

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

**Wednesday, December 18, 2013  
Meeting Room 1B  
5:45 p.m.**

**AGENDA**

1. Call to Order –Valerie Merriam, President
2. Consent Agenda – action item – Sara Laughlin
  - a. Minutes of November 20, 2013 Board Meeting (page 1-3)
  - b. Minutes of December 11, 2013 Work Session (page 4-8)
  - c. Minutes of December 11, 2013 Executive Session (page 9)
  - d. Monthly Bills for Payment (page 10-15)
  - e. Monthly Financial Report (page 16-49)
  - f. Personnel Report (page 50)
  - g. 2013 Board Meetings Calendar (page 51)
3. Director’s Monthly Report (page 52-67) – Sara Laughlin, Director
4. Old Business
  - a. Renovation Update – Marilyn Wood
5. New Business – action items
  - a. Internet and Computer Use Policy (page 68-70) – Ned Baugh
  - b. 2014 Holiday Closing Schedule (page 71) – Kyle Wickemeyer-Hardy
  - c. 2014 Pay Schedule (page 72) – Kyle Wickemeyer-Hardy
  - d. 2014 Salary Schedule (page 73-81) – Kyle Wickemeyer-Hardy
  - e. 2014 Salary for Library Director (page 82) – Kyle Wickemeyer-Hardy
  - f. CATS 2014 Agreements with City of Bloomington-Permission to Use Digital Underground Fiber (page 83-86), Funding Agreement for 2014 (page 87-91), and Public, Education and Government Channel Programming (page 92-96) – Michael White

- g. CATS 2014 Agreement with Town of Ellettsville (page 97-98) – Michael White
  - h. 2014 Fee Schedule (page 99-100) – Gary Lettelleir
  - i. Resolution to Permit Transfer from LIRF to Cover Potential Late Tax Settlement (page 101) – Gary Lettelleir
  - j. Grant Agreement with FINRA Investor Education Foundation (page 102-109) – Sarah Bowman/Steve Backs
6. Public Comment
7. Adjournment

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

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES WORK SESSION  
Wednesday, November 20, 2013  
Meeting Room 1B  
5:45 pm**

**Present:**

David Ferguson, Kari Isaacson Hartig, Valerie Merriam, and Melissa Pogue

Absent: Stephen Moberly, Fred Risinger, and John Walsh

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

Others in Attendance:

Tom Bunger, Adam Baker (Scout) with parents Simeon and Judy Baker, Gino Regoli (Scout) with parents Michael and Mary Jean Regoli, and Harrison Wager-Miller (Scout) with parents Jim and Erin Wager-Miller and sister Charlotte Wager-Miller.

**Call to Order**

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

**Consent Agenda**

Kari moved approval of the consent agenda. Melissa seconded. The motion passed unanimously.

**Director's Monthly Report**

Sara Laughlin presented the Director's monthly report. Sara reported on the recent successful Friends of the Library author event. Sara stated it was one of the best author events we have had for the community. The videotaped talk will be available for viewing on CATS soon for anyone who was not able to attend.

In addition to the author event, Valerie commented on the Halloween stories at Third Street Park and how much she appreciated them.

Sara briefly reported on parking and parking spaces available.

Sara announced that State Farm Insurance donated \$1,000 to the Ellettsville Branch to support Math Homework Help.

### **Old Business**

Marilyn Wood presented an update on renovation planning. The building committee expects to see design development drawings on December 9.

### **New Business**

#### Resolution Honoring Boy Scout Troop 170

Marilyn Wood presented a resolution and stated that four Scouts from St. Charles Troop 170 had provided invaluable assistance with installing landscaping. St. Charles Troop 170 Boy Scouts Adam Baker, Gino Regoli, and Harrison Wager-Miller introduced themselves (Alek Knapowski was away at college and unable to be present). Sara also introduced the parents who were present in the meeting and thanked them for their support.

#### Agreement with Bloomington Transit

Sara Laughlin presented an agreement between Monroe County Public Library and Bloomington Public Transportation Corporation for employee bus passes during 2014.

David moved for approval. Kari seconded. The vote was unanimous.

#### Proposal to Provide Engineering for Chiller Replacement

Gary Lettelleir presented the proposal.

Kari moved to approve the proposal. David seconded.

Gary asked the Board if they had any questions. There were none. The vote was unanimous.

### **Department Update**

Manager Ned Baugh presented a report on work accomplished in the Information Services department including update the library's network infrastructure and increasing the library's Internet bandwidth. Patrons and staff should see better response times now with the internet. More upgrades will be coming.

Ned also reported on the upgrade to Polaris software that runs the library's customer database, circulation, catalog, and cataloging. The vendor upgraded the software overnight on November 16. On Sunday morning, staff were able to get the new website up and running. There are some minor changes, but no major differences.

Ned reported that the new network infrastructure has the capacity to support a phone upgrade. Bids are due November 22.

Valerie asked how many people were using the library's wifi. Ned responded that we cannot adequately track usage at the present, but in 2014 the goal is to expand wireless capabilities and put equipment in place to do this type of tracking.

Valerie wondered if a lot of people using wifi would slow down the public access computers. Ned responded that it would.

Brief discussion followed regarding the library's bandwidth.

### **Public Comment**

There was no public comment.

### **Adjournment**

David moved to adjourn the meeting. Melissa seconded. The vote was unanimous.

The meeting adjourned at 6:12pm.

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

**Present:**

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

Absent: David Ferguson

Staff Attendance: Ned Baugh, Michael Hoerger, Sara Laughlin, Gary Lettelleir, Sue Sater, Bara Swinson, Kyle Wickemeyer-Hardy, Michael White, Marilyn Wood, and CATS staff.

Others in Attendance:

Tom Bunger

**Call to Order**

President Valerie Merriam called the meeting to order at 5:47 p.m. in Meeting Room 1B.

**Computer and Internet Use Policy**

Ned Baugh presented the policy for the annual review required by Indiana Public Library Standards. He recommended no changes.

Kari thanked Sara and Valerie for sending the Board the behavioral contact and incident report log from the library's security log (which showed the percentages of problems and banned patrons).

Valerie stated that she found the information interesting and informed the Board that the actual numbers might be less than the numbers indicated on the summary report, as there are occasionally several incident reports for the same incident.

**2014 Holiday Schedule**

Kyle Wickemeyer-Hardy presented the holiday schedule. She proposed eliminating the closing for Staff Day in 2014. The Staff Development program will go on throughout the year, with

employees encouraged to dedicate one hour each month to professional learning. Sara added that the public will benefit from one more day of library service.

Valerie asked if staff could use the Learn4Life online classes. Sara replied that they could. Staff will have the choice to take in-person classes, attend conferences or workshops, participate in online tutorials, or design their own content, with approval of managers.

Fred said, as a Board member, he could see the significance of not closing for the public, but as an individual he said he has learned a lot from attending Staff Days.

### **2014 Pay Schedule**

Kyle Wickemeyer-Hardy presented the pay schedule. Valerie asked if there were any changes. Kyle responded that no changes were proposed; the library proposes to continue with a bi-weekly payroll.

### **2014 Salary Schedule**

Kyle and Sara reviewed the salary recommendation for managers. Sara reviewed the implementation of the compensation recommendations resulting from the study conducted by The Singer Group in 2009. In 2010, at the recommendation of the staff, she proposed and the Board approved half of the recommended increases for employees in pay grades A-I; managers received a 1% salary increase. In 2011, employees in pay grades A-I received the second half of recommended increases; managers received the first portion of increases. In 2012 and in 2013 employees and managers received identical increases; manager salary increases were deferred due to possible budget shortfalls.

In late 2013, since the Singer recommendations were nearly five years old, Sara contacted six Indiana libraries the same size as or larger to update comparative salary data. The results confirmed that some managers' salaries were substantially below current salaries paid for comparable positions in the benchmark libraries.

Kyle reviewed the recommendation to increase salaries and wages for those in pay grades A-I by 2%, including 1% cost of living and 1% increment for those on the payroll on December 31. For pay grade J, she recommended increasing the minimum and maximum pay schedule, giving a 2% increase to those above the midpoint, and \$5,000 to those below midpoint. This action would bring the manager salary average to \$59,266, still below the average of the benchmark Indiana libraries.

She recommended increasing the minimum and maximum pay schedule for pay grade K, associate director, and giving this position the \$5,000 increase for 2014.

Sara stated that the cost of recommended increases falls within the amounts budgeted for 2014.

Kari asked what the gap was between the highest and lowest paid managers. Sara responded the gap is close to \$20,000 and would grow wider if all received the same percentage increase.

Steve expressed his concern about the Indianapolis and Allen County public libraries being included in the list of benchmark libraries, because of the difference in population served and number of branches. Sara responded that she understood that these libraries were larger. She endeavored to match the comparable jobs. For example, she compared our branch manager, who supervises 12 employees with the manager of a large branch (10 or more employees) at Allen County and Indianapolis public libraries.

Sara stated that the gaps in the salary comparisons were similar to those Paula Singer presented in 2009.

Steve asked Sara to remove Indianapolis and Allen County numbers and share the benchmarks.

Steve asked how many managers would get a \$5,000 increase. Sara responded six.

Steve also asked Sara if she figured in the larger PERF and FICA contributions that would follow the salary increases. Gary responded no. He will supply before the Board meeting.

Steve asked how many managers we have lost over the last few years. Sara responded that we haven't lost that many.

Steve said the bottom line to him was the cost. He asked Sara to prepare detailed figures for the Board.

Kyle mentioned that, in the library and across the country, there is a huge age gap among our staff (from baby boomers, to middle-age group, to our younger staff). Trying to find quality managers who have the skills and experience we need will get harder and harder.

Sara said we are still not addressing the complete gap, but this is what we can afford at this point.

Steve suggested including the libraries in Columbus, Richmond, Anderson, and Marion. Sara responded that Columbus and the other libraries were quite a bit smaller and not good benchmarks.

Valerie stated that our usage is much greater than many libraries, too. Sara responded that we are very fortunate to be in this well-educated, supportive community.



John asked if we shared total compensation information with staff. Kyle responded that staff can go into their accounts in the payroll system to see this information.

Steve reminded Kyle that the Board expressed a desire to see that staff were given a piece of paper that indicated their salary, their benefits, and added the totals for a year. This was to be given to staff each year. Kyle said she has not done that since the information became available to them through the payroll system. Steve said it might have more impact if we would do this again. John agreed with Steve, that staff should see a year of information each year. Sara reminded the Board that other libraries have similar benefits.

### **CATS 2014 Agreements with the City of Bloomington**

Michael White presented the agreements. Michael explained the operating agreement includes a 2.6% increase.

Sara noted that changes in the public, education and government channel programming agreement are highlighted in the agreement and are minor.

John asked Michael if he knew if Monroe County was concerned with CATS funding going forward. Michael responded he thinks we have hit “peak cable.” Franchise fees to the County went down in 2012 about 0.75%, while City and Town revenues climbed 7%.

### **CATS 2014 Agreement with Town of Ellettsville**

There was no discussion about the Town agreement.

### **2014 Fee Schedule**

Gary Lettelleir presented the 2014 fee schedule. The Board made a change in August. We are not recommending any changes this time.

Valerie wondered about the meeting room clean-up fee and how often the library has assessed it. Sara said she believed a recent group left the Auditorium in a mess and was assessed, and that was the only one of which she was aware.

Kari asked about color copiers and if they are gone. Marilyn responded we have colored printers and scanners, but not color copiers.

### **Resolution to Permit Transfer from LIRF to Cover Potential Late Tax Settlement**

Gary Lettelleir presented the resolution, which will allow the library to borrow LIRF funds if the tax settlement is not received in a timely manner. The Auditor has assured the library that it should receive 95% by the end of the year.

**Public Comment**

There was no public comment.

Valerie asked for a motion to adjourn the meeting.

John moved to adjourn. Fred seconded. The vote was unanimous.

**Adjournment**

The meeting adjourned at 6:31 p.m.

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Executive Session  
Wednesday, December 11, 2013**

**MINUTES**

Present: Valerie Merriam, Kari Hartig, Stephen Moberly, Melissa Pogue, Fred Risinger, John Walsh

Also attending for the opening minutes: Kyle Wickemeyer-Hardy

Valerie Merriam called the Executive Session to order immediately following the Board Work Session at 6:45.

The Board discussed a job performance evaluation of an individual employee, as provided in IC 5-14-1.5-6.1(9).

The session was adjourned at 7:10.

**MONROE COUNTY PUBLIC LIBRARY**

**\*Check Summary Register©**

**November 15, 2013 to December 12, 2013**

<b>Name</b>	<b>Check Date</b>	<b>Check Amt</b>	
<b>06500 FIFTH THIRD CHECKING</b>			
Paid Chk# 004995	COMCAST	11/18/2013	\$15.80 CABLE EQUIP. RENTAL
Paid Chk# 004996	MIDWEST PRESORT SERVICE	11/18/2013	\$315.10 POSTAGE SERVICES
Paid Chk# 004997	RICOH USA, INC.	11/18/2013	\$45.12 BLK PRINT CARTRIDGE
Paid Chk# 004998	TELECOM RESOURCES, INC.	11/18/2013	\$2,625.00 PHASE 1 PHONE CONSULTANT
Paid Chk# 004999	AMERICAN UNITED LIFE INS. CO.	11/21/2013	\$1,396.32 403b TSA-AUL W/H
Paid Chk# 005000	AT&T (OK)	11/21/2013	\$83.02 TELEPHONE
Paid Chk# 005001	CLEVELAND PUBLIC LIBRARY	11/21/2013	\$10.00 ILL FEE
Paid Chk# 005002	COLLEEN E. KERWIN	11/21/2013	\$50.00 FD/CHILD-PERFORMANCE
Paid Chk# 005003	DANIEL HOSLER	11/21/2013	\$26.96 STAFF DAY PURCHASES
Paid Chk# 005004	DEPARTMENT OF HOMELAND	11/21/2013	\$480.00 4 ELEVATOR PERMITS
Paid Chk# 005005	JPMORGAN CHASE BANK, NA	11/21/2013	\$4,339.24 VARIOUS
Paid Chk# 005006	MICHELLE ORR	11/21/2013	\$27.95 REFUND ON LOST ITEM
Paid Chk# 005007	MORGAN STILLMAN	11/21/2013	\$50.00 FD/CHILD-PERFORMANCE
Paid Chk# 005008	NOLAN'S LAWN CARE SERVICE	11/21/2013	\$1,238.30 LAWN SERVICES
Paid Chk# 005009	OCLC, INC.	11/21/2013	\$3,353.13 MONTHLY OCLC
Paid Chk# 005010	SARAH BOWMAN	11/21/2013	\$30.00 FD/ADULT-GIFT CARDS
Paid Chk# 005011	VERIZON WIRELESS	11/21/2013	\$209.28 CELL PHONE
Paid Chk# 005012	AT&T (IL)	11/26/2013	\$1,267.94 TELEPHONE
Paid Chk# 005013	AT&T MOBILITY	11/26/2013	\$248.83 CELL PHONES
Paid Chk# 005014	DARCI HAWXHURST	11/26/2013	\$75.00 NOV. TUTOR TRAINING/VITAL
Paid Chk# 005015	DUKE ENERGY	11/26/2013	\$1,543.37 ELECTRICITY
Paid Chk# 005016	ELKHART PUBLIC LIBRARY	11/26/2013	\$27.99 SECRETS OF THE KORAN/ILL
Paid Chk# 005017	GIBSON TELDATA, INC.	11/26/2013	\$723.05 MAINT. CONTRACT 9/1 - 12/31/13
Paid Chk# 005018	JARED CHEEK	11/26/2013	\$59.28 GASOLINE FOR OUTREACH VAN
Paid Chk# 005019	MIDWEST PRESORT SERVICE	11/26/2013	\$290.13 POSTAGE SERVICES
Paid Chk# 005020	REPUBLIC SERVICES #694	11/26/2013	\$210.00 TRASH SERVICE
Paid Chk# 005021	RONALD NELSON GREENE	11/26/2013	\$3,147.50 RE-UPHOLSTERY OF CHAIRS
Paid Chk# 005022	VECTREN ENERGY DELIVERY	11/26/2013	\$187.59 NATURAL GAS
Paid Chk# 005023	YP	11/26/2013	\$171.00 PHONE LISTINGS
Paid Chk# 005024	ADP, INC.	12/3/2013	\$13.69 BACKGROUND CHECKS
Paid Chk# 005025	AVCAFE	12/3/2013	\$1,079.89 NONPRINT
Paid Chk# 005026	BAKER & TAYLOR BOOKS	12/3/2013	\$20,746.14 BOOKS
Paid Chk# 005027	BERRY	12/3/2013	\$66.05 PHONE LISTINGS
Paid Chk# 005028	BIBLIOTHECA ITG, LLC	12/3/2013	\$359.00 SMARTLABELS
Paid Chk# 005029	BLACKSTONE AUDIO, INC.	12/3/2013	\$100.00 NONPRINT
Paid Chk# 005030	BUNGER & ROBERTSON, LLP	12/3/2013	\$840.00 LEGAL SERVICES
Paid Chk# 005031	CDW GOVERNMENT, INC.	12/3/2013	\$127.24 IS SPLS
Paid Chk# 005032	CENTER POINT LARGE PRINT	12/3/2013	\$216.90 BOOKS
Paid Chk# 005033	CITGO	12/3/2013	\$592.88 FUEL
Paid Chk# 005034	EBSCO	12/3/2013	\$26,645.58 PERIODICALS
Paid Chk# 005035	ELIZA S. GOEHL	12/3/2013	\$27.95 REFUND ON LOST ITEM
Paid Chk# 005036	FAMILY ROOTS PUBLISHING CO.	12/3/2013	\$13.75 BOOKS
Paid Chk# 005037	FINDAWAY WORLD, LLC	12/3/2013	\$63.14 NONPRINT
Paid Chk# 005038	GALE/CENGAGE LEARNING	12/3/2013	\$1,982.43 BOOKS
Paid Chk# 005039	GEARB/AMAZON	12/3/2013	\$4,451.11 BOOKS
Paid Chk# 005040	GLOBAL GOV/ED SOLUTIONS INC	12/3/2013	\$7,735.00 15 HP DESKTOP WORKSTATIONS - R
Paid Chk# 005041	IMAGING OFFICE SYSTEMS, INC.	12/3/2013	\$0.00 IN RM EQUIP. MAINT. CONTRACT
Paid Chk# 005042	INDIANA CHAMBER OF	12/3/2013	\$156.95 BOOKS
Paid Chk# 005043	INDIANA COVERED BRIDGE	12/3/2013	\$10.00 ANNUAL DUES
Paid Chk# 005044	JULIE KINSER	12/3/2013	\$38.24 MILEAGE BETWEEN ELL. & MAIN
Paid Chk# 005045	LOWE'S	12/3/2013	\$205.20 BLDG SPLS.
Paid Chk# 005046	MANGO LANGUAGES	12/3/2013	\$7,534.80 DATABASES
Paid Chk# 005047	MEGHAN VON HOLT	12/3/2013	\$22.49 REFUND ON LOST ITEM
Paid Chk# 005048	MIDWEST PRESORT SERVICE	12/3/2013	\$535.67 POSTAGE SERVICES

**MONROE COUNTY PUBLIC LIBRARY**

**\*Check Summary Register©**

**November 15, 2013 to December 12, 2013**

<b>Name</b>	<b>Check Date</b>	<b>Check Amt</b>	
Paid Chk# 005049	MIDWEST TAPE	12/3/2013	\$15,576.75 NONPRINT
Paid Chk# 005050	POLARIS LIBRARY SYSTEMS, INC	12/3/2013	\$750.00 INSTALL TRAINNING SERVER UPGRADE
Paid Chk# 005051	PROQUEST LLC	12/3/2013	\$7,195.00 RENEWAL/DATABASES
Paid Chk# 005052	RANDOM HOUSE, INC.	12/3/2013	\$140.90 NONPRINT
Paid Chk# 005053	RECORDED BOOKS, LLC	12/3/2013	\$462.70 NONPRINT
Paid Chk# 005054	REGENT BOOK COMPANY	12/3/2013	\$25.24 BOOKS
Paid Chk# 005055	SCHOLASTIC LIBRARY	12/3/2013	\$3,837.00 DATABASES
Paid Chk# 005056	SMITHVILLE	12/3/2013	\$1,825.00 MONTHLY INTERNET SERVICE
Paid Chk# 005057	STANDARD & POOR'S LLC	12/3/2013	\$450.51 BOOKS
Paid Chk# 005058	STEWART ELECTRIC SUPPLY	12/3/2013	\$1,121.12 LIGHT BULBS
Paid Chk# 005059	TANTOR MEDIA	12/3/2013	\$166.23 NONPRINT
Paid Chk# 005060	TASC	12/3/2013	\$865.00 FSA/COBRA RENEWAL & FEES
Paid Chk# 005061	THE HERALD-TIMES, INC.	12/3/2013	\$2,304.30 NEWSPAPERS
Paid Chk# 005062	THE NEW YORK TIMES	12/3/2013	\$2,510.12 11/16/13-11/14/14 PERIODICALS
Paid Chk# 005063	THE WEEK	12/3/2013	\$69.97 PERIODICALS
Paid Chk# 005064	TUMBLEWEED PRESS INC.	12/3/2013	\$1,794.40 E-BOOKS
Paid Chk# 005065	WESTON WOODS STUDIOS	12/3/2013	\$101.85 NONPRINT
Paid Chk# 005066	WORLD BOOK DIRECT	12/3/2013	\$38.90 BOOKS
Paid Chk# 005067	ADZOOKS	12/10/2013	\$825.00 FD/CHILD-PERFORMANCES
Paid Chk# 005068	AFSCME COUNCIL 62	12/10/2013	\$1,280.69 UNION DUES W/H
Paid Chk# 005069	AMERICAN UNITED LIFE INS. CO.	12/10/2013	\$1,627.63 403b TSA-AUL W/H
Paid Chk# 005070	ANTHEM BLUE CROSS BLUE	12/10/2013	\$50,607.35 DEC '11 HEALTH INS.
Paid Chk# 005071	AT&T (IL)	12/10/2013	\$387.88 4 DEDICATED LINES
Paid Chk# 005072	AYANA O. SMITH	12/10/2013	\$23.99 REFUND ON LOST ITEM
Paid Chk# 005073	BETHANY TERRY	12/10/2013	\$539.90 FD/VITAL-FOOD & SPLS
Paid Chk# 005074	CITY OF BLOOMINGTON UTILITIE	12/10/2013	\$1,055.40 WATER & SEWER
Paid Chk# 005075	COLONIAL LIFE	12/10/2013	\$551.52 DEC. '13 OTHER INS.
Paid Chk# 005076	DAWN M. CAMPBELL	12/10/2013	\$27.93 REFUND ON LOST ITEM
Paid Chk# 005077	DUKE ENERGY	12/10/2013	\$25,386.73 ELECTRICITY
Paid Chk# 005078	ELLETTSVILLE UTILITIES	12/10/2013	\$235.72 WATER & SEWER
Paid Chk# 005079	GLHEC	12/10/2013	\$301.20 GARNISHMENT W/H
Paid Chk# 005080	GUARDIAN LIFE INS. CO.	12/10/2013	\$7,422.67 DEC. '13 DENTAL, VISION, STD, & LIFE INS.
Paid Chk# 005081	INDIANA LIBRARY FEDERATION	12/10/2013	\$0.00 2014 TRUSTEE DUES
Paid Chk# 005082	JENNIFER KELLAMS	12/10/2013	\$15.00 FD/NEW EMPLOYEE RECEPTION
Paid Chk# 005083	LEGAL SHIELD	12/10/2013	\$71.76 PREPAID LEGAL W/H
Paid Chk# 005084	LISA D. BRUNS	12/10/2013	\$200.00 FD/CHILD-PERFORMANCES
Paid Chk# 005085	MARC J. TSCHIDA	12/10/2013	\$32.69 FD/NONPROFIT PROGRAM SPLS
Paid Chk# 005086	MARY FRASIER	12/10/2013	\$21.26 FD/CHILD SPLS
Paid Chk# 005087	MONROE COUNTY YMCA	12/10/2013	\$127.42 YMCA W/H
Paid Chk# 005088	PENNY GILLIE	12/10/2013	\$16.97 FD/ELL SPLS
Paid Chk# 005089	SARAH BOWMAN	12/10/2013	\$122.11 FD/ADULT SPLS
Paid Chk# 005090	SMITHVILLE	12/10/2013	\$174.74 TELEPHONE
Paid Chk# 005091	UNIQUE MANAGEMENT	12/10/2013	\$1,378.30 COLLECTION AGENCY/CIRC
Paid Chk# 005092	UNITED WAY	12/10/2013	\$174.00 UNITED WAY W/H
Paid Chk# 005093	VERIZON WIRELESS	12/10/2013	\$120.05 BKM DATA LINES
Paid Chk# 005094	3M	12/12/2013	\$23,935.69 E-BOOKS
Paid Chk# 005095	ALL-PHASE ELECTRIC SUPPLY	12/12/2013	\$202.15 LIGHT BULBS
Paid Chk# 005096	AVCAFE	12/12/2013	\$850.67 NONPRINT
Paid Chk# 005097	B & H PHOTO-VIDEO	12/12/2013	\$7,675.42 EQUIPMENT
Paid Chk# 005098	BAKER & TAYLOR BOOKS	12/12/2013	\$11,964.10 BOOKS
Paid Chk# 005099	BLACKSTONE AUDIO, INC.	12/12/2013	\$50.00 NONPRINT
Paid Chk# 005100	BLOOMINGTON CAR WASH	12/12/2013	\$75.00 VEHICLE MAINT.
Paid Chk# 005101	BUNGER & ROBERTSON, LLP	12/12/2013	\$525.00 LEGAL SERVICES
Paid Chk# 005102	CARMICHAEL TRUCK &	12/12/2013	\$133.83 BKM REPAIR
Paid Chk# 005103	CINTAS CORPORATION	12/12/2013	\$359.86 FIRST-AID SPLS

**MONROE COUNTY PUBLIC LIBRARY**

**\*Check Summary Register©**

**November 15, 2013 to December 12, 2013**

	<b>Name</b>	<b>Check Date</b>	<b>Check Amt</b>	
Paid Chk#	005104 DATA MEDIA PRODUCTS, INC.	12/12/2013	\$7,557.41	VIDEOTAPE
Paid Chk#	005105 DEMCO, INC.	12/12/2013	\$194.14	CATALOGING SPLS/A-V
Paid Chk#	005106 DUNCAN SUPPLY COMPANY,	12/12/2013	\$114.13	BLDG SPLS
Paid Chk#	005107 ELLETTSVILLE TRUE VALUE	12/12/2013	\$133.33	BLDG SPLS
Paid Chk#	005108 FINDAWAY WORLD, LLC	12/12/2013	\$1,588.28	NONPRINT
Paid Chk#	005109 FREEDOM BUSINESS	12/12/2013	\$2,801.32	CARTRIDGES
Paid Chk#	005110 GALE/CENGAGE LEARNING	12/12/2013	\$812.58	BOOKS
Paid Chk#	005111 GE CAPITAL INFORMATION	12/12/2013	\$50.93	COPIER RENTAL/VITAL
Paid Chk#	005112 HIGH SPEED TIRE &	12/12/2013	\$15.00	VEHICLE REPAIR
Paid Chk#	005113 HP PRODUCTS	12/12/2013	\$2,106.66	CLEANING SPLS
Paid Chk#	005114 INNOVATIVE LABEL TECH., INC.	12/12/2013	\$874.91	CATALOGING SPLS/BOOKS
Paid Chk#	005115 JANET A. PIERSON	12/12/2013	\$500.00	MATH TUTOR COORDINATOR
Paid Chk#	005116 JIM GORDON, INC	12/12/2013	\$72.71	COPIERS MONTHLY MAINT.
Paid Chk#	005117 KLEINDORFER'S HDWE	12/12/2013	\$152.38	BLDG SPLS
Paid Chk#	005118 KOORSEN FIRE & SECURITY,	12/12/2013	\$1,595.45	BLDG SERVICES
Paid Chk#	005119 LEGAL DIRECTORIES	12/12/2013	\$67.00	BOOKS
Paid Chk#	005120 LOGISTECH, INC.	12/12/2013	\$438.33	BOOKS
Paid Chk#	005121 MENARDS - BLOOMINGTON	12/12/2013	\$259.51	BLDG SPLS
Paid Chk#	005122 MIDWEST TAPE	12/12/2013	\$10,465.34	NONPRINT
Paid Chk#	005123 MONROE CTY PUBLIC LIBRARY-	12/12/2013	\$107,000.00	SEMI-ANNUAL LIRF TRANSFER
Paid Chk#	005124 MUSICIAN'S FRIEND	12/12/2013	\$229.90	EQUIP. REPAIR
Paid Chk#	005125 NAPA AUTO PARTS	12/12/2013	\$41.16	OIL, LUBRICATES, ETC.
Paid Chk#	005126 NATURE'S WAY, INC.	12/12/2013	\$85.00	BLDG SERVICES
Paid Chk#	005127 OCLC, INC.	12/12/2013	\$3,292.69	OCLC
Paid Chk#	005128 OVERDRIVE, INC.	12/12/2013	\$10,000.00	E-BOOKS
Paid Chk#	005129 B,B & C POW PEST CONTROL,	12/12/2013	\$84.00	TRASH SERVICE
Paid Chk#	005130 PROQUEST LLC	12/12/2013	\$3,535.00	DATABASES
Paid Chk#	005131 QUILL CORPORATION	12/12/2013	\$1,208.24	PAPER
Paid Chk#	005132 RANDOM HOUSE, INC.	12/12/2013	\$78.45	NONPRINT
Paid Chk#	005133 RECORDED BOOKS, LLC	12/12/2013	\$827.90	NONPRINT
Paid Chk#	005134 SAM'S CLUB	12/12/2013	\$338.26	CLEANING SPLS
Paid Chk#	005135 SHOWCASES	12/12/2013	\$462.24	CATALOGING SPLS/A-V
Paid Chk#	005136 STANLEY CONVERGENT	12/12/2013	\$3,536.94	SEMI-ANNUAL MAINT. CONTRACT
Paid Chk#	005137 STANSIFER RADIO COMPANY	12/12/2013	\$154.63	BLDG SPLS
Paid Chk#	005138 THE AWARDS CENTER	12/12/2013	\$113.00	NEWMAN AWARD PLAQUE
Paid Chk#	005139 THE ELLETTSVILLE JOURNAL	12/12/2013	\$30.59	PUBLICATION
Paid Chk#	005140 THE HERALD-TIMES, INC.	12/12/2013	\$227.70	ADVERTISING
Paid Chk#	005141 THE HUNTINGTON NATIONAL	12/12/2013	\$250.00	BOND PAYING AGENT FEE 12/1/13-11/30/14
Paid Chk#	005142 THE PRODUCTION HOUSE	12/12/2013	\$4,040.00	DIGITIZATION
Paid Chk#	005143 THOMSON REUTERS - WEST	12/12/2013	\$610.00	BOOKS
Paid Chk#	005144 UPSTART	12/12/2013	\$57.00	FD/CHILDRENS BOOKMARK
Paid Chk#	005145 WFHB	12/12/2013	\$2,500.00	NEWS PROGRAM/4TH QTR. PYMT
Paid Chk#	005146 WORLD BOOK, INC.	12/12/2013	\$2,757.00	BOOKS
		<b>Total Checks</b>	<b>\$444,804.73</b>	

MONROE COUNTY PUBLIC LIBRARY  
CHECKING ACCOUNTS  
11/15/13 - 12/12/13

Fifth Third Checking Account/Check Register Total	\$444,804.73
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (Dec. '13)	731.33
Fifth Third Checking-Monthly Service Charge (Dec. '13)	51.75
Add: Payrolls	
Vouchers 11/15/13 Payroll (ECI)	116,961.62
Electronic transfer (ECI) employee/employer taxes	44,860.17
Electronic transfer (ECI) employee "HSA"	2,393.55
Electronic transfer (ECI) employer "HSA"	442.50
Electronic PERF pymt. 11/18/13	16,887.94
Electronic transfer 11/19/13 (TASC) employee "FSA"	528.45
Vouchers 11/29/13 Payroll (ECI)	118,710.38
Electronic transfer (ECI) employee/employer taxes	45,017.13
Electronic transfer (ECI) employee "HSA"	2,393.55
Electronic PERF pymt. 10/02/13	17,037.59
Electronic transfer 12/03/13 (TASC) employee "FSA"	528.45
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	\$811,349.14

ck #5005

**ACCOUNTS PAYABLE VOUCHER**

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

<p style="text-align: center;">Payee</p> <p>JPMORGAN CHASE BANK, NA</p> <p>PALATINE, IL 60094-4016</p>	<p style="text-align: right;">Claim 23415</p> <p>Purchase Order No. 0</p> <p>Terms</p> <p>Date Due</p>
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Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
10/18/2013		E020-016-23500 AMAZON/VIDEO MAT'LS	\$146.97
10/22/2013		E020-016-23500 L-COM GLOBAL/VIDEO MAT'LS	\$259.04
10/15/2013		E001-018-45300 KUMKUM/NONPRINT	\$24.95
10/15/2013		E001-018-45300 SMALL WORLD TOYS/NONPRINT	\$222.64
10/17/2013		E001-018-45300 AMAZON/NONPRINT	\$52.97
10/17/2013		E001-018-45300 IDEOGRAM MEDIA/SALES TAX REFUND	(\$4.79)
10/18/2013		E019-018-45100 RANCHO/PATRON REQUEST/ADULT BKS	\$32.95
10/21/2013		E001-018-45100 YESASIA/BOOKS	\$923.83
10/23/2013		E001-018-45300 GUITARSTEVE/NONPRINT	\$10.00
10/29/2013		E001-018-45100 MILLENNIA/BOOKS	\$26.95
10/9/2013		E019-011-21350 HOBBY-LOBBY/FD-CHILD SPLS	\$74.65
11/3/2013		E019-011-21350 KROGER/FD-CHILD SPLS	\$2.76
10/6/2013		E019-010-21350 KROGER/FD-ADULT FOOD	\$13.94
10/7/2013		E019-010-21350 HOBBY-LOBBY/FD-TEEN SPLS	\$4.99
10/9/2013		E019-010-21350 FACTORY CARD/FD-ADULT SPLS	\$45.80
10/14/2013		E019-010-21350 KROGER/FD-NONPROFIT CENTRAL	\$17.84
10/15/2013		E019-010-21350 KROGER/FD-ADULT SPLS	\$48.73
10/15/2013		E019-010-21350 KROGER/FD-TEEN SPLS	\$11.09
10/17/2013		E019-010-32300 EXPEDIA/FD-LIB. VISITS/HOTEL	\$192.66
10/21/2013		E019-010-32300 CITY EVANSTON/FD-LIB. VISITS-PARKING	\$1.25
10/21/2013		E019-010-32300 ON THE SIDE/FD-LIB. VISITS-FOOD	\$2.17
10/21/2013		E019-010-32300 ON THE SIDE/FD-LIB. VISITS-FOOD	\$17.16
10/23/2013		E019-010-32300 HYATT/FD-LIB. VISITS-INTERNET	\$9.95
10/23/2013		E019-010-32300 HYATT/FD-LIB. VISIT-DRINK	\$5.28
10/22/2013		E019-010-32300 ALT THAI/FD-LIB. VISITS-FOOD	\$24.31
10/14/2013		E019-010-21350 BLU BOY CHOC/FD-NONPROFIT CENTRAL	\$32.05
10/4/2013		E001-019-23000 AMAZON/IS SPLS/KEYBOARD	\$68.10
10/7/2013		E026-019-44650 TECHSOUP/SOFTWARE	\$180.00
10/16/2013		E020-016-31600 DREAMHOST/CATS WEBSITE	\$49.90
10/22/2013		E001-019-31600 HOOTSUITE/FACEBOOK WEBSITE	\$9.99
10/21/2013		E019-004-21350 DOLRTREE/STAFF DAY SPLS	\$3.00
10/21/2013		E019-004-21350 4IMPRINT/STAFF DAY GIFTS	\$1,311.12
10/22/2013		E019-004-21350 DOLRTREE/STAFF DAY SPLS	\$23.00
10/22/2013		E019-004-21350 HOBBY-LOBBY/STAFF DAY SPLS	\$20.69
10/26/2013		E026-019-44650 APPLE ITUNES/EVERNOTE SOFTWARE	\$48.14
10/18/2013		E019-015-21350 KROGER/FD-VITAL SPLS	\$33.71
10/30/2013		E001-012-22500 US PLASTICS/CIRC SPLS	\$26.32
10/25/2013		E019-004-32300 HILTON GARDEN INN/STAFF DAY SPEAKER HOTEL	\$102.00
10/23/2013		E019-004-21350 BLU BOY CHOC/STAFF DAY GIFT	\$43.78
10/13/2013		E019-001-32400 AMER. LIB. ASSOC/FD-SARA-MTG.	\$17.81



10/13/2013		E019-001-32400 AMER. LIB. ASSOC/FD-SARA-MTG.	\$157.19
10/22/2013		E019-001-32300 DENISON PLAZA/FD-SARA-PARKING	\$22.00
10/21/2013		E019-001-32300 HOAGLIN/FD-SARA-FOOD	\$22.35
Total			\$4,339.24

VOUCHER NO. 23415      WARRANT NO. 5005

JPMORGAN CHASE BANK, NA

ALLOWED

IN THE SUM OF      \$      \$4,339.24

\$      \$4,339.24

ON ACCOUNT OF APPROPRIATION FO

COST DISTRIBUION LEDGER CLASSIFICATION  
IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND

Board/Council Member

Acct. No.	Account Title	Amount
	E020-016-23500	\$146.97
	E020-016-23500	\$259.04
	E001-018-45300	\$24.95
	E001-018-45300	\$222.64
	E001-018-45300	\$52.97
	E001-018-45300	(\$4.79)
	E019-018-45100	\$32.95
	E001-018-45100	\$923.83
	E001-018-45300	\$10.00
	E001-018-45100	\$26.95
	E019-011-21350	\$74.65
	E019-011-21350	\$2.76
	E019-010-21350	\$13.94
	E019-010-21350	\$4.99
	E019-010-21350	\$45.80
	E019-010-21350	\$17.84
	E019-010-21350	\$48.73
	E019-010-21350	\$11.09
	E019-010-32300	\$192.66
	E019-010-32300	\$1.25
	E019-010-32300	\$2.17
	E019-010-32300	\$17.16
	E019-010-32300	\$9.95
	E019-010-32300	\$5.28
	E019-010-32300	\$24.31
	E019-010-21350	\$32.05
	E001-019-23000	\$68.10
	E026-019-44650	\$180.00
	E020-016-31600	\$49.90
	E001-019-31600	\$9.99
	E019-004-21350	\$3.00
	E019-004-21350	\$1,311.12

## Financial Report Comments

Reports as of 11-30-13

Board Meeting Date 12/18/13

Monthly Budget Report:

The guideline for the portion of the annual budget spent after eleven months is 91.7% or eleven twelfths. The actual operating fund spending through November 30 is 87.4% of the annual total budget.

### **Summary Report**

**Employee Benefits** – 2013 (\$1,210,317) compared to 2012 (\$1,092,652). Last year the November Anthem premium was paid in November. This year the November premium was paid in October. PERF – encumbered amount (15,000) and change to monthly pay from quarterly pay (\$62,000). The total PERF difference from 2012 is about \$77,000 which is due to the change in the timing of the payments.

**Professional Services** - 2013 (\$282,561) compared to 2012 (\$234,930). 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 related to union contract negotiations account for about \$20,000 of the increase.

### **Monthly Budget Report**

**Building Repair** – 2013 (\$24,439) compared to 2012 (\$9,160). 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 BUDGET REPORT  
AS OF NOVEMBER 30, 2013

	2013 NOVEMBER	2012 NOVEMBER	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	20,453.96	20,052.93	163,631.75	177,208.00	118,123.42	13,576.25	92.3%	7.7%
1130 PROFESSIONAL/SUPERVISORS	63,598.22	57,954.92	482,652.08	505,886.00	458,543.34	23,233.92	95.4%	4.6%
1140 PROFESSIONAL ASSISTANTS	140,720.29	143,023.02	1,144,675.89	1,271,320.00	1,142,768.06	126,644.11	90.0%	10.0%
1150 SPECIALISTS & TECHNICIANS	87,214.49	95,623.78	743,868.67	845,151.00	741,844.11	101,282.33	88.0%	12.0%
1160 CLERICAL ASSISTANTS	53,169.80	47,624.29	392,401.51	434,725.00	379,962.11	42,323.49	90.3%	9.7%
1170 PAGES	26,911.53	26,744.44	222,879.77	240,720.00	221,616.16	17,840.23	92.6%	7.4%
1190 BUILDING MAINTENANCE	42,571.23	42,106.99	337,080.00	368,746.00	328,420.93	31,666.00	91.4%	8.6%
<b>TOTAL SALARIES</b>	<b>434,639.52</b>	<b>433,130.37</b>	<b>3,487,189.67</b>	<b>3,843,756.00</b>	<b>3,391,278.13</b>	<b>356,566.33</b>	<b>90.7%</b>	<b>9.3%</b>
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	25,623.47	25,476.36	205,346.06	237,765.00	199,610.33	32,418.94	86.4%	13.6%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
1230 EMPLOYER CONTRIBUTION/PERF	23,532.47	0.00	274,405.78	311,493.00	261,412.94	37,087.22	88.1%	11.9%
12301 ENCUMBERED PERF	0.00	0.00	15,335.99	15,535.99	0.00	200.00	98.7%	1.3%
1235 EMPLOYEE/PERF	7,059.71	0.00	82,321.45	93,448.00	20,958.18	11,126.55	88.1%	11.9%
1240 EMPLOYER CONT/INSURANCE	4,542.51	58,128.03	584,883.16	725,756.00	563,987.04	140,872.84	80.6%	19.4%
1250 EMPLOYER CONT/MEDICARE	5,992.62	5,958.18	48,024.51	55,636.00	46,683.13	7,611.49	86.3%	13.7%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>66,750.78</b>	<b>89,562.57</b>	<b>1,210,316.95</b>	<b>1,449,633.99</b>	<b>1,092,651.62</b>	<b>239,317.04</b>	<b>83.5%</b>	<b>16.5%</b>
OTHER WAGES								
1310 WORKSTUDY	0.00	2,004.15	1,782.46	3,100.00	4,734.88	1,317.54	57.5%	42.5%
1180 TEMPORARY STAFF	0.00	0.00	4,136.75	10,000.00	333.43	5,863.25	41.4%	58.6%
<b>TOTAL OTHER WAGES</b>	<b>0.00</b>	<b>2,004.15</b>	<b>5,919.21</b>	<b>13,100.00</b>	<b>5,068.31</b>	<b>7,180.79</b>	<b>45.2%</b>	<b>54.8%</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>501,390.30</b>	<b>524,697.09</b>	<b>4,703,425.83</b>	<b>5,306,489.99</b>	<b>4,488,998.06</b>	<b>603,064.16</b>	<b>88.6%</b>	<b>11.4%</b>
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
2110 OFFICIAL RECORDS	0.00	0.00	1,040.21	1,300.00	0.00	259.79	80.0%	20.0%
2120 STATIONERY & PRINTING	0.00	0.00	130.65	950.00	971.66	819.35	13.8%	86.2%
2130 OFFICE SUPPLIES	907.22	321.52	6,143.59	14,550.00	7,339.29	8,406.41	42.2%	57.8%
2135 GENERAL SUPPLIES	0.00	3.19	142.79	0.00	153.81	-142.79	#DIV/0!	#DIV/0!
2140 DUPLICATING	1,411.19	2,042.49	27,537.28	33,150.00	25,849.08	5,612.72	83.1%	16.9%
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>2,318.41</b>	<b>2,367.20</b>	<b>34,994.52</b>	<b>49,950.00</b>	<b>34,313.84</b>	<b>14,955.48</b>	<b>70.1%</b>	<b>29.9%</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 NOVEMBER 30, 2013

	2013 NOVEMBER	2012 NOVEMBER	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	1,753.88	1,692.77	30,899.56	37,200.00	31,403.83	6,300.44	83.1%	16.9%
2220 FUEL, OIL, & LUBRICANTS	582.46	535.99	7,307.09	10,000.00	7,315.22	2,692.91	73.1%	26.9%
2230 CATALOGING SUPPLIES-BOOKS	874.91	35.42	4,725.31	5,500.00	3,662.47	774.69	85.9%	14.1%
2240 A/V SUPPLIES-CATALOGING	0.00	20.75	1,996.90	10,150.00	3,726.01	8,153.10	19.7%	80.3%
2250 CIRCULATION SUPPLIES	121.23	2,995.23	27,997.92	37,750.00	31,014.53	9,752.08	74.2%	25.8%
2260 LIGHT BULBS	1,051.00	0.00	4,500.64	4,500.00	5,874.34	-0.64	100.0%	0.0%
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	79.96	0.00	1,414.55	5,900.00	1,794.27	4,485.45	24.0%	76.0%
<b>TOTAL OPERATING SUPPLIES</b>	<b>4,463.44</b>	<b>5,280.16</b>	<b>80,123.97</b>	<b>112,700.00</b>	<b>86,619.67</b>	<b>32,576.03</b>	<b>71.1%</b>	<b>28.9%</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>								
2300 IS SUPPLIES	68.10	0.00	4,866.06	6,600.00	3,345.39	1,733.94	73.7%	26.3%
2310 BUILDING MATERIALS & SUPPLIES	798.74	345.69	14,968.61	16,800.00	18,316.02	1,831.39	89.1%	10.9%
2320 PAINT & PAINTING SUPPLIES	0.00	67.97	194.21	400.00	289.79	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>866.84</b>	<b>413.66</b>	<b>20,028.88</b>	<b>23,800.00</b>	<b>21,951.20</b>	<b>3,771.12</b>	<b>84.2%</b>	<b>15.8%</b>
<b>TOTAL SUPPLIES</b>	<b>7,648.69</b>	<b>8,061.02</b>	<b>135,147.37</b>	<b>186,450.00</b>	<b>142,884.71</b>	<b>51,302.63</b>	<b>72.5%</b>	<b>27.5%</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	150.65	480.00	27,592.67	28,500.00	8,054.51	907.33	96.8%	3.2%
3140 BUILDING SERVICES	2,327.30	3,151.75	25,592.19	32,000.00	17,879.18	6,407.81	80.0%	20.0%
3150 MAINTENANCE CONTRACTS	3,870.64	47,670.50	117,055.94	134,100.00	127,751.78	17,044.06	87.3%	12.7%
3160 COMPUTER SERVICES (OCLC)	5,549.41	4,771.02	51,026.41	66,500.00	31,377.69	15,473.59	76.7%	23.3%
3170 ADMIN/ACCOUNTING SERVICES	2,498.78	3,314.01	35,120.45	44,100.00	35,188.00	8,979.55	79.6%	20.4%
3175 COLLECTION AGENCY SERVICES	0.00	0.00	15,102.60	24,000.00	14,678.00	8,897.40	62.9%	37.1%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>14,396.78</b>	<b>59,387.28</b>	<b>282,560.79</b>	<b>351,200.00</b>	<b>234,930.16</b>	<b>68,639.21</b>	<b>80.5%</b>	<b>19.5%</b>
<b>COMMUNICATION &amp; TRANSPORTATION</b>								
3210 TELEPHONE	2,357.95	2,245.23	29,206.39	30,900.00	26,388.38	1,693.61	94.5%	5.5%
3215 CABLE TV	4.74	0.00	47.73	0.00	0.00	-47.73	#DIV/0!	#DIV/0!
3220 POSTAGE	493.40	1,589.43	15,164.91	30,000.00	17,242.18	14,835.09	50.5%	49.5%
3230 TRAVEL EXPENSE	0.00	683.26	469.93	10,000.00	2,679.18	9,530.07	4.7%	95.3%
3240 PROFESSIONAL MTG. (OFF-SITE)	0.00	54.00	272.00	10,000.00	423.00	9,728.00	2.7%	97.3%
3250 CONTINUING ED. (ON-SITE)	0.00	1,925.15	2,410.00	10,000.00	8,778.68	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	0.00	0.00	1,243.14	1,450.00	998.81	206.86	85.7%	14.3%
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>2,856.09</b>	<b>6,497.07</b>	<b>52,314.10</b>	<b>95,850.00</b>	<b>69,510.23</b>	<b>43,535.90</b>	<b>54.6%</b>	<b>45.4%</b>

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

	2013 NOVEMBER	2012 NOVEMBER	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	0.00	0.00	1,475.43	2,750.00	1,065.07	1,274.57	53.7%	46.3%
3320 PRINTING	0.00	15.00	1,286.61	5,500.00	935.72	4,213.39	23.4%	76.6%
<b>TOTAL PRINTING &amp; ADVERTISING</b>	<b>0.00</b>	<b>15.00</b>	<b>2,762.04</b>	<b>8,250.00</b>	<b>2,000.79</b>	<b>5,487.96</b>	<b>33.5%</b>	<b>66.5%</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	187.59	156.54	2,217.13	3,100.00	1,653.12	882.87	71.5%	28.5%
3520 ELECTRICITY	22,594.58	18,961.51	271,347.54	292,000.00	257,675.97	20,652.46	92.9%	7.1%
3530 WATER	1,981.00	1,736.11	22,918.16	25,900.00	25,880.95	2,981.84	88.5%	11.5%
<b>TOTAL UTILITIES</b>	<b>24,763.17</b>	<b>20,854.16</b>	<b>296,482.83</b>	<b>321,000.00</b>	<b>285,210.04</b>	<b>24,517.17</b>	<b>92.4%</b>	<b>7.6%</b>
<b>REPAIR &amp; MAINTENANCE</b>								
3610 BUILDING REPAIR	0.00	4,008.00	24,439.31	19,000.00	9,160.45	-5,439.31	128.6%	-28.6%
3630 OTHER EQUIP/FURNITURE REPAIRS	3,294.85	1,084.70	7,933.18	10,200.00	6,835.99	2,266.82	77.8%	22.2%
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	128.43	0.00	7,771.43	8,300.00	5,888.80	528.57	93.6%	6.4%
3650 MATERIAL BINDING/REPAIR SERV.	0.00	0.00	1,325.72	3,000.00	2,083.29	1,674.28	44.2%	55.8%
<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>3,423.28</b>	<b>5,092.70</b>	<b>41,469.64</b>	<b>40,500.00</b>	<b>60,134.53</b>	<b>-969.64</b>	<b>102.4%</b>	<b>-2.4%</b>
<b>RENTALS</b>								
3710 REAL ESTATE RENTAL/PARKING	0.00	0.00	31,894.50	33,600.00	31,232.50	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>0.00</b>	<b>0.00</b>	<b>31,894.50</b>	<b>33,700.00</b>	<b>31,232.50</b>	<b>1,805.50</b>	<b>94.6%</b>	<b>5.4%</b>
<b>ELECTRONIC SERVICES</b>								
38450 DATABASES SERVICES	18,433.00	19,357.64	92,886.02	91,701.00	66,147.11	-1,185.02	101.3%	-1.3%
38460 E-BOOKS SERVICES	5,000.00	0.00	37,257.20	73,418.00	19,150.00	36,160.80	50.7%	49.3%
<b>TOTAL ELECTRONIC SERVICES</b>	<b>23,433.00</b>	<b>19,357.64</b>	<b>130,143.22</b>	<b>165,119.00</b>	<b>85,297.11</b>	<b>34,975.78</b>	<b>78.8%</b>	<b>21.2%</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	196,166.67	214,000.00	0.00	17,833.33	91.7%	8.3%
3945 TRANSFER TO ANOTHER FUND (R.DAY)	0.00	16,666.67	0.00	0.00	183,333.33	0.00	#DIV/0!	#DIV/0!
3950 EDUCATIONAL SERV/LICENSING	0.00	0.00	1,443.75	3,400.00	2,493.75	1,956.25	42.5%	57.5%
<b>TOTAL OTHER CHARGES</b>	<b>17,833.33</b>	<b>16,666.67</b>	<b>204,710.42</b>	<b>227,280.00</b>	<b>192,903.06</b>	<b>22,569.58</b>	<b>90.1%</b>	<b>9.9%</b>
<b>TOTAL OTHER SERVICES/CHARGES</b>	<b>86,705.65</b>	<b>127,870.52</b>	<b>1,106,090.54</b>	<b>1,303,999.00</b>	<b>1,020,011.42</b>	<b>197,908.46</b>	<b>84.8%</b>	<b>15.2%</b>

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

	2013 NOVEMBER	2012 NOVEMBER	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	235.00	6,236.55	0.00	1,347.95	-6,236.55	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	0.00	2,989.00	4,081.73	16,000.00	7,610.10	11,918.27	25.5%	74.5%
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	4,075.00	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>3,224.00</b>	<b>10,318.28</b>	<b>16,000.00</b>	<b>14,544.93</b>	<b>5,681.72</b>	<b>64.5%</b>	<b>35.5%</b>
OTHER CAPITAL OUTLAY								
4510 BOOKS	23,887.01	46,192.16	535,861.03	594,454.00	553,154.62	58,592.97	90.1%	9.9%
4520 PERIODICALS & NEWSPAPERS	3.00	0.00	7,491.96	41,042.00	7,078.42	33,550.04	18.3%	81.7%
4530 NONPRINT MATERIALS	14,856.39	20,306.67	332,292.17	369,585.00	348,314.16	37,292.83	89.9%	10.1%
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>38,746.40</b>	<b>66,498.83</b>	<b>875,645.16</b>	<b>1,005,081.00</b>	<b>908,547.20</b>	<b>129,435.84</b>	<b>87.1%</b>	<b>12.9%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>38,746.40</b>	<b>69,722.83</b>	<b>885,963.44</b>	<b>1,021,081.00</b>	<b>923,092.13</b>	<b>135,117.56</b>	<b>86.8%</b>	<b>13.2%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>634,491.04</b>	<b>730,351.46</b>	<b>6,830,627.18</b>	<b>7,818,019.99</b>	<b>6,574,986.32</b>	<b>987,392.81</b>	<b>87.4%</b>	<b>12.6%</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 SUMMARY OF BUDGET CATEGORIES  
AS OF NOVEMBER 30, 2013  
ELEVEN MONTHS = 91.6%

	2013 NOVEMBER	2012 NOVEMBER	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	434,639.52	433,130.37	3,487,189.67	3,843,756.00	3,391,278.13	356,566.33	90.7%	9.3%
EMPLOYEE BENEFITS	66,750.78	89,562.57	1,210,316.95	1,449,633.99	1,092,651.62	239,317.04	83.5%	16.5%
OTHER WAGES	0.00	2,004.15	5,919.21	13,100.00	5,068.31	7,180.79	45.2%	54.8%
TOTAL PERSONNEL SERVICES	<u>501,390.30</u>	<u>524,697.09</u>	<u>4,703,425.83</u>	<u>5,306,489.99</u>	<u>4,488,998.06</u>	<u>603,064.16</u>	<u>88.6%</u>	<u>11.4%</u>
SUPPLIES								
OFFICE SUPPLIES	2,318.41	2,367.20	34,994.52	49,950.00	34,313.84	14,955.48	70.1%	29.9%
OPERATING SUPPLIES	4,463.44	5,280.16	80,123.97	112,700.00	86,619.67	32,576.03	71.1%	28.9%
REPAIR & MAINT. SUPPLIES	866.84	413.66	20,028.88	23,800.00	21,951.20	3,771.12	84.2%	15.8%
TOTAL SUPPLIES	<u>7,648.69</u>	<u>8,061.02</u>	<u>135,147.37</u>	<u>186,450.00</u>	<u>142,884.71</u>	<u>51,302.63</u>	<u>72.5%</u>	<u>27.5%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	14,396.78	59,387.28	282,560.79	351,200.00	234,930.16	68,639.21	80.5%	19.5%
COMMUNICATION & TRANSPORTATION	2,856.09	6,497.07	52,314.10	95,850.00	69,510.23	43,535.90	54.6%	45.4%
PRINTING & ADVERTISING	0.00	15.00	2,762.04	8,250.00	2,000.79	5,487.96	33.5%	66.5%
INSURANCE	0.00	0.00	63,753.00	61,100.00	58,793.00	-2,653.00	104.3%	-4.3%
UTILITIES	24,763.17	20,854.16	296,482.83	321,000.00	285,210.04	24,517.17	92.4%	7.6%
REPAIR & MAINTENANCE	3,423.28	5,092.70	41,469.64	40,500.00	60,134.53	-969.64	102.4%	-2.4%
RENTALS	0.00	0.00	31,894.50	33,700.00	31,232.50	1,805.50	94.6%	5.4%
ELECTRONIC SERVICES	23,433.00	19,357.64	130,143.22	165,119.00	85,297.11	34,975.78	78.8%	21.2%
OTHER CHARGES	17,833.33	16,666.67	204,710.42	227,280.00	192,903.06	22,569.58	90.1%	9.9%
TOTAL OTHER SERVICES & CHARGES	<u>86,705.65</u>	<u>127,870.52</u>	<u>1,106,090.54</u>	<u>1,303,999.00</u>	<u>1,020,011.42</u>	<u>197,908.46</u>	<u>84.8%</u>	<u>15.2%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	0.00	3,224.00	10,318.28	16,000.00	14,544.93	5,681.72	64.5%	35.5%
OTHER CAPITAL OUTLAY	38,746.40	66,498.83	875,645.16	1,005,081.00	908,547.20	129,435.84	87.1%	12.9%
TOTAL CAPITAL OUTLAY	<u>38,746.40</u>	<u>69,722.83</u>	<u>885,963.44</u>	<u>1,021,081.00</u>	<u>923,092.13</u>	<u>135,117.56</u>	<u>86.8%</u>	<u>13.2%</u>
TOTAL OPERATING EXPENDITURES	<u><u>634,491.04</u></u>	<u><u>730,351.46</u></u>	<u><u>6,830,627.18</u></u>	<u><u>7,818,019.99</u></u>	<u><u>6,574,986.32</u></u>	<u><u>987,392.81</u></u>	<u><u>87.4%</u></u>	<u><u>12.6%</u></u>

2012 BUDGET  
%USED IN 2012  
7,641,343.13  
86.0%

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

	2013 NOVEMBER	2012 NOVEMBER	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	20,453.96	20,052.93	163,631.75	177,208.00	118,123.42	13,576.25	92.3%	7.7%
1130 PROFESSIONAL/SUPERVISORS	63,598.22	57,954.92	482,652.08	505,886.00	458,543.34	23,233.92	95.4%	4.6%
1140 PROFESSIONAL ASSISTANTS	140,720.29	143,023.02	1,144,675.89	1,271,320.00	1,142,768.06	126,644.11	90.0%	10.0%
1150 SPECIALISTS & TECHNICIANS	87,214.49	95,623.78	743,868.67	845,151.00	741,844.11	101,282.33	88.0%	12.0%
1160 CLERICAL ASSISTANTS	53,169.80	47,624.29	392,401.51	434,725.00	379,962.11	42,323.49	90.3%	9.7%
1170 PAGES	26,911.53	26,744.44	222,879.77	240,720.00	221,616.16	17,840.23	92.6%	7.4%
1190 BUILDING MAINTENANCE	42,571.23	42,106.99	337,080.00	368,746.00	328,420.93	31,666.00	91.4%	8.6%
<b>TOTAL SALARIES</b>	<b>434,639.52</b>	<b>433,130.37</b>	<b>3,487,189.67</b>	<b>3,843,756.00</b>	<b>3,391,278.13</b>	<b>356,566.33</b>	<b>90.7%</b>	<b>9.3%</b>
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	25,623.47	25,476.36	205,346.06	237,765.00	199,610.33	32,418.94	86.4%	13.6%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
1230 EMPLOYER CONTRIBUTION/PERF	23,532.47	0.00	274,405.78	311,493.00	261,412.94	37,087.22	88.1%	11.9%
12301 ENCUMBERED PERF	0.00	0.00	15,335.99	15,535.99	0.00	200.00	98.7%	1.3%
1235 EMPLOYEE/PERF	7,059.71	0.00	82,321.45	93,448.00	20,958.18	11,126.55	88.1%	11.9%
1240 EMPLOYER CONT/INSURANCE	4,542.51	58,128.03	584,883.16	725,756.00	563,987.04	140,872.84	80.6%	19.4%
1250 EMPLOYER CONT/MEDICARE	5,992.62	5,958.18	48,024.51	55,636.00	46,683.13	7,611.49	86.3%	13.7%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>66,750.78</b>	<b>89,562.57</b>	<b>1,210,316.95</b>	<b>1,449,633.99</b>	<b>1,092,651.62</b>	<b>239,317.04</b>	<b>83.5%</b>	<b>16.5%</b>
OTHER WAGES								
1310 WORKSTUDY	0.00	2,004.15	1,782.46	3,100.00	4,734.88	1,317.54	57.5%	42.5%
1180 TEMPORARY STAFF	0.00	0.00	4,136.75	10,000.00	333.43	5,863.25	41.4%	58.6%
<b>TOTAL OTHER WAGES</b>	<b>0.00</b>	<b>2,004.15</b>	<b>5,919.21</b>	<b>13,100.00</b>	<b>5,068.31</b>	<b>7,180.79</b>	<b>45.2%</b>	<b>54.8%</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>501,390.30</b>	<b>524,697.09</b>	<b>4,703,425.83</b>	<b>5,306,489.99</b>	<b>4,488,998.06</b>	<b>603,064.16</b>	<b>88.6%</b>	<b>11.4%</b>
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
2110 OFFICIAL RECORDS	0.00	0.00	1,040.21	1,300.00	0.00	259.79	80.0%	20.0%
2120 STATIONERY & PRINTING	0.00	0.00	130.65	950.00	971.66	819.35	13.8%	86.2%
2130 OFFICE SUPPLIES	907.22	321.52	6,143.59	14,550.00	7,339.29	8,406.41	42.2%	57.8%
2135 GENERAL SUPPLIES	0.00	3.19	142.79	0.00	153.81	-142.79	#DIV/0!	#DIV/0!
2140 DUPLICATING	1,411.19	2,042.49	27,537.28	33,150.00	25,849.08	5,612.72	83.1%	16.9%
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>2,318.41</b>	<b>2,367.20</b>	<b>34,994.52</b>	<b>49,950.00</b>	<b>34,313.84</b>	<b>14,955.48</b>	<b>70.1%</b>	<b>29.9%</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 NOVEMBER 30, 2013

	2013 NOVEMBER	2012 NOVEMBER	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	1,753.88	1,692.77	30,899.56	37,200.00	31,403.83	6,300.44	83.1%	16.9%
2220 FUEL, OIL, & LUBRICANTS	582.46	535.99	7,307.09	10,000.00	7,315.22	2,692.91	73.1%	26.9%
2230 CATALOGING SUPPLIES-BOOKS	874.91	35.42	4,725.31	5,500.00	3,662.47	774.69	85.9%	14.1%
2240 A/V SUPPLIES-CATALOGING	0.00	20.75	1,996.90	10,150.00	3,726.01	8,153.10	19.7%	80.3%
2250 CIRCULATION SUPPLIES	121.23	2,995.23	27,997.92	37,750.00	31,014.53	9,752.08	74.2%	25.8%
2260 LIGHT BULBS	1,051.00	0.00	4,500.64	4,500.00	5,874.34	-0.64	100.0%	0.0%
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	79.96	0.00	1,414.55	5,900.00	1,794.27	4,485.45	24.0%	76.0%
<b>TOTAL OPERATING SUPPLIES</b>	<b>4,463.44</b>	<b>5,280.16</b>	<b>80,123.97</b>	<b>112,700.00</b>	<b>86,619.67</b>	<b>32,576.03</b>	<b>71.1%</b>	<b>28.9%</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>								
2300 IS SUPPLIES	68.10	0.00	4,866.06	6,600.00	3,345.39	1,733.94	73.7%	26.3%
2310 BUILDING MATERIALS & SUPPLIES	798.74	345.69	14,968.61	16,800.00	18,316.02	1,831.39	89.1%	10.9%
2320 PAINT & PAINTING SUPPLIES	0.00	67.97	194.21	400.00	289.79	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>866.84</b>	<b>413.66</b>	<b>20,028.88</b>	<b>23,800.00</b>	<b>21,951.20</b>	<b>3,771.12</b>	<b>84.2%</b>	<b>15.8%</b>
<b>TOTAL SUPPLIES</b>	<b>7,648.69</b>	<b>8,061.02</b>	<b>135,147.37</b>	<b>186,450.00</b>	<b>142,884.71</b>	<b>51,302.63</b>	<b>72.5%</b>	<b>27.5%</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	150.65	480.00	27,592.67	28,500.00	8,054.51	907.33	96.8%	3.2%
3140 BUILDING SERVICES	2,327.30	3,151.75	25,592.19	32,000.00	17,879.18	6,407.81	80.0%	20.0%
3150 MAINTENANCE CONTRACTS	3,870.64	47,670.50	117,055.94	134,100.00	127,751.78	17,044.06	87.3%	12.7%
3160 COMPUTER SERVICES (OCLC)	5,549.41	4,771.02	51,026.41	66,500.00	31,377.69	15,473.59	76.7%	23.3%
3170 ADMIN/ACCOUNTING SERVICES	2,498.78	3,314.01	35,120.45	44,100.00	35,188.00	8,979.55	79.6%	20.4%
3175 COLLECTION AGENCY SERVICES	0.00	0.00	15,102.60	24,000.00	14,678.00	8,897.40	62.9%	37.1%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>14,396.78</b>	<b>59,387.28</b>	<b>282,560.79</b>	<b>351,200.00</b>	<b>234,930.16</b>	<b>68,639.21</b>	<b>80.5%</b>	<b>19.5%</b>
<b>COMMUNICATION &amp; TRANSPORTATION</b>								
3210 TELEPHONE	2,357.95	2,245.23	29,206.39	30,900.00	26,388.38	1,693.61	94.5%	5.5%
3215 CABLE TV	4.74	0.00	47.73	0.00	0.00	-47.73	#DIV/0!	#DIV/0!
3220 POSTAGE	493.40	1,589.43	15,164.91	30,000.00	17,242.18	14,835.09	50.5%	49.5%
3230 TRAVEL EXPENSE	0.00	683.26	469.93	10,000.00	2,679.18	9,530.07	4.7%	95.3%
3240 PROFESSIONAL MTG. (OFF-SITE)	0.00	54.00	272.00	10,000.00	423.00	9,728.00	2.7%	97.3%
3250 CONTINUING ED. (ON-SITE)	0.00	1,925.15	2,410.00	10,000.00	8,778.68	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	0.00	0.00	1,243.14	1,450.00	998.81	206.86	85.7%	14.3%
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>2,856.09</b>	<b>6,497.07</b>	<b>52,314.10</b>	<b>95,850.00</b>	<b>69,510.23</b>	<b>43,535.90</b>	<b>54.6%</b>	<b>45.4%</b>

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

	2013 NOVEMBER	2012 NOVEMBER	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	0.00	0.00	1,475.43	2,750.00	1,065.07	1,274.57	53.7%	46.3%
3320 PRINTING	0.00	15.00	1,286.61	5,500.00	935.72	4,213.39	23.4%	76.6%
<b>TOTAL PRINTING &amp; ADVERTISING</b>	<b>0.00</b>	<b>15.00</b>	<b>2,762.04</b>	<b>8,250.00</b>	<b>2,000.79</b>	<b>5,487.96</b>	<b>33.5%</b>	<b>66.5%</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	187.59	156.54	2,217.13	3,100.00	1,653.12	882.87	71.5%	28.5%
3520 ELECTRICITY	22,594.58	18,961.51	271,347.54	292,000.00	257,675.97	20,652.46	92.9%	7.1%
3530 WATER	1,981.00	1,736.11	22,918.16	25,900.00	25,880.95	2,981.84	88.5%	11.5%
<b>TOTAL UTILITIES</b>	<b>24,763.17</b>	<b>20,854.16</b>	<b>296,482.83</b>	<b>321,000.00</b>	<b>285,210.04</b>	<b>24,517.17</b>	<b>92.4%</b>	<b>7.6%</b>
<b>REPAIR &amp; MAINTENANCE</b>								
3610 BUILDING REPAIR	0.00	4,008.00	24,439.31	19,000.00	9,160.45	-5,439.31	128.6%	-28.6%
3630 OTHER EQUIP/FURNITURE REPAIRS	3,294.85	1,084.70	7,933.18	10,200.00	6,835.99	2,266.82	77.8%	22.2%
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	128.43	0.00	7,771.43	8,300.00	5,888.80	528.57	93.6%	6.4%
3650 MATERIAL BINDING/REPAIR SERV.	0.00	0.00	1,325.72	3,000.00	2,083.29	1,674.28	44.2%	55.8%
<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>3,423.28</b>	<b>5,092.70</b>	<b>41,469.64</b>	<b>40,500.00</b>	<b>60,134.53</b>	<b>-969.64</b>	<b>102.4%</b>	<b>-2.4%</b>
<b>RENTALS</b>								
3710 REAL ESTATE RENTAL/PARKING	0.00	0.00	31,894.50	33,600.00	31,232.50	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>0.00</b>	<b>0.00</b>	<b>31,894.50</b>	<b>33,700.00</b>	<b>31,232.50</b>	<b>1,805.50</b>	<b>94.6%</b>	<b>5.4%</b>
<b>ELECTRONIC SERVICES</b>								
38450 DATABASES SERVICES	18,433.00	19,357.64	92,886.02	91,701.00	66,147.11	-1,185.02	101.3%	-1.3%
38460 E-BOOKS SERVICES	5,000.00	0.00	37,257.20	73,418.00	19,150.00	36,160.80	50.7%	49.3%
<b>TOTAL ELECTRONIC SERVICES</b>	<b>23,433.00</b>	<b>19,357.64</b>	<b>130,143.22</b>	<b>165,119.00</b>	<b>85,297.11</b>	<b>34,975.78</b>	<b>78.8%</b>	<b>21.2%</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	196,166.67	214,000.00	0.00	17,833.33	91.7%	8.3%
3945 TRANSFER TO ANOTHER FUND (R.DAY)	0.00	16,666.67	0.00	0.00	183,333.33	0.00	#DIV/0!	#DIV/0!
3950 EDUCATIONAL SERV/LICENSING	0.00	0.00	1,443.75	3,400.00	2,493.75	1,956.25	42.5%	57.5%
<b>TOTAL OTHER CHARGES</b>	<b>17,833.33</b>	<b>16,666.67</b>	<b>204,710.42</b>	<b>227,280.00</b>	<b>192,903.06</b>	<b>22,569.58</b>	<b>90.1%</b>	<b>9.9%</b>
<b>TOTAL OTHER SERVICES/CHARGES</b>	<b>86,705.65</b>	<b>127,870.52</b>	<b>1,106,090.54</b>	<b>1,303,999.00</b>	<b>1,020,011.42</b>	<b>197,908.46</b>	<b>84.8%</b>	<b>15.2%</b>

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

	2013 NOVEMBER	2012 NOVEMBER	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	235.00	6,236.55	0.00	1,347.95	-6,236.55	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	0.00	2,989.00	4,081.73	16,000.00	7,610.10	11,918.27	25.5%	74.5%
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	4,075.00	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>3,224.00</b>	<b>10,318.28</b>	<b>16,000.00</b>	<b>14,544.93</b>	<b>5,681.72</b>	<b>64.5%</b>	<b>35.5%</b>
OTHER CAPITAL OUTLAY								
4510 BOOKS	23,887.01	46,192.16	535,861.03	594,454.00	553,154.62	58,592.97	90.1%	9.9%
4520 PERIODICALS & NEWSPAPERS	3.00	0.00	7,491.96	41,042.00	7,078.42	33,550.04	18.3%	81.7%
4530 NONPRINT MATERIALS	14,856.39	20,306.67	332,292.17	369,585.00	348,314.16	37,292.83	89.9%	10.1%
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>38,746.40</b>	<b>66,498.83</b>	<b>875,645.16</b>	<b>1,005,081.00</b>	<b>908,547.20</b>	<b>129,435.84</b>	<b>87.1%</b>	<b>12.9%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>38,746.40</b>	<b>69,722.83</b>	<b>885,963.44</b>	<b>1,021,081.00</b>	<b>923,092.13</b>	<b>135,117.56</b>	<b>86.8%</b>	<b>13.2%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>634,491.04</b>	<b>730,351.46</b>	<b>6,830,627.18</b>	<b>7,818,019.99</b>	<b>6,574,986.32</b>	<b>987,392.81</b>	<b>87.4%</b>	<b>12.6%</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 SUMMARY OF BUDGET CATEGORIES  
 AS OF NOVEMBER 30, 2013  
 ELEVEN MONTHS = 91.6%

	2013 NOVEMBER	2012 NOVEMBER	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>PERSONNEL SERVICES</b>								
SALARIES	434,639.52	433,130.37	3,487,189.67	3,843,756.00	3,391,278.13	356,566.33	90.7%	9.3%
EMPLOYEE BENEFITS	66,750.78	89,562.57	1,210,316.95	1,449,633.99	1,092,651.62	239,317.04	83.5%	16.5%
OTHER WAGES	0.00	2,004.15	5,919.21	13,100.00	5,068.31	7,180.79	45.2%	54.8%
<b>TOTAL PERSONNEL SERVICES</b>	<u>501,390.30</u>	<u>524,697.09</u>	<u>4,703,425.83</u>	<u>5,306,489.99</u>	<u>4,488,998.06</u>	<u>603,064.16</u>	<u>88.6%</u>	<u>11.4%</u>
<b>SUPPLIES</b>								
OFFICE SUPPLIES	2,318.41	2,367.20	34,994.52	49,950.00	34,313.84	14,955.48	70.1%	29.9%
OPERATING SUPPLIES	4,463.44	5,280.16	80,123.97	112,700.00	86,619.67	32,576.03	71.1%	28.9%
REPAIR & MAINT. SUPPLIES	866.84	413.66	20,028.88	23,800.00	21,951.20	3,771.12	84.2%	15.8%
<b>TOTAL SUPPLIES</b>	<u>7,648.69</u>	<u>8,061.02</u>	<u>135,147.37</u>	<u>186,450.00</u>	<u>142,884.71</u>	<u>51,302.63</u>	<u>72.5%</u>	<u>27.5%</u>
<b>OTHER SERVICES &amp; CHARGES</b>								
PROFESSIONAL SERVICES	14,396.78	59,387.28	282,560.79	351,200.00	234,930.16	68,639.21	80.5%	19.5%
COMMUNICATION & TRANSPORTATION	2,856.09	6,497.07	52,314.10	95,850.00	69,510.23	43,535.90	54.6%	45.4%
PRINTING & ADVERTISING	0.00	15.00	2,762.04	8,250.00	2,000.79	5,487.96	33.5%	66.5%
INSURANCE	0.00	0.00	63,753.00	61,100.00	58,793.00	-2,653.00	104.3%	-4.3%
UTILITIES	24,763.17	20,854.16	296,482.83	321,000.00	285,210.04	24,517.17	92.4%	7.6%
REPAIR & MAINTENANCE	3,423.28	5,092.70	41,469.64	40,500.00	60,134.53	-969.64	102.4%	-2.4%
RENTALS	0.00	0.00	31,894.50	33,700.00	31,232.50	1,805.50	94.6%	5.4%
ELECTRONIC SERVICES	23,433.00	19,357.64	130,143.22	165,119.00	85,297.11	34,975.78	78.8%	21.2%
OTHER CHARGES	17,833.33	16,666.67	204,710.42	227,280.00	192,903.06	22,569.58	90.1%	9.9%
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<u>86,705.65</u>	<u>127,870.52</u>	<u>1,106,090.54</u>	<u>1,303,999.00</u>	<u>1,020,011.42</u>	<u>197,908.46</u>	<u>84.8%</u>	<u>15.2%</u>
<b>CAPITAL OUTLAY</b>								
FURNITURE & EQUIPMENT	0.00	3,224.00	10,318.28	16,000.00	14,544.93	5,681.72	64.5%	35.5%
OTHER CAPITAL OUTLAY	38,746.40	66,498.83	875,645.16	1,005,081.00	908,547.20	129,435.84	87.1%	12.9%
<b>TOTAL CAPITAL OUTLAY</b>	<u>38,746.40</u>	<u>69,722.83</u>	<u>885,963.44</u>	<u>1,021,081.00</u>	<u>923,092.13</u>	<u>135,117.56</u>	<u>86.8%</u>	<u>13.2%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>634,491.04</u>	<u>730,351.46</u>	<u>6,830,627.18</u>	<u>7,818,019.99</u>	<u>6,574,986.32</u>	<u>987,392.81</u>	<u>87.4%</u>	<u>12.6%</u>

2012 BUDGET      7,641,343.13  
 %USED IN 2012      86.0%

**MONROE COUNTY PUBLIC LIBRARY**

**Operating Budget & Expenditure Report**

January 1, 2013 to November 30, 2013

11 months = 91.6%

Object	Object Descr	2013 Budget	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	2013 YTD Amt	2013	
													YTD Balance	%YTD Budget
11200	ADMINISTRATION	\$177,208.00	\$13,635.98	\$13,635.97	\$20,453.97	\$13,635.98	\$13,635.98	\$13,635.98	\$13,635.98	\$13,635.98	\$20,453.96	\$163,631.75	\$13,576.25	92.34%
11300	PROF/SUPERVISORS	\$505,886.00	\$38,914.33	\$38,914.34	\$58,371.48	\$38,914.30	\$38,914.33	\$42,398.80	\$42,398.83	\$42,398.82	\$63,598.22	\$482,652.08	\$23,233.92	95.41%
11400	PROFESSIONAL ASSISTANT	\$1,271,320.00	\$98,356.38	\$101,300.19	\$140,720.29	\$93,813.47	\$93,813.48	\$93,813.51	\$93,813.51	\$93,813.50	\$140,720.29	\$1,144,675.89	\$126,644.11	90.04%
11500	SPECIALIST/TECHNICIAN	\$845,151.00	\$65,021.35	\$65,258.79	\$98,145.41	\$63,320.66	\$62,274.36	\$56,156.97	\$57,523.01	\$58,925.66	\$87,214.49	\$743,868.67	\$101,282.33	88.02%
11600	CLERICAL ASSISTANTS	\$434,725.00	\$31,064.28	\$32,265.52	\$48,524.46	\$32,220.01	\$31,919.25	\$30,056.87	\$33,947.69	\$35,157.99	\$53,169.80	\$392,401.51	\$42,323.49	90.26%
11700	PAGES	\$240,720.00	\$19,091.84	\$18,778.30	\$28,354.37	\$20,163.61	\$19,967.76	\$19,705.97	\$17,796.53	\$17,668.22	\$26,911.53	\$222,879.77	\$17,840.23	92.59%
11800	TEMPORAY STAFF	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$659.42	\$2,533.97	\$763.73	\$179.63	\$0.00	\$4,136.75	\$5,863.25	41.37%
11900	BUILDING	\$368,746.00	\$26,453.11	\$27,672.23	\$42,828.45	\$28,280.85	\$28,840.46	\$27,625.70	\$28,022.58	\$28,116.70	\$42,571.23	\$337,080.00	\$31,666.00	91.41%
12100	FICA/EMPLOYER	\$237,765.00	\$17,200.56	\$17,533.92	\$25,688.06	\$17,059.42	\$16,985.09	\$16,734.78	\$16,972.26	\$17,227.95	\$25,623.47	\$205,346.06	\$32,418.94	86.37%
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	\$23,870.63	\$24,560.54	\$23,724.74	\$23,619.03	\$35,167.89	\$23,373.08	\$23,637.82	\$24,794.13	\$23,532.47	\$274,405.78	\$37,087.22	88.09%
12301	ENCUMBERED PERF	\$15,535.99	\$0.00	\$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	\$93,448.00	\$7,161.19	\$7,368.13	\$7,117.38	\$7,085.69	\$10,550.31	\$7,011.90	\$7,091.33	\$7,438.22	\$7,059.71	\$82,321.45	\$11,126.55	88.09%
12400	INS/EMPLOYER	\$725,756.00	\$54,983.86	\$51,839.35	\$11,204.80	\$43,103.01	\$69,476.74	\$97,283.24	\$90.00	\$77,770.95	\$4,542.51	\$584,883.16	\$140,872.84	80.59%
12500	MEDICARE/EMPLOYER	\$55,636.00	\$4,022.72	\$4,100.68	\$6,007.68	\$3,989.69	\$3,972.33	\$3,913.85	\$3,969.28	\$4,029.10	\$5,992.62	\$48,024.51	\$7,611.49	86.32%
13100	WORK STUDY	\$3,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,782.46	\$0.00	\$1,782.46	\$1,317.54	57.50%
21100	OFFICIAL RECORDS	\$1,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.45	\$0.00	\$0.00	\$1,040.21	\$259.79	80.02%
21200	STATIONERY/BUS.	\$950.00	\$0.00	\$0.00	\$0.00	\$70.65	\$26.50	\$33.50	\$0.00	\$0.00	\$0.00	\$130.65	\$819.35	13.75%
21300	OFFICE SUPPLIES	\$14,550.00	\$253.41	\$512.53	\$152.64	\$406.97	\$563.03	\$521.60	\$398.09	\$736.37	\$907.22	\$6,143.59	\$8,406.41	42.22%
21350	GENERAL SUPPLIES	\$0.00	\$0.00	\$7.83	\$33.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$142.79	-\$142.79	0.00%
21400	DUPLICATING	\$33,150.00	\$2,969.81	\$664.49	\$1,220.87	\$5,656.98	\$1,236.96	\$3,152.21	\$3,538.69	\$1,316.31	\$1,411.19	\$27,537.28	\$5,612.72	83.07%
22100	CLEANING SUPPLIES	\$37,200.00	\$3,548.62	\$1,736.55	\$16.56	\$4,166.21	\$1,773.21	\$2,459.23	\$5,050.02	\$4,068.07	\$1,753.88	\$30,899.56	\$6,300.44	83.06%
22200	FUEL/OIL/LUBRICANTS	\$10,000.00	\$108.90	\$607.24	\$1,379.40	\$102.46	\$1,258.97	\$577.55	\$0.00	\$882.44	\$582.46	\$7,307.09	\$2,692.91	73.07%
22300	CATALOGING	\$5,500.00	\$47.93	\$0.00	\$0.00	\$2,002.22	\$415.76	\$207.52	\$0.00	\$820.25	\$874.91	\$4,725.31	\$774.69	85.91%
22400	A/V SUPPLIES/CATALOG	\$10,150.00	\$246.76	\$0.00	\$210.95	\$1,286.20	\$0.00	\$78.00	\$0.00	\$174.99	\$0.00	\$1,996.90	\$8,153.10	19.67%
22500	CIRCULATION SUPPLIES	\$37,750.00	\$8,827.91	\$0.00	\$28.98	\$87.41	\$7,760.00	\$8,075.75	\$218.29	\$119.00	\$121.23	\$27,997.92	\$9,752.08	74.17%
22600	LIGHT BULBS	\$4,500.00	\$4.38	\$0.00	\$297.80	\$1,109.43	\$25.40	\$0.00	\$0.00	\$206.51	\$1,051.00	\$4,500.64	-\$0.64	100.01%
22800	UNIFORMS	\$1,700.00	\$0.00	\$100.00	\$184.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$0.00	\$1,282.00	\$418.00	75.41%

Object	Object Descr	2013 Budget										2013		
			Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	YTD Amt	YTD Balance	%YTD Budget
22900	DISPLAY/EXHIBITS	\$5,900.00	\$435.00	\$224.12	\$152.40	\$0.00	\$0.00	\$0.00	\$0.00	\$39.94	\$79.96	\$1,414.55	\$4,485.45	23.98%
23000	IS SUPPLIES	\$6,600.00	\$508.07	\$209.94	\$29.00	\$180.83	\$1,706.16	\$453.05	\$337.98	\$480.94	\$68.10	\$4,866.06	\$1,733.94	73.73%
23100	BUILDING MATERIAL	\$16,800.00	\$1,011.68	\$1,098.91	\$2,345.49	\$1,641.65	\$608.83	\$1,279.68	\$693.59	\$1,719.89	\$798.74	\$14,968.61	\$1,831.39	89.10%
23200	PAINT/PAINTING SUPPLIES	\$400.00	\$0.00	\$0.00	\$65.69	\$0.00	\$0.00	\$138.52	-\$10.00	\$0.00	\$0.00	\$194.21	\$205.79	48.55%
31100	CONSULTING SERVICES	\$12,000.00	\$690.00	\$0.00	\$0.00	\$0.00	\$1,670.53	\$80.00	\$0.00	\$0.00	\$0.00	\$11,070.53	\$929.47	92.25%
31200	ENGINEERING/ARCHITEC	\$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	\$2,331.97	\$4,043.86	\$2,062.00	\$702.98	\$302.93	\$12,266.45	\$810.00	\$3,025.12	\$150.65	\$27,592.67	\$907.33	96.82%
31400	BUILDING SERVICES	\$32,000.00	\$4,608.19	\$1,119.00	\$1,423.40	\$162.00	\$1,639.86	\$4,034.74	\$1,853.10	\$2,876.26	\$2,327.30	\$25,592.19	\$6,407.81	79.98%
31500	MAINTENANCE	\$134,100.00	\$3,852.94	\$2,295.87	\$5,403.97	\$2,598.51	\$37,619.45	\$3,609.20	\$801.83	\$48,556.59	\$3,870.64	\$117,055.94	\$17,044.06	87.29%
31600	COMPUTER SERVICES	\$66,500.00	\$4,803.53	\$4,650.07	\$4,697.23	\$4,693.54	\$1,434.99	\$7,938.82	\$3,552.34	\$4,630.50	\$5,549.41	\$51,026.41	\$15,473.59	76.73%
31700	ADMIN/ACCOUNTING	\$44,100.00	\$4,293.29	\$2,780.46	\$3,326.69	\$2,683.51	\$2,866.18	\$3,150.22	\$2,654.69	\$2,886.35	\$2,498.78	\$35,120.45	\$8,979.55	79.64%
31750	COLLECTION AGENCY	\$24,000.00	\$0.00	\$2,371.75	\$1,485.70	\$1,065.05	\$1,396.20	\$1,566.25	\$1,104.80	\$1,736.30	\$0.00	\$15,102.60	\$8,897.40	62.93%
32100	TELEPHONE	\$30,900.00	\$2,655.77	\$2,558.87	\$2,413.38	\$965.03	\$4,167.44	\$2,623.80	\$3,881.04	\$2,897.23	\$2,357.95	\$29,206.39	\$1,693.61	94.52%
32150	CABLE TV SERVICE	\$0.00	\$8.27	\$15.76	\$4.74	\$0.00	\$4.74	\$4.74	\$4.74	\$0.00	\$4.74	\$47.73	-\$47.73	0.00%
32200	POSTAGE	\$30,000.00	\$1,561.99	\$1,288.73	\$1,047.37	\$1,364.20	\$1,493.14	\$1,426.35	\$1,895.53	\$1,856.58	\$493.40	\$15,164.91	\$14,835.09	50.55%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$24.93	\$118.87	\$98.83	\$0.00	\$70.31	\$0.00	\$156.99	\$0.00	\$469.93	\$9,530.07	4.70%
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$147.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$272.00	\$9,728.00	2.72%
32500	CONTINUING	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,750.00	\$0.00	\$0.00	\$2,410.00	\$7,590.00	24.10%
32501	ENCUMBERED	\$3,500.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$12.28	\$25.72	\$1,087.50	\$25.84	\$0.00	\$0.00	\$1,243.14	\$206.86	85.73%
33100	ADVERTISING/PUBLICATI	\$2,750.00	\$95.60	\$0.00	\$0.00	\$742.50	\$415.85	\$140.00	-\$39.01	\$120.49	\$0.00	\$1,475.43	\$1,274.57	53.65%
33200	PRINTING SERVICES	\$5,500.00	\$87.00	\$947.61	\$114.00	\$0.00	\$0.00	\$108.00	\$0.00	\$0.00	\$0.00	\$1,286.61	\$4,213.39	23.39%
34100	OFFICIAL BOND INS.	\$700.00	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$250.00	64.29%
34200	OTHER INSURANCE	\$60,400.00	\$457.00	\$2,078.00	\$0.00	-\$199.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63,303.00	-\$2,903.00	104.81%
35100	GAS	\$3,100.00	\$356.93	\$387.83	\$121.47	\$0.00	\$155.54	\$383.67	\$98.79	\$105.12	\$187.59	\$2,217.13	\$882.87	71.52%
35200	ELECTRICITY	\$292,000.00	\$24,549.79	\$24,673.90	\$21,364.25	\$21,703.75	\$27,087.87	\$25,865.11	\$25,351.70	\$26,250.65	\$22,594.58	\$271,347.54	\$20,652.46	92.93%
35300	WATER	\$25,900.00	\$1,094.37	\$1,103.07	\$1,108.17	\$6,288.04	\$2,050.01	\$2,358.95	\$2,342.20	\$2,294.85	\$1,981.00	\$22,918.16	\$2,981.84	88.49%
36100	BUILDING REPAIRS	\$19,000.00	\$3,348.06	\$2,233.98	\$0.00	\$11,196.25	\$4,492.60	\$0.00	\$0.00	\$0.00	\$0.00	\$24,439.31	-\$5,439.31	128.63%
36300	OTHER	\$10,200.00	\$750.00	\$1,033.90	\$232.99	\$445.00	\$444.24	\$395.00	\$0.00	\$345.70	\$3,294.85	\$7,933.18	\$2,266.82	77.78%
36400	VEHICLE	\$8,300.00	\$746.70	\$94.30	\$2,444.07	\$0.00	\$1,304.96	\$582.19	\$0.00	\$528.97	\$128.43	\$7,771.43	\$528.57	93.63%
36500	MATERIALS	\$3,000.00	\$0.00	\$0.00	\$114.09	\$0.00	\$185.59	\$0.00	\$0.00	\$363.32	\$0.00	\$1,325.72	\$1,674.28	44.19%

Object	Object Descr	2013										2013		
		Budget	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	YTD Amt	YTD Balance	%YTD Budget
37100	REAL ESTATE	\$33,600.00	\$9,982.50	\$25.00	\$0.00	\$9,226.00	\$480.00	\$2,400.00	\$37.50	\$0.00	\$0.00	\$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	\$449.95	\$11,299.69	\$50.00	\$36,050.00	\$9,321.74	\$0.00	\$1,499.00	\$14,857.64	\$18,433.00	\$92,886.02	-\$1,185.02	101.29%
38460	E-BOOKS	\$73,418.00	\$698.60	\$0.00	\$0.00	\$6,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$5,000.00	\$37,257.20	\$36,160.80	50.75%
39100	DUES/INSTITUTIONAL	\$7,380.00	\$750.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$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	\$17,833.33	\$17,833.33	\$17,833.33	\$17,833.31	\$17,833.35	\$17,833.33	\$17,833.33	\$17,833.33	\$17,833.33	\$196,166.67	\$17,833.33	91.67%
39500	EDUCATIONAL/LICENSIN	\$3,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,443.75	\$0.00	\$1,443.75	\$1,956.25	42.46%
44100	FURNITURE	\$0.00	\$5,699.79	\$0.00	\$536.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,236.55	-\$6,236.55	0.00%
44300	OTHER EQUIPMENT	\$16,000.00	\$717.86	\$0.00	\$2,256.21	\$319.00	\$0.00	\$250.00	\$0.00	\$363.66	\$0.00	\$4,081.73	\$11,918.27	25.51%
45100	BOOKS	\$594,454.00	\$38,932.95	\$48,001.23	\$41,154.56	\$63,835.88	\$46,784.19	\$62,696.20	\$20,082.12	\$85,014.39	\$23,887.01	\$535,861.03	\$58,592.97	90.14%
45200	PERIODICALS/NEWSPAPE	\$41,042.00	\$83.95	\$47.90	\$33.99	\$613.10	\$1,268.44	\$2,652.05	\$137.65	\$39.97	\$3.00	\$7,491.96	\$33,550.04	18.25%
45300	NONPRINT MATERIALS	\$369,585.00	\$27,639.97	\$28,716.07	\$30,342.92	\$36,150.56	\$33,940.47	\$40,184.28	\$14,525.48	\$52,212.82	\$14,856.39	\$332,292.17	\$37,292.83	89.91%
		\$7,818,019.99	\$577,416.00	\$568,014.68	\$656,948.53	\$626,567.05	\$640,188.25	\$670,053.39	\$450,152.33	\$703,900.60	\$634,491.04	\$6,830,627.18	\$987,392.81	87.37%

**MONROE COUNTY PUBLIC LIBRARY**

12/11/13 2:22 PM

Page 1

**LIRF Budget & Expenditure Report**

January 1, 2013 to November 30, 2013

11 months = 91.6%

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



**MONROE COUNTY PUBLIC LIBRARY**

**Debt Service Budget & Expenditures Report**

January 1, 2013 to November 30, 2013

11 months = 91.6%

Object Object Descr	2013 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	2013 YTD Amt	2013	2013
														YTD	%YTD
														Balance	Budget
37100 REAL ESTATE	\$600,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$296,436.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$296,436.14	\$303,563.86	49.41%
39200 INTEREST/TEMPO	\$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	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	\$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	\$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	\$0.00	\$0.00	\$296,436.14	\$303,563.86	49.41%

**MONROE COUNTY PUBLIC LIBRARY**

**Rainy Day Budget & Expenditures Report**

January 1, 2013 to November 30, 2013

11 months = 91.6%

Object	Object Descr	2013												2013	2013	2013
		Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	YTD Amt	Balance	%YTD Budget
31100	CONSULTING SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$6,339.90	\$0.00	\$18,911.57	\$11,088.43	63.04%
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	\$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	\$1,166.53	\$1,600.00	\$12,152.83	\$7,847.17	60.76%
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	\$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	\$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	\$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	\$7,506.43	\$1,600.00	\$31,064.40	\$368,935.60	7.77%

**MONROE COUNTY PUBLIC LIBRARY**

12/11/13 3:24 PM

Page 1

**Special Revenue Budget & Expenditure Report**

January 1, 2013 to November 30, 2013

11 months = 91.6%

Objec	Object Descr	2013	May	June	July	Aug.	Sept.	Oct.	Nov.	YTD	2013	2013
		Budget								Amount	YTD	%YTD
11300	PROF/SUPERVISORS	\$61,430.17	\$7,088.16	\$4,725.43	\$4,725.43	\$4,725.44	\$4,725.44	\$4,725.44	\$7,088.15	\$56,705.24	\$4,724.93	92.31%
11400	PROFESSIONAL ASSISTANT	\$123,662.53	\$14,268.75	\$9,512.49	\$9,512.51	\$9,512.50	\$9,512.50	\$9,512.50	\$14,268.75	\$114,149.98	\$9,512.55	92.31%
11600	CLERICAL ASSISTANTS	\$179,261.78	\$21,235.34	\$13,130.15	\$13,584.32	\$13,778.39	\$13,982.28	\$14,450.85	\$21,042.77	\$166,035.59	\$13,226.19	92.62%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$22,590.01	\$2,501.46	\$1,608.04	\$1,631.88	\$1,651.07	\$1,666.55	\$1,705.89	\$2,498.95	\$19,832.14	\$2,757.87	87.79%
12300	PERF/EMPLOYER	\$36,685.86	\$2,192.05	\$2,198.31	\$3,265.51	\$2,176.38	\$2,182.26	\$1,096.59	\$2,177.97	\$25,426.74	\$11,259.12	69.31%
12350	PERF/EMPLOYEE CONTRIB.	\$0.00	\$657.61	\$659.50	\$653.02	\$652.92	\$654.68	\$328.98	\$653.40	\$6,878.99	\$-6,878.99	0.00%
12400	INS/EMPLOYER	\$70,000.00	\$1,050.00	\$4,585.67	\$11,918.44	\$10,695.20	\$0.00	\$7,755.89	\$520.53	\$69,635.70	\$364.30	99.48%
12500	MEDICARE/EMPLOYER	\$5,283.14	\$585.02	\$376.07	\$381.65	\$386.15	\$389.75	\$398.95	\$584.44	\$4,638.17	\$644.97	87.79%
13100	WORK STUDY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21200	STATIONERY/BUS. CARDS	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21300	OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$68.69	\$0.00	\$0.00	\$0.00	\$68.69	\$431.31	13.74%
21350	GENERAL SUPPLIES	\$0.00	\$0.00	\$83.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$83.94	-\$83.94	0.00%
21400	DUPLICATING	\$200.00	\$0.00	\$0.00	\$90.96	\$0.00	\$0.00	\$0.00	\$0.00	\$161.93	\$38.07	80.97%
22200	FUEL/OIL/LUBRICANTS	\$1,000.00	\$38.88	\$38.85	\$89.42	\$37.32	\$39.96	\$77.77	\$0.00	\$523.01	\$476.99	52.30%
22700	VIDEO TAPE/MEDIA	\$17,000.00	\$0.00	\$0.00	\$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	\$532.01	\$99.00	\$0.00	\$252.84	\$0.00	\$0.00	\$883.85	\$116.15	88.39%
23500	VIDEO MATERIALS/CATS	\$10,000.00	\$1,541.90	\$1,112.23	\$491.43	\$0.00	\$61.47	\$0.00	\$406.01	\$4,461.23	\$5,538.77	44.61%
31100	CONSULTING SERVICES	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,235.00	\$0.00	\$0.00	\$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	\$750.00	0.00%
31500	MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$119.40	\$0.00	\$0.00	\$0.00	\$119.40	-\$119.40	0.00%
31600	COMPUTER SERVICES	\$0.00	\$49.90	\$49.90	\$49.90	\$49.90	\$49.90	\$49.90	\$49.90	\$548.83	-\$548.83	0.00%
31650	DIGITIZATION SERVICES	\$2,500.00	\$1,415.00	\$0.00	\$1,705.00	\$0.00	\$2,200.00	\$2,835.00	\$3,445.00	\$16,130.00	-\$13,630.00	645.20%
31700	ADMIN/ACCOUNTING	\$0.00	\$12.34	\$5.54	\$1.81	\$2.50	\$2.11	\$2.21	\$2.68	\$49.05	-\$49.05	0.00%
32100	TELEPHONE	\$3,500.00	\$247.26	\$11.06	\$494.07	\$246.93	\$246.93	\$256.15	\$248.83	\$2,786.01	\$713.99	79.60%
32150	CABLE TV SERVICE	\$0.00	\$11.06	\$0.00	\$11.06	\$11.06	\$11.06	\$0.00	\$11.06	\$74.61	-\$74.61	0.00%
32200	POSTAGE	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
32300	TRAVEL EXPENSE	\$500.00	\$560.72	\$601.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,162.22	-\$662.22	232.44%

Objec	Object Descr	2013 Budget	May	June	July	Aug.	Sept.	Oct.	Nov.	YTD Amount	2013	2013
											YTD Balance	%YTD
32400	PROFESSIONAL MTG/OFF	\$500.00	\$575.00	\$0.00	\$0.00	\$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	\$10.87	\$0.00	\$0.00	\$0.00	\$10.87	\$489.13	2.17%
36300	OTHER EQUIP/FURNITURE	\$6,000.00	\$187.00	\$35.00	\$230.00	\$0.00	\$35.00	\$0.00	\$0.00	\$1,097.25	\$4,902.75	18.29%
37100	REAL ESTATE	\$3,500.00	\$0.00	\$696.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$3,199.50	\$300.50	91.41%
39100	DUES/INSTITUTIONAL	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$732.00	\$0.00	\$1,632.00	-\$132.00	108.80%
39500	EDUCATIONAL/LICENSING	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
39600	COMMUNITY NEWS	\$10,000.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	\$2,500.00	75.00%
44100	FURNITURE	\$1,200.00	\$0.00	\$0.00	\$0.00	\$45.91	\$0.00	\$0.00	\$0.00	\$45.91	\$1,154.09	3.83%
44700	EQUIPMENT - CATS	\$50,000.00	\$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	\$5,000.00	0.00%
		\$632,213.49	\$54,217.45	\$42,461.69	\$48,935.41	\$47,270.63	\$37,247.73	\$43,928.12	\$52,998.44	\$508,093.52	\$124,119.97	80.37%

**MONROE COUNTY PUBLIC LIBRARY**

12/11/13 2:19 PM

Page 1

**LCPF Budget & Expenditure Report**

January 1, 2013 to November 30, 2013

11 months = 91.6%

Object	Object Descr	2013											YTD Amount	2013	2013	
		Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.		Nov.	YTD	%YTD
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	\$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	\$0.00	\$0.00	\$10,817.71	\$157.29	98.57%

**MONROE COUNTY PUBLIC LIBRARY**

**Gen. Obligation Bond Budget & Expenditure**

January 1, 2013 to November 30, 2013

11 months = 91.6%

Object	Object Descr	2013												2013	2013	
		Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	YTD Amount	YTD Balance	%YTD Budget
31100	CONSULTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,625.00	\$2,625.00	-\$2,625.00	0.00%
31300	LEGAL SERVICES	\$0.00	\$0.00	\$11,500.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$22,528.82	-\$22,528.82	0.00%
33100	ADVERTISING/PUBLIC	\$0.00	\$0.00	\$194.26	\$195.18	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$24,075.25	-\$24,075.25	0.00%
44450	BUILDING	\$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	\$0.00	\$3,977.50	\$46,806.15	-\$46,806.15	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	\$0.00	\$0.00	\$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	\$5.34	\$228.14	\$10,269.26	\$14,730.74	41.08%
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	\$660.25	\$0.00	\$26,764.92	\$18,235.08	59.48%
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	\$0.00	\$0.00	\$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	\$665.59	\$6,830.64	\$253,587.78	-\$120,587.78	190.67%

# MONROE COUNTY PUBLIC LIBRARY

## Expenditure Summary compared to last year 2013 compared to 2012: Period Ending November

Fund	Fund Descr	2013 Budget	November 2013 Amt	2013 YTD Amt	2012 Budget	November 2012 Amt	2012 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,818,019.99	\$634,491.04	\$6,830,627.18	\$7,641,343.13	\$730,351.46	\$6,574,986.32	3.89%
002	JAIL	\$0.00	\$707.84	\$5,689.74	\$0.00	\$756.43	\$5,413.81	5.10%
003	CLEARING	\$0.00	\$48.31	\$24,233.25	\$0.00	\$0.00	\$712.50	3301.16%
004	GIFT UNRESTRICTED	\$0.00	\$0.00	\$6,466.67	\$0.00	\$52.11	\$33,483.10	-80.69%
005	PLAC	\$0.00	\$0.00	\$10,250.00	\$0.00	\$0.00	\$10,950.00	-6.39%
006	RETIREEES	\$0.00	\$29.05	\$5,816.68	\$0.00	\$1,608.56	\$19,493.63	-70.16%
007	LIRF	\$350,000.00	\$0.00	\$0.00	\$350,000.00	\$0.00	\$9,562.15	-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	\$1,600.00	\$31,064.40	\$410,000.00	\$0.00	\$29,873.60	3.99%
010	PAYROLL	\$0.00	\$466,276.32	\$3,881,425.36	\$0.00	\$470,526.66	\$3,779,662.98	2.69%
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	\$3,786.24	\$67,743.95	\$0.00	\$7,358.85	\$80,874.02	-16.24%
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	\$11,988.24	\$82,092.84	\$0.00	\$6,373.24	\$80,707.23	1.72%
020	SPECIAL REVENUE	\$632,213.49	\$52,998.44	\$508,093.52	\$642,803.96	\$100,379.30	\$542,922.79	-6.42%
021	CAPITAL PROJECTS	\$10,975.00	\$0.00	\$10,817.71	\$543,411.00	\$21,970.92	\$116,302.81	-90.70%
022	GATES HARDWARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
023	LSTA-CIVIL WAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
024	FINRA GRANT	\$0.00	\$0.00	\$17,644.33	\$0.00	\$2,792.87	\$33,205.34	-46.86%
025	LSTA-SMITHVILLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
026	GENERAL	\$133,000.00	\$6,830.64	\$253,587.78	\$0.00	\$240.92	\$240.92	105158.09%
027	COMMUNITY FDTN	\$26,000.00	\$3,593.26	\$18,984.64	\$0.00	\$0.00	\$0.00	0.00%
		\$10,072,058.48	\$1,182,349.38	\$12,050,974.19	\$9,909,646.09	\$1,342,411.32	\$11,597,390.40	3.91%

**MONROE COUNTY PUBLIC LIBRARY**

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

Source Descr	2013 YTD Budget	Mar	April	May	June	July	Aug	Sept	Oct	Nov	2013 YTD Amt	2013 YTD Balance	2013 % of Budget
<b>Fund 001 OPERATING</b>													
PROPERTY	\$5,163,373.00	\$0.00	\$0.00	\$2,023,959.11	\$822,687.62	\$0.00	\$0.00	\$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	\$8,139.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,139.42	\$2,360.58	77.52%
LICENSE EXCISE TAX	\$330,000.00	\$0.00	\$0.00	\$0.00	\$175,447.81	\$0.00	\$0.00	\$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	\$1,902,661.53	\$51,994.47	97.34%
COMMERCIAL	\$37,000.00	\$0.00	\$0.00	\$19,055.87	\$0.00	\$0.00	\$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	\$421.60	\$412.90	\$468.07	\$283.66	\$673.72	\$394.39	\$343.75	\$418.63	\$218.13	\$4,355.68	-\$4,355.68	0.00%
LOST/DAMAGED	\$0.00	\$2,367.20	\$2,292.65	\$1,644.68	\$2,061.67	\$1,981.23	\$2,442.37	\$2,126.12	\$1,992.59	\$2,125.96	\$23,590.89	-\$23,590.89	0.00%
FINES/FEES	\$175,000.00	\$12,884.93	\$12,331.35	\$13,492.21	\$12,098.84	\$13,856.18	\$12,338.21	\$12,207.32	\$12,533.10	\$10,860.55	\$139,782.31	\$35,217.69	79.88%
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	\$1,091.55	\$1,521.25	\$911.65	\$317.40	\$1,838.60	\$1,192.65	\$869.01	\$1,345.09	\$812.95	\$11,802.35	-\$1,802.35	118.02%
MISCELLANEOUS	\$0.00	\$231.41	\$202.04	\$1,579.97	\$815.42	\$14,844.32	\$628.66	\$226.34	-\$14,146.21	\$57.77	\$11,506.10	-\$11,506.10	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	\$17,280.05	\$0.00	\$0.00	\$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	\$308.81	\$161.75	\$114.30	\$79.05	\$118.40	\$130.25	\$140.61	\$237.50	\$12.40	\$1,558.53	-\$1,558.53	0.00%
OBITS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$261.97	\$261.97	-\$261.97	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	\$1,039.58	\$922.57	\$970.63	\$1,198.58	\$1,381.12	\$1,282.49	\$1,167.07	\$1,077.96	\$919.96	\$12,300.91	-\$6,300.91	205.02%
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	\$150.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$300.00	\$0.00	\$300.00	\$2,550.00	\$3,450.00	42.50%
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>\$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>\$176,427.89</b>	<b>\$188,538.92</b>	<b>\$5,204,011.24</b>	<b>\$2,498,517.76</b>	<b>67.56%</b>
<b>Fund 002 JAIL</b>													



Source Descr	2013 YTD Budget	Mar	April	May	June	July	Aug	Sept	Oct	Nov	2013 YTD Amt	2013 YTD Balance	2013 % of Budget
RECEIPTS	\$0.00	\$0.00	\$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 002 JAIL	\$0.00	\$0.00	\$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%
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%
REALESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$825.00	\$0.00	\$0.00	\$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%
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%
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%
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%
ILL FINES/FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$10.00	\$30.00	-\$30.00	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%
INSURANCE/COBRA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,579.06	\$754.33	\$0.00	\$2,333.39	-\$2,333.39	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%
INSURANCE/CLAIMS-	\$0.00	\$0.00	\$18,267.37	\$0.00	\$0.00	\$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	\$18,267.37	\$0.00	\$0.00	\$0.00	\$825.00	\$1,579.06	\$774.33	\$10.00	\$21,455.76	-\$21,455.76	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%
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%
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%
UNRESTRICTED GIFT	\$0.00	\$446.86	\$267.28	\$422.04	\$277.73	\$658.25	\$113.43	\$140.49	\$236.51	\$116.77	\$3,114.50	-\$3,114.50	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 004 GIFT	\$0.00	\$446.86	\$267.28	\$422.04	\$277.73	\$658.25	\$113.43	\$140.49	\$236.51	\$116.77	\$3,114.50	-\$3,114.50	0.00%
Fund 005 PLAC													
PUBLIC LIBRARY	\$0.00	\$1,250.00	\$950.00	\$500.00	\$800.00	\$650.00	\$600.00	\$950.00	\$850.00	\$550.00	\$9,250.00	-\$9,250.00	0.00%
Fund 005 PLAC	\$0.00	\$1,250.00	\$950.00	\$500.00	\$800.00	\$650.00	\$600.00	\$950.00	\$850.00	\$550.00	\$9,250.00	-\$9,250.00	0.00%
Fund 006 RETIREES													
RETIREES INSURANCE	\$0.00	\$1,120.60	\$504.33	\$516.77	\$510.55	\$510.55	\$103.17	\$103.17	\$103.17	\$103.17	\$5,816.68	-\$5,816.68	0.00%
Fund 006 RETIREES	\$0.00	\$1,120.60	\$504.33	\$516.77	\$510.55	\$510.55	\$103.17	\$103.17	\$103.17	\$103.17	\$5,816.68	-\$5,816.68	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%

Source Descr	2013 YTD Budget	Mar	April	May	June	July	Aug	Sept	Oct	Nov	2013 YTD Amt	2013 YTD Balance	% of Budget
LIRF RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$107,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107,000.00	-\$107,000.00	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%
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	\$107,000.00	\$0.00	\$0.00	\$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	\$327,521.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$327,521.15	\$272,478.85	54.59%
INTANGIBLES TAX	\$500.00	\$0.00	\$0.00	\$458.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$458.58	\$41.42	91.72%
LICENSE EXCISE TAX	\$10,000.00	\$0.00	\$0.00	\$0.00	\$20,186.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,083.57	-\$11,083.57	210.84%
COMMERCIAL	\$2,000.00	\$0.00	\$0.00	\$6,457.13	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$6,915.71	\$347,707.29	\$0.00	\$0.00	\$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	\$324,232.93	\$330,028.56	\$489,048.64	\$323,651.51	\$323,210.20	\$317,785.57	\$321,327.39	\$324,235.09	\$486,137.86	\$3,889,953.52	-\$3,889,953.52	0.00%
Fund 010 PAYROLL	\$0.00	\$324,232.93	\$330,028.56	\$489,048.64	\$323,651.51	\$323,210.20	\$317,785.57	\$321,327.39	\$324,235.09	\$486,137.86	\$3,889,953.52	-\$3,889,953.52	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	Mar	April	May	June	July	Aug	Sept	Oct	Nov	2013 YTD Amt	2013 YTD Balance	2013 % of Budget
Fund 016 GIFT-RESTRICED													
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$11,049.25	\$0.00	\$11,936.85	\$0.00	\$0.00	\$11,927.97	\$0.00	\$0.00	\$12,106.67	\$47,020.74	-\$47,020.74	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%
RESTRICED GIFT	\$0.00	\$5,410.00	\$2,860.00	\$1,315.00	\$975.00	\$4,721.53	\$400.00	\$1,015.61	\$600.00	\$400.00	\$24,747.14	-\$24,747.14	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	\$16,459.25	\$2,860.00	\$13,251.85	\$975.00	\$4,721.53	\$12,327.97	\$1,015.61	\$600.00	\$12,506.67	\$71,767.88	-\$71,767.88	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%
RESTRICED GIFT	\$0.00	\$46,474.95	\$0.00	\$0.00	\$0.00	\$0.00	\$18,750.00	\$18,750.00	\$0.00	\$18,750.00	\$102,724.95	-\$102,724.95	0.00%
Fund 019 GIFT-	\$0.00	\$46,474.95	\$0.00	\$0.00	\$0.00	\$0.00	\$18,750.00	\$18,750.00	\$0.00	\$18,750.00	\$102,724.95	-\$102,724.95	0.00%
Fund 020 SPECIAL REVENUE													
MISCELLANEOUS	\$0.00	\$205.00	\$195.00	\$425.00	\$190.00	\$65.00	\$90.00	\$60.00	\$80.00	\$90.00	\$1,705.00	-\$1,705.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$198,784.00	\$0.00	\$0.00	\$99,392.00	\$397,568.00	-\$397,568.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$56,832.50	\$0.00	\$0.00	\$56,832.50	\$0.00	\$0.00	\$56,832.50	\$227,330.00	-\$227,330.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$3,443.00	\$0.00	\$0.00	\$3,443.00	\$0.00	\$0.00	\$3,443.00	\$0.00	\$0.00	\$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	\$3,648.00	\$195.00	\$57,257.50	\$3,633.00	\$65.00	\$255,706.50	\$3,503.00	\$80.00	\$156,314.50	\$636,932.00	-\$636,932.00	0.00%
Fund 021 CAPITAL PROJECTS													
PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$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	\$0.00	\$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	Mar	April	May	June	July	Aug	Sept	Oct	Nov	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	\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,000.00	\$26,000.00	\$0.00	100.00%
Fund 027 COMMUNITY	\$26,000.00	\$0.00	\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,000.00	\$26,000.00	\$0.00	100.00%
	\$8,341,029.00	\$585,096.90	\$556,886.28	\$2,811,217.65	\$1,972,514.36	\$539,278.33	\$814,869.94	\$537,718.17	\$503,306.99	\$876,027.89	\$10,442,465.97	-\$2,101,436.97	125.19%

MONROE COUNTY PUBLIC LIBRARY

12/11/13 12:21 PM

Page 1

Cash Balances by fund  
Current Period: November 2013

FUND Descr	11/01/2013	MTD Debit	MTD Credit	11/30/13 Bal Sht	Descr
OPERATING	\$1,911.76	\$0.84	\$0.00	\$1,912.60	CHASE/BANK ONE SAVINGS
OPERATING	\$6,071.60	\$5,404.85	\$0.00	\$11,476.45	ONB/MONROE BANK CHECKING
OPERATING	\$7,777.32	\$9,282.90	\$0.00	\$17,060.22	GERMAN AMER./UNITED COMMERCE
OPERATING	\$49,088.47	\$177,838.50	\$617,436.52	-\$390,509.55	FIFTH THIRD BANK CHECKING
OPERATING	\$4,127.46	\$918.10	\$4,127.46	\$918.10	FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	\$68,976.61	\$193,445.19	\$621,563.98	-\$359,142.18	
JAIL	\$1,018.10	\$0.00	\$707.84	\$310.26	FIFTH THIRD BANK CHECKING
Fund 002 JAIL	\$1,018.10	\$0.00	\$707.84	\$310.26	
CLEARING	\$0.00	\$10.00	\$0.00	\$10.00	ONB/MONROE BANK CHECKING
CLEARING	-\$2,739.18	\$0.00	\$48.31	-\$2,787.49	FIFTH THIRD BANK CHECKING
Fund 003 CLEARING	-\$2,739.18	\$10.00	\$48.31	-\$2,777.49	
GIFT UNRESTRICTED	\$183.46	\$110.77	\$0.00	\$294.23	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$5.00	\$6.00	\$0.00	\$11.00	GERMAN AMER./UNITED COMMERCE
GIFT UNRESTRICTED	\$8,877.68	\$0.00	\$0.00	\$8,877.68	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$9,066.14	\$116.77	\$0.00	\$9,182.91	
PLAC	\$50.00	\$100.00	\$0.00	\$150.00	ONB/MONROE BANK CHECKING
PLAC	\$300.00	\$450.00	\$0.00	\$750.00	GERMAN AMER./UNITED COMMERCE
PLAC	\$500.00	\$0.00	\$0.00	\$500.00	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$850.00	\$550.00	\$0.00	\$1,400.00	
LIRF	\$10,013.55	\$0.00	\$0.00	\$10,013.55	CHASE/BANK ONE SAVINGS
LIRF	\$20,692.32	\$0.00	\$0.00	\$20,692.32	FIFTH THIRD BANK CHECKING
LIRF	\$696,518.58	\$0.00	\$0.00	\$696,518.58	FIFTH THIRD BANK SAVINGS
LIRF	\$500.00	\$0.00	\$0.00	\$500.00	5-3 LIQUIDITY MGMT ACCT
LIRF	\$500,000.00	\$0.00	\$0.00	\$500,000.00	INVESTMENT CD s
Fund 007 LIRF	\$1,227,724.45	\$0.00	\$0.00	\$1,227,724.45	
DEBT SERVICE	\$13,020.98	\$78,810.82	\$0.00	\$91,831.80	FIFTH THIRD BANK CHECKING
Fund 008 DEBT SERVICE	\$13,020.98	\$78,810.82	\$0.00	\$91,831.80	
RAINY DAY	\$46,851.62	\$0.00	\$1,600.00	\$45,251.62	FIFTH THIRD BANK CHECKING
RAINY DAY	\$1,044,339.76	\$0.00	\$0.00	\$1,044,339.76	FIFTH THIRD BANK SAVINGS
RAINY DAY	\$500.00	\$0.00	\$0.00	\$500.00	5-3 LIQUIDITY MGMT ACCT
RAINY DAY	\$500,000.00	\$0.00	\$0.00	\$500,000.00	INVESTMENT CD s
Fund 009 RAINY DAY	\$1,591,691.38	\$0.00	\$1,600.00	\$1,590,091.38	
PAYROLL	\$2,391.94	\$486,250.88	\$466,389.34	\$22,253.48	FIFTH THIRD BANK CHECKING

FUND Descr	11/01/2013	MTD Debit	MTD Credit	11/30/13	Bal Sht Descr
Fund 010 PAYROLL	\$2,391.94	\$486,250.88	\$466,389.34	\$22,253.48	
GIFT-RESTRICED	\$0.00	\$400.00	\$0.00	\$400.00	ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$23,825.43	\$14,606.67	\$6,286.24	\$32,145.86	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$50,000.00	\$0.00	\$0.00	\$50,000.00	FIFTH THIRD BANK SAVINGS
Fund 016 GIFT-RESTRICED	\$73,825.43	\$15,006.67	\$6,286.24	\$82,545.86	
GIFT-FOUNDATION	\$0.00	\$1.25	\$0.00	\$1.25	ONB/MONROE BANK CHECKING
GIFT-FOUNDATION	\$22,198.84	\$18,795.16	\$12,034.65	\$28,959.35	FIFTH THIRD BANK CHECKING
Fund 019 GIFT-FOUNDATION	\$22,198.84	\$18,796.41	\$12,034.65	\$28,960.60	
SPECIAL REVENUE	\$68.07	\$90.00	\$2.68	\$155.39	GERMAN AMER./UNITED COMMERCE
SPECIAL REVENUE	\$197,122.54	\$156,224.50	\$52,995.76	\$300,351.28	FIFTH THIRD BANK CHECKING
Fund 020 SPECIAL REVENUE	\$197,190.61	\$156,314.50	\$52,998.44	\$300,506.67	
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	\$25,338.48	\$167,061.72	\$6,830.64	\$185,569.56	FIFTH THIRD BANK CHECKING
GENERAL OBLIGATION BOND	\$1,509,300.00	\$0.00	\$167,061.72	\$1,342,238.28	FIFTH THIRD BANK SAVINGS
Fund 026 GENERAL OBLIGATION BOND	\$1,534,638.48	\$167,061.72	\$173,892.36	\$1,527,807.84	
COMMUNITY FDTN GRANT	-\$2,391.38	\$13,000.00	\$3,593.26	\$7,015.36	FIFTH THIRD BANK CHECKING
Fund 027 COMMUNITY FDTN GRANT	-\$2,391.38	\$13,000.00	\$3,593.26	\$7,015.36	
	\$5,156,705.02	\$1,129,362.96	\$1,339,114.42	\$4,946,953.56	

MONROE COUNTY PUBLIC LIBRARY

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CHASE BANK SAVINGS

06110 BANKONESV

November 2013

Account Summary

Beginning Balance	11/1/2013	\$11,925.31
+ Receipts/Deposits		\$0.84
- Payments (Checks and		\$0.00
Ending Balance as	11/29/2013	\$11,926.15

Check Book

Active	G 001-06110	OPERATING	\$1,912.60
Active	G 004-06110	GIFT UNRESTRICTED	\$0.00
Active	G 007-06110	LIRF	\$10,013.55
Active	G 008-06110	DEBT SERVICE	\$0.00
Active	G 009-06110	RAINY DAY	\$0.00
Active	G 010-06110	PAYROLL	\$0.00
Active	G 016-06110	GIFT-RESTRICED	\$0.00
Active	G 017-06110	LEVY EXCESS	\$0.00
Active	G 019-06110	GIFT-FOUNDATION	\$0.00
Active	G 021-06110	CAPITAL PROJECTS	\$0.00
		Cash	\$11,926.15

Beginng Balance	\$11,925.31
+ Total Deposits	\$0.84
- Checks Written	\$0.00

Check Book	\$11,926.15
Difference	\$0.00

**MONROE COUNTY PUBLIC LIBRARY**

12/10/13 4:48 PM  
Page 1

**\*Check Reconciliation©  
ONB MONROE CHECKING  
06300 ONB/MONROE  
November 2013**

**Account Summary**

Beginning Balance	11/1/2013	\$6,305.06
+ Receipts/Deposits		\$6,026.87
- Payments (Checks and		\$0.00
Ending Balance as	11/30/2013	\$12,331.93

**Check Book**

Active	G 001-06300	OPERATING	\$11,476.45
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$10.00
Active	G 004-06300	GIFT UNRESTRICTED	\$294.23
Active	G 005-06300	PLAC	\$150.00
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	\$400.00
Active	G 019-06300	GIFT-FOUNDATION	\$1.25
Active	G 020-06300	SPECIAL REVENUE	\$0.00
Active	G 024-06300	FINRA GRANT	\$0.00
		Cash	<b>\$12,331.93</b>
	Beginng Balance		\$6,305.06
	+ Total Deposits		\$6,026.87
	- Checks Written		\$0.00
	Check Book		\$12,331.93
	Difference		\$0.00



MONROE COUNTY PUBLIC LIBRARY

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Page 1

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GERMAN-AMER/UNITED C

06400 GER AME/UC

November 2013

Account Summary

Beginning Balance	11/1/2013	\$8,150.39
+ Receipts/Deposits		\$9,826.22
- Payments (Checks and		\$0.00
Ending Balance as	11/30/2013	\$17,976.61

Check Book

Active	G 001-06400	OPERATING	\$17,060.22
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$11.00
Active	G 005-06400	PLAC	\$750.00
Active	G 016-06400	GIFT-RESTRICED	\$0.00
Active	G 020-06400	SPECIAL REVENUE	\$155.39
		Cash	<b>\$17,976.61</b>
	Beginng Balance	\$8,150.39	
	+ Total Deposits	\$9,826.22	
	- Checks Written	\$0.00	
	Check Book	\$17,976.61	
	Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

12/11/13 9:36 AM  
Page 1

**\*Check Reconciliation©  
FIFTH THIRD CHECKING  
06500 FIFTHCKNG  
November 2013**

**Account Summary**

Beginning Balance	11/1/2013	\$380,440.44
+ Receipts/Deposits		\$623,688.95
- Payments (Checks and		\$645,225.73
Ending Balance as	11/30/2013	\$358,903.66

**Check Book**

Active	G 001-06500	OPERATING	-\$390,509.55
Active	G 002-06500	JAIL	\$310.26
Active	G 003-06500	CLEARING	-\$2,787.49
Active	G 004-06500	GIFT UNRESTRICTED	\$8,877.68
Active	G 005-06500	PLAC	\$500.00
Active	G 006-06500	RETIREEES	\$0.00
Active	G 007-06500	LIRF	\$20,692.32
Active	G 008-06500	DEBT SERVICE	\$91,831.80
Active	G 009-06500	RAINY DAY	\$45,251.62
Active	G 010-06500	PAYROLL	\$22,253.48
Active	G 016-06500	GIFT-RESTRICED	\$32,145.86
Active	G 019-06500	GIFT-FOUNDATION	\$28,959.35
Active	G 020-06500	SPECIAL REVENUE	\$300,351.28
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	\$185,569.56
Active	G 027-06500	COMMUNITY FDTN	\$7,015.36
		Cash	<b>\$351,620.05</b>

Beginng Balance	\$380,440.44
+ Total Deposits	\$623,688.95
- Checks Written	\$652,509.34

Check Book	\$351,620.05
O/S Checks	\$7,283.61

**MONROE COUNTY PUBLIC LIBRARY**

12/10/13 5:15 PM  
Page 1

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**FIFTH THIRD SAVINGS**

**06510 FIFTHSAVG**

**November 2013**

**Account Summary**

Beginning Balance	11/1/2013	\$3,801,180.72
+ Receipts/Deposits		\$918.10
- Payments (Checks and		\$250,000.00
Ending Balance as	11/30/2013	\$3,552,098.82

**Check Book**

Active	G 001-06510	OPERATING	\$918.10
Active	G 007-06510	LIRF	\$696,518.58
Active	G 008-06510	DEBT SERVICE	\$0.00
Active	G 009-06510	RAINY DAY	\$1,044,339.76
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	\$1,342,238.28
		Cash	<b>\$3,552,098.82</b>

Beginng Balance	\$3,801,180.72
+ Total Deposits	\$918.10
- Checks Written	\$250,000.00

Check Book	\$3,552,098.82
Difference	\$0.00

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

**Beginning Employment**

None

**Ending Employment**

- Elizabeth French, Circulation, Page, Pay Grade A, 15-18 hours per week effective December 20, 2013

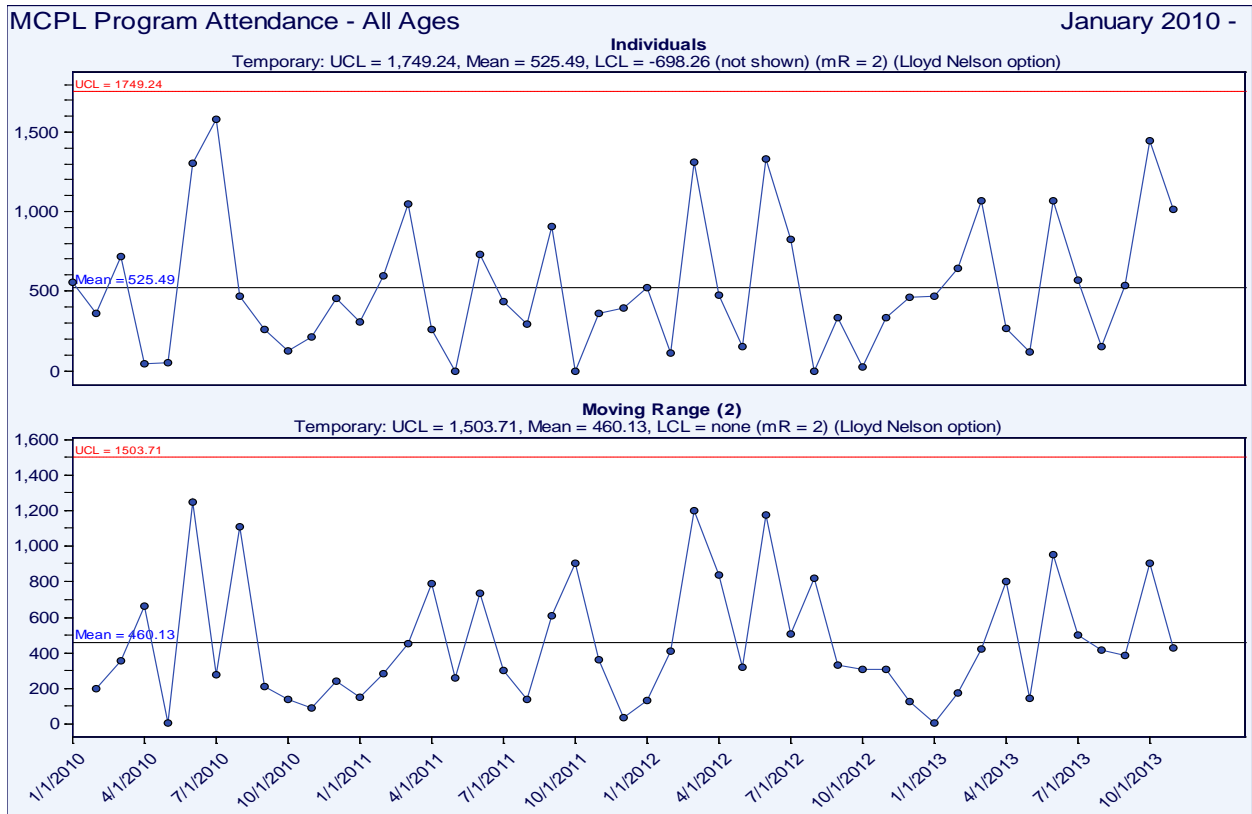
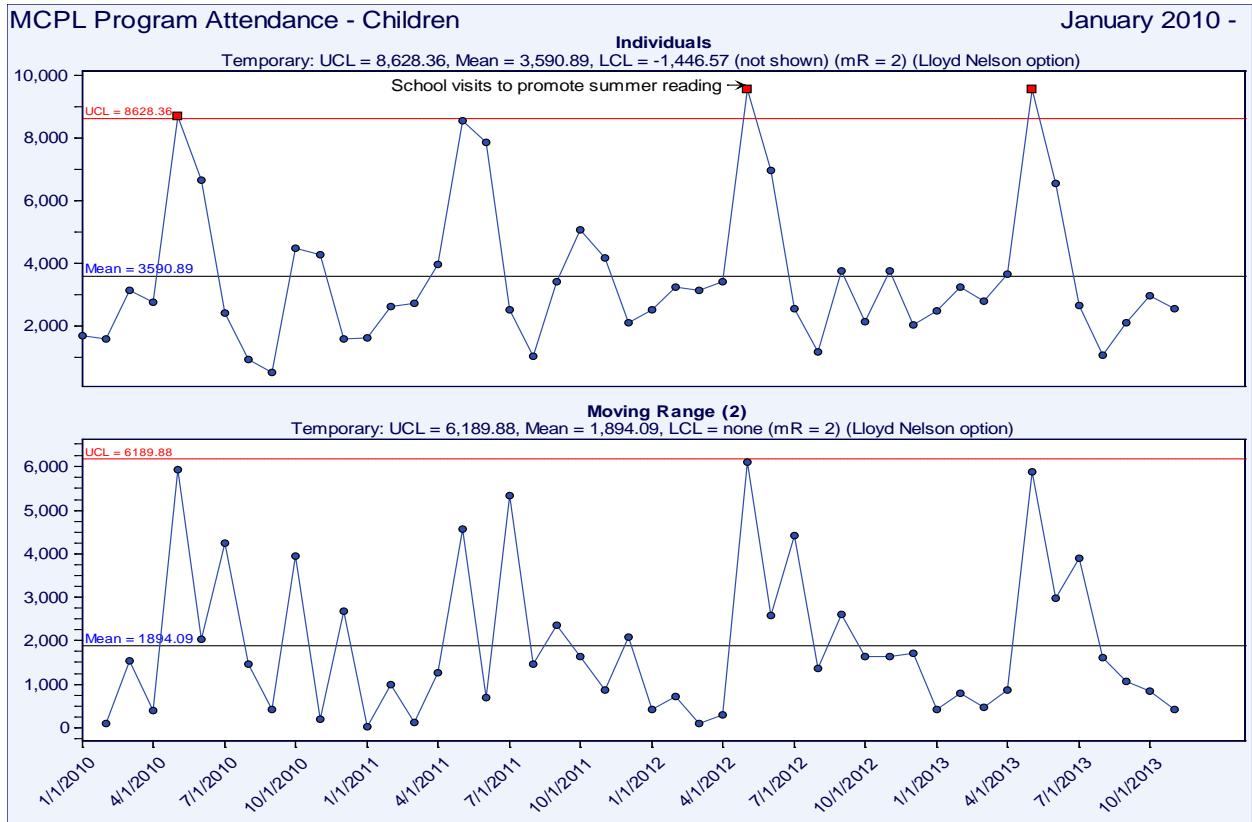
**Job Changes**

None

## 2014 Board of Trustees Calendar

January	8	Work Session	Conflict of Interest forms; officer slate presented
	15	Board Meeting	Budget line-item transfers; officer slate approved; El Centro contract
	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	2	Special Work Session	Presentation of Renovation Contractor Recommendation for Main Renovation
	9	Special Board Meeting/Work Session	Action item: Contractor for Main Renovation
	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; review Internet and Computer Use Policy
December	10	Work Session	
	17	Board Meeting	Approve 2015 salary schedule, holiday schedule, pay grade schedule, director's salary; CATS contracts

**GOAL 1: Strengthen 21<sup>st</sup> century literacy skills.**



## 1A. Strengthen early literacy skills.

- A child wrote a note and made a beautiful drawing to thank us for the LAPS. Mary transcribed it as written. "Dear person who made this room, I am glad that you made a place for kids to learn and play and have fun learning. Sencealy, ..." In November, 4,797 patrons visited the LAPS.
- The Children's Services Department hosted the Smart Start Coalition's first networking event: "Developing Communities, Building Families" in meeting Rooms 1B and 1C. It was gratifying to learn that we are well regarded partners for many agencies serving young children in Monroe County. We also made new connections with several agencies who we hope will help us achieve our departmental goals in 2014.
- Polly O'Shea conducted a food-themed storytime at 16 Head Start classrooms, including a fingerplay "Favorite Foods" about the things we like to eat best, reading *How Do Dinosaurs Eat Their Food?* by Jane Yolen, *The Three Billy Goats Gruff* as a felt board story, and exploration of various snack foods for animals using a felt board and finger puppets.
- At Head Start's Family Literacy Night, Polly shared favorite preschool books and provided early literacy information and promotional materials for children's programs, El Centro, and VITAL.
- The Ellettsville Branch hosted visits by all eight Kindergarten classes at Edgewood Primary School (Stinesville comes in February). The tours taught children about public libraries and finding books as well as about caring for their books. They also enjoyed a read aloud, a puppet show, a movie and a tour that takes them all around the branch and behind the scenes look at the sorter. They really love the program. A high school boy recently shared his memories of the tour and the puppet show.
- Stephanie Holman received a lovely letter from the Owen County Head Start Preschool: *"On behalf of the Owen County Head Start staff, families, and children we would like to thank you for allowing us to have the opportunity to experience some wonderful things. I know that the children are very appreciative! Without your generous support we would not be able to provide our children with these necessary life experiences. Thank you for being a great asset to our community. You were wonderful as always!"*

## 1B. Support basic literacy skills.

- Several of Children's Services' large "all ages" programs were wall-to-wall packed. Both "Curious George" and the IU Jacobs School's "Nutcracker Fantasy" overflowed the auditorium and staff were forced to rotate patrons through. Clearly, both of these programs are fulfilling a need in the community which we hope to build upon in 2014 with our expanding "First Theatre Experiences" partnerships.
- In addition to hosting three visiting groups (two from Sherwood Oaks Preschool and one Cub Scout group), children's librarians presented two outreach school age programs in November, at Marlin Elementary and Stinesville Elementary.
- VITAL welcomed eight new Basic Literacy tutors in November. Tutors each completed nine hours of training before being matched with a learner. Additional training and individualized assistance are offered to tutors to assist in meeting each learner's goals. VITAL tutors provided 350 hours of one-to-one tutoring to 87 learners in November. At times the demand for tutoring rooms outstrips our supply, so we are appreciative of the additional table space available in the Library on busy days. Indiana's new high school equivalency diploma, the TASC, is generating a lot of interest among tutors and adult learners. VITAL recently hosted a TASC webinar for staff and tutors and is sharing updates on resources as they become available. Materials will hit the shelves in February 2014.
- Monroe County Humane Association worked with the Ellettsville staff to arrange times to promote the Read to the Dogs program at the Edgewood Primary School. Dogs and owners

went to the school several times to visit classrooms and promote the programs that occur at both the Main library and Ellettsville Branch.

- Curious George, the costume character chosen to help the library celebrate children’s literature this year proved extremely popular at the Ellettsville Branch and a second program was held to accommodate all the interest.

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

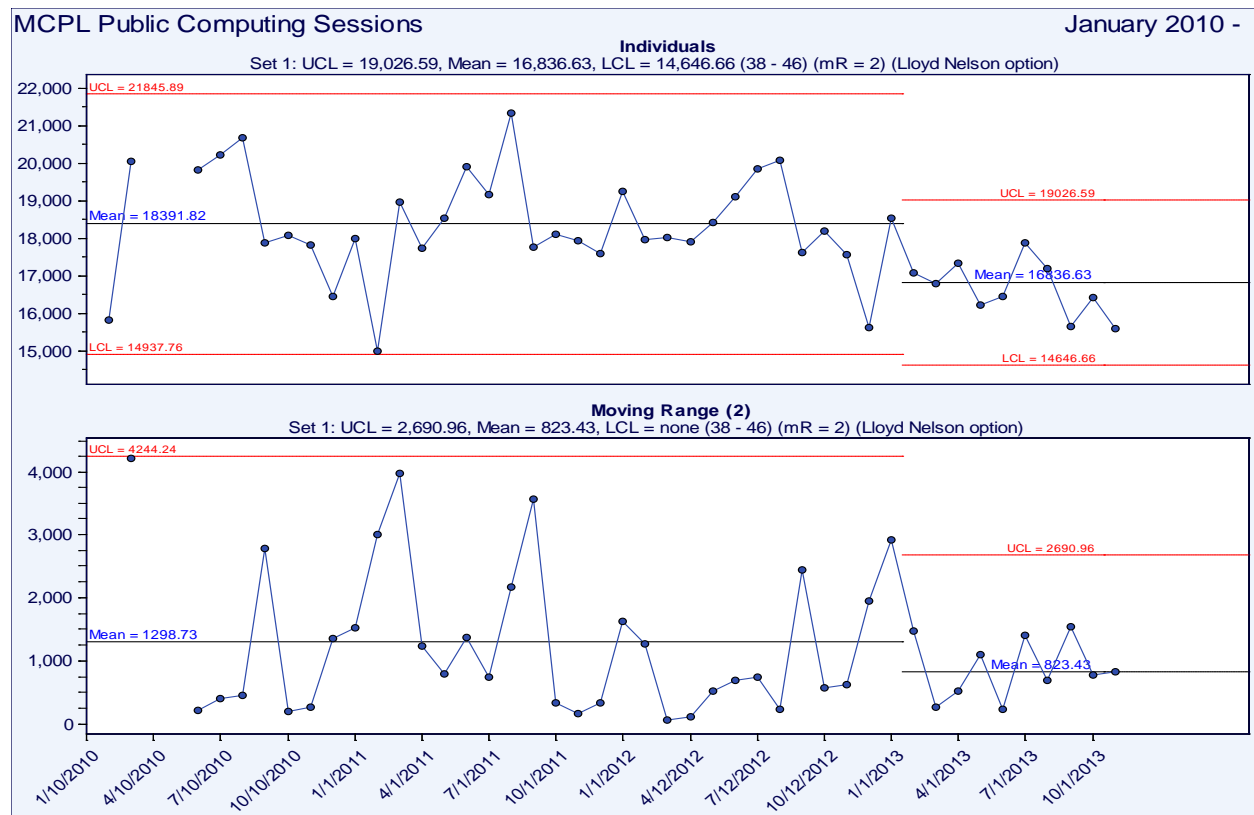
- Sara Laughlin met with Jeff Baldwin and Jill Steiner, Boys & Girls Club, related to Lemonade Day. The library will host a registration event and help children who wish to register using the library’s computers.
- Ellettsville staff held three one-on-one sessions for patrons looking for help with digital resources and new technologies.

**1D. Support digital creativity.**

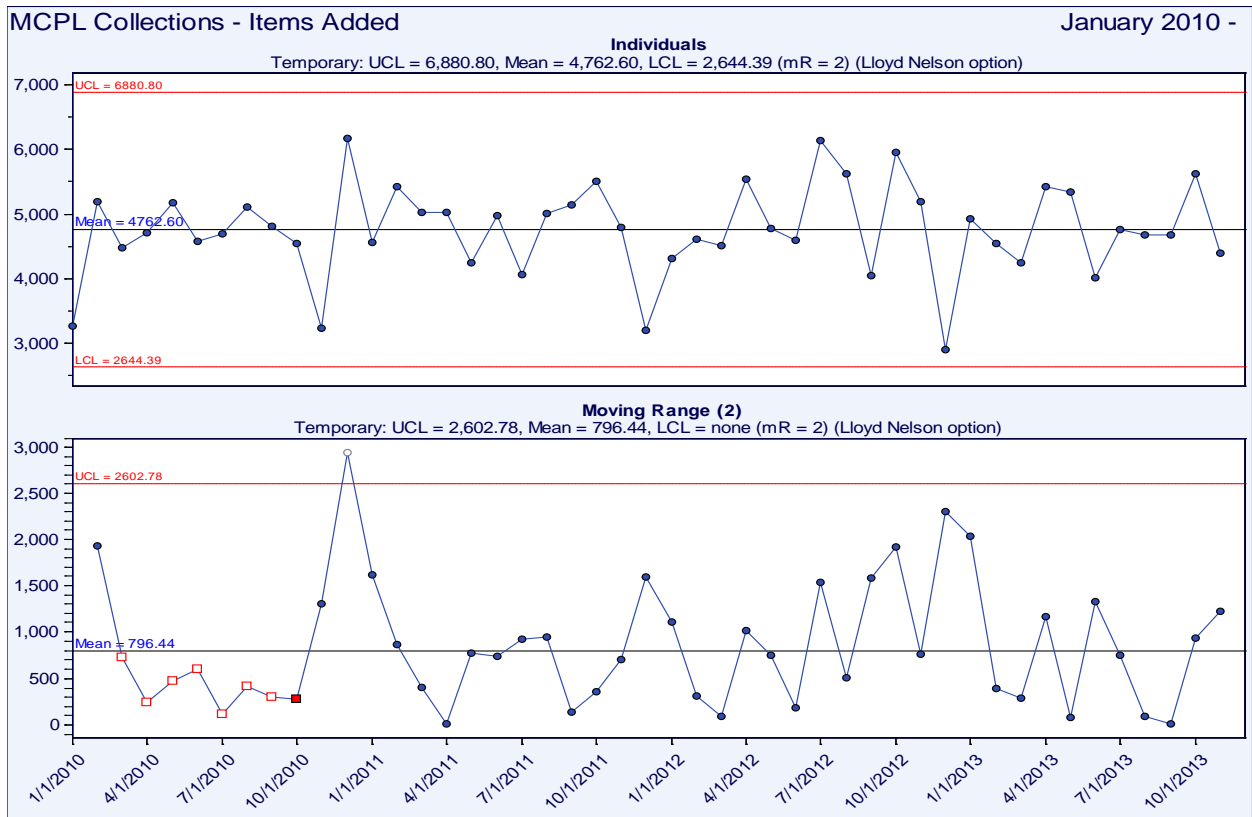
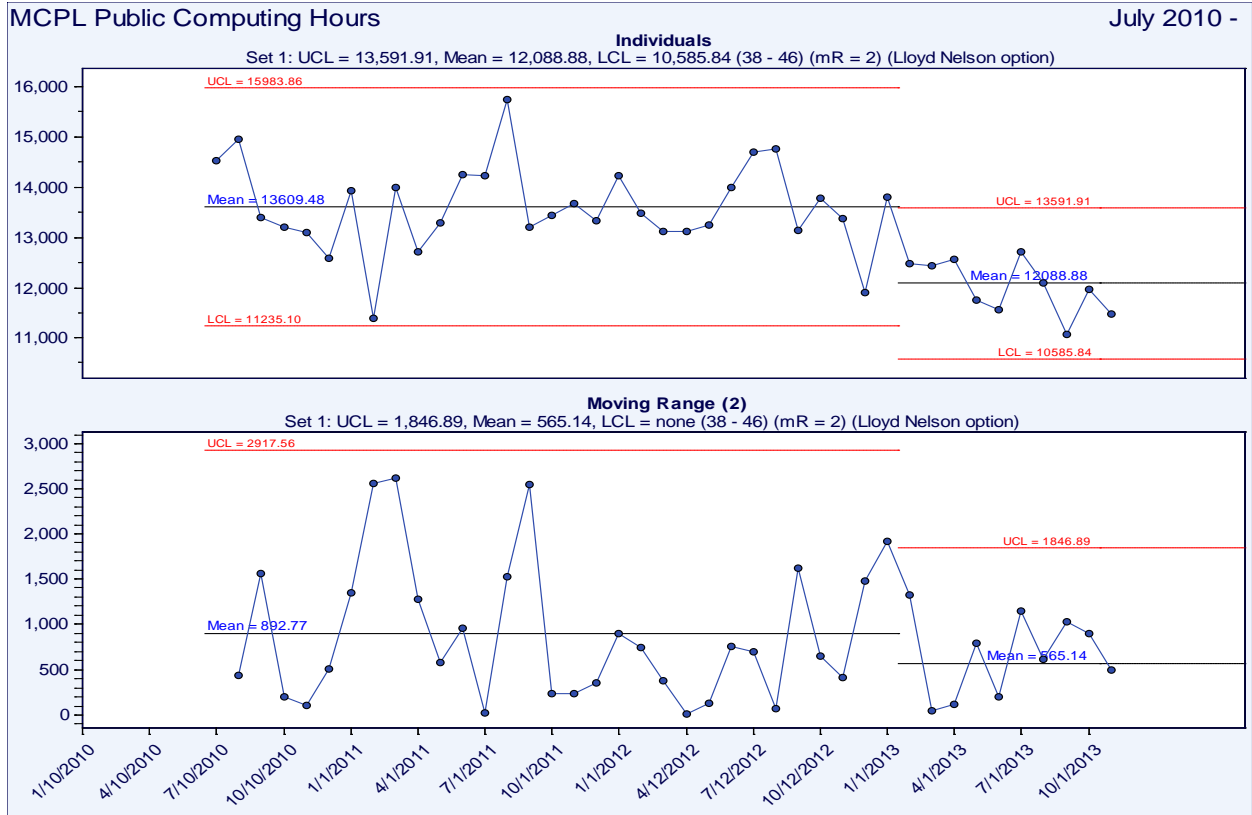
- A number of Ellettsville Branch staff registered for “Learn4Life” – our resource for on-line learning.

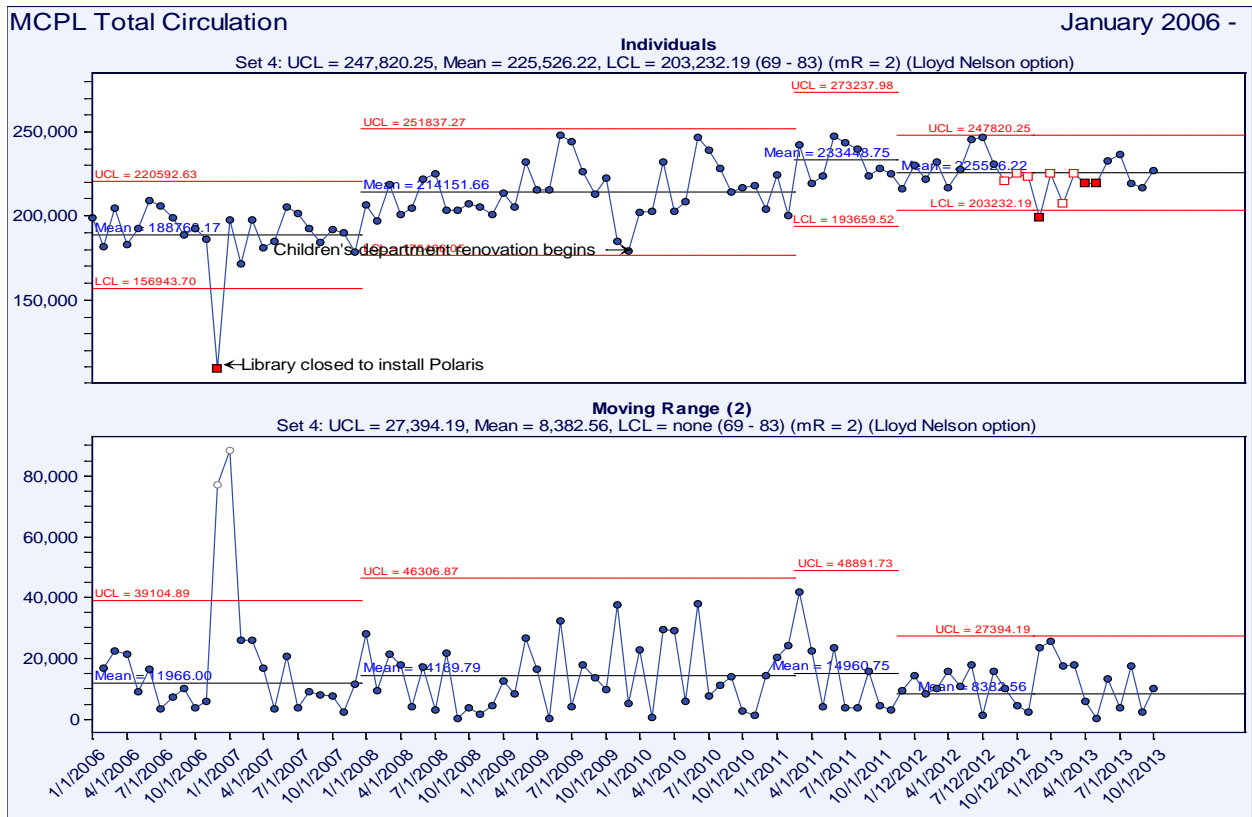
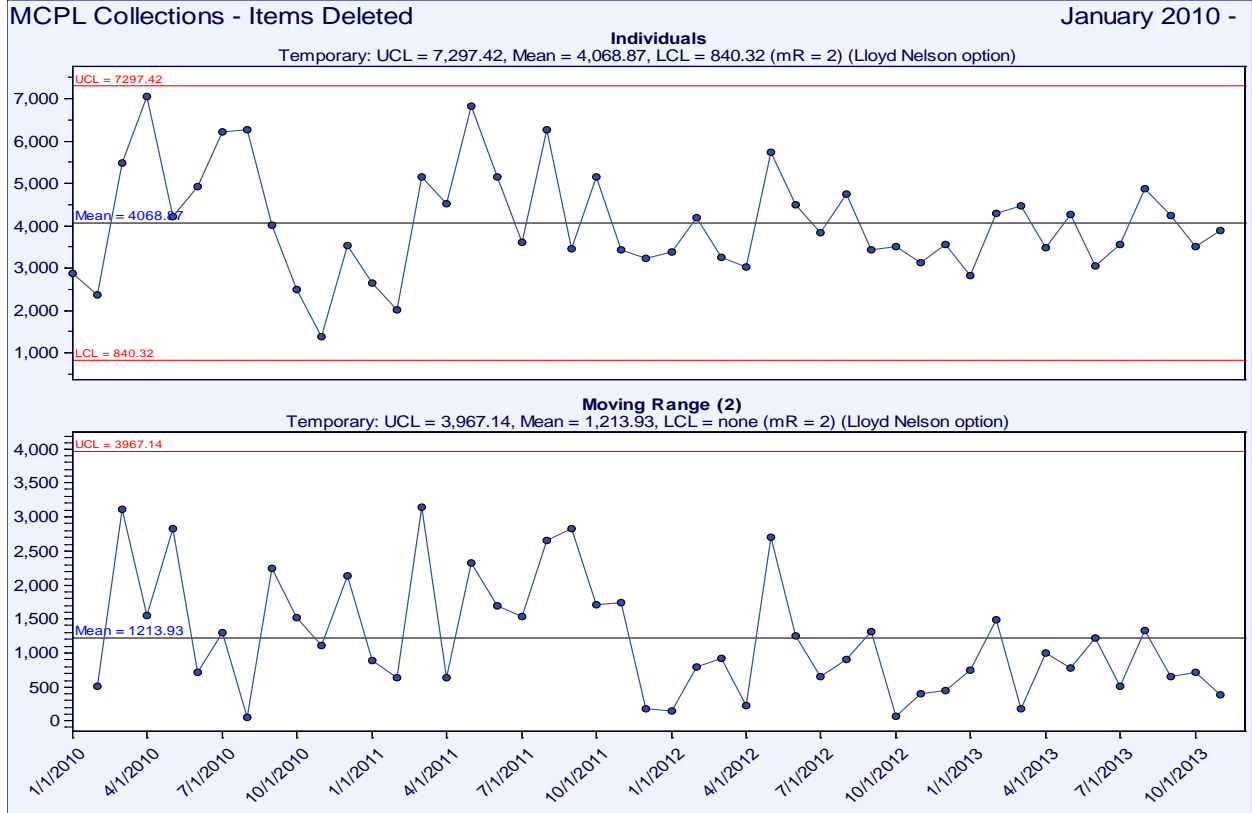
**1E. Maintain collections to meet current needs, adding new formats and removing obsolete formats.**

- Josh Wolf, Lisa Champelli, Pam Wasmer, Bara Swinson, and Vanessa Schwegman represented the library, with media specialists Kathy Loser, Denise Hill, Jeri Betar, and Laura Hall; curriculum directors Tammy Miller and Jan Bergeson; district literacy coaches Fran Stewart and Brenda Julovich; and community relations director Bev Smith represented MCCSC at the inaugural meeting of the school advisory committee, facilitated by Sara Laughlin.









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

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

- The “Global Issues Community Discussion Series” is a long-standing partnership program with IU’s Center for the Study of Global Change. Twice a year, the library hosts programs that focus on a hot topic that has both local implications and interest as well as a global perspective. Because we have to plan so far in advance, often the topics don’t seem very timely or headline grabbing when the program comes around, so this time we picked a date very early, but waited just a few weeks prior to decide on our topic. The civil war and humanitarian concerns in Syria were still making headlines, and we had excellent speakers. A large audience of 30 was interested in learning more about this news worthy topic.
- Chris Hosler attended Rachel Bahr’s English class at The Academy of Science and Entrepreneurship for the third and final time this fall. The class has been focusing on dystopias in literature. After sitting in on presentations and book-talking YA dystopian novels during the first two visits, Chris helped evaluate final paper presentations and talk about possible displays for the Library that would suggest further reading for other teens interested in popular YA dystopian fiction such as *Divergent* and *The Hunger Games*. These will be on display (location pending the nature of the projects) in late December or early January.

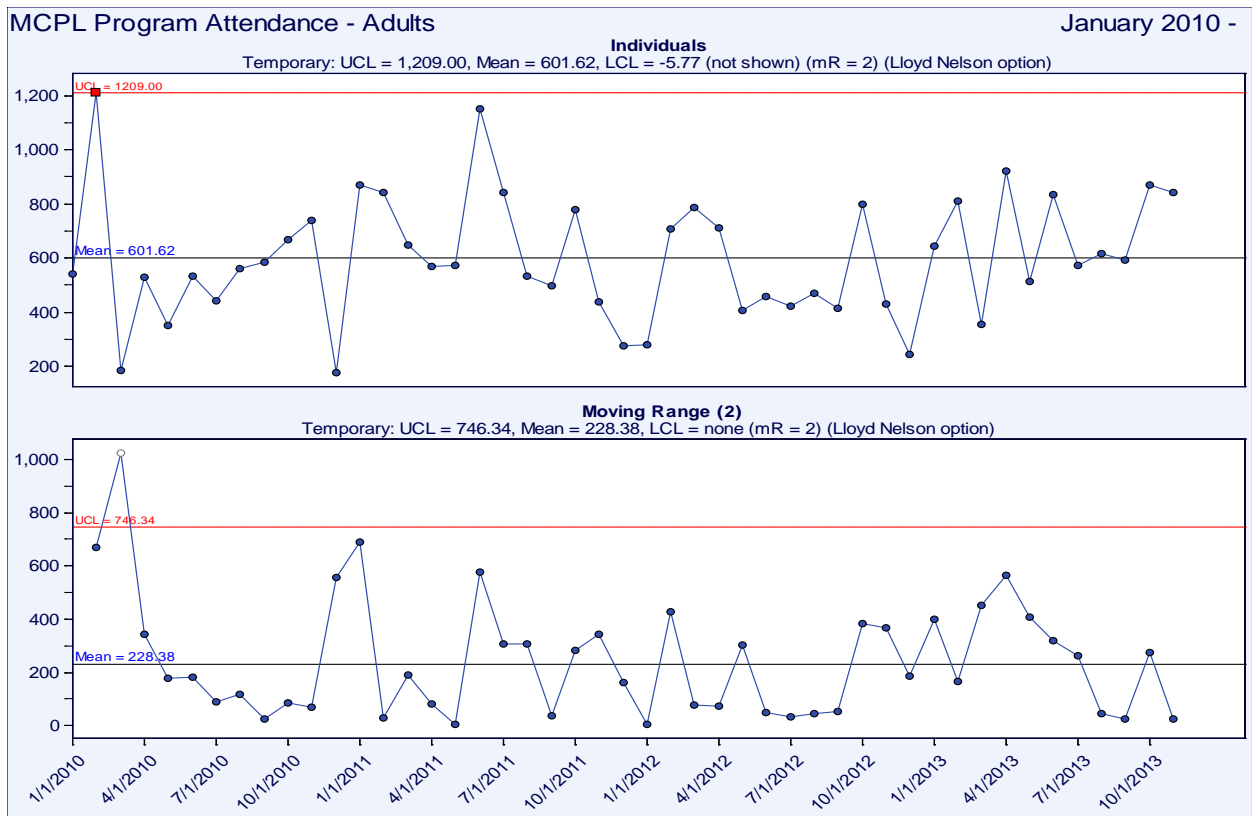
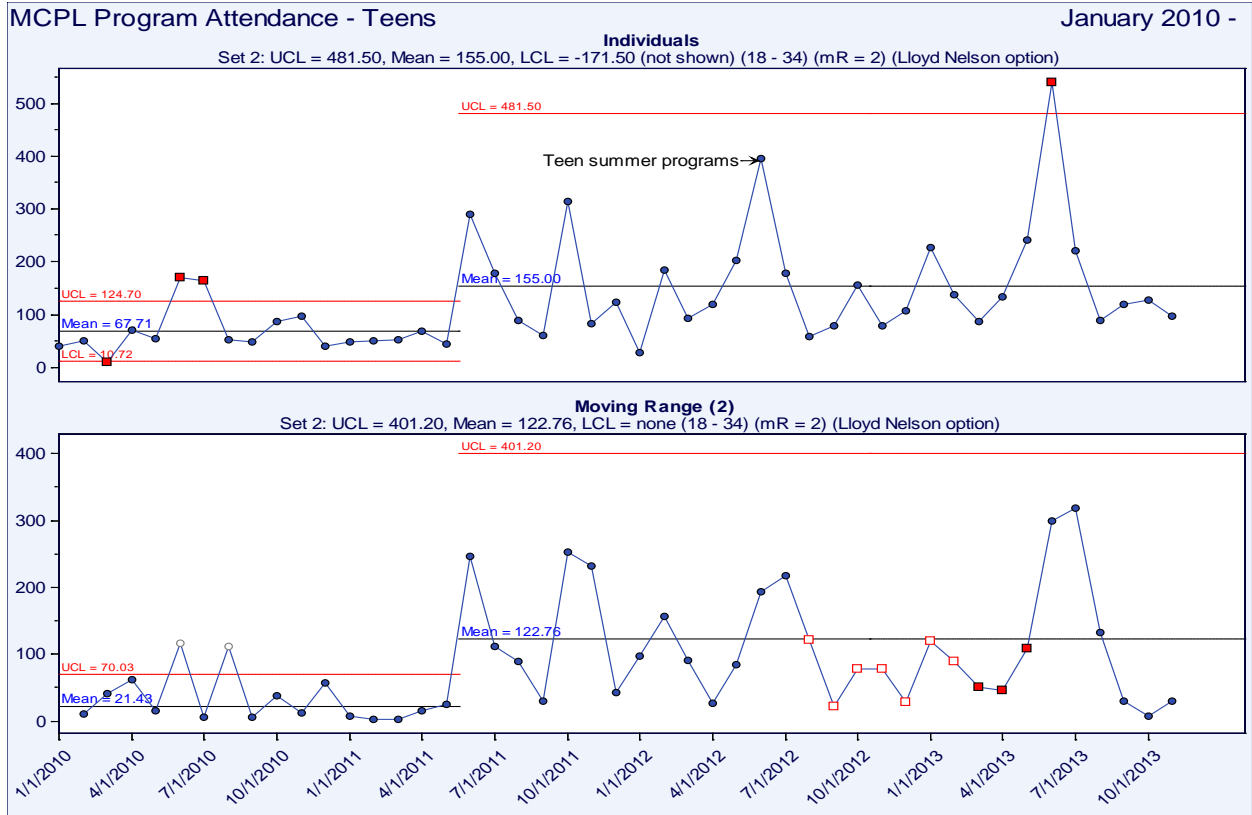
**2B. Increase community awareness of and engagement with the library.**

- Josh Wolf and Lisa Champelli made separate presentations to children’s services classes at the IU School of Informatics and Computing. Josh spoke about the emergence of graphic novels in children’s collections; Lisa spoke about preschool programming.
- Marilyn Wood, Kyle Wickemeyer-Hardy, Michael Hoerger, and Sara Laughlin attended the Chamber’s annual Business Outlook luncheon.
- The Ellettsville Branch has been receiving requests from parents for help finding books at Lexile levels. Stephanie communicated with the principals and reading teachers at the local school system to demonstrate the databases we have to help with that and how to access them. In particular she shared “Children’s Literature Comprehensive Database” and “Novelist Plus” for Lexile levels.

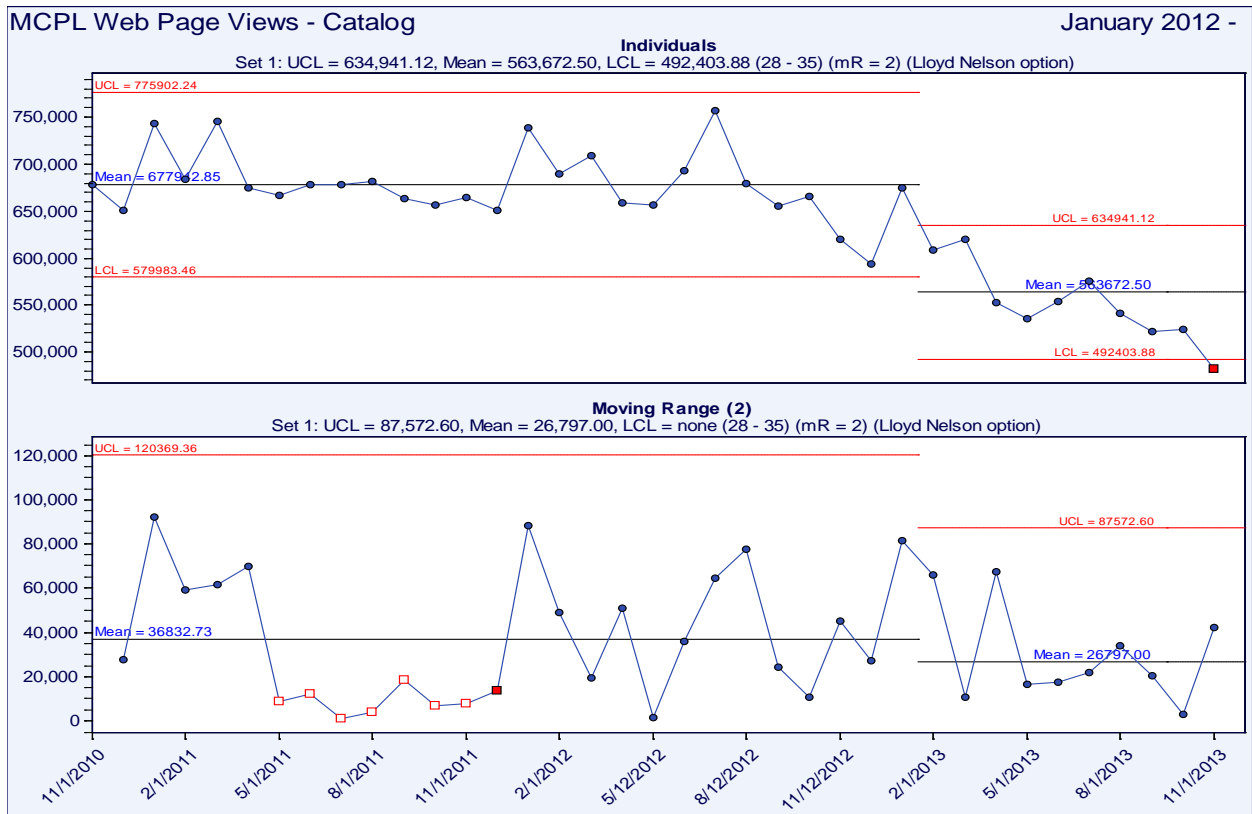
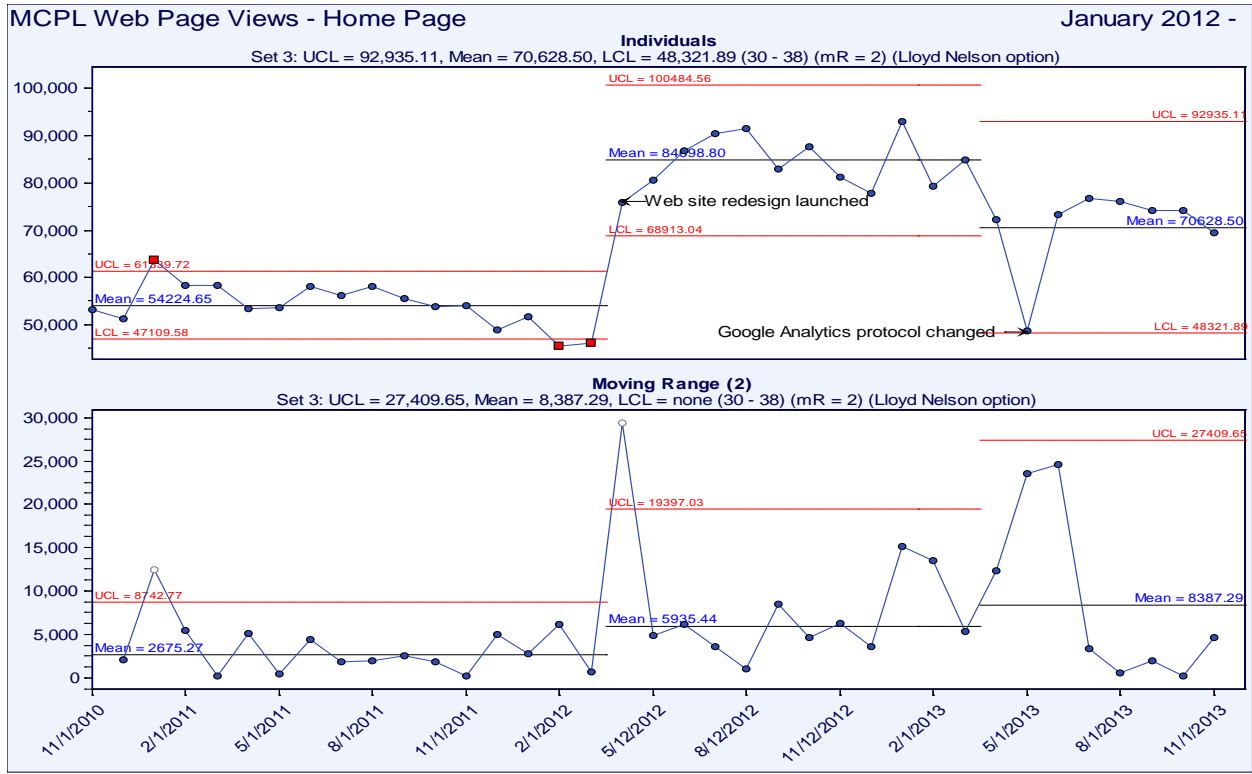
**2C. Strengthen services for nonprofit organizations.**

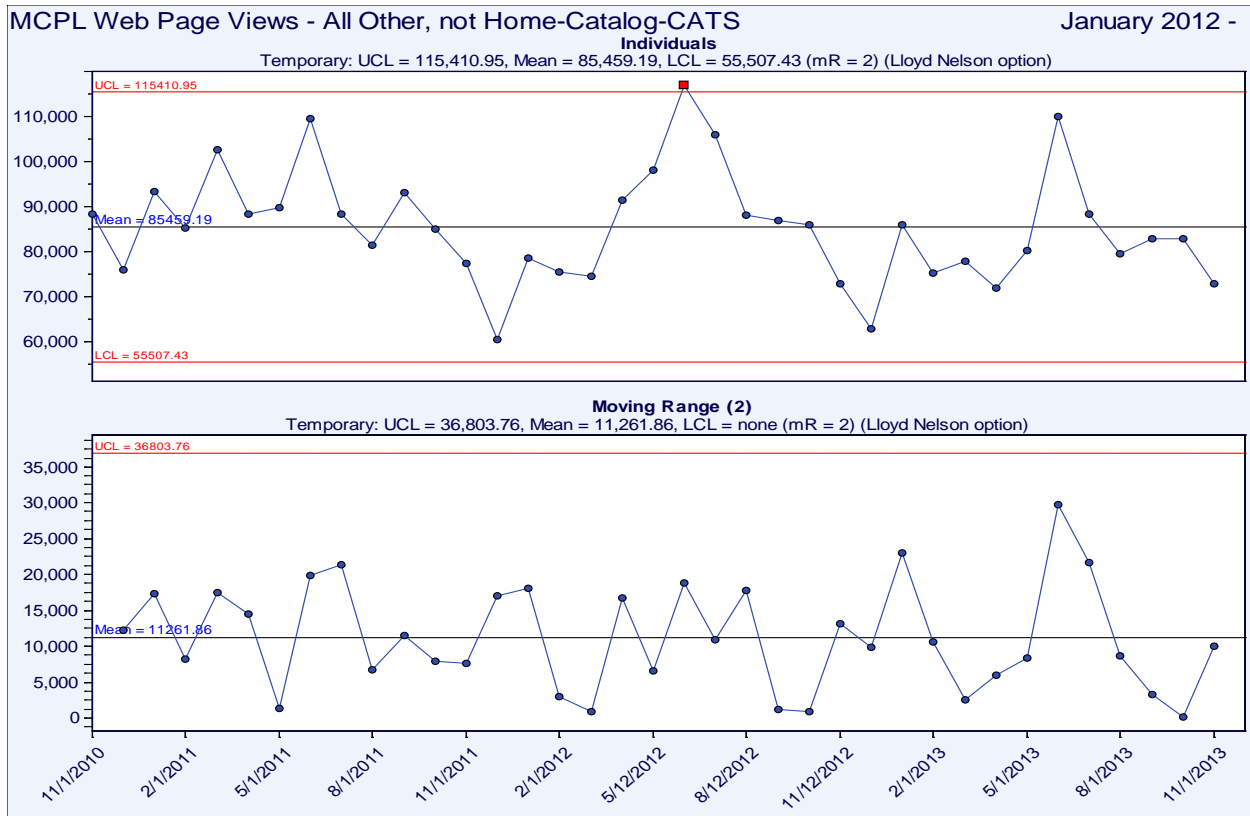
- The library submitted a \$27,677 proposal for renewed funding for Nonprofit Central.
- Mickey Needham participated in further planning for the Federal Tax Help Assistance Program for 2014.

<i>January Meeting Rooms/Auditorium Use</i>		
<b>Meeting Rooms</b>	Main Library meeting rooms used	110
	Main Library auditorium used	11
	Main Library atrium	0
	Ellettsville Branch	17
	<b>TOTAL MEETING ROOMS USED</b>	<b>138</b>



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





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

- After months of planning, Vanessa Schwegman and Information Services completed the upgrade to Polaris 4.1. The upgrade maintained previous functionality and added some new options that will be useful as the library adds more digital content. Library staff continue to work with patrons to help them navigate the very slight (but still sometimes confusing) changes to the look and feel of the site.

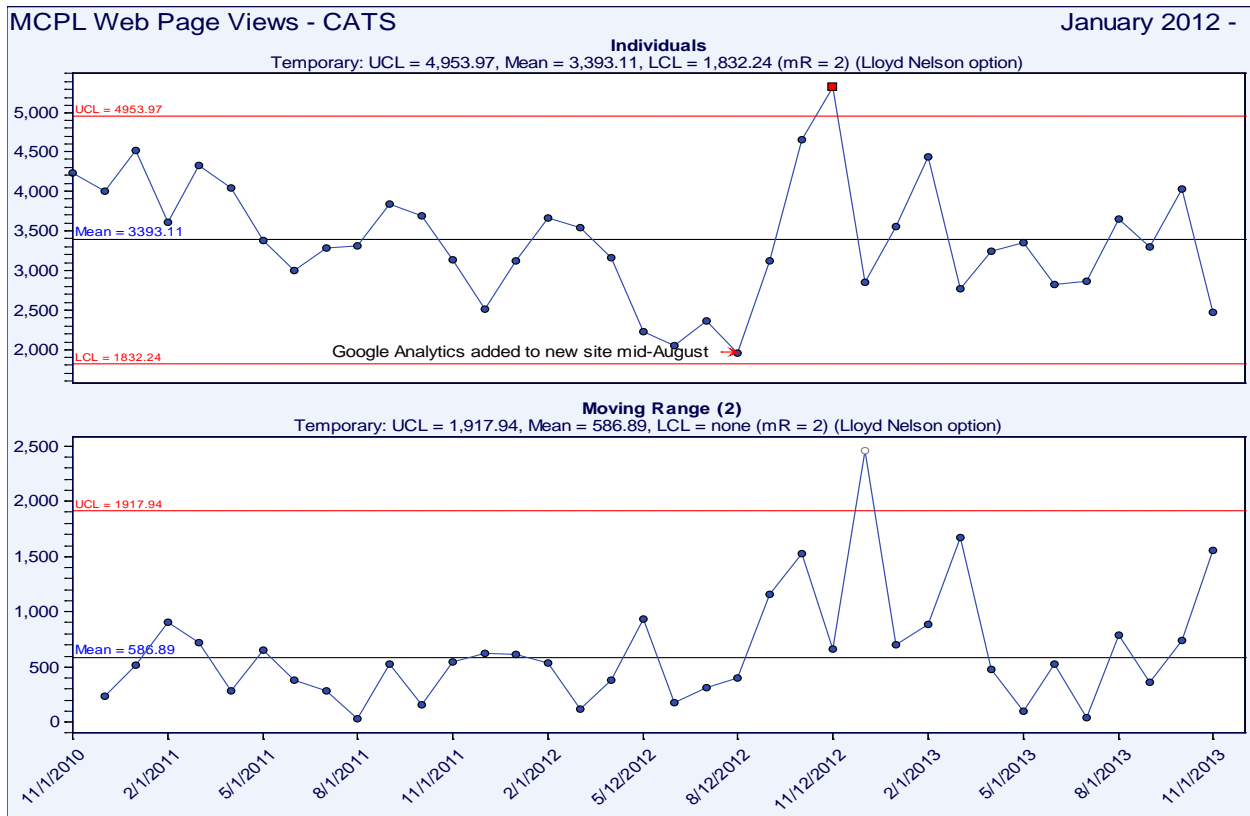
January Access		
<b>Read It Off</b>	Number registered	427
	Charges waived	\$464.94
	Number individuals with charged waived	63
	Number exiting program	19
<b>Interlibrary Loan</b>	Items loaned	231
	Items borrowed	25
<b>Author Alert</b>	Alerts placed	109

- CATS coverage of non-governmental events included *World Music with Kaia* from the Library Auditorium; *Developing Communities, Building Families*, an early education networking event at the Library; *The Effects of the War on Drugs* from the Bloomington Showers Chambers; *Syria: Chemical Weapons, Civil Unrest and Humanitarian Crisis* from the Auditorium; *A Potpourri of African American Arts 2013* from the Buskirk Chumley Theater; *Bloomington Peace Choir Autumn Concert: Gratitude and Grace* from the Unitarian Universalist Church; *Veteran's Day Ceremony* from the Monroe County Courthouse; Bloomington Rotary Tuesday Luncheons featuring *Elsa Sandra Flum, Glenda Ritz and Bob Browning*; *Legalize Democracy* from the Auditorium, sponsored by *Move to Amend - South*

Central Indiana Chapter; *The Power of Words - An Evening with Nicole Mones* from the Buskirk Chumley Theater; *Bloomington Symphony Orchestra Concert – Whiz Kids*; *Active Aging Coalition*; and *Warren Henegar Peace Monument Dedication* from the Courthouse Square.

- Local producer Lennon Beasley produced 15 programs. Brandon Nelson wrapped up post-production on *Nerf U.S. Army*, an action-packed war saga showcasing the talents of many people at Community Transitions. Additional programs were completed by local producers Matt Wessel (*Country Living*), Sharon Andrews (*Christian Science Sentinel Radio*), and Gina Richard (*God Smiles*). CATS began soliciting feedback from local producers who edit in the CATS’ editing suites, hoping to ensure a smooth transition to the iMovie 10 editing platform. New computers running the latest version of iMovie are set to be unveiled in early 2014.

January CATS	
Government programs produced	29
Patron programs produced	138
Community programs produced	30
Public service announcements	4
Dubs delivered	110
Programs added to collection	197



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

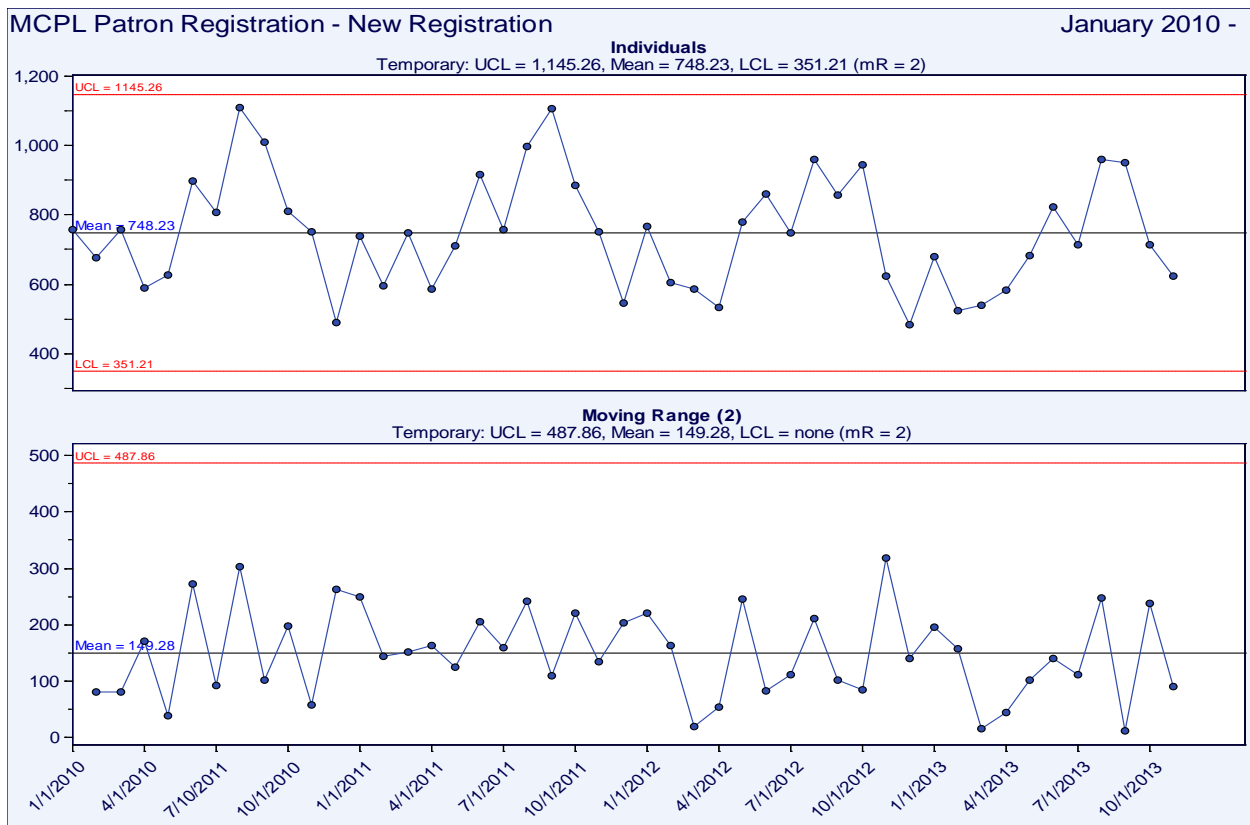
**3A. Provide quality customer service to increasingly diverse audiences.**

- Children’s Services partnered with IU to host two programs for International Education Week – a “Dance Festival” and a “Chinese Calligraphy” program. Both drew many new faces from IU.
- On November 12, ATS staff members Steve Backs, Burl Cooper, Elizabeth Gray, and Jim Gossman and Circulation Services manager Bara Swinson visited Brownsburg Public Library to study their processes for roving reference and combined service points. The group will begin a pilot study to implement roving reference in early 2014 in anticipation of bringing the audiovisual collections to the second floor in late 2014.
- The Indiana Room implemented Paypal for obituary requests. The system now allows patrons to submit and pay for requests electronically, a significant step for out-of-town researchers and for local patrons who may wish to conduct their genealogy work from home.

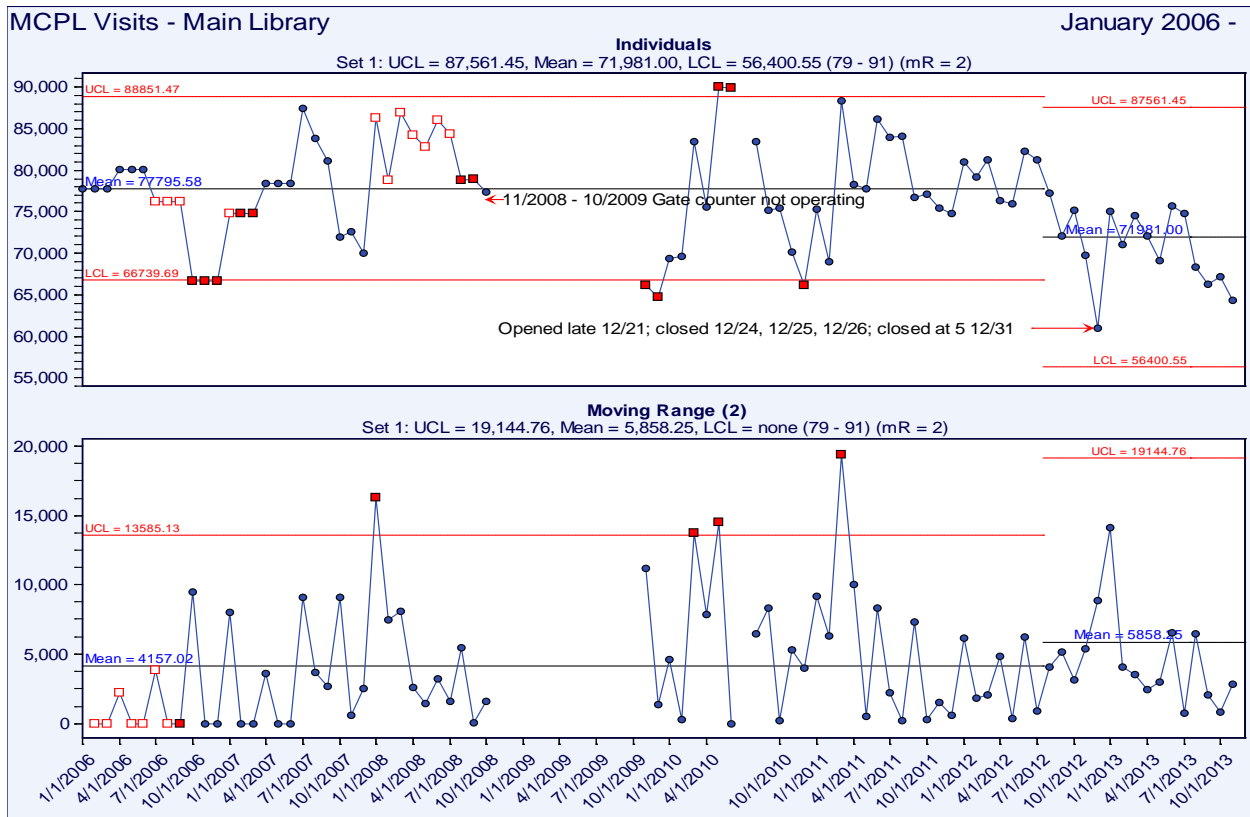
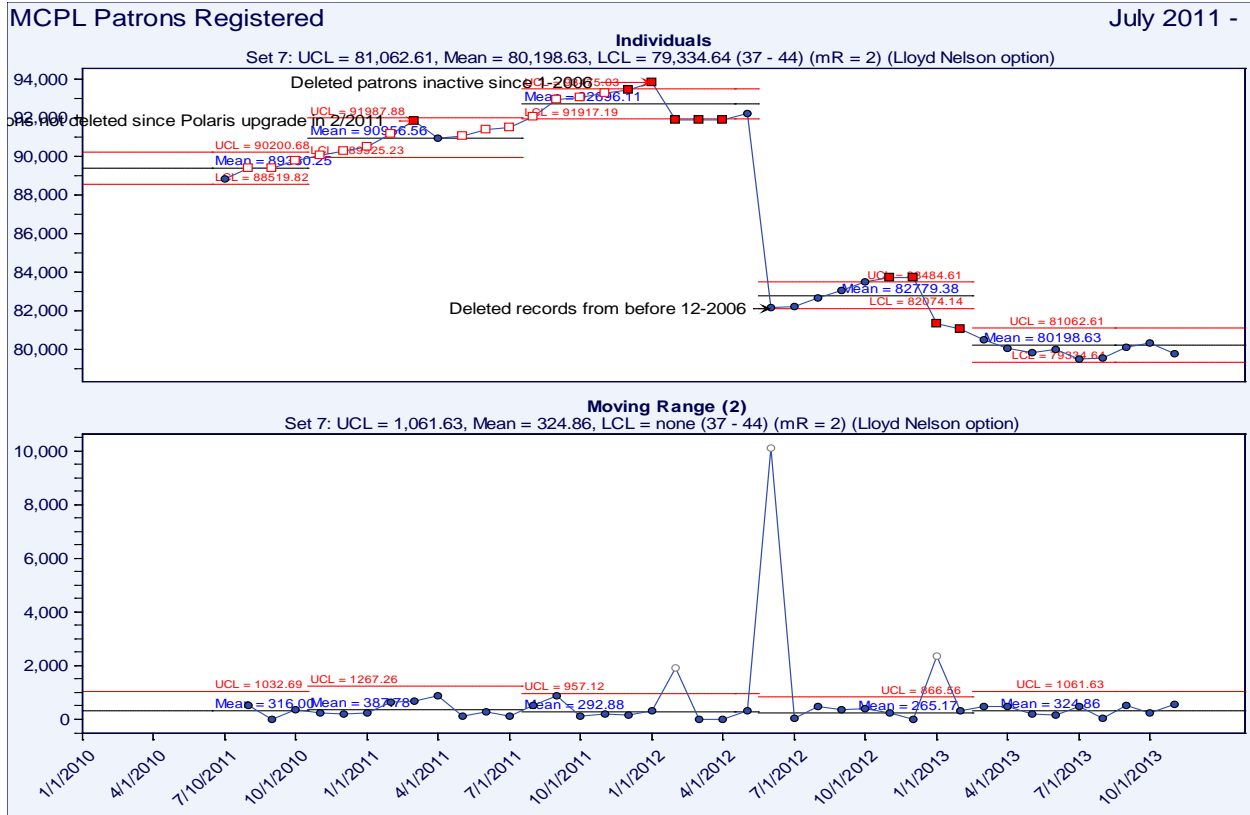
**3B. Develop a unified communication strategy.**

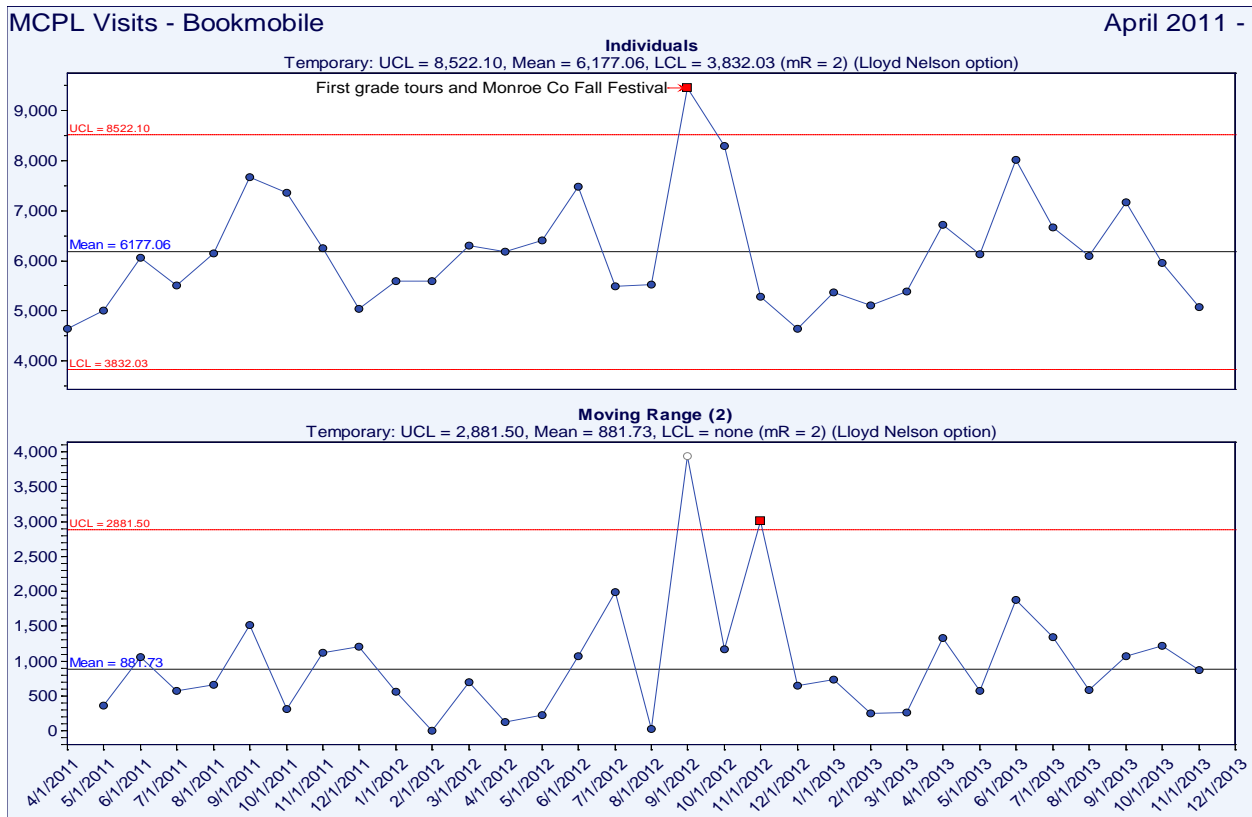
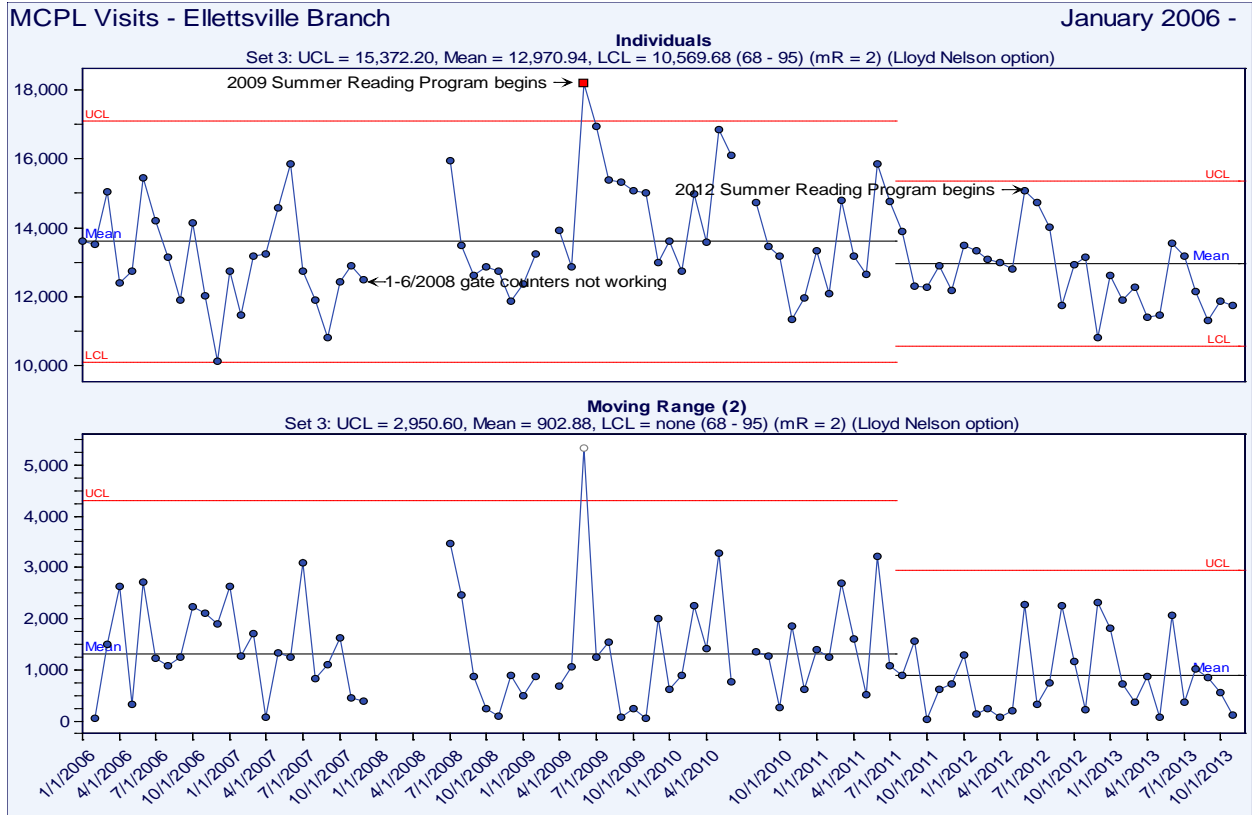
- Mickey Needham and Michael Hoerger met to discuss Ellettsville specific communication/signage and promotional needs.

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









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

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

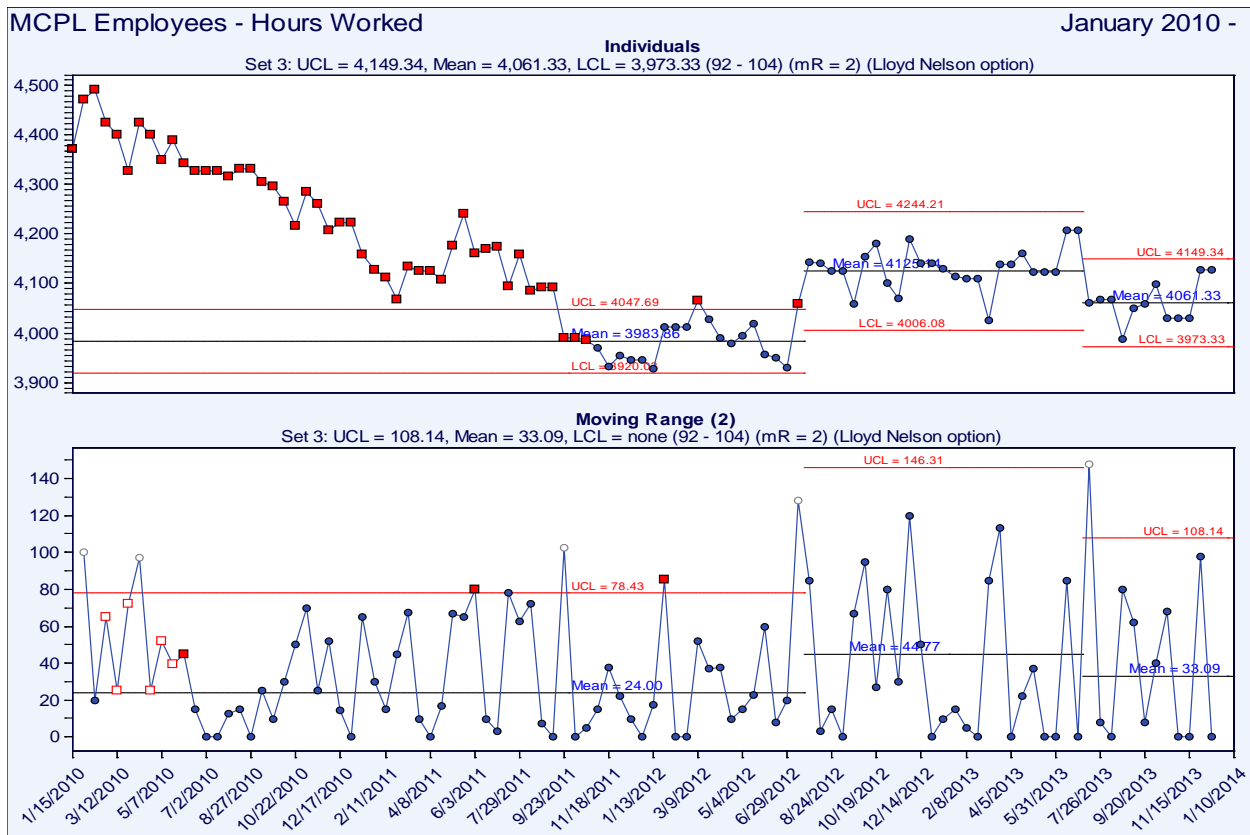
- Sara Laughlin presented the first of two “Library 101” sessions about the library’s mission, vision, values, funding sources, and “lines of business.” This session will become part of the orientation process for new employees.
- Monroe County Government Clinic offered free flu shots at the library for employees.
- Ellettsville Branch said goodbye to intern Emily Stueven and wished her the best in her job search!

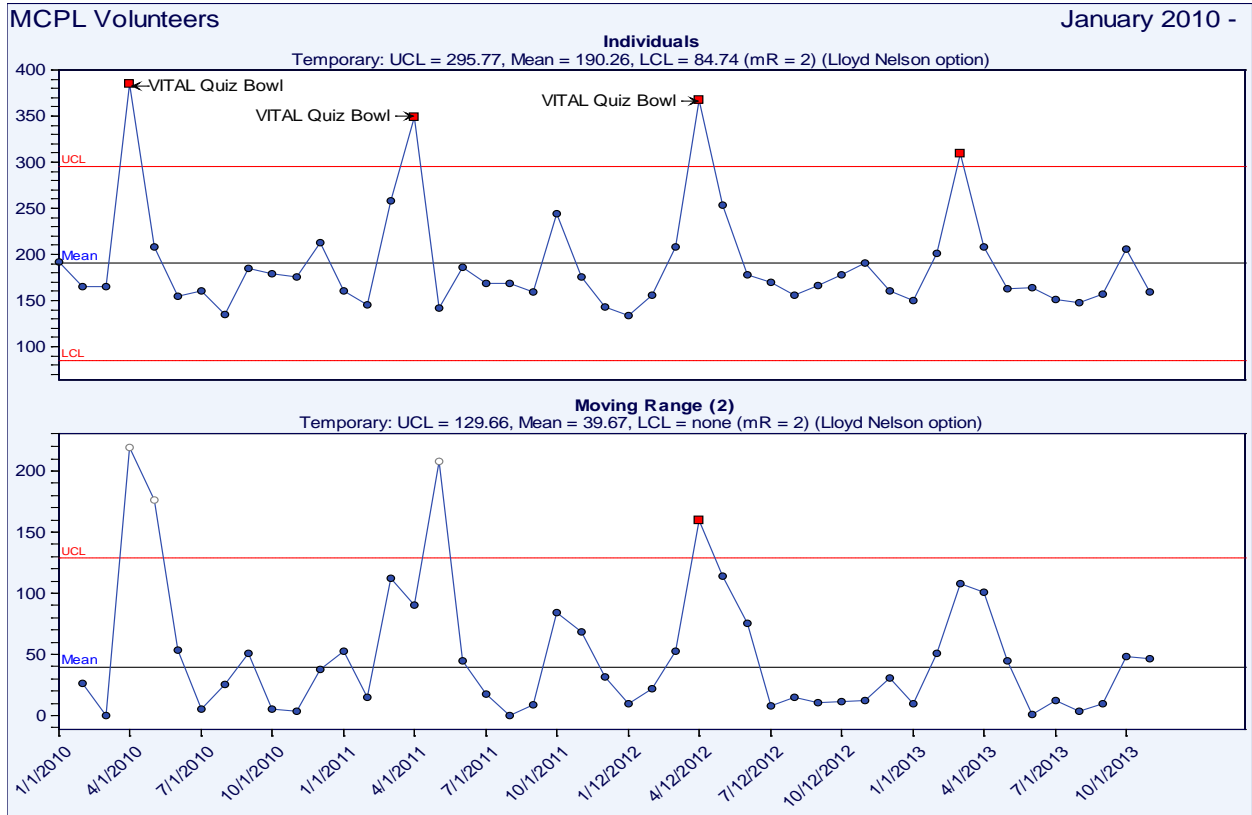
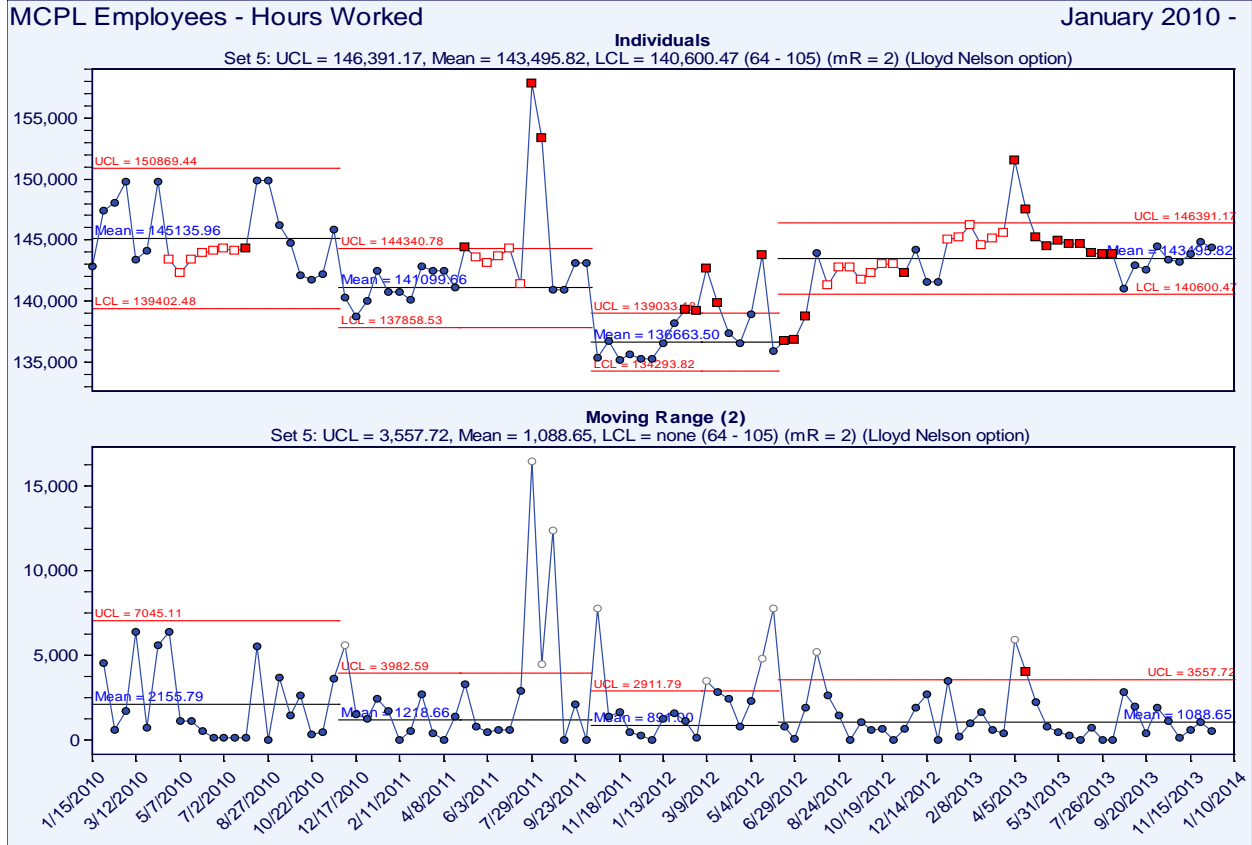
**4B. Assure adequate, stable funding for library operations.**

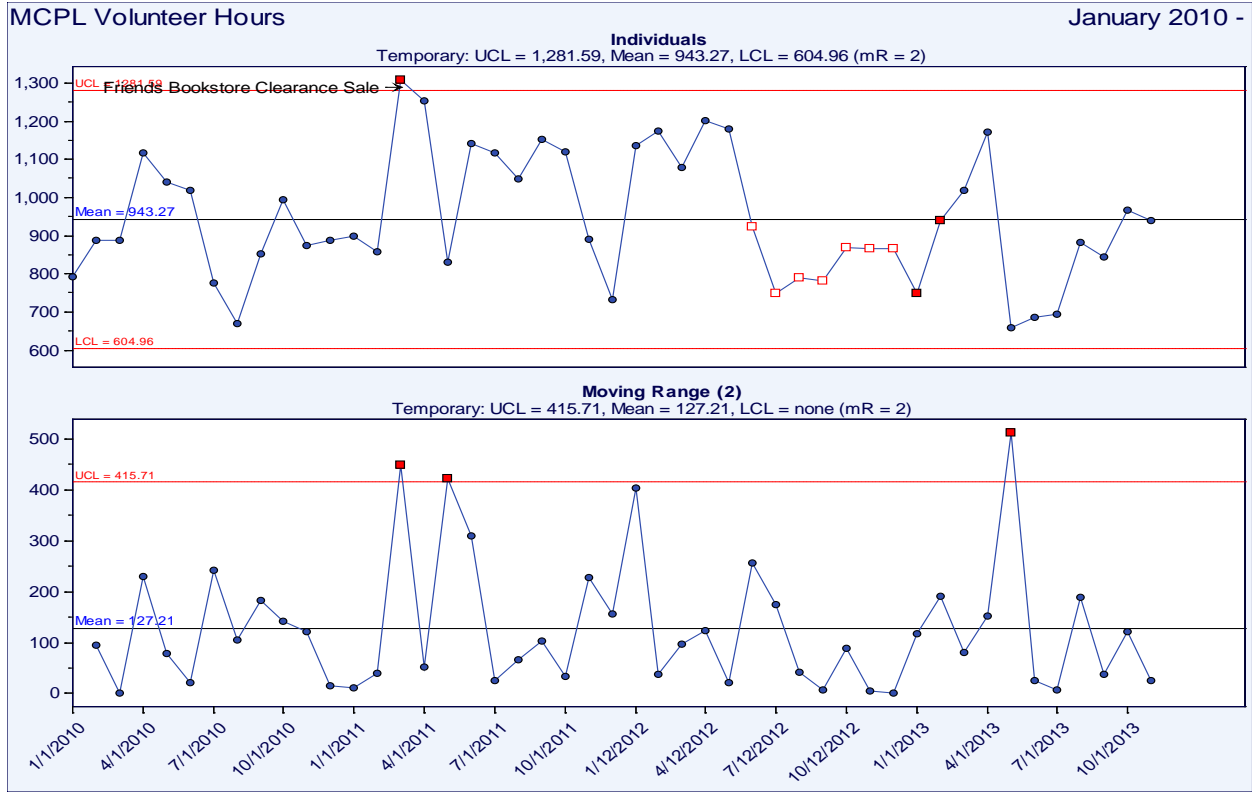
- Sara Laughlin and Austin Stroud attended the Friends Campaign update meeting; in early November, the campaign had passed \$27,000 on the way to the \$40,000 goal; follow-up letters will be mailed just after Thanksgiving.
- The Friends author event, featuring author Nicole Mones, received accolades from participants. More than 250 attended the free talk at the Buskirk-Chumley. At the reception at the library, 100 enjoyed champagne, delicious hors d’oeuvres prepared by Ivy Tech culinary students, jazz, and calligraphy demonstrations by members of the IU Calligraphy Club, as well as a chance to meet and talk with Nicole Mones .
- In preparation for Nicole Mones’ visit, Dr. Sue Tuohy and Sara Laughlin co-taught a two-evening IU Lifelong Learning class with 24 participants.

**4C. Maintain library facilities.**

- Gary Lettelleir, Marilyn Wood, and Sara Laughlin visited a potential branch site.
- Mickey Needham and Julie Kinser attended OSHA training about chemical labels with other library employees.

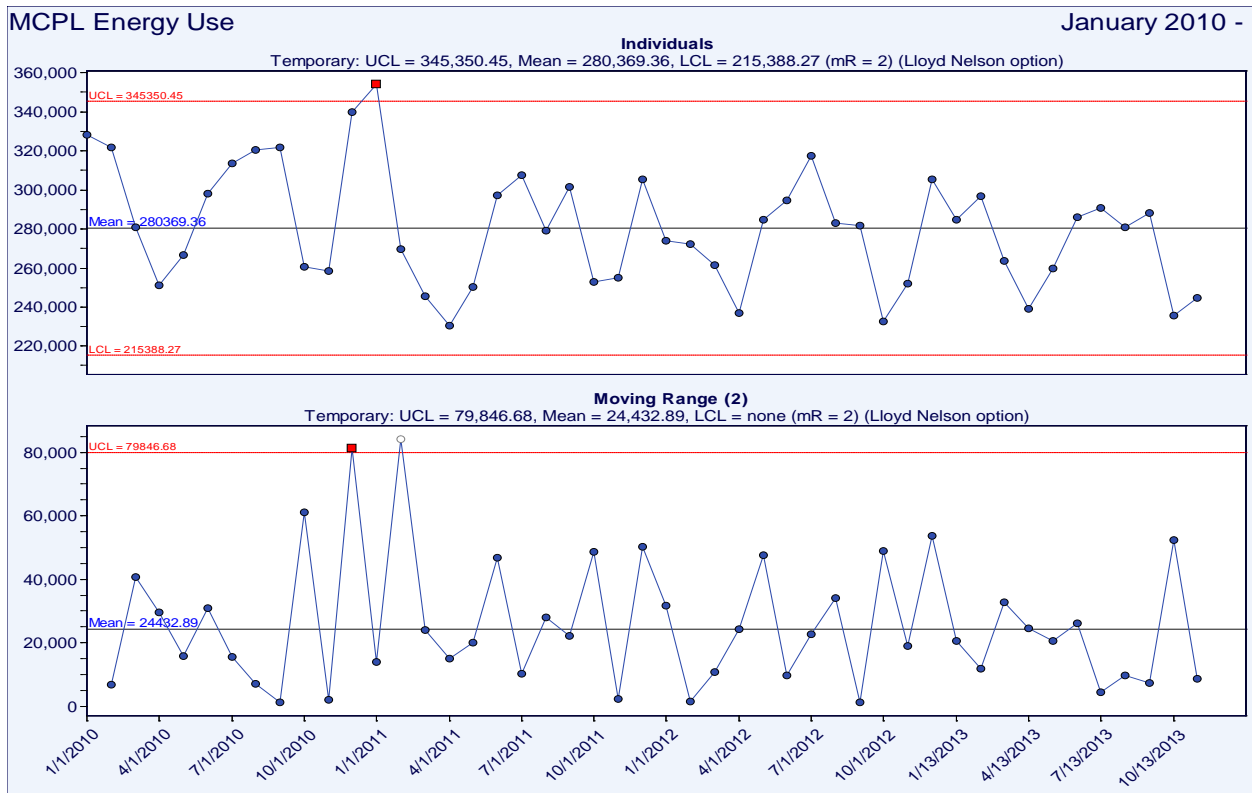






**4D. Improve stewardship of library assets and records.**

- Eight potential providers responded to the RFP for a new phone system.



# **Internet and Computer Use Policy**

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## **INTRODUCTION**

This is a library-wide policy for the management of computer data networks and the resources they make available, as well as stand-alone computers that are owned and administered by the Monroe County Public Library (MCPL). The policy reflects the principles of MCPL. It specifies the Library's objectives in providing computing resources for public use and the responsibilities assumed by the users of such resources.

In accord with the Indiana Code (IC 36-12-1-12), MCPL performs a public review of this Internet and Computer Use Policy annually.

## **OBJECTIVES**

MCPL provides computers which allow public access to a variety of electronic resources, including in-house databases (the library catalog, magazine indexes, and business directories), productivity software (word processors, spreadsheets, etc.), and the Internet (primarily through Web browsers). While MCPL does not provide email accounts, patrons may send and receive email if they have an account accessible through the World Wide Web.

In keeping with our general policies, MCPL protects patrons' rights to privacy and confidentiality. MCPL keeps any communications that reside on its computer network confidential. However, in general, electronic communication is not secure and networks are sometimes susceptible to outside intervention. As part of normal system maintenance, network administrators do monitor system activity, but the library does not reveal information about an individual's use of computer resources unless compelled to do so by a court order.

To promote equitable access to computer resources, MCPL utilizes time management software. To access the Internet, an individual must use his or her own library card number or guest pass number. Staff may also take other measures to manage Internet time including (but not restricted to) reserving terminals for individuals or groups with specific needs.

## **USER RESPONSIBILITIES**

To ensure fair and proper use of library computing resources, users must follow the legal and cooperative rules listed below.

### **Legal Responsibilities:**

Computing resources may only be used for legal purposes. Examples of illegal use include, but are not limited to, the following:

- Attempting to alter or damage computer equipment, software configurations, or files belonging to MCPL, other users, or external networks
- Attempting unauthorized entry to MCPL's network or external networks
- Intentional propagation of computer viruses, trojans, etc.
- Violation of copyright or communications laws
- Violation of software license agreements
- Transmission of speech not protected by the First Amendment, such as libel and obscenity

### **Cooperative Responsibilities:**

MCPL strives to balance the rights of users to access different information resources with the rights of users to work in a public environment free from harassing sounds and visuals. We ask all our library users to remain sensitive to the fact that they are working in a public environment shared by people of all ages, with a variety of information interests and needs. In order to ensure an efficient, productive computing environment, the Library insists on the practice of cooperative computing. This includes:

- Respecting the privacy of other users
- Not using computer accounts, access codes, or network identification codes assigned to others
- Refraining from overuse of connect time, information storage space, printing facilities, processing capacities, or bandwidth capacities
- Refraining from the use of sounds and visuals which might disrupt the ability of other library patrons to use the library and its resources

## **SANCTIONS**

MCPL relies on the cooperation of its users in order to efficiently and effectively provide shared resources and ensure community access to a wide range of information. If individuals break these acceptable use rules in any way, their right to use networked resources may be suspended for a specified time, depending on the damage caused by their actions. They will be notified of the length of and reason for the suspension. Individuals using library computing resources for illegal purposes may also be subject to prosecution.

## **COMPUTER USE AT MCPL INCLUDES PUBLIC ACCESS TO THE INTERNET**

MCPL aims to develop collections, resources, and services that meet the cultural, educational, informational and recreational needs of its diverse community, and which respond to advances in technology. With this goal in mind, and as part of its mission to meet the changing needs of the community, MCPL offers access to the Internet.

A global network of computers, the Internet provides access to a wide variety of educational, recreational and reference resources, many of which are not available in print, but there is no central control over its content or users. The Internet contains a diverse range of information, some of which may be objectionable or offensive.

MCPL cannot protect users from offensive Internet content, but librarians can offer advice and suggestions to help ensure effective Internet searching.

MCPL has investigated filters designed to restrict access to various online content, but has found them to be both overly broad (restricting access to materials that no one would find objectionable) and not fully effective (allowing access to a considerable number of sites of the sort they purport to block). Given these limitations, MCPL has not installed such software. In order to provide alternatives for minors, MCPL does provide links through the Children's site to search engines with filters.

## **DISCLAIMERS**

Except for the Web pages produced by the Library, MCPL does not control Internet content and makes no general effort to limit Internet access. However, when informed of a violation of MCPL's Internet and Computer Use Policy, library staff will enforce the legal and cooperative responsibilities outlined above.

As with other materials, parents and guardians of minor children – not the library nor its staff – are responsible for supervising their children's use of Internet resources at the library.

MCPL cannot ensure the availability nor the accuracy of external electronic resources. Like print materials, not all electronic sources provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of information.

## **LIMITATION OF LIABILITY**

MCPL assumes no liability for any loss or damage to users' data or devices, nor for any personal damage or injury incurred as a result of using MCPL's computing resources. This includes damage or injury sustained from invasions of the user's privacy.

*Adopted by the Board of Trustees of the Monroe County Public Library on March 5, 1997, amended June 21, 2001; June 20, 2002; and July 17, 2003; reaffirmed June 16, 2004; revised June 15, 2005; reaffirmed June 20, 2007; June 17, 2009, September 15, 2010; and September 19, 2012.*



**MONROE COUNTY PUBLIC LIBRARY  
2014 HOLIDAY CLOSING SCHEDULE**

<b>January 1 (Wednesday)</b>	<b>NEW YEAR'S DAY</b>
<b>April 20 (Sunday)</b>	<b>SPRING HOLIDAY</b>
<b>May 26 (Monday)</b>	<b>MEMORIAL DAY</b>
<b>July 4 (Friday)</b>	<b>INDEPENDENCE DAY</b>
<b>September 1 (Monday)</b>	<b>LABOR DAY</b>
<b>November 27 (Thursday)</b>	<b>THANKSGIVING</b>
<b>November 28 (Friday)</b>	
<b>December 24 (Wednesday)</b>	<b>WINTER HOLIDAY</b>
<b>December 25 (Thursday)</b>	
<b>December 31 (Wednesday)</b>	<b>NEW YEAR'S EVE</b>
<b><u>Close at 5:00 p.m.</u></b>	

**2015**

<b>January 1, 2015 (Thursday)</b>	<b>NEW YEAR'S DAY</b>
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**MONROE COUNTY PUBLIC LIBRARY  
PAY SCHEDULE  
2014**

Pay Period	Pay Date
December 16 – December 29, 2013	January 10
December 30 – January 12	January 24
January 13– January 26	February 7
January 27 – February 9	February 21
February 10 – February 23	March 7
February 24 – March 9	March 21
March 10 – March 23	April 4
March 24 – April 6	April 18
April 7 – April 20	May 2
April 21 – May 4	May 16
May 5 – May 18	May 30
May 19 – June 1	June 13
June 2 – June 15	June 27
June 16– June 29	July 11
June 30 – July 13	July 25
July 14 – July 27	August 8
July 28 – August 10	August 22
August 11 – August 24	September 5
August 25 – September 7	September 19
September 8 – September 21	October 3
September 22 – October 5	October 17
October 6 – October 19	October 31
October 20 – November 2	November 14
November 3 – November 16	November 28
November 17 – November 30	December 12
December 1 – December 14	December 26

**2015**

December 15 – December 28, 2014	January 9, 2015
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## **2014 Salary and Wage Recommendations**

### **Background**

In 2009, The Singer Group completed a classification-compensation study for the library. Comparison with a group of benchmark libraries showed that the library's current salaries were below average in some areas.

In 2010, employees in Pay Grades A-I received the first half of the adjustments recommended in the classification-compensation study to bring them up to market averages and address historical inconsistencies. Managers received a 1% salary increase.

In 2011, employees in Pay Grades A-I received the second half of adjustments recommended in the classification-compensation study. Managers received increases that partially addressed the substantial gaps between current salaries and market averages.

In 2012 and 2013, employees and managers received identical increases. The library delayed addressing manager salary deficits in 2012 due to possible budget shortfalls. The potential shortfalls were addressed at the end of 2012 when capital expenditures were absorbed by a general obligation bond.

For 2014, we wish to complete the process by adjusting manager salaries to more closely reflect the market.

### **Benchmarking against Other Libraries**

In late 2013, we contacted seven Indiana libraries the same size as or larger than Monroe County Public Library to update the salary data:

- Indianapolis Public Library
- Allen County Public Library
- Lake County Public Library
- Evansville-Vanderburgh County Public Library
- St. Joseph County Public Library
- Porter County Public Library
- Tippecanoe County Public Library

The complete list of libraries considered as benchmarks and the five data elements considered in selecting them – service population, operating budget, budget/capita, circulation, and circulation/capita – are shown in Attachment A.

The library's 2013 salaries for each position are compared with the total group of benchmark libraries is shown in Chart 1; the benchmark libraries minus Indianapolis Public Library and Allen County Public Library is shown in Chart 2. Detailed data for each position and salary ranges and current salaries (where available) for Monroe County and each benchmark library are shown in Attachment B.

Despite the passage of five years, a recession, and serious funding challenges in other Indiana communities, we discovered that the library’s manager and associate director salary schedules and some current salaries are still below average, as the charts below summarize.

<b>Chart 1: 2013 Salary Comparison: Director, Associate Director, Managers</b>							
	<i>Monroe County</i>			<i>Benchmark Libraries from List Above</i>			<i>Difference in current</i>
	<i>Min</i>	<i>Current</i>	<i>Max</i>	<i>Min</i>	<i>Current</i>	<i>Max</i>	
<b>Manager</b>	\$45,299	\$56,169	\$67,948	\$46,624	\$66,979	\$76,455	-( <b>\$10,810</b> )
<b>Associate Director</b>	\$63,024	\$79,560	\$94,536	\$65,587	\$89,637	\$102,382	-( <b>\$10,077</b> )
<b>Director</b>		\$97,708			\$117,530		-( <b>\$17,871</b> )

<b>Chart 2: 2013 Salary Comparison: Director, Associate Director, Managers</b>							
	<i>Monroe County</i>			<i>Lake, Evansville, St. Joseph, Porter, Tippecanoe (IN) Public Libraries</i>			<i>Difference in current</i>
	<i>Min</i>	<i>Current</i>	<i>Max</i>	<i>Min</i>	<i>Current</i>	<i>Max</i>	
<b>Manager</b>	\$45,299	\$56,169	\$67,948	\$42,159	\$64,709	74,432	-( <b>\$8,540</b> )
<b>Associate Director</b>	\$63,024	\$79,560	\$94,536	\$60,556	\$84,081	\$93,236	-( <b>\$4,521</b> )
<b>Director</b>		\$97,708			\$107,785		-( <b>\$10,077</b> )

**Turnover Rate – Past and Future**

In the past five years, the associate director and three managers have been hired, accounting for 29% of the total 14 positions. By the end of 2015, the director and three managers will be eligible for retirement, accounting for another 29% of the total. Six of the 14 (42%) were in their current manager positions five years ago and are not eligible for retirement at the library.

**Recommendations**

For employees on the library payroll as of December 31, 2013, effective for the pay period ending January 10, 2014:

1. Pay Grades A-I: 2% increase, made up of 1% cost-of-living and 1% increment.
2. Increase the Pay Grade J (manager) position minimum from \$1,742.25/pay period (\$45,299/year) to \$1,807.70/pay period (\$47,000/year) and maximum from \$2,613.38/pay period (\$67,948/year) to \$2,653.85 (\$69,000/year) on the salary schedule.
3. Pay Grade J (Managers): For those managers whose 2013 salaries fall below the new midpoint (\$58,000/year), increase salary by \$5,000. For those above the new \$58,000 midpoint, increase salaries by 2%. These increases will bring managers’ 2014 salaries to an average of \$59,266, still

below the average of the benchmark libraries. If a manager leaves, the library may still need to increase the beginning salary above the minimum to attract quality candidates.

4. Increase the Pay Grade K (associate director) position minimum from \$2,424.00/pay period (\$63,024/year) to \$2,576.93/pay period (\$67,000/year) and maximum from \$3,636.00/pay period (\$94,536/year) to \$ 3769.23/pay period (\$98,000/year) on the salary schedule.
5. Pay Grade K (Associate Director): Increase salary by \$5,000.

**Cost**

The cost of recommended increases is outlined in Chart 3. Total cost, including associated increased contributions to PERF and FICA, would be \$33,210, \$3,210 more than the \$30,000 budgeted for manager increases. This is a very small amount, which could easily be saved through normal turnover in the personnel budget lines. In 2013, for example, with 11 of 12 months complete, we are on target to spend \$300,000 less than budgeted in the operating fund.

If the Board chose to reduce the library director’s increase to 2% from the proposed \$5,000, the savings of \$3,046 would leave only a \$164 difference between budget and actual cost.

<b>Chart 3: Cost of Recommended Increases</b>	
2% increase recommended for all staff (included in salary line in budget)	\$15,072
Additional increases for associate director and six managers	\$27,255
PERF contribution (14.2% of \$27,255)	\$2,085
FICA contribution (7.65% of \$27,255)	\$3,870
<b>Total cost</b>	<b>\$33,210</b>
Included in budget for manager increases	\$30,000
<b>Net unbudgeted amount for manager increases</b>	<b>\$3,210</b>

# MONROE COUNTY PUBLIC LIBRARY

## *2014 Wage and Salary Schedule*

<u>Pay Grade</u>		<u>2014 Minimum</u>	<u>2014 Maximum</u>
<b>HOURLY / NON-EXEMPT</b>			
<b>A</b>		\$7.66	\$10.72
<b>B</b>		\$8.78	\$12.29
<b>C</b>		\$10.81	\$15.14
<b>D</b>		\$11.94	\$16.71
<b>E</b>		\$13.16	\$18.42
<b>F</b>		\$14.28	\$20.71
<b>G</b>		\$15.82	\$22.93
 <b>EXEMPT</b>			
Hours/Pay Period			
<b>H</b>	FT	\$1,377.14	\$2,065.71
	60	\$1,101.71	\$1,652.57
	50	\$928.30	\$1,375.77
<b>I</b>	FT	\$1,530.15	\$2,295.23
<b>J</b>	FT	\$1,807.70	\$2,653.85
<b>K</b>	FT	\$2,576.93	\$3,769.23

The Wage and Salary Schedule will increase by 1% for Pay Grades A through I in 2014 (COL). Employees active on December 31, 2013 will receive a 1% an additional 1% increment for 2014.

The minimum for Pay Grade J will increase from \$1,742.25 to \$1,807.70/pay period; the maximum will increase from \$2,613.38 to \$2,653.85/pay period.

The minimum for Pay Grade K will increase from \$2,424.00 to \$2,576.93/pay period; the maximum will increase from \$3,636.00 to \$3,769.23/pay period.

**Benchmark Libraries for Manager Salary Survey (2011 data reported by IMLS)**

	<b>Served (Updated to Reflect 2010</b>	<b>Operating Budget</b>	<b>\$/Capita</b>	<b>Circulation</b>	<b>Circ/Capita</b>	<b>Best Comparison</b>
Indianapolis PL	877,389	\$31,824,654	\$36.27	14,638,562	16.7	
Allen County PL	355,329	\$19,874,459	\$55.93	8,968,049	25.2	
Lake County PL	242,837	\$14,832,438	\$68.24	2,529,010	11.6	6
Evansville-Vanderburgh County PL	179,703	\$9,737,939	\$54.19	2,970,486	16.5	6
St. Joseph County PL	167,606	\$10,363,247	\$61.83	2,499,857	14.9	6
Porter County PL	128,665	\$4,197,900	\$32.63	1,321,880	10.3	
Tippecanoe County PL	142,817	\$3,621,267	\$25.36	1,694,081	11.9	
Hamilton East PL	140,680	\$5,438,141	\$66.08	1,941,143	23.6	
<b>Monroe County PL</b>	<b>137,974</b>	<b>\$6,674,594</b>	<b>\$48.38</b>	<b>2,733,451</b>	<b>19.8</b>	
Ann Arbor (MI) PL	163,590	\$11,392,543	\$69.64	8,789,482	53.7	
Beaverton City (OR) PL	140,044	\$7,093,841	\$50.65	3,373,916	24.1	3
Hillsboro (OR) PL	133,777	\$6,635,446	\$49.60	2,778,783	20.8	1
Santa Clara (CA) PL	118,777	\$6,797,503	\$57.23	2,466,152	20.8	2
Iowa City (IA) PL	82,140	\$4,940,195	\$60.14	1,570,822	19.1	
Champaign (IL) PL	81,055	\$6,070,634	\$74.90	2,493,498	30.8	3
Worthington (OH) PL	75,129	\$6,104,950	\$81.26	2,577,035	34.3	3
Comparable +/- 10%						
<b>Seemed likely, but not comparable</b>						
East Lansing (MI) PL	48,579	\$1,562,075	\$32.16	310,134	6.4	
<b>Not comparable</b>						
Vigo County PL	107,848	\$5,258,831	\$49.68	780,193	7.4	
Johnson County PL	103,988	\$4,426,453	\$52.59	1,120,860	13.3	
Elkhart Public Library	92,236	\$4,744,719	\$52.26	832,234	9.3	
Mishawaka-Penn-Harris PL	86,652	\$3,741,210	\$44.44	793,744	9.4	
Carmel Clay PL	83,293	\$5,226,286	\$80.77	1,945,208	30.1	
Hammond PL	80,830	\$4,806,230	\$57.87	288,173	3.5	
Bartholomew County PL	76,418	\$2,840,646	\$39.93	1,108,769	15.6	
Kokomo-Howard County PL	76,265	\$6,458,247	\$82.54	995,374	12.7	
Gary PL	75,242	\$4,364,744	\$45.36	520,763	5.4	
New Albany-Floyd County PL	75,578	\$2,319,485	\$32.75	409,581	5.8	
Muncie-Center Township PL	71,930	\$3,526,612	\$49.40	898,869	12.6	
Anderson PL	70,594	\$3,998,339	\$53.51	1,174,971	15.7	
LaPorte County PL	65,696	\$2,488,790	\$0.46	903,285	13.7	
Jeffersonville Township PL	59,062	\$1,713,201	\$30.22	309,477	5.5	
Hancock County PL	58,997	\$2,924,603	\$60.30	742,904	15.3	
Morgan County PL	55,921	\$1,537,313	\$28.90	285,773	5.4	
Morrison Reeves PL	51,760	\$1,806,536	\$33.37	317,370	5.9	
Charlestown-Clark County PL	51,170	\$1,293,538	\$32.52	365,322	9.2	
Avon-Washington Township PL	44,764	\$1,223,696	\$46.49	312,506	11.9	
Shelbyville-Shelby County PL	44,436	\$799,973	\$18.41	176,344	4.1	
Crown Point Community Library	41,810	\$1,927,086	\$58.27	299,932	9.1	
New Castle-Henry County PL	40,389	\$1,526,686	\$38.80	347,460	8.8	
Brownsburg Public Library	40,258	\$1,111,173	\$40.99	452,399	16.7	
Jackson County PL	35,296	\$1,506,152	\$43.75	376,940	11.0	

**2013 Director, Associate Director, Manager Salaries, compared with Benchmark Libraries**

	Monroe Co. PL			Average A: All Benchmark Libraries*				Average B: A minus IPL and ACPL			
	Min	Current	Max	Min	Current	Max	Notes	Min	Current	Max	Notes
Director		\$97,708			\$115,579				\$107,785		Not EVPL
Assoc Dir	\$63,024	\$79,560	\$94,536	\$65,587	\$89,637	\$102,382		\$60,556	\$84,081	\$93,236	
Mgr A	\$45,299	\$64,394	\$67,948	\$44,476	\$55,725	\$74,152		\$43,297	\$49,608	\$74,998	
Mgr B	\$45,299	\$61,430	\$67,948	\$45,472	\$59,828	\$73,732		\$44,043	\$60,120	\$75,563	
Mgr C	\$45,299	\$61,430	\$67,948	\$48,504	\$64,605	\$79,061	ACPL only				
Mgr D	\$45,299	\$61,417	\$67,948	\$41,967	\$72,940	\$75,265		\$41,967	\$52,707	\$71,886	
Mgr E	\$45,299	\$59,420	\$67,948	\$44,456	\$58,784	\$75,604	Not EVPL	\$39,165		\$77,025	Not PCPL
Mgr F	\$45,299	\$58,234	\$67,948	\$43,218	\$58,248	\$71,246	Not EVPL	\$39,165		\$77,025	Not PCPL
Mgr G	\$45,299	\$54,327	\$67,948	\$51,014	\$83,267	\$82,542		\$43,843	\$59,280	\$74,963	
Mgr H	\$45,299	\$52,824	\$67,948	\$45,854	\$71,365	\$75,944	Not IPL	\$43,297	\$54,038	\$74,998	
Mgr I	\$45,299	\$52,607	\$67,948	\$47,526	\$74,757	\$78,955	Not IPL	\$45,304	\$67,621	\$78,008	
Mgr K	\$45,299	\$52,230	\$67,948	\$58,490	\$57,441	\$74,231	Not EVPL	\$33,832	\$46,000	\$60,247	
Mgr L	\$45,299	\$50,416	\$67,948	\$47,783	\$74,576	\$77,769		\$44,558	\$66,206	\$76,035	
Mgr M	\$45,299	\$45,299	\$67,948	\$40,723	\$72,218	\$78,955	Not IPL	\$45,284	\$62,088	\$78,008	
Average	\$543,588	\$674,028	\$815,376	\$559,482	\$803,753	\$917,454		\$463,754	\$517,668	\$818,755	
	<b>\$45,299</b>	<b>\$56,169</b>	<b>\$67,948</b>	<b>\$46,624</b>	<b>\$66,979</b>	<b>\$76,455</b>		<b>\$42,159</b>	<b>\$64,709</b>	<b>\$74,432</b>	

*opolis PL, Allen Co PL, Evansville-Vanderburgh Co PL, St. Joseph Co PL, Porter Co PL, Tippecanoe Co PL, and Lake Co PL*

*ent left, we would not hire replacement at the minimum; would probably pay what current incumbent is making."*

*e Co PL, the latest data available was 2012; added 2%, to compare with 2% MCPL 2013 increase.*

Hired between 2008 and 2013  
Eligible for retirement 2014-2015



**2% for top 6, \$5,000  
for assoc dir +  
bottom 6 mgrs**

Diff A	Diff B	2% increase		2% for top 6, \$5,000 for assoc dir + bottom 6 mgrs		Indianapolis PL (2013)			
		Salary	Increase	Salary	Increase	Min	Current	Max	Notes
-\$17,871	-\$10,077	\$99,662	\$1,954	\$102,708	\$5,000		\$134,992		
-\$10,077	-\$4,521	\$81,151	\$1,591	\$84,560	\$5,000	\$79,248	\$94,358	\$115,702	
\$8,669	\$14,786	\$65,682	\$1,288	\$65,682	\$1,288	\$46,342	\$52,963	\$81,707	
\$1,602	\$1,310	\$62,659	\$1,229	\$62,659	\$1,229	\$49,586	\$54,468	\$76,362	
-\$3,175		\$62,659	\$1,229	\$62,659	\$1,229				
-\$11,523	\$8,710	\$62,645	\$1,228	\$62,645	\$1,228	\$56,771	\$83,975	\$87,427	
\$636	\$59,420	\$60,608	\$1,188	\$60,608	\$1,188	\$46,342	\$52,963	\$81,707	
-\$14	\$58,234	\$59,399	\$1,165	\$59,399	\$1,165	\$38,909	\$51,766	\$59,920	
-\$28,940	-\$4,953	\$55,414	\$1,087	\$59,327	\$5,000	\$79,248	\$96,630	\$115,702	
-\$18,541	-\$1,214	\$53,880	\$1,056	\$57,824	\$5,000				
-\$22,150	-\$15,014	\$53,659	\$1,052	\$57,607	\$5,000				
-\$5,211	\$6,230	\$53,275	\$1,045	\$57,230	\$5,000	\$53,057	\$61,427	\$81,707	
-\$24,160	-\$15,790	\$51,424	\$1,008	\$55,416	\$5,000	\$53,057	\$68,831	\$81,707	
-\$26,919	-\$16,789	\$46,205	\$906	\$50,299	\$5,000				

\$17,026

Total proposed mgrs + assoc dir \$42,327  
 minus 2% already in budget for mgrs + assoc dir \$15,072  
 net mgr + assoc dir raise \$27,255

FICA plus Medicare 7.65% \$2,085  
 PERF % 14.20% \$3,870  
 \$5,955

**Gap highest-lowest MPCL mgr. \$19,477 \$15,383**

Allen Co. PL (2013)

<i>Min</i>	<i>Current</i>	<i>Max</i>	<i>Notes</i>
	\$150,301		
\$77,084	\$107,141	\$125,646	
\$48,504	\$64,605	\$79,061	Dept Mgr
\$48,504	\$64,605	\$79,061	Lg Br = 10+ EEs
\$48,504	\$64,605	\$79,061	
\$58,637	\$82,139	\$95,579	Prop Mgr
\$48,504	\$64,605	\$79,061	Dept Mgr
\$48,504	\$64,730	\$79,061	
\$58,637	\$93,891	\$95,579	CFO
\$58,637	\$88,691	\$95,579	Tech Serv Mgr
\$58,637	\$81,892	\$95,579	
\$48,504	\$64,896	\$79,061	
\$58,637	\$88,691	\$95,579	IT Mgr
\$58,637	\$82,347	\$95,579	Comm/Dev

Lake Co PL\*\*\*

<i>Min</i>	<i>Current</i>	<i>Max</i>	<i>Notes</i>
	\$107,100		
\$59,150		\$98,867	
\$54,398		\$90,847	
\$54,398		\$90,847	
\$54,398		\$90,847	
\$54,398		\$90,847	
\$54,398		\$90,847	
\$54,398		\$90,847	
\$54,398		\$90,847	
\$54,398		\$90,847	
\$54,398		\$90,847	

Evansville-Vanderburgh Co. PL

<i>Min</i>	<i>Current</i>	<i>Max</i>	<i>Notes</i>
	\$102,700		2012 + 2%
\$71,607	\$79,664	\$107,411	Chief Officer, Op
\$44,593	\$49,608	\$66,890	Ref, ILL, Circ
\$51,055	\$58,240	\$76,582	
\$41,676	\$52,707	\$61,194	Manages 1 exer
\$51,055	\$59,280	\$76,582	Manages 2.5 noi
\$44,593	\$54,038	\$66,890	Manages 6.5 noi
\$54,629	\$67,621	\$81,943	HR and Org Dev
\$54,629	\$66,206	\$81,943	Manages 4 non-
\$54,529	\$62,088	\$81,943	Liaison with Frie

St. Joseph Co PL\*\*\*

<i>Min</i>	<i>Current</i>	<i>Max</i>	<i>Notes</i>
	\$104,635		
\$62,163	\$86,007	\$93,244	
\$40,268		\$64,963	
\$40,268		\$64,963	
\$40,268		\$64,963	
\$40,268		\$64,963	
\$40,268		\$64,963	
\$40,268		\$64,963	
\$40,268		\$64,963	
\$40,268		\$64,963	
\$40,268		\$64,963	
\$40,268		\$64,963	

Porter Co PL

<i>Min</i>	<i>Current</i>	<i>Max</i>	<i>Notes</i>
	\$113,000		
\$60,000	\$87,500	\$95,000	
\$33,733		\$84,864	
\$31,000	\$62,000	\$78,000	
\$30,000	\$45,000	\$75,000	Not custodial
\$33,733		\$84,864	
\$33,733		\$84,864	
\$30,000	\$54,000	\$75,000	
\$33,733		\$84,864	
\$33,733		\$84,864	
\$31,000	\$46,000	\$78,000	
\$30,000	\$69,000	\$75,000	
\$33,733		\$84,864	

Tippecanoe Co PL\*\*\*

<i>Min</i>	<i>Current</i>	<i>Max</i>	<i>Notes</i>
	\$105,720		
\$49,858	\$83,154	\$77,290	
\$43,493		\$67,424	
\$43,493		\$67,424	
\$43,493		\$67,424	
\$43,493		\$67,424	
\$43,493		\$67,424	
\$43,493		\$67,424	
\$43,493		\$67,424	
\$43,493		\$67,424	
\$43,493		\$67,424	
\$43,493		\$67,424	

**RESOLUTION TO SET 2014 SALARY**  
**FOR LIBRARY DIRECTOR**

Comes now, the Board of Trustees of the Monroe County Public Library having adopted the 2014 salary resolution for all employees except the Library Director, hereby adopts the following resolution concerning the annual salary for the Library Director Sara Laughlin:

For the calendar year 2014, the annual salary for the Library director, Sara Laughlin, shall be \$\_\_\_\_\_ together with all appropriate benefits consistent with the position.

IN WITNESS WHEREOF the Board of Trustees of the Monroe County Public Library has adopted this salary resolution for the Library Director, this 18th day of December, 2013.

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**AGREEMENT BETWEEN THE CITY OF BLOOMINGTON  
AND THE MONROE COUNTY PUBLIC LIBRARY  
FOR PERMISSION TO USE DIGITAL UNDERGROUND FIBER**

WHEREAS, the City of Bloomington (“City”), through its Information and Technology Services Department (“ITS”), has adopted a policy of placing fiber optic cable in buried conduit throughout the City and refers to this network as the Bloomington Digital Underground (“BDU”); and,

WHEREAS, Indiana Code § 36-1-7-2 authorizes governmental entities to enter into contracts to buy, sell, or exchanges services, supplies or equipment between or among themselves; and,

WHEREAS, the Monroe County Public Library (“MCPL”) is a governmental entity and seeks to obtain the services of the City in the form of connection to and use of strands of fiber of the BDU; and,

WHEREAS, the City wishes to provide said services to MCPL upon certain terms and conditions;

NOW, THEREFORE, the City and MCPL agree as follows:

**Section 1: Term.** This Agreement shall be in full force from the date this Agreement is fully executed and shall end on December 31, 2014.

**Section 2: Permission.** This Agreement grants MCPL permission to use four (4) strands of dark fiber optic cable located in the City’s BDU network.

**Section 3: Payment.** MCPL shall not be required to make payment to the City for the use of these fiber optic strands, however, the City reserves the right to enact legislation which could impose payment obligations. In the event that the City enacts legislation which would impose payment obligations, MCPL shall have the right to terminate its obligations under this Agreement. Any payment obligation which may be imposed shall be due and payable in advance on an annual basis.

**Section 4: Use.** MCPL shall be responsible for lighting the fibers. The City shall be responsible for patching over to MCPL’s ISP(s) within the Telecom Hotel.

**Section 5. Connection:** MCPL shall be responsible for securing any easements necessary for connection to the BDU and for construction of lateral connections in compliance with standards and specifications established by ITS. Line-locate wires must be installed in any lateral which connects to the BDU. Splicing and connection to the BDU must be performed by a certified technician, and all costs associated with connecting to the BDU shall be borne by MCPL. Upon completion of its connection to the BDU, MCPL shall provide the City with “as built” drawings in both print and digital form of MCPL’s connections and laterals. MCPL shall be responsible

for any repairs to the connections and laterals which must be performed during the term of this Agreement. MCPL shall notify the City forty-five (45) days in advance of any construction projects pertaining or connecting to the BDU.

**Section 6. Responsibility for Maintenance and Repairs.** The City shall be responsible for maintenance and repair of the BDU core network. MCPL shall be responsible for maintenance and repair of its lateral connections from the splice point to their facility. MCPL shall notify the City forty-eight (48) hours in advance of any maintenance hole or hand-hole entrance to the BDU.

**Section 7. Restoration and Line Location Services.** The City shall retain an Emergency Restoration Agreement (“ERA”) on the BDU core network with a certified contractor. The City will provide line locate services for the BDU core network. MCPL shall be responsible for their own ERA of fiber optics from the splice point to their facility along with line location services unless the City has extended the BDU along the lateral pursuant to Section 9 below.

**Section 8. Call Out Requirements.** MCPL will provide a call out list to the City in case of emergency work. The list should include the order in which the City is to call out, the cell phone, pager, and home phone numbers, as well as e-mail addresses for each person on the list.

**Section 9. Right to Co-locate.** MCPL agrees to permit the City to install BDU conduit within any new MCPL lateral extension, with the City bearing the marginal additional cost of installation of said conduit. The City may, at its discretion, install conduit in all, part or none of the lateral extension.

**Section 10. Substitution of Fibers.** In the event that in the future MCPL obtains the City’s permission to use fiber in a different conduit or a conduit as a whole, the City may request that MCPL discontinue use of the fibers referenced herein and those fibers shall be returned to the City’s management in exchange for an equivalent number of fibers in the additional conduit or as part of the arrangement for the additional conduit itself.

**Section 11. Rights Reserved.** The City reserves the right to terminate its obligations under this Agreement without notice or liability to MCPL in the event that the Telecom Hotel shall cease service or change owners, or in the event of any damage, destruction or condemnation of the Telecom Hotel which renders it unusable or inoperable. The City also reserves the right to terminate its obligations under this Agreement at its sole discretion upon thirty (30) days written notice to MCPL.

**Section 12. Waiver of Claims.** The City and its agents shall have no liability to MCPL for any damage to the property of MCPL located in or about the BDU core network. MCPL hereby waives all claims for recovery from the City of any loss or damage incurred due to defects in, or damage to, the fiber optic cable system.

**Section 13. Waiver of Warranties.** The City expressly disclaims all express and implied warranties, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. Except as otherwise provided in this Agreement, no information, oral or

written, provided or disseminated by the City shall create any express or implied warranties, guaranty of performance, or contractual obligations.

**Section 14. Assignment of Rights.** The rights granted to MCPL shall not be assigned in whole or in part without the City's prior written consent. In the event said consent is granted, the provisions of this Agreement shall be binding upon and inure to the benefit of any successors and assigns.

**Section 15. Indemnification.** MCPL shall defend, indemnify, and hold harmless the City from and against all liabilities, judgments, claims, damages, settlements, expenses and costs, including reasonable attorneys' fees and litigation expenses arising out of or relating to MCPL's execution and undertaking of this Agreement. MCPL shall promptly notify the City of any third party claim or legal action arising out of or related to this Agreement.

**Section 16. Third Party Rights.** Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and MCPL.

**Section 17. Governing Law and Venue.** This Agreement shall be governed by the laws of the State of Indiana. Venue of any disputes arising under this Agreement shall be in the Monroe Circuit Court, Monroe County, Indiana.

**Section 18. Costs and Expense of Enforcement.** If MCPL shall default in the performance of any of its obligations under this Agreement, it shall be responsible for the reimbursement of any attorneys' fees and expenses which the City may incur in enforcing any obligations herein.

**Section 19. Waiver.** No waiver by either party of any default or breach of the other party's performance of any term, condition or covenant of this Agreement shall be deemed to be a waiver or any subsequent default or breach of the same or any other term, condition or covenant contained in this Agreement.

**Section 20. Notices.** All notices required to be given by either party hereunder shall be in writing and delivered by hand, courier, overnight delivery service or registered or certified mail return receipt requested. Any notice or other communication under this Agreement shall be deemed given when received or refused and shall be directed to the following address:

**CITY**

Information and Technology Services Dept.  
City of Bloomington  
401 N. Morton Street, Suite 150  
Bloomington, IN 47404  
Attn: Director

**MCPL**

Monroe County Public Library  
303 E. Kirkwood Ave.  
Bloomington, IN 47408  
Attn: Director

**Section 20. Severability.** Should any part of the Agreement be found in violation of any federal, state, or local law or ordinance, all unaffected parts shall remain in effect and enforceable provided that the intent of the Agreement is still served.

IN WITNESS WHEREOF, the parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

City of Bloomington  
Board of Public Works  
By:

Monroe County Public Library  
Board of Trustees  
By:

\_\_\_\_\_  
Charlotte Zietlow, President

\_\_\_\_\_  
President, MCPL Board of Trustees

\_\_\_\_\_  
Mark Kruzan, Mayor

\_\_\_\_\_  
Sara Laughlin, MCPL Director



**CITY OF BLOOMINGTON**  
**and**  
**MONROE COUNTY PUBLIC LIBRARY**  
**CATS FUNDING AGREEMENT for 2014**

**This Agreement** is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_, at Bloomington, Indiana, by and between the Board of Public Works of the City of Bloomington, hereinafter referred to as the "City," the Monroe County Public Library, hereinafter referred to as "Library," and Community Access Television Services, hereinafter referred to as "CATS." CATS and the Library agree to provide services as set forth below and comply with all provisions of this Agreement, and the City agrees to provide funding as set forth below.

**Article I. Services to be provided by Library.**

CATS and the Library agree as follows:

- (a) To cablecast live coverage of City of Bloomington Common Council, Plan Commission, Board of Public Works, Board of Zoning Appeals, Board of Parks Commissioners and Utilities Service Board meetings, if given at least one week's notice by the City of the meeting times. These meetings will also be replayed at least twice during the week they occur, and will be webcast as feasible by CATS. Upon request by the Office of the Mayor or City ITS Department, the Library will provide the City with free copies in the specified format of any of the above cablecast meetings or other meetings and events described elsewhere in this agreement.
- (b) To produce weekly editions of "Pets without Partners" and provide cablecasts of other meetings and events, and to produce programs on community services and issues as requested by the City. The content of all City public meetings broadcast by CATS shall be placed in the public domain, meaning that the work may be freely reproduced, distributed, transmitted, used, modified, built upon, or otherwise exploited by anyone for any purpose, commercial or non-commercial, and in any way, including by methods that have not yet been invented or conceived. CATS may not assert any copyright claim and no right shall attach to City public meeting broadcasts.
- (c) To provide live internet streaming and online digital storage of meetings that CATS cablecasts through a browseable and searchable website.
- (d) To provide quarterly financial reports to the City delineating the utilization of funds which Library has received for the support of CATS from the City of Bloomington, the Town of Ellettsville, Monroe County and any other source as well as funding received directly from Library.

The financial reports may be submitted in the format compatible with Library's normal budgeting information as is readily available through its existing accounting software. Budget lines shall include comparison of actual expenditures with budgeted amounts. Reports shall include a listing of all revenues designated for CATS by all entities

contributing, including in-kind contributions from Library and other gifts, grants, etc., CATS receives.

Reports shall be submitted to the Information & Technology Services Department, the Office of the City Controller and the Office of the Mayor no later than 30 days after the following dates: March 31; June 30; September 30 and December 31. In addition, the Library shall provide on a timely basis such financial reports as requested by the City in addition to quarterly reports in the format as referenced above.

- (e) To oversee its allocation of the cable channels available to the City through the City's franchise, for the purposes of public access, educational and governmental cablecasting.
- (f) To use all grants and monies received by the Library from the City of Bloomington for the support of and usage by CATS only on costs directly related to the operations of CATS.

**Article II. Designated use of Agreement Funds and Equipment.**

The Library agrees to use Agreement funds and equipment as follows:

- (a) To pay for services rendered in accordance with this Agreement.
- (b) To utilize to the maximum extent feasible funds received from all sources of revenue.
- (c) To refund to the City of Bloomington funds received under this Agreement which may later be determined to have been received or expended in noncompliance with the Agreement as a result of audit by the State Board of Accounts or Library, pursuant to the terms of this Agreement.
- (d) To return all equipment made available through this Agreement within one week if requested by the City or upon termination of this Agreement.
- (e) To utilize equipment made available through this Agreement solely in the provision of services as outlined herein.

**Article III. Data on Affirmative Action.**

The Library agrees to implement an affirmative action plan which complies with the City's regulations for contractors. The Library will submit its affirmative action plan to the City's Contract Compliance Officer for review within ten days of signing this Funding Agreement, and shall make all necessary and reasonable changes to its plan to bring it into compliance within twenty days of notice from the Officer of any deficiencies.

**Article IV. Funding Procedure.**

To outline the system by which funds are to be transferred by the City to the Library, and to assure adequate documentation of disbursements by the City:

- (a) The Library will submit a signed claim voucher or invoice to the Information and Technology Services Department of the City of Bloomington, ITS, which will be processed in accordance with the City's normal practice for payments and reimbursements. Invoices may be submitted at the beginning of each quarter – January, April, July, and October.
- (b) The City will provide funding at the rate of **\$101,976.25** quarterly for the calendar year beginning January 1, 2014, with the total not to exceed **\$407,905.00**.

**Article V.      Accounting Procedures.**

The Library agrees to maintain accounting procedures that shall provide for:

(a) All grants and monies received by the Library from the City of Bloomington, the Town of Ellettsville, Monroe County and any other source are solely intended for the support of and usage by CATS and shall not on any account be made available for use as Library general operating funds. If at the end of any fiscal year such grants or monies have not been expended on costs directly related to the operations of CATS, said grants or monies shall remain for future usage for support of the operations of CATS and shall not revert or be otherwise transferred to any fund for general usage by, or support of, Library.

(b) Accurate, current, and complete disclosure of the financial results of its service program.

(c) Records which identify adequately the source and application of funds for program supported activities.

(d) Effective control over and accountability for all funds, property and other assets. The Library will adequately safeguard all such assets and shall assure that they are used solely for authorized purposes.

**Article VI.      Program Monitoring and Library Reporting Requirements.**

In addition to the financial reports described in Article I (d), the Library agrees to submit to the Information & Technology Services Department and the Board of Public Works at least quarterly a report which shall cover each month of the previous quarter's programming and usage of the cable channels, proposed or planned special programming for the future and an analysis of services provided to City residents.

**Article VII.      Access to Records.**

The Library agrees that it will give the City of Bloomington, through an authorized representative, access to, and the right to examine all records, books, papers or documents related to the funding provided by this Agreement, for the purpose of making surveys, audits, examinations, excerpts, and transcripts.

**Article VIII.      Retention of Records.**

The Library agrees that it will retain for a period of three years financial records, supporting documents, statistical records, and all other records pertinent to the funding provided by this Agreement, with the following exceptions:

- (a) These records shall be retained beyond the three-year period if audit findings have not been resolved, in which case such records shall be retained until any audit findings are resolved.
- (b) At the request of the City any records pertinent to the program funded by this Agreement are to be transferred to the City if the City determines that the records possess long-term retention value, in which case the Library shall be exempt from the three-year retention period above.

The three-year period mentioned herein is to be determined from the date of the Library's biennial audit.

**Article IX. Termination of Agreement.**

The Library agrees that this Agreement is subject to the availability of funds and that if funds become unavailable for the performance of this Agreement, the City may terminate the Agreement. If funds become unavailable, the City shall promptly notify the Library in writing of the termination and the effective date which must be at least 30 days from notification.

It is further agreed that the City or the Library may terminate funding in whole or in part when both parties agree that the continuation of the program would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date, and, in the case of partial terminations, the portion to be terminated. The Library shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The City shall allow full credit to the Library for the allocable portion of noncancellable obligations, properly incurred by the Library prior to termination.

**Article X. Forfeiture of Funds for Noncompliance.**

It is agreed that the City may terminate any funding, in whole or in part, at any time before the date of completion of the program, whenever it is determined that the Library has failed to comply with the conditions of this Agreement, or with other conditions imposed by the laws, rules and regulations to which this Agreement refers. The City shall promptly notify the Library in writing of the determination and the reasons for the determination, together with the effective date. Payments made to the Library or recoveries by the City under funding terminated for cause shall be in accord with the legal rights and liabilities of the parties.

**Article XI. Verification of Work Status.**

The Library certifies that it is enrolled in the E-Verify program and has verified the work eligibility status of all newly hired employees through the E-Verify program, unless the E-Verify program no longer exists, and that signing this contract serves as an affidavit affirming that the Library does not knowingly employ an unauthorized alien.

**Article XII. Investment Activities in Iran**

The Library affirms by its signature that it is in compliance with Indiana Code 5-22-16.5 et. seq., and does not knowingly engage in investment activities in Iran by providing goods or services worth \$20,000,000 or more in value to the energy sector of Iran.

**In Witness whereof**, the parties hereto have caused this Agreement to be executed on the dates following their signatures. The latest of the dates shall constitute the starting date of this Agreement.

**CITY OF BLOOMINGTON**

By: \_\_\_\_\_  
Charlotte Zietlow, President  
Board of Public Works

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Mark Kruzan, Mayor

Date: \_\_\_\_\_

**MONROE COUNTY PUBLIC LIBRARY:**

By: \_\_\_\_\_  
Sara Laughlin, Director

Date: \_\_\_\_\_

**COMMUNITY ACCESS TELEVISION SERVICES:**

By: \_\_\_\_\_  
Michael White, General Manager

Date: \_\_\_\_\_

**CITY OF BLOOMINGTON**  
**and**  
**MONROE COUNTY PUBLIC LIBRARY**  
**PUBLIC, EDUCATION AND GOVERNMENT CHANNEL**  
**PROGRAMMING AGREEMENT for 2014**

WHEREAS, pursuant to the provisions of Indiana Code § 8-1-34-16, the Indiana Utility Regulatory Commission has the sole authority to grant a certificate of franchise authority to a video service provider (“VSP”); and,

WHEREAS, pursuant to the provisions of Indiana Code §§ 8-1-34 et seq., a VSP is required to make available on its video service system channels which contain public, educational, and governmental programming (“PEG channels”); and,

WHEREAS, pursuant to Sections 531 and 541 of the Communications Act, local franchising authorities may require cable operators to set aside channels for public, educational, or governmental (“PEG”) use; and,

WHEREAS, PEG Channels are broadly defined as follows:  
*Public* access channels are available for use by the general public. They are usually administered either by the cable operator or by a third party designated by the franchising authority; *Educational* access channels are used by educational institutions for educational programming. Time on these channels is typically allocated by either the franchising authority or the cable operator among local schools, colleges and universities; *Governmental* access channels are used for programming by organs of local government. In most jurisdictions, the franchising authority directly controls these channels; and,

WHEREAS, pursuant to the provisions of Indiana Code § 8-1-34-27, the operation of a PEG channel is the responsibility of the unit that receives the benefit of the channel, that being the City of Bloomington (“City”), and the VSP is responsible for the transmission of the channel; and,

WHEREAS, the City of Bloomington (“City”) controls six PEG Channels; and,

WHEREAS, the City, through its Information and Technology Services Department (“ITS”), provides PEG channel program content from its PEGCPs (“Public Education & Government Content Providers”) – currently CATS and WTIU – at a common distribution point (“PEGHub”) at the Bloomington Telecom Hotel facility in downtown Bloomington; and,

WHEREAS, the Monroe County Public Library through CATS wishes to provide five (5) channels of PEG programming to the City for the purpose of broadcast by Bloomington VSPs; and

WHEREAS, The PEGHub serves as a common distribution point for PEG content to multiple VSPs and provision of content from multiple PEGCPs at a single accessible location; and,

WHEREAS, the PEGCP wishes to reach an understanding with the City as to the terms and conditions of providing PEG channel programming from the common distribution point at the Telecom Hotel;

NOW, THEREFORE, the City and the PEGCP agree as follows:

**Section 1. Location.** The PEGCP shall provide PEG channel programming to the City's PEGHub, located in the City Cage at the Telecom Hotel. The Bloomington Telecom Hotel facility is located in downtown Bloomington at 7<sup>th</sup> and Walnut Streets (302 N. Walnut Street). The PEGCP shall be responsible for connecting at this location, securing space in the facility as needed, and cross connecting to the City's PEG Hub equipment in the City Rack. The City reserves the right to change the location of the PEG Hub if the Telecom Hotel closes or for any other reason. City will provide advance notice of relocation. In the event relocation occurs, The City and the PEGCP will negotiate mutually agreeable terms for covering the costs of connecting at the new PEG Hub location.

**Section 2. Technical Specifications.** The City shall permit PEGCP to patch into the City Cage to provide PEG programming under the terms of this agreement. The PEGCP shall provide video signal for PEG channels in SDI format, specifically Serial Digital Interface (SDI) video signal with embedded AES (digital audio). The connection type the PEGCP will be connecting to will be a Bayonet Neill Concelman (BNC) connector.

**Section 3. Conditions.** Consistent with the requirements of State and Federal law, the PEGCP shall:

- a. Program five City of Bloomington PEG channels. One channel must be dedicated solely to City of Bloomington meetings, events and business.
- b. Provide the City of Bloomington PEG content at no less than full-screen broadcast resolution.
- c. Provide PEG suitable programming in keeping with the definition of PEG.
- d. Provide programming that is not otherwise available on other VSP channels.

**Section 4. Connecting.** The PEGCP shall be responsible for connecting at the PEG Hub location, securing space in the facility as needed and cross connecting to the City's PEG Hub equipment in the City Rack.

**Section 5. Term.** This Agreement shall be in full force and effect beginning on the date of execution of this Agreement and ending December 31, 2014. This agreement may be rescinded at the City's discretion with a 30-day written notice.

**Section 6. Waiver of Warranties.** The City and the PEGCP each expressly disclaim all express and implied warranties, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. Except as otherwise provided in this agreement, no information, oral or written, provided or disseminated by the City or the PEGCP shall create any express or implied warranties, guaranty of performance, or contractual obligations.

**Section 7. Assignment of Rights.** The rights granted to the PEGCP shall not be assigned in whole or in part without the City's prior written consent. In the event said consent is granted, the provisions of this Agreement shall be binding upon and inure to the benefit of any successors and assigns.

**Section 8. Indemnification.** The VSP and the City (the "Indemnifying Party") shall each defend, indemnify, and hold harmless the other (the "Indemnified Party") from and against all liabilities, judgments, claims, damages, settlements, expenses and costs, including reasonable attorneys' costs and litigation expenses, arising out of or relating to the Indemnified Party's execution and undertaking of this Agreement, insofar as such liabilities, judgments, claims, damages, settlements, expenses and costs arise out of or are based upon the breach of this Agreement by the Indemnifying Party or the programming provided pursuant to the terms hereof. The VSP and the City shall each promptly notify the other of any third party claim or legal action arising out of or related to this Agreement. The PEGCP is responsible for securing any necessary copyrights for its content.

**Section 9. Third Party Rights.** Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the PEGCP.

**Section 10. Governing Law and Venue.** This Agreement shall be governed by the laws of the State of Indiana. Venue of any disputes arising under this Agreement shall be in Monroe County, Indiana.

**Section 11. Costs and Expense of Enforcement.** If either the PEGCP or the City shall default in the performance of any of its obligations under this Agreement, it shall be responsible for the reimbursement of any attorneys' costs and expenses which the other may incur in enforcing any obligations herein.

**Section 12. Waiver.** No waiver by either party of any default or breach of the other party's performance of any term, condition or covenant of this Agreement shall be deemed to be a waiver or any subsequent default or breach of the same or any other term, condition or covenant contained in this Agreement.

**Section 13. Notices.** All notices required to be given by either party hereunder shall be in writing and delivered by hand, courier, overnight delivery service or registered or certified mail return receipt requested. Any notice or other communication under this Agreement shall be deemed given when received or refused and shall be directed to the following address:



**CITY**

Information and Technology Services Dept.  
City of Bloomington  
401 N. Morton Street, Suite 150  
Bloomington, IN 47404  
Attn: Director

**The PEGCP**

MCPL and CATS  
303 E. Kirkwood Avenue  
Bloomington, IN 47408  
Attn: Director

**Section 14. Severability and Future Legal Developments.** Should any part of the Agreement be found in violation of any federal, state, or local law or ordinance, all unaffected parts shall remain in effect and enforceable provided that the intent of the Agreement is still served. In the event that action is taken by the Federal Communications Commission, Congress or the State of Indiana which addresses and impacts the responsibilities of the parties hereto regarding the provision of PEG channel programming, this agreement shall terminate, and the parties shall negotiate a new agreement consistent with that mandate.

**In Witness whereof,** the parties hereto have caused this Agreement to be executed on the dates following their signatures. The latest of the dates shall constitute the starting date of this Agreement.

**CITY OF BLOOMINGTON**

By: \_\_\_\_\_  
Charlotte Zietlow, President  
Board of Public Works

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Mark Kruzan, Mayor

\_\_\_\_\_  
Date

**MONROE COUNTY PUBLIC LIBRARY:**

By: \_\_\_\_\_  
Sara Laughlin, Director

\_\_\_\_\_  
Date

**COMMUNITY ACCESS TELEVISION SERVICES:**

By: \_\_\_\_\_  
Michael White, Station Manager

\_\_\_\_\_  
Date

2014 AGREEMENT TO PROVIDE COMMUNITY ACCESS TELEVISION SERVICE: TOWN OF ELLETTSVILLE

This Agreement is made by and between the Town of Ellettsville, hereinafter referred to as "Town", and the Monroe County Public Library, hereinafter referred to as "Library".

WHEREAS, it is the desire of the Town to aid the library in providing services and facilities to the public for local access television programming.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. To partially fund the operational expenses of the Community Access Center for the year 2014, the Town shall pay \$14,130. Such payment shall be in equal installments of \$3,532.50, payable at the beginning of each quarter of the calendar year 2014 (March 31, June 30, September 30, December 31).
2. The Library shall, by means of the Bloomington Community Access Television, telecast meetings of the Ellettsville Town Council, Ellettsville Planning and Zoning Board, Richland-Bean Blossom Community School Corporation.
3. The library shall provide an annual progress and financial report to the Town Council, which report shall summarize the utilization of the Town's payments.
4. This agreement is subject to an appropriation of funds by the Ellettsville Town Council.
5. Either party may terminate this agreement upon sixty (60) days written notice. Notice shall be sent to the following addresses unless such addresses are otherwise changed in writing:  
  
Town of Ellettsville  
221 North Sale Street  
Post Office Box 8  
Ellettsville, IN 47429  
  
Monroe County Public Library  
ATTN: Director  
303 East Kirkwood Avenue  
Bloomington, IN 47401
6. This agreement is for a period of one year.
7. Library certifies that it is enrolled in the E-Verify program and has verified the work eligibility status of all newly hired employees through the E-Verify program, unless the E-Verify program no longer exists, and that signing this contract serves as an affidavit affirming that the Library does not knowingly employ an unauthorized alien.
8. Library affirms that it is in compliance with Indiana Code 5-22-16.5 et. seq., and does not knowingly engage in investment activities in Iran by providing goods or services worth \$20,000,000 or more in value to the energy sector of Iran.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures on the date indicated below.

ELLETSVILLE TOWN COUNCIL

Signature 

Name / Title Brian Scott OODHAM Town Council President

Date 12 Nov 2013

Attest Andrea C. Hersh 11/12/2013  
Clerk/Treasurer

MONROE COUNTY PUBLIC LIBRARY

Signature \_\_\_\_\_

Name / Title \_\_\_\_\_

Date \_\_\_\_\_

Attest \_\_\_\_\_  
Sara Laughlin, Director

\_\_\_\_\_  
Michael White, CATS Manager

## Monroe County Public Library 2014 Fee Schedule

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

Revised July 18, 2012  
Revised December 19, 2012  
Revised January, 2013  
Revised August, 2013

2014 Fee Schedule Notes

		per capita
2013 non-res fee	60.00	
2010 County population	137,974	
2010 oper. budget	8,122,055.00	58.87
2012 oper. budget	7,587,246.00	54.99
2013	\$7,788,046	\$56.45
2014	\$7,881,406	\$57.12

**MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
RESOLUTION TO PERMIT THE TRANSFER OF LIBRARY  
IMPROVEMENT RESERVE FUND TO THE OPERATING, DEBT  
SERVICE, AND LIBRARY CAPITAL PROJECT FUNDS**

WHEREAS, there is a possibility that the tax settlement may not be received by the close of business on December 31, 2013, it may be necessary to transfer money from one fund to another, in order to have a positive balance in all funds at the end of the year,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Monroe County Public Library, 303 E. Kirkwood Avenue, Bloomington, Indiana, shall permit the transfer of up to \$1,000,000.00 from the Library Improvement and Reserve Fund (LIRF) to the Operating and/or Debt Service Fund, for cash flow purposes. The transfer will be reversed upon immediate receipt of the property tax settlement check from the County Auditor.

BE IT FURTHER RESOLVED that this resolution will become effective immediately.

ADOPTED THIS 18th DAY OF December, 2013

AYE

NAY




Geraldine M. Walsh  
President  
(202) 728-8348

January 15, 2014

Sarah Bowman  
Adult and Teen Programming Coordinator  
Monroe County Public Library  
303 E. Kirkwood Avenue  
Bloomington, IN 47408

**Grant #2013-L-13**

Dear Ms. Bowman:

I am delighted to inform you that the FINRA Investor Education Foundation (the "Foundation") has approved a \$87,230 grant to the Monroe County Public Library (the "Library") for the purpose of serving the financial and investor education needs of library patrons. This letter agreement sets forth the terms of the grant for your review and acceptance.

### **The Project**

The Library will undertake the project described in the proposal submitted to *Smart investing@your library*<sup>®</sup> and included as Attachment A to this letter agreement (the "Project").

The grant period begins with the execution of this letter agreement and concludes May 31, 2016. The Library may request in writing a change to the grant period, which the Foundation at its discretion may approve. Additionally, the Foundation acknowledges that some elements of the Project described in Attachment A may need to be modified during the course of Project; please note, however, that all modifications require the prior written approval of the Foundation.

The project principal for this grant is Sarah Bowman. If this individual ceases to serve as project principal, the Library will promptly notify the Foundation, and the Foundation and the Library will identify a mutually acceptable replacement.

**The Library will submit for the Foundation's approval the names and roles of any third-party speakers or consultants who will be involved in the Project. Prior approval by the Foundation is required before such speakers or consultants are engaged in the Project.**

As the Project involves the engagement by the Library of a subcontractor(s) or partner(s), the Library agrees that, prior to signing agreements with these subcontractors or partners, it will provide the Foundation with a finalized copy of each agreement for review and approval, prior to signature. Once signed, the Library will also provide a copy of the signed agreement(s).

The Foundation or its designee may examine progress toward achieving the goals of the grant-funded Project through site visits and/or other means. If there is concern about the quality or progress of the effort, the Foundation will notify the Library. If matters cannot be resolved satisfactorily, the Foundation may terminate the grant, and any unused or uncommitted grant funds must immediately be returned to the Foundation.



## **Required Reports**

The Library will provide two reports using the template contained in Attachment B: (1) an interim report, currently scheduled for March 31, 2015; and (2) a final report no later than 30 days following the conclusion of the grant period. Each report will contain a narrative portion as well as a financial statement, as specified in the reporting template, as well as a copy of any materials and evaluation data produced as part of the Project.

## **Publicity**

Materials and communications, both print and non-print, produced as part of the grant-funded Project will include the following statement: “This program is made possible by a grant from the FINRA Investor Education Foundation through *Smart investing@your library*<sup>®</sup>, a partnership with the American Library Association.”

The Library will obtain prior approval from the Foundation for wording to describe the Foundation, its programs, and the nature of the grant commitment, for use in news releases, presentations, or other communications. The Foundation will review promptly any draft copy submitted to it. The Library will send to the Foundation for its records one copy of each news release or other communication on the Project or grant. The Foundation may require, at its sole discretion, that its name and/or logo not be used on or in any publications, materials, press releases, presentations, websites, or any other results or deliverables of the Project.

The Library will cooperate with efforts undertaken by the Foundation and the American Library Association to publicize the Project.

## **Intellectual Property**

The Library will own all right, title and interest in and to any intellectual property created or developed in the course of the Project. The Library hereby grants to the Foundation the right to use and/or permit others to use all or any portion of the materials, reports, or products associated with this grant without limitation or reservation and without further compensation beyond the grant funds provided.

The Foundation hereby grants to the Library the right to use in connection with Project (and only for non-commercial purposes) the following items:

- The Foundation’s investor education content modules, which the Foundation will supply to the Library in electronic form, and the Library will be permitted to copy, modify, distribute, publish, perform, prepare derivative works, display, make, use, and disseminate in all forms of media now known or later discovered or developed. The Library understands that the purpose of using the content modules is to ensure the accuracy of information provided to library patrons.
- Written materials from past Foundation-funded grant projects, as described in the Library’s grant proposal, subject to any restrictions placed on the Foundation’s ability to sublicense the materials to third parties. The Foundation and the Library will discuss the specifics regarding these materials following signing of this letter agreement.

The Library will adhere to all federal, state, and local laws as they relate to the creation, development, and production of Project materials. The Library will obtain all necessary permissions for use of any copyrighted works in connection with the Project, including materials developed in connection with the Project, and will promptly provide proof of such permissions if requested by the Foundation.

The Library agrees to indemnify, defend, and hold the Foundation harmless from all liability, costs, or expenses, including attorney’s fees, as a result of any claims brought forth by third parties related to or arising from copyright or trademark violations or infringements related to products, programs, or materials produced as a result of the grant monies awarded and described in this letter agreement and/or its attachments.

## **Payment**

The Foundation will pay the grant in two equal installments: (1) fifty percent (50%) upon receipt of a fully-executed copy of this letter agreement, and (2) fifty percent (50%) upon receipt and approval by the Foundation of the interim grant report, provided that the Foundation has determined that adequate progress has been made toward accomplishing the goals and deliverables specified in the grant proposal (Attachment A).

Grant payments will be made to:

Monroe County Public Library Foundation  
303 E. Kirkwood Avenue  
Bloomington, IN 47408  
Attn: **CONTACT**

Monroe County Public Library Foundation (the "Library Foundation"), as fiscal agent of the Library, agrees to:

- administer all grant funds in accordance with the proposal contained at Attachment A
- disburse funds at the direction of the Library
- maintain accounting of all expenditures according to standard accounting practices
- maintain separate records of disbursements related to this grant
- keep original records of expenditures for at least three years following the completion of the grant period
- make financial records available to the Foundation upon request

The Foundation, on its own behalf or through its designated representative, reserves the right to review and audit any and all records related to the grant expenditures. The Library and the Library Foundation agree to permit site visits by the Foundation or its designee for information purposes and/or audit purposes.

The Foundation will not be obligated to make any payment, and may require a refund of any unexpended grant funds, (1) if the required reports are not filed; (2) if the Library has not fully complied with the terms and conditions of this letter agreement; or (3) if the Foundation believes it necessary in order (a) to protect the purpose and objectives of the grant or any other charitable activities of the Foundation or (b) to comply with the requirements of any law or regulation applicable to the Library, the Foundation, or this grant. Any funds paid to the Library or the Library Foundation but not expended at the termination or completion of the Project must immediately be returned to the Foundation.

The Library and the Library Foundation agree that the grant will be used solely for purposes of the Project. The Library Foundation will inform the Foundation immediately of any change in, or IRS proposed or actual revocation (whether or not appealed) of, its tax-exempt status. Unless otherwise stated in writing, this grant is made with the understanding that the Foundation has no other obligation to provide any additional support to the Library and the Library Foundation.

## **Confidentiality**

The parties may disclose information they consider confidential to the other parties to facilitate the Project. Each party will use all reasonable efforts to treat and keep confidential, and cause its officers, employees, agents and subcontractors, or other persons involved in the Project to treat and keep confidential any such information.

## **General Terms**

This letter agreement supersedes any prior agreements between the parties. The parties agree that they are independent contractors and that this letter agreement in no way authorizes any party to enter into any commitment or agreement binding the other. This letter agreement may not be modified or amended except in a writing signed by a duly authorized representative of each party, and any waivers will be effective only if made in writing signed by representatives authorized to bind the parties. If any provision is found by a court of competent jurisdiction to be unenforceable or invalid, that provision will be limited to the minimum extent necessary. The prevailing party in any action to enforce this letter agreement will be entitled to recover

reasonable attorneys' fees. No party will be liable for delay or failure in performance under this letter agreement when the delay or failure arises from circumstances beyond the reasonable control of the party (including, without limitation, acts of God, fire, flood, war, or terrorism). The sections concerning confidentiality and intellectual property will survive expiration or termination of this letter agreement.

\*\*\*\*\*

If this letter agreement is satisfactory to you, please have it signed and dated by an officer of your organization with the authority to enter into this agreement and return it to me at 1735 K Street NW, Washington, DC 20006. We look forward to embarking with you on this exciting Project.

Sincerely,

Geraldine M. Walsh, President  
FINRA Investor Education Foundation

**ACKNOWLEDGED AND AGREED BY:**

*Monroe County Public Library Foundation*

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Monroe County Public Library*

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# ATTACHMENT A

**Grant Proposal**  
(Attach here)

**ATTACHMENT B**  
*Smart investing@your library*<sup>®</sup>  
**Grant Report Form**

**Please forward a completed copy of Parts A and B to each of:**

Robert Ganem  
FINRA Investor Education Foundation  
1735 K Street, NW  
Washington, DC 20006  
robert.ganem@finra.org

Margaret Monsour  
American Library Association  
50 East Huron Street  
Chicago, IL 60601  
mmonsour@ala.org

*Smart investing@your library*<sup>®</sup>  
**Grant Report Form**  
**Part A – Narrative Report Form**

<b>Grantee:</b>	
<b>Project Principal:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>E-mail:</b>	
<b>Reporting Period:</b>	<b>From:</b> _____ <b>to</b> _____ <b>Check one:</b> <input type="checkbox"/> <b>Interim Report</b> <input type="checkbox"/> <b>Final Report</b>

*Your report must address the following items:*

1. Describe your grant project activities throughout the reporting period.
2. Report on success in achieving major project goals and objectives.
3. Identify barriers or challenges to completion of the grant project (mid-term report only).
4. Indicate your progress in establishing and implementing your evaluation framework for the grant project (midterm report), or report on the results of evaluation efforts (final report).
5. Report findings and observations from the grant project through the reporting period.
6. Describe any communications, any sharing of learning and results from your grant project through the reporting period.
7. Attach presentation materials, articles or newsletters, or other communications and marketing vehicles that featured the grant project, as well as other products developed with grant funds.
8. Comment on the sustainability of the project after the grant term. Specify developments in maintaining or expanding the project or portions of it in the longer term.
9. Complete and sign the Financial Report Form and attach.
10. Any additional comments?

*Please include this signed Grant Report Form as the covering page to your report.*

\_\_\_\_\_  
**Signature, Grant Project Principal**

\_\_\_\_\_  
**Date**

*Smart investing@your library*<sup>®</sup>  
**Grant Report Form**  
**Part B -- Financial Report Form**

Grantee: \_\_\_\_\_

Statement of Funding and Expenditures as of \_\_\_\_\_  
 (date)

Detail of expenditures to date:

Amount	Description
	<b>Total Expenditures</b>

<b>Total grant award</b>	\$
<b>Total expenditures</b>	\$
<b>Net project surplus/(deficit)</b>	\$

**Explanation of surplus/deficit:**

*Please include this signed Financial Report Form as an attachment to your grant report.*

\_\_\_\_\_  
 Signature, Grant Project Principal \_\_\_\_\_  
 Date