreach, and use of social media were most frequently requested.

By mid-September, 138 individuals had visited **Nonprofit Central** at the library and 48 outreach events introduced 611 to the new services. Following a meeting, one visitor wrote: *"I really enjoyed our conversation yesterday. I appreciate the leads, both for my own career development and for Roundabout Opera for Kids."*

**2. Improve capacity of nonprofits to develop resources for long-term sustainability.**

Since May, 83 people have attended four professional learning events at the library:

- "Overview of Tech Soup/Open Source Software" provided 3 attendees with low-cost software options.
- "Grantseeking Basics" provided an introduction to foundation research and identification of potential funders; 7 people attended.
- "Introduction to Finding Funders through the Foundation Center" introduced 8 participants to the Foundation Center's comprehensive funding research tools.

- “Meet the Grantmakers,” co-sponsored with the Nonprofit Alliance of Monroe County, attracted 65 participants. Dr. Kirsten Grønbjerg, Efroymson Chair in Philanthropy at IU School of Public and Environmental Affairs (SPEA), provided information about types of funding; six panelists represented funding organizations of each type. Participants commented that it was valuable to meet and hear from different types of funding organizations and learn directly from them. After this session, one attendee wrote: *“The information you gave me was immensely helpful! I just finished the first draft of my letter of intent. Can I come over this afternoon and ask for your further advice? I checked around for help with grant writing, and everyone recommended you!”*

Feedback from our programs, outreach, and one-on-one exchanges has been consistently positive. Our customers are traditional nonprofits (as volunteers, staff members, or board members), grassroots groups who are considering incorporation as nonprofits, and individuals new to the sector or new to Monroe County interested in launching a nonprofit. Regardless of their stage of development, they all seek credible information, unbiased advice, and practical skills in operating a nonprofit. They need to know where to go next as they—as individuals or as nonprofits—progress along the continuum of nonprofit development.

### 3. Strengthen the collaborative environment among nonprofits to support learning and innovation.

Awareness of **Nonprofit Central** is growing and reception has been positive. After a consultation, one user wrote: *“... You’re offering a fantastic resource for the nonprofit community here and I’m looking forward to seeing it develop through the year.”*

Collaboration is proving exciting—and sometimes challenging. We have scheduled our first advisory committee meeting in October to share survey results and activities from the first six months and seek advice on next steps and confirm appropriate roles for **Nonprofit Central** that support and strengthen the work of other nonprofit support groups. **Nonprofit Central** is working with five groups to expand the knowledge and people resources available to local nonprofits, including IU SPEA’s Serve IT, Service Corps, and Arts Administration programs, the IU Maurer School of Law Nonprofit Clinic, and Seed Corps.

As we anticipate the second year, we believe **Nonprofit Central** is meeting a need and has the support of the community. We request \$27,500 to continue funding for the part-time project coordinator. The library will continue to contribute space, funding for collections and programming, and administrative support.

During the second year, **Nonprofit Central** will continue pursuit of the three goals, with particular emphasis on sustainability:

1. Continuing to reach out to nonprofits, understand their needs, and coordinate learning opportunities, individual consultation, connection to information resources, and networking opportunities.
2. Broadening knowledge of nonprofit resources and best practices among library staff. We hope to merge the permanent service point of the Indiana Room with **Nonprofit Central** to improve visibility for both and create an environment more conducive to collaboration. We have realized the **Nonprofit Central** model exemplifies the emerging service model of “embedded librarianship” that shifts emphasis from reacting to queries to engaging in ongoing partnerships to address unique—and changing—information needs.
3. Continuing partnerships for programming, networking, and individual consultations. We want to deepen and strengthen our initial partnerships, clarify roles and working relationships, and respond to the exciting partnership opportunities outlined above, including accepting interns to work alongside library staff as a way of insuring we infuse nonprofit best practices into our work, while adding real-world experiences for students who will one day work in the nonprofit sector.

We look forward to hearing from you about submitting a full proposal.

Sincerely,

Sara Laughlin  
Director

## ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATE

Ordinance Number:

Be it ordained by the **MCPL Board of Trustees** that for the expenses of **MONROE COUNTY PUBLIC LIBRARY** for the year ending December 31, **2014** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expense of **MONROE COUNTY PUBLIC LIBRARY**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance shall be in full force and effect from and after its passage and approval by the **MCPL Board of Trustees**.

Name of Adopting Entity	Select Type of Fiscal Body	Date of Adoption
MCPL Board of Trustees	Library Board	10/16/2013

DLGF-Reviewed Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$400,000	\$0	0.0000
0101	GENERAL	\$8,001,684	\$5,350,596	0.0840
0180	DEBT SERVICE	\$607,768	\$600,000	0.0094
2011	LIBRARY IMPROVEMENT RESERVE	\$350,000	\$0	0.0000

		Signature
Valerie Merriam	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Stephen C. Moberly	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Fred Risinger	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
David Ferguson	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Kari Hartig	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
John A. Walsh	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Melissa Pogue	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	

**ATTEST**

Name	Title	Signature

## **Monroe County Public Library 2014 Budget**

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

### **2014 Revenue and Expense Summary**

The total Operating Fund revenue projection for 2014 is \$7,873,464, an increase of about 1.1% compared to 2013 revenue projections. The 2014 Operating Fund property tax levy (\$5,350,596) is based on an Assessed Value Growth Quotient (AVGQ, the six-year average of Indiana non-farm personal income reported by the U.S. Bureau of Labor Statistics) of 2.6% and last year's maximum levy of \$5,206,348, which includes the 2012 excess levy appeal (\$42,975). The County Option Income Tax (COIT) projection is a reduction from 2013 of about \$107,000. This should be the last year we see the negative impact of the end of the debt service levy from the bond issue of the 1990s.

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

### **Wage and Benefit Assumptions**

Wages and benefits account for 69.3% of the 2014 budget and include a 2% salary increase for staff and the second and final manager increases recommended in the 2009 compensation study; the Board will approve wage increases at the December 2013 meeting. Efforts to control wage costs continue, with every open position being reviewed before posting. In 2013, Collection Services eliminated one position, Ellettsville Branch reduced 12.5 hours in circulation, and Circulation reviewed and broadened job descriptions to increase flexibility to handle resignations and planned and unplanned absences. A new position for coordinator for the digital creativity center is included in the 2014 budget.

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

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

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

### **Capital Spending**

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

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

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

### **Accompanying Documents**

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

## 2014 Budget - estimated revenue, expense, and cash balances

Worksheet A	2013 Budget after 1782	2014 Estimates
<b>Operating Fund</b>		
Asses. Val.	6,319,658,549	6,370,172,329
<b>INCOME</b>		
<i>Property Tax 2014 - growth quotient = 2.6%</i>		
Property Tax	\$ 5,163,161	5,350,596
County Option Income Tax	\$ 2,075,631	\$ 1,968,168
Commercial Vehicle Excise Tax	\$ 45,678	\$ 45,700
Financial Institutions Tax	\$ 18,011	\$ 18,000
License Excise	\$ 278,565	\$ 279,000
Fines/Fees	\$ 175,000	\$ 175,000
Other - misc per dlgr		
Other - meeting rooms/interest	\$ 12,000	\$ 12,000
Other - copiers/PLAC	\$ 20,000	\$ 25,000
<b>TOTAL</b>	<b>\$ 7,788,046</b>	<b>\$ 7,873,464</b>
<b>EXPENSES</b>		
Personnel Services	\$ 5,290,953	\$ 5,548,234
Supplies	\$ 186,450	\$ 200,550
Other Services/Charges	\$ 1,300,499	\$ 1,233,753
Capital	\$ 1,021,081	\$ 1,019,147
<b>TOTAL before encumbrance</b>	<b>\$7,798,983</b>	<b>\$8,001,684</b>
Encumbrance	\$18,836	
	<b>\$7,817,819</b>	
<b>FUND BALANCE</b>		
Beginning	\$ 1,178,307	\$ 1,148,534
Encumbrance		
Income less exp.	\$ (29,773)	\$ (128,220)
Ending balance	<b>\$ 1,148,534</b>	<b>\$ 1,020,314</b>

2013 Budget after

Worksheet A

1782

2014 Estimates

**Debt Service Fund**

INCOME			
Property Tax	\$	594,048	\$ 600,000
Appeal 1782 - corrected levy \$150,298			
Commercial Vehicle Excise Tax		5,256	5,000
Financial Institutions Tax		2,072	2,000
License Excise		32,050	32,000
<b>TOTAL</b>	<b>\$</b>	<b>633,426</b>	<b>\$ 639,000</b>
EXPENSES			
Bond Payment	\$	596,508	\$ 607,768
FUND BALANCE			
Beginning	\$	32,748	\$ 69,666
Income less exp.	\$	36,918	\$ 31,232
Ending balance	\$	69,666	\$ 100,898

**Library Improvement Reserve Fund**

INCOME			
Transfer - repay			\$ 205,780
Transfer	\$	214,000	\$ -
EXPENSES			
Personal Services			
Supplies			
Other Services/Charges	\$	20,000	\$ 100,000
Capital	\$	330,000	\$ 250,000
<b>TOTAL</b>		<b>\$350,000</b>	<b>\$350,000</b>
FUND BALANCE			
Beginning	\$	1,120,724	\$ 910,724
renovation/equipment	\$	(210,000)	\$ (75,000)
Ending balance - contingency reserve	\$	910,724	\$ 1,041,504
Future Projects Balance	\$	214,000	\$ 214,000
Total	\$	1,124,724	\$ 1,255,504



2013 Budget after

Worksheet A

1782

2014 Estimates

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

2014 BUDGET COMPARISON

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

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

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

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

## Worksheet C

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

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

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



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

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

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

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

**OPERATING FUND**

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

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

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

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**LIBRARY IMPROVEMENT RESERVE FUND (LIRF)**

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

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

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**RAINY DAY FUND**

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

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

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**DEBT SERVICE FUND**

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

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

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

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

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

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

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

Asset #	Description	Purchase Date
	See attached	

ADOPTED THIS 16th DAY OF OCTOBER, 2013

AYE

NAY

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Local Tag	Description	Year
400920	COPIER W/COIN OPS & PEDESTAL	1999
400016	Computer /no monitor	2004
400289	Computer w/ 16 Flat CRT	2003
400277	Computer w/ 16 Flat CRT	2003
400032	Computer w/ 16" monitor	2004
400038	Computer w/ 16" monitor	2004
400794	COMPUTER/OPTIPLEX GX240	2001
400611	COMPUTER W/16" MONITOR	2002
400624	COMPUTER W/16" MONITOR	2002
400531	Computer w/ 17" Flat Screenh Monitor	2007
401145	COMPUTER-NOTEBOOK	2009
401148	COMPUTER-NOTEBOOK	2009
401147	COMPUTER-NOTEBOOK	2009



## Proposal for 2014 Insurance Plan Year

For many years, the library has been fortunate enough to be able to offer health insurance coverage for part-time employees. In recent years there have been changes on the healthcare front including substantial rises in healthcare costs and the availability of subsidized plans such as the Healthy Indiana Plan (HIP) that have caused us to consider if we may have been putting part-time staff at a disadvantage in purchasing affordable healthcare coverage.

With the implementation of the Affordable Care Act (ACA), we are now operating within a new structure on a national level. In due consideration of this changing reality, we wanted to be sure we were not diminishing options for our part-time staff. As information about the national healthcare exchanges and regulations unfolded, it became clear to us that we needed to make a decision, and that decision needed to be in the best interest of our staff and the library.

Our proposal for the plan year of 2014 is to discontinue group health care coverage under the library's plan for employees who work less than 30 hours/week.

### The Law

As of January 1, 2014, it is a national law that everyone in the United States, with limited exceptions, must demonstrate they are actively enrolled in a health insurance plan.

- This includes all MCPL employees, even those who are working less than 20 hours a week.
- If a person chooses not to be covered, they will be responsible for paying a tax penalty to the federal government.

For more information about coverage requirements, please

see: <https://www.healthcare.gov/what-if-someone-doesnt-have-health-coverage-in-2014/>

### Our Part-Time Staff

The result of the library continuing to offer health insurance to part-time staff would mean that:

- Part-time staff would not be eligible for federal subsidies, even if they decline MCPL coverage and elected to enroll in an exchange plan.
- This loss of access to federal subsidies applies to ALL part-time staff of the library.
- The cost of the library's insurance premiums is already too high for many of our part-time staff.
- The ACA marketplace and the federal subsidies will, in many cases, provide a much more affordable premium and the ability to choose from several levels of coverage that best match an individual's needs. The library is unable to offer this many options and levels of coverage.
- You can no longer be denied coverage due to a pre-existing health condition. This is true for the exchange health care plans and employer-sponsored plans.

### The Library

The library has been unable to seek competitive quotes from other health care providers for several years.

- Health care carriers have communicated to us directly they will not provide a quote as long as we carry part-time staff on our plans.
- Grandfathering part-time staff already enrolled in the library's was determined not to be an option from any carrier.

### **Considerations and Options**

Currently, 11 of the library's 33 part-time employees are enrolled in the library's insurance plans. As mentioned above, continuing to offer coverage for part-time staff would result in 22 part-time staff being prevented from receiving any tax subsidies in order to purchase the required coverage through the ACA exchange.

- Those under the age of 26 are eligible to enroll in their parents' health care plan. Sharing this cost with the family may be a more economical choice.
- A spouse's employer may have a "spousal carve-out" rule. Once again, by offering our part-time staff health insurance, they may not be permitted to be covered by their spouses plan.

### **The Plans**

In our region of Indiana, there will be two exchange offerings. Both are separate plans/networks from what an employer offers.

- Anthem will offer a network called the Pathway.
- The IU Health network will be known as MDWise.

Our understanding is that it is the facilities (i.e. hospital, equipment, etc.) that will guide the participation of practitioners in a network.

At this time, we do not have details of either plan, but requirements for each of the plan levels must be met by the providers. There is a strong wellness component for all exchange plans.

### **Activate Clinic**

The library will offer access to the MCPL clinic at the same subsidy level for full-time employees and their dependents. This would be an option for those enrolled in a high deductible plan who would like to use the clinic for "everyday needs" and only use their exchange insurance for more extensive medical services.

### **Other Options**

Part-time staff will continue to be eligible for voluntary dental, vision, and short term disability. Voluntary Life, Accidental Death and Dismemberment, and Colonial insurance products are also available for purchase.

### **Assistance**

Julia Thomas, who is a certified Exchange "navigator", will be available to help explain coverage choices and levels of coverage that may best meet individual needs. Julia will conduct individual appointments for part-time staff who are interested in having assistance in enrolling in an Exchange product.

For more information, be sure to visit [www.healthcare.gov](http://www.healthcare.gov). Due to heavy traffic, you may want to wait a few days before attempting to access the site.

**HEALTH INSURANCE BUDGET, COMPARED WITH LIBRARY OPERATING BUDGET, 2008-2013**

<i>Year</i>	<i>Total Operating Budget</i>	<i>% Change</i>	<i>Total Health Budget- Library Portion</i>	<i>Health Insurance as Percent of Operating Budget</i>	<i>% Change</i>
2008	\$6,621,134		\$347,122	5.2%	
2009	\$7,040,556	6.3%	\$462,870	6.6%	33.3%
2010*	\$7,832,838	11.3%	\$550,459	7.0%	18.9%
2011	\$7,465,920	-4.7%	\$602,100	8.1%	9.4%
2012	\$7,641,343	2.3%	\$608,875	8.0%	1.1%
2013	\$7,818,020	2.3%	\$725,756	9.3%	19.2%
2014	\$8,001,684	2.3%	\$788,899	9.9%	8.7%
<b>TOTAL CHANGE</b>	<b>\$1,380,550</b>	<b>20.9%</b>	<b>\$441,777</b>		<b>127.3%</b>
<b>AVERAGE ANNUAL CHANGE</b>		<b>3.5%</b>			<b>21.2%</b>

Added clinic.

Added short-term disability.

Calculated assuming current part-time coverage continues.

\* The larger than average increase in the 2010 budget is the result of a \$851,651 appeal.



# \$500 Deductible PPO, H.S.A core & buy-up, + Clinic

## Monroe County Public Library

## Health Care Premium Contributions for Year 2014

Full-time and 30-hour Employees: Insurance + Clinic	PPO \$500 deductible				HSA - Buy-up (\$3,000 deduct) (Embedded Deductible)				HSA - Core (\$5,000 deduct) (Non-Embedded Deductible)						
					Library					Library					Library
	CONTRIBUTIONS				Contrib	CONTRIBUTIONS				Contrib	CONTRIBUTIONS				Contrib
	Employee		Library		Bi-weekly	Employee		Library		Bi-Weekly	Employee		Library		Bi-weekly
Employee Only	Annual	Biweekly	Annual		Annual	Biweekly	Annual		Annual	Biweekly	Annual		Annual	Biweekly	
37.5 Hr/Week FT	\$1,995	\$76.75	\$8,168	\$314.16	-\$306	-\$11.77	\$8,168	\$314.16	-\$1,910	-\$73.46	\$8,168	\$314.16	-\$1,910	-\$73.46	
30 Hr/Week/PT	\$3,629	\$139.58	\$6,535	\$251.33	\$1,328	\$51.06	\$6,535	\$251.33	-\$276	-\$10.63	\$6,535	\$251.33	-\$276	-\$10.63	
<b>EE/Child(ren)</b>															
37.5 Hr/Week FT	\$8,673	\$333.58	\$9,911	\$381.21	\$4,484	\$172.47	\$9,911	\$381.21	\$1,565	\$60.21	\$9,911	\$381.21	\$1,565	\$60.21	
30 Hr/Week/PT	\$10,655	\$409.82	\$7,929	\$304.97	\$6,466	\$248.71	\$7,929	\$304.97	\$3,548	\$136.45	\$7,929	\$304.97	\$3,548	\$136.45	
<b>EE/Spouse</b>															
37.5 Hr/Week FT	\$11,142	\$428.55	\$10,347	\$397.97	\$6,263	\$240.89	\$10,347	\$397.97	\$2,863	\$110.11	\$10,347	\$397.97	\$2,863	\$110.11	
30 Hr/Week/PT	\$13,212	\$508.14	\$8,278	\$318.37	\$8,332	\$320.48	\$8,278	\$318.37	\$4,932	\$189.71	\$8,278	\$318.37	\$4,932	\$189.71	
<b>Family</b>															
37.5 Hr/Week FT	\$14,771	\$568.10	\$11,552	\$444.31	\$9,193	\$353.59	\$11,552	\$444.31	\$5,103	\$196.26	\$11,552	\$444.31	\$5,103	\$196.26	
30 Hr/Week/PT	\$17,081	\$656.97	\$9,242	\$355.45	\$11,504	\$442.45	\$9,242	\$355.45	\$7,413	\$285.12	\$9,242	\$355.45	\$7,413	\$285.12	

Employees & Dependants not covered by MCPL Health Insurance	Voluntary Activate Clinic Coverage			
	CONTRIBUTIONS			Library
	Employee		Library	Contrib
	Annual	Biweekly	Annual	Bi-weekly
<b>Employee Only</b>	\$240	\$9.23	\$240	\$9.23
<b>Child (per child)</b>	\$480	\$18.46	\$480	\$18.46
<b>Spouse</b>	\$480	\$18.46	\$480	\$18.46
<b>Family</b>	\$960	\$36.92	\$960	\$36.92

Note: Employee must participate in the Activate clinic in order to enroll dependent

The Library contributes an equal amount to each 37.5 employee. \$8,168  
 Contributions to 30-hour employees are calculated at 80% of the 37.5-hour employee rate.

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

\*Negative contributions represent funds **deposited** by the Library to the employee's HSA account. The employee may also contribute additional funds (pre-tax) up to the annual cap. The maximum in 2014 is \$3,300 for employee only and \$6,550 for those with dependant/family coverage.

\*Non-Embedded means the entire family deductible must be met by one, or combination of, family members before plan coverage takes effect at 100%.  
 The "Difference Premium" is the coverage-type premium minus the employee-only premium.



# Guardian Dental Premiums

## Monroe County Public Library

### Dental Care Premium Contributions for Year 2014

Coverage Type and Employee Status	Dental			Library
	CONTRIBUTIONS			Contrib
	Employee		Library	Bi-weekly
Employee Only	Annual	Biweekly	Annual	
37.5 Hr/Week FT	\$35.51	\$1.37	\$354.97	\$13.65
30 Hr/Week/PT	\$106.50	\$4.10	\$283.98	\$10.92
25 Hr/Week/PT	\$153.83	\$5.92	\$236.65	\$9.10
20 Hr/Week/PT	\$201.16	\$7.74	\$189.32	\$7.28
EE/Child(ren)				
37.5 Hr/Week FT	\$427.49	\$16.44	\$424.15	\$16.31
30 Hr/Week/PT	\$512.32	\$19.70	\$339.32	\$13.05
25 Hr/Week/PT	\$568.88	\$21.88	\$282.76	\$10.88
20 Hr/Week/PT	\$625.43	\$24.05	\$226.21	\$8.70
EE/Spouse				
37.5 Hr/Week FT	\$390.88	\$15.03	\$417.68	\$16.06
30 Hr/Week/PT	\$474.41	\$18.25	\$334.15	\$12.85
25 Hr/Week/PT	\$530.10	\$20.39	\$278.46	\$10.71
20 Hr/Week/PT	\$585.79	\$22.53	\$222.77	\$8.57
Family				
37.5 Hr/Week FT	\$821.93	\$31.61	\$493.75	\$18.99
30 Hr/Week/PT	\$920.68	\$35.41	\$395.00	\$15.19
25 Hr/Week/PT	\$986.51	\$37.94	\$329.17	\$12.66
20 Hr/Week/PT	\$1,052.35	\$40.47	\$263.33	\$10.13

In this option, the Library contributes an equal amount to each full-time employee \$354.97  
 Part-time contributions are calculated based on the percentage of time worked (20 hrs. = 53%; 25hrs. = 66%; 30hrs. = 80%).

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

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



## Monroe County Public Library

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### Anthem Vision Premiums for Year 2014 - Voluntary/Employee Paid

	Annual Rate	Monthly Rate	Bi-Weekly Rate
Employee Only	\$111.12	\$9.26	\$4.27
Employee/Children	\$190.68	\$15.89	\$7.33
Employee/Spouse	\$187.08	\$15.59	\$7.20
Employee/Family	\$301.92	\$25.16	\$11.61

#### 4.05 INSURANCE (Part-Time)

Amended by the Library Board of Trustees July 19, 2006, and February 6, 2013.

MCPL ~~may~~ offers group insurance options such as dental and vision plans ~~group health insurance coverage~~ for eligible regular part-time employees who work at least 20 hours per week but less than 37.5 hours per week ~~full time~~. These ~~health insurance coverages are the same as for full-time employees. The package includes medical and dental benefits without other parts of the package shown for full-time employees.~~ Specific terms and coverages will vary over a period of time and employees may contact the Human Resources Department with any questions about current information.

***Enrollment in ~~the~~ Group Health-Benefits Plan:*** The terms, conditions, individual eligibility and specific coverages, are determined by, subject to and controlled by the insurance companies and the policies, not by MCPL. ~~A Part-time employee is eligible for coverage on the first day of the calendar month after completing one year of work at the minimum level of 20 hours per week in a regular position. Employees must complete an enrollment form obtained from the Human Resources Department within thirty-one (31) days of eligibility.~~

In the event that an employee is eligible for ~~the~~ a ~~group health insurance benefits plan~~ and does not elect to participate, then the employee will be considered a late applicant if the employee subsequently wishes to apply for coverage. There are restrictions as to when and under what circumstances the employee will be able to participate in the ~~group health benefits~~ insurance plan. This is a requirement of the Health Insurance Portability and Accountability Act (HIPAA). Employees or dependents who were eligible for insurance, but waived the coverage, will only be allowed to enroll in the plan during an open enrollment or by meeting one of the following qualifying events: marriage, birth, death of a spouse, divorce, adoption, loss of insurance coverage due to job termination or layoff. As with any change in circumstance, the employee is responsible for notifying the Human Resources Department.

Dependent ~~health and~~ dental care, including Domestic Partner coverage, is available for the employee at the group rate. Similar enrollment restrictions apply. Dependent coverage does not include life, accidental death and dismemberment, short or long-term disability.

Employees who are eligible for ~~the~~ a ~~group health~~ insurance plan can pay for their premiums on a pre-tax basis. Other voluntary insurance programs are available to an eligible employee. More information can be obtained through the Human Resources Department.

The library participates in the cost of the part-time employee's dental insurance coverage, and MCPL's contribution toward the cost of the employee's dental insurance is determined every year by the MCPL Board of Trustees. The library's contribution is pro-rated, according to the number of hours the employee works:

30 hours/week: 80%

25 hours/week: 66.7%  
20 hours/week: 53.3%

The specifics of the employee's insurance benefit will change as the library works with renewal periods, changes in insurance carriers, changes in the area of health services and the cost of the coverage. Any questions about the changes in coverage or benefits should be directed to the Human Resources Manager.

Upon termination of employment, whether voluntary or involuntary, group benefits will continue until the end of the calendar month in which the termination occurs.



#### 4.06 Section 4.06 Other Group Insurance

As amended by the Library Board of Trustees July 19, 2006, and February 6, 2013.

##### **Employer-Paid**

MCPL provides group insurance coverage for ~~full-time~~ 37.5 hour per week employees which includes term life, accidental death and dismemberment, and long term disability.

Coverage benefits are determined by the terms of the library's contract with the insurance provider. The benefits, eligibility terms, and conditions of the insurance will change from time to time as the library works with contract renewals, changes in insurance carriers, changes in the area of services and the cost of the coverage.

The provision of specific coverage benefits are determined by, subject to, and controlled by, the insurance companies and the policies, not by MCPL.

Any questions about the changes in coverage, eligibility, or benefits should be directed to the Human Resources Department.

##### **Voluntary**

###### Shared Cost

Regular employees working 25 hours or more per week are eligible for voluntary short-term disability (STD) insurance. The library may participate in the cost of the employee's coverage. MCPL's contribution, if any, toward the cost of the employee's insurance is determined every year by the MCPL Board of Trustees.

###### Employee-Paid

~~Full-Time~~ Employees working 37.5 hours per week and ~~P~~part-time employees may be eligible for certain other types of employee-paid insurance coverage.

Voluntary insurance programs for ~~full-time~~ 37.5 hours per week employees may include options to purchase additional term life and accidental death and dismemberment coverage.

~~Both 37.5 hours per week Full~~ and ~~P~~part-time employees may be eligible for voluntary coverage such as vision, ~~dependant~~ dependent life, and other insurance offerings.

Eligibility requirements will vary for ~~full-time~~ 37.5 hours per week and part-time staff. Details are available through the Human Resources Department.