

## **BOARD OF TRUSTEES MEETING**

**Wednesday, June 20, 2012**

**5:45 p.m.**

**Meeting Room 1B**

### **AGENDA**

1. Call to Order – Kari Isaacson, President
2. Consent Agenda – action item – Sara Laughlin
  - a. Minutes of May 16, 2012 Board Meeting (page 1-4)
  - b. Minutes of June 13, 2012 Work Session (page 5-9)
  - c. Monthly Bills for Payment (page 10-17)
  - d. Monthly Financial Report (page 18-39)
  - e. Personnel Report (page 40)
  - f. 2012 Board Calendar (page 41)
3. Director's Monthly Report (page 42-57) and Quarterly Report (page 58-59) – Sara Laughlin
4. Old Business
5. New Business – action items
6. Program Update – Bethany Terry, VITAL
7. Public Comment
8. Adjournment

**BOARD OF TRUSTEES MEETING**  
**Wednesday, May 16, 2012**

**MINUTES**

Trustees in Attendance:

Kari Isaacson, Steve Moberly, Valerie Merriam, Melissa Pogue, Fred Risinger, Dave Ferguson (arrived 5:50 p.m). Absent: John Walsh.

Others in Attendance:

Sara Laughlin, Gary Lettelleir, Pam Wasmer, Kyle Wickemeyer-Hardy, Bara Swinson, Chris Hosler, Michael White, Jim Whitlatch.

Call to Order

Kari called the meeting to order at 5:46 p.m.

Consent Agenda

- a. Minutes of April 18, 2012 Board Meeting
- b. Monthly Bills for Payment
- c. Monthly Financial Report
- d. Personnel Report
- e. 2012 Board Calendar

Sara pointed out that the financial report indicates we have received two-thirds of the additional COIT revenue that was a result of an error by the Indiana Department of Revenue. Gary notes on the report how much more we will get by end of year. All the revenue will go into the Rainy Day Fund.

Kari Isaacson acknowledged her appreciation for Gary's financial reports.

Sara shared that an error by the County Auditor will reduce our budget by about \$42,000 this year. At this point, we believe the library and each individual local government unit will need to file an appeal with DLGF; Gary is working on that. County representatives are checking into whether they can make an appeal on behalf of all local government units, but we don't know yet.

Valerie Merriam inquired as to what the appeal was for. Gary responded that the appeal would be based on the Auditor's error in including non-profit properties in the tax rolls, which will artificially lower the amount to be paid by other taxpayers and lower the total collected. The appeal is filed with 2013 budget paperwork. If the appeal is granted, the additional amount will be collected from taxpayers and paid to the library as part of the 2013 tax draw.

Steve Moberly asked if we know what the deadline is for the appeal would be. Sara responded that it is the end of the 2012, but we intend to submit along with our 2013 budget.

Gary pointed out that October was the deadline for filing an excess appeal.

Fred Risinger inquired about page 6-7 of the financial report where it shows the expense for leasing staff parking is double what it was last year. Is it because of the date of the report?

Sara responded that it was the result of timing; we paid it in another quarter. The actual amount we pay for parking is roughly \$30,000 per year. Kari asked if this is market value and Sara's response was that it is a very good value. The library doesn't have a lot of options for parking.

Valerie Merriam moved to approve the Consent Agenda; seconded by Steve Moberly; approved by all.

### **Director's Monthly Report**

Melissa Pogue inquired about progress in the search for the new Associate Director.

Sara reported that five interviews were held in last two weeks. The committee is now in the process of compiling the comments from employees and Board members. The day-long interviews included meetings with the interview team, managers, a presentation, a tour of the Main Library and Ellettsville Branch and a meeting with Sara. A meeting of the selection committee is scheduled early next week.

Steve asked if the committee was planning to narrow the choices to two or three and if the Board will have a chance to interact with candidates. Sara responded that her hope is to make a single recommendation to the Board. Kari pointed out that DVDs of all presentations are available.

### **Old Business**

None.

### **New Business**

- a. *Resolution to Establish New Operating Fund Sub-category and Transfer Funds Between Major Categories in the Operating Fund*

Gary noted that the State Board of Accounts has made a change in how they want us to account for purchase of electronic resources. In the past purchases of traditional books along with ebooks have been reported in Capital Outlay category. Ebooks will no longer be reported in the Capital Outlay category, but will move to the Other Services and Charges category. They will still count towards the 15% required for the State Standards. The two resolution templates in the packet were provided by the State Board of Accounts. The Resolution to Establish a New Subcategory allows for current year spending to be moved to the new category immediately. The Resolution to Transfer Funds between Major Categories allows for moving the annual budget appropriation.

Sara explained that this involves eBooks and databases and other electronic resources such as Freegal.

Kari asked what the rationale was for this change. Gary explained that the Capital Outlay section of the financial report most typically includes buildings and equipment, physical things you can physically touch and move from place to place. The State Board of Accounts looked at database service and asked if that was an asset we owned or more similar to other contractual services.

Fred suggested that Gary explain the two resolutions and then the Board could vote on both.

Gary stated that the second resolution would allow us to move the amount we appropriated in the budget. The first resolution would allow us to move what we have already spent; the second would allow us to move what we appropriated.

Fred Risinger moved to approve the *Resolution to Establish New Operating Fund Sub-category* and the *Resolution to Transfer Funds between Major Categories in the Operating Fund*; seconded by Valerie Merriam; approved by all.

*b. Resolution to Authorize Director and Financial Officer to Execute Transactions related to Investments with Fifth Third Bank*

Gary explained that the earnings rate on Fifth Third Bank investments was reduced from 0.6% to 0.3% in first quarter, resulting in a loss of \$7,000 or \$8000 in interest income per year. He met with Fifth Third representatives and learned we could likely regain the lost interest by investing in CDs issued by federally secured banks or looking at bonds issued by municipalities. Fifth Third provides account for local governments for this purpose. Indianapolis Public Library is one of their customers. We would be looking at CD terms of one year to 18 months. By investing in CDs, we'll need to manage the maturity dates to meet our cash flow needs.

Valerie asked if that was a fee based service and Gary replied no. Kari asked if the money would be tied up for 12-18 months on a rotating basis. Gary stated that we probably wouldn't go beyond that period.

Sara explained that our cash flow is different from personal checking accounts. We get two giant property tax checks six months apart in the year. We get COIT checks every month. We have an operating balance that looks large, but we use it during the first couple of months each year to operate. Gary pointed out that in early 2013 we will receive the proceeds of the \$1,800,000 bond sale and will want to invest those funds.

Valerie asked if there was a particular reason we're doing this with Fifth Third since we have accounts at four different places. Do they offer the best rate?

Gary explained that we moved most of our funds to Fifth Third Bank a year ago because they offered the most competitive interest rates. After Gary noticed the reduction in interest, he contacted them and asked about other options. With this option, their rates will remain the best.

Kari asked when the cash flow analysis was being done and if the Board wanted to see that before voting. Gary shared that it is an ongoing process. Gary keeps a running graph on our interest earnings. In first three months it wasn't where we expected it to be, and he determined it

had been cut in half. As we were preparing for annual investment committee meeting with Board, Gary checked with several local banks on earnings rates that they were offering. IU Credit Union had CDS available at 0.5%.

Steve asked if the text of the resolution was the bank's language and Gary confirmed that it was. Sara added that the investments are 100% secure. She and Gary added the language referring to the Indiana Code which limits investments by local governments. Thanks to Gary's efforts, we are undertaking more active cash management, which is the reason we can make marginally more interest.

Kari commented that Gary will be keeping up those spreadsheets very carefully and thanked him for that.

Fred Risinger moved to approve *the Resolution to Transfer Funds Between Major Categories in the Operating Fund and to approve the Resolution to Authorize Director and Financial Officer to Execute Transactions related to Investments with Fifth Third Bank*; seconded by Dave Ferguson; approved by all.

**Public Comment**

There was no public comment.

**Adjournment**

Kari adjourned the meeting at 6:12 p.m.

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
WORK SESSION  
Wednesday, June 13, 2012  
5:45 p.m.  
Meeting Room 1B**

**MINUTES**

Trustees in Attendance:

Kari Isaacson, Valerie Merriam, Melissa Pogue, Fred Risinger, John Walsh. Absent: Steve Moberly, Dave Ferguson.

Others in Attendance:

Sara Laughlin, Gary Lettelleir, Pam Wasmer, Kyle Wickemeyer-Hardy, Bara Swinson, Margaret Harter, Michael White, Marilyn Wood, Tom Bunger, Rita Lichtenberg.

**Call to Order**

Kari called the meeting to order at 5:45 p.m.

Sara introduced Marilyn Wood as the new Associate Director. Marilyn will begin work on June 26. She recently returned to Bloomington after 17 years at Harvard University. She holds a BA and MLS from IU and has been active in three divisions of ALA.

Marilyn's former director reported that Marilyn cares deeply about getting things done for users and engaging staff and giving them opportunities to grow. Further, she thinks systemically and has experience executing large scale projects.

**Summer Reading Program**

Kari reminded those watching on CATS that there are many exciting program available at the Main Library, Ellettsville, and Bookmobile this summer.

**2013 Budget Calendar and Budget**

Gary began the discussion on the 2013 budget by explaining that it provides for a continuation of services and staffing at their current levels.

The total does not include use of funds from general obligation bond for building and equipment needs. 2013 spending total is slightly less than 2012 and substantially less than in 2011. The difference is the \$2 million bond payment in 2011 on the 1997 bond compared to the \$600,000 general obligation bond payment in 2013.

The 2013 Operating Fund revenue projection is \$7,692,483, an increase of approximately 10% compared to 2012 projection. This includes an estimated Assessed Value Growth Quotient (AVGQ) allowable increase of 2.6% in property tax and two additional factors:

1. Inclusion of former Library Capital Projects Fund property tax levy into the 2013 Operating Fund property tax levy of \$5,153,327. (There will no longer be a separate Library Capital Projects Fund.)
2. COIT income estimate increased from \$1,609,000 to \$1,954,656 after library was notified of error in distribution formula by IDR.

Wages and benefits represent 67% of Operating Budget, based on continuation of current staffing levels. The initial projected wage increase of 2% amounts to \$80,000; a 10% increase in health insurance would cost \$64,000. Final allocation of wage and benefit increases will be determined after 2013 health insurance premiums are known later this year.

Expenditures in the Supplies category are essentially unchanged.

The increase in the Other Services and Charges category is mainly due to the change the way we account for purchases of eBooks and services like Overdrive. In the past it was classified in capital outlay category. The State Board of Accounts asked libraries to move this expense from the Capital Outlays category to Other Services and Charges this year, as approved by the Board last month. In 2013, the amount in this budget line is \$160,000.

We have appropriated \$350,000 in LIRF fund and \$400,000 in the Rainy Day Fund, but there are no plans to spend out of these categories. \$600,000 in Debt Service Fund will cover the first bond payment.

With the Library Capital Projects Fund being rolled into Operating Fund, John Walsh asked if that the annual proposal and approval by County Council were no longer necessary. Sara replied yes, we no longer need to do that additional budgeting process.

Gary further explained that 90% of Operating Fund revenues come from property tax levy and COIT.

The total library tax rate includes the Operating Fund levy and the Debt Service Fund levy of \$600,000. If the Monroe County Assessed Value remains the same, the 2013 rate will be approximately 9.2 cents per \$100 of assessed value. Assessed Value could change, since this is a reassessment year. The actual figure will not be known until after August 1.

Valerie Merriam inquired if establishing our base line of 2012 of assessed value at 80% of 2012 value was to anticipate what might come in. Gary replied that it is to guard against what happened in 2008 or 2009, when the assessed value went down a lot more than anyone expected, due to property tax reforms.

Sara shared that the Department of Local Government Finance recommended all government entities use a figure that was 80% of last year's Assessed Value.

Gary further pointed out that last year we were projecting a decrease of about \$350,000 in COIT income in 2013 related to the payoff of the bond. This year we were notified that an error in the distribution formula at the State level had resulted in the 2011 and 2012 COIT for Monroe

County being under-distributed and we received or will receive by the end of the year about \$300,000 for 2011 and \$300,000 for 2012. For 2013 it means that instead of a \$350,000 reduction, we should only experience about a \$25,000 reduction from our earlier projections.

John Walsh asked if we will have a bigger decrease in 2014 from COIT and Gary responded that in 2014 we projected about a \$500,000 drop and now we project that it will be a \$200,000 drop or less. John further asked if we were not going to have a big drop off because of the bond and Sara's response was that yes we will not have that \$500,000 drop.

Fred Risinger asked about personnel costs and health insurance and if we had built that in. Gary responded that we used a 10% increase and once we get our claims history, which determines our rates, then we would have to look at what we could we afford.

Sara explained that we only get two watch files per year and that we usually wait until July to get the first one. Valerie asked if we have ever asked if we could have more trending reports and Sara shared that we would have to pay for them and we have found that earlier reports are not good predictors of actual increases.

Valerie asked what percentage of our employees is covered by our health insurance. Kyle Wickemeyer-Hardy addressed this question. She shared that we cover approximately 86 employees and a total of 116 lives (this includes dependents) and that we are looking at several possibilities to provide the best coverage in 2013. She has already begun communicating with JA Benefits.

Gary stated that this is the first draft of the budget and he is aware of one change to be made in the second draft related to our utility bill. Valerie pointed out the increase in water and sewer rates and Gary confirmed that the water and sewer bill for the Main Library had been \$700/800 month and shot up in May to \$1,500.

Valerie asked if there was any action being taken to replace our toilets to low flow.

Sara shared that Mark Mobley, Facilities Manager, said that we were doing that as they needed to be replaced. However, there are flushing problems with the low-flow models. We have installed diffusers on faucets to reduce the rate of flow. We still use a lot of water.

Valerie asked if we would be using less water if we shut off the hot water. Sara's response was that Mark said no, we would not save water. Sara will ask again and report to the Board. Valerie indicated that the temperature needs to be adjusted because it's scalding, and we don't need to be using that much hot water.

Valerie's next question was on the amounts we're spending on Overdrive. She asked how many books it gives us access to.

Pam Wasmer, Collections Manager, stated that we can buy multiple copies. We are part of consortium of 11 libraries. Each library selects titles they want to add. We buy some in Kindle



format, some in other e-book formats, and some audiobooks. We buy up to 7 copies of e-books. Pam was not certain of the exact number of things we have in Overdrive as it changes every day.

She noted we will spend about \$20,000 on Overdrive in 2012. A group of managers and Collection Services staff are studying various models and watching the rapidly-developing e-books choices for libraries.

Valerie stated this is an important issue and we need to continue to discuss it. She stated that she is getting a lot of questions from friends.

Kari asked Pam to explain what Overdrive is.

Pam shared that Overdrive is a vendor and we lease e-content from their catalog after they negotiate with publishers. We joined the consortium and began to lease from them four years ago. At that time they were the only vendor for downloadable audiobooks and then e-books.

Kari asked how much of budget is spent on print materials and Pam's response was that about one third is spent on materials; one third on audiovisual materials; eBooks account for less than 2%, and the rest would be databases, Freegal and newspapers and magazines.

Valerie asked why we kept the yellow house demolition cost in the Capital Spending Plan Summary, since we have already demolished it?

Gary explained that he included it so he would be able to refer back to that project and what the original plan was. He stated that another project will probably be substituted for the yellow house project.

Sara addressed the Budget Calendar on the first page of the packet. We will have additional opportunities to discuss during the July and August work session. At August Board meeting, she will ask the Board to approve the budget for advertising. After that point, we cannot increase the budget. We must submit the budget to the County Council before September 4<sup>th</sup>.

Gary has started putting the information in the online Gateway system. We will hold our public hearing before the September Board meeting. Our final adoption will be October 24. The County Council must take action by October 2. Their usual meeting is scheduled for September 11, but they typically schedule additional meetings that month, since they must approve their own county government budgets, as well as review those of every other local unit.

The bond time table was also included in the Board packet. Most of work was done in 2011 and we don't have to do anything again until the October 24 board meeting when we have to approve a final bond resolution. The bonds will be advertised and sold in December.

Kari thanked Gary for his presentation.

### **Public Comment**

Rita Lichtenberg asked if there had been any consideration given about refilling the eight positions that were eliminated in the last budget year and Sara's response was that those positions would not return. Two-thirds of the positions were replaced by automating functions and the others are simply not possible within ongoing budget constraints.

Rita also asked if the Indiana Room hours were going to stay the same. Sara responded there were no plans to restore the hours.

**Adjournment**

Kari adjourned the meeting at 6:35 p.m.

## Financial Report Comments

Reports as of 5-31-12

Board Meeting Date 6/20/12

Monthly Budget Report:

Fifth Third Investment Update – After the last board meeting I proceeded with exploring options for increasing our investment earnings at Fifth Third. They said that there was an option for investing in a 2 year C.D. at a rate of .75%. They said that we would need to set up a “liquidity management account”. The earlier agreement and documents were for a “banksafe “ account. There was a question about their fee for investment services at the last meeting and I said there were none. That was true for the banksafe account. There is a fee of .15% for the liquidity management account. I wish they had explained this the first time I asked about fees but I also understand that they have costs associated with the service. If we are earning .75% and paying .15% our net earnings would be .60% which is double the current earnings on the money market account and the investment is in FDIC insured C.D.s so this does accomplish what we intended. I will start with 1 million. After 3 months I will evaluate our cash position and possibly increase the amount invested at the higher rate.

The guideline for the portion of the annual budget spent after five months is 41.6%. The actual operating fund spending is 36.7% of the annual total budget.

The group insurance line includes the advance payment of the June premium (about \$47,000).

The Associate Director line contributed to the under spending balance by about \$5,000 per month (\$25,000)

In the Other Services and Charges category:

Professional Services – about \$26,000 of the decrease can be attributed to the collection services fees. Now that we are in our second year they are lower.

Communication and Transportation – The encumbered continuing education line spending is \$13,000 and it is the main reason for the increase.

Repairs and maintenance spending is at about \$36,000 compared to about \$6,000 last year. Most of the increase is related to the energy audit which was encumbered.

The other charges line is about \$91,000 compared to about \$8,000 last year because of the transfer to the rainy day fund. In 2012 we are making a monthly entry amounting to charge one twelfth of \$200,000. Last year we made a lump sum entry at the end of the year.

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

**\*Check Summary Register©**

May 11, 2012 to June 14, 2012

Name	Check Date	Check Amt
<b>06500 FIFTH THIRD CHECKING</b>		
Paid Chk# 002563 ACTIVATE HEALTHCARE	5/18/2012	\$11,585.00 3RD QTR. '12 CLINIC
Paid Chk# 002564 AT&T (IL)	5/18/2012	\$293.10 4 DEDICATED PHONE LINES
Paid Chk# 002565 B & H PHOTO-VIDEO	5/18/2012	\$2,666.80 FURN., EQUIP., & SOFTWARE
Paid Chk# 002566 BANCTEC INC.	5/18/2012	\$30.90 MNTHLY MAINT. CONTRACT
Paid Chk# 002567 CIGNA GROUP INSURANCE	5/18/2012	\$1,777.39 MARCH '12 LIFE & ADDT'L LIFE INS.
Paid Chk# 002568 DENNIS D. SMITH	5/18/2012	\$63.00 REFUND ON LOST ITEM
Paid Chk# 002569 DUNCAN VIDEO, INC.	5/18/2012	\$725.64 EQUIP. REPAIR
Paid Chk# 002570 ELIZABETH A. THICKSTUN	5/18/2012	\$50.70 REFUND ON LOST ITEMS
Paid Chk# 002571 FAITH BRAUTIGAM	5/18/2012	\$201.00 ASS. DIR./REIMBURSE HOTEL
Paid Chk# 002572 IU HEALTH BLOOMINGTON OCC	5/18/2012	\$59.00 VACCINATION
Paid Chk# 002573 KENNETHWAYNE THOMPSON	5/18/2012	\$752.32 ASS. DIR./REIMBURSE-FLIGHT
Paid Chk# 002574 MIDWEST PRESORT SERVICE	5/18/2012	\$776.54 POSTAGE SERVICE
Paid Chk# 002575 POSTMASTER	5/18/2012	\$440.00 10 ROLLS OF FOREVER STAMPS
Paid Chk# 002576 STEPHANIE HOLMAN	5/18/2012	\$68.64 MILEAGE
Paid Chk# 002577 VERIZON WIRELESS	5/18/2012	\$105.78 CELL PHONES
Paid Chk# 002578 WILLIAM R. MORRIS, JR.	5/18/2012	\$300.00 TUTOR TRAINING/VITAL
Paid Chk# 002579 WRIGHT EXPRESS FSC	5/18/2012	\$42.63 FUEL
Paid Chk# 002580 JPMORGAN CHASE BANK, NA	5/21/2012	\$5,816.14 VARIOUS
Paid Chk# 002581 CHAPMAN'S RESTAURANT	5/22/2012	\$3,230.92 FOOD FOR THE FUTURES CONFERENCE
Paid Chk# 002582 AFSCME COUNCIL 62	5/24/2012	\$1,227.78 UNION DUES W/H
Paid Chk# 002583 AMERICAN UNITED LIFE INS. CO.	5/24/2012	\$1,449.18 403b TSA-AUL W/H
Paid Chk# 002584 ANTHEM BLUE CROSS BLUE	5/24/2012	\$57,134.50 HEALTH INS. - JUNE '12
Paid Chk# 002585 AT&T (OK)	5/24/2012	\$104.69 LONG-DISTANCE PHONE
Paid Chk# 002586 GLHEC	5/24/2012	\$200.80 GARNISHMENT W/H
Paid Chk# 002587 GUARDIAN LIFE INS. CO.	5/24/2012	\$3,456.48 DENTAL & VISION INS. - JUNE '12
Paid Chk# 002588 JERALD W. JAMES	5/24/2012	\$200.00 TALK TO AN EXPERT/FINRA
Paid Chk# 002589 LEGAL SHIELD	5/24/2012	\$47.84 PRE-PAID LEGAL
Paid Chk# 002590 MICHELE NEEDHAM	5/24/2012	\$559.20 FD/ALA AIRFARE
Paid Chk# 002591 MONROE COUNTY YMCA	5/24/2012	\$121.84 YMCA W/H - JUNE '12
Paid Chk# 002592 UNITED WAY	5/24/2012	\$122.00 UNITED WAY W/H
Paid Chk# 002593 AT&T (IL)	5/31/2012	\$1,320.14 PHONE CALLS
Paid Chk# 002594 AT&T ADVERTISING SOLUTIONS	5/31/2012	\$170.00 PHONE LISTINGS
Paid Chk# 002595 AT&T MOBILITY	5/31/2012	\$248.06 CELL PHONES
Paid Chk# 002596 CIGNA GROUP INSURANCE	5/31/2012	\$3,534.50 LIFE & ADDT'L LIFE INS. - APRIL '12
Paid Chk# 002597 CITGO	5/31/2012	\$762.25 FUEL
Paid Chk# 002598 COLONIAL LIFE	5/31/2012	\$497.73 JUNE INS.
Paid Chk# 002599 DANIEL M. PIERZ	5/31/2012	\$1,000.00 CONSULTING/KOON \$/TIMELINE
Paid Chk# 002600 DUKE ENERGY	5/31/2012	\$1,242.66 ELECTRICITY
Paid Chk# 002601 JASON EVANS GROTH	5/31/2012	\$64.86 FINRA SPLS/FOOD
Paid Chk# 002602 JENNIFER S. SCHMITTER	5/31/2012	\$25.00 REFUND ON LOST ITEM
Paid Chk# 002603 KANSAS CITY CONSENSUS	5/31/2012	\$2,681.18 CONSULTING/FUTURES' CONFERENCE
Paid Chk# 002604 MIDWEST PRESORT SERVICE	5/31/2012	\$318.96 POSTAGE SERVICES
Paid Chk# 002605 SMITHVILLE DIGITAL, INC.	5/31/2012	\$1,425.00 JUNE INTERNET SERVICE
Paid Chk# 002606 STEPHANIE HOLMAN	5/31/2012	\$91.29 FD/ELL SPLS
Paid Chk# 002607 TASC	5/31/2012	\$526.95 FLEXSYSTEM & COBRA SERVICES/3RD QTR.
Paid Chk# 002608 VECTREN ENERGY DELIVERY	5/31/2012	\$101.65 NATURAL GAS
Paid Chk# 002609 WENDY L. FORCE	5/31/2012	\$25.26 REFUND ON LOST ITEM
Paid Chk# 002610 AMERICAN UNITED LIFE INS. CO.	6/4/2012	\$1,608.10 403b TSA-AUL W/H
Paid Chk# 002611 ELLETTSVILLE UTILITIES	6/4/2012	\$255.14 WATER & SEWER
Paid Chk# 002612 JASON KOLLUM	6/4/2012	\$800.00 FD/CHILD/PERFORMANCES
Paid Chk# 002613 MIDWEST PRESORT SERVICE	6/4/2012	\$380.99 POSTAGE SERVICES
Paid Chk# 002614 REPUBLIC SERVICES #694	6/4/2012	\$165.00 TRASH SERVICE
Paid Chk# 002615 STEPHANIE HOLMAN	6/4/2012	\$23.97 SUPPLIES
Paid Chk# 002616 GUARDIAN LIFE INS. CO.	6/5/2012	\$1,553.61 JULY DEPOSIT ON LIFE INS.

MONROE COUNTY PUBLIC LIBRARY

06/14/12 4:04 PM

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\*Check Summary Register©

May 11, 2012 to June 14, 2012

Name	Check Date	Check Amt	
Paid Chk# 002617 FAITH BRAUTIGAM	6/6/2012	\$243.66	INTERVIEW MILEAGE
Paid Chk# 002618 GECRB/AMAZON	6/6/2012	\$6,689.94	BOOKS & NONPRINT
Paid Chk# 002619 JAMES R. HORTON	6/6/2012	\$300.00	FD/CHILD/PROGRAM-SUMMER
Paid Chk# 002620 JANET LAMBERT	6/6/2012	\$26.68	FD/CHILD/PROGRAM SPLS
Paid Chk# 002621 TRAVIS WAUGH	6/6/2012	\$200.00	FINRA PROGRAM
Paid Chk# 002622 ANN SEGRAVES	6/13/2013	\$10.00	HOMEBOUND/FUEL-BLACK VAN
Paid Chk# 002623 AT&T (IL)	6/13/2013	\$293.05	4 DEDICATED LINES
Paid Chk# 002624 AUDREY M. SCHULTZ	6/13/2013	\$30.07	REFUND ON LOST ITEMS
Paid Chk# 002625 CITY OF BLOOMINGTON	6/13/2013	\$9,922.00	PARKING PERMITS/LOT #5/JULY-DEC. '12
Paid Chk# 002626 DUKE ENERGY	6/13/2013	\$23,671.23	ELECTRICITY
Paid Chk# 002627 JANET TEMPLETON-HEISE	6/13/2013	\$26.99	REFUND ON LOST ITEM
Paid Chk# 002628 JOAN E. HOSTETLER	6/13/2013	\$150.00	FD/IN RM PROGRAM
Paid Chk# 002629 LAKE COUNTY PUBLIC LIBRARY	6/13/2013	\$16.95	ILL-LOST BOOK
Paid Chk# 002630 MIDWEST PRESORT SERVICE	6/13/2013	\$282.80	POSTAGE SERVICES
Paid Chk# 002631 SARAH BOWMAN	6/13/2013	\$47.28	FD/ADULT SPLS
Paid Chk# 002632 SMITHVILLE COMMUNICATIONS,	6/13/2013	\$237.00	PHONE
Paid Chk# 002633 SUSAN M. HOOYENGA	6/13/2013	\$25.95	REFUND ON LOST ITEM
Paid Chk# 002634 VERIZON WIRELESS	6/13/2013	\$173.85	DATA LINES-BKM
Paid Chk# 002635 ABIGAIL B. GITLITZ	6/14/2012	\$220.00	FD/CHILD/PROGRAMS
Paid Chk# 002636 ADP, INC.	6/14/2012	\$668.13	BACKGROUND CHECKS
Paid Chk# 002637 AL'S TWO-WAY RADIO SERVICE	6/14/2012	\$750.00	3 RADIOS
Paid Chk# 002638 ALICE J. ROBERTSON	6/14/2012	\$400.00	HOMEWORK HELP - WAHL GRANT
Paid Chk# 002639 ARCHITECTURAL CENTER	6/14/2012	\$262.00	BOOKS
Paid Chk# 002640 ASHLAND COUNTY CHAPTER	6/14/2012	\$86.50	BOOKS
Paid Chk# 002641 AUDIOGO	6/14/2012	\$344.38	BOOKS
Paid Chk# 002642 AVCAFE	6/14/2012	\$187.15	NONPRINT
Paid Chk# 002643 BAKER & TAYLOR BOOKS	6/14/2012	\$43,903.44	BOOKS
Paid Chk# 002644 BANCTEC INC.	6/14/2012	\$30.90	FOLDER-MONTHLY MAINT.
Paid Chk# 002645 BIBLIOTHECA ITG, INC.	6/14/2012	\$9,800.00	"SMARTLABEL" TAGS
Paid Chk# 002646 BLACKSTONE AUDIO, INC.	6/14/2012	\$220.50	NONPRINT
Paid Chk# 002647 BOOKS IN MOTION	6/14/2012	\$135.47	NONPRINT
Paid Chk# 002648 BUNGER & ROBERTSON, LLP	6/14/2012	\$690.00	LEGAL SERVICES
Paid Chk# 002649 BWI	6/14/2012	\$1,228.14	BOOKS
Paid Chk# 002650 CDW GOVERNMENT, INC.	6/14/2012	\$87.69	IS SPLS
Paid Chk# 002651 CENTER POINT LARGE PRINT	6/14/2012	\$429.00	BOOKS
Paid Chk# 002652 CINTAS CORPORATION	6/14/2012	\$256.63	FIRST-AID SPLS
Paid Chk# 002653 COLONIAL ROOTS	6/14/2012	\$192.45	BOOKS
Paid Chk# 002654 CRYSTAL CLEAR	6/14/2012	\$1,070.00	WINDOW CLEANING
Paid Chk# 002655 DATA MEDIA PRODUCTS, INC.	6/14/2012	\$5,477.97	VIDEOTAPE
Paid Chk# 002656 DEMCO, INC.	6/14/2012	\$209.77	OFFICE & CATALOGING SPLS
Paid Chk# 002657 EBSCO	6/14/2012	\$4.85	PERIODICALS
Paid Chk# 002658 ELECTRONIC COMMERCE, INC.	6/14/2012	\$1,760.00	PAYROLL SERVICE
Paid Chk# 002659 ELLETTSVILLE TRUE VALUE	6/14/2012	\$122.78	BLDG SPLS
Paid Chk# 002660 ESTILL COUNTY HISTORICAL &	6/14/2012	\$253.00	BOOKS
Paid Chk# 002661 EVANSVILLE BINDERY, INC.	6/14/2012	\$290.28	BOOK BINDING
Paid Chk# 002662 FAVORABLE IMPRESSIONS	6/14/2012	\$39.96	BOOKS
Paid Chk# 002663 FILM MOVEMENT	6/14/2012	\$998.00	NONPRINT
Paid Chk# 002664 FREEDOM BUSINESS SOLUTION	6/14/2012	\$4,363.71	COLOR CARTRIDGES & PRINTER REPAIRS
Paid Chk# 002665 FULTON COUNTY CHAPTER, OG	6/14/2012	\$195.00	BOOKS
Paid Chk# 002666 GALE	6/14/2012	\$2,930.23	BOOKS
Paid Chk# 002667 GAYLORD BROS., INC.	6/14/2012	\$67.07	LABELS W/PROTECTORS
Paid Chk# 002668 GLOBAL GOV/ED SOLUTIONS	6/14/2012	\$5,317.00	CUSTOM PC's
Paid Chk# 002669 GREEN CTY GENEALOGICAL	6/14/2012	\$44.50	BOOKS
Paid Chk# 002670 HALL SIGNS, INC.	6/14/2012	\$17.52	BLDG SPLS
Paid Chk# 002671 HENRY J. WIENCKO, JR.	6/14/2012	\$1,312.00	VIDEO MAT'LS

MONROE COUNTY PUBLIC LIBRARY

06/14/12 4:04 PM

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\*Check Summary Register©

May 11, 2012 to June 14, 2012

Name	Check Date	Check Amt	
Paid Chk# 002672	HERITAGE BOOKS, INC.	6/14/2012	\$170.50 BOOKS
Paid Chk# 002673	HFI MECHANICAL CONTRACTOR	6/14/2012	\$9,700.00 ENERGY AUDIT/ENCUMBERED
Paid Chk# 002674	HP PRODUCTS	6/14/2012	\$1,596.24 CLEANING SPLS
Paid Chk# 002675	INDIANA CHAMBER OF COMMER	6/14/2012	\$273.96 BOOKS
Paid Chk# 002676	INDIANA STATE LIBRARY/ILL	6/14/2012	\$650.00 ILL SERVICE-7/1/12 THUR 6/30/13
Paid Chk# 002677	INFOGROUP	6/14/2012	\$620.00 BOOKS
Paid Chk# 002678	INTERVIEW	6/14/2012	\$14.97 1 YR. SUBSCRIPTION
Paid Chk# 002679	JANET A. PIERSON	6/14/2012	\$400.00 TEEN/MATH TUTOR CO-ORDINATOR
Paid Chk# 002680	JIM GORDON, INC	6/14/2012	\$117.44 MNTHLY MAINT.-COPIERS
Paid Chk# 002681	JOHN J. BROWN	6/14/2012	\$400.00 HOMEWORK HELP/WAHL GRANT
Paid Chk# 002682	KANSAS CITY CONSENSUS	6/14/2012	\$5,000.00 FUTURE'S CONF./CONSULTING
Paid Chk# 002683	KLEINDORFER'S HDWE	6/14/2012	\$43.14 BLDG SPLS
Paid Chk# 002684	KOORSEN FIRE & SECURITY, INC	6/14/2012	\$935.68 REPLACED EQUIP.
Paid Chk# 002685	LIBRARY IDEAS LLC	6/14/2012	\$29,250.00 DATABASES
Paid Chk# 002686	LITTLE MIAMI PUBLISHING CO.	6/14/2012	\$43.00 BOOKS
Paid Chk# 002687	LOGISTECH, INC.	6/14/2012	\$196.23 BOOKS
Paid Chk# 002688	LOWE'S	6/14/2012	\$758.36 RESTROOM REMODEL & PAINTING SPLS
Paid Chk# 002689	MAXWELLS OFFICE PRODUCTS	6/14/2012	\$145.61 OFFICE SPLS & PAPER
Paid Chk# 002690	MCCALL'S QUICK QUILTS	6/14/2012	\$21.98 1 YR. SUBSCRIPTION
Paid Chk# 002691	MCPL FOUNDATION	6/14/2012	\$23,744.43 J. SEREBNICK BEQUEST TO MCPLF
Paid Chk# 002692	MENARDS - BLOOMINGTON	6/14/2012	\$87.38 BLDG SPLS
Paid Chk# 002693	MIDWEST COLLABORATIVE FOR	6/14/2012	\$594.00 BLACK BELT LIBRARIAN WORKSHOP
Paid Chk# 002694	MIDWEST TAPE	6/14/2012	\$20,360.85 BOOKS
Paid Chk# 002695	MONROE COUNTY SOLID WASTE	6/14/2012	\$50.00 BLDG SERVICE
Paid Chk# 002696	MONROE COUNTY PUBLIC	6/14/2012	\$99,999.98 1/2 YR. RAINYDAY TRANSFER FROM OPER.
Paid Chk# 002697	MUNICIPAL CODE CORPORATIO	6/14/2012	\$98.70 BOOKS
Paid Chk# 002698	NAPA AUTO PARTS	6/14/2012	\$9.99 EXHAUST FAN
Paid Chk# 002699	NEWSOUND	6/14/2012	\$13.83 NONPRINT
Paid Chk# 002700	NOVEL DATA LLC	6/14/2012	\$50.00 DATABASES
Paid Chk# 002701	OVERDRIVE	6/14/2012	\$3,000.00 E-BOOKS
Paid Chk# 002702	PATCHWORKS	6/14/2012	\$99.00 NONPRINT
Paid Chk# 002703	POLARIS LIBRARY SYSTEMS, INC	6/14/2012	\$500.00 SOFTWARE
Paid Chk# 002704	B,B & C POW PEST CONTROL,	6/14/2012	\$35.00 PEST CONTROL
Paid Chk# 002705	QUILL CORPORATION	6/14/2012	\$1,822.55 OFFICE SPLS & PAPER
Paid Chk# 002706	RANDOM HOUSE, INC.	6/14/2012	\$1,178.86 NONPRINT
Paid Chk# 002707	RECORDED BOOKS, LLC	6/14/2012	\$2,537.24 NONPRINT
Paid Chk# 002708	REGENT BOOK COMPANY	6/14/2012	\$13.74 BOOKS
Paid Chk# 002709	REMEDIA PUBLICATIONS	6/14/2012	\$71.96 BOOKS
Paid Chk# 002710	SAM'S CLUB	6/14/2012	\$210.00 6 MEMBERSHIPS
Paid Chk# 002711	SOUTH CENTRAL COMPANY, INC	6/14/2012	\$317.91 BLDG SPLS
Paid Chk# 002712	STANLEY CONVERGENT SECURI	6/14/2012	\$3,147.84 SECURITY MAINT. SEMI-ANNUAL
Paid Chk# 002713	STANSIFER RADIO COMPANY	6/14/2012	\$148.63 VIDEO MAT'LS
Paid Chk# 002714	SUZANNE KERN - PETTY CASH	6/14/2012	\$58.10 POSTAGE EXPENSES
Paid Chk# 002715	TANTOR MEDIA	6/14/2012	\$416.36 NONPRINT
Paid Chk# 002716	THE DAILY WORLD	6/14/2012	\$150.00 12 MONTHS SUBSCRIPTION
Paid Chk# 002717	THE ENGRAVING AND STAMP	6/14/2012	\$123.60 OFFICE SPLS
Paid Chk# 002718	THE GREAT COURSES	6/14/2012	\$274.85 NONPRINT
Paid Chk# 002719	TOSHIBA BUSINESS SOLUTIONS	6/14/2012	\$147.00 BLACK INK TYPE 3560
Paid Chk# 002720	UNIQUE MANAGEMENT SERVICE	6/14/2012	\$2,864.00 COLLECTION FEES - CIRC
Paid Chk# 002721	WEB COMMERCE PARTNERS	6/14/2012	\$857.76 LABELS/CATALOGING SPLS
Paid Chk# 002722	WEST PAYMENT CENTER	6/14/2012	\$1,305.00 BOOKS
Paid Chk# 002723	WFHB	6/14/2012	\$2,500.00 2ND QTR '12/ NEWS PROGRAM
<b>Total Checks</b>			<b>\$456,271.25</b>

MONROE COUNTY PUBLIC LIBRARY  
CHECKING ACCOUNTS  
05/11/12 - 06/14/12

Fifth Third Checking Account/Check Register Total	\$456,271.25
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (May '12)	638.99
Fifth Third Checking-Monthly Service Charge (May '12)	63.00
Fifth Third Checking-Monthly Service Charge (June '12)	63.00
Add: Payrolls	
Vouchers 05/18/12 Payroll (ECI)	118,259.42
Electronic transfer (ECI) employee/employer taxes	42,653.74
Electronic transfer (ECI) employee "HSA"	2,007.97
Electronic transfer 05/22/12 (TASC) employee "FSA"	363.45
Vouchers 06/01/12 Payroll (ECI)	114,582.08
Electronic transfer (ECI) employee/employer taxes	39,677.93
Electronic transfer (ECI) employee "HSA"	2,007.97
Electronic transfer 06/06/12 (TASC) employee "FSA"	<u>363.45</u>
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	<u><u>\$776,952.25</u></u>



**ACCOUNTS PAYABLE VOUCHER**

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

Payee JPMORGAN CHASE BANK, NA  PALATINE, IL 60094-4016	Check 002580 5/21/2012 Purchase Order No. 0 Terms Date Due Claim 20669
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Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
4/11/2012		E001-005-31700 PAY FLOW/MNTHLY CC FEE	\$98.85
4/12/2012		E001-001-21300 FEDEX OFFICE/COPY LANDSCAPE DESIGN	\$38.09
4/14/2012		E004-001-21350 MARSH/ADOLPLI MTG	\$37.36
4/18/2012		E004-001-21350 MARSH/ADOLPLI MTG	\$50.33
4/20/2012		E004-001-21350 MARSH/ADOLPLI MTG	\$10.35
5/3/2012		E019-001-32400 ALAWEBCINAR	\$28.00
4/3/2012		E019-001-32300 UNITED/ALA FLIGHT-LAUGHLIN	\$527.20
4/6/2012		E019-015-32300 DELTA/ALA FLIGHT-JACKSON	\$431.20
4/6/2012		E019-015-32300 ORBITZ/FLIGHT FEE	\$6.99
4/19/2012		E004-001-21350 FARM BLGTN/ADOLPLI MEAL	\$1,053.00
5/1/2012		E004-006-21350 ESAN/AD CANDIDATE LUNCH	\$23.22
4/6/2012		E019-015-21350 KROGER/VITAL FOOD	\$102.41
4/13/2012		E019-015-21350 KROGER/VITAL FOOD	\$28.69
4/19/2012		E019-015-21350 MARY M'S/VITAL SPLS	\$22.50
4/19/2012		E004-001-21350 KROGER/WELLNESS-LUNCH'N'LEARN	\$51.87
4/19/2012		E019-015-21350 BLGFDS/VITAL FOOD	\$4.39
4/30/2012		E019-011-32400 ILF/DISTRICT 5/7 CONF.	\$105.00
4/30/2012		E019-014-32400 ILF/DISTRICT 5/7 CONF.	\$105.00
4/6/2012		E019-015-21350 PAPER JOHNS/VITAL FOOD	\$45.95
4/17/2012		E019-015-21350 NOODLES&CO./VITAL FOOD	\$7.89
4/11/2012		E019-007-21350 HIGHSMITH/FD/CR/EXPO/FAIR	\$52.53
4/25/2012		E001-001-39500 ASCAP/MUSIC LICENSE/FUTURE SEARCH	\$90.00
4/26/2012		E019-007-21350 SOUTHERN CANDY/FD/CR/SENIOR EXPO	\$285.00
4/30/2012		E001-007-33200 CONSTANTCONTACT/NEWSLETTER SUB.	\$15.00
5/2/2012		E019-007-21350 VARIETY GAMES/FD/CR/SR. EXPO	\$2.95
5/3/2012		E001-001-21300 OVERNIGHTPRINTS/NOTE PADS-FUTURES SEARCH	\$226.45
4/5/2012		E020-016-39100 ALLIANCE COMM MEDIA/DUES ENTRIES	\$770.00
4/7/2012		E020-016-32600 FEDEX/SHIPPING OF ENTRIES	\$9.30
4/10/2012		E019-018-45100 INDYWEB/PATRON REQUESTS-CHILD	\$21.00
4/18/2012		E001-018-45300 FOODMATTERS/NONPRINT	\$39.90
5/2/2012		E001-018-45300 AMAZON/NONPRINT	\$44.97
5/3/2012		E001-018-45300 INDIANABOYS/NONPRINT	\$13.77
4/6/2012		E019-011-21350 HOBBY-LOBBY/FD-CHILD SPLS	\$11.96
4/6/2012		E019-011-21350 BLGN HARDWARE/FD-CHILD SPLS	\$15.87
4/19/2012		E019-011-21350 DISC SCH SPLS/FD-CHILD-HOMEWK HELP	\$136.01
4/19/2012		E019-011-21350 DISC SCH SPLS/FD-CHILD-SPR	\$108.99
4/27/2012		E019-011-21350 KROGER/FD-CHILD-FOOD	\$5.34
5/2/2012		E019-011-21350 MAY'S GREENHOUSE/FD-CHILD-SPLS	\$69.91
5/2/2012		E019-011-21350 MICHAEL'S/FD-CHILD SPLS	\$12.86
4/9/2012		E019-010-21350 PHOTOJEWELRY/FD-TEEN SPLS	\$41.93

4/9/2012	E024-010-21350 FOILED AGAIN/FINRA SPLS	\$160.54
4/17/2012	E024-010-21350 AMAZON/FINRA SPLS	\$40.29
5/2/2012	E019-010-21350 KROGER/FD-TEEN FOOD	\$35.56
4/20/2012	E001-010-21300 DOLLAR DAYS/HEADPHONES	\$620.79
4/20/2012	E001-011-21300 DOLLAR DAYS/HEADPHONES	\$124.16
4/20/2012	E001-014-21300 DOLLAR DAYS/HEADPHONES	\$82.77
Total		\$5,816.14

VOUCHER NO. 20669      WARRANT NO. 002580      5/21/2012

JPMORGAN CHASE BANK, NA

ALLOWED

IN THE SUM OF      \$      \$5,816.14

\$      \$5,816.14

ON ACCOUNT OF APPROPRIATION FOR

COST DISTRIBUTION LEDGER CLASSIFICATION  
IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND

Board/Council Member

Acct. No.	Account Title	Amount
E001-005-31700		\$98.85
E001-001-21300		\$38.09
E004-001-21350		\$37.36
E004-001-21350		\$50.33
E004-001-21350		\$10.35
E019-001-32400		\$28.00
E019-001-32300		\$527.20
E019-015-32300		\$431.20
E019-015-32300		\$6.99
E004-001-21350		\$1,053.00
E004-006-21350		\$23.22
E019-015-21350		\$102.41
E019-015-21350		\$28.69
E019-015-21350		\$22.50
E004-001-21350		\$51.87
E019-015-21350		\$4.39
E019-011-32400		\$105.00
E019-014-32400		\$105.00
E019-015-21350		\$45.95
E019-015-21350		\$7.89
E019-007-21350		\$52.53
E001-001-39500		\$90.00
E019-007-21350		\$285.00
E001-007-33200		\$15.00
E019-007-21350		\$2.95
E001-001-21300		\$226.45
E020-016-39100		\$770.00
E020-016-32600		\$9.30
E019-018-45100		\$21.00

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY SUMMARY OF BUDGET CATEGORIES  
AS OF MAY 31, 2012  
FIVE MONTHS = 41.6%

	2012 MAY	2011 MAY	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
<b>PERSONNEL SERVICES</b>								
SALARIES	284,524.51	285,581.65	1,401,521.75	3,849,557.66	1,428,346.21	2,448,035.91	36.4%	63.6%
EMPLOYEE BENEFITS	77,770.40	86,512.84	502,852.44	1,292,197.59	498,243.42	789,345.15	38.9%	61.1%
OTHER WAGES	0.00	2,029.51	2,730.73	9,300.00	5,605.89	6,569.27	29.4%	70.6%
<b>TOTAL PERSONNEL SERVICES</b>	<u>362,294.91</u>	<u>374,124.00</u>	<u>1,907,104.92</u>	<u>5,151,055.25</u>	<u>1,932,195.52</u>	<u>3,243,950.33</u>	<u>37.0%</u>	<u>63.0%</u>
<b>SUPPLIES</b>								
OFFICE SUPPLIES	3,387.09	2,724.98	14,549.08	49,160.00	18,884.69	34,610.92	29.6%	70.4%
OPERATING SUPPLIES	5,008.47	3,094.18	32,989.93	101,400.00	26,624.35	68,410.07	32.5%	67.5%
REPAIR & MAINT. SUPPLIES	2,676.79	41.11	10,243.22	25,700.00	9,337.87	15,456.78	39.9%	60.1%
<b>TOTAL SUPPLIES</b>	<u>11,072.35</u>	<u>5,860.27</u>	<u>57,782.23</u>	<u>176,260.00</u>	<u>54,846.91</u>	<u>118,477.77</u>	<u>32.8%</u>	<u>67.2%</u>
<b>OTHER SERVICES &amp; CHARGES</b>								
PROFESSIONAL SERVICES	14,579.50	18,681.49	73,351.09	350,140.00	105,603.74	276,788.91	20.9%	79.1%
COMMUNICATION & TRANSPORTATION	9,961.08	7,583.87	37,354.03	104,600.00	27,603.69	67,245.97	35.7%	64.3%
PRINTING & ADVERTISING	58.76	662.99	505.56	8,800.00	2,160.46	8,294.44	5.7%	94.3%
INSURANCE	0.00	2,002.00	56,791.00	56,100.00	54,656.00	-691.00	101.2%	-1.2%
UTILITIES	24,418.45	19,414.55	124,444.95	312,200.00	121,667.17	187,755.05	39.9%	60.1%
REPAIR & MAINTENANCE	9,138.30	1,298.45	36,474.44	84,386.00	5,573.80	47,911.56	43.2%	56.8%
RENTALS	0.00	9,945.00	19,276.50	33,700.00	19,718.50	14,423.50	57.2%	42.8%
ELECTRONIC SERVICES	2,063.55	0.00	2,063.55	128,583.00	0.00	126,519.45	1.6%	98.4%
OTHER CHARGES	16,756.67	0.00	91,209.29	215,390.00	8,136.00	124,180.71	42.3%	57.7%
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<u>76,976.31</u>	<u>59,588.35</u>	<u>441,470.41</u>	<u>1,293,899.00</u>	<u>345,119.36</u>	<u>852,428.59</u>	<u>34.1%</u>	<u>65.9%</u>
<b>CAPITAL OUTLAY</b>								
FURNITURE & EQUIPMENT	649.00	0.00	4,733.83	10,811.88	1,688.34	6,078.05	43.8%	56.2%
OTHER CAPITAL OUTLAY	83,145.94	71,839.80	402,297.30	1,009,317.00	409,272.77	607,019.70	39.9%	60.1%
<b>TOTAL CAPITAL OUTLAY</b>	<u>83,794.94</u>	<u>71,839.80</u>	<u>407,031.13</u>	<u>1,020,128.88</u>	<u>410,961.11</u>	<u>613,097.75</u>	<u>39.9%</u>	<u>60.1%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u><u>534,138.51</u></u>	<u><u>511,412.42</u></u>	<u><u>2,813,388.69</u></u>	<u><u>7,641,343.13</u></u>	<u><u>2,743,122.90</u></u>	<u><u>4,827,954.44</u></u>	<u><u>36.8%</u></u>	<u><u>63.2%</u></u>

2011 BUDGET  
%USED IN 2011

7,465,919.52  
36.7%

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF MAY 31, 2012

	2012 MAY	2011 MAY	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
<b>PERSONNEL SERVICES (1000'S)</b>								
<b>SALARIES</b>								
1120 ADMINISTRATION	7,368.62	7,259.72	36,843.09	164,792.01	36,298.59	127,948.92	22.4%	77.6%
1130 PROFESSIONAL/SUPERVISORS	38,151.27	37,587.49	190,756.35	495,966.80	179,864.41	305,210.45	38.5%	61.5%
1140 PROFESSIONAL ASSISTANTS	99,105.01	104,938.47	480,727.40	1,291,404.64	524,692.22	810,677.24	37.2%	62.8%
1150 SPECIALISTS & TECHNICIANS	59,780.04	58,833.08	305,410.88	824,581.94	295,011.09	519,171.06	37.0%	63.0%
1160 CLERICAL ASSISTANTS	33,064.49	33,966.93	158,155.91	455,807.47	171,860.75	297,651.56	34.7%	65.3%
1170 PAGES	19,101.81	16,504.04	93,487.30	268,544.64	88,374.50	175,057.34	34.8%	65.2%
1190 BUILDING MAINTENANCE	27,953.27	26,491.92	136,140.82	348,460.16	132,244.65	212,319.34	39.1%	60.9%
<b>TOTAL SALARIES</b>	<b>284,524.51</b>	<b>285,581.65</b>	<b>1,401,521.75</b>	<b>3,849,557.66</b>	<b>1,428,346.21</b>	<b>2,448,035.91</b>	<b>36.4%</b>	<b>63.6%</b>
<b>EMPLOYEE BENEFITS</b>								
<b>EMPLOYEE BENEFITS</b>								
1210 EMPLOYER CONTRIBUTION/FICA	16,751.05	16,951.73	82,418.94	239,860.56	84,177.14	157,441.62	34.4%	65.6%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
1230 EMPLOYER CONTRIBUTION/PERF	0.00	0.00	89,083.67	386,771.31	83,114.03	297,687.64	23.0%	77.0%
1240 EMPLOYER CONT/INSURANCE	57,101.87	65,596.64	312,074.56	608,874.69	311,222.04	296,800.13	51.3%	48.7%
1250 EMPLOYER CONT/MEDICARE	3,917.48	3,964.47	19,275.27	56,691.03	19,730.21	37,415.76	34.0%	66.0%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>77,770.40</b>	<b>86,512.84</b>	<b>502,852.44</b>	<b>1,292,197.59</b>	<b>498,243.42</b>	<b>789,345.15</b>	<b>38.9%</b>	<b>61.1%</b>
<b>OTHER WAGES</b>								
1310 WORKSTUDY	0.00	0.00	2,730.73	4,300.00	2,961.29	1,569.27	63.5%	36.5%
1180 TEMPORARY STAFF	0.00	2,029.51	0.00	5,000.00	2,644.60	5,000.00	0.0%	100.0%
<b>TOTAL OTHER WAGES</b>	<b>0.00</b>	<b>2,029.51</b>	<b>2,730.73</b>	<b>9,300.00</b>	<b>5,605.89</b>	<b>6,569.27</b>	<b>29.4%</b>	<b>70.6%</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>362,294.91</b>	<b>374,124.00</b>	<b>1,907,104.92</b>	<b>5,151,055.25</b>	<b>1,932,195.52</b>	<b>3,243,950.33</b>	<b>37.0%</b>	<b>63.0%</b>
<b>SUPPLIES (2000'S)</b>								
<b>OFFICE SUPPLIES</b>								
1004 MISCELLANOUS UNAPPROPRIATED	163.96	96.93	919.15	0.00	715.20	-919.15	#DIV/0!	#DIV/0!
2110 OFFICIAL RECORDS	0.00	0.00	0.00	1,000.00	839.27	1,000.00	0.0%	100.0%
2120 STATIONERY & PRINTING	0.00	0.00	0.00	2,760.00	301.57	2,760.00	0.0%	100.0%
2130 OFFICE SUPPLIES	1,650.16	1,736.70	4,154.52	21,300.00	7,005.78	17,145.48	19.5%	80.5%
2135 GENERAL SUPPLIES	0.00	891.35	90.67	0.00	0.00	-90.67	#DIV/0!	#DIV/0!
2140 DUPLICATING	1,572.97	0.00	9,384.74	24,100.00	10,022.87	14,715.26	38.9%	61.1%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2170 TRAINING MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL OFFICE SUPPLIES</b>	<b>3,387.09</b>	<b>2,724.98</b>	<b>14,549.08</b>	<b>49,160.00</b>	<b>18,884.69</b>	<b>34,610.92</b>	<b>29.6%</b>	<b>70.4%</b>

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MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF MAY 31, 2012

	2012 MAY	2011 MAY	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
<b>OPERATING SUPPLIES</b>								
2210 CLEANING SUPPLIES	2,915.81	2,089.51	14,325.80	30,650.00	13,556.42	16,324.20	46.7%	53.3%
2220 FUEL, OIL, & LUBRICANTS	772.24	495.12	3,600.14	11,000.00	3,877.32	7,399.86	32.7%	67.3%
2230 CATALOGING SUPPLIES-BOOKS	299.58	25.14	1,188.95	5,500.00	1,893.01	4,311.05	21.6%	78.4%
2240 A/V SUPPLIES-CATALOGING	0.00	345.63	1,823.79	10,950.00	1,130.02	9,126.21	16.7%	83.3%
2250 CIRCULATION SUPPLIES	0.00	16.76	7,580.12	33,000.00	2,084.62	25,419.88	23.0%	77.0%
2260 LIGHT BULBS	74.84	122.02	2,046.60	3,000.00	2,646.63	953.40	68.2%	31.8%
2280 UNIFORMS	946.00	0.00	946.00	1,900.00	1,261.00	954.00	49.8%	50.2%
2290 DISPLAY/EXHIBIT SUPPLIES	0.00	0.00	1,478.53	5,400.00	175.33	3,921.47	27.4%	72.6%
<b>TOTAL OPERATING SUPPLIES</b>	<b>5,008.47</b>	<b>3,094.18</b>	<b>32,989.93</b>	<b>101,400.00</b>	<b>26,624.35</b>	<b>68,410.07</b>	<b>32.5%</b>	<b>67.5%</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>								
2300 IS SUPPLIES	87.88	0.00	1,574.78	6,600.00	2,965.76	5,025.22	23.9%	76.1%
2310 BUILDING MATERIALS & SUPPLIES	2,576.59	41.11	8,506.46	15,800.00	4,595.38	7,293.54	53.8%	46.2%
2315 ENERGY AUDIT MAT'LS & SPLS	0.00	0.00	0.00	2,000.00	1,650.05	2,000.00	0.0%	100.0%
2320 PAINT & PAINTING SUPPLIES	12.32	0.00	161.98	300.00	126.68	138.02	54.0%	46.0%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.0%	100.0%
<b>TOTAL REPAIR &amp; MAINTENANCE SUPPLIES</b>	<b>2,676.79</b>	<b>41.11</b>	<b>10,243.22</b>	<b>25,700.00</b>	<b>9,337.87</b>	<b>15,456.78</b>	<b>39.9%</b>	<b>60.1%</b>
<b>TOTAL SUPPLIES</b>	<b>11,072.35</b>	<b>5,860.27</b>	<b>57,782.23</b>	<b>176,260.00</b>	<b>54,846.91</b>	<b>118,477.77</b>	<b>32.8%</b>	<b>67.2%</b>
<b>OTHER SERVICES/CHARGES (3000'S)</b>								
<b>PROFESSIONAL SERVICES</b>								
3110 CONSULTING SERVICES	0.00	0.00	0.00	3,000.00	90.00	3,000.00	0.0%	100.0%
3120 ENGINEERING/ARCHITECTURAL	0.00	0.00	0.00	40,000.00	2,811.48	40,000.00	0.0%	100.0%
3130 LEGAL SERVICES	763.00	1,930.64	3,599.34	15,500.00	7,875.12	11,900.66	23.2%	76.8%
3140 BUILDING SERVICES	239.00	1,230.00	6,050.21	40,000.00	11,810.89	33,949.79	15.1%	84.9%
3150 MAINTENANCE CONTRACTS	6,480.51	9,794.20	31,189.91	139,840.00	24,776.89	108,650.09	22.3%	77.7%
3160 COMPUTER SERVICES (OCLC)	2,850.00	1,225.00	8,550.00	51,300.00	6,125.00	42,750.00	16.7%	83.3%
3170 ADMIN/ACCOUNTING SERVICES	3,083.49	2,953.30	17,965.13	36,500.00	19,625.86	18,534.87	49.2%	50.8%
3175 COLLECTION AGENCY SERVICES	1,163.50	1,548.35	5,996.50	24,000.00	32,488.50	18,003.50	25.0%	75.0%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>14,579.50</b>	<b>18,681.49</b>	<b>73,351.09</b>	<b>350,140.00</b>	<b>105,603.74</b>	<b>276,788.91</b>	<b>20.9%</b>	<b>79.1%</b>
<b>COMMUNICATION &amp; TRANSPORTATION</b>								
3210 TELEPHONE	2,918.57	2,296.61	12,054.17	30,600.00	11,592.18	18,545.83	39.4%	60.6%
3220 POSTAGE	1,895.55	2,197.17	7,709.36	30,000.00	10,395.44	22,290.64	25.7%	74.3%
3230 TRAVEL EXPENSE	1,021.96	548.20	1,102.04	10,000.00	1,570.24	8,897.96	11.0%	89.0%
3240 PROFESSIONAL MTG. (OFF-SITE)	0.00	0.00	19.00	10,000.00	196.00	9,981.00	0.2%	99.8%
3250 CONTINUING ED. (ON-SITE)	3,259.53	2,541.89	3,259.53	10,000.00	3,801.89	6,740.47	32.6%	67.4%
32501 ENCUMBERED CONTINU. ED.(ON-SITE)	865.47	0.00	13,000.00	13,000.00	0.00	0.00	100.0%	0.0%
3260 FREIGHT & DELIVERY	0.00	0.00	209.93	1,000.00	47.94	790.07	21.0%	79.0%
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>9,961.08</b>	<b>7,583.87</b>	<b>37,354.03</b>	<b>104,600.00</b>	<b>27,603.69</b>	<b>67,245.97</b>	<b>35.7%</b>	<b>64.3%</b>

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MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF MAY 31, 2012

	2012 MAY	2011 MAY	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
<b>PRINTING &amp; ADVERTISING</b>								
3310 ADVERTISING & PUBLICATION	43.76	0.00	490.56	2,900.00	321.30	2,409.44	16.9%	83.1%
3320 PRINTING	<u>15.00</u>	<u>662.99</u>	<u>15.00</u>	<u>5,900.00</u>	<u>1,839.16</u>	<u>5,885.00</u>	<u>0.3%</u>	<u>99.7%</u>
<b>TOTAL PRINTING &amp; ADVERTISING</b>	<b>58.76</b>	<b>662.99</b>	<b>505.56</b>	<b>8,800.00</b>	<b>2,160.46</b>	<b>8,294.44</b>	<b>5.7%</b>	<b>94.3%</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	<u>0.00</u>	<u>2,002.00</u>	<u>56,341.00</u>	<u>55,400.00</u>	<u>54,206.00</u>	<u>-941.00</u>	<u>101.7%</u>	<u>-1.7%</u>
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>2,002.00</b>	<b>56,791.00</b>	<b>56,100.00</b>	<b>54,656.00</b>	<b>-691.00</b>	<b>101.2%</b>	<b>-1.2%</b>
<b>UTILITIES</b>								
3510 GAS	158.22	52.90	993.89	3,800.00	1,364.14	2,806.11	26.2%	73.8%
3520 ELECTRICITY	22,356.92	18,187.59	117,821.59	290,500.00	115,546.97	172,678.41	40.6%	59.4%
3530 WATER	<u>1,903.31</u>	<u>1,174.06</u>	<u>5,629.47</u>	<u>17,900.00</u>	<u>4,756.06</u>	<u>12,270.53</u>	<u>31.4%</u>	<u>68.6%</u>
<b>TOTAL UTILITIES</b>	<b>24,418.45</b>	<b>19,414.55</b>	<b>124,444.95</b>	<b>312,200.00</b>	<b>121,667.17</b>	<b>187,755.05</b>	<b>39.9%</b>	<b>60.1%</b>
<b>REPAIR &amp; MAINTENANCE</b>								
3610 BUILDING REPAIR	0.00	0.00	1,656.19	22,000.00	440.31	20,343.81	7.5%	92.5%
3630 OTHER EQUIP/FURNITURE REPAIRS	672.30	0.00	3,642.86	13,800.00	1,782.74	10,157.14	26.4%	73.6%
36301 ENCUMBERED EQUIP/FURN REPAIRS	8,466.00	0.00	26,466.00	39,586.00	0.00	13,120.00	66.9%	33.1%
3640 VEHICLE REPAIR & MAINTENANCE	0.00	1,298.45	3,126.53	6,000.00	2,840.84	2,873.47	52.1%	47.9%
3650 MATERIAL BINDING/REPAIR SERV.	<u>0.00</u>	<u>0.00</u>	<u>1,582.86</u>	<u>3,000.00</u>	<u>509.91</u>	<u>1,417.14</u>	<u>52.8%</u>	<u>47.2%</u>
<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>9,138.30</b>	<b>1,298.45</b>	<b>36,474.44</b>	<b>84,386.00</b>	<b>5,573.80</b>	<b>47,911.56</b>	<b>43.2%</b>	<b>56.8%</b>
<b>RENTALS</b>								
3710 REAL ESTATE RENTAL/PARKING	0.00	9,945.00	19,276.50	33,600.00	19,718.50	14,323.50	57.4%	42.6%
3720 EQUIPMENT RENTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>0.00</u>	<u>100.00</u>	<u>0.0%</u>	<u>100.0%</u>
<b>TOTAL RENTALS</b>	<b>0.00</b>	<b>9,945.00</b>	<b>19,276.50</b>	<b>33,700.00</b>	<b>19,718.50</b>	<b>14,423.50</b>	<b>57.2%</b>	<b>42.8%</b>
<b>ELECTRONIC SERVICES</b>								
38450 DATABASES SERVICES	1,913.55	0.00	1,913.55	88,170.00	0.00	86,256.45	2.2%	97.8%
38460 E-BOOKS SERVICES	<u>150.00</u>	<u>0.00</u>	<u>150.00</u>	<u>40,413.00</u>	<u>0.00</u>	<u>40,263.00</u>	<u>0.4%</u>	<u>99.6%</u>
<b>TOTAL ELECTRONIC SERVICES</b>	<b>2,063.55</b>	<b>0.00</b>	<b>2,063.55</b>	<b>128,583.00</b>	<b>0.00</b>	<b>126,519.45</b>	<b>1.6%</b>	<b>98.4%</b>
<b>OTHER CHARGES</b>								
3910 DUES/INSTITUTIONAL	0.00	0.00	6,825.98	7,590.00	7,176.00	764.02	89.9%	10.1%
3920 INTEREST/TEMPORARY LOAN	0.00	0.00	0.00	2,500.00	0.00	2,500.00	0.0%	100.0%
3930 TAXES & ASSESSMENTS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3940 TRANSFER TO LIRF	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3945 TRANSFER TO ANOTHER FUND (R.DAY)	16,666.67	0.00	83,333.31	200,000.00	0.00	116,666.69	41.7%	58.3%
3950 EDUCATIONAL SERV/LICENSEING	<u>90.00</u>	<u>0.00</u>	<u>1,050.00</u>	<u>5,300.00</u>	<u>960.00</u>	<u>4,250.00</u>	<u>19.8%</u>	<u>80.2%</u>
<b>TOTAL OTHER CHARGES</b>	<b>16,756.67</b>	<b>0.00</b>	<b>91,209.29</b>	<b>215,390.00</b>	<b>8,136.00</b>	<b>124,180.71</b>	<b>42.3%</b>	<b>57.7%</b>
<b>TOTAL OTHER SERVICES/CHARGES</b>	<b>76,976.31</b>	<b>59,588.35</b>	<b>441,470.41</b>	<b>1,293,899.00</b>	<b>345,119.36</b>	<b>852,428.59</b>	<b>34.1%</b>	<b>65.9%</b>

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MONTHLY BUDGET REPORT  
AS OF MAY 31, 2012

	2012 MAY	2011 MAY	2012 Y-T-D ACTUAL	2012 BUDGET	2011 Y-T-D ACTUAL	2012 Y-T-D BUDGET REMAINING	2012 % OF BUDGET USED	2012 % OF BUDGET REMAINING
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	0.00	0.00	792.96	1,000.00	300.82	207.04	79.3%	20.7%
44105 ENCUMBERED FURNITURE	0.00	0.00	0.00	0.00	1,387.52	0.00	#DIV/0!	#DIV/0!
4420 AUDIO VISUAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	0.00	0.00	1,779.99	8,300.00	0.00	6,520.01	21.4%	78.6%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4445 BUILDING RENOVATIONS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4460 IS EQUIPMENT	649.00	0.00	649.00	0.00	0.00	-649.00	#DIV/0!	#DIV/0!
44601 ENCUMBERED IS EQUIPMENT	0.00	0.00	1,511.88	1,511.88	0.00	0.00	100.0%	0.0%
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>649.00</b>	<b>0.00</b>	<b>4,733.83</b>	<b>10,811.88</b>	<b>1,688.34</b>	<b>6,078.05</b>	<b>43.8%</b>	<b>56.2%</b>
OTHER CAPITAL OUTLAY								
4510 BOOKS	54,274.82	42,754.23	242,976.68	595,008.00	234,764.76	352,031.32	40.8%	59.2%
4520 PERIODICALS & NEWSPAPERS	901.83	3,627.23	1,388.24	45,971.00	4,526.47	44,582.76	3.0%	97.0%
4530 NONPRINT MATERIALS	27,969.29	25,458.34	157,932.38	368,338.00	153,768.95	210,405.62	42.9%	57.1%
4540 ELECTRONIC RESOURCES	0.00	0.00	0.00	0.00	16,212.59	0.00	#DIV/0!	#DIV/0!
<b>TOTAL OTHER CAPITAL OUTLAY</b>	<b>83,145.94</b>	<b>71,839.80</b>	<b>402,297.30</b>	<b>1,009,317.00</b>	<b>409,272.77</b>	<b>607,019.70</b>	<b>39.9%</b>	<b>60.1%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>83,794.94</b>	<b>71,839.80</b>	<b>407,031.13</b>	<b>1,020,128.88</b>	<b>410,961.11</b>	<b>613,097.75</b>	<b>39.9%</b>	<b>60.1%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>534,138.51</b>	<b>511,412.42</b>	<b>2,813,388.69</b>	<b>7,641,343.13</b>	<b>2,743,122.90</b>	<b>4,827,954.44</b>	<b>36.8%</b>	<b>63.2%</b>

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**MONROE COUNTY PUBLIC LIBRARY**

**Operating Budget & Expenditure Report**

January 1, 2012 to May 31, 2012  
5 months = 41.6%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	2012 YTD Amt	2012 YTD Balance	%YTD Budget
10040	MISCELLANEOUS	\$0.00	\$301.28	\$113.21	\$144.65	\$196.05	\$163.96	\$919.15	-\$919.15	0.00%
11200	ADMINISTRATION	\$164,792.01	\$7,368.61	\$7,368.62	\$7,368.62	\$7,368.62	\$7,368.62	\$36,843.09	\$127,948.92	22.36%
11300	PROF/SUPERVISORS	\$495,966.80	\$38,151.28	\$38,151.28	\$38,151.26	\$38,151.26	\$38,151.27	\$190,756.35	\$305,210.45	38.46%
11400	PROFESSIONAL	\$1,291,404.6	\$95,337.60	\$95,876.31	\$97,649.88	\$92,758.60	\$99,105.01	\$480,727.40	\$810,677.24	37.23%
11500	SPECIALIST/TECHNICIANS	\$824,581.94	\$60,862.56	\$61,790.02	\$63,174.89	\$59,803.37	\$59,780.04	\$305,410.88	\$519,171.06	37.04%
11600	CLERICAL ASSISTANTS	\$455,807.47	\$30,788.03	\$30,581.55	\$31,690.24	\$32,031.60	\$33,064.49	\$158,155.91	\$297,651.56	34.70%
11700	PAGES	\$268,544.64	\$16,971.36	\$19,678.51	\$19,472.85	\$18,262.77	\$19,101.81	\$93,487.30	\$175,057.34	34.81%
11800	TEMPORAY STAFF	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
11900	BUILDING	\$348,460.16	\$26,911.87	\$26,905.00	\$27,005.01	\$27,365.67	\$27,953.27	\$136,140.82	\$212,319.34	39.07%
12100	FICA/EMPLOYER	\$239,860.56	\$16,240.20	\$16,486.33	\$16,740.56	\$16,200.80	\$16,751.05	\$82,418.94	\$157,441.62	34.36%
12300	PERF/EMPLOYER	\$386,771.31	\$0.00	\$0.00	\$0.00	\$89,083.67	\$0.00	\$89,083.67	\$297,687.64	23.03%
12400	INS/EMPLOYER	\$608,874.69	\$17,599.45	\$136,387.2	\$57,418.27	\$43,567.70	\$57,101.87	\$312,074.56	\$296,800.13	51.25%
12500	MEDICARE/EMPLOYER	\$56,691.03	\$3,798.01	\$3,855.70	\$3,915.30	\$3,788.78	\$3,917.48	\$19,275.27	\$37,415.76	34.00%
13100	WORK STUDY	\$4,300.00	\$2,730.73	\$0.00	\$0.00	\$0.00	\$0.00	\$2,730.73	\$1,569.27	63.51%
21100	OFFICIAL RECORDS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
21200	STATIONERY/BUS. CARDS	\$2,760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,760.00	0.00%
21300	OFFICE SUPPLIES	\$21,300.00	\$1,301.74	\$553.03	\$286.14	\$363.45	\$1,650.16	\$4,154.52	\$17,145.48	19.50%
21350	GENERAL SUPPLIES	\$0.00	\$0.00	\$70.00	\$20.67	\$0.00	\$0.00	\$90.67	-\$90.67	0.00%
21400	DUPLICATING	\$24,100.00	\$1,658.23	\$2,948.37	\$1,333.21	\$1,871.96	\$1,572.97	\$9,384.74	\$14,715.26	38.94%
22100	CLEANING SUPPLIES	\$30,650.00	\$0.00	\$5,825.68	\$3,861.52	\$1,722.79	\$2,915.81	\$14,325.80	\$16,324.20	46.74%
22200	FUEL/OIL/LUBRICANTS	\$11,000.00	\$1,013.49	\$710.60	\$587.21	\$516.60	\$772.24	\$3,600.14	\$7,399.86	32.73%
22300	CATALOGING	\$5,500.00	\$626.31	\$199.72	\$27.16	\$36.18	\$299.58	\$1,188.95	\$4,311.05	21.62%
22400	A/V SUPPLIES/CATALOG	\$10,950.00	\$0.00	\$470.99	\$244.80	\$1,108.00	\$0.00	\$1,823.79	\$9,126.21	16.66%
22500	CIRCULATION SUPPLIES	\$33,000.00	\$232.05	\$7,246.73	\$64.16	\$37.18	\$0.00	\$7,580.12	\$25,419.88	22.97%
22600	LIGHT BULBS	\$3,000.00	\$0.00	\$326.95	\$1,408.04	\$236.77	\$74.84	\$2,046.60	\$953.40	68.22%
22800	UNIFORMS	\$1,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$946.00	\$946.00	\$954.00	49.79%
22900	DISPLAY/EXHIBITS SUPPLIES	\$5,400.00	\$0.00	\$0.00	\$1,349.65	\$128.88	\$0.00	\$1,478.53	\$3,921.47	27.38%
23000	IS SUPPLIES	\$6,600.00	\$215.60	\$603.83	\$139.31	\$528.16	\$87.88	\$1,574.78	\$5,025.22	23.86%
23100	BUILDING MATERIAL	\$15,800.00	\$0.00	\$4,426.35	\$868.06	\$635.46	\$2,576.59	\$8,506.46	\$7,293.54	53.84%
23150	ENERGY AUDIT MAT'LS &	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
23200	PAINT/PAINTING SUPPLIES	\$300.00	\$38.81	\$82.87	\$0.00	\$27.98	\$12.32	\$161.98	\$138.02	53.99%
23400	OTHER REPAIRS/BINDING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
31100	CONSULTING SERVICES	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
31200	ENGINEERING/ARCHITECTU	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00%
31300	LEGAL SERVICES	\$15,500.00	\$166.32	\$2,119.50	\$347.86	\$202.66	\$763.00	\$3,599.34	\$11,900.66	23.22%
31400	BUILDING SERVICES	\$40,000.00	\$1,161.71	\$2,413.50	\$927.00	\$1,309.00	\$239.00	\$6,050.21	\$33,949.79	15.13%
31500	MAINTENANCE	\$139,840.00	\$10,191.33	\$9,247.14	\$3,577.21	\$1,693.72	\$6,480.51	\$31,189.91	\$108,650.09	22.30%
31600	COMPUTER SERVICES	\$51,300.00	\$1,425.00	\$1,425.00	\$1,425.00	\$1,425.00	\$2,850.00	\$8,550.00	\$42,750.00	16.67%
31700	ADMIN/ACCOUNTING	\$36,500.00	\$4,415.36	\$4,893.66	\$2,793.78	\$2,778.84	\$3,083.49	\$17,965.13	\$18,534.87	49.22%
31750	COLLECTION AGENCY	\$24,000.00	\$1,673.65	\$1,763.15	\$0.00	\$1,396.20	\$1,163.50	\$5,996.50	\$18,003.50	24.99%
32100	TELEPHONE	\$30,600.00	\$2,304.79	\$2,368.84	\$2,332.90	\$2,129.07	\$2,918.57	\$12,054.17	\$18,545.83	39.39%
32200	POSTAGE	\$30,000.00	\$1,402.76	\$1,424.61	\$1,351.28	\$1,635.16	\$1,895.55	\$7,709.36	\$22,290.64	25.70%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$0.00	\$80.08	\$0.00	\$1,021.96	\$1,102.04	\$8,897.96	11.02%
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$19.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19.00	\$9,981.00	0.19%
32500	CONTINUING	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,259.53	\$3,259.53	\$6,740.47	32.60%
32501	ENCUMBERED CONTINUING	\$13,000.00	\$4,162.56	\$0.00	\$3,984.70	\$3,987.27	\$865.47	\$13,000.00	\$0.00	100.00%
32600	FREIGHT/DELIVERY	\$1,000.00	\$0.00	\$198.63	\$11.30	\$0.00	\$0.00	\$209.93	\$790.07	20.99%
33100	ADVERTISING/PUBLICATIO	\$2,900.00	\$0.00	\$0.00	\$15.00	\$431.80	\$43.76	\$490.56	\$2,409.44	16.92%
33200	PRINTING SERVICES	\$5,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$15.00	\$5,885.00	0.25%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00	\$250.00	64.29%
34200	OTHER INSURANCE	\$55,400.00	\$3,200.00	\$50,111.00	\$1,761.00	\$1,269.00	\$0.00	\$56,341.00	-\$941.00	101.70%
35100	GAS	\$3,800.00	\$54.12	\$561.56	\$51.40	\$168.59	\$158.22	\$993.89	\$2,806.11	26.16%
35200	ELECTRICITY	\$290,500.00	\$25,660.13	\$24,832.47	\$23,179.36	\$21,792.71	\$22,356.92	\$117,821.59	\$172,678.41	40.56%
35300	WATER	\$17,900.00	\$792.60	\$1,015.44	\$793.20	\$1,124.92	\$1,903.31	\$5,629.47	\$12,270.53	31.45%
36100	BUILDING REPAIRS	\$22,000.00	\$888.79	\$0.00	\$767.40	\$0.00	\$0.00	\$1,656.19	\$20,343.81	7.53%
36300	OTHER EQUIP/FURNITURE	\$13,800.00	\$694.00	\$1,427.76	\$389.90	\$458.90	\$672.30	\$3,642.86	\$10,157.14	26.40%
36301	ENCUMBERED EQUIP	\$39,586.00	\$3,000.00	\$0.00	\$15,000.00	\$0.00	\$8,466.00	\$26,466.00	\$13,120.00	66.86%
36400	VEHICLE	\$6,000.00	\$977.95	\$864.42	\$0.00	\$1,284.16	\$0.00	\$3,126.53	\$2,873.47	52.11%
36500	MATERIALS	\$3,000.00	\$568.55	\$465.06	\$0.00	\$549.25	\$0.00	\$1,582.86	\$1,417.14	52.76%



**MONROE COUNTY PUBLIC LIBRARY**

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**Operating Budget & Expenditure Report**

January 1, 2012 to May 31, 2012

5 months = 41.6%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	2012 YTD Amt	2012 YTD Balance	2012 %YTD Budget
37100	REAL ESTATE	\$33,600.00	\$19,171.00	\$75.00	\$0.00	\$30.50	\$0.00	\$19,276.50	\$14,323.50	57.37%
37200	EQUIPMENT RENTAL	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
38450	DATABASES	\$88,170.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,913.55	\$1,913.55	\$86,256.45	2.17%
38460	E-BOOKS	\$40,413.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$150.00	\$40,263.00	0.37%
39100	DUES/INSTITUTIONAL	\$7,590.00	\$0.00	\$5,775.98	\$1,050.00	\$0.00	\$0.00	\$6,825.98	\$764.02	89.93%
39200	INTEREST/TEMPORARY	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
39450	TRANSFER TO ANOTHER	\$200,000.00	\$16,666.63	\$16,666.67	\$16,666.67	\$16,666.67	\$16,666.67	\$83,333.31	\$116,666.69	41.67%
39500	EDUCATIONAL/LICENSING	\$5,300.00	\$960.00	\$0.00	\$0.00	\$0.00	\$90.00	\$1,050.00	\$4,250.00	19.81%
44100	FURNITURE	\$1,000.00	\$0.00	\$272.98	\$519.98	\$0.00	\$0.00	\$792.96	\$207.04	79.30%
44300	OTHER EQUIPMENT	\$8,300.00	\$1,495.00	\$284.99	\$0.00	\$0.00	\$0.00	\$1,779.99	\$6,520.01	21.45%
44600	IS EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$649.00	\$649.00	-\$649.00	0.00%
44601	ENCUMBERED IS	\$1,511.88	\$1,511.88	\$0.00	\$0.00	\$0.00	\$0.00	\$1,511.88	\$0.00	100.00%
45100	BOOKS	\$595,008.00	\$45,153.21	\$69,908.54	\$27,786.46	\$45,853.65	\$54,274.82	\$242,976.68	\$352,031.32	40.84%
45200	PERIODICALS/NEWSPAPERS	\$45,971.00	\$144.25	\$218.21	\$29.00	\$94.95	\$901.83	\$1,388.24	\$44,582.76	3.02%
45300	NONPRINT MATERIALS	\$368,338.00	\$35,164.08	\$44,692.75	\$19,222.96	\$30,883.30	\$27,969.29	\$157,932.38	\$210,405.62	42.88%
		\$7,641,343.1	\$505,171.8	\$704,135.7	\$496,984.9	\$572,957.6	\$534,138.5	\$2,813,388.69	\$4,827,954.44	36.82%

**MONROE COUNTY PUBLIC LIBRARY**

**LIRF Budget & Expenditure Report**

January 1, 2012 to May 31, 2012  
5 months = 41.6%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	YTD Amount	2012 YTD Balance	2012 %YTD Budget
36100	BUILDING REPAIRS	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
44300	OTHER EQUIPMENT	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
44450	BUILDING RENOVATION	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	0.00%
		\$350,000.00	\$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, 2012 to May 31, 2012  
5 months = 41.6%

<b>Object</b>	<b>2012</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>2012</b>	<b>2012</b>	<b>2012</b>
<b>Object Descr</b>	<b>Budget</b>	<b>2012</b>	<b>2012</b>	<b>2011</b>	<b>2011</b>	<b>2012</b>	<b>YTD Amt</b>	<b>YTD</b>	<b>%YTD</b>
								<b>Balance</b>	<b>Budget</b>
37100 REAL ESTATE	\$322,088.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$322,088.00	0.00%
39200 INTEREST/TEM	\$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%
39450 TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$322,088.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$322,088.00	0.00%

**MONROE COUNTY PUBLIC LIBRARY**

**Rainy Day Budget & Expenditures Report**

January 1, 2012 to May 31, 2012  
5 months = 41.6%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	2012 YTD Amt	2012 YTD Balance	2012 %YTD Budget
12200	UNEMPLOYMENT COMPENSATION	\$10,000.00	\$1,233.63	\$724.00	\$490.56	\$0.00	\$0.00	\$2,448.19	\$7,551.81	24.48%
31100	CONSULTING SERVICES	\$50,000.00	\$0.00	\$0.00	\$1,001.02	\$0.00	\$11,461.1	\$12,462.21	\$37,537.79	24.92%
31300	LEGAL SERVICES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
32400	PROFESSIONAL MTG/OFF SITE	\$0.00	\$0.00	\$0.00	\$975.00	\$0.00	\$0.00	\$975.00	-\$975.00	0.00%
36100	BUILDING REPAIRS	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
44100	FURNITURE	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
44300	OTHER EQUIPMENT	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
44450	BUILDING RENOVATION	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
		\$410,000.00	\$1,233.63	\$724.00	\$2,466.58	\$0.00	\$11,461.1	\$15,885.40	\$394,114.60	3.87%

**MONROE COUNTY PUBLIC LIBRARY**

**Special Revenue Budget & Expenditure Report**

January 1, 2012 to May 31, 2012  
5 months = 41.6%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	YTD Amount	2012 YTD Balance	2012 %YTD Budget
11300	PROF/SUPERVISORS	\$60,226.20	\$4,632.78	\$4,632.78	\$4,632.78	\$4,632.78	\$4,632.78	\$23,163.90	\$37,062.30	38.46%
11400	PROFESSIONAL ASSISTANT	\$121,237.77	\$9,325.95	\$9,325.98	\$9,325.99	\$9,325.98	\$9,326.00	\$46,629.90	\$74,607.87	38.46%
11600	CLERICAL ASSISTANTS	\$175,746.84	\$13,853.72	\$14,030.16	\$13,992.65	\$13,977.17	\$14,332.20	\$70,185.90	\$105,560.94	39.94%
11800	TEMPORARY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$22,147.07	\$1,634.21	\$1,645.92	\$1,644.65	\$1,641.33	\$1,665.56	\$8,231.67	\$13,915.40	37.17%
12300	PERF/EMPLOYER	\$35,966.53	\$0.00	\$0.00	\$0.00	\$8,370.51	\$0.00	\$8,370.51	\$27,596.02	23.27%
12400	INS/EMPLOYER	\$66,000.00	\$7,367.87	\$12,595.81	\$5,752.58	\$4,135.00	\$5,537.01	\$35,388.27	\$30,611.73	53.62%
12500	MEDICARE/EMPLOYER	\$5,179.55	\$382.19	\$384.93	\$384.65	\$383.85	\$389.51	\$1,925.13	\$3,254.42	37.17%
13100	WORK STUDY	\$500.00	\$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	\$500.00	0.00%
21300	OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.59	\$13.59	\$486.41	2.72%
21400	DUPLICATING	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
22200	FUEL/OIL/LUBRICANTS	\$1,000.00	\$111.60	\$31.49	\$79.39	\$0.00	\$42.63	\$265.11	\$734.89	26.51%
22700	VIDEO TAPE/MEDIA STORAGE	\$15,000.00	\$0.00	\$0.00	\$5,691.55	\$0.00	\$0.00	\$5,691.55	\$9,308.45	37.94%
23000	IS SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
23100	BUILDING MATERIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$3.43	\$0.00	\$3.43	-\$3.43	0.00%
23500	VIDEO MATERIALS/CATS	\$10,000.00	\$17.10	\$98.38	\$227.62	\$1,271.33	\$0.00	\$1,614.43	\$8,385.57	16.14%
31100	CONSULTING SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
31300	LEGAL SERVICES	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
31650	DIGITIZATION SERVICES	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
31700	ADMIN/ACCOUNTING	\$0.00	\$0.14	\$0.84	\$1.02	\$2.36	\$3.30	\$7.66	-\$7.66	0.00%
32100	TELEPHONE	\$3,500.00	\$0.00	\$717.39	\$253.45	\$0.00	\$495.54	\$1,466.38	\$2,033.62	41.90%
32200	POSTAGE	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
32300	TRAVEL EXPENSE	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32400	PROFESSIONAL MTG/OFF	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32600	FREIGHT/DELIVERY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.30	\$9.30	\$490.70	1.86%
34200	OTHER INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$2,002.00	\$0.00	\$2,002.00	-\$2,002.00	0.00%
36300	OTHER EQUIP/FURNITURE	\$6,000.00	\$0.00	\$177.64	\$0.00	\$1,684.50	\$725.64	\$2,587.78	\$3,412.22	43.13%
37100	REAL ESTATE	\$3,500.00	\$1,866.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,866.00	\$1,634.00	53.31%
39100	DUES/INSTITUTIONAL	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$770.00	\$770.00	\$730.00	51.33%
39500	EDUCATIONAL/LICENSING	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
39600	COMMUNITY NEWS SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$7,500.00	25.00%
44100	FURNITURE	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.52	\$360.52	\$839.48	30.04%
44700	EQUIPMENT - CATS	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,000.00	0.00%
44750	SOFTWARE - CATS	\$5,000.00	\$599.00	\$0.00	\$0.00	\$0.00	\$0.00	\$599.00	\$4,401.00	11.98%
		\$642,803.96	\$39,790.56	\$43,641.32	\$41,986.33	\$49,930.24	\$38,303.58	\$213,652.03	\$429,151.93	33.24%

**MONROE COUNTY PUBLIC LIBRARY**

**LCPF Budget & Expenditure Report**

January 1, 2012 to May 31, 2012  
5 months = 41.6%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	YTD Amount	2012 YTD Balance	2012 %YTD Budget
44450	BUILDING RENOVATION	\$418,411.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$418,411.00	0.00%
44600	IS EQUIPMENT	\$50,000.00	\$3,805.00	\$650.11	\$12,396.00	\$9,859.70	\$2,381.54	\$29,092.35	\$20,907.65	58.18%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
44700	EQUIPMENT - CATS	\$45,000.00	\$3,579.60	\$14,656.95	\$4,714.12	\$3,814.99	\$603.79	\$27,369.45	\$17,630.55	60.82%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$506.00	\$0.00	\$0.00	\$1,702.49	\$2,208.49	\$2,791.51	44.17%
		\$543,411.00	\$7,384.60	\$15,813.06	\$17,110.12	\$13,674.69	\$4,687.82	\$58,670.29	\$484,740.71	10.80%

# MONROE COUNTY PUBLIC LIBRARY

## Expenditure Summary compared to last year

2012 compared to 2011: Period Ending May

Fund	Fund Descr	2012 Budget	May 2012 Amt	2012 YTD Amt	2011 Budget	May 2011 Amt	2011 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,641,343.13	\$532,074.96	\$2,813,388.69	\$7,465,919.52	\$511,412.42	\$2,743,122.90	3.00%
002	JAIL	\$0.00	\$661.59	\$2,483.17	\$0.00	\$461.65	\$1,927.89	29.00%
003	CLEARING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$725.00	-100.00%
004	GIFT	\$0.00	\$4,770.46	\$5,290.50	\$0.00	\$0.00	\$36.94	14222.00%
005	PLAC	\$0.00	\$0.00	\$6,300.00	\$0.00	\$0.00	\$6,200.00	2.00%
006	RETIREEES	\$0.00	\$1,604.90	\$11,663.31	\$0.00	\$2,342.79	\$10,816.74	8.00%
007	LIRF	\$350,000.00	\$0.00	\$0.00	\$296,932.00	\$87.44	\$98,570.06	-100.00%
008	DEBT SERVICE	\$322,088.00	\$0.00	\$0.00	\$1,996,000.00	\$166,333.33	\$831,666.67	-100.00%
009	RAINY DAY	\$410,000.00	\$11,461.19	\$15,885.40	\$473,310.00	\$0.00	\$0.00	0.00%
010	PAYROLL	\$0.00	\$320,307.71	\$1,584,380.73	\$0.00	\$321,525.87	\$1,610,349.33	-2.00%
011	INVESTMENT-GIFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
012	TEEN COUNCIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
015	LSTA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
016	GIFT-RESTRICED	\$0.00	\$6,022.66	\$41,842.48	\$7,100.00	\$9,616.52	\$32,179.20	30.00%
017	LEVY EXCESS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,550.83	-100.00%
018	IN KIND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
019	GIFT-FOUNDATION	\$0.00	\$7,912.34	\$25,062.78	\$0.00	\$7,696.99	\$27,139.83	-8.00%
020	SPECIAL REVENUE	\$642,803.96	\$38,303.58	\$213,652.03	\$549,300.00	\$41,654.05	\$200,793.04	6.00%
021	CAPITAL PROJECTS	\$543,411.00	\$4,687.82	\$58,670.29	\$505,635.00	\$25,186.79	\$138,071.69	-58.00%
022	GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
023	LSTA-CIVIL WAR	\$0.00	\$0.00	\$0.00	\$5,274.27	\$98.59	\$5,134.59	-100.00%
024	FINRA GRANT	\$0.00	\$2,802.51	\$13,610.17	\$0.00	\$1,544.64	\$1,930.80	605.00%
025	LSTA-SMITHVILLE	\$0.00	\$0.00	\$0.00	\$8,650.00	\$0.00	\$0.00	0.00%
		\$9,909,646.09	\$930,609.72	\$4,792,229.55	\$11,308,120.79	\$1,087,961.08	\$5,729,215.51	-16.00%

# MONROE COUNTY PUBLIC LIBRARY

## Monthly Revenue Report (Cash Basis)

Current Period compared to Prior Period  
Current Period: May 2012  
Operating Fund

Source	Source Descr	2012 Budget	May 2012 Amt	2012 YTD Amt	2011 Budget	May 2011 Amt	2011 YTD Amt	%Last YR YTD Diff
00100	PROPERTY TAX/ADVANCES	\$4,592,520.00	\$0.00	\$0.00	\$4,521,806.00	\$1,661,763.71	\$1,778,411.37	-100.00%
00200	INTANGIBLES TAX	\$12,443.00	\$0.00	\$0.00	\$8,500.00	\$5,115.46	\$5,115.46	-100.00%
00300	LICENSE EXCISE TAX	\$232,699.00	\$0.00	\$0.00	\$263,000.00	\$0.00	\$18,038.70	-100.00%
00400	COUNTY OPTION INCOME TAX	\$1,980,075.00	\$164,950.76	\$824,753.80	\$1,817,000.00	\$173,935.75	\$869,678.75	-5.00%
00500	COMMERCIAL VEHICLE EXCISE TAX	\$42,483.00	\$17,382.84	\$17,382.84	\$30,000.00	\$17,308.52	\$17,308.52	0.00%
00600	US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03400	ELL COPIERS/PRINTERS	\$0.00	\$355.85	\$1,711.97	\$0.00	\$318.80	\$1,628.61	5.00%
03500	LOST/DAMAGED	\$0.00	\$1,713.60	\$10,528.38	\$10,000.00	\$2,204.89	\$14,167.12	-26.00%
03600	FINES/FEES	\$175,000.00	\$14,075.05	\$74,811.87	\$150,000.00	\$17,437.55	\$99,457.46	-25.00%
03650	COLLECTION AGENCY FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03700	BLGTN COPIERS/PRINTERS	\$6,000.00	\$1,715.03	\$5,773.50	\$5,700.00	\$651.15	\$5,222.75	11.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$104.73	\$5,550.26	\$0.00	\$475.51	\$22,893.61	-76.00%
04100	PUBLIC LIBRARY ACCESS CARD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
04200	MEETING ROOM FEES	\$0.00	\$0.00	\$809.50	\$0.00	\$0.00	\$0.00	0.00%
04500	PLAC DISTRIBUTION	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	0.00%
10000	REALESTATE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
11500	STATE DISTRIBUTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
17000	READER PRINTER RECEIPTS	\$0.00	\$325.45	\$1,190.31	\$0.00	\$180.35	\$960.22	24.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM	\$7,500.00	\$586.93	\$3,857.38	\$0.00	\$328.87	\$739.03	422.00%
19000	TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
20000	CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
20100	CABLE ACCESS FEES - COUNTY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
20200	CABLE ACCESS FEES - ELLETTSVIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21300	RENT INCOME	\$7,500.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0.00%
53000	LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$7,066,220.00	\$201,210.24	\$948,169.81	\$6,816,006.00	\$1,879,720.56	\$2,835,421.60	-67.00%



**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: May 2012

<b>FUND Descr</b>	<b>05/01/2012</b>	<b>MTD Debit</b>	<b>MTD Credit</b>	<b>05/31/2012</b>	<b>Bal Sht Descr</b>
OPERATING	\$1,892.28	\$1.11	\$0.00	\$1,893.39	CHASE/BANK ONE SAVINGS
OPERATING	\$9,718.37	\$8,589.39	\$14,962.89	\$3,344.87	ONB/MONROE BANK CHECKING
OPERATING	\$8,985.42	\$9,701.38	\$0.00	\$18,686.80	UNITED COMMERCE BANK
OPERATING	-\$107,978.31	\$200,354.07	\$517,870.07	-\$425,494.31	FIFTH THIRD BANK CHECKING
OPERATING	\$596.22	\$585.18	\$596.22	\$585.18	FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	-\$86,786.02	\$219,231.13	\$533,429.18	-\$400,984.07	
JAIL	\$4,178.42	\$0.00	\$661.59	\$3,516.83	FIFTH THIRD BANK CHECKING
GIFT UNRESTRICTED	\$106.92	\$214.61	\$309.53	\$12.00	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$10.00	\$2.00	\$0.00	\$12.00	UNITED COMMERCE BANK
GIFT UNRESTRICTED	\$42,965.17	\$424.53	\$4,826.15	\$38,563.55	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$43,082.09	\$641.14	\$5,135.68	\$38,587.55	
PLAC	\$350.00	\$250.00	\$0.00	\$600.00	UNITED COMMERCE BANK
PLAC	\$100.00	\$555.00	\$0.00	\$655.00	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$450.00	\$805.00	\$0.00	\$1,255.00	
RETIREEES	-\$1,856.10	\$2,241.26	\$1,709.90	-\$1,324.74	FIFTH THIRD BANK CHECKING
LIRF	\$10,013.55	\$0.00	\$0.00	\$10,013.55	CHASE/BANK ONE SAVINGS
LIRF	\$4,279.38	\$199,403.78	\$0.00	\$203,683.16	FIFTH THIRD BANK CHECKING
LIRF	\$1,115,993.67	\$0.00	\$199,403.78	\$916,589.89	FIFTH THIRD BANK SAVINGS
Fund 007 LIRF	\$1,130,286.60	\$199,403.78	\$199,403.78	\$1,130,286.60	
DEBT SERVICE	\$0.00	\$106,450.13	\$0.00	\$106,450.13	FIFTH THIRD BANK CHECKING
DEBT SERVICE	\$140,610.66	\$0.00	\$100,000.00	\$40,610.66	FIFTH THIRD BANK SAVINGS
Fund 008 DEBT SERVICE	\$140,610.66	\$106,450.13	\$100,000.00	\$147,060.79	
RAINY DAY	\$87,994.67	\$31,437.45	\$11,461.19	\$107,970.93	FIFTH THIRD BANK CHECKING
RAINY DAY	\$1,124,839.76	\$0.00	\$0.00	\$1,124,839.76	FIFTH THIRD BANK SAVINGS
Fund 009 RAINY DAY	\$1,212,834.43	\$31,437.45	\$11,461.19	\$1,232,810.69	
PAYROLL	\$3,328.44	\$318,079.51	\$320,307.71	\$1,100.24	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$178.22	\$0.00	\$0.00	\$178.22	UNITED COMMERCE BANK
GIFT-RESTRICED	\$85,449.66	\$4,547.69	\$6,028.35	\$83,969.00	FIFTH THIRD BANK CHECKING
Fund 016 GIFT-RESTRICED	\$85,627.88	\$4,547.69	\$6,028.35	\$84,147.22	
GIFT-FOUNDATION	\$13,784.63	\$0.00	\$7,912.34	\$5,872.29	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$67.64	\$105.00	\$3.30	\$169.34	UNITED COMMERCE BANK
SPECIAL REVENUE	\$121,921.08	\$58,398.94	\$38,449.22	\$141,870.80	FIFTH THIRD BANK CHECKING
Fund 020 SPECIAL REVENUE	\$121,988.72	\$58,503.94	\$38,452.52	\$142,040.14	
CAPITAL PROJECTS	-\$26,755.76	\$1,634.03	\$4,687.82	-\$29,809.55	FIFTH THIRD BANK CHECKING

**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: May 2012

<b>FUND Descr</b>	<b>05/01/2012</b>	<b>MTD Debit</b>	<b>MTD Credit</b>	<b>05/31/2012</b>	<b>Bal Sht Descr</b>
FINRA GRANT	\$4,919.71	\$39,791.00	\$2,802.51	\$41,908.20	FIFTH THIRD BANK CHECKING
	\$2,645,693.70	\$982,766.06	\$1,231,992.57	\$2,396,467.19	

**MONROE COUNTY PUBLIC LIBRARY**

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**CHASE BANK SAVINGS**

**06110 BANKONESV**

**May 2012**

**Account Summary**

Beginning Balance on	5/1/2012	\$11,905.83	Cleared	\$11,906.94
+	Receipts/Deposits	\$1.11	Statement	\$11,906.94
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	5/31/2012	\$11,906.94		

**Check Book Balance**

Active	G 001-06110	OPERATING	\$1,893.39
Active	G 004-06110	GIFT UNRESTRICTED	\$0.00
Active	G 007-06110	LIRF	\$10,013.55
Active	G 008-06110	DEBT SERVICE	\$0.00
Active	G 009-06110	RAINY DAY	\$0.00
Active	G 010-06110	PAYROLL	\$0.00
Active	G 016-06110	GIFT-RESTRICED	\$0.00
Active	G 017-06110	LEVY EXCESS	\$0.00
Active	G 019-06110	GIFT-FOUNDATION	\$0.00
Active	G 021-06110	CAPITAL PROJECTS	\$0.00
		Cash	<b>\$11,906.94</b>

Beginng Balance	\$11,905.83	
+ Total Deposits	\$1.11	
- Checks Written	\$0.00	
Check Book Balance	\$11,906.94	
Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

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**ONB MONROE CHECKING**  
**06300 ONB/MONROE**  
**May 2012**

**Account Summary**

Beginning Balance on 5/1/2012	\$12,455.29	Cleared	\$63,356.87
+ Receipts/Deposits	\$50,901.58	Statement	\$63,356.87
- Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of 5/31/2012	\$63,356.87		

**Check Book Balance**

Active	G 001-06300	OPERATING	\$3,344.87
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$12.00
Active	G 005-06300	PLAC	\$0.00
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	\$0.00
Active	G 019-06300	GIFT-FOUNDATION	\$0.00
Active	G 020-06300	SPECIAL REVENUE	\$0.00
Active	G 024-06300	FINRA GRANT	\$0.00
		Cash	<b>\$3,356.87</b>
	Beginng Balance	\$12,455.29	
	+ Total Deposits	\$50,901.58	
	- Checks Written	\$60,000.00	
	Check Book Balance	\$3,356.87	
	O/S Check	\$60,000.00	

MONROE COUNTY PUBLIC LIBRARY

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UNITED COMMERCE

06400 UNITED COM

May 2012

Account Summary

Beginning Balance on 5/1/2012	\$9,591.28	Cleared	\$19,646.36
+ Receipts/Deposits	\$10,055.08	Statement	\$19,646.36
- Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of 5/31/2012	\$19,646.36		

Check Book Balance

Active	G 001-06400	OPERATING	\$18,686.80
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$12.00
Active	G 005-06400	PLAC	\$600.00
Active	G 016-06400	GIFT-RESTRICED	\$178.22
Active	G 020-06400	SPECIAL REVENUE	\$169.34
		Cash	\$19,646.36
	Beginng Balance	\$9,591.28	
	+ Total Deposits	\$10,055.08	
	- Checks Written	\$0.00	
	Check Book Balance	\$19,646.36	
	Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

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**FIFTH THIRD CHECKING**  
**06500 FIFTHCKNG**  
**May 2012**

**Account Summary**

Beginning Balance on	5/1/2012	\$299,501.44	Cleared	\$157,848.34
+	Receipts/Deposits	\$642,531.47	Statement	\$157,848.34
-	Payments (Checks and Withdrawals)	\$784,184.57	Difference	\$0.00
Ending Balance as of	5/31/2012	\$157,848.34		

**Check Book Balance**

Active	G 001-06500	OPERATING	-\$425,494.31
Active	G 002-06500	JAIL	\$3,516.83
Active	G 003-06500	CLEARING	\$0.00
Active	G 004-06500	GIFT UNRESTRICTED	\$38,563.55
Active	G 005-06500	PLAC	\$655.00
Active	G 006-06500	RETIREES	-\$1,324.74
Active	G 007-06500	LIRF	\$203,683.16
Active	G 008-06500	DEBT SERVICE	\$106,450.13
Active	G 009-06500	RAINY DAY	\$107,970.93
Active	G 010-06500	PAYROLL	\$1,100.24
Active	G 016-06500	GIFT-RESTRICED	\$83,969.00
Active	G 019-06500	GIFT-FOUNDATION	\$5,872.29
Active	G 020-06500	SPECIAL REVENUE	\$141,870.80
Active	G 021-06500	CAPITAL PROJECTS	-\$29,809.55
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$41,908.20
Active	G 025-06500	LSTA-SMITHVILLE NEWS	\$0.00
		Cash	<b>\$278,931.53</b>

Begining Balance	\$299,501.44
+ Total Deposits	\$642,531.47
- Checks Written	\$663,101.38

Check Book Balance	\$278,931.53
+ O/S Checks	\$33,176.82
- 6/1/12 Payroll	\$154,260.01
(w/h on 5/31/12)	

**MONROE COUNTY PUBLIC LIBRARY**

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**FIFTH THIRD SAVINGS**

**06510 FIFTHSAVG**

**May 2012**

**Account Summary**

Beginning Balance on	5/1/2012	\$2,382,040.31	Cleared	\$2,082,625.49
+	Receipts/Deposits	\$585.18	Statement	\$2,082,625.49
-	Payments (Checks and Withdrawals)	\$300,000.00	Difference	\$0.00
Ending Balance as of	5/31/2012	\$2,082,625.49		

**Check Book Balance**

Active	G 001-06510	OPERATING	\$585.18
Active	G 007-06510	LIRF	\$916,589.89
Active	G 008-06510	DEBT SERVICE	\$40,610.66
Active	G 009-06510	RAINY DAY	\$1,124,839.76
Active	G 016-06510	GIFT-RESTRICTED	\$0.00
Active	G 020-06510	SPECIAL REVENUE	\$0.00
Active	G 021-06510	CAPITAL PROJECTS	\$0.00
Active	G 025-06510	LSTA-SMITHVILLE NEWS	\$0.00

Cash **\$2,082,625.49**

Beginng Balance	\$2,382,040.31	
+ Total Deposits	\$585.18	
- Checks Written	\$300,000.00	
Check Book Balance	\$2,082,625.49	
Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

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**FIFTH THIRD SAVINGS**

**06510 FIFTHSAVG**

<b>Check Nbr</b>	<b>Vendor Name</b>	<b>Check Date</b>	<b>Outstanding</b>	<b>Cleared</b>
Deposit	05/31/12FINT	5/31/2012		(\$585.18)
000018E	MONROE COUNTY PUBLIC LIBRARY	5/21/2012		\$200,000.00
000019E	MONROE COUNTY PUBLIC LIBRARY	5/30/2012		\$100,000.00
	Receipts/Deposits			(\$585.18)
			<b>Total Deposits</b>	(\$585.18)
	Payments/Withdrawals			\$300,000.00
	<b>Outstanding + Cleared Checks</b>	<b>=</b>	<b>Total Checks Written</b>	\$300,000.00
	<i>*NM Next Month items not included in Total Checks Written and Total Deposits</i>			



TO: Monroe County Public Library – Board of Trustees  
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager  
RE: Personnel Report  
DATE: June 20, 2012

**Beginning Employment**

Seth Tackett, CATS, Master Control Operator, Pay Grade C, 20 hours per week, effective May 29, 2012.

Marilyn Wood, Administration, Associate Director, Pay Grade K, 37.5 hours per week, effective April 26, 2012.

**Ending Employment**

Meredith Tomeo, Circulation, Page, Pay Grade A, 15-18 hours per week, effective June 1, 2012.

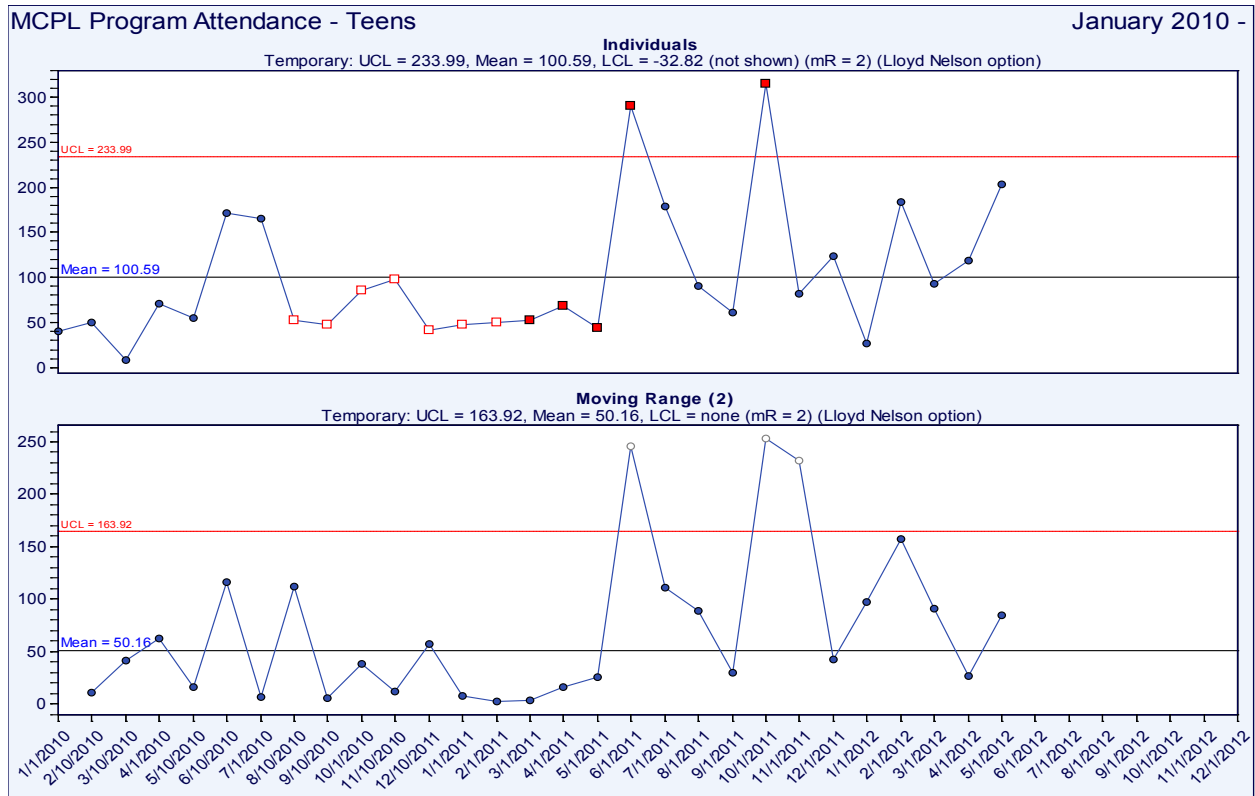
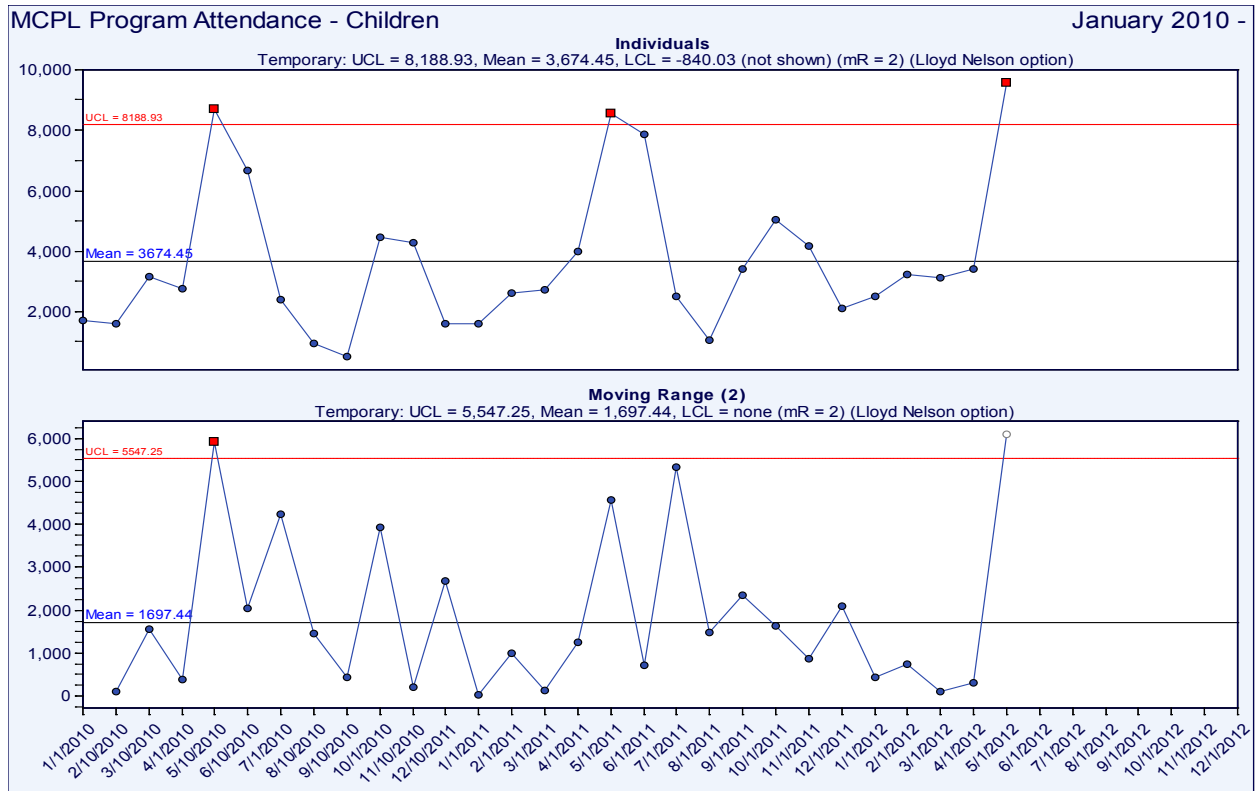
**Job Changes**

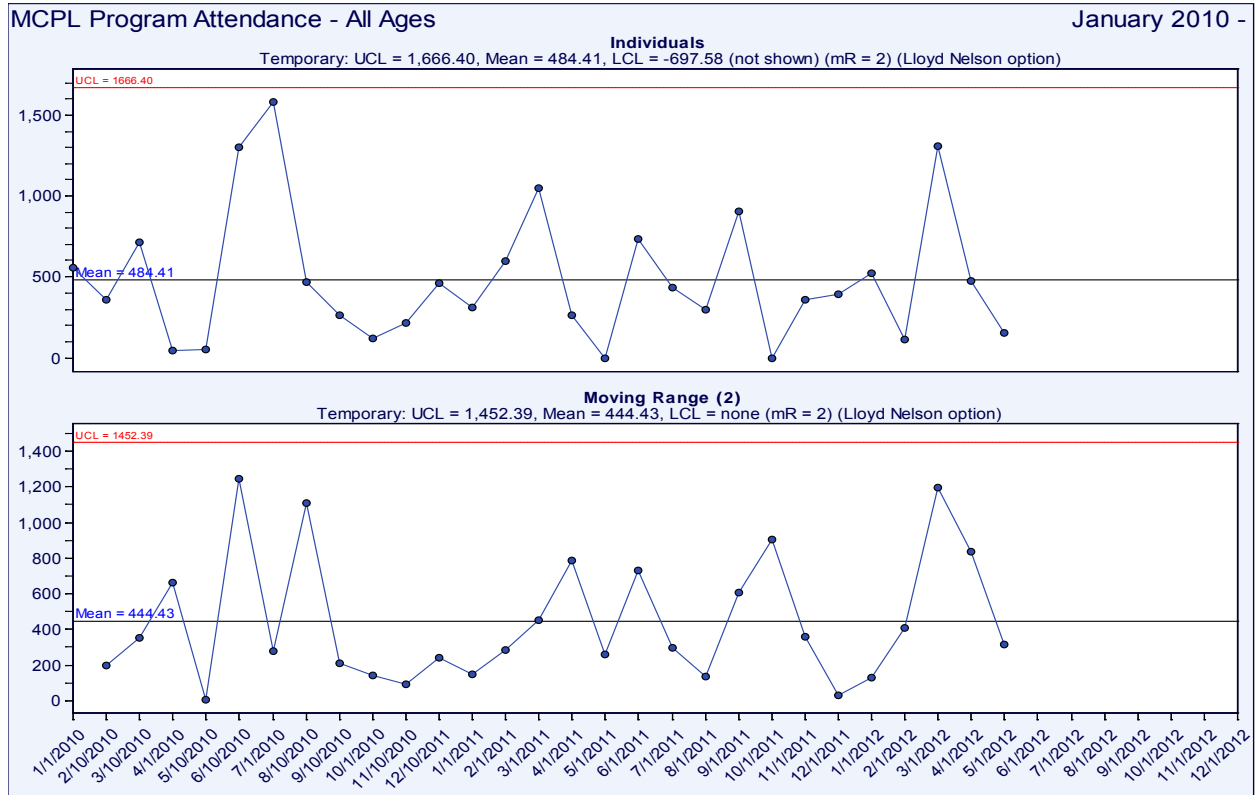
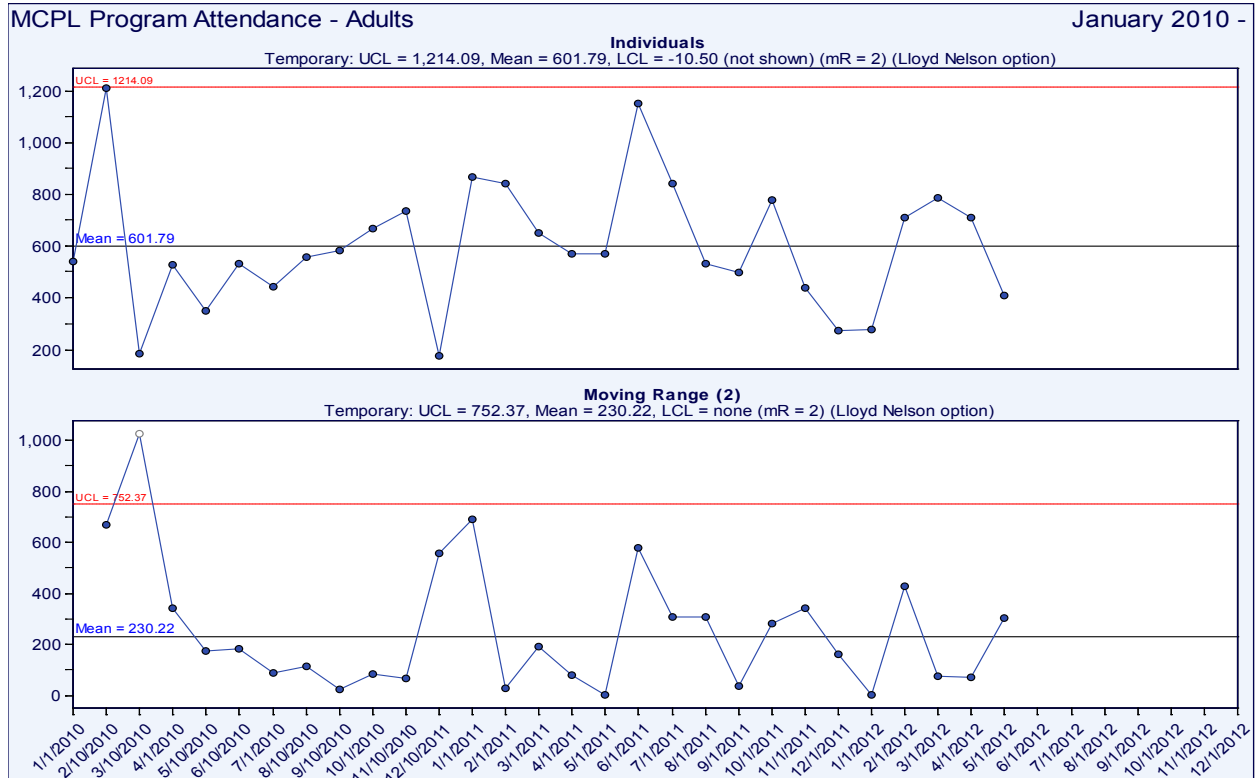
Ellie Craig, Administration, from SPEA Intern to Temporary Intern, PG F, 15 hours per week effective May 14, 2012.

## 2012 Board of Trustees Calendar

<i>Month</i>	<i>Date</i>	<i>Meeting</i>	<i>Topic</i>
January	11	Work Session	
	18	Board Meeting	
		Board of Finance	Review Investment Report and Policy
February	8	Work Session	
	29	Board Meeting	Election of Board Officers (new date set at 1/18 mtg)
March	7	Work Session	
	21	Board Meeting	
April	11	Work Session	
	18	Board Meeting	
May	9	Work Session	
	16	Board Meeting	
June	13	Work Session	
	20	Board Meeting	
July	11	Work Session	Draft 2013 Budget
	18	Board Meeting	
August	8	Work Session	Revise 2013 Budget
	15	Board Meeting	Approve 2013 Budget for advertising
September	12	Work Session	
	19	Public Hearing	2013 Budget
	19	Board Meeting	
October	17	Work Session	2013 Budget, as recommended by County Council
	24	Board Meeting	Adopt 2013 Budget; <b>Adopt Final Bond Resolution and Approve Form of Continuing Disclosure Undertaking</b>
November	7	Work Session	Approve 2013 employee insurance package
	14	Board Meeting	
December	12	Work Session	
	19	Board Meeting	Approve 2013 salary schedule; <b>Award General Obligation Bonds</b>

## Goal 1: Strengthen support for literacy and lifelong learning.





## **1A. Increase pre-literacy skills among low-income children and families.**

- May Head Start story times had a "Things That Go!" theme. The children especially enjoyed movement activities: a new airplane action song that had them taking off, flying around the room, and landing gently on the floor; and a freeze dance with live guiro percussion.
- Christina Jones presented Every Child Ready to Read early literacy workshops for Childhood Connections and the South Central Community Action Program's Circles Initiative. Both of these programs were designed to reach new patrons. More than 46 parents and caregivers attended and gave positive feedback.
- 47 parents and caregivers attended Baby Sign workshops, hosted by instructor Cyndi Johnson.

## **1B. Support development of reading, language, and comprehension of K-6 students.**

- Stephanie Holman attended wrap-up meetings for all the elementary Parents in Education teams in the RBB school system. They evaluated work done in 2011-2012 and planned for 2012-2013 submission of work to the National Network of Partnership Schools.
- Eight elementary school classes visited the Main Library in May for tours and research.

## **1C. Increase effectiveness of volunteer tutoring programs, including Children's Math and Reading Team, Math Homework Help, and VITAL.**

- 33 teens attended Ellen Arnholter's Teen Volunteer Orientation and signed up to assist summer programmers in the Children's Department.
- 9 volunteers attended the ESL Tutor Training on May 19<sup>th</sup>; they are in the process of being matched with a VITAL learner.

## **1D. Inform community members about the Library's response to literacy needs.**

- We often forget that the Summer Reading Program season begins in May with school promotional visits scheduled by Lisa Champelli. Main Library children's librarians visited nearly every grade of every MCCSC elementary school, as well as several private schools. In all, we made 56 presentations for approximately 5,970 students. This year's CATS video played particularly well, and the children coming into the library are still talking about it. We handed out more than 700 guides on May 29.
- Every child enrolled in the RBB elementary school as well as RBB sixth graders in the Junior High received a personal invitation from Stephanie Holman to join the summer reading program. The program kicked off May 29 and within two days, staff had given out 533 children's game boards.
- Greg Palys interviewed Mary Frasier for WGCL's "Eye on Indiana." She promoted the Summer Reading Program and Get Reading/Get Moving.
- SLIS volunteer Emilia Packard created the atrium Summer Reading display to match Ellen Arnholter's kiosk display. Both displays complemented the CATs film written by Christina Jones.
- Staff writer A. Jay Wagner interviewed Sara Laughlin for a profile in the August *Bloom Magazine*.

## **1E. Strengthen literacy skills of adults.**

- VITAL tutors and learners met for 255 hours of one-on-one tutoring in May.
- Both Spring and Summer session ESL classes met in May; 92 learners participated.

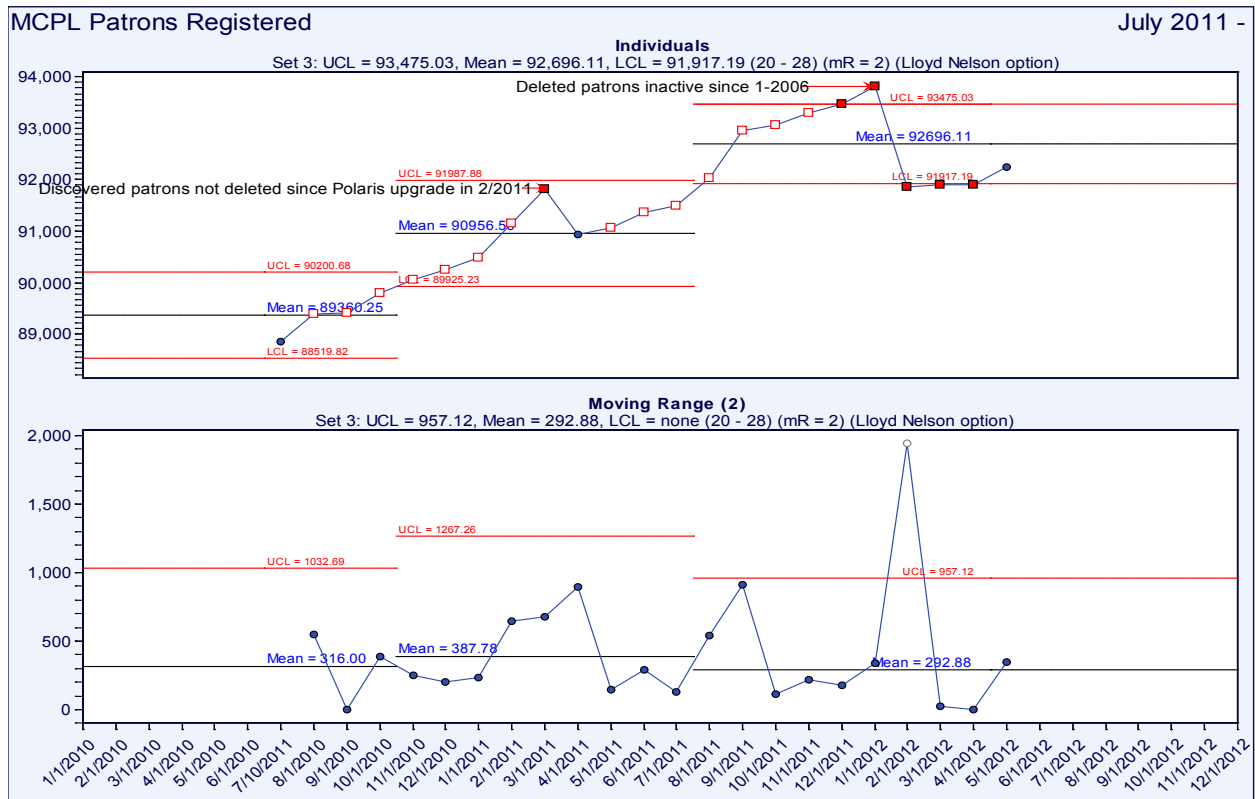
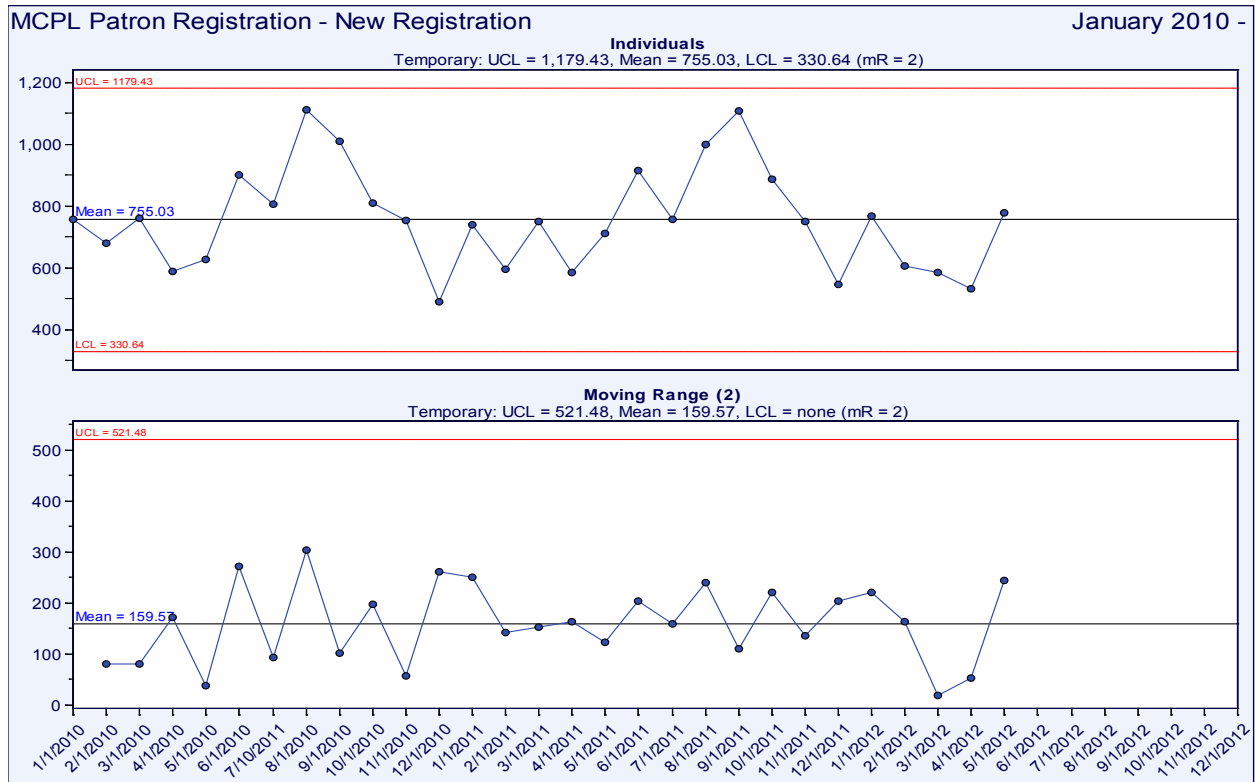
## **1F. Strengthen readers' advisory services.**

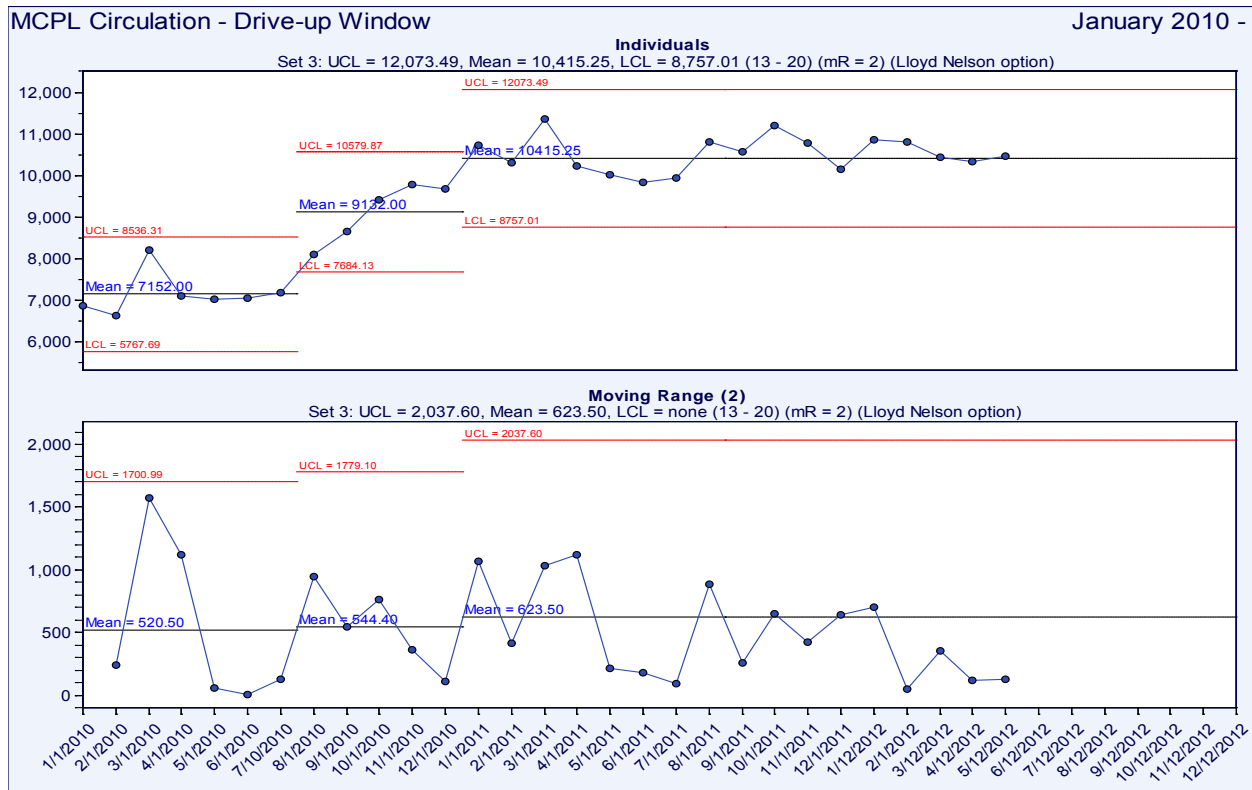
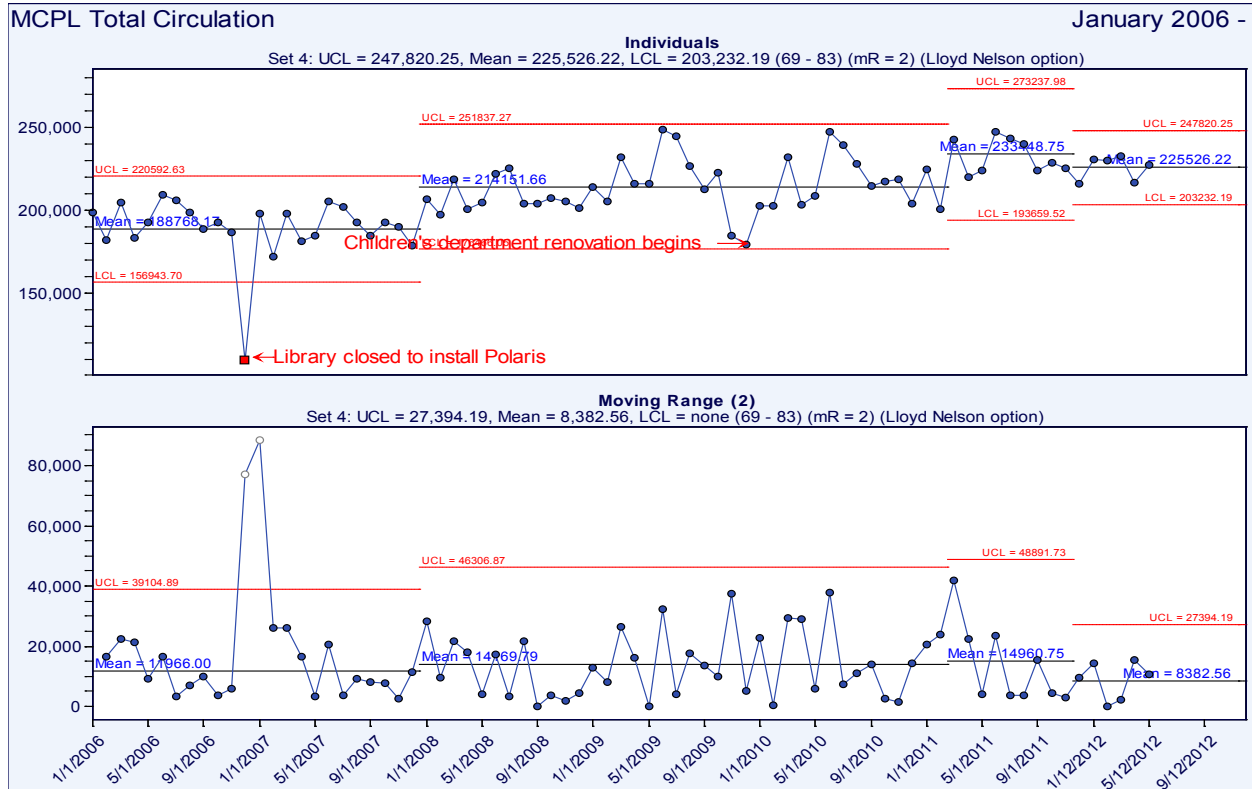
- To meet children's interest in series fiction, the Ellettsville Branch established a display in the children's room that focused on the first books in series fiction. It was wildly popular and required constant replenishing.
- Children's Services genre booklists were updated and add copies were purchased to meet summer demand.

## **1G. Develop and evaluate partnerships to better serve target audiences.**

- The library was a lead partner in Bloomington Reads Week, May 5-12, and hosted a performance of "Stone Soup" by Bloomington Key Club, attended "Bring Your Own Book and Read" on the Courthouse lawn, publicized a program by Scott Russell Sanders at Fairview School, and contributed volunteers, books, and a CATS crew to "Bloomington Reads at the Farmers' Market." The purpose of the week was to call attention to the importance of reading and show adults enjoying reading.
- Josh Wolf, Margaret Harter, and Sara Laughlin met with Phil Meyer, Scott Witzke, and Mary Ducette at WTIU to discuss partnership opportunities.
- Indianapolis Public Library hosted the final spring NASA Carbon Cycle program on May 16.
- Stephanie was invited to Edgewood Intermediate School as one of many speakers that welcomed second graders to the school for their third grade year. This welcoming program is a program developed by the Parents in Education program in which Stephanie represents the Library.
- Chris Hosler attended the final Partners in Education meeting of the year for Edgewood High School. The group planned goals for the 2012-13 school year, talked about possible partnerships for creating a Math Homework Help for Teens program at the branch, and discussed the August Open House, which Chris will attend.
- Mickey attended a Tax Help wrap-up meeting with the United Way, Area 10, VITA and other partners. This year the Ellettsville Branch program helped 64 individuals file their taxes electronically. The group discussed an expansion of the program to include drop-in sessions at the Branch, utilizing the mobile computing lab to increase access.
- Chris Jackson met with Broadview Learning Center faculty to discuss adding Bookmobile service. There was strong support for a stop that would serve the diverse Broadview community, as well as the surrounding neighborhood. We plan to give a try starting in August, at the beginning of the fall semester.
- The Library partnered with Mental Health America, National Alliance on Mental Illness, the IU Office of Multicultural Affairs, and the City of Bloomington to offer a program as part of the Mosaic Diversity Film Series in May. This year's topic was mental illness. There was a screening of *No Kidding, Me 2!*, a documentary film about mental illness, followed by a discussion led by mental health professionals covering a wide range of topics from local services, issues for families, and media coverage of mental health issues. Nearly 40 people participated.
- The Youth Council met for the final two meetings of their inaugural year. They finalized plans for the first Youth Leadership Day, May 19, attended by 15 teens. 15 of the core 25 teens have committed to returning next year, five are undecided, and 5 are graduating and leaving for college. With some hard work in recruiting this summer, the Council hopes to include at least 40 committed members come September.
- For the third year Christine Friesel served as a volunteer for the United Way to review the certification process for several agencies, visiting two agencies to determine how these organizations meet the standards. The final meeting was held with all volunteers to review the status of 11 agencies. This process provides a good experience in evaluating nonprofit management, fiscal oversight, networking with community leaders, and an overview of resources provided by the agencies.
- Bethany Terry is working with Broadview Learning Center to streamline the referral process for learners who need one-on-one tutors. VITAL staff will attend Adult Basic Education orientation sessions at Broadview 2 times a month. Students who are identified as needing one-on-one assistance will be able to meet directly with VITAL staff for an interview.

## Goal 2: Expand access to information.

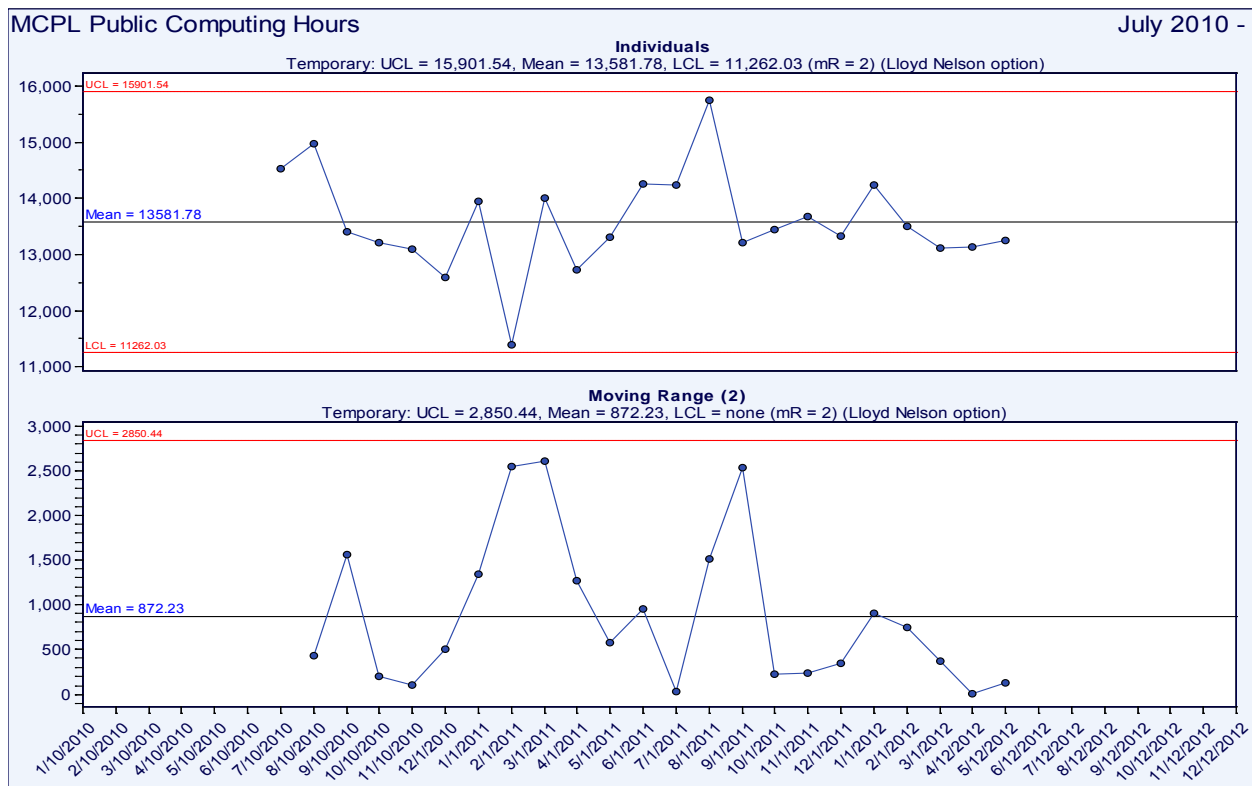


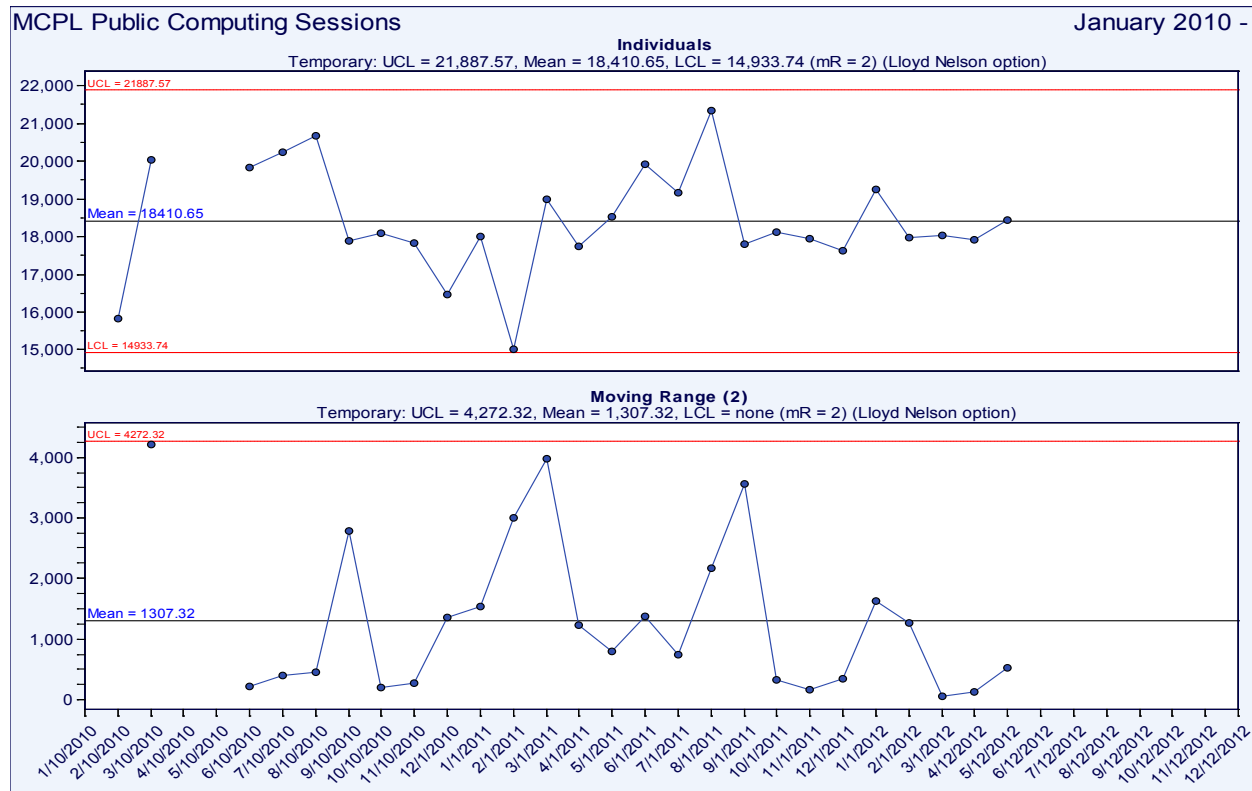




May Access		
<b>Website Visits</b>	Home page views	80,604
	Catalog page views	656,806
	Other page views	180,748
	<b>TOTAL</b>	<b>837,554</b>
<b>Read It Off</b>	Number registered	436
	Charges waived	\$573.67
	Number individuals with charged waived	62
	Number exiting program	18
<b>Interlibrary loan</b>	Items loaned	253
	Items borrowed	21
<b>CATS</b>	Government programs produced	29
	Patron programs produced	148
	Community programs produced	33
	Library events covered/PSAs	10
	Dubs delivered	115
	Programs added to collection	220

## 2A. Employ technology to facilitate better access to information.





## 2B. Improve web access.

- The Facebook Team continued its planning to increase the Library's social media presence. The new Facebook page for MCPL will be unveiled in June.
- Stephanie Holman posted Summer Reading information on the new Ellettsville Branch blog on the Library website. Other Branch staff are also learning how to post and adding content.
- Lisa Champelli and Ellen Arnholter posted to the Children's Facebook page almost daily, promoting both programs and services. "Likes" for the page are steadily growing.
- Julie Martin and Lisa Champelli finished converting online booklists to the new web site.

## 2C. Deliver information through CATS.

## 2D. Replace Bookmobile. COMPLETED

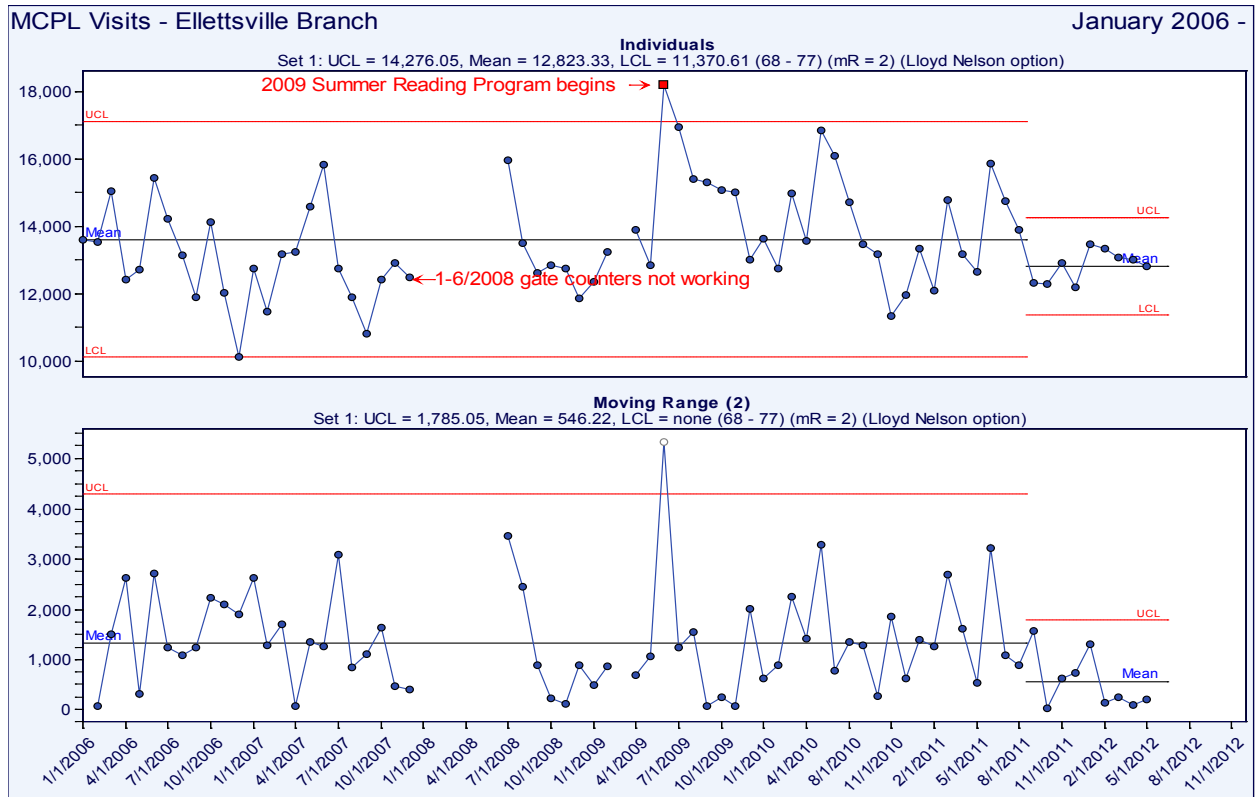
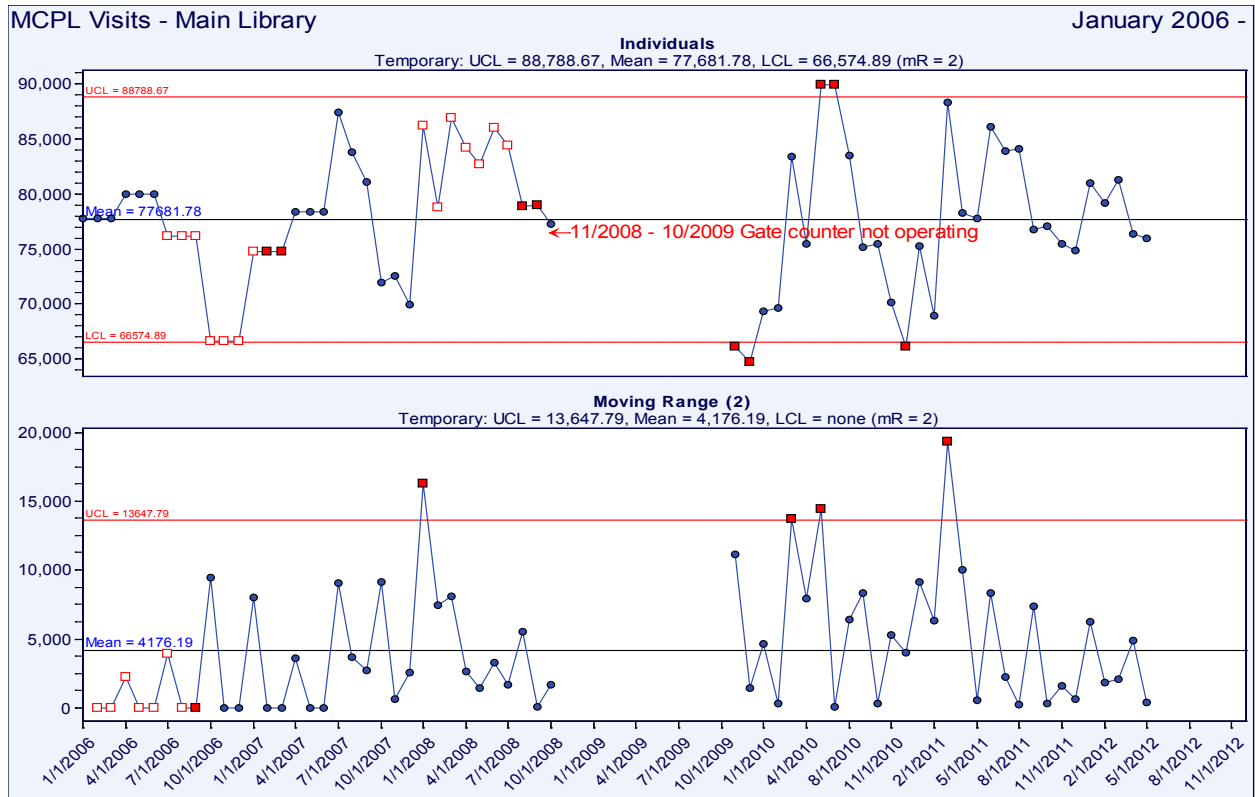
## 2E. Investigate changing or expanding hours.

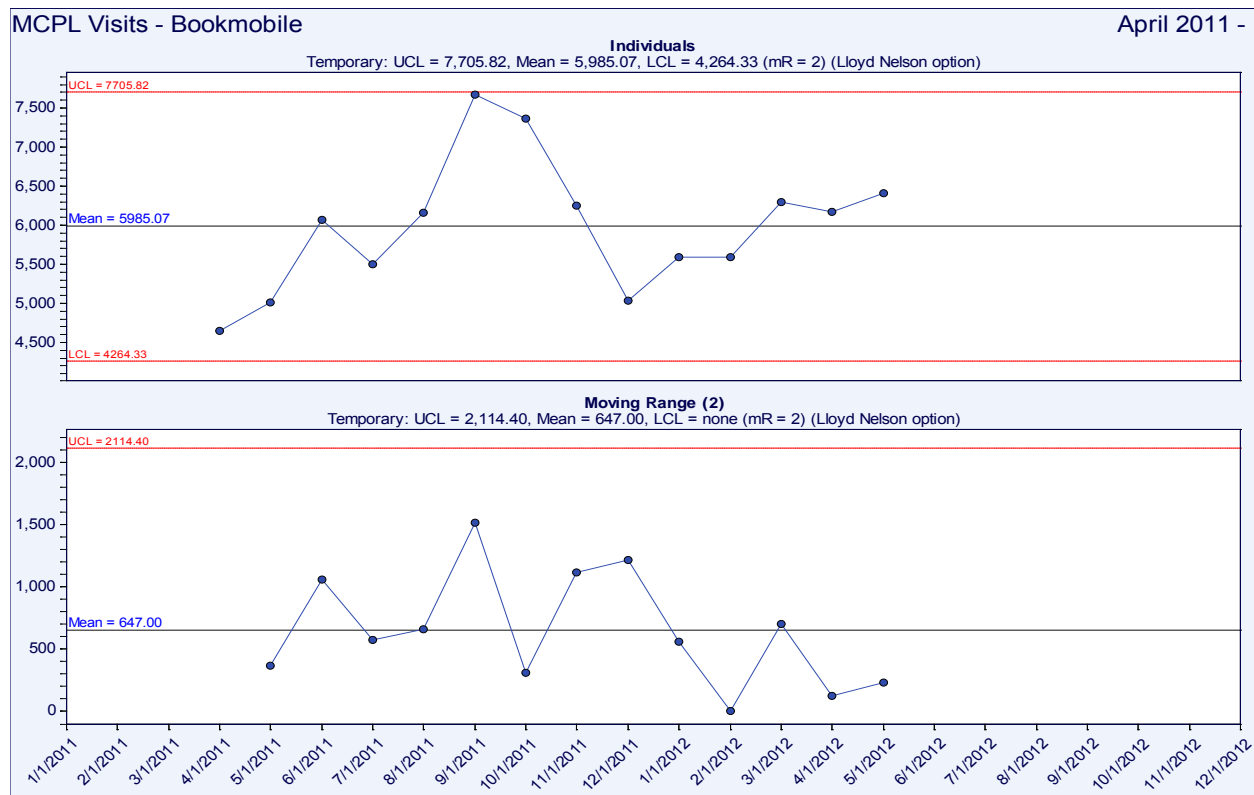
- The Bookmobile changed its Wednesday p.m. route, dropping two of the slowest stops, Garden Hill and Arlington Valley, and replacing them with Arlington Park Apartments and Arlington Heights Elementary.

## 2F. Open a second branch location.

## 2G. Improve service for people with disabilities.

## Goal 3: Deliver exemplary service.





<b>May Services</b>		
<b>Meeting Rooms</b>	Main Library meeting rooms used	100
	Main Library auditorium used	18
	Main Library atrium	0
	Ellettsville Branch	15
	<b>TOTAL MEETING ROOMS USED</b>	<b>133</b>
<b>Author Alert</b>	Holds placed	280

**3A. Improve parking for patrons and staff at Main Library.**

**3B. Improve efficiency of checkout, check-in, and holds processes.**

- A new self-check machine replaced an older, non-functional machine at Ellettsville.

**3C. Improve materials security. COMPLETED**

**3D. Complete children's addition at Ellettsville Branch. COMPLETED**

**3E. Remodel Main Library to improve space utilization and update worn areas.**

- Sara Laughlin, Sarah Bowman, Mark Blackwell, Christina Jones, and Mary Frasier met with piano player Craig Brenner to hear his ideas about improving access to the auditorium for local musicians.

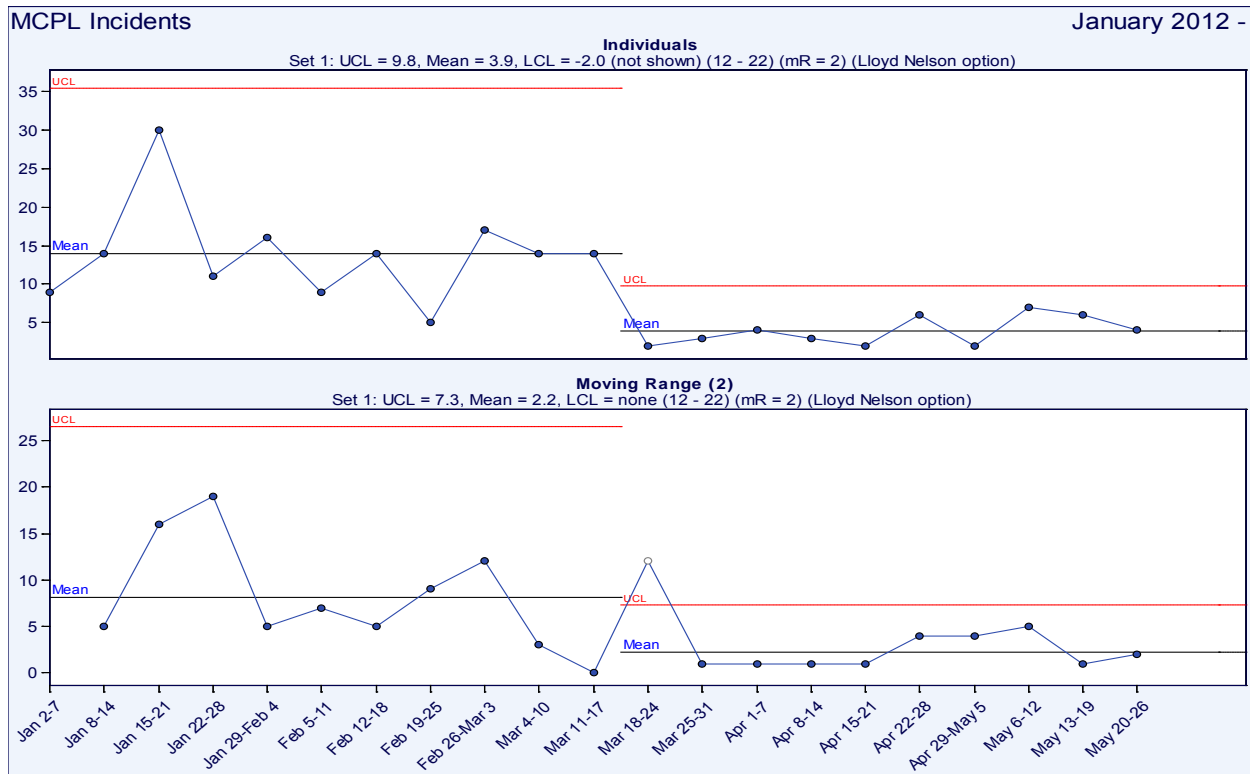
**3F. Make exterior improvements and replace landscaping at Main Library and Ellettsville.**

- Fresh mulch added by Nolan's Lawn Care service has made the garden at the Ellettsville Branch colors pop and very dramatic blooms brighten the entrance to the library.

### 3G. Provide high quality public technology services.

#### 3H. Create engaging library experiences.

- The summer program brochure came out in May and staff began signing-up participants.
- Enforcement of no-smoking rules on Library property and implementation of progressive discipline beginning in March 2012 resulted in a dramatic drop in behavioral incidents in the Library (see chart below).
- The library submitted a letter supporting a request to the City from the Old Northeast Neighborhood Association to make improvements to the northwest corner of 6<sup>th</sup> and Lincoln. The proposal was approved.



### 3I. Improve signage, maps, and promotional capacity inside Main Library and Ellettsville Branch.

#### 3J. Offer regular customer service training and updates.

- Local consultant Susan El-Shamy presented a session for Circulation staff on customer service.

#### 3K. Implement training to enhance technology core competencies.

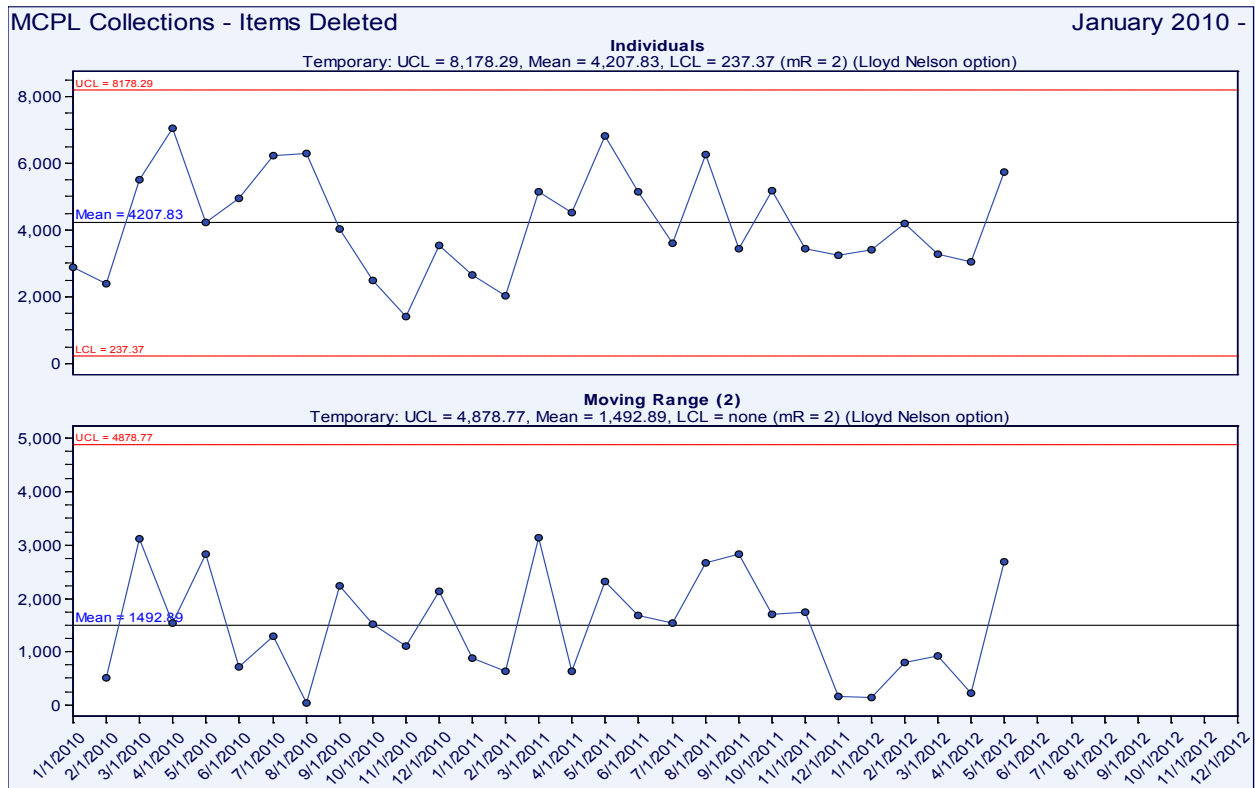
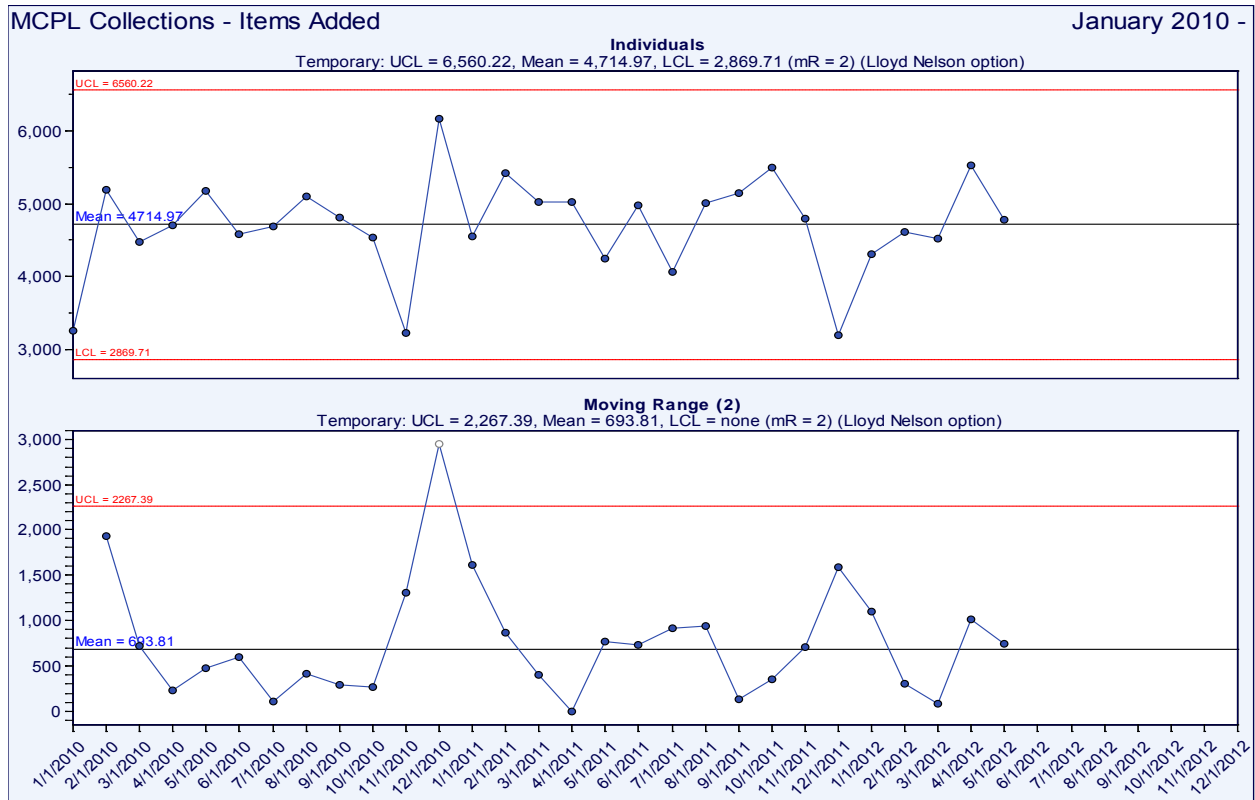
#### 3L. Offer regular feedback opportunities for employees.

#### 3M. Provide regular opportunities for community members to make suggestions for improving library services.

- Library staff teams for the logistics and content of the Future Search event scheduled for May 17-19 met weekly to finalize all the details. Sixty-one Monroe County residents participated in the three-day event, held at Chapman's Banquet Center, during which they created a draft action plan for the library.

## Goal 4: Maintain High Quality Collections

### 4A. Purchase print materials that respond to community needs.



## ***4B. Maintain functional and attractive library collections.***

- Sara Laughlin accepted the archives of the Nineteenth Century Club for the Indiana Room, from long-time club member Jan Anderson. The archives, from 1897 to the present, describe the work of this organization that was responsible for submitting a successful application to the Carnegie Foundation that led to the creation of the Bloomington Public Library.

## ***4C. Continue to explore new formats.***

- Mickey Needham, Chris Jackson, and Pam Wasmer continue to investigate electronic information delivery options for both e-books and databases. Mickey and Chris plan to attend the American Library Association Annual Conference to continue their research.

## ***4D. Improve patron satisfaction with movies collection.***

- Ellettsville Branch staff weeded scratched and worn DVDs from both the juvenile and general DVD collections. Replacement copies will be ordered for high demand items.

## ***4E. Improve the weeding process. COMPLETED***

## ***4F. Develop a children's collection endowment.***

## **Goal 5: Optimize stewardship of the library's resources.**

### ***5A. Implement recommendations from classification and compensation study.***

### ***5B. Implement certification in employee hiring, development, and promotion.***

- Pam Wasmer, Staff Development Committee chair, presented an overview of Library Education Unit (LEU) requirements and various ways to earn LEUs during two all-staff meetings in May.

### ***5C. Create staff development plan aligned with strategic plan.***

- Mickey Needham and Penny Gillie presented a report on MCPL's Future's team to the District 5/7 annual meeting of ILF. on
- Mary Frasier and Christina Jones presented on Every Child ready to Read at the ILF District 5/7 meeting in Bloomington.
- Sara Laughlin was elected to a three-year term as president-elect, president, then past president of the Association of Specialized and Cooperative Library Services, a division of the American Library Association.

### ***5D. Complete negotiations for and begin implementation of first union contract.***

### ***5E. Optimize use of interns, volunteers, and work-study employees.***

- Sara Laughlin met with IU SPEA internship program coordinator Jennifer Forney to review results from the previous two years and request an intern for 2012-14.

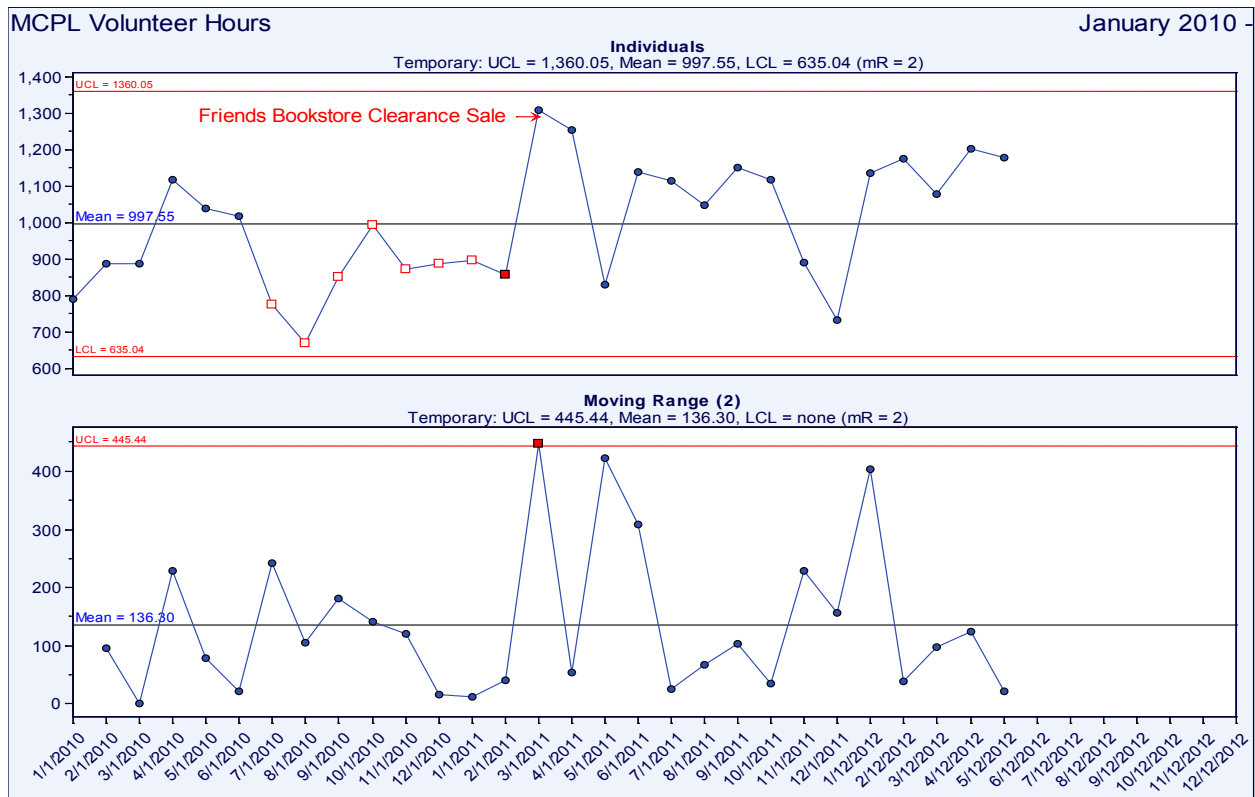
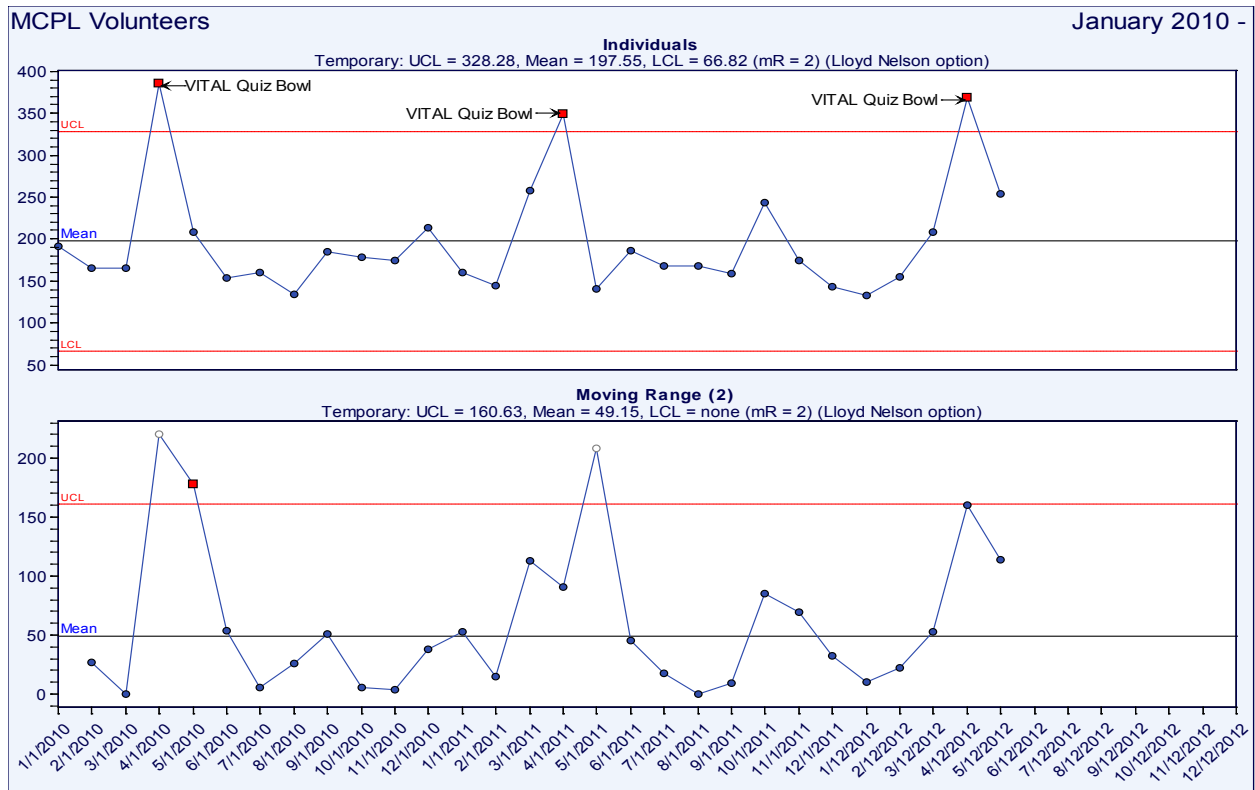
### ***5F. Increase efforts to be an inclusive and attractive employer.***

- Five candidates for Associate Director visited the library for day-long interviews, during which they met with the search committee and the managers, toured the Main Library and Ellettsville Branch, and gave a presentation to staff and Board.
- Library staff, volunteers, Friends and Board members said farewell to outgoing VITAL Coordinator Sue Murphy as she departed for the Peace Corps and welcomed new Coordinator Bethany Terry.
- Adult and Teen Services Department hosted a session on inspirational fiction.
- Pam Wasmer gave an overview and update on Library Education Units (LEUs) now required by the Indiana State Library. In the library, reference assistants, librarians, managers in traditional

# Director's Report

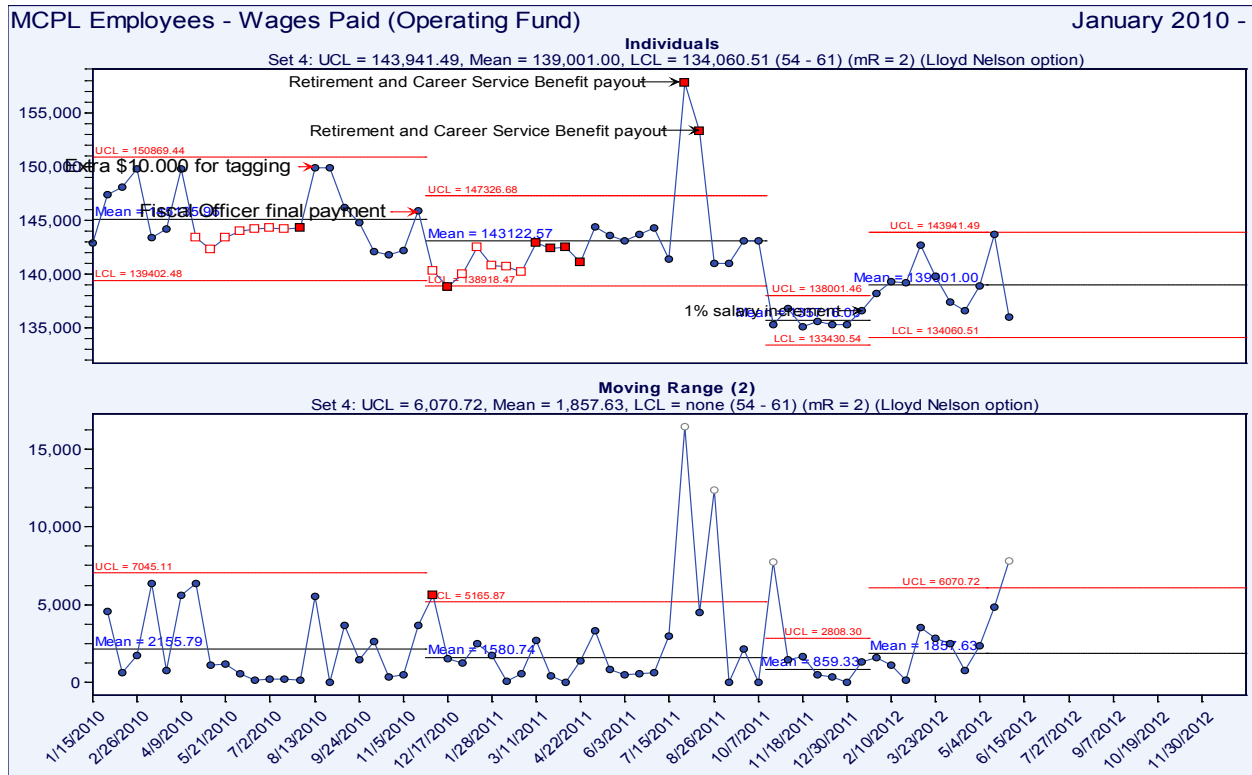
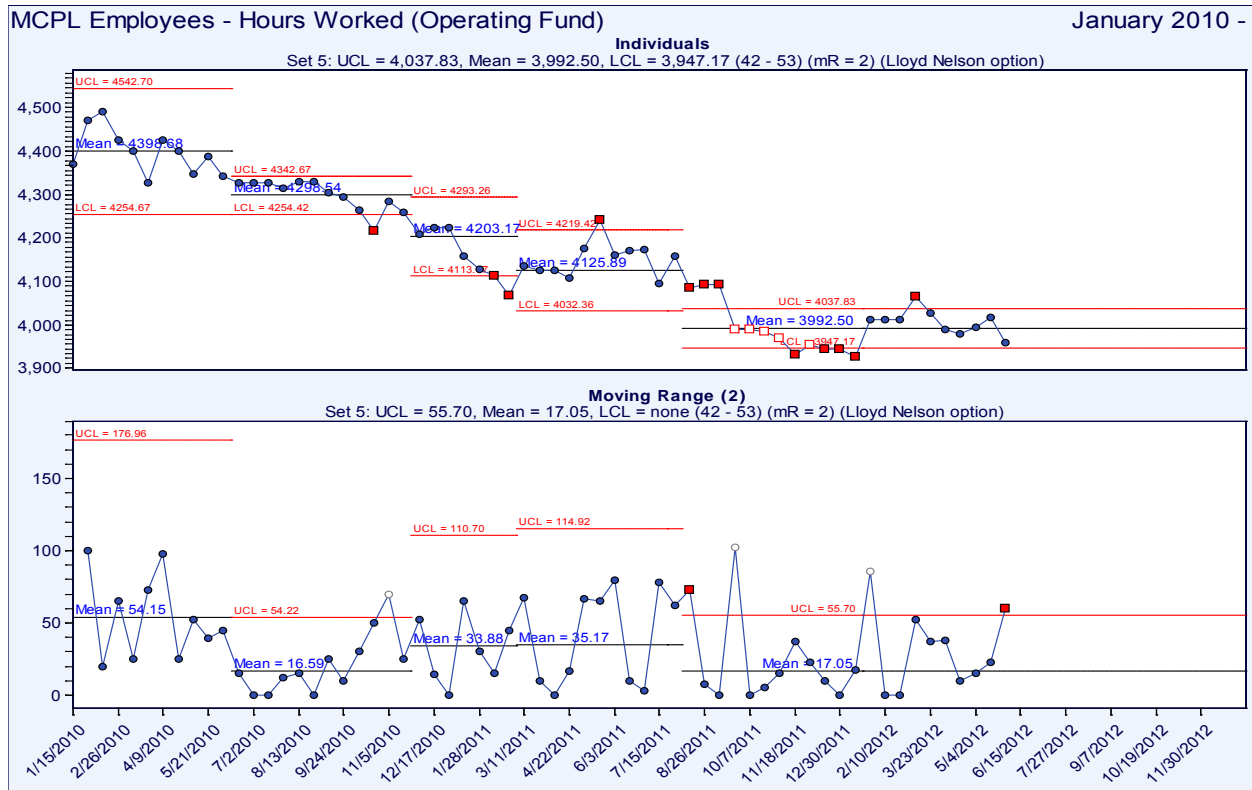
# May 2012

library operations, the associate director and director all must be certified to meet State Standards. The first five-year period ends in September 2013; many library staff members have already earned the number of LEUs needed, and most are on track to finish by the deadline.

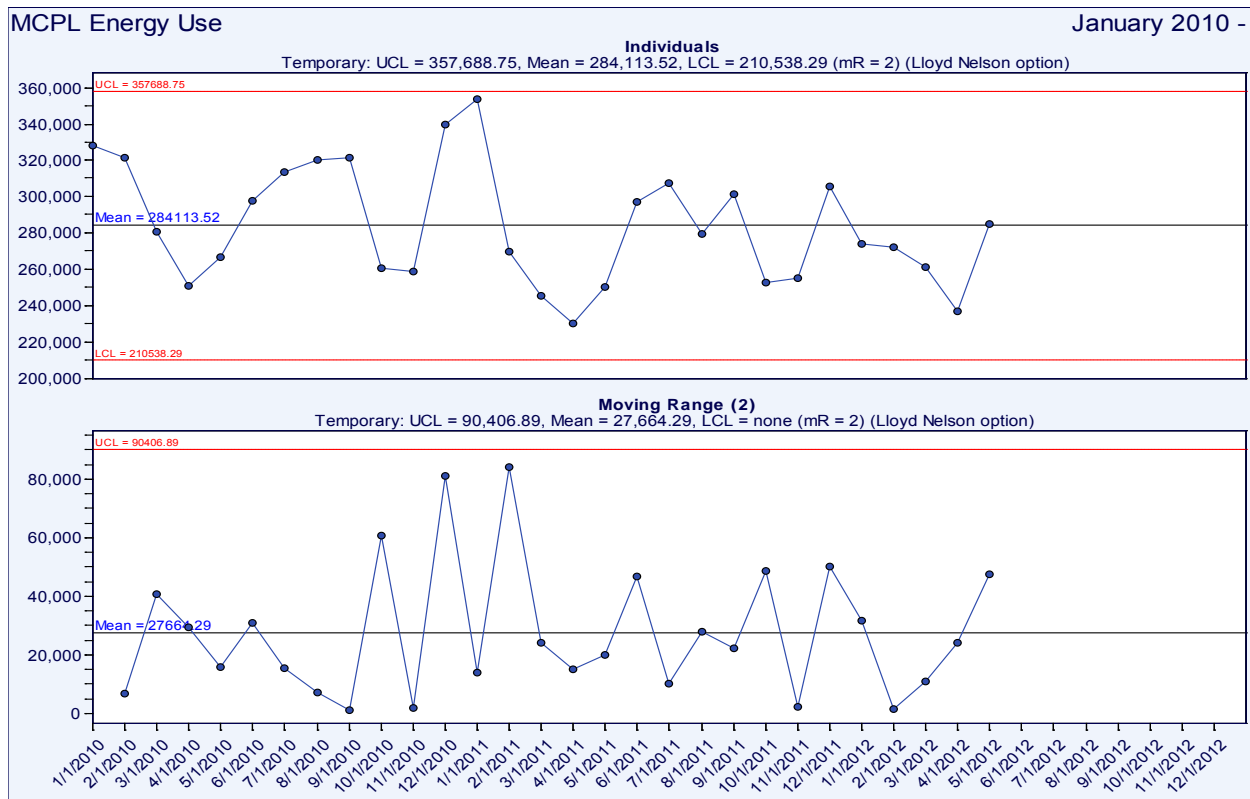




## 5G. Support improvement of key processes.



## 5H. Continue sustainability efforts to reduce energy consumption.



## 5I. Develop long-term facilities, equipment, and technology maintenance and replacement schedule.

### 5J. Maximize tax support.

- Financial Officer Gary Lettelleir and Sara Laughlin attended a webinar in preparation for drafting the 2013 budget. The library will host a session on using the Department of Local Government Finance's Gateway online budget system, for officials from other local government units.

### 5K. Increase funding from non-tax sources.

- The Friends released the final report from the 2011 Campaign for Excellence. The Campaign raised a total of \$28,927.42, of which \$18,905.62 is supporting 2012 services and programs (65%), \$6,497.60 was contributed to Friends' endowments for future support of the Library (23%), and \$3,524.00 covered costs of the Campaign (12%).
- The Bloomington Board of Realtors awarded the Library \$500 toward the purchase of landscaping materials for the southeast (plaza) corner. A local Boy Scout will be contributing planning and labor as part of his Eagle project. Three other Scouts have also indicated interest in landscaping, following the design completed by local landscape architect Debra Beck.

### 5L. Work closely with Friends of the Library.

- Sara Laughlin, Margaret Harter, and Brandon Rome met with the Friends 2012 Campaign group.
- The Friends hosted a clearance sale at the Ellettsville Branch on May 11-13. Participation and revenue increased compared with the first sale there last fall.
- The Board of the Friends of the Library held its monthly meeting at the Ellettsville Branch. Mickey presented a slide show of photographs taken at the branch during Snapshot Day in April.
- Penny Gillie convened a meeting of the Friends Marketing Committee to discuss promoting upcoming Friends events including a presence at the Fourth of July Parade.

## Library Circulation

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

100,000+

125,000+

150,000+

175,000+

200,000+

225,000+

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	Increase	%
1994	91,400	86,804	105,092	95,928	90,161	109,116	105,030	100,764	91,581	96,209	95,879	77,104	1,145,068	40,646	3.7%
1995	104,347	94,669	104,140	93,934	92,215	109,590	104,095	105,387	89,181	98,036	94,454	78,981	1,169,029	23,961	2.1%
1996	99,083	97,969	100,332	97,724	92,557	102,389	100,506	72,677	78,476	109,334	96,766	64,366	1,112,179	-56,850	-4.9%
1997	102,297	80,417	108,333	99,623	99,660	113,370	115,565	105,481	98,538	104,353	103,578	92,649	1,223,864	111,685	10.0%
1998	116,835	105,194	123,885	109,977	103,656	129,291	126,959	113,247	108,779	115,966	114,187	102,124	1,370,100	146,236	11.9%
1999	110,233	114,354	130,356	115,485	106,471	133,561	127,946	116,536	110,365	119,753	118,931	101,731	1,405,722	35,622	2.6%
2000	121,815	120,968	131,933	118,453	116,142	133,324	130,490	125,569	114,408	124,389	126,687	106,259	1,470,437	64,715	4.6%
2001	135,604	130,721	149,383	128,818	131,845	155,769	149,605	140,771	128,799	139,696	137,810	122,983	1,651,804	181,367	12.3%
2002	153,544	139,737	155,582	146,765	142,675	158,285	164,134	152,802	142,870	157,269	149,439	129,504	1,792,606	140,802	8.5%
2003	165,033	152,780	169,828	152,491	158,807	177,377	177,894	164,227	162,784	166,539	159,777	150,057	1,957,594	164,988	9.2%
2004	176,266	168,978	192,225	168,365	163,194	190,965	189,404	173,782	163,761	168,290	169,478	141,357	2,066,065	108,471	5.5%
2005	182,879	171,080	194,707	180,853	175,874	203,419	197,892	196,619	178,987	185,622	179,184	164,071	2,211,187	145,122	7.0%
2006	198,702	182,066	204,622	183,375	192,548	209,081	205,823	198,671	188,688	192,392	186,547	109,366	2,251,881	40,694	1.8%
2007	197,973	171,889	197,962	181,352	184,840	205,370	201,607	192,456	184,509	192,278	189,825	178,494	2,278,555	26,674	1.2%
2008	206,697	197,227	218,760	200,849	204,840	222,018	225,175	203,624	203,581	207,154	205,469	200,919	2,496,313	217,758	9.6%
2009	213,633	205,451	232,000	215,647	215,771	248,189	244,064	226,378	212,681	222,453	184,819	179,522	2,600,608	104,295	4.6%
2010	202,229	202,607	232,050	202,717	208,775	246,755	239,330	228,111	214,194	216,913	218,296	202,893	2,614,870	14,262	0.5%
2011	224,404	200,312	242,073	219,522	223,724	247,200	243,376	239,514	223,895	228,286	225,306	215,839	2,733,451	118,581	4.5%
2012	230,234	230,076	232,125	216,572	227,403								1,136,410	-1,597,041	-58.4%

## Library Visits

	1st Qtr		Year to Date	
	2011	2012	2011	2012
Main Library	232,565	241,434	232,565	241,434
Ellettsville Branch	40,223	39,903	40,223	39,903
<b>Main and Ellettsville</b>	<b>272,788</b>	<b>17,491</b>	<b>272,788</b>	<b>17,491</b>

## Library Programs

	1st Qtr				Year to Date			
	2011		2012		2011		2012	
	Programs	People	Programs	People	Programs	People	Programs	People
Children	255	6,975	277	8,912	255	6,975	277	8,912
Young Adult	34	151	46	304	34	151	46	304
Adult	189	2,361	131	1,774	189	2,361	131	1,774
General - All Ages	12	1,949	17	1,948	12	1,949	17	1,948
<b>Total</b>	<b>490</b>	<b>11,436</b>	<b>471</b>	<b>12,938</b>	<b>490</b>	<b>11,436</b>	<b>471</b>	<b>12,938</b>

## CATS Programs\*

	1st Quarter		Year to Date	
	2011	2012	2011	2012
Programs added	868	652	868	652
Community programs produced	85	88	85	88
Government meetings produced	292	444	292	444
Patron programs produced	110	109	110	109

## Meeting Room Use

	1st Quarter		Year to Date	
	2011	2012	2011	2012
Main Library Meeting Rooms	275	330	275	330
Main Library Auditorium	67	55	67	55
Main Library Atrium	2	1	2	1
Ellettsville Meeting Rooms	44	49	44	49
<b>Total</b>	<b>388</b>	<b>435</b>	<b>388</b>	<b>435</b>

## Technology Use\*\*

	1st Quarter		Year to Date	
	2011	2012	2011	2012
Public Computer Sessions	51,989	55,254	51,989	55,254
Web Site Home Page Hits	259,895	143,852	259,895	143,852
All Web Pages Hits	18,493,639	238,868	18,493,639	238,868
Catalog Hits	11,249,892	2,138,103	11,249,892	2,138,103

## Collection Development

	1st Quarter		Year to Date	
	2011	2012	2011	2012
Items added	15,005	13,444	15,005	13,444
Items discarded	9,814	10,841	9,814	10,841

\* In 2012, the Library changed from reporting total hours broadcast including separate figures for community and patron produced programs; 2011 numbers are adjusted here

\*\*In 2012, the Library switched from reporting page hits to reporting page views, as the latter method more accurately reflects usage